

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

Members Absent: K. Denzer

Ex-officio Members Present: K. Gutierrez, J. Gutierrez

Guests: None

1. Call to order

- a. R. Hajlo called the meeting to order at 6:05 PM.

2. Open Forum

3. 2024-2025 Board Calendar

- a. Link:
<https://drive.google.com/file/d/19otMmJkgkHLEP77j1pIf3csNptV KOosv/view?usp=sharing>

4. Consent Agenda

- a. [June 7, 2024 Board Minutes](#)
- b. [Executive Director's Report - June, 2024](#)
 - i. Motion to Approve: A. Galati
 - ii. Second: M. Stiles
 - iii. Approved: All
- c. Governance - 1st reading: [Election of Board Members Draft 1](#)

5. Agenda

- a. Adjusted 2023-2024 Budget: [SCPA May 2024 Financial Report and Revised](#)
- K. Gutierrez: Motion - I propose to adopt the amended 2023-2024 original budget as presented:
 - General Fund Revenues of \$16,533,287 and Expenditures of \$16,515,742

- o Food Service Fund Revenues of \$758,883 and Expenditures of \$650,067
- o Community Service Fund Revenues of \$ 193,000 and Expenditures of \$181,500
 - i. Motion to Approve: T. Gulbransen
 - ii. Second: M. Stiles
 - iii. Approved: All
- b. Approval of Funds Transfer from the Building Company to the School for various Facilities Costs - K. Gutierrez

- 1. SCPA Due from Building Company:
<https://drive.google.com/file/d/1AhxyG9HThcW0dvHLh9i8yBiRELpiMuR-/view?usp=sharing>

K. Gutierrez Motion: Transfer \$584,788.86 from SCPA Building Company to the school.

- ii. Motion to Approve: M. Stiles
- iii. Second: R. Thorson
- iv. Approved: All
- c. [2024-2025 IOwA Resolution](#)
 - i. Motion to Approve: M. Stiles
 - ii. Second: J. Johnson
 - iii. Approved: All
- d. [SCPA FY 25 Annual Designations](#)
 - i. Motion to Approve: J. Johnson
 - ii. Second: D. Keyes
 - iii. Approved: All
- e. MSHSL Video
- f. Board Officers for 2024-2025 School Year
 - i. Officers Nominated for:
 - 1. Chair: B. Hajlo
 - a. Motion to Approve: N. Donnay

- b. Second: D. Keyes
 - c. Approve: All
 - 2. Vice-Chair: B. Hajlo Nominated: T. Gulbransen
 - a. Motion: B. Hajlo
 - b. Second: D. Keyes
 - c. Approve: All
 - 3. Vice Chair: M. Stiles nominated N. Donnay; N. Donnay declined the nomination
 - 4. Treasurer: B. Hajlo nominated K. Gutierrez
 - a. Motion to Approve: M. Stiles
 - b. Second: T. Gulbransen
 - c. Approve: All
 - 5. Clerk: A. Galati
 - a. Motion to Approve: N. Donnay
 - b. Second: D. Keyes
 - c. Approve: All
- g. Governance Committee: [June 13, 2024 Governance Meeting Minutes](#)
 - i. Motion: Modify the Bylaws to state that each director may hold office for up to ten, three year terms, or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires.
 - 1. Motion to Approve: B. Hajlo
 - 2. Second: D. Keyes
 - 3. Approve: All
 - ii. M. Stiles: Would like the board to discuss the following recommendation: In order to change/modify SCPA's Bylaws, there must be a 2/3 majority vote of board members.

Discussion: B. Hajlo disagrees and would like to keep at a simple majority. N. Donnay - would like more time to consider this idea. B. Hajlo pointed out that there rarely has been a dissenting vote over the many years he has served. K. Gutierrez suggests asking the school attorney for feedback.

- iii. Part D: Chair and Vice Chair language - preferred vs. required; will probably keep preferred.
 - iv. Expand the capacity of the Executive Committee: Expanding the capacity of the Executive Committee to include a teacher when parents fill Chair and Vice Chair positions. Therefore, the Executive Committee would be composed of the Chair, Vice-Chair, a parent board member, and a teacher. **The Governance Manual** would need to be modified for this adjustment and would need to be approved by the board.
 - 1. Motion to Approve: B. Hajlo
 - 2. Second: M. Stiles
 - 3. Approve: All
 - v. N. Donnay: Suggestion: Have a mentor for new board members to help answer questions, etc., after board meetings. Perhaps develop an onboarding system.
 - vi. J. Johnson: Suggested having existing board members attend conferences/trainings once a year.
- h. Succession Planning Committee:
- i. [June 7, 2024 - SPC Minutes](#)
 - ii. [June 12, 2024 - SPC Minutes](#) - Particular discussion around the following topics:
 - 1. Board will need to direct the professional development of the Executive Director when the director does not have an administrative license.
 - 2. Think about: Language for upcoming job description: Administrative License preferred vs required.

3. Change in approval of consulting hours of administrators. Board must approve the number of hours.

iii. [Executive Director Search Process Working Document](#)

iv. [Ex. Director Search Process Simplified WEB Version](#)

Adjournment: 7:43 PM

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

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