



Members Present: N. Donnay, T. Smith, C. Olson,

Members Absent: S. Mueller, D. Melendres

Ex-officio Members Present: J. Gutierrez

Meeting began at 12:15 pm

RFI Status. A response is expected by April 28.

Employment Agreements. Using the model templates the details added/discussed:

- Two year agreements which begin on July 1, 2023 and extend through June 30, 2025.
- Pay Increases. Each year has a 4% pay increase. Faculty are expected to receive a 4% pay increase for the upcoming school year. This would correspond to the general funding increase.
- Daily pay out rate for paid time off adjusted so it reflects the daily rate of the compensation, as opposed to a daily substitute teacher rate of pay.
- Vacation, Sick, and Personal Days. There was discussion related to the nuances of this.
- Current practice is to pay out sick bank (up to 30 days) at current daily rate for those employees who retire from St. Croix Prep. This language will be added to the employment agreements.
- Cell Phone Reimbursement. Language needs to be added to include this.
- Professional Development. Language and dollar amounts need to be included in this.

Additional Discussion. Additional discussion points were:

- This is current practice in charter agreements and related to the role/position that the school will need to fill in the next two years.
- The implementation of employment agreements is also utilized in other leadership positions within charter schools (e.g. principals, directors, etc.) – and it will be important to implement these as succession planning continues. This will help protect the institution from turnover during the Executive Director/Executive Director of Finance & Operations transition period.

The meeting ended at 12:55 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy