

## HCPA Governance Committee Meeting Agenda and Minutes

Monday, August 11th, 2025  
3:30PM - 5:30PM  
**In Person**

[Committee Calendar for 2025-2026](#)  
[Board Calendar For 2025-2026](#)  
[Board Policies to review](#) (Link to use)

[Roles and Responsibilities School 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:	<b>Actions Needed</b>	<b>Time Allotted</b>
1. Consent Approval of agenda a. Approved	<b>Vote:</b> Yeah____ Nay ____ Ab.____	
<b>Our Next Meeting:</b> Monday, September 8th, 2025 Virtual		
<b>2. Next school board meeting:</b> Wed. Sept. 24th, 2025 in the boardroom or zoom link: <a href="https://zoom.us/j/98117693134">https://zoom.us/j/98117693134</a>		
<b>3. Notes From July, 2025 Boards Meeting:</b> Passed: <ul style="list-style-type: none"> <li>413</li> <li>512</li> <li>522</li> <li>524.5</li> <li>606.5</li> <li>722</li> <li>7.8.0</li> </ul> Tabled: <ul style="list-style-type: none"> <li>402</li> <li>427</li> <li>620</li> </ul>		

Mrs. D says if a policy is not changed and statutes are the same with no changes, we (GC) can update dates for review - <b>DOES NOT</b> need to go to board for approval		
4. Discuss roles and responsibilities <ul style="list-style-type: none"> <li>Look at the new document</li> <li>Assign jobs</li> <li>Look at the new sub committee groups</li> </ul>	<b>Update</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	20 m
4. Subcommittee Meeting Updates July Agenda	<b>Update</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	m
5.CharterScour walk through	<b>Discussion</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	m
6. Policy updates from	<b>Discussion</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	m
7.	<b>Discussion</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	m
<a href="#">24-25 Election calendar</a> Look at the <a href="#">calendar at a glance</a> Assign to sub committee <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> Table until Aug meeting so sub committee can start working on it		

<p><u><a href="#">Board Retreat</a></u> For October (new board members)</p> <ul style="list-style-type: none"> <li>• Board self-reflection questionnaire</li> <li>• <u><a href="#">Board Retreat 25-26 Form</a></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><b>Table until August</b></p>		
<p><u><a href="#">Board Trainings:</a></u>  <a href="https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rF3Xn2jQ3kZB_SX-UbJ9-LELFg/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rF3Xn2jQ3kZB_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>○ <u><a href="#">HCPA Board Development</a></u></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>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>		m
<p><b>Notes to bring to the board:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		

## Note to bring to Admin:

- 

## Adjourn at:

## Discussion

### Vote:

Yeah \_\_\_

Nay \_\_\_

Ab. \_\_\_

## Policies and Agenda Item labels are

**Vote** (needs to be finalized 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...

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Level 2: A, B, C...

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Level 3: 1, 2, 3...

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Level 4: i, ii, iii...

left aligned at 1.5"

text indent at 1.75"



**HMONG COLLEGE  
PREP ACADEMY**

1515 Brewster Street, Saint Paul, MN 55108  
Office:(651) 209-8002 • Fax:(651) 289-1802  
[www.hcpak12.org](http://www.hcpak12.org)

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