



St. Croix Preparatory Academy  
Board Meeting Agenda  
July 19, 2022

- |   |    |
|---|----|
| 1. Public Hearing on Student Fees   | 2  |
| 2. Call to Order  |    |
| 3. Open Forum   |    |
| 4. Board Calendar   |    |
| 5. Consent Agenda (Board Minutes, Executive Director Report)  |    |
| A. Board Minutes  | 6  |
| B. Executive Director Report  | 10 |
| C. Governance -- Policy Approval  |    |
| 6. Agenda   |    |
| A. 2022-2023 Student Fee Approval   | 13 |
| B. FY 2022 - 2024 Pandemic related Federal Funding Report   | 17 |
| C. Closed Session: Preliminary consideration of allegations against an individual subject to the Board's authority. |    |
| D. Open Session: Possible action related to closed session  |    |
| 7. Adjourn Meeting  |    |

## FY23 Class Fees: - Public Hearing Information

- I. **Public Hearing for Annual Class Fees:** At the July 20, 2021, board meeting, in accordance with state statute 123B.38, St. Croix Preparatory Academy is holding a hearing on the proposed adoption of a fee policy which includes assessing the following per-student fees:

Fee	Description	Grade level	Fee per Student
<b>Technology Fee</b> (permitted statute 123b.38)	Annual licensing fee for student information system, textbook management, all-school messaging system and student fee pay system.	all	\$20
<b>Volunteer Background Check Fee</b> (permitted statute 123b.38)	Fund bi-annual background check required for all volunteers.	all	\$5

The administration proposes fees be waived for all students who qualify for free lunch and reduced by 50% for those who qualify for reduced lunch.

Following the hearing, the board will vote on initiation of afore mentioned fees.

## II. Additional Background information:

A. **Components of the student fee.** Beginning in FY15, the board approved a single 'class fee'. The combined fee was and continues to be comprised of the following components:

- a. **Technology Fee:** The technology fee is a per student fee for the use of Synergy (student information system)

SchoolPay (student fee-pay system), and School Messenger (all-school messaging system).

- b. **Background Check Fee:** The background check fee is a per student fee to fund the cost of background checks for each volunteer

**III. Recommendation:** *The administration recommends a \$25 per student FY23 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 recommendation is based on projected FY23 class fee revenue and the corresponding expenses. Proposed FY23 are an increase from FY22 Class Fees of \$5 per full-pay student. This increase is due to a projected increase in volunteer background checks (\$3), in anticipation of volunteer levels returning to pre-COVID levels, and a decrease in projected number of fees to be collected, based on FY22 Budget vs. Actual (\$2). The corresponding expenses are comprised of several components: Please see attached 'Class Fee Analysis' for additional detail.

**A. Pros/Cons of assessing per student background check fee:**

Because the practice of assessing a background check fee per student versus per volunteer basis varies from many school districts, it is important to review the rationale for this practice.

**a. Cons of assessing 'background check fee':**

- i. More background checks are processed than are required because individuals do not incur the cost.

**b. Pros of assessing 'background check fee':**

- i. Consistent with SCPA School Board's philosophical position in since FY11, which is: SCPA assesses the fee to the *student* who benefits from the volunteer's services, rather than the *volunteer*, who is already donating his/her time to benefit the student.
- ii. Collecting this fee and requesting background check authorization on-line, creates operational efficiency in the business office
- iii. This fee simplifies the 'volunteer recruiting process' because most fees are collected on 'back to school night' and not piece meal as volunteers choose to volunteer.

iv. Assessing 'per student fee' encourages even the infrequent volunteer because it eliminates the objection of, 'I can only volunteer once, I don't want to pay \$14 for a background check'

**C. Recommendation re: Assessment of Background Check Fee:** The administration feels the 'pros' of assessing the fee outweigh the 'cons' and therefore, recommends the the Board approved FY23 'per student' background check fee as proposed.

St. Croix Preparatory Academy  
 Class Fee Analysis  
 FY22 Actual & FY23 Projection

Description	FY22 Actual			FY23 Projection		
	# of Students	Fee per Student	Net Revenue (Expense)	Approx # of Students	Approx Fee per Student	Net Revenue (Expense)
<b>Technology Fee-</b>						
Fee Collected-Full Pay students	904	18	16,272	910	20	18,200
Fee Collected-Students qualifying for reduced fees	13	9	117	18	10	182
Credit Card Processing Fees associated w / fee collection	3.50 %		(574)	3.50 %		(643)
Cost of Student Information System			(16,499)			(17,025)
<b>Net Technology Fee - excess (shortfall)</b>			<b>(683)</b>			<b>714</b>
<b>Volunteer Background Check Fee -</b>						
Fee Collected-Full Pay students	904	2	1,808	910	5	4,550
Fee Collected-Students qualifying for reduced fees	13	1	13	18	1	18
Credit Card Processing Fees associated w / fee collection	3.50 %		(64)	3.50 %		(160)
Cost of Background Checks			(2,007)			(4,000)
<b>Net Background Check Fee - excess (shortfall)</b>			<b>(250)</b>			<b>408</b>
<b>Administrative Cost of Fee Collection</b>						
Approx Adm in assist cost @ \$21.85/hr + benefits	30 hrs		(380)	30 hrs		(754)
Approx Sr. Acct cost @ \$32.10/hr + benefits	3 hrs		(96)	3 hrs		(111)
<b>TOTAL Administrative cost of Fee collection</b>			<b>(476)</b>			<b>(865)</b>
<b>Net Fee Revenue in excess (shortfall)</b>			<b>(1,409)</b>			<b>257</b>

NOTE: fees are waived for all students who qualify for free lunch and reduced by 50% for those who qualify for reduced lunch.



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

Members Absent:

Board Advisor Present: K. Gutierrez

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### **Call to Order**

R. Hajlo called the board meeting to order at 6:07 pm.

### **Open Forum**

There were no requests to speak at the Open Forum.

### **Consent Agenda**

The consent agenda includes the minutes from the May 17 board meeting, Executive Director's Report, and the confirmation and approval of the FY22 Annual Designations for the appointment of members to the board of directors of Friends of St. Croix Preparatory Academy, Designation of Depositories, Authorized Signers at banks and Delegation of Authority to Make Electronic Funds Transfers.

Motion to approve the Consent Agenda: A. Galati

Second: S. Mueller

Approved: All

### **Approve Amended 2021-2022 Annual Budget – K. Gutierrez**

With the fiscal year 83% completed most YTD revenues and expenditures line items are within 5% of 83% YTD complete, except for: federal revenue (67%) which is to be expected as federal revenue is reimbursed after eligible federal expenses have been expended, employee benefits (76%), and equipment expense (92%). Both of these expense line-item variances are due to timing differences, and do not require budget adjustment.

Most notable budget vs. reforecasted variances are *state revenues* (-\$158K) due to enrollment shortfall, *federal revenue* (+\$524K) which is primarily attributed to the receiving unbudgeted Covid-19 related federal grants (\$134K) and federal food service revenue originally budgeted in local revenue, but reclassified to federal revenue because federal government announced FY23 school meals subsidies after approval of FY23 budget (\$288K), and decrease in *local revenue* (-\$592K) which is attributed primarily to the reduction in local food service revenue (-\$288K) and a decrease in development/fundraising (-\$320K) which is primarily attributed to the suspension of Together We Stand Bleacher Campaign (\$200K). On the expense side, '*Equipment Expense*' is reduced \$101K because the PAC lighting project originally budgeted for FY22 has been moved to FY23. And '*Other Expenses*' are reduced \$504K primarily due to delayed completion of Discovery Trail and Bleacher/Pressbox. These two projects were originally projected for FY22 completion but have been delayed to FY23.

Year End Projected Key Ratios and Balances:

- Debt service coverage ratio of 1.29 (> than the bond covenant 1.10 minimum).
- Fund balance reserve as a % of annual expenditures will be 47% (> 20% SCPA fund balance policy).



- Days cash on hand is 157 (target > 60).  
S. Mueller made a motion to adopt the 2021-2022 amended budget as follows:
  - General Fund Revenues of \$14,216,588 and Expenditures of \$14,082,456
  - Food Service Fund Revenues of \$598,342 and Expenditures of \$507,728
  - Community Service Fund Revenues of \$132,000 and Expenditures of \$109,500.
- Second: D. Keyes  
Approved: All

Motion to approve the Covid Coordinator double overload stipends paid out during the 2021-2022 school year: R. Hajlo  
Second: N. Donnay  
Approved: All

### **Compensation Increase for Kelly and Jon Gutierrez – T. Smith**

Background – First, Kelly’s compensation currently aligns with two of the principals’ annual compensation so it is recommended there be an increase in Kelly’s compensation to reflect the level and responsibilities of an Executive Director position. In addition, without a differentiation between an Executive Director and principal salary, there is no path for principals or other administrative staff to increase their compensation. Second, St. Croix Prep need to prepare for gradual retirements/succession planning, and these proposed compensation increases maintain founder mentality and engagement. All proposals are within the 2021-2022 and 2022-2023 budgets.

There was discussion.

Motion to pay K. Gutierrez the \$12K adjustment to her EDFO 2021-2022 salary: A. Galati  
Second: A. Melendres  
There was discussion.  
Approved: All

Motion to calculate K. Gutierrez’s 15% pay increase for 2022-2023 using the increased adjusted 2021-2022 salary: S. Mueller  
Second: N. Donnay  
Approved: All

Motion to make a one-time \$12K pay adjustment to J. Gutierrez for 2021-2022: K. Pleticha  
Second: A. Galati  
There was discussion.  
Yes: R. Hajlo, A. Melendres, N. Donnay, D. Keyes  
No: S. Mueller, K. Denzer, K. Pleticha  
Motion passes.

### **Education Identity and Access Management Board Resolution Approval**

Designate Jon Gutierrez as the designated authority to access the State of MN Education secure websites for St. Croix Prep.

Motion to approve as presented: S. Mueller  
Second: N. Donnay

Approved: All

## **Board Resolution to Resolve Board Election Tie – N. Donnay**

Christina Norman won the first parent board seat in the May election. Two other parent candidates, Robert Hajlo and Matthew Stiles tied. There are no statutes or bylaws in place to address the election tie situation.

There are two options the board can consider:

1. Hold a special election but would need to communicate to the school community in advance of having the election so it could not occur until late fall, or
2. Seat both Bob and Matthew which would increase the parent board members to five.

Notes: Deanna Thompson resigned her board seat effective June 28, 2022. Bob has recused himself from this discussion and from the vote.

Our legal counsel indicated a board composition of five parents, three teachers and one community member is ok, as long as the board is trying to find a new teacher board member to align with its “no clear majority” governance model.

There was discussion.

Motion to confirm the election of Christina Norman as a board of director and adopt the full election resolution as presented (option 2): K. Denzer

Second: D. Keyes

Approved: All

## **Reading Well by Third Grade – J. Karetov**

This plan is created annually and hasn't changed except for last year's MCA data. Asking for current plan to be approved.

Motion to approve the Reading Well by Third Grade Plan as presented: A. Galati

Second: K. Pleticha

Approved: All

## **2022-2023 Family Handbook**

Motion to approve the 2022-2023 Family Handbook: S. Mueller

Second: A. Galati

Approved: All

## **Teacher Compensation Plan Update**

Clarification on the 15% staff compensation increase. The original proposed 15% increase did not include licensed and non-licensed staff moving a step in placement level. It was determined after approval of the FY23 budget, that instructional staff should advance placement levels on the salary schedules. This cost of this adjustment is \$35K, however this cost is offset by payroll savings due to staff turnover. Therefore, this adjustment has a net zero effect on the approved FY23 budget.

## **Prep for Success – Change the Lower School Calendar**





Propose the Lower School students and families start the 2022-2023 school year differently with Prep for Success. Students will meet one on one with their classroom teacher and EA at a designated time to get to know one another, do reading assessments and help teachers better understand what the student knows before they enter the grade. These meetings will take place during the first week of school, Aug 29-Sep 1. These assessments will allow for students to receive earlier assessments and intervention during the school year.

Lower School's first day of school will be Tuesday, September 6 (after Labor Day).

Motion to approve the Lower School Prep for Success proposal and change the Lower School first day of school to Tuesday, September 6: K. Pleticha

Second: A. Galati

Approved: All

### **Adjourn Meeting**

Motion to adjourn at 8:18 pm: D. Keyes

Second: A. Galati

Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy



**st.croixprep**

## **Executive Director's Report to the Board**

**Date of Report:** July 2022

**Report Prepared By:** Jon Gutierrez

### **Operational Items:**

- Weekly meetings with administrative leadership and individual leadership team members – A. Sachariason, J. Karetov, K. Gutierrez, P. Rosell, B. Blotske, R. Dippel, K. Seim, C. Olson; and weekly administrative leadership meeting.
- Monitoring bleacher/press box/trail/athletic admin office project start and progress.
- Conducted Sibling Lottery for the 2022-2023 school year
- Finalized and coordinated year end compliance/reporting; and planning for start-up of the 2022-2023 school year.
- Communication Manager work, including accelerated transition of email conversion to Constant Contact, updating of website content and related documents for the start of the 2022-2023 school year.
- ALICE Training. Coordinating administrative ALICE drills for the morning of July 26 with oversight from local law enforcement

Professional Development: *See Attachment*




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**Federal Covid-19 Related Grants awarded in FY22**

July 14, 2022

Finance Code	Expiration Date	Description	Total Grant (FY22+FY23+FY24)	FY22	FY23	FY24	Uses
170	6.30.22	COVID Testing Grant	\$63,427	\$63,427			-Personnel to support COVID-19 testing programs -Lab equipment for COVID-19 testing -Collection supplies, test kits etc. -PPE to support COVID-19 Testing -Expenses associated with promotion of school-based testing programs.
171	6.30.22	Enrollment Loss	\$9,483	\$9,483			-General Fund Expenses- no restrictions on Use
150	8.31.22	Governor's Discretionary American Rescue Plan Funds- Summer Academic and Mental Health Support	\$32,546	\$10,000	\$22,546		<ul style="list-style-type: none"> <li>- \$10K-summer school expenses</li> <li>-writing workshops</li> <li>-senior retreat planning</li> <li>-ACT summer prep</li> <li>-Curriculum Development</li> <li>-Link Crew</li> </ul>
163	8.31.22	Expand Summer Learning,	\$57,831	\$57,831			-K-8 summer school (all)
164	9.30.23	Expanded Summer Programming \$4.5M Expenditures must be used for actions taken to respond to the needs of students as a result of the public health emergency.	\$430,511		\$430,511		<ul style="list-style-type: none"> <li>-Offering and planning for expanded summer programs.</li> <li>-Offering school longer hours or more school days.</li> <li>-Partnering with community organizations to offer enrichment programs.</li> <li>-Providing student transportation</li> <li>-Purchase of personal protective equipment (PPE) for staff.</li> <li>-Reducing class sizes.</li> <li>-College Tours</li> </ul>
169	9.30.24	ESSER III 5% American Rescue Plan Funds - Learning Recovery, Lost Instructional Time	\$178,304		\$95,000	\$83,304	<ul style="list-style-type: none"> <li>-ESL instruction</li> <li>-Student Support Coordinator</li> </ul>
	<b>Total</b>		<b>\$772,102</b>	<b>\$140,741</b>	<b>\$548,057</b>	<b>\$83,304</b>	