

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, March 27, 2024
Type of Meeting: Board Meeting
Started Time: 5:30PM
Adjourned: 7:00PM



Location: Hmong College Prep Academy Board Room
Minute Taker: Mai Zer Vang
Facilitator: Susan Vang

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:** Susan Vang called the meeting to order at 5:30PM.
- II. **Roll Call – Open Session:**

Yes	No	Name
x		Susan Vang – Board Chair
x		Dr. Aly Xiong – Board Member
x		Daniel Schmidt – Board Member
x		Brent Ness - Board Secretary <i>arrived at 5:40PM</i>
	x	Sonya Zuker - Board Vice Chair
	x	Ge Vang - Board Treasurer
x		Christine Smith - Board Member
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – HCPA Chief Financial Officer
x		Krista Skoglund - HCPA K-5 Director of Teaching and Learning
x		Karen Klinzing - CharterSource Representative
x		Eric Molho - NEO Representative

OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	
Motion:	Motion to approve the 3.27.24 Board Meeting Agenda

Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

DECLARATION OF CONFLICT OF INTEREST

Agenda Item:	Declaration of Conflict of Interest
Notes:	Board members reviewed the agenda and there was no declaration of conflict of interest.

CONSENT AGENDA

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Motion to approve the minutes and contracts	
Made by:	1 st : Christine Smith	2 nd : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

HCPA BOARD APPROVED

APR 24 2024

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GOVERNANCE COMMITTEE

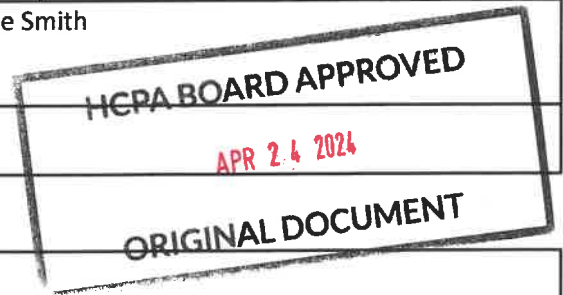
Agenda Item:	Governance Committee Roles and Responsibilities	
Notes:	Updated and revised the Governance Committee Roles and Responsibilities. Looking for more Governance Committee members. Looking to have 10 members. Currently they have 7 members. Sent an email out to teachers to recruit for more members. Received some responses with teachers interested in joining.	
Motion:	Motion to approve the Governance Committee Roles and Responsibilities	
Made by:	1 st : Aly Xiong	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policies: Homeless and Highly Mobile Policy	
Notes:	This policy had been previously introduced to the board. Our HCPA Homeless Liaison assisted in reviewing and incorporating additional elements into the policy.	
Motion:	Motion to approve the Homeless and Highly Mobile Policy	
Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policies: Use of Social Media in School	
Notes:	No major changes besides removing the cross references at the end.	
Motion:	Motion to approve the Use of Social Media in School Policy	
Made by:	1 st : Daniel Schmidt	2 nd : Aly Xiong
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	


GOVERNANCE COMMITTEE

Agenda Item:	Policies: Chemical Use and Abuse	
Notes:	Changed some verbiage and made some grammatical revisions. Specifically, they changed the word "chemicals" to "prohibited substances."	
Motion:	Motion to approve the Chemical Use and Abuse Policy	
Made by:	1 st : Christine Smith	2 nd : Daniel Schmidt
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith, Brent Ness	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Board Member Participation in School Wide Events
Notes:	Information and discussion on questions and answers that the board previously had about the board participating in HCPA events.

GOVERNANCE COMMITTEE

Agenda Item:	Board Election Updates
Notes:	<p>We are currently on schedule. The Governance Committee reviewed the potential candidates to be put on the ballot.</p> <p>Discussion: Is it possible to have students who are over 18 years old vote for HCPA Board Elections? - The Governance Committee can look into this.</p>
Motion:	Motion to approve the Governance Committee looking into having 18 year olds vote for the Board Elections
Made by:	1 st : Brent Ness 2 nd : Daniel Schmidt
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith, Brent Ness
Action:	Motion passed

GOVERNANCE COMMITTEE

Agenda Item:	Board Election Updates: Nomination Packets
Notes:	We currently have a candidate for Parent Seat B and Community Member Seat C. They are running unopposed.
Motion:	Motion to approve the Board Nomination Packets
Made by:	1 st : Daniel Schmidt 2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith, Brent Ness
Action:	Motion passed

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FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review
Notes:	ADM Overview: Original Budget: 2,410 Actual ADM: 2,472

	Days' Cash on Hand: 205 days (minimum is 90 days)	
	The beginning balances are now final and the final audited figured have been uploaded to the MDE	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 st : Aly Xiong	2 nd : Brent Ness
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith, Brent Ness	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	In-House Sub Rate Policy Change	
Notes:	Incorporated this updated policy into the Hourly and Teacher Payscale. Many of our in-house subs transition into full time classroom teaching positions. We saw that some teachers were getting paid more to be an in-house sub than to be a classroom teacher. The updates make it so that the pay rate conversion from an in-house sub to a classroom teacher is the same.	
Motion:	Amend a motion to include the In-House Sub Rate Policy Change with the Licensed and Hourly Staff Pyscales.	
Made by:	1 st : Brent Ness	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith, Brent Ness	
Action:	Motion passed	

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FINANCE COMMITTEE

Agenda Item:	School Year Payscale Updates for April Renewals: Licensed Teachers & Licensed Professional Staff and Hourly Staff Payscale	
Notes:	<p>Licensed:</p> <ul style="list-style-type: none"> - Increase in salary - Discussion on possibly taking into consideration verifiable international years of experience outside of the United States. Finance Committee will look into this. <p>Hourly:</p> <ul style="list-style-type: none"> - Added a note that when hiring, HCPA takes into consideration up to ten years of relevant work experience for hourly staff. - Added that SPED paras will be credited an additional three steps. 	
Motion:	Motion to approve the Licensed Teachers & Licensed Professional with the In-House Sub Rate Policy Change.	
Made by:	1 st : Brent Ness	2 nd : Christine Smith



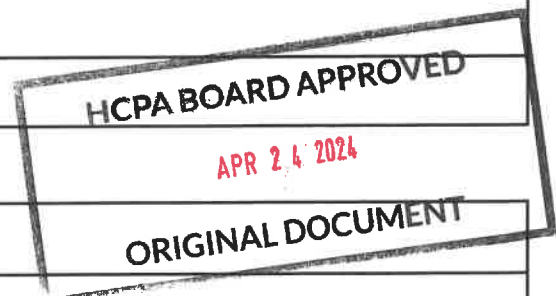
Voted Yea: 4 Voted Nay: 0 Abstain: 1	Yea: Susan Vang, Aly Xiong, Christine Smith, Brent Ness Abstain: Daniel Schmidt
Action:	Motion passed

SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	Presented by Krista Skoglund Elem - "Analysis and Action Planning" and Five Steps for Effective Learning 6-12: Pre-ACT and ACT happened today. We had over 90% of students take the ACT. Enrollment: Currently at 2,482 Main Office: Hired some new people Transportation: Working to find solutions for 2nd tier busses Admin and HR have been attending job fairs Counseling: College Fair and Career Fair were successful SPED: Working on Quarter 3 IEP progress reports

SCHOOL ADMINISTRATION

Agenda Item:	Uniform Proposal	
Notes:	Got feedback about uniforms from staff and students. Discussed what HCPA's reason is behind having uniforms. Add to the policy, "solid colored clothing" to the student dress code. Proposal to add athletic shoes to our staff dress code.	
Motion:	Motion to add the Uniform Proposal to the agenda and vote on the proposal with the additions stated above.	
Made by:	1 st : Christine Smith	2 nd : Daniel Schmidt
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Yea: Susan Vang, Aly Xiong, Christine Smith, Brent Ness, Daniel Schmidt	
Action:	Motion passed	



ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the meeting at 7PM.	
Made by:	1 st : Christine Smith	2 nd : Brent Ness



Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Aly Xiong, Daniel Schmidt, Christine Smith, Brent Ness
Action:	Motion passed

The board meeting adjourned at 7PM.

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