



HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, January 22, 2025

Type of Meeting: Board Meeting

Started Time: 5:30PM

Adjourned: 7:10PM

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		Dr. Aly Xiong – Board Member - <i>virtual at 1685 Kavanaugh Drive, East Gull Lake, MN 56401</i>
x		Daniel Schmidt – Board Member
x		Brent Ness - Board Secretary
x		Sonya Zuker - Board Vice Chair <i>virtual at 4095 Parkway Ponds Lake, White Bear Township, MN 55110</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		Tony Hang - HCPA Director of Operations
x		Edward Anderson - NEO Representative

OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	
Motion:	Motion to approve the 1.22.25 Board Meeting Agenda



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

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GOVERNANCE COMMITTEE

Agenda Item:	Committee Updates
Notes:	The Governance Committee has been busy with reviewing policies. The committee decided to break up into sub groups to tackle more policies efficiently. Expect more policies in the next couple months.

GOVERNANCE COMMITTEE

Agenda Item:	Board School Wide Events
Notes:	Summary of Event(s) that board members attended. Winter Concert Summary: Christine Smith attended. The event was packed. Had to circle around the parking lot a couple times to find parking which indicated a great turnout. Students did a good job with the performance. The event received lots of positive shout outs from other teachers and staff.



GOVERNANCE COMMITTEE

Agenda Item:	Board Election Updates
Notes:	Waiting for election policy updates from NEO and so that we can adjust our calendar accordingly to be in compliance. Board Seats that are up for election this year: Teacher Seat A: Brent Ness Parent/Community Seat D: Sonya Zuker Community/Parent Seat G: Ge Vang

GOVERNANCE COMMITTEE

Agenda Item:	Policies: Committees of the Board	
Notes:	Committees of the Board is referenced in our Board Bylaws Sections 4.11	
Motion:	Motion to approve the Committees of the Board Policy	
Made by:	1 st : Ge Vang	2 nd : Sonya Zuker
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	

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GOVERNANCE COMMITTEE

Agenda Item:	Policies: Mission and Vision Policy	
Notes:	This policy was reviewed. There are no revisions needed besides moving the last sentence to the correct placement (after "The Result:")	
Motion:	Motion to approve the Mission and Vision Policy with the revisions to the format	
Made by:	1 st : Daniel Schmidt	2 nd : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	

GOVERNANCE COMMITTEE

Agenda Item:	Policies: Naming of School Building and Facilities
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All that a school should be.



Notes:	<p>The Governance Committee was tasked to create a policy for naming school buildings and facilities. The committee drafted a policy and pulled examples from different schools to reference.</p> <p>Policy Summary: A task force will be formed to recommend names. Those recommendations will be brought to the Board of Directors for approval.</p> <p>In the policy, change "Chief Academic Officer" to "Designated Administrator."</p> <p>After a discussion, the board members agreed to Table this policy to the next board meeting.</p>
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GOVERNANCE COMMITTEE

Agenda Item:	Policies: Use of Internet Policy	
Notes:	The Governance Committee reviewed the policy and focused on disciplinary actions in the policy. This policy has been legally reviewed.	
Motion:	Motion to approve the Use of Internet Policy	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	

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GOVERNANCE COMMITTEE

Agenda Item:	Policies: Facility Use Policy	
Notes:	This policy has been reviewed by the Governance Committee and our Director of Operations. Board Members had a discussion on HCPA renting out our facilities. HCPA is not allowed to rent out our facilities due to lease aid. The policy clearly defines who/what is allowed to use the facilities.	
Motion:	Motion to approve the Facility Use Policy	
Made by:	1 st : Daniel Schmidt	2 nd : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	

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FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review
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Notes:	<p>ADM Overview: Original Budget: 2,425 Actual ADM: 2,502</p> <p>Key Indicator Updates: Days' Cash on Hand: 230 days (minimum is 90 days) Debt Service Coverage Ratio: 2.71 (minimum is 1.10)</p> <p>-Original budget that was approved for FY25 is included within these statements -The lease aid application was submitted and the lease aid approval letter has been received from the MDE. -The audited reports were submitted to the MDE and Secretary of State by the 12/21 deadline. -All bond covenants documents were prepared and submitted by the year end deadlines.</p>	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 st : Brent Ness	2 nd : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	<div style="border: 2px solid black; padding: 5px; text-align: center;"> HCPA BOARD APPROVED FEB 26 2025 ORIGINAL DOCUMENT </div>

FINANCE COMMITTEE

Agenda Item:	2025-26 Teacher Pay Scale Update	
Notes:	Increases in the pay scale are in tune with the 3 year plan that had been discussed in the past years. There is a \$1,200 increase to each step between the 2024-25 SY & 2025-26 SY.	
Motion:	Motion to approve the 2025-26 Teacher Pay Scale Update	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	

NEW BUSINESS

Agenda Item:	Board Development Plan
Notes:	CharterSource will provide some webinar trainings for the Board that correlates to what the members want to learn more about based on their self-assessments. CharterSource can also do in-person trainings for our board if that's what they wanted.



SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	<p>K-5: December PD trainings for teachers and started the Math Pilot</p> <p>6-12: Focused on upcoming PD days and utilizing the NIET rubric during PLCs</p> <p>Technology: Updated firmware on all access points and planning hardware for the next five years</p> <p>Registration/Enrollment: Marketing season has started. 2025-26 Enrollment is open. Parents can apply online or in-person.</p> <p>Food Dept: School visits to evaluate and enhance our food program.</p> <p>Facilities: New carpet in 2nd floor HS. Water testing project for the entire campus per MDH.</p> <p>Transportation: DOT season. All HCPA vehicles are DOT approved.</p> <p>Counseling: 75% of our seniors are on track for graduation. Recent Alumni panel was successful.</p> <p>SPED Dept: 309 students (12.4%) receive SPED services</p>

SCHOOL ADMINISTRATION

Agenda Item:	HCPA 1st Floor Window Proposals
Notes:	<p>Agenda item was tabled from the Nov/Dec 2024 Board Meeting.</p> <p>Presented by Tony Hang. Went through in depth on what the bullet resistant film would cost and what it would help protect.</p> <ul style="list-style-type: none">- Looked at three different bids.- Bullet Resistant Film to be placed on all the first floor eye level windows/doors. The objective of the film is to slow down the intruder, not to stop bullets.- Board members would like a fire marshal's opinion on if this is safe for fire emergencies.- Board members had a discussion about safety and other film tint that could be considered. Suggestion to visit other organizations or schools that use that product and get their feedback.
Motion:	Motion to table the HCPA 1st Floor Window Proposal to the next board meeting.

SCHOOL ADMINISTRATION

Agenda Item:	Title III Professional Development Review
Notes:	HCPA has submitted everything and we have met the requirements

ADJOURN

Agenda Item:	Adjourn	HCPA BOARD APPROVED
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Motion:	Motion to adjourn the meeting at 7:10PM.	
Made by:	1 st : Ge Vang	2 nd : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Brent Ness, Sonya Zuker, Ge Vang, Christine Smith	
Action:	Motion passed.	

The board meeting adjourned at 7:10PM.

