

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, July 23, 2025

Type of Meeting: Board Meeting

Start Time: 5:30PM

Adjourned: 7:51PM

Location: Hmong College Prep Academy Board Room

Minute Taker: Panghoua Vue

Facilitator: Susan Vang

HCPA BOARD APPROVED

AUG 27 2025

ORIGINAL DOCUMENT

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	Daniel Schmidt – Board Member
X		Sonya Zuker - Board Vice Chair
	X	Ge Vang - Board Treasurer
X		Christine Smith - Board Member
X		Joseph Norby-White - Board Member (VIRTUAL)
X		Danijela Duvnjak – HCPA Chief Academic Officer
X		David Kloskin – HCPA Chief Financial Officer
X		Dao Lor - HCPA Director of Family Engagement

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:		
Motion:	Motion to Approve 7.23.25 Board Meeting Agenda	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	

All that a school should be.



Abstain: 0	
Action:	Motion Passed

DECLARATION OF CONFLICT

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 Consent Agenda	
Made by:	1 st : Christine Smith	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2025-2026: BOARD CHAIR	
Notes:	Sonya Zuker nominates Susan Vang for Board Chair	
Motion:	Motion to Approve as Board Chair	
Made by:	1 st : Christine Smith	2 nd : Joseph Norby-White
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2025-2026: BOARD VICE CHAIR	
Notes:	Susan Vang nominates Sonya Zuker for Board Vice Chair	



Motion:	Motion to Approve as Board Vice Chair	
Made by:	1 st : Joseph Norby-White	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2025-2026: BOARD SECRETARY	
Notes:	Sonya Zuker nominates Joseph Norby-White for Board Secretary.	
Motion:	Motion to Approve Joseph Norby-White for Board Secretary.	
Made by:	1 st : Christine Smith	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 2025-2026: BOARD TREASURER	
Notes:	Susan Vang nominates Ge Vang for Board Treasurer	
Motion:	Motion to Approve Ge Vang for Board Treasurer.	
Made by:	1 st : Sonya Zuker	2 nd : Joseph Norby-White
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 7.8.0 Annual Designations
Notes:	Board Members discussed 7.8.0, in alignment with policy 722; add language under "Written Designations of Data Practices Officials" section that refers to Policy 722 for procedural



	requirements, and under Legal References, add "See also Policy 722 regarding MGDPA compliance procedures". Also removing any references of Jenee from the policy.	
Motion:	Motion to Approve Policy 7.8.0 Annual Designations	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 722 Public Data and Data Subject Requests	
Notes:	Board Members discussed that payment change to Electronic or Check and also had a long discussion on Public Data Vs Private Data. Adding this portion to section 8, B, ii: <ul style="list-style-type: none"> The cost of Materials, including paper; the cost of labor required to prepare the copies; the cost of staff time required for data review and redaction of private, confidential, or Move to Special Board Meeting - Inviting Shamus or Lucas	
Motion:	Motion to Table to a Special Meeting	
Made by:	1 st : Christine Smith	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 413 Harassment and Violence	
Notes:	Remove Building Principal, Building Supervisor, then add Designated School Administrator.	
Motion:	Motion to Approve Policy 413 Harassment and Violence with the changes above	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	



GOVERNANCE COMMITTEE

Agenda Item:	Policy 427 Workload Limits for Certain Special Education	
Notes:	Look at policy and add as addendum	
Motion:	Motion to Table Policy 427 Workload Limits for Certain Special Education to August Board Meeting	
Made by:	1 st : Joseph Norby-White	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 402 Disability Nondiscrimination	
Notes:	Board Members discussed that the policy needs to be thoroughly looked at.	
Motion:	Motion to Table Policy 402 Disability Nondiscrimination to August Board Meeting	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 512 School Sponsored Student Publications and Activities	
Notes:	Move adopted, review, board approved to the top of the page and add page numbers	
Motion:	Motion to Approve Policy 512 School Sponsored Student Publications and Activities with the changes above	
Made by:	1 st : Joseph Norby-White	2 nd : Sonya Zuker
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	



GOVERNANCE COMMITTEE

Agenda Item:	Policy 522 Title IX Sex Nondiscrimination	
Notes:	Move adopted, review, board approved to the top of the page and add page numbers	
Motion:	Motion to Approve Policy 522 Title IX Sex Nondiscrimination with the changes above	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 524.5 Personal Electronic Communication Devices	
Notes:	Board Members discussed combining section IV, part A with #3 to Middle School/High School 6-12. Removal of last sentence of discouragement of use of personal electronic devices in section IV.4.ii. Change wording in Section 7, part B - Executive director and charter school administration to Designated School Administrator.	
Motion:	Motion to Approve Policy 524.5 Personal Electronic Communication Devices with the changes above.	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

GOVERNANCE COMMITTEE

Agenda Item:	Policy 606.5 Library Materials plus Policy 606.5 NEW Library Materials Formal Request	
Notes:	Board Members discussed the Formal Request Form should stay in the policy. Remove Note portion at the bottom of section 6. Adding page numbers.	
Motion:	Motion to Approve Policy 606.5 Library Materials plus Policy 606.5 NEW Library Materials Formal Request with the changes above	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	



HCPA BOARD APPROVED

AUG 27 2025

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www.hcpak12.org

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Action:	Motion Passed
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GOVERNANCE COMMITTEE

Agenda Item:	Policy 620 Credit for Learning	
Notes:	Board Members discussed it would be best to consult with Ceceilia, HCPA Director of Counseling and Student Services beforehand.	
Motion:	Motion Table Policy 620 Credit for Learning to August Board Meeting	
Made by:	1 st : Christine Smith	2 nd : Sonya
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	<p>ADM Overview:</p> <ul style="list-style-type: none"> Revised Budget: 2465 Actual ADM: 2466 Variance from Actual Budget: +1 <p>Revised Budget:</p> <ul style="list-style-type: none"> 2465 ADM Ending profit of \$3,454,930 83% fund balance <p>Key Indicator Updates:</p> <ul style="list-style-type: none"> Day's Cash on Hand: 274 days (minimum is 90 days) Debt Service Coverage Ratio: 2.71 (minimum is 1.10) <p>YTD Financials:</p> <ul style="list-style-type: none"> Ending profit for the month: \$4,129,172 Revenues were received at 99% Expenses were disbursed at 98% 	
Motion:	Motion to Approve June Monthly Financial Review	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

FINANCE COMMITTEE

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Agenda Item:	2025-2026 In-House Substitute Payscale	
Notes:	David Kloskin reviewed that employee compensation is determined by relevant years of experience and educational background, including majors, minors, and certifications related to the content area. In-house substitutes may be placed outside the standard pay step at the discretion of administrators and are eligible for additional pay when assigned to long-term roles.	
Motion:	Motion to Approve 2025-2026 In-House Substitute Payscale	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	2025-2026 Teacher and Licensed Professional Staff Salary Scale Revision	
Notes:	Revision to remove in-house substitute language from Teacher and Licensed Professional Staff <u>payscale per board approval of In-House Substitute</u> <u>payscale</u>	
Motion:	Motion to Approve 2025-2026 Teacher and Licensed Professional Staff Salary Scale Revision	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion	

FINANCE COMMITTEE

Agenda Item:	2025-2026 Coaching Stipend Payscale	
Notes:	David discussed that it starts higher and goes faster. Stipend starts at \$2,000 and goes up to \$4000. In line with the <u>payscale</u> of other similar districts.	
Motion:	Motion to Approve 2025-2026 Coaching Stipend Payscale	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	



Action:	Motion Passed
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FINANCE COMMITTEE

Agenda Item:	2025-2026 Committee Stipend Payscale	
Notes:	David explains that the first year of doing this committee starts at \$2000 and gradually goes up with experience in years.	
Motion:	Motion to Approve 2025-2026 Committee Stipend Payscale	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Custodial Services RFP	
Notes:	MN Services 2025-2026: Passing on this service. Crosstown Cleaning 2025-2026: Approve JaniKing Clean Services 2025-2026: Passing on this service.	
Motion:	Motion to Approve Crosstown Cleaning RFP	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Construction Services RFP: Sports Net Installation RFP	
Notes:	Sports Net Installation: Enhance Gym Floors in Middle School Volleyball and Badminton Project: New Volleyball and Badminton Nets Proposal:Southern Minnesota Inspection Bid is higher with the costs of equipment David recommends moving on with H2I Group Proposal.	
Motion:	Motion to Approve H2I Group RFP.	



Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

FINANCE COMMITTEE

Agenda Item:	Student Transportation Services RFP	
Notes:	<ul style="list-style-type: none"> • Hanshi Proposal 2025-2026: Only has 3 buses. Not enough buses. \$230 per Route. • Minnehaha Transportation Proposal 2025-2026: Rates \$410, \$425, \$440 - May not pick up in Saint Paul? • Student Safe Transportation LLC: Sub contractors were an issue leaving students with no bussing transportation during the 24-25 school year and failed inspections. 	
Motion:	Motion to Approve Minnehaha Transportation Proposal with agreed upon lower rates	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

SCHOOL ADMINISTRATION

Agenda Item:	Academic Report	
Notes:	<p>Academic & Program Planning</p> <ul style="list-style-type: none"> • Continued work on professional development, curriculum sessions, and onboarding for Workshop Week • Teams finalized pacing guides and mapped assessments to the calendar • Illustrative Math materials are arriving; staff training is being scheduled • Summer school ended with K-2 field trips to Good Times Park and grades 3-12 visiting Valleyfair • Teach For America partnership received positive early feedback <p>Operations & Readiness</p> <ul style="list-style-type: none"> • Tech team updated and repaired Chromebooks/laptops, renewed licenses, and cleaned all equipment 	



	<ul style="list-style-type: none"> • Main office handled immunization compliance, mailings, supply prep, and orientation materials • New finger-scanning system launched for meals; audit findings from MDE were addressed • Facilities completed safety upgrades, carpet cleaning, restroom repairs, and gym refinishing • Transportation finalized bus routes and updated family forms; HR completed year rollover, processed stipends, and hired 26 new staff <p>Student Services & Special Education</p> <ul style="list-style-type: none"> • Multi-tiered support system development continued using PowerSchool Data Analytics • College Prep teams focused on building belonging and executive functioning • ESY ended successfully, serving 15 students across K–9 • Special Ed team completed inventory, reviewed records, and planned PLCs and advisory meetings • Planning began for Setting 3 center-based programs and Work-Based Learning expansion
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SCHOOL ADMINISTRATION

Agenda Item:	Ahart
Notes:	Assigned Board Members to watch an informational video.

SCHOOL ADMINISTRATION

Agenda Item:	New Teachers First Day
Notes:	New Teachers First Day is August 11 and 12 of 2025. All Teachers/Staff will return on August 13 through August 20. The Board is welcome to attend as able for staff welcome and throughout the day.

SCHOOL ADMINISTRATION

Agenda Item:	HCPA Employee Handbook
Notes:	<p>Add:</p> <ul style="list-style-type: none"> • Access Testing Day to Blocked Days • Category for Extended School Year - Deans (events, PTO accrual, holiday block) • Lunch Break for Non-Exempt Employees working less than 8 hours • PTO Frontloading • PTO Hours are non-transferrable • Renewal Letter Timeline and Category Addition • Blocked Day Policy • E-Learning - New Additions • Employee Attendance and Punctuality Change

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	<ul style="list-style-type: none"> • PTO Additional of 24 hours will be added in PTO bucket • PTO Winter Break 3 days clarification • Re-Print Fee for ID Badge • Workload Limits - SPED Ratios (Table) <p>Change word "nontransferable"</p>	
Motion:	Motion to Add all the changes above to HCPA Employee Handbook	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

Adjourn

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to Adjourn Board Meeting at 7:51PM	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Sonya Zuker, Christine Smith, Susan Vang, Joseph Norby-White	
Action:	Motion Passed	

The Board Meeting adjourned at 7:51PM