

## HCPA Board of Directors Board Meeting

**Meeting Date:** Wednesday, April 27<sup>th</sup>, 2022

**Type of Meeting:** Board Meeting

**Started Time:** 5:00PM

**Adjourned:** 6:45PM

**Location:** Hmong College Prep Academy Board Room

**Minute Taker:** Mai Zer Vang, Crystal Robideau

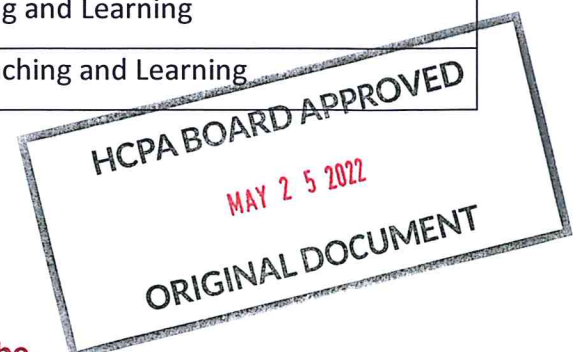
**Facilitator:** Mee Vang, Board Chair

**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:** \_\_\_ Mee Vang, Board Chair \_\_\_ called the meeting to order at \_\_\_ 5:00pm \_\_\_.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Mee Vang – Board Chair
x		Fue Vue – Board Treasurer - <i>Remote From: 784 University Ave W, St Paul, MN 55104</i>
x		Crystal Robideau – Board Secretary
x		Richard Perry – Board Member via zoom
x		Susan Vang – Board Member
x		Dr. Aly Xiong – Board Member
x		Daniel Schmidt – Board Member
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – Chief Financial Officer
x		Heather Ross – Bethel Charter Oversight Committee Member via Zoom
x		Karen Noelle Schmidt Klinzing - CharterSource via zoom
x		Michael McGibbons - Public
x		Krista Skoglund - K-5 Director of Teaching and Learning
x		Jenee Nordstrom - 6 - 12 Director of Teaching and Learning



**OPENING ITEMS**

**All that a school should be.**



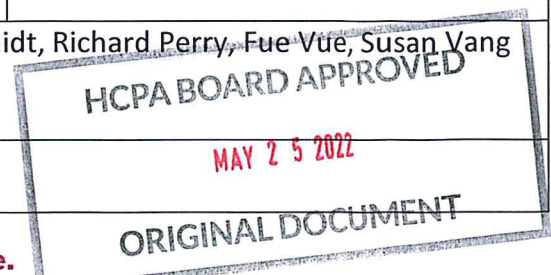
Agenda Item:	Approve Agenda	
Notes:	<ul style="list-style-type: none"> <li>- Move "Board Business: Arguably the Best K12 School in the USA - The Documentary" to be placed after the Consent Agenda</li> <li>- Under "Consent Agenda: Contracts," remove Joseph Vang's JV Boys Volleyball Assistant Coach contract and vote on it separately</li> </ul>	
Motion:	Move to approve April the April 27, 2022 with updated changes.	
Made by:	1 <sup>st</sup> : Susan Vang	2 <sup>nd</sup> : Crystal Robideau
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fue Vue, Susan Vang	
Action:	Motion passed	

**CONSENT AGENDA**

Agenda Item:	Minutes & New Hire Contracts	
Notes:	Removing Joseph Vang's JV Boys Volleyball Assistant Coach contract to be voted on separately	
Motion:	Move to approve the consent agenda	
Made by:	1 <sup>st</sup> : Susan Vang	2 <sup>nd</sup> : Fue Vue
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fue Vue, Susan Vang	
Action:	Motion passed	

**CONTRACTS**

Agenda Item:	Joe Vang's Sport Contract	
Notes:		
Motion:	Move to approve the consent agenda	
Made by:	1 <sup>st</sup> : Crystal Robideau	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 1	Yea: Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fue Vue, Susan Vang Abstain: Mee Vang	
Action:	Motion passed	



**BOARD BUSINESS**

Agenda Item:	Arguably the Best K12 School in the USA – The Documentary
Notes:	Is there interest in creating a documentary about Hmong people and HCPA? Cost of production would come from HCPA.  Have an internal discussion with the Admin Team regarding possible production of a documentary.

**GOVERNANCE COMMITTEE**

Agenda Item:	Recommendation to Update Board of Directors Roster	
Notes:	Updated Board Roster that includes Daniel Schmidt as a board member	
Motion:	Move to approve the updated HCPA Board Roster	
Made by:	1 <sup>st</sup> : Mee Vang	2 <sup>nd</sup> : Susan Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fuee Vue, Susan Vang	
Action:	Motion passed	

**GOVERNANCE COMMITTEE**

Agenda Item:	2022 Board of Directors Election Update - Candidates
Notes:	Short biographies of board candidates have been drafted. Currently no candidate is running for Community/Parent Seat G. Short biographies will be sent out and then the ballots will be sent out. Mail ballots and online ballots will be available.

**GOVERNANCE COMMITTEE**

Agenda Item:	2022 Board of Directors Election Update - Timeline
Notes:	Elections will be from May 17th, 2022 - May 19th, 2022. Short biographies will be sent out by the end of this week. Ballots will be mailed and emailed out to voters.

**FINANCE COMMITTEE**

Agenda Item:	Monthly Financial Review
Notes:	The School's budgeted deficit for the year is (\$1,594,062) due to our contribution to the construction project. The cumulative fund balance projected for June 30, 2022 is \$18,146,498 or 47% of total expenditures. We have a healthy Cash Balance.

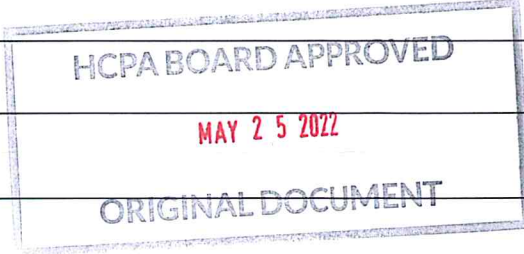
**HCPA BOARD APPROVED**  
MAY 25 2022  
ORIGINAL DOCUMENT

**FINANCE COMMITTEE**

Agenda Item:	Food Vendor RFP	
Notes:	HCPA was required to go out and bid for a food vendor. Currently with Aviance. Looked into Taher. After discussion, Admins agreed that they would like to stick with Aviance as our food vendor. 1 year agreement with Aviance.	
Motion:	Move to accept the RFP for the food vendor Aviance	
Made by:	1 <sup>st</sup> : Aly Xiong	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fue Vue, Susan Vang	
Action:	Motion passed	

**FINANCE COMMITTEE**

Agenda Item:	Pay Scales and Increases for May Contracts	
Notes:	Pay scales align with our school budget. Pay scales will act as a guideline to refer back to when creating contracts.	
Motion:	Move to approve the Pay Scales and Increases for the May Contracts	
Made by:	1 <sup>st</sup> : Aly Xiong	2 <sup>nd</sup> : Susan Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fue Vue, Susan Vang	
Action:	Motion passed	

  
 HCPA BOARD APPROVED  
 MAY 25 2022  
 ORIGINAL DOCUMENT

**FINANCE COMMITTEE**

Agenda Item:	FY23 Budget Preview
Notes:	Forecasting our budget for future years. Budget is contingent on our enrollment.

**FINANCE COMMITTEE**

Agenda Item:	Indigo Education Contract 2022-23 SY, Ratification of Irrigation Agreement, Ratification of Lawn Services, and CLA Contract
Notes:	New contract for our SPED Director. All contracts were legally reviewed.

Motion:	Move to approve all the contracts presented by the Finance Committee	
Made by:	1 <sup>st</sup> : Susan Vang	2 <sup>nd</sup> : Crystal Robideau
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Richard Perry, Fue Vue, Susan Vang	
Action:	Motion passed	

**FINANCE COMMITTEE**

Agenda Item:	HERC Financials
Notes:	Total Cash = \$1.5 Million


**SCHOOL ADMINISTRATION**

Agenda Item:	<ul style="list-style-type: none"> <li>- Director's Report</li> <li>- Corrective Action Plan Update</li> <li>- Transition Team Update</li> </ul>
Notes:	<p>Testing season has begun.          Received new chromebooks and they are being reimaged.          Had a job fair last week and was able to hire a few candidates.          Switched from Kpay to Paylocity and are working on fixing any issues that arise.          Tonight is 5th to 6th Grade Transition Night.          Corrective Action is completed.          Summer School is from June 13th - July 15th (total of 23 days of summer school)</p> <ul style="list-style-type: none"> <li>- Enrollment has closed and teachers have been hired</li> </ul>

**SCHOOL ADMINISTRATION**

Agenda Item:	Graduation Rates
Notes:	HCPA Graduation Rates are higher than the Statewide graduation rate and the St. Paul Public School District graduation rate.

**SCHOOL ADMINISTRATION**

Agenda Item:	Updated 2021-22 & 2022-23 SY Calendar (Juneteenth)	
Notes:	It is a Federal Holiday. Approve Juneteenth for this school year 2021-22 and 2022-23 school year.	
Motion:	Move to approve including Juneteenth to the school calendars for 2021-22 and 2022-23.	
Made by:	1 <sup>st</sup> : Crystal Robideau	2 <sup>nd</sup> : Daniel Schmidt

Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Fue Vue, Susan Vang
Action:	Motion passed

**SCHOOL ADMINISTRATION**

Agenda Item:	HCPA End of Year Events
Notes:	Calendar of end of the year events coming up. Encourage board members to be a part of and attend the school events.

**SCHOOL ADMINISTRATION**

Agenda Item:	CAO and CFO Evaluations
Notes:	Transition team worked on creating and revising evaluations for the CAO and CFO. Verbiage was updated and a more concrete rating system was established. Board would need to discuss a timeline in which the evaluations would occur and should be completed. Possible mid-year evaluations in future years.

**ADJOURN**

Agenda Item:	Adjourn	
Notes:		
Motion:	Move to adjourn the meeting at 6:45pm	
Made by:	1 <sup>st</sup> : Crystal Robideau	2 <sup>nd</sup> : Susan Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Mee Vang, Crystal Robideau, Aly Xiong, Daniel Schmidt, Fue Vue, Susan Vang	
Action:	Motion passed	

The meeting adjourned at 6:45pm.

