



HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, December 11, 2024

Type of Meeting: Board Meeting

Started Time: 5:30PM

Adjourned: 7:22PM

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
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		Krista Skoglund - HCPA K-5 Director of Teaching and Learning
x		Craig Kepler - Guest via Zoom
x		Natalya Johnson - Guest via Zoom
x		Daniel Jett - NEO Representative via Zoom - Joined at 5:45PM

OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	Add The Renaming of the Field House under School Admin Move the Board Bylaws update to go after the Consent Agenda

All that a school should be.

Motion:	Motion to approve the 12.11.24 Board Meeting Agenda with the changes stated above	
Made by:	1 st : Sonya Zuker	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.	

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 : 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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SCHOOL ADMINISTRATION

Agenda Item:	Board Bylaws Update	
Notes:	Presented by Craig Kepler - Attorney at Best & Flanagan Craig was asked to review our board bylaws and he made some changes. Craig went through some of the redline changes that were made and explained them to the board members for a better understanding on why changes were being made. Craig answered questions that board members had about the board bylaws.	
Motion:	Motion to approve the updated Board Bylaws	
Made by:	1 st : Brent Ness	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	

All that a school should be.



Action:	Motion passed.
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GOVERNANCE COMMITTEE

Agenda Item:	Board Member Event Summary
Notes:	<p>Board Members who attended HCPA Events shared a summary of their experience.</p> <p>Haunted House - Fun and high energy. Haunted House line was very long.</p> <p>World Culture Day - Amazing. Very talented students and faculty. Loved the energy and students were well behaved. Food was good.</p> <p>FAFSA Night - The event was good. The energy was good despite the weird weather. Appreciated all of the returning students and families. 50 families were present which is a good turn out. The event has been simplified from previous years. Different representatives were present to help students complete their applications.</p>

GOVERNANCE COMMITTEE

GOVERNANCE COMMITTEE

Agenda Item:	Policies - Religion	
Notes:	Policy was reviewed by the legal team. Changes were made based on their expertise.	
Motion:	Motion to approve the Religion Policy	
Made by:	1 st : Sonya Zuker	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.	<div>HCPA BOARD APPROVED</div>

GOVERNANCE COMMITTEE

GOVERNANCE COMMITTEE

Agenda Item:	Policies - Title IX	
Notes:	The Governance Committee went through this policy very thoroughly. There were questions about the personnel listed in the document. Will make changes accordingly to who is the correct personnel. Change the names to "the designated officer" instead of having names.	
Motion:	Motion to approve the Title IX Policy with the changes.	
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.
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FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	ADM Overview: Original Budget: 2,425 Actual ADM: 2,502 Days' Cash on Hand: 228 days (minimum is 90 days) Debt Service Coverage Ratio: 2.71 (minimum is 1.10) Original budget that was approved for FY25 is included within these statements	
Motion:	Motion to approve the monthly financial review	
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.	

FINANCE COMMITTEE

Agenda Item:	Final Audit
Notes:	In October the Board already approved the draft of the audit. This is a formality to have a Final Audit Report.

FINANCE COMMITTEE

FINANCE COMMITTEE		
Agenda Item:	Dome Insurance Renewal	JAN 22 2025
Notes:	Renewal for the Dome Insurance is \$38,000.	ORIGINAL DOCUMENT
Motion:	Motion to approve the ratification of the Dome Insurance Renewal	
Made by:	1 st : Sonya Zuker	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.	



FINANCE COMMITTEE

Agenda Item:	New Dishwasher Proposals	
Notes:	All three dishwasher bids were really close. Boelter was the vendor that we used in the past. After reviewing and accessing the proposals with the Senior Facilities Manager, they wanted to go with Boelter again for the dishwashers. The Dishwasher has wifi capabilities. Make sure that the network is secure.	
Motion:	Motion to approve the new dishwasher proposal	
Made by:	1 st : Ge Vang	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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SCHOOL ADMINISTRATION

Agenda Item:	Academic Report	
Notes:	<ul style="list-style-type: none"> - Mid-Semester Progress Reports went out. - November had Professional development opportunities for teachers - Elementary is piloting a new math curriculum - World Culture Day is a great celebration and highlight as always - 6-12 Teachers are diving into DDI - Health Office submitted the December 1 Immunization report to MDH. - Some staff members had the opportunity to visit the Pillager School District to take a look at their food program. HCPA will be bringing some new and innovative ideas to our food program. - HR successfully completed the open enrollment period. Employees were able to submit their benefit selections. 	

SCHOOL ADMINISTRATION

Agenda Item:	HCPA 1st Floor Window Proposals	
Notes:	<p>Asked for feedback from parents and staff members about what HCPA could do to improve the safety of our school. An option was to look at bullet proofing our first floor windows. Two bids, one is \$96,000 (includes all first floor windows/doors) and the other is \$18,660 (includes the entrances and Main Office only).</p> <p>Board Members had a discussion and decided they needed more information before making a decision.</p>	
Motion:	Motion to approve tabling the HCPA 1st Floor Window Proposals to the next board meeting	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith

All that a school should be.

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.

SCHOOL ADMINISTRATION

Agenda Item:	2025-26 School Year Calendar	
Notes:	Everything is the same, except for changing two half day PD's to become full days for the 2025-26 school year.	
Motion:	Motion to approve the 2025-26 SY Calendar	
Made by:	1 st : Sonya Zuker	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.	

SCHOOL ADMINISTRATION

Agenda Item:	Renaming of the HCPA Field House	
Notes:	Our field house still has our past Superintendent's name on it. Board Members discussed their thoughts and opinions on the matter. Have the Governance Committee create a policy that addresses how to name/rename things.	
Motion:	Motion to approve having the Governance Committee create a policy that addresses how to name/rename buildings and spaces.	
Made by:	1 st : Sonya Zuker	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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ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the board meeting at 7:22PM.	



Made by:	1 st : Sonya Zuker	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.	

The Board Meeting adjourned at 7:22PM.

