



St. Croix Preparatory Academy
Board Meeting Agenda
June 29, 2021

1. Call to Order
2. Open Forum
3. Board Calendar 2
4. Consent Agenda (Board Minutes, Executive Director Report, Annual Designations, IOWA, MSHSL Resolution) 5
 - A. Board Minutes
 - B. Executive Director Report 17
5. Agenda
 - A. Read Well By 3rd Grade Report -- Approval 22
 - B. 2021-2022 e-Learning Days - approval of three (3) days 33
 - C. 2021-2022 Family Handbook Approval 34
 - D. Approve Clifton Larson Allen as auditor for 2021-2022 school year 68
 - E. Potential Budget Amendment Due to Federal Funding Relief
 - F. Friends of Education Networking Event 69
 - G. Board Officer Elections Next Month
6. Adjourn Meeting



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ANNUAL BOARD CALENDAR 2021-2022

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

August	Responsible	Notes/Status
Retreat Planning		
Status of School Opening		

September	Responsible	Notes/Status
Annual Report Approval for 2020-2021	J. Gutierrez	
Seat New Board Members		
Board Members Sign Conflict of Interest Forms		
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		

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		
Financial Statement Review		
Compensation Plan Approval		
Board Election Update		
Approve Annual Budget	3	

Approve Employee Handbook		
Introduction of Family Handbook		

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 		

2020-2021 RESOLUTION FOR MEMBERSHIP

This page must be completed once for each school in the district.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

St. Croix Preparatory Academy

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Bob Hajlo

(Designated School Board Member – please print)

Jon Gutierrez

(Designated School Representative – please print)

bobhajlo@stcroixprep.org

Email Address

jgutierrez@stcroixprep.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys' Sports – please print)

(Girls' Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (typically the superintendent or director) is designated as the IOwA. If the local educational agency or organization assigns this role to more than one person, identify each designated person in this board resolution.

NOTE: Please complete the following board resolution language using your organization's letterhead.

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: _____

6-Digit or 9-Digit Organization Number (e.g., 1234-01 or 1234-01-000): _____

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us



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

Members Absent: A. Melendres, S. Mueller

Board Advisors Present: J. Gutierrez, K. Gutierrez

Call to Order

R. Hajlo called the board meeting to order at 6:02 pm.

Open Forum

There were no requests to speak at the Open Forum.

Consent Agenda - J. Gutierrez

The Consent Agenda has the minutes from the April 13 board meeting, the Executive Director's report and the 2021-2022 Employee Handbook. The only changes to the handbook is updating the year and changing the holiday dates to align with the approved FY22 the school calendar.

Motion to approve the Consent Agenda: D. Keyes

Second: N. Donnay

Approved: All

Board Election Update – N. Donnay

Electronic ballots can be submitted until midnight on Tuesday, May 18. There were some minor email fixes completed on Monday. Election results will come out at midnight and the results will be sent to the board candidates followed by a mass email communication to the school community.

2020-2021 QComp – Deanna Thompson

4 Core Components:

1. Career Advancement
2. Job-embedded Professional Development
3. Teacher Evaluation
4. Performance Pay and Alternative Salary Schedule

Divisions did not make their site goals so Q Comp funds will roll over into FY21.

Motion to approve the 2020-2021 Q Comp Goals as presented: K. Denzer

Second: N. Donnay

Approved: All

2021-2022 Board Meeting Dates

Dates as presented; board meeting dates typically the third Tuesday of the month except in June.

Motion to approve the 2021-2022 board meeting dates: J. Gottschalk

Second: K. Denzer

Approved: All



2021-2022 Benefit Carrier Approval – K. Gutierrez

To comply with MN State Statute, SCPA must solicit closed bids for group health insurance contracts. This year SCPA received bids from HealthPartners, PreferredOne, PEIP and United Health Care. HealthPartners offered a 10% increase in premiums, with a net 9% increase due to the 1% decrease in the broker commission. PreferredOne came in with a decrease of .69% for a total of 1.69% savings with the 1% decrease in broker commission factored in, and PEIP was a 15.75-63% increase over current premiums. UHC was a .82% increase in premiums but their network is not comparable to the HealthPartners Achieve in size. In addition, members must live in the 11-county area and SCPA has 15-20% of our employees who live outside of the network area.

Dental benefits – renew with HealthPartners with no increase in premiums.

Group term life insurance – renew with Principal with an increase of \$0.005 per \$1000 of coverage which is a 6.25% increase.

Voluntary life insurance – no premium change.

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

Vision coverage – renew with VSP with an 11% decrease for the base plan and 9% for the premium plan.

Administration's recommendation to the board is as follows: switch to PreferredOne for group health insurance, remain with HealthPartners for dental, remain with Principal for group term life, voluntary life, and long-term disability, and remain with VSP for vision.

Motion to engage the following carriers for FY22 Benefits as recommended by the administration: Health: PreferredOne, Dental: HealthPartners, Group Term Life, Voluntary Life and Long Term Disability: Principal, Vision: VSP: K. Denzer
Second: J. Gottschalk
Approved: All

2021-2022 Compensation Plan Approval – K. Gutierrez

The following edits were presented to the board:

- Year updated to 2021-2022.
- Teacher overload rates increased 2% for cost of living.
- Non-instructional staff rates increased between 2-3%.
- QComp Incentive Schedule will be updated once MCA scores are released and goals are established.
- Staff Stipend Schedule and Hourly Rates, Non-Licensed Instructional Staff Salary Schedule and Substitute and Seasonal Employee Compensation Rates have been updated to align with the budget.

The 2021-2022 Compensation Plan aligns with the budget.

Motion to approve the 2021-2022 Compensation Plan as presented: J. Gottschalk
Second: K. Denzer
Approved: All

2020-2021 Amended Budget Approval – K. Gutierrez

Comparing YTD Actuals as of March 31, 2021 to Reforecasted Budget:



- Total revenues increased by \$397K largely due to \$1.8M in Covid-19 aid offset by local revenue decrease of \$1.2M and state revenue decrease of \$371K.
- Total expenditures decreased by \$798K attributed to operational efficiencies including reduction in utilities of \$58K, repairs and maintenance of \$43K, eliminated field trips of \$40K, reduction in processing fees of \$22K and reduction in fundraising expenses.
- Net income increase of \$1.19M primarily due to the \$1.4M PPL loan.
- Debt service coverage ratio expected to be 1.85 vs. 1.75; bond covenant requires 1.10 minimum.
- Fund balance reserve of 41% vs. 33%; fund balance policy requires more than 20%.
- Days cash on hand is 129 days vs. 104 days; target is more than 60 days.

Motion to revise the 2020-2021 Budget:

General Fund Revenues of \$15,285,111 and General Fund Expenditures of \$13,994,685.

Fund 02 Food Service Fund Revenues of \$299,178 and Food Service Fund Expenditures of \$330,258.

Fund 04 Community Service Fund Revenues of \$27,000 and Community Service Expenditures of \$31,000:

K. Denzer

Second: D. Keyes

Approved: All

2021-2022 Budget Approval – K. Gutierrez

The following are the only edits from the original budget presentation at the April 2021 board meeting:

- Schedule 8A: decrease in MS principal on special assignment salary due to retirement, increase for District Support Services staff position (prior year position was funded through CARES Act funding), increase above the 2% cost of living for Instructional Support Services/Pupil Support Services, Lower School decrease due to retirement of staff, increase in Other due to admin/teacher sick time buy-out due to additional sick time offered to staff.
- Assumptions staying the same: 1.0% increase in per pupil funding, 1180 students, 29 PSEO students, 7 shared time students.
- Projected Annual Surplus of \$77K, additional \$14K from preliminary budget.
- Projected Fund Balance of \$5,917,000, % of Annual Expense remains at 39% which exceeds the > 20% target.
- Projected Debt Service Coverage is 1.24 vs. 1.22 in preliminary budget which is over the > 1.10 target.
- Projected Days Cash on Hand remains at 128 days which is over the targeted +60 days.

Gutierrez noted the importance of future review of the 30 year building life cycle and assigning funds in the future to facility repair and replacement to cover the costs associated with the scheduled building maintenance.

Motion to adopt the 2021-2022 original budget:

General Fund Revenues of \$14,552,260 and General Fund Expenditures of \$14,490,384.

Fund 02 Food Service Fund Revenues of \$502,140 and Food Service Fund Expenditures of \$497,791.

Fund 04 Community Service Fund Revenues of \$118,895 and Community Service Expenditures of \$107,475: K. Denzer

Second: J. Gottschalk

Approved: All

Face Covering Policy Amendment

Following MDE and MDH's Safe Learning Plan, after June 8, 2021 face coverings on school property is optional.

Motion to approve effective June 9, 2021 masks are optional to wear on school property. Staff and students must adhere to the dress code policy regarding face masks: R. Hajlo



Second: K. Denzer
Approved: All

There was discussion regarding masks for summer camps and summer school.

2021-2022 Family Handbook

Review a draft of the 2021-2022 Family Handbook. Dates still need to be updated. Will be on the agenda to approve at the June 2021 board meeting.

Adjourn Meeting

Motion to adjourn the meeting at 7:13 pm: J. Gottschalk
Second: D. Keyes
Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy

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Jul 1 6.8		School Calendar/Schedule	The School will notify Friends of the number of instructional days AND hours...	-	Upload
Jul 1 Exhibit H		Strategic Plan	The School Board reviews its strategic plan annually and reflect its review...	-	Upload
Jul 1 11.2 Minn. Stat. 124E.09 subd. (c); Minn. Stat. 466.04		Insurance Binder for required insurance coverages	Section 11.2. Insurance. The School Board shall secure and maintain in its...	-	Upload
Jul 30 6.20		Board Data	The School agrees to furnish Friends minutes of the board's meetings at such...	• View Report	Upload
Jul 30 6.9		Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	• View Report	Upload
Aug 1 6.7.a.8		Continuous Improvement	The School will provide Friends a copy of its continuous improvement plan,...	-	Upload
Aug 30 6.9		Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	-	Upload
Aug 30 6.20		Board Data	The School agrees to furnish Friends minutes of the board's meetings at such...	• View Report	Upload
Sep 1 11.1.a.4		Renewal Application	For Schools in renewal: the School will submit an application to Friends.	-	Upload
Sep 1 6.9.a		Finance, Reporting and Compliance (Release to Friends)	The School will execute a release to enable Friends to discuss the School's...	• View Report	Upload

Dec 15	6.21.b	Student Enrollment	The School will provide its enrollment and attendance.	Upload
Dec 15	MDE	World's Best Workforce Summary	Minn. Stat. 120B.11 requires charter schools to provide the MDE with a...	• View Report Upload
Dec 30	6.9	Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	• View Report Upload • View Report
Dec 30	6.20	Board Data	The School agrees to furnish Friends minutes of the board's meetings at such...	• View Report Upload
Jan 1	6.11	External Audits-Corrective Action	The School's board will provide Friends a copy of any responses to auditor's...	• View Report Upload
Jan 15	6.7.a.7	Teamwork and Common Planning Time	The School will advise Friends as to the extent of common planning time for...	Upload
Jan 30	6.9	Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	• View Report Upload
Jan 30	6.20	Board Data	The School agrees to furnish Friends minutes of the board's meetings at such...	• View Report Upload
Feb 1	6.7.a.4	Assessment/Testing	The School will provide to Friends results of nationally-normed testing...	Upload
Feb 28	6.9	Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	• View Report Upload • View Report
Feb 28	6.20	Board Data	The School agrees to furnish Friends minutes of the board's meetings at such...	• View Report Upload
Mar 15	6.21.b	Student Enrollment	The School will provide its enrollment and attendance.	Upload
Mar 30	6.9	Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	• View Report Upload • View Report
Mar 30	6.20	Board Data	The School agrees to furnish Friends minutes of the board's meetings at such...	• View Report Upload • View Report
Apr 30	6.9	Finance, Reporting and Compliance	The School will furnish Friends with monthly financial reports no later than...	• View Report Upload • View Report

-	6.21.b	Enrollment-Day 1	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 2	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 3	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 4	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 5	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 6	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 7	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 8	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 9	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Day 10	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Week 3	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Week 4	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Week 5	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	6.21.b	Enrollment-Week 6	The School will advise Friends of its enrollment and attendance daily for the...	-	Upload
-	2021 Site Visit Documents	Site Visits	2021 Site Visit Documents; you may upload multiple documents here.	-	Upload



FY22 Annual Designations

1. Confirm / appoint members of board of directors of Friends of St. Croix Preparatory Academy, the school's building company.
 - 2-yr term:
 - Bill Blotske
 - Kristine Fisher
2. MDE Designations
 - Designate MDE Identified Official with Authority (IOWA)
 - Jon Gutierrez, Executive Director
3. Designation of Depositories
 - First State Bank and Trust
950 North Highway 95
Bayport, MN 55003
 - Platinum Bank
7667 10th St. N
Oakdale, MN 55128
4. Authorized signers at banks
 - Board Chair
 - Board Treasurer
 - Executive Director:
 - Executive Director of Finance & Operations:
5. Delegation of Authority to Make Electronic Funds Transfers
 - Board Chair
 - Board Treasurer
 - Executive Director
 - Executive Director of Finance & Operations
 - Controller (Contracted)
 - CFO (Contracted)

6. Granting of Administrative Authority: Executive Director of Finance and Operations is granted administrative authority to execute and update all Cash Management Agreements with First State Bank and Trust and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - Payment of employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - Employee Retirement Association (PERA) for deductions and benefits.
 - Payments, including, but not limited to building lease payments, credit card payments, and other vendor payments (when appropriate).
 - Other payments authorized by the board of directors.
 - Monitoring, reconciliation, and management of bank transactional activity
 - Transfer of funds between the school's bank accounts at [name school bank] Bank.
 - Investment of excess funds
 - Execution and release of pledge agreements
 - Temporary and permanent ACH Limit changes
 - Management of Positive Pay system
7. Authorization to access Legal Counsel as needed granted to:
 - Board Chair
 - Executive Director
 - Executive Director of Finance and Operations
 - Director of Human Resources
 - Special Education Director
 - Division Principals
8. Designation of Official Newspaper (require for posting of public notices).
 - Stillwater Gazette
9. Approval of Rates of Pay (substitutes, casual workers, etc.)
 - Per FY21 Compensation Plan
 - The Executive Director of Finance and Operations has discretion to adjust these rates on an as-needed basis should the need occur.



Executive Director's Report to the Board

Date of Report: June 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.
- Graduation Planning – along with other year-end events.
- Planning for 2021-2022 school year, including enrollment, lotteries, handbooks, equipment and book returns, summer school, staffing, facilities maintenance, Friends of Education compliance, MDE reporting, etc.
- 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	151
1 st Grade	90	92
2 nd Grade	90	86
3 rd Grade	90	91
4 th Grade	90	68
LS Total	450	488
5 th Grade	93	61
6 th Grade	93	80
7 th Grade	93	48
8 th Grade	93	28
MS Total	372	217
9 th Grade	105	14
10 th Grade	102	2
11 th Grade	106	1
12 th Grade	92	0
Super Seniors	0	
US Total	405	17
School Total	1,216	722

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

Professional Development: *See Attachment*



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J. Gutierrez
Professional Development Plan
2020-2021

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

September 2020	Video 50 minutes	Glenn Loury & John McWhorter – the Unraveling, a review of White Fragility and related matters	
	Video 66 minutes	Glenn Loury & John McWhorter – A Critical Look at the 1619 Project	
	Podcast – 90 minutes	Jeff Wright (Odyssey) - Circe	
	Podcast – 72 minutes	Jeff Wright (Odyssey) – Odysseus in the Underworld	
	Podcast – 126 minutes	Jeff Wright (Odyssey) – Sirens, Scylla, Charybdis and some Cows	
October 2020	Podcast – 93 minutes	Jeff Wright (Odyssey) -- Calypso	
	Podcast – 94 minutes	Jeff Wright (Odyssey) -- Telemachus, Menelaus, and Helen of Troy	
	Book	The Odyssey, by Homer (I try to read The Iliad and The Odyssey once a year)	
	Book	Gilgamesh Epic	
	Lecture 1 – 50 minutes	Dr. Joseph Hughes (Missouri State University) – The Heroic Quest	
	Lecture 2 – 50 minutes	Dr. Joseph Hughes (Missouri State University) - Gilgamesh	
	Video Lecture – 22 minutes	Gilgamesh Epic, Part 1 -- Tim McGee	
	Video Lecture – 14 minutes	Gilgamesh Epic Part 2 – Tim McGee	
November 2020	Video Lecture – 15 minutes	Epic of Gilgamesh, Gilgamesh – Paul Joseph Krause	
	Video Lecture – 41 minutes	Epic of Gilgamesh, Enkidu – Paul Joseph Krause	
	Book – Poem	Inferno, Dante Alighieri	
	Video Lecture – 24 minutes	Epic of Gilgamesh, Humbaba and the Plant of Life – Paul Joseph Krause	
	Video Lecture – 89 minutes	The Epic of Gilgamesh – Andrew George	
	Video Lecture – 37 minutes	Noah’s Flood and the Epic of Gilgamesh – Bruce Gore	
	Video Lecture – 50 minutes	Introduction to Inferno, Tim McGee	20
	Book	The Prince – Niccolo Machiavelli	
December	Book	I Know Why The Caged Birds Sing, by Maya Angelou	
	Video Lecture – 73 minutes	The Biology of Humans at our Best and Worst – Robert Sapolsky	
	Book	Why We Sleep, Unlocking the Power of Sleep and Dreams, by Matthew Walker	
January	Book	The Time Machine, H.G Wells	
	Book	Range: Why Generalists Triumph in a Specialized World, by David Epstein	
	Video Training – 68 minutes	Covid 19 Saliva Test Training	
	Book	Losing the Race: Self-Sabotage in Black America, by John McWhorter	
	Webinar – 60 minutes	MDE – Learning Models, Planning Days,	
	Podcast – 32 minutes	Code Switch – From the Fringe to the Capitol	
	Book	The Tyranny of Merit: What’s Become of the Common Good? - -by Michael Sandel	
February	Podcast – 4 hours	The Rabbit Hole – 8 episodes	Radicalization on the “left/right” via social media, youtube, explanation of

			algorithms, filter bubbles, issues of free speech, etc.
	Podcast – 56 minutes	Glenn Loury – John McWhorter: Reckoning with the Capitol Riot	
	Podcast – 70 minutes	Glenn Loury – John McWhorter: Wokebusters	
	Podcast – 19 minutes	Glenn Loury – John McWhorter: Critical Race theory's rising hegemony	
	Podcast – 66 minutes	Glenn Loury – John McWhorter: A Critical Look at the 1619 Project	
	Podcast -- 6+ hours	Gangster Capitalism – NRA – 9 episodes	
	Podcast – 5 hours	David Duke's Rise to power and prominence	
March	Book	The 1619 Project, A Critique, by Phillip W. Magness (American Institute for Economic Research)	
April	Book	Exit, Voice, and Loyalty: Responses to Decline in Firms, Organizations, and States, by Albert O. Hirschman, 1970.	
	Book	The Righteous Mind, Why Good People Are Divided by Politics and Religion, by Jonathan Haidt	
	Podcast – 55 minutes	Glenn Loury and Daniel Markovits – The Meritocracy Trap	
	Podcast – 59 minutes	Glenn Loury – John McWhorter, What Happened to Civil Rights	21
May	Podcasts, Videos, Articles	Numerous reading and review of various resources on Critical Race Theory	

St. Croix Preparatory Academy

Reading Well by the End of Third Grade: Local Literacy Plan



Literacy Plan Developers
Joann Karetov, Lower School Principal
Emily Croaston, Reading Specialist

Reviewed by the SCPA Lower School Faculty: June 7, 2021
Presented to the School Board: June 22, 2021
Approved by the School Board: TBD

Overview of St. Croix Preparatory Academy Local Literacy Plan

MN Statute 120B.12 states that a school district must adopt a local literacy plan to have every child reading at or above grade level no later than the end of grade 3. This legislation is commonly referred to as “Reading Well by Third Grade”. The literacy plan “must include a process to assess students’ level of reading proficiency, notify and involve parents, intervene with students who are not reading at or above grade level, and identify and meet staff development needs.”

The purpose of this document is to outline how St. Croix Preparatory Academy plans to address each of these requirements for our students in kindergarten through third grade.

Belief Statement from Minnesota Department of Education

Reading well by third grade is one of many developmental milestones in a child’s educational experience. Literacy development starts at an early age and is the basis for all academic success. Reading well by grade three ensures that a student has a solid foundation of literacy skills to continue to expand their understanding of what they read, make meaning, and transfer that learning across all subject areas. Instruction that provides the basis for all students to read well by third grade and beyond will help close the achievement gap and ensure that all students are ready for the demands of college and the workplace. From cradle to career, a sustained effort to create quality literacy environments in all of our schools and programs from birth through grade 12 promotes academic success. – Minnesota Department of Education

St. Croix Preparatory Academy Local Literacy Plan Goals

1. All students who are not reading at grade level will be supported in order to close the achievement gap and attain grade level reading benchmarks.
2. All students who are exceeding reading grade level benchmarks will be supported and challenged in order to make projected growth.
3. All stakeholders will be informed about the instructional efforts to ensure that all our students will be reading well by 3rd grade.

How Will SCPA Know If Our Students are Reading Well by Third Grade?

Reading proficiency will be defined as students who score at or above established SCPA benchmarks and who perform at grade level in the classroom. Reading proficiency will be ensured for ALL students in Kindergarten through grade 3 by multiple measures of assessment, data driven decision-making, and a Response to Intervention (RTI) approach to support and improve literacy skills. Students who are not reading at grade level will receive research-based interventions, and their progress will be monitored until proficiency is attained. Interventions will supplement and supplant core reading instruction.

Core curriculum is aligned to the Minnesota English Language Arts Standards. On a yearly basis, the SCPA core curriculum is aligned vertically and horizontally.

What Kind of Assessments will be Used and When?

Elementary students at St. Croix Preparatory Academy are assessed in their reading skills utilizing the Strategic Teaching and Evaluation of Progress (STEP) reading assessment. STEP is an assessment tool created by the University of Chicago Urban Education Institute. The assessment evaluates key elements of literacy development for students from kindergarten through third grade including phonemic awareness, letter/word knowledge, reading accuracy and use of reading strategies, fluency and reading rate, as well as literal and inferential comprehension.

The levels of the STEP reading assessment start at the Pre-Reading STEP and go up to STEP 12. It is the goal that all students will achieve STEP 12 by the end of third grade. The table below shows the quarterly STEP level benchmarks.

	End of Qtr. 1	End of Qtr. 2	End of Qtr. 3	End of Qtr. 4
	STEP	STEP	STEP	STEP
K	Pre-Reading	1	2	3
1	3	4	5	6
2	6	7	8	9
3	9	10	11	12

Students are assessed using STEP at least four times per year. Students read a leveled book with increasing difficulty at each STEP level. The teacher takes notes of reading behaviors and records the student's reading accuracy and fluency. After reading the book, the test administrator has a comprehension conversation with the child about the book. There are additional components of the STEP assessment that target specific reading skills aligned with the leveled texts. The table below summarizes the scores needed for students to meet grade level benchmarks in each component of the quarterly STEP assessments.

Grade Level	First Quarter Benchmarks	Second Quarter Benchmarks	Third Quarter Benchmarks	End of Year Benchmarks
Kindergarten	Name Assessment: 3/5	Name Assessment: 4/5	Letter-Name Identification: 50/54	Letter-Sound Identification: 24/26
	Letter-Sound Identification: 0/26	Letter-Sound Identification: 8/26	Letter-Sound Identification: 18/26	Phonemic Awareness: 8/10
	Phonemic Awareness: 6/10	Phonemic Awareness: 6/10	Phonemic Awareness: 4/10	Reading Accuracy: 90/100
	Concepts of Print: 5/12	Concepts of Print: 10/13	Reading Accuracy: 88/100	Comprehension: 4/5
		Reading Record: 5/5	Comprehension: 4/5	Developmental Spelling: 18/30
First		Developmental Spelling: 5/30	Developmental Spelling: 12/30	
	Letter-Sound Identification: 24/26	Reading Accuracy: 90/100	Reading Accuracy: 92/100	Reading Accuracy: 93/100
	Phonemic Awareness: 8/10	Reading Rate: 12 wpm	Reading Rate: 25 wpm	Reading Rate: 55 wpm
	Reading Accuracy: 90/100	Fluency: 3/4	Fluency: 3/4	Fluency: 3/4
	Comprehension: 4/5	Comprehension: 5/6	Comprehension: 5/6	Oral Reading Comprehension: 3/4
Second	Developmental Spelling: 18/30	Developmental Spelling: 16/30	Developmental Spelling: 24/30	Silent Reading Comprehension: 3/4
	Reading Accuracy: 93/100	Reading Accuracy: 93/100	Reading Accuracy: 93/100	Reading Accuracy: 93/100
	Reading Rate: 55 wpm	Reading Rate: 55 wpm	Reading Rate: 75 wpm	Reading Rate: 75 wpm
	Fluency: 3/4	Fluency: 3/4	Fluency: 3/4	Fluency: 3/4
	Oral Reading Comprehension: 3/4	Oral Reading Comprehension: 3/4	Retell: 3/4	Retell: 3/4
Third	Silent Reading Comprehension: 3/4	Silent Reading Comprehension: 3/4	Comprehension: 6/8	Written Comprehension: 2/3
				Oral Comprehension: 4/5
	Reading Accuracy: 93/100	Reading Accuracy: 94/100	Reading Accuracy: 94/100	Reading Accuracy: 95/100
	Reading Rate: 75 wpm	Reading Rate: 75 wpm	Reading Rate: 95 wpm	Reading Rate: 110 wpm
	Fluency: 3/4	Fluency: 3/4	Fluency: 3/4	Fluency: 3/4
	Retell: 3/4	Retell: 3/4	Retell: 3/4	Retell: 3/4
	Written Comprehension: 2/3	Written Comprehension: 2/3	Written Comprehension: 2/3	Written Comprehension: 2/3
	Oral Comprehension: 4/5	Oral Comprehension: 4/5	Oral Comprehension: 4/5	Oral Comprehension: 4/5

SCPA students are assessed at the end of each quarter. This information is used to identify students who need extra help in reaching grade level expectations. Students are assessed diagnostically in order to match their needs with instructional practices. Additionally, students who are receiving extra help, or targeted assistance, are progress-monitored regularly. Progress monitoring data is used to evaluate the effectiveness of instruction and to adjust instruction as needed to maximize growth towards grade level expectations.

Our primary assessment is STEP, but students are also considered for targeted services if they fall below the target score on any of the screening assessments. These students will be considered for small-group Tier II interventions provided by an Educational Assistant and/or the Reading Specialist. Data used to determine whether they receive services includes, but is not limited to the STEP assessment, MCA (grade 3), Imagine It! benchmarks, fluency benchmarks, RIGGS phonogram and orthography tests, and classroom observational data. Students are considered meeting grade level expectations if they maintain at or above grade level benchmarks on assessments. Students who qualify for special education services will receive their targeted interventions through their IEPs.

SCPA will assess all students who were previously below benchmark each September, within the first 3 weeks of school. New students to SCPA will be assessed before or during their first week of school.

If a student is below benchmarks, the teacher brings the information to the Child Study team meetings. At that time, teachers discuss prior interventions, and the teacher and team run through a series of indicators to review if the child may need vision, hearing, and/or dyslexia screenings, has a learning disability and/or medical concerns, etc. The team introduces additional interventions and sets a date to review the use of the new interventions. If upon return to the Child Study team meeting it is determined that the interventions are not supporting the student in making progress, additional interventions are suggested and another review date is set, or a parent meeting is scheduled.

How Will Parents Be Informed That Their Child is not Reading Proficiently?

Communication with families is an ongoing process. It starts with Back to School/Open House and continues throughout the year through two (2) teacher conferences and ongoing phone calls and meetings. Each year in elementary school, parents are provided information that shows the reading growth of their child.

The parents of students not reading proficiently will also be sent a formal notification and will explain entrance/exit criteria and support services. Parents will receive an additional progress report from the reading specialist at the end of each quarter that the student receives additional services. On the progress report, student data and supplemental guides/resources for parents will be attached.

If the Child Study team has discussed a student, and interventions have not supported the targeted growth, parents are invited to meet and discuss their child's progress, indicators of potential concerns (i.e. vision/hearing/dyslexia screening results, focusing issues, etc.), and any diagnoses the parents may provide that they have received by a medical doctor. SCPA will screen for dyslexia and report to parents a comprehensive checklist for any student who is showing reading deficiencies and is not meeting local benchmarks. Parents may choose to further seek dyslexia diagnosis with their child's physician. SCPA does not include screening

for convergence insufficiency disorder as part of its vision screening program. Parents with concerns about the condition should see their licensed eye care specialist for assessment and treatment. Parents have the option to have their student assessed at the school for additional special education support services.

Progress in reading grades and performance can be viewed electronically in the student information software. Grades are reported four times per year and indicate individual student performance and whether students are reading at grade level.

During fall and spring conferences and ongoing communication with parents, SCPA will provide parent information in regard to utilizing literacy strategies to accelerate their child's literacy development in areas where a skill deficit has been identified. Additionally, parents receive information at least three (3) times per year regarding ways they may support their child at home in attaining the next reading level.

Each summer, a letter will be sent to families of children in grades K-3 who are not meeting grade level expectations / benchmarks. The letter will include results from the most recent assessment window and parent resources for continued literacy support.

Sample Parent Notification Letter

Date _____

Dear family of _____ (grade ____),

Literacy development starts at an early age and is the basis for all academic success. Reading is a critical skill upon which all other learning is built. At SCPA we use multiple assessments: STEP, Imagine It! (grades K-3), MCA (Minnesota Comprehensive Assessment, grade 3) to track each student's reading development.

You are receiving this letter to let you know that your child did not meet the end of year reading benchmark, as indicated by their STEP (Strategic Teaching and Evaluation of Progress) and/or MCA test.

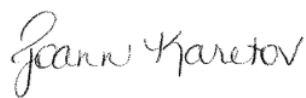
Grade:	MN and/or SCPA Benchmark:	Present Level:	Did Not Achieve:
STEP Level (K-3)			
Fluency Score (K-3)			
MCA Preliminary Score (3)			

During the school year, your child has received some or all of the following support: small group instruction with the Reading Specialist, small group instruction with the classroom Educational Assistant, and/or individualized reading instruction by the classroom teacher.

Research has shown that children who practice their reading during the summer are less likely to lose the reading skills that they have worked hard to develop. A good summer routine should include reading each day with your child. Enclosed you will find resources and activities that you and your child can do together to prevent summer reading loss.

It is our goal, in accordance with MN Statute 120B.12 and our Reading Well by Third Grade local literacy plan, that your child has a successful foundation in reading. We wish to partner with you to ensure their success.

Sincerely,



Joann Karetov
Lower School Principal
651-395-5920

What Instructional Supports and Interventions Will Be Used?

If a student is identified as not reading at or above grade level, and/or not meeting some or all benchmarks during the previous school year, they will automatically qualify for support.

The foundations of reading will be met through the core curriculum. Teachers will foster students' understanding and working knowledge of concepts of print, phonemic awareness, fluency, and other basic conventions. In addition, a necessary and important component of an effective reading program is that it is structured to develop proficient readers with the capacity to think critically, read fluently, and comprehend texts across a range of text structures.

Intervention programs assist students who are struggling with literacy. Based on the results of screening and diagnostic assessments and teacher recommendation, students will receive a multi-tiered level of support that includes research-based interventions. These interventions target skill deficits in the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

Tiers of Literacy Support include:

Tier 1: Core Support The core curriculum includes a phonics-based program based on Orton-Gillingham called RIGGS (K-3), SRA Imagine IT! (K-3), Core Knowledge Sequence, and differentiated instruction and guided reading (K-3).

All students receive core instruction in Tier 1. Students who are at or above benchmark and are making sufficient academic growth will have their needs met through instruction in the core curriculum and guided reading. Students performing below grade level will receive additional services through Tier 2 and /or Tier 3 support.

Tier 2: Extra Support Students who are below grade level are supported through small groups and/or individual instruction during What I Need (WIN) time. Additional support is provided during a pre-determined and scheduled block. To gauge the effectiveness of specific interventions, staff will monitor student progress using the STEP assessment, benchmark assessments on comprehension and fluency, and other formative assessments. Once a student is boosted to grade level benchmarks, he/she will be placed on a "monitor" status and the amount of extra support in Tier 2 may stay the same, be reduced or terminated. Teachers will continue to monitor progress to ensure that mastery is maintained.

Instructional supports can include but are not limited to: Research based interventions for the targeted skill, additional time to reinforce classroom skills with trained Educational Assistant and/or Reading Specialist, and/or grade retention.

Tier 3: Intense Support Students who are significantly below grade level in reading may be evaluated and may qualify for an Individual Education Plan (IEP) to address their reading needs. Recommendations for assessment go through an extensive child study process and review.

What Supports Are in Place for English Learners?

Our SCPA English Learners (EL) teacher offers content based EL instructional programs, which promote students' English language proficiency and build academic content knowledge by integrating subject areas with language acquisition strategies. English Learners acquire English through participation in age-appropriate instruction aligned to district content standards as well as English Language proficiency standards. The primary objective of teaching language through content is to make the curriculum available to students at all levels of English proficiency.

At the K-3 level, the EL teacher collaborates with the general education teacher to support the language acquisition strategies. Linguistic, graphic, visual, kinesthetic, interactive, and emotional supports are provided to make content standards and SCPA curriculum/expectations accessible for English Learners at all levels of proficiency. The EL teacher pulls students out during an established block of intervention time to support students in acquisition strategies that support the core curriculum.

What Opportunities Do Teachers Have for Professional Development?

Professional development is data-driven, ongoing, and inclusive of all teachers. It is delivered in a variety of formats and aligned with school goals.

For a five (5) day training during the summer of 2018, all elementary general and special education teachers received training in the RIGGS program, which is a comprehensive reading program based on Orton-Gillingham research, which emphasizes phonemic awareness, phonics, fluency, vocabulary, orthography, grammar, writing, and comprehension. All new teachers will receive a training to support this program.

There are 12 professional development days scheduled for the 2021-22 school year. New teachers receive an additional 5 days of development each summer, in addition to ongoing one-hour monthly meetings. SCPA utilizes formal and informal evaluations to identify teacher-training needs. In addition, teachers will meet for grade-level/specialty area Professional Learning Community (PLC) meetings for weekly one-hour meetings. Much of this time will be devoted to reviewing data, setting goals, discussing instructional effectiveness, writing common assessments, and reviewing curriculum standards.

Additionally, time will be given for grade level teams to meet at least once per month with the principal to review student progress-monitoring data, interventions being used, and make adjustments in addressing individual student needs. Weekly Child Study meetings are also available for teachers to bring an individual student for review by the principal, reading and math specialists, and special education team to address if additional interventions/observations are available.

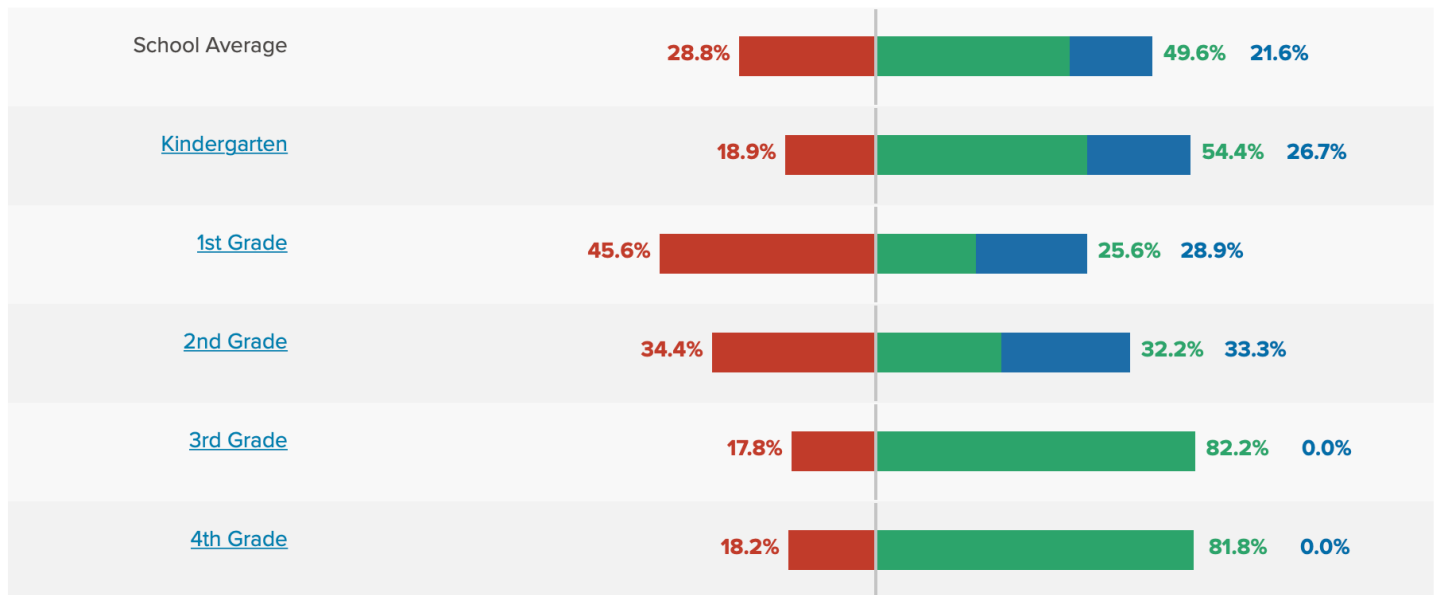
Annually, teachers are given development regarding indicators of dyslexia, eye convergence insufficiency disorder, mental health, and other learning/medical disabilities that may impact students learning.

How Are SCPA Students Currently Performing?

- Percentage of K-3 students at or above STEP benchmark goal.

End of 2018-2019

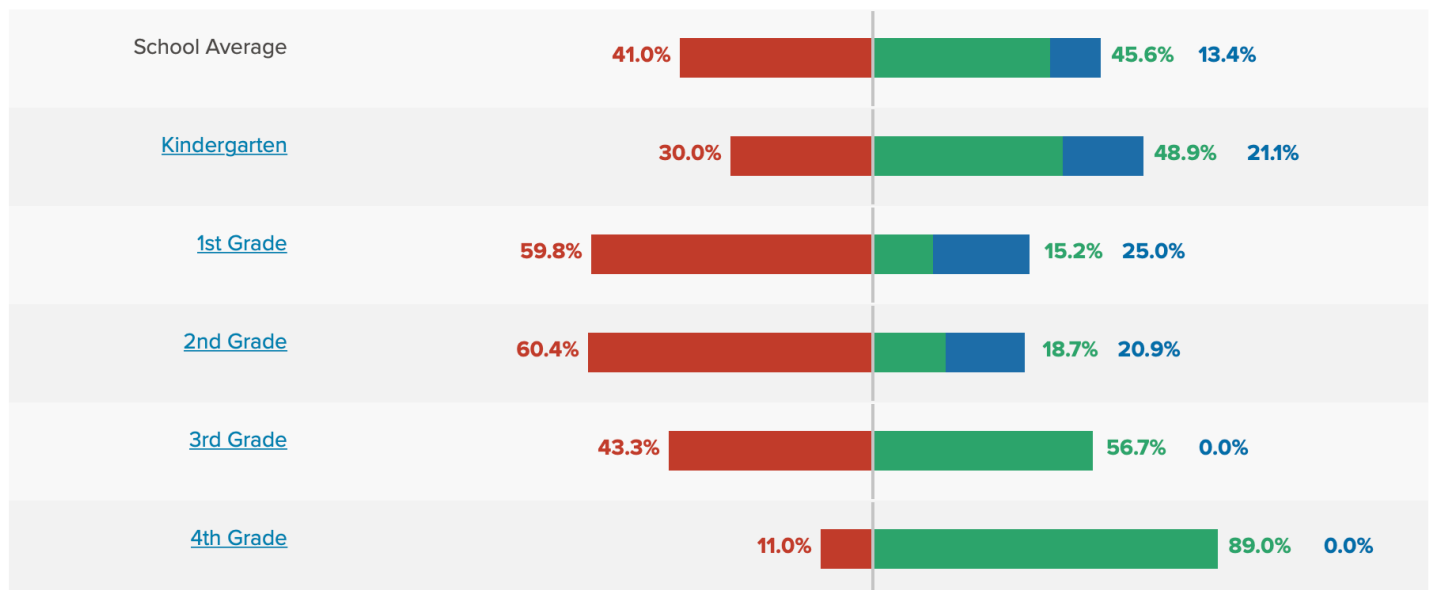
Legend ■ Below Target ■ On Target ■ Above Target



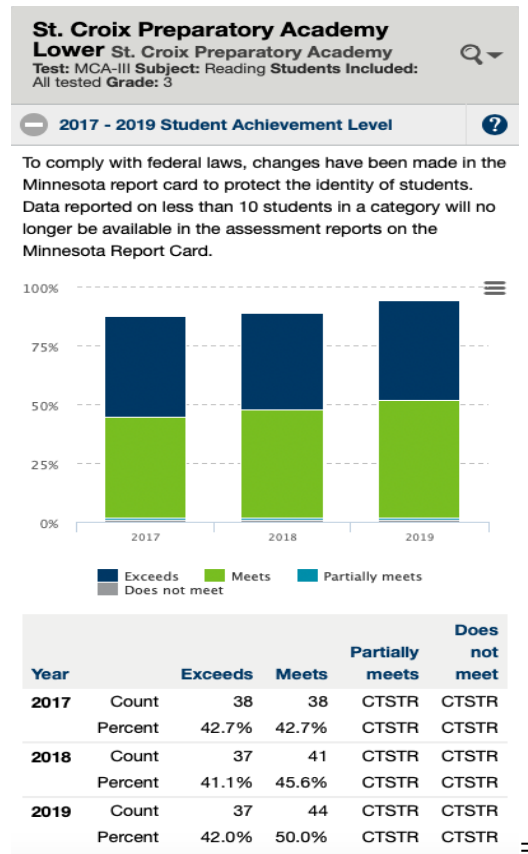
- There is no end of 2019-2020 data due to the COVID-19 pandemic and mandatory school closures.

End of 2020-2021

Legend ■ Below Target ■ On Target ■ Above Target



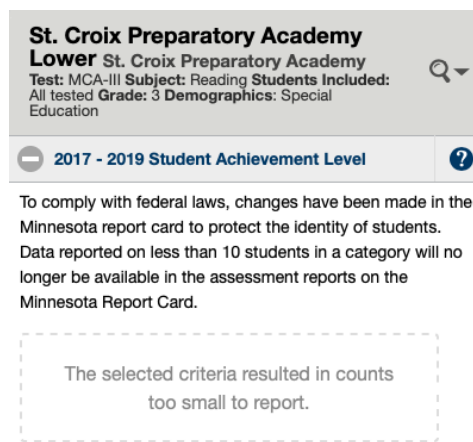
3. Percentage of Grade 3 students at or above reading proficiency on MCA*.



4. Percentage of Grade 3 FRP and/or students of color who are at or above reading proficiency on MCA 2019.

The selected criteria resulted in counts too small to report.

5. Percentage of Grade 3 Special Education students Meeting or Exceeding Reading Standards on MCA.




*there are no 2020 scores to enter due to the COVID-19 school closures. Above are the collective scores from 2017, 2018, and 2019 required by MDE.

Please Note:

- Students were below normal benchmarks at the beginning of the 2020-21 school year due to the mandatory school closures from March – June, 2020. Throughout the 2020-2021 school year, the students participated in hybrid, distance learning, and in-person learning models. Because of the various learning models and school closures for over a year, scores may not appear as high as in previous years due to limited in-person instruction and interventions.
- Although our internal STEP scores may have been lower, when compared to the statewide average, students in St. Croix Preparatory Academy Lower School consistently outperform the state averages in Reading on the MCAs (and the 2021 preliminary scores appear to have been similar to previous years).

Office of the Revisor of Statutes

2019 Minnesota Statutes

Authenticate  PDF**120A.414 E-LEARNING DAYS.**

Subdivision 1. **Days.** "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

Subd. 2. **Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

Subd. 3. **Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

Subd. 4. **Daily notice.** On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

Subd. 5. **Teacher access.** Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

History: LSp2017 c 5 art 1 s 2

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2021-2022 Family Handbook Changes

The following are changes to the 2021-2022 Family Handbook:

- All 2020-2021 dates have been changed to 2021-2022.
- Page 3. Welcome Letter updated to reflect looking forward to a more “normal” year.
- Page 4. 2021-2022 School Calendar WILL be included in approved handbook.
- Page 7. Wanda Renner has been removed from Middle School contact info.
- Page 8. New board meeting dates have been included.
- Page 9. Board member information – once Jason has completed his training, we will update this document. Wanda Renner has been removed from Advisory Board Member list.
- Page 14. Enrollment year data has been updated for next year’s open enrollment period.
- Page 18. Health note that we will continue to follow guidance related to Covid-19.
- Page 24. Non-uniform days added.
- Page 25. Spirit wear days added.
- Page 30. Event dates established (Gala – November 13; Marathon – May 20; Golf – June 15)
- Page 31. Picture days updated.



st. croix preparatory academy

FAMILY HANDBOOK

2021-2022

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WELCOME LETTER

Dear Parents and Students:

Welcome to St. Croix Prep! We are glad to have you as a part of our school community. We are very excited to begin our 18th year of operations. We are looking forward to a year which is more "normal" than our last year of navigating the Covid-19 pandemic; and a significant amount of our effort will be in transitioning to our standard learning environment and reestablishing the relationships and culture of our school community. We operate under the credo of establishing community, working hard, making good decisions, exhibiting character/leadership, and doing what is best for kids. The purpose of this handbook is to provide information which will make your interaction with St. Croix Prep pleasant and easy to understand.

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

Sincerely,

Jon Gutierrez
Executive Director



st.croixprep

2019-2020 School Calendar

Board Approved: January 15, 2019

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

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

SEPTEMBER 2019				
M	T	W	TH	F
2 <small>No School Official Closure</small>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2019				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17 <small>No School Official Closure</small>	18 <small>No School Official Closure</small>
21 <small>No School Official Closure</small>	22 <small>No School Official Closure</small>	23	24	25
28	29	30	31 <small>Final Day</small>	

*End of 1st Qtr (43 days)

NOVEMBER 2019				
M	T	W	TH	F
				1 <small>No School Official Closure</small>
4	5	6	7	8
11	12	13	14 <small>US Pres. Inauguration</small>	15 <small>No School Official Closure</small>
18	19	20	21 <small>MLK Day</small>	22
25	26	27	28 <small>No School Official Closure</small>	29

DECEMBER 2019				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 <small>No School Official Closure</small>	24 <small>No School Official Closure</small>	25 <small>No School Official Closure</small>	26 <small>No School Official Closure</small>	27 <small>No School Official Closure</small>
30 <small>No School Official Closure</small>	31 <small>No School Official Closure</small>			

JANUARY 2020				
M	T	W	TH	F
		1 <small>No School Official Closure</small>	2	3
6	7	8	9	10
13	14	15	16	17 <small>No School Official Closure</small>
20 <small>No School Official Closure</small>	21	22	23	24
27	28	29	30 <small>US MLK Day</small>	31 <small>No School Official Closure</small>

*End of 2nd Qtr (44 days)

FEBRUARY 2020				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17 <small>No School Official Closure</small>	18	19	20	21
24	25	26	27	28

MARCH 2020				
M	T	W	TH	F
2	3	4	5	6
9 <small>No School Official Closure</small>	10 <small>No School Official Closure</small>	11 <small>No School Official Closure</small>	12 <small>No School Official Closure</small>	13 <small>No School Official Closure</small>
16	17	18	19	20
23	24	25	26	27 <small>Final Day</small>
30 <small>No School Official Closure</small>	31			

*End of 3rd Quarter (43 days)

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

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

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

*End of 4th Qtr (42 days)

06/15/2019

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

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GENERAL OVERVIEW

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

Mission

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

Academics

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

Character

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

Leadership

John F. Kennedy said, "Leadership and learning are indispensable to each other." St. Croix Preparatory Academy views leadership as the ability to first think and reason, then act with integrity and responsibility. 'Leadership' is one of the most overused and least understood terms in our society, often conjuring up images of power, success, titles and possessions. By contrast, the founders of St. Croix Preparatory Academy view leadership as the product of education and character development. Real leadership entails knowledge, understanding and the ability to communicate--in conjunction with citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service. Students will examine various models and styles of leadership from American and world history. In addition, students will analyze their own unique leadership style, character attributes, and personal strengths.

EDUCATIONAL PHILOSOPHY

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

Grammar. The first phase of the Trivium is Grammar (grade level K – 4). Grammar emphasizes the facts and rules of each subject that later learning is built upon. This stage focuses on the accumulation of

knowledge and the rules related to each particular subject. This mirrors the stage of development where children love to mimic, recite, chant, and memorize. The objective of this phase is to provide each student with a strong foundation of subject matter **KNOWLEDGE**.

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

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

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

ORGANIZATIONAL STRUCTURE

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

School Address

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

K - 4 Lower School

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

5-8 Middle School

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

9-12 Upper School

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

Administrative Personnel

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

Terri Ellingson	Special Education Office Manager	651-395-5997	tellingson@stcroixprep.org
Candace Westlund	Licensed School Nurse	651-395-5906	nurse@stcroixprep.org

Facility Rental Information

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

General Inquiries

Lower School

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

Middle School

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

Upper School

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

Authorizer Information

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

SCHOOL BOARD

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

2021-2022 School Board Schedule

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

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

GOVERNANCE MODEL

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

Board Members

Name	Officer	Email Address	Affiliation
Nicole Donnay		ndonnay@stcroixprep.org	Faculty
Bob Hajlo	Vice Chair	robert.hajlo@gmail.com	Parent
Christoph Brown		christophbrown@stcroixprep.org	Faculty
Kristen Denzer		denz0018@umn.edu	Parent
Deb Keyes		dkeyes@stcroixprep.org	Faculty
Shane Mueller	Chair	shane.mueller@comcast.net	Community Member
Drew Melendres		drew.melendres@gmail.com	Parent
Jake Gottschalk		jgottschalk@stcroixprep.org	Faculty

Advisory Board Members

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

ACADEMIC INFORMATION

Equal Opportunity

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

Academic Objectives

St. Croix Prep is a college prep K-12 school. By design and intention it is meant to be a more academically rigorous educational choice available to parents. This is reflected in the School's expectations, curriculum, and homework. We believe this college preparatory work begins in Lower School where it is essential that students begin to exhibit reading and math proficiency. In Middle School, the efforts continue through students' further mastery of reading and math content, as well as their

transition to become a responsible student without their parents' assistance. In Upper School, we offer curriculum and extracurricular activities which allow students to pursue admission to traditional, selective, and highly selective colleges and universities.

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

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

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

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

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

Importance of High School Curriculum

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

Academic Homework

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

St. Croix Prep offers a college preparatory educational program and students should expect to have nightly homework. Upper School students' homework will vary, but students hoping to receive B's and seeking admission to a traditional or selective college/university and students seeking A's and admission to a highly selective college/university can expect higher workloads.

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

Lower School (K – 4)

Academic Probation Policy for Students in Grades K-4

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

Middle School (5 – 8)

Academic Probation Policy for Students in Grades 5-8

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

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

Upper School (9 - 12)

Academic Probation Policy for Students in Grades 9-12

A student will be placed on Academic Probation if his/her quarterly or cumulative GPA is below 1.7, or if he/she is earning a grade of an "F" at the midterm (as measured at the end of the fifth week of a quarter), or earns an "F" for the quarter or semester in one or more Core Classes. Core Classes include required courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Foreign Language. A student on probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two weeks from the date of the midterm or end date of the quarter in which the

"F" was earned. At the discretion of the Activities Department, the Upper School Principal, and the Upper School faculty, students on academic probation may be able to continue practicing with their activity if such practice does not hinder the student's ability to make progress toward earning their way out of academic probation.

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

Additional Academic Considerations:

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

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

Curriculum Opt-Out Policy

St. Croix Prep recognizes the right of students to opt-out of curriculum and/or an instructional resource when it is deemed objectionable or if the curriculum/resource prescribes or describes behavior or beliefs that contradict a sincerely held religious belief. Students electing to opt-out of assigned material must complete alternative work within the timeframe of instruction as determined by the teacher and may be held responsible for key ideas, themes or terminology integral to the classroom instruction that was missed. Please contact the School Principal for the Curriculum Opt-out Policy and Procedures.

Academic Integrity Policy

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

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

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

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

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

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

Communication Protocol

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

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

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

SPECIAL SERVICES

Special Education

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

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

504 Plans

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

English Learners (EL)

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

ENROLLMENT

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

Enrollment for the 2021-2022 School Year

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

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

Enrollment for the 2022-2023 School Year

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

Students who submit applications after the January 7, 2022 deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received. Any Minnesota child in the offered grades is eligible to enroll, but parents/guardians must complete the St. Croix Prep Enrollment Form to register their children. In addition, to accept a placement, we suggest that all families attend a welcoming orientation session and participate in informal student testing to ensure proper academic placement. We will send information about these activities to all students who are admitted.

Sibling Preference

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

Intent to Return Forms and Request for Records

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

Withdrawal from St. Croix Preparatory Academy

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

ATTENDANCE

Attendance Requirements

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

Excused Absences

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

Unexcused Absences

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

Release During School Hours

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

Habitual Truant

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

Absence Procedures

On the day of the absence the parent/guardian should leave a message on the attendance line of the specific division office (Lower School Attendance Line is 651-395-5991; Middle School Attendance Line is 651-395-5992; Upper School Attendance Line is 651-395-5993) or e-mail the specific division office manager by 9:00 a.m. This message should include: student's name, grade and homeroom teacher (if applicable); the specific reason for the absence including symptoms if the student is ill; and if the absence is only a partial day, the expected time of the student's arrival at school. If the absence is for an illness that is communicable (strep, lice, influenza, etc.) please contact the health office at 651-395-5906 or nurse@stcroixprep.org.

Tardy Procedures

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

Physical Education Attendance

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

Inclement Weather and School Closing

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

E-Learning Days

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

TRANSPORTATION

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

Bus Transportation

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

Bus Conduct

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

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

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

Student Drivers

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

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

HEALTH SERVICES

Health and Dental Examinations

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

Immunizations

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

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

Conscientious or Medical Objection to Health Examination/Immunization

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

Ill or Injured Students

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

care of the student rests with the family once notification has been provided. Please work with your family, employer, and close contacts to assure your student who is ill can be picked up within 30 minutes of Health Services notifying you.

Health Standards When Your Child Is Ill

We will continue to follow guidance from the Minnesota Department of Health in regards to Infectious Disease, whether COVID or some other disease. If advised by a Governor's Executive Order or guidance from the Minnesota Department of Health or Minnesota Department of Education we adjust our illness protocols accordingly.

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

Questions to Consider When Your Child is Ill:

1. Does your child's illness keep him/her from comfortably taking part in all activities, including recess and PE?
2. Does your ill child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school.

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

A student with a temperature of 100.4 F or higher and no other illness symptoms must stay home until no fever without medication for a full 24 hours, unless a health care provider provides a written statement allowing the student to return to school earlier.

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

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

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

Procedure for Ill Student Going Home

For the health and safety of all involved, students who feel ill must visit the health office. Health office staff will contact parents when appropriate, or if a child requests parent contact. If the parent decides, or the health office staff determines, that the student should go home the student will wait in the appropriate designated area based on their current symptoms, which may include a supervised isolation room.

Students who contact their parents directly should be directed to come to the health office by their parent as the school does not want ill students remaining in undesignated areas for the health of all staff and students. Parents, or their designee, should make every effort to arrive within 30 minutes of being notified of an ill student. Parent/designee will need to come to the Main Office and sign the student out. Health office staff will escort the student to the Main Office upon parent/designee arrival. If this procedure is not followed (student leaves ill without going through the health office) the absence may be unexcused. Parents are not allowed in the Health Office directly for confidentiality reasons, unless Health Office staff determine it is necessary and safe to do so.

Special Health Concerns

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

Allergies

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

Healthy Food Initiative

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

School Medication Policy

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

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

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

DRESS CODE

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

All St. Croix Prep students are expected to be in school uniform each day, except for the designated non-uniform days or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. Please see the modesty guidelines detailed below. St. Croix Prep reserves the right to determine

appropriateness of attire. Questions related to the appropriateness of a student's dress will be determined by the administration of St. Croix Prep.

Uniform Provider

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

Ordering Information:

Tommy Hilfiger School Uniform – Online Only

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

School Code: STCR01

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

Donald's Uniform – Online & Retail Storefront

Address: 972 Payne Ave

St. Paul, MN 55130

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

School Code: STCR01

Phone: 651-776-2723

Modesty Guidelines - These guidelines apply to all school dress

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

- No underwear showing, bottoms are to be worn at the natural waist.
- No bra straps, or cleavage may be showing.
- No midriff may be showing.
- Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn.
- The latest fashion or fad may not fit the dress code.
 - o ***Biker shorts, or leggings, or tights MUST BE WORN under skirts (all grades K-12).***
 - o K-4 any colored/patterned leggings.
 - o Grades 5-12: solid colors only in navy, black, gray or white.

School Uniform Guidelines

Shirts

- All shirts must be buttoned modestly at all times. Only top button may be undone.
- Uniform shirts do not need to be tucked in. Uniform shirts may hang out under the uniform sweatshirt, sweater or fleece jacket and vests.
- No long-sleeve shirts may be worn underneath short-sleeve shirts.
- Undershirts under uniform collared shirts must be white.
 - o Undershirts may not hang below the uniform shirt.
 - o No print, lace or frayed shirts.

- o Peter Pan Shirt - No ruffles on collar.
- All shirts must have a St. Croix Prep logo.
- Any top layered clothing item must have a St. Croix Prep logo.

Sweatshirts

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

Jumpers / Skirts

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

Pants / Shorts

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

Shoes

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

Additional Notes:

- Only Grades 9th -12th can wear navy shirts & khaki bottom.
- Only Grades 5th -12th can wear plaid skirts.
- Worn, damaged, faded or outgrown uniforms should be repaired and/or replaced.
- No letter jackets are to be worn in the classrooms except on spirit wear days.

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

Physical Education Guidelines

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

Concert Attire Guidelines

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

Dress Code Violations

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

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

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

Opt-Out Provision

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

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

Non-Uniform & Spirit Wear Days

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

Non-Uniform Guidelines

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

Non-Uniform Days are as Follows:

Friday, Nov. 19, 2021 *Coupon Non-Uniform Day	Wednesday, Dec. 22, 2021 Non-Uniform/Ugly Sweater Day	Friday, Jan. 21, 2022 Non-Uniform Day
Friday, February 18, 2022 *Coupon Non-Uniform Day	Thursday, March 31, 2022 Non-Uniform Day	

*Coupons obtained during Go-Green collections must be presented upon arrival in non-uniform or a violation will occur. Uniforms must be worn if you do not have a coupon.

Spirit Wear Guidelines

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

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

Spirit Wear Days are as follows:

Thursday, September 2, 2021 Spirit Wear		Friday, September 24, 2021 Homecoming- Spirit Wear Day		Friday, December 10, 2021 Spirit Wear Day
Friday, February 4, 2022 Spirit Wear Day		Friday, March 4, 2022 Spirit Wear Day		Friday, April 8, 2022 Service Day- Spirit Wear Day
Friday, May 20, 2022 Marathon/K-6 Field Day *Spirit Wear Day/athletic bottoms)		Thursday, June 2, 2022 Last Day of School- Spirit Wear Day		

For all spirit wear days, students must wear uniform bottoms or blue/black denim jeans.

*Marathon Day/Field Day ONLY

For Marathon Day/Field Day, appropriate athletic bottoms may be worn (sweats, basketball shorts, etc.).

STUDENT DISCIPLINE

Delegation of Authority

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

Prohibited Student Conduct

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

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

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

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

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

Disciplinary Measures

Disciplinary measures include:

- Character Notice;
- Golden Rule form;
- personal counseling;
- withholding of privileges;
- seizure of contraband;
- removal from classroom;
- in-school suspension;
- detention
- suspension from school and all school-sponsored events for up to 10 school days;
- suspension of bus riding privileges;
- expulsion from school and all school-sponsored events
- notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look alike drugs, alcohol, or weapons.

Substance Abuse

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

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

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

Work Missed During Suspension

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

- All work must be completed in compliance with the teachers' expectations. It is the student's (parent/guardian) responsibility to be in contact with his or her teachers by phone or e-mail;
- All tests and quizzes must be scheduled in compliance with teachers' expectations;
- A suspended student is not entitled to extra supervision or aid;
- Students missing labs of any kind are not entitled to make-up labs;
- Students missing field trips or in-class activities are not entitled to earn credit for these activities;
- Students missing field trips due to a suspension are not entitled to refunds of field trip fees.
- Usually, before a student returns to school following a suspension, a re-entrance meeting will be held with the school principal.

Expulsion

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

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

USE OF TECHNOLOGY

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

In order to expand and facilitate teaching and learning, St. Croix Preparatory Academy (St. Croix Prep) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the "St. Croix Prep Technology Assets and Services"). St. Croix Prep's goals in providing the St. Croix Prep Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

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

Access to St. Croix Prep Technology Assets and Services

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

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

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

First Offense

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

Second Offense

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

Third Offense

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

SCHOOL SECURITY

Visitors at St. Croix Prep

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

Search and Seizure

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

School Property

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

Students and Their Personal Effects

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

Patrols, Inspections and Searches

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

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

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

HARASSMENT, BULLYING & HAZING

Minnesota Safe and Supportive Schools Act

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

OTHER INFORMATION

Activities Department

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

Additional Parent Resources

On the each of the School's Homepages (Lower School - <https://www.stcroixprep.org/lower-school>; Middle School - <https://www.stcroixprep.org/middle-school>; and Upper School - <https://www.stcroixprep.org/upper-school>; there are links to additional Parent Resources. These include but are not limited to information related to School Supply Lists, Background Check Procedures, Calendars, Before & After school care, Dress Code, Field Trip Procedures, Health Services, Hot Lunch Program, Parent Pick-Up Procedures, Synergy (Student Information System) Instructions, Spirit Wear and the On-line Store.

Development Department

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

St. Croix Prep Marathon. The 8th St. Croix Prep Marathon will be held on Friday, May 20, 2022 at the school. The Event raises funds for Academics. Students will raise donated funds in the weeks leading up to the event. On event day, students will participate in opening ceremonies, run in the school marathon, play indoor and outdoor games, enjoy a picnic lunch and end the day with a pep fest. Sponsorships are available.

Prep Gala. The Prep Gala will be held here at St. Croix Prep on Saturday, November 13, 2021. The event raises funds for the Arts & Athletics programs. The evening will include savory hors d'oeuvres, delicious sweets, fine wines and beer, live entertainment, silent and live auctions, raffles, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available.

Prep Open. The Prep Open will be held on Wednesday, June 15, 2022. The event raises funds for the Arts & Athletics department. The day includes a golf tournament, wine and food pairing, dinner, silent and live auctions and a fund-a-need appeal. Sponsorships are available. If you would like more information regarding these events, please contact Heather Thorson, Communications and Events Manager at 651-395-5918 or hthorson@stcroixprep.org

Parent Group

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

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

Extended Day Program

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

Media in the Classroom

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

Picture Day

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

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

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

<https://stcroixprep.org/wp-content/uploads/2019/07/2019-20-Application-for-Educational-Benefits-Packet.pdf>

Please direct questions regarding the free and reduced breakfast and lunch program to St. Croix Prep's Food Service Director, Marianne Thole at mthole@stcroixprep.org.

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

Hot Lunch and Breakfast

- **All students will be served a reimbursable lunch or breakfast regardless of fund availability.** Negative balances that are incurred are the responsibility of the student's parent/guardian, and are expected to be paid in full by the end of the school year.
- **If parents DO NOT want their child to purchase during morning a la carte or breakfast, please email mthole@stcroixprep.org to request a block on their account.**

A La Carte

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

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

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

Snack

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

Rewards

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

Celebrations

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

School Hours

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

Teacher Request and Classroom Assignment

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

Statewide Assessments

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

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

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

STATEWIDE TESTING OPT-OUT FORM



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2018

FY21 Audit:

Proposal: Clifton Larson Allen (CLA) has submitted an engagement letter for FY21 audit.

Fee	Services	Price	Change from Prior Year
Audit Fee	-Audit financial statements of each major fund. -Compile audit report and management discussion and analysis.	\$11,500	\$550 (5%)
Tax Preparation Fee	-Prepare Federal 990 Form and applicable state filings	\$1,775	\$25 (1.4%)


Notes:

-St. Croix Prep solicits audit proposals every 5 years. Proposals were last solicited in 2018 and will be again in 2023.

-CLA Fees for audit and tax preparation have not increased since FY18 (3 years); therefore, the average increase over this 3-year period is 1.7 % for audit and .5% for tax preparation. The administration deems both increases are deemed reasonable.

-St. Croix Prep administration is very satisfied with CLA's service and work product.

Recommendation: Engage Clifton Larson Allen to complete the audit and tax preparation for the year ended June 30, 2021.



***The Board of Directors of
Friends of Education
invite you to an evening dinner
and boat cruise on beautiful
Lake Minnetonka!***

***Thursday
August 19, 2021***

***Dinner boat cruise
5:30 pm – 7:30 pm***

Cruise will board from the Wayzata Depot docks at 5:45 p.m. and leave promptly at 6:00 p.m. Map and parking details are provided on the next page.

**FRIENDS
OF
EDUCATION**



RSVP by August 6th to Ann Werdel,
friends@tcfbank.com or 763.473.0357



Wayzata Depot Docks

402 Lake Street E.
Wayzata, MN 55391

Free parking in city lots is available,
but can be limited in the summer.
Allow ample time and consider carpooling.

