

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

Members Absent: M. Stiles, D. Smith

Member Online:

Ex-officio Members Present: J. Gutierrez

Guests: K. Gutierrez, K. Seim, C. Fiedler, R. Moore, B. Giles

## **1. Call to order**

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

## **2. Open Forum - None**

## **3. [SCPA Board Calendar \(Updated\)](#) - November 2024**

## **4. Consent Agenda**

- a. Board Minutes
  - i. [SCPA September 17, 2024 Board Minutes](#)
  - ii. [SCPA Board Retreat Minutes October 12, 2024](#)
- b. Executive Directors
  - i. SCPA Charter has been renewed
  - ii. [Executive Director's Report November 2024](#)
  - iii. [J. Gutierrez Professional Development 2024-2025](#)
  - iv. [EDFO Board Report Nov 2024](#)
- c. Governance Policies - Final Reading and Policy Approval
  - i. [415 Mandatory Reporting of Maltreatment of Vulnerable Adult](#)
  - ii. [532 Use of Peace Officers and Crisis Teams to Remove IEP Students from School Grounds](#)

- iii. [417 Chemical Use and Abuse](#)
- iv. [710 Student Journalism](#)
- d. Governance Policies - First Reading
  - i. [711 Social Media Policy](#)
  - ii. [401 Equal Opportunity Employment](#)
  - iii. [404 Background Checks](#)
- 1. Motion to Approve: J. Johnson
- 2. Second: A. Galati
- 3. Approved: All

## 5. Agenda

### a. Emergency Operations Approval - C. Fiedler and R. Moore

- i. C. Fiedler and R. Moore gave an extensive explanation of processes and procedures and fielded questions from board members.
- ii. [Master Incident Command Structure](#)
- iii. [Safety Protocols 2024](#)
- 1. Motion to Approve: A. Galati
- 2. Second: R. Thorson
- 3. Approved: All
- b. **Activities Overview** - K. Seim
  - i. K. Seim gave an update and overview of the Fall sports season and the upcoming Winter season.
  - ii. [November 2024 Activities](#)

### c. Succession Planning Committee: T. Gulbransen, T. Smith

- i. [ED Position Posting Items - Board Submission](#)
- ii.
- iii. [Vacancy Brochure SCP](#)
- iv. [ED Search Process Working Doc, Nov 14, 2024](#)
- v. [MSBA Revelus Instructions July 2024](#)

- vi. [Board Member Confidentiality Agreement](#)
- vii. [Committee Member Confidentiality Agreement](#)
- viii. [SPC Meeting Minutes - Oct 16 - Nov 13, 2024](#) - Some adjustments:
  - a. February 4 – Board selects candidates for Round 1 interviews (candidate names become public at this point).
  - b. February 18 & 19 in the evening OR February 22 (Saturday) Board conducts Round 1 interviews and determines who will continue with the interview process to Round 2.
    - i. Decision: Saturday, February 22, 2024**
  - c. **February 25** – Q&A “Meet the Candidate” Community Session(s) with Round 2 candidates led by a moderator to be named with questions submitted and screened in advance. Candidates will be invited to tour the school earlier in the day with a break before their Q&A “Meet the Candidate” Community Session.
  - d. **February 26** – Board conducts Round 2 interviews and names final candidate to begin negotiations.
  - e. **March 4** – Board approves ED contract.
  - f. A competitive compensation and benefits package, with a salary range of \$160,000-\$200,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits available may include Medical / Dental / Vision /Life / Long-term disability insurance / AD&D coverage; Personal / Sick/ Vacation / Bereavement days; Phone allowance; PERA or TRA retirement plans.
  - g. Interview Questions:**
    - i. 1.Describe your educational philosophy and how it has evolved over time. Include any classical education experiences and

how these experiences relate to your educational philosophy.

- ii. 2. Describe your leadership style. Share an instance where you had to adapt your leadership style. Provide an example and explain the impact this had on your team. What did you learn from this experience?

h. Job Description: [ED Job Description - Branded](#)

2. Motion to Approve: D. Keyes
3. Second: J. Johnson
4. Approved: All

**d. 2023-2024 Annual Report - First Reading: J. Gutierrez**

- i. [SCPA 2023-2024 Annual Report DRAFT](#)
  - ii. [2023-2024 Administration and Faculty](#)
1. Motion: A. Galati
  2. Second: T. Gulbransen
  3. Approve: All

**e. [2023-2024 Comprehensive Achievement and Civic Readiness Report \(World's Best Workforce\)](#)**

1. Motion to Approve: B. Hajlo
2. Second: J. Johnson
3. Approve: All

**f. 2024 Financial Statements -- Audit Review: K. Gutierrez**

- i. [2024 Final Audit Presentation](#)
- ii. [2024 Final Executive Governance Summary](#)
- iii. [2024 Final Annual Financial Report](#)

1. Motion to Approve: A. Galati
2. Second: J. Johnson
3. Approved: All

g. Finance Committee - K. Gutierrez

- i. [Finance Committee Minutes October 8, 2024](#)

- ii. [SCPA September 2024 Financial Report - Nov. 15, 2024](#)
- h. [Foundation and Development Work - K. Gutierrez and Bobbi Giles](#)

**Adjournment: 8:41PM**

- Motion to adjourn: A. Galati
- Second: J. Johnson
- Approved: All

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