



Members Present: N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres, S. Mueller

Members Absent: K. Denzer

Board Advisor Present: 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

The consent agenda includes the previous board minutes from Aug 17, Aug 27 and Sep 4 board meetings and the Executive Director's report.

Motion to approve the Consent Agenda: S. Mueller

Second: N. Donnay

Approved: All

Review the 2020-2021 MCA Scores – K. Gutierrez

St. Croix Prep is ranked #1 in the state based on our MCA scores. The administration has reviewed and analyzed 2020-2021 scores in comparison to 2018-2019 noting significant changes. Decrease in math scores is attributed to the following: Grade 5 – 80 minutes of math every other day was not ideal for learning; Middle School is working on a recovery plan. Grade 8 – this cohort historically performs at a lower level and MCA testing participation rate was particularly low at this grade level. Grade 11 – students typically receive algebra instruction in Middle School with a refresher unit in Grade 11, however, due to Covid-19 related learning model adjustments in 2020-2021, 11th graders did not receive an algebra refresher unit. Reading scores remained consistent with 2018-2019. Science scores dropped (range of 23-35 above the state average) in comparison to 2019 scores (26-44) however fluctuation is consistent with overall state average science scores.

PLCs, grade level and division level teams will analyze strand data and cohort data to identify subject area topics in which students performed poorly. This data will be used in considering adjustments to curriculum and/or teaching methods.

St. Croix Prep Middle School Receives U.S. Department of Education's National Blue-Ribbon Award – K. Gutierrez

The U.S. Department of Education recognized St. Croix Prep Middle School as a 2021 Blue Ribbon School. Only six schools were awarded this in MN. St. Croix Prep received this award based on the school's academic performance. The administration is



developing a plan to celebrate and recognize the Middle School students, staff, and families for this distinction.

2021-2022 Q Comp Goals – Deanna Thompson

Deanna presented the Q Comp site Reading MCA proficiency goals for 2021-2022:

- Lower School – last year’s goal was 83.8% and this year it is 84.3.
- Middle School – last year’s goal was 86.6 and this year it is 87.1%.
- Upper School – last year’s goal was 91.5% and this year it is 92%.

Motion to approve the 2021-2022 Q Comp Goals as presented: N. Donnay

Second: A. Melendres

Approved: All

2020-2021 Financial Statement Review – K. Gutierrez

FY21 Unaudited year-end financials in comparison to the FY21 Reforecasted Budget:

- Revenues +\$548K:
 - State revenue exceeded budget by \$408K which is comprised primarily of +\$200K due to a change in revenue recognition method for ADSIS program, + \$80K due to ADMs (student enrollment) in excess of budget by eight students, and + \$60K due to State Special Education revenue in excess of budget.
 - Federal revenue exceeded budget by \$71K which is comprised primarily of +\$48K due to under forecasted Food Service revenue and +23K due to timing of CARES relief funding, which was projected for FY22 but received in FY21.
 - Local revenue exceeded budget by \$69K which is comprised primarily of +\$45K payroll tax credit relief, +\$15K from a Twins Baseball grant and +\$10K due to unexpended employees Flex Spending Account funds, which were returned to St. Croix Prep.
- Expenditures: -\$352K:
 - Salaries/wages came under budget by \$91K.
 - Employee benefits: \$90K under budget, due to benefit enrollment below budget.
 - Supplies/materials: \$60K under budget due to reduced facility use and programming during the FY21 school year.
 - Equipment: \$60K under budget by due to projects not completed by June 30, 2021.
- Net Income: + \$900K over budget.
- Key ratios: fund balance of \$6.7MM with a debt service ratio of 2.48 (bond covenant requires a minimum of 1.10), fund balance reserve of 47% (fund balance policy requires greater than 20%), days cash on hand 151 (target of greater than 60).

Fund Balance as of June 30, 2021:

- \$6.3MM in General Fund which is comprised of \$2.8MM unassigned, \$218K assigned for revenue received but not expended, \$881K board approved

allocation for stadium project and a 7% one-time pay adjustment with \$2.3MM available to assign to the SCPA capital improvement fund. The administration will provide a full reporting on the SCPA Capital Improvement fund at a future board meeting.

Board Election Committee/Status of Faculty Nominations - N. Donnay

Special faculty board appointments –two separate email communications have been sent to employees seeking candidates interested in a board appointment. One nomination has been received, Angela Galati, Middle School teacher. Angie was previously seated on September 20, 2016, and resigned on May 21, 2019. She has completed all of the required training.

Options to proceed:

- Continue to reach out to faculty to seek interested candidates.
- Seat Angie at the October meeting.
- Executive committee meet with Angie to review her candidacy. Committee will make a recommendation to the board.

There was discussion to keep the process consistent for all parent and faculty board candidates.

Motion that all board nominations will be reviewed by the Executive Committee and the Executive Committee can make recommendations for the October board meeting: R. Hajlo

Second: D. Keyes

Approved: All

Board has asked that administration continue to seek out additional faculty board candidates.

Board Committees/Opportunities to Serve

Board committees: Executive, Governance, Election, Succession Planning and Finance.

The Executive Committee does not require board approval; these committee members are appointed. Drew has been asked to become a member on the Executive Committee. Drew has accepted.

Governance Committee: oversees the governance and policies of the board.

Motion to appoint J. Langfield to the Governance Committee: A. Melendres

Second: S. Mueller

Approved: All



Election Committee: oversees the proper executive of the yearly board election. Current members are N. Donnay and Susan Peterson.

Succession Planning Committee: a strategic planning committee designed develop and maintain a plan for seamless transition in leadership positions, to ensure operational stability. This committee previously developed the plan for the transition in leadership in Student Special Services division, the Middle School division and the Athletics and Activities department. Current members are N. Donny and S. Mueller.

Finance Committee: supports the Executive Director of Finance and Operations and the board of directors with financial accountability and financial strategic initiatives. Current members are Kelly Gutierrez, Paul McDowell and Susan Peterson.

Motion to nominate K. Denzer to the Finance Committee: A. Melendres
Second: J. Langfield
Approved: All

Liaison to the St. Croix Prep Foundation Board – this is a non-voting board member position which was vacated by J. Gottschalk. If a board member is interested in fulfilling this role, reach out to K. Gutierrez.

COVID-19 Activity at St. Croix Prep. There was discussion and a request to reinstate the COVID Dashboard on the school’s website. Kelly Gutierrez will bring this request back to the administration. The school has reported no in-school cases of Covid-19 among staff or students this school year.

Adjourn Meeting

Motion to adjourn at 7:07 pm: A. Melendres
Second: D. Keyes
Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy