

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

Members Absent: J. Markoe, K. Pleticha

Board Advisors Present: J. Gutierrez, K. Gutierrez, W. Renner

Call to Order

S. Mueller called the board meeting to order at 6:04 pm.

Open Forum

There were no requests to speak at the Open Forum.

Consent Agenda

Agenda includes the Board Minutes from March 17, 2020, Executive Director's Report, the Board Calendar, and Strategic Plan.

Motion to approve the Consent Agenda: K. Denzer

Second: B. Hajlo

Approved: All

Board Election Update – N. Donnay

The normal board election process is that we conduct the election on the third Tuesday in May. With a closed school building, we will change this year's election to online. Nicole consulted with Becky Lund at Nova Classical who recommended Simply Voting. Each family will receive two votes/electronic ballots. Simply Voting recommends a two-week voting window, however this would not align with the school's bylaws so we propose a two day voting window starting Monday, May 18 ending Tuesday, May 19. There was discussion.

Motion to approve an online board election for this year with a voting window of Monday, May 18-Tuesday, May 19: D. Keyes

Second: N. Donnay

Approved: All

Charter Contract Renewal Process, Exhibit F

Friends of Education and educational leadership of St. Croix Prep have outlined a breakdown of academic goals for the next charter renewal period (which will extend to June 30, 2025). The academic goals are increased from the previous charter agreement which was executed on June 30, 2015. These academic goals (which have been reviewed and approved by the principals in all divisions) are a part of the charter agreement to be approved by June 30, 2020.

St. Croix Prep Foundation Update

St. Croix Prep Foundation is scheduling a soft launch to all Prep families on May 7. This will be communicated in a stand-alone email. The planning and organization of the foundation has taken place the past year and a half and the announcement will include a link to the foundation website. Social media and communications plans are in development for the next 30/60/90 days out from the announcement. There was discussion.

2019-2020 Compensation Plan – Amendment to Appendix B for COVID/QComp

Based on guidance from MDE, there is a proposal to change Category 3 in the QComp Performance Incentive Schedule. Category 3 requires the completion of two seminar observations by the end of the year. The requirement to meet this portion (\$900) of QComp will be changed to one observation, with satisfactory results, based on the first half of the year.

Motion to approve the proposed amendment to Appendix B as presented: K. Denzer
Second: J. Gottschalk
Approved: All

Preliminary 2020-2021 Budget – Introduction

Kelly presented the preliminary 2020-2021 (FY21) budget. Highlights are as follows (comparison of prelim FY21 budget to re-forecasted FY20):

On a School Wide (All Funds) level:

- Annual Surplus of \$65K (variance of -\$324K).
- Fund Balance projected to remain at 30% (General Fund only) which exceeds target of >20% target.
- Debt Service Coverage projected at 1.24 vs. 1.43 projected for FY20 (variance of -0.19) which exceed target of >1.20.
- Days Cash on Hand of 90, vs 92 days projected for FY20, which exceeds target of +60 days.

General Fund:

- Slight enrollment increases of 4 over FY20 re-forecasted enrollment.
- State revenue increase of \$197K due to 2% increase in gen ed formula and enrollment growth.
- ADSIS grant revenue will generate \$187K in new revenue in FY21.
- Other revenue increase of \$110K due to the continuation of Together We Stand campaign offset by -\$29K in interest earnings due to market rates.
- Expense variances comprised of expenses for the following: \$420K for the anticipated purchase of bleachers and press box, \$193K increase in salaries, \$55K net effect of health renewal premium savings offset with benefit enrollment contingency, \$61K new costs associated with maintaining exterior grounds.

Food Service Fund:

- Pre-COVID-19, Food Service sales were re-forecasted to exceed FY20 budget by 10%. FY21 budget is built off of this FY20 pre-COVID-19 projection.
- FY21 Projected Annual Surplus is \$2K which includes the following key variances from FY20: increase in equipment (\$30K), salaries (\$15K) and food costs (\$11K). Projected EOY fund balance for FY21 is \$325K. These funds will be used for future food service program costs.

Community Service Fund:

- Projected Annual Surplus is \$13K
- FY21 Projected Fund Balance is \$103K. Approximately half of this balance is assigned to expenditures for the specific programs that comprise this fund and the remaining 50% of funds are un-assigned but must be expended for a community purpose.

FY19 990 Tax Return

Final draft of FY19 990 Tax Return has been submitted to the Board prior to submission to IRS and the MN Secretary of State, for review and comment. Board members had no comments or questions; therefore, the FY19 990 Return will be submitted to IRS and MN Secretary of State as submitted to the Board.

Approval of 2020-2021 Benefits Renewal

Renewal with HealthPartners for medical coverage is a 12.9% decrease in premiums due to lower claims history. The decreased premiums will be shared equally with employees. Regarding dental coverage, St. Croix Prep's is in the second year of a 2-year rate lock with Health Partner; therefore, dental premium rates remain flat for FY21.

Motion to approve renewal of health and dental plans (same plan compositions) with HealthPartners for the plan year July 1,2020-June 30,2021 as proposed: D. Keyes
 Second: J. Gottschalk
 Approved: All

In addition, Principal Insurance has offered a flat-rate renewal of Life insurance, AD&D and long-term disability for the FY21 plan year.

Motion to approve renewal of Life Insurance, AD&D and LTD plans (same plan compositions) with Principal for the plan year July 1,2020-June 30,2021) as proposed: B. Hajlo
 Second: C. Brown
 Approved: All

Graduation for Class of 2020

Due to COVID-19, all year end activities are canceled so administration is working on plans to celebrate the Class of 2020 in an honorable and safe manner. All MDE and Department of Health guidelines will be followed.

- Option #1: Roaming ceremony where diplomas will be hand-delivered to students' homes.

- Option #2: Invitation for families with staggered times to visit the school atrium, take photos with Snoopy, set up an area/stage for a professional photographer.
- Option #3: Standard graduation ceremony for Graduates only. The gym would be set up in traditional way with stage, decorations, etc. Chairs for graduates would be set apart 6-10 feet apart. The ceremony would still be the same (welcome, speeches, etc). The ceremony would be livestream for families so they can view it at the same time along with a recording for families/relatives to view later.

Adjourn Meeting

Motion to adjourn the meeting at 7:27 pm: K. Denzer

Second: N. Donnay

Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy