



st.croixprep

School Board Minutes

August 16, 2022

Members Present: N. Donnay, R. Hajlo, D. Keyes, S. Mueller, K. Denzer, A. Galati, C. Norman, M. Stiles

Members Absent: A. Melendres

Ex-officio Members Present: J. Gutierrez

Call to Order

R. Hajlo called the meeting to order at 6:34 pm.

Open Forum

1. C. Brown
2. T. Gulbransen
3. A. Sachs
4. A. Lee

Consent Agenda – R. Hajlo

The Consent Agenda includes the board minutes from the July 19, 2022 meeting and the Executive Director's Report.

- Motion to approve the Consent Agenda: A. Galati
- Second: D. Keyes
- Approved: All

Seating of New Board Members – R. Hajlo

New Board Members: C. Norman and M. Stiles

- Motion to approve the seating of both C. Norman and M. Stiles : A. Galati
- Second: N. Donnay
- Approved: All

Approve Board Officers for the 2022-2023 school year – Chair, Vice Chair, Treasurer, and Clerk

Board Chair: R. Hajlo

- Nominated by S. Mueller
- Second: D. Keyes
- Approved: All

Vice Chair: S. Mueller or C. Norman

- C. Norman
 - Nominated by K. Denzer
 - Second: S. Mueller
- S. Mueller

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- Nominated by R. Hajlo
- Second: D. Keyes

Vice Chair Voting Results: S. Mueller will be Vice Chair for the 2022-2023 school year.

- C. Norman: 2 votes
- S. Mueller: 5 votes
- Recused: S. Mueller

Treasurer: K. Gutierrez

- Nominated by R. Hajlo
- Second: M. Stiles
- Approved: All

Clerk: A. Galati

- Nominated by S. Mueller
- Second: M. Stiles
- Approved: All
- Recused: A. Galati

2022-2023 e-Learning Days

- Motion to approve 3 e-Learning Days as stated in the SCPA Family Handbook: A. Galati
- Second: M. Stiles
- Approved: All

Board Election Committee Update: N. Donnay

- Reviewed the duties and responsibilities of the committee
- Asked: Is the Board Election Committee a subcommittee of the Governance Committee? Discussion followed; the Board acknowledged this committee runs well, has what it needs at this time, and does not need to be a subcommittee of the Governance Committee.

Succession Planning Committee Update: N. Donnay

- Link: [August 3, 2022 Succession Planning Minutes](#)
- K. Denzer: SCPA Board should focus only on the two positions (Executive Director and Executive Director of Finance and Operations) that report to the board.

Governance Committee Update: R. Hajlo, J. Gutierrez

- Link: [July 28, 2022 Governance Committee Minutes](#)
- Discussed the pre-CoVid process of reviewing existing policies, writing new policies as needed, and presenting policies to the board for review and approval. The committee will begin this process again.

- Discussed the need for more board member participation; all board members should be involved in at least one committee.
- Discussed possible composition of committees (to be continued at the next meeting)
- Discussed possible methods of recruiting new members for committees (to be continued at the next meeting). Some suggestions:
 - Send out mass emails
 - Have interested parties complete a form to express interest and show qualifications
 - Have each committee solicit recruits based on their needs
 - Asked: Do the committees need board approval for their new members?
 - M. Stiles recommended standardizing the process for all committees.
- M. Stiles volunteered to serve on the Governance Committee.
 - Motion: R. Hajlo
 - Second: D. Keyes
 - Approved: All

Compensation Committee:

- Discussed possibly changing the Compensation Committee to a board governed committee
 - At this time, the Compensation Committee will stay as it is.

Finance Committee Update: Paul McDowell

- Link: [Finance Committee Board Update](#)

Advisory Members Participation at Board Meetings

- The SCPA Board would like to reconnect with the various aspects of the institution and has asked that the division principals, the Director of Student Services, and others provide an update to the Board on a more regular basis. Tentatively, the division principals and the Director of Student Services will report monthly at scheduled board meetings and others (IT, Facility Director, Athletics Director) will report on a quarterly basis.

2022-2023 Annual Report - 1st Reading: J. Gutierrez

- Link: [2022-2023 Annual Report Rough Draft](#)
- Link: [Annual Report MN Statute](#)

Upcoming Board Retreat: R. Hajlo

- Date of Retreat: October 29, 2022
- Discussed possible location of retreat
- Agenda Items:

- Succession Planning for Executive Director and Executive Director of Finance and Operations
- Required board training for all members
- SCPA Culture and Engagement

Adjourn Meeting

- Motion to adjourn at 8:41 pm: A. Galati
- Second: M. Stiles
- Approved: All

Respectfully Submitted by A. Galati
St. Croix Preparatory Academy Board Clerk

Commented [1]: I didn't write down the actual time. Please let me know the correct time! :)