



Members Present: K. Denzer, N. Donnay, A. Galati, R. Hajlo, D. Keyes, A. Melendres, S. Mueller, K. Pleticha, D. Thompson

Members Absent:

Board Advisor Present: J. Gutierrez, K. Gutierrez

Board Guest: T. Smith

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### **Call to Order**

R. Hajlo called the board meeting to order at 6:01 pm.

### **Open Forum**

Christoph Brown, an Upper School teacher, spoke at the Open Forum.

### **Consent Agenda**

The consent agenda includes an updated board calendar (more items may be added to June), Executive Director's Report – decline in COVID cases, decline in staff and student absences, Friends of Education awards dinner, various end of year activities including the award ceremonies, and Anna and Rich's retirement celebrations, the minutes from the April 26 board meeting and the MSHSL membership agreement renewal. The first draft of the Family Handbook is also included which will be finalized for the June meeting.

Motion to approve the Consent Agenda: A. Galati

Second: S. Mueller

Approved: All

### **Board Election Update - N. Donnay**

The board election is underway and will be closed tonight at 11:59. An email communication with the election results will go out in the morning. Communication to those elected will go out regarding board training/books and materials will be ordered.

### **QComp Presentation - D. Thompson**

Normal PLC meetings this year – K-12 PLC meetings used to help with leadership training. PLC leaders helped with Professional Development and worked with new teachers. For PD, the focus was on curriculum planning.

In all three divisions, no one met their site goals. For LS, the goal was 83.8% would meet or exceed standards on the 3<sup>rd</sup>/4<sup>th</sup> grade Reading MCA test (actual was 80.7%), MS achievement goal for grades 5-8 on the Reading MCA was 86.6% (actual was 81.7%), US goal was 91.5% for the 10<sup>th</sup> grade Reading MCA (actual was 85.1%).

Motion to Approve the Q Comp Report as presented: K. Denzer



Second: A. Galati  
Approved: All (K. Pleticha was absent during the vote.)

**Financial Statement Review - K. Gutierrez**

March YTD revenues and expenditures are within % of reforecasted budget except for Federal Revenue, Local Revenue and Benefits, Equipment and Other Expenses all due to timing differences.

Motion to accept the March 31, 2022 YTD Financial Statements as presented: A. Galati  
Second: S. Mueller  
Approved: All

**Approve 2022-2023 Annual Budget - K. Gutierrez**

Budget assumptions: 2% per pupil increase, enrollment increase of 38 students primarily due to return of Cologne Academy students. There is also an increase in US enrollment. Additional assumptions factor in the 15% compensation increase for all employees and also a benefits cost increase.

School Wide Summary:

Total Revenues \$16,302,000  
Total Expenditures \$17,393,00  
Projected Surplus -\$1,091,000 (with Building Improvements expense of \$1,075,000 is backed out, net difference is -\$131,000.

Projected Fund Balance (Gen Fund only) is \$5,750,000 or 33.1% of Annual Expense (target is >20%)  
Debt Service Coverage projected at 1.11 (must be >1.10)  
Days Cash on Hand is projected at 107 (target is +60)

Fund 1: General Fund

Total Revenues \$15,680,000  
Total Expenditures \$16,651,000  
Projected Surplus (net of bleacher/pressbox and activities buildout) is \$104,000

Revenues increase 11% due to per pupil funding increase and increase of 38 additional students. In addition, increase of \$403K in CARES ACT funding which will be used for expanded summer programming, additional ESL position, counseling services, etc. Other increases in revenue (State Special Education, extra-curricular fees, field trips, fundraising development) offset by associated expenses.

Fund 2: Food Service Fund



Variance from previous year is -\$215K attributed to revenues decreasing to pre-COVID sales. In addition, food costs are estimated to increase 30% and salary cost increase 10% from FY22. May consider raising meal prices. Projected loss of \$72K will be absorbed by Fund 2 fund balance.

Motion - I propose to adopt the 2022-2023 original budget as presented:

- General Fund Revenues of \$15,680,391 and Expenditures of \$16,651,467
- Food Service Fund Revenues of \$505,906 and Expenditures of \$630,544
- Community Service Fund Revenues of \$115,425 and Expenditures of \$111,025

K. Denzer

Second: D. Keyes

Approved: All

#### **Approve Employee Handbook – T. Smith**

Changes/edits: updated the year, holidays, on p. 16 added 2 personal days and sick days for paras and food service staff).

Motion to approve the 2022-2023 Employee Handbook as presented: A. Galati

Second: K. Denzer

Approved: All

#### **Compensation Plan Approval – T. Smith**

The food service pay schedule has been updated to align with the EA/para pay schedule (p. 8, 17).

There were no changes made to the long term sub rate of \$225/day vs. the building sub rate of \$27.50/hr. Building sub per day calculate to \$178-\$192.50/day which is less than the long term sub rate.

Motion to approve Appendix F of the Compensation Plan: D. Keyes

Second: K. Pleticha

Approved: All

#### **Adjourn Meeting**

Motion to adjourn at 7:17 pm: A. Melendres

Second: A. Galati

Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy