



Members Present: K. Denzer, N. Donnay, J. Gottschalk, D. Keyes, R. Hajlo, J. Markoe, K. Pleticha, A. Schumacher

Members Absent: S. Mueller

Board Advisors Present: J. Gutierrez, K. Gutierrez, W. Renner

Guest: T. Smith, A. Kleinboehl

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**Call to Order**

R. Hajlo called the board meeting to order at 6:04 pm.

**Open Forum**

There were no requests to speak at the Open Forum.

**Consent Agenda**

J. Gutierrez reviewed the consent agenda. This included the April board minutes, the Executive Director Report, correction to the 1<sup>st</sup> grade enrollment (90 students as opposed to 91), 2<sup>nd</sup> reading and approval of the Family Medical Leave Policy and the Crisis Management Policy. In addition, there was a verbiage change included in the approval of the Crisis Management Policy:

**From:** “The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community.”

**To:** The procedures will utilize available employees, contracted services, and volunteers including those that may fill the role of school psychologist, counselor, community behavioral health crisis intervention, or others in the community.”

Motion to approve the Consent Agenda: A. Schumacher

Second: J. Gottschalk

Approved: All

**Q Comp Report – A. Kleinboehl, Q Comp Coordinator**

A. Kleinboehl summarized the Q Comp report. Per MN statute this report must be presented to the board by June 15. This presentation and discussion satisfies this requirement. The final submission of the Q Comp report is dependent on the official release of MCA results, which will occur in August 2019. There was discussion.

Motion to approve the Q Comp report with final inclusion of MCA results occurring upon the release of that information in August of 2019: D. Keyes

Second: N. Donnay

Approved: All

**Update on Board Elections – N. Donnay**



Vacancies on the board are for Bob Hajlo, Deb Keyes and Jim Markoe. They will be running for another term; and the election is occurring today, May 21. Results will be counted this evening and communicated to the community on Friday.

**2018-2019 Proposed Stipend Adjustment – T. Smith, HR Director**

Proposal to increase National Honor Society stipend from \$1,300 to \$2,250; increase the Prom stipend from \$500 to \$1,000; to increase the Peer Tutoring stipend from \$500 to \$2,000. It was also proposed that the Peer Tutoring stipend be retroactive to the 2017-2018 school year. All proposed increases are due to the number of hours related to the planning, administration, and execution of the above programs. This proposed stipend change is an update to Appendix D in the 2018-2019 Compensation Plan. There was discussion.

Motion to approve all stipend changes as presented: J. Gottschalk

Second: J. Markoe

Approved: All

**2019-2020 Compensation Appendix – T. Smith, HR Director**

There was a presentation and discussion related to the 2019-2020 Compensation Plan Appendix. The changes includes a 2% increase for teaching overloads, pay level bands have been adjusted to align with FY20 budget, and COLA statement added for band levels at top of the scale. There was discussion. There was confusion about stipends related to Lower School and Middle School yearbook. Clarification will be obtained for June approval.

**2019-2020 Employee Handbook, 1<sup>st</sup> Reading – T. Smith, HR Director**

There was review and discussion of proposed changes to the 2019-2020 Employee Handbook. Proposed changes include removing excess policy verbiage and referencing previously board approved policies by name, “Contract Days” have been retitled “Required Work Days”, Thursday deemed Spirit Wear/Prep for Life days, and holiday dates updated for FY20 calendar. There was discussion. 2<sup>nd</sup> Reading and approval will occur in June.

**2018-2019 Budget Reforecast – K. Gutierrez, COO**

K. Gutierrez reviewed 2018-2019 budget, explaining variances greater than 5% and \$10,000. There was discussion.

Motion: Jake Gottschalk -- to revise the 2018-2019 budget as presented:

- General Fund Revenues of \$13,141,758 and General Fund Expenditures of \$13,210,005.
- Fund 02 Food Service Fund Revenues of \$436,213 and Food Service Fund Expenditures of \$412,200.
- Fund 04 Community Service Fund Revenues of \$260,151 and Community Service Expenditures of \$211,843.

Second: J. Markoe

Approved: All

**2019-2020 Final Budget Review and Approval – K. Gutierrez, COO**

K. Gutierrez reviewed the final 2019-2020 budget, noting that the only changes were due to the reforecasting changes made in the 2018-2019 budget. There was discussion.

Motion: Jake Gottschalk -- to adopt the 2019-2020 budget as presented:

- General Fund Revenues of \$13,704,963 and General Fund Expenditures of \$13,463,040.



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- Fund 02 Food Service Fund Revenues of \$440,452 and Food Service Fund Expenditures of \$401,305.
- Fund 04 Community Service Fund Revenues of \$216,000 and Community Service Expenditures of \$201,000.

Second: A. Schumacher

Approved: All

**Adjourn Meeting**

Motion to adjourn at 7:34 pm: A. Schumacher

Second: K. Denzer

Approved: All

Submitted by J. Gutierrez, St. Croix Preparatory Academy