

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, January 26th, 2022

Type of Meeting: Board Meeting

Started Time: 5:01pm

Adjourned: 9:19pm

Location: Hmong College Prep Academy Board Room

Minute Taker: Mai Zer Vang, Mee Vang

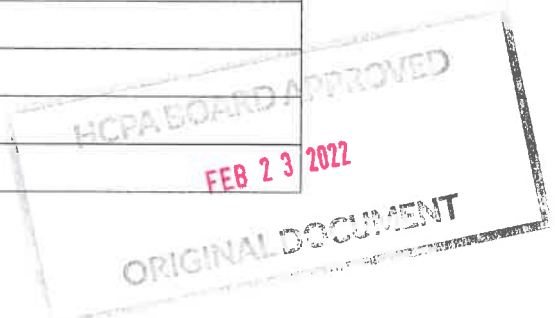
Facilitator: Christy Yongvang, HCPA Board Chair

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:** HCPA Board Chair, Christy Yongvang called the meeting to order at 5:01pm.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Christy Yongvang – Board Chair
x		Richard Perry – Board Member
x		Fue Vue – Board Treasurer
x		Crystal Robideau – Board Member
x		Mee Vang – Board Secretary via zoom
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		Heather Ross – Bethel Charter Oversight Committee Member
x		Krista Skoglund – K-5 Director of Teaching and Learning via zoom
	x	Mike Pocnich – The Anton Group
x		Karen Noelle Schmidt Klinzing – CharterSource via zoom
	x	James Martin – James Martin Law Firm
x		David Kloskin – Chief Financial Officer
	x	Wendy Wachter – BerganKDV
x		Heidi Pendroy – HCPA Teacher via zoom
x		Blia Her – Main Office Manager
x		Dr. Aly Xiong - Guest
x		Daniel Schmidt – HCPA Teacher, Guest
x		Kalia Lo – HCPA Teacher, Guest
x		Susan Vang - Guest



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III. CONSENT AGENDA

Agenda Item:	Board Meeting Agenda 1/26/2022	
Notes:	Board Meeting Agenda - Add to the agenda under General Board Business: "Approve - Board resolution for dual approval of signers at the American National Bank"	
Motion:	To add "Approve - Board resolution for dual approval of signers at the American National Bank" and approve the Special Board Meeting Minutes Thursday 12/16/2021 and Special Board Meeting Minutes Wednesday 01/05/2022	
Made by:	1 st : Crystal Robideau	2 nd : Christy Yongvang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Fue Vue, Crystal Robideau, Mee Vang	
Action:	Motion passed	

III. CONSENT AGENDA

Agenda Item:	Special Board Meeting Minutes Thursday 12/16/2021	
Notes:		
Motion:	To approve the Special Board Meeting Minutes Thursday 12/16/2021	
Made by:	1 st : Crystal Robideau	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Fue Vue, Crystal Robideau, Mee Vang	
Action:	Motion passed	

I. CONSENT AGENDA

Agenda Item:	Special Board Meeting Minutes Wednesday 01/05/2022	
Notes:		
Motion:	To approve the Special Board Meeting Minutes Wednesday 01/05/2022	
Made by:	1 st : Richard Perry	2 nd : Christy Yongvang
Voted Yea: 4 Voted Nay: 0 Abstain: 1	Yea: Christy Yongvang, Richard Perry, Crystal Robideau, Mee Vang Abstain: Fue Vue	
Action:	Motion passed	

III. CONSENT AGENDA

Agenda Item:	Board Fiduciary and Accountability
Notes:	Board Chair presented information on the 3 primary fiduciary responsibility of the board of directors and accountability: Duty of Care, Duty of Loyalty and Duty of Obedience.

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FEB 23 2022
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IV. GOVERNANCE COMMITTEE: Approve Recommendations

Agenda Item:	Interview Board Candidates by all board members at the board meeting
Notes:	<p>Dr. Aly Xiong: Q: Previously employed at HCPA – why did you leave? A: Hired at a time where HCPA needed someone with a license (Principal and Superintendent License) so that HCPA could continue Q: Would you be willing to be on the HERC board? A: Yes, willing to step up Q: How do you keep yourself accountable? A: Don't make decisions as an individual. Make decisions as a group to include everyone. Set boundaries and make sure the activities we do support student achievement. Q: Are you currently sitting with other organizations/boards? A: No</p> <p>Daniel Schmidt: Q: Have you served on other boards/organizations? A: Worked on committees/panels. Wife was on a board and he attended meetings. Q: Would you be willing to be on the HERC board? A: Yes. Wants to support the school. Q: How do you hold yourself accountable? A: Accountability is layered. Goal is to know more and do better. How can I improve, what did I not have before that I should know now? Can't fix what you don't know.</p> <p>Susan Vang: Q: Would you be willing to be on the HERC board? A: Yes. Whatever it takes for the school. Q: Accountability? A: Asking for clarification. Putting yourself up to a standard of high integrity.</p> <p>Kalia Lo: Q: Would you be willing to be on the HERC board? A: Yes. Willing to help with whatever needs help. Q: Accountability? A: Looking at minutes. Keeping track of own notes and checklist. Rely on other board members.</p>

II. GOVERNANCE COMMITTEE: Approve Recommendations

Agenda Item:	Ratify Governance Committee Charter	
Notes:	Christy Yongvang would like to join the Governance Board Committee. Would need to remove a board member from the committee due to not being able to have more than 2 members on the committee. There is disagreement on changing the committee members.	
Motion:	Table to the next board meeting	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed – tabled to next board meeting	

IV. GOVERNANCE COMMITTEE: Approve Recommendations

Agenda Item:	Board of Director roster
Notes:	HCPA was out of compliance for 3 years from 2018-2021. Mee's Board Seat term was incorrectly reported. Need to fix Mee's seat term. Change Christy's seat to Seat C. Accept Jason's resignation.

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FEB 23 2022

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Motion:	Move to approve all 4 resolutions	
Made by:	1 st : Crystal Robideau	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

IV. GOVERNANCE COMMITTEE: Approve Recommendations

Agenda Item:	Board Self-Development Assessment	
Notes:	The board should complete a self-reflection at the end of the year to review all that has happened throughout the year. Committee recommended that self-reflections should not be done at this time due to the board's workload, frequent reflections and new board members.	
Motion:	To approve a self-reflection in June at the end of the school year	
Made by:	1 st : Mee Vang	2 nd : Richard Perry
Voted Yea: 4 Voted Nay: 0 Abstain: 1	Yea: Richard Perry, Crystal Robideau, Fue Vue, Mee Vang Abstain: Christy Yongvang	
Action:	Motion passed	

IV. GOVERNANCE COMMITTEE: Approve Recommendations

Agenda Item:	Governance Committee Calendar and Policies	
Notes:	Policies: Mission and Vision Statement - Policy 104, Board Election Policy – Policy 201.a, Employment of Relative Policy, Operation of the School Board (Governing Rules) – Policy 203, School Board Procedures; Rules of Order – Policy 203.1	
Motion:	To approve the Governance Committee Calendar and Policies	
Made by:	1 st : Christy Yongvang	2 nd : Fue Vue
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

V. FINANCE COMMITTEE RECOMMENDATION: APPROVE RECOMMENDATIONS

Agenda Item:	Annual Audit 2021-single audit – Presented by Michelle	
Notes:	Schedule of expenditures of federal awards includes the federal award activity of HCPA under programs of the feral government for the year ended June 30, 2021.	
Motion:	Move to approve Annual Audit 2021-single audit	

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FEB 23 2022

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Made by:	1 st : Fue Vue	2 nd : Christy Yongvang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

V. FINANCE COMMITTEE RECOMMENDATION: APPROVE RECOMMENDATIONS

Agenda Item:	Fixed Asset Policy, Fund Balance Policy, December 2021 Financial Statement Report, and Finance Committee Calendar	
Notes:	<p>Fixed Asset Policy: The District establishes the following minimum capitalization thresholds for capitalizing fixed assets: \$5,000</p> <p>Fund Balance Policy: Recommend to have a minimum 25% fund balance</p> <p>Financial Statement Report: Cash Balance as of the reporting period is \$18,684,111 up from the previous month of \$17,614,793.</p>	
Motion:	Motion to approve the Fixed Asset Policy, Fund Balance Policy, December 2021 Financial Statement Report and Finance Committee Calendar	
Made by:	1 st : Fue Vue	2 nd : Christy Yongvang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

VI. GENERAL BOARD BUSINESS

Agenda Item:	Acknowledge - Report on Diversity, Equity and Inclusion (DEI) and make recommendations for new HCPA organization chart	
Notes:	Survey sent to all HCPA Staff. 134 Participants. 260 staff size. 52% Participation Rate. Strengths = Diversity, Help and care from Supervisors. Opportunity Areas: Distance Learning, Teacher appreciation, Communication with admin team.	
Motion:	To approve Report on Diversity, Equity and Inclusion (DEI) and make recommendations for new HCPA organization chart	
Made by:	1 st : Christy Yongvang	2 nd : Crystal Robideau
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

HCPA BOARD APPROVED

FEB 23 2022

VI. GENERAL BOARD BUSINESS

Agenda Item:	Acknowledge - HCPA charter agreement with Bethel, Bethel Withdrawal as authorizer ending 6/30/2023, Bethel site visit on 1/21/2022, MDE letter to Bethel to HCPA	
Notes:		
Motion:	To approve the HCPA charter agreement with Bethel, Bethel Withdrawal as authorizer ending 6/30/2023, Bethel site visit on 1/21/2022, MDE letter to Bethel to HCPA	
Made by:	1 st : Christy Yongvang	2 nd : Fue Vue

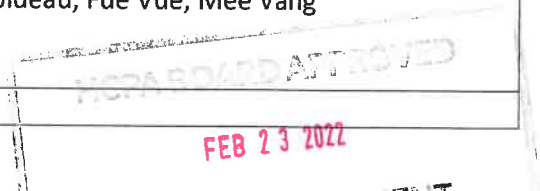
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang
Action:	Motion passed

VI. GENERAL BOARD BUSINESS

Agenda Item:	Approve - Board resolution for dual approval of signers at the American National Bank	
Notes:	Authorizing the following for American National Bank: -Signers, Admin Online Bank users, and Dual Authorization permissions for wire transfers are granted to: CFO David Kloskin, CAO Danijela Duvnjak, Board Treasurer Fue Vue. -Online Users with view only access: Business Manager Chong Her and Accounting Vendor/Outsourced Controller -Call-in Wire permissions for Payroll approval need to be granted to: CFO David Kloskin , CAO Danijela Duvnjak, Board Treasurer Fue Vue	
Motion:	Approve the Board resolution for dual approval of signers at the American National Bank	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

VI. GENERAL BOARD BUSINESS

Agenda Item:	Acknowledge - HCPA on Distance Learning from 1/7/2022 to 1/31/2022 due to high covid concerns in the MN State	
Notes:		
Motion:	To approve HCPA on Distance Learning from 1/7/2022 to 1/31/2022 due to high covid concerns in the MN State	
Made by:	1 st : Crystal Robideau	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	


 FEB 23 2022

VI. GENERAL BOARD BUSINESS

Agenda Item:	Approve - School to apply and complete new authorizer applications, School to RFP new vendors to reduce contracted services related to accounting and audit/990 preparation services	
Notes:		
Motion:	To approve the school to apply and complete new authorizer applications, School to RFP new vendors to reduce contracted services related to accounting and audit/990 preparation services	
Made by:	1 st : Christy Yongvang	2 nd : Crystal Robideau



Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang
Action:	Motion passed

VI. GENERAL BOARD BUSINESS

Agenda Item:	Approve - Staffing contracts legally reviewed by counsel	
Notes:	Sports Coaches Contracts	
Motion:	To approve all Staffing contracts legally reviewed by counsel	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

VI. GENERAL BOARD BUSINESS

Agenda Item:	Approve - Vendor contracts legally reviewed by counsel	
Notes:	Contracts: Sentient Healthcare for audiology services and James Martin for legal services James Martin Contract: Limit the scope of work James Martin can do for HCPA. Designate specific items for James Martin to work on. Need to clarify what "limiting the scope of work" entails to.	
Motion:	Motion to Table this item to the next board meeting	
Made by:	1 st : Christy Yongvang	2 nd : Crystal Robideau
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

VI. GENERAL BOARD BUSINESS

Agenda Item:	Approve - HCPA school Calendar for 2022-2023	
Notes:		
Motion:	To approve the HCPA school Calendar for 2022-2023	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

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FEB 23 2022
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VII. TABLED ITEM FROM PREVIOUS SPECIAL BOARD MEETING

Agenda Item:	Apprize Technology Contract legally reviewed by counsel	
Notes:	Board Treasurer has looked over the contract and now has a better understanding of it. Would like the board to move the motion for approval.	
Motion:	To approve the Apprize Technology Contract legally reviewed by counsel	
Made by:	1 st : Crystal Robideau	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

VIII. RATIFICATION

Agenda Item:	Parent Advisory Committee to Parent Teacher Organization (PTO) with calendar for meetings	
Notes:	Ms D. presented to the board that the parents/teachers have decided that this new organization was a better fit for the school after a meeting with parents. Looked at PTA vs PTO and decided on PTO.	
Motion:	To ratify the Parent Advisory Committee to Parent Teacher Organization (PTO)	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

IX. TRANSITION TEAM UPDATE

Agenda Item:	TRANSITION TEAM UPDATE
Notes:	Preparing for the transition of HCPA to a new Authorizer. Two initial informational meetings in November and December with two potential Authorizers. Assembled a team of staff/teacher volunteers to meet and interview potential authorizers.

X. UPDATE ON THE RATIFICATION OF DR. HANG PAY OUT ON HER CONTRACT

Agenda Item:	Update on the ratification of Dr. Hang pay out on her contract	
Notes:	Some board members wanted to take another look at this contract.	
Motion:	Approve the ratification of Dr. Hang's contract with the release of pay	
Made by:	1 st : Christy Yongvang	2 nd : Fue Vue
Voted Yea: 2 Voted Nay: 3 Abstain: 0	Yea: Christy Yongvang and Fue Vue Nay: Richard Perry, Mee Vang and Crystal Robideau	
Action:	Item tabled to next board meeting	



XI. ASANA FOR PROJECT MANAGEMENT APPLICATION

Agenda Item:	ASANA FOR PROJECT MANAGEMENT APPLICATION
Notes:	Proposal to use Asana for the board Asana for board management and communication. Asana helps assign tasks, track their progress, and organize relevant information like file sharing, communication between members, and deadline tracking

XII. MOVE TO CLOSED SESSION

Agenda Item:	Move to closed session	
Notes:	The meeting is being closed pursuant to Minn.Stat.13D.05. Subd. 3 (b) to discuss a matter pertaining to ongoing litigation and litigation strategy covered under by the attorney-client privilege Reconvened back to open session at 9:18pm.	
Motion:	Move to closed session	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

XIII. ADJOURNED

Agenda Item:	Adjourn meeting	
Notes:		
Motion:	Move to adjourn the meeting at 9:19pm	
Made by:	1 st : Christy Yongvang	2 nd : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Richard Perry, Crystal Robideau, Fue Vue, Mee Vang	
Action:	Motion passed	

The meeting adjourned at 9:19pm.

