



St. Croix Preparatory Academy
Board Meeting Agenda
March 19, 2024

1. Call to Order
2. Open Forum
3. Board Calendar 2
4. Consent Agenda (Board Minutes, Executive Director Report)
 - A. Board Minutes 5
5. Agenda
 - A. Board Election Status
 - B. Open Enrollment Period for the 2025-2026 School Year 6
 - C. Open Enrollment Period for the 2026-2027 School Year 7
 - D. Board Calendar 2024-2025 8
 - E. Upper School Enrollment -- PSEO and College in the Schools 9
 - F. Succession Planning 12
6. Adjourn Meeting



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ANNUAL BOARD CALENDAR 2023-2024

July	Responsible	Notes/Status
No Meeting		

August	Responsible	Notes/Status
Status of School Opening	J. Gutierrez	September
Seat New Board Members	B. Hajlo	Completed
Family Handbook Approval	J. Gutierrez	Completed
Emergency Operations Plan Approval	J. Gutierrez	Completed
Q Comp Plan Approval	D. Thompson	Completed

September	Responsible	Notes/Status
Status of School Opening	Principals	Completed
Review of MCA Test Scores	J. Gutierrez	Completed
Development Update	S. Garceau	
Q Comp Site Goals	D. Thompson	Completed
Financial Statement Review – Unaudited	K. Gutierrez	October

October	Responsible	Notes/Status
File Charter Assurances with Friends	J. Gutierrez	September
Board Retreat	N. Donnay	Completed
MDE Assurance of Compliance	J. Gutierrez	Completed

November	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez	Completed
Development Update	K. Gutierrez	

Annual Report Approval – 2022-2023	J. Gutierrez	Completed
World's Best Workforce Approval	J. Gutierrez	Completed
Activities – Fall Overview, Winter Plan	K. Seim	Completed

December	Responsible	Notes/Status
Audit Acceptance	K. Gutierrez	Completed

January	Responsible	Notes/Status
Board Election Timeframe Discussion	N. Donnay	Completed

February	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez	Completed
Board Election Timeframe Discussion	N. Donnay	Completed
Approve School Calendar	J. Gutierrez	Completed

March	Responsible	Notes/Status
Approve Open Enrollment Period for Next Year	J. Gutierrez	
Approve Board Calendar for Next Year <ul style="list-style-type: none"> • Meetings • Election • Retreat 	Board	

April	Responsible	Notes/Status
Annual Budget Introduction		
Compensation Plan Introduction		

May	Responsible	Notes/Status
Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	3 K. Gutierrez	

Compensation Plan Approval	T. Smith	
Board Election Update	N. Donnay	
Approve Annual Budget	K. Gutierrez	
Approve Employee Handbook	T. Smith	
Introduction of Family Handbook	J. Gutierrez	
MSHSL Membership Resolution	J. Gutierrez	
Conflict of Interest Form Disclosure	K. Gutierrez	

June	Responsible	Notes/Status
Public Hearing on Fees - 2024	K. Gutierrez	
New Board Member Training	N. Donnay	
Read Well by Third Grade Approval	J. Karetov	
Approval of Family Handbook	J. Gutierrez	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> ● Identified Official with Authority ● Official Newspaper ● Designation of Depository ● Account Signatories ● Collateralize Funds in Excess of FDIC Insurance ● Delegation of Authority to Make Electronic Funds Transfers 		

Members Present: R. Hajlo, D. Keyes, A. Galati, J. Johnson, M. Stiles, N. Donnay, R. Thorson, T. Gulbransen

Members Absent: K. Denzer

Ex-officio Members Present:

1 Call to Order

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

2. Open Forum

- No one.

3. Consent Agenda

- A. Board Minutes - February 6, 2024
 - a. Link: [SCPA February 20, 2024 Board Minutes](#)
- Motion to Approve: A. Galati
- Second: M. Stiles
- Approved: All

4 - Agenda

- A. Board Effectiveness Survey Discussion
 - a. Scott Morrell from Rebar Leadership discussed the results of the survey.
 - b. Discussion: Strategic Plan - Compensation is a serious concern.
 - c. Scott: Look at our current budget for our financial/strategic priorities
 - d. Discussed the importance of having Admin voices at the table.
 - e. Discussion: Who's going to own all the little pieces that Jon does behind the scenes?
 - f. Questions, concerns, and comments from the survey results. Please label as Question # – for identification purposes. Please prioritize most important to least important. Submit to Bob by Friday, March 15, end of business day.

Adjournment: 7:35 PM

- Motion to adjourn: A. Galati
- Second: M. Stiles
- Approved: All

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



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2024-2025 Calendar

Open Enrollment for the 2025-2026 School Year

Draft Date: 01/11/24
Board Approved: TBD

- July 1-5 Holiday
- Aug 12-15 New Teachers Workshop
- Aug 19-23 PD Day
- Aug 26 First Day of School (Grades 5-12)**
- Aug 26-29 Prep for Success Conferences K-4
- Aug 30 Teacher Non-Duty Day
- Sept 2 Holiday
- Sept 3 First Day of School (Grades K-4)**
- Sept 30 PD Day
- Oct 16 PD Day
- Oct 17 MN Classical Conference
- Oct 18 Teacher Non-Duty Day
- Oct 31 End of Quarter 1
- Nov 1 PD/Grading Day
- Nov 14 LS/MS/US PM Conferences
- Nov 15 LS Conferences
- Nov 27 PD Day
- Nov 28-29 Holiday
- Dec 23-Jan 3 Holiday
- Jan 16 End of Quarter 2/Semester 1
- Jan 17 PD/Grading Day
- Jan 20 PD Day
- Jan 31 LS Conferences
- Feb 17 PD Day
- Mar 20 End of Quarter 3
- Mar 21 PD/Grading Day
- Mar 24-28 Spring Break - Teacher Non-Duty
- Mar 31 PD Day
- April 18 Teacher Non-Duty Day
- May 26 Holiday
- June 3 Last Day of School/
End of Semester 2
- June 4 PD/Grading Day
- June 6 Graduation
- June 19 Holiday
- June 30 Holiday

July 2024				
M	T	W	Th	F
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August 2024				
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September 2024				
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October 2024				
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November 2024				
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December 2024				
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January 2025				
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February 2025				
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March 2025				
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April 2025				
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June 2025				
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School Day No School Day for LS Only

- Teacher Training
- Non-Duty
- PD Day
- Holiday

No School Day/
No Students Day/
OFFICES CLOSED

Quarter 1 = 43 Quarter 2 = 41 Semester 1 = 84 Quarter 3 = 42 Quarter 4 = 44 Semester 2 = 86

189 New Staff Days 185 Returning Staff Days 170 MS/US Student Days 164 LS Student Days



2025-2026 Calendar

July 1-4	Holiday
Aug 4-7	New Teachers Workshop
Aug 11-15	PD Day
Aug 18	First Day of School (Grades 5-12)
Aug 18-22	Prep for Success Conferences K-4
Aug 25	First Day of School (Grades K-4)
Aug 29	Teacher Non-Duty Day
Sept 1	Holiday
Sept 22	PD Day
Oct 15	End of Quarter 1
Oct 16	MN Classical Conference
Oct 16	PD Day
Oct 16-17	Teacher Non-Duty Day
Oct 20	Teacher Non-Duty Day
Oct 21	PD/Grading Day
Nov 6	LS/MS/US PM Conferences
Nov 7	LS Conferences
Nov 26	PD Day
Nov 27-28	Holiday
Dec 19	End of Quarter 2/Semester 1
Dec 22-Jan 1	Holiday
Jan 2	Grading Day
Jan 5	PD Day
Jan 19	PD Day
Jan 23	LS Conferences
Feb 16	PD Day
Mar 12	End of Quarter 3
Mar 13	PD/Grading Day
Mar 16-20	Spring Break - Teacher Non-Duty
April 3	Teacher Non-Duty Day
May 22	Last Day of School/ End of Semester 2
May 25	Holiday
May 26	PD/Grading Day
May 29	Graduation
June 19	Holiday
June 29-30	Holiday

July 2025				
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Teacher Training

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PD Day

Holiday

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Proposed Board Meeting Calendar
2024-2025 School Year



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2024-2025 Calendar

Board Approved: 02/06/24

- July 1-5 Holiday
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ST. CROIX PREPARATORY ACADEMY PSEO, ENROLLMENT, AND BUDGET IMPACT

Enrollment – Budgeting – PSEO

Budget History. Over the past few years we have generally been 10 students short in our enrollment projections. This has been typically attributed to the shortfall due to Upper School students transitioning to Post Secondary Enrollment Options (PSEO), a program that allows students in 10th, 11th, and 12th grade to earn college credits while in high school.

Student Funding. The following table shows the funding changes when students take PSEO classes:

	General Revenue	Lease Aid Revenue	Total Revenue
Full time student	\$ 8,657	\$ 1,577	\$ 10,234
½ time PSEO	\$ 4,328	\$ 1,577	\$ 5,905
Full time PSEO		\$ 1,577	\$ 1,577

2023-2024 PSEO Enrollment. The following is current PSEO enrollment in the Upper School:

	Part time	Full Time	Total
Grade 11	7	1	8
Grade 12	5	6	11
Total	12	7	19

The revenue shortfall generated by student transitions to PSEO is approximately \$130,000.

PSEO, St. Croix Prep, and College Admissions.

- PSEO classes are academically less rigorous. Unless the PSEO classes are taken at the University of Minnesota, the PSEO courses are easier.
- PSEO classes do not transfer to all Minnesota colleges/universities. PSEO classes do not always transfer to colleges/universities so the benefit of taking them may be restricted. Note: This is also true of Advanced Placement (AP) classes. Colleges/universities may acknowledge AP classes, not give college credit, and require the same amount of credits to graduate, but allow the student to begin taking more advanced classes earlier.



- St. Croix Prep, if asked, is required to provide facilities space and technology for PSEO students. Except in rare occasions, PSEO students will not be considered for valedictorian, salutatorian, or acknowledgment at a Top 20 student at our commencement.
- St. Croix Prep has considered adding graduation requirements (e.g. advisory, certain classes, etc.) to limit the PSEO participation. This has not been pursued because there remains some funding for PSEO students.

Typical Enrollment Trends in Upper School. Please see the following table:

	Grade 9	Grade 10	Grade 11	Grade 12	Total
Offers					
Budget enrollment	100	100	90	90	380
Actual enrollment	100	95	83	78	356
PSEO Students	0	0	8	11	19
Difference		Leaves	Leaves + PSEO	Leaves + PSEO	

Why Not Approve a Budget Anticipating PSEO Impact? The School made a strategic decision related to teacher compensation, namely a 17% increase to retain teachers after Covid. During this time, we have also deferred some building maintenance and used some funding from the affiliated building company building as a short term solution to increase compensation. Also, the additional staffing related to mental health, dean of students, and curriculum have been viewed as strategic to the success of the organization. This means we must work to sustain enrollment, potentially increase enrollment, or consider budget reductions. For this reason, the following options are proposed:

- Upper School Enrollment. We will attempt to enroll 105-110 in grades 9-10, allowing for departures and PSEO transitions to naturally occur.
- Upper School Foreign Exchange Students. We will proactively attempt to recruit and enroll more exchange students.
- Middle School. Middle School has proactively assisted by over-enrolling so that their grades normally have between 93-95 students, as opposed to 90.
- Lower School. If needed, additional enrollment could be added. Robust waiting lists make enrollment increase easy to accomplish; there are operational tradeoffs, however.
- Waiting Lists. Long waiting lists exist in grades K-9. Middle school cannot accommodate additional enrollment, so accessing those wait lists is not possible. We will attempt to increase the Upper School enrollment by accessing the Grade 9 waiting list. The Lower School waiting lists can be accessed at any time.



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Next Steps: The purpose of this is to make the Board aware of the funding issue created by students enrolling in PSEO classes; and to make the Board aware of/potentially approve of ways to address the shortfall. This will be a further discussion as we approve the 2024-2025 budget.



Members Present: J. Gutierrez, K. Gutierrez, T. Smith, C. Olson, T. Gulbransen, P. Rosell, A. Sachariason, R. Thorson

Members Absent: B. Hajlo

Ex-officio Members Present:

Guests:

Meeting began at 8:30 am

Timeline. The discussion related to the timeline included:

- Inserting Board Effectiveness Survey dates/completion.
- Distributing Timeline to Admin and discussing at the next admin meeting.
- Making an abbreviated timeline and putting it on the website
- J. Gutierrez attending the next division meetings and discussing the abbreviated timeline.

Board Meeting Follow-up Discussion. Discussed the board meeting, which included the following items:

- Deferring board feedback and scheduling this for the April meeting so all can be in attendance. Terri/Bob will coordinate.
- EDFO reporting when new ED is hired. Discussed pros/cons – will have to discuss further when the timing is appropriate.
- Committee definition needed with responsibilities, training, etc. Discussed how to build capacity.

The meeting ended at 9:25 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy