



St. Croix Preparatory Academy
Board Meeting Agenda
August 17, 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 and Professional Development Plan 8
5. Agenda
 - A. Jason Langfield -- Official seating on the Board
 - B. Faculty Board Member Vacancy & Replacement -- Discuss Process 12
 - C. Payroll Protection Plan -- Status & Next Steps 15
 - D. 2021-2022 Covid-19 Procedures - Face Covering, Distance Learning, and related protocols 21
6. Adjourn Meeting



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ANNUAL BOARD CALENDAR 2021-2022

July	Responsible	Notes/Status
Public Hearing on Student Fees	Kelly Gutierrez	Completed
Approval of 2021-2022 Student Fees	Kelly Gutierrez	Completed
PPP Loan Status/Update	Kelly Gutierrez	August
Vote on Board Officers – Chair, Vice Chair, Secretary/Board Clerk, Treasurer		Completed

August	Responsible	Notes/Status
PPP Loan Status/Update	Kelly Gutierrez	
Status of School Opening	Jon Gutierrez	
Covid-19 – Masks, Distance Learning, Protocols		
Seat New Board Members		
New Board Members Sign Schedule K, Conflict of Interest Form		
Board Vacancy Process	Nicole Donnay	

September	Responsible	Notes/Status
Annual Report Approval for 2020-2021	J. Gutierrez	
Review of MCA Test Scores	J. Gutierrez	
Q Comp Site Goals		

October	Responsible	Notes/Status
File Charter Assurances with Friends	J. Gutierrez	
Board Retreat		
Review Strategic Plan		
Annual Report Approval for 2020-2021	J. Gutierrez	

November	Responsible	Notes/Status
Financial Statement Review		
Audit Acceptance		
World's Best Workforce Approval		
MDE Assurance of Compliance		

December	Responsible	Notes/Status

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

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

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

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

May	Responsible	Notes/Status
Q Comp Report Presentation/Approval	3	

Financial Statement Review		
Compensation Plan Approval		
Board Election Update		
Approve Annual Budget		
Approve Employee Handbook		
Introduction of Family Handbook		
Disclosures/Conflict of Interest Signed		

June	Responsible	Notes/Status
Public Hearing on Fees - 2022		
New Board Member Training		
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: N. Donnay, J. Gottschalk, R. Hajlo, D. Keyes, A. Melendres, S. Mueller, C. Brown, K. Denzer

Members Absent:

Board Advisors Present: J. Gutierrez, K. Gutierrez

Public Hearing Call to Order in Accordance with Minn Stat 123B.38

S. Mueller called the public hearing to order at 6:02 pm.

Public Hearing

K. Gutierrez explained Minn. Stat 123B.38 and then explained the proposed per-student fees for the 2021-2022 school year. These included a per-student Technology Fee of \$18 and Volunteer Background Check Fee of \$2. This is a reduction of \$2 from the previous year, due to the Food Service program's ability to absorb a part of the fee. The per-student fee would be waived for students qualifying for free lunch and reduced to \$10 for those qualifying for reduced lunch. There was discussion related to percentage of students who paid the fees and the likelihood of having to increase fees after next year.

There were no questions or comments from the public. The public hearing was closed at 6:11 pm.

Call to Order

Shane Mueller called the meeting to order at 6:12 pm.

Open Forum

There were no requests to speak at the Open Forum.

Consent Agenda - J. Gutierrez

The Consent Agenda includes the board minutes from the June 29, 2021 meeting.

Motion to approve the Consent Agenda: D. Keyes

Second: J. Gottschalk

Approved: All

2021-2022 Student Fee Approval

Motion to approve the 2021-2022 Per-Student Fees of \$20, which include an \$18 Technology Fee and \$2 Volunteer Background Check Fee. For those qualifying for reduced lunch, the per-student fees will be reduced to a total of \$10; for those qualifying for free lunch, the fees will be waived: A. Melendres

Second: N. Donnay

Approved: All

2021-2022 Emergency Operating Procedures – J. Gutierrez

J. Gutierrez presented the annual changes to the School's Emergency Operating Procedures. These included minor grammatical changes, addition of "disease outbreak" language to the Pandemic section, addition of administrative presence during early release procedures, an updated Rally Point Map, Mental



Health Referral Forms, PPE provider information, and the updated contract for our Mental Health Provider.

Motion to approve 2021-2022 Emergency Operating Procedures: R. Hajlo
Second: C. Brown
Approved: All

2021-2022 Planning for School Opening

There was discussion of the planning for a more normal 2021-2022 school opening. Topics discussed included regular five day week schedules, in-person learning, no option for distance learning, optional face coverings, planning for field trips and educational travel, etc. Planning is still occurring for back to school nights, staffing for earlier school door opening/closing, etc. Future guidance from MDH/MDE will be considered as the planning continues.

Strategic goals for the year's operations include transitioning students back to a "normal" school learning environment, rebuilding internal teams (due to distance created by Covid-19), and rebuilding relationships with the parent community. There was discussion.

Election of Board Officers for 2021-2022

The annual election of officers was held.

Motion to approve R. Hajlo as Board Chair: S. Mueller
Second: J. Gottschalk
Approved: All

Motion to approve S. Mueller as Board Vice Chair: R. Hajlo
Second: K. Denzer
Approved: All
Abstained: S. Mueller
There was discussion of how this succession plan mirrors operational succession plans.

Motion to approve M. Schroeder as Treasurer: S. Mueller
Second: R. Hajlo
Approved: All

Motion to approve Susan Peterson as Board Clerk: S. Mueller
Second: C. Brown
Approved: All

2021-2022 Succession Planning in Activities Department

There was discussion on the succession planning within the Activities Department. This includes Rich Dippel being named as Activities Director on Special Assignment, Keven Seim being named as Activities Director, and Medora Benson assuming the role of Activities Department & Events Coordinator. There was discussion of transition of events and communication during the post Covid-19 year and noting that the 2021-2022 school year would be a year of transition and refinement.

Adjourn Meeting

Motion to adjourn the meeting at 6:39 pm: K. Denzer
Second: N. Donnay
Approved: All



Submitted by J. Gutierrez, St. Croix Preparatory Academy



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J. Gutierrez
Professional Development Plan
2021-2022

Month	Category	Title	Description/Comments
July 2021	Video – 70 minutes	Glenn Loury – Charles Murray, Facing Reality, Two Truths About Race in America	Discussion of Murray's latest book in light of his previous book, The Bell Curve
	Video – 81 minutes	Glenn Loury – John McWhorter, Rejecting Racial Determinism	Discussion of Charles Murray's book, Facing Reality, Two Truths about Race in America
	Video – 59 minutes	John McWhorter – Leslie Harris, 1619 vs 1776, When was America Founded	Discussion of New York Times (Nikole Hannah-Jones) 1619 Project and impact on historical studies, classroom education
	Podcast – 31 minutes	The Debate Over Critical Race Theory – The Daily	
	Video -- 54 minutes	Thomas Sowell, The Myths of Economic Equality	A summary of Thomas Sowell's book, The Conflict of Visions, with an introduction to his new book, Discrimination and Disparities
	Video – 16 minutes	Critical Race Theory, Everything is Racist, Voddie Baucham	8
	Video – 21 minutes	A Guide to Critical Race Theory, Ryan Chapman	
	Video – 21 minutes	What Exactly is Postmodernism, Ryan Chapman	
	Video – 25 minutes	The Evolution of American Liberalism, Ryan Chapman	
	Video – 25 minutes	The Marxism Behind Leftist Identity Politics, Ryan Chapman	
	Book	Critical Race Theory: An Introduction, by Richard Delgado and Jean Stefancic	A book by two of the original legal scholars who started critical race theory
	Video – 50 minutes	Race, Gender, Inequality, and Intersectionality, Kimberle Crenshaw	Lecture from one of the founders of critical race theory
	Videos/Lectures – 120 minutes	Various lectures on intersectionality, Marxism, the Communist Manifesto and critical theory, the precursor to Critical Race Theory	
	Videos/Lectures – 180 minutes	Various lectures on key court cases related to race discussions in the United States – Dred Scott v Sandford, Plessy v Ferguson, Brown v Board of Education	
	Video – 80 minutes	Nativism in American History and its Resurgence Today, David Bennet, Professor of History Emeritus Syracuse University	
	Book	The Souls of Black Folk, by W. E. B. DuBois	
	Video -- 55 minutes	Glenn Loury -- John McWhorter, CRT in the Schools	
	Movie	What Killed Michael Brown, by Shelby & Eli Steele	
	Book, Videos	Euthyphro, by Plato; Lectures from Greg Sadler, President of ReasonIO; Jeffrey Kaplan – Explanation of the of the Central Argument in Plato's Euthyphro	
	Book, Videos	Apology, by Plato; Yale Courses, Socratic Citizenship, Lectures from Greg Sadler, President of ReasonIO	
	Video Lecture – 60 minutes	Aristophanes' Critique of the Gods, by Wayne Ambler, University of Dallas	

August 2021	Video 65 minutes	Glenn Loury – John McWhorter, The Life and Work of Thomas Sowell	
	Play – Comedy	The Clouds, by Aristophanes	A comedy/satire on Socrates; Aristophanes referenced throughout The Apology, by Plato.
	Book	Phaedo, by Plato	Dialogue of Socrates prior to his death where he discusses immortality of the soul
	Play, Videos, Podcasts – 6 hours	Hamlet, a variety of lectures, videos, podcasts on Hamlet, by Shakespeare	
	Videos, Podcasts – 3 hours	A variety of videos, podcasts on Thomas Hobbes, John Locke, and Jean-Jacques Rousseau and the social contract, state of nature, life, liberty, property rights, etc.	



Executive Director's Report to the Board

Date of Report: August 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.
- Planning for 2021-2022 school year, including enrollment, lotteries, handbooks, equipment and book returns, summer school, staffing, facilities maintenance, Friends of Education compliance, facilities planning for potential forgiveness of PPP loan, MDE reporting, etc.
- Preparation, calls with authorities related to Covid-19 impact on school opening.
- Current information for the upcoming 2021-2022 school year (e.g. applications and wait list are noted below.

Grade	2021-22 Enrollment	2021-2022 Waitlist
Kindergarten	90	153
1 st Grade	90	84
2 nd Grade	90	102
3 rd Grade	90	102
4 th Grade	90	79
LS Total	450	520
5 th Grade	93	68
6 th Grade	93	82
7 th Grade	93	50
8 th Grade	93	30
MS Total	372	230
9 th Grade	98	7
10 th Grade	99	0
11 th Grade	110	0
12 th Grade	94	0
Super Seniors	0	
US Total	401	7
School Total	1,223	757

- Upper School Enrollment includes 9 PSEO students and 2 Foreign Exchange students

Professional Development: *See Attachment*

Name of School: ST CROIX PREPARATORY ACADEMY
District #: 4120
Date of Report: Dec 2020

BOARD MEMBER ROSTER

		Check One		E or A		Term		Officer	Director Contact Information	Affiliation - Check One			Date Required Training	Obtained	
	Director Name	Current Director	Director Elect	Elected or Appointed	Terms	Date Seated	Date Term Expires	Identify Officer Position (if any)	Email Address and Phone Number	Teacher *	Parent *	Community Member *	Finance	Governance	Employment
1	Bob Hajlo	X		E	1	8/19/2019	8/19/2022	VChair	Robert.Hajlo@gmail.com		X		12/10/2016	12/10/2016	12/10/2016
2	Nicole Donnay	X		E	2	3/25/2014	8/18/2023		ndonnay@stcroixprep.org	X			8/12/2014	8/12/2014	8/12/2014
3	Christoph Brown	X		E	1	11/20/2019	8/18/2023		cbrown@stcroixprep.org	X			11/19/2019	10/28/2019	10/28/2019
4	Kristin Denzer	X		E	1	8/21/2018	8/20/2024		denz0018@umn.edu		X		8/13/2018	8/21/2018	8/21/2018
5	Deb Keyes	X		E	3	8/18/2015	8/19/2022		dkeyes@stcroixprep.org	X			4/21/2012	4/21/2012	4/21/2012
6	Shane Mueller	X		E	2	8/21/2018	8/19/2022	Chair	shane.mueller@comcast.net			X	4/1/2015	4/1/2015	4/1/2015
7	Andrew Melendres	X		E	1	9/15/2020	8/18/2023		drew.melendres@gmail.com		X				
8	Teacher Vacancy	X		E	1	8/21/2018	8/20/2024		jgottschalk@stcroixprep.org	X			8/7/2018	8/7/2018	8/7/2018
9	Jason Langfield	X		E	1	8/17/2021	8/20/2024		jason.langfield@gmail.com		X		8/17/2021	6/29/2021	7/20/2021
*Teacher = Licensed Teacher Employed at the School															
*Parent = Parent of Student Enrolled at the School															
*Community Member = Individual who is neither a teacher employed at school nor a parent of student enrolled in the school															



ST. CROIX PREPARATORY ACADEMY BOARD VACANCY, TEACHER POSITION

There is a board vacancy due to a faculty member resignation, thus an open position that needs to be filled based on the Board's direction.

Last Year's Situation

- Shane Mueller was a parent board member after the graduation of his son in June 2020; Shane was appointed as a board community member.
- In November, the Board decided to wait until the May 2021 election to fill the vacant parent position. This was done for the following process reasons:
 - Solicitation of and response from interested candidates takes approximately one month.
 - Candidate responses to Board Questionnaire takes approximately one month.
 - Board appointment process would occur the month after that.
 - The Board required training, prior to seating, generally takes three months.
 - The parent position would be filled by approximately May 2021, the same time as the election.

This Year's Situation

- Given the same process and approximate timeframes as noted above, the seating of a new board member position will take approximately six months.
- If the board proceeds to appoint a board member, the new board member will be seated in approximately February 2022.
- If the board wishes to wait until the election in May 2022, the new board member will be seated in approximately August 2022.



st. croix preparatory academy

June 2021

Financial Reports:

Summary of Covid-19 Financial Impact
Preliminary FY22 One-Time Pay Adjustment Proposal
Preliminary Stadium Project Proposal

Covid-19 Impact on Fund 1 (Gen Ed) To-date

8/14/21

line#	Description	\$
Covid-19 Impact on Revenue*		
1	FY21 New Revenue (GEER, ESSER, CRF, ESSR2)	\$411,900
2	FY21 Payroll Protection Plan Loan Forgiveness	\$1,414,000
3	FY21 Payroll withholding credit for Covid-19 related staff absences	\$44,700
3	FY21 Enrollment Shortfall (per pupil funding) (17 students)	(\$145,000)
4	FY21 Revenue loss not offset w/ decrease expense (Parking Permit & Event Box Office Revenue)	(\$39,000)
Covid-19 Impact on EXPENSES*		
5	FY20 Direct Covid-19 Costs*	(\$35,000)
6	FY21 Direct Covid-19 Costs*	(\$585,000)
7	FY21 Operational Efficiencies attributed to COVID-19*	\$168,000
8	NET IMPACT on Fund Balance as of 8.14.21	\$1,234,600
Proposed Uses of Fund Balance		
9	Fund: FY22 One-time pay adjustment of 7% for employees employed in FY21 school year. **	(\$380,000)
10	Fund: Suspended Fundraising for Together We Stand Campaign***	(\$310,000)
11	Fund: Escalations Cost on Stadium Project (\$177K) + Contingency (\$14K)****	(\$191,000)
12	Proposed NET IMPACT on Fund Balance	\$353,600

*See 'Covid-19 Direct Costs & Operational Efficiencies' schedule for details

**See 'FY22 One-time Pay Adjustment' schedule for details

***See 'Covid-19 Impact on Fundraising' schedule for details

****See 'Stadium Project Prelim Sources and Uses of Funds' schedule for details

Proposed FY22 One-Time 7% Pay Adjustment

August 14, 2021

Proposal: Adjust FY22 compensation 7% upward for each employee who was employed during the FY21 school year and is employed at the start of the FY22 school year. Short-call substitute staff, extra-curricular and co-curricular stipends are not eligible for adjustment.

Salaried employee adjustment is based on FY22 base salary, including teaching overload stipends but excluding all other stipends. Increase of 7% to QComp related stipends will be evaluated separately.

Hourly employee adjustment is based on projected FY22 compensation, which will be calculated using terms of FY22 offer letter.

Payment will be made in lump sum and included with September 30, payroll check.

line#	Division	# Eligible employees	Payroll + Benefits + Payroll Tax
	Gen Ed (Fund 1)		
1	Non-Sped, Non-QComp Adjustment	94	371,000
2	Portion of State Sped paid by Gen Ed (10%)		9,000
3	Total Gen Ed FY22 1x Pay Adjustment		380,000
4	State Special Education	32	\$80,000
5	Federal Special Education	1	\$8,000
6	Food Service (Fund 2)	6	\$11,000
7	Q-Comp	3	\$7,000
8	Total FY22 One-time Pay Adjustment	136	486,000

Covid-19 Impact on Fund 1 (Gen Ed) EXPENSES To-date- DETAIL

8/14/21

line#	Description	\$
FY01 Direct Covid-19 Costs		
1	Chromebook + licenses	\$18,000
2	Essential Worker Child Care	\$17,000
3	Total FY20 Direct Covid-19 Costs	\$35,000
FY21 Direct Covid-19 Costs		
4	Chromebooks + licenses	\$90,000
5	Bi-polar Ionization Unit	\$78,000
6	Mitigation Supplies (plexiglass, marking dots etc)	\$78,000
7	Essential Worker Child Care/Building Subs	\$66,000
8	Covid related absentee payroll costs	\$52,000
9	Synchronous Learning Technology	\$50,000
10	Technology Infrastructure to facilitate distance learning (Servers, WAP, Document Cameras)	\$54,000
11	Zoom licences	\$25,000
12	Additional Day porter	\$23,000
13	Essential Worker Care	\$19,000
14	Staff Professional Development -Online Instruction	\$14,000
15	Mental Health Services (Youth Service Bureau)	\$12,000
16	Internet Access for Families	\$10,000
17	Food Delivery (insulated bags, milage to deliver to homes	\$9,000
18	Legal counsel	\$5,000
19	Total FY21 Direct Covid-19 Costs	\$585,000
FY21 Covid-19 Operational Efficiencies		
20	Contracted services (add'l day porter budgeted but funded with Covid-19 funding	\$26,000
21	General Supplies	\$15,000
22	Maintenance Supplies	\$50,000
23	Instructional Supplies	\$37,000
24	Events Coordinator Compensation	\$40,000
25	Total Covid-19 Operational Efficiencies	\$168,000

Covid-19 Impact on Fund 1 (Gen Ed) FUNDRAISING To-date

August 14, 2021

line#	Event	Deferred Project	\$
1	Gala FY20 (net proceeds)	Performing Arts and Athletic Enrichments *	\$75,000
2	Gala FY21 (net proceeds)		\$80,000
3	FY20 Golf Tournament (net)		\$35,000
4	FY21 Golf Tournament (net)		\$50,000
5	Marathon Funds	PAC Lighting**	\$100,000
6	Together We Stand Campaign (Bleachers)	Stadium Project	\$310,000
7	Total Covid-19 Impact on Fund 1 Fundraising To-date		\$650,000

*Specific use of funds had not been identified prior to cancellation of events.

** FY21 Marathon budgeted to fund additional built-in cabinetry, and PAC Lighting project was budgeted thru FY21 Facilities Budget. However, because Built in Cabinetry project was a higher priority, and the FY21 Marathon cancelled, the PAC Lighting project has been deferred to FY22.

Stadium Project- Preliminary Source and Use of Funds

August 14, 2021

line#	Description		\$
Sources of Funds			
1	Funds Raised (2018-2021) Not Expended*	FY19-FY21 Prep Gala & Prep Open Fund-a-Need, Together We Stand Campaign	152,000
2	Allocation from Gen Ed Fund Balance**	2017 & 2018 Stadium quotes +price escalations less funds raised to-date	500,000
3	Total SOURCES of Funds		652,000
Total Use of Funds			
4	Stadium (May 2017 quote)	Grandstands, Pressbox, and Structural Concrete Slab	194,000
5		Pressbox	88,000
6		Concrete slab	46,000
7		Stadium Sound System	43,000
8	Stadium costs not in original quote	Upgraded seating: 200 seats at \$125/seat	25,000
9	Stadium costs not in original quote	Internet, upgraded paging system, security cameras	41,000
10	Price escalation 2019	6.5% (of lines 1-4)	24,000
11	Price escalation 2020	6.5% (of lines 1-7)	30,000
12	Price escalation 2021	30% (of lines 1-8)	147,000
13	Contingency		14,000
14	Total USE of Funds		652,000

	* 'Funds Raised 2018-2021 Not Expended' Detail		\$
15	Prep Gala	FY19	14,983
16		Total Prep Gala	14,983
17	Prep Open	FY19	18,075
18		FY18	23,125
19		Total Prep Open	41,200
20	Together We Stand Campaign (TWS)	FY20	38,433
21		FY21	8,725
22		Total TWS	47,158
23	Undesignated Donations	FY19	13,839
24		FY20	16,906
25		FY21	18,403
26		Total Undesignated Donations	49,148
27		Rounding	(489)
28	Total		152,000

	** 'Allocation From Gen Ed Fund Balance' Detail		\$
29	TWS Campaign funds not raised- suspension of campaign attributed to Covid-19 (see 'Covid-19 Impact on Fundraising Schedule):		310,000
30	Price Escaltions due to project delay:		
31	2020 (line 11 above):		30,000
32	2021 (line12 above):		147,000
33	Contingency:		14,000
34	Rounding:		(1,000)
35	Total:		500,000



FACE COVERING POLICY

I. GENERAL POLICY

In accordance with state law and public health guidance, the policy of St. Croix Preparatory Academy is that all students, staff, and other people present in schools, district offices, all buildings leased or owned by the School District, or riding on school transportation vehicles, are required to wear a face covering. As provided below, this policy provides for some exemptions and allows for temporary removal in limited circumstances.

Face coverings protect others in case the wearer does not know he or she is infected with COVID-19. Face coverings are only one part of the state's Public Health Guidelines and St. Croix Preparatory Academy intends to use face coverings in combination with other infection control measures, including social distancing, personal hygiene, screening, and cleaning practices.

II. DEFINITIONS

1. **Face Covering.** A "face covering" means any paper or disposable mask, cloth face mask, medical-grade mask, scarf, bandanna, neck gaiter, or religious face covering that can be worn to cover the nose and mouth completely in accordance with CDC guidance. Masks with valves, mesh, openings, holes, vents, or visible gaps in the material are not sufficient face coverings.
2. **Face Shield.** A "face shield" is a clear plastic barrier that covers the face, extends below the chin, and wraps around the sides of the face to the ears. An adequate face shield should have no exposed gap between the forehead and the shield's headpiece.

III. EXEMPTIONS FROM FACE COVERING REQUIREMENTS

A. Child Care Programs

Pre-kindergarten students age 5 years and younger participating in child care programming in a school building are not required to wear a face shield or face covering. Pre-kindergarten students who are at least 2 years old may wear face coverings if done in compliance with CDC guidance.

B. Students or Staff with Health Conditions/Disabilities/Behavioral Needs

Individuals with health conditions, disabilities, or mental health, developmental, or behavioral needs may be exempt from wearing a face covering or a face shield if they have a need for an exemption from this policy. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

C. Exemption requirements and procedures

- i. **Students.** If a parent claims that a student has a health condition, disability, or mental health, developmental, or behavioral need that exempts the student from this policy, staff will ask the parent for documentation to support the student's need for an exemption, unless the need is obvious or the School already possesses information that demonstrates the need. The School will consider the parent or eligible student's request in light of the documentation presented and if an exemption is warranted, will follow applicable laws to determine what accommodations are appropriate. A student's individualized education program (IEP) team or

Section 504 team may consider whether any amendments to the IEP or Section 504 plan are necessary related to the face covering requirement.

- ii. **Staff.** Staff who claim that they cannot wear a face covering because of a medical condition, mental health condition, or disability need to provide a note from a medical provider to his/her supervisor demonstrating a need to be exempt from the face covering requirement. The School will consider the employee's request in light of the documentation presented and if an exemption is warranted, will follow applicable laws to determine what accommodations are appropriate.
- iii. **Individuals Attending School Board Meetings.** All individuals attending school board meetings are required to wear a face covering. This includes when school board members, members of the public, or other participants are speaking and presenting. Individuals who opt not to wear a face covering for any reason should ask at least one day in advance about options for participation in an alternative format. In some circumstances, permission to wear a face shield may be granted.
- iv. **Visitors.** If a visitor enters a school building without a face covering on, staff will communicate the face covering requirement, offer a face covering, and request that the visitor put it on. If the visitor refuses and claims that he/she is entitled to an exemption from the face covering requirement, staff will speak with an administrator to determine whether there is a need for the visitor to be granted permission to be in the building or whether the visitor will be asked to leave. The School may, in its discretion, ask any visitor not wearing a face covering to leave the premises.

IV. ALTERNATIVES TO FACE COVERINGS

A face shield may be worn as an alternative to a face covering under the following circumstances:

- Upon administrator approval, a student in Kindergarten through grade 8, when wearing a face covering is problematic.
- By teachers, when wearing a face covering may impede the educational process.
- Upon administrator/supervisor approval, for staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- For staff providing direct support student services, when a face covering impedes the service being provided.
- For staff who wear religious garb that a face covering would interfere with.
- Upon supervisor approval, for staff when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

V. TEMPORARY REMOVAL OF FACE COVERINGS

Temporary removal of face coverings is permissible in the following situations as long as 6 feet of distance is maintained.

1. With teacher permission, during indoor physical activity while the level of exertion makes wearing a face covering difficult. Social distancing of six feet must be maintained to the extent possible.
2. With teacher permission, during classes or activities held outdoors when social distancing of six feet can be maintained.
3. While eating or drinking.
4. With teacher permission, during indoor practices or performances involving acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Staff members must have supervisor permission to allow such activities without a face covering in the classroom.
5. Upon a school administrator's request, when checking identification of individuals.
6. While staff are working alone in an office, classroom, vehicle, or other job location.
7. With a supervisor's permission, while staff are working in communal spaces that have barriers such as plexiglass or cubicle walls between employees that are above face level.
8. When staff and/or students are communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult.
9. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering.
10. While showering or swimming or other activities where the mask will get wet.

VI. IMPLEMENTATION OF POLICY

A. Distribution of Policy

This policy will be conspicuously posted in each school building and administrative office and communicated to students, parents, staff, and any visitors to the school building. These communication efforts will include a sign visible to all persons upon entering a school building instructing them to wear face coverings.

B. Training and Support

St. Croix Preparatory Academy will teach and reinforce the use of face coverings and shields for students and staff. This support will include proper use of face coverings on transportation vehicles, inside school buildings, and generally when on school grounds.

Staff will provide guidance and support to students who cannot wear face coverings due to legitimate health reasons and will facilitate understanding in the school community.

C. Supply and Distribution

One cloth face covering will be provided to each student and each staff member. To the extent practicable, St. Croix Preparatory Academy will have a backup supply of disposable face coverings for students or staff members who forget to bring them.

D. Self-Purchased Face Coverings

Students and staff may choose to wear their own face coverings as long as they meet the below requirements.

- Allowable types of face coverings include: (1) paper or disposable masks, (2) cloth face masks, (3) scarfs, (4) bandannas, and (5) religious face coverings.
- Face coverings must cover the nose and mouth completely, and should not be too tight.
- In the interest of maintaining an orderly and safe learning environment and maintaining the focus on instruction, personal face coverings must comply with the dress code and not include subject matter that may be disruptive to the educational environment.

VII. ENFORCEMENT

A. Student Violations

St. Croix Preparatory Academy will follow the general process set forth below when a non-exempt student shows up at school without a face covering or face shield:

- St. Croix Preparatory Academy will supply the student with a disposable mask to wear while in school.
- If a student refuses to wear the mask supplied, staff will remind the student of the face covering policy and contact the student's parents. The student will not be allowed to attend in-person school if he/she is not exempt from the face covering requirement. The School may impose disciplinary action.

B. Staff violations

If a staff member violates this policy by not wearing a face covering and is not exempt from this policy, a supervisor will instruct the staff member that he or she must wear a mask and explain this policy's limited circumstances when face coverings may be removed. If the staff member continues to violate this policy and the staff member is not exempt from wearing a face covering and/or face shield, disciplinary action may be taken.

C. Violations by others using school buildings

If a visitor, vendor, or contractor is not wearing a face covering, staff will communicate the face covering requirement, offer a face covering, and request that the individual put it on. If the individual claims an exemption, administration will then consider whether or not to grant the individual entry. If a visitor is denied access, administration will consider how to address the visitor's needs in an alternative format. If an individual refuses to wear a mask without claiming an exemption, the individual will be asked to leave, and if the individual refuses to do so, the administration may contact law enforcement.

D. Referral to law enforcement

The school may, in its discretion, report a violator of this policy to law enforcement. With the exception of children younger than 14 years old and students 14 years old and older who are on the premises of the school for educational purposes, any individual who willfully violates Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100.

VIII. SOURCES

State of Minnesota, Executive Order 20-81, <https://www.leg.state.mn.us/archive/execorders/20-81.pdf>

State of Minnesota, Executive Order 20-82, <https://www.leg.state.mn.us/archive/execorders/20-82.pdf>

MDE, Safe Learning Plan for 2020-21,
https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE033418&RevisionSelectionMethod=latestReleased&Rendition=primary

MDE, 2020-21 Planning Guidance for Minnesota Public Schools,
https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE032934&RevisionSelectionMethod=latestReleased&Rendition=primary

MDH, Frequently Asked Questions About the Requirement to Wear Face Coverings,
<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>

MDH, 2020-21 Planning Guide for Schools,
<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>

MDH, Guidance for Delivering Direct Student Support Services: Staff Protective Equipment,
<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

MDH, Best Practices for Masks: Considerations for People with Disabilities and Special Health Needs,
<https://www.health.state.mn.us/diseases/coronavirus/guidemasks.pdf>



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ST. CROIX PREPARATORY ACADEMY FACE COVERING MOTIONS

I. Face Coverings Required

Effective August 30, the Face Covering Policy is reinstated for grades xxxxxx. Section VI. B, Supply and Distribution is no longer applicable.

II. Face Coverings Recommended

Effective August 30, the Face Covering Policy is reinstated for grades xxxxxx, except that all references to face coverings being “required” will be replaced with “recommended”. Section VI. B, Supply and Distribution is no longer applicable. Sections V. Temporary Removal of Face Coverings, VI. Implementation of Policy, and VII. Enforcement are no longer applicable.



EXIT, VOICE, AND LOYALTY By Albert Hirschman

I. PURPOSE

The purpose of this document is to frame our mask and distance learning decision in terms of the framework provided by Albert Hirschman's book, *Exit, Voice, and Loyalty*, published in 1970. I will briefly summarize this in terms of St. Croix Prep (and not in terms of the book's encompassing view of governments and consumer products companies). Note: This framework was utilized by St. Croix Prep last year, but not formally presented.

II. DEFINITIONS

- A. Voice. The "voice" or communication from constituents of an organization in an effort to influence change, decision-making, and/or policies.
- B. Exit. The departure of constituents from an organization due to their voice being ineffective in change, decision-making or policies.
- C. Loyalty. Constituents who remain as participants of the organization without engaging in their voice – essentially trusting the organization and desirous of continuing their relationship with the organization.

III. EXAMPLES

- A. Dissatisfaction with a low price consumable, such as soup. A consumer who is dissatisfied with the soup they normally purchase will exit to another soup product without exercising their voice because there are many other soup products available; and their voice will likely go unheard by a large consumer products company. Exit options are many, cost of exit is insignificant, and their voice is likely to go unheard.
- B. Dissatisfaction with their country. A citizen who is dissatisfied with their country will not exit their country but exercise their voice in an effort to influence change, decision-making, and/or policies. Exit options are few, cost of exit is significant, and their voice will be heard.
- C. Dissatisfaction with their school. This represents a situation between the two previously mentioned examples, as the exit options are few (e.g. other public schools, private schools, and homeschool) and the cost of exit is significant (e.g. impact to children, potential cost of private schools, assuming instructional duties for their children).

III. MASKS AND DISTANCE LEARNING (See Covid-19 Matrix)

- A. Masks Required. Constituents dissatisfied with this position will have easy exit options in the surrounding area and implementation of this policy will test the loyalty bonds families have to the St. Croix Prep mission, educational philosophy, etc. Due to the nature of the mask discussion today, the number of departures cannot be determined, but it could be significant. Except for grades 9-12, we believe our waiting list in K-8 may be able to sustain these departures.
- B. Masks Recommended. Constituents dissatisfied with this position will have easy exit options for grades K-6 and very limited options for grades 7-12. Implementation of this policy will test the loyalty bonds families have to the St. Croix Prep mission, educational philosophy, etc. Due to the nature of the mask discussion today, the number of departures cannot be determined, but it could be significant; but we believe the



enrollment risk is less than that posed by a masks required policy. We believe our waiting list in K-8 will be able to sustain these departures.

C. Distance Learning not offered for K-6 (those students unable to receive vaccinations). Constituents dissatisfied with this position will have easy exit options for grades K-6 and very limited options for grades 7-12. Implementation of this policy will test the loyalty bonds families have to the St. Croix Prep mission, educational philosophy, etc. The number of departures cannot be determined, but we believe our waiting list in K-8 will be able to sustain these departures.

D. Distance Learning offered for K-6 (those students unable to receive vaccinations). This option should satisfy those constituents who are dissatisfied with Position C. Note: Through options made available to us for this year (from MDE) we plan on partnering with another Friends of Education school, likely Cologne Academy, who has established an on-line school since it is a part of their long term mission. Families participating in this will be enrolled in the on-line program for the 2021-2022 school year (or part of it); and they will be considered enrolled for the following school year so they will not have to reapply for entry in the 2022-2023 school year. Cologne Academy is one of the state's highest performing public schools in the state with a curriculum and academic rigor that is very similar to St. Croix Prep. Details of this arrangement are still being finalized. Constituents dissatisfied with this solution will have the ability to choose another educational program that fits their preference. We believe enrollment impact is very low.

Recommendation: Option B (Masks Recommended) and Option D (Distance Learning via Cologne Academy) should have minimal impact on enrollment, educational continuity into the 2022-2023 school year.

Note: There are still additional items to be detailed regarding the extent of contact tracing and quarantine protocols.

2021-2022 Covid-19 School Opening Matrix

School	Masks	Distance Learning	Contact Tracing	Quarantine Procedures	Parent Reaction	Staff Reaction	Student Retention Risk
Stillwater	Recommended	Yes, K-5	Yes, some	Yes, some	Unknown	Unknown	
South Wash	Required K-8; Strongly Recommended 9-12	Yes, K-6	Yes, some	Yes, some	Unknown	Unknown	
WBL	Recommended	Yes, K-8	Yes, some	Yes, some	Unknown	Unknown	
Mahtomedi	Recommended	No	Yes, some	Yes, some	Unknown	Unknown	
Forest Lake	Recommended	Yes, K-6 some 7-12	Yes, some	Yes, some	Unknown	Unknown	
Minneapolis	Required	Yes			Unknown	Unknown	
St. Paul	Required	Yes			Unknown	Unknown	
St. Croix Prep	Required	No	No	Yes, minimal, only C19 positive	Negative, due to those who don't like Yellow – K-12	Neutral	Departures by those who don't like Yellow – K-12
St. Croix Prep	Required	Yes, K-6	Yes, a little	Yes, a little	Negative, due to those that don't like Yellow- K-12	Negative for those that have to support DL – K-6	Departures by those who don't like Yellow – K-12
St. Croix Prep	Recommended	No	Yes, some	Yes, some	Negative, due to those that don't like Yellow – K-6	Mixed, for those that don't like mask position – K-12	Departures, by those that don't like Yellow – K-6
St. Croix Prep	Recommended	Yes, K-6	Yes, some	Yes, some	Positive (mainly), those who dislike mask (K-6) have options	Mixed, but Negative for those that have to support DL and administer protocols	Very few departures K-12

Recommendation is to make Masks Recommended (not required) and offer Distance Learning for K-6 --- Risk areas are in Yellow.

- Mask Recommended passes CDC guidelines to our students and staff, which other schools are doing, passes decision-making to each individual, and reduces attrition/integration of new students/families to St. Croix Prep.
- Risk is our internal risk which we must manage through hiring and pay increase to those impacted in managing distance learning and protocol administration. Distance learning can be offered through vaccination period of children under 12.

Option #	Masks	Distance Learning	Contact Tracing	Quarantine Procedures	Synchronous Learning	Student Departure Risk	Comments
1	Required K-12	No	No	Yes, but only C19 positive cases	No	Potentially High K-12	
2	Required K-6 Recommended 7-12	No	Yes, 7-12	Yes, 7-12	No	Potentially High in K-6	
3	Recommended K-12	No	Yes, K-12	Yes, K-12	No	Potentially, some in K-6	
4	Recommended K-12	Yes, K-6	Yes, K-12	Yes, K-12	No	Minimal	

- These are ranked in terms of Educational Continuity within the school community, with Option 1 the safest and one guaranteeing the most consistent attendance throughout the year.
- The enrollment risk is diametrically opposed to the options that present optimal educational continuity. Student departures, especially in grades K-8 would allow us to continue with full enrollment, however this would require operational challenges in filling vacancies, integrating new students/families, establishing culture and community.
- Note: We are currently pursuing a distance learning option with Cologne Academy, another Friends of Education School. At the end of last year, they established an on-line school, with curriculum similar to St. Croix Prep. The reason for this solution is:
 - Leave of Absence. We investigated a leave of absence for students/families who wanted to make another school choice. Legally, this is not a solution.
 - Distance Learners have an optimal learning experience when they are the focus of instruction, not viewers into an active classroom.
 - Due to current MDE practice (for this year only), potential partnerships like the one we are pursuing, allow students to retain their enrollment status with their home school and return to that home school without losing their spot. They will not have to reenter the lottery.

Covid Response Team Meeting on August 13 – A summary

We discussed all of the items above.

- K-12 Masks Recommended – a split vote
- The split vote was resolved when some indicated they would be in favor of 7-12 recommended if K-6 were masks required.



ST. CROIX PREPARATORY ACADEMY DISTANCE LEARNING SUMMARY

We will begin this note by including the email communication sent to the Minnesota Department of Education, as it summarizes the issues of distance learning in the 2021-2022 school year.

To whom it may concern:

A summary of our situation and questions are noted below.

- **St. Croix Prep** (4120-7) is a K-12 charter school in Stillwater, MN.
- **On-line Application Available this year.** Given the new provisions for this year, we have applied for and received approval to offer distance/on-line learning for our student community, in the event an outbreak arises and our board provides approval.
- **Option to Partner with State Approved On-line Providers.** During the informational webinar, we were made aware of an option to partner with approved on-line providers. We have reached out to one of these providers who is interested in partnering with us (due to similarity in mission, curriculum, authorizer, etc.). This provider has established an on-line academy so our students' learning experience appears to be better than a synchronous approach we would implement.
- **Our Understanding of the Partnership Model.** We are of the understanding that
 - These students would be enrolled in the partner school.
 - These students would retain their enrolled status in our school so they would not have to give up their spot and participate in the lottery process for the 2022-2023 school year. Note: We have investigated a Leave of Absence policy to satisfy this, but realize this is not legally possible.
 - General Education Revenue would pass to the organization providing the instruction. Would this include lease aid revenue? Other revenue?
- **Process for proceeding with a Partnership option.** Is there a process that we would need to follow to pursue the partnership option (e.g. formal paperwork, MARSS coding, policy changes, etc.)?

Any assistance you could offer would be appreciated.

Details related to this are noted below:

I. MDE On-line application

Approximately one week ago, all Minnesota schools received communication strongly encouraging them to apply for a provisional application to provide on-line learning to their students in the event of a C19 outbreak within their school community. Due to a lack of executive mandate related to this, schools may be hindered in offering this in the event of a local outbreak. We submitted this application and received approval.

II. MDE Partnership Opportunities

As noted above, partnership opportunities which provide better distance learning options appear to be available to our students. These opportunities guarantee that those students who are desirous of returning to St. Croix Prep, in the 2022-2023 school year may do that without reentering the lottery – they are guaranteed their spot. Note: Based on vaccination availability for those students under the age of 12, a **return to St. Croix Prep could be earlier than the 2022-2023 school year.**

III. Open Considerations

The following are other items that are relevant to this discussion:

- We are currently evaluating this distance/on-line option for K-6, those students under the age of 12 who are unable to receive a vaccination.



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- We estimated that between 50 and 60 students may take advantage of this opportunity.
- If 50 to 60 students choose this option and the general education revenue passes to the school providing the instruction, this could present a \$300,000 to \$350,000 budget shortfall.
- Due to the potential budget shortfall, St. Croix Prep will need to decide whether to fill the in-person vacancies, or a portion of those vacancies. This would likely present an over-enrolled situation in the 2022-2023 school year.