

HCPA Governance Committee Meeting Agenda and Minutes

Mon. Jan 6th, 2025
3:30PM - 5:00PM

Join by Zoom Meets Using the Link below:

Provided by Susan Vang: <https://umn-private.zoom.us/my/susanv>

Updated [Committee Calendar for 2024-2025](#) Updated
[School Board Calendar For 2024-2025](#)

[Yearly Rolls and Responsibilities](#)
[Committee Members](#)

Mission/Vision Statement: HCPA's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12.

<p>Call to Order at</p> <p>Attended by: Daniel Schmidt , Heidi Pendroy, Andrea Touhey, Pa Kou Vang, Susan Vang, David Thompson, Joseph Norby-White , Kiersten Sloneker , Kaethe Eltawely Kyle Seeley : Email that he will not be at the meeting today.</p>	<p>Actions Needed</p> <p>Vote:</p> <p>Yeah_8_ Nay_0_ Ab.__0_</p>	<p>Time Allotted</p>
<p>1. Consent Approval of agenda</p> <p style="padding-left: 20px;">a. Approved</p> <p>Our February meeting will be in person in the boardroom at that meeting food will be provided</p>		
<p>2. Updates from last school board meeting on Wednesday Dec 11, 2024</p> <p style="padding-left: 20px;">There is no meeting for the school board for November</p> <p>Next school board meeting: Jan. 22nd, 2025</p>	<p>Update</p>	<p>10 m</p>
<p>Notes from Dec. 11th, 2024 Board Meeting:</p> <ul style="list-style-type: none"> Work on renaming building policy 		
<p>3. Sub committees will go through their policies before Feb meeting</p> <ul style="list-style-type: none"> Each group has a board member, Chair or Vice Chair and 5 members. Please let Mai Zer and Ms. D know date, time, and google meeting links. Report back at Feb meeting with changes/suggestions 	<p>Review</p>	<p>15 m</p>

<ul style="list-style-type: none"> Will be sending to legal/admin at end of the meeting <p>February Policies that we will be going through</p> <p><u>Group 1</u> (Daniel, Heidi, Kiersten, Andrea, Kyle) Will meet Monday January 20</p> <ul style="list-style-type: none"> 212 School Board Member Development 205 Open and closed meetings 203.2 Order of Regular School Board meeting 203.1 School Board Procedures Rule of order <p><u>Group 2</u> (Susan, David, Kaethe, Joseph, Pa Kou)</p> <ul style="list-style-type: none"> 203.6 Consent Agendas 4.5.1 Equal Opportunity Non-Discriminaiton 428 Whistleblower 429 Teacher Evaluation 		
<p>4. Board School Wide Events</p> <p>Board Event Participation</p> <ul style="list-style-type: none"> Cleaned up Header (use this for board packet) How board will report back about events added in <p>A. Table the Board Event Participation until Jan</p> <p>B. Susan scheduled 10 minutes at each board meeting to give board members time to report to the whole board about the event they went to.</p> <p>Heidi will talk to Tony to have Lai Lor make the badge. Remind board members about expectations for the next board members.</p>	<p>Discussion</p> <p>Vote:</p> <p>Yeah_9_ Nay_0_ Ab._0_</p> <p>Send to Jan. Board Meeting</p>	<p>15 m</p>
<p>5. Facility use of school</p> <ul style="list-style-type: none"> Send back to Tony to add a number for larger events and extra charges for trash before Jan. Board meeting. Send to Board <p>Old Notes</p> <ul style="list-style-type: none"> Look at Tony's notes Send to board We have not heard back from Tony, will table to Jan 2025 meeting Susan will connect with Tony and bring back in Jan Need to add policy number and heading Add roman numeral to headers Make headers look all the same See notes on policy Send to Tony Hang for revisions and clarifications 	<p>Discussion</p> <p>Vote:</p> <p>Yeah_9_ Nay_0_ Ab.__0_</p> <p>Send to Jan. Board Meeting</p>	<p>15 m</p>

<ul style="list-style-type: none"> ○ Kiersten sent 1/6/25 @4:14. ● Quick review when send back ● 1/14/25 Tony Hang confirmed he had received the policy with inquiries and agreed that he can and will clarify extra charges for trash based on weight, further defining what weight will initiate further charges. 		
<p>6. Use of Internet policy: Relook at edits and send to board</p> <ul style="list-style-type: none"> ● Clean Up ● Section 4 subsection B Does this need to be defined more? ● Send to board <p>Old Notes</p> <p>a. We have not heard back from Shawn, will table to Jan 2025 meeting</p> <p>b. Susan will connect with Dan and bring back in Jan</p> <p>Email response from Shawn</p> <p>a) Jenee's point of needing a comment on undermining security measures was agreed upon by the group. However, Gov Comm would like to cross-reference this with other disciplinary measures in Student Handbook</p> <p>b) Referenced in Student Handbook Section 6: Student Code Of Conduct subsection D.2</p> <p>c) Opening a gray area</p> <p>d) Need to amend the student disciplinary policy to include students actively trying to get around the internet filters.</p> <p>Make sure that student handbook as this explicit policy with violations</p> <p>SPPS Policy</p> <p>Tabled from</p> <p>Look at discipline policy is referred back to</p> <p>What are violations in this policy</p>	<p>Review</p> <p>Vote:</p> <p>Yeah_9_ Nay_0_ Ab._0__</p> <p>Send to Jan. Board Meeting</p>	<p>15 min</p>
<p>7. Naming school building and facilities</p> <ul style="list-style-type: none"> ● Board wants this ASAP ● Have community help figure out name/ Committee comes up with top 3-5 choices ● Add to election ballots? Students vote? ● Send to board 	<p>Discussion</p> <p>Vote:</p> <p>Yeah_9_ Nay_0_ Ab._0__</p>	<p>20 m</p>

	Send to Jan. Board Meeting	
8. New Policy formatted Excel Doc Green: Legally Need Yellow: Mandatory by Authorizer not by the law Blue: Recommended Orange: Have it but out of format White: Self Imposed policy Red: First Column: Don't Have NEED Second Column: Board Policies to review (Link to use)	Discussion Vote: Yeah_9_ Nay_0_ Ab._0__	15 m
8a. 104 HCPA Mission and Vision <ul style="list-style-type: none"> Send to Ms. D and admin to see if the policy is current or do they need to be updated? 1/15/25 Miss D has confirmed that this policy is up to date and requires no changes. 	Discussion Vote: Yeah_9_ Nay_0_ Ab._0__	15 m
8b. 215 Board Election <ul style="list-style-type: none"> Table until Neo has their Jan meeting Tabled to Next governance Meeting Feb until Neo looks at HCPA board bylaws	Discussion Vote: Yeah_8_ Nay_0_ Ab._1__	15 m
8c. 203 Operation of the school Board <ul style="list-style-type: none"> Table until Neo has their Jan meeting Tabled to Next governance Meeting until Neo looks at HCPA board bylaws	Discussion Vote: Yeah_9_ Nay_0_ Ab._0__	15 m
8d. 210.2 Conflict of Interest for HCPA employees <ul style="list-style-type: none"> Sloppy: this has a signature part Send to Chong Her in HR <ul style="list-style-type: none"> Form and policy be rolled into one? Can we combine this or into Nepotism policy 426 Same as policy 426: that was approved in September 	Discussion Vote: Yeah_9_ Nay_0_ Ab.__0__	15 m

<ul style="list-style-type: none"> 1/15/25 Chong confirmed that the conflict of interest and Nepotism policy must be separate. 		
<p>8e. 2.3.0: Committees of the Board</p> <p>Header Document: Use this for board packet</p> <ul style="list-style-type: none"> Look at new board bylaws and use them pg 9-10 Voted by Board on 12/11/24 Susan to put on letterhead and relink <p>Notes</p> <p>The reason this policy is written like this is</p> <ol style="list-style-type: none"> The board has to written already in it bylaws To have to keep this policy and the bylaws the same will take extra time. 	<p>Discussion</p> <p>Vote:</p> <p>Yeah_9_ Nay_0_ Ab.__0_</p> <p>Send to Jan. Board Meeting</p>	<p>5 m</p>
<p>9. Election Calendar/Timeline: Mai Zer says it looks good</p> <p>24-25 Election calendar Election Policy</p> <ul style="list-style-type: none"> Send the 24-25 election calendar to Mai Zer to make sure that the dates are following the policy. Table until Neo has their Jan meeting <p>Tabled to Next governance Meeting Feb until Neo looks at HCPA board bylaws</p>	<p>Update</p>	<p>10 m</p>
<p>10. Develop a School Board training calendar</p> <ul style="list-style-type: none"> What did the board think about suggestions? What are the next steps? <p>Board members are requesting a calendar that requires quarterly training, or training that is to be completed annually for the school board annual report in October.</p> <ul style="list-style-type: none"> Board members are required to do some sort of training every year. Due the board is not new, no new training but needs another training. Retreat/board training on the same day? Training on items like curriculum, RULER, IXL, Core5 Invite lead teacher, coaches, Admin to do team building activities. GOOD breakfast, lunch and snacks. In house or rent space somewhere in the community. <p>Bring back in Jan meeting the Board Event Participation until Jan</p>	<p>Discussion</p> <p>Table to Feb governanc e meeting</p>	<p>15 m</p>

Notes to bring to the board:

- Please post all updated policies and handbooks on the schools website.
- Formatting of the policies that we use.
- Have an updated student handbook that matches our new and updated policies.

Our February meeting will be in person in the boardroom

Adjourn at 5:10pm

Vote:

Yeah_9_

Nay_0_

Ab._0__

Policies and Agenda Item labels are

Vote (needs to be finalized and send to board)

Send to Board/Lawyers (to get looked at or approved for next steps)

Passed by Board

Review (came from board/lawyer, check for changes)

Discussion (Feedback),

Update (Information)

Tabled to Next Meeting

Tabled from last meeting

The policy format the Governance Committee has agreed on is:

Will be placed at the end of each policy; have more room to add notes.

- *Adopted:*
- *Reviewed: January 26, 2022*
- *Board Approved: January 26, 2022*

Level 1: I, II, III...

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Level 2: A, B, C...

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Level 3: 1, 2, 3...

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Level 4: i, ii, iii...

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