



ST. PAUL CITY SCHOOL

Board Meeting Minutes
November 20, 2023
5:30-7:00 PM

215 University Ave W, St. Paul, MN 55103
Media Center

- 1) Establishment of a Quorum – Call to Order at 5:32 pm by Michael Dorner.
 - a) Board Members Present: Michael Dorner, Maria Lopez, Dayan Hernandez, Sky Davey & Sheila Williams Ridge (Arrived at 5:53 pm)
 - b) Board Members Absent:
 - c) Non-Voting Members Present: Dr. Meg Cavalier, Dr. Justin Tiarks, Jaclyn Rehmke, Rashad Watkins, Sean Elder (Ten Square Group) and Karl Jentoft (Ten Square Group).
 - d) Guests: Esteban Rodriguez-Hefty
- 2) Public Comments – None.
- 3) Declaration of Conflict of Interest – None.
- 4) Approval of Meeting Agenda – Maria, seconded by Sky.
 - a) Michael Dorner – Aye
 - b) Dayan Hernandez - Aye
 - c) Discussion – None
- 5) Approval of October 17, 2023 Minutes – Dayan, seconded by Maria.
 - a) Michael Dorner – Aye
 - b) Sky Davey - Aye
 - c) Discussion – None
- 6) Director Report

- a) The Executive Director provided the enrollment picture.
 - b) District Update: Dr. Meg provided the summary of shifts in district-level positions to support the Executive Director transition, including the creation of several positions (Associate Director, Paraprofessional Supervisor) as well as the hiring of Antiracism Coordinator and Paraprofessional Coach.
 - c) Primary School Updates: Creation of different school program (Big Buddies & Therapy Dog); Sustained Field Trips with the Science Museum and the History Center; PLC launched in October reviewing referral data.
 - d) Middle School Updates: Program-wide Science Museum Field Trip and School Role Model Project; Successful Fall Formal (School Dance) as an incentive for good grades and behavior in school.
 - e) High School Updates: Big Buddies Program with Primary School; NWEA MAP testing complete; Implementing Catalyst strategies in classes.
- 7) Approval of October 2023 Financials and Bills; Transition from EdFinMN to BerganKDV had some challenges and now have an accurate financial picture with a balanced budget; Looking to review the covenants with Sunrise Banks related to days-cash-on-hand; 33.3% of the year complete; Cash Balance up from \$754,637 in Oct. to \$837,821; Revenues 28.9% YTD & Expenditures 19.2% YTD; In order to manage cash flows during the year due to ADSIS, the school might need to draw on the credit line with Sunrise Banks – Sky, seconded by Dayan.
- a) Michael Dorner – Aye
 - b) Sheila Williams Ridge - Aye
 - c) Maria Lopez - Aye
 - d) Discussion – Dr. Dorner asks about whether the school has an auditor in place. Karl (TenSquare) explained that the school has an extension and that we are still looking for an auditor; Maria asked about two specific line items regarding the check register.
- 8) Approval of Revised 2023-2024 Budget - Dayan, seconded by Sky.
- a) Michael Dorner – Aye
 - b) Sheila Williams Ridge - Aye
 - c) Maria Lopez - Aye

- d) Discussion – Sky asked about whether we should see any changes in the budget as the year progresses; Karl talked about a forecast of no major swings to either side as long as items are being monitored effectively by the school and the CFO.
- 9) Approval of PK Property Services - Sky, seconded by Maria.
- a) Michael Dorner – Aye
 - b) Sheila Williams Ridge - Aye
 - c) Dayan Hernandez - Aye
 - d) Discussion – None
- 10) Approval of INDIGO Education Contract - Sheila, seconded by Maria.
- a) Michael Dorner – Aye
 - b) Sky Davey - Aye
 - c) Dayan Hernandez - Aye
 - d) Discussion – None
- 11) Approval of the Staff Retention Tax Credit Proposal - Sky, seconded by Maria.
- a) Michael Dorner – Aye
 - b) Sheila Williams Ridge - Aye
 - c) Dayan Hernandez - Aye
 - d) Discussion – None
- 12) Approval of Updated Executive Director Job Description - Dayan, seconded by Maria.
- a) Michael Dorner – Aye
 - b) Sky Davey - Aye
 - c) Sheila Williams Ridge - Aye
 - d) Discussion – None
- 13) Discussion of Executive Director Hiring Process
- a) General timeline of the hiring process was laid out. The board should create a subcommittee to decide the hiring process
- 14) Approval of Executive Director Hiring Subcommittee to determine hiring timeline, group conformation, criteria and the creation of the ED Hiring Team - Sheila, seconded by Maria.
- a) Michael Dorner – Aye
 - b) Sky Davey - Aye
 - c) Dayan Hernandez - Aye

- d) Discussion – Sky talks about setting parameters for the subcommittee to operate in, how are votes established in the subcommittee, the need for weighting specific categories in the interview and more. The subcommittee will reach out to members of administration and members of the anti-racism team to support in the development of said criteria.
- 15) Strategic Plan including Mission and Vision Statements - Sky, seconded by Maria.
- a) Michael Dorner – Aye
 - b) Sheila Williams Ridge - Aye
 - c) Maria Lopez - Aye
 - d) Discussion – None
- 16) Announcements – None
- 17) Motion to Adjourn – Dayan, seconded by Sheila.
- a) Michael Dorner – Aye
 - b) Sky Davey - Aye
 - c) Maria Lopez - Aye
 - d) Discussion – None

Meeting Adjourned at 6:58 pm

Submitted respectfully by Esteban Rodriguez-Hefty