



St. Croix Preparatory Academy
Board Meeting Agenda
February 18, 2025

1. Call to Order
2. Open Forum
3. Board Calendar 2
4. Consent Agenda (Board Minutes, Executive Director Report) 5
 - A. Board Minutes
 - B. Executive Director Report - None since February 4
 - C. Governance -- Policy Approval
5. Agenda
 - A. Succession Planning -- Next Steps in Interview Process
6. Adjourn Meeting



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ANNUAL BOARD CALENDAR 2024-2025

July	Responsible	Notes/Status
Public Hearing on Student Fees	K. Gutierrez	Completed
Family Handbook Approval	J. Gutierrez	Completed
Employee Handbook Approval	K. Gutierrez	Completed

August	Responsible	Notes/Status
Seat New Board Members	B. Hajlo	Completed
Change Cycle Management	Rebar Leadership	Completed
MDE Assurance of Compliance	J. Gutierrez	Completed

September	Responsible	Notes/Status
Status of School Opening	Principals	Completed
Review of MCA Test Scores	J. Gutierrez	Completed
MN State Statute Training	J. Gutierrez	Completed
Emergency Operations Plan Approval	Incident Command	November

October	Responsible	Notes/Status
Board Retreat	N. Donnay	

November	Responsible	Notes/Status
Audit Acceptance	K. Gutierrez	Completed
Development Update	K. Gutierrez	Completed
Emergency Operations Plan	Safety Team	Completed
Annual Report Approval – 2022-2023	J. Gutierrez	Completed
World's Best Workforce Approval	J. Gutierrez	Completed
Activities – Fall Overview, Winter Plan	K. Seim	Completed

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December	Responsible	Notes/Status
Affiliated Building Company Training	K. Gutierrez	Completed
FSCPA and Building Overview	B. Blotske	Completed

January	Responsible	Notes/Status
Board Election Timeframe Discussion	A. Galati	
By-laws Training	J. Gutierrez	

February	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez	
Board Election Timeframe Discussion	A. Galati	
Approve School Calendar	J. Gutierrez	

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, T. Gulbransen, R. Thorson, A. Galati, D. Smith,

Members Absent: J. Johnson

Ex-officio Members Present: J. Gutierrez

Guests: K. Gutierrez

1. Call to order

- a. R. Hajlo called the meeting to order at 6:04 PM.

2. Open Forum - None

3. [SCPA Board Calendar \(Updated\)](#) - January/February 2025

4. Consent Agenda

- a. Board Minutes
 - i. [SCPA December 17, 2025 Board Minutes](#)
- b. Executive Directors
 - i. [Executive Director's Report January 2025](#)
 - ii. [J. Gutierrez Professional Development 2024-2025](#)
 - iii. [EDFO Board Report January 2025](#)
- c. Governance Policies - None
 1. Motion to Approve: A. Galati
 2. Second: R. Thorson
 3. Approved: All

5. Agenda

- a. 2026-2027 School Calendar Review and Approval
 - i. [2026-2027 Overview](#)
 - ii. [Internal Calendar Draft 2627](#)
 - a. Motion to Approve: A. Galati
 - b. Second: T. Gulbransen

- c. Approved: All
- b. **2025-2026 School Start Time -- Informational**
 - i. **SCPA school day: 9:45-4:15**
- c. **Governance Committee**
 - i. [Minutes January 14, 2025](#)
 - ii. [Board Composition - New MN Statute Requirements](#)
 - iii. [SCPA Board Roster Jan 2025](#)
 - a. [Board Terms and Elections](#)
 - i. Motion to Approve: Election Ballot Update: R. Thorson
 - ii. Second: D. Smith
 - iii. Approved: All
 - b. [Board Election Procedures 2425](#)
 - iv. [Letter re: Bylaws](#)
 - a. [SWM Edits to SCPA Bylaws, July 2024](#)
 - i. Motion to Approve: T. Gulbransen
 - ii. Second: D. Keyes
 - iii. Approved: All
- d. **[SCPA Succession Planning Summary](#)**
 - i. Five candidates will be moving forward to the first round of interviews.
 - i. Motion to approve our five applicants: J, G, H, D, O to move on to round one interviews for ED search. - T. Gulbransen
 - ii. Second: B. Hajlo
 - iii. Approved: All
 - 2. Candidates: Michael Neubeck, Jeremy Perrin, Jennifer Fuchs, Adam Holm, and Joseph Hill
 - 3. Interviews are scheduled for February 22, 2025.

Adjournment: 6:22 PM

- Motion to adjourn: A. Galati



- Second: R. Thorson
- Approved: All

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