



# HCPA Governance Committee Meeting Agenda and Minutes

Monday, September 8th, 2025

3:30pm – 5:30pm

**Meeting Virtual:** <https://meet.google.com/ahb-iwid-rve?pli=1>

[Committee Calendar 2025-2026](#)

[Yearly Roles and Responsibilities](#)

[School Board Calendar 2025-2026](#)

[Committee's Charter Revisit Yearly](#)

**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:** David called the meeting to order.

II. **Roll Call – Open Session:**

Yes	No	Name and Title
x		<b>Kiersten Sloneker:</b> Governance Committee Co-Chair/Admin Liaison
x		<b>David Thompson:</b> Governance Committee Co-Chair
x		<b>Heidi Pendroy:</b> Governance Committee Secretary
x		<b>Alex Maurer:</b> Governance Committee Member/Secretary
x		<b>Susan Vang:</b> Board Chair/Legal Liaison
	x	<b>Daniel Schmidt:</b> Governance Committee Member/Board Member
x		<b>Joseph Norby-White:</b> Governance Committee Member/Board Member Liaison
x		<b>Kaethe Eltawely:</b> Governance Committee Member
x		<b>Kyle Seeley:</b> Governance Committee Member/Recruitment Liaison
x		<b>Andrea Touhey:</b> Governance Committee Member
<b>Guests:</b> Anne Denniston, Matilyn May, David Kloskin		

**Welcome: LEAD: David Thompson**

Agenda Item:	Welcome everyone
Notes:	<ul style="list-style-type: none"> <li>Add any items to agenda</li> </ul>
Motion:	Motion to approve to add aforementioned additional items to the agenda.

**All that a school should be.**



Voted Yea: 7 Voted Nay: 0 Abstain: 0	David Thompson, Kyle Seeley, Andrea Touhey, Joseph Norby-White, Alex Maurer, Kiersten Sloneker, Susan Vang
Action:	Motion Passed

HCPA BOARD APPROVED

SEP 24 2025

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**APPROVE AGENDA: LEAD: David Thompson**

Agenda Item:	Approve Agenda
Notes:	<ul style="list-style-type: none"><li>• New agenda format</li></ul>
Motion:	Motion to approve today's agenda.
Voted Yea: 7 Voted Nay: 0 Abstain: 0	David Thompson, Kyle Seeley, Andrea Touhey, Joseph Norby-White, Alex Maurer, Kiersten Sloneker, Susan Vang, Heidi Pendroy
Action:	Motion Passed

**BOARD UPDATES-LEAD: Joseph Norby-White**

Agenda Item:	Notes from Wed, August 27th 2025 Board Meeting
Notes:	<b>Passed:</b> <ul style="list-style-type: none"><li>• 427</li><li>• 301</li><li>• 305</li><li>• 306</li><li>• 201</li><li>• 604</li><li>• 605</li><li>• 525</li></ul>

**RETURN FROM BOARD-LEAD: Joseph Norby-White**

Items:	None
Notes:	<ul style="list-style-type: none"><li>• Not applicable</li></ul>

**RETURN FROM LEGAL-LEAD: Susan Vang**

Items:	None
Notes:	<ul style="list-style-type: none"><li>• Not applicable</li></ul>



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**ACTION 1: LEAD: Heidi Pendroy,**

Agenda Item:	Subcommittee Update
Notes:	<ul style="list-style-type: none"> <li>• Sub Committee A: Policies</li> <li>• Sub Committee B: Board Overview</li> <li>• No grammar fixing, Red line is for legal</li> <li>• Make sure policies have been read and comments made on</li> </ul>
Motion:	Motion to abolish subcommittees.
Voted Yea: 7 Voted Nay: 0 Abstain: 0	David Thompson, Kyle Seeley, Andrea Touhey, Joseph Norby-White, Alex Maurer, Kiersten Sloneker, Susan Vang, Heidi Pendroy, Kaethe Eltawely
Action:	Motion passed

**ACTION 2: LEAD: Heidi Pendroy,**

Agenda Item:	New Committee Charter <a href="#">Old Committee Charter</a> Was called roles and responsibilities: Approved March 2024
Notes:	<ul style="list-style-type: none"> <li>• Sent to the School Board to approve the New Charter.</li> <li>• Take old committee charter expectations and move to the new committee charter.</li> <li>• School Board Liaison bring to September's school board meeting to get approved.</li> </ul>
Motion:	Motion to approve the New Committee's Charter.
Voted Yea: 7 Voted Nay: 0 Abstain: 0	David Thompson, Kyle Seeley, Andrea Touhey, Joseph Norby-White, Alex Maurer, Kiersten Sloneker, Susan Vang, Heidi Pendroy, Kaethe Eltawely
Action:	Motion Passed

**ACTION 3: LEAD: Kiersten Sloneker,**

Agenda Item:	MSBA Audit & Return
Notes:	<ul style="list-style-type: none"> <li>• Return notes form MSBA, and what we will do with them at the Governance Committee going forward.</li> </ul>

**ACTION 4: LEAD: Heidi Pendroy,**

Agenda Item:	Walk through on CharterSource <ul style="list-style-type: none"> <li>• Make sure you have looked at CharterSource</li> <li>• Found where the 2025-2026 Committee folder and policy folders</li> </ul>
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Notes: <https://chartersource.boardeffect.com/login>

**ACTION 5: LEAD: Heidi Pendroy,**

Agenda Item:	Committee Training: <a href="https://mncharterboard.com/">https://mncharterboard.com/</a> <ul style="list-style-type: none"> <li>Board's Roles and Responsibilities, Other Courses, Open Meeting Law <ul style="list-style-type: none"> <li>Taking Minutes, Conduct Open Meetings</li> </ul> </li> </ul>
Notes:	<ul style="list-style-type: none"> <li>CharterSource (Same training as school board)</li> <li>Open meeting law training,</li> </ul>
Motion:	Motion to hold this until the next meeting.
Voted Yea: 7 Voted Nay: 0 Abstain: 0	David Thompson, Kyle Seeley, Andrea Touhey, Joseph Norby-White, Alex Maurer, Kiersten Sloneker, Susan Vang, Heidi Pendroy, Kaethe Eltawely
Action:	Motion passed

**ACTION 6: LEAD: David Thompson,**

Agenda Item:	<a href="#">Board Retreat</a> For October
Notes:	<ul style="list-style-type: none"> <li>Board Retreat Updates</li> <li>Send to school board with choices of dates</li> <li>On site at HCPA</li> <li>On training in the morning then do working afternoon on policies then vote on them.</li> </ul>

**FURTHER ACTIONS TO BRING TO:**

Susan Vang: <b>Board Chair</b>	
Items to send to Legal:	<ul style="list-style-type: none"> <li></li> </ul>
Joseph Norby-White: <b>Committee Board Liaison</b>	
Items to send to School Board:	<ul style="list-style-type: none"> <li><a href="#">Governance Committee - Roles &amp; Responsibilities - Google Docs</a></li> <li>October Retreat - Send To Board Members <ul style="list-style-type: none"> <li>Kiersten will send Google Form by Friday, September 12, 2025</li> </ul> </li> </ul>
Kiersten Sloneker: <b>Co-Chair/Admin Liaison</b>	
Items to bring to Admin:	<ul style="list-style-type: none"> <li>Comparing trainings: Charter Board vs. Charter Source, what's D's recommendation and why?</li> </ul>

**ADJOURN- ACTION - LEAD: DAVID THOMPSON, CHAIR**

**All that a school should be.**



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Agenda Item:	Review next meeting & adjourn
Notes:	The next Committee Meeting is Mon. Oct 13th in the Boardroom at 3:30
Motion:	Motion to Adjourn Governance Meeting at 4:23 pm
Voted Yea: 7 Voted Nay: 0 Abstain: 0	David Thompson, Kyle Seeley, Andrea Touhey, Joseph Norby-White, Alex Maurer, Kiersten Sloneker, Heidi Pendroy, Kaethe Eltawely
Action:	Motion Passed

**Policies and Agenda Item labels are**

**Vote** (needs to be finalized and send to board)

**Board** (Items from or to the board)

**Passed by Board** (Items that the board have passed)

**Legal** (Items from or to legal)

**Review** (Sent back came from board/legal)

**Tabled**

**Revisit Tabled Items**

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

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