



HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, May 24, 2023

Type of Meeting: Board Meeting

Started Time: 5:30PM

Adjourned: 7:13PM

Location: Hmong College Prep Academy Board Room

Minute Taker: Mai Zer Vang

Facilitator: Susan Vang

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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 5:30PM.

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
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		Jenee Nordstrom - HCPA 6-12 Director of Teaching and Learning, Guest
x		Hannah Fossum - HCPA School Social Worker, Guest
x		Olivia Nelson - HCPA School Counselor, Guest
x		Mary Kelso - HCPA School Social Worker, Guest

OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	
Motion:	Motion to approve the 5.24.23 Board Meeting Agenda

All that a school should be.



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

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COUNSELING DEPARTMENT

Agenda Item:	Counseling Door Remodel Request
Notes:	<p>Objective: Proposal to increase the capacity and accessibility of the Counseling Office for all students.</p> <p>Long-Term Solution: Create more counseling spaces, including private rooms for therapy and open spaces for students</p> <p>Short-Term Solution: Add a door & window to room 185 (currently an empty classroom next to the counseling office). This allows for supervision because the door/window allows for them to walk in from the other room and visibly see students from the window.</p> <p>- Costs about \$10,000-\$15,000 to install the door and window. +\$5,000 for furniture to be put in the connecting room.</p> <p>The Counseling Department services all K-12 students. This year, there has been an increase of students with mental health issues. Services provided by the counseling office include:</p>

All that a school should be.



	<ul style="list-style-type: none"> - scheduled students - Walk-in students who need help - students needing quiet spaces - Students needing independent work space - long term attendance problems - students who have 504 plans - Small group work for FAFSA, college reps, college applications - Space for students to eat lunch (either need a quiet space or for disciplinary problems) - Counseling staff giving up their offices to students who need to attend personal meetings (virtual therapy, college meeting, etc) - results in loss of staff meeting with other students because of lack of confidential space - Need private and confidential space <p>Need to look at the long term plan for the extra room.</p>	
Motion:	Motion to approve the Counseling Door Remodel Request	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Election Updates
Notes:	Elections have gone out and ballots have gone out. We should be receiving more completed ballots soon. Results of the elections will be brought to the next board meeting.

GOVERNANCE COMMITTEE

Agenda Item:	Policies: <ul style="list-style-type: none"> - Student Disability Non-Discrimination - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP - Grievance Procedure for Section 504 Process or Discrimination Complaints - Student Disability Discrimination Grievance Report Form 	
Notes:	Removed cross references from all policies and had the SPED Director review them as well.	
Motion:	Motion to approve the policies listed above	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	



Action:	Motion passed
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FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	ADM Overview: Revised Budget: 2,427 Actual ADM: 2,427 Revised Budget: o 2,427 ADM o Ending profit of \$2,480,073 o Updated Revised Budget this month o 62% fund balance Days' Cash on Hand: 234 days (minimum is 90 days)	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	K-12 by Elior Emergency Contract Amendment & Food Service Management Contract Renewal (A'viands LLC dba K-12 by Elior)	
Notes:	Recommend renewing our contract with K-12 by Elior to continue being our food service providers for next year. Ratifying the change in rates. The contract reflects the revisions.	
Motion:	Move to approve the K-12 by Elior Emergency Contract Amendment	
Made by:	1 st : Daniel Schmdit	2 nd : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

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FINANCE COMMITTEE

Agenda Item:	2023-2024 Budget Request for Approval
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Notes:	Enrollment is projected in the budget. There has been an increased budget, reorganizing the budget and recoding.	
Motion:	Motion to approve the 2023-2024 Budget Request	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Revised 2022-2023 Budget	
Notes:		
Motion:	Motion to approve the 2022-2023 Budget	
Made by:	1 st : Brent Ness	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

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FINANCE COMMITTEE

Agenda Item:	SPED Tuition Reimbursement Policy	
Notes:	HCPA would provide tuition reimbursement to full-time eligible employees in obtaining certifications and licenses in Special Education. Examples include Work-Based Learning Coordinator certification and Special Education Director's license. Certifications and Licenses must meet the qualifying criteria to be qualifying state or federal Special Education expenditures.	
Motion:	Motion to approve the SPED Tuition Reimbursement Policy	
Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Lead Stipends	
Notes:	School Year 2022-2023 and 2023-2024 Eligible Stipends and Rates: Grade Level Leads: \$2,000 CP Leads \$2,000 Warrior way Team \$500 RULER \$2,000 LETRS Facilitators \$2,000	
Motion:	Move to approve the Lead Stipends	
Made by:	1 st : Daniel Schmidt	2 nd : Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 1	Yea: Susan Vang, Sonya Zuker, Daniel Schmidt, Ge Vang, Christine Smith, Aly Xiong Abstain: Brent Ness	
Action:	Motion passed	

NEW BUSINESS

Agenda Item:	Compensation Analysis for Directors	
Notes:	Newport would provide a Compensation Analysis for CAO and CFO Positions. The consultant can partner with the Board to select a peer group of comparable schools in the St.Paul and Twin Cities, Minnesota area. The consultant will directly email the top Human Resources or Administrative officer at each peer group school to request compensation information (salaries and salary ranges) and a copy of the employment contract for their CAO and CFO positions.	
Motion:	Move to approve the Compensation Analysis for Directors	
Made by:	1 st : Christine Smith	2 nd : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

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SCHOOL ADMINISTRATION

Agenda Item:	Academic Report	
Notes:	Presented by Jenee Nordstrom: MCA's/FastBridge/AP Testing is finishing up Multiple end of the year events occurring Many class field trips happening Chromebook collection will happen soon Enrollment goal for next school year is 2500 students	



	Working on attendance and truancy Transportation is now focusing on summer school routes
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ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to Adjourn the meeting at 7:13PM	
Made by:	1 st : Daniel Schmidt	2 nd : Sonya Zuker
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong	
Action:	Motion passed	

The board meeting adjourned at 7:13PM.

