

HCPA FINANCE COMMITTEE MEETING MINUTES

Meeting Date: Tuesday, February 15, 2022
Type of Meeting: Committee Meeting
Started Time: 4:00 PM
Adjourned: 5:02 PM

Location: Hmong College Prep Academy - Board Room

Minutes: Fue Vue- HCPA Finance Committee Chair and Chong Her

Facilitator: Fue Vue, HCPA Finance Committee Chair and David Kloskin, HCPA CFO

Purpose: The general purpose of the Finance Committee is to oversee the financial health and to ensure fiscal responsibility of the school and personnel on the behalf of the board and all public stakeholders of the school.

- I. CALL TO ORDER:** David Kloskin, HCPA CFO, called the meeting to order at 4:00 PM
II. Roll Call:

Y	N	Name
X		Fue Vue, Committee Chair via zoom
	X	Danijela Duvnjak (Ms. D), HCPA Chief Academic Officer
X		Jenee Nordstrom, HCPA Assistant Director 6-12 via zoom
X		Chong Her, HCPA Business Manager via zoom
	X	Karen Klinzing, Charter Source
	X	Nick Taintor, BerganKDV via zoom
X		Mike Pocnich, Anton Group via zoom
X		David Kloskin, HCPA Chief Financial Officer via zoom
	X	Guest- Heather Ross, Bethel Charter Oversight Committee member
X		Guest- Mindy Wachter, BerganKDV, via Zoom
	X	Guest- Scott Brown-The Anton Group

Note Taker: Chong Her

III. Agenda items #1-7 – David Kloskin

1. SPED (Procurement)

- Committee recommends this draft is ready for Board Approval

2. Uniform Grant Guidance

- Relates to Federal Procurement
- Ensures: Disbarment and RFP Process are taken
- Review CFR guidelines for amounts
- Committee recommends this draft is ready for Board Approval

3. Employee Expense Reimbursement

- II. Committee recommends updating “Directors” to “School Leadership” on (II. Authorization)
- III. Payment Request form is readily available
- Committee recommends this draft is ready for Board Approval

4. Fundraising Policy

- Committee recommends changing “Director” to “School Administration” on (V. Reporting)
- Fundraising purpose and form is readily available to School Committee Advisors
- Committee recommends this draft is ready for Board Approval

5. Student Fees

- Committee recommends this draft is ready for Board Approval

6. Purchasing Group Health Insurance

- Committee will mention at the Board Meeting that there is an existing policy listed on school website: www.hcpak12.org
- Committee recommends this existing policy is ready for Board Approval

7. Updates

- a) Sale of School Bus- Acknowledgement item
- b) Automatic sweeps ICS/checking account implemented
 - 1. Committee recommends for account signers (Fue Vue, David Kloskin and/or Danijela Duvnjak) to sign documents with American National Bank to have ICS to auto sweep \$250k to maximize interest income held by American National Bank
- c) Signer on school 403b plan
 - 1. Committee recommends to remove Dr. Christianna Hang as the main signer and add a new signer, David Kloskin
- d) Signer on HCPA's construction draw
 - 1. Committee recommends to remove Christy Yongvang as the main signer and add a new signer, David Kloskin

8. January 2022 Financial Report

HCPA January 2022 Financial Information – Mindy Watcher

- Exec summary review
- Balance Sheet
- Statement of Revenues/Summary
- Total revenue 56.7%
- Nothing overage to be concerned about
- Income statement, no concerns
 - Course codes
 - Gen. fund 54.7%
- Food Service Fund 2 Revenue/Expenditures
- Cash flow projections summary

Meeting Adjourned: 5:02PM CST