

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

Members Absent: J. Markoe

Board Advisors Present: J. Gutierrez, K. Gutierrez, J. Karetov, A. Kleinboehl, W. Renner, P. Rosell

Guest: T. Smith

Public Hearing on Proposed Class Fees for 2020-2021

There was no one in attendance at the public hearing.

Call to Order

S. Mueller called the board meeting to order at 6:06 pm.

Open Forum

There were no requests to speak at the Open Forum.

Approval of the 2020-2021 Student Fees

Proposed \$25 per student FY21 class fee, with fee waived for students who qualify for free lunch, and reduced by 50% (\$12.50) for those who qualify for reduced lunch. This is an increase of \$4 per full-pay students. Increase is due to including Destiny Resource Management and School Messenger annual licensing fees to the fee formula.

Motion to approve the 2020-2021 Student Fees as presented: B. Hajlo

Second: N. Donnay

Approved: All

Consent Agenda

Agenda includes the Board Minutes from May 19, 2020, Executive Director's Report, the Board Calendar, Strategic Plan, updated Board Roster as of June 1, 2020, Annual Designations for 2020-2021 and the appointment of A. Kleinboehl (MS Principal) and P. Rosell (Student Services Director) to the Advisory Board.

Administration is continuing weekly communication with state agencies regarding planning for the fall. There are currently 3 different plans in discussion: 1). Normal return to school, 2). A hybrid plan with 50% occupancy or 3). Continue distance learning. MDE will make a decision during the week of July 27. After July 6, administration will send out a parent survey to gather instructional feedback from this past spring. This will help prepare for the possible scenarios of instruction.

Changes to the Annual Designations for 2020-2021 include: Board Meeting schedule is the 3rd Tuesday of every month and Peggy Rosell replaces Cori Wahl as Student Services Director.

Motion to approve the Consent Agenda: K. Denzer
Second: K. Pleticha
Approved: All

2020-2021 Employee Handbook – T. Smith

2020-2021 Employee Handbook was submitted for review at last month's board meeting. Only change to the Handbook is updating CFO title under Personal Days to Executive Director of Finance and Operations. We will likely have addendums to the Handbook based on guidance from MDE for the new school year.

Motion to approve the 2020-2021 Employee Handbook with suggested edit: D. Keyes
Second: J. Gottschalk
Approved: All

e-Learning Days for 2020-2021

Annual approval of three e-learning days for the 2020-2021 school year. The e-learning days are weather related learning days not related to distance learning. There was discussion.

Motion to approve three e-Learning Days for 2020-2021 as presented: K. Denzer
Second: S. Mueller
Approved: All

2019-2020 Q Comp Report – A. Kleinboehl

MDE is not requiring a report for this school year but rather, allowing schools to choose if they want to file a report. We are electing to provide a summary from the year and will keep for our records. Due to Covid-19, there was no way to evaluate teachers after March 16. The principals and TLCs did observe teacher classrooms at least once. PLCs were not required to meet. MCAs were not completed this year due to COVID-19. Mental health and cultural competencies was a focus for professional development this year. No approval is needed. Report will stay on file for our records.

One Time Pay Adjustments for 2019-2020 – T. Smith

A proposed one time pay adjustment to recognize and compensate the licensed instruction staff (teachers) and select administrative staff for the significant increased workloads during distance learning. The proposed adjustment is 3%-6% of the employee's annual salary. This adjustment has been reflected on the proposed 2019-2020 Revised Budget. With this adjustment, the end of year fund balance is projected to be 32% in reserve vs the budgeted 29%. If the Revised Budget is approved, the one time pay adjustment will be approved as well. There was discussion.

2019-2020 Revised Budget Approval – K. Gutierrez

Financial statements show YTD activity, the current year reforecasted budget and the approved budget along with variances to budget.

- We are at 83% of the year completed.
- Total YTD Revenues projected to be under budget by \$17K due to -\$270K in local revenue due to canceled fundraising development (-\$130K) and other loss of revenue in fees extracurricular fees, field trips and Parent Group, food service

(-\$15K due to closure of lunch program during distance learning), and -\$101K due to loss of revenue for summer camps and summer school but offset by a gain of \$206K in state revenue mostly attributed to +12 students enrolled in the Upper School.

- Total YTD Expenses are lagging behind -\$144K mostly due to timing issues of the expenses in addition to -\$131K reduction in expenses for cancellation of summer camps, cancelled field trips (offset by the loss of revenue) and reduction in other operational savings.
- Net Income of all Funds is an increase of \$127K.
- Key Ratios and Balances exceed metrics: Debt Service Coverage Ratio is expected to be at 1.43 (> 1.10 minimum), Fund Balance expected to be 32% (> 29%) and Days Cash on Hand is projected at 96 Days (> 86).

2019-2020 Reading Well by Third Grade Literacy Plan – J. Karetov

Report is very similar to previous years with added notes to COVID impact. This year dyslexia screenings were added and 36 screenings were performed between October and March. Quarter 2 STEP assessments were on track to meet benchmarks but no data for Quarter 3 or Quarter 4. June letters will not be sent out with STEP results since there could not be any STEP testing done during distance learning.

Motion to approved the 2019-2020 Reading Well by Third Grade Literacy Plan as presented: D. Keyes
Second: K. Pleticha
Approved: All

2020-2021 Family Handbook

2020-2021 Family Handbook was submitted for review at last month's board meeting. We will likely have addendums to the Handbook based on guidance from MDE for the new school year. eLearning days has been added. Suggested edits: update Kelly Gutierrez's title under Administrative Personnel, correct the spelling on Kristen Denzer's name under Board Members and add Christoph Brown to Board Members.

Motion to approve the 2020-2021 Family Handbook with changes noted: K. Denzer
Second: J. Gottschalk
Approved: All

Engage CliftonLarsonAllen for Tax and Audit Preparation

Administration proposes engaging CliftonLarsonAllen for their tax and audit services for FY20. The fees remain flat.

Motion to approve engaging CliftonLarsonAllen for tax and audit services for FY20: D. Keyes
Second: K. Denzer
Approved: All

Lottery Procedures Policy Change

Our admission and lottery procedures policy needs to be consistent with state statute. Order of preference for lottery should first be siblings or foster children of parents of admitted students and then children of employees of St. Croix Prep.

Motion to approve the corrected Lottery Procedures Policy: D. Keyes
Second: C. Brown
Approved: All

Charter School Contract Amendment

The Charter School Contract with Friends of Education has been amended with the corrected Admission and Lottery Procedures Policy.

Motion to approve the Charter School Contract Amendment: K. Denzer
Second: B. Hajlo
Approved: All

July 2020 Board Meeting

It has been determined there is no need for a July board meeting since the items on the Board Calendar have either been completed or can be added to the August board agenda (board officer elections). In addition, the purposes of the July meeting were to discuss fall opening; but MDE will not provide this until later in July.

Motion to approve canceling the July 2020 board meeting: D. Keyes
Second: K. Denzer
Approved: All

COVID-19 Update

MDE is set to announce on July 27 the requirements and recommendations for the school year opening so will be making plans for this. There will likely be three different scenarios as mentioned previously. Other considerations are bus transportation, making allowances for students/staff who will need to continue to learn/work remotely, changes to health services and food service.

There was also discussion about diversity and addressing concerns, adding content in our curriculum for these conversations.

Adjourn Meeting

Motion to adjourn the meeting at 8:30 pm: K. Denzer
Second: J. Gottschalk
Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy