



St. Croix Preparatory Academy
Board Meeting Agenda
May 18, 2021

1. Call to Order	
2. Open Forum	
3. Board Calendar	2
4. Consent Agenda (Board Minutes, Executive Director Report)	
A. Board Minutes	5
B. Executive Director Report	8
C. 2021-2022 Employee Handbook Approval	12
5. Agenda	
A. Board Election Update	
B. Q Comp Report Approval	33
C. 2021-2022 Board Meeting Dates	41
D. 2021-2022 Benefit Carrier Approval	42
E. 2021-2022 Compensation Plan Approval	43
F. 2020-2021 Amended Budget Approval	61
G. 2021-2022 Budget Approval	75
H. Face Covering Policy Amendment	
I. Introduction of Family Handbook -- Approval in June	89
6. Adjourn Meeting	



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ANNUAL BOARD CALENDAR 2020-2021

July	Responsible	Notes/Status
No Meeting		

August	Responsible	Notes/Status
		Open
Retreat Planning		Completed
Status of School Opening		Completed
Vote on Board Officers <ul style="list-style-type: none"> Chair Vice Chair Secretary/Board Clerk Treasurer 		Completed

September	Responsible	Notes/Status
Annual Report Approval for 2019-2020	J. Gutierrez	Completed
Seat New Board Members		Completed
Board Members Sign Conflict of Interest Forms		Completed (via Charter Assurances)
Review of MCA Test Scores	J. Gutierrez	N/A
Learning Model Review – Status	Principals	Completed
Q Comp Site Goals		Completed

October	Responsible	Notes/Status
File Charter Assurances with Friends	J. Gutierrez	Done
Board Retreat		Open
Review Strategic Plan		Open

November	Responsible	Notes/Status
	2	

Financial Statement Review		Completed
Audit Acceptance		Completed
World's Best Workforce Approval		Completed
MDE Assurance of Compliance		Completed

December	Responsible	Notes/Status
No Meeting		

January	Responsible	Notes/Status
Board Election Timeframe Discussion		Completed
Approve School Calendar		Next Month

February	Responsible	Notes/Status
Financial Statement Review		Completed
Board Election Timeframe Discussion		Completed January
Approve School Calendar		Completed

March	Responsible	Notes/Status
Approve Open Enrollment Period for Next Year		Completed
Approve Board Calendar for Next Year <ul style="list-style-type: none"> Meetings Election Retreat 		Move to May

April	Responsible	Notes/Status
Annual Budget Introduction		Completed
Compensation Plan Introduction		
Succession Planning Update		To June

May	Responsible	Notes/Status
Q Comp Report Presentation/Approval		
Financial Statement Review	3	

Compensation Plan Approval		
Initial review of Employee Handbook		
Board Election Update		
Approve Annual Budget		
Approve Employee Handbook		
Introduction of Family Handbook		

June	Responsible	Notes/Status
Advisory Board Presentations		
Technology Presentation		
Public Hearing on Fees - 2021		
New Board Member Training		
Executive Director Review		
Chief Operations Officer Review		
Read Well by Third Grade Approval		
Approval of Family Handbook		
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: C. Brown, K. Denzer, N. Donnay, J. Gottschalk, R. Hajlo, D. Keyes, D. Melendres, S. Mueller

Board Advisors Present: J. Gutierrez, K. Gutierrez

Call to Order

S. Mueller called the board meeting to order at 6:02 pm.

Open Forum

There was one request to speak at the Open Forum: Glenn Fager (parent).

Board Calendar

The board will move the approval of the board calendar for next year to May's agenda and will move the succession planning update to June's agenda.

Consent Agenda - J. Gutierrez

The Consent Agenda has the minutes from the March 10 and March 24 board meetings and the Executive Director's report which includes continuing planning for graduation, monitoring enrollment numbers and enrollment planning for next year. We currently have almost 700 students on next year's waitlist.

Motion to approve the Consent Agenda: J. Gottschalk

Second: R. Hajlo

Approved: All

Board Election Update – N. Donnay

Nomination forms were due on April 8. We have four parent candidates: Kristen Denzer, Jason Langfield, Barb Siefken and David Truchot and one teacher candidate: Jake Gottschalk. These names will be published in the Parent Update on April 16, 2021. The candidates all received the Voter's Guide questions which are due back to Susan Peterson on April 22. These responses will be published in the April 30 Parent Update. We will be using Simply Voting again this year, an online election platform. Candidates will be meeting with the board Executive Committee this week to answer any questions regarding their interest in a board of director position.

Four vs Five Day In-Person Learning in MS/US – J. Gutierrez

The April board meeting was moved up a week earlier to discuss the possibility of moving the MS/US to five days/week in-person learning, however, since MCAs are required to be administered this year, the administration recommends using Fridays as testing days for our distance learners. 85% of our DL students are signed up to test and they will need to come into school when in-person students are not in the building. Testing dates are set for April 16, 23 and 30 and May 7 with additional Fridays available in case backup test days are needed. There will be no change to the number of in-person learning days. There was discussion.

2021-2022 Virtual Learning – J. Gutierrez

Prior to Covid-19, schools who desire to provide a virtual learning environment were required to submit and application and receive approval from the Minnesota Department of Education. Some schools are submitting this application in preparation for the 2021-2022 school year. Administration is not recommending St. Croix Prep complete an application. Unless we are required to provide a distance learning option for students in the fall, we intend to move forward with keeping students in the building and back to our pre-Covid learning environment.



2021-2022 Preliminary Budget – K. Gutierrez

All budget numbers presented are preliminary; final budget will be presented at the May 2021 board meeting.

FY22 Assumptions:

- 1% increase per pupil funding.
- Enrollment projected at 1180 full time students, 29 PSEO students, 7 shared time students.
- Compensation is assuming step adjustments, 2% cost of living for non-instructional staff.

School Wide Summary:

- Total Revenues \$15,114,000 with a variance of -\$712K from FY21 (variance due to recording the PPP loan in FY21).
- Total Expenditures \$15,050,000 with an increase of \$382K from FY21.
- Projected Annual Surplus of \$64K with a variance of \$1,094,000.
- Projected Fund Balance of \$5,742,000 with a 39% Fund Balance as % of Annual Expenditures (target is above 20%), debt service coverage of 1.22 (target is greater than 1.10) and 126 days cash on hand (target is greater than 60).

General Fund (Fund 1):

- Total Revenues \$14,493,000 with a variance of -\$1,004,000 from FY21.
- Total Expenditures \$14,445,000 with an increase of \$171K from FY21.
- Projected surplus of \$48K with a fund balance of \$5,440,000.
- FY22 Projected Enrollment to increase by 12 over FY21 re-forecasted enrollment and a decrease of 9 over FY21 original budget.
- Removing the PPP loan, CARES funding and Covid Related expenses, the increase in revenue calculates to 1.3% which is in alignment with the 1% per pupil funding increase.
- Other revenue variances over FY21: extra-curricular fees will increase by \$79K, fundraising development by \$375K and fundraising parent group by \$55K. FY22 budget projections based on programming and activity returning to pre-Covid levels.

Food Service Fund (Fund 2):

- Projected Annual Surplus of \$4K with a variance of \$68K from prior year.
- Projected Fund Balance of \$264K. Fund 2 is projected to return to pre-FY21 revenue and expense levels.

Community Service Fund (Fund 4)

- Projected Annual Surplus of \$11K with a variance of \$13K.
- Fun 4 is projected to return to pre-FY21 revenue and expense levels.
- Projected Fund Balance of \$93K. Approximately \$50K could be used for a community purpose; the remaining fund balance is assigned for designated purposes.

PPP Loan – Preliminary Plans – K. Gutierrez

Kelly outlined the net financial impact of Covid which totals \$1,074,892.

- FY20 expenses were \$84K (childcare \$17K, technology \$17K, food service \$50K).
- FY21 net expenses were \$190K (\$450K in expenses for ionization unit, enrollment shortfall, food service loss, loss of extra-curricular gate revenue, parking permit revenue, and elimination of Fund 4 programming offset by \$260K in postponement of bleachers/press box purchase, operational efficiencies, and furloughed staff).



- Lost revenue total of \$800K (deferred projects due to absence of fundraising and Booster/Parent Group/Field rental/etc. from FY21).
- PPP proceeds will cover a portion of FY21 payroll costs, which will free up funds to be allocated to projects postponed due to the impact of Covid-19 on school operations.
- The School Board will discuss possible use of freed up funds at an upcoming board meeting. No funds will be expended until the PPP loan is forgiven.

Adjourn Meeting

Motion to adjourn the meeting at 7:18 pm: D. Melendres

Second: K. Denzer

Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy



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Executive Director's Report to the Board

Date of Report: May 2021

Report Prepared By: Jon Gutierrez

Operational Items:

- Weekly meetings with administrative leadership and individual leadership team members – A. Sachariason, W. Renner, J. Karetov, K. Gutierrez, P. Rosell, B. Blotske, R. Dippel, C. Olson; and weekly administrative leadership meeting.
- Weekly meetings with Covid-19 Response team, MDE, and MDH, when appropriate.
- Weekly meetings with Back to School Committee and Covid-19 Response team, discussing the learning model transition plan recently adopted by the Board.
- Continued work with St. Croix Prep Foundation, including development of marketing materials, strategic launching of preliminary meetings, etc.
- Adjustment of Graduation planning based on Governor's Executive Order (three phase approach to relaxation of Covid restrictions), capacity guidance from MDH and MDE. This also includes forthcoming events, celebrations, banquets, etc.
- Planning for 2021-2022 school year, including enrollment, lotteries, handbooks, equipment and book returns, summer school, etc.
- Covid administration including communication, determination of close contacts, clarifying communication within the school community, etc..

Professional Development: *See Attachment*



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J. Gutierrez
Professional Development Plan
2020-2021

Month	Category	Title	Description/Comments
July 2020	Code Switch Podcast – 24 minutes	The Undocumented Americans, NPR – Conversations about Race	
	Code Switch Podcast – 37 minutes	Can we talk about Whiteness, NPR – Conversations about Race	
	Code Switch Podcast – 21 minutes	Being “Outdoorsy” when you are Black or Brown, NPR – Conversations about Race	Representation, cultural heritage, cost of entry, National Park Service Statistics, This Land is Your Land (song)
	Course Hero Videos	Invisible Man – Summaries and Analysis	
	Code Switch Podcast – 49 minutes	The Fierce Debate Over High Standards, NPR – Conversations about Race	Ron Brown College Prep in DC
	Code Switch Podcast – 29 minutes	Why Now, White People, NPR – Conversations about Race	White people influencing white people, Trump language – Covid -19
	Book	White Fragiity: Why It’s so Hard for White People to Talk About Racism, by Robin Diangelo	9
	Essay	<i>White Privilege: Unpacking the Invisible Knapsack</i> , by Peggy McIntosh	
	Video – 53 minutes	<i>Money as an Instrument of Change</i> -- Chamath Palihapitiya, CEO Social Capital	
	Book	<i>Invisible Man</i> , by Ralph Ellison	
August 2020	Code Switch Podcast – 23 minutes	A Decade of Watching Black People Die	
	Lecture – 59 minutes	<i>Invisible to Whom? Ralph Ellison, Double Consciousness, and African American Identity Politics</i> , by Pellom McDaniels, Emory University	
	Lecture – 2 hours 11 minutes	Ralph Ellison’s “Invisible Man”, Revisited, Reapplied, and Repurposed – multiple scholars at NYU-Florence.	
	TED Lecture – 11 minutes	The Cost of Code Switching, by Chandra Arthur	
	Lecture – 1 hour 7 minutes	CIDRAP – Osterholm Update, Reopening Schools, Part 1	Center for Infectious Disease Research and Policy
	Lecture – 1 hour 7 minutes	CIDRAP – Osterholm Update, Reopening Schools, Part 2	
	Conference Calls, MDE Planning Guides, Legal Counsel, Friends of Education Meetings	Covid-19 and School Opening Guidance	
	Podcast – 56 minutes	Bret Weinstein and John McWhorter: George Floyd Protests and Race in America	
	Video 9 minutes	John McWhorter, How Anti-racism hurts Black People	
	Video 9 minutes	John McWhorter& Cornel West on reparations	

September 2020	Video 50 minutes	Glenn Loury & John McWhorter – the Unraveling, a review of White Fragility and related matters	
	Video 66 minutes	Glenn Loury & John McWhorter – A Critical Look at the 1619 Project	
	Podcast – 90 minutes	Jeff Wright (Odyssey) - Circe	
	Podcast – 72 minutes	Jeff Wright (Odyssey) – Odysseus in the Underworld	
	Podcast – 126 minutes	Jeff Wright (Odyssey) – Sirens, Scylla, Charybdis and some Cows	
October 2020	Podcast – 93 minutes	Jeff Wright (Odyssey) -- Calypso	
	Podcast – 94 minutes	Jeff Wright (Odyssey) -- Telemachus, Menelaus, and Helen of Troy	
	Book	The Odyssey, by Homer (I try to read The Iliad and The Odyssey once a year)	
	Book	Gilgamesh Epic	
	Lecture 1 – 50 minutes	Dr. Joseph Hughes (Missouri State University) – The Heroic Quest	
	Lecture 2 – 50 minutes	Dr. Joseph Hughes (Missouri State University) - Gilgamesh	
	Video Lecture – 22 minutes	Gilgamesh Epic, Part 1 -- Tim McGee	
	Video Lecture – 14 minutes	Gilgamesh Epic Part 2 – Tim McGee	
November 2020	Video Lecture – 15 minutes	Epic of Gilgamesh, Gilgamesh – Paul Joseph Krause	
	Video Lecture – 41 minutes	Epic of Gilgamesh, Enkidu – Paul Joseph Krause	
	Book – Poem	Inferno, Dante Alighieri	
	Video Lecture – 24 minutes	Epic of Gilgamesh, Humbaba and the Plant of Life – Paul Joseph Krause	
	Video Lecture – 89 minutes	The Epic of Gilgamesh – Andrew George	
	Video Lecture – 37 minutes	Noah’s Flood and the Epic of Gilgamesh – Bruce Gore	
	Video Lecture – 50 minutes	Introduction to Inferno, Tim McGee	10
	Book	The Prince – Niccolo Machiavelli	
December	Book	I Know Why The Caged Birds Sing, by Maya Angelou	
	Video Lecture – 73 minutes	The Biology of Humans at our Best and Worst – Robert Sapolsky	
	Book	Why We Sleep, Unlocking the Power of Sleep and Dreams, by Matthew Walker	
January	Book	The Time Machine, H.G Wells	
	Book	Range: Why Generalists Triumph in a Specialized World, by David Epstein	
	Video Training – 68 minutes	Covid 19 Saliva Test Training	
	Book	Losing the Race: Self-Sabotage in Black America, by John McWhorter	
	Webinar – 60 minutes	MDE – Learning Models, Planning Days,	
	Podcast – 32 minutes	Code Switch – From the Fringe to the Capitol	
	Book	The Tyranny of Merit: What’s Become of the Common Good? - -by Michael Sandel	
February	Podcast – 4 hours	The Rabbit Hole – 8 episodes	Radicalization on the “left/right” via social media, youtube, explanation of

			algorithms, filter bubbles, issues of free speech, etc.
	Podcast – 56 minutes	Glenn Loury – John McWhorter: Reckoning with the Capitol Riot	
	Podcast – 70 minutes	Glenn Loury – John McWhorter: Wokebusters	
	Podcast – 19 minutes	Glenn Loury – John McWhorter: Critical Race theory's rising hegemony	
	Podcast – 66 minutes	Glenn Loury – John McWhorter: A Critical Look at the 1619 Project	
	Podcast -- 6+ hours	Gangster Capitalism – NRA – 9 episodes	
	Podcast – 5 hours	David Duke's Rise to power and prominence	
March	Book	The 1619 Project, A Critique, by Phillip W. Magness (American Institute for Economic Research)	
April	Book	Exit, Voice, and Loyalty: Responses to Decline in Firms, Organizations, and States, by Albert O. Hirschman, 1970.	
	Book	The Righteous Mind, Why Good People Are Divided by Politics and Religion, by Jonathan Haidt	
	Podcast – 55 minutes	Glenn Loury and Daniel Markovits – The Meritocracy Trap	
	Podcast – 59 minutes	Glenn Loury – John McWhorter, What Happened to Civil Rights	11
May	Podcasts, Videos, Articles	Numerous reading and review of various resources on Critical Race Theory	



**St. Croix Preparatory Academy
Employee Handbook - Edits
May 18, 2021**

The following edits have been made to the May 2021 Board submission and approval of the 2021-2022 Employee Handbook:

- Year has been updated to 2020-21.
- Holiday dates (p. 17) have been updated to align with the approved FY22 school calendar.



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EMPLOYEE HANDBOOK

2021-2022

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st. croix preparatory academy

ACADEMICS • CHARACTER • LEADERSHIP

MISSION STATEMENT

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in the classical tradition.

GENERAL

Employment-At-Will

St. Croix Preparatory Academy (SCPA) maintains an employment-at-will relationship with all of its employees. Under this relationship, an employee is free to terminate employment with SCPA at any time with or without cause and with or without notice. When possible, SCPA requests a two-week notice from the employee regarding their intent to terminate the employment relationship. In addition, SCPA may terminate the employee's employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate SCPA personnel (e.g. Director/Principal, Human Resources, etc.) In cases of egregious behavior by an employee, SCPA may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee's expense after termination. The employee must return all school owned and provided items on or before their final day of employment.

Equal Employment Opportunity

SCPA provides equal employment opportunities to all employees and applicants for employment. SCPA does not unlawfully discriminate on the basis of race, color, creed, religion, sexual orientation, national origin, age, disability, genetic information, marital status, status as a covered veteran, familial status, sex, status with regard to public assistance, family care leave status, or membership or activity in a local commission in accordance with applicable federal, state and local laws. SCPA complies with applicable federal, state and local laws governing nondiscrimination in employment. SCPA also makes reasonable accommodations for disabled employees. For reporting procedures for complaints, see SCPA's policy on Harassment and Violence or its Anti-Nepotism policy. If the complaint is one of disability or sex discrimination, however, see SCPA's Employee Disability Nondiscrimination policy or its Employee Sex Nondiscrimination policy.

SCPA expressly prohibits any form of unlawful employee harassment based on any of the categories listed above. Improper interference with the ability of SCPA employees to perform their expected job duties is absolutely not tolerated. For information about the types of conduct that constitute impermissible harassment and SCPA's internal procedures for addressing complaints of harassment, see SCPA's policy on Harassment and Violence.

This policy applies to all areas of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, facilities, and privileges of employment.

Every SCPA employee shall be responsible for following this policy.

Any person having a question regarding this policy should discuss it with Human Resources.

Americans With Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of SCPA to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

SCPA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so would impose an undue hardship on SCPA. Contact Human Resources with any questions or requests for accommodation. SCPA may refuse to hire an applicant or may discharge an employee who poses a direct threat to the health or safety of himself/herself or others that cannot be eliminated or reduced by reasonable accommodation.

For more specific details regarding this policy and the reporting procedures, see SCPA's Employee Disability Nondiscrimination policy.

Safe Work Environment

SCPA strives to maintain an environment free from intimidation, threats or violent acts. Threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, and/or carrying weapons of any kind on to school property is inappropriate. The school reserves the right to call the police if persons and/or an employee's possessions are thought to be illegal or potentially dangerous. Any employee carrying, possessing or concealing a firearm or any dangerous or hazardous device or substance on school grounds may be terminated immediately.

The school expects all employees to practice common sense, sound judgment and to act in a respectful, responsible manner. The following examples illustrate unacceptable behavior that may result in disciplinary action, up to and including termination:

- Personal relationships with students, other than a teacher/student relationship
- Theft or inappropriate removal of school or another employee's property.
- Violence or threatening violence.
- Inappropriate use of any school property, including computers.
- Illegal drugs and smoking anywhere in the school buildings or on the grounds

Minnesota State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any employee, who knows of or has reason to believe a child is being abused or neglected, must report this to the appropriate authorities. SCPA also requests that the reporter alert school administration of the report.

Any violation of the preceding should be reported immediately to a supervisor. If it involves the executive director of the school, it should be reported immediately to a member of the Executive Committee of the Board or Board of Directors. Resolution of the situation will follow the grievance policy procedures. There will be no retaliation against an employee for raising a complaint or concern. For complaints of violence based on a protected classification, see SCPA's Harassment and Violence policy.

Criminal Background Screening

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with SCPA. St. Croix Preparatory Academy will re-run background checks on all employees periodically. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses
 - a. All Sex Offenses – Regardless of the amount of time since the offense.
 - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
2. Felonies
 - a. All Violent Felony Offenses – Regardless of the amount of time since the offense.
 - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
 - b. All Felony Offenses, other than violent or sex within the past ten (10) years.
 - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Misdemeanors
 - a. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.
 - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
 - b. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
 - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

SCPA reserves the discretion to consider additional factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

Data Privacy and Personnel Records

The school maintains essential information on its employees such as address, phone number, items effecting benefit status, beneficiary designation, dependents, emergency contact information, etc. It is the responsibility of each employee to notify the Human Resources Manager when changes occur. Additionally, SCPA creates and maintains personnel files for each employee. The file contains information that is used to administer employment activities and information that is required by law. Personnel files belong to SCPA; however, an employee has a right to review his/her personnel records once every six months and at least once per year following termination. Legal remedies are available to employees if SCPA does not provide legally required access to personnel files to employees. SCPA will not use information that is not included in the personnel record reviewed by the employee in any civil or administrative proceeding. An employee may ask to have information removed from the personnel file and can include an explanation of up to five pages in the personnel file if the disputed information is not removed. Finally, SCPA will not retaliate against an employee who properly requests to view his/her personnel file, and legal remedies may be available to employees if such retaliation occurs.

With the exception as those contents designated as “public data” by the Minnesota Data Practices Act, no one else will have access to employee’s personnel files except for administrators with a need to know.

Confidentiality

As an employee of St. Croix Preparatory Academy, you share the responsibility to maintaining the confidentiality of any employee or student information that may be available to you. It is your responsibility to ensure the rights and confidentiality of any information both written and verbal is maintained. Employees are not to discuss academic or other confidential information regarding student or employees. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of employment, and may result in legal action.

Board of Directors

The Board of Directors is responsible for the strategic initiatives that align with the mission of the School. These include maintaining fiscal oversight, reviewing student achievement, planning for long term initiatives, ensuring legal and financial integrity, and enhancing the school’s public standing. The Board consists of parents, faculty, and community members. Please refer to the School Board page of our website for a current listing of parent, faculty and community board members.

GENERAL POLICIES AND GUIDELINES

School Hours

The student hours at SCPA are from 9:30 a.m. to 4:00 p.m. It is expected that full time staff be here during the school day, as well as times outside of student hours for meetings, professional development, and other school events. SCPA views our staff as professionals and know faculty spend numerous hours outside of the school day performing duties related to their job responsibilities. SCPA does not monitor your arrival or departure time; only requests that faculty members are present to ensure students have an organized start to the school day and a safe departure at the end of the day. Administration reserves the right to enforce a start/end time for those employees who do not honor the professional standards previously noted. For staff other than faculty, the work year and hours will depend on your job description.

Duties

All staff will be expected to follow the duties of their job descriptions. Additionally, staff may be expected to perform various duties (e.g., lunch, recess, before and after school duty, etc.), which will be equitably assigned. Attendance at committee meetings, staff development workshops, all-school and division meetings, and school community events is also expected.

Dress Code

The employee dress code is “business casual”. Employee attire should be comfortable but neat and professional – such as collared shirts, sweaters, casual skirts, khaki pants, and slacks. On Thursdays, employees may wear jeans and SCPA spirit wear or Prep for Life wear. On Fridays, employees may wear jeans and a sweatshirt or t-shirt from a college or university. Inappropriate “business casual” attire includes jeans, shorts, flip-flops, t-shirts, and athletic wear. Neatness, cleanliness and modesty should be observed at all times. Managers are responsible for enforcing the policy, and may send home an employee who is improperly dressed. SCPA recognizes there may be some days or jobs where casual attire may be more appropriate.

Communication

St. Croix Prep attempts to maintain a communication process that facilitates efficiently resolving an issue. The guidelines below are intended to improve communication, respect responsibilities, and maintain efficiency. It is important to direct your communication to the person most directly responsible for the issue. If the issue is unresolved, then escalation procedures include bringing the issue to the School Principal, then the Executive Director, and finally the Board of Directors (via a Board member). Depending on the issue, Human Resources may be involved in the escalation communication.

Non-Harassment

SCPA is committed to providing an environment free from discrimination or harassment based on a person’s race, color, religion, sexual orientation, national origin, age, disability or other classification protected by law. Unlawful harassment in any form is prohibited. SCPA intends to provide a safe work environment free from unreasonable interference, intimidation, hostility or offensive behavior. Each employee has a responsibility to keep the workplace free of any form of harassing behavior. SCPA expects the full cooperation of every employee in making this policy effective. Harassment, sexual or otherwise, is against the law and will not be tolerated.

Examples of inappropriate behavior that are violations of this policy include, but are not limited to verbal harassment (e.g. indecent or belittling comments, jokes or references, and offensive personal references), unwanted physical contact of any kind, the display in the workplace of derogatory gestures, posters, cartoons, drawings or calendars, harassing electronic communication (e.g. email, texting of demeaning, insulting, intimidating or suggestive messages, and threatening adverse employment actions if sexual favors are not granted or promising preferential treatment in return of sexual favors). Employees should promptly report any incidents in accordance with the procedures outlined below.

Any person who feels that he or she has been subject to or witnessed unwelcome harassing behavior should report this conduct immediately to the principal of his or her school. If the complaint involves the principal of your school, please report the incident directly to Human Resources.

When an individual submits a complaint, he or she will be asked to provide information regarding the incident(s), including the identity of the harasser, the date(s) of the incident (s), the conduct giving rise to the complaint, and witnesses, if any, to the alleged conduct. All complaints will be investigated

promptly, impartially, and with respect for the privacy of those involved, consistent with SCPA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. The complaint and investigation will be thoroughly documented and only those who need to know about such a complaint or those who are authorized by law will be advised of its existence and resolution. If it is determined that the person charged has violated the Non Harassment Policy, such person will be subject to appropriate disciplinary action, up to and including termination of employment. Action will be determined at the sole discretion of SCPA. SCPA reserves the right in each case to differentiate between violations and situations on whatever basis it considers appropriate and to take such action as it believes to be in the best interests of the parties and the school based on all the facts and circumstances of the case. Retaliation in any form against an employee who exercises the right to make a complaint is strictly prohibited, and will in itself constitute a basis for disciplinary action up to and including termination. Any employee, in the judgment of SCPA, who intentionally makes a false allegation of harassment, may be subject to discipline up to and including termination.

For more specific details regarding this policy and the reporting procedures, see SCPA's Harassment and Violence policy and its Equal Employment Opportunity section of this Handbook. For specific policies and reporting procedures for complaints of sex or disability discrimination, see SCPA's Employee Disability Nondiscrimination policy of SCPA's Employee Sex Nondiscrimination policy.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

SCPA supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. SCPA reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines SCPA's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to

perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

SCPA reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Grievance

SCPA aims to resolve problems and grievances promptly and as close to the source of conflict as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. For specific grievance and reporting procedures for complaints of harassment or violence on the basis of a protected classification, complaints of discrimination on the basis of disability or sex, or complaints of discrimination on the basis of other protected classifications, see SCPA's Harassment and Violence policy, Equal Employment Opportunity policy, Employee Disability Nondiscrimination policy, or Employee Sex Nondiscrimination policy.

Statement of General Principles

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to communicate their version of the facts before resolution is attempted
- Proceedings should be conducted honestly, fairly and without bias
- Proceedings should not be unduly delayed.

PROCEDURES

The following is a three step process for grievance resolution:

1. The employee attempts to resolve the complaint as close to the source of conflict as possible. This step is quite informal and verbal.
2. If the matter is not resolved, the employee notifies the supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should only be held between employee and the other relevant person(s). This step will usually be informal, but either party may request written statements and agreements.
3. If the matter is not resolved, the supervisor refers the matter to Human Resources and/or the Executive Director (or Board of Directors if applicable). A grievance taken to this level must be in writing from the employee. The supervisor will forward any additional information thought relevant. HR will investigate/communicate with any other parties involved or deemed relevant. HR will provide a written response to the employee.

Office Intimate Relationships

SCPA believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships are conducted during working hours and on company premises. During working hours and at work locations, employees are expected to keep personal

exchanges limited so that others are not distracted or offended by such exchanges. During non-working time hours, such as lunches, breaks, and before and after work periods, while on SCPA property, employees' conversations and other behaviors should be expressed in a manner not perceived as offensive or uncomfortable to a reasonable person. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

Individuals in supervisory/management or other influential roles are subject to more stringent performance under this policy due to their access to sensitive information and their ability to influence others, promotions, and terms and conditions of employment of their subordinates. An employee in a management or supervisory position over another employee, who has developed a relationship with an employee that a reasonable person would determine is beyond a normal friendship should inform his/her manager or Human Resources of the relationship. Failure to report such relationships is a violation of the SCPA Harassment Prevention Policy. Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject to transfers or disciplinary action up to and including termination of employment.

Teacher Relicensure

Each faculty member is responsible for maintaining the licensure required for him or her to assume his or her teaching duties. The relicensure committee will assist you in recording and submitting clock hours for your continuing education credit. In the event licensure is not maintained, the School (by law) will post the open position and proceed with a hiring process. A renewed copy of your license must be filed with the school principal and Human Resources by April 1 of each year.

Building Access

The staffed building hours are from 7:30 a.m. to 4:30 p.m. Except for general student arrival time from 9:00 am to 9:30 a.m. the front entrance will be the only point to enter and exit the building during normal school day operations. A reception area staff are positioned with an unimpeded view of the front entrance. The reception staff will have the responsibility for screening and granting access to all building entrants. The buildings bathrooms, service spaces, stairwells, or other amenities will not be accessible without passing this front desk. Please see security details below. Any students participating in activities before general student arrival time begins must adhere to their division's policy for building access which may include providing a pass by the supervising staff member for building admittance. The division principal will outline the process for each division.

- **All Exterior Doors Locked During School Hours and Non-Student Contact Days**
All exterior doors will be locked from 9:30 am to 4:00 pm (school hours). Visitors may gain access through an intercom system located on the exterior wall to the left of the main entrance. The only doors that will be unlocked before and after school hours on student contact days are the main entrance doors.
- **Building Attendant On-Duty After School Hours on Weekdays**
This position enhances facility safety and security after school hours when the building is used by many in our school community. This position will maintain a presence in the front atrium when not patrolling the building, ensure interior and exterior doors are locked as scheduled, be a facility resource for those using the facility and monitor the facility for unsanctioned use and perform light maintenance duties.
- **SCPA Building Hours and Supervisory Coverage:**

Student Contact School Days:
7:30-9:30 am - Main doors open
8:30-4:30 pm - Main office open
9:30-4:00 pm - All exterior doors locked
4:00-9:30 pm - Main doors open

- Non-Student Contact Weekdays Except for Holidays:
Main doors remain locked for entire day
8:30-4:30 pm - Main office open and visitors access through use of intercom system

Please refrain from propping a door open for convenient reentry into the building. Routine inspections by the Facility Director will ensure that exterior doors are not propped open for any reason which may allow outsiders access into the building.

Guest Building Access

Any building occupant expecting a guest should notify the front desk and provide the guest's information before the guest's arrival. The receptionist will contact the staff person being visited to confirm the appointment before permitting the guest access to the premises. Before being permitted access to the premises all guests/visitors must sign-in. This includes parents who may be dropping off lunches or signing their students in/out. Each division has specific procedures for students signing in/out which will be outlined by the division principal. Generally, if a student is being dropped off late the parent must come to the front office to sign their student in. Likewise, if a student is being picked up early the parent should sign the student out at the front office and wait until the division office manager sends the student to the front. A visitor should not be granted access to the rest of the building unless they have an appointment. All guests must sign out with the front desk when leaving.

General Student Arrival

Students arrive at school from 9:00 am to 9:30 am. During this time, the following doors will be open for student access: Main doors, K-4 main entrance, south entrance near stairs to upper school, and north cafeteria doors. All doors will be re-locked at 9:30 am.

Master Key Control System

The Facility Director is responsible for monitoring the distribution of keys, fobs, and duplicates of these. Only authorized employees will have keys that offer access to specified areas of the building. Accordingly, staff will only obtain keys that are relevant to their position (e.g. teachers do not need keys for mechanical rooms). When an employee terminates their employment with SCPA, they must return their keys.

Social Media

SCPA views social networks, web based discussion, and other emerging forms of social media as means of public communication. Employees who engage in social networking should ensure that their public communication is responsible and consistent with SCPA's mission, purpose and values.

Only a select group of employees are authorized to publicly speak on behalf of SCPA, therefore, employees must have prior authorization to be a spokesperson to the extent their social networking communications represent, or appear to represent SCPA's official view or perspective on any particular topic.

General guidelines and examples of prohibited communications are noted below. For purposes of this discussion, social media is any usage of Web 2.0 technologies and sites such as blogging, micro blogging (Twitter, WordPress, Tumblr), photo sharing (Flickr, Shutterfly, Instagram), video sharing (YouTube, Vimeo, Snapchat), life casting/streaming (Facebook Live, Periscope, Justin.TV), networking (Facebook, LinkedIn), and so forth. Please note that this list shows examples and is not intended to be an exhaustive list of social media sites or applications.

General Guidelines:

- When appropriate, personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of SCPA. When appropriate, we recommend not including any SCPA reference to your social media site profile, blogs, etc.
- Communication in social media networks should comply with the school's confidentiality and data privacy statutes and policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- In your on-line communication, be respectful to the school, other employees, parents, students, partners, and competitors. Do not reference or site school employees, parents, students, or partners without their express consent.
- Photos of students and staff are not permitted.
- Social media activities should not interfere with work commitments.
- School logos and trademarks may not be used without written consent.
- It is strongly recommended that, outside of your school responsibilities, staff and students not "friend" or "follow" each other on any social networking sites while the student is enrolled at SCPA. Communication is acceptable once a student has become an alumnus and is over the age of 18.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and act appropriately. Consult with your manager or supervisor if you are uncertain.

No SCPA policy limits employees' rights under Minnesota and other applicable law, to disclose and discuss their wages with others. SCPA will not take any adverse employment action against an employee for disclosing their wages or discussing another employee's wages which have been disclosed voluntarily. SCPA will not retaliate against an employee for disclosing their wages or discussing other SCPA employees' wages as provided in this paragraph. Minnesota law allows an employee to bring a civil action against an employer who violates the rights described in this paragraph, and a court may award reinstatement, back pay, restoration of lost service credit if appropriate and the expungement of any related adverse records of an employee whose rights have been violated.

Inclement Weather and School Closing

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close when the Stillwater School District closes school. Staff members will be notified via School Messenger and email for any school closings or delays. SCPA (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. SCPA recommends tuning to these TV stations and their websites (www.wcco.com; www.kstp.com; www.kare11.com) for school alert information. Remember the basic rule – St. Croix Prep closes when Stillwater closes school.

Pet Policy*

St. Croix Preparatory Academy has students enrolled in school that have significant allergies to pets. To support the health needs of our students, pets are not allowed on school grounds. This includes both inside and outside of the building. SCPA realizes that pets bring a host of joy to kids and families and acknowledges that it is exciting for kids to walk to school with their pets. That said, SCPA must place the health needs of our students at the highest priority. Let's work together in this effort to keep all students healthy at school.

The goal of SCPA is to decrease student and staff exposure to potentially harmful animal allergens. If animals are to be allowed in the classroom, the protocol will be as follows:

1. Before bringing an animal into the building, the teacher will notify the principal, the Facilities Director, and the students of the type and location of the animal. The principal must approve all classroom pets. All animals will be properly vaccinated.
2. The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning (HVAC) components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet.)
3. A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
4. The teacher will ALWAYS be present when animals are handled by a student.
5. All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
6. The pet will be removed from the classroom if it is deemed to be a distraction or causes interruptions in learning.
7. Concerns regarding the health issues or care of the animals should be brought to the principal for immediate consideration.

*This policy does not apply to service animals.

Tobacco Free Environment

St. Croix Preparatory Academy is a tobacco free environment. For specific policy and reporting procedures see SCPA's Tobacco Free Policy.

Mandated Reporting

Any employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated, or has been maltreated in the past three (3) years, is required under Minnesota law to report such information to the local welfare agency, law enforcement or other agencies responsible for assisting or investigating maltreatment. For specific policy and reporting procedures see SCPA's Mandated Reporting policy.

Whistleblower

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate school officials. For specific policy and reporting procedures see SCPA's Whistleblower Policy.

Work-Related Injuries

St. Croix Preparatory Academy provides a comprehensive workers' compensation insurance at no cost for employees. Workers' compensation insurance covers most injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor a work-related injury may appear, it is important that it be reported, and that all required paperwork be completed, immediately. This will enable an eligible employee to qualify for coverage. Injury reporting forms may be obtained in the health office.

COMPENSATION

Categories of Employees

St. Croix Prep Academy has several "categories" of employees. These include exempt, non-exempt and those contracted for services. All employees are under at-will agreements.

Required-Work Days

Licensed staff salaries are earned per required-work day, although payment is made in equal amounts over 24 pay periods to exempt staff (see "Pay Periods" below). A required-work day is an 8-hour work day. Required-work days consist of student contact days and non-student contact days, such as staff workshops and parent teacher conference days. Annual required-work days are identified in the annual school calendar and vary from year to year. An exempt staff's daily rate may be calculated by dividing his/her annual salary by total annual required-work days per the annual school calendar. If a staff member is absent from work on a required-work day and has no vacation, sick or personal days accrued, his/her paycheck will be deducted in the amount of his/her daily rate for each required-work day missed. If a licensed exempt staff member resigns employment prior to the end of the school year, he/she shall be liable to repay to SCPA any compensation paid to him/her in excess of the amount earned for the number of required-work days actually worked prior to the end of his/her employment during that school year.

Time Tracking for Payroll

Non-exempt employees will record their time in Skyward by clocking in when they are ready for work and clocking out when they have finished work. Non-exempt employees must also record their time in/out for lunch breaks per FLSA regulations. The employee submits each week recorded time in the Skyward system for their supervisor's approval and subsequent payroll processing. In the event a non-exempt employee must record their time manually, a paper time sheet must be used and submitted. These submissions need to occur on or before, the 15th and the end of every month. Non-exempt documentation starts with the first hour worked.

Pay Periods

Exempt employees will have their annual compensation spread over 12 months and receive 24 equal payments. The start of payment will be delineated in the offer letter. For exempt staff, non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any work week. SCPA will try to give you as much notice as possible when overtime will be mandated. All overtime designated by your manager is approved overtime. If an employee determines overtime is necessary, approval from your manager is required. If an employee works overtime without

approval, the overtime must be paid, however the employee may be subject to disciplinary action. Overtime is paid at the rate of one-and-one-half times (1.5x) your regular hourly rate of pay. Non-worked lunches, sick, holiday or vacation time will be included in calculating overtime. Please see SCPA's Compensation Plan for further compensation information.

Fair Labor Standards Act Compliance

SCPA acts in good faith in an effort to comply fully with the Fair Labor Standards Act's prohibition on improper pay deductions. An employee who believes that improper deductions have been made from his or her pay should notify Human Resources, describing the error they believe they have found. SCPA will review the situation and correct errors by reimbursing the affected employee or taking other appropriate action as necessary.

BENEFITS

Medical, Dental, Vision, Life, Disability Insurance

St. Croix Preparatory Academy offers a comprehensive benefits suite to eligible employees. Full time employees working 30+ hours are eligible for benefits on the 1st of the month following 30 days of employment. For a complete overview of medical and dental benefits see Human Resources for an SCPA Employee Benefits Guide.

PAID AND UNPAID TIME OFF FROM WORK

Sick Days

Each exempt teaching faculty member has six sick days of paid time off. Twelve-month exempt employees have 10 sick days of paid time off. For payroll purposes, employees may only record a half a day and a full day of sick time. These sick days are for when you and/or immediate family members are ill and are not intended for vacation time. Sick days, if not used by the end of the year, may be accrued each year up to 30 days and used when needed. Employees may also take a "buy-out" of the unused days at the daily substitute rate of pay for each unused day. These days cannot be accrued to be paid out later. They can only be paid out for that current year. Non-exempt employees do not have sick days. Sick leave may be used for one's own or a family member's qualifying illness or injury, and for certain circumstances relating to sexual assault, domestic violence and stalking, as provided in applicable law.

Personal Days

Each exempt faculty member has two personal days. The exempt administrative positions of Executive Director, Executive Director of Finance and Operations, and Principal receive three personal days. Personal days may be bought out at the same rate as sick days but may not be accrued. Non-exempt employees do not have personal days. Holidays may not be extended by personal days.

Excused Days

Each non-exempt employee has six excused days. Excused absences are unpaid and may be used for illness or personal time. Excused days may not be accrued or used to extend holidays.

Holidays

Exempt employees who work year around will have 15 paid holidays for the 2021-22 school year plus additional paid vacation days per their individual employment agreement. Paid holidays include:

- Independence Day, July 5, 6, 7, 8, 9
- Labor Day, September 6
- Thanksgiving, November 25, 26
- December 23, 24, 27, 28, 29, 30, 31
- Memorial Day, May 30

St. Croix Prep does not pay out unused sick, personal or vacation days when an employee's employment is terminated.

FACULTY ABSENCES

Absence from Class

Every time you miss work, for whatever reason, it will be your responsibility to obtain a substitute if necessary and record your time off in Absence Management (Frontline/Aesop). All appropriate personnel should then be notified of your absence. The Absence Management system enable subs to select jobs if entered in advance of the absence and will call subs on your behalf to fill your absence. If you are unable to secure a substitute by 6:00 am on the day that you are going to be absent please call Human Resources at the phone number provided.

To ensure quality instruction during absences, teachers are required to have an emergency substitute folder with lesson plans with their administrator/principal. This folder should include the following: class schedule, class list(s) and seating chart where appropriate, classroom guidelines and procedures, names of two staff members that the substitute can depend on for emergency information, special instructions regarding individual students, bus information if applicable, and before/after school duties, lunch schedule and preparation times, attendance procedures, and a map of the school.

Specific lesson plans for the day should be left in the classroom or emailed to the office manager or division principal by 8:30 a.m. with the name of the substitute, if available.

LEAVES

Bereavement Leave

All employees are allowed paid time off in the event of a death in the family. The purpose of this is to provide employees with time to arrange and attend a funeral. For spouse, child, parent, siblings, step or in-laws the leave is up to two days. For grandparent, grandchild, step or in-laws of those listed, one day is granted. Additional unpaid leave may be granted with the approval of the Executive Director.

Jury Duty

All exempt and non-exempt staff called to serve jury duty or subpoenaed as a court witness, must notify their division administrator immediately and provide a copy of the notice or subpoena to Human Resources. Your pay will not be reduced by the amount of jury duty or court witness pay that you receive.

Leave of Absence

You may request general leaves of absence without pay. If granted, these leaves may not exceed 120 working days. You may not use paid vacation days to extend the length of the leave beyond 120 days. However, vacation days may be used during the leave to receive pay. Any such arrangements must be approved by the division administrator. To initiate a request for an unpaid leave, you must first discuss the reasons for requesting a leave with your division administrator. The division administrator will discuss the circumstances with Human Resources. If it is determined that a leave is warranted, you will be notified by your division administrator. SCPA may, when appropriate, designate a leave as a Family and Medical Leave Act (FMLA) leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

Military Leave

SCPA grants military leave and re-employment rights to eligible staff, pursuant to applicable federal and state law.

Family and Medical Leave Act (FMLA)

In accordance with the requirements of the Family and Medical Leave Act, SCPA provides up to 12 weeks of unpaid, job-protected leave to eligible staff members. Eligible staff members may use paid sick, personal, or vacation time to receive pay during leave, but may not use paid time off to extend FMLA leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

Military Family Leave Entitlements

Eligible staff members with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SCPA operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

EMPLOYEE SERVICES

Computers, Phones and Email

SCPA communication systems and the equipment used to operate the communication system are owned and provided by SCPA to assist in conducting business. Communications systems including email are to be used for work purposes only. Email is retained for a period one year. For more information on acceptable usage and limitations, see SCPA's Internet Acceptable Use and Safety policy.

Unacceptable use of the computer or phone lines is likely to result in disciplinary action up to and including termination of employment.

Supplies

All academic supplies should be ordered through your office manager. All other items should be ordered through the business office. When ordering, please use the appropriate form. There is a different form for expense reimbursement. The sales receipts must accompany this reimbursement form. The school is tax exempt; therefore, your reimbursements should not include sales tax. You may obtain the tax exempt number and/or an ST3 Form from your office manager, which should be presented to vendor at time of purchase in order to not incur sales tax on your reimbursable purchases. St. Croix Prep reserves the right to not reimburse employees for sales tax.

STAFF HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

By signing below I acknowledge receipt of the policies and procedures set forth in the St. Croix Preparatory Academy employee handbook. Failure to comply and adhere to these policies and procedures could lead to disciplinary actions.

I will keep this handbook available and I acknowledge that these policies and procedures may be changed at any time. I agree to update it whenever provided with materials to do so. I understand this handbook replaces and supersedes any previous policies, written or oral. I acknowledge that this handbook is for reference purposes and is not a legal document nor is it an employment contract with the school and me

I understand the handbook is the property of SCPA and I agree to return it upon terminating my employment with SCPA.

Print Name

Date

Signature

St. Croix Preparatory Academy's

20-21 Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per [Minnesota Statutes, section 122A.414, subdivision 3\(a\)](#) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. All information reported should be based on the current school year. We recommend that each question be addressed with a **brief summary of 3-7 sentences**.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? Yes.

If no, please explain what changes have occurred and why?

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

TLCs (Teaching and Learning Coordinators) met bi-weekly with PLC leaders to plan PLC meetings based on the needs of teachers and students. TLC leaders researched and attended PD focused on online/hybrid learning and shared information with division teams. This helped teachers with structuring lessons for online teaching to maximize student engagement and learning.

TLCs met monthly with new teachers (first and second-year teachers) to offer them support in classical education theory, classroom management, assessments, online teaching, student engagement, and seminars and questioning. TLCs also met one-on-one with new teachers throughout the school year to offer personalized support to those teachers.

PLC leaders helped focus attention on instruction aligned to SCPA's mission by guiding PLC members through hybrid teaching methods and best practices. PLC leaders informally met with PLC members to provide support in

instructional models, student engagement, and assessments. PLC leaders also helped support teachers in the implementation of new technology in the classroom.

How did the work of teacher leaders impact student achievement?

TLCs worked with PLC leaders to identify areas of need this year. They then planned PLC meetings that focused on engaging students in different learning models and the support students would need when moving between learning models throughout the school year. PLCs also focused on assessment practices that would provide reliable, useful data and the implementation and modification of curriculum in different learning models.

Review Findings

How did the training teacher leaders receive impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

TLC leaders attended online PD sessions focused on online/hybrid learning models, student engagement, and assessment. This allowed TLCs to provide the necessary support to teachers in an unprecedented year as educators.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

Feedback from teachers was overwhelmingly positive on the impact of the PLC leaders and the informal feedback and support they gave teachers throughout the course of the school year.

In order to complete PLC leader appraisals, which are done twice a year, PLC members are asked to complete a survey to give feedback on their PLC leader in the different components of the PLC leader job description. This year, PLC members overwhelmingly thought that the support provided by PLC leaders in navigating different learning models was both necessary and important.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

Because PLC leaders did check-ins instead of observations this year due to the constraints of the Safe Learning Plan and different learning models, next year, we would like to continue to work on the areas that were identified for improvement in this previous year. This includes making time for PLC leaders to observe PLC members and give timely feedback and implementing strategies from the book *Get Better Faster* to create a baseline observation feedback form for PLC leaders to use. This would help provide a structure for giving small, bite-sized feedback and creating action items for teachers to use to modify or enhance their teaching craft.

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If no, please explain the changes that have occurred and why?

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

Teaching online and in hybrid format was new for teachers at SCPA in the last year, so a lot of focus in PLCs was on effectively implementing both of these learning models. Having a chance to discuss this topic in PLC allowed teachers to support one another by sharing ideas and learning from one another.

Some of the topics discussed in PLCs this year include:

- technology resources (Zoom, Google Classroom, etc.)
- classroom management
- building community
- cultural competency in music and art
- modification and adaptations of curriculum
- implementation of seminar/discussions in online and hybrid models
- curriculum alignment
- supporting students' social-emotional health and learning
- student engagement in different learning models
- semi-synchronous teaching model (use of both synchronous and asynchronous teaching in one lesson)
- staff mental health and wellness
- structuring lessons in block periods
- digital formats for testing and reading

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

By focusing on effective online and hybrid learning strategies and best practices, teachers were able to improve student engagement and learning. Teachers were also able to implement strategies for assessment that would provide data on student learning to guide classroom instruction throughout the year.

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

PLCs started the school year by identifying and assessing gaps in learning due to the sudden shift to distance learning in Spring 2020. Once gaps were identified, PLCs looked at strategies for effectively delivering instruction in different learning models. They also worked on modifying the curriculum to fit the instructional needs of the year while still maintaining rigor.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Teachers across all divisions used MCA data, internal assessments, semester finals, and STEP testing to guide their focus on student achievement. Many teachers used these assessments to create SMART goals within their PLCs. SMART goal topics included: academic vocabulary, constructed responses, and STEP assessments. They also reflected on that goal during PLC time. Teachers discussed how to continue to improve student achievement.

Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The need to provide teachers with professional development that provides strategies for teachers to implement in their classrooms was more important than ever this year. The Q Comp team and leadership gathered input from teachers and PLC leaders on professional development needs. This input indicated that the best use of professional development time would be to provide space for teachers to collaborate with colleagues, work on curriculum modifications and supplements, and teach each other about different technology resources needed to implement both distance and hybrid learning. Teachers had to pivot quickly multiple times throughout the school year, so it was necessary to provide space in professional development for focusing on curriculum and technology. Moving into next year, the feedback from teachers on this year's professional development is a reminder of the importance of gathering feedback from staff on professional development topics and involving staff as experts in their field in the delivery of professional development sessions.

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

NO

If no, please explain the changes that have occurred and why?

This year, due to the Safe Learning Plan and shifting learning models, teachers completed one formal seminar observation and one formal administrator observation. Because of guidelines put forth by MDE, this change was made just for this school year and did not require a Q Comp update form to be completed.

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Observations this year focused on providing additional support for teachers throughout the implementation of the Safe Learning Plan and shifts between learning models. Teachers worked to modify their curriculum to fit within changing learning models while still keeping the integrity and rigor of the curriculum. TLCs also worked with PLC leaders and teachers to modify seminars to fit within both distance learning and hybrid learning models while still giving students the opportunity to engage in a discussion about a text with their peers.

What impact did the observation/evaluation process, including coaching, have on student achievement?

Focusing on supporting teachers through observation allowed leaders to meet both teachers and students in the space where they were this year. Leaders were able to focus on the individual needs of the teacher (classroom management, lesson structure, engaging students in online and hybrid learning models, delivery of content). Teachers were then able to take feedback from their leaders and implement new strategies in their classrooms to increase student achievement.

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Teacher self-reflections, both for individual observations and end-of-year summative portfolios, show that teachers are eager for feedback and strategies to implement in their classrooms. Some areas that teachers worked to improve throughout the year based on feedback from observations are: chunking out lesson plans, adjusting lessons to a block schedule, the pacing of lessons, classroom management, using technology, and student engagement.

How did the training observers/evaluators receive throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

The Q Comp team works together to discuss and develop rubrics for seminar observations. Common expectations for seminar protocols have been established. In weekly meetings, the TLCs often discuss seminar observations to maintain consistency in the way rubrics are completed.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

Teacher feedback showed the feedback from observers is valuable in helping them see their lessons and classroom from different perspectives. Observations and rubrics were modified to reflect the importance of providing teachers with support. The biggest takeaway from this year in regards to evaluation is the importance of providing teachers the space for self-reflection and growth.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

YES

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

YES

If no, please explain the changes that have occurred and why?

Impact

What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement?

0%

None of the divisions met the site goals for this year. Lower school's goal was to increase the achievement levels of students who 'Meet' and 'Exceed' the standards on the 3rd and 4th grade MCA Reading III to 91.6%. The 'Meets' or 'Exceeds' achievement level for lower school was 83.5%. Middle school's achievement level goal for grades 5-8 on the Reading MCA III was 89.3%, but they achieved 86.8%. With a percentage of 91.4%, upper school missed their goal of 92.9% on the 10th grade Reading MCA III.

What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results?

Data still needed. Will update when available.

What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results?

0%

What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results?

0%

Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?

YES

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area?

Data still needed. Will update when available.

What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary?

Data still needed. Will update when available.

What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary?

0%

What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary?

0%

Recommendations

How will the district use the data to improve the effectiveness of this core component?

This year's MCA scores will be used as a baseline to determine instructional needs for next year. The data from these tests will be used to identify additional areas of support for students. Teachers will use PLC time to discuss any curricular adjustments or supports that need to be implemented next year in order to see growth in student achievement.

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

By participating in the Q Comp program, teachers have been able to collaborate with their colleagues within their grade levels, content areas, and divisions on teaching strategies and best practices. This year, a lot of the focus has been on best practices for teaching in different learning models. The implementation of division PLC meetings throughout the school year has allowed teachers across content areas, including specialists, to discuss the implementation of different learning models and analyze student achievement across all content areas.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

PLCs have allowed teachers time to collaborate on methods to improve student achievement. PLCs have worked together to discuss teaching techniques and strategies to engage students in learning throughout all modes of instruction (distance, hybrid, in-person) used throughout the school year. Teachers have used PLC time to also discuss assessment methods, technology usage, and way to support students' mental health and social-emotional learning. The results from common assessments, benchmark assessments, and standardized assessments are a direct reflection of the work done in PLCs.

How will the district use the review findings to improve the overall effectiveness of the program?

As the school continues to grow, we are constantly reflecting on what works well and what areas we need to work on strengthening. One of these areas of growth is using teaching and learning coordinators in each division to provide support for teachers by focusing on student achievement, curriculum alignment, mission, and school culture. Having a TLC in each division allows our TLCs to support staff in division-specific needs. Along with working with their individual divisions, TLCs work together as part of the Q Comp team to continue to align all divisions with the mission of the school. This provides a more comprehensive and authentic teacher leadership level in order to continue to move our students, teachers, and community forward while staying true to our mission.



Potential Board Meeting Schedule

2021-2022 School Calendar

JULY 2021				
M	T	W	TH	F
			1	2
5 No School Offices Closed	6 No School Offices Closed	7 No School Offices Closed	8 No School Offices Closed	9 No School Offices Closed
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST 2021				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 First Day of School	31			

SEPTEMBER 2021				
M	T	W	TH	F
		1	2	3 No School
6 No School Offices Closed	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 No School	22 No School
25	26	27	28	29

NOVEMBER 2021				
M	T	W	TH	F
1 No School	2 No School	3	4	5 *End of Quarter
8 No School	9	10	11 LS PM Conf.	12 No School LS Only LS Conf.
15	16	17	18 MS & US PM Conf.	19
22	23	24	25 No School Offices Closed	26 No School Offices Closed
29	30			

DECEMBER 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23 No School Offices Closed	24 No School Offices Closed
27 No School Offices Closed	28 No School Offices Closed	29 No School Offices Closed	30 No School Offices Closed	31 No School Offices Closed

*End of 1st Qtr (44 Days)

JANUARY 2022				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17 No School	18	19	20	21 *End of Quarter
24 No School	25	26	27	28
31				

FEBRUARY 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11 LS PM Conf. No School LS Only LS Conf.
14	15	16	17	18
21 No School	22	23	24	25
28				

MARCH 2022				
M	T	W	TH	F
	1	2	3	4
7 No School	8 No School	9 No School	10 No School	11 No School
14	15	16	17	18
21	22	23	24	25
28	29	30	31 *End of Quarter	

*End of 3rd Quarter (42 Days)

APRIL 2022				
M	T	W	TH	F
				1 No School
4	5	6	7	8
11	12	13	14	15 No School
18	19	20	21	22
25	26	27	28	29

MAY 2022				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 No School Offices Closed	31			

JUNE 2022				
M	T	W	TH	F
		1	2 *Last Day of School	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

*End of 4th Qtr (42 days)

01/29/2021

School Day

No School Day

No School Day for LS Only

No School Day and Offices Closed

St. Croix Prep 2021-22 Benefits Renewal Board Summary May 18, 2021

ACTION NEEDED: Please approve medical benefits carrier change.

St. Croix Prep's benefits renew annually on July 1. The school is required to comply with HITA (Health Insurance Transparency Act) for group medical coverage and the renewal process for 2021-2022 included that compliance. The school received closed bids from four medical insurance providers: Health Partners, Preferred One, PEIP, and United Health Care. Blue Cross Blue Shield and Medica declined to quote.

Following the opening of the initial bids and negotiation with the carriers, we recommend moving to Preferred One from Health Partners, our current carrier. Preferred One offers the same three plan designs and two networks that are currently offered to eligible employees with a network option that includes Mayo Clinics. Network coverage is 96% identical to what is currently provided to our employees. Preferred One is also offering a 10%, 2nd year rate cap guarantee. The premiums with Preferred One will decrease .69%, while premiums with HealthPartners would increase 9% (down from the 25% increase offered initially). Our broker, USI, will decrease their commission percentage by 1% to give us an overall decrease 1.69%. The school will maintain annual H.S.A. contributions of \$500 for single coverage and \$1000 for family.

Other carrier bids were:

- PEIP was a 15.75-63% increase in premiums over current premiums depending upon their unique plan design, and they were not able to match our current plan structure. PEIP also requires a two-year commitment.
- UHC was a .82% increase in premiums over current premiums. Their small network is the Core Essential and is not comparable to HealthPartners Achieve in size. Members must actually live in the 11-county area to choose this option and approximately 15% to 20% of our employee population falls outside of the network area, and there is no out of network coverage.

Other benefits:

Dental will renew with HealthPartners with no increase. These rates have been in effect since our previous HITA bid process for the 2019-20 school year.

Group term life insurance will renew with Principal with an increase of \$0.005 per \$1000 of coverage, a 6.25% increase. No premium change for voluntary life insurance coverage (a voluntary benefit, 100% employee paid).

Long-term disability will renew with Principal with an increase of \$0.01 per \$100 of payroll, a 3.2% increase.

Vision coverage through VSP (a voluntary benefit, 100% employee paid) will renew with a decrease of 11% for the base plan and 9% for the premium plan.



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**St. Croix Preparatory Academy
Compensation Plan - Edits
May 18, 2021**

The following edits have been made to the May 2021 Board submission and approval of the 2021-2022 Compensation Plan:

- Year has been updated to 2020-21.
- Teacher overload rates (p. 4) have been increased 2%.
- Non-Instructional Staff pay bands rates have been adjusted to align with the budget (p.7).
- Appendix B: QComp Performance Incentive Schedule (p. 11) will be updated when MCA scores are released and new goals are established.
- Appendix D: Staff Stipend Schedule and Hourly Rates (p. 13) have been updated to align with the budget.
- Appendix E: Non-Licensed Instructional Staff Salary Schedule (p. 15) has been updated to align with the budget.
- Appendix F: Substitute and Seasonal Employee Compensation Rates (p. 16) have been updated to align with the budget.



st. croix preparatory academy

COMPENSATION PLAN

2021-2022

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INTRODUCTION

The Board of St. Croix Preparatory Academy is pleased to approve this compensation plan for the employees of St. Croix Prep. In previous years, due to responsible fiscal management of the administration, the Board has frequently allocated one-time pay adjustments to its personnel. During August of 2016, the refinancing of lease revenue bonds substantially increased the School's annual cash flow; this has allowed the Board to make a significant and permanent change to the compensation plan. We hope you are pleased with this adjustment.

One of the Board's primary duties is to ensure the fiscal stability of the School. Through diligent efforts, St. Croix Prep has avoided the financial woes that have impacted other schools over the past decade (e.g. government holdback of 40% in 2011, declining enrollment, salaries/benefits exceeding 75% of the budget, etc.). If future situations should have a significant financial impact on the School, the Board will take appropriate steps, including modification of the compensation plan, to ensure the long-term sustainability of St. Croix Prep.

Goals of this Compensation Plan

- Provide a comprehensive and accessible compensation structure for all St. Croix Prep staff
- Ensure that our system of compensation is optimally aligned with our organization's values of collaboration, continuous improvement and development, and a belief that results matter
- Maintain a consistent and fair practice for establishing salaries across the school
- Stay competitive in the local market
- Ensure a compensation model for sustainable budgeting
- Guarantee compliance to FLSA requirements for exemption status

Components of this Compensation Plan

SCPA employees fall into one of the three employment categories. The unique compensation structure of each category is detailed in one of the following sections of this document:

- Licensed Instructional Staff Compensation (Teachers)
- Non-Licensed Instructional Staff Compensation (All Educational Assistants)
- Non-Instructional Staff (All other staff)

The fourth section of this document, Other Organizational Benefits, applies to all SCPA employees.

Finally, the Compensation Plan includes four appendices which are appropriately referenced in the body of the Plan.

I. LICENSED INSTRUCTIONAL STAFF COMPENSATION

Components of Licensed Instructional Staff Compensation are as follows:

- A. **Placement Level:** Licensed instructional staff base salary is set forth in Appendix A (Licensed Instructional Staff Salary Schedule). Initial placement level is based on the candidate's years of experience in accredited or similar standing schools in which he/she taught full time for the full academic year in any grade, K-12, or other relevant experience. Also considered in establishing a candidate's placement level is external market conditions in which it is challenging to recruit and retain qualified teachers in a particular discipline. Placement level is determined after reviewing a candidate's file prior to a hire date. Placement level may be negotiated with SCPA Administration approval.
- B. **Advancement of Placement Level:** Advancement of a placement level on the Licensed Instructional Staff Salary Schedule is contingent upon achieving or exceeding the minimum score defined below on the year-end appraisal, completing annual QComp requirements, and SCPA Administration recommendation.
 1. **Year End Performance Appraisal:** An average score of 2.0 or above on a 3 point scale on the annual year-end performance appraisal. The appraisal is performed by the teacher's Division Principal or Director.
 2. **Annual QComp Requirements:** Current requirements are outlined in Appendix B.
 3. **SCPA Administration Recommendation:** Administration recommendation for the teacher to move placement levels.
- C. **Salary Schedule:** Current year salaries are reflected in Appendix A.
- D. **Normal Teaching Load:** The normal teaching load of a full-time teacher varies by division and discipline. Teaching load is based on a 7 period day in middle school and upper school. 1.0 Full -Time Equivalent (FTE) teaching loads are defined as follows:

Grade	Description	Teaching Load per day
K-4	Gen. Ed Teacher	Approximately 5 hours of student contact time in a grade level classroom
K-4	Specialists - Art	5 Classes
K-4	Specialists - Music	5 Classes
K-4	Specialists - Physical Education	5 Classes plus 1 additional duty (20 min/day)
5-12	Gen. Ed Teacher	5 Classes
9-12	Gen. Ed. Teacher - Science	4 Science Lab Classes
5-12	Specialists - Art	5 Classes
5-12	Specialists - Music	6 Classes or Lesson Equivalent
5-12	Specialists - Physical Education	6 Classes
K-12	Special Education Teacher	Full Caseload as determined by SPED Director

The remaining unscheduled time in a teacher's work day is for additional preparation, meetings, parental conferences, staff coverage if needed or other activities.

- E. **Teaching Overload:** Teaching duties in excess of load identified in paragraph D above shall be paid an overload stipend per the table below. The overloads are awarded at the discretion of the Division Principal and require prior approval by the Chief Operations Officer. FTE weighting for Grades 5-12 are as follows:

FTE weight	Credit Weight	Stipend Amount
.10	½ Credit Class	\$ 2,988.00
.20	1 Credit Class	\$ 5,817.00
.125	½ Credit Science Lab Class	\$ 3,636.00
.25	1 Credit Science Lab Class	\$ 7,272.00

- F. **Part-time Teaching Load:** If a teacher is part-time or temporary, the salary will be calculated according to their defined fractional FTE.
- G. **Additional Duties:** Assignments of teachers to Additional Duties such as, but not limited to, bus supervision, hall supervision, and event attendance, shall be distributed among all teachers in the building. No additional compensation is awarded for these duties. See Appendix C for a more complete list of Additional Duties.
- H. **Prep Time Substitute Pay:** Teachers who are requested by their building principal and agree to use planning or preparation time to substitute for a teacher who is absent shall be compensated for such duty at their hourly rate.
- I. **Coaching and Advisory Assignments:** All assignments to additional activities, including, but not limited to, athletic and extra-curricular activities and clubs, shall be compensated according to the schedule in Appendix D. The Activities Director and the appropriate coaching or advisor staff shall participate in the hiring process for these positions.
- J. **Q-Comp Leadership Positions:** Teacher leadership positions including Teacher Learning Coordinator (TLC) and Professional Learning Community (PLC) Leader as well as short term project opportunities are available and shall be compensated according to the schedule in Appendix D.
1. The TLC and PLC positions are three year terms and shall be posted in the spring preceding the term or upon vacancy if needed. TLC Leader salaries follow the Teacher Salary Schedule.
 2. The QComp Committee participates in the hiring process for these positions.
- K. **Q-Comp Performance Incentives:** All teachers are eligible and are awarded additional pay, beyond the base salary, for participation in and qualification for Q-Comp Performance Incentives. Stipends for these duties are set forth in Appendix B (QComp Performance Incentive Schedule).

II. NON-LICENSED INSTRUCTIONAL STAFF COMPENSATION

Components of Non-Licensed Instructional Staff Compensation are as follows:

A. Job Levels: SCPA has three job levels for non-licensed instructional staff:

- General Education, Education Assistants (Classroom EAs)
- Special Education, Paraprofessionals
- Special Education, Paraprofessionals – Special Duty

Education Assistants that work in the classroom supporting one grade level are General Education EAs. Education Assistants that work with special needs students either in the classroom or a resource room and may support multiple grade levels are Special Education Paraprofessionals.

B. Placement Level: Administration and the SCPA Board of Directors will determine all non-licensed instructional staff placement level based on job description, experience, and available external market data.

C. Advancement of Placement Level: Advancement of a placement level on the Non-Licensed Instructional Staff Salary Schedule is contingent upon achieving or exceeding the minimum score defined below on the year-end appraisal and SCPA Administration recommendation. The year-end appraisal will be performed by the employee's Division Principal or Director in collaboration with any supervising teacher.

1. **Year End Performance Appraisal:** An average score of 2.0 or above on a 3 point scale on the annual year-end performance appraisal. The appraisal is performed by the teacher's Division Principal or Director in collaboration with any supervising teacher.
2. **SCPA Administration Recommendation:** Administration recommendation for the staff member to move placement levels.

D. Salary Schedule: Current year salaries are reflected in Appendix E.

III. NON-INSTRUCTIONAL STAFF COMPENSATION

Components of Non-Instructional Staff Compensation are as follows:

- A. **Job Levels:** Five (5) Job Levels have been created for Non-Instructional Staff to ensure consistency in job functions across St. Croix Prep. A promotion is needed to move up one or more job levels.

Level 1: Entry Level Support (Food Service Servers)

- Job duties lean towards being more tactical in nature
- Directly supervised
- Limited autonomy to manage critical decisions
- Limited or no previous work experience required

Level 2: Advanced Level School Support (Food Service Leads, Health Room Assistant, Administrative Assistants, Study Hall Monitor)

- Responsible for leading, tracking and ensuring the achievement of the students with whom they work
- May lead some whole group and a significant amount of small group instruction
- Certifications may be required
- To enter this level, employee must possess a basic level of knowledge and mastery in his/her profession, but would benefit from additional years or work-related experience

Level 3: Office Managers, Accountant, District Executive Assistant, District Administrative Assistant, Kitchen Manager

- Job duties have strategic requirements which require ample professional judgement and decision making over matters of significance
- Proven experience directly related to this profession is required to enter this level and professional certification may be required

Level 4: Managers, Associate Directors, Coordinators, College Counselor

- Job duties include responsibility for the strategic direction and success of a functional area of the organization
- Individual operates autonomously and makes critical decisions
- Individual may manage or coach others
- Proven experience and a track record of success is required to enter this level

Level 5: Directors, Principals, Chief Officers

- Establishes strategic direction for the organization in collaboration with Executive Leadership
- Individual has accountability for whole teams of people or entire functional areas of organization
- Proven experience operating at management levels of an organization are required to enter this level
- Two or more direct reports

- B. Pay Level Bands:** Pay Level Bands correlate with Job Levels (see section A). Within each Band is a minimum and maximum pay level. Compensation for an individual is based on numerous factors such as market range for a position, job knowledge, skills, experience and demand. All salaries referenced are based on work by a full-time equivalent (FTE) employee. If a staff member is part-time or temporary, the salary will be calculated according to their defined fractional FTE.

Pay Level Band	Minimum	Maximum	Position
L1	\$14.00	\$15.00	Food Service Servers
L2	\$15.00	\$18.00	Food Service Leads, Health Room Assistant, Administrative Assistants, Study Hall Monitor
L3	\$17.00	\$28.00	Office Managers, Accountant, District Executive Assistant, District Administrative Assistant, Kitchen Manager
L4	\$35,000	\$65,000	Managers, Associate Directors, Coordinators, College Counselor, Technology Assistant
L5	\$64,000	\$175,000	Directors, Principals, Executive Directors

- C. Starting Salary:** Administration and the SCPA Board of Directors will determine all non-instructional staff starting salary based on expectations/job description, experience, value to the school and available external market data. The Pay Level Bands (see paragraph B) will be reflective of this determination.
- D. Tiers for Raises:** Performance-based raises will be offered according to the following set of criteria, with manager discretion within the provided ranges.

Performance-Based Raise Tiers	Professional Evaluation (on 5 point scale)	Potential Raise Range*
Tier 1	At least 3.0	.5 - 1.0%
Tier 2	3.25 to 3.75	1.5 - 2%
Tier 3	More than 3.75	2 - 3%

*Salary increases outside of this range may be granted with SCPA Administration approval.

- E. Performance Evaluation Components:** The performance evaluation score is determined by the direct manager and may be influenced by the following inputs:

- 360 Evaluation
- Progress on Individual Performance Goals
 - Individual Performance Goals (IPG) are job-specific performance goals that may be set annually between you and your manager. IPGs should be Specific, Measurable, Attainable, Relevant, and Time bound, and should be aligned with other organizational goals.

IV. SUBSTITUTE AND SEASONAL EMPLOYEE COMPENSATION

Components of Substitute and Seasonal Employee Compensation are reflected in Appendix F.

V. OTHER ORGANIZATIONAL BENEFITS

Other employment benefits for all eligible employees (employees regularly scheduled to work 30 or more hours per week), the total compensation package includes significantly more than base salary (or hourly wages).

Notably, St. Croix Prep offers and contributes substantial monetary amounts toward benefit programs intended to help protect your personal and financial well-being. Those contributions usually equate to a value of approximately 23% of your annual salary.

See our benefits summary documents for more information. Our benefit offerings currently include: health, dental, long-term disability, life insurance, 403(b), flexible spending account, paid time-off, and matching contributions for PERA and TRA retirement accounts as applicable.

Other Organizational Benefits that contribute to SCPA's positive, supportive culture:

- Flexible work environment:
 - Flexible hours/work remotely (need to be present on student contact days 9:30am-4:00pm)
 - Coverage for staff in emergencies
 - Jeans and spirit-wear on Thursdays and college-wear on Fridays
- Support with Professional Development:
 - Earn CEUs through on-site professional development
 - CEU hours entered on MDE portal on behalf of licensed faculty
- Support of enrollment of staff child(ren) at SCPA:
 - Preferential student enrollment for SCPA employees
 - Free on-site childcare before and after school through YMCA for licensed staff's child(ren)
- Support during work day:
 - On-site food service: Lunch, including Salad Bar & Breakfast items
 - Free coffee (locally roasted)/tea and condiments
 - Notary public on-site (Beth Grubisch)
- Discounts extended to staff:
 - SCRIP discounts (staff may elect full rebate amount for discount)
 - Discounted SCPA spirit wear for staff at Heritage (show SCPA ID badge for 20% discount)
 - Staff free entry with staff ID at SCPA hosted events
- Support of staff's and family's health and wellness:
 - Free use of fitness room and athletic facilities
 - Health club fee reimbursement through SCPA's health insurance carrier
 - Wellness program - \$120 per year upon completion of earning required participation points
- St. Croix Prep strives to be a good local and global citizen:
 - Recycle/compost options for paper, glass, aluminum and food
 - SCPA is a prairie restoration site
 - Stillwater Chamber of Commerce member
 - SCPA's National Honor Society has adopted a section of Stagecoach Trail

APPENDIX A:

Licensed Instructional Staff Salary Schedule

2021-2022 School Year

Placement Level*	FY22 Pay Scale 1.0 FTE
1	\$37,500
2	\$38,000
3	\$38,760
4	\$39,535
5	\$40,919
6	\$41,737
7	\$42,572
8	\$43,423
9	\$45,595
10	\$46,507
11	\$47,437
12	\$48,385
13	\$49,353
14	\$50,340
15	\$51,347
16	\$52,374
17	\$53,421
18	\$54,490
19+	\$55,580

*Advancement on the placement schedule is contingent upon completing QComp requirements, achieving or exceeding the required minimum score on the year-end appraisal, and SCPA Administration recommendation.

An annual cost of living adjustment will be added for staff above placement level 19+ and is contingent upon completing QComp requirements, achieving or exceeding the required minimum score on the year-end appraisal, and SCPA Administration recommendation.

APPENDIX B:

QComp Performance Incentive Schedule

2020-2021 School Year

Licensed staff (teachers and school nurse) are awarded additional pay, beyond base salary, for participation in and qualification for Q- Comp Performance Incentives. The goal of the incentive is to improve teacher instruction and increase student performance. The amount for each category is based on the dollars available each year as determined by the submitted and approved Q-Comp Plan by Minnesota Department of Education. For the 2020-2021 school year, in order to receive performance based pay all licensed staff will need to achieve a minimum score of 46 on the first semester seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal. First and second-year licensed staff will need to achieve a minimum score of 40 on the first semester seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal.

Category 1. Ten Percent – (\$180) – Satisfactorily meeting School Wide Student Achievement Goals:

- Lower School Division Goal- The percentage of all students in grades 3-4 at St. Croix Preparatory Academy who earns achievement levels of meets or exceeds the standards on the Reading MCA-III will increase from 91.1% in 2019 to 91.6% in 2021.
- Middle School Division Goal-The percentage of all students in grades 5-8 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 88.8% in 2019 to 89.3% in 2021.
- Upper School Division Goal-The percentage of all students in grade 10 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 92.4% in 2019 to 92.9% in 2021.

Category 2. Forty Percent – (\$720) Measures of Student Achievement:

- Teachers must submit evidence of satisfactory performance via portfolio submission to Q-Comp planning team for review in May and meet PLC attendance requirements.

Category 3. Fifty Percent – (\$900) Participation in the Licensed Staff Seminar Observation Process indicating successful implementation of Paideia Seminar in classrooms:

- One Seminar Observation will be conducted throughout the year. One observation will be conducted by the TLCs using the Seminar Observation Rubric. Teachers must meet a minimum score of 46 points on the first semester seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal. First and second-year licensed staff will need to achieve a minimum score of 40 on the first semester seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal.

In summary,

- the annual Q-Comp stipend for Categories 2 and 3 will be awarded to licensed staff that:
 - meet or exceed the minimum year-end performance appraisal score listed above

- successfully complete all Category 2 and 3 requirements
- the annual Q-Comp stipend for Category 1 will be awarded to licensed staff if their division scores meet or exceed the minimum scores listed in Category 1.

APPENDIX C:

Additional Duties

2021-2022 School Year

Additional Duty	Licensed School Nurse			Lower School			Middle School			Upper School		
	Time	Frequency	Requirements	Time	Frequency	Requirements	Time	Frequency	Requirements	Time	Frequency	Requirements
Supervisory:												
Parent drop off				15-20 minutes	Daily	Half of LS staff	20 minutes	Daily	As Assigned	20 minutes	Daily	As Assigned
Parent pickup/bus				15-20 minutes	Daily	Half of LS staff	20 minutes	Daily	As Assigned	20 minutes	Daily	As Assigned
Direct Traffic				25 minutes	Daily	As Assigned				25 minutes	Daily	As Assigned
Lunch Duty				20 minutes	Daily	As Assigned	20 minutes	Daily	As Assigned	25 minutes	2x/week	As Assigned
Recess							20 minutes	Daily	As Assigned			
Hall/Atrium/Stairwell Duty				15-20 minutes	Daily	As Assigned	20 minutes	Daily	As Assigned	25 minutes	Daily	All US Staff
Class passing time							20 minutes	Daily	MS Staff	20 minutes	Daily	All US Staff
Latin Lab OR Writing Lab OR Study Hall (before school)							25 minutes	Daily	As Assigned			
Math Lab OR Study Hall (during recess)							20 minutes	Daily	As Assigned			
Detention										75 minutes	1x/week	As Assigned
Advisory (Service Hrs/EOY Presentations)										25 minutes	Daily	As Assigned
TA Coordinator										45 minutes	Daily	As Assigned
Upper School Faculty Committees										20 minutes	1x/biweekly	As Assigned
Middle School Faculty Committees							1-2 hours	As Needed	As Assigned			
Lower School Faculty Committees				3-4 hours	As Needed	As Assigned						
Communication:												
Conferences				10 hours	2x/year	All LS staff	8-10 hours	1x/year	All MS Staff	8 hours	1x/year	All US Staff
Additional parent conferences				As Needed	As Needed	All LS staff	As Needed	As Needed	All MS Staff	As Needed	As Needed	All US Staff
Newsletter				1 hour	Weekly	All LS staff	1 hour	As Needed	As Submitted	1 hour	As Needed	As Submitted
Student Office Hours				1 hour	1x/month	K-4	Before/After school + lunch	Daily	As Needed	Before/After school + lunch	As Needed	All US Staff
Child Study/ SPED Meetings				Before/After School or Prep Hours	As Needed	As Assigned	Before/After School or Prep Hours	As Needed	As Assigned	Before/After School	As Needed	As Assigned
Events/Activities:												
Concerts				2 hours	2x/year	All LS staff	2 hours	3x/year	All Music Staff	2 hours	3x/year	All Music Staff
Art Shows				20 hours	2x/year	Art Staff	20 hours	2x/year	Art Staff	10 hours	2x/year	Art & Music Staff
Back to school night	3 hours	1-2x/year	all schools	3 hours	1x/year	All LS staff	3 hours	1x/year	All MS Staff	3 hours	2x/year	All US Staff
Parent Information Night				2 hours	1x/year	All LS staff						
Kindergarten Open House	3-4 hours	1x/year		3-4 hours	1x/year	All LS staff						
Fifth Grade Orientation							5 hours	1x/year	5th Grade Staff			
Ninth Grade Orientation										3-4 hours	3x/year	9th Grade Staff
Registration Night										4 hours	1x/year	All US Staff
Boothoo/Yahoo Breakfast				2 hours	1x/year	Kindergarten team						
Student of the Month							3-4 hours	1x month	As Assigned	See Faculty Committees		
Chaperoning (Dances/PROM/Other)										4 hours	3x/year	US Staff Volunteers
Graduation & Senior Dinner										6-8 hours	2 nights/year	All US Staff
Senior Retreat Overnight Chaperones										3 days	2x/year	6 US Staff
EOY Awards Ceremony										6 hours	1x/year	All US Staff
Activity Advisors							2-4 hours	As Needed	MS Staff Volunteers	2-3 hours	2x/month	Half of US Staff
Field Trip Chaperones- Extended Day							4-5 hours	1x year	As Assigned			
Educ. Travel Chaperone-DC/Wolf Ridge/Lang. Camp							3-4 days	1x year	MS Staff Volunteers			
Independent Study Advisors										15-30 min/day	Daily	Requested Staff
Other Information:												
Prep minutes				50 minutes	Daily	All LS staff	45-104 minutes	Daily	All MS Staff	46-150 minutes	Daily	All US Staff
Student/Staff Ratios				1 Teacher + 1 EA-30 Specialists: 1:30	Year Round	All LS staff	1:30-32 average Music 1:40+	Year Round	All MS Staff	Math/Eng 1:32 PE/Soc St 1:32 Sci 1:27 Art 1:25 Music 1:40+	Year Round	All US Staff
EA/Specialist Support					Daily	Each classroom / Title 1 + SPED EAs		Daily	6 SPED EAs - No Classroom EAs		Daily	4 SPED EAs - No Classroom EAs

APPENDIX D:

Staff Stipend Schedule and Hourly Rates

2021-2022 School Year

ACTIVITIES			ATHLETICS			ATHLETICS (CON'T)		
	By Advisor	By Activity		By Coach	By Sport		By Coach	By Sport
Upper School Student Council		2,350	Football		14,100	Baseball		5,350
Advisor Salary	2,350		Head Varsity Coach	3,850		Head Varsity Coach	3,350	
Pep Band		550	Varsity Assistant Coach	2,500		Asst. Varsity Coach	2,000	
Advisor Salary/ \$50 per game	550		Varsity Assistant Coach	2,500		Softball		5,350
Jazz Band-Middle School		800	Varsity Assistant Coach	2,500		Head Varsity Coach	3,350	
Advisor Salary	800		Middle School Coach	1,750		Asst. Varsity Coach	2,000	
Vocal Music		-	Middle School Coach	1,000		Boys Lacrosse		4,150
Advisor Salary	-		Girls Tennis		5,820	Head Varsity Coach	2,900	
Debate		2,000	Head Varsity Coach	3,350		Asst. Varsity Coach	1,250	
Advisor Salary	2,000		Asst. Varsity Coach	2,470		Girls Lacrosse		4,150
Speech		2,000	Volleyball		9,950	Head Varsity Coach	2,900	
Advisor Salary	2,000		Head Varsity Coach	3,350		Asst. Varsity Coach	1,250	
National Honor Society		2,350	Asst. Varsity Coach	2,500		Track		11,350
Advisor Salary	2,350		C-Team Coach	2,500		Head Varsity Coach	3,350	
Fine Arts Society		1,400	Middle School Coach	1,600		Asst. Varsity Coach	2,000	
Advisor Salary	1,400		Cross Country		5,450	Asst. Varsity Coach	2,000	
Theater - Upper School		5,675	Head Varsity Coach	3,100		Asst. Varsity Coach	2,000	
Director	2,100		Asst. Varsity Coach	2,350		Asst. Varsity Coach	2,000	
Vocal Director	775		Girls Soccer		7,800	Boys Golf		5,350
Technical Director	500		Head Varsity Coach	3,100		Head Varsity Coach	3,350	
Pit Director	775		Asst. Varsity Coach	2,350		Asst. Varsity Coach	2,000	
Choreographer	775		C Team Coach	2,350		TOTAL		86,120
Piano	750		Boys Soccer		7,800			
Theater - Middle School		2,500	Head Varsity Coach	3,100				
Director	2,100		Asst. Varsity Coach	2,350				
Asst. Director/Tech	400		C Team Coach	2,350				
Theatre Club		750	Boys Basketball		11,600			
Managing Director	750		Head Varsity Coach	4,600				
Battle of the Books		700	Asst. Varsity Coach/JV	3,500				
Advisor Salary	700		C-Squad Head Coach	3,500				
Yearbook		4,000	Girls Basketball		8,100			
Lower School Advisor	1,000		Head Varsity Coach	4,600				
Lower School Advisor	1,000		Asst. Varsity Coach/JV	3,500				
Middle School Advisor	1,000		C-Squad Head Coach	-				
Middle School Advisor	1,000		Alpine Ski		4,600			
Continental Math League		1,725	Head Varsity Coach	3,350				
Advisor Salary-2nd	575		Asst. Varsity Coach	1,250				
Advisor Salary-3rd	575		Dance Team		-			
Advisor Salary-4th	575		Head Varsity Coach	-				
AMC Math League		-	Archery		10,900			
Advisor Salary	-		Head Varsity Coach	3,700				
US Math League		1,600	Asst. Varsity Coach	1,800				
Advisor Salary	1,600		Asst. Varsity Coach	1,800				
School Newspaper		750	Asst. Varsity Coach	1,800				
Advisor Salary	750		MS Coach	1,800				
Ski Club		1,000	Continued...					
Advisor Salary	1,000							
Quiz Bowl		-						
Advisor Salary	-							
Advisor Salary	-							
Lego League		500						
Advisor Salary	500							
TOTAL		30,650						

CURRICULAR		
		By Advisor
Peer Tutoring		2,000
Upper School Advisory Lead		1,500
Senior Advisor		250
Prom		1,000
Commencement		1,500
College Recommendation Letters (10)		250
Pre-AP Chemistry Online		1,800
Curriculum Development/ per day		125
Daily Stipend for approved additional projects/duties/ full day (6-8 hours)		125
Daily Stipend for approved additional projects/duties/ half day (3-5 hours)		62.50
Board Member		750
Board Clerk (per meeting)		100
TLC		4,000
TLC Summer Work		5,000
PLC		4,000
Test Proctoring		15.75/hr
Summer School		35.00/hr
ESY		35.00/hr
Homework Club		35.00/hr
Homebound teaching		35.00/hr
Subbing for another teacher (internal coverage)		hourly rate per annual
TOTAL CURRICULAR STIPENDS		9,363

APPENDIX E:
Non-Licensed Instructional Staff Salary Schedule
 2021-2022 School Year

General Education - Educational Assistant	
Placement Level*	Hourly Rate
1	\$14.00
2	\$14.25
3	\$14.50
4	\$14.75
5	\$15.00
6	\$15.25
7	\$15.50
8	\$15.75
9	\$16.00
10	\$16.25

Special Education -Paraprofessional	
Placement Level*	Hourly Rate
1	\$15.00
2	\$15.25
3	\$15.50
4	\$15.75
5	\$16.00
6	\$16.25
7	\$16.50
8	\$16.75
9	\$17.00
10	\$17.25

Special Education - Paraprofessional - Special Duty	
Placement Level*	Hourly Rate
1	\$17.00
2	\$17.25
3	\$17.50
4	\$17.75
5	\$18.00
6	\$18.25
7	\$18.50
8	\$19.00
9	\$19.25
10	\$19.50

Advancement on the placement schedule is contingent upon achieving or exceeding the required minimum score on the year-end appraisal and SCPA Administration recommendation.

An annual cost of living adjustment will be added for staff above placement level 10 and is contingent upon achieving or exceeding the required minimum score on the year-end appraisal and SCPA Administration recommendation.

APPENDIX F:

Substitute and Seasonal Employee Compensation Rates

2021-2022 School Year

Teacher Subs	\$125/day or \$62.50/half day
Long-Term Teacher Subs	\$175/day
Special Education Sub Teacher/EA Float	\$18.00 - \$20.00/hour
EA General Education Subs	\$14.00/hour
EA Special Education Subs	\$14.00/hour
Nurse Subs	\$125/day or \$62.50/half day
Health Office Assistant Subs	\$15.00/hour
Office Manager Subs	\$14.00/hour
Food Service Subs	\$14.00/hour
Seasonal Test Proctor	\$15.75/hour
Seasonal Facilities Workers	\$10.50 - \$20.00/hour
Seasonal Student Workers	\$10.50 - \$15.00/hour
Seasonal Administrative Workers	\$10.50 - \$17.00/hour



st. croix preparatory academy

Stillwater, MN
District 4120

March 2021
Financial Statements

bergankdv | **DO MORE.**

Prepared by:

Kelly Gutierrez, Chief Operations Officer
Travis Berends, Outsourced Controller

St. Croix Preparatory Academy
Stillwater, Minnesota

March 2021
Financial Statements

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St. Croix Preparatory Academy Stillwater, Minnesota

March 2021 Financial Statements

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the audited actual ending information as of June 30, 2020 while the ending balances reflect the YTD information.

Original budget projected 1194 ADM. Reforecasted budget now projects 1177 ADM. Current ADM is 1164.

Due from Other Funds represents the amount owed by Friends of St. Croix Preparatory Academy Building Company to the General Fund. At this time, \$0 is owed to the School by the Building Company.

State Aids Receivable represents the amount of the holdback that is owed to the school at this time for both FY20 and FY21.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July 1. This primarily consists of the “summer paychecks” and related benefits for the teachers.

Line of Credit Payable represents the amount that the school owes on the line of credit with Bayport First State Bank and Trust. The line of credit has been renewed. There is currently no amount owed on the line of credit.

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period.

The beginning Fund Balance amount of \$4,584,070 represents the audited Fund Balance at the end of the 2019-2020 school year while the ending Fund Balance at June 30, 2021 for the re-forecasted budget is to be \$5,734,999.

Statement of Revenue and Expenditures

This report shows the YTD activity, the current year adopted budget, current year working – reforecasted budget, the percentage of YTD activity as compared to the reforecasted budget, and the prior year audited actual.

Please feel free to contact Kelly Gutierrez at (651) 395-5900 should you have questions related to the financial statements.

St. Croix Preparatory Academy
FY21 Financial Highlights
as of March 31, 2021

Total All Funds	YTD Actual (75% completed)		BUDGET			
		% Of Reforecasted Budget	Reforecasted Budget 1170 ADM's	Approved Budget 1194 ADM's	Reforecasted vs. Approved Budget Variance	
	\$				\$	%
Revenues						
State	9,670,000	75%	12,893,000	13,264,000	(371,000)	-3%
Federal	2,067,000	90%	2,294,000	287,000	2,007,000	699%
Local	342,000	81%	424,000	1,663,000	(1,239,000)	-75%
Total Revenues	12,079,000	77%	15,611,000	15,214,000	397,000	3%
Expenditures						
Salaries/Wages	3,746,000	71%	5,242,000	5,386,000	(144,000)	-3%
Employee Benefits	770,000	63%	1,221,000	1,243,000	(22,000)	-2%
Facility Lease	1,447,000	75%	1,923,000	1,930,000	(7,000)	0%
Purchased Services (excluding facility lease)	894,000	71%	1,264,000	1,544,000	(280,000)	-18%
Supplies & Materials	471,000	66%	714,000	702,000	12,000	2%
Equipment	365,000	83%	442,000	425,000	17,000	4%
Other (Fundraising, Spec Ed, Dues, Etc.)	2,445,000	69%	3,550,000	3,924,000	(374,000)	-10%
Total Expenditures	10,138,000	71%	14,356,000	15,154,000	(798,000)	-5%
Total Revenues All Funds	12,079,000	77%	15,611,000	15,214,000	397,000	3%
Total Expenditures All Funds	10,138,000	71%	14,356,000	15,154,000	(798,000)	-5%
Net Income- All Funds	1,941,000	155%	1,255,000	60,000	1,195,000	95%

Key Ratios & Balances	Year End Comparison June 30	
	projected 2021	Audited 2020
Fund Balance	5,839,000	4,584,000
Debt Service Coverage Ratio - Bond Covenant 1.10 minimum	1.85	1.75
Fund Balance Reserve as a % of Annual Expenditures - SCPA Fund Balance Policy > 20%	41%	33%
Cash on Hand	5,054,870	3,917,120
# of Days Cash On Hand (Target >60)	129 days	104 days

St. Croix Preparatory Academy
Variance & Significant Items Summary
as of March 31, 2021

YTD Actual as a % of Budget : Variances > 5% of 25% YTD (i.e. less than 20% or greater than 30%)

Through March (75% of the year), in aggregate, YTD Revenue and Expense as a % of Reforecasted Budget are within 5% of YTD completion percent. However, Federal Revenue, Local Revenue, Employee Benefits, Supplies & Materials, Equipment and 'Other' Expenses % complete do vary greater than 5%. The variance in each category is attributed to timing differences. The expense variances are consistent with March 2020 year-to-date variances.

Reforecasted vs. Approved Budget (line item variances > 5% AND \$10K)

Federal Revenue: 699% variance (+\$2M)

Fund 1- Gen Ed (+\$1.8M) Reflects Federal Covid-19 related aid of: Payroll Protection Program (\$1.4M), Cares Relief Fund Sub-Grants from MDE (\$259K) and Washington County (\$82K), Elementary & Secondary Educational Relief (ESSER)(\$43K), ESSR 2 (\$25K) and Gov't Educational Relief Fund (GEERS) (\$3K), this is largely offset by FY21 Covid-19 attributed expenses of \$651K.

Fund 2- Food Service (+\$182K) SCPA is participating in the Federal Summer Food Service Program (SFSP) which has been extended to the entire FY21 school year. The SFSP reimburse schools \$4.25 per meal, and meals are free of charge to all students, regardless of their economic status. This increase is more than offset with a decrease in hot lunch food sales revenue with decrease in local revenue (-\$365K) and state revenue (-\$18K) .

Local Revenue: -75% variance (-\$1.2M)

Fund 1 - Gen Ed (- \$761K) This variance is the sum of many variances. The variances greater than 10K are as follows: Fundraising- Development (-\$550K), due to re-forecast of funds raised thru Together We Stand campaign (-\$225K) and the canceled annual fundraising events (-\$325K) , Fees From Patrons (-\$20K) due to loss of Parking Permit Revenue, Extra-curricular Fees (-\$72K) due to registration shortfall (\$52K) and a decrease in Gate Revenue (\$20K). The loss in registration revenue is largely offset by a decrease in extra-curricular expenses (\$46K). Fieldtrip Registration (-\$40K) which is offset with a decrease to Fieldtrip expenses. Fundraising Parent Group (-\$70K) due to reforecast of SCRIP Program Revenue, Booster Club (-\$30K) due to elimination of athletics/activities concession programs. These decreases are offset slightly by an increase in Interest Earnings (+\$15K), which was conservatively not included in original FY21 budget. Decrease in fundraising revenues (Development, Parent Group, Booster) are offset by a decrease in corresponding expenses.

Fund 2 -Food Service (-\$365K) Reflects the decrease in hot lunch and a la carte food sales. The decrease in hot lunch sales (\$252K) is offset by additional federal funding , the decrease in a la carte sales (\$100K) is partially offset by a decrease in food cost (\$40K), the decrease in team meal revenue (\$13K) is fully offset by reduced team meal expenses.

Fund 4- Community Service (-\$112K) Adjustment is the result of Covid-19 driven program changes including educational travel fundraising, summer camps, team banquets. This decrease is largely offset with a decrease in Fund 4 expenses (\$95K).

Purchased Services: -18% variance (\$280K)

Fund 1 - Gen Ed (-\$232K) The variance is net of several variances. The following operational efficiencies attributed to COVID-19 and mild winter: Utilities (\$58K), Travel & Conferences (\$28K), Repairs & Maintenance (\$43K), Credit Card Processing Fees (\$22K) and expense reduction due to eliminated fieldtrips (\$40K). In addition, several contracted services allocations including legal and technology consulting are tracking below budget (\$26K).

Fund 2- Food Service (-\$24K) All food service costs were reclassified to federal expense to correspond with the 100% federal *funding* of FY21 Food Service program.

Fund 4- Community Service (-\$26K) Expense reduction, corresponding to revenue reduction, due to COVID-19 driven program changes.

Other: -10% variance (\$374K)

Fund 1- Ged Ed (-\$372K) The variance is net of several variances. The primary decrease is Fundraising expenses due to Covid-19 driven programming changes (-\$805K), plus a decrease in State Sped (\$129K) which is the result of FY21 staffing shortages in Sped, plus unused ADSIS funds (-\$30K) because ELL teacher budgeted to deliver ADSIS programming did not deliver these services due to ELL workload. plus Covid related efficiencies in Extra-Curricular programing (-\$46K). These decreases are offset with by Covid-19 related expenses (\$651K).

Individual Fund or Business Segment Highlights

Payroll Protection Plan (PPP) loan of \$1.4M was received in March. Per guidance received from MDE, PPP loan proceeds are to recognized as revenue in the period received and if the loan is *not* forgiven, will be recognized as an expense. St. Croix Prep will apply for PPP loan forgiveness once funds are expended, which is estimated to be in July 2021.

FY21 In-state full time Enrollment of 1170 is below budgeted enrollment by 2% (24 students) and down 16 students from September- This shortfall is slightly offset by PSEO (19ADM) and Shared Time (7 ADM) enrollment, which together are estimated to generate 2 ADMs. Upper School enrollment has decreased by 7 students since November. If current enrollment is maintained, General Education revenue will decrease \$206K This revenue loss will be partially offset with 'Declining Enrollment' revenue, which is a component of state funding. Estimated Declining Enrollment revenue (\$25K) is conservatively not included in the FY22 Budget Re-forecast.

Cares Relief Funding generates \$411K in additional funding which partially offsets \$651K in FY21 Covid-19 related costs. FY20 Safe Schools Funding of \$40K , which was not expended in FY20 had been assigned for Covid-19 related expenditures in FY21.

Reforecasted FY21 Net Income increased \$1.2M- This variance is nearly 100% attributed to the impact of COVID-19 including additional revenue and costs, declining enrollment, and cancelled fundraising campaigns and events. Additional federal funding of \$1.8M (PPP + Cares Funding) is offset by Covid related net loss of \$630K . This net loss is sum of lost revenue plus additional expenses, less operational efficiencies realized . See 'Summary of Net Income Budget Variance' for additional details.

Operating Checks > \$10,000

Recurring

- UMB Bank (\$160,819) - monthly lease payment (per agreement) July-April**
- Health Partners (\$64,000 - \$65,000) - monthly health insurance premium (employee & employer) July - May**
- Blue Ribbon Cleaning (\$15,900 - \$21,500) - custodial services (per agreement) July-April**
- City of Bayport (\$10,500) - quarterly water bill (Jun-Sept)**
- Xcel Energy (\$10,000- \$12,800) - monthly electric and gas (Sept & March)**
- BerganKDV (\$10,315) - monthly financial mgmt & accounting services (per agreement)**

Non-recurring

- Jul-20 **Frontline Technologies (\$13,750): FY21 HR software**
- Jul-20 **Skyward Accounting (\$24,100): FY21 Financial Mgmt and True Time**
- Jul-20 **Bindert Painting (\$22,900): June 2020 painting services**
- Jul-20 **Wells Fargo (\$42,400): FY21 Apple lease payment**
- Aug-20 **Liberty Mutual (\$29,700): FY21 Commercial Insurance package**
- Aug-20 **Region 1 (\$12,700): FY21 Synergy support & hosting**
- Aug-20 **Amazon (\$23,400): 55" TVs for hybrid teaching stations**
- Aug-20 **Royal Supply (\$16,400): Cleaning supplies - COVID-19 related**
- Aug-20 **Bindert Painting (\$10,950): July 2020 painting services**
- Aug-20 **All-Weather Services (\$14,400): Aug 2020 landscape fee + mulch and irrigation repair**
- Sep-20 **Principal Service (\$33,900): Sonic Wall upgrade to Wi-Fi for hybrid learning**
- Sep-20 **Egan Company (\$32,300): New light posts for front entrance**
- Sep-20 **SAAFE LLC (\$12,900): Power to gym bleachers**
- Oct-20 **Friends of Education (\$26,300): FY21 authorizer fee**
- Oct-20 **David Hardware (\$14,500): Replace bathroom doors and toilet compartment doors**
- Oct-20 **Draper, Inc. (\$15,300): Gym curtains**
- Nov-20 **BDS Laundry (\$12,900): Washer and dryer for coaches room**
- Nov-20 **Egan Co (\$78,000): Air purification system**
- Dec-20 **Minnesota Sodding Co (\$15,150): Athletic field irrigation monitoring, aerification, seed and topdressing**
- Dec-20 **The Centre Stage Mfg. (\$13,900): Gym wall pads**
- Dec-20 **Master Mechanical (\$12,550): Shower stall dividers**
- Dec-20 **Cosney (\$73,650): Music room built ins**
- Jan-21 **Egan Company (16,550): electrical hookup for new washer/dryer**
- Feb-21 **Youth Service Bureau (\$12,000): FY21 Mental Health Counseling (2nd half of year-COVID)**
- Feb-21 **Virco Inc (\$42,300): 24 lunch tables**
- Feb-21 **Egan (\$14,900): HVAC repairs**
- Feb-21 **Egan (\$13,200): Exhaust duct for new dryer**
- Mar-21 **Regents Capital (\$10,200): Chromebook equipment lease contract**

FY21 Approved Budget to Reforecasted Budget

Summary Net Income Budget Variances

05/18/21

line#	Description	\$
1	Net Income per FY21 Approved Budget	\$60,000
2	Payroll Protection Plan Loan	\$1,413,000
3	GEER, ESSR, CRF, EESR2 Federal Grants	\$412,000
4	Covid related costs	(\$666,000)
5	Enrollment Shortfall (per pupil funding) (17 students)	(\$205,000)
6	Postponement of Bleacher/Press Box Purchase	\$120,000
7	Food Service Loss (loss of A la Carte sales and increased food cost)	(\$32,000)
8	Operational Efficiencies*	\$350,000
9	Costs incurred intended to be funded thru fundraising proceeds **	(\$116,000)
10	FY21 Salary additions- approved in Sept 2020	(\$40,000)
11	Interest Income (mmkt interest- not budgeted)	\$15,000
12	Loss of Extra-curricular Gate Revenue	(\$19,000)
13	Loss of Parking Permit Revenue	(\$20,000)
14	Loss from elimination of Fund 4 programming	(\$17,000)
15	Net Income per FY21 Reforecasted Budget	\$1,255,000
16	Beginning Fund Balance, All Funds, July 1	\$4,584,000
17	Projected Fund Balance, All Funds, June 30	\$5,839,000

* Operational Efficiencies or savings from delayed projected realized many areas. Primary efficiencies realized in: Utilities, Tech Equip, Contracted Services, Building improvements, Repairs and Maintenance & Travels and Conferences

** Purchases include built-in cabinetry and Chromebook lease cost to be funded with All-School Marathon proceeds.

St. Croix Preparatory Academy
Stillwater, Minnesota

Balance Sheet
as of March 31, 2021

	Audited Balance June 30, 2020	YTD
<u>Assets</u>		
Current Assets		
Cash and Investments	3,917,120	6,186,630
Accounts Receivable	30,085	1,268
Due from Other Funds	0	0
PY State Aids Receivable	0	(160,715)
CY State Aids Receivable	1,360,660	782,661
Federal Aids Receivable	18,758	0
Due from Other Governments	0	0
Inventory	1,752	0
Prepaid Items and Deposits	40,972	1,840
Total Current Assets	5,369,347	6,811,684
Total All Assets	5,369,347	6,811,684
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	357,532	248,353
Accounts Payable	277,086	20,253
Due to Other Governments	155	0
Payroll Deductions and Contributions	101,004	14,897
Deferred Revenue	49,500	2,892
Total Current Liabilities	785,277	286,395
Fund Balance		
Unassigned Fund Balance	4,060,923	4,060,923
Food Service Restricted Fund Balance	288,495	288,495
Community Service Restricted Fund Balance	72,921	72,921
Assigned Fund Balance	161,731	161,731
Change in Fund Balance		1,941,219
Total Fund Balance	4,584,070	6,525,289
Total Liabilities and Fund Balance	5,369,347	6,811,684

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2021

	=9/12				75.0%	
	Year to Date Activity - 1164 ADM	Reforecasted Budget 1,170 ADM's	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020
General Fund - 01						
Revenues						
State Revenues						
211 General Education Aid	6,610,967	8,592,779	8,798,647	(205,868)	76.9%	8,591,998
F335 Quality Compensation	93,411	311,400	304,700	6,700	30.0%	281,280
F348 Charter School Lease Aid	607,537	1,702,156	1,736,845	(34,689)	35.7%	1,715,558
317 Long Term Facilities Maintenance	1,064	168,485	172,498	(4,013)	0.6%	171,762
201 Endowment Aid	25,306	53,422	49,587	3,835	47.4%	52,177
212 Literacy Aid	73,329	81,477	80,288	1,189	90.0%	80,288
342 Safe Schools	0	0	0	0	0.0%	39,649
360 Special Education Aid	1,475,159	1,983,727	2,102,705	(118,978)	74.4%	1,922,683
370 Other Miscellaneous State Aids/Adjustments	650	0	0	0	0.0%	0
PY Over/Under	0	0	0	0	0.0%	47,800
CY State Aids Receivable/(Deferred Revenue)	782,661	0	0	0	0.0%	0
Total State Revenues	9,670,085	12,893,446	13,245,270	(351,824)	75.0%	12,903,194
Federal Revenues						
401/414/433 Title Programs	7,856	9,700	9,700	0	81.0%	21,249
151-154/174 CARES/CRF/WC	364,487	411,908	0	411,908	88.5%	0
419/420/425 Federal Special Education Aid	58,321	182,900	182,900	0	31.9%	181,070
PPP Loan Proceeds	1,413,080	1,413,080		1,413,080	100.0%	0
Total Federal Revenues	1,843,744	2,017,588	192,600	411,908	91.4%	202,319
Local Revenues						
040 Out of State Tuition	4,750	4,750	4,750	0	100.0%	4,750
Var. Fees from Patrons (5)	51,913	70,000	90,000	(20,000)	74.2%	83,622
Var. Extracurricular Fees (6)	158,487	182,000	254,000	(72,000)	87.1%	223,915
Var. Field Trips (12)	573	500	40,100	(39,600)	114.6%	9,602
Var. Fundraising - Development (1)	28,411	30,000	580,000	(550,000)	94.7%	191,178
Var. Fundraising - Parent Group (2)	40,200	55,000	125,400	(70,400)	73.1%	123,615
Var. Fundraising - Booster Club (3)	970	1,500	31,100	(29,600)	64.7%	22,826
Var. Fundraising - Other (4)	0	0	7,500	(7,500)	0.0%	5,717
071 Third Party Billing	3,943	3,327	2,000	1,327	118.5%	2,382
092 Interest Earnings	12,416	15,000	0	15,000	82.8%	26,273
096 Other Donations and Gifts	6,150	0	0	0	0.0%	39,273
099 Miscellaneous Revenues (14)	7,074	9,000	1,000	8,000	78.6%	11,753
622/624 Resale of Goods/Equipment	2,886	3,000	0	3,000	96.2%	11,619
Total Local Revenues	317,775	374,077	1,135,850	(761,773)	84.9%	756,525
Total Revenues	11,831,603	15,285,111	14,573,720	(701,689)	77.4%	13,862,038
Expenditures						
100's Salaries and Wages	3,303,284	4,925,000	4,901,339	23,661	67.1%	4,687,782
Salaries and Benefits, Estimated YTD Accrual	322,703	0	0	0	0.0%	0
200's Employee Benefits	769,337	1,220,286	1,202,931	17,355	63.0%	1,090,126
305/315 Contracted Services	345,667	533,000	590,000	(57,000)	64.9%	501,767
320 Communications Services	25,358	33,000	33,000	0	76.8%	32,467
329 Postage	1,226	2,100	2,100	0	58.4%	2,159
330 Utilities	126,562	184,000	242,000	(58,000)	68.8%	167,939
340 Property and Liability Insurance	33,088	33,000	33,000	0	100.3%	34,094
350 Repairs and Maintenance	291,028	392,000	435,000	(43,000)	74.2%	411,479
360 Contracted Transportation for Field Trips	0	0	24,400	(24,400)	0.0%	4,976
366 Travel, Conferences, and Staff Training	2,142	2,000	30,000	(28,000)	107.1%	9,470
369/394 Field Trips / Registration Fees	580	500	15,700	(15,200)	116.0%	5,240
348-370 Building Lease	1,447,371	1,923,112	1,929,828	(6,716)	75.3%	1,906,176
370/380 Other Rentals and Operating Leases	57,867	74,000	74,000	0	78.2%	70,565
401/455/465 General Supplies	43,888	60,000	68,700	(8,700)	73.1%	80,853
P 810 Maintenance Supplies	28,478	57,000	92,000	(35,000)	50.0%	89,149
405/406 Software & Licensing	91,451	115,000	100,000	15,000	79.5%	104,770
430/456/466 Instructional Supplies	31,994	60,000	72,000	(12,000)	53.3%	32,788
460 Textbooks and Workbooks	50,118	46,000	40,000	6,000	109.0%	37,142
461 Standardized Tests	2,898	32,000	32,000	0	9.1%	48,453
490 Food Purchased	4,537	8,200	8,200	0	55.3%	5,118
520 Building Improvement	139,758	188,000	160,000	28,000	74.3%	140,576
530/535/589 Other Equipment (Furniture)	135,386	138,000	75,000	63,000	98.1%	62,309

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St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2021

	=9/12				75.0%	
	Year to Date Activity - 1164 ADM	Reforecasted Budget 1,170 ADM's	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020
555/556 Technology Equipment	16,111	25,000	85,000	(60,000)	64.4%	18,189
580/581 Capital Equipment Lease	73,543	85,000	59,239	25,761	86.5%	53,885
820 Dues and Memberships	33,199	40,000	40,000	0	83.0%	32,564
898 Scholarships	(800)	400	1,200	(800)	-200.0%	2,000
899 Miscellaneous	3,189	5,000	0	5,000	0.0%	0
C 217 Graduation	1,524	33,000	33,000	0	4.6%	9,452
C 399 COVID-19 Related Expenditures	166,323	240,000	0	240,000	69.3%	257,337
Var. Extracurricular Activities (6)	179,493	276,000	322,000	(46,000)	65.0%	305,753
Var. Fundraising - Development (1)	39,514	50,000	755,000	(705,000)	79.0%	100,334
Var. Fundraising - Parent Group (2)	15,318	55,000	125,400	(70,400)	27.9%	123,960
Var. Fundraising - Booster Club (3)	10	1,500	31,100	(29,600)	0.7%	22,331
Var. Fundraising - Other (4)	0	0	7,500	(7,500)	0.0%	4,747
335 Q Comp Expenditures (Excludes Sped Q Comp)	114,455	311,400	304,700	6,700	36.8%	316,414
372 Third Party Billing PRG 400	720	3,327	2,000	1,327	21.6%	2,382
372 Third Party Billing PRG 420	0	0	0	0	0.0%	0
P422 ADSIS	178,352	256,136	298,147	(42,011)	69.6%	284,985
740 State Special Ed Expenditures / ESY (Includes Q Comp)	1,329,359	1,982,216	2,111,540	(129,324)	67.1%	2,056,504
401/414/433 Title Programs	8,356	9,700	9,700	0	86.1%	21,249
151-154/174 CARES/CRF/WC	364,487	411,908	0	411,908	88.5%	0
419/420/425 Federal Special Education Program	123,267	182,900	182,900	0	67.4%	178,088
Subtotal Expenditures	9,901,142	13,994,685	14,529,624	(534,939)	70.7%	13,315,569
Transfers to Other Funds	0	0	0			0
Total Expenditures	9,901,142	13,994,685	14,529,624	(534,939)	70.7%	13,315,569
General Fund Change in Fund Balance	1,930,461	1,290,426	44,096	(166,750)		546,469
Beginning General Fund Balance, July 1	4,216,656	4,216,656	4,216,656			3,670,187
Projected General Fund Balance, June 30	6,147,117	5,507,081	4,260,752			4,216,656

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2021

=9/12

75.0%

Year to Date Activity - 1164 ADM	Reforecasted Budget 1,170 ADM's	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020
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Food Service Fund - 02

Revenues

Summer Food Service Program	223,242	250,000	0	250,000	89.3%	33,704
State Revenues	(0)	41	18,433	(18,392)	0.0%	11,833
Federal Revenues	(0)	26,138	94,293	(68,155)	0.0%	69,770
Sale of Lunches and Other Local Revenues	1,429	23,000	388,600	(365,600)	6.2%	272,472
Total Revenues	224,670	299,178	501,326	(202,148)	75.1%	387,779

Expenditures

Summer Food Service Program	209,318	295,000	0	295,000	71.0%	34,974
Salaries and Wages	0	0	161,441	(161,441)	0.0%	124,244
Employee Benefits	(0)	0	37,866	(37,866)	0.0%	30,336
Team Meals	0	0	12,500	(12,500)	0.0%	12,304
Purchased Services	(0)	0	27,000	(27,000)	0.0%	11,855
Supplies and Materials (Inc. Food and Milk)	0	32,258	229,087	(196,829)	0.0%	146,427
Capital	(0)	3,000	30,000	(27,000)	0.0%	0
Dues and Memberships	0	0	1,700	(1,700)	0.0%	1,678
Total Expenditures	209,318	330,258	499,594	(169,336)	63.4%	361,819

Food Service Fund Change in Fund Balance	15,352	(31,080)	1,732	(32,812)		25,960
Beginning Food Service Fund Balance, July 1	290,248	290,248	290,248			264,288
Projected Food Service Fund Balance, June 30	305,600	259,168	291,980			290,248

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St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2021

=9/12

75.0%

Year to Date Activity - 1164 ADM	Reforecasted Budget 1,170 ADM's	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020
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Community Service Fund - 04

Revenues

Participation Fees	23,228	27,000	138,895	(111,895)	86.0%	115,607
Total Revenues	23,228	27,000	138,895	(111,895)	86.0%	115,607

Expenditures

Salaries and Wages	5,844	5,844	19,005	(13,161)	100.0%	13,849
Employee Benefits	964	965	2,470	(1,505)	99.9%	2,058
Purchased Services	10,126	10,619	37,500	(26,881)	95.4%	29,473
Supplies and Materials	8,343	8,162	47,900	(39,738)	102.2%	65,863
Equipment	0	2,545	16,000	(13,455)	0.0%	1,151
Other	2,545	2,865	3,000	(135)	88.8%	0
Total Expenditures	27,823	31,000	125,875	(94,875)	89.8%	112,394

Community Service Fund Change in Fund Balance	(4,595)	(4,000)	13,020	(17,020)		3,213
Beginning Community Service Fund Balance, July 1	77,167	77,167	77,167			73,954
Projected Community Service Fund Balance, June 30	72,572	73,167	90,187			77,167

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2021

	=9/12				75.0%	
	Year to Date Activity - 1164 ADM	Reforecasted Budget 1,170 ADM's	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020
Total All Funds						
Revenues						
State Revenues	9,670,084	12,893,487	13,263,703	(370,216)	75.0%	12,915,027
Federal Revenues	2,066,985	2,293,726	286,893	2,006,833	90.1%	305,794
Local Revenues	342,431	424,077	1,663,345	(1,239,268)	80.7%	1,144,603
Transfer In	0	0	0	0	0.0%	0
Total Revenues	12,079,501	15,611,289	15,213,941	397,348	77.4%	14,365,424
	12,079,501	15,611,289	15,213,941	(1,015,732)		14,365,424
Expenditures						
Salaries and Wages	3,746,287	5,242,244	5,386,485	(144,241)	71.5%	5,142,289
Employee Benefits	770,301	1,221,251	1,243,267	(22,016)	63.1%	1,122,520
Purchased Services	2,341,015	3,187,331	3,473,528	(286,197)	73.4%	3,187,660
Supplies and Materials	471,025	713,620	702,387	11,233	66.0%	657,841
Equipment	364,797	441,545	425,239	16,306	82.6%	276,109
Other (Fundraising, Special Ed, Dues, etc.)	2,444,857	3,549,952	3,924,187	(374,235)	68.9%	3,403,362
Transfer Out	0	0	0	0	0.0%	0
Total Expenditures	10,138,282	14,355,943	15,155,093	(799,150)	70.6%	13,789,782
	10,138,282	14,355,943	15,155,093	(799,150)		13,789,782
Total Revenues All Funds	12,079,501	15,611,289	15,213,941	397,348	77.4%	14,365,424
Total Expenditures All Funds	10,138,282	14,355,943	15,155,093	(799,150)	70.6%	13,789,782
Change in Fund Balance - All Funds	1,941,219	1,255,346	58,848	1,196,498		575,642
Beginning Fund Balance, All Funds, July 1	4,584,070	4,584,070	4,584,070			4,008,428
Projected Fund Balance, All Funds, June 30	6,525,289	5,839,416	4,642,918			4,584,070
Debt Service Coverage Ratio		1.85	1.29			1.75
Fund Balance Reserve as Percentage of Annual Expenditures		40.7%	30.6%			33.2%

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.



st. croix preparatory academy

FY22 Final Budget Package

**Presented to School Board
May 18, 2021**

FY22
Final Budget Package
Table of Contents

Page 1-3: Budget Summary
Page 4: Budget Model Overview
Pages 5-12: Budget Model

St. Croix Preparatory Academy
Budget Summary
FY22 Budget

FY22 Assumptions

State Funding Formula: FY22: 1% increase / FY23: 2.5% Net: 2 year average increase of 1.75%

Enrollment: Full Time Enrollment - 1180 student (+10)
PSEO Enrollment -29 students (+10)
Shared Time - 7 students (+0)

Compensation: Per Compensation Schedule + step adjustments to various non-educational staff who have increased responsibilities and job duties.

Benefits:	Type	Change
	Health	-1.69%
	Dental	flat
	Life	6.25% increase
	LTD	3.22%

School Wide Summary

	Final FY22	Prelim FY22	Variance	
Total Revenues	\$15,173,000	\$15,114,000	\$59,000	
Total Expenditures	\$15,096,000	\$15,051,000	\$45,000	
Projected Annual Surplus	\$77,000	\$63,000	\$14,000	Projected Fund Balance \$5,917,000
Fund Balance as % of Annual Expense (Gen Fund Only)	39%	39%	0.0%	Target >20%
Debt Service Coverage	1.24	1.22	0.02	Target 1.20 (must be >1.10)
Days Cash On Hand	128	128	0	Target +60

Fund Level Summary

General Fund (Fund 1)

	Final FY22	Prelim FY22	Variance*		
Total Revenues	\$14,552,000	\$14,493,000	59,000		
Total Expenditures	\$14,490,000	\$14,445,000	45,000		
Projected Annual Surplus	\$62,000	\$48,000	14,000	Projected Fund Balance	\$5,440,000

	#/\$	% change from prelim	Description
FY22 Enrollment:	1216	0.0%	-FY22 preliminary budgeted enrollment is an increase of 19 over FY21 re-forecasted enrollment and a decrease of 9 over FY21 original budget. Projected enrollment of 1216 is comprised as follows: 1180 in-state, 29 PSEO, 7 shared time enrollment.
			-Shared time enrollment projected to remain flat.
			-PSEO enrollment projected to increase 50% to 29 students.
			-Waitlist at 672, remains strong w/ 2% (13 student) increase from FY21

	#/\$	% change from prelim
Total General Fund Revenue	\$14,552,000	0%
Variance from prelim budget	\$59,000	

State Revenue Variances from Prelim Budget > \$10,000

Budget Line Item	#/\$	% change	Description
State Special Education:	\$43,000	2%	-Additional contracted service provider identified as needed for FY22 school year.

Federal Revenue Variances from Prior Year > \$10,000 -NONE

Other Revenue Variances from Prior Year > \$10,000

Interest Earnings:	\$12,000	100%	-MMKT interest earnings based on current MMKT rates, not included in prelim budget.
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	#/\$	% change	Description
Total General Fund Expenses	\$14,490,000		
Variance from prelim budget	\$45,000	0.3%	

General Fund Expenses Variances from Prior Year > \$10,000

Budget Line Item	#/\$	% change	Description
Fundraising-Development:	(\$120,000)	-16%	Expenditure of funds raised in prior years for Bleacher/Pressbox was removed from the budget (\$120K). If the board approves the bleacher/pressbox project in FY22 by the board, a budget ammendment will be requested to expend these funds.
State Special Education:	\$72,000	3%	Additional contracted services were identified since prelim budget was submitted. 90% of this cost will be offset with State Special Ed revenue.
Benefits:	\$44,000	4%	Reflects benefit enrollment contingency which was omitted from prelim budget.
Salaries :	\$23,000	0%	Reflects adjustments from estimated to actual salaries for open positions which have been filled since prelim budget submission.
Technology Equipment	\$15,000	13%	Reflects adjustment to FY22 security camera project.
Contracted Services:	\$10,000	2%	Net of the addition of contracted school counselor services (\$24000) and various adjustments to FY22 contracted services contingencies (\$14,000). School counselor services were funded with Covid Relief and Title IV funding in FY20 and FY21, and will likely not be available in FY22.

Food Service (Fund 2)

	#/\$	% change
Projected Annual Surplus	\$4,000	-
Variance from prelim budget	\$0	

	#/\$
Projected Fund Balance	\$264,000

Fund 2 is projected to return to pre FY21 revenue and expense levels.

Community Service Fund (Fund 4)

	#/\$	% change
Projected Annual Surplus	\$11,000	-19%
Variance from prelim budget	\$0	

	#/\$
Projected Fund Balance	\$91,000

Fund 4 is projected to return to pre FY21 revenue and expense levels.

Long Term Budget Model

-Current Year budget assumptions forecasted out 5 years. Based on the review of key ratios/percentages, it is determined that current funding levels and assumptions are sustainable for this 5 year outlook.

	FY22	FY23	FY24	FY25	FY26	
Schoolwide Annual Surplus	\$78,000	\$353,000	\$210,000	\$106,000	\$243,000	
Ending Schoolwide Fund Balance	\$5,917,000	\$6,270,000	\$6,480,000	\$6,586,000	\$6,829,000	
Fund Balance % of Annual Exp	39%	41%	42%	42%	44%	target 20-25%
Debt Service Coverage Ratio	1.24	1.40	1.32	1.26	1.35	target 1.20 (must be > 1.2)
Days Cash on Hand	128	135	137	137	144	target +60

St. Croix Preparatory Academy
Budget Projection Model Overview
FY22 Budget

The following is an overview of the **Budget Projection Model (pages 5-12)** components:

Page 5: Enrollment projections Enrollment assumptions and history are detailed in Schedule #1. At the top of page 2 are formulas for various other state-funding categories. The revenue listed is 'total revenue' for the category, not 'per pupil unit'.

Pages 6-7: State Revenue Assumptions and Calculations: Components of the 'per pupil unit' General Ed Rev formula is detailed at the top of page 2. Components of other 'per pupil unit' based funding sources are detailed here. Also detailed is the Pension Adjustment revenue calculation and Special Education revenue calculations including ADSIS.

Page 8: General Fund-Revenues: All of the revenue \$s in pages 1 -3 flow into this section. Generally speaking, state revenue calculations are explained in pages 2-3. 'Other Revenue' is projected as a function of prior year actual, projected enrollment and programming and proposed fees for FY20.

Page 9-10: General Fund Expenditures: Line items are budgeted based on prior year actual, projected enrollment, administration and staff requests as well as vendor proposals/estimates.

Page 11: Food Service & Community Education-Revenue & Expenditure Summary & Projections: School meals program revenue and expenses run thru **Fund 2** (or The Food Service Fund). **Fund 4** (or The Community Services Fund) accounts for various activities that serves the community as a whole and develops youth during non-school hours. Included in this fund are: Kindergarten Camp, Summer Athletic & Music Camps.

Page 12: School Wide Activity : In addition to summarizing the revenue and expenditures of the three separate funds, (general education, food service and community education funds) this section contains key ratios: **Fund Balance % of Annual Expenditures, Debt Service Coverage Ratio, and Days Cash on Hand.**

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	Final 2021-2022	Preliminary 2021-2022	Variance
<u>Enrollment Projections</u>			
Number Students Grade HK	0	0	0
Number Students Grade K	90	90	0
Number Students Grade 1	90	90	0
Number Students Grade 2	90	90	0
Number Students Grade 3	90	90	0
Number Students Grade 4	90	90	0
Number Students Grade 5	90	90	0
Number Students Grade 6	90	90	0
Number Students Grade 7	90	90	0
Number Students Grade 8	90	90	0
Number Students Grade 9	100	100	0
Number Students Grade 10	100	100	0
Number Students Grade 11	90	90	0
Number Students Grade 12	80	80	0
<u>Enrollment totals by state pupil unit weighting category</u>			
Total Number of Students Grade K	90	90	0
Total Number of Students Grade 1-3	270	270	0
Total Number of Students Grade 4-6	270	270	0
Total Number of Students Grade 7-12	550	550	0
Total Number of Students	1,180	1,180	0
Total Number of Current Year Pupil Units	1,290.00	1,290.00	0.00

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	Final 2021-2022	Preliminary 2021-2022	Variance
State Revenue Assumptions and Calculations			
General Education Revenue			
State Averages Per Pupil Unit	\$6,699	\$6,633	
Inflation Rate Assumption-Basic only	1.0%	1.0%	
Basic Excluding Transportation	\$6,386.83	\$6,323.90	
Gifted and Talented	13.00	13.00	
Transportation Sparsity (SCPA does not receive)	0.00	0.00	
Sparsity	30.33	30.33	
Operating Capital	266.53	266.53	
Equity	116.20	116.20	
Referendum	32.35	32.35	
Transportation (SCPA doesn't receive-resident district provides)	0.00	0.00	
Per Pupil Unit State Revenue	6,742.31	6,742.31	
Less Pension Adjustment	0.00	0.00	
Total Per Pupil Unit State Revenue	\$6,742.31	\$6,742.31	
Total General Education State Revenue	8,697,583	8,697,583	
	Free	5%	5%
	Reduced	1%	2%
Compensatory Revenue			
	estimate	estimate	
A: Number of Students prior yr. (current year for 1st year)	1203	1177	
B: Number of Free Lunch Students prior yr. (or current year for 1s	60	54	
C: Number of Reduced Lunch Students prior yr. (current yr. for 1s	18	20	
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	69.00	63.38	
E: Concentration Portion	0.06	0.05	
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.07	0.07	
G: PU = .6 * D * F	2.97	2.56	
H: Initial Revenue	17,471	14,833	
Miscellaneous Adjustment (Rounding)	0	0	
I: Short Year Factor	1	1	
Calculated Compensatory State Revenue ((A) x (B))	17,471	14,833	
EL (English Learner) State Aid			
	estimate	estimate	
Prior Year EL Eligible ADM	25	25	
Current Year EL Eligible ADM	30	25	
ADM Served	1180	1180	
Adjusted EL ADM	30	25	
EL Marginal Cost Pupils	30	25	
EL Revenue	21,120	17,600	
Concentration Portion	0.0254	0.0212	
Concentration Factor	0	0	
EL Pupil Units	7	5	
EL Concentration Revenue	1658	1151	
Rounding Adjustment	0	0	
Total EL Aid	22,778	18,751	
Pension Adjustment - new in FY19			
Member Salaries	5,137,336	5,137,336	
Pension Adjustment Rate	0.84%	0.84%	
Total Pension Adjustment Revenue	43,154	43,154	

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	Final 2021-2022	Preliminary 2021-2022	Variance
<u>Building Lease Aid:</u> Lesser of line a or b below:			
Building Lease Exp.	<u>1,925,740</u>	<u>1,927,200</u>	
Add'l PUN for PSEO (begin in FY18)	<u>29.00</u>	<u>30.00</u>	
a) Aid at \$1,314 per pupil unit (PSEO begin in FY18)	<u>1,733,166</u>	<u>1,734,480</u>	
b) Aid at 90% of Lease	<u>1,733,166</u>	<u>1,734,480</u>	
Lesser of \$1,314/p.u. or 90% of lease payment	<u>1,733,166</u>	<u>1,734,480</u>	
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>	
Total Prorated Building Lease Aid Revenue	<u>1,733,166</u>	<u>1,734,480</u>	
Lease Aid Revenue per pupil unit (before proration)	<u>1314</u>	<u>1314</u>	
<u>Building Lease Aid Analytical</u>			
Lease Aid Revenue that would need to be generated to cover exp at 90%. Max per Statute is \$1,314	1,314	1,314	
How many more PUN would we need to maximize lease aid?	0	0	
<u>Long-Term Facilities Maintenance Revenue</u>			
Revenue per Adjusted Pupil Unit	\$132	\$132	
Proration	<u>100.0%</u>	<u>100.0%</u>	
Total Long-Term Facilities Maintenance Revenue	<u>170,280</u>	<u>170,280</u>	
<u>Special Education Revenue</u>			
Non-ADSIS Rate	estimate - 92.0%	estimate - 92.0%	
State Special Education Aid & Tuition Billing	<u>1,970,333</u>	<u>1,903,900</u>	
ADSIS Rate	55% of PY	55% of PY	
ADSIS Aid & Tuition Billing	<u>140,875</u>	<u>164,568</u>	
Total Special Education Revenue	<u>2,111,208</u>	<u>2,068,468</u>	

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	Final 2021-2022	Preliminary 2021-2022	Variance
General Fund - Revenues			
<u>State Aids</u>			
General Education Revenue	8,697,583	8,697,583	
Pension Adjustment Revenue	43,154	43,154	0
EL Aid	22,778	18,751	4,027
Compensatory Revenue	17,471	17,470	1
Subtotal	8,780,986	8,776,958	97,245
Alternative Compensation (Q Comp)	304,400	303,600	800
Shared Time	0	0	0
Adjustment - py over/under	0	0	0
Building Lease Aid	1,733,166	1,734,480	(1,314)
Long-Term Facilities Maintenance	170,280	170,280	0
Endowment Aid	48,754	49,046	(292)
Literacy Aid	81,477	81,477	0
Safe Schools - One Time Aid in FY20	0	0	0
Other Miscellaneous State Aids	0	0	0
TRA and PERA Special Funding Situations	0	0	0
Special Education Aid	2,111,208	2,068,468	42,740
Total State Aids	13,230,271	13,184,309	45,962
<u>Federal Revenue</u>			
Title Funds	10,811	9,528	1,283
CARES/CRF/WC		0	0
Federal Special Ed	193,578	193,578	0
PPP Loan			0
Total Federal Revenue	204,389	203,106	1,283
<u>Other Revenue</u>			
Out of State Tuition	0	0	0
Fees from Patrons (5)	93,000	93,000	0
Extracurricular Fees (6)	266,000	266,000	0
Field Trips (12)	30,000	30,000	0
Fundraising - Development (1)	580,000	580,000	0
Fundraising - Parent Group (2)	95,000	95,000	0
Fundraising - Booster Club (3)	31,100	31,100	0
Fundraising - Other (4)	7,500	7,500	0
Third Party Billing	2,000	2,000	0
Interest Earnings	12,000	0	12,000
Other Donations and Gifts	0	0	0
Miscellaneous Revenues (14)	1,000	1,000	0
Resale of Goods	0	0	0
Total Other Revenue	1,117,600	1,105,600	12,000
Total General Fund Revenue	14,552,260	14,493,015	59,245

14,493,015

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	<u>Final</u> <u>2021-2022</u>	<u>Preliminary</u> <u>2021-2022</u>	<u>Variance</u>
--	----------------------------------	--	-----------------

General Fund - Expenditures

Inflation Assumptions

Salaries	1.0%	1.0%
Other costs	2.0%	2.0%

Expenditures

24.9% **24.1%**

100s Salaries	4,943,486	4,920,696	22,790
200s Benefits	1,232,116	1,187,894	44,222
305 Contracted Services	610,000	600,000	10,000
320 Communications Services	38,000	38,000	0
329 Postage	2,000	2,000	0
330 Utilities	176,000	176,000	0
340 Property & Casualty Insurance	35,000	35,000	0
350 Repairs and Maintenance	488,000	488,000	0
360 Transportation (Field Trips)	18,000	18,000	0
366 Travel and Conferences	30,000	30,000	0
369 Field Trips (Admissions)	12,000	12,000	0
348-370 Lease Expense			
Lease Payment per 9-30-16 Bond Run	1,699,558	1,699,558	0
Current Lease Payment - July 2016 and August 2016	0	0	0
Capital Improvement Fund	126,000	126,000	0
Other Costs (Audit, Accounting, Legal, Trustee Fee, S&P)	31,625	31,625	0
To maximize lease aid (roll into Capital Improvements)	68,557	70,017	(1,460)
F348 370 Lease Expense	1,925,740	1,927,200	(1,460)
370 Other Rentals and Operating Leases	74,000	74,000	0
401/455/465 General Supplies	70,000	70,000	0
P 810 Maintenance Supplies	90,000	90,000	0
405 Non-Instructional Software & Licensing	104,000	83,000	21,000
430/456/466 Instructional Supplies	60,000	80,000	(20,000)
460 Textbooks and Workbooks	46,000	46,000	0
461 Standardized Tests	32,000	32,000	0
490 Food	8,200	8,200	0
520 Building Improvements	134,000	134,000	0
530 Furniture and Other Equipment	40,000	40,000	0
555/556 Technology Equipment	130,000	115,000	15,000
580 Capital Equipment Leases	59,000	59,000	0
820 Dues and Memberships	38,000	38,000	0
891 TRA and PERA Special Funding Situations	0	0	0
898 Scholarships	1,200	1,200	0
899 Miscellaneous	0	0	0

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	<u>Final</u> <u>2021-2022</u>	<u>Preliminary</u> <u>2021-2022</u>	<u>Variance</u>
C 217 Graduation (217)	33,000	33,000	0
C 339 COVID-19 Related Expenditures	0	0	0
Var. Extra Curricular Activities (6)	341,000	341,000	0
Var. Fundraising - Development (1)	635,000	755,000	(120,000)
Var. Fundraising - Parent Group (2)	95,000	95,000	0
Var. Fundraising - Booster Club (3)	31,100	31,100	0
Var. Fundraising - Other (4)	7,500	7,500	0
F335 Q Comp	304,400	303,600	800
F372 Third Party Billing PRG 400	2,000	2,000	0
F372 Third Party Billing PRG 420	0	0	0
P422 ADSIS	298,587	299,215	(628)
740 State Special Ed excl ADSIS	2,141,667	2,069,456	72,210
401/414/433 Title Expenditures	10,811	9,528	1,283
151-154/174 CARES/CRF/WC	0	0	0
419/420/425 Federal Special Ed Expenditures	193,578	193,578	0
910 General Fund Transfer to Other Funds	0	0	0
Total General Fund Expenditures	14,490,384	14,445,167	45,218
General Ed Salaries and Benefits as a percentage of State Aids (excluding Spec Ed & Lease Aid)	72%	72%	
		14,445,167	
Change in Fund Balance - General Fund	61,876	47,849	14,028
Beginning General Fund Balance	5,507,082	5,507,082	
Ending General Fund Balance	5,568,958	5,554,931	
Fund Balance Percentage of Expenditures - General Fund	38.4%	38.0%	

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	Final <u>2021-2022</u>	Preliminary <u>2021-2022</u>	<u>Variance</u>
Food Service - Revenue & Expenditure Summary and Projections			
Food Service Revenue	502,140	502,140	0
Transfer from General Fund	0	0	0
Food Service Expenditures	497,791	497,791	0
Change in Fund Balance - Food Service Fund	4,349	4,349	0
Beginning Food Service Fund Balance	<u>259,168</u>	<u>259,168</u>	<u>0</u>
Ending Food Service Fund Balance	263,517	263,517	
Community Service - Revenue & Expenditure Summary and Projections			
Community Service (All Day K moved to General Fund beginning F	118,895	118,895	0
Transfer from General Fund	0	0	0
Community Service Expenditures	107,475	107,475	0
Change in Fund Balance - Community Service Fund	11,420	11,420	0
Beginning Community Service Fund Balance	<u>79,473</u>	<u>79,473</u>	<u>0</u>
Ending Community Service Fund Balance	90,893	90,893	

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 5.14.21

	Final <u>2021-2022</u>	Preliminary <u>2021-2022</u>	<u>Variance</u>
Schoolwide Activity			
Total Revenues	15,173,295	15,114,050	69,245
Total Expenditures	15,095,650	15,050,433	45,217
Change in Fund Balance - Schoolwide	77,645	63,617	14,028
Beginning Schoolwide Fund Balance	<u>5,839,414</u>	<u>5,839,414</u>	
Ending Schoolwide Fund Balance	5,917,059	5,903,031	
Fund Balance Percentage of Annual Expenditures	39.2%	38.6%	
Debt Service Coverage Ratio	1.24	1.22	
Days Cash on Hand	128	126	

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No



st.croix preparatory academy

Family Handbook

2021-2022

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The seal of St. Croix Prep is a circular emblem. It features a central shield with a cross and a book. The shield is surrounded by a wreath. The words "ST. CROIX" are written in a circular path around the top of the shield, and "PREP" is at the bottom. The year "2004" is also visible at the bottom of the seal.

WELCOME LETTER

Dear Parents and Students:

Welcome to St. Croix Prep! We are glad to have you as a part of our school community. We are very excited to begin our 18th year of operations. We operate under the credo of establishing community, working hard, making good decisions, exhibiting character/leadership, and doing what is best for kids. The purpose of this handbook is to provide information which will make your interaction with St. Croix Prep pleasant and easy to understand.

Have a terrific year. I look forward to working with you and celebrating your many successes throughout this upcoming year!

Sincerely,

Jon Gutierrez
Executive Director

2021-2022 CALENDAR

JULY 2019				
M	T	W	TH	F
1 No School Offices Closed	2 No School Offices Closed	3 No School Offices Closed	4 No School Offices Closed	5 No School Offices Closed
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2019				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 First Day of School	27	28	29	30 No School Offices Closed

SEPTEMBER 2019				
M	T	W	TH	F
2 No School Offices Closed	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2019				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17 No School	18 No School
21 No School	22 No School	23	24	25
28	29	30	31 *End of Quarter	

NOVEMBER 2019				
M	T	W	TH	F
				1 No School
4	5	6	7	8
11	12	13	14 LS	15 No School LS Day LS Conf
18	19	20	21 PM Conf	22
25	26	27	28 No School Offices Closed	29 No School Offices Closed

DECEMBER 2019				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 No School	24 No School	25 No School	26 No School	27 No School
30 No School Offices Closed	31 No School Offices Closed			

*End of 1st Qtr (43 Days)

JANUARY 2020				
M	T	W	TH	F
		1 No School Offices Closed	2	3
6	7	8	9	10
13	14	15	16 *End of Quarter	17 No School
20 No School	21	22	23	24
27	28	29	30 LS PM Conf	31 No School LS Day LS Conf

*End of 2nd Qtr (44 days)

FEBRUARY 2020				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17 No School Offices Closed	18	19	20	21
24	25	26	27	28

MARCH 2020				
M	T	W	TH	F
2	3	4	5	6
9 No School	10 No School	11 No School	12 No School	13 No School
16	17	18	19	20
23	24	25	26	27 *End of Quarter
30 No School	31			

*End of 3rd Quarter (43 Days)

APRIL 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10 No School
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2020				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 No School Offices Closed	26	27	28	29 Last Day of School

JUNE 2020				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*End of 4th Qtr (42 days)

06/18/2019

 School Day
 No School Day
 No School Day for LS Only
 No School Day and Offices Closed

GENERAL OVERVIEW

St. Croix Preparatory Academy is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school opened with grades K-7. The 200 students that actually enrolled surpassed the projected enrollment of 120 students. The School has experienced tremendous growth and will serve over 1,200 students in grades K-12 during the 2021-2022 school year. Located on 59 acres of land, St. Croix Preparatory Academy's educational philosophy is based on the classical methodology of grammar, logic, and rhetoric; an educational philosophy proven to achieve outstanding academic results.

Mission

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in a classical tradition.

Academics

The School is based on a classical model of education. A classical model focuses on providing students with the lifelong educational tools to learn and think for themselves. The classical tradition is grounded in the time-tested methodology of learning called the "Trivium", which recognizes that critical learning skills must precede critical thinking skills. The Trivium methodology is organized into the three stages of learning -- grammar, logic, and rhetoric -- which correspond to the general stages of a student's cognitive development.

Character

Plato believed that children should be raised to fall in love with virtue. At St. Croix Preparatory Academy, the values of citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service will be identified, modeled and clearly conveyed. Administrators and faculty will encourage and promote these traits so that all students might practice and develop them. Upper School students are required to document at least 10 hours of community service during their freshman, sophomore, and junior year; and 20 hours of community service is required during a student's senior year. The community service requirement emphasizes the importance of giving to one's community.

Leadership

John F. Kennedy said, "Leadership and learning are indispensable to each other." St. Croix Preparatory Academy views leadership as the ability to first think and reason, then act with integrity and responsibility. 'Leadership' is one of the most overused and least understood terms in our society, often conjuring up images of power, success, titles and possessions. By contrast, the founders of St. Croix Preparatory Academy view leadership as the product of education and character development. Real leadership entails

knowledge, understanding and the ability to communicate—in conjunction with citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service. Students will examine various models and styles of leadership from American and world history. In addition, students will analyze their own unique leadership style, character attributes, and personal strengths.

EDUCATIONAL PHILOSOPHY

The School is based on a classical model of education. A classical model focuses on providing students with the lifelong educational tools to learn and think for themselves. The classical tradition is grounded in the time-tested methodology of learning called the “Trivium”, which recognizes that critical learning skills must precede critical thinking skills. The Trivium methodology is organized into the following three stages corresponding to the general stages of a student’s cognitive development:

Grammar. The first phase of the Trivium is Grammar (grade level K – 4). Grammar emphasizes the facts and rules of each subject that later learning is built upon. This stage focuses on the accumulation of knowledge and the rules related to each particular subject. This mirrors the stage of development where children love to mimic, recite, chant, and memorize. The objective of this phase is to provide each student with a strong foundation of subject matter KNOWLEDGE.

Logic. The second phase is Logic (grade level 5 – 8). Logic focuses on a students’ ability to analyze and interact with the knowledge acquired in the Grammar stage. The Logic stage is the phase where understanding is grasped. This corresponds with the student’s curiosity and desire to ask questions. The objective of the Logic phase is UNDERSTANDING.

Rhetoric. The final phase is Rhetoric (grade level 9 – 12). Rhetoric teaches a student how to express and discuss a subject. Rhetoric is the communication stage, where students defend and refute opinions based on their understanding and knowledge of subject matter. This fits nicely with the students’ affinity for contradiction and argumentation. The objective of the Rhetoric phase is COMMUNICATION.

GRAMMAR				LOGIC				RHETORIC			
K/1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
KNOWLEDGE				UNDERSTANDING				COMMUNICATION			
Knowledge – Comprehension				Application – Analysis				Synthesis – Evaluation			

ORGANIZATIONAL STRUCTURE

St. Croix Preparatory Academy is organized into three schools—Lower School for students in grades K - 4; Middle School for students in grades 5-8; and Upper School for students in grades 9 - 12. Overseeing the operations is an administrative staff (contact information noted below.) For answers to specific questions, please see the contact information noted below.

School Address

St. Croix Preparatory Academy
4260 Stagecoach Trail North
Stillwater, MN 55082
Phone: 651-395-5900
Fax: 651-395-5901

K - 4 Lower School

Title	Name	Phone	Email
Principal	Joann Karetov	651-395-5921	jkaretov@stcroixprep.org
Office Manager	Christine Mehlhorn	651-395-5920	cmehlhorn@stcroixprep.org

5-8 Middle School

Title	Name	Phone	Email
Principal	Amy Kleinboehl	651-395-5951	akleinboehl@stcroixprep.org
Office Manager	Kelly Vossen	651-395-5950	kvossen@stcroixprep.org

9-12 Upper School

Title	Name	Phone	Email
Principal	Andrew Sachariason	651-395-5971	asachariason@stcroixprep.org
Office Manager	Diane Runge	651-395-5970	drunge@stcroixprep.org
College Counselor	Mathew Williams	651-395-5926	mwilliams@stcroixprep.org

Administrative Personnel

Name	Responsibility	Phone	Email
Bill Blotske	Facility Director	651-395-5907	bblotske@stcroixprep.org
Rich Dippel	Activities Director	651- 395-5904	rdippel@stcroixprep.org
Jessica Dykstra	District Administrative Assistant	651-395-5900	receptionist@stcroixprep.org
Beth Grubisch	Accountant	651-395-5706	bgrubisch@stcroixprep.org
Jon Gutierrez	Executive Director	651- 395-5905	jgutierrez@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations	651-395-5902	kgutierrez@stcroixprep.org
Chad Olson	Technology Director	651-395-5926	colson@stcroixprep.org
Susan Peterson	District Admin. Assistant	651-395-5994	susanpeterson@stcroixprep.org
Keven Seim	Associate Activities Director	651-395-5944	kseim@stcroixprep.org
Terri Smith	Human Resources Director	651-395-5903	tsmith@stcroixprep.org
Marianne Thole	Food Service Director	651-395-5915	lunch@stcroixprep.org
Peggy Rosell	Director of Student Services	651-395-5707	prosell@stcroixprep.org
Terri Ellingson	Special Education Office Manager	651-395-5997	tellingson@stcroixprep.org
Candace Westlund	Licensed School Nurse	651-395-5906	nurse@stcroixprep.org

Facility Rental Information

Rich Dippel at 651-395-5904 or rdippel@stcroixprep.org

General Inquiries

Lower School

Christine Mehlhorn at 651-395-5920 or christinemehlhorn@stcroixprep.org

Middle School

Kelly Vossen at 651-395-5950 or kellyvossen@stcroixprep.org

Upper School

Diane Runge at 651-395-5970 or dianerunge@stcroixprep.org

Authorizer Information

St. Croix Preparatory Academy is authorized by Friends of Education, 11100 Wayzata Boulevard, Suite 800, Minnetonka, MN 55305

SCHOOL BOARD

The School Board provides governance to St. Croix Preparatory Academy. The Board's primary responsibilities are fiscal oversight, student achievement, and strategic direction. The Board consists of parents, faculty, and community members voted into office by the St. Croix Prep community. Members serve staggering three year terms with annual elections determining new membership.

2021-2022 School Board Schedule

Note: All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Orchestra room or Performing Arts Center. The meetings are open to the public. 2021-2022 Meeting dates are noted below.

July 20, 2021	August 17, 2021	September 21, 2021	October 19, 2021
November 16, 2021	December 21, 2021	January 18, 2022	February 15, 2022
March 15, 2022	April 19, 2022	May 17, 2022	June 28, 2021

GOVERNANCE MODEL

Since its inception, St. Croix Preparatory Academy has followed the Carver governance model. This model is designed to empower boards of directors to fulfill their obligations of accountability for the organizations they govern. The model enables the board to focus on the larger issues (e.g. fiscal accountability, student achievement, and strategic initiatives), delegate operational responsibility with clarity (e.g. hiring, curriculum, student discipline, programming, etc.), to oversee management's job without meddling, and to rigorously evaluate the accomplishment of the organization. The Board of St. Croix Prep demands accomplishment of purpose and only limits the staff's means to those which do not violate the board's understood standards of prudence and ethics.

Board Members

Name	Officer	Email Address	Affiliation
Nicole Donnay		ndonnay@stcroixprep.org	Faculty

Bob Hajlo	Vice Chair	robert.hajlo@gmail.com	Parent
Christoph Brown		christophbrown@stcroixprep.org	Faculty
Kristen Denzer		denz0018@umn.edu	Parent
Deb Keyes		dkeyes@stcroixprep.org	Faculty
Shane Mueller	Chair	shane.mueller@comcast.net	Community Member
Drew Melendres		drew.melendres@gmail.com	Parent
Jake Gottschalk		kgottschalk@stcroixprep.org	Faculty

Advisory Board Members

Name	Role	Email Address
Jon Gutierrez	Executive Director	jgutierrez@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations	kgutierrez@stcroixprep.org
Joann Karetov	Lower School Principal	jkaretov@stcroixprep.org
Amy Kleinboehl	Middle School Principal	akleinboehl@stcroixprep.org
Andrew Sachariason	Upper School Principal	asachariason@stcroixprep.org
Peggy Rosell	Director of Student Services	prosell@stcroixprep.org

ACADEMIC INFORMATION

Equal Opportunity

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation. See Board Policy #102, Equal Educational Opportunity.

Academic Objectives

St. Croix Prep is a college prep K-12 school. By design and intention it is meant to be a more academically rigorous educational choice available to parents. This is reflected in the School's expectations, curriculum, and homework. We believe this college preparatory work begins in Lower School where it is essential that students begin to exhibit reading and math proficiency. In Middle School, the efforts continue through students' further mastery of reading and math content, as well as their transition to become a responsible student without their parents' assistance. In Upper School, we offer curriculum and extracurricular activities which allow students to pursue admission to traditional, selective, and highly selective colleges and universities.

Prior to discussing the details of homework expectations, it is important to highlight the following information. Depending on the research you read, this information may vary, but it only varies slightly.

In 2009, the Program for International Students Assessment ranked the United States 14th in reading, 17th in science, and 25th in math. The ranking was based on the testing done in 34 countries.

According to the Kaiser Family Foundation, children between the ages of 8-18 spend, on average, 45 hours of screen time per week (e.g. watching TV, texting, playing video games, social media, etc.). This is more time than children spend in the classroom.

According to the U.S. Department of Education, as published in The Condition of Education 2011, approximately 36% of undergraduate students considered to be in their first year of study during 2007-2008 reported taking a remedial class. These remedial classes, usually in mathematics, writing, or English, provide basic knowledge and skills within a subject and develop studying and social habits related to academic success at the college level.

St. Croix Prep intends to offer an educational program that does not contribute to these statistics, which appear to indicate a decline in our country's educational standards. St. Croix Prep offers curriculum and extracurricular activities which allow students to pursue admission to traditional, selective, and highly selective colleges and universities. Our goal is that our graduates are not a part of the pool of students who require remedial classes upon entering their postsecondary institution. The foundational skills and habits required to achieve this goal begin developing in Kindergarten.

Importance of High School Curriculum

The course a student takes and the grades he or she receives represent the most important criteria considered by college and university admission personnel. In general, colleges prefer a traditional and classical college preparatory curriculum, including English (literature and composition courses), mathematics, science (laboratory courses), social studies, and foreign languages. Colleges also look favorably on enrichment courses that supplement a strong academic program. Colleges and universities have general requirements unique to their institution. The Upper School Curriculum Guide is posted on our website and available through the Upper School office.

Academic Homework

All St. Croix Prep students, with the exception of Kindergarten students, should expect daily homework. St. Croix Prep intends to make homework purposeful and aligned with the goals of delivering a college preparatory education. Homework should be completed in a quiet environment, free from technology distractions.

St. Croix Prep offers a college preparatory educational program and students should expect to have nightly homework. Upper School students' homework will vary, but students hoping to receive B's and

seeking admission to a traditional or selective college/university and students seeking A's and admission to a highly selective college/university can expect higher workloads.

Aside from the intellectual benefits gained through homework, students learn the benefits of hard work, discipline, failure, success, time management, organizational skills, confidence, and perseverance. These skills have lifelong benefits. For these reasons, and for the items previously noted, we respectfully disagree with literature and national campaigns that endorse a homework philosophy that differs from our mission. For detailed information on our homework philosophy, contact one of the principals or office managers. In addition, see Board Policy #513, Student Promotion and Retention.

Academic Probation Policy for Students in Grades K-4

A student will be considered for grade retention if his/her quarterly report cards show achievement below benchmarks and/or D or F grades in core classes. Core classes consist of reading/language arts, writing, mathematics, science, and history/geography. Students, parents, and teacher will engage in conferences regarding academic progress throughout the year. A meeting with the teacher and principal will occur to discuss retention. Final decisions will be made prior to the end of the calendar school year.

Academic Probation Policy for Students in Grades 5-8

- A student who has a D or F in any class will not be eligible to participate in St. Croix Prep co-curricular and extracurricular activities competitions and public performances until grades have improved to C- or higher in all classes.
- A student's grades, behavior and class conduct and effort, will be reviewed following the two-week probationary period to regain participation in the co-curricular or extracurricular activity. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.
- A student's conduct, participation/effort and academic grades below a C- may impact a student's participation in middle school events and activities such as field trips, Valley Fair and educational travel opportunities including Washington, D.C.
- A student who receives a "D" or an "F" in Math for two or more quarters will be required to retake the course the following year.
- A student who receives a "D" or an "F" in two or more of the core classes for two or more quarters will be required to repeat the grade level. Core classes include courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Latin/Logic.

Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or an Individual Education Plan for a student.

Academic Probation Policy for Students in Grades 9-12

A student will be placed on Academic Probation if his/her quarterly or cumulative GPA is below 1.7, or if he/she is earning a grade of an "F" at the midterm (as measured at the end of the fifth week of a quarter), or earns an "F" for the quarter or semester in one or more Core Classes. Core Classes include required courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Foreign Language. A student on probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two weeks from the date of the midterm or end date of the quarter in which the "F" was earned. At the discretion of the Activities Department, the Upper School Principal, and the Upper School faculty, students on academic probation may be able to continue practicing with their activity if such practice does not hinder the student's ability to make progress toward earning their way out of academic probation.

A student's conduct, as well as their grades, will be reviewed by the Upper School faculty and Activities Department to determine a student's eligibility to regain participation in the co-curricular or extracurricular activity following the two-week probation. Eligibility will not be automatically regained at the end of the two-week probationary period. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

Additional Academic Considerations:

- A student who has a cumulative GPA below 1.7 will not be eligible to participate in St. Croix Prep co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 1.8. If a student receives an "F" in one of the Core Classes for a semester grade, the student will be required to retake the course the following year or through an approved credit recovery program. Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or an Individual Education Plan for a student.
- Students who fail to earn credits may fall behind their grade level and graduate at a later than expected date.

St. Croix Prep reserves the right to recommend whether a student subject to academic probation should participate in educational travel opportunities.

Curriculum Opt-Out Policy

St. Croix Prep recognizes the right of students to opt-out of curriculum and/or an instructional resource when it is deemed objectionable or if the curriculum/resource prescribes or describes behavior or beliefs

that contradict a sincerely held religious belief. Students electing to opt-out of assigned material must complete alternative work within the timeframe of instruction as determined by the teacher and may be held responsible for key ideas, themes or terminology integral to the classroom instruction that was missed. Please contact the School Principal for the Curriculum Opt-out Policy and Procedures.

Academic Integrity Policy

St. Croix Prep is committed to providing an atmosphere which values academics, character, and leadership. St. Croix Prep intends to cultivate an academically honest environment and therefore prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own through acts of cheating or plagiarism.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. In addition, parents or tutors may dialogue with a student about an assignment, but may not do the assignment for the student.

Plagiarism is the act of taking and using as one's own work, another's published or unpublished thoughts, ideas and/or writings without appropriate reference or documentation. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to the following:

- Failing to cite, with quotation marks, the written words or symbols of another author;
- Failing to footnote the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; or copying or paraphrasing ideas from literary criticism or study aids without documentation.

The consequences for academic dishonesty may include, but not be limited to the following:

- The teacher will communicate the violation with the student, the student's parent(s)/guardian(s), and St. Croix Prep administration;

- The teacher may request a meeting with the student, the student's parent(s)/guardian(s) and St. Croix Prep administration;
- The teacher may assign an appropriate academic penalty (e.g. the student receiving no credit for the academic work or examination involved).

Communication Protocol

The communication procedure for issues and concerns with teachers, homework, and classroom activities is as follows:

- Direct communication with the teacher. This shows respect for the teacher and also for the parent communicating the information.
- Direct communication with the principal if the matter remains unresolved. The Principal will coordinate a meeting between the parents, teacher, and Principal.
- Direct communication with the Executive Director if the matter remains unresolved. The Executive Director will coordinate a meeting with the appropriate parties.
- Direct communication with the Board of Directors. The Executive Director will coordinate a meeting with the appropriate parties.

The general rule is to communicate with the person closest to the situation and best able to address the issue quickly and effectively. This communication protocol has been in effect since the beginning of the school. Attempts to circumvent the communication process will be directed back to the process outlined in the protocol.

SPECIAL SERVICES

Special Education

St. Croix Preparatory Academy provides special education services to students who qualify through an evaluation process. Special education is a continuum of services available to eligible students with disabilities. Services are specially designed instruction based on the needs of an individual student.

St. Croix Prep follows the federal, Individuals with Disabilities Education Act (IDEA) and Minnesota Rules and Statutes. St. Croix Prep ensures that all special education students receive a free and appropriate public education. (FAPE). Services are delivered following the student's Individualized Education Plan (IEP) developed after a comprehensive evaluation that identifies individual student needs.

504 Plans

St. Croix Preparatory Academy provides 504 Plans for students eligible to receive these services. If it is determined that a student has a disability and qualifies under Section 504 (a part of the Rehabilitation Act of 1973), St. Croix Prep will develop and implement the needed services and accommodations.

English Learners (EL)

The English Learner Program at St. Croix Prep is a comprehensive program that focuses on English language development for students whose first language is not English. The program supports the growth and development of reading, writing, speaking, and listening in English. Each student's English language proficiency is assessed annually with the WIDA ACCESS test, which monitors the student's progress in acquiring English.

ENROLLMENT

St. Croix Preparatory Academy seeks to enroll a diverse and representative student body, welcoming applicants regardless of race, ethnicity, socio-economic status, gender, special needs or English as a second language status. The enrollment and lottery procedures for charter schools are governed by Minnesota statutes. See Board Policy, Admission and Lottery Procedures; see Board Policy #302, Kindergarten Admission.

Enrollment for the 2021-2022 School Year

St. Croix Prep currently has openings in grades 10-12.

For more information about grades 10 - 12, please contact Diane Runge at drunge@stcroixprep.org or 651-395-5970.

Enrollment for the 2022-2023 School Year

St. Croix Preparatory Academy will be accepting applications for the 2022-2023 school year beginning on August 30, 2021. The open enrollment period ends on January 7, 2022. All applications received by the January 7, 2022 deadline will be equally considered. For any grade level where we have more applicants than spaces available, we will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Applicants will be notified as to the status of their applications as early as possible.

Students who submit applications after the January 7, 2022 deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received. Any Minnesota child in the offered grades is eligible to enroll, but

parents/guardians must complete the St. Croix Prep Enrollment Form to register their children. In addition, to accept a placement, we suggest that all families attend a welcoming orientation session and participate in informal student testing to ensure proper academic placement. We will send information about these activities to all students who are admitted.

Sibling Preference

Siblings of currently enrolled students who submit an application by the on-time application deadline will receive preference for admission. In the event we have more sibling applicants than open spaces at any grade level, we will conduct a lottery among all of the sibling applicants who met the deadline to determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a sibling waiting list and notified promptly if a space becomes available. Per Minnesota statute, each year is considered a separate enrollment year; therefore sibling waiting lists are not “rolled over” each year, but a sibling lottery is conducted in the spring of the school year.

Intent to Return Forms and Request for Records

Each spring, St. Croix Prep sends out Intent to Return Forms to currently enrolled students. This form is only used for planning purposes to ensure vacant class spots are quickly filled by students who are on the waiting list.

Withdrawal from St. Croix Preparatory Academy

Per Minnesota statute a student's withdrawal from school must be done via a written request. Record requests from other schools indicate that a student has been enrolled in another school. Upon receipt of record requests from other schools, St. Croix Prep will attempt to obtain a written request of withdrawal from the parent/guardian. If a written withdrawal cannot be obtained within a reasonable timeframe, such record requests will be fulfilled and any openings created by these transfers will be promptly filled.

ATTENDANCE

Attendance Requirements

Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 18. A student is required to attend school every day and every class period, and to be on time for class. Students are not to leave campus during any part of the school day except when authorized to do so. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline and responsibility.

Excused Absences

Excused absences include illness; medical, dental, mental health appointments; religious holidays; and family emergency/funeral. When there are excused absences, it is important for students (especially those in grades 5-12) to find out what work they have missed. For every day of excused absence a student will have one extra day to make up the work. Some curriculum, such as class discussion and experiments, cannot be replicated. When the student returns to school it is the student's responsibility to ask the teacher when is the best time to make up a test, quiz or to get help with missed work. The teacher should ensure the student has all the necessary materials to make up the work. Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused. Multiple excused absences for illness may require a meeting to determine an attendance plan. A blank Excused Medical/Dental Absence form may be obtained from the Nurse's Office or the School offices.

Unexcused Absences

Unexcused absences include: need for rest/sleep, work, no clean uniform, did not want to go to school, babysitting, missing the bus and family vacation, and non-St. Croix Prep sponsored athletics and activities. Unexcused absences that occur during a day when St. Croix Prep is in session mean important material covered in class, discussions and labs cannot be made up. Students who are considered unexcused (including vacation) may not earn credit for missing work, quizzes, or lectures. Families that decide to miss school for a vacation or calendar conflict should do so rarely. Any unexcused absence may be considered excused within a 24 hour period.

Release During School Hours

Teachers may not release students from school at other than the regular dismissal times without prior approval of the parent and office manager. No student will be released from school to any person other than the custodial parent/guardian without the written or oral permission of the custodial parent/ guardian. The parent/guardian must go to the Main Office and have the receptionist call the appropriate office manager to retrieve their student from class. If a student is 18 years of age they may leave campus without parental permission but must check out with the Upper School office manager.

Habitual Truant

A student who is absent without lawful excuse for one or more class periods on seven or more days during the school year is legally considered to be a "habitual truant." When a child is habitually truant, court action may result. Schools are required to report students to the County Attorney's Office after the student has been absent without lawful excuse for one or more class periods on ten or more days.

Absence Procedures

On the day of the absence the parent/guardian should leave a message on the attendance line of the specific division office (Lower School Attendance Line is 651-395-5991; Middle School Attendance Line is

651-395-5992; Upper School Attendance Line is 651-395-5993) or e-mail the specific division office manager by 9:00 a.m. This message should include: student's name, grade and homeroom teacher (if applicable); the specific reason for the absence including symptoms if the student is ill; and if the absence is only a partial day, the expected time of the student's arrival at school. If the absence is for an illness that is communicable (strep, lice, influenza, etc.) please contact the health office at 651-395-5906 or nurse@stcroixprep.org.

Tardy Procedures

K-8 students who arrive tardy must be brought to the Main Office by a parent/guardian for sign in procedures. Upper school students do not need to be checked in by their parent/guardian. They will go directly to the Upper School office to check themselves in. Upper School students must have a note, a phone call or e-mail to the Upper School office (651-395-5970) from their parents explaining the reason for their tardiness.

Physical Education Attendance

Any student needing to miss PE for more than three consecutive days must have a written note signed by a health care provider indicating the reason for excuse and expected return to participation date. Depending on the reason, a signed statement for return to participation by the healthcare provider may be required. All notes should be given to the school nurse who will keep them in the student's health care file and will provide copies to necessary staff.

Inclement Weather and School Closing

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close or delay the start of school when the Stillwater School District closes or delays the start of their schools. St. Croix Prep (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. We recommend tuning to these TV stations and their websites (www.wcco.com; www.kstp.com; www.kare11.com) for school alert information. Remember the basic rule –St. Croix Prep follows Stillwater's decisions in these matters.

E-Learning Days

"e-Learning days" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. St. Croix Prep has approved three e-learning days for the 2021-2022 school year. St. Croix Prep will notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

TRANSPORTATION

Any transportation during school hours, not authorized by St. Croix Prep, must be coordinated by the parent(s) or guardian(s) of the student. Examples of this transportation include but are not limited to taxis, Uber, other family members, etc. Upper school students may sign themselves out of the building; Lower and Middle School students cannot. Therefore, parent(s) or guardian(s) utilizing non-authorized transportation need to coordinate student release with the appropriate division. Use of these transportation services releases St. Croix Prep from any liability.

Bus Transportation

Bus transportation registration is required for all students. Please submit these registration forms online. Failure to submit a transportation form constitutes voluntary waiver of the right to transportation and students will not be assigned to a bus. For questions about transportation policies, please call Stillwater School District Transportation Department at 651-351-8377. The Transportation Policies and Procedures may also be viewed at www.stillwater.k12.mn.us. See Board Policy #709, Student Transportation Safety.

Bus Conduct

Disobedience or misconduct providing grounds for suspension from riding the school bus include:

- student conduct as defined in the Student Discipline section;
- willful injury or threat of injury to a bus driver or to another rider;
- willful and/or repeated defacement of the bus; repeated use of profanity;
- repeated willful disobedience of the bus driver's directives and such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In addition to contacting St. Croix Prep, MN Central School Bus, (ph. 651-430-3311) will be able to address concerns about specific bus incidents.

Student Drivers

Students may drive personal vehicles to and from school each day. No students are allowed to be in vehicles during the noon hour or at any other time during the school day without appropriate permission from the Upper School Principal.

On school days, students must have parental permission to drive themselves from school to St. Croix Prep-sanctioned events or activities in which they are registered participants. On school days, students may not transport other students from school to St. Croix Prep-sanctioned events or activities, unless the other students are siblings and have parental permission.

HEALTH SERVICES

Health and Dental Examinations

It is strongly recommended that children have a complete physical exam before entering kindergarten and grade 7. A dental exam is recommended at least once a year. Students participating in athletics must have had a physical exam within three years.

Immunizations

Students must have immunizations completed, a notarized conscientious objection or a signed medical exemption as specified by the Minnesota Immunization law. Should vaccine shortages occur, the Minnesota Department of Public Health requires a written note from the healthcare provider stating that the “vaccine is deferred” until the supply is again available. **(Please use the Student Immunization Form found on our website; a print out of immunizations from your clinic is acceptable.)**

St. Croix Prep's policy requires that health records including immunizations be provided prior to the first day of school to assure that all students are adequately protected from preventable communicable diseases. Minnesota law states that students who are not in compliance with these health requirements must be excluded from school. New students entering school in September should provide the records by August 1. All students, including transfer students, must provide such health records prior to attending classes. Please bring the completed Student Immunization form to the Main Office or have your clinic fax the immunization record to the Health Office at 651-395-5901.

Conscientious or Medical Objection to Health Examination/Immunization

If a student's parent/guardian objects to any or all of the health examination, or to immunizations, the parent must present a signed and notarized Student Immunization form. If a student is exempted from the health examination or immunizations on medical grounds, the examining healthcare provider shall provide written documentation regarding the contraindication and a section for this is provided on the Student Immunization form.

Ill or Injured Students

Students exhibiting any signs of illness (fever, vomiting, fatigue, cough, etc.) must be cared for at home to enhance their own recovery and to prevent the spread of illness to other students. Students who become ill or injured at school will not be sent home without prior contact with a family member or authorized adult. While Health Services provides interim care, the responsibility for the treatment and care of the student rests with the family once notification has been provided. Please work with your family,

employer, and close contacts to assure your student who is ill can be picked up within 30 minutes of Health Services notifying you.

Health Standards When Your Child Is Ill

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child washes his or her hands often, receives immunizations, has a healthy diet and gets plenty of sleep.

Questions to Consider When Your Child is Ill:

- Does your child's illness keep him/her from comfortably taking part in all activities, including recess and PE?
- Does your ill child need more care than the staff can give without affecting the health and safety of other children?
- Could other children get sick from being near your child?
- If the answer to any of these questions is "Yes," please keep your child out of school.
-

What about minor illnesses? Minor illnesses such as common colds, runny nose, "pink" eye without fever, and or ear infections (otitis) do not need to be excluded if they feel well enough to participate. If you have questions or concerns, please contact your doctor, clinic, or school health office.

A student with a temperature of 100.4 F or higher and no other illness symptoms must stay home until no fever without medication for 72 hours, unless a health care provider provides a written statement allowing the student to return to school earlier.

The Minnesota Department of Health's *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs* will be used to determine when students with symptoms of COVID-19 and/or a diagnosis of COVID-19 may return to school. This document can be found on the school's website under Health Services. Health Services staff should be notified of any COVID-19 symptoms and the Licensed School Nurse will work with the family in determining when student may return to school.

A student must stay at home and remain there until symptom free for 24-48 hours, without medication, if any of these symptoms are present:

- Has vomited or has diarrhea
- Has a rash that is unidentified (Please contact your family healthcare provider)
- Has an open or draining sore (Please contact your family healthcare provider)

When deemed necessary by school health staff, local paramedics will be called in case of a medical emergency.

Procedure for Ill Student Going Home

For the health and safety of all involved, students who feel ill must visit the health office. Health office staff will contact parents when appropriate, or if a child requests parent contact. If the parent decides, or the health office staff determines, that the student should go home the student will wait in the appropriate designated area based on their current symptoms, which may include a supervised isolation room. Students who contact their parents directly should be directed to come to the health office by their parent as the school does not want ill students remaining in undesignated areas for the health of all staff and students. Parents, or their designee, should make every effort to arrive within 30 minutes of being notified of an ill student. Parent/designee will need to come to the Main Office and sign the student out. Health office staff will escort the student to the Main Office upon parent/designee arrival. If this procedure is not followed (student leaves ill without going through the health office) the absence may be unexcused.

Parents are not allowed in the Health Office directly for confidentiality reasons, unless Health Office staff determine it is necessary and safe to do so.

Special Health Concerns

A student with a special health concern (e.g., asthma, allergies, concussion, diabetes, migraines, depression/anxiety, personal problems, brain health/mental health issues, seizure disorders, or on daily medications) should be known to school Health Services prior to the student entering school. To provide for safe daily care and emergency procedures, such health information gathered from the family and health records, will be sensitively shared with faculty and staff members with whom the student has contact. Health forms for certain special health concerns can be found on the St. Croix Prep website under About Us/Health Services and look for the link to your student's specific concern.

Allergies

We are an "allergy aware" building, not allergy free. Every effort is made to make your student with allergies safe at school. Pets and latex products are rarely allowed in the building. Notify the Health Office if your student has any allergies, even if they are not life threatening.

Healthy Food Initiative

St. Croix Prep does not allow student use of pop, coffee or energy drinks in the school building during regular school hours. Gum and candy are also not allowed during the school day in the building. Please do not send your child with these items. Exceptions may be granted for special school events. Please communicate with your child's teacher or the division office for approval.

School Medication Policy

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications to be performed during the regular school day. In those situations, the following procedure will be followed:

- Parent/Guardian should bring the medication to school; if this is not possible, the parent/guardian must communicate to the health office the name, dose and amount of medication being sent with the student, preferably via email to nurse@stcroixprep.org.
- A current school year written healthcare provider order and written parent/guardian permission (“Consent for Administration of Medication” form) must be on file with the Health Office. This form must be Prep’s designated form, forms from other schools/districts cannot be accepted. This includes permission for both over-the-counter/non-prescription medications AND prescription medications. There are separate authorizations for those who qualify for self-carry of specific medications.
- Prescription medications must be provided in an original pharmacy container with a current label. Questions regarding dosage and administration will be directed to the prescribing healthcare provider and/or the parent/guardian if the parent has signed a Release of Information form. Medications will be administered after questions have been resolved.
- Nonprescription medications must be provided in the original LABELED container and will only be administered to a student according to the label directions, unless contrary written directions from a healthcare provider are provided.
- Medications, prescription or over-the-counter, will not be given past the expiration date.
- New medication orders are required at the start of each school year AND when changes are made from the original orders (medication, dosage or frequency). Parent/guardian is responsible for notifying the health office immediately of any change in medication.
- Students may not share prescription or over-the-counter medications with other students.
- Prescription asthma medications can be self-carried/administered by a student when 1) the health office has received a completed Asthma Action Plan from the healthcare provider and a parent signed “Self-Carry/Administration of Asthma Medication Authorization” 2) inhaler is properly labeled for that student, and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting
- For the health and safety of health services staff, and other students in the building, Prep Health Services will not administer nebulized medication. Health Services staff will help families work with their provider to assure care of student’s asthma using a MDI (metered dose inhaler) and spacer.

- Secondary students, grades 7-12, may possess and use nonprescription pain relief in a manner consistent with the labeling, if the health office has received written authorization from the parent/guardian. This privilege may be revoked if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- A student who is prescribed a non-syringe injector of epinephrine may possess such medication once 1) the health office has received a completed Anaphylactic Action Plan from the health care provider and a parent signed “Self-Carry/Administration of Emergency Anaphylactic Medication” authorization 2) medication is properly labeled for that student and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting
- Self-carry/administration of other non-pain relief or emergency medications will be handled on a case-by-case basis and at the discretion of the licensed school nurse. For the safety of all students the majority of medications will be safely and properly stored in the health office.
- Legally, a parent/guardian may refuse to sign any medication form. If you refuse, it may affect our ability to provide the services.
- The information provided will be shared only with staff in the school whose jobs require access to this information to ensure the child’s safety and school success.
- A photocopy/fax of any medication consent form which has not been altered will be treated in the same manner as the original.
- Health records received by the school district may no longer be protected by HIPPA, but they will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian’s responsibility to retrieve unused medications from the school. Currently abandoned medications cannot be disposed of by the school, so every effort will be made to have the parent pick up the medication. Arrangements with local law enforcement will be made to dispose of any abandoned medication that is a controlled substance. No medications are kept in the health office over the summer.

DRESS CODE

The Dress Code and uniforms of St. Croix Preparatory Academy (St. Croix Prep) build community and diminish the importance of external factors related to clothing. St. Croix Prep students are expected to dress in a way that aligns with our mission of maintaining a learning environment that focuses on the development of each student’s academic potential, personal character and leadership qualities.

All St. Croix Prep students are expected to be in school uniform each day, except for the designated non-uniform days or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. Please see the modesty guidelines detailed below. St. Croix Prep reserves the right to determine appropriateness of attire. Questions related to the appropriateness of a student's dress will be determined by the administration of St. Croix Prep.

Uniform Provider

Uniform clothing must be ordered through Tommy Hilfiger School Uniform or Donald's Uniform (with the exception of shoes, socks, coats and other accessories).

Ordering Information:

Tommy Hilfiger School Uniform – Online Only

Website: <https://www.globalschoolwear.com/>

School Code: STCR01

Phone: 1-877-825-2860 (Customer Service)

Donald's Uniform – Online & Retail Storefront

Address: 972 Payne Ave

St. Paul, MN 55130

Website: <https://www.donaldsuniform.com>

School Code: STCR01

Phone: 651-776-2723

Modesty Guidelines - These guidelines apply to all school dress

Modesty is defined as the reserve in dress to prevent unintentional exposure of the body. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for St. Croix Prep students. Violations of these guidelines will be treated as a uniform violation.

- No underwear showing, bottoms are to be worn at the natural waist.
- No bra straps, or cleavage may be showing.
- No midriff may be showing.
- Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn.
- The latest fashion or fad may not fit the dress code.
- Biker shorts, or leggings, or tights MUST BE WORN under skirts (all grades K-12).
- K-4 any colored/patterned leggings.

- Grades 5-12: solid colors only in navy, black, gray or white.

School Uniform Guidelines - Shirts

- All shirts must be buttoned modestly at all times. Only top button may be undone.
- Uniform shirts do not need to be tucked in. Uniform shirts may hang out under the uniform sweatshirt, sweater or fleece jacket and vests.
- No long-sleeve shirts may be worn underneath short-sleeve shirts.
- Undershirts under uniform collared shirts must be white.
- Undershirts may not hang below the uniform shirt.
- No print, lace or frayed shirts.
- Peter Pan Shirt - No ruffles on collar.
- All shirts must have a St. Croix Prep logo.
- Any top layered clothing item must have a St. Croix Prep logo.

Sweatshirts

- Current dress code sweatshirts/polar fleece only – no ST. CROIX PREP hooded sweatshirt or spirit wear.
- Must have uniform shirt underneath sweatshirt if sweatshirt is removed during school hours.

Jumpers / Skirts

- Length, no shorter than 2" above the knees. Skirts *may not* be rolled.
- Bike shorts, leggings or tights MUST BE WORN under skirts in grades K-12.
- Skorts are not allowed in grades 5-12. *Skorts are defined as:*
 - A skirt with a pair of integral shorts hidden underneath.
 - 5th-12th grade only can wear the plaid skirt.
 - Uniform shirts must be worn under the jumper.
 - Leg Coverings (tights, socks, leggings)
 - Lower School - any color & print.
- Middle and Upper School - Solid colors only: navy, black, gray or white.
- Tights (footed or footless).
- Capri leggings.
- Must be opaque.
- No fishnets or full-lace tights/leggings.
- No pajama pants under jumpers/skirts.

Pants / Shorts

- All K-8th grade pants and shorts must be purchased through Tommy Hilfiger or Donald's School Uniform.
- K-8th grade pants and shorts must be navy and have no more than 4 pockets.
- 9th-12th grade pants may be purchased from any vendor but must be navy or khaki and have no more than 4 pockets.
- Banded bottom cargo pants ("Joggers") are not allowed. All 9th-12th grade pants must be similar in style, color and fabric to Tommy Hilfiger or Donald's uniform options.
- Inseams on shorts must be between 8"-10".
- No skin or underwear showing.
- No rolling/cuffing.

Shoes

- Shoes should be neat, modest and not draw undue attention to the student.
- No flip-flops, sports sandals or slides.
- No heel height restrictions have been made, but the school reserves the right to make restrictions.

Additional Notes:

- Only Grades 9th -12th can wear navy shirts & khaki bottom.
- Only Grades 5th -12th can wear plaid skirts.
- Worn, damaged, faded or outgrown uniforms should be repaired and/or replaced.
- No letter jackets are to be worn in the classrooms except on spirit wear days.
- Hats and sunglasses are not allowed to be worn in school except for special event days that specifically allow for these to be worn.
- All clothing, jewelry, make-up, hairstyles and accessories should be neat, modest and not draw undue attention to the student. Students may be asked to remove inappropriate accessories.
- Specifically excluded accessories include: arm warmers, bandanas, or clothing ornamentation such as scarves and pins.
- Belts are acceptable only with bottoms that have belt loops and belts must be worn through the belt loops.
- No tying shirts in the back.
- No gloves or mittens may be worn during school hours except for recess. No coats and non-St. Croix Prep sweaters/sweatshirts may be worn during school hours except for recess.
- No writing on arms, legs, faces or uniforms.
- Families who are eligible for educational benefits are eligible to receive benefits for school uniforms. Please contact the main office.

Physical Education Guidelines

Students in 5th-12th are required to wear a ST. CROIX PREP gym uniform. The uniform consists of a t-shirt and mesh shorts. The gym uniform is available at Tommy Hilfiger only. Donald's Uniform does not carry our gym uniforms. Students are required to have tennis shoes for class in all grade levels.

Concert Attire Guidelines

- Lower School: Dress-up attire is suggested. No jeans, t-shirts or short skirts. For safety purposes, flat shoes should be worn.
- 7th/8th Grade Choir:
 - Black top, black dress slacks or skirt (black dress is acceptable), and black shoes (NO jeans or leggings).
 - Shirts/tops must have sleeves or be worn with a sweater/jacket.
 - Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
 - Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.
- All Other Middle School Ensembles (Including 7th/8th Orchestra & Band)
 - White top, black dress slacks or skirt, and black shoes (NO jeans or leggings).
 - Shirts/tops must have sleeves or be worn with a sweater/jacket.
 - Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
 - Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.
- Upper School: Concert Attire measured for and purchased at the start of each school year.
- Women must provide their own black tights and close-toed shoes. Minimal jewelry and hair accessories. Dress Price: approximately \$60.
- Men must provide their own black socks and dress shoes.
- Tuxedo Price: approximately \$100 (includes jacket, shirt, pants, tie, and cummerbund).
- Financial Assistance for Concert Attire: If concert attire is a financial hardship or if you have any questions, please contact your child's music director directly.

Dress Code Violations

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which vary by division (Lower, Middle or Upper School). Specific dress code violation consequences are listed in your student's annual school planner (3rd-12th grades) or division level handbook (Lower School and Middle School). Handbooks are posted on the school website (www.stcroixprep.org) (K-8th grades).

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which may include but may not be limited to or in any particular order:

- Parents may be contacted to bring an appropriate uniform.
- Student may be sent home for the day.
- Reoccurring uniform violations may result in further disciplinary actions.

Opt-Out Provision

Parents or guardians may apply to the Division Principal for full or partial exemption from the dress code in the following situations:

- A student's disability or medical condition which would substantially interfere with a student's ability to comply with the dress code.
- A student's religious observation which would be substantially hindered by compliance with the dress code.

Non-Uniform & Spirit Wear Days

Non-Uniform days will be scheduled throughout the course of the year. Students must demonstrate neatness, cleanliness, and modesty in their appearance on non-uniform days. Clothing on a non-uniform day should not be a distraction to teaching and learning. St. Croix Prep reserves the right to determine appropriateness of attire. Questions related to the appropriateness of a student's dress will be determined by the administration of St. Croix Prep.

Non-Uniform Guidelines

- Shirts must have sleeves or have another shirt over the top and must be modestly buttoned. Only the top button may be undone. No tank tops or spaghetti straps. No underwear, bra straps, cleavage or midriff may be showing.
- Skirts, shorts, dresses must be no shorter than 2" above the knees (shorts must have 8"-10" inseam which include bermuda shorts, trouser shorts, and athletic/basketball shorts.).
- Jeans, sweats, joggers/athletic pants (no holes or fraying). No spandex pants or shorts of any kind - i.e. yoga pants, leggings, and/or biker shorts.
- All other general ST. CROIX PREP dress code guidelines should be followed.

Non-Uniform Days are as Follows:

Wednesday, Nov. 25, 2020	Tuesday, Dec. 22, 2020 Ugly Sweater Day	Wednesday, Jan. 20, 2021
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Thursday, March 25, 2021			
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Spirit Wear Guidelines

To enhance school spirit and build a closer community, St. Croix Prep will have days when students may wear spirit wear in lieu of their uniform. Spirit wear days will be scheduled throughout the year. The following guidelines apply:

- All previously issued St. Croix Prep spirit wear attire, athletic participation shirts and event clothing may be worn. This includes St. Croix Prep branded or issued athletic uniform shorts and warm-up pants.
- Jeans (solid blue or black) may be worn otherwise uniform pants, shorts, or skirts are to accompany the Spirit Wear attire.

Spirit Wear Days are as follows:

Friday, Sept. 4, 2020 Homecoming		Friday, Oct. 2, 2020		Friday, Feb. 19, 2021
Friday, April 16, 2021 Service Day		Friday, May 21, 2021 *K-6 Field Day- Marathon		Thursday, June 3, 2021 Last Day

****Marathon Day/Field Day**

For Marathon Day and Field Day, appropriate athletic bottoms may be worn (sweats, basketball shorts, etc.). For all other spirit wear days, students must wear uniform bottoms or blue/black jeans.

STUDENT DISCIPLINE

Delegation of Authority

Each teacher and school personnel are authorized to impose any disciplinary measure, other than suspension, expulsion, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior. The Principal is authorized to impose the same disciplinary measures as teachers and may suspend students from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

- using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon or a replica of such an object;
- involvement in gangs or gang-related activities, including the display of gang symbols and paraphernalia;
- engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive;
- engaging in unsportsmanlike conduct.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- on school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Tennessean Warning

A Tennessean warning will be issued by individuals collecting private or confidential data related to potential disciplinary situations, unless applicable law provides an exception to the need to provide this warning.

Disciplinary Measures

Disciplinary measures include:

- Character Notice;
- Golden Rule form;
- personal counseling;
- withholding of privileges;
- seizure of contraband;
- removal from classroom;
- in-school suspension;
- detention
- suspension from school and all school-sponsored events for up to 10 school days;

- suspension of bus riding privileges;
- expulsion from school and all school-sponsored events
- notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look alike drugs, alcohol, or weapons.

Substance Abuse

The use of alcohol and other non-prescribed drugs is illegal. Prohibited substances include unlawful drugs, prescription drugs not used or intended to be used in accordance with the prescription and over-the-counter drugs not used or intended to be used as directed. Students are prohibited from possessing, using, being under the influence of or distributing alcohol or other prohibited drug related substances in school buildings, on school grounds, in school vehicles or at any school event or activity. Possession or distribution of look-alike drugs or drug paraphernalia in these locations is also prohibited. In addition to instituting disciplinary proceedings, school officials will also deny attendance at any school program or function to students who appear to be under the influence of, or who are in possession of, alcohol or other prohibited substances. A student who violates this policy will normally be suspended for a period of 7 to 10 days, with the School then initiating expulsion procedures. Parents/guardians and law enforcement authorities shall be notified promptly of such misconduct.

The use or possession of tobacco by students is strictly prohibited in school buildings, on school buses or on any school property when that property is being used for any school purpose. The term "school purpose" shall include, but is not limited to, all interscholastic or extracurricular, social, athletic, academic or other events sponsored by St. Croix Prep. The term "tobacco" shall include cigarettes, e-cigarettes, cigars and tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed and leaf tobacco that is intended to be placed in the mouth without being smoked. See Board Policy #419, Tobacco Free Environment.

Use or possession as a first offense will mean suspension (1-3 days) and a parent conference. Further incidents or selling or giving tobacco to another student will lead to expulsion.

Work Missed During Suspension

A suspended student is not entitled to extra time for work missed;

- All work must be completed in compliance with the teachers' expectations. It is the student's (parent/guardian) responsibility to be in contact with his or her teachers by phone or e-mail;
- All tests and quizzes must be scheduled in compliance with teachers' expectations;
- A suspended student is not entitled to extra supervision or aid;
- Students missing labs of any kind are not entitled to make-up labs;
- Students missing field trips or in-class activities are not entitled to earn credit for these activities;

- Students missing field trips due to a suspension are not entitled to refunds of field trip fees.
- Usually, before a student returns to school following a suspension, a re-entrance meeting will be held with the school principal.

Expulsion

The St. Croix Prep Board is authorized to expel students guilty of gross disobedience or misconduct. During expulsion proceedings, the student and/or parents/guardians shall be afforded the following procedural protections:

- Prior to expulsion, the student shall be provided with notice of the charges and the time and place of a hearing to be conducted by the Board or a Board appointed hearing officer.
- The Board or its designee shall provide written notice by registered or certified mail to the parents/guardians of the time, place and purpose of the hearing and shall request the appearance of the parents/guardians at the expulsion hearing.
- During the expulsion hearing, the student and parents/guardians may be represented by counsel, present witnesses and other evidence, and cross-examine any witnesses presented by the St. Croix Prep. If the Board conducts the expulsion hearing, it shall be a bifurcated proceeding. First, the Board shall hear evidence on the issue of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student. If a hearing officer conducts the hearing, the hearing officer shall summarize the evidence regarding guilt and level of discipline separately and present them to the Board, which will consider them separately and take such further action as it deems appropriate.

USE OF TECHNOLOGY

Student Use of School Technology – See Board Policy #524, Internet Acceptable Use and Safety Policy.

In order to expand and facilitate teaching and learning, St. Croix Preparatory Academy (St. Croix Prep) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the “St. Croix Prep Technology Assets and Services”). St. Croix Prep’s goals in providing the St. Croix Prep Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote

research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to the St. Croix Prep Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the St. Croix Prep Technology Assets and Services, St. Croix Prep will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the St. Croix Prep Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

Access to St. Croix Prep Technology Assets and Services

At school, students utilizing St. Croix Prep Technology Assets and Services must first have the permission of and be supervised by St. Croix Prep's professional staff. Students utilizing St. Croix Prep Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school.

Student Use of Personal Technology - Cellular Phones, iPods & Other Technology Devices

St. Croix Prep allows students to have cell phones, iPods and other technology devices, but they are not to be visible, turned on, or in use during regular school hours. Students may use their phones/devices before/after regular school hours. We understand that on occasion a student may need to communicate transportation needs with a parent or family member. This communication should go through the Office Manager. The use of headphones is prohibited unless authorized by St. Croix Prep faculty. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to confiscation of their phones/devices. St. Croix Prep shall not assume responsibility for theft, loss, damage or unauthorized use of a cell phone or other technology devices. **Use of camera and recording features on cell phones and other devices is prohibited without administrative approval.**

First Offense

The cell phone or other technology device being used without permission will be confiscated and turned into the Principal's office. The student must come in person at the end of the day in order to retrieve the phone.

Second Offense

The cell phone or other technology device being used without permission will be confiscated and turned into the Principal's office. The student must come in person at the end of the day in order to retrieve the phone. In addition, a detention will be issued to the student.

Third Offense

On a third offense the student and parent(s)/guardian(s) will meet with the School Principal. Appropriate consequences will be determined.

SCHOOL SECURITY

Visitors at St. Croix Prep

St. Croix Prep receives many visitors throughout the school day. These visitors include, but are not limited to, parents, special guests, vendors, and sales people. Although St. Croix Prep embraces our parent volunteers and visitors, we need to ensure the safety of our students. For this reason all visitors to our school must sign in and out at the front office. Visitors are also required to visibly wear a VOLUNTEER/VISITOR badge at all times. Students should not bring student guests to school without prior permission from the division principal.

Search and Seizure

The Board recognizes its responsibility to maintain order and security in St. Croix Prep. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the St. Croix Prep, in accordance with this policy. See Board Policy #502, Search of Student Policy.

School Property

School property, including but not limited to desks and lockers, is owned and controlled by St. Croix Prep and students should have no expectation of privacy in them or in any personal effects left in such areas. St. Croix Prep may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior notice to students and without consent.

Students and Their Personal Effects

Administrators or their designees may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, book bags, lunch boxes, etc.) when they are being carried by the student when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by specific suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same

gender. If any improper items are found, immediately following the search of a student, the school authority that conducted the search shall take appropriate measures.

Patrols, Inspections and Searches

It is the position of the school that a fair and equitable student motor vehicle policy will contribute to the quality of the student's education experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. School officials may conduct routine patrols of school locations and routine inspections of exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

"Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules and/ or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context or other reliable sources of information.

"School property" is owned, rented, leased or borrowed by the school for school purposes as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school location also shall include off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school.

HARASSMENT, BULLYING & HAZING

Minnesota Safe and Supportive Schools Act

On April 9, 2014, Governor Dayton signed the Minnesota Safe and Supportive Schools Act. The law provides schools, educators, parents, and students with tools and resources for bullying prevention and intervention. St. Croix Prep's Anti-Bullying Policy, in accordance with the Minnesota Safe and Supportive Schools Act. See Board Policy, Student Bullying Prohibition Policy. Please contact one of the Principals or Office Managers for additional information.

OTHER INFORMATION

Activities Department

St. Croix Prep offers 19 athletic programs and over 12 co-curricular programs within its club and competitive leagues. These programs offer a well-rounded educational experience to all of our students and provide them practical experience in their character and leadership development. If you have questions, contact Activities Director, Rich Dippel at rdippel@stcroixprep.org or 651-395-5904.

Additional Parent Resources

On the each of the School's Homepages

(Lower School - <https://www.stcroixprep.org/lower-school>)

Middle School - <https://www.stcroixprep.org/middle-school>

Upper School - <https://www.stcroixprep.org/upper-school>

There are links to additional Parent Resources. These include but are not limited to information related to School Supply Lists, Background Check Procedures, Calendars, Before & After school care, Dress Code, Field Trip Procedures, Health Services, Hot Lunch Program, Parent Pick-Up Procedures, Synergy (Student Information System) Instructions, Spirit Wear and the On-line Store.

Development Department

St. Croix Prep hosts three annual events that provide families the opportunity to financially support school programming. These events are a great way to cultivate friendships and business relationships while raising money for school programs.

St. Croix Prep Marathon. The 8th St. Croix Prep Marathon will be held on Friday, May 21, 2021 at the school. The Event raises funds for Academics. Students will raise donated funds in the weeks leading up to the event. On event day, students will participate in opening ceremonies, run in the school marathon, play indoor and outdoor games, enjoy a picnic lunch and end the day with a pep fest. Sponsorships are available.

Prep Gala. The Prep Gala will be held here at St. Croix Prep on Saturday, October 24, 2020. The event raises funds for the Arts & Athletics programs. The evening will include savory hors d'oeuvres, delicious sweets, fine wines and beer, live entertainment, silent and live auctions, raffles, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available.

Prep Open. The Prep Open will be held on June 9, 2021. The event raises funds for the Arts & Athletics department. The day includes a golf tournament, wine and food pairing, dinner, silent and live auctions and a fund-a-need appeal. Sponsorships are available. If you would like more information regarding these events, please contact Heather Thorson, Communications and Events Manager at 651-395-5918 or hthorson@stcroixprep.org

Parent Group

The St. Croix Prep Parent Group promotes communication and educational opportunities throughout the school, building community and strengthening relationships between families, administration, and faculty through events and initiatives. To view a schedule of meeting dates and events please view the website at <http://stcroixprep.org/parent-group/>.

If you would like more information regarding Parent group, please contact Parent Group at parentgroup@stcroixprep.org.

Extended Day Program

St. Croix Prep partners with YMCA of Greater St. Paul to offer on-site extended day programming for students in grades kindergarten through sixth. The program is operated through the YMCA. Program information, including registration, programming, rates, and hours are available at www.twincities.org or contact Jon Spry, YMCA Child Care District Supervisor, at 651-490-4886 or jon.spry@YMCAtwincities.org

Media in the Classroom

The following guidelines will be used for viewing of movies: Parental permission must be received before showing any movies with the rating of PG [lower school], and PG-13 [middle school], and R [Upper School]. We will provide alternative learning experiences for the students who have not received parental permission.

Picture Day

Student pictures will be taken on Tuesday, September 14, 2021. Picture retake day will be held on Tuesday, October 12, 2021. All students are required to wear their student uniform for the pictures.

Food Service and Breakfast/Lunch Programs – See Board Wellness Policy

St. Croix Prep offers hot lunch, milk and supplemental a la carte offerings daily. Current prices and menus are posted on the school website at: <https://www.stcroixprep.org/food-service/>. The school participates in the National School Breakfast and Lunch Programs and offers free and reduced breakfast and lunch according to federal guidelines. Additional information including free and reduced meal applications are located at:

<https://stcroixprep.org/wp-content/uploads/2019/07/2019-20-Application-for-Educational-Benefits-Packet.pdf> Please direct questions regarding the free and reduced breakfast and lunch program to St. Croix Prep's Food Service Director, Marianne Thole at mthole@stcroixprep.org.

To purchase breakfast, lunch, milk or a la carte offerings, a student must have a sufficient balance in his/her lunch account, or be approved for free lunch by the school's business office. St. Croix Prep's Negative Lunch Balance Policy is as follows:

Hot Lunch and Breakfast

- All students will be served a reimbursable lunch or breakfast regardless of fund availability. Negative balances that are incurred are the responsibility of the student's parent/guardian, and are expected to be paid in full by the end of the school year.
- Kindergarten students eat breakfast FREE! Thanks to 2014 legislation, the State of Minnesota provides breakfasts for all kindergarten students free of charge.
- If parents DO NOT want their child to purchase during morning a la carte or breakfast, please email mthole@stcroixprep.org to request a block on their account.

A La Carte

- Lower, Middle, or Upper School students will not be allowed to purchase items from the a la carte line, including milk, if they have a negative lunch account balance.

Parents should check their student's lunch account balance frequently. Parents will be notified by email when their student's meal balance falls below an established limit. This limit is defaulted to \$0.00 by the school business office; however, parents may adjust the balance alert level to accommodate their needs in SchoolPay.

Deposits to student's lunch accounts may be made online via SchoolPay. Deposit made online will be credited to the student's lunch account within 72 hours. Deposits may also be made via cash or check and delivered to the school business office, either directly or via the student's classroom teacher. Cash or check deposits will be posted to the student's account within 24 hours of the business office's receipt of the deposit. Credit card payments are accepted in the main office and posted to the lunch account(s) immediately.

Snack

Snacks served during the school day or in YMCA care will make a positive contribution to children's diets and health, with an emphasis on fruits and vegetables as the primary snacks and water as the primary beverage. St. Croix Prep will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages and other considerations.

Commented [1]: I have added the snack policy(ies) from the wellness doc.

Rewards

St. Croix Prep will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

St. Croix Prep will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.

School Hours

Classes operate from 9:30 am to 4:00 pm. School doors will open its doors at 9:00 am. Students will be allowed to enter the building at that time. Earlier arrivals will need to sign in and will need permission from their teacher or organization leader to access hallways prior to this time. Lower School students arriving prior to 9:00 am must attend the before school programming area, and parents will be assessed appropriate fees; students may not be unattended in the atrium. Unless students have after school activities, they will not be allowed in the building after 4:30 pm. Each division may have additional procedures that enhance their effectiveness.

Teacher Request and Classroom Assignment

At St. Croix Prep, scheduling students into classes is a complicated and time-consuming process that involves both computer and hand scheduling. Many factors are taken into consideration when balancing class enrollment, including class size, gender, academics, and social composition. We believe our faculty are skilled educators and, additionally, that students need to learn the important life skill of working with many different types of teachers and students. In the Lower School, if a parent feels his/her student has a particular learning concern which needs to be considered, please fill out a parent input form that is sent out in the spring with the Intent to Return form and return to the office manager. Parents may not request a teacher. Our goal is to create the best possible learning environment for all students.

Statewide Assessments

Each year, St. Croix Preparatory Academy administers state assessments to measure a student's proficiency in math, reading, and science. These assessments are just one measure of a student's achievement, as well as benefiting the school in evaluating curriculum, alignment with state standards, resources and support, and potentially reducing Minnesota State College and University requirements. On our website, a two-page guide to Statewide Testing is listed under the Additional Resources link.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. The Statewide Assessment Opt-Out Form is located on the following page: it is also included on the website with the Parent/Guardian Guide to Statewide Testing.

Need new Form inserted

The 2021-2022 Family Handbook was approved by the St. Croix Preparatory Academy School Board June 29, 2021.

STATEWIDE TESTING OPT-OUT FORM



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2018