

## HCPA Board of Directors Board Meeting

**Meeting Date:** Wednesday, October 23, 2024

**Type of Meeting:** Board Meeting

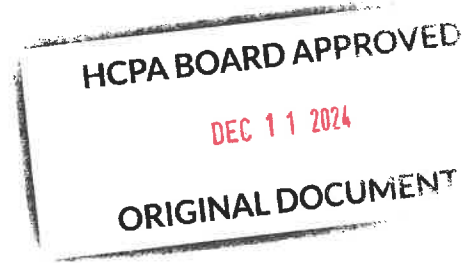
**Started Time:** 5:40PM

**Adjourned:** 7:05PM

**Location:** Hmong College Prep Academy Board Room

**Minute Taker:** Mai Zer Vang

**Facilitator:** Susan Vang



**Mission/Vision Statement:** HCPA's mission is to provide the best integrated, challenging and well-rounded educational experience to students in grades K-12.

I. **Call to Order:** Susan Vang called the meeting to order at 5:40PM.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Susan Vang – Board Chair
x		Dr. Aly Xiong – Board Member - <i>virtual at 1685 Kavanaugh Drive, East Gull Lake, Minnesota 56401</i>
x		Daniel Schmidt – Board Member
x		Brent Ness - Board Secretary
x		Sonya Zuker - Board Vice Chair - <i>virtual at 123 Losoya St, San Antonio, TX 78205</i> - <i>joined virtually at 6:27PM</i>
x		Ge Vang - Board Treasurer
x		Christine Smith - Board Member
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – HCPA Chief Financial Officer
x		Dao Lor - HCPA Director of Family Engagement - Guest
x		Tony Hang - HCPA Director of Operations - Guest
x		Richard Moore - Guest - arrived at 6:41PM
x		Melanie Moore - Guest - arrived at 6:41PM

### OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	Add: "Annual Report" to the agenda under School Administration Move: "Audit Drafts" to go before the monthly financial review

**All that a school should be.**

Motion:	Motion to approve the October Board Meeting Agenda with the changes above	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**DECLARATION OF CONFLICT OF INTEREST**

Agenda Item:	Declaration of Conflict of Interest
Notes:	The board members reviewed the agenda. Brent Ness has a coaching contract in the consent agenda and will abstain from voting. All other Board Members declared no conflict of interest.

**CONSENT AGENDA**

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Motion to approve the Minutes & Contracts	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 5 Voted Nay: 0 Abstain: 1	Yea: Susan Vang, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith Abstain: Brent Ness	
Action:	Motion passed.	

**HCPA BOARD APPROVED**

DEC 11 2024

**ORIGINAL DOCUMENT**

**GOVERNANCE COMMITTEE**

Agenda Item:	Committee Updates
Notes:	Still working on reviewing and revising policies. Will come back to the next meeting with more materials to review.

**FINANCE COMMITTEE**

Agenda Item:	Monthly Financial Review
Notes:	Original Budget: 2,425 Actual ADM: 2,505 Days' Cash on Hand: 219 days (minimum is 90 days)  The beginning balances are preliminary until the audit has been finalized – fieldwork took place in September.

**All that a school should be.**

Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**FINANCE COMMITTEE**

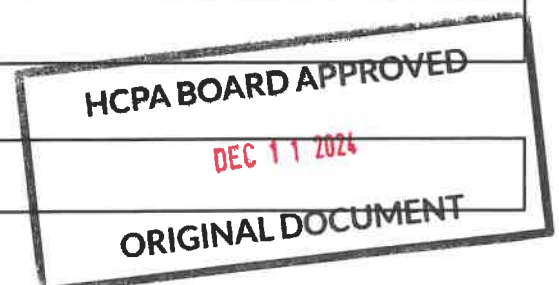
Agenda Item:	Audit Drafts	
Notes:	There were no compliance issues noted.	
Motion:	Motion to approve the Audit Draft.	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	Ratification of Insurance Renewal	
Notes:	HCPA will be switching its insurance from Blue Cross Blue Shield to United Health Care.	
Motion:	Motion to approve the ratification of Insurance Renewal	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	Canceling UNUM Whole Life
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Notes:	Looking to discontinue the Whole Life insurance through UNUM. Instead, staff can do an auto payment plan for Whole Life and manage it themselves. Staff that are affected by this will be notified and provided a transition plan.	
Motion:	Motion to approve the cancellation of UNUM Whole Life	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	
Action:		

**FINANCE COMMITTEE**

Agenda Item:	EZY Ride Contract Addendum	
Notes:	Renewing the contract for EZY Ride. They provide the vans that will transport students that are outside of HAP's boundaries.	
Motion:	Motion to approve the EZY Ride Contract Addendum	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**HCPA BOARD APPROVED**

**DEC 11 2024**

**FINANCE COMMITTEE**

Agenda Item:	HCPA Employee Handbook Revisions	
Notes:	Revisions to the handbook included cleaning up the verbiage, double checking the required events and updated policies that the board has already passed. The HR consultant that we work with looked over the handbook and said it looked fine.	
Motion:	Motion to approve the employee handbook revisions.	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**ORIGINAL DOCUMENT**

**SCHOOL ADMINISTRATION**

Agenda Item:	Academic Report
Notes:	<ul style="list-style-type: none"> <li>- K-12 finished up with fall screening and data meetings were conducted to analyze the results.</li> <li>- Current enrollment is 2,510 students.</li> <li>- The Snack program has been rolling out tropical fruits for students</li> <li>- There are new curb cut in sidewalks from the street to the main sidewalk</li> <li>- The dome sets up on 10/24</li> <li>- The After School Program starts on 10/22</li> <li>- October is College KNowledge Month and the goal for this is for seniors to complete at least one college application during this month.</li> <li>- The MDE Program Monitoring with Topical Record Review (TRR) is underway.</li> <li>- We just completed our own MEA training. Teachers completed some DDI, Trauma AANHPI trainings.</li> </ul>

**SCHOOL ADMINISTRATION**

Agenda Item:	Q Comp Site Goal Update	
Notes:	Reviewed a document that provided updates on our Q Comp Site Goals. The goal we are trying to reach is to have students in grades K-12 make 70% "typical" or "aggressive" growth on the FAST aReading standardized assessment.	
Motion:	Motion to approve by the Q Comp Site Goals	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	<b>HCPA BOARD APPROVED</b>

DEC 11 2024

**SCHOOL ADMINISTRATION**

Agenda Item:	Board Bylaws Update	<b>ORIGINAL DOCUMENT</b>
Notes:	The current Board Bylaws were reviewed by legal. There were some changes in statutes, formatting and grammar. The board members will review the changes for the next board meeting.	

**SCHOOL ADMINISTRATION**

Agenda Item:	Annual Report
Notes:	The Annual Report was reviewed by Board Members during the WBWF meeting that was held prior to the Board Meeting from 5PM - 5:40PM.
Motion:	Motion to approve the Annual Report 2023-24



Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Chrisine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

**ADJOURN**

Agenda Item:	Adjourn	
Notes:		
Motion:	Move to adjourn the board meeting at 7:05PM.	
Made by:	1 <sup>st</sup> : Christine Smith	2 <sup>nd</sup> : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Aly Xiong, Christine Smith	
Action:	Motion passed.	

The board meeting adjourned at 7:05PM.

