HCPA BOARD APPROVED

OCT 29 2025

ORIGINAL DOCUMENT

1515 Brewster Street, Saint Paul, MN 55108
Office:(651) 209-8002 • Fax:(651) 289-1802
www.hcpak12.org

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, September 24, 2025
Type of Meeting: Board Meeting
Start Time: 5:30PM
Adjourned: 7:06PM

Location: Hmong College Prep Academy Board Room
Minute Taker: Joseph Norby-White / Panghoua Vue
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 5:30PM.

II. **Roll Call – Open Session:**

Yes	No	Name
X		Susan Vang – Board Chair
X		Daniel Schmidt – Board Member
X		Sonya Zuker - Board Vice Chair
X		Ge Vang - Board Treasurer
X		Christine Smith - Board Member
X		Joseph Norby-White - Board Secretary
	X	Danijela Duvnjak – HCPA Chief Academic Officer
X		David Kloskin – HCPA Chief Financial Officer
X		Kiersten Sloneker - HCPA K-12 Academic Program Manager
X		Chin Nou Khang - 6-12 Assistant Director of Teaching and Learning
X		Jeremy Shedlosky - K-5 Assistant Director of Teaching and Learning
X		Krista Skoglund - K-5 Director of Teaching and Learning

OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	
Motion:	Motion to approve agenda

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Made by:	1st: Sonya Zuker	2nd: Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

DECLARATION OF CONFLICT

Agenda Item:	Declaration of Conflict of Interest
Notes:	Board Members reviewed the Agenda and Declared No Conflict of Interest

SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	The 2025–26 school year is off to a strong and busy start across all grade levels at HCPA. In elementary (K–5), students and teachers are laying strong foundations through community building, safety drills during Safety Week, and the launch of key academic initiatives like the Illustrative Mathematics curriculum and universal screening with FastBridge. Staff are also preparing for LETRS literacy training, and students are adjusting to routines and expectations. Across content areas, secondary teams are implementing new and existing curricula with renewed focus—such as OpenSciEd in middle school science, CPM in math, StudySync in ELA, and DBQ in Social Studies. World language teachers are aligning instruction vertically, and the ELL/LE team is integrating WIDA standards with content instruction. Special Education has begun center-based programming and is preparing to launch the PAES Lab for vocational training. College Prep Leads have introduced SEL-focused programming, field trips, and college visits, while specialists refine grading practices and rubrics. Operationally, the school is managing a wide range of priorities. The food services department is implementing a finger-scanning system and collecting Educational Benefit forms, while facilities staff are preparing for winter, maintaining infrastructure, and managing energy projects. Enrollment has slightly declined, but student intake and marketing continue, including at Comotown. Transportation planning is underway for afterschool programs and upcoming DOT inspections. HR has onboarded 39 new hires, with background checks nearly complete and open enrollment approaching. Administration is finalizing student schedules, supporting new NHS recruitment, and facilitating Work-Based Learning placements. Additionally, the school is addressing immunization compliance, updating student records, and preparing for upcoming SEAC and IEP meetings. Overall, the school year has begun with focused energy across academics, student services, and operational support systems. • Math +20% proficiency MCA • Reading +20% proficiency MCA

CONSENT AGENDA

Agenda Item:	Minutes & Contracts

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Notes:		
Motion:	Motion to approve minutes and contracts	
Made by:	1st:Sonya Zuker	2nd: Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Board Member Event Report
Notes:	No Report

GOVERNANCE COMMITTEE

Agenda Item:	Add New Committee Members	
Notes:	Add • Anne Denniston • Matilyn May • Myrna Gininwa (Grade 6 Math)	
Motion:	Motion to approve the changes above	
Made by:	1st: Ge Vang	2nd: Joseph Norby-White
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Governance Roles & Responsibilities	
Notes:	Assigning all members responsibilities.	
Motion:	Motion to approve updates to Governance Roles & Responsibilities	
Made by:	1st: Sonya Zuker	2nd: Christine Smith
Voted Yea: 6	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	

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Voted Nay: 0 Abstain: 0	
Action:	Motion Passed

GOVERNANCE COMMITTEE

Agenda Item:	Board Retreat
Notes:	OCTOBER 16, 2025 HCPA Board Room • 7:00AM-11:00AM: Training alongside HCPA Staff • 11:00AM-12:00PM: Board Lunch • 12:00PM-3:30PM: Board Trainings

GOVERNANCE COMMITTEE

Agenda Item:	Policy 407 Employee Right to Know - Exposure to Hazardous Substances	
Notes:	Add Page break on 2.C	
Motion:	Motion to approve Policy 407 Employee Right to Know - Exposure to Hazardous Substances	
Made by:	1st: Sonya Zuker	2nd: Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 420 Communicable Diseases and Infections	
Notes:	Add a page break after II. B and II. F.	
Motion:	Motion to approve Policy 420 Communicable Diseases and Infections with the changes above	
Made by:	1st: Daniel Schmidt	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

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Agenda Item:	Policy 424 License Status	
Notes:	• Standardize the font to ensure consistency throughout. • Add a page break on III. B. • In the legal reference section, add a space after Minn. Stat. 122A.40 and ensure that 1998 is in the lining of the section.	
Motion:	Motion to approve Policy 424 License Status with the changes above	
Made by:	1st: Ge Vang	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 530 Immunization Requirements	
Notes:	Take out the tab added after Policy 530	
Motion:	Motion to approve Policy 530 Immunization Requirements with the changes above	
Made by:	1st: Sonya Zuker	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 530.1 Immunization Form/Instructions
Notes:	Board Members reviewed this document.

GOVERNANCE COMMITTEE

Agenda Item:	Policy 530.2 - A Sample Immunization Letter A
Notes:	Board Members reviewed this document.

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Agenda Item:	Policy 530.2 - B Sample Immunization Letter B

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Notes:	Board Members reviewed this document.

GOVERNANCE COMMITTEE

Agenda Item:	Policy 619 Staff Development for Standard	
Notes:		
Motion:	Motion to approve Policy 619 Staff Development for Standard	
Made by:	1st: Ge Vang	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 620 Credit for Learning	
Notes:	Remove 1-5 under section VIII. Weighted Grades. Replace with weighted grade scale.	
Motion:	Motion to approve Policy 620 Credit for Learning with the changes above	
Made by:	1st: Sonya Zuker	2nd: Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 722 Public Data Requests	
Notes:	Add David Kloskin to responsible authority. Update cross reference to 725.	
Motion:	Motion to approve policy 722 Public Data Requests with the changes above	
Made by:	1st: Daniel Schmidt	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	

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Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 7.8.0 Annual Designations	
Notes:	Board Members archived this policy in favor of policy 725	
Motion:	Motion to Archive Policy 7.8.0 Annual Designations	
Made by:	1st: Sonya Zuker	2nd: Joseph Norby-White
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 725 Annual Designations	
Notes:	Policy 725 will reflect the information contained in archived policy 7.8.0	
Motion:	Motion to approve Policy 725 Annual Designations	
Made by:	1st: Sonya Zuker	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 806 Crisis Management	
Notes:		
Motion:	Motion to approve Policy 806 Crisis Management	
Made by:	1st: Daniel Schmidt	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	

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Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	• 17% of Fiscal Year 2025-2026 Complete • Days Cash on Hand Year End Estimate: 271 • Debt service Coverage Ratio: 2.71 Original Budget: • 2,465 ADM • Funding profit of $56,561 • 63% fund balance Year to Date Financials: • Ending profit for the month $3,063,074 • Revenues were received at 16% • Expenses were disbursed at 9%	
Motion:	Motion to approve Monthly Financial Review	
Made by:	1st: Ge Vang	2nd: Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Construction Project: Estimate increase	
Notes:	Per David Kloskin, there is currently no document available. Original estimate for parking lot and playground $1.7 million. The new estimate is $2.5 to $2.8 million. Consider scaling back to operate within a $2.5 million budget. Aiming for $2.1 million.	
Motion:	Motion to increase construction budget from $1.7 million to $2.5 million.	
Made by:	1st: Joseph Norby-White	2nd: Dan Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

HMONG COLLEGE PREP ACADEMY
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SCHOOL ADMINISTRATION

Agenda Item:	Language Action Plan	
Notes:		
Motion:	Motion to table the Language Action Plan to the next board meeting on October 29, 2025	
Made by:	1st: Ge Vang	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

Agenda Item:	Adjourn	
Notes:	Motion Passed	
Motion:	Motion to Adjourn Board meeting at 7:06PM	
Made by:	1st: Sonya Zuker	2nd: Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Sonya Zuker, Joseph Norby-White, Christine Smith, Daniel Schmidt	
Action:	Motion Passed	

The Board Meeting Adjourned at 7:06PM