

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, July 24, 2024
Type of Meeting: Board Meeting
Started Time: 5:30PM
Adjourned: 6:34PM



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		Jenee Nordstrom - HCPA 6-12 Director of Teaching and Learning

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:		
Motion:	Motion to approve the 7.24.24 Board Meeting Agenda	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	

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	
Notes:		
Motion:	Motion to approve the Consent Agenda	
Made by:	1 st : Ge Vang	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2024-25: BOARD CHAIR	
Notes:	Sonya Zuker nominates Susan Vang for Board Chair. Aly Xiong seconds.	
Motion:	Motion to approve Susan Vang as the Board Chair	
Made by:	1 st : Christine Smith	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2024-25: BOARD VICE CHAIR	
Notes:	Susan Vang nominates Sonya Zuker for Board Vice Chair. Aly Xiong seconds.	

Motion:	Motion to approve Sonya Zuker as the Board Vice Chair	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2024-25: BOARD SECRETARY	
Notes:	Susan Vang nominates Brent Ness for Board Secretary. Aly Xiong seconds.	
Motion:	Motion to approve Brent Ness as the Board Secretary	
Made by:	1 st : Ge Vang	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2024-25: BOARD TREASURER	
Notes:	Susan Vang nominates Ge Vang for Board Treasurer. Aly Xiong seconds.	
Motion:	Motion to approve Ge Vang as the Board Treasurer	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

FINANCE COMMITTEE

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

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	Actual ADM: 2,467	
	Days' Cash on Hand: 219 days	
	These financials are preliminary as of 7/24/24 – the numbers can and will change up until the fiscal audit. The audit will be the final report of how FY24 ended	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 st : Ge Vang	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Procurement Policy Updated	
Notes:	There are new requirements that have been coming out and so the Procurement Policy was reviewed and updated to meet the new state requirements. Policy has been legally reviewed.	
Motion:	Motion to approve the updated Procurement Policy	
Made by:	1 st : Ge Vang	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

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FINANCE COMMITTEE

Agenda Item:	Ratification of Abdo Services	
Notes:	We partnered with Abdo last year for our audit services. Reached out to different vendors and since audit season is here, we would like to continue with Abdo for their services.	
Motion:	Motion to approve the ratification of our audit services - Abdo	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	



FINANCE COMMITTEE

Agenda Item:	Transportation Contracts	
Notes:	Received multiple transportation contracts. The board reviewed and discussed the transportation contracts to possibly partner with for next school year.	
Motion:	Motion to approve both Transportation Contracts	
Made by:	1 st : Sonya Zuker	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Legend Preventive Maintenance Agreement	
Notes:	Reviewed the Legend Companies Agreement. We modified the types of services we were receiving to make it cheaper. Vote on the 3-year.	
Motion:	Motion to approve the Legend Preventive Maintenance Agreement for 3-years.	
Made by:	1 st : Sonya Zuker	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

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SCHOOL ADMINISTRATION

Agenda Item:	Academic Report
Notes:	<p>Presented by Jenee Nordstrom:</p> <p>K-12: Still hiring for teachers throughout K-12.</p> <p>K-5: Looking to pilot different math curriculum. They've started to work with a different social studies curriculum.</p> <p>6-12: A lot of work around DDI. Math focus is to ensure all teachers are using CPM.</p> <p>IT: Cleaning and reimaging chromebooks and laptops.</p> <p>HR: 16 new hires</p> <p>Counseling: Worked hard with students on credit recovery this summer.</p> <p>SPED: Completed our first year of work-based learning and had 12 students participated in this class.</p>

SCHOOL ADMINISTRATION

All that a school should be.

Agenda Item:	MACS Membership (Tabled from last meeting)	
Notes:	<p>Tabled from the last meeting. Discussion on whether we want to continue using CharterSource and/or use MACS.</p> <p>CharterSource = \$3,000 for what we currently use. We use BoardEffect and its trainings.</p> <p>MACS = \$7,200 fee to use its services.</p> <p>Proposal to have both so that we are double.</p>	
Motion:	Motion to approve CharterSource and MACS	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

SCHOOL ADMINISTRATION

Agenda Item:	Q Comp Annual Report	
Notes:	Reviewed the Annual Q Comp Report.	
Motion:	Motion to approve the Q Comp Annual Report	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

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SCHOOL ADMINISTRATION

Agenda Item:	Evaluation for Directors	
Notes:	<p>Created a new Evaluation for Directors that is more geared towards our CAO and CFO. Looked at what other people have for evaluations of Superintendents. This new evaluation would replace what we currently have in place. Table this to the next meeting so that the board has time to review since there are two absent board members.</p>	
Motion:	Motion to approve tabling this new evaluation for directors to the next meeting.	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith

All that a school should be.



Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang
Action:	Motion passed

ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the meeting at 6:34PM	
Made by:	1 st : Christine Smith	2 nd : Sonya Zuker
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Christine Smith, Aly Xiong, Ge Vang	
Action:	Motion passed	

The board meeting adjourned at 6:34PM.

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