HMONG COLLEGE PREP ACADEMY
1515 Brewster Street, Saint Paul, MN 55108
Office:(651) 209-8002 • Fax:(651) 289-1802
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HCPA Board of Directors Board Meeting

HCPA BOARD APPROVED
APR 2 2 2026
ORIGINAL DOCUMENT

Meeting Date: Wednesday, March 25, 2026
Type of Meeting: Board Meeting
Start Time: 5:30PM
Adjourned: 6:46PM

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 5:30PM.

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		Nou Her - HCPA Senior Special Education Manager
x		Alison Ford - Charter Source Representative
x		Ted Anderson - NEO Advisor

OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	
Motion:	Motion to approve the 3.25.26 Board Meeting Agenda

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

DECLARATION OF CONFLICT OF INTEREST

Agenda Item:	Declaration of Conflict of Interest
Notes:	Board Members reviewed the Agenda and Susan, Joseph, Sonya, Christine and Daniel Declared No Conflict of Interest. Ge Vang notes that under the agenda item, "Governance Committee: Move Ge Vang from Seat G to Seat C" he will be abstaining from that vote as it involves him.

CONSENT AGENDA

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Motion to approve the minutes and contracts.	
Made by:	1st: Ge Vang	2nd: Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	We held Literacy Night, Parent Teacher Conferences, College Fair and Career Fair ACCESS testing has concluded as well as CAPTI testing Multiple school leaders are attending the NIET Conference Quarter 3 IEP Progress Reports will be completed NEO Site Visit took place and things went well

SCHOOL ADMINISTRATION

Agenda Item:	Strategic Plan – Mid Year Check In

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Notes:	Information & Discussion on where we are at with the progress of the strategic plan. Went through goals and updates on what we've been doing with community, operations, physical environment, finances, curriculum and instruction, faculty and staff.	

SCHOOL ADMINISTRATION

Agenda Item:	Policy 101: Legal Status of Charter School	
Notes:	Fix the spacing, format and remove the cross references.	
Motion:	Motion to approve the Policy 101: Legal Status of Charter School	
Made by:	1st: Daniel Schmidt	2nd: Joseph Norby-White
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

SCHOOL ADMINISTRATION

Agenda Item:	Policy 103: Complaints – Students, Employees, Parents, Other Persons	
Notes:	Fix the format. Policies need to be formatted the same.	
Motion:	Motion to approve the Policy 103: Complaints - Students, Employees, Parents, Other Persons	
Made by:	1st: Ge Vang	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

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SCHOOL ADMINISTRATION

Agenda Item:	Policy 403: Discipline, Suspension, and Dismissal of Charter School Employees	
Notes:	Remove the cross references in the policy. Fix capitalization to numerals III and IV.	
Motion:	Motion to approve Policy 403: Discipline, Suspension, and Dismissal of Charter School Employees	
Made by:	1st: Sonya Zuker	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	

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Abstain: 0	
Action:	Motion Passed.

GOVERNANCE COMMITTEE

Agenda Item:	Board Member Event Report
Notes:	Spring Parent Teacher Conferences: - Elementary had scheduled conferences whereas secondary conferences were at a first come first serve. - There were some long lines waiting for secondary teachers to free up - Signing in and having to take the survey took some time. Some parents had to do it twice because they came on both days. - Parents have had to fill out the general permission slip multiple times throughout the school year now. Literacy Night - It was a good event. Kpop Reading Hunters was a fun theme! - There was a snow storm which affected the attendance rate.

GOVERNANCE COMMITTEE

Agenda Item:	Board Trainings Discussion
Notes:	Board Trainings should be based off of the annual board self assessments. They should take trainings that are relevant to what the board wants to learn more about or an area that they want to grow in. CharterSource can put together trainings and give it to the board members. Board Members need to take at least one training per year.

GOVERNANCE COMMITTEE

Agenda Item:	Move Ge Vang from Seat G to Seat C	
Notes:	Bylaws state that board seats A, B and C need to be filled. Seat C allows for a community member so Ge can move to that seat since he is a community member. Ge Vang would still remain board treasurer.	
Motion:	Motion to approve moving Ge Vang from Seat G to Seat C	
Made by:	1st: Sonya Zuker	2nd: Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 1	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith Ge Vang	
Action:	Motion Passed.	

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FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review

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Notes:	ADM Overview: Original Budget: 2,465 Actual ADM: 2,455 Key Indicator Updates: Days' Cash on Hand: 279 days (minimum is 90 days) Debt Service Coverage Ratio: 2.71 (minimum is 1.10) The FY26 original budget that was approved in May 2025 is included within these statements. The school has submitted the 990 documents to the auditors. The 990 is due to be submitted by May 15th.	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1st: Ge Vang	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

FINANCE COMMITTEE

Agenda Item:	2026-2027 Administrative Professional Employees Hiring Placement Salary Guide	
Notes:	$1,200 increase to the payscale. This does not have too much of a budgetary impact. Added "HCPA does not take into consideration international years of experience outside of the United States." This statement was also in the teacher payscale so to keep it consistent, it was added to the administrative professional payscale.	
Motion:	Motion to approve the 2026-2027 Administrative Professional Employees Hiring Placement Salary Guide	
Made by:	1st: Ge Vang	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

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FINANCE COMMITTEE

Agenda Item:	AIA Document – HCPA & Kodet Architectural Group
Notes:	One of the documents that is needed in order to start the construction on the parking lot and playground.
Motion:	Motion to approve the AIA Document - HCPA & Kodet Architectural Group

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

FINANCE COMMITTEE

Agenda Item:	Mortenson Company Agreement	
Notes:	This is the construction portion of the contract. Waiting for MDE to give us the go before we sign it. HERC has already approved of this on their end.	
Motion:	Motion to approve the Mortenson Company Agreement	
Made by:	1st: Ge Vang	2nd: Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

FINANCE COMMITTEE

Agenda Item:	Piper Sandler & Co. Engagement Letter	
Notes:	This is the company that HERC chose for the bond restructuring. Nick Hagen has experience in refinancing bonds within charter schools.	
Motion:	Motion to approve the Piper Sandler & Co. Engagement Letter	
Made by:	1st: Ge Vang	2nd: Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

FINANCE COMMITTEE

Agenda Item:	Best & Flanagan Agreement
Notes:	We already partner with them for legal counsel. This document is to represent HCPA and HERC in transactions connected to the financing of the HCPA/HERC facility.
Motion:	Motion to approve the Best & Flanagan Agreement

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

FINANCE COMMITTEE

Agenda Item:	Midwest Play Scapes Quote	
Notes:	Equipment portion of the project. Still cannot sign until MDE gives the go.	
Motion:	Motion to approve the Midwest Play Scapes Quote	
Made by:	1st: Daniel Schmidt	2nd: Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

FINANCE COMMITTEE

Agenda Item:	Policies 701, 701.1, 702 and 703	
Notes:	701: Establishment and Adoption of Charter School Budget 701.1: Modification of Charter School Budget 702: Accounting 703: Annual Audit These policies were reviewed and revisions were made with any updated legal references. Need to remove the cross references in the policies.	
Motion:	Motion to approve the Policy 701, 701.1, 702, 703	
Made by:	1st: Sonya Zuker	2nd: Joseph Norby-White
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

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Agenda Item:	Policy 907: Rewards

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Notes:	This policy is new and is required to have. This policy uses the MSBA policy as the template.	
Motion:	Motion to approve the Policy 907: Rewards	
Made by:	1st: Ge Vang	2nd: Joseph Norby-White
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

FINANCE COMMITTEE

Agenda Item:	Blind/Visually Impaired Consultation Contract	
Notes:	Just added this new contract to provide service for Blind/Visually Impaired for the remainder of the school year.	
Motion:	Motion to approve the Blind/Visually Impaired Consultation Contract	
Made by:	1st: Sonya Zuker	2nd: Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to Adjourn Board meeting at 6:46PM.	
Made by:	1st: Sonya Zuker	2nd: Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Daniel Schmidt, Josephy Norby-White, Christine Smith, Ge Vang	
Action:	Motion Passed.	

The Board Meeting Adjourned at 6:46PM.

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