

HCPA Governance Committee Meeting Agenda and Minutes

Monday, July 7, 2025

3:30PM - 5:30PM

<https://zoom.us/j/95831914921>

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: Unable to attend:	Actions Needed	Time Allotted
1. Consent Approval of agenda a. Approved	Vote: Yeah ___ Nay ___ Ab. ___	
Our Next Meeting: Monday, August ____ In Person Dinner will be provided		
2. Next school board meeting: July 23, 2025	Update	
<p>3. Notes From May 28th, 2025 Boards Meeting:</p> <p>Passed:</p> <ul style="list-style-type: none"> • <p>Tabled:</p> <ul style="list-style-type: none"> • 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) <p>June 25, 2025 Boards Meeting:</p> <p>Passed:</p> <ul style="list-style-type: none"> • <p>Tabled:</p>		

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

<p>4. Committee Calendar 25-26 Look at google form results. Keep Mondays? Time?</p>	<p>Update Vote: Yeah ___ Nay __ Ab. ___</p>	<p>20 m</p>
<p>4. 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?</p>	<p>Update Vote: Yeah ___ Nay __ Ab. ___</p>	<p>30 m</p>
<p>5. Where are the teams on their policies? HCPA BOARD POLICIES SPREADSHEET (MSBA) Election Updates Work on new calendar</p>	<p>Discussion Vote: Yeah ___ Nay __ Ab. ___</p>	<p>20 m</p>
<p>6. 24-25 Election calendar Look at the calendar at a glance Assign to sub committee</p> <ul style="list-style-type: none"> 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) 	<p>Discussion Vote: Yeah ___ Nay __ Ab. ___</p>	<p>30 m</p>
<p>6. 540 Drug Free School Zone last sent to board 12/20/23 Table to July meeting</p>	<p>Discussion Vote: Yeah ___ Nay __ Ab. ___</p>	<p>30 m</p>
<p>7. 542 Concussion Management Last sent to board 3/23/22 Table July Meeting</p>	<p>Discussion Vote: Yeah ___ Nay __ Ab. ___</p>	<p>25 m</p>

<p>9 Board Retreat For October (new board members)</p> <ul style="list-style-type: none"> • Board self-reflection questionnaire • Board Retreat 25-26 Form • Susan to send out to current board members, send out to new board upon taking seat (DONE 5/5/25 SV) • Meet and greet, <ul style="list-style-type: none"> ○ Team building ○ Training Day (required) ○ Afterschool before a scheduled board meeting. ○ Heidi: Send out google form out Talk with Ms. D <ul style="list-style-type: none"> ■ Training ideas, ■ Dates, times etc. ○ Heidi - ask Susan what they have done in the past so we have an idea <ul style="list-style-type: none"> ■ Dinner, Kahoot 	<p>Discussion</p> <p>Vote: Yeah ___ Nay ___ Ab. ___</p>	<p>30 m</p>
<p>10. Board Trainings: https://docs.google.com/spreadsheets/d/1AELqgKeQtGg06Cos3rF3Xn2jQ3kZB_SX-UbJ9-LELFg/edit?usp=sharing</p> <p>Do board members have ideas on what they want training on?</p> <ul style="list-style-type: none"> • Create board policy training (what numbering/sections mean) • Susan: Check with Panghoua on required Board trainings for new board members <ul style="list-style-type: none"> ○ HCPA Board Development ○ NEO: “<u>Prior to beginning their term</u>, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law.” • Board Updates: share HCPA activities they signed up for. • G.C have any ideas on training on? 	<p>Discussion</p> <p>Vote: Yeah ___ Nay ___ Ab. ___</p>	<p>20 m</p>
<p>10. Enrollment - Google Docs</p> <p>509.2 Lottery Procedure</p> <ul style="list-style-type: none"> • 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. 	<p>Discussion</p> <p>Vote: Yeah ___ Nay ___ Ab. ___</p>	<p>30 m</p>

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	Discussion Vote: Yeah __ Nay __ Ab. __	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	Discussion Vote: Yeah __ Nay __ Ab. __	20 m
Back From Legal? 1. 417 Chemical Use/Abuse Send to legal May 4th 25 2.	Discussion Vote: Yeah __ Nay __ Ab. __	20 m
Board Sign-up for Events 25-26 1. Orientation 2. Graduation 3. Conferences		
Notes to bring to the board:		
Adjourn at:	Discussion Vote: Yeah __ Nay __ Ab. __	

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:

<p>Will be placed at the end of each policy; have more room to add notes.</p> <p><i>Adopted:</i> <i>Reviewed: January 26, 2022</i> <i>Board Approved: January 26, 2025</i></p>	<p>Level 1: I, II, III... left aligned at 0" text indent at 0.25"</p> <p>Level 3: 1, 2, 3... left aligned at 1" text indent at 1.25"</p>	<p>Level 2: A, B, C... left aligned at 0.5" text indent at 0.75"</p> <p>Level 4: i, ii, iii... left aligned at 1.5" text indent at 1.75"</p>	