

## 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: Unable to attend:	<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, August ____ <b>In Person</b> Dinner will be provided		
2. <b>Next school board meeting:</b> July 23, 2025	<b>Update</b>	
<b>3. Notes From May 28th, 2025 Boards Meeting:</b> Passed: • Tabled: • 522 or 545 Title IX (sending to legal for review, per Mrs. D) • 532 Use of Peace Officers (sending to legal for review, per Mrs. D) • 401 Equal Employment Opportunity (reviewing minutes; similar approval in Feb - Equal Opportunity and Non-Discrimination) • 415 Mandated Reporting of Vulnerable Adult (was submitted as Mandated Reporting of Child Neglect - which is a separate policy)  <b>June 25, 2025 Boards Meeting:</b> Passed: • 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

4. <a href="#">Committee Calendar 25-26</a> Look at google form results. Keep Mondays? Time?	<b>Update</b> <b>Vote:</b> Yeah____ Nay ____ Ab.____	20 m
4. <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>  Should we have a sub committee for election/retreat/training and one for policies?	<b>Update</b> <b>Vote:</b> Yeah____ Nay ____ Ab.____	30 m
5. Where are the teams on their policies? <a href="#">HCPA BOARD POLICIES SPREADSHEET (MSBA)</a> Election Updates Work on new calendar	<b>Discussion</b> <b>Vote:</b> Yeah____ Nay ____ Ab.____	20 m
6. <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>	<b>Discussion</b> <b>Vote:</b> Yeah____ Nay ____ Ab.____	30 m
6. <a href="#">540</a> Drug Free School Zone last sent to board 12/20/23  Table to July meeting	<b>Discussion</b> <b>Vote:</b> Yeah____ Nay ____ Ab.____	30 m
7. <a href="#">542</a> Concussion Management Last sent to board 3/23/22  Table July Meeting	<b>Discussion</b> <b>Vote:</b> Yeah____ Nay ____ Ab.____	25 m

<p>9 <a href="#">Board Retreat</a> For October (new board members)</p> <ul style="list-style-type: none"> <li>• Board self-reflection questionnaire</li> <li>• <a href="#">Board Retreat 25-26 Form</a></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><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah ____</p> <p>Nay ____</p> <p>Ab. ____</p>	<p>30 m</p>
<p>10. <a href="#">Board Trainings:</a>  <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>○  HCPA Board Development</li> <li>○ NEO: “Prior to beginning their term, 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 ____</p> <p>Nay ____</p> <p>Ab. ____</p>	<p>20 m</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><b>Discussion</b></p> <p><b>Vote:</b></p> <p>Yeah ____</p> <p>Nay ____</p> <p>Ab. ____</p>	<p>30 m</p>

11. Did Chong fix it? <a href="#">413</a> Harassment and Violence: Sent back 3/2025 Heidi working on form, then send to HR See Chong's Notes	<b>Discussion</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	15 m
12. Add link to board spreadsheet: <b>427 Workload Limits</b> <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> Heidi will update this put into doc	<b>Discussion</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	20 m
Back From Legal? 1. <a href="#">417</a> Chemical Use/Abuse Send to legal May 4th 25 2.	<b>Discussion</b> <b>Vote:</b> Yeah___ Nay___ Ab.____	20 m
Board Sign-up for Events 25-26 1. Orientation 2. Graduation 3. Conferences		
<b>Notes to bring to the board:</b>		
<b>Adjourn at:</b>	<b>Discussion</b> <b>Vote:</b> 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.		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"