

Members Present: K. Denzer, N. Donnay, J. Gottschalk, R. Hajlo, D. Keyes, J. Markoe, K. Pleticha, S. Mueller

Members Absent:

Board Advisors Present: J. Gutierrez, W. Renner, A. Sachariason, J. Karetov, K. Gutierrez

Guests: A. Kleinboehl, Sarah Garceau, Christoph Brown

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### **Call to Order**

S. Mueller called the board meeting to order at 8:30 am.

### **Consent Agenda**

Agenda includes the Board Minutes from September 17, bylaws changes for charter renewal, FERPA release to include St. Croix Prep Foundation as marketing materials, MSHSL grant application approval (for Free & Reduced Lunch funding assistance), and the Executive Director Report. There was discussion.

Motion to approve the Consent Agenda: K. Denzer

Second: N. Donnay

Approved: All

### **Expansion & Growth of St. Croix Prep on Current Site**

Kelly Gutierrez, COO, and Sarah Garceau, SCPA parent and corporate strategy consultant led the discussion related to facility expansion and student enrollment growth at the current campus site.

#### **Growth Options**

Kelly Gutierrez explained the growth options that were being discussed. These include:

- Scenario 1. One section (30 students) per grade beginning with K-2.
- Scenario 2. One section (30 students) per grade beginning with K-1, 5, and 9.
- Scenario 3. One section (30 students) per grade beginning with K-4.
- Scenario 4. One section (30 students) per grade beginning with K-8.
- Scenario 5. Increase MS by 20 students; increase US by 40 students.
- Scenario 6. Two sections (60 students) per grade beginning with K-1, 5.

The introduction of growth scenarios included discussion of total enrollment changes, time to reach full enrollment, facilities expansion (in terms of square footage, number of classrooms, common areas, parking space increases, administrative offices/conference rooms) and financial metrics, specifically bond issuance/construction cost, debt service requirements/compliance, impact on facility repair/replacement fund and risk of falling below debt service coverage ratio and fund balance requirements.

Cause & Effect (C&E) Matrix

Sarah Garceau explained the C&E Matrix, which included the following four components:

1. Scenarios to Evaluate (e.g. growth options)
2. Decision Criteria (determined by administrative team).
  - The administrative team included Bill Blotske, Rich Dippel, Jon Gutierrez, Kelly Gutierrez, Joann Karetov, Amy Kleinboehl, Chad Olson, Wanda Renner, Andrew Sachariason, Keven Seim, and Terri Smith.
  - The decision criteria included Leadership Skill Set, Leadership Job Satisfaction, Mission Alignment, Student Culture, Staff Culture, Facilities, Traffic Flow, Debt Impact, Teacher Hiring, Teacher Compensation, Other Staff Compensation, Enrollment Sustainability, Lower School Academic Experience - Temporary Impact, Lower School Academic Experience - Long Term Impact, Middle School Academic Experience - Temporary Impact, Middle School Academic Experience - Long Term Impact, Upper School Academic Experience - Temporary Impact, Upper School Academic Experience - Long Term Impact, Impact on Extracurricular Programming, Risk of Reaction from Resident School District, and Community Benefit
3. Criteria Weightings (determined by administrative team). Each administrator ranked the decision criteria in order of importance. This yielded a normalized percent weight for each criteria

Metric	Weight
Mission Alignment	11.50%
Student Culture	10.00%
Teacher Compensation	9.50%
Staff Culture	9.00%
Teacher Hiring	7.50%
Other Staff Compensation	7.00%
Enrollment Sustainability	6.5%
Leadership: Skill Set	6.00%
Debt Impact	5.00%
Leadership: Job Satisfaction	5.00%
Facilities	4.00%
LS Academic Experience: Long Term Impact	2.67%
MS Academic Experience: Long Term Impact	2.67%
US Academic Experience: Long Term Impact	2.67%
Risk of Harmful Reaction from Resident District	2.50%
LS Academic Experience: Temporary Impact	2.00%
MS Academic Experience: Temporary Impact	2.00%
US Academic Experience: Temporary Impact	2.00%
Community Benefit	1.00%
Impact on Extracurricular Programming	1.00%
Traffic Flow	0.50%

Note: Overall Academic Experience for the School would be the total of the divisions' Temporary Impact and Long Term Impact. This total weight is 14.01%

4. Score (0, 1, 3, 9). The scoring system was explained. Administrative scoring/results were discussed. The Board did its own scoring. Both sets of results were compared.

Growth Option	Admin Score	Board Score
1 Section/30 per grade beginning with K-2	2.6	2.6
1 Section/30 per grade beginning with K-1, 5, 9	2.4	2.4
1 Section/30 per grade beginning with K-4	1.7	1.7
1 Section/30 per grade beginning with K-8	1.9	1.9
Increase MS by 20 students; Increase US by 40 students	2.7	2.7
2 Sections/30 per grade beginning with K-1, 5	3.5	2.6
Maintain Status Quo/ No Changes to Enrollment	4.6	4.6

There was discussion. Next steps include distribution of information to board members, evaluation by board members to see if there are other relevant criteria and further discussion at the November board meeting.

**School Security, ALICE Training, and Improvements for future Situations**

J. Gutierrez reviewed situations that occurred in early September, communicated feedback from students, faculty, administrators, parents, and law enforcement. There was discussion about shelter in place, various teams involved in threat assessments, communication (via email, Constant Contact, School Messenger), technology considerations (walkie talkies, PA system, outside access to video cameras/phone system), school resource officer plan for evaluation, rally/reunification site determination process, parent announcement regarding ALICE drills, and continued emphasis on the preventative measures related to mental health.

**Adjourn Meeting**

Motion to adjourn the meeting at 1:36 pm: K. Denzer  
 Second: S. Mueller  
 Approved: All

Submitted by Jon Gutierrez, St. Croix Preparatory Academy