



HCPA Governance Committee **Meeting Agenda and Minutes**

Monday, July 7, 2025

3:30PM - 5:30PM

<https://zoom.us/j/9583191492>

HCPA BOARD APPROVED

AUG 27 2025

ORIGINAL DOCUMENT

Updated [Committee Calendar for 2024-2025](#) Updated
[School Board Calendar For 2024-2025](#)
[Board Policies to review](#) (Link to use)

[Yearly Roles and Responsibilities](#)
[Committee Members](#)
[Transition Team Policies \(CAP\)](#)

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

Call to Order at: 3:30pm Attended by: Alex Maurer, Susan Vang, Kiersten Sloneker, David Thompson, Pa Kou Joseph Norby-White, Heidi Pendroy, Kaethe E, Panghoua Vue Unable to attend: Dan Schmidt	Actions Needed	Time Allotted
1. Consent Approval of agenda a. Approved	Vote: Yeah_5__ Nay __ Ab. __	
Our Next Meeting: Monday, August 11 In Person Dinner will be provided		
2. Next school board meeting: July 23, 2025	Update	
3. Notes From May 28th, 2025 Boards Meeting: Passed: • Tabled: • 522 or 545 Title IX (sending to legal for review, per Mrs. D) • 532 Use of Peace Officers (sending to legal for review, per Mrs. D) • 401 Equal Employment Opportunity (reviewing minutes; similar approval in Feb - Equal Opportunity and Non-Discrimination) • 415 Mandated Reporting of Vulnerable Adult (was submitted as Mandated Reporting of Child Neglect - which is a separate policy) June 25, 2025 Boards Meeting: Passed: • 201		



- 401 Equal Employment Opportunity (reviewing minutes; similar approval in Feb - Equal Opportunity and Non-Discrimination)

Tabled:

Mrs. D says if a policy is not changed and statutes are the same with no changes, we (GC) can update dates for review - **DOES NOT** need to go to board for approval

4. Committee Calendar 25-26

Look at google form results.

Keep Mondays? Time?

Keep it Mondays at 3:30

Every other face to face every other Monday

Update

Vote:

Yeah_7__

Nay __

Ab. __

20 m

4a. Mays Sub committee Meeting UPDATES

June sub committee meeting

Group 1

Group 2

Should we have a sub committee for election/retreat/training and one for policies?

Heidi will make a google form and send it out this week

Update

Vote:

Yeah_8__

Nay __

Ab. __

30 m

5. Where are the teams on their policies?

HCPA BOARD POLICIES SPREADSHEET (MSBA)

Election Updates

Work on new calendar

Use chartersoure for agenda and policies

Discussion

Vote:

Yeah_8__

Nay __

Ab. __

20 m

6. 24-25 Election calendar Look at the calendar at a glance

Assign to sub committee

- New Bylaws approved has 90 days instead of 30 for nomination (Section IV.4) with 45 days notification of nominees and 30 days informed for election dates (Section IV.5.b)

Table until Aug meeting so sub committee can start working on it.

Discussion

Vote:

Yeah_7__

Nay_1__

Ab. __

30 m

6a. 540 Drug Free School Zone last sent to board 12/20/23

Table to July meeting

Table until we get current meeting MSBA

Discussion

Vote:

Yeah_9__

Nay __

Ab. __

30 m



7. <u>542</u> Concussion Management Last sent to board 3/23/22 Table July Meeting Table until we get current meeting MSBA	Discussion Vote: Yeah __9__ Nay __ Ab. __	25 m
9 <u>Board Retreat</u> For October (new board members) - Board self-reflection questionnaire <u>Board Retreat 25-26 Form</u> - Susan to send out to current board members, send out to new board upon taking seat (DONE 5/5/25 SV) - Meet and greet, - Team building - Training Day (required) - Afterschool before a scheduled board meeting. - Heidi: Send out google form out Talk with Ms. D - Training ideas, - Dates, times etc. - Heidi - ask Susan what they have done in the past so we have an idea - Dinner, Kahoot Only have 3 board members have completed; Add to Julys meeting to make sure that it gets done. Table until August	Discussion Vote: Yeah __9__ Nay __ Ab. __	30 m
10. <u>Board Trainings:</u> https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rF3Xn2jQ3kZB_SX-UbJ9-LELFg/edit?usp=sharing Do board members have ideas on what they want training on? - Create board policy training (what numbering/sections mean) - Susan: Check with Panghoua on required Board trainings for new board members - HCPA Board Development - NEO: <u>"Prior to beginning their term, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law."</u> - Board Updates: share HCPA activities they signed up for. - G.C have any ideas on training on?	Discussion Vote: Yeah __9__ Nay __ Ab. __	20 m



Only have 3 board members have completed; Add to Julys meeting to make sure that it gets done. Table until August		
10. Enrollment - Google Docs 509.2 Lottery Procedure - Have ranges added for each grade level in k-5 6-12 different number range - Cap number of students per grade. - Add a statement about if a 1 family member is added then other siblings grades will need to be looked at before they are added to not increase too high. Push back to admin to work on this policy - Changing ownership to Admin?	Discussion Vote: Yeah <u>8</u> Nay <u> </u> Ab. <u> </u>	30 m
11. Did Chong fix it? 413 Harassment and Violence: Sent back 3/2025 Heidi working on form, then send to HR See Chong's Notes Change "executive director" to "administator" Send to the board in August and have the board answer the questions that Chong has throughout the policy.	Discussion Vote: Yeah <u>8</u> Nay <u> </u> Ab. <u> </u>	15 m
12. Add link to board spreadsheet: 427 Workload Limits https://docs.google.com/document/d/1yN9TlaNZax6QLo3dlz6GSN-rMUYNpYxDuj-nEGKBAqU/edit?tab=t.0 Heidi will update this put into doc This should be and HR and Admin policy Table have Susan and Ms D assign to a team	Discussion Vote: Yeah <u>9</u> Nay <u> </u> Ab. <u> </u>	20 m
Back From Legal? 1. 417 Chemical Use/Abuse Send to legal May 4th 25 Send board if it came back from legal	Discussion Vote: Yeah <u>9</u> Nay <u> </u> Ab. <u> </u>	20 m
Board Sign-up for Events 25-26 1. Orientation: a. New teachers Mon Aug 11th 7-730 am: Returning All staff Wed Aug 13th. 7-730 am		



b. Wed Aug 20th 2-4 New students: 4-6 Returning Students. 2. Conferences: a. Fall: Evening Thur Oct 9th 5-8pm: Day Fri Oct 10th 10-4 b. Spring: Evening Thur Mar 12th 5-8pm: Day Fri Mar 13th 10-4 3. Graduation: Thur June 4th ??pm Panghoua please bring August board meeting		
Notes to bring to the board: • 417 Chemical Use/Abuse Send to legal May 4th, 25: Send to the board when it comes back from legal • 413 Harassment and Violence: Sent back 3/2025: Send to the board in July and have the board answer the questions that Chong has throughout the policy. • Board Sign-up for Events 25-26 Orientation: a. New teachers: Mon Aug 11th 7-730 am: Returning All staff Wed Aug 13th. 7-730 am b. Students: Wed Aug 20th 2-4 New students: 4-6 Returning Students. Conferences: c. Fall: Evening Thur Oct 9th 5-8pm: Day Fri Oct 10th 10-4 d. Spring: Evening Thur Mar 12th 5-8pm: Day Fri Mar 13th 10-4 Graduation: Thur June 4th pm • Committee Calendar 25-26 • Board fill out the google form https://docs.google.com/forms/d/e/1FAIpQLSffi55Q170amYUHR1uR4gdkF_t5cyNRtINChWZUCcUczFy7Pg/viewform?usp=header		
Adjourn at: 4:51 pm	Discussion Vote: Yeah_9__ Nay __ Ab. __	

Policies and Agenda Item labels are

Vote (needs to be finalize 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



**HMONG COLLEGE
PREP ACADEMY**

HCPA BOARD APPROVED

AUG 27 2025

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ORIGINAL DOCUMENT

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. <i>Adopted:</i> <i>Reviewed: January 26, 2022</i> <i>Board Approved: January 26, 2025</i>		Level 1: I, II, III... left aligned at 0" text indent at 0.25"	Level 2: A, B, C... left aligned at 0.5" text indent at 0.75"
		Level 3: 1, 2, 3... left aligned at 1" text indent at 1.25"	Level 4: i, ii, iii... left aligned at 1.5" text indent at 1.75"