HCPA BOARD APPROVED

MAY 2 8 2025

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HMONG COLLEGE PREP ACADEMY

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

HCPA Governance Committee
Meeting Agenda and Minutes

Wednesday. April 30th, 2025
3:30PM - 5:00PM
FACE To FACE

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

Mission/Vision Statement: HCPA's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12.

	Actions Needed	Time Allotted
Call to Order at: Attended by: Andrea, Pa Kou, Joseph, Kaethe, David Kloskin CFO, David T, Heidi, Susan, Panghoua V, Dan, Kiersten (11) Unable to attend:		
1. Consent Approval of agenda at 3:34pm a. Approved	**Vote:** Yeah_8_ Nay _0_ Ab. _0__	
Our Next Meeting: Mon. May 5th, 2025 (zoom) 3:30		
2. **Next school board meeting**: May 28th, 2025 5:30	**Update**	
3. Check in on Election 24-25 Election calendar Election Policy • Elections has to be done during the school year (before June 6th 2025). • Term will start July 1 of 2025, • Results will be brought to board at June 2025 meeting, will evite new board members to meeting • Counting ballots June 2nd, • New board has to complete required training before July 1st. (New Law as of August 2024) ○ Invite candidate to complete training the 3 training before election. Check with charter source • Training on Election runner Change calendar for 2025-2026	**Update** **Vote:** Yeah_9__ Nay _0_ Ab._0__	45m

Elections will be fully in the GC.
Panghoua V. will oversee elections starting next year.
 	
• Dan and Susan will have a conversation with Dr. Xiong, community member seat. .
  ○ Resigned 3/25/25, Term ends 2 more years.
• Election will be moved to the week of June 16th-20th.
  ○ By law, election have to take place during the school year - moved to 5/27-29
• Tally paper votes on June 23rd (Monday).
  ○ Need new date to tally?
 	
Seat B: person is not rerunning. open
Seat C: person is rerunning
Seat G: person is rerunning
 	
• Make sure we send out multiple emails and robo calls for reminders of the election.
• Update calendar to show new dates
• Small group meet with candace to do an question answer meeting:
• Last Day finalized is April 9th election
• Group to work on calendar and new dates match.
  ○ Update with new dates. Susan will email Dan and Mai Zer and Panghoua (Pang) Vue
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4. Board Policies to review (Link to use) • Policy software system (work on over summer to present in the fall) • David K will reach out to other schools about how they connect/keep track of policies. • Download policies in PDF so people can not change • In June, work with department heads to link or write missing policies by August 2025. So GC can look at it • Legal turn around is 2 weeks. • Bring to May's Board meeting: assign responsibilities • Help David K will help with linking • GC has not ever had policy training. **Add to May board meeting:** **1. Look at to see all the policies still needing to get done that have never been done,** **2. assign teams to work on policies that are not assigned.** **3.**	**Discussion** **Vote:** Yeah __8_ Nay _0_ Ab._0__	20 m

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5. 509.2 Lottery Procedure • Send to Ms. D and Dr Lor with recommendations of • If student leaves then returns, where do they fit in the lottery process • Can we put 509 and 509.2 together? Change name of 509 to enrolment and lottery • What are other schools like? • Heidi will cut and paste 509 and 509.1 together to work on at the May 5th GC meeting. • Have ranges added for each grade level in k-5 6-12 different number range • Cap number of students per grade. • 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.	**Discussion** **Vote:** Yeah_9__ Nay _0_ Ab.__0_	20 m

6. Update
BOARD APPROVED HCPA Governance Committee Charter 11 17 2021.docx - Google Docs
Board member handbook
• Make a hand book with links Heidi, Susan, and Dan
 ○ Roles and responsibilities,
  ■ Agenda meeting
  ■ How to run a meeting
 ○ Trainings
 ○ Open meeting
 ○ Calendar
 ○ Volunteers
 ○ Board member contract?
 ○ List of policies
 	
Have each sub committee look at it and bring it to July's meeting.
	Discussion
	Vote:
	Yeah_9__
	Nay _0_
	Ab._0__
		20 m

Notes to bring to the board: • Send to Legal • Send to April Board meeting ○ Ideas for		
Adjourn at: 4:55pm	**Discussion** **Vote:** Yeah_9__ Nay _0_	

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Next Year **2 sub committee** 1: board election: calendar retreat, 2: review policies that are posted on website, locked down	Ab.__0_	

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. *Adopted:* *Reviewed: January 26, 2022* *Board Approved: January 26, 2025*	Level 1: I, II, III… left aligned at 0" text indent at 0.25" Level 3: 1, 2, 3… left aligned at 1" text indent at 1.25"	Level 2: A, B, C… left aligned at 0.5" text indent at 0.75" Level 4: i, ii, iii... left aligned at 1.5" text indent at 1.75"

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