



## HCPA Board of Directors Board Meeting

**Meeting Date:** Tuesday, November 22nd, 2022

**Type of Meeting:** Board Meeting

**Started Time:** 5:31PM

**Adjourned:** 7:16PM

**Location:** Hmong College Prep Academy Board Room

**Minute Taker:** Mai Zer Vang

**Facilitator:** Susan Vang

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**DEC 14 2022**

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**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 5:31pm.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Susan Vang – Board Chair
	x	Dr. Aly Xiong – Board Member
x		Daniel Schmidt – Board Member
x		Brent Ness - Board Secretary
x		Sonya Zuker - Board Vice Chair via zoom
		Ge Vang - Board Treasurer via zoom
x		Christine Smith - Board Member
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – Chief Financial Officer
	x	Karen Noelle Schmidt Klinzing - CharterSource
x		Dao Lor - Director of Family Engagement
x		Cece Lee - Director of Counseling
x		Wendy Swanson-Choi - NEO Representative

### OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	
Motion:	Move to approve the 11.22.22 Board Agenda

**All that a school should be.**



Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

#### DECLARATION OF CONFLICT OF INTEREST

Agenda Item:	DECLARATION OF CONFLICT OF INTEREST
Notes:	Board members reviewed the agenda. There was no declaration of a conflict of interest.

#### CONSENT AGENDA

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Move to approve the Consent Agenda	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

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#### GOVERNANCE COMMITTEE

Agenda Item:	Committee Updates
Notes:	At the last Governance Committee meeting, the following items were discussed: <ul style="list-style-type: none"><li>- JROTC Program (High School)</li><li>- Discipline Policy Revisions</li><li>- Gender Inclusion Policy</li><li>- Admin Conflict Resolution Policy</li></ul>

#### GOVERNANCE COMMITTEE

Agenda Item:	Gender Inclusion Policy
Notes:	Still looking into finalizing a Gender Inclusion Policy. Governance Committee will have a draft of the policy for the board to review soon.

#### FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review
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Notes:	<b>ADM Overview:</b> Approved Budget: 2,350 Actual ADM: 2,408 Days' Cash on Hand: 233 days	
Motion:	Move to approve the Monthly Financial Review	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

#### FINANCE COMMITTEE

Agenda Item:	Covid Retention Stipends Pay in December	
Notes:	From ESSR III Budget. \$1,200 at the end of December. Pay all HCPA staff a \$1,200 stipend. A way to recognize and add as an incentive for our staff. Start date prior to the end of November.	
Motion:	Move to approve the Covid Retention Stipends Pay in December	
Made by:	1 <sup>st</sup> : Christine Smith	2 <sup>nd</sup> : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 2	Yea: Ge Vang, Sonya Zuker, Christine Smith, Susan Vang Nay: Abstain: Daniel Schmidt, Brent Ness	
Action:	Motion passed	



#### FINANCE COMMITTEE

Agenda Item:	Final Audit Report	
Notes:	Everything has been submitted. There is no change to the Final Audit Report from the last time we discussed the Annual Report.	

#### FINANCE COMMITTEE

Agenda Item:	Friends of HCPA	
Notes:	A proposal to create "Friends of HCPA": A separate entity that would allow for committee/clubs to put money into that can be used to purchase items/materials for that committee/club.  We can get a legal opinion on this. Table for next month's meeting.	
Motion:	Move to table "Friends of HCPA" to next month's board meeting	



Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

#### FINANCE COMMITTEE

Agenda Item:	After School & Summer School Application	
Notes:	We are under the St. Paul School District for our after school and summer school programs. HCPA receives \$12,000 for our after school program and summer school program. This money is only used to pay some of the teacher/staff pay for the after school program and summer school. HCPA pays for everything else (ex: transportation). If we apply with this after school/summer school application, we could potentially receive \$38,000 for after school programs and summer school and be separate from the St. Paul School District. This allows for more freedom with class subjects that can be taught and we receive more money that can be used.	
Motion:	Move to approve the After School and Summer School Application	
Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

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#### NEW BUSINESS

Agenda Item:	Strategic Planning Update
Notes:	The Strategic Planning Committee has started up and met twice to discuss the committee and ideas for school matters.

#### NEW BUSINESS

Agenda Item:	NEO Fall celebration of leading and learning update
Notes:	Ms. D and Brent Ness went to the NEO Fall celebration event where they met with other school leaders. At the event, the different school leaders shared with one another their school successes and etc.

#### SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	Upcoming Elementary Field Trips - Orchestra Hall ( <i>Color of Music</i> ) Secondary Dracula Production



	<p>Ruler Charter Signing Event</p> <p>14 winners from the October Anti-Bullying Art Contest</p> <p>Annual Interview Tournament - Included a luncheon for the finalists</p> <p>As of today, 68% of our seniors have completed college applications</p>
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#### SCHOOL ADMINISTRATION

Agenda Item:	Annual Report
Notes:	Completed our Annual Report. The board members can review the report. It has been posted on our website. The report has updated all the data and numbers accordingly.

#### SCHOOL ADMINISTRATION

Agenda Item:	CharterSource Agreement 2022-23	
Notes:	CharterSource was hired last year as a requirement to the corrective action plan. The contract has already been approved, but it needs to be signed.	
Motion:	Move to approve the CharterSource Agreement 2022-23	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

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#### SCHOOL ADMINISTRATION

Agenda Item:	Propio Language Services Agreement	
Notes:	HCPA needs more interpreters of different languages. This is a contract for interpreting services that strictly Dr. Lor will determine if it is needed in case by case situations.	
Motion:	Move to approve the Propio Language Services Agreement	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

#### SCHOOL ADMINISTRATION

Agenda Item:	Thrive – Succession & Talent Planning
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Notes:	Started a proposal for succession planning. A plan to ensure that key roles within HCPA are able to be effectively filled if vacated for any reason. Talent planning exercise to understand the current state of talent from a leadership perspective and to implement development planning for succession readiness.	
Motion:	Move to approve the Thrive - Succession & Talent Planning	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

#### ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Move to adjourn the meeting at 7:16PM.	
Made by:	1 <sup>st</sup> : Christine Smith	2 <sup>nd</sup> : Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

The board meeting adjourned at 7:16PM.

