



# St. Croix Preparatory Academy Board Meeting Agenda September 21, 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  | 12 |
| 5. Agenda   |    |
| A. Review of 2020-2021 MCA Scores   | 16 |
| B. 2021-2022 Q Comp Goals   | 18 |
| C. 2020-2021 Financial Statement Review   | 27 |
| D. Board Election Committee - Status of Faculty Nominations with Recommendation |    |
| E. Board Committees & Opportunities to Serve                                    | 34 |
| 6. Adjourn Meeting  |    |



# st.croixprep

## 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	Completed
Status of School Opening	Jon Gutierrez	Completed
Covid-19 – Masks, Distance Learning, Protocols		Completed
Seat New Board Members		Completed
New Board Members Sign Schedule K, Conflict of Interest Form		Completed
Board Vacancy Process	Nicole Donnay	Completed

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

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

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

<b>December</b>	<b>Responsible</b>	<b>Notes/Status</b>

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

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

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

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

<b>May</b>	<b>Responsible</b>	<b>Notes/Status</b>
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		

<b>June</b>	<b>Responsible</b>	<b>Notes/Status</b>
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"> <li>• Identified Official with Authority</li> <li>• Official Newspaper</li> <li>• Designation of Depository</li> <li>• Account Signatories</li> <li>• Collateralize Funds in Excess of FDIC Insurance</li> <li>• Delegation of Authority to Make Electronic Funds Transfers</li> </ul>		



Members Present: N. Donnay, R. Hajlo, D. Keyes, A. Melendres, S. Mueller, C. Brown, K. Denzer

Members Absent: A. Melendres

Board Advisors Present: J. Gutierrez, K. Gutierrez, J. Karetov, A. Kleinboehl, A. Sachariason, P. Rosell

---

## **Call to Order**

B. Hajlo called the meeting to order at 6:02

## **Open Forum**

There were 15 speakers at the open forum.

## **Consent Agenda - J. Gutierrez**

The Consent Agenda includes the board minutes from the July 20, 2021 meeting and the Executive Director Report

Motion to approve the Consent Agenda: K. Denzer

Second: N. Donnay

Approved: All

## **Jason Langfield Seated as Board Member – B. Hajlo**

Jason Langfield has completed all of the board training necessary for him to be seated as a voting member of the board.

Motion to seat Jason Langfield on the St. Croix Prep School Board: B. Hajlo

Second: S. Mueller

Approved: All

## **Faculty Board Member Vacancy and Replacement – N. Donnay**

N. Donnay explained that, due to a faculty member resignation, there was a vacancy on the board. There was discussion related to options for filling the vacancy (appointment vs. election), the timing of the options, and how it relates to the vacancy filled last year.

Motion to fill the vacant faculty board member seat via appointment: R. Hajlo

Second: C. Brown

Approved: All

## **Financial Statements, Payroll Protection Plan (PPP) and Next Steps – K. Gutierrez**

St. Croix Prep applied for a PPP loan in the spring of the 2020-2021 school year; this loan was forgiven in early August 2021. The amount of the loan was \$1.4 million. K. Gutierrez explained the impact of this, and other Covid-19 related items, to the operations and strategic initiatives of the school.

Motion to 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. Daily substitute staff, extra-curricular and co-curricular stipends are not eligible for adjustment. Salaried employee adjustment is based on FY22 base salary, including overload stipends but excluding all other



stipends. Increase of 7% to QComp related stipends will be evaluated separately.: Shane Mueller

Second: J. Langfield

Approved: All

Motion to Allocate \$500,000 from SCPA Fund 1 Fund Balance toward SCPA Stadium Seating and Press Box Project: D. Keyes

Second: N. Donnay

Approved: All

#### **2021-2022 Covid-19 Procedures – Distance Learning and Masks – J. Gutierrez**

There was discussion of the distance learning option being discussed with a partner school. The discussion included grade options (K-8), enrollment status at St. Croix Prep for the 2022-2023 school year, potential transition times of return to St. Croix Prep, etc. There was discussion of mask/face covering policy.

Motion to recommend masks for the upcoming school year with the Face Covering policy amended as "Effective August 30, the Face Covering policy is reinstated for grades K-12, except that all references to face coverings being "required" will be replaced with 'recommended'; Section V. Temporary Removal of Face Covering, Section VI. C. Supply and Distribution, and Section VII. Enforcement are no longer applicable. K. Denzer

Second: N. Donnay

Roll Call Vote:

In Favor: J. Langfield, N. Donnay, B. Hajlo, D. Keyes, K. Denzer

Opposed: S. Mueller, C. Brown

#### **Special Board Meeting – B. Hajlo**

There was discussion as to when to schedule a before school meeting to reevaluate the Covid-19 situation.

Motion to approve special meeting on Friday, August 27 at 5:00 pm: R. Hajlo

Second: K. Denzer

Approved: All

#### **Adjourn Meeting**

Motion to adjourn the meeting at 7:56 pm: K. Denzer

Second: N. Donnay

Approved: All

Submitted by J. Gutierrez, St. Croix Preparatory Academy



Members Present: K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres, S. Mueller

Board Advisors Present: J. Gutierrez, K. Gutierrez

---

## **Call to Order**

R. Hajlo called the board meeting to order at 9:00 am.

## **K-8 Masking Motion**

Motion to require a mask mandate for K-8 students and staff working with them, during their time indoors at St. Croix Prep: S. Mueller

Second: D. Keyes

There was discussion. Statements made by N. Donnay, D. Keyes, S. Mueller, R. Hajlo

Motion to call the question: D. Keyes

Second: R. Hajlo

In Favor: D. Keyes, R. Hajlo, S. Mueller, N. Donnay

Opposed: K. Denzer, J. Langfield, A. Melendres

There was discussion if a motion to call the question requires a supermajority. There was further discussion.

Statement made by A. Melendres.

Motion to amend the required mask mandate K-8 but to allow exceptions for medical, religious and conscientious exemptions: A. Melendres

J. Langfield read the current face covering policy. There was discussion. A. Melendres withdraws his motion.

J. Langfield makes a motion that before our September meeting we move to a committee of the whole to include legal, Candace, and experts as needed to align on strategy and execution as it concerns masking and quarantine.

There was discussion. J. Gutierrez reminded the board that there is already a board appointed Covid Response Team.

Motion to return back to the original motion: J. Langfield

Second: A. Melendres

In Favor: D. Keyes, R. Hajlo, S. Mueller, N. Donnay, A. Melendres

Opposed: K. Denzer, J. Langfield



K. Denzer put forth a friendly amendment to the motion that the K-8 mask mandate expires 60 days after kids under 12 are eligible for the vaccine; once expired, the masking mandate would change from required to strongly recommended.

Second: D. Melendres

There was discussion.

Approved: All

**Adjourn Meeting**

Motion to adjourn at 10:10 am: D. Keyes

Second: R. Hajlo

In Favor: K. Denzer, D. Keyes, R. Hajlo, S. Mueller, N. Donnay

Opposed: J. Langfield

Abstain: A. Melendres

Submitted by S. Peterson, St. Croix Preparatory Academy





Members Present: C. Brown, K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres

Members Absent: S. Mueller

Board Advisors Present: J. Gutierrez, K. Gutierrez

Board Guest: C. Westlund

---

### **Call to Order**

R. Hajlo called the board meeting to order at 5:07 pm.

### **Open Forum**

There were 15 speakers at the Open Forum.

### **Distance Learning Option for 2021-2022 – J. Gutierrez**

Administration is proposing a partnership with Cologne Academy for an online distancing learning option for k-8 students. Families who register for this online option with Cologne would maintain their enrollment status with St. Croix Prep for the 2022-2023 school year..

Motion to approve the online Distance Learning partnership with Cologne On-Line Academy: K. Denzer

Second: D. Keyes

Approved: All

### **Summary of Covid Response Team Meeting – J. Gutierrez**

All in agreement that we need to get the kids in school learning 5 days a week. School is trying to balance those who cannot get vaccinated and those who have the choice. The decision to wait until tonight to review the mask policy was to threefold: to make a face covering policy decision using the most up-to-date information, to better understand what neighboring districts rule regarding face covering policies, and to make the policy decision once a comprehensive quarantine and exclusion protocol had been established by St. Croix Prep Covid Response Team and presented to the School Board.

C. Westlund reviewed the proposed Covid-19 Quarantine & Exclusion Protocols with the board. There was discussion.

Motion to confirm the board decision to maintain that masks be recommended to be worn for the upcoming school year for students K-12: K. Denzer

Second: J. Langfield

Motion to end the debate: K. Denzer

Second: J. Langfield

In Favor: K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres

Opposed: C. Brown

Roll Call Vote:

In Favor: K. Denzer, J. Langfield, A. Melendres

Opposed: C. Brown, N. Donnay, R. Hajlo, D. Keyes

There was discussion to bring the Quarantine & Exclusion Protocols under review at the board meeting since it was not on the agenda.

Motion to amend the agenda to discuss the proposed Covid-19 Quarantine & Exclusion Protocols: J. Langfield  
Second: K. Denzer

There was discussion.

In Favor: K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres  
Opposed: C. Brown

There was discussion of why the Quarantine and Exclusion Protocols differ than that of Stillwater on one point which is if a positive case is unmasked but the close contact is masked and unvaccinated, the close contact should not be required to quarantine.

Motion to amend the Covid-19 Quarantine & Exclusion Protocols that if a positive case is unmasked and has a close contact with a masked, unvaccinated student, the close contact is not required to quarantine: K. Denzer  
Second: J. Langfield  
Roll Call Vote:  
In Favor: K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres  
Opposed: C. Brown

## **Masks/Face Coverings – Confirm or Revise August 17 Decision**

Motion to require a mandatory mask policy for the upcoming school year for K-8: C. Brown  
Second: N. Donnay

There was discussion.

Motion to end the debate: K. Denzer  
Second: J. Langfield  
Approved: All

Roll Call Vote:  
In Favor: C. Brown  
Opposed: K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres

Since this motion did not pass, R. Hajlo reiterated that the earlier board decision to recommend masks for the upcoming school year for K-12 would remain in place.

Motion to require that all visitors who come to school wear masks during the school day: C. Brown  
Second: D. Keyes

There was discussion.

In Favor: C. Brown  
Opposed: K. Denzer, N. Donnay, R. Hajlo, D. Keyes, J. Langfield, A. Melendres



**Adjourn Meeting**

Motion to adjourn the meeting at 7:30 pm: K. Denzer  
Second: A. Melendres  
Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy



# st.croixprep

**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	12
	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.	
September	Video – 66 minutes	Reckoning with Relics of Racism, Glenn Loury and John McWhorter	



# st.croixprep

## Executive Director's Report to the Board

**Date of Report:** September 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, coordinating operating procedures related to Covid-19, Activities start up, Back-to-School events, etc.
- Preparation and execution of annual Investor Call in accordance with bond requirements.
- Bus Transportation. Engaged in communication, problem solving and planning for bus driver shortage which is impacting districts throughout the state/country. This involved Stillwater Area Public Schools, local transportation providers, our Activities Department, etc.
- Planning for in-person Informational Meetings for prospective/interested families for the 2022-2023 school year. The first Informational Meeting occurred on September 15.
- Planning, coordination, and internal communication related to our facilities capital projects – bleachers (temporary and permanent), press box, and concession stand/trailer.
- Current enrollment information for the 2021-2022 school year wait list and related Cologne On-Line Academy registrations are:

Grade	2021-22 Enrollment	Cologne On-Line Academy
Kindergarten	90	1
1 <sup>st</sup> Grade	90	2
2 <sup>nd</sup> Grade	90	4
3 <sup>rd</sup> Grade	90	1
4 <sup>th</sup> Grade	90	1
<b>LS Total</b>	<b>450</b>	<b>9</b>
5 <sup>th</sup> Grade	93	1
6 <sup>th</sup> Grade	93	3
7 <sup>th</sup> Grade	93	2
8 <sup>th</sup> Grade	93	1
<b>MS Total</b>	<b>372</b>	<b>7</b>
9 <sup>th</sup> Grade	91	0
10 <sup>th</sup> Grade	94	0
11 <sup>th</sup> Grade	106	0
12 <sup>th</sup> Grade	<b>94</b>	0

Super Seniors	0	
<b>US Total</b>	<b>382</b>	<b>0</b>
<b>School Total</b>	<b>1,204</b>	<b>16</b>

**Comments on Enrollment and Students Enrolled at Cologne On-line Academy:**

- Some of the K-8 enrollment spots include outstanding offers (11) to wait-list families. These vacancies are being filled quickly.

Professional Development: *See Attachment*



# st.croixprep

September 3, 2021

Ms. Beth Topoluk  
FRIENDS OF EDUCATION  
1405 Xenium Lane  
Plymouth, MN 55441

Dear Ms. Topoluk,

This communication is a follow-up note on 2020-2021 MCA results that were released in late August. In addition to the MCA proficiency scores, we have included our School and the State's participation rates, where appropriate.

## 2020-2021 Overall School Proficiency in Comparison to MN State Average

	Math Score	Reading Score	Science Score	Math Participation	Reading Participation	Science Participation
<b>Prep - ALL SCHOOL</b>	73.5	86.6	75.7	92.0	93.8	88.3
State Average	44.2	52.5	43.1	76.0	78.2	75.3
Difference	29.3	34.1	32.6	16.0	15.6	13.0

	Math Score	Reading Score	Science Score	Math Participation	Reading Participation	Science Participation
<b>Prep - Lower School</b>	93.6	83.8	n/a	95.6	96.1	n/a
<b>Prep - Middle School</b>	64.6	86.6	78.0	91.0	91.5	87.3
<b>Prep - Upper School</b>	67.5	91.5	71.6	88.8	97.9	90.5
State Average	44.2	52.5	43.1	67.8	72.8	74.1

## 2020-2021 Overall School Proficiency in Comparison to Resident District & Other Schools

	Math	Reading	Science
<b>Prep - ALL SCHOOL</b>	73.5	86.6	75.7
Stillwater	53.4	56.2	49.8
Nova Classical	69.8	76.8	75.0
Math & Science	65.6	80.7	61.2
Eagle Ridge	73.6	73.9	62.4
Orono	64.7	73.2	60.1
Mahtomedi	66.7	68.2	62.2
Wayzata	75.2	77.5	68.1
Minnetonka	67.7	74.4	68.0
Edina	68.5	75.2	64.9



### 2020-2021 Math Proficiency in Comparison to MN State Average

Math		Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 3		95.5	57.1	38.4	97.8	83.7	14.1
Grade 4		91.7	53.8	37.9	93.3	84.5	8.8
Grade 5		55.2	41.1	14.1	94.6	83.7	10.9
Grade 6		66.7	37.2	29.5	96.8	79.6	17.2
Grade 7		74.1	37.4	36.7	92.4	76.4	16.0
Grade 8		62.0	39.8	22.2	79.8	72.8	7.0
Grade 11		67.5	41.4	26.1	88.8	51.4	37.4

### 2020-2021 Reading Proficiency in Comparison to MN State Average

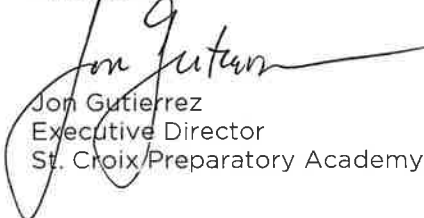
Reading		Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 3		88.6	48.5	40.1	97.8	85.3	12.5
Grade 4		78.8	49.3	29.5	94.4	84.9	9.5
Grade 5		87.4	59.4	28.0	94.6	84.3	10.3
Grade 6		90.0	55.0	35.0	96.8	80.7	16.1
Grade 7		85.9	48.3	37.6	92.4	77.4	15.0
Grade 8		82.4	49.7	32.7	82.0	74.1	7.9
Grade 10		91.5	58.3	33.2	97.9	62.1	35.8

### 2020-2021 Science Proficiency in Comparison to MN State Average

Science		Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 5		82.8	47.9	34.9	94.6	82.6	12.0
Grade 8		72.2	33.8	38.2	79.8	70.7	9.1
Grade HS		71.6	48.3	23.3	90.5	72.9	17.6

We will continue with our analysis and look for ways to increase performance. Once again, we believe this scores are a testimony to the entire school community and its commitment to the mission of St. Croix Prep.

Sincerely,



Jon Gutierrez  
Executive Director  
St. Croix Preparatory Academy



## Q Comp Site Goal Update Form

**Due:** October 4, 2021

**General Information:** This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal, as outlined in Minnesota Statutes, section 122A.414, subdivision 3(a).

Send the completed form via email to [mde.q-comp@state.mn.us](mailto:mde.q-comp@state.mn.us).

### COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: St. Croix Preparatory Academy Lower School

District/Charter School Name: St. Croix Preparatory Academy

Superintendent or Director: Jon Gutierrez

Email: [jgutierrez@stcroixprep.org](mailto:jgutierrez@stcroixprep.org)

Q Comp Coordinator (or common contact person)

Name: Deanna Thompson

Phone: 651-209-7371

Email: [deannathompson@stcroixprep.org](mailto:deannathompson@stcroixprep.org)

The Minnesota Department of Education (MDE) will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. Accuracy of the goal(s) is the responsibility of the school site. MDE staff is available for assistance.

### Please supply information where indicated (Steps 4 and 5):

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district, and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

**Step 1:** Review existing state and district goals, including supporting state and district data as well as other plans (e.g., Title I, staff development, World's Best Workforce).

**Step 2:** Review schoolwide results for all state accountability tests (Minnesota Comprehensive Assessment [MCA] and Minnesota Test of Academic Skills [MTAS]) for *all students* in reading, mathematics, and science, as well as other schoolwide standardized academic achievement tests.

**Step 3:** Based on the data review, determine the academic content area focus and select a standardized assessment for the content identified.

**Step 4:** Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.)

Trend data must match all information identified in the specific and strategic, measurable, attainable, results-based, and time-bound (SMART) goal in Step 5.

Identify the standardized assessment in the SMART goal: Reading MCAIII

Identify the academic content area assessed:

☒ Reading    ☐ Mathematics    ☐ Science    ☐ Other: Enter text here

Identify assessed grades in the SMART goal: 3<sup>rd</sup> and 4<sup>th</sup> Grade

#### School Trend Data

(Note: All percentages must be calculated to at least one decimal place.)

School Year	Assessment Result
2018-19	91.1%
2019-20	N/A
2020-21	83.8 Starting Value

Goals must include the following: grades assessed, school name, valid measure defined by the standardized assessment, academic content area, and a quantified starting and ending value. The starting value must match the assessment result found in the School Trend Data table and must be based on actual student achievement results and not based on an average over time.

If a site is using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

**Step 5:** Write a schoolwide SMART goal using one of the templates listed below.

The percentage of all students enrolled in 3<sup>rd</sup> and 4<sup>th</sup> grade at St. Croix Preparatory Academy Lower School who are proficient on the Reading MCA III will increase from 83.8% in 2021 to 84.3% in 2022.

- *All State Accountability Tests (MCA and MTAS)*  
The percentage of all students enrolled in grades #-# at SCHOOL NAME who are proficient on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will increase from ##.##% in 2021 to ##.##% in 2022.
- *ACT*  
The percentage of all students in grade # at SCHOOL NAME who meet or exceed the College Readiness Benchmark composite score as measured by ACT will increase from ##.##% in 2021 to ##.##% in 2022.
- *FAST*  
The percentage of all students in grades #-# at SCHOOL NAME who are in the “low risk” category on the FAST aReading (aMath) standardized assessment will increase from ##.##% in spring 2021 to ##.##% in spring 2022.  
  
The percentage of all students in grades #-# at SCHOOL NAME who meet their growth projection on FAST aReading (aMath) will increase from ##.##% in spring 2021 to ##.##% in spring of 2022.
- *Goal for Reducing the Achievement Gap*  
The proficiency gap between the HIGHER ACHIEVING STUDENT GROUP and the LOWER ACHIEVING STUDENT GROUP enrolled in grades #-# at SCHOOL NAME on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will decrease from ##.##% in 2021 to ##.##% in 2022 by increasing the proficiency rate of the groups as follows:
  - A. HIGHER ACHIEVING STUDENT GROUP students from ##.##% in 2021 to ##.##% in 2022 and
  - B. LOWER ACHIEVING STUDENT GROUP students from ##.##% in 2021 to ##.##% in 2022.  
(Note: The increase here needs to be greater than the increase for the higher achieving student group.)
- *NWEA RIT Growth Projection*  
The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.##% in spring 2021 to ##.##% in spring 2022.
- *Other Standardized Assessment*  
The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed the VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.##% in 2021 to ##.##% in 2022.



## Q Comp Site Goal Update Form

**Due:** October 4, 2021

**General Information:** This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal, as outlined in Minnesota Statutes, section 122A.414, subdivision 3(a).

Send the completed form via email to [mde.q-comp@state.mn.us](mailto:mde.q-comp@state.mn.us).

### COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: St. Croix Preparatory Academy Middle School

District/Charter School Name: St. Croix Preparatory Academy

Superintendent or Director: Jon Gutierrez

Email: [jgutierrez@stcroixprep.org](mailto:jgutierrez@stcroixprep.org)

Q Comp Coordinator (or common contact person)

Name: Deanna Thompson

Phone: 651-209-7371

Email: [deannathompson@stcroixprep.org](mailto:deannathompson@stcroixprep.org)

The Minnesota Department of Education (MDE) will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. Accuracy of the goal(s) is the responsibility of the school site. MDE staff is available for assistance.

### Please supply information where indicated (Steps 4 and 5):

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district, and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

**Step 1:** Review existing state and district goals, including supporting state and district data as well as other plans (e.g., Title I, staff development, World's Best Workforce).

**Step 2:** Review schoolwide results for all state accountability tests (Minnesota Comprehensive Assessment [MCA] and Minnesota Test of Academic Skills [MTAS]) for *all students* in reading, mathematics, and science, as well as other schoolwide standardized academic achievement tests.

**Step 3:** Based on the data review, determine the academic content area focus and select a standardized assessment for the content identified.

**Step 4:** Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.)

Trend data must match all information identified in the specific and strategic, measurable, attainable, results-based, and time-bound (SMART) goal in Step 5.

Identify the standardized assessment in the SMART goal: Reading MCA III

Identify the academic content area assessed:

☒ Reading    ☐ Mathematics    ☐ Science    ☐ Other: Enter text here

Identify assessed grades in the SMART goal: 5-8

#### School Trend Data

(Note: All percentages must be calculated to at least one decimal place.)

School Year	Assessment Result
2018-19	88.8%
2019-20	N/A
2020-21	86.6% Starting Value

Goals must include the following: grades assessed, school name, valid measure defined by the standardized assessment, academic content area, and a quantified starting and ending value. The starting value must match the assessment result found in the School Trend Data table and must be based on actual student achievement results and not based on an average over time.

If a site is using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

**Step 5:** Write a schoolwide SMART goal using one of the templates listed below.

The percentage of all students enrolled in grades 5-8 at St. Croix Preparatory Academy Middle School who are proficient on the Reading MCA III will increase from 86.6% in 2021 to 87.1% in 2022.

- *All State Accountability Tests (MCA and MTAS)*  
The percentage of all students enrolled in grades #-# at SCHOOL NAME who are proficient on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will increase from ##.##% in 2021 to ##.##% in 2022.
- *ACT*  
The percentage of all students in grade # at SCHOOL NAME who meet or exceed the College Readiness Benchmark composite score as measured by ACT will increase from ##.##% in 2021 to ##.##% in 2022.
- *FAST*  
The percentage of all students in grades #-# at SCHOOL NAME who are in the “low risk” category on the FAST aReading (aMath) standardized assessment will increase from ##.##% in spring 2021 to ##.##% in spring 2022.  
  
The percentage of all students in grades #-# at SCHOOL NAME who meet their growth projection on FAST aReading (aMath) will increase from ##.##% in spring 2021 to ##.##% in spring of 2022.
- *Goal for Reducing the Achievement Gap*  
The proficiency gap between the HIGHER ACHIEVING STUDENT GROUP and the LOWER ACHIEVING STUDENT GROUP enrolled in grades #-# at SCHOOL NAME on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will decrease from ##.##% in 2021 to ##.##% in 2022 by increasing the proficiency rate of the groups as follows:
  - A. HIGHER ACHIEVING STUDENT GROUP students from ##.##% in 2021 to ##.##% in 2022 and
  - B. LOWER ACHIEVING STUDENT GROUP students from ##.##% in 2021 to ##.##% in 2022.  
(Note: The increase here needs to be greater than the increase for the higher achieving student group.)
- *NWEA RIT Growth Projection*  
The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.##% in spring 2021 to ##.##% in spring 2022.
- *Other Standardized Assessment*  
The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed the VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.##% in 2021 to ##.##% in 2022.



## Q Comp Site Goal Update Form

**Due:** October 4, 2021

**General Information:** This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal, as outlined in Minnesota Statutes, section 122A.414, subdivision 3(a).

Send the completed form via email to [mde.q-comp@state.mn.us](mailto:mde.q-comp@state.mn.us).

### COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: St. Croix Preparatory Academy Upper School

District/Charter School Name: St. Croix Preparatory Academy

Superintendent or Director: Jon Gutierrez

Email: [jgutierrez@stcroixprep.org](mailto:jgutierrez@stcroixprep.org)

Q Comp Coordinator (or common contact person)

Name: Deanna Thompson

Phone: 651-209-7371

Email: [deannathompson@stcroixprep.org](mailto:deannathompson@stcroixprep.org)

The Minnesota Department of Education (MDE) will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. Accuracy of the goal(s) is the responsibility of the school site. MDE staff is available for assistance.

### Please supply information where indicated (Steps 4 and 5):

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district, and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

**Step 1:** Review existing state and district goals, including supporting state and district data as well as other plans (e.g., Title I, staff development, World's Best Workforce).

**Step 2:** Review schoolwide results for all state accountability tests (Minnesota Comprehensive Assessment [MCA] and Minnesota Test of Academic Skills [MTAS]) for *all students* in reading, mathematics, and science, as well as other schoolwide standardized academic achievement tests.

**Step 3:** Based on the data review, determine the academic content area focus and select a standardized assessment for the content identified.



**Step 4:** Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.)

Trend data must match all information identified in the specific and strategic, measurable, attainable, results-based, and time-bound (SMART) goal in Step 5.

Identify the standardized assessment in the SMART goal: Reading MCA III

Identify the academic content area assessed:

☒ Reading    ☐ Mathematics    ☐ Science    ☐ Other: Enter text here

Identify assessed grades in the SMART goal: Enter text here

#### School Trend Data

(Note: All percentages must be calculated to at least one decimal place.)

School Year	Assessment Result
2018-19	92.4%
2019-20	N/A
2020-21	91.5% Starting Value

Goals must include the following: grades assessed, school name, valid measure defined by the standardized assessment, academic content area, and a quantified starting and ending value. The starting value must match the assessment result found in the School Trend Data table and must be based on actual student achievement results and not based on an average over time.

If a site is using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

**Step 5:** Write a schoolwide SMART goal using one of the templates listed below.

The percentage of all students enrolled in grade 10 at St. Croix Preparatory Academy Upper School who are proficient on the Reading MCA III will increase from 91.5% in 2021 to 92% in 2022.

- *All State Accountability Tests (MCA and MTAS)*  
The percentage of all students enrolled in grades #-# at SCHOOL NAME who are proficient on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will increase from ##.##% in 2021 to ##.##% in 2022.
- *ACT*  
The percentage of all students in grade # at SCHOOL NAME who meet or exceed the College Readiness Benchmark composite score as measured by ACT will increase from ##.##% in 2021 to ##.##% in 2022.
- *FAST*  
The percentage of all students in grades #-# at SCHOOL NAME who are in the “low risk” category on the FAST aReading (aMath) standardized assessment will increase from ##.##% in spring 2021 to ##.##% in spring 2022.  
  
The percentage of all students in grades #-# at SCHOOL NAME who meet their growth projection on FAST aReading (aMath) will increase from ##.##% in spring 2021 to ##.##% in spring of 2022.
- *Goal for Reducing the Achievement Gap*  
The proficiency gap between the HIGHER ACHIEVING STUDENT GROUP and the LOWER ACHIEVING STUDENT GROUP enrolled in grades #-# at SCHOOL NAME on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will decrease from ##.##% in 2021 to ##.##% in 2022 by increasing the proficiency rate of the groups as follows:
  - A. HIGHER ACHIEVING STUDENT GROUP students from ##.##% in 2021 to ##.##% in 2022 and
  - B. LOWER ACHIEVING STUDENT GROUP students from ##.##% in 2021 to ##.##% in 2022.  
(Note: The increase here needs to be greater than the increase for the higher achieving student group.)
- *NWEA RIT Growth Projection*  
The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.##% in spring 2021 to ##.##% in spring 2022.
- *Other Standardized Assessment*  
The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed the VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.##% in 2021 to ##.##% in 2022.



# st. croix preparatory academy

Stillwater, MN  
District 4120

June 2021  
Unaudited Financial Statements

bergankdv | **DO MORE.**

*Prepared by:*

Kelly Gutierrez, Exec Director-Finance  
and Operations

Travis Berends, Outsourced Controller

St. Croix Preparatory Academy  
Stillwater, Minnesota

Balance Sheet  
as of June 30, 2021

	Audited Balance July 1, 2020	YTD
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	3,917,120	6,104,876
Accounts Receivable	30,085	3,382
Due from Other Funds	0	18,290
PY State Aids Receivable	1,360,660	0
CY State Aids Receivable	0	1,238,914
Federal Aids Receivable	18,758	100,752
Due from Other Governments	0	48,182
Inventory	1,752	0
Prepaid Items and Deposits	40,972	47,003
<b>Total Current Assets</b>	<b>5,369,347</b>	<b>7,561,399</b>
<b>Total All Assets</b>	<b>5,369,347</b>	<b>7,561,399</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	357,532	389,285
Accounts Payable	277,086	257,402
Due to Other Governments	155	0
Payroll Deductions and Contributions	101,004	96,263
Deferred Revenue	49,500	81,253
<b>Total Current Liabilities</b>	<b>785,277</b>	<b>824,203</b>
<b>Fund Balance</b>		
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		2,153,125
<b>Total Fund Balance</b>	<b>4,584,070</b>	<b>6,737,196</b>
<b>Total Liabilities and Fund Balance</b>	<b>5,369,347</b>	<b>7,561,399</b>

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 June 30, 2021

	=12/12				100.0%	
	Year to Date Activity - 1178 ADM	Amended Budget 1,170 ADM's 5.18.21	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020
<b>General Fund - 01</b>						
<b>Revenues</b>						
<b>State Revenues</b>						
211 General Education Aid	8,729,889	8,592,779	8,798,647	(205,868)	101.6%	8,591,998
F335 Quality Compensation	309,560	311,400	304,700	6,700	99.4%	281,280
F348 Charter School Lease Aid	1,716,294	1,702,156	1,736,845	(34,689)	100.8%	1,715,558
317 Long Term Facilities Maintenance	170,621	168,485	172,498	(4,013)	101.3%	171,762
201 Endowment Aid	50,161	53,422	49,587	3,835	93.9%	52,177
212 Literacy Aid	81,477	81,477	80,288	1,189	100.0%	80,288
342 Safe Schools	0	0	0	0	0.0%	39,649
360 Special Education Aid	2,042,906	1,983,727	2,102,705	(118,978)	103.0%	1,922,683
370 Other Miscellaneous State Aids/Adjustments	650	0	0	0	0.0%	0
PY Over/Under	199,196	0	0	0	0.0%	47,800
CY State Aids Receivable/(Deferred Revenue)	0	0	0	0	0.0%	0
<b>Total State Revenues</b>	<b>13,300,753</b>	<b>12,893,446</b>	<b>13,245,270</b>	<b>(351,824)</b>	<b>103.2%</b>	<b>12,903,194</b>
<b>Federal Revenues</b>						
401/414/433 Title Programs	8,356	9,700	9,700	0	86.1%	21,249
151-154/174 CARES/CRF/WC	428,745	411,908	0	411,908	104.1%	0
419/420/425 Federal Special Education Aid	190,331	182,900	182,900	0	104.1%	181,070
PPP Loan Proceeds	1,413,080	1,413,080		1,413,080	100.0%	0
<b>Total Federal Revenues</b>	<b>2,040,511</b>	<b>2,017,588</b>	<b>192,600</b>	<b>411,908</b>	<b>101.1%</b>	<b>202,319</b>
<b>Local Revenues</b>						
040 Out of State Tuition	4,750	4,750	4,750	0	100.0%	4,750
Var. Fees from Patrons (5)	67,049	70,000	90,000	(20,000)	95.8%	83,622
Var. Extracurricular Fees (6)	174,820	182,000	254,000	(72,000)	96.1%	223,915
Var. Field Trips (12)	723	500	40,100	(39,600)	144.6%	9,602
Var. Fundraising - Development (1)	36,640	30,000	580,000	(550,000)	122.1%	191,178
Var. Fundraising - Parent Group (2)	56,610	55,000	125,400	(70,400)	102.9%	123,615
Var. Fundraising - Booster Club (3)	1,841	1,500	31,100	(29,600)	122.7%	22,826
Var. Fundraising - Other (4)	1,377	0	7,500	(7,500)	0.0%	5,717
071 Third Party Billing	6,825	3,327	2,000	1,327	205.1%	2,382
092 Interest Earnings	16,978	15,000	0	15,000	113.2%	26,273
096 Other Donations and Gifts	15,100	0	0	0	0.0%	39,273
099 Miscellaneous Revenues (14)	67,580	9,000	1,000	8,000	750.9%	11,753
622/624 Resale of Goods/Equipment	1,327	3,000	0	3,000	44.2%	11,619
<b>Total Local Revenues</b>	<b>451,621</b>	<b>374,077</b>	<b>1,135,850</b>	<b>(761,773)</b>	<b>120.7%</b>	<b>756,525</b>
<b>Total Revenues</b>	<b>15,792,885</b>	<b>15,285,111</b>	<b>14,573,720</b>	<b>(701,689)</b>	<b>103.3%</b>	<b>13,862,038</b>
<b>Expenditures</b>						
100's Salaries and Wages	4,854,478	4,925,000	4,901,339	23,661	98.6%	4,687,782
Salaries and Benefits, Estimated YTD Accrual	0	0	0	0	0.0%	0
200's Employee Benefits	1,130,141	1,220,286	1,202,931	17,355	92.6%	1,090,126
305/315 Contracted Services	468,256	533,000	590,000	(57,000)	87.9%	501,767
320 Communications Services	35,005	33,000	33,000	0	106.1%	32,467
329 Postage	1,733	2,100	2,100	0	82.5%	2,159
330 Utilities	196,573	184,000	242,000	(58,000)	106.8%	167,939
340 Property and Liability Insurance	33,445	33,000	33,000	0	101.3%	34,094
350 Repairs and Maintenance	400,740	392,000	435,000	(43,000)	102.2%	411,479
360 Contracted Transportation for Field Trips	0	0	24,400	(24,400)	0.0%	4,976
366 Travel, Conferences, and Staff Training	3,918	2,000	30,000	(28,000)	195.9%	9,470
369/394 Field Trips / Registration Fees	1,467	500	15,700	(15,200)	293.3%	5,240
348-370 Building Lease	1,929,828	1,923,112	1,929,828	(6,716)	100.3%	1,906,176
370/380 Other Rentals and Operating Leases	75,795	74,000	74,000	0	102.4%	70,565
401/455/465 General Supplies	52,115	60,000	68,700	(8,700)	86.9%	80,853
P 810 Maintenance Supplies	41,639	57,000	92,000	(35,000)	73.1%	89,149
405/406 Software & Licensing	92,095	115,000	100,000	15,000	80.1%	104,770
430/456/466 Instructional Supplies	34,632	60,000	72,000	(12,000)	57.7%	32,788
460 Textbooks and Workbooks	40,400	46,000	40,000	6,000	87.8%	37,142
461 Standardized Tests	41,112	32,000	32,000	0	128.5%	48,453
490 Food Purchased	7,261	8,200	8,200	0	88.6%	5,118
520 Building Improvement	144,054	188,000	160,000	28,000	76.6%	140,576
530/535/589 Other Equipment (Furniture)	136,886	138,000	75,000	63,000	99.2%	62,309

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 June 30, 2021

	=12/12				100.0%	
	Year to Date Activity - 1178 ADM	Amended Budget 1,170 ADM's 5.18.21	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	18,093	25,000	85,000	(60,000)	72.4%	18,189
580/581 Capital Equipment Lease	82,923	85,000	59,239	25,761	97.6%	53,885
820 Dues and Memberships	34,268	40,000	40,000	0	85.7%	32,564
898 Scholarships	400	400	1,200	(800)	100.0%	2,000
899 Miscellaneous	3,189	5,000	0	5,000	0.0%	0
C 217 Graduation	18,128	33,000	33,000	0	54.9%	9,452
C 399 COVID-19 Related Expenditures	170,093	240,000	0	240,000	70.9%	257,337
Var. Extracurricular Activities (6)	268,406	276,000	322,000	(46,000)	97.2%	305,753
Var. Fundraising - Development (1)	51,263	50,000	755,000	(705,000)	102.5%	100,334
Var. Fundraising - Parent Group (2)	51,820	55,000	125,400	(70,400)	94.2%	123,960
Var. Fundraising - Booster Club (3)	1,159	1,500	31,100	(29,600)	77.2%	22,331
Var. Fundraising - Other (4)	3,580	0	7,500	(7,500)	0.0%	4,747
335 Q Comp Expenditures (Excludes Sped Q Comp)	289,100	311,400	304,700	6,700	92.8%	316,414
372 Third Party Billing PRG 400	7,035	3,327	2,000	1,327	211.4%	2,382
372 Third Party Billing PRG 420	0	0	0	0	0.0%	0
P422 ADSIS	257,714	256,136	298,147	(42,011)	100.6%	284,985
740 State Special Ed Expenditures / ESY (Includes Q Comp)	2,019,333	1,982,216	2,111,540	(129,324)	101.9%	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	429,870	411,908	0	411,908	104.4%	0
419/420/425 Federal Special Education Program	190,331	182,900	182,900	0	104.1%	178,088
<b>Subtotal Expenditures</b>	<b>13,626,632</b>	<b>13,994,685</b>	<b>14,529,624</b>	<b>(534,939)</b>	<b>97.4%</b>	<b>13,315,569</b>
Transfers to Other Funds	0	0	0			0
<b>Total Expenditures</b>	<b>13,626,632</b>	<b>13,994,685</b>	<b>14,529,624</b>	<b>(534,939)</b>	<b>97.4%</b>	<b>13,315,569</b>
<b>General Fund Change in Fund Balance</b>	<b>2,166,253</b>	<b>1,290,426</b>	<b>44,096</b>	<b>(166,750)</b>		<b>546,469</b>
Beginning General Fund Balance, July 1	4,216,656	4,216,656	4,216,656			3,670,187
<b>Projected General Fund Balance, June 30</b>	<b>6,382,908</b>	<b>5,507,081</b>	<b>4,260,752</b>			<b>4,216,656</b>

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 June 30, 2021

=12/12				100.0%	
Year to Date Activity - 1178 ADM	Amended Budget 1,170 ADM's 5.18.21	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020

**Food Service Fund - 02**

<b>Revenues</b>						
Summer Food Service Program	296,807	250,000	0	250,000	118.7%	33,704
State Revenues	79	41	18,433	(18,392)	0.0%	11,833
Federal Revenues	27,389	26,138	94,293	(68,155)	0.0%	69,770
Sale of Lunches and Other Local Revenues	5,846	23,000	388,600	(365,600)	25.4%	272,472
<b>Total Revenues</b>	<b>330,121</b>	<b>299,178</b>	<b>501,326</b>	<b>(202,148)</b>	<b>110.3%</b>	<b>387,779</b>
<b>Expenditures</b>						
Summer Food Service Program	295,501	295,000	0	295,000	100.2%	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	10,700	0	27,000	(27,000)	0.0%	11,855
Supplies and Materials (Inc. Food and Milk)	32,078	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
<b>Total Expenditures</b>	<b>338,279</b>	<b>330,258</b>	<b>499,594</b>	<b>(169,336)</b>	<b>102.4%</b>	<b>361,819</b>
<b>Food Service Fund Change in Fund Balance</b>	<b>(8,158)</b>	<b>(31,080)</b>	<b>1,732</b>	<b>(32,812)</b>		<b>25,960</b>
Beginning Food Service Fund Balance, July 1	290,248	290,248	290,248			264,288
<b>Projected Food Service Fund Balance, June 30</b>	<b>282,090</b>	<b>259,168</b>	<b>291,980</b>			<b>290,248</b>

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 June 30, 2021

=12/12				100.0%	
Year to Date Activity - 1178 ADM	Amended Budget 1,170 ADM's 5.18.21	Original Budget 1,194 ADM's 06.23.20	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget	Audited June 30, 2020

**Community Service Fund - 04**

<b>Revenues</b>						
Participation Fees	35,809	27,000	138,895	(111,895)	132.6%	115,607
<b>Total Revenues</b>	<b>35,809</b>	<b>27,000</b>	<b>138,895</b>	<b>(111,895)</b>	<b>132.6%</b>	<b>115,607</b>
<b>Expenditures</b>						
Salaries and Wages	7,844	5,844	19,005	(13,161)	134.2%	13,849
Employee Benefits	1,117	965	2,470	(1,505)	115.8%	2,058
Purchased Services	11,751	10,619	37,500	(26,881)	110.7%	29,473
Supplies and Materials	17,521	8,162	47,900	(39,738)	214.7%	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
<b>Total Expenditures</b>	<b>40,778</b>	<b>31,000</b>	<b>125,875</b>	<b>(94,875)</b>	<b>131.5%</b>	<b>112,394</b>
<b>Community Service Fund Change in Fund Balance</b>	<b>(4,969)</b>	<b>(4,000)</b>	<b>13,020</b>	<b>(17,020)</b>		<b>3,213</b>
Beginning Community Service Fund Balance, July 1	77,167	77,167	77,167			73,954
<b>Projected Community Service Fund Balance, June 30</b>	<b>72,198</b>	<b>73,167</b>	<b>90,187</b>			<b>77,167</b>

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 June 30, 2021

	=12/12				100.0%	
	Year to Date Activity - 1178 ADM	Amended Budget 1,170 ADM's 5.18.21	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	13,300,832	12,893,487	13,263,703	(370,216)	103.2%	12,915,027
Federal Revenues	2,364,707	2,293,726	286,893	2,006,833	103.1%	305,794
Local Revenues	493,275	424,077	1,663,345	(1,239,268)	116.3%	1,144,603
Transfer In	0	0	0	0	0.0%	0
Total Revenues	16,158,814	15,611,289	15,213,941	397,348	103.5%	14,365,424
	16,158,814	15,611,289	15,213,941	(1,015,732)		14,365,424
Expenditures						
Salaries and Wages	5,151,422	5,242,244	5,386,485	(144,241)	98.3%	5,142,289
Employee Benefits	1,131,258	1,221,251	1,243,267	(22,016)	92.6%	1,122,520
Purchased Services	3,169,210	3,187,331	3,473,528	(286,197)	99.4%	3,187,660
Supplies and Materials	654,355	713,620	702,387	11,233	91.7%	657,841
Equipment	381,956	441,545	425,239	16,306	86.5%	276,109
Other (Fundraising, Special Ed, Dues, etc.)	3,517,488	3,549,952	3,924,187	(374,235)	99.1%	3,403,362
Transfer Out	0	0	0	0	0.0%	0
Total Expenditures	14,005,689	14,355,943	15,155,093	(799,150)	97.6%	13,789,782
	14,005,689	14,355,943	15,155,093	(799,150)		13,789,782
Total Revenues All Funds	16,158,814	15,611,289	15,213,941	397,348	103.5%	14,365,424
Total Expenditures All Funds	14,005,689	14,355,943	15,155,093	(799,150)	97.6%	13,789,782
Change in Fund Balance - All Funds	2,153,125	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	6,737,196	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	48.1%	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 BOARD COMMITTEES & BOARD TRAINING

### I. PURPOSE

The purpose of this is to explain the Board Committees that currently exist. Due to Covid-19, some of these committees have ceased from their regular meetings. Now, due to in-person learning and the availability of our facilities, many of these committees can resume their work.

### II. COMMITTEES

**Governance.** This committee reviews policies, submits them to the Board for initial review, receives feedback and presents them to the Board for approval. In addition, the Governance Committee has established current processes and practices for our Board meetings. Current members are Bob Hajlo, Jon Gutierrez + an opening (Jason Langfield has expressed interest).

**Succession Planning.** This committee develops and reviews succession plans for leadership positions within the organization. This committee has been instrumental in the following succession plans:

- Middle School Principal. Amy Kleinboehl, transition to the Middle School principal, replacing Wanda Renner.
- Director of Student Services. Peggy Rosell, transition to the Director, replacing Cori Wahl.
- Activities Director. Keven Seim, transition to Director, while Rich Dippel is Activities Director on Special Assignment.

Current members are Shane Mueller, Nicole Donnay, and Jon Gutierrez

**Finance Committee.** This committee reviews operational financial statements, reporting requirements, compliance with debt covenants, auditing requirements/compliance, current submission processes to the board, banking relationships, etc. Current members are Paul McDowell, Kelly Gutierrez, Susan Peterson + an opening.

**Executive Committee.** The Executive Committee consists of the Board Chair, Vice Chair and parent board member selected by the Executive Director. The purpose of this committee is to allow for communication regarding operational situations which require additional consultation or notification (e.g. items related to media, legal, authorizer, MDE, etc.). Jon has approached Drew Melendres about service on this committee. Drew has agreed.

**Liaison to the St. Croix Prep Foundation.** We are currently looking for a liaison between the St. Croix Prep Foundation and the board of the School.



# Finance Committee Overview

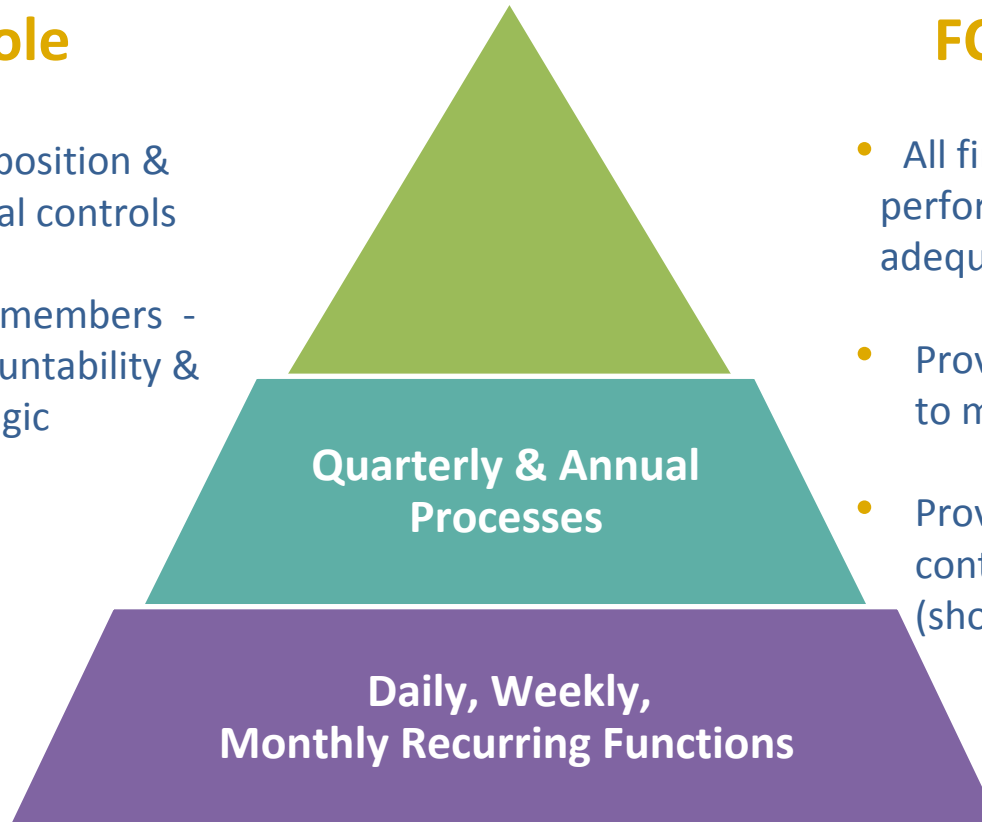


# Finance Committee (FC)

## Accountability and Strategic Initiatives

### FC - Role

- Support CFO position & assess internal controls
- Support BOD members - financial accountability & finance strategic initiatives



### FC – Objectives

- All financial arena tasks performed and adequately reviewed
- Provide clarity of roles to minimize overlap
- Provide training continuity for new people (shorten learning curves)

36

# Finance Committee (FC)

## Accountability and Strategic Initiatives

### “Do It”

BOD  
FC- Support & Assignments  
CFO -Support

CFO  
FC - support

Admin Staff  
CFO - Support

### “Review It”

BOD – Heavy  
Other (FOE??)

BOD - Moderate  
FC – 1<sup>st</sup> Review<sup>37</sup>  
External CPA

BOD –Light  
FC – Controls  
CFO - Supervise  
Other (??)

Quarterly & Annual  
Processes

Daily, Weekly,  
Monthly Recurring Functions

# Finance Committee (FC)

## Accountability and Strategic Initiatives

### FC – Responsibilities

- Conduct all meeting and functions in compliance with SCPA Bylaws – Article 4 Section 9
- Assess continual compliance with SCPA Bylaws – Article IX (Finance Matters)
- See “Do It & Review It” functions per Accountability and Strategic Initiatives pyramid
- Build an annual FC calendar, and perform items timely
- Prioritize support and control review functions related to CFO and Admin Staff
- Prioritize Sustainability Strategies (suggestions to BOD, or directives from BOD)
- Complete prioritized tasks, and move to the next

38

# Finance Committee (FC)

## Accountability and Strategic Initiatives

- Address the “Million Dollar Question” – Introduction to School Finance” -BKDA

**How do you continue to balance your budget  
when you are no longer adding students/revenue?**

- Awareness of financial metrics to guarantee future sustainability and program growth
  - Evaluate non-fixed revenue sources (existing and potential) for maximization opportunities
  - Evaluate non-salary/benefit expense categories for largest potential cost efficiencies vs. typical inflationary trends
- Compensation models to ensure fiscal responsibility
- Pro forma for below ADM capacity – provide consistent message of proactive plan for continued financial sustainability
- 3-5 budget projection models

39



# Finance Committee (FC)

## Accountability and Strategic Initiatives

- Annual Budget development & review
- Selection of External CPA Audit CPA firm
- Awareness of financial metrics to ensure favorable review from outside business partners
- Comprehensive review of quarterly YTD F/S prior to board submission
- Review financial summaries of business segments (major fundraising events, food service, extracurricular activities, parent group, booster club, etc.)
- Assess current internal control environment, segregation of duties, etc. relevant to current staff size
- Major vendor selection & review of contracts
- Provide financial training to BOD
- Annual report preparation
- Annual audit review

40



Quarterly & Annual  
Processes



# Finance Committee (FC)

## Accountability and Strategic Initiatives

- F/S preparation
- Typical accounting functions
  - Vendor payments (check registers)
  - Collection of revenue sources
  - A/C reconciliations (cash, other)
- Vendor purchases
- Reporting requirements – State, Federal, other
- SCPA internal reporting requirements
- Provide training to admin staff

41

Daily, Weekly,  
Monthly Recurring Functions