



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

Members Absent: A. Melendres, S. Mueller

Board Advisors Present: J. Gutierrez, K. Gutierrez

Call to Order

R. Hajlo called the board meeting to order at 6:02 pm.

Open Forum

There were no requests to speak at the Open Forum.

Consent Agenda - J. Gutierrez

The Consent Agenda has the minutes from the April 13 board meeting, the Executive Director's report and the 2021-2022 Employee Handbook. The only changes to the handbook is updating the year and changing the holiday dates to align with the approved FY22 the school calendar.

Motion to approve the Consent Agenda: D. Keyes

Second: N. Donnay

Approved: All

Board Election Update - N. Donnay

Electronic ballots can be submitted until midnight on Tuesday, May 18. There were some minor email fixes completed on Monday. Election results will come out at midnight and the results will be sent to the board candidates followed by a mass email communication to the school community.

2020-2021 QComp - Deanna Thompson

4 Core Components:

1. Career Advancement
2. Job-embedded Professional Development
3. Teacher Evaluation
4. Performance Pay and Alternative Salary Schedule

Divisions did not make their site goals so Q Comp funds will roll over into FY21.

Motion to approve the 2020-2021 Q Comp Goals as presented: K. Denzer

Second: N. Donnay

Approved: All

2021-2022 Board Meeting Dates

Dates as presented; board meeting dates typically the third Tuesday of the month except in June.



Motion to approve the 2021-2022 board meeting dates: J. Gottschalk
Second: K. Denzer
Approved: All

2021-2022 Benefit Carrier Approval – K. Gutierrez

To comply with MN State Statute, SCPA must solicit closed bids for group health insurance contracts. This year SCPA received bids from HealthPartners, PreferredOne, PEIP and United Health Care. HealthPartners offered a 10% increase in premiums, with a net 9% increase due to the 1% decrease in the broker commission. PreferredOne came in with a decrease of .69% for a total of 1.69% savings with the 1% decrease in broker commission factored in, and PEIP was a 15.75-63% increase over current premiums. UHC was a .82% increase in premiums but their network is not comparable to the HealthPartners Achieve in size. In addition, members must live in the 11-county area and SCPA has 15-20% of our employees who live outside of the network area.

Dental benefits – renew with HealthPartners with no increase in premiums.

Group term life insurance – renew with Principal with an increase of \$0.005 per \$1000 of coverage which is a 6.25% increase.

Voluntary life insurance – no premium change.

Long-term disability – renew with Principal with an increase of \$0.01 per \$100 of payroll which is a 3.2% increase.

Vision coverage – renew with VSP with an 11% decrease for the base plan and 9% for the premium plan.

Administration’s recommendation to the board is as follows: switch to PreferredOne for group health insurance, remain with HealthPartners for dental, remain with Principal for group term life, voluntary life, and long-term disability, and remain with VSP for vision.

Motion to engage the following carriers for FY22 Benefits as recommended by the administration: Health: PreferredOne, Dental: HealthPartners, Group Term Life, Voluntary Life and Long Term Disability: Principal, Vision: VSP: K. Denzer
Second: J. Gottschalk
Approved: All

2021-2022 Compensation Plan Approval – K. Gutierrez

The following edits were presented to the board:

- Year updated to 2021-2022.
- Teacher overload rates increased 2% for cost of living.
- Non-instructional staff rates increased between 2-3%.
- QComp Incentive Schedule will be updated once MCA scores are released and goals are established.
- Staff Stipend Schedule and Hourly Rates, Non-Licensed Instructional Staff Salary Schedule and Substitute and Seasonal Employee Compensation Rates have been updated to align with the budget.



The 2021-2022 Compensation Plan aligns with the budget.

Motion to approve the 2021-2022 Compensation Plan as presented: J. Gottschalk
Second: K. Denzer
Approved: All

2020-2021 Amended Budget Approval – K. Gutierrez

Comparing YTD Actuals as of March 31, 2021 to Reforecasted Budget:

- Total revenues increased by \$397K largely due to \$1.8M in Covid-19 aid offset by local revenue decrease of \$1.2M and state revenue decrease of \$371K.
- Total expenditures decreased by \$798K attributed to operational efficiencies including reduction in utilities of \$58K, repairs and maintenance of \$43K, eliminated field trips of \$40K, reduction in processing fees of \$22K and reduction in fundraising expenses.
- Net income increase of \$1.19M primarily due to the \$1.4M PPL loan.
- Debt service coverage ratio expected to be 1.85 vs. 1.75; bond covenant requires 1.10 minimum.
- Fund balance reserve of 41% vs. 33%; fund balance policy requires more than 20%.
- Days cash on hand is 129 days vs. 104 days; target is more than 60 days.

Motion to revise the 2020-2021 Budget:

General Fund Revenues of \$15,285,111 and General Fund Expenditures of \$13,994,685.

Fund 02 Food Service Fund Revenues of \$299,178 and Food Service Fund Expenditures of \$330,258.

Fund 04 Community Service Fund Revenues of \$27,000 and Community Service Expenditures of \$31,000: K. Denzer

Second: D. Keyes

Approved: All

2021-2022 Budget Approval – K. Gutierrez

The following are the only edits from the original budget presentation at the April 2021 board meeting:

- Schedule 8A: decrease in MS principal on special assignment salary due to retirement, increase for District Support Services staff position (prior year position was funded through CARES Act funding), increase above the 2% cost of living for Instructional Support Services/Pupil Support Services, Lower School decrease due to retirement of staff, increase in Other due to admin/teacher sick time buy-out due to additional sick time offered to staff.
- Assumptions staying the same: 1.0% increase in per pupil funding, 1180 students, 29 PSEO students, 7 shared time students.
- Projected Annual Surplus of \$77K, additional \$14K from preliminary budget.
- Projected Fund Balance of \$5,917,000, % of Annual Expense remains at 39% which exceeds the > 20% target.
- Projected Debt Service Coverage is 1.24 vs. 1.22 in preliminary budget which is over the > 1.10 target.



- Projected Days Cash on Hand remains at 128 days which is over the targeted +60 days.

Gutierrez noted the importance of future review of the 30 year building life cycle and assigning funds in the future to facility repair and replacement to cover the costs associated with the scheduled building maintenance.

Motion to adopt the 2021-2022 original budget:

General Fund Revenues of \$14,552,260 and General Fund Expenditures of \$14,490,384.

Fund 02 Food Service Fund Revenues of \$502,140 and Food Service Fund Expenditures of \$497,791.

Fund 04 Community Service Fund Revenues of \$118,895 and Community Service Expenditures of \$107,475: K. Denzer

Second: J. Gottschalk

Approved: All

Face Covering Policy Amendment

Following MDE and MDH's Safe Learning Plan, after June 8, 2021 face coverings on school property is optional.

Motion to approve effective June 9, 2021 masks are optional to wear on school property. Staff and students must adhere to the dress code policy regarding face masks: R. Hajlo

Second: K. Denzer

Approved: All

There was discussion regarding masks for summer camps and summer school.

2021-2022 Family Handbook

Review a draft of the 2021-2022 Family Handbook. Dates still need to be updated. Will be on the agenda to approve at the June 2021 board meeting.

Adjourn Meeting

Motion to adjourn the meeting at 7:13 pm: J. Gottschalk

Second: D. Keyes

Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy