

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, December 10, 2025

Type of Meeting: Board Meeting

Start Time: 5:30PM

Adjourned: 6:18PM

Location: Hmong College Prep Academy Board Room

Minute Taker: 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		Jean Neuman - NEO Advisor
X		Chin Nou Khang - 6-12 Assistant Director of Teaching and Learning

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:		
Motion:	Motion to Approve December 10 Agenda	
Made by:	1 st : Ge Vang	2 nd : Joseph Norby-White
Voted Yea: 5	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	

All that a school should be.

Voted Nay: 0 Abstain: 0	
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:	Across K–12, November was marked by strong academic progress, collaboration, and community engagement. K–5 teams finalized mid-semester grades, continued LETRS literacy training, and deepened collaborative planning through weekly curriculum meetings, while World Culture Day once again highlighted the diversity of the school community. In grades 6–12, teachers focused on unit unpacking, Tier 1 trend analysis, and high-impact instructional strategies, with several departments reaching key milestones: Science and English completed initial units, Social Studies launched schoolwide co-teaching and completed the first DBQ cycle, and Math engaged in professional learning tied to NCTM practices. Additional departments continued strengthening their systems and supports—from technology improvements to expanded health services, ongoing enrollment efforts, preparations for upcoming food program reviews, and consistent operational and transportation updates. Student services and support departments also advanced major initiatives this month. Counseling reported strong FAFSA completion during their October event and high college application rates among seniors, while also tracking graduation progress. The Special Education Department hosted its second SEAC meeting, continued community-based work experiences, and officially opened the PAES Lab, giving students hands-on vocational skill development. Human Resources launched Open Enrollment and piloted a new requisition workflow, and the main office and facilities teams continued seasonal updates and support. Overall, November showcased significant academic momentum, improved operational systems, and strengthened family- and student-centered support as the school transitions toward the end of the calendar year.

CONSENT AGENDA

Agenda Item:	Minutes & Contracts
Notes:	
Motion:	Motion to Approve Minutes & Contracts

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Made by:	1 st : Sonya Suker	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Board Member Event Report	
Notes:	- World Culture Day on Wednesday November 26 - The board members discussed how well connected the students, teachers and parents are. The event was very well put together and the members enjoyed it. - Thiab Tsov Play - It was hard to hear the students due to having mic issues but overall, the show was very well versed.	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 610 Field trips	
Notes:	For Section IV, change the lettering to bold.	
Motion:	Motion to Approve Policy 610 Field trips with the changes above.	
Made by:	1 st : Joseph Norby-White	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 611 Homeschooling	
Notes:		
Motion:	Motion to Approve Policy 611 Homeschooling	
Made by:	1 st : Ge Vang	2 nd : Joseph Norby-White
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Policy 613 Graduation Requirements	
Notes:	Change wording to Designated School Administrator	
Motion:	Motion to Approve Policy 613 Graduation Requirements with the changes above	
Made by:	1 st : Sonya Zuker	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 618 Assessment of Student Achievement	
Notes:	Change Chief Academic Officer to "Designated School Administrator"	
Motion:	Motion to Approve Policy 618 Assessment of Student Achievement	
Made by:	1 st : Joseph Norby-White	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Policy 619 Staff Development of Standards	
Notes:	In section III, change Instructional Leadership Team & Advancement Team to "Administrative Team"	
Motion:	Motion to Approve Policy 619 Staff Development of Standards with the changes above	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Policy 621 Literacy and Read Act	
Notes:		
Motion:	Motion to Approve Policy 621 Literacy and Read Act	
Made by:	1 st : Joseph Norby-White	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 623 Summer School	
Notes:	Change all "Hmong College Prep Academy" to HCPA	
Motion:	Motion to Approve Policy 623 Summer School with the changes above	
Made by:	1 st : Ge Vang	2 nd : Joseph Norby-White
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Policy 707 Transportation of Charter School Students	
Notes:	Correct the formatting on section III, part E. Change the spacing on section 8 and add space. Fix the formatting on Title XII Fees.	
Motion:	Motion to Approve Policy 707 Transportation of Charter School Students with the changes above	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	The financial activities of the school, including an increase in net position due to state aid exceeding operating expenses. The General Fund's unassigned fund balance increased, indicating improved financials. The total net position increased by \$4,218,163, reaching \$25,356,742. The General Fund saw a surplus due to higher-than-expected revenues and lower expenditures. The food service fund also reported a surplus.	
Motion:	Motion to Approve Monthly Financial Review	
Made by:	1 st : Ge Vang	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Final Audit Ratification Approval	
Notes:	The audit report found no instances of noncompliance. No material weaknesses in internal controls were identified, but one instance of noncompliance was reported regarding credit card purchases. Noncompliant Issue: • No material weaknesses in internal controls were identified, but one instance of noncompliance was reported regarding credit card purchases. • Recommendation: Obtain all supporting documentation for credit card purchases before payment • Management Response: The school acknowledged the issue and committed to maintaining proper documentation moving forward.	
Motion:	Motion to Approve Final Audit Ratification Approval	
Made by:	1 st : Ge Vang	2 nd : Sonya
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Food Vendor Service Renewal - January through March
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Notes:	In hopes to hire an outsourced food vendor to assist with our conservative manager and overall food service operations. Starting this process a year early will give us the necessary time to evaluate vendors, coordinate logistics, train staff, and ensure that all systems and expectations are fully in place before the official launch.	
Motion:	Motion to Approve Food Vendor Service Renewal - January through March	
Made by:	1 st : Sonya Zuker	2 nd : Chrisitine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Audit RFP - January through February	
Notes:	Permission to do a Audit RFP	
Motion:	Motion to Approve Audit RFP - January through February	
Made by:	1 st : Joseph Norby-White	2 nd : Ge Vang
Voted Yea: Voted Nay: Abstain:	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

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NEW BUSINESS

Agenda Item:	Mid-year Evaluations for CAO/CFO
Notes:	Looking for two members to help with Mid-Year Evaluations: Ge and Joseph agreed to help, possible dates after Winter break. Volunteered members will get together and complete mid-year evaluation for Danijela and David.

NEW BUSINESS

Agenda Item:	Update Board Calendar Location
Notes:	The Board Members discussed relocating to a new space within the building. The Transportation Wing would provide more convenient access for both board members and guests, along with a safer overall environment.
Motion:	Motion to Approve the Updated Board Calendar Location with the changes above



Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

SCHOOL ADMINISTRATION

Agenda Item:	2026-2027 School Year Calendar	
Notes:	The calendar will remain the same except for E-Learning and Early Release	
Motion:	Motion to Approve 2026-2027 School Year Calendar	
Made by:	1 st : Joseph Norby-White	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

Adjourn

Agenda Item:	Adjourn	
Notes:	Meeting adjourned at 6:18PM	
Motion:	Motion to Adjourn Board meeting at	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christine Smith, Susan Vang, Sonya Zuker, Joseph Norby-White and Ge Vang	
Action:	Motion Passed	

The Board Meeting Adjourned at 6:18PM

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