



St. Croix Preparatory Academy  
Board Meeting Agenda  
April 26, 2022

1. Call to Order	
2. Open Forum	
3. Board Calendar	2
4. Consent Agenda (Board Minutes, Executive Director Report)	
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B. Executive Director Report	8
C. Governance -- Bylaws Change	13
5. Agenda	
A. Board Election Update	
B. Compensation Plan Approval	29
C. 2022-2023 Preliminary Budget Review	49
6. Adjourn Meeting	



# st.croixprep

## ANNUAL BOARD CALENDAR 2021-2022

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

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

September	Responsible	Notes/Status
Annual Report Approval for 2020-2021	J. Gutierrez	<b>October</b>
Review of MCA Test Scores	K. Gutierrez	<b>Completed</b>
Q Comp Site Goals	D. Thompson	<b>Completed</b>
Financial Statement Review – Unaudited	K. Gutierrez	<b>Completed</b>

October	Responsible	Notes/Status
File Charter Assurances with Friends	J. Gutierrez	<b>After Oct Meeting</b>
Board Retreat		<b>TBD</b>
Review Strategic Plan		
Annual Report Approval for 2020-2021	J. Gutierrez	<b>Completed</b>
Board Training	J. Gutierrez	<b>Completed</b>

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

December	Responsible	Notes/Status
Audit Acceptance		January

January	Responsible	Notes/Status
Board Election Timeframe Discussion		Completed
Audit Acceptance		Completed

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

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

April	Responsible	Notes/Status
Annual Budget Introduction		
Compensation Plan Introduction		March
Succession Planning Update		To be determined

<b>May</b>	<b>Responsible</b>	<b>Notes/Status</b>
Q Comp Report Presentation/Approval		
Financial Statement Review		
Compensation Plan Approval		
Board Election Update		
Approve Annual Budget		
Approve Employee Handbook		
Introduction of Family Handbook		
Disclosures/Conflict of Interest Signed		

<b>June</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Fees - 2022		
New Board Member Training		
Read Well by Third Grade Approval		
Approval of Family Handbook		
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>● Identified Official with Authority</li> <li>● Official Newspaper</li> <li>● Designation of Depository</li> <li>● Account Signatories</li> <li>● Collateralize Funds in Excess of FDIC Insurance</li> <li>● Delegation of Authority to Make Electronic Funds Transfers</li> </ul>		



Members Present: K. Denzer, N. Donnay, A. Galati, R. Hajlo, D. Keyes, S. Mueller, K. Pleticha,

Members Absent: A. Melendres, D. Thompson

Board Advisor Present: J. Gutierrez, K. Gutierrez

Guests: T. Smith, Compensation Committee

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### **Call to Order**

R. Hajlo called the board meeting to order at 6:03 pm.

### **Open Forum**

There was one speaker (Christoph Brown)

### **Consent Agenda**

The consent agenda includes the board minutes from the February 15 board meeting, and the Executive Director's report.

Motion to approve the Consent Agenda: A. Galati

Second: S. Mueller

Approved: All

### **Board Election Update – N. Donnay**

N. Donnay explained the timelines for board nominations and the election. There was discussion regarding in-person voting or electronic voting which was implemented during the pandemic. Discussion favored keeping electronic voting due to access and availability of all eligible voters.

### **Covid 19 Update – J. Gutierrez**

J. Gutierrez discussed the Covid 19 Dashboard, which currently displays daily absences (e.g. staff and students by division) and weekly reported positive cases. It was noted that attendance has just recently returned to normal pre-pandemic levels and that there have only been a couple of reported positive cases over the past two weeks.

### **2022-2023 Board Meeting Calendar – J. Gutierrez**

The Board discussed the board meeting calendar for the 2022-2023 school year. Meetings normally occur on the third Tuesday of each month. Through discussion, this schedule was once again followed, with the exception of scheduling on Saturday, October 29 (board retreat) and Tuesday, March 28 (due to Spring Break).

Motion to approve the 2022-2023 school board meeting calendar as presented: D. Keyes

Second: N. Donnay

Approved: All

### **Financial Statement Review – K. Gutierrez**

K. Gutierrez presented the January 2022 financial statements. This included the discussion of enrollment, current YTD variances, Covid-19 funding and its impact on fund balance reserve. In addition, there was discussion on bond covenant compliance which includes the debt service coverage ratio and the # of days cash on hand. There was discussion.

**Compensation Committee Update – K. Gutierrez, T. Smith**

The Compensation Committee includes Bill Blotske (Facility Director), Angela Galati (MS Teacher, board member), Kelly Gutierrez (Executive Director of Finance & Operations), Deb Keyes (LS Teacher, board member), Christie Miller (US Teacher), Chad Olson (Technology Director), Amanda Preisler (LS Teacher), Erin Richgels (US Teacher), and Terri Smith (HR Director).

The goals of the Compensation Committee include the long term plan of closing the compensation gap between St. Croix Prep staff members and those positions at a traditional district, identifying other monetary and non-monetary enhancements to the compensation plan, and educating staff on the factors that impact compensation. The current employee pay gap is between 10% and 40% depending on the position.

The Compensation Committee intends to maintain the general compensation plan structure, improve next year’s plan through a 15% increase to all staff, adjust FTE allocation due to programmatic changes and adjust # of PTO days for instructional staff (licensed and unlicensed) and food service staff. Later considerations will be made to larger increases in the step scales, COLA increases and pay rates for EA/Para/Food Service staff.

Comparison Data was presented. St. Croix Prep’s compensation plan is comparable to other high performing charters, but lagging significantly to neighboring traditional districts. Currently, faculty departures leave to traditional districts and high performing private schools. Information presented and discussed included the following:

Current Compensation Plan

EMPLOYEE TYPE	CHARTERS	TRADITIONAL DISTRICT
Teachers BA	-6% to 8%	+8% to +35%
Teachers MA	+1% to 25%	+27% to +65%
EA/Para	+3% to 13%	+4% to +40%
Admin (Salaried)	-23% to -3%	+30% to +38%
Admin (Hourly)	On par	+4% to +21%

Very Competitive
Competitive
Not Competitive

Current Compensation Plan with 15% increase

EMPLOYEE TYPE	CHARTERS	TRADITIONAL DISTRICT
Teachers BA	-20% to -8%	-6% to +18%
Teachers MA	-14% to +10%	+7% to +46%
EA/Para	-12% to 0%	-10% to +20%
Admin (Salaried)	-33% to -15%	+13% to +20%
Admin (Hourly)	-10% to 15%	-9% to +9%

Very Competitive
Competitive
Not Competitive

There was discussion.

K. Gutierrez explained the funding mechanisms in place to support the 15% increase. The discussion centered around the following table.



Item #	Description	Scenario 1	Scenario 2
1	State Aid increase (74% of 2% increase)	\$130,000	\$130,000
2	Potential state aid increase (100% of 2% increase)	\$170,000	\$0
3	Anticipated overall enrollment from Cologne	\$162,560	\$162,560
4	Technology and Facility Cost Savings	\$100,000	\$100,000
5	Annual Fundraising	\$300,000	\$300,000
6	New Fundraising	\$14,440	\$0
7	Reallocation of Facility Costs to FSCPA	\$0	\$184,440
8	Total funds required to support 15% increase	\$877,000	\$877,000

There was discussion and favorable feedback, with an emphasis on delivering a compensation plan that could be approved at the April meeting for purposes of hiring any open positions for the 2022-2023 school year.

**Adjourn Meeting**

Motion to adjourn at 7:26 pm: A. Galati  
Second: K. Pleticha  
Approved: All

Submitted by J. Gutierrez, St. Croix Preparatory Academy



## Executive Director’s Report to the Board

**Date of Report:** April 2022

**Report Prepared By:** Jon Gutierrez

### Operational Items:

- Weekly meetings with administrative leadership and individual leadership team members – A. Sachariason, J. Karetov, K. Gutierrez, P. Rosell, B. Blotske, R. Dippel, K. Seim, C. Olson; and weekly administrative leadership meeting.
- Preparation and training for MCA tests which begin in April; planning for other year end events including graduation and related festivities, all-school marathon, year-end celebrations (e.g. concerts, moving-up parties, etc.), Washington DC travel with associated Covid protocols, etc.
- Monitoring daily cases, student/staffing absences, and community transmission levels presented by the Covid-19 pandemic. Attend Covid Conference calls conducted by MDE and MDH. Also tracking influenza type absences in classrooms which have absence rates.
- Conducted Informational Meeting for prospective families, coordinating intent to return responses from Cologne Academy and St. Croix Prep – focusing on identifying potential over- enrollment situations.
- ALICE Training. Conducting annual fire/lockdown drills and those associated with ALICE training. All employees have been retrained in ALICE.
- Succession Planning. Reestablishing this work and updating the planning document for future meetings.
- Compensation Committee meetings and roll-out to divisions has occurred prior to the April board meeting.

Grade	2021-22 Enrollment	2022-2023 Enrollment	2022-23 Waitlist
Kindergarten	90	90	152
1 <sup>st</sup> Grade	90	90	71
2 <sup>nd</sup> Grade	90	90	63
3 <sup>rd</sup> Grade	91	95	68
4 <sup>th</sup> Grade	90	94	69
<b>LS Total</b>	<b>451</b>	<b>459</b>	<b>423 (+21)</b>
5 <sup>th</sup> Grade	90	91	75
6 <sup>th</sup> Grade	90	93	67
7 <sup>th</sup> Grade	92	93	47
8 <sup>th</sup> Grade	90	94	33
<b>MS Total</b>	<b>362</b>	<b>371</b>	<b>222 (+28)</b>
9 <sup>th</sup> Grade	87	102	9
10 <sup>th</sup> Grade	92	88	1



11 <sup>th</sup> Grade	103	93	1
12 <sup>th</sup> Grade	88	103	0
<b>US Total</b>	<b>370</b>	<b>386</b>	<b>11 (+0)</b>
<b>School Total</b>	<b>1,184</b>	<b>1,216</b>	<b>656 (+49)</b>

Professional Development: *See Attachment*



**J. Gutierrez**  
**Professional Development Plan**  
**2021-2022**

Month	Category	Title	Description/Comments
July 2021	Video – 70 minutes	Glenn Loury – Charles Murray, Facing Reality, Two Truths About Race in America	Discussion of Murray’s latest book in light of his previous book, The Bell Curve
	Video – 81 minutes	Glenn Loury – John McWhorter, Rejecting Racial Determinism	Discussion of Charles Murray’s book, Facing Reality, Two Truths about Race in America
	Video – 59 minutes	John McWhorter – Leslie Harris, 1619 vs 1776, When was America Founded	Discussion of New York Times (Nikole Hannah-Jones) 1619 Project and impact on historical studies, classroom education
	Podcast – 31 minutes	The Debate Over Critical Race Theory – The Daily	
	Video -- 54 minutes	Thomas Sowell, The Myths of Economic Equality	A summary of Thomas Sowell’s book, The Conflict of Visions, with an introduction to his new book, Discrimination and Disparities
	Video – 16 minutes	Critical Race Theory, Everything is Racist, Voddie Baucham	10
	Video – 21 minutes	A Guide to Critical Race Theory, Ryan Chapman	
	Video – 21 minutes	What Exactly is Postmodernism, Ryan Chapman	
	Video – 25 minutes	The Evolution of American Liberalism, Ryan Chapman	
	Video – 25 minutes	The Marxism Behind Leftist Identity Politics, Ryan Chapman	
	Book	Critical Race Theory: An Introduction, by Richard Delgado and Jean Stefancic	A book by two of the original legal scholars who started critical race theory
	Video – 50 minutes	Race, Gender, Inequality, and Intersectionality, Kimberle Crenshaw	Lecture from one of the founders of critical race theory
	Videos/Lectures – 120 minutes	Various lectures on intersectionality, Marxism, the Communist Manifesto and critical theory, the precursor to Critical Race Theory	
	Videos/Lectures – 180 minutes	Various lectures on key court cases related to race discussions in the United States – Dred Scott v Sandford, Plessy v Ferguson, Brown v Board of Education	
	Video – 80 minutes	Nativism in American History and its Resurgence Today, David Bennet, Professor of History Emeritus Syracuse University	
	Book	The Souls of Black Folk, by W. E. B. DuBois	
	Video -- 55 minutes	Glenn Loury -- John McWhorter, CRT in the Schools	
	Movie	What Killed Michael Brown, by Shelby & Eli Steele	
	Book, Videos	Euthyphro, by Plato; Lectures from Greg Sadler, President of ReasonIO; Jeffrey Kaplan – Explanation of the of the Central Argument in Plato’s Euthyphro	
	Book, Videos	Apology, by Plato; Yale Courses, Socratic Citizenship, Lectures from Greg Sadler, President of ReasonIO	
	Video Lecture – 60 minutes	Aristophanes’ Critique of the Gods, by Wayne Ambler, University of Dallas	

August 2021	Video 65 minutes	Glenn Loury – John McWhorter, The Life and Work of Thomas Sowell	
	Play – Comedy	The Clouds, by Aristophanes	A comedy/satire on Socrates; Aristophanes referenced throughout The Apology, by Plato.
	Book	Phaedo, by Plato	Dialogue of Socrates prior to his death where he discusses immortality of the soul
	Play, Videos, Podcasts – 6 hours	Hamlet, a variety of lectures, videos, podcasts on Hamlet, by Shakespeare	
	Videos, Podcasts – 3 hours	A variety of videos, podcasts on Thomas Hobbes, John Locke, and Jean-Jacques Rousseau and the social contract, state of nature, life, liberty, property rights, etc.	
September	Video – 66 minutes	Reckoning with Relics of Racism, Glenn Loury and John McWhorter	
	School Law Conference	Rupp, Anderson, Squires and Waldspurger – Freedom of Speech and Student Protests, Disciplining Students with IEP and 504 Plans, Title IX Update, Lingering Legal Issues from the Pandemic, Legal Considerations from the DEI Efforts/Programming, Managing Board Meetings in Polarized Times, LGBTQ+ Update	
October	Book	1984, by George Orwell	
	Book – Essay	The Lost Tools of Learning, by Dorothy Sayers	
	Presentation Classical Conference	Presented at the MN Classical Conference – Civil Discourse with Classical Texts	
December	Video – 59 minutes	Beyond the Bias Narrative, Glenn Loury and John McWhorter	
	Video – 57 minutes	Love and Friendship in Hamlet: David Bevington Harper Lecture	
	Book, Videos, Movie	The Merchant of Venice, Shakespeare – the play, videos and movies	
January			11
	Video – 38 minutes	Thomas Sowell, Conflict of Visions Summary	
February	Videos – 5 hours	Trans 101 – Youtube influencer Chase Ross on introduction to transgender definitions, issues, etc.	
	Book	Irreversible Damage: The Transgender Craze Seducing our Daughters, by Abigail Shrier	
	Podcast – 3 hours	Parkland, One Year Later, CBS	
	Video – 58 minutes	Science, the Transgender Phenomenon, and the Young, by Abigail Shrier	
	Video – 93 minutes	Jonathan Haidt: The Righteous Mind: Why Good People are divided by Politics and Religion	
	Video – 80 minutes	Jonathan Haidt: The Three Terrible Ideas Weakening Gen Z and Damaging Universities and Democracies	
	Video – 66 minutes	Unsettling the “Settled Questions” – Glenn Loury and John McWhorter	
	Video – 65 minutes	Two incompatible sacred values at American universities, by Jon Haidt	
March	Video – 64 minutes	Richard Thaler on “Nudge” The Final Edition – Think Better Speaker Series	
	Book	Nudge, The Final Edition, by Richard Thaler and Cass Sunstein	
	Video – 54 minutes	Waters of the World – Sarah Dry, lecture at the Institute of Advanced Study	Six scientists (1800s-1900s) and their contributions to climate science
	Podcasts- 4 hours	Lectures on Iliad, by Homer, Books 1-3, Alex Schmid	
April	Podcast – 81 minutes	Mythology Podcast: Athena, Part 1 – War and Wisdom – 40 minutes; Athena Part 2 – Lady of Athens – 41 minutes	

	Podcast – 82 minutes	Mythology Podcast: Hercules, Part 1, Strength in Suffering; Hercules Part 2 - Apotheosis	
	Podcast – 36 minutes	Mythology Podcast: The Epic of Gilgamesh, Part 1	

immediately. Once construction is complete, MDE staff will welcome students, educators, families, and Minnesotans from across the state to the new location.



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## **Update Articles of Incorporation and Bylaws to Conform with Charter Law**

Many charter schools have Articles of Incorporation or school bylaws which include indemnification clauses, where the organization pledges to indemnify or not hold liable officers, directors and employees for actions on behalf of the organization. While this basic language is typical in nonprofit founding documents, there is a special carve out in the charter law, Minnesota Statutes 2021, Chapter 124E, which establishes a crucial situation in which board members of the school are to be held liable under law.

Minnesota Statutes 2021, section 124E.07, subdivision 3(c) holds board members individually liable to the charter school for any damage caused by any violation of conflict of interest provisions in Minnesota Statutes 2021, section 124E.07, subdivision 3(b). Please review your school's Articles of Incorporation and bylaws to ensure that any indemnification provision included in these organizing documents does not conflict with charter law. It is important to notify your authorizer if bylaws or Articles of Incorporation revisions are needed. Existing indemnification provisions in Articles of Incorporation need to be amended and filed with the Minnesota Secretary of State. Indemnification provisions in bylaws must be modified to align with charter law. Please ensure that nothing in either the articles or bylaws shall require the corporation to indemnify a board member who has violated Minnesota Statutes 2021, section 124E.07, subdivision 3(b). Email [mde.charterschools@state.mn.us](mailto:mde.charterschools@state.mn.us) if there are questions.

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## **National School Lunch Program Equipment Grant Opportunity**

MDE is excited to announce an equipment grant opportunity for school food authorities (SFAs) in the National School Lunch Program (NSLP) in Minnesota. Grant applications must be received by March 21, 2022, 11:59 p.m. The purpose of this

## Office of the Revisor of Statutes

## 2021 Minnesota Statutes

Authenticate 

## 124E.07 BOARD OF DIRECTORS.

Subdivision 1. **Initial board of directors.** Before entering into a contract or other agreement for professional or other services, goods, or facilities, the operators authorized to organize and operate a school must establish a board of directors composed of at least five members who are not related parties. The initial board continues to serve until a timely election for members of the ongoing charter school board of directors is held according to the school's articles and bylaws under subdivision 4.

Subd. 2. **Ongoing board of directors.** The ongoing board must be elected before the school completes its third year of operation. Board elections must be held during the school year but may not be conducted on days when the school is closed.

Subd. 3. **Membership criteria.** (a) The ongoing charter school board of directors shall have at least five nonrelated members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school. The board structure may include a majority of teachers under this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.

(b) An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

(c) A violation of paragraph (b) renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates paragraph (b) is individually liable to the charter school for any damage caused by the violation.

(d) Any employee, agent, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing the charter school is ineligible to serve on the board of directors of a school chartered by that authorizer.

Subd. 4. **Board structure.** Board bylaws shall outline the process and procedures for changing the board's governance structure, consistent with chapter 317A. A board may change its governance structure only:

- (1) by a majority vote of the board of directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and
- (2) with the authorizer's approval.

Any change in board governance structure must conform with the board composition established under this section.

Subd. 5. **Eligible voters.** Staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors. A charter school must notify eligible voters of the school board election dates at least 30 days before the election.

Subd. 6. **Duties.** The board of directors also shall decide and is responsible for policy matters related to operating the school, including budgeting, curriculum programming, personnel, and operating procedures. The board shall adopt a nepotism policy. The board shall adopt personnel evaluation policies and practices that, at a minimum:

- (1) carry out the school's mission and goals;
- (2) evaluate how charter contract goals and commitments are executed;
- (3) evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals;
- (4) establish a teacher evaluation process under section [124E.03, subdivision 2](#), paragraph (h); and
- (5) provide professional development related to the individual's job responsibilities.

Subd. 7. **Training.** Every charter school board member shall attend annual training throughout the member's term. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial

## Jon Gutierrez

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**From:** Beth Topoluk <beth.e.topoluk@huntington.com> on behalf of Beth Topoluk  
**Sent:** Thursday, March 10, 2022 10:13 AM  
**To:** Melanie Jiskra; Michael Faulise; Misty Schutrop; kkoetter@clarkfieldareacharter.org; brisa@clarkfieldareacharter.org; Lynn Peterson; Amanda Daniel; Ahava Silkey-Jones; mpersellin@davincicharterschool.org; Jason Ulbrich; Clare Murray; Julie Henderson; cmyers@hennepinschools.org; Kevin Xiong; kinley.vang@nmaedu.org; Brett Wedlund; fross@novaclassical.org; Ford; friess@parnassusprep.com; Carl Schlueter; lbarnidge@shpamn.org; Jon Gutierrez; robert.hajlo@gmail.com; susan.berg@yinghuaacademy.org; paul.haller@yinghuaacademy.org  
**Subject:** Bylaw Provisions Requiring Modification

On March 1st, the Minnesota Department of Education hosted an authorizer conference and informed authorizers that the Charter Center Division has a new in-house attorney supporting it, and that attorney says that many charter school bylaws contain an impermissible provision. The Charter Center will enforce its interpretation through the charter contract submission process, i.e. the MDE will reject contracts with impermissible bylaw provisions and will require contract modification prior to acceptance. This is important because, as you know, the charter law states that the MDE may compute state aid for a charter school “for only the portion of a school year for which it has a valid, signed contract,” Minn. Stat. 124E.25 Subd. 2(d). The MDE said it would send an announcement to all charter schools regarding this issue; I have not yet seen an announcement, so I am providing you with the information so that you may take appropriate action.

Following describes the MDE’s concern:

1. All charter schools are governed by Minnesota Statutes Ch. 124E.
2. Minn. Stat. 124E.06 Subd. 2 requires all charter schools to be organized as a nonprofit under chapter 317A and states that Ch. 317A applies to the school “except as provided in this chapter [124E].”
3. Minn. Stat. 317A.521 Subd. 2 states, in summary, that the corporation shall indemnify actions of a person acting in the official capacity of the organization, which would include members of the school’s board of directors.
4. Minn. Stat. 124E.07 Subd. 3(b) prohibits persons with specified conflicts of interest from serving on the school’s board of directors, and Subd. 3(c) states that a school board member “who violates paragraph (b) is individually liable to the charter school for any damage caused by the violation.”
5. Because Minn. Stat. 124E.07 Subd. 3(c) requires individual liability for specified conflicts violations, the charter school cannot indemnify the person for such actions. Accordingly, bylaw (and/or articles of incorporation) provisions, which indemnify board members but do not exclude from indemnification the actions requiring personal liability, are impermissible.

Following is a common bylaw indemnification provision – which the Department says is impermissible -- and an example of how the provision could be modified to comply with the Department’s concerns (modification in red):

- Each director, officer and employee of the Corporation, past or present, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minn. Stat. 317A.521, and any amendments thereto, except that such indemnification will be limited as required by applicable law including Minn. Stat. Ch. 124E.

Please let me know if you have any questions.



BYLAWS  
OF  
ST. CROIX PREPARATORY ACADEMY



Bylaws

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BYLAWS  
OF  
ST. CROIX PREPARATORY ACADEMY  
(the "Corporation")

ARTICLE I  
PURPOSE

The purposes of the Corporation are as stated in its Articles of Incorporation.

ARTICLE II  
OFFICES

The registered office of the Corporation in the State of Minnesota is as stated in the Articles of Incorporation. The Corporation may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of the Corporation may require. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

ARTICLE III  
MEETINGS

Section 1. Regular Meeting. Regular meetings of the Board of Directors shall generally be held the third Tuesday of each month.

Section 2. Special Meeting. A special meeting of the Board of Directors may be called by the Chair or at least three Directors. Notice of the special meeting shall be provided in accordance with Minnesota Statutes, section 13D.04, as amended. Such notice shall contain the date, time, place and purpose of the meeting. Only subjects listed on the agenda may be acted upon at the meeting.

Section 3. Quorum and Adjourned Meeting. A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such quorum shall not be present at any scheduled meeting, the director or directors present thereat shall have the power to adjourn without notice other than announcement at the meeting, until a quorum shall be present. The meeting shall be rescheduled in accordance with the Open Meeting Law. The existence of a quorum is determined when a duly called meeting is convened.

Section 4. Open Meeting Law. All Board of Director meetings, and notice of all such meetings, shall comply with the Open Meeting Law, Minnesota Statutes chapter 13D, as amended.

ARTICLE IV  
BOARD OF DIRECTORS

Section 1. General Powers and Voting.

- (a) The affairs of the Corporation shall be managed by its Board of Directors. Except as limited by the Articles of Incorporation, these Bylaws, Minn. Stat. 124E and by law, the Board of Directors shall have the power and authority to do all acts and perform all functions that the Corporation may do or perform.
- (b) Every member of the Board of Directors shall have one (1) vote on all matters to be decided by the Board. Unless otherwise stated in these Bylaws, the affirmative vote of a majority of Directors present and voting shall constitute Board action. Proxy voting is not permitted.

Section 2. Number, Tenure, and Qualifications.

- (a) Number. The Board of Directors shall consist of at least five (5) and no more than eleven (11) members.
- (b) Tenure. Each director shall hold office for a three (3) year term or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires.
- (c) Qualifications.
  - (i) Prohibitions. The Board of Director membership shall not contain any related parties, as defined by Minn. Stat. 124E, or any persons prohibited by Minn. Stat. 124E.
  - (ii) Training Requirements. Minnesota Statutes section 124E.07, subdivision 7, as amended, requires initial and annual training of directors. The Board of Directors will determine the specific initial and annual training requirements and publish these requirements in a training policy. A person elected or appointed to hold office as a director does not automatically assume the duties of that office. A person cannot assume the duties of the office of a director until he or she has qualified for the office. Qualification for an incoming director requires that the person complete the training requirements described in the training policy under the heading "Prerequisites to Assuming the Duties of the Office of a Director." To continue as a director, a person must comply with the initial and annual training requirements described in the training policy under the headings "Initial Training (First Year on the Board)" and "Annual Training".
  - (iii) Additional Qualifications.
    - (A) Employee Termination. A teacher who is a Director and who resigns his or her employment at the school or whose employment is terminated at the school is ineligible to be a Director and is removed from the Board as of the date of employment resignation or termination.
    - (B) Teacher who is Also a Parent. A teacher employed at the school who is also a parent of a child enrolled at the school is eligible for a teacher Director position and is ineligible for a parent Director position.
    - (C) Community Member who Becomes an Employee or a Parent. A community member Director who, during his or her Board term, becomes employed at the school or a parent of a child enrolled at the school is removed from the Board as of the date of such employment or enrollment.
    - (D) Parent whose Child is Unenrolled. A parent Director whose child is unenrolled from the school during such Director's term, is removed from the Board as of the date of such unenrollment.
    - (E) Current Students Attending the Corporation. Current students attending St. Croix Preparatory Academy cannot be a candidate for or hold a Board of Director position.

Section 3. Designation & Change of Governance Structure.

Designation of Governance Structure. The composition of the Board of Directors must be consistent with Minnesota Statutes section 124E.07, subdivision 3, as amended. The term governance structure means having a teacher-majority or a non-teacher majority board, or having a board with no clear majority. The governance structure of the Board of Directors is designated as no clear majority. Any change in board governance structure must conform with the composition of the Board set forth in Minnesota Statutes section 124E.07, subdivision 4, as amended.

- (b) Requirements to Change of Governance Structure. The Board may change the governance structure only upon:
- (i) a majority vote of the Board of Directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative, with licensed teachers who are both employed by the school and a Director having one vote.

AND

- (ii) approval of the school's authorizer.

(c) Process & Procedures to Change Governance Structure.

- (i) Requests & Petitions to Change Structure. The Board may consider a change in its governance structure upon receipt of a request for such consideration signed by at least two Directors, or the receipt of a petition to so change the governance model signed by at least 50% of the parents of students enrolled in the school or 50% of the licensed teachers employed at the school.
- (ii) Special Board Meeting to Solicit Community Comment. Upon receipt of a request or petition complying with (i) above, the Board shall schedule and publicize a special board meeting, to be held within thirty days of receipt of such request or petition, for the sole purpose of receiving community comment regarding the governance structure. When publicizing the special board meeting, the Board shall also invite the school community to submit written comments to the Board prior to the special board meeting.
- (iii) Board Meeting. The Board shall place on the agenda of its regular meeting following the special board meeting consideration of changing the governance structure. Placing the item on the agenda does not require any board member to introduce a motion or second a motion for such consideration.
- (iv) Effective Date of Change in Governance Structure. Any change in the governance structure complying with this Section 3 is not effective for the duration of the current charter contract period and will be effective for the subsequent charter contract period and begin on the same date as the effective date of the charter contract next executed between the school and its authorizer.

Section 4. Nomination Process. At least sixty (60) days prior to the Corporation's School Board election, the Board of Directors, or its committee, will solicit nominations from teachers, parents/legal guardians, and community members, for all of the Director positions that will be filled at the next election. Each nominee shall identify the category of board membership - licensed teacher, parent/legal guardian, community member - for which s/he is seeking election. The Board of Directors will compile a list of said nominees and notify eligible voters of the nominees, the category of board membership for each nominee, and the

date of the election, at least thirty (30) days prior to the election. The Board of Directors shall prepare ballots for use by voters which shall segregate nominees by category of board membership.

Section 5. Eligible Voters. Each member of the Board of Directors, parent or legal guardian of a child enrolled at the school, and each employee of the school shall have the right to exercise one (1) vote for its board candidates. An individual holding positions in multiple categories (i.e., parent/legal guardian who is an employee of the school; parent/legal guardian who is a Board member; teacher who is a Board member) shall have the right to exercise one (1) vote.

Section 6. Resignation and Removal. Directors may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair or the Secretary of the Corporation. The acceptance of such resignation shall not be necessary to make it effective. A director may be removed at any time, with or without cause, by a two-thirds (2/3) vote of all remaining directors of the Corporation. Failure to attend four (4) consecutive meetings or two (2) quarterly meetings shall constitute cause.

Section 7. Filling Vacancies. Vacancies on the Board of Directors may be filled by appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. The remaining directors shall give consideration to appointing a new director based on the most recent board election, subject to the membership category being filled. A director filling a vacancy shall hold office until the term of his predecessor expires.

Section 8. Compensation. At the discretion of the Board of Directors, directors may receive compensation for their services as a Director; nothing in these Bylaws shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefore as long as no statutory or common law conflict of interest or statutory prohibition exists. In addition, the directors of this Corporation may be reimbursed for reasonable out-of-pocket expenses incurred by them in rendering services to this Corporation, as the Board of Directors from time to time determines such services to be directly in furtherance of the purposes and in the best interest of the Corporation.

Section 9. Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

9.1 Authority of Committees. Committees shall make recommendations to the Board of Directors. No committee shall have the authority to act on behalf of the Board of Directors unless such authority is specifically delegated to the committee by the Board of Directors; provided, however, that no committee shall be granted any powers or authority exceeding that granted to the Board of Directors. Unless otherwise stated in the resolutions creating it, or in these Bylaws, committee actions shall be taken only upon the affirmative vote of a majority of the members of the committee. Failure of a committee to reach an agreement upon any issue before it shall require referral of such issue to the entire Board of Directors. Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. Notice of all meetings of any committee shall be given to all members of that committee as determined by the committee.

9.2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other

regulations which shall be consistent with the Articles of Incorporation, these Bylaws and the policies of the Corporation. The Board Chair shall be an ex-officio member of all committees, unless he serves as a member of such committee.

Section 10. Conflict of Interest. Statutory and common law conflicts of interest are prohibited. A Conflict of Interest Policy will be established by the Board of Directors.

## ARTICLE V OFFICERS AND EMPLOYEES

Section 1. Number & Election.

- (a) Number of Officers. The officers of this Corporation shall consist of a President (Chief Executive Officer), Vice President, Treasurer (Chief Financial Officer), Secretary and such other officers as the Board of Directors shall determine from time to time.
- (b) Election of Officers & Term. The officers of the Corporation shall be elected by the Board for the lesser of a one (1) year term or the remaining unexpired term of the Director.

Section 2. Vacancies. A vacancy in any office of this Corporation occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by election of a successor by a majority vote of the Board.

Section 3. President (Chief Executive Officer). The President shall:

- (a) Exercise the functions of the Office of the President of the Corporation;
- (b) Preside at all meetings of the Board of Directors;
- (c) Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation as directed by the Board of Directors;
- (d) Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
- (e) Have the general powers and duties usually vested in the office of the president and;
- (f) Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, as amended, and as the Board of Directors may from time to time prescribe.

Section 4. Vice-President. The Vice-President shall:

- (a) Exercise the functions of the Office of the President of the Corporation, in the absence of the President;
- (b) Preside at all meetings of the Board of Directors, in the absence of the President;
- (c) Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation as directed by the Board of Directors, in the absence of the President;
- (d) Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board, in the absence of the President;
- (e) Have the general powers and duties usually vested in the Office of the President, in the absence of the President and;
- (f) Have such other powers and perform such other duties as the Board of Directors may from time to time prescribe.

Section 5. Treasurer (Chief Financial Officer). The Treasurer or the Treasurer's designee shall:

- (a) Keep accurate financial records for the Corporation and accurate accounts of all monies of the Corporation received or disbursed;
- (b) Deposit all monies, drafts and checks in the name of, and to the credit of, the Corporation in such banks and depositories as the Board of Directors shall from time to time designate;
- (c) Ensure the proper care and custody of the corporate funds and securities;
- (d) Have the power to endorse for deposit all notes, checks and drafts received by the Corporation at the direction of the Board, making proper vouchers for the deposit;
- (e) Disburse the funds of the Corporation and issue checks and drafts in the name of the Corporation as order by the Board of Directors;
- (f) Render to the Board President and the Board of Directors, whenever required, an account of all of the transactions as Chief Financial officer and of the financial condition of the Corporation; and,
- (g) Perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors.

Section 6. Secretary. The Secretary shall maintain the records of the Office of the Corporation and shall:

- (a) Attend all meetings of the Board of Directors and all committees as required;
- (b) Record all proceedings in the Minutes of the Board of Directors and committees in a book to be kept for that purpose;
- (c) Preserve all documents and records belonging to the Corporation;
- (d) Give or cause to be given notice of all meetings of the Board of Directors and its committees; and,
- (e) Perform such other duties as may be prescribed by the Board of Directors.

Section 7. Management and Administrative Employees. The Corporation may have such management and administrative employees as the Board of Directors deems necessary. The Board of Directors shall determine the hiring process and the duties and responsibilities for such employees.

Section 8. Compensation. The employees of the Corporation may be paid such reasonable compensation, if any, for their services rendered to the Corporation in such capacity, and may be reimbursed for reasonable out-of-pocket expenses, as the Board of Directors from time to time determines to be directly in furtherance of the purposes and in the best interests of the Corporation.

Section 9. Bond. The Board of Directors of this Corporation shall from time to time determine which, if any, of the officers, agents or employees of this Corporation shall be bonded and the amount of each bond.

Section 10. Removal of Officer. Any officer may be removed at any time, by the vote of a majority of a quorum of the Board of Directors at any regular meeting or at a special meeting called for that purpose.

Section 11. Resignation. Any officer may resign at any time. Such resignation shall be made in writing to the President or Secretary of the Corporation and shall take effect at the time specified therein, or if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

## ARTICLE VI DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets. By a two-thirds (2/3) vote of all directors, the Board of Directors may resolve that the Corporation cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to effect a dissolution. If such cessation



and distribution is called for, the Board of Directors shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, Section 317A.735, as amended, and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, Section 317A.723, as amended.

## ARTICLE VII INDEMNIFICATION

Section 1. Indemnification. Each director, officer and employee of the Corporation, past or present, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Sections 317A.161, subdivision 11, and 317A.521, as amended. The Corporation shall also indemnify and hold harmless the individuals identified in Minnesota Statutes Section 124E.09, in accordance with that statute, as amended. The Corporation shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. The Corporation shall have the power to advance such person's expenses incurred in defending any such proceeding to the maximum extent permitted by law. This Section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

This duty to indemnify applies provided that the director, officer, or employee, or individual identified in section 124E.09, as amended, was acting in the performance of the duties of the position and was not guilty of malfeasance of office, willful neglect of duty, or bad faith.

Section 2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, Section 317A.521, as amended, the Articles of Incorporation or these Bylaws.

## ARTICLE VIII AMENDMENTS

The power to adopt, amend or repeal the Bylaws is vested in the Board of Directors.

## ARTICLE IX FINANCIAL MATTERS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it liable pecuniarily for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 4. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

Section 5. Corporate Seal. The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office. The Board of Directors shall cause to be kept at the registered office of this Corporation originals or copies of:

- 6.1. Records of all proceedings of the Board of Directors and all committees having any authority of the Board, including minutes of meetings;
- 6.2. Records of all votes and actions of the Board of Directors;
- 6.3. Accounting records, including all financial statements of this Corporation; and
- 6.4. Articles of Incorporation and Bylaws of this Corporation and all amendments and restatements thereof.

Section 7. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the records and books of account of the Corporation to be audited, in accordance with Minnesota Statutes section 124E.16, at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate.

Section 8. Funding Limits. The Board of Directors shall not allocate more than seventy percent (70%) of the total funding received from the State of Minnesota for wages and salaries. The foregoing limitation does not include benefits such as medical and dental benefits or other benefits deemed necessary by the Board of Directors.

## **ARTICLE X MISCELLANEOUS**

Section 1. Gender References. All references in these Bylaws to a party in the masculine shall include the feminine and neuter.

Section 2. Plurals. All references in the plural shall, where appropriate, include the singular and all references in the singular shall, where appropriate, be deemed to include the plural.

CERTIFICATE

The undersigned members of the Board of Directors of the St. Croix Preparatory Academy, a Minnesota nonprofit corporation, do hereby certify that the foregoing pages constituting the bylaws are the updated bylaws adopted for the Corporation.

6/23/20  
Date

Bob Hajlo  
NAME

6/23/20  
Date

Shane R. Mueller  
NAME SHANE R. MUELER

6-23-20  
Date

Deb Keyes  
NAME Deb Keyes

6-23-20  
Date

Jake Gottschalk  
NAME Jake Gottschalk

6-23-2020  
Date

Christoph Brown  
NAME Christoph Brown

6-23-2020  
Date

Nicole Donnday  
NAME Nicole Donnday

23 June 2020  
Date

Kim Ploticha  
NAME Kim Ploticha

6/23/20  
Date

Kristen Deussen  
NAME Kristen Deussen

6/23/20

James Markoe  
NAME James Markoe



**st.croixprep**

**ST. CROIX PREPARATORY ACADEMY  
Motion to Approve Bylaws Change**

**Motion to change Bylaws Article VII, Indemnification, Section 1.**

**From:**

**Section 1. Indemnification. Each director, officer, and employee of the Corporation, past or present, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Sections 317A.161, subdivision 11, and 317A.521 as amended.**

**To:**

**Section 1. Indemnification. Each director, officer, and employee of the Corporation, past or present, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Sections 317A.161, subdivision 11, and 317A.521 as amended, **except that such indemnification will be limited as required by applicable law including Minn. Stat. Chapter 124E.****



**st. croix** preparatory academy

## **COMPENSATION PLAN**

2022-2023

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## **INTRODUCTION**

### **Goals of this Compensation Plan**

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

### **Components of this Compensation Plan**

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

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

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

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

## I. LICENSED INSTRUCTIONAL STAFF COMPENSATION

Components of Licensed Instructional Staff Compensation are as follows:

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

Grade	Description	Teaching Load per day
K-4	Gen. Ed Teacher	Approximately 5 hours of student contact time in a grade level classroom
K-4	Specialists - Art	5 Classes
K-4	Specialists - Music	5 Classes
K-4	Specialists - Physical Education	5 Classes plus 1 additional duty (20 min/day)
5-12	Gen. Ed Teacher	5 Classes
7-12	Gen. Ed. Teacher - Science	4 Science Lab Classes
5-12	Specialists - Art	5 Classes
5-12	Specialists - Music	6 Classes or Lesson Equivalent
5-12	Specialists - Physical Education	6 Classes
K-12	Special Education Teacher	Full Caseload as determined by SPED Director



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

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

FTE weighting for Grades K-4 are as follows:

FTE weight	Non-Instructional Minutes	Stipend Amount
.10	70 minutes or less during the regular school day (9:30am-4:00pm)	\$ 3,350.00

FTE weighting for Grades 5-12 are as follows:

FTE weight	Credit Weight	Stipend Amount
.10	½ Credit Class	\$ 3,350.00
.20	1 Credit Class	\$ 6,700.00
.125	½ Credit Science Lab Class	\$ 4,188.00
.25	1 Credit Science Lab Class	\$ 8,375.00

- F. **Part-time Teaching Load:** If a teacher is part-time or temporary, the salary will be calculated according to their defined fractional FTE.
- G. **Additional Duties:** Assignments of teachers to Additional Duties such as, but not limited to, bus supervision, hall supervision, and event attendance, shall be distributed among all teachers in the building. No additional compensation is awarded for these duties. See Appendix C for a more complete list of Additional Duties.
- H. **Prep Time Substitute Pay:** Teachers who are requested by their building principal and agree to use planning or preparation time to substitute for a teacher who is absent shall be compensated for such duty at their hourly rate.
- I. **Coaching and Advisory Assignments:** All assignments to additional activities, including, but not limited to, athletic and extra-curricular activities and clubs, shall be compensated according to the schedule in Appendix D. The Activities Director and the appropriate coaching or advisor staff shall participate in the hiring process for these positions.

- J. **Q-Comp Leadership Positions:** Teacher leadership positions including Teacher Learning Coordinator (TLC) and Professional Learning Community (PLC) Leader as well as short term project opportunities are available and shall be compensated according to the schedule in Appendix D.
  - 1. The TLC and PLC positions are three year terms and shall be posted in the spring preceding the term or upon vacancy if needed. TLC Leader salaries follow the Teacher Salary Schedule.
  - 2. The QComp Committee participates in the hiring process for these positions.
- K. **Q-Comp Performance Incentives:** All teachers are eligible and are awarded additional pay, beyond the base salary, for participation in and qualification for Q-Comp Performance Incentives. Stipends for these duties are set forth in Appendix B (QComp Performance Incentive Schedule).

## II. NON-LICENSED INSTRUCTIONAL STAFF COMPENSATION

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

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

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

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

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

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

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

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

### III. NON-INSTRUCTIONAL STAFF COMPENSATION

Components of Non-Instructional Staff Compensation are as follows:

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

**Level 1: Entry Level Support** (Food Service Servers)

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

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

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

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

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

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

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

**Level 5: Directors, Principals, Chief Officers**

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

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

Pay Level Band	Minimum	Maximum	Position
L1 (follows schedule on Appendix F after initial placement)	\$17.25	\$20.25	Food Service Servers
L2	\$18.00	\$26.00	Food Service Leads, Health Room Assistant, Administrative Assistants, Study Hall Monitor, Building Attendant
L3	\$20.00	\$35.00	Office Managers, Accountant, District Executive Assistant, District Administrative Assistant, Kitchen Manager
L4	\$50,000	\$90,000	Managers, Associate Directors, Coordinators, College Counselor, Technology Assistant
L5	\$75,000	\$190,000	Directors, Principals, Executive Directors

**C. Starting Salary:** Administration and the SCPA Board of Directors will determine all non-instructional staff starting salary based on expectations/job description, experience, value to the school and available external market data. The Pay Level Bands (see paragraph B) will be reflective of this determination.

**D. Tiers for Raises:** Performance-based raises will be offered according to the following set of criteria, with manager discretion within the provided ranges.

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

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

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

1. 360 Evaluation
2. Progress on Individual Performance Goals
  - Individual Performance Goals (IPG) are job-specific performance goals that may be set annually between you and your manager. IPGs should

to be Specific, Measurable, Attainable, Relevant, and Time bound, and should be aligned with other organizational goals.

#### **IV. SUBSTITUTE AND SEASONAL EMPLOYEE COMPENSATION**

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

## V. OTHER ORGANIZATIONAL BENEFITS

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

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

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

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

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

**APPENDIX A:**

**Licensed Instructional Staff Salary Schedule**

2022-2023 School Year

Placement Level*	FY23 Pay Scale 1.0 FTE
1	\$43,125
2	\$43,700
3	\$44,574
4	\$45,465
5	\$47,057
6	\$47,998
7	\$48,958
8	\$49,936
9	\$52,434
10	\$53,483
11	\$54,553
12	\$55,644
13	\$56,756
14	\$57,892
15	\$59,049
16	\$60,230
17	\$61,435
18	\$62,664
19+	\$63,917

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

An annual **increase that mirrors the corresponding MN state per pupil funding increase** will be added for staff above placement level 19+ and is contingent upon completing QComp requirements, achieving or exceeding the required minimum score on the year-end appraisal, and SCPA Administration recommendation.



## APPENDIX B:

### QComp Performance Incentive Schedule

2021-2022 School Year

Licensed staff (teachers and school nurse) are awarded additional pay, beyond base salary, for participation in and qualification for Q- Comp Performance Incentives. The goal of the incentive is to improve teacher instruction and increase student performance. The amount for each category is based on the dollars available each year as determined by the submitted and approved Q-Comp Plan by Minnesota Department of Education. For the 2021-2022 school year, in order to receive performance based pay all licensed staff will need to achieve a minimum score of 46 on each seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal. First and second-year licensed staff will need to achieve a minimum score of 40 on each seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal.

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

- Lower School Division Goal- The percentage of all students in grades 3-4 at St. Croix Preparatory Academy who earns achievement levels of meets or exceeds the standards on the Reading MCA-III will increase from 83.8% in 2021 to 84.3% in 2022.
- Middle School Division Goal-The percentage of all students in grades 5-8 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 86.6% in 2021 to 87.1% in 2022.
- Upper School Division Goal-The percentage of all students in grade 10 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 91.5% in 2021 to 92% in 2022.

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

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

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

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

In summary,

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

- the annual Q-Comp stipend for Category 1 will be awarded to licensed staff if their division scores meet or exceed the minimum scores listed in Category 1.

**APPENDIX C:**

**Additional Duties**

2022-2023 School Year

Additional Duty	Licensed School Nurse			Lower School			Middle School			Upper School		
	Time	Frequency	Requirements	Time	Frequency	Requirements	Time	Frequency	Requirements	Time	Frequency	Requirements
<b>Supervisory:</b>												
Parent drop off				15-20 minutes	Daily	Some 1 LS staff	20 minutes	Daily	As Assigned	20 minutes	Daily	As Assigned
Parent pickup/bus				15-20 minutes	Daily	All of LS staff	20 minutes	Daily	As Assigned	20 minutes	Daily	As Assigned
Direct Traffic				25 minutes	Daily	As Assigned				25 minutes	Daily	As Assigned
Lunch Duty				25 minutes	As Needed	As Needed (no EA)	20 minutes	Daily	As Assigned	25 minutes	2x/week	As Assigned
Recess				20 minutes	As Needed	As Needed (no EA)	20 minutes	Daily	As Assigned			
Hall/Atrium/Stairwell Duty				20 minutes	Daily	All LS Staff	20 minutes	Daily	As Assigned	25 minutes	Daily	All US Staff
Class passing time							20 minutes	Daily	MS Staff Volunteers	20 minutes	Daily	All US Staff
Latin Lab OR Writing Lab OR Study Hall (before school)							25 minutes	Daily	As Assigned			
Math Lab OR Study Hall (during recess)							20 minutes	Daily	As Assigned			
Detention										75 minutes	1x/week	As Assigned
Advisory (Service Hrs/EOY Presentations)										25 minutes	Daily	As Assigned
TA Coordinator										45 minutes	Daily	As Assigned
Upper School Faculty Committees										20 minutes	1x/biweekly	As Assigned
Middle School Faculty Committees							1-2 hours	As Needed	As Assigned			
Lower School Faculty Committees				3-4 hours	monthly	As Assigned						
<b>Communication:</b>												
Conferences				30 hours	2x/year	All LS staff	8-10 hours	1x/year	All MS Staff	8 hours	1x/year	All US Staff
Additional parent conferences				As Needed	As Needed	All LS staff	As Needed	As Needed	All MS Staff	As Needed	As Needed	All US Staff
Newsletter				1 hour	Weekly	All LS staff	1 hour	As Needed	As Submitted	1 hour	As Needed	As Submitted
Student Office Hours				1 hour	1x/month	As Needed	Before/After school + lunch	Daily	As Needed	Before/After school + lunch	As Needed	All US Staff
Child Study/SPED Meetings				Before/After School or Prep Hours	As Needed	As Assigned	Before/After School or Prep Hours	As Needed	As Assigned	Before/After School	As Needed	As Assigned
<b>Events/Activities:</b>												
Concerts				3 hours	1x/year	All LS staff	2 hours	3x/year	All Music Staff	2 hours	3x/year	All Music Staff
Art Shows				20 hours	1x/year	Art Staff	20 hours	2x/year	Art Staff	10 hours	2x/year	Art & Music Staff
Back to school night	3 hours	1-2x/year	all schools	3 hours	1x/year	All LS staff	3 hours	1x/year	All MS Staff	3 hours	2x/year	All US Staff
Parent Information Night				3-4 hours	1x/year	All LS staff						
Kindergarten Open House	3-4 hours	1x/year		3-4 hours	1x/year	All LS staff						
Fifth Grade Orientation							5 hours	1x/year	5th Grade Staff			
Ninth Grade Orientation										3-4 hours	3x/year	9th Grade Staff
Registration Night										4 hours	1x/year	All US Staff
Student of the Month				1 hour	1X month	Grade Level Teams	3-4 hours	1x month	As Assigned	See Faculty Committees		
Chaperoning (Dances/PROM/Other)										4 hours	3x/year	US Staff/Volunteers
Graduation & Senior Dinner										6-8 hours	2 nights/year	All US Staff
Senior Retreat Overnight Chaperones										3 days	2x/year	6 US Staff
EOY Awards Ceremony				1-1/2 hours	1x/year	All LS staff				6 hours	1x/year	All US Staff
Activity Advisors				2-4 hours	As Needed	LS staff volunteers	2-4 hours	As Needed	MS Staff Volunteers	2-3 hours	2x/month	Half of US Staff
Field Trip Chaperones- Extended Day							4-5 hours	1x year	As Assigned			
Educ. Travel Chaperone-DC/Wolf Ridge/Lang. Camp							3-4 days	1x year	MS Staff Volunteers			
Independent Study Advisors										15-30 min/day	Daily	Requested Staff
<b>Other Information:</b>												
Prep minutes				96 minutes	Daily	All LS staff	96 minutes	Daily	All MS Staff	96 minutes	Daily	All US Staff
Student/Staff Ratios				1 Teacher + 1 EA:30-32 Specialists: 1:30-32	Year Round	All LS staff	1:30-36 average Music 1:40+	Year Round	All MS Staff	Math/Eng 1:36 PE/Soc St 1:36 Sci 1:30 Art 1:25 Music 1:40+	Year Round	All US Staff
EA/Specialist Support				Varries Depending on Grade	Daily	Each classroom / SPED Eas		Daily	SPED EAs - No Classroom EAs		Daily	SPED EAs - No Classroom EAs

**APPENDIX D:**

**Staff Stipend Schedule and Hourly Rates**

2022-2023 School Year

ACTIVITIES			ATHLETICS			ATHLETICS (CON'T)		
	By Advisor	By Activity		By Coach	By Sport		By Coach	By Sport
<b>Upper School Student Council</b>		<b>2,350</b>	<b>Football</b>		<b>13,860</b>	<b>Boys Lacrosse</b>		<b>4,900</b>
Advisor Salary	2,350		Head Varsity Coach	4,000		Head Varsity Coach	2,900	
<b>Service Club</b>		<b>2,350</b>	Varsity Assistant Coach	1,652		Asst. Varsity Coach	2,000	
Advisor Salary	2,350		Varsity Assistant Coach	1,652		<b>Girls Lacrosse</b>		<b>4,900</b>
<b>Pep Band</b>		<b>550</b>	Varsity Assistant Coach	1,652		Head Varsity Coach	2,900	
Advisor Salary/ \$50 per game	550		Varsity Assistant Coach	1,652		Asst. Varsity Coach	2,000	
<b>Jazz Band-Middle School</b>		<b>800</b>	Varsity/JV Asst. Coach	1,652		<b>Track</b>		<b>11,350</b>
Advisor Salary	800		Varsity/JV Asst. Coach	1,600		Head Varsity Coach	3,350	
<b>Vocal Music</b>		<b>-</b>	Video Specialist			Asst. Varsity Coach	2,000	
Advisor Salary	-		<b>Girls Tennis</b>		<b>3,350</b>	Asst. Varsity Coach	2,000	
<b>Debate</b>		<b>2,000</b>	Head Varsity Coach	3,350		Asst. Varsity Coach	2,000	
Advisor Salary	2,000		Asst. Varsity Coach			Asst. Varsity Coach	2,000	
<b>Speech</b>		<b>2,000</b>	<b>Volleyball</b>		<b>9,950</b>	<b>Golf</b>		<b>8,700</b>
Advisor Salary	2,000		Head Varsity Coach	3,350		Boys Head Varsity Coach	3,350	
<b>National Honor Society</b>		<b>2,350</b>	Asst. Varsity Coach	2,500		Girls Head Varsity Coach	3,350	
Advisor Salary	2,350		C-Team Coach	2,500		Asst. Varsity Coach	2,000	
<b>Fine Arts Society</b>		<b>1,400</b>	Middle School Coach	1,600		<b>TOTAL ATHLETICS</b>		<b>130,460</b>
Advisor Salary	1,400		<b>Cross Country</b>		<b>5,450</b>			
<b>Theater - Upper School</b>		<b>2,600</b>	Head Varsity Coach	3,100				
Director	2,100		Asst. Varsity Coach	2,350				
Technical Director	500		<b>Girls Soccer</b>		<b>7,800</b>			
<b>Theater - Middle School</b>		<b>3,150</b>	Head Varsity Coach	3,100				
Director	2,000		Asst. Varsity Coach	2,350				
Asst. Director	750		C Team Coach	2,350				
Asst. Director/Tech	400		<b>Boys Soccer</b>		<b>7,800</b>			
<b>Theatre Club</b>		<b>4,600</b>	Head Varsity Coach	3,100				
Co-Director/Producer	1,800		Asst. Varsity Coach	2,350				
Co-Director/Choreographer	1,800		C Team Coach	2,350				
Tech. Director	500		<b>Boys Basketball</b>		<b>11,600</b>			
Stage Manager	500		Head Varsity Coach	4,600				
<b>Battle of the Books</b>		<b>1,100</b>	Asst. Varsity Coach/JV	3,500				
Advisor Salary	1,100		C-Squad Head Coach	3,500				
<b>Yearbook</b>		<b>4,000</b>	<b>Girls Basketball</b>		<b>11,600</b>			
Lower School Advisor	1,000		Head Varsity Coach	4,600				
Lower School Advisor	1,000		Asst. Varsity Coach/JV	3,500				
Middle School Advisor	1,000		C-Squad Head Coach	3,500				
Middle School Advisor	1,000		<b>Alpine Ski</b>		<b>4,600</b>			
<b>Continental Math League</b>		<b>1,725</b>	Head Varsity Coach	3,350				
Advisor Salary-2nd	575		Asst. Varsity Coach	1,250				
Advisor Salary-3rd	575		<b>Dance Team</b>		<b>3,000</b>			
Advisor Salary-4th	575		Head Varsity Coach	3,000				
<b>US Math League</b>		<b>1,600</b>	<b>Archery</b>		<b>10,900</b>			
Advisor Salary	1,600		Head Varsity Coach	3,700				
<b>School Newspaper</b>		<b>-</b>	Asst. Varsity Coach	1,800				
Advisor Salary	-		Asst. Varsity Coach	1,800				
<b>Ski Club</b>		<b>1,000</b>	Asst. Varsity Coach	1,800				
Advisor Salary	1,000		MS Coach	1,800				
<b>Quiz Bowl</b>		<b>500</b>	<b>Baseball</b>		<b>5,350</b>			
Advisor Salary	500		Head Varsity Coach	3,350				
Advisor Salary	-		Asst. Varsity Coach	2,000				
<b>Lego League</b>		<b>500</b>	<b>Softball</b>		<b>5,350</b>			
Advisor Salary	500		Head Varsity Coach	3,350				
<b>TOTAL ACTIVITIES</b>		<b>34,575</b>	Asst. Varsity Coach	2,000				

  

CURRICULAR		
	By Advisor	
Peer Tutoring		2,000
Upper School Advisory Lead		1,500
Senior Advisor		250
Prom		1,000
Commencement		1,500
College Recommendation Letters (10)		250
Pre-AP Chemistry Online		2,156
Curriculum Development/ per day		175
Daily Stipend for approved additional projects/duties/ full day (6-8 hours)		175
Daily Stipend for approved additional projects/duties/ half day (3-5 hours)		87.50
Board Member		750
Board Clerk (per meeting)		100
PLC & TLC		4,100
TLC Summer Work		5,100
Test Proctoring		18.00/hr
Summer School		60.00/hr
ESY		60.00/hr
Homework Club		35.00/hr
Homebound teaching		35.00/hr
Subbing for another teacher (internal coverage)		hourly rate per annual
<b>TOTAL CURRICULAR STIPENDS</b>		

  

NON- CURRICULAR		
	By Advisor	
ALICE Coordinator (Licensed Staff)		6,700
Concessions		1,000
Traffic Duty		17.75/hr
Before/after school atrium duty		17.75/hr
Traffic & Atrium Duty Coordinator		2,400
<b>TOTAL NON-CURRICULAR STIPENDS</b>		

**APPENDIX E:**  
**Non-Licensed Instructional Staff Salary Schedule**  
 2022-2023 School Year

General Education - Educational Assistant	
Placement Level*	Hourly Rate
1	\$16.50
2	\$16.75
3	\$17.00
4	\$17.25
5	\$17.50
6	\$17.75
7	\$18.00
8	\$18.25
9	\$18.50
10	\$18.75

Special Education -Paraprofessional	
Placement Level*	Hourly Rate
1	\$17.75
2	\$18.00
3	\$18.25
4	\$18.50
5	\$18.75
6	\$19.00
7	\$19.25
8	\$19.50
9	\$19.75
10	\$20.00

Special Education - Paraprofessional - Special Duty	
Placement Level*	Hourly Rate
1	\$20.25
2	\$20.50
3	\$20.75
4	\$21.00
5	\$21.25
6	\$21.50
7	\$21.75
8	\$22.00
9	\$22.25
10	\$22.50

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

An annual increase that mirrors the corresponding MN state per pupil funding increase will be added for staff above placement level 10 and is contingent upon achieving or exceeding the required minimum score on the year-end appraisal and SCPA Administration recommendation.

**APPENDIX F:  
Non-Instructional Food Service Staff Salary Schedule**

2022-2023 School Year

Food Service		
Placement Level*	Hourly Rate *4 hours or less/day	Hourly Rate *6 hours or more/day
1	\$17.25	\$18.00
2	\$17.50	\$18.25
3	\$17.75	\$18.50
4	\$18.00	\$18.75
5	\$18.25	\$19.00
6	\$18.50	\$19.25
7	\$18.75	\$19.50
8	\$19.00	\$19.75
9	\$19.25	\$20.00
10	\$19.50	\$20.25

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

An annual increase that mirrors the corresponding MN state per pupil funding increase will be added for staff above placement level 10 and is contingent upon achieving or exceeding the required minimum score on the year-end appraisal and SCPA Administration recommendation.

**APPENDIX G:**

**Substitute and Seasonal Employee Compensation Rates**

2022-2023 School Year

Teacher Subs	\$175/day or \$87.50/half day
Long-Term Teacher Subs	\$225/day
Building Substitute	\$27.50/hour
EA General Education Subs	\$16.50/hour
EA Special Education Subs	\$16.50/hour
Nurse Subs	\$40/hour
Health Office Assistant Subs	\$17.25/hour
Office Manager Subs	\$17.25/hour
Food Service Subs	\$17.25/hour
Seasonal Test Proctor	\$18.00/hour
Seasonal Student Workers	\$12.00 - \$17.25/hour
Seasonal Administrative Workers	\$12.00 - \$19.50/hour



**St. Croix Preparatory Academy  
Compensation Action Items  
April 21, 2022**

**There are two compensation action items for requested board approval at the April 26, 2022 meeting.**

1. Allocate \$24,000 from the approved FY22 budget for communications to Jon Gutierrez and for events coordination to Kelly Gutierrez equally (\$12,000 each) this school year as these are areas for the school that are understaffed.

Jon has covered gaps for school-wide/community messaging, COVID, dashboard, branding, compliance, etc. Kelly has coordinated, led, and navigated much of events/fundraising and served as the Foundation liaison, etc. This was important work throughout this school year and each of them covered these areas which are under-resourced and for which others did not have capacity.

There is a new position budgeted for Development in FY23 which will help address some of the gaps covered by Jon and Kelly, but it should be noted that marketing and communication is still an under-resourced area of the organization.

**Action:** Approve allocation of \$12,000 each to Jon Gutierrez and Kelly Gutierrez for FY22 school year, to be allocated from unexpended FY22 contracted services budget.

2. The Compensation Plan for FY23 has been updated to include a 15% increase for all staff members and the FTE alignment for LS licensed instructional staff. The changes that have been made are highlighted in yellow in the document. Appendix B: QComp Performance Incentive Schedule will be updated when the MCA test results are received this fall.

**Action:** Approve Compensation Plan for FY23





**st. croix** preparatory academy

# **FY23 Preliminary Budget Package**

**Presented to School Board  
April 26, 2022**

St. Croix Preparatory Academy #4120-07  
 Long-Range Budget Projection Model  
 Budget Model 4.22.22

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
<b><u>Enrollment Projections</u></b>			
Number Students Grade HK	0	0	0
Number Students Grade K	90	90	0
Number Students Grade 1	90	90	0
Number Students Grade 2	90	90	0
Number Students Grade 3	95	91	4
Number Students Grade 4	93	90	3
Number Students Grade 5	93	90	3
Number Students Grade 6	93	91	2
Number Students Grade 7	93	92	1
Number Students Grade 8	94	90	4
Number Students Grade 9	100	87	13
Number Students Grade 10	90	91	(1)
Number Students Grade 11	90	96	(6)
Number Students Grade 12	90	75	15
<b><u>Enrollment totals by state pupil unit weighting category</u></b>			
Total Number of Students Grade K	90	90	0
Total Number of Students Grade 1-3	275	271	4
Total Number of Students Grade 4-6	279	271	8
Total Number of Students Grade 7-12	557	531	26
<b>Total Number of Students</b>	<b>1,201</b>	<b>1,163</b>	<b>38</b>
<b>Total Number of Current Year Pupil Units</b>	<b>1,312.40</b>	<b>1,269.20</b>	<b>43</b>

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 4.22.22**

	Preliminary 2022-2023	Reforecasted 2021-2022	Variance
<b>State Revenue Assumptions and Calculations</b>			
<b><u>General Education Revenue</u></b>			
State Averages Per Pupil Unit	\$6,863	\$6,728	
Inflation Rate Assumption-Basic only	<u>2.0%</u>	<u>2.5%</u>	
Basic Excluding Transportation	\$6,543.18	\$6,414.48	
Sparsity	31.13	30.97	
Operating Capital	226.69	226.77	
Gifted and Talented	13.00	13.00	
Transportation Sparsity (SCPA does not receive)	0.00	0.00	
Equity	116.46	116.29	
Referendum	25.49	25.49	
Transportation (SCPA doesn't receive-resident district provides)	0.00	0.00	
	<hr/>	<hr/>	
Per Pupil Unit State Revenue	6,955.95	6,827.00	
Less Pension Adjustment	0.00	0.00	
<b>Total Per Pupil Unit State Revenue</b>	<b><u>\$6,955.95</u></b>	<b><u>\$6,827.00</u></b>	
<b>Total General Education State Revenue</b>	<b>9,128,994</b>	<b>8,664,822</b>	

	Free	4%	5%
	Reduced	2%	1%
<b><u>Compensatory Revenue</u></b>			
A: Number of Students prior yr. (current year for 1st year)	<u>actual</u>	<u>actual</u>	
B: Number of Free Lunch Students prior yr. (or current year for 1st	1189	1203	
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st	45	60	
	18	18	
<b>D: Adjusted Counts = 100% Free, 50% Reduced - (A)</b>	54.00	69.00	
E: Concentration Portion	0.05	0.06	
F: Concentration Factor ( lesser of 1 or Conc. Portion/ .8)	0.06	0.07	
G: PU = .6 * D * F	1.84	2.97	
H: Initial Revenue	11,080	17,753	
Miscellaneous Adjustment (Rounding)	667	0	
I: Short Year Factor	1	1	
<b>Calculated Compensatory State Revenue ((A) x (B))</b>	<b>11,747</b>	<b>17,753</b>	
<b><u>EL (English Learner) State Aid</u></b>			
Prior Year EL Eligible ADM	<u>estimate</u>	<u>estimate</u>	
Current Year EL Eligible ADM	30	30	
	51	30	

St. Croix Preparatory Academy #4120-07  
 Long-Range Budget Projection Model  
 Budget Model 4.22.22

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
ADM Served	1201	1163	
Adjusted EL ADM	30	30	
EL Marginal Cost Pupils	30	30	
<b>EL Revenue</b>	<b>21,120</b>	<b>21,120</b>	
Concentration Portion	0.0250	0.0258	
Concentration Factor	0	0	
EL Pupil Units	7	7	
<b>EL Concentration Revenue</b>	<b>1629</b>	<b>1682</b>	
Rounding Adjustment	0	0	
<b>Total EL Aid</b>	<b>22,749</b>	<b>22,802</b>	
<b>Pension Adjustment - new in FY19</b>			
Member Salaries	5,217,546	5,086,471	
Pension Adjustment Rate	1.05%	0.84%	
<b>Total Pension Adjustment Revenue</b>	<b>54,784</b>	<b>42,726</b>	

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**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 4.22.22**

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
<b>Building Lease Aid:</b> Lesser of line a or b below:			
Building Lease Exp.	<u>1,958,444</u>	<u>1,925,740</u>	
Add'l PUN for PSEO (begin in FY18)	<u>29.00</u>	<u>21.00</u>	
a) Aid at \$1,314 per pupil unit (PSEO begin in FY18)	<u>1,762,600</u>	<u>1,695,323</u>	
b) Aid at 90% of Lease	<u>1,762,600</u>	<u>1,733,166</u>	
Lesser of \$1,314/p.u. or 90% of lease payment	1,762,600	1,695,323	
<b>Estimated Proration of Lease Aid Revenue</b>	<u>100.0%</u>	<u>100.0%</u>	
<b>Total Prorated Building Lease Aid Revenue</b>	<b><u>1,762,600</u></b>	<b><u>1,695,323</u></b>	
Lease Aid Revenue per pupil unit (before proration)	<u>1314</u>	<u>1314</u>	

<b>Building Lease Aid Analytical</b>			
Lease Aid Revenue that would need to be generated to cover exp at 90%. Max per Statute is \$1,314			
	1,314	1,343	
How many more PUN would we need to maximize lease aid?	0	29	

<b>Long-Term Facilities Maintenance Revenue</b>			
Revenue per Adjusted Pupil Unit	\$132	\$132	
Proration	<u>100.0%</u>	<u>100.0%</u>	
<b>Total Long-Term Facilities Maintenance Revenue</b>	<b><u>173,237</u></b>	<b><u>167,534</u></b>	

<b>Special Education Revenue</b>			
Non-ADSIS Rate	estimate - 92.0%	estimate - 92.0%	
State Special Education Aid & Tuition Billing	<b><u>2,183,934</u></b>	<b><u>1,866,842</u></b>	
ADSIS Rate	55% of PY	55% of PY	
ADSIS Aid & Tuition Billing	<b><u>174,223</u></b>	<b><u>141,743</u></b>	
<b>Total Special Education Revenue</b>	<b><u>2,358,157</u></b>	<b><u>2,008,585</u></b>	

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 4.22.22**

	<u>Preliminary</u> <b>2022-2023</b>	<u>Reforecasted</u> <b>2021-2022</b>	<u>Variance</u>
<b>General Fund - Revenues</b>			
<b><u>State Aids</u></b>			
General Education Revenue	9,128,994	8,664,822	464,172
Pension Adjustment Revenue	54,784	42,726	12,058
EL Aid	22,749	22,802	(53)
Compensatory Revenue	11,747	17,753	(6,006)
<b>Subtotal</b>	<b>9,218,274</b>	<b>8,748,103</b>	<b>470,171</b>
Alternative Compensation (Q Comp)	297,900	305,406	(7,506)
EL Cross-Subsidy Aid	544	0	544
Shared Time	0	0	0
Adjustment - py over/under	0	0	0
Building Lease Aid	1,762,600	1,695,323	67,277
Long-Term Facilities Maintenance	173,237	167,534	5,703
Endowment Aid	49,560	49,560	0
Literacy Aid	81,734	81,734	0
Safe Schools - One Time Aid in FY20	0	0	0
Other Miscellaneous State Aids	0	0	0
TRA and PERA Special Funding Situations	0	0	0
Special Education Aid	2,358,157	2,008,585	349,572
<b>Total State Aids</b>	<b>13,941,463</b>	<b>13,056,245</b>	<b>885,217</b>
<b><u>Federal Revenue</u></b>			
Title Funds	31,000	37,641	(6,641)
CARES/CRF/WC	450,000	76,485	373,515
Federal Special Ed	197,000	180,865	16,135
PPP Loan			
<b>Total Federal Revenue</b>	<b>678,000</b>	<b>294,991</b>	<b>383,009</b>
<b><u>Other Revenue</u></b>			
Out of State Tuition	0	0	0
Fees from Patrons (5)	54 101,000	100,000	1,000

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 4.22.22**

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
Extracurricular Fees (6)	300,000	235,000	65,000
Field Trips (12)	40,000	5,000	35,000
Fundraising - Development (1)	405,000	224,052	180,948
Fundraising - Parent Group (2)	79,900	83,000	(3,100)
Fundraising - Booster Club (3)	18,500	13,000	5,500
Fundraising - Other (4)	1,500	1,500	0
Third Party Billing	2,000	2,000	0
Interest Earnings	22,500	25,000	(2,500)
Other Donations and Gifts	0	0	0
Miscellaneous Revenues (14)	1,000	9,000	(8,000)
Resale of Goods	0	2,000	(2,000)
<b>Total Other Revenue</b>	971,400	699,552	271,848
<b>Total General Fund Revenue</b>	<b>15,590,863</b>	<b>14,050,788</b>	<b>1,540,074</b>
	<small>Check Figure</small>	<small>15,590,863</small>	<small>14,050,788</small>
		<small>14,050,788</small>	<small>1,540,074</small>

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St. Croix Preparatory Academy #4120-07  
 Long-Range Budget Projection Model  
 Budget Model 4.22.22

Preliminary  
2022-2023      Reforecasted  
2021-2022      Variance

**General Fund - Expenditures**

**Inflation Assumptions**

Salaries	0.0%	0.0%
Other costs	2.0%	2.0%

<b><u>Expenditures</u></b>	<b><u>23.8%</u></b>	<b><u>24.1%</u></b>	
100s Salaries	5,754,038	5,222,107	531,931
200s Benefits	1,367,222	1,260,542	106,680
305 Contracted Services	571,000	610,000	(39,000)
320 Communications Services	25,000	38,000	(13,000)
329 Postage	2,100	2,000	100
330 Utilities	251,708	239,080	12,628
340 Property & Casualty Insurance	41,600	39,666	1,934
350 Repairs and Maintenance	277,000	488,000	(211,000)
360 Transportation (Field Trips)	13,000	3,000	10,000
366 Travel and Conferences	14,000	20,000	(6,000)
369 Field Trips (Admissions)	27,000	2,000	25,000
<b>348-570 Lease Expense</b>			
Lease Payment per 9-30-16 Bond Run	1,699,958	1,699,558	400
Current Lease Payment - July 2016 and August 2016	0	0	0
Capital Improvement Fund	126,000	126,000	(0)
Other Costs (Audit, Accounting, Legal, Trustee Fee, S&P)	31,625	31,625	0
To maximize lease aid (roll into Capital Improvements)	100,861	68,557	32,304
<b>F348 570 Lease Expense</b>	<b>1,958,444</b>	<b>1,925,740</b>	<b>32,704</b>
370 Other Rentals and Operating Leases	0	74,000	(74,000)
401/455/465 General Supplies	68,500	65,000	3,500
P 810 Maintenance Supplies	<b>56</b> 116,000	90,000	26,000



St. Croix Preparatory Academy #4120-07  
 Long-Range Budget Projection Model  
 Budget Model 4.22.22

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
405 Non-Instructional Software & Licensing	119,000	104,000	15,000
430/456/466 Instructional Supplies	62,000	60,000	2,000
460 Textbooks and Workbooks	50,000	46,000	4,000
461 Standardized Tests	32,000	32,000	0
490 Food	8,500	8,200	300
520 Building Improvements	244,700	669,000	(424,300)
530 Furniture and Other Equipment	24,000	45,000	(21,000)
555/556 Technology Equipment	85,000	113,000	(28,000)
560 Capital Equipment Leases	141,750	59,000	82,750
820 Dues and Memberships	38,000	40,000	(2,000)
891 TRA and PERA Special Funding Situations	0	0	0
898 Scholarships	0	1,200	(1,200)
899 Miscellaneous	0	1,000	(1,000)

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**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 4.22.22**

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
C 217 Graduation (217)	33,700	33,000	700
C 339 COVID-19 Related Expenditures	0	58,500	(58,500)
Var. Extra Curricular Activities (6)	376,000	353,000	23,000
Var. Fundraising - Development (1)	165,000	125,000	40,000
Var. Fundraising - Parent Group (2)	79,900	83,000	(3,100)
Var. Fundraising - Booster Club (3)	18,500	13,000	5,500
Var. Fundraising - Other (4)	1,500	7,500	(6,000)
F335 Q Comp	297,900	305,406	(7,506)
F372 Third Party Billing PRG 400	2,000	2,000	0
F372 Third Party Billing PRG 420	0	0	0
P422 ADSIS	335,263	316,770	18,493
740 State Special Ed excl ADSIS	2,373,841	2,029,176	344,665
401/414/433 Title Expenditures	31,000	37,641	(6,641)
151-154/174 CARES/CRF/WC	450,000	76,485	373,515
<sup>419/420/425</sup> Federal Special Ed Expenditures	197,000	180,865	16,135
910 General Fund Transfer to Other Funds	0	0	0
<b>Total General Fund Expenditures</b>	<b>15,653,166</b>	<b>14,878,876</b>	<b>774,289</b>
General Ed Salaries and Benefits as a percentage of State Aids (excluding Spec Ed & Lease Aid)	78%	76%	
Check Figure	15,653,166	14,878,876	774,289
<b>Change in Fund Balance - General Fund</b>	<b>(62,303)</b>	<b>(828,088)</b>	<b>765,785</b>
<b>Beginning General Fund Balance</b>	<b><u>5,556,129</u></b>	<b><u>6,384,217</u></b>	
<b>Ending General Fund Balance</b>	<b>5,493,826</b>	<b>5,556,129</b>	
Fund Balance Percentage of Expenditures - General Fund	35.1%	37.3%	

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**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 4.22.22**

	<u>Preliminary 2022-2023</u>	<u>Reforecasted 2021-2022</u>	<u>Variance</u>
<b>Food Service - Revenue &amp; Expenditure Summary and Projections</b>			
Food Service Revenue	505,906	604,747	(98,841)
Transfer from General Fund	0	0	0
Food Service Expenditures	583,310	589,633	(6,323)
<b>Change in Fund Balance - Food Service Fund</b>	<b>(77,404)</b>	<b>15,114</b>	<b>(92,518)</b>
<b>Beginning Food Service Fund Balance</b>	<u>282,887</u>	<u>267,773</u>	
<b>Ending Food Service Fund Balance</b>	<b>205,483</b>	<b>282,887</b>	

Check Figure

<b>Community Service - Revenue &amp; Expenditure Summary and Projections</b>			
Community Service (All Day K moved to General Fund beginning FY	115,425	114,000	1,425
Transfer from General Fund	0	0	0
Community Service Expenditures	111,025	108,400	2,625
<b>Change in Fund Balance - Community Service Fund</b>	<b>4,400</b>	<b>5,600</b>	<b>(1,200)</b>
<b>Beginning Community Service Fund Balance</b>	<u>80,143</u>	<u>74,543</u>	
<b>Ending Community Service Fund Balance</b>	<b>84,543</b>	<b>80,143</b>	

Check Figure

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St. Croix Preparatory Academy #4120-07  
 Long-Range Budget Projection Model  
 Budget Model 4.22.22

	Preliminary <u>2022-2023</u>	Reforecasted <u>2021-2022</u>	<u>Variance</u>
<b>Schoolwide Activity</b>			
Total Revenues	16,212,194	14,769,535	1,442,658
Total Expenditures	16,347,501	15,576,909	770,591
<b>Change in Fund Balance - Schoolwide</b>	<b>(135,307)</b>	<b>(807,374)</b>	<b>672,067</b>
Beginning Schoolwide Fund Balance	<u>5,919,159</u>	<u>6,726,533</u>	
<b>Ending Schoolwide Fund Balance</b>	<b>5,783,852</b>	<b>5,919,159</b>	
	<small>per audit</small>		
Fund Balance Percentage of Annual Expenditures	35.4%	38.0%	
Debt Service Coverage Ratio	1.15	0.98	
Days Cash on Hand	114	124	