

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

Members Absent: None

Remote Board Member: M. Stiles, location: 2900 Erwin Road, Apt 327 Durham, NC 27705

Ex-officio Members Present: J. Gutierrez

Guests: K. Gutierrez, B. Blotske

1. Call to order

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

2. Open Forum - None

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

4. Consent Agenda

- a. Board Minutes
 - i. [SCPA November 19, 2024 Board Minutes](#)
- b. Executive Directors
 - i. SCPA Charter has been renewed
 - ii. [Executive Director's Report December 2024](#)
 - iii. [J. Gutierrez Professional Development 2024-2025](#)
 - iv. [EDFO Board Report Dec 2024](#)
 - v. [MDE Audit December 2024](#)
- c. Governance Policies - Final Reading and Policy Approval
 - i. [711 Social Media Policy](#)
 - ii. [401 Equal Opportunity Employment](#)
 - iii. [404 Background Checks](#)

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

5. Agenda

a. **Affiliated Building Company (FSCPA) Training - J. Gutierrez**

- i. [Building Company and School Organization Flow V2 \(October 2024\)](#)
- ii. [Building Company and School Organization Finance Training](#)
- iii. [Affiliated Building Company 124E](#)
- iv. [Building Company and School Organization Flow V2 \(December 2024\)](#)
- v. [FSCPA Financial Training - Glossary of Terms](#)
- vi. [FSCPA Financial Training - Trivium](#)
- vii. [FSCPA Financial Training - Cash Balance Sheets](#)

b. **FSCPA and Building Overview - Life Cycle Replacement Plan - K. Gutierrez and B. Blotske**

- i. [Life Cycle Cost Replacement December 2024](#)
- ii. [Fund Balance Discussion](#)
- iii. **SCPA Finance Committee:** Recommendation to the board to assign 2.0 million dollars from unassigned fund balance to assigned fund balance for future facility expenditures.
 - a. Motion to Approve: B. Hajlo
 - b. Second: T. Gulbransen
 - c. Approved: All

c. **Finance Committee Report Motion for assignment of fund balance (\$2M)**

- i. [Finance Committee Minutes November 12, 2024](#)

d. **Friends of Education P/L**

- i. [Friends of Education Income Statement](#)

e. **[SCPA Succession Planning Minutes December 4, 2024](#)**

Adjournment: 7:29 PM



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

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