

HCPA Governance Committee Meeting Agenda and Minutes

Monday, August 11th, 2025

3:30PM - 5:30PM

In Person

[Committee Calendar for 2025-2026](#)

[Board Calendar For 2025-2026](#)

Board Policies to review (Link to use)

[Roles and Responsibilities School](#)

[Committee Members](#)

Transition Team Policies (CAP)

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

Call to Order at: 3:31pm Attended by: David, Panghoua, Heidi, Kyle, Alex, Kiersten, Kaethe Virtual Unable to attend: Dan, Joseph, Kathe, Pa Kou, Andrea	Actions Needed	Time Allotted
1. Consent Approval of agenda a. Approved	Vote: Yeah_7__ Nay __ Ab.____	
Our Next Meeting: Monday, September 8th, 2025 Virtual		
2. Next school board meeting: Wed. Sept. 24th, 2025 in the boardroom or zoom link: https://zoom.us/j/98117693134		
3. Notes From July, 2025 Boards Meeting: Passed: 413 512 522 524.5 606.5 722 7.8.0 Tabled: 402 427 620		

Notes:

1. MSBA review has been return, Susan and Ms. D are working on missing policies.
2. Committee will keep working on the policy calendar

Mrs. D says if a policy is not changed and statutes are the same with no changes, we (GC) can update dates for review - **DOES NOT** need to go to board for approval

4. Discuss roles and responsibilities

- Look at the new document
- Assign jobs (New Jobs have been voted on and assigned)
- Look at the new sub committee groups
- Calendar

New Sub Committee starting as of August 11, 2025

Sub Committee A: Policies

1. David-Chair
2. Pakou-Secretary
3. Dan-Board Liaison (Time Keeper)
4. Kyle-Recruitment
5. Kaethe-Food and Refreshments Liaison

Sub Committee B: Elections/Board items

1. Kiersten-Chair
2. Alex-Secretary
3. Joseph-Board Liaison
4. Susan-Legal Eagle Liaison

Kaethe will have to talk to David Kloskin CFO to see if he will provide meals for every meeting.

Update

Vote:
Yeah_7_
Nay __
Ab.____

20 m

4b. Subcommittee Meeting Updates

July Agenda

No meetings were held by sub committees

Update

m

5. CharterSource walk through
Discussion

Vote:
Yeah_7_
Nay __
Ab.____

15 m

6. Election Calendars

February: 1st Notification of elections

Note home, Social Media, School Website

March: Have a Board table at Marches Parent teacher conferences. (In Person)

April: Final Reminder Email

Discussion

m

May: Elections via email and mailings Have candidate send in a video, and have a candidate introduction paper Board members have board jackets in Blue and white with logos and their names.		
7.	Discussion Vote: Yeah____ Nay ____ Ab.____	m
24-25 Election calendar Look at the calendar at a glance Assign to sub committee New Bylaws approved has 90 days instead of 30 for nomination (Section IV.4) with 45 days notification of nominees and 30 days informed for election dates (Section IV.5.b) Table until Aug meeting so sub committee can start working on it		
Board Retreat For October (new board members) - Board self-reflection questionnaire - Board Retreat 25-26 Form - Susan to send out to current board members, send out to new board upon taking seat (DONE 5/5/25 SV) - Meet and greet, - Team building - Training Day (required) - Afterschool before a scheduled board meeting. - Heidi: Send out google form out Talk with Ms. D - Training ideas, - Dates, times etc. - Heidi - ask Susan what they have done in the past so we have an idea - Dinner, Kahoot Only have 3 board members have completed; Add to Julys meeting to make sure that it gets done. Table until August		

Board Trainings: https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rF3Xn2jQ3kZB_SX-UbJ9-LELFg/edit?usp=sharing Do board members have ideas on what they want training on? • Create board policy training (what numbering/sections mean) • Susan: Check with Panghoua on required Board trainings for new board members ○ HCPA Development ○ NEO: “Prior to beginning their term, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law.” • Board Updates: share HCPA activities they signed up for. • G.C have any ideas on training on? Only have 3 board members have completed; Add to July's meeting to make sure that it gets done. Table until August		m
Notes to bring to the board: • None		
Note to bring to Admin: • None		
Adjourn at: 4:46pm Bring G.C attendance policy to September's meeting	Discussion Vote: Yeah_7__ Nay __ Ab.____	

Policies and Agenda Item labels are

Vote (needs to be finalize and send to board)

Send to Board/Lawyers (to get looked at or approved for next steps)

Passed by Board

Review (came from board/lawyer, check for changes)

Discussion (Feedback),

Update (Information)

Tabled to Next Meeting

Tabled from last meeting

The policy format the Governance Committee has agreed on is:

Will be placed at the end of each policy; have more room to add notes. <i>Adopted:</i> <i>Reviewed: January 26, 2022</i> <i>Board Approved: January 26, 2025</i>		Level 1: I, II, III... left aligned at 0" text indent at 0.25"	Level 2: A, B, C... left aligned at 0.5" text indent at 0.75"
		Level 3: 1, 2, 3... left aligned at 1" text indent at 1.25"	Level 4: i, ii, iii... left aligned at 1.5" text indent at 1.75"