HCPA Governance Committee
Meeting Agenda and Minutes

Mon. May 5th, 2025
3:30PM - 5:00PM

Updated Committee Calendar for 2024-2025 Updated Yearly Roles and Responsibilities
School Board Calendar For 2024-2025 Committee Members
Board Policies to review (Link to use)

Mission/Vision Statement: HCPA's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12.

Call to Order at: 　　Attended by: Unable to attend:	**Actions Needed**	**Time Allotted**
1. Consent Approval of agenda 　　a. Approved	**Vote:** Yeah___ Nay __ Ab.___	
Our Next Meeting: Monday July 2th at 3:30pm **by Zoom**		
2. **Next school board meeting**: May 28th, 2025 5:30	**Update**	10 m
3. **Notes From April 25, 2025 Boards Meeting:** Approved: 　● School Weapons, Student Searches, Student Attendance, Compulsory Attendance, Student Discipline, Corporal Punishment, Early K and Grade 1, Enrollment of Non-resident Student, Bullying and Cyberbullying, Confidential Info/MN Government Data Practices Act, Drug-Free Workplace Tabled: 　● Title IX (sending to legal for review, per Mrs. D) 　● Use of Peace Officers (sending to legal for review, per Mrs. D) 　● Equal Employment Opportunity (reviewing minutes; similar approval in Feb - Equal Opportunity and Non-Discrimination) 　● Mandated Reporting of Vulnerable Adult (was submitted as Mandated Reporting of Child Neglect - which is a separate policy) Was missed on the board agenda (will be for May) 　● Conflict of Interest		

- Disability Non-Discrimination
- Veteran's Preference (per Chong we might not want to go through with this policy)
- License Status
- Harassment and Violence (might have to send this to legal for review as well)

4. Check in on Election
24-25 Election calendar
Election Policy
    ● Dan and Susan will have a conversation with Dr. Xiong.
    ● Election will be moved to the week of June 16th-20th.
    ● Tally paper votes on June 23rd (Monday).
 	
Seat B: person is not rerunning. open
Seat C: person is rerunning
Seat G: person is rerunning
 	
    ● Make sure we send out multiple emails and robo calls for reminders of the election.
    ● Update calendar to show new dates
    ● Small group meet with candace to do an question answer meeting:
    ● Last Day finalized is April 9th election
    ● Group to work on calendar and new dates match.
        ○ Update with new dates. Susan will email Dan and Mai Zer and Panghoua (Pang) Vue
	Update
	Vote:
	Yeah___
	Nay __
	Ab.___
		15 m

5. Aprils Sub committee Meeting UPDATES Group 1 Group 2 (Group B subcommittee Notes)	**Discussion** **Vote:** Yeah___ Nay __ Ab.___	30 m
6. 506 Student discipline policy	**Discussion** **Vote:** Yeah___ Nay __ Ab.___	30 m
7. 540 Drug Free School Zone last sent to board 12/20/23	**Discussion** **Vote:** Yeah___ Nay __ Ab.___	25 m

8. 542 Concussion Management Last sent to board 3/23/22	**Discussion** **Vote:** Yeah____ Nay __ Ab.____	25 m

9a Board Retreat For October (new board members)
● Board self-reflection questionnaire
 	
● Meet and greet,
  ○ Team building
  ○ Training Day (required)
  ○ Afterschool before a scheduled board meeting.
  ○ Heidi: Send out google form out Talk with Ms. D
    ■ Training ideas,
    ■ Dates, times etc.
  ○ Heidi - ask Susan what they have done in the past so we have an idea
    ■ Dinner, Kahoot
	Discussion
	Vote:
	Yeah____
	Nay __
	Ab.____
		15 m

9b. Board Trainings: Do board members have ideas on what they want training on? ● Create board policy training (what numbering/sections mean) ● Susan: Check with Panghoua and Mai Zer on required Board trainings for new board members ● Board Updates: share HCPA activities they signed up for. ● G.C have any ideas on training on?	**Discussion** **Vote:** Yeah____ Nay __ Ab.____	15 m
Notes to bring to the board: ● Send to Legal ● Send to April Board meeting ○ Ideas for		
Adjourn at:	**Discussion** **Vote:** Yeah____ Nay __ Ab.____	

Policies and Agenda Item labels are
Vote (needs to be finalize and send to board)

Send to Board/Lawyers (to get looked at or approved for next steps)
Passed by Board
Review (came from board/lawyer, check for changes)
Discussion (Feedback),
Update (Information)
Tabled to Next Meeting
Tabled from last meeting

The policy format the Governance Committee has agreed on is:

Will be placed at the end of each policy; have more room to add notes. *Adopted:* *Reviewed: January 26, 2022* *Board Approved: January 26, 2025*		Level 1: I, II, III… left aligned at 0" text indent at 0.25" Level 3: 1, 2, 3… left aligned at 1" text indent at 1.25"	Level 2: A, B, C... left aligned at 0.5" text indent at 0.75" Level 4: i, ii, iii... left aligned at 1.5" text indent at 1.75"