

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, February 23rd, 2022

Type of Meeting: Board Meeting

Started Time: 5:00pm

Adjourned: 6:59pm

Location: Hmong College Prep Academy Board Room

Minute Taker: Mai Zer Vang, Crystal Robideau

Facilitator: Mee Vang, 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:** Mee Vang, Board Chair, called the meeting to order at 5:05pm.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Mee Vang – Board Chair
x		Fue Vue – Board Treasurer
x		Crystal Robideau – Board Secretary
x		Richard Perry – Board Member
x		Susan Vang – Board Member
x		Dr. Aly Xiong – Board Member
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		Heather Ross – Bethel Charter Oversight Committee Member via zoom
x		Karen Noelle Schmidt Klinzing - CharterSource
x		David Kloskin – Chief Financial Officer
x		Heidi Pendroy – HCPA Teacher via zoom
x		Mick McGibbon – Guest via zoom

ORDER OF MEETING

Agenda Item:	2.23.2022 Board Meeting Agenda
Notes:	- Richard Perry would like to add a “Philanthropy” news story on MacKenzie Scott under New Business



	<ul style="list-style-type: none"> - Mee Vang would like to move the consent agenda to after the approval of board minutes and move the New Hire Contracts to be under the consent agenda - The State of MN Records Retention Program is information - Under New Business: Add "The addendum to Bethel contract to revise the bylaws" 	
Motion:	Move to approve the 2.23.2022 Board Meeting Agenda	
Made by:	1 st : Fue Vue	2 nd : Aly Xiong
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

CONSENT AGENDA: Past Board Minutes

Agenda Item:	1.26.2022 Board Meeting Minutes	
Notes:	Remove "vice chair" from Richard Perry's title	
Motion:	Move to approve the 1.26.2022 Board Meeting Minutes	
Made by:	1 st : Richard Perry	2 nd : Crystal Robideau
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	



CONSENT AGENDA: Past Board Minutes

Agenda Item:	1.31.2022 Special Board Meeting Minutes	
Notes:	Remove "vice chair" from Richard Perry's title	
Motion:	Move to approve the 1.31.2022 Special Board Meeting Minutes	
Made by:	1 st : Mee Vang	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

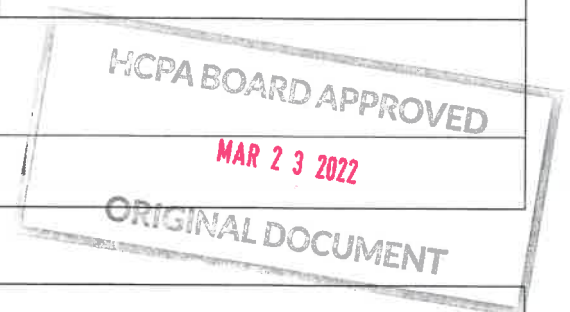


CONSENT AGENDA

Agenda Item:	Review of concept of Consent Agenda	
Notes:	Consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda.	
Motion:	Motion to accept the Consent Agenda	
Made by:	1 st : Aly Xiong	2 nd : Richard Perry
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

CONSENT AGENDA

Agenda Item:	Contracts	
Notes:	All new hire contracts were approved under the motion to accept the Consent Agenda.	
Motion:		
Made by:	1 st :	2 nd :
Voted Yea: Voted Nay: Abstain:		
Action:		



GOVERNANCE COMMITTEE

Agenda Item:	Governance Policy Review	
Notes:	Change the references of school leadership (CAO, CFO) within the policies to “designated administrators” in order to have a broad term so the wording does not have to keep changing when there is a change of leadership	
Motion:	Move to amend the references of school leadership within the policies to be updated to “designated administrators”	
Made by:	1 st : Mee Vang	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	



Action:	Motion passed
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GOVERNANCE COMMITTEE

Agenda Item:	Governance Policy Review	
Notes:	<ul style="list-style-type: none"> • 203.2 Order of the Regular School Board Meeting • 203.5 School Board Meeting Agenda • 203.6 Consent Agendas • 205 Open Meetings and Closed Meetings • 212 School Board Member Development • 506 Student Discipline • 209 Code of Ethics (Information only) 	
Motion:	Move to approve the presented policies with the recommended changes that was brought forward	
Made by:	1 st : Crystal Robideau	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

GOVERNANCE COMMITTEE

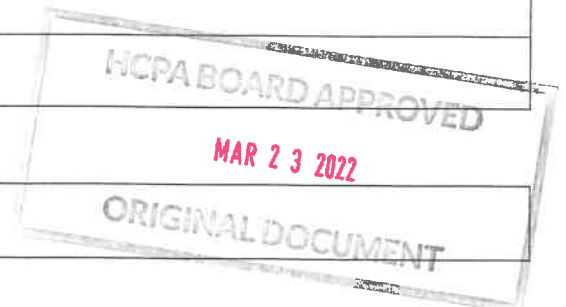
Agenda Item:	Governance Policy Review: Code of Ethics
Notes:	The Governance Committee needed a clarification about one of the items on the Code of Ethics Policy. Policy will be brought to the board for approval next board meeting.

GOVERNANCE COMMITTEE

Agenda Item:	2022 HCPA Board Election Calendar and Materials	
Notes:	Proposed HCPA Board Election Calendar	
Motion:	Move to approve the recommendations for the 2022 HCPA Board Election Calendar and Materials	
Made by:	1 st : Crystal Robideau	2 nd : Mee Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Updated Board Roster
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Notes:	
Motion:	Move to approve the updated board roster
Made by:	1 st : Crystal Robideau 2 nd : Richard Perry
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong
Action:	Motion passed

FINANCE COMMITTEE

Agenda Item:	Financial Policies
Notes:	<ul style="list-style-type: none"> • Expense Reimbursement Policy • Fundraising Policy • Group Health Insurance Coverage Purchasing Policy • Special Education Procurement Policy • Student Fees Policy • Uniform Grant Procurement Policy
Motion:	Move to approve the financial policies presented
Made by:	1 st : Mee Vang 2 nd : Fue Vue
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong
Action:	Motion passed

FINANCE COMMITTEE

Agenda Item:	Monthly Financials – Information only
Notes:	The School’s budgeted deficit for the year is (\$1,594,062) due to our contribution to the construction project. The cumulative fund balance projected for June 30, 2022 is \$18,146,498 or 47% of total expenditures.

FINANCE COMMITTEE

Agenda Item:	Sale of School Bus (information only)
Notes:	Looking to sell the HCPA owned school bus due to not utilizing it. Has been sitting in the parking lot for a couple years and it would be beneficial to sell it and use the money for the school.





FINANCE COMMITTEE

Agenda Item:	Committee Recommendations	
Notes:	Currently, there is not an HCPA staff member authorized to sign for the plan (due to recent leadership transitions)	
Motion:	Move to designate the CFO to be responsible for the 403b plan and be authorized to sign on behalf of the school	
Made by:	1 st : Richard Perry	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Committee Recommendations	
Notes:	Set up the automatic sweep of any account over \$250K to insure funds. We have a cash sweep. Need an approval to allow for automatic sweeps up to FDIC insured amounts. Helps insure all cash and does lead to some interest.	
Motion:	Move to approve funds transfer between accounts held by American National Bank to optimize ROI of the school	
Made by:	1 st : Mee Vang	2 nd : Fue Vue
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

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FINANCE COMMITTEE

Agenda Item:	Committee Recommendations	
Notes:	Need to set up the certificate of secretary to update construction draw signer	
Motion:	Move to approve the set up of the Certificate of Secretary to update construction draw signer	
Made by:	1 st : Richard Perry	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

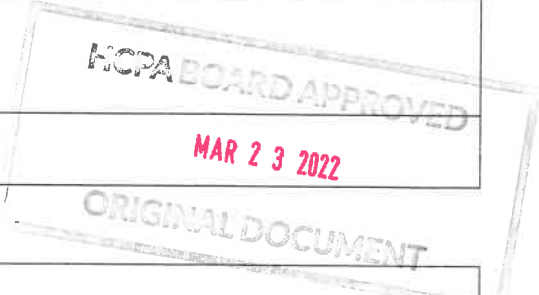


HR POLICIES

Agenda Item:	<ul style="list-style-type: none"> • Confidential Information/Minnesota Government Data Practices Act • Whistleblower Law • Teacher Evaluation • Equal Opportunity Non-Discrimination Employment/Anti-Harassment 	
Notes:		
Motion:	Move to approve the HR policies presented	
Made by:	1 st : Crystal Robideau	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

NEW BUSINESS

Agenda Item:	State of Minnesota's Records Retention Program	
Notes:		
Motion:		
Made by:	1 st :	2 nd :
Voted Yea: Voted Nay: Abstain:		
Action:		


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SCHOOL ADMINISTRATION

Agenda Item:	Director's Report	
Notes:	Hired Dr. Lor and the marketing and family liaison team are working hard on enrollment and recruiting. Enrollment is going up. Skyway staff lounge opened up the café for teachers. PEBT had started up again for parents to reapply. The enrollment for summer school has started. College Fair was rescheduled to February 28 th . Anticipated 75 colleges/universities in attendance. Parent Teacher Conferences on March 3 rd and 4 th .	
Motion:		
Made by:	1 st :	2 nd :



Voted Yea:	
Voted Nay:	
Abstain:	
Action:	

SCHOOL ADMINISTRATION

Agenda Item:	Corrective Action Plan Update & Transition Team	
Notes:	Almost done and have been meeting corrective action plan guidelines.	
Motion:		
Made by:	1 st :	2 nd :
Voted Yea:		
Voted Nay:		
Abstain:		
Action:		

NEW BUSINESS

Agenda Item:	Elect Board Vice Chair	
Notes:		
Motion:	Move to elect Dr. Aly Xiong as Board Vice Chair	
Made by:	1 st : Mee Vang	2 nd : Fue Vue
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

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NEW BUSINESS

Agenda Item:	Assign Board members to committees	
Notes:		
Motion:	Move to withdraw Mee Vang from the Governance Committee and appoint Susan Vang	
Made by:	1 st : Crystal Robideau	2 nd : Richard Perry

All that a school should be.



Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong
Action:	Motion passed

NEW BUSINESS

Agenda Item:	The addendum to Bethel contract to revise the bylaws	
Notes:		
Motion:	To approve the addendum to Bethel contract to revise the bylaws	
Made by:	1 st : Richard Perry	2 nd : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

NEW BUSINESS

Agenda Item:	"Philanthropy" news story on MacKenzie Scott	
Notes:	Richard Perry shared with the board a news story about MacKenzie Scott who has been donating money to nonprofit organizations to help support positive youth development. Suggested HCPA look into this opportunity to gain addition funds for the school to help with student achievement.	
Motion:		
Made by:	1 st :	2 nd :
Voted Yea: Voted Nay: Abstain:		
Action:		

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ADJOURN

Agenda Item:	ADJOURN
Notes:	
Motion:	Move to adjourn the meeting at 6:59pm



HMONG COLLEGE PREP ACADEMY

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

Made by:	1 st : Susan Vang	2 nd : Richard Perry
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Richard Perry, Fue Vue, Susan Vang, Aly Xiong	
Action:	Motion passed	

Meeting adjourned at 6:59pm.

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