

HCPA Governance Committee Meeting Agenda and Minutes

Monday, September 8th, 2025

3:30pm – 5:30pm

Meeting Virtual:https: <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
		Kiersten Sloneker: Governance Committee Co-Chair/Admin Liaison
		David Thompson: Governance Committee Co-Chair
		Heidi Pendroy: Governance Committee Secretary
		Alex Maurer: Governance Committee Member/Secretary
		Susan Vang: Board Chair/Legal Liaison
		Daniel Schmidt: Governance Committee Member/Board Member
		Joseph Norby-White: Governance Committee Member/Board Member Liaison
		Kaethe Eltawely: Governance Committee Member
		Kyle Seeley: Governance Committee Member
		Andrea Touhey: Governance Committee Member
Guests:		

Welcome: LEAD: David Thompson

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

All that a school should be.



Voted Yea: Voted Nay: Abstain:	
Action:	Motion

APPROVE AGENDA: LEAD: David Thompson

Agenda Item:	Approve Agenda
Notes:	<ul style="list-style-type: none">• New agenda format
Motion:	Motion to approve today's agenda.
Voted Yea: Voted Nay: Abstain:	
Action:	Motion

BOARD UPDATES-LEAD: Joseph Norby-White

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

RETURN FROM BOARD-LEAD: Joseph Norby-White

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

RETURN FROM LEGAL-LEAD: Susan Vang

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

ACTION 1: LEAD: Heidi Pendroy,

Agenda Item:	Subcommittee Update
Notes:	<ul style="list-style-type: none"> • Sub Committee A: Policies • Sub Committee B: Board Overview
Motion:	Motion to abolish subcommittees.
Voted Yea: Voted Nay: Abstain:	
Action:	Motion

ACTION 2: LEAD: Heidi Pendroy,

Agenda Item:	New Committee Charter Old Committee Charter Was called roles and responsibilities: Approved March 2024
Notes:	<ul style="list-style-type: none"> • Sent to the School Board to approve the New Charter.
Motion:	Motion to approve the New Committee's Charter.
Voted Yea: Voted Nay: Abstain:	
Action:	Motion

ACTION 3: LEAD: Kiersten Sloneker,

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

ACTION 4: LEAD: Heidi Pendroy,

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

ACTION 5: LEAD: Heidi Pendroy,

Agenda Item:	Committee Training: https://mncharterboard.com/ <ul style="list-style-type: none"> • Board's Roles and Responsibilities, Other Courses, Open Meeting Law
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	○ Taking Minutes, Conduct Open Meetings
Notes:	•
Motion:	Motion to approve committee completing board trainings as available on CharterBoard.
Voted Yea: Voted Nay: Abstain:	
Action:	Motion

ACTION 6: LEAD: David Thompson,

Agenda Item:	Board Retreat For October
Notes:	• Board Retreat Updates

FURTHER ACTIONS TO BRING TO:

Susan Vang: Board Chair	
Items to send to Legal:	•
Joseph Norby-White: Committee Board Liaison	
Items to send to School Board:	•
Kiersten Sloneker: Co-Chair/Admin Liaison	
Items to bring to Admin:	•

ADJOURN- ACTION - LEAD: DAVID THOMPSON, CHAIR

Agenda Item:	
Notes:	Next Board Meeting is Wed, Oct The next Committee Meeting is Mon. Oct 13th in the Boardroom at 3:30
Motion:	Motion to Adjourn Governance Meeting at
Voted Yea: Voted Nay: Abstain:	



Action:	Motion
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Policies and Agenda Item labels are

Vote (needs to be finalize 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 top of each policy; have more room to add notes. <i>Adopted:</i> <i>Reviewed: January 26, 2022</i> <i>Board Approved: January 26, 2025</i>	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"
	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"