



**HCPA BOARD APPROVED**

**JUL 23 2025**

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## HCPA Governance Committee Meeting Agenda and Minutes

Monday, July 7, 2025

3:30PM - 5:30PM

<https://zoom.us/j/95831914921>

**Updated** [Committee Calendar for 2024-2025](#) Updated  
[School Board Calendar For 2024-2025](#)  
[Board Policies to review](#) (Link to use)

[Yearly Roles and Responsibilities](#)  
[Committee Members](#)  
[Transition Team Policies \(CAP\)](#)

**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: 3:30pm Attended by: Alex Maurer, Susan Vang, Kiersten Sloneker, David Thompson, Pa Kou Joseph Norby-White, Heidi Pendroy, Kaethe E, Panghoua Vue Unable to attend: Dan Schmidt	<b>Actions Needed</b>	<b>Time Allotted</b>
1. Consent Approval of agenda a. Approved	<b>Vote:</b> Yeah_5__ Nay __ Ab. __	
<b>Our Next Meeting:</b> Monday, August 11 In Person Dinner will be provided		
2. Next school board meeting: July 23, 2025	<b>Update</b>	
<b>3. Notes From May 28th, 2025 Boards Meeting:</b> Passed: <ul style="list-style-type: none"> <li></li> </ul> Tabled: <ul style="list-style-type: none"> <li>522 or 545 Title IX (sending to legal for review, per Mrs. D)</li> <li>532 Use of Peace Officers (sending to legal for review, per Mrs. D)</li> <li>401 Equal Employment Opportunity (reviewing minutes; similar approval in Feb - Equal Opportunity and Non-Discrimination)</li> <li>415 Mandated Reporting of Vulnerable Adult (was submitted as Mandated Reporting of Child Neglect - which is a separate policy)</li> </ul> <b>June 25, 2025 Boards Meeting:</b> Passed: <ul style="list-style-type: none"> <li>201</li> </ul>		



- 401 Equal Employment Opportunity (reviewing minutes; similar approval in Feb - Equal Opportunity and Non-Discrimination)

Tabled:

Mrs. D says if a policy is not changed and statutes are the same with no changes, we (GC) can update dates for review - **DOES NOT** need to go to board for approval

<p>4. <a href="#">Committee Calendar 25-26</a>          Look at google form results.          Keep Mondays? Time?</p> <p>Keep it Mondays at 3:30          Every other face to face every other Monday</p>	<p><b>Update</b>  <b>Vote:</b>          Yeah <u>7</u>__          Nay __          Ab. __</p>	20 m
<p>4a. <a href="#">Mays Sub committee Meeting</a> UPDATES  <a href="#">June sub committee meeting</a>  <a href="#">Group 1</a>  <a href="#">Group 2</a></p> <p>Should we have a sub committee for election/retreat/training and one for policies?          Heidi will make a google form and send it out this week</p>	<p><b>Update</b>  <b>Vote:</b>          Yeah <u>8</u>__          Nay __          Ab. __</p>	30 m
<p>5. Where are the teams on their policies?  <a href="#">HCPA BOARD POLICIES SPREADSHEET (MSBA)</a>          Election Updates          Work on new calendar</p> <p>Use chartersoure for agenda and policies</p>	<p><b>Discussion</b>  <b>Vote:</b>          Yeah <u>8</u>__          Nay __          Ab. __</p>	20 m
<p>6. <a href="#">24-25 Election calendar</a> Look at the <a href="#">calendar at a glance</a>          Assign to sub committee</p> <ul style="list-style-type: none"> <li>New <a href="#">Bylaws</a> approved has 90 days instead of 30 for nomination (Section IV.4) with 45 days notification of nominees and 30 days informed for election dates (Section IV.5.b)</li> </ul> <p>Table until Aug meeting so sub committee can start working on it.</p>	<p><b>Discussion</b>  <b>Vote:</b>          Yeah <u>7</u>__          Nay <u>1</u>__          Ab. __</p>	30 m
<p>6a. <a href="#">540</a> Drug Free School Zone last sent to board 12/20/23</p> <p>Table to July meeting</p> <p>Table until we get current meeting MSBA</p>	<p><b>Discussion</b>  <b>Vote:</b>          Yeah <u>9</u>__          Nay __          Ab. __</p>	30 m



<p>7. <u>542</u> Concussion Management Last sent to board 3/23/22</p> <p>Table July Meeting</p> <p>Table until we get current meeting MSBA</p>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah__9__</p> <p>Nay __</p> <p>Ab. __</p>	<p>25 m</p>
<p>9 <u>Board Retreat</u> For October (new board members)</p> <ul style="list-style-type: none"> <li>• Board self-reflection questionnaire</li> <li>• <u>Board Retreat 25-26 Form</u></li> <li>• Susan to send out to current board members, send out to new board upon taking seat (DONE 5/5/25 SV)</li> <li>• Meet and greet, <ul style="list-style-type: none"> <li>○ Team building</li> <li>○ Training Day (required)</li> <li>○ Afterschool before a scheduled board meeting.</li> <li>○ Heidi: Send out google form out Talk with Ms. D <ul style="list-style-type: none"> <li>■ Training ideas,</li> <li>■ Dates, times etc.</li> </ul> </li> <li>○ Heidi - ask Susan what they have done in the past so we have an idea <ul style="list-style-type: none"> <li>■ Dinner, Kahoot</li> </ul> </li> </ul> </li> </ul> <p>Only have 3 board members have completed; Add to Julys meeting to make sure that it gets done.</p> <p>Table until August</p>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah__9__</p> <p>Nay __</p> <p>Ab. __</p>	<p>30 m</p>
<p>10. <u>Board Trainings:</u></p> <p><a href="https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rE3Xn2iQ3kZB_SX-UbJ9-LELFg/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rE3Xn2iQ3kZB_SX-UbJ9-LELFg/edit?usp=sharing</a></p> <p>Do board members have ideas on what they want training on?</p> <ul style="list-style-type: none"> <li>• Create board policy training (what numbering/sections mean)</li> <li>• Susan: Check with Panghoua on required Board trainings for new board members <ul style="list-style-type: none"> <li>○  HCPA Board Development</li> <li>○ NEO: "<u>Prior to beginning their term</u>, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law."</li> </ul> </li> <li>• Board Updates: share HCPA activities they signed up for.</li> <li>• G.C have any ideas on training on?</li> </ul>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah_9__</p> <p>Nay __</p> <p>Ab. __</p>	<p>20 m</p>



**HMONG COLLEGE  
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<p>Only have 3 board members have completed; Add to Julys meeting to make sure that it gets done.</p> <p><b>Table until August</b></p>		
<p>10. <a href="#">Enrollment - Google Docs</a></p> <p><a href="#">509.2</a> Lottery Procedure</p> <ul style="list-style-type: none"> <li>• Have ranges added for each grade level in k-5 6-12 different number range</li> <li>• Cap number of students per grade.</li> <li>• Add a statement about if a 1 family member is added then other siblings grades will need to be looked at before they are added to not increase too high.</li> </ul> <p>Push back to admin to work on this policy</p> <ul style="list-style-type: none"> <li>• Changing ownership to Admin?</li> </ul>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah <u>8</u></p> <p>Nay <u>  </u></p> <p>Ab. <u>  </u></p>	<p>30 m</p>
<p>11. Did Chong fix it?</p> <p><a href="#">413</a> Harassment and Violence: Sent back 3/2025</p> <p>Heidi working on form, then send to HR</p> <p>See Chong's Notes</p> <p>Change "executive director" to "administator"</p> <p><a href="#">Send to the board in August and have the board answer the questions that Chong has throughout the policy.</a></p>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah <u>8</u></p> <p>Nay <u>  </u></p> <p>Ab. <u>  </u></p>	<p>15 m</p>
<p>12. Add link to board spreadsheet: <b>427 Workload Limits</b></p> <p><a href="https://docs.google.com/document/d/1yN9TlaNZax6QLo3dlz6GSN-rMUYNpYxDuj-nEGKBAqU/edit?tab=t.0">https://docs.google.com/document/d/1yN9TlaNZax6QLo3dlz6GSN-rMUYNpYxDuj-nEGKBAqU/edit?tab=t.0</a></p> <p>Heidi will update this put into doc</p> <p>This should be and HR and Admin policy</p> <p><b>Table have Susan and Ms D assign to a team</b></p>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah <u>9</u></p> <p>Nay <u>  </u></p> <p>Ab. <u>  </u></p>	<p>20 m</p>
<p>Back From Legal?</p> <p>1. <a href="#">417</a> Chemical Use/Abuse Send to legal May 4th 25</p> <p><a href="#">Send board if it came back from legal</a></p>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah <u>9</u></p> <p>Nay <u>  </u></p> <p>Ab. <u>  </u></p>	<p>20 m</p>
<p>Board Sign-up for Events 25-26</p> <p>1. Orientation:</p> <p>a. New teachers Mon Aug 11th 7-730 am: Returning</p> <p>All staff Wed Aug 13th. 7-730 am</p>		



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<p>b. Wed Aug 20th 2-4 New students: 4-6 Returning Students.</p> <p>2. Conferences:</p> <p>a. Fall: Evening Thur Oct 9th 5-8pm: Day Fri Oct 10th 10-4</p> <p>b. Spring: Evening Thur Mar 12th 5-8pm: Day Fri Mar 13th 10-4</p> <p>3. Graduation: Thur June 4th ??pm</p> <p>Panghoua please bring August board meeting</p>		
<p><b>Notes to bring to the board:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">417</a> Chemical Use/Abuse Send to legal May 4th, 25: <a href="#">Send to the board when it comes back from legal</a></li> <li>• <a href="#">413</a> Harassment and Violence: Sent back 3/2025: <a href="#">Send to the board in July and have the board answer the questions that Chong has throughout the policy.</a></li> <li>• Board Sign-up for Events 25-26</li> </ul> <p><b>Orientation:</b></p> <p>a. New teachers: Mon Aug 11th 7-730 am: Returning All staff Wed Aug 13th. 7-730 am</p> <p>b. Students: Wed Aug 20th 2-4 New students: 4-6 Returning Students.</p> <p><b>Conferences:</b></p> <p>c. Fall: Evening Thur Oct 9th 5-8pm: Day Fri Oct 10th 10-4</p> <p>d. Spring: Evening Thur Mar 12th 5-8pm: Day Fri Mar 13th 10-4</p> <p><b>Graduation:</b> Thur June 4th pm</p> <ul style="list-style-type: none"> <li>• <a href="#">Committee Calendar 25-26</a></li> <li>• Board fill out the google form <a href="https://docs.google.com/forms/d/e/1FAIpQLSffi55Q170amYUHR1uR4gdkF_t5cyNRtINChWZUCcUczFy7Pg/viewform?usp=header">https://docs.google.com/forms/d/e/1FAIpQLSffi55Q170amYUHR1uR4gdkF_t5cyNRtINChWZUCcUczFy7Pg/viewform?usp=header</a></li> </ul>		
<p><b>Adjourn at: 4:51 pm</b></p>	<p><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah_9__</p> <p>Nay __</p> <p>Ab. __</p>	

**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**



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**The policy format the Governance Committee has agreed on is:**

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