

Members Present: N. Donnay, R. Hajlo, D. Keyes, M. Stiles, K. Denzer, R. Thorson, S. Mueller

Members Absent: A. Melendres, A. Galati

Ex-officio Members Present: K. Gutierrez

1 Call to Order

R. Hajlo called the meeting to order at 6:03pm

2 Open Forum

None.

3 Board Calendar

4A - 4C Consent Agenda - B Hajlo

Board minutes from the March 28, 2023 meeting and the Executive Director's Report.

- Motion to Approve: S. Mueller
- Second: M. Stiles
- Approved: All

5A - Board Elections

- Elections on May 15 & 16, 2023
- N Donnay will email results tomorrow (currently 240 ballots cast at this time).

5B - Q-Comp

Deanna Thompson reporting on Q Comp program:

- PLCs meet weekly
- TLCs meet monthly with new teachers
- PD this year returned to "more normal"
 - Areas of focus include mental health, school safety, curriculum alignment, school counselors assisting with a session on anxiety - the hope is to tap more into that next year

- End of year survey from staff shows a variety of needs that are different by division
- MCA Testing: Looking at pages 5-6 on the report shows opt outs because of the negative impact on overall score (each opt out equals a “do not meet” proficiency).
- Team has been working on a site evaluation on the Q-Comp plan this year (first written 10 years ago)
 - Question about why people opt out of testing- variety of reasons
 - Question about why we are not meeting goals - still catching up but growing / direct correlation between students who are behind on STEP testing and those not meeting MCA standards
- Motion to Approve: K. Denzer
- Second: M. Stiles
- Approved: All

5C - Succession Planning - N. Donnay

- April 19, 2023 Minutes: https://drive.google.com/file/d/1Rqv8Fqc2KPJN-9d-Tx7I5toUxS1htrka/view?usp=share_link

5.C.1. Employment Agreement Draft - Executive Director:

- https://drive.google.com/file/d/1-1b6cFy1oiQleF4qBs4dl_oZPfwQvOge/view?usp=share_link

Clarifying agreement draft

- Should job descriptions be finalized before negotiating the contract for the job
 - Job description should be completed and approved prior to final negotiations on contract
- Questions about areas on the employment agreement:
 - 3 - Clarified
 - 4 E- insurance benefits - included to protect the school if there is a discrimination audit
 - 8 - Suggested changes on daily rate of pay (documented edits below)
 - 10 - Clarified - resignation does not entitle full retirement payout benefits -

Documented discussion::

- Adjust daily rate of pay upon retirement to 75% of ED and EDFO Daily rate (260 days of work)
- Adjust compensation (#3) for year 2 would be based on staff salary increase as a whole (currently written as 4%)

5.C.2. Employment Agreement Draft - Executive Director of Finance and Operations Draft:

- https://drive.google.com/file/d/1-4q2XkJSZ6e8ZcoPRyQ8eSWX4FqjVSTj/view?usp=share_link

5.C.3. - Selection of Succession Planning consultant

- C. Olson presenting evaluation shown below: Rebar vs Prouty-
 - Based on the evaluation, Succession Committee recommending to finalize agreement with Rebar Leadership with a goal of starting this summer.
 - Question about recommendations- Still planning to call references but Scott with Rebar also comes highly recommended from Drew Melendres (board member)
 - Waiting on other reference calls to come in as this was just determined this week
 - Question about the cultural fit and how that was determined
 - Some of this is connecting with what our needs are and doing the best to support our needs
 - Also needed to go through layers to talk to the right person at Prouty versus going right to Scott with Rebar - more readily available
- 5.C.3.a. - Rebar Leadership

Motion to move forward with Rebar leadership as our succession planning consultant pending a positive referral check from the committee

- Motion to Approve: D. Keyes
- Second: M. Stiles
- Approved: All

- a. Succession Planning Proposal:
https://drive.google.com/file/d/1t0DT96O3GJeP_Qj02OkfP2a00vNjU0lE/view?usp=share_link
- b. Appendix A - https://drive.google.com/file/d/1-9WqjEj1NvzsK1qREsH53dOKUtHJ_VaU/view?usp=share_link
- c. Appendix B - https://drive.google.com/file/d/1-JwtATEof2jPmEp_nFGzjpZzxDmFhw7z/view?usp=share_link

- d. Appendix C - https://drive.google.com/file/d/1-AiBMGJxUSSlcQI1QVIDlcmhaFJw3Xn0/view?usp=share_link
- e. Appendix D - https://drive.google.com/file/d/1-FqQjloGK5yKumXHLSRmazWCMCs_ojSa/view?usp=share_link
- 5.C.3.b. - Prouty Project
 - a. Succession, Strategic Plan, and Leadership Development Proposal (5pgs) - https://drive.google.com/file/d/1-Nlrr_lUnry_kIU9Vwp9u2zwDIVzAljl/view?usp=share_link
 - b. Succession, Strategic Plan, and Leadership Development Proposal (30pgs) - https://drive.google.com/file/d/1-YQGTOLBUlwKgcCQLetbwsxqk6JJHZk1/view?usp=share_link

5.D. 2023-2024 Compensation Plan

1. The following updates have been made to the Compensation Plan 2023-2024:
 - The Compensation Plan for FY24 has been updated to include a 4% increase for all staff members. The salary schedules have been updated to include a 2% increase over FY23 and with moving up a placement level which a 2% increase; the total change for employees on those schedules will be 4%. The changes that have been made are highlighted in yellow in the document.
 - i. Discussion of adjusting the language to clarify messaging to staff
 - Appendix B: Q-Comp Performance Incentive Schedule will be updated when the MCA test results are received this fall.
2. 2023-2024 Compensation Plan - Draft
 - https://drive.google.com/file/d/1-c-5MCMVavW_PoaUc4yPFSu7YDcFuCVfj/view?usp=share_link
- Questions about compensation changes for activities stipends (Beth answered)
 - Theater stipend for middle school increased due to it being a musical and also aligning stipends with similar activities
 - Reviewing stipend increases in general and reporting back on changes and how they equitably compare
 - K. Denzer suggests increasing teacher board stipend since it has not increased since it started
 - Determined to table for future discussion after analysis of what an increase should look like
- Motion to Approve: K. Denzer
- Second: B. Hajlo

- Approved: all

5.E. 2023-2024 Benefits Renewal Summary

- K Gutierrez reporting:
 - Required to review benefits by law (every two years).
 - We experienced a lot of activity on insurance usage so we had to look at different plan structures
 - Adjusted to a single co-pay plan with a narrow network and open network resulting in 6 choices for health insurance
 - Negotiated down from 29% to 26% with NICE advantage: having a mid-level provider available
- Motion to Approve benefits carrier plan changes: K. Denzer
- Second: D. Keyes
- Approved: all

1. https://drive.google.com/file/d/1-iOmu6_dNN5mkULSghA_WltOiHP1vWFf/view?usp=share_link

5.F. 2023-2024 Budget

1. March Financial Report - https://drive.google.com/file/d/1-mkVniWOSCs25HFzI_PNCH98MOzMAzIz/view?usp=share_link
2. FY24 Budget for approval - https://drive.google.com/file/d/1-t82DOs2i4LHKHGZ7QN6MFLyhUT_Uq3/view?usp=share_link

Proposal to adopt the 2023-2024 original budget as presented:

- General Fund Revenues of \$16,443,069 and Expenditures of \$16,388,260
 - Food Service Fund Revenues of \$742,529 and Expenditures \$721,071
 - Community Service Fund Revenues of \$169,900 and Expenditures \$177,900
- Motion to Approve: K. Denzer
 - Second: R. Thorson
 - Approved: all
3. Proposed use of Surplus money: Total allocation of \$398,000.
 - a. Propose purchasing LCD Projectors outright rather than leasing them up to \$200,000
 - b. Also outgrown use of electric gator and proposed purchase of more appropriate machine up to \$43,000

- i. Some additional trail maintenance includes dragging once weekly to reduce weeks and more intense maintenance along the trail sides periodically
- ii. Will be able to use for grooming trail for cross country skiing
- iii. This work is done by our employees rather than relying on contractors - thus purchasing a more heavy duty gator to support the higher level work
- c. Summer Remodel room 105- 108 of Lower School SPED area (capturing some concessions area space / art room space / music book room space / to add offices with doors & small classrooms along with a calming area and small group testing space
- d. Fencing under bleachers for outdoor storage
- e. Clay kiln needs replacement

SCPA Administration requests an allocation of \$398,000 from the projected surplus FY23 Surplus of 413K for the projects and equipment listed above.

- Motion to Approve: K Denzer
- Second: M Stiles
- Approved: all

5.G. 2023-2024 Employee Handbook

Motion to Approve Employee Handbook for FY24

- Motion to Approve: K Denzer
- Second: N Donnay
- Approved: all

Motion for a special meeting June 20 6pm to approve job descriptions of ED and EDFO and employment agreement proposals

Adjournment:

- Motion to adjourn: R Thorson
- Second: M. Stiles
- Approved: All

Respectfully Submitted by R Thorson
On behalf of A. Galati, St. Croix Preparatory Academy Board Clerk