

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, May 22, 2024
Type of Meeting: Board Meeting
Started Time: 5:30PM
Adjourned: 7:06PM



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
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		Cecelia Lee - HCPA Director of Counseling and Student Services

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:	Add: - TOC Contract under Finance Committee - CharterSource Contract under School Administration	
Motion:	Motion to approve the agenda with the additional agenda items above	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 4	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	

All that a school should be.

Voted Nay: 0 Abstain: 0	
Action:	Motion passed.

DECLARATION OF CONFLICT OF INTEREST

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

CONSENT AGENDA

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Motion to approve the Consent Agenda	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

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JUN 26 2024

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GOVERNANCE COMMITTEE

Agenda Item:	Committee Updates
Notes:	Selected new officers with the new Governance Committee members. Board Attending School Events document will be ready for review next month.

GOVERNANCE COMMITTEE

Agenda Item:	Policies: Religion in the School	
Notes:	This policy was reviewed by the Leadership Team. The Governance Committee reviewed afterwards. Made some changes and is now recommending it to the Board for approval. Discussion on some grammatical changes to the policy.	
Motion:	Motion to approve the Religion in the School Policy with the grammatical changes.	
Made by:	1 st : Daniel Schmidt	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	

All that a school should be.

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 Original budget that was approved for FY24 is included within these statements; a Working budget is also included that has been updated on a few line items	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

FINANCE COMMITTEE

Agenda Item:	Ratification of Minnehaha Transportation Contract for Remainder of 23-24 SY	
Notes:	Needed to find additional transportation that HAP was not able to do. CFO has already signed due to the urgency of transportation needed.	
Motion:	Motion to approve the ratification of Minnehaha Transportation contract for remainder of 23-24 SY.	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

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 JUN 26 2024
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FINANCE COMMITTEE

Agenda Item:	2024-25 Annual Budget - Instead of approving the 2024-25 Annual Budget, we will instead approve the 2023-24 Revised Budget	
Notes:	Review and discussion of the revised 2023-24 Budget	
Motion:	Motion to approve the 2023-24 Revised Budget	
Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith

Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker
Action:	Motion passed.

FINANCE COMMITTEE

Agenda Item:	403b Plan Removal	
Notes:	403b Plan is too risky and costly. Not seeing a benefit of the 403b plan to our school.	
Motion:	Motion to approve the 403b Plan Removal	
Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

FINANCE COMMITTEE

Agenda Item:	ZenEducate Contract	
Notes:	Substitute scheduling software. There is a \$4000 fee to use the program. Many of the subs that come in are through ZenEd. Recommending to continue our contract with ZenEducate.	
Motion:	Motion to approve the ZenEducate Contract	
Made by:	1 st : Daniel Schmidt	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

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JUN 26 2024

ORIGINAL DOCUMENT

FINANCE COMMITTEE

Agenda Item:	TOC Contract	
Notes:	A substitute teacher service that we have been using. The school needs as many substitutes as possible. Recommending to continue the contract with TOC	
Motion:	Motion to approve the TOC Contract	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	



Abstain: 0	
Action:	Motion passed.

SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	<p>Presented by Cece Lee</p> <ul style="list-style-type: none"> - MCA & FastBridge Testing - School Events (Transition Nights, Senior Events, Prom, Concerts, Theater Performances) - Started an AANHPI committee to celebrate AANHPI in May - The dome is coming down now and should be deflated and cleaned by the end of the week. - 91% of our seniors are on track for graduation, meaning they are missing at least one credit <p>School Survey Results presented by Steven Bourgeois of Ahart Solutions</p> <ul style="list-style-type: none"> - HCPA sent out surveys to students, staff and parents/guardians to better understand the climate of HCPA

SCHOOL ADMINISTRATION

Agenda Item:	MSHSL Resolution for 2024-25 SY	
Notes:	MSHSL is a resolution that we approve every year so that HCPA can participate in MSHSL	
Motion:	Motion to approve the MSHSL Resolution for 2024-25 SY	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

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 JUN 26 2024
ORIGINAL DOCUMENT

SCHOOL ADMINISTRATION

Agenda Item:	CharterSource Contract
Notes:	Review the CharterSource Contract for next board meeting. We do not use CharterSource with the same intensity as we did in the beginning. CharterSource has mandated trainings for the Board that is useful.

CLOSED MEETING

Agenda Item:	Closed Meeting
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Notes:	Motion to close the meeting to consider a matter subject to employee performance evaluations as permitted by Minnesota Statutes § 13D.05 subd. 3.	
Motion:	Motion to close the Board Meeting at 6:48PM.	
Made by:	1 st : Daniel Schmidt	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

RE-OPEN MEETING

Agenda Item:	Re-Open Meeting	
Notes:	Report on closed meeting: The Board performed performance evaluations of CAO/CFO	
Motion:	Motion to re-open the meeting at 7:05PM.	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

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ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the meeting at 7:06PM.	
Made by:	1 st : Christine Smith	2 nd : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Daniel Schmidt, Christine Smith, Sonya Zuker	
Action:	Motion passed.	

The board meeting adjourned at 7:06PM.