

## HCPA Governance Committee Meeting AGENDA

HCPA Board Room  
Tuesday, April 12th 2022  
3:30 PM

Zoom Link: <https://zoom.us/j/8615751530>

**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 - 3:33 pm

Members present:

Joanna  
Karen  
Crystal  
Susan  
Toni Marie  
Heidi

II. Consent Approval  
A. Agenda

Agenda approved

III. 2022 Board of Directors Election Update

Candidate introduction via flyers to families and staff - prior to voting  
Also introduction info posted on the school website

Voting websites have been investigated by Crystal and Karen that are used by other charters

- Google forms
- Election Runner

Election Runner:

- Trial was completed by the governance committee members
- Cost - in the past we've had ~300 votes, so expected cost could be ~\$50-75 based on fee structure
  - We need to clarify if we are charged for all the uploaded eligible voters or for the number of actual votes submitted. If charged for all eligible voters the expected cost could be ~\$450.

- Benefit - it's secured, we as HCPA or governance committee are not controlling the process just monitoring the process, it's used by other charters, reminder emails to those who hadn't voted yet without bothering those who already did, can see if someone voted, can't see who they voted for, creates nice report that we could present to the board when tallying the results
- Upload email addresses for each voter, which generates unique voter ID
- Must vote for each question using the platform. May add an option to abstain.
  
- Crystal following up with Election Runner regarding
  - Cost
  - Families who share an email
  - Voters who don't have an email
  - Link
  
- Hard copies will also be sent out to account for families without email address or technology access
  - Governance Committee will examine for duplicate votes
  
- Calendar examined. Election results will be submitted to Bethel on June 7, pending board approval on June 22.
- Election date must be announced before April 17th - Schoology announcement, website blast, paper flyer sent home with students, auto-call, HA staff email

**Seats:**

- A: Teacher (3 candidates)
- B: Parent (Susan)
- C: Community (Ali)
- D: Community/Parent - no candidates yet
- E: Teacher (Daniel)
- F: Community (Vue)
- G: Community/Parent - no candidates yet

**Candidates will meet Governance Committee 4/13/2022**

- Screen for qualifications
- Detail the timeline
- Answer questions
  - The governance committee discussed the different process of appointing candidates vs. elections.
  - Future elections - we can offer committee seats for all interested parties who don't get elected

**IV. New Board Member Onboarding**

- Board orientation training in August hosted through Charter Source

- Additional training and orientation can be provided through additional Charter Source courses
- Additional training and orientation specific to HCPA can be developed by governance committee and board members

Coming up for Governance Committee

- Board self-evaluation - prepare May 3, present to board for approval May 25, board members complete it prior to annual meeting June 22
- Examine the by-laws and propose revisions - committee will examine on May 3
- Update roster to show Daniel Schmit's appointment - Crystal will cover
- Plan for summer committee sessions - still TBD
- Policy review calendar - to be studied for summer committee sessions
- HERC board member needs to be discussed at June committee meeting in time for June 22 board meeting

V. Adjourn

Meeting adjourned 4:51 pm