



St. Croix Preparatory Academy
Board Meeting Agenda
June 28, 2022

1. Call to Order	
2. Open Forum	
3. Board Calendar	2
4. Consent Agenda (Board Minutes, Executive Director Report, Annual Designations)	
A. Board Minutes	5
B. Executive Director Report	8
C. Governance -- Policy Approval -- None	
D. 2022-2023 Annual Designations	10
5. Agenda	
A. 2021-2022 Final Budget Revisions & Approval	12
B. Compensation (Succession Planning) for Kelly and Jon Gutierrez	35
C. Education Identity and Access Management Board Resolution Approval	47
D. Board Resolution to Resolve Board Election Tie	48
E. Read Well by Third Grade	51
F. Prep for Success -- Approval to Change the School Calendar for Lower School	61
G. 2022-2023 Family Handbook Approval	63
H. Teacher Compensation Plan Update and Approval	
6. Adjourn Meeting	



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ANNUAL BOARD CALENDAR 2021-2022

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

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

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

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

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"> • Meetings • Election • Retreat 		Completed
Financial Statement Review		Completed

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

May	Responsible	Notes/Status
Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	K. Gutierrez	n/a
Compensation Plan Approval	T. Smith	
Board Election Update	N. Donnay	
Approve Annual Budget	K. Gutierrez	
Approve Employee Handbook	T. Smith	
Introduction of Family Handbook	J. Gutierrez	
MSHSL Membership Resolution	J. Gutierrez	
Conflict of Interest Form Disclosure	K. Gutierrez	

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



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

Members Absent:

Board Advisor Present: J. Gutierrez, K. Gutierrez

Board Guest: T. Smith

Call to Order

R. Hajlo called the board meeting to order at 6:01 pm.

Open Forum

Christoph Brown, an Upper School teacher, spoke at the Open Forum.

Consent Agenda

The consent agenda includes an updated board calendar (more items may be added to June), Executive Director's Report – decline in COVID cases, decline in staff and student absences, Friends of Education awards dinner, various end of year activities including the award ceremonies, and Anna and Rich's retirement celebrations, the minutes from the April 26 board meeting and the MSHSL membership agreement renewal. The first draft of the Family Handbook is also included which will be finalized for the June meeting.

Motion to approve the Consent Agenda: A. Galati
Second: S. Mueller
Approved: All

Board Election Update – N. Donnay

The board election is underway and will be closed tonight at 11:59. An email communication with the election results will go out in the morning. Communication to those elected will go out regarding board training/books and materials will be ordered.

QComp Presentation – D. Thompson

Normal PLC meetings this year – K-12 PLC meetings used to help with leadership training. PLC leaders helped with Professional Development and worked with new teachers. For PD, the focus was on curriculum planning.

In all three divisions, no one met their site goals. For LS, the goal was 83.8% would meet or exceed standards on the 3rd/4th grade Reading MCA test (actual was 80.7%), MS achievement goal for grades 5-8 on the Reading MCA was 86.6% (actual was 81.7%, US goal was 91.5% for the 10th grade Reading MCA (actual was 85.1%).

Motion to Approve the Q Comp Report as presented: K. Denzer
Second: A. Galati
Approved: All (K. Pleticha was absent during the vote.)



Financial Statement Review – K. Gutierrez

March YTD revenues and expenditures are within % of reforecasted budget except for Federal Revenue, Local Revenue and Benefits, Equipment and Other Expenses all due to timing differences.

Motion to accept the March 31, 2022 YTD Financial Statements as presented: A. Galati
Second: S. Mueller
Approved: All

Approve 2022-2023 Annual Budget – K. Gutierrez

Budget assumptions: 2% per pupil increase, enrollment increase of 38 students primarily due to return of Cologne Academy students. There is also an increase in US enrollment. Additional assumptions factor in the 15% compensation increase for all employees and also a benefits cost increase.

School Wide Summary:

Total Revenues \$16,302,000
Total Expenditures \$17,393,00
Projected Surplus -\$1,091,000 (with Building Improvements expense of \$1,075,000 is backed out, net difference is -\$131,000.

Projected Fund Balance (Gen Fund only) is \$5,750,000 or 33.1% of Annual Expense (target is >20%)
Debt Service Coverage projected at 1.11 (must be >1.10)
Days Cash on Hand is projected at 107 (target is +60)

Fund 1: General Fund

Total Revenues \$15,680,000
Total Expenditures \$16,651,000
Projected Surplus (net of bleacher/pressbox and activities buildout) is \$104,000

Revenues increase 11% due to per pupil funding increase and increase of 38 additional students. In addition, increase of \$403K in CARES ACT funding which will be used for expanded summer programming, additional ESL position, counseling services, etc. Other increases in revenue (State Special Education, extra-curricular fees, field trips, fundraising development) offset by associated expenses.

Fund 2: Food Service Fund

Variance from previous year is -\$215K attributed to revenues decreasing to pre-COVID sales. In addition, food costs are estimated to increase 30% and salary cost increase 10% from FY22. May consider raising meal prices. Projected loss of \$72K will be absorbed by Fund 2 fund balance.

- Motion - I propose to adopt the 2022-2023 original budget as presented:
- General Fund Revenues of \$15,680,391 and Expenditures of \$16,651,467
 - Food Service Fund Revenues of \$505,906 and Expenditures of \$630,544
 - Community Service Fund Revenues of \$115,425 and Expenditures of \$111,025
- K. Denzer



Second: D. Keyes
Approved: All

Approve Employee Handbook – T. Smith

Changes/edits: updated the year, holidays, on p. 16 added 2 personal days and sick days for paras and food service staff).

Motion to approve the 2022-2023 Employee Handbook as presented: A. Galati
Second: K. Denzer
Approved: All

Compensation Plan Approval – T. Smith

The food service pay schedule has been updated to align with the EA/para pay schedule (p. 8, 17).

There were no changes made to the long term sub rate of \$225/day vs. the building sub rate of \$27.50/hr. Building sub per day calculate to \$178-\$192.50/day which is less than the long term sub rate.

Motion to approve Appendix F of the Compensation Plan: D. Keyes
Second: K. Pleticha
Approved: All

Adjourn Meeting

Motion to adjourn at 7:17 pm: A. Melendres
Second: A. Galati
Approved: All

Submitted by S. Peterson, St. Croix Preparatory Academy



Executive Director’s Report to the Board

Date of Report: June 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.
- Monitoring daily cases, student/staffing absences, and community transmission levels presented by the Covid-19 pandemic. Cases and absences have subsided as we closed out the year. QUESTION: Does the Board want to consider removing that “Masks are Strongly Recommended”?
- Participated in year-end activities including graduation, awards ceremonies, and retirement celebrations for Anna Maakestad and Rich Dippel.
- Monitoring bleacher/press box/trail/athletic admin office project start and progress.
- Monitoring and coordinating year end compliance/reporting; and planning for start up of the 2022-2023 school year.

Grade	2022-2023 Enrollment	2022-23 Waitlist
Kindergarten	90	163
1 st Grade	90	82
2 nd Grade	91	72
3 rd Grade	96	73
4 th Grade	93	73
LS Total	460	463 (+40)
5 th Grade	93	79
6 th Grade	93	79
7 th Grade	93	57
8 th Grade	93	39
MS Total	372	254 (+32)
9 th Grade	110	1
10 th Grade	88	0
11 th Grade	94	0
12 th Grade	98	0
US Total	390	1 (-8)
School Total	1,222	709 (+53)

Professional Development: *See Attachment*



FY22 Annual Designations

1. Confirm / appoint members of board of directors of Friends of St. Croix Preparatory Academy, the school's building company.
 - 2-yr term:
 - Kelly Gutierrez
 - Dan Mehls
2. Designation of Depositories
 - First State Bank and Trust
950 North Highway 95
Bayport, MN 55003
 - First Resource Bank
811 S Washington Ave, STE 104
Minneapolis, MN 55415
 - Platinum Bank
7667 10th St. N
Oakdale, MN 55128
3. Authorized signers at banks
 - Board Chair
 - Board Treasurer
 - Executive Director:
 - Executive Director of Finance & Operations:
4. Delegation of Authority to Make Electronic Funds Transfers
 - Board Chair
 - Board Treasurer
 - Executive Director
 - Executive Director of Finance & Operations
 - Controller (Contracted)
 - CFO (Contracted)

5. Granting of Administrative Authority: Executive Director of Finance and Operations is granted administrative authority to execute and update all Cash Management Agreements with First State Bank and Trust and to further grant authority to certain BergankDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - Payment of employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - Employee Retirement Association (PERA) for deductions and benefits.
 - Payments, including, but not limited to building lease payments, credit card payments, and other vendor payments (when appropriate).
 - Other payments authorized by the board of directors.
 - Monitoring, reconciliation, and management of bank transactional activity
 - Transfer of funds between the school's bank accounts at [name school bank] Bank.
 - Investment of excess funds
 - Execution and release of pledge agreements
 - Temporary and permanent ACH Limit changes
 - Management of Positive Pay system

6. Authorization to access Legal Counsel as needed granted to:
 - Board Chair
 - Executive Director
 - Executive Director of Finance and Operations
 - Director of Human Resources
 - Special Education Director
 - Division Principals

7. Designation of Official Newspaper (require for posting of public notices).
 - Stillwater Gazette

8. Approval of Rates of Pay (substitutes, casual workers, etc.)
 - Per FY23 Compensation Plan
 - The Executive Director of Finance and Operations has discretion to adjust these rates on an as-needed basis should the need occur.



st. croix preparatory academy

FY22

Amended Budget Package

Presented to School Board
June 28, 2022

St. Croix Preparatory Academy
Stillwater, Minnesota

June 2022
Amended Budget FY22

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Proposed Budget Wording

I propose to adopt the 2021-2022 amended budget as presented:

- General Fund Revenues of \$14,216,588 and Expenditures of \$14,082,456
- Food Service Fund Revenues of \$598,342 and Expenditures \$507,728
- Community Service Fund Revenues of \$132,000 and Expenditures \$109,500

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St. Croix Preparatory Academy
FY22 Financial Highlights
as of April 30, 2022

Total All Funds	YTD Actual <small>(83% completed)</small>		BUDGET			
	\$	% Of Reforecasted Budget	Reforecasted Budget 1165 ADM's	Approved Budget 1180 ADM's	Reforecasted vs. Approved Budget Variance	
			\$		\$	%
Revenues						
State	10,903,000	83%	13,091,000	13,249,000	(158,000)	-1%
Federal	550,000	67%	823,000	299,000	524,000	175%
Local	864,000	84%	1,033,000	1,625,000	(592,000)	-36%
Total Revenues	12,317,000	82%	14,947,000	15,173,000	(226,000)	-1%
Expenditures						
Salaries/Wages	4,829,000	85%	5,711,000	5,449,000	262,000	5%
Employee Benefits	931,000	76%	1,231,000	1,276,000	(45,000)	-4%
Facility Lease	1,605,000	83%	1,926,000	1,926,000	0	0%
Purchased Services (excluding facility lease)	1,239,000	83%	1,490,000	1,513,000	(23,000)	-2%
Supplies & Materials	599,000	84%	715,000	700,000	15,000	2%
Equipment	274,000	92%	298,000	399,000	(101,000)	-25%
Other (Fundraising, Spec Ed, Dues, Etc.)	2,458,000	74%	3,329,000	3,833,000	(504,000)	-13%
Total Expenditures	11,935,000	81%	14,700,000	15,096,000	(396,000)	-3%
Total Revenues All Funds	12,317,000	82%	14,947,000	15,173,000	(226,000)	-1%
Total Expenditures All Funds	11,935,000	81%	14,700,000	15,096,000	(396,000)	-3%
Net Income- All Funds	382,000	155%	247,000	77,000	170,000	69%

Key Ratios & Balances	Year End Comparison June 30	
	projected 2022	Audited 2021
Fund Balance	6,974,000	6,727,000
Debt Service Coverage Ratio - Bond Covenant 1.10 minimum	1.29	2.68
Fund Balance Reserve as a % of Annual Expenditures - SCPA Fund Balance Policy > 20%	47%	48%
Cash on Hand	6,305,000	6,105,000
# of Days Cash On Hand (Target >60)	157	159

Variance & Significant Items Summary

as of April 30, 2022

YTD Actual as a % of Budget : Variances > 5% of 82% YTD (i.e. less than 77% or greater than 87%)

Through March (83% of the year), in aggregate, YTD Revenue and Expense as a % of Reforecasted Budget are within 5% of YTD completion percent. However, Federal Revenue, Benefits, Equipment and 'Other' Expenses % complete do vary greater than 5%. The variance in each category is attributed to timing differences.

Reforecasted vs. Approved Budget (line item variances > 5% AND \$10K)**Federal Revenue: 175% variance (+\$524K)**

Fund 1- Gen Ed (+\$134K) Primarily reflects Federal Covid-19 related aid which was not awarded at the time the FY22 Original Budget was approved, but will be expended in FY22 (\$141K). This variance consists of: Covid-19 Testing grant (\$63K), Expanded Summer Learning Grant (\$58K) and a portion of Governors Discretionary ARPF for Summer Academic Support (\$10K) and Enrollment shortfall Funds (\$10K). The Covid-19 related aid is offset by FY22 Expanded Summer Programming and Covid-19 testing costs.

Fund 2- Food Service (+\$390K) Reflects the transfer of Food Service revenue from local revenue to federal revenue, because the National School Lunch program announced that school lunches would be reimbursed by the federal government after SCPA's FY22 budget was approved (\$288K) and increase in lunch sales over projection (\$102K).

Local Revenue: -36% variance (-\$592,000)

Fund 1 - Gen Ed (-\$318K) Variance primarily due to Fundraising- Development (-\$320K), due to downward re-forecast of Together We Stand campaign (\$190K), movement of summer 2022's Lion's Golf Open to August from June, which moves the revenue from FY22 to FY23 (\$75K) and fundraising activity ran thru the Foundation versus the school (\$70K). The downward reforecast was slightly offset by Prep Marathon exceeding budget (\$20K).

Fund 2- Food Service (-\$288K) Reflects the transfer of Food Service revenue from local revenue to federal revenue, because the National School Lunch program announced that school lunches would be reimbursed by the federal government after SCPA's FY22 budget was approved.

Equipment: -25% variance (-\$101K)

Fund 1- Gen (-\$85K) Due to PAC lighting project originally budgeted for FY22 has been moved to FY23 (\$104K).

Other (Fundraising, Special Ed, Dues etc.): -13% variance (-\$504K)

Fund 1- Gen (-\$490K) Largest component is adjustment to Fundraising Development (-\$515K) - Together We Stand Campaign (Bleacher/Press box project) projected to be expended using Fundraising Revenue will be expended from Fund Balance (-\$200K), Fundraising Revenue designated for Discovery Trail (-\$125K) and Bleacher/Press box Project (-\$24K) will be Expended in FY23. The Funds for Discovery Trail and Bleacher/Press box will be classified as 'Assigned Retained Earnings', to be expended in FY23. In addition, Summer 2022's Lion's Golf Open was moved from June to August, which moves the revenue from FY22 to FY23 (-\$75K) and fundraising activity anticipated to be run thru the school which was run thru the Foundation (-\$55K). Lastly, because outside contractors were not used to the extent anticipated, general overhead is below budget (-\$35K). In addition to the variance in 'Fundraising Development', other material variances include: State Special Education (-\$112K) and ADSIS (-\$49K), which are a reflection of EA and Sped staff shortages. These negative variances are slightly offset by an increase in COVID-19 related expenses (\$211K). The majority of these expenses are funded with Federal Covid Relief Funds (\$131K), but the remaining portion does not have a specific source of funding, included legal costs related to expulsion proceedings (\$67K), which is \$43K in excess of the school's annual legal fee allocation. Other COVID-19 related expenses not covered with Federal Grants include: Covid Supplies (masks) \$6K and Zoom/Google licenses to support Covid Restrictions (\$18K). Covid Coordinator stipends are funded thru payroll, which is how these stipends were funded in FY21 (\$6K x 3 = \$18K).

Operating Checks > \$10,000

Recurring

UMB Bank (\$160,479) - monthly lease payment (per agreement) July-April

PreferredOne (\$58,000 - \$65,000) - monthly health insurance premium (employee & employer) July - May

Blue Ribbon Cleaning (\$17,900 - \$24,500) - custodial services (per agreement) July-April

City of Bayport (\$10,500) - quarterly water bill (Jun-Sept)

Xcel Energy (\$12,000- \$18,800) - monthly electric and gas (Sept & March)

BerganKDV (\$10,500) - monthly financial mgmt & accounting services (per agreement)

Youth Service Bureau (\$12,000): Mental Health counseling services - Fall 2021/Spring 2022

Non-recurring

Jul-21 Skyward Accounting (\$24,000): FY22 Financial Mgmt and True Time

Jul-21 Bindert Painting (\$21,100): June 2021 painting services

Jul-21 Wells Fargo (\$48,800): FY22 Apple lease payment

Jul-21 Liberty Mutual (\$35,800): FY22 Commercial Insurance package

Jul-21 Region 1 (\$13,100): FY22 Synergy support & hosting

Aug-21 Zoom (\$11,800): FY22 Annual subscription + Aug cloud hosting

Aug-21 Bindert Painting (\$25,300): July 2021 painting services

Aug-21 Jet-Black (\$29,200): Asphalt repair + sealcoat parking lot

Sep-21 Bindert Painting (\$28,900): August 2021 painting services

Sep-21 Cosney (\$10,500): FY21 Music casework change orders for built-ins

Oct-21 Friends of Education (\$26,900): FY22 authorizer fee

Oct-21 Collins Electrical (\$51,000): FY22 tech budget, security camera and camera server upgrade

Oct-21 Office Systems & Design (\$10,600): LS/MS/US computer label office furniture

Feb-22 Cosney Corporation (\$17,198): Misc. casework

Mar-44 Rupp Anderson Squire (\$19,281): Legal services Dec 2021

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
<u>Enrollment Projections</u>			
Number Students Grade HK	0	0	0
Number Students Grade K	90	90	0
Number Students Grade 1	90	90	0
Number Students Grade 2	90	90	0
Number Students Grade 3	89	90	(1)
Number Students Grade 4	90	90	0
Number Students Grade 5	91	90	1
Number Students Grade 6	91	90	1
Number Students Grade 7	91	90	1
Number Students Grade 8	90	90	0
Number Students Grade 9	88	100	(12)
Number Students Grade 10	92	100	(8)
Number Students Grade 11	95	90	5
Number Students Grade 12	78	80	(2)
<u>Enrollment totals by state pupil unit weighting category</u>			
Total Number of Students Grade K	90	90	0
Total Number of Students Grade 1-3	269	270	(1)
Total Number of Students Grade 4-6	272	270	2
Total Number of Students Grade 7-12	534	550	(16)
Total Number of Students	1,165	1,180	(15)
Total Number of Current Year Pupil Units	1,271.80	1,290.00	(18.20)

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

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 06.24.22

Approved

	Amended 2021-2022	Original 2021-2022	Variance
State Revenue Assumptions and Calculations			
General Education Revenue			
State Averages Per Pupil Unit	\$6,728	\$6,633	
Inflation Rate Assumption-Basic only	<u>2.5%</u>	<u>1.0%</u>	
Basic Excluding Transportation	\$6,414.48	\$6,323.90	
Sparsity	30.97	30.33	
Operating Capital	226.77	226.53	
Gifted and Talented	13.00	13.00	
Transportation Sparsity (SCPA does not receive)	0.00	0.00	
Equity	116.29	116.20	
Referendum	25.49	32.35	
Transportation (SCPA doesn't receive-resident district provides)	0.00	0.00	
Per Pupil Unit State Revenue	6,827.00	6,742.31	
Less Pension Adjustment	0.00	0.00	
Total Per Pupil Unit State Revenue	<u>\$6,827.00</u>	<u>\$6,742.31</u>	
Total General Education State Revenue	8,682,572	8,697,583	

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St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
Reduced	1%	1%	
Compensatory Revenue	<u>actual</u>	<u>actual</u>	
A: Number of Students prior yr. (current year for 1st year)	1203	1203	
B: Number of Free Lunch Students prior yr. (or current year for 1st	60	60	
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st	18	18	
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	69.00	69.00	
E: Concentration Portion	0.06	0.06	
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.07	0.07	
G: PU = .6 * D * F	2.97	2.97	
H: Initial Revenue	17,753	17,471	
Miscellaneous Adjustment (Rounding)	0	0	
I: Short Year Factor	1	1	
Calculated Compensatory State Revenue ((A) x (B))	17,753	17,471	
EL (English Learner) State Aid	<u>estimate</u>	<u>estimate</u>	
Prior Year EL Eligible ADM	25	25	
Current Year EL Eligible ADM	30	30	
ADM Served	1165	1180	
Adjusted EL ADM	30	30	
EL Marginal Cost Pupils	30	30	
EL Revenue	21,120	21,120	
Concentration Portion	0.0258	0.0254	
Concentration Factor	0	0	
EL Pupil Units	7	7	
EL Concentration Revenue	1679	1658	
Rounding Adjustment	0	0	
Total EL Aid	22,799	22,778	
Pension Adjustment - new in FY19			
Member Salaries	5,137,336	5,137,336	
Pension Adjustment Rate	0.84%	0.84%	
Total Pension Adjustment Revenue	43,154	43,154	

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

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
Building Lease Aid: Lesser of line a or b below:			
Building Lease Exp.	<u>1,925,740</u>	<u>1,925,740</u>	
Add'l PUN for PSEO (begin in FY18)	<u>21.00</u>	<u>29.00</u>	
a) Aid at \$1,314 per pupil unit (PSEO begin in FY18)	<u>1,698,739</u>	<u>1,733,166</u>	
b) Aid at 90% of Lease	<u>1,733,166</u>	<u>1,733,166</u>	
Lesser of \$1,314/p.u. or 90% of lease payment	1,698,739	1,733,166	
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>	
Total Prorated Building Lease Aid Revenue	<u>1,698,739</u>	<u>1,733,166</u>	
Lease Aid Revenue per pupil unit (before proration)	<u>1314</u>	<u>1314</u>	

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Building Lease Aid Analytical			
Lease Aid Revenue that would need to be generated to cover exp			
at 90%. Max per Statute is \$1,314	1,341	1,314	
How many more PUN would we need to maximize lease aid?	26	0	

Long-Term Facilities Maintenance Revenue			
Revenue per Adjusted Pupil Unit	\$132	\$132	
Proration	<u>100.0%</u>	<u>100.0%</u>	
Total Long-Term Facilities Maintenance Revenue	<u>167,878</u>	<u>170,280</u>	

Special Education Revenue			
Non-ADSIS Rate	estimate - 92.0%	estimate - 92.0%	
State Special Education Aid & Tuition Billing	<u>1,866,842</u>	<u>1,970,333</u>	
ADSIS Rate	55% of PY	55% of PY	
ADSIS Aid & Tuition Billing	<u>141,743</u>	<u>140,875</u>	
Total Special Education Revenue	<u>2,008,585</u>	<u>2,111,208</u>	

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

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
General Fund - Revenues			
State Aids			
General Education Revenue	8,682,572	8,697,583	(15,011)
Pension Adjustment Revenue	43,154	43,154	0
EL Aid	22,799	22,778	21
Compensatory Revenue	17,753	17,471	282
Subtotal	8,766,278	8,780,986	(14,708)
Alternative Compensation (Q Comp)	305,406	304,400	1,006
EL Cross-Subsidy Aid (FY22-25)	544		544
Shared Time	0	0	0
Adjustment - py over/under	0	0	0
Building Lease Aid	1,698,739	1,733,166	(34,427)
Long-Term Facilities Maintenance	167,878	170,280	(2,402)
Endowment Aid	49,560	48,754	806
Literacy Aid	81,734	81,477	257
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	2,008,585	2,111,208	(102,623)
Total State Aids	13,078,724	13,230,271	(151,547)
Federal Revenue			
Title Funds	16,339	10,811	5,528
CARES/CRF/WC	141,000		141,000
Federal Special Ed	180,865	193,578	(12,713)
PPP Loan			0
Total Federal Revenue	338,204	204,389	133,815

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 06.24.22

	<u>Amended</u> <u>2021-2022</u>	<small>Approved</small> <u>Original</u> <u>2021-2022</u>	<u>Variance</u>
<u>Other Revenue</u>			
Out of State Tuition	0	0	0
Fees from Patrons (5)	104,000	93,000	11,000
Extracurricular Fees (6)	255,000	266,000	(11,000)
Field Trips (12)	22,000	30,000	(8,000)
Fundraising - Development (1)	259,786	580,000	(320,214)
Fundraising - Parent Group (2)	83,000	95,000	(12,000)
Fundraising - Booster Club (3)	16,000	31,100	(15,100)
Fundraising - Other (4)	7,500	7,500	0
Third Party Billing	4,000	2,000	2,000
Interest Earnings	20,000	12,000	8,000
Other Donations and Gifts	14,749	0	14,749
Miscellaneous Revenues (14)	11,625	1,000	10,625
Resale of Goods	2,000	0	2,000
Total Other Revenue	799,660	1,117,600	(317,940)
Total General Fund Revenue	14,216,588	14,552,260	(335,672)
	<small>Check Figure</small>	<small>14,216,588</small>	<small>14,552,260</small> <small>(335,672)</small>

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

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
General Fund - Expenditures			
<u>Inflation Assumptions</u>			
Salaries	1.0%	1.0%	
Other costs	2.0%	2.0%	
<u>Expenditures</u>	22.7%	24.9%	
100s Salaries	5,222,107	4,943,486	278,621
200s Benefits	1,187,250	1,232,116	(44,866)
305 Contracted Services	545,000	610,000	(65,000)
320 Communications Services	38,000	38,000	0
329 Postage	2,000	2,000	0
330 Utilities	239,080	176,000	63,080
340 Property & Casualty Insurance	43,000	35,000	8,000
350 Repairs and Maintenance	437,000	488,000	(51,000)
360 Transportation (Field Trips)	10,000	18,000	(8,000)
366 Travel and Conferences	20,000	30,000	(10,000)
369 Field Trips (Admissions)	12,000	12,000	0
348-570 Lease Expense			0
Lease Payment per 9-30-16 Bond Run	1,699,558	1,699,558	0
Current Lease Payment - July 2016 and August 2016	0	0	0
Capital Improvement Fund	126,000	126,000	0
Other Costs (Audit, Accounting, Legal, Trustee Fee, S&P)	31,625	31,625	0
To maximize lease aid (roll into Capital Improvements)	68,557	68,557	0
F348 570 Lease Expense	1,925,740	1,925,740	0
370 Other Rentals and Operating Leases	74,000	74,000	0
401/455/465 General Supplies	65,000	70,000	(5,000)
P 810 Maintenance Supplies	105,000	90,000	15,000
405 Non-Instructional Software & Licensing	113,000	104,000	9,000
430/456/466 Instructional Supplies	30,000	60,000	(30,000)
460 Textbooks and Workbooks	76,000	46,000	30,000

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 06.24.22

	<u>Amended</u> <u>2021-2022</u>	<small>Approved</small> <u>Original</u> <u>2021-2022</u>	<u>Variance</u>
461 Standardized Tests	30,000	32,000	(2,000)
490 Food	8,200	8,200	0
520 Building Improvements	30,000	134,000	(104,000)
530 Furniture and Other Equipment	76,000	40,000	36,000
555/556 Technology Equipment	113,000	130,000	(17,000)
560 Capital Equipment Leases	59,000	59,000	0
820 Dues and Memberships	40,000	38,000	2,000
898 Scholarships	1,200	1,200	0
899 Miscellaneous	1,000	0	1,000
C 217 Graduation (217)	33,000	33,000	0
C 339 COVID-19 Related Expenditures	80,000	0	80,000
Var. Extra Curricular Activities (6)	350,000	341,000	9,000
Var. Fundraising - Development (1)	120,000	635,000	(515,000)
Var. Fundraising - Parent Group (2)	83,000	95,000	(12,000)
Var. Fundraising - Booster Club (3)	2,000	31,100	(29,100)
Var. Fundraising - Other (4)	7,500	7,500	0
F335 Q Comp	295,000	304,400	(9,400)
F372 Third Party Billing PRG 400	2,000	2,000	0
P422 ADSIS	250,000	298,587	(48,587)
740 State Special Ed excl ADSIS	2,029,176	2,141,666	(112,490)
401/414/433 Title Expenditures	16,339	10,811	5,528
151-154/174 CARES/CRF/WC	131,000	0	131,000
<small>419/420/425</small> Federal Special Ed Expenditures	180,865	193,578	(12,713)
910 General Fund Transfer to Other Funds	0	0	0
Total General Fund Expenditures	14,082,456	14,490,384	(407,928)
General Ed Salaries and Benefits as a percentage of State Aids (excluding Spec Ed & Lease Aid)	74%	72%	
Check Figure	14,082,456	14,490,384	(407,928)

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St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 06.24.22

	Amended <u>2021-2022</u>	Approved Original <u>2021-2022</u>	<u>Variance</u>
Change in Fund Balance - General Fund	134,132	61,876	72,256
Beginning General Fund Balance	<u>6,384,217</u>	<u>6,384,217</u>	<u>0</u>
Ending General Fund Balance	6,518,349	6,446,093	72,256
Fund Balance Percentage of Expenditures - General Fund	46.3%	44.5%	

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St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
Food Service - Revenue & Expenditure Summary and Projections			
Food Service Revenue	598,342	502,140	96,202
Transfer from General Fund	0	0	0
Food Service Expenditures	507,728	497,791	9,937
Change in Fund Balance - Food Service Fund	90,614	4,349	86,265
Beginning Food Service Fund Balance	<u>267,773</u>	<u>267,773</u>	<u>0</u>
Ending Food Service Fund Balance	358,387	272,122	86,265

Check Figure

Community Service - Revenue & Expenditure Summary and Projections			
Community Service (All Day K moved to General Fund beginning FY	132,000	118,895	13,105
Transfer from General Fund	0	0	0
Community Service Expenditures	109,500	107,475	2,025
Change in Fund Balance - Community Service Fund	22,500	11,420	11,080
Beginning Community Service Fund Balance	<u>74,543</u>	<u>74,543</u>	<u>0</u>
Ending Community Service Fund Balance	97,043	85,963	11,080

Check Figure

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St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 06.24.22

	Amended 2021-2022	Approved Original 2021-2022	Variance
Schoolwide Activity			
Total Revenues	14,946,930	15,173,295	(226,365)
Total Expenditures	14,699,684	15,095,650	(395,966)
Change in Fund Balance - Schoolwide	247,246	77,645	169,601
Beginning Schoolwide Fund Balance	<u>6,726,533</u>	<u>6,726,533</u>	<u>0</u>
Ending Schoolwide Fund Balance	6,973,778	6,804,178	169,601
Fund Balance Percentage of Annual Expenditures	47.4%	45.1%	
Debt Service Coverage Ratio (1.10 required)	1.29	1.24	
Days Cash on Hand (60 required)	157	157	

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St. Croix Preparatory Academy
Stillwater, Minnesota

Balance Sheet
as of April 30, 2022

	Audited Balance June 30, 2021	YTD
Assets		
Current Assets		
Cash and Investments	6,104,876	6,353,714
Accounts Receivable	8,629	10,599
Due from Other Funds	18,290	18,290
PY State Aids Receivable	1,249,083	(30,233)
CY State Aids Receivable	0	1,017,763
Federal Aids Receivable	94,035	167,938
Due from Other Governments	48,182	0
Prepaid Items and Deposits	47,003	2,309
Total Current Assets	7,570,098	7,540,379
Total All Assets	7,570,098	7,540,379
Liabilities and Fund Balance		
Current Liabilities		
Salaries and Wages Payable	389,285	326,941
Accounts Payable	276,762	8,476
Payroll Deductions and Contributions	96,263	84,899
Deferred Revenue	81,253	11,870
Total Current Liabilities	843,563	432,187
Fund Balance		
Unassigned Fund Balance	6,203,387	6,203,387
Food Service Restricted Fund Balance	288,495	288,495
Community Service Restricted Fund Balance	72,921	72,921
Assigned Fund Balance	161,731	161,731
Change in Fund Balance		381,657
Total Fund Balance	6,726,535	7,108,192
Total Liabilities and Fund Balance	7,570,098	7,540,379

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

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of April 30, 2022

	=10/12				83.3%	
	Year to Date Activity - 1165 ADM	Amended Budget 1,165 ADM's 06.24.22	Original Budget 1,180 ADM 05.18.21	Variance in Reforecasted to Adopted Budget	Percent of Amended Budget	Audited June 30, 2021
General Fund - 01						
Revenues						
State Revenues						
211 General Education Aid	7,123,422	8,766,822	8,780,986	(14,164)	81.3%	8,740,058
F335 Quality Compensation	91,622	305,406	304,400	1,006	30.0%	309,560
F348 Charter School Lease Aid	707,615	1,698,739	1,733,166	(34,427)	41.7%	1,716,294
317 Long Term Facilities Maintenance	28,697	167,878	170,280	(2,402)	17.1%	170,621
201 Endowment Aid	49,149	49,560	48,754	806	99.2%	50,161
212 Literacy Aid	80,417	81,734	81,477	257	98.4%	81,477
360 Special Education Aid	1,783,844	2,008,585	2,111,208	(102,623)	88.8%	2,042,906
370 Other Miscellaneous State Aids/Adjustments	16,408	0	0	0	0.0%	650
PY Over/Under	0	0	0	0	0.0%	199,196
CY State Aids Receivable/(Deferred Revenue)	1,017,763	0	0	0	0.0%	0
Total State Revenues	10,898,937	13,078,724	13,230,271	(151,547)	83.3%	13,310,922
Federal Revenues						
401/414/433 Title Programs	0	16,339	10,811	5,528	0.0%	8,356
151-154/174 CARES/CRF/WC	6,151	141,000	0	141,000	4.4%	428,745
419/420/425 Federal Special Education Aid	152,368	180,865	193,578	(12,713)	84.2%	190,331
PPP Loan Proceeds	0	0	0	0	0.0%	1,413,080
Total Federal Revenues	158,519	338,204	204,389	133,815	46.9%	2,040,511
Local Revenues						
040 Out of State Tuition	0	0	0	0	0.0%	4,750
Var. Fees from Patrons (5)	98,460	104,000	93,000	11,000	94.7%	65,989
Var. Extracurricular Fees (6)	245,673	255,000	266,000	(11,000)	96.3%	173,770
Var. Field Trips (12)	6,264	22,000	30,000	(8,000)	28.5%	723
Var. Fundraising - Development (1)	103,094	259,786	580,000	(320,214)	39.7%	36,640
Var. Fundraising - Parent Group (2)	71,357	83,000	95,000	(12,000)	86.0%	63,369
Var. Fundraising - Booster Club (3)	12,737	16,000	31,100	(15,100)	79.6%	1,841
Var. Fundraising - Other (4)	10,290	7,500	7,500	0	137.2%	1,229
071 Third Party Billing	1,940	4,000	2,000	2,000	48.5%	6,825
092 Interest Earnings	16,398	20,000	12,000	8,000	82.0%	16,978
096 Other Donations and Gifts	16,535	14,749	0	14,749	0.0%	15,100
099 Miscellaneous Revenues (14)	15,419	11,625	1,000	10,625	132.6%	67,580
622/624 Resale of Goods/Equipment	1,401	2,000	0	2,000	70.0%	1,327
Total Local Revenues	599,567	799,660	1,117,600	(317,940)	75.0%	456,121
Total Revenues	11,657,023	14,216,588	14,552,260	(335,672)	82.0%	15,807,554

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of April 30, 2022

	=10/12				83.3%	
	Year to Date Activity - 1165 ADM	Amended Budget 1,165 ADM's 06.24.22	Original Budget 1,180 ADM 05.18.21	Variance in Reforecasted to Adopted Budget	Percent of Amended Budget	Audited June 30, 2021
Expenditures						
100's Salaries and Wages	4,151,844	5,222,107	4,943,486	278,621	79.5%	4,854,478
Salaries and Benefits, Estimated YTD Accrual	405,577	0	0	0	0.0%	0
200's Employee Benefits	887,092	1,187,249	1,232,116	(44,867)	74.7%	1,130,141
305/315 Contracted Services	520,368	545,000	610,000	(65,000)	95.5%	466,905
320 Communications Services	29,408	38,000	38,000	0	77.4%	34,972
329 Postage	1,670	2,000	2,000	0	83.5%	1,733
330 Utilities	198,295	239,080	176,000	63,080	82.9%	196,573
340 Property and Liability Insurance	39,666	43,000	35,000	8,000	92.2%	33,445
350 Repairs and Maintenance	337,563	437,000	488,000	(51,000)	77.2%	401,701
360 Contracted Transportation for Field Trips	594	10,000	18,000	(8,000)	0.0%	0
366 Travel, Conferences, and Staff Training	14,795	20,000	30,000	(10,000)	74.0%	3,918
369/394 Field Trips / Registration Fees	2,603	12,000	12,000	0	21.7%	1,467
348-570 Building Lease	1,604,783	1,925,740	1,925,740	0	83.3%	1,929,828
370/380 Other Rentals and Operating Leases	64,550	74,000	74,000	0	87.2%	75,600
401/455/465 General Supplies	54,637	65,000	70,000	(5,000)	84.1%	52,115
P 810 Maintenance Supplies	88,785	105,000	90,000	15,000	84.6%	41,902
405/406 Software & Licensing	121,743	113,000	104,000	9,000	107.7%	92,095
430/456/466 Instructional Supplies	35,471	30,000	60,000	(30,000)	118.2%	34,632
460 Textbooks and Workbooks	58,414	76,000	46,000	30,000	76.9%	40,400
461 Standardized Tests	1,322	30,000	32,000	(2,000)	4.4%	41,112
490 Food Purchased	6,227	8,200	8,200	0	75.9%	7,324
520 Building Improvement	26,857	30,000	134,000	(104,000)	89.5%	154,574
530/535/589 Other Equipment (Furniture)	66,337	76,000	40,000	36,000	87.3%	136,886
555/556 Technology Equipment	105,769	113,000	130,000	(17,000)	93.6%	18,093
580/581 Capital Equipment Lease	63,454	59,000	59,000	0	107.5%	82,923
820 Dues and Memberships	33,126	40,000	38,000	2,000	82.8%	34,268
898 Scholarships	0	1,200	1,200	0	0.0%	400
899 Miscellaneous	665	1,000	0	1,000	66.5%	3,189
C 217 Graduation	3,967	33,000	33,000	0	12.0%	18,128
C 399 COVID-19 Related Expenditures	98,749	80,000	0	80,000	123.4%	170,093
Var. Extracurricular Activities (6)	248,104	350,000	341,000	9,000	70.9%	267,998
Var. Fundraising - Development (1)	36,832	120,000	635,000	(515,000)	30.7%	51,263
Var. Fundraising - Parent Group (2)	37,230	83,000	95,000	(12,000)	44.9%	54,045
Var. Fundraising - Booster Club (3)	1,545	2,000	31,100	(29,100)	77.3%	1,159
Var. Fundraising - Other (4)	414	7,500	7,500	0	5.5%	4,799
335 Q Comp Expenditures (Excludes Sped Q Comp)	104,520	295,000	304,400	(9,400)	35.4%	289,196
372 Third Party Billing PRG 400	609	2,000	2,000	0	30.4%	7,035
P422 ADSIS	188,107	250,000	298,587	(48,587)	75.2%	257,714
740 State Special Ed Expenditures / ESY (Includes Q Comp)	1,649,243	2,029,176	2,141,667	(112,491)	81.3%	2,019,333
401/414/433 Title Programs	0	16,339	10,811	5,528	0.0%	8,356
151-154/174 CARES/CRF/WC	6,151	131,000	0	131,000	4.7%	429,870
419/420/425 Federal Special Education Program	152,368	180,865	193,577	(12,712)	84.2%	190,331
Subtotal Expenditures	11,449,453	14,082,456	14,490,384	(407,928)	81.3%	13,639,992
Transfers to Other Funds	0	0	0			0
Total Expenditures	11,449,453	14,082,456	14,490,384	(407,928)	81.3%	13,639,992
General Fund Change in Fund Balance	207,570	134,132	61,876	72,256		2,167,562
Beginning General Fund Balance, July 1	6,384,218	6,384,218	6,384,218			4,216,656
Projected General Fund Balance, June 30	6,591,788	6,518,350	6,446,094			6,384,218

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of April 30, 2022

	=10/12				83.3%	
	Year to Date Activity - 1165 ADM	Amended Budget 1,165 ADM's 06.24.22	Original Budget 1,180 ADM 05.18.21	Variance in Reforecasted to Adopted Budget	Percent of Amended Budget	Audited June 30, 2021
Food Service Fund - 02						
Revenues						
State Revenues	4,139	12,333	18,433	(6,100)	33.6%	79
Federal Revenues	391,274	485,000	95,107	389,893	80.7%	288,639
Sale of Lunches and Other Local Revenues	134,435	101,009	388,600	(287,591)	133.1%	26,929
Sale of Equipment	0	0	0	0	0.0%	0
Total Revenues	529,847	598,342	502,140	96,202	88.6%	315,647
Expenditures						
Summer Food Service Program - Food	113,542	140,000	130,900	9,100	81.1%	84,903
Salaries and Wages	147,856	171,679	181,625	(9,946)	86.1%	126,881
Employee Benefits	41,029	41,218	41,694	(476)	99.5%	34,658
Team Meals	2,429	11,009	12,500	(1,491)	22.1%	7,832
Purchased Services	3,601	10,000	10,000	0	36.0%	12,438
Supplies and Materials (Inc. A la Carte and Milk)	75,491	112,322	99,372	12,950	67.2%	67,312
Capital	10,694	20,000	20,000	0	53.5%	2,647
Dues and Memberships	1,226	1,500	1,700	(200)	81.7%	1,451
Total Expenditures	395,867	507,728	497,791	9,937	78.0%	338,122
Food Service Fund Change in Fund Balance	133,980	90,614	4,349	86,265		(22,475)
Beginning Food Service Fund Balance, July 1	267,772	267,772	267,772			290,248
Projected Food Service Fund Balance, June 30	401,752	358,386	272,121			267,772

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of April 30, 2022

=10/12

83.3%

Year to Date Activity - 1165 ADM	Amended Budget 1,165 ADM's 06.24.22	Original Budget 1,180 ADM 05.18.21	Variance in Reforecasted to Adopted Budget	Percent of Amended Budget	Audited June 30, 2021
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Community Service Fund - 04

Revenues

Participation Fees	129,506	132,000	118,895	13,105	98.1%	35,929
Total Revenues	129,506	132,000	118,895	13,105	98.1%	35,929

Expenditures

Salaries and Wages	19,626	22,136	19,005	3,131	88.7%	7,844
Employee Benefits	2,592	2,935	2,470	465	88.3%	1,117
Purchased Services	25,492	59,775	20,000	39,775	42.6%	11,751
Supplies and Materials	41,108	24,654	47,000	(22,346)	166.7%	15,296
Equipment	527	0	16,000	(16,000)	#DIV/0!	0
Other	55	0	3,000	(3,000)	#DIV/0!	2,545
Total Expenditures	89,398	109,500	107,475	2,025	81.6%	38,553

Community Service Fund Change in Fund Balance

40,108	22,500	11,420	11,080	(2,624)
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Beginning Community Service Fund Balance, July 1

74,543	74,543	74,543	77,167
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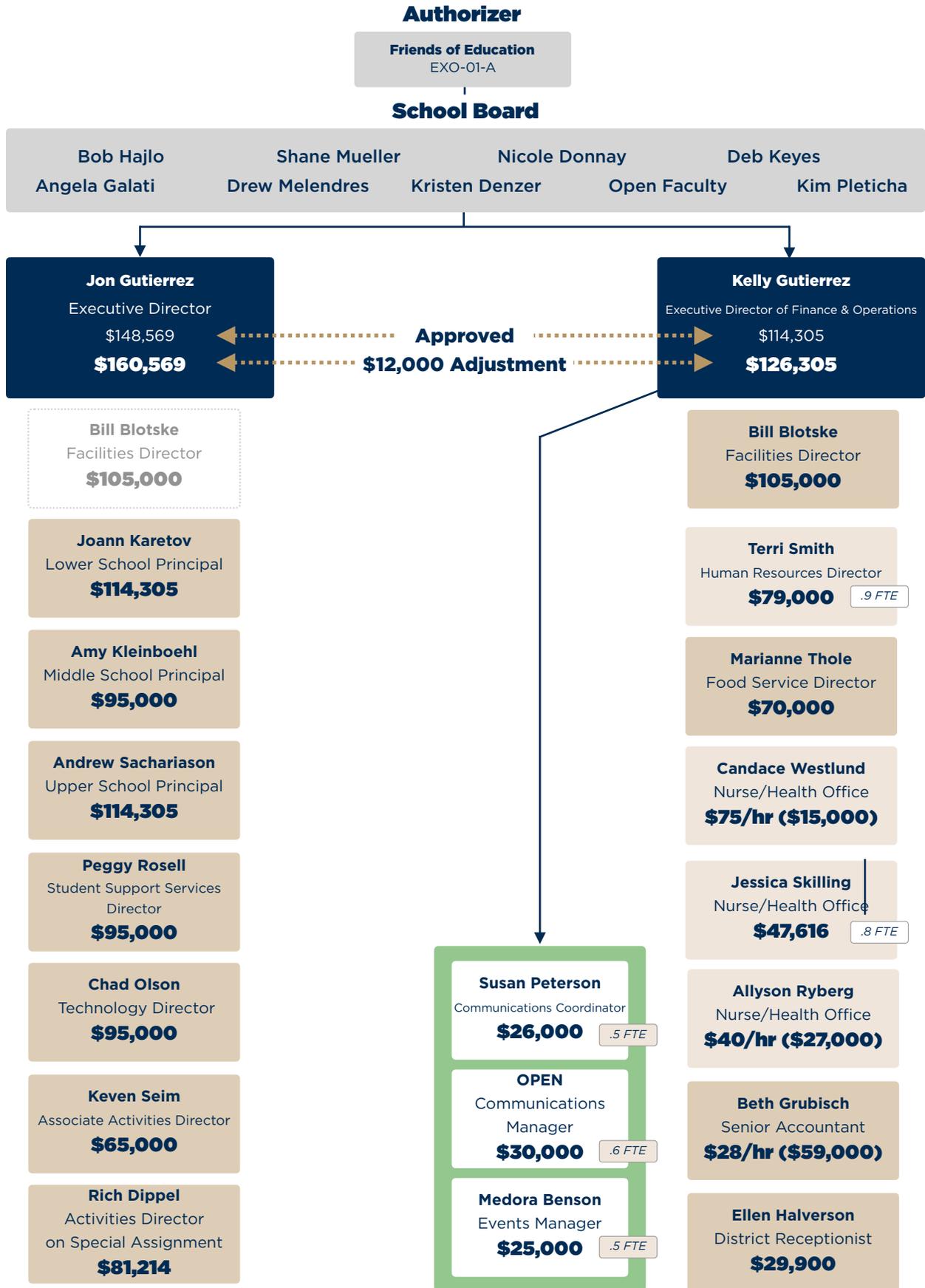
Projected Community Service Fund Balance, June 30

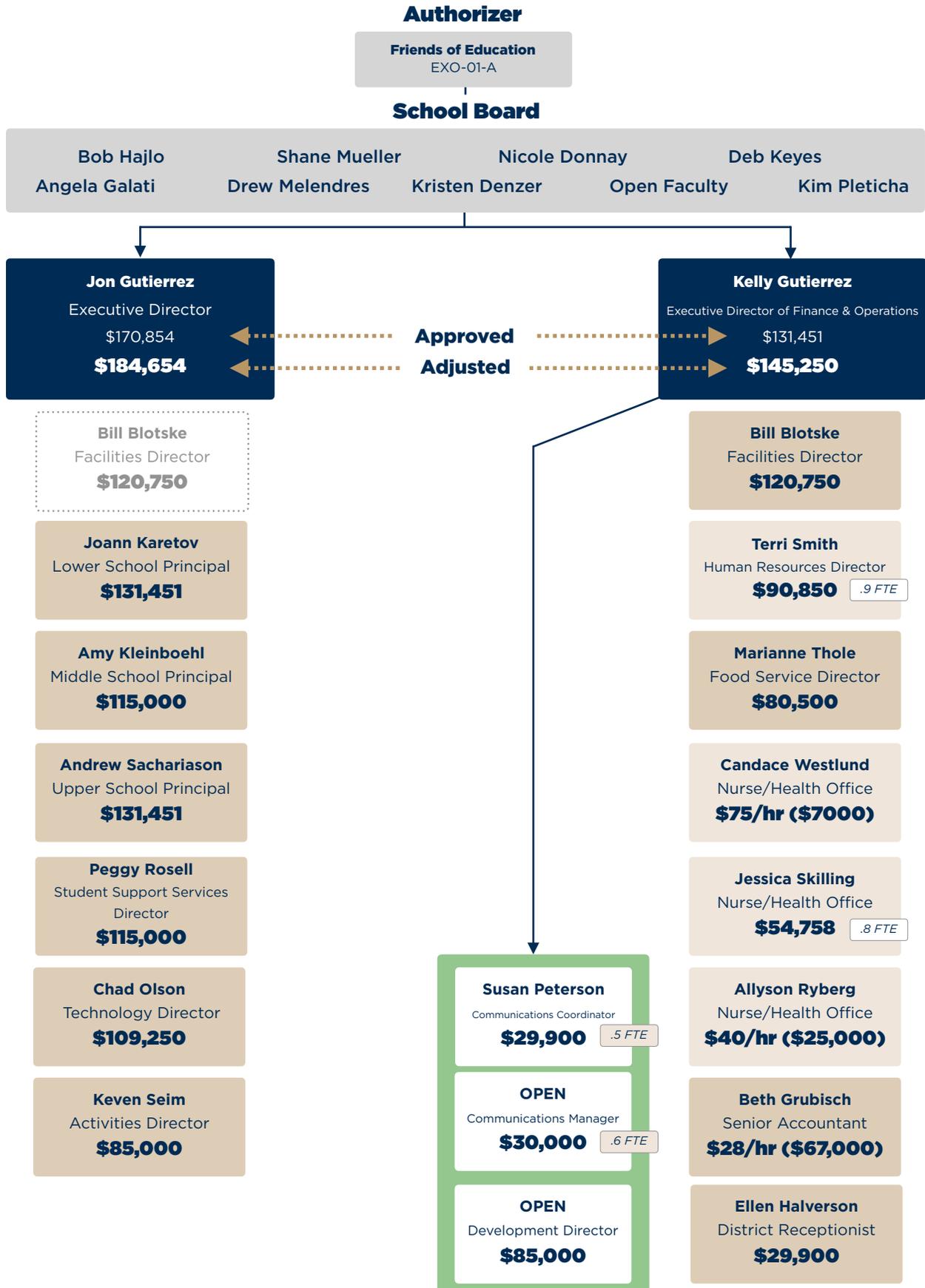
114,651	97,043	85,963	74,543
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St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of April 30, 2022

	=10/12				83.3%	
	Year to Date Activity - 1165 ADM	Amended Budget 1,165 ADM's 06.24.22	Original Budget 1,180 ADM 05.18.21	Variance in Reforecasted to Adopted Budget	Percent of Amended Budget	Audited June 30, 2021
Total All Funds						
Revenues						
State Revenues	10,903,075	13,091,057	13,248,704	(157,647)	83.3%	13,311,001
Federal Revenues	549,793	823,204	299,496	523,708	66.8%	2,329,150
Local Revenues	863,508	1,032,669	1,625,095	(592,426)	83.6%	518,979
Transfer In	0	0	0	0	0.0%	0
Total Revenues	12,316,376	14,946,930	15,173,295	(226,365)	82.4%	16,159,130
	<small>12,316,376</small>	<small>14,946,930</small>	<small>15,173,295</small>	<small>(226,365)</small>		<small>16,159,130</small>
Expenditures						
Salaries and Wages	4,829,423	5,710,922	5,448,516	262,406	84.6%	5,278,399
Employee Benefits	930,713	1,231,402	1,276,280	(44,878)	75.6%	1,165,916
Purchased Services	2,843,387	3,415,595	3,438,740	(23,145)	83.2%	3,170,331
Supplies and Materials	599,167	715,185	699,972	15,213	83.8%	484,923
Equipment	273,639	298,000	399,000	(101,000)	91.8%	395,123
Other (Fundraising, Special Ed, Dues, etc.)	2,458,391	3,328,580	3,833,142	(504,562)	73.9%	3,521,975
Transfer Out	0	0	0	0	0.0%	0
Total Expenditures	11,934,719	14,699,684	15,095,650	(395,966)	81.2%	14,016,667
	<small>11,934,719</small>	<small>14,699,684</small>	<small>15,095,650</small>	<small>(395,966)</small>		<small>14,016,667</small>
Total Revenues All Funds	12,316,376	14,946,930	15,173,295	(226,365)	82.4%	16,159,130
Total Expenditures All Funds	11,934,719	14,699,684	15,095,650	(395,966)	81.2%	14,016,667
Change in Fund Balance - All Funds	381,657	247,246	77,645	169,601		2,142,463
Beginning Fund Balance, All Funds, July 1	6,726,535	6,726,533	6,726,533			4,584,070
Projected Fund Balance, All Funds, June 30	7,108,192	6,973,780	6,804,178			6,726,533
Debt Service Coverage Ratio			1.29	1.24		2.68
Fund Balance Reserve as Percentage of Annual Expenditures	59.6%	47.4%	45.1%			48.0%

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







SUCCESSION PLANNING

& Executive Compensation

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- Create Path for Future Faculty/Admin Compensation Increases
- Maintain Founder Mentality & Engagement
- Ensure Gradual Succession Plan
- Protects 2021-2022 and 2022-2023 Budgets
- Protects 2022-2023 Approved Compensation Plan & Proposed Upward Adjustment



Jon Gutierrez

CURRENT DUTIES

EXECUTIVE DIRECTOR

Job description need to be redone, as it does not reflect current duties, and needs to align with the timelines of the succession plan.

FOUNDER

Founder of the school which opened in 2004.

Responsible for:

- Securing charter approval from MDE
- Securing authorizer relationship with Friends of Education, Board Chair for seven years
- Provided bridge financing to school in early months
- Former Friends of St. Croix Prep board member
- Advisory board member for St. Croix Prep Foundation,
- Navigated growth and building transitions from inception until now.

Practically, this means that nearly all duties within the school have been performed by Jon at some point in time. When there is a shortage of personnel or gaps to be filled, they are done by the Executive Director (e.g. traffic).

BOARD

Does all the BoardBook administration (e.g. user administration, board book compilation, distribution, etc.). Performs all of the bylaw compliance, oversees election work, board training schedule, distribution and training of new board members, guidance and leading of the Governance and Succession Planning Committee. Plans for facilities coordination related to board meetings which involves reservation, sound coordination, etc. Also performed legal work on behalf of the board, which currently involves our election tie.

COMMUNICATIONS

Coordinates overall communication and branding strategy for the school, website consistency with state standards, setting strategy for foundation integration, CRM, payment methods, use of social media, etc. This would normally be responsibilities assumed by the Communications Director.

FOUNDATION

Advisory member of the Foundation, secured a \$100,000 gift from key donor to the school. Been asked to participate in matching giving asks over the summer with hopes of raising an additional \$125,000 for the foundation. Also been asked to spearhead annual giving campaign at the beginning of the school year.

LEGAL

Absorbed the duties normally assigned to our legal counsel for handling of the data practices requests for the year. This three month work saved the school approximately \$100,000.

\$30,000 Saved

\$100,000 Raised

Trust Established

\$100,000 Saved



GAPS:

Duties Assumed	Funds Raised/Impact	Compensation
Legal Duties for Data Practices Request	\$100,000	None
Foundation Fundraising	\$100,000 +Trust	None
Communications and Branding	\$30,000	None
Board	10-15 hours/month	None

RECOMMENDATION:

- **ADJUST** current year’s salary (2021-2022) upwards by \$12,000
 - **\$148,569 to \$160,569**
- **INCREASE** upcoming year’s salary (2022-2023) by 15%
 - **\$160,569 to \$184,654**
- Move to more legal agreement with vacation rollover, expense coverage, and legal items standard in most charter school executive agreements.
- Strong consideration and plan for paid sabbatical as discussed in the Finance Committee two years ago.

Comment 1:

Is the money in the 2021-2022 budget for 12k adjustment? Yes.

Comment 2:

Money for additional 15%increase? Yes, it is in unallocated compensation in the 22/23 Budget.

Comment 3:

Rich retiring a month early – savings of \$8,000 for 2021-2022 school year

Comment 4:

Give the above, there is strong argument that Jon should be paid a much larger sum (\$30,000) due to his assuming the Communications/Branding duties.



Kelly Gutierrez CURRENT DUTIES

EDFO

Job description need to be redone, as it does not reflect current duties, and needs to align with the timelines of the succession plan.

COVID RELIEF WORK

- Managed/communicated to bus routes cancellation to community
- Managed \$1.1 Million in COVID relief
- Secured \$1.4 in PPP loan
- Coordinated on-site COVID response with COVID coordinators including Directed Emergency Worker Care
- Materials procurement and distribution
- Developed LMTP tool and safety protocol rubric
- Led CRT meetings

PPP Loan

\$1.4 Million

COVID Relief

\$1.1 Million

DEVELOPMENT/EVENTS



Done in conjunction with the Foundation

\$43,000 Raised



Fundraising for Trail

\$70,000 Raised



Spearheaded Event

\$161,000 Raised



Started the Bleacher Campaign which was eventually rolled over to the post-Covid construction timelines of the bleachers, press box and trail.

\$200,000 Raised

FOUNDATION

Established the Foundation, 501(c)3 status, bylaws, website, initial board, subsequent board members, monthly meetings, minutes, legal compliance, etc, Treasurer duties, establish relationship with St. Paul Foundation, secured initial \$25,000 for endowment funding and initial investment with the St. Paul Foundation. In addition, secured scholarships of \$20,000 to be awarded to students over the next five years. She also oversees the CRM product used for donors, alumni, and previous donors to St. Croix Prep. Board meets monthly.

\$25,000 Endowment

\$20,000 Scholarships

FACILITIES

Some of this has been done in conjunction with the ABC - the design, costing, construction, and funding for the bleachers, press box, trail to be completed over the summer, and the concession trailer.

ABC

Established ABC (affiliated building company), led the issuance of three separate bond offerings, responsible for investor relations, annual S&P reviews, ongoing annual compliance.

FOUNDER

Founder of the school which opened in 2004.

Responsible for:

- Securing charter approval from MDE
- Securing authorizer relationship with Friends of Education
- Friends of St. Croix Prep board member/treasurer
- Advisory board member for St. Croix Prep Foundation ⁴⁰
- Navigated growth and building transitions from inception until now.
- Provided bridge financing to school in early months

Practically, this means that nearly all duties within the school have been performed by Kelly at some point in time. When there is a shortage of personnel or gaps to be filled, they are done by the Executive Director of Finance & Operations (e.g. health office, bus coordinator, traffic control, etc.).

March 17, 2020 Job Title Changed unanimously by the Board to reflect the additional responsibilities being assumed by Kelly - there has been no change in compensation to reflect these additional work duties that have been carried out for the past two years.



Kelly Gutierrez COMPENSATION

GAPS:

2020-2021

March 2020, Title changed to Executive Director of Finance & Operations

Duties Assumed	Funds Raised/Impact	Compensation
Foundation Established		None
Facilities since 2004		None
Events since 2010		None
Affiliated Building Company since 2007		None

2021-2022

Duties Assumed	Funds Raised/Impact	Compensation
Give to the Max	\$43,000	None
Charting the Course	\$70,000	None
All School Marathon	\$160,000	None
Athletic Stands Construction	\$200,000	None
Foundation Endowment	\$25,000	None
Student Scholarships	\$20,000	None
COVID Relief Work	\$2.5 Million	None

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RECOMMENDATION:

- **ADJUST** current year’s salary (2021-2022) upwards by \$12,000
 - **\$114,305 to \$126,305**
- **INCREASE** upcoming year’s salary (2022-2023) by 15%
 - **\$126,305 to \$145,250**
- Move to more legal agreement with vacation rollover, expense coverage, and legal items standard in most charter school executive agreements.
- Strong consideration and plan for paid sabbatical as discussed in the Finance Committee two years ago.

Comment 1:

Given the above, there is a strong argument that Kelly should be paid a much larger sum due to the performance of duties (1 year) in the development/events area, which is now budgeted for \$85,000.

Comment 2:

If for some reason Kelly does not want to lead the development/event items that she has capably done over the past year, then the board should consider revisiting the Compensation Plan because the assumed fund raising dollars are at risk.

Comment 3:

Is the money in the 2021-2022 Budget for 12k adjustment? Yes.

Comment 4:

Money for additional 15% increase? Yes, it is in unallocated compensation in the 22/23 Budget.



Jon and Kelly Gutierrez

REPLACEMENT COSTS

Current Compensation

For all duties currently assumed by Jon and Kelly

Year	Notes	Jon	Kelly	Compensation
21/22	Current	\$148,569	\$114,305	\$262,874
21/22	\$12,000 Adjustment	\$160,569	\$126,305	\$286,874
22/23	15% Increase	\$184,654	\$145,250	\$329,904

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Future Compensation & Positions

For all duties currently assumed by Jon and Kelly

Position	Low-End Comp	Higher-End Comp
Executive Director	\$170,000	\$170,000
Chief Financial Officer (CFO)	\$150,000 (Combine CFO and COO)	\$125,000
Chief Operation Officer (COO)		\$125,000
Communications/Marketing	\$75,000	\$75,000
Development Director	\$85,000	\$125,000
Events Coordinator	\$50,000	\$75,000
TOTAL:	\$380,000	\$695,000



Options & Decision Criteria FOR EXECUTIVE COMPENSATION/SUCCESSION

OPTION 1:

Approve 12k Payment **AND**
Approve 15% Increase

OPTION 2:

NOT Approve 12k Payment **NOR**
Approve 15% Increase

	Decision Criteria	Option 1	Option 2	Comments
1	Creates path for future admin/faculty pay increases	Yes	No	
2	Maintain Founder mentality & engagement	Yes	No	
3	Ensure Gradual Succession Plan	Yes	No	<i>If no, see items below</i> 43
4	Protects 2021-2022 Budget	Yes	Yes	
5	Protects 2022-2023 Budget	Yes	No	<i>Increased hiring of multiple positions</i>
6	Protects 2022-2023 Comp Plan	Yes	No	<i>Increased hiring of multiple positions</i>
7	Allows Addendum to 22/23Comp Plan - additional 2%	Yes	No	
8	Hire Development Director	Yes	No	<i>Additional 40k needed in budget</i>
9	Hire Communications/Marketing	No	Yes	<i>Additional 75k needed in budget</i>
10	Increase 2022-2023 legal budget	No	Yes	<i>Additional 60k needed in budget</i>
11	Hire Events Coordinator	No	Yes	<i>Additional 50k needed in budget</i>
12	Additional Positions Considered	No	Yes	<i>Part time Grants admin, Curriculum Director</i>
13	Impact on Current Faculty Compensation	No	Yes	<i>Need to reduce 15% increase to 10% due to additional budget impact (8% raise with a 2% step)</i>
14	Gradual transition of board duties	Yes	No	<i>Board calendar, Boardbook administration, board training considerations per state statute, and committee operations</i>



Pay EDFO \$12,000 as an adjustment to their 2021/2022 salary...

2021/2022 Salary increase from \$114,305 to \$126,305

...then, using the new adjusted 2021/2022 salary, increase EDFO 2022/2023 salary by 15%...

*\$126,305 *1.15 = \$145,250 (from the original \$126,305 to \$145,250)*

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...AND pay Executive Director \$12,000 as an adjustment to their 2021/2022 salary...

2021/2022 Salary increase from \$148,569 to \$160,569

...then, using the new adjusted 2021/2022 salary, increase Executive Director 2022/2023 salary by 15%

*\$160,569 *1.15 = \$184,654 (from \$160,569 to \$184,654)*



May 9, 2022

To: SCPA Board of Directors

Re: Recommendation for \$24k allocation to Executive Director (“ED”) and Executive Director – Finance & Operations (“EDFO”)

The SCPA Finance Committee met this afternoon to review the above topic per your request from the April 26, 2022 board meeting. Finance Committee members Susan Peterson, Kristen Denzer, and Paul McDowell attended, with Kelly Gutierrez recusing herself from the meeting. SCPA HR Director Terri Smith presented background information on the request, and answered questions from committee members.

Additional discussion continued after Terri departed, and an eventual vote to recommend the SCPA BOD approve the allocation by a 2/3 majority occurred.

Rationale for the majority recommendation was based on the ED and EDFO completing functions budgeted FY22 for services via outside contractors, a majority of which historically were covered by internal staff no longer employed. The functions covered had above average or exceptional outcomes (Gala, Marathon, Foundation progress, mitigation of legal fees due to internal review, communications, etc.). Additional time and effort were expended by the ED and EDFO, and their typical job functions and responsibilities were performed at a continuing above average or exceptional level.

The dissent of the recommendation expressed concerns pertaining to equity across all staff that worked extra, the fiduciary responsibility of public funds, and the already discussed \$300,000 funding gap FY 23 from the approved 15% compensation plan.

Sincerely,

SCPA Finance Committee





Education Identity and Access Management Board Resolution

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

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

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

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

Organization Name: St. Croix Preparatory Academy

6-Digit or 9-Digit Organization Number (e.g., 1234-01 or 1234-01-000): 4120-07

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

Print Name: Jon Gutierrez

Title: Executive Director

Board Member Signature:

Name: _____

Date: _____



ST. CROIX PREPARATORY ACADEMY Board Election Summary Options

Option 1 is to conduct a special election.

Per state statute this needs to be conducted during the school year. The last day of school is June 3; and we have already communicated to the community that this situation would be addressed at the June board meeting on June 28. We did this because the next steps need to be decided by the board and we would have to call a special meeting, coordinate that with open meeting notification requirements, perhaps give candidates a chance to re-engage with the community to express their position, and per Section 4 of the bylaws we need to provide the election date 30 days in advance of the election date.

Special Election at the beginning of next school year. To give the proper attention that a special election deserves we could notify the school community on September 15 (after the start of all of the new school year activities) that an election will occur in late October. We can ignore the 60 day candidate solicitation process because the candidates have been identified.

In the event of Matthew Stiles wins the election, Bob Hajlo would remain on the board until Matthew's training is complete – likely until January or February.

Option 2 – Seat both Bob Hajlo and Matthew Stiles, thus increasing the parent board members to 5

Current details and background related to this solution are:

- Shane Mueller, who just won another term as community member (and who was a previous parent board member), prior to running, agreed to serve for one year.
- Bob Hajlo, current board member and one of those in the election tie, has agreed to serve as a community member once his son graduates next year – thus taking Shane's community member seat.
- We would like to seat Bob Hajlo and Matthew Stiles once he has completed the training.
- As noted in the resolution, as long as the board makes efforts to fill vacancies to adhere to its governance model, the board can temporarily operate with a parent or teacher majority.

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION TO CONFIRM PARENT DIRECTOR ELECTION RESULTS
AND APPOINT PARENT DIRECTORS**

WHEREAS, on May 17, 2022, the Board of Directors of St. Croix Preparatory Academy held an election to fill open positions, including two parent director positions;

WHEREAS, there were three candidates on the ballot for the parent director positions: Christina Norman, Bob Hajlo, and Matthew Stiles;

WHEREAS, Christina Norman received 241 votes, the most of the three candidates, and will be seated on the Board in accordance with the SCPA Bylaws (“Bylaws”);

WHEREAS, Bob Hajlo and Matthew Stiles tied, having received 234 votes each;

WHEREAS, neither the Bylaws nor state law specifies what process SPCA must follow to fill a seat when there is a tie between candidates, and thus SCPA has discretion to determine an appropriate process for doing so, in a manner otherwise consistent with its Bylaws and state law;

WHEREAS, the Board desires to seat both Bob Hajlo and Matthew Stiles in parent director positions;

WHEREAS, Article IV, Section 2(a) of SCPA’s Bylaws states that the Board shall consist of at least five and no more than 11 members;

WHEREAS, under Minnesota Statutes Section 124E.07, subdivision 3, the Board must include at least one licensed teacher, one parent/guardian of a currently enrolled student, and one interested community member, and Article IV, Section 3 of the Bylaws states that the Board is designed to have no clear majority as it relates to these categories of directors;

WHEREAS, most recently, the Board has been composed of four parent directors, four teacher directors, and one community member director;

WHEREAS, under Article IV, Section 7, of the Bylaws, the Board is authorized to appoint directors to vacant positions by the affirmative vote of the majority of the sitting members, even if less than a quorum;

WHEREAS, Article IV, Section 7, of the Bylaws further states that in making appointments to vacant positions, the Board shall give consideration to the results of the most recent Board election in the given membership category;

WHEREAS, the Board has determined that adding a parent director to the Board, bringing the total parent directors to five, is consistent with the Bylaws and state law in that the Board will remain within its size limit and there will remain no clear majority of any single category of membership when the other four teacher director and one community member director positions are filled; and

WHEREAS, the Board has determined that seating both Bob Hajlo and Matthew Stiles recognizes the results of the May 17, 2022 election, eliminates the need for another election, allows members to be seated more quickly, and is otherwise in the best interest of SCPA.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby confirms the election of Christina Norman to a parent director position based on the vote totals in the May 17, 2022 election.
2. The Board hereby appoints Bob Hajlo and Matthew Stiles to parent director positions, consistent with the election results and the Board's authority.
3. Such election and appointments are subject to the training requirements in Article IV, Section 2(c)(ii) of the Bylaws.
4. The Board reserves the right to make appointments and address tied elections in a manner it deems appropriate under the specific circumstances at the time, and this action is not meant to be determinative of the process the Board will follow in the event another tie arises in the future.
5. This action has no bearing on the results of the May 17, 2022 election as it relates to the open teacher and community member director positions, which shall be filled in accordance with the vote totals.
6. To the extent that vacancies remain on the Board, the Board will fill such vacancies in due course, in a manner that preserves the governance structure set forth in and is otherwise consistent with the Bylaws.

The motion for the adoption of this Resolution was duly seconded by _____ and on a roll call vote the following voted in favor of the Resolution:

And the following voted against this Resolution:

Whereupon this resolution was declared duly passed and adopted.

St. Croix Preparatory Academy

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



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

Reviewed by the SCPA Lower School Faculty: June 6, 2022
Presented to the School Board: June 28, 2022
Approved by the School Board: TBD

Overview of St. Croix Preparatory Academy Local Literacy Plan

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

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

Belief Statement from Minnesota Department of Education

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

St. Croix Preparatory Academy Local Literacy Plan Goals

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

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

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

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

What Kind of Assessments will be Used and When?

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

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

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

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

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

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

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

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

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

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

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

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

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

further seek dyslexia diagnosis with their child's physician. SCPA does not include screening for convergence insufficiency disorder as part of its vision screening program. Parents with concerns about the condition should see their licensed eye care specialist for assessment and treatment. Parents have the option to have their student assessed at the school for additional special education support services.

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

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

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

Sample Parent Notification Letter

Date

Dear family of _____ (grade ____),

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

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

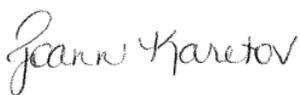
Grade:	MN and/or SCPA Benchmark:	Present Level:	Did Not Achieve:
STEP Level (K-3)			
Fluency Score (1-3)			
MCA Preliminary Score (3)			

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

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

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

Sincerely,



Joann Karetov
Lower School Principal
651-395-5920

What Instructional Supports and Interventions Will Be Used?

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

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

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

Tiers of Literacy Support include:

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

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

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

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

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

What Supports Are in Place for English Learners?

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

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

What Opportunities Do Teachers Have for Professional Development?

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

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

There are 12 professional development days scheduled for the 2022-23 school year. New teachers receive an additional 5 days of development each summer, in addition to ongoing one-hour monthly meetings. SCPA utilizes formal and informal evaluations to identify teacher-training needs. In addition, teachers will meet for grade-level/specialty area Professional Learning Community (PLC) meetings for weekly one-hour meetings. Much of this time will be devoted to reviewing data, setting goals, discussing instructional effectiveness, writing common assessments, and reviewing curriculum standards.

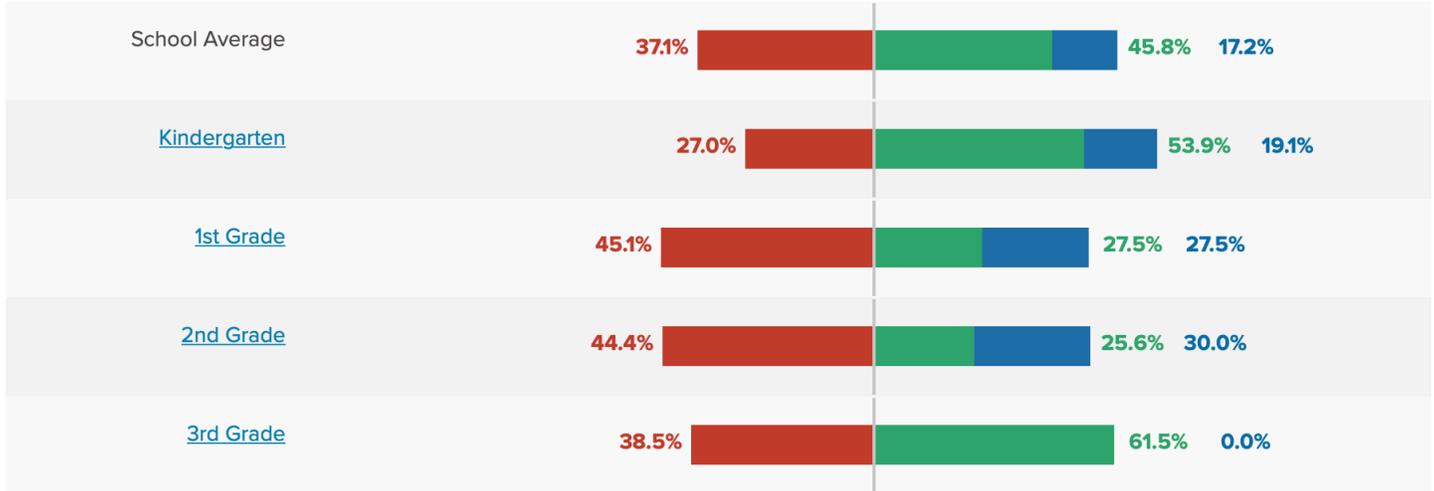
Additionally, time will be given for grade level teams to meet at least once per month with the principal to review student progress-monitoring data, interventions being used, and make adjustments in addressing individual student needs. Weekly Child Study meetings are also available for teachers to bring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

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

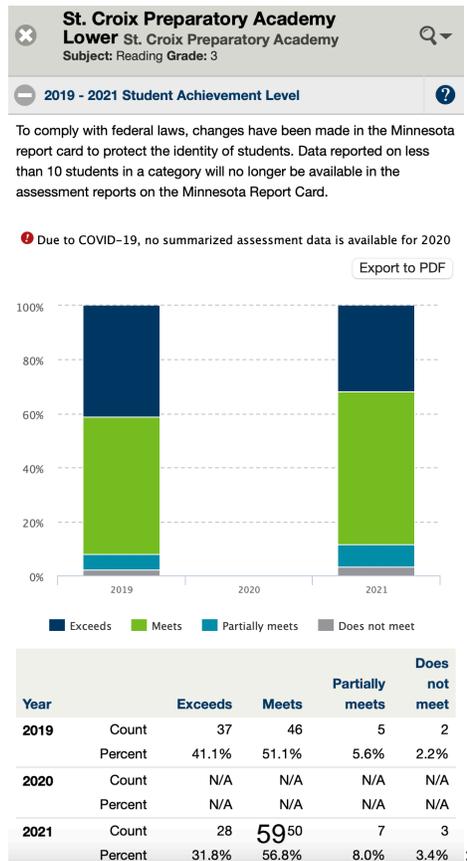
How Are SCPA Students Currently Performing?

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

Legend ■ Below Target ■ On Target ■ Above Target



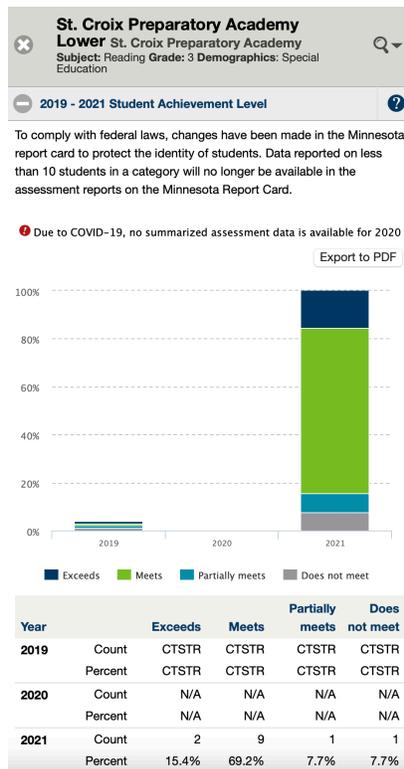
2. Percentage of Grade 3 students at or above reading proficiency on MCA*.



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

The selected criteria resulted in counts too small to report.

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



*there are no 2020 scores to enter due to the COVID-19 school closures. Above are the collective scores from 2019 and 2021 required by MDE.

Please Note:

- Students were below normal benchmarks at the beginning of the 2021-22 school year due to the mandatory school closures from March – June, 2020 and the hybrid/distance learning during the 2020-2021 school year. Because of the various learning models and school closures for over a year, scores may not appear as high as in previous years due to limited in-person instruction and interventions.
- Although our internal STEP scores may have been lower, when compared to the statewide average, students in St. Croix Preparatory Academy Lower School consistently outperform the state averages in Reading on the MCAs (and the 202 preliminary scores appear to be a little lower/similar to previous years).

This year, lower school students, parents, and families will be starting the 2022-2023 school year differently with *Prep for Success* conferences. You will connect with your student's teacher before the first day of school during *Prep for Success* conferences.

The purpose of *Prep for Success* conferences is to build community at St. Croix Prep. The *Prep for Success* conferences invite students and parents to an opportunity of connecting with their teacher before the first day of school.

Students meet one-on-one with their classroom teacher and EA to do reading (STEP/fluency) assessments, get to know one another, and help teachers better understand what the student knows as they enter the grade. The conferences are fun and low-pressure. Parents will also have an opportunity to connect with the teacher to tell them all about their child.

These conferences will take place during what is currently on the school calendar as first week of school, August 29 – September 1, 2022 (lower school students will not attend the same week as grades 5-12 except at the time of their conference). Because of the *Prep for Success* conferences, all lower school students will have the start of their school year on Tuesday, September 6 (after Labor Day).

Parent will receive the name of their child's teacher during the week of July 11 (formerly, this would have been communicated on Friday, August 19, the week before Drop-Off Night). By communicating the name of the classroom teacher early, we will also be sending out calendar for parents to schedule a conference time for each individual student between 9:30-4:00 during August 29-September 1. We are hoping this communication gives parents enough of an advance notice so that at least ONE parent will be in attendance for the conference with the teacher.

Because all students will now be assessed before school starts, students will be able to receive earlier enrichment and intervention during the school year. Early assessments will afford teachers to have more meaningful and honest conferences in November and February, especially since relationships have already been established with baseline data. These conferences will also replace the Curriculum Information Night, because parents will have access to information usually presented during the *Prep for Success* conferences.

Families tell districts who have attended similar conferences that their children feel more confident and excited to start the school year after meeting their teacher. We are excited to build positive, social/emotional, community, in-person connections again with our families!

2022-2023 School Calendar

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

AUGUST 2022				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
MS & US Only Rel. Day of	LS Only Prep for Success	LS Only Prep for Success		

SEPTEMBER 2022				
M	T	W	TH	F
			1	2
			LS Only Prep for Success	No School
5	6	7	8	9
No School Offices Closed	LS Only First Day of School			
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

NOVEMBER 2022				
M	T	W	TH	F
	1	2	3	4
				*End of Quarter
7	8	9	10	11
No School	No School			
14	15	16	17	18
			LS, MS, US PM Conf	No School LS Only LS Conf
21	22	23	24	25
		No School Offices Closed	No School Offices Closed	No School Offices Closed
28	29	30		

DECEMBER 2022				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
			No School Offices Closed	No School Offices Closed
26	27	28	29	30
No School Offices Closed				

JANUARY 2023				
M	T	W	TH	F
2	3	4	5	6
No School Offices Closed	No School Offices Closed	No School Offices Closed		
9	10	11	12	13
16	17	18	19	20
No School				
23	24	25	26	27
				*End of Quarter
30	31			
No School				

FEBRUARY 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
				No School LS Only LS Conf
13	14	15	16	17
				No School
20	21	22	23	24
No School				
27	28			

MARCH 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
No School	No School	No School	No School	No School
27	28	29	30	31

APRIL 2023				
M	T	W	TH	F
3	4	5	6	7
			*End of Quarter	No School
10	11	12	13	14
No School				
17	18	19	20	21
24	25	26	27	28

MAY 2023				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
No School Offices Closed				

JUNE 2023				
M	T	W	TH	F
			1	2
5	6	7	8	9
		*Last Day of School		
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*End of 3rd Quarter (41 Days)

*End of 4th Quarter (41 days)

01/25/2022

 School Day

 No School Day

 No School Day for LS Only

 No School Day and Offices Closed



st. croix preparatory academy

FAMILY HANDBOOK

2022-2023

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WELCOME LETTER

Dear Parents and Students:

Welcome to St. Croix Prep! We are glad to have you as a part of our school community. We are very excited to begin our 19th year of operations. We are looking forward to a year when we continue to reestablish our learning environment and the culture of our school community. We operate under the credo of establishing community, working hard, making good decisions, exhibiting character/leadership, and doing what is best for kids. The purpose of this handbook is to provide information which will make your interaction with St. Croix Prep pleasant and easy to understand.

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

Sincerely,

Jon Gutierrez
Executive Director

2022-2023 School Calendar

JULY 2022				
M	T	W	TH	F
				1
4 <small>No School Offices Closed</small>	5 <small>No School Offices Closed</small>	6 <small>No School Offices Closed</small>	7 <small>No School Offices Closed</small>	8 <small>No School Offices Closed</small>
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2022				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 <small>First Day of School</small>	30	31		

SEPTEMBER 2022				
M	T	W	TH	F
			1	2 <small>No School</small>
5 <small>No School Offices Closed</small>	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2022				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20 <small>No School</small>	21 <small>No School</small>
24	25	26	27	28
31				

NOVEMBER 2022				
M	T	W	TH	F
	1	2	3	4 <small>*End of Quarter</small>
7 <small>No School</small>	8 <small>No School</small>	9	10	11
14	15	16	17	18 <small>U.S. MB, US 2022 No School US Only</small>
21	22	23 <small>No School Offices Closed</small>	24 <small>No School Offices Closed</small>	25 <small>No School Offices Closed</small>
28	29	30		

DECEMBER 2022				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 <small>No School Offices Closed</small>	23 <small>No School Offices Closed</small>
26 <small>No School Offices Closed</small>	27 <small>No School Offices Closed</small>	28 <small>No School Offices Closed</small>	29 <small>No School Offices Closed</small>	30 <small>No School Offices Closed</small>

JANUARY 2023				
M	T	W	TH	F
2 <small>No School Offices Closed</small>	3 <small>No School Offices Closed</small>	4 <small>No School Offices Closed</small>	5	6
9	10	11	12	13
16 <small>No School</small>	17	18	19	20
23	24	25	26	27 <small>*End of Quarter</small>
30 <small>No School</small>	31			

FEBRUARY 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10 <small>No School US Only & 2022</small>
13	14	15	16	17 <small>No School</small>
20 <small>No School</small>	21	22	23	24
27	28			

MARCH 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 <small>No School</small>	21 <small>No School</small>	22 <small>No School</small>	23 <small>No School</small>	24 <small>No School</small>
27	28	29	30	31

APRIL 2023				
M	T	W	TH	F
3	4	5	6 <small>*End of Quarter</small>	7 <small>No School</small>
10 <small>No School</small>	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 2023				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 <small>No School Offices Closed</small>	30	31		

JUNE 2023				
M	T	W	TH	F
			1	2
5	6	7 <small>*Last Day of School</small>	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*End of 3rd Quarter (41 Days)
 School Day
 No School Day

*End of 1st Qtr (46 Days)
 No School Day for LS Only

*End of 4th Qtr (41 days) 01/25/2022
 No School Day and Offices Closed

GENERAL OVERVIEW

St. Croix Preparatory Academy is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school opened with grades K-7. The 200 students that actually enrolled surpassed the projected enrollment of 120 students. The School has experienced tremendous growth and will serve over 1,200 students in grades K-12 during the 2022-2023 school year. Located on 59 acres of land, St. Croix Preparatory Academy's educational philosophy is based on the classical methodology of grammar, logic, and rhetoric; an educational philosophy proven to achieve outstanding academic results.

Mission

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

Academics

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

Character

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

Leadership

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

EDUCATIONAL PHILOSOPHY

st.croixprep

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

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

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

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

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

ORGANIZATIONAL STRUCTURE

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

School Address

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



K - 4 Lower School

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

5-8 Middle School

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

9-12 Upper School

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

Administrative Personnel

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



Facility Rental Information

Keven Seim at 651-395-5944 or kevenseim@stcroixprep.org

General Inquiries

Lower School

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

Middle School

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

Upper School

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

Authorizer Information

St. Croix Preparatory Academy is authorized by Friends of Education, 1405 Xenium Lane, Plymouth, MN 55441

SCHOOL BOARD

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

2022-2023 School Board Schedule

Note: All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Orchestra room or Performing Arts Center. The meetings are open to the public. 2022-2023 Meeting dates are noted below.

July 19, 2022	August 16, 2022	September 20, 2022	October 29, 2022
November 15, 2022	December 20, 2022	January 17, 2023	February 21, 2023
March 28, 2023	April 18, 2023	May 16, 2023	June 27, 2023

GOVERNANCE MODEL

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

Board Members

Name	Officer	Email Address	Affiliation
Nicole Donnay		ndonnay@stcroixprep.org	Faculty
Bob Hajlo	Vice Chair	robert.hajlo@gmail.com	Parent
Kristen Denzer		denz0018@umn.edu	Parent



Deb Keyes		dkeyes@stcroixprep.org	Faculty
Shane Mueller	Chair	shane.mueller@comcast.net	Community Member
Drew Melendres		drew.melendres@gmail.com	Parent
Kim Pleticha		kimpleticha@gmail.com	Parent
Deanna Thompson		dthompson@stcroixprep.org	Faculty
Angela Galati		angelagalati@stcroixprep.org	Faculty

Advisory and ex-officio Board Members

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

ACADEMIC INFORMATION

Equal Opportunity

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

Academic Objectives

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

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

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

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

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

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

Importance of High School Curriculum

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

Academic Homework

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

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

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

Lower School (K – 4)

Academic Probation Policy for Students in Grades K-4

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To be promoted to the next grade, successfully complete the required work with a passing grade of 3/C- or better, as reflected in the running grades, on assignments, and on quarter report cards. D, F 2, or 1 on more than 2 quarter report cards in the same core subject (reading/language arts, writing, math, science, and history/geography) may result in you repeating your grade. Final decisions will be made prior to the end of the year by the principal.

Middle School (5 – 8)

Academic Probation Policy for Students in Grades 5-8

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

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

Upper School (9 - 12)

Academic Probation Policy for Students in Grades 9-12

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

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

Additional Academic Considerations:

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

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

Curriculum Opt-Out Policy

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

Academic Integrity Policy

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

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

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

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

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

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

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

Communication Protocol

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

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

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

SPECIAL SERVICES

Special Education

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

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

504 Plans

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

English Learners (EL)

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

ENROLLMENT

St. Croix Preparatory Academy seeks to enroll a diverse and representative student body, welcoming applicants regardless of race, ethnicity, socio-economic status, gender, special needs or English as a second language status.

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The enrollment and lottery procedures for charter schools are governed by Minnesota statutes. See Board Policy, Admission and Lottery Procedures; see Board Policy #302, Kindergarten Admission.

Enrollment for the 2022-2023 School Year

St. Croix Prep currently has openings in grades 9-12.

For more information about grades 9-12, please contact Diane Runge at drunge@stcroixprep.org or 651-395-5970.

Enrollment for the 2023-2024 School Year

St. Croix Preparatory Academy will be accepting applications for the 2023-2024 school year beginning on August 29, 2022. The open enrollment period ends on January 11, 2023. All applications received by the January 11, 2023 deadline will be equally considered. For any grade level where we have more applicants than spaces available, we will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Applicants will be notified as to the status of their applications as early as possible.

Students who submit applications after the January 11, 2023 deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received. Any Minnesota child in the offered grades is eligible to enroll, but parents/guardians must complete the St. Croix Prep Enrollment Form to register their children. In addition, to accept a placement, we suggest that all families attend a welcoming orientation session and participate in informal student testing to ensure proper academic placement. We will send information about these activities to all students who are admitted.

Sibling Preference

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

Intent to Return Forms and Request for Records

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

Withdrawal from St. Croix Preparatory Academy

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

ATTENDANCE

Attendance Requirements

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

Excused Absences

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

Unexcused Absences

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

Release During School Hours

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

Habitual Truant

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

Absence Procedures

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

Tardy Procedures

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

Physical Education Attendance

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

Inclement Weather and School Closing

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

E-Learning Days

“e-Learning days” means a school day where a school offers full access to online instruction provided by a students’ individual teachers due to inclement weather. St. Croix Prep has approved three e-learning days for the 2022-2023 school year. St. Croix Prep will notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

TRANSPORTATION

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

Bus Transportation

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

Bus Conduct

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

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

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

Student Drivers

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

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

HEALTH SERVICES

Health and Dental Examinations

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

Immunizations

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

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

Conscientious or Medical Objection to Health Examination/Immunization

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

Ill or Injured Students

Students exhibiting any signs of illness (fever, vomiting, fatigue, cough, etc.) must be cared for at home to enhance their own recovery and to prevent the spread of illness to other students. Students who become ill or injured at school will not be sent home without prior contact with a family member or authorized adult. While Health Services provides interim care, the responsibility for the treatment and care of the student rests with the family once notification has been provided. Please work with your family, employer, and close contacts to assure your student who is ill can be picked up within 30 minutes of Health Services notifying you.

Health Standards When Your Child Is Ill

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

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

Questions to Consider When Your Child is Ill:

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

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

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

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

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

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

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

Procedure for Ill Student Going Home

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

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

Special Health Concerns

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

Allergies

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

Healthy Food Initiative

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

School Medication Policy

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

- Parent/Guardian should bring the medication to school; if this is not possible, the parent/guardian must communicate to the health office the name, dose and amount of medication being sent with the student, preferably via email to nurse@stcroixprep.org.

- A current school year written healthcare provider order and written parent/guardian permission (“Consent for Administration of Medication” form) must be on file with the Health Office. This form must be Prep’s designated form, forms from other schools/districts cannot be accepted. This includes permission for both over-the-counter/non-prescription medications AND prescription medications. There are separate authorizations for those who qualify for self-carry of specific medications.
- Prescription medications must be provided in an original pharmacy container with a current label. Questions regarding dosage and administration will be directed to the prescribing healthcare provider and/or the parent/guardian if the parent has signed a Release of Information form. Medications will be administered after questions have been resolved.
- Nonprescription medications must be provided in the original LABELED container and will only be administered to a student according to the label directions, unless contrary written directions from a healthcare provider are provided.
- Medications, prescription or over-the-counter, will not be given past the expiration date.
- New medication orders are required at the start of each school year AND when changes are made from the original orders (medication, dosage or frequency). Parent/guardian is responsible for notifying the health office immediately of any change in medication.
- Students may not share prescription or over-the-counter medications with other students.
- Prescription asthma medications can be self-carried/administered by a student when 1) the health office has received a completed Asthma Action Plan from the healthcare provider and a parent signed “Self-Carry/Administration of Asthma Medication Authorization” 2) inhaler is properly labeled for that student, and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting
- For the health and safety of health services staff, and other students in the building, Prep Health Services will not administer nebulized medication. Health Services staff will help families work with their provider to assure care of student’s asthma using a MDI (metered dose inhaler) and spacer.
- Secondary students, grades 7-12, may possess and use **nonprescription pain relief** in a manner consistent with the labeling, if the health office has received written authorization from the parent/guardian. This privilege may be revoked if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- A student who is prescribed a non-syringe injector of epinephrine may possess such medication once 1) the health office has received a completed Anaphylactic Action Plan from the health care provider and a parent signed “Self-Carry/Administration of Emergency Anaphylactic Medication” authorization 2) medication is properly labeled for that student and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting
- Self-carry/administration of other non-pain relief or emergency medications will be handled on a case-by-case basis and at the discretion of the licensed school nurse. For the safety of all students the majority of medications will be safely and properly stored in the health office.
- Legally, a parent/guardian may refuse to sign any medication form. If you refuse, it may affect our ability to provide the services.
- The information provided will be shared only with staff in the school whose jobs require access to this information to ensure the child’s safety and school success.
- A photocopy/fax of any medication consent form which has not been altered will be treated in the same manner as the original.
- Health records received by the school district may no longer be protected by HIPPA, but they will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian’s responsibility to retrieve unused medications from the school. Currently abandoned medications cannot be disposed of by the school, so every effort will be made to have the parent pick up the medication. Arrangements with local law enforcement will be made to dispose of any abandoned medication that is a controlled substance. No medications are kept in the health office over the summer.



DRESS CODE

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

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

Uniform Provider

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

Ordering Information:

Tommy Hilfiger School Uniform – Online Only

Website: <https://www.globalschoolwear.com/>
School Code: STCR01
Phone: 1-877-825-2860 (Customer Service)

Donald's Uniform – Online & Retail Storefront

Address: 972 Payne Ave
St. Paul, MN 55130
Website: <https://www.donaldsuniform.com>
School Code: STCR01
Phone: 651-776-2723

Modesty Guidelines - These guidelines apply to all school dress

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

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

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School Uniform Guidelines

Shirts

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

Sweatshirts

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

Jumpers / Skirts

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

Pants / Shorts

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

Shoes

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

Additional Notes:

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

Physical Education Guidelines

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

Concert Attire Guidelines

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



Dress Code Violations

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

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

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

Opt-Out Provision

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

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

Non-Uniform & Spirit Wear Days

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

Non-Uniform Guidelines

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

Non-Uniform Days are as Follows:

Tuesday, November 22*	Friday, January 27	Thursday, February 16*

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

Spirit Wear Guidelines

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

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

Spirit Wear Days are as follows:

Thursday, September 1	Friday, September 30	Wednesday, December 21
Friday, March 17	Friday, April 14	Friday, May 19
Wednesday, June 7		

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

*Marathon Day/Field Day ONLY

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

STUDENT DISCIPLINE

Delegation of Authority

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

Prohibited Student Conduct

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

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

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

- on school grounds before, during, or after school hours and at any other time when the school is being used by a school group;

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- off school grounds at a school activity, function, or event traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.
-

Tennessee Warning

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

Disciplinary Measures

Disciplinary measures include:

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

Substance Abuse

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

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

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

Work Missed During Suspension

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

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

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- Usually, before a student returns to school following a suspension, a re-entrance meeting will be held with the school principal.

Expulsion

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

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

USE OF TECHNOLOGY

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

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

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

Access to St. Croix Prep Technology Assets and Services

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

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

St. Croix Prep allows students to have cell phones, smartwatches, and other technology devices, but they are not to be visible, turned on, or in use during regular school hours. Students may use their phones/devices before/after regular school hours. We understand that on occasion a student may need to communicate transportation needs with a parent or family member. This communication should go through the Office Manager. The use of headphones is prohibited unless authorized by St. Croix Prep faculty. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to confiscation of their phones/devices. St. Croix Prep shall not assume responsibility for theft, loss, damage or unauthorized use of a cell phone or other



technology devices. **Use of camera and recording features on cell phones and other devices is prohibited without administrative approval.**

First Offense

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

Second Offense

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

Third Offense

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

SCHOOL SECURITY

Visitors at St. Croix Prep

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

Search and Seizure

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

School Property

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

Students and Their Personal Effects

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

Patrols, Inspections and Searches

It is the position of the school that a fair and equitable student motor vehicle policy will contribute to the quality of the student's education experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. School officials may conduct routine patrols of school locations



and routine inspections of exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

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

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

HARASSMENT, BULLYING & HAZING

Minnesota Safe and Supportive Schools Act

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

OTHER INFORMATION

Activities Department

St. Croix Prep offers 19 athletic programs and over 12 co-curricular programs within its club and competitive leagues. These programs offer a well-rounded educational experience to all of our students and provide them practical experience in their character and leadership development. If you have questions, contact Activities Director, Keven Seim at kevenseim@stcroixprep.org or 651-395-5944.

Additional Parent Resources

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

Development Department

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

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

Prep Gala. The Prep Gala will be held here at St. Croix Prep on Saturday, November 13, 2021. The event raises funds for the Arts & Athletics programs. The evening will include savory hors d’oeuvres, delicious sweets, fine

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wines and beer, live entertainment, silent and live auctions, raffles, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available.

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

Parent Group

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

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

Extended Day Program

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

Media in the Classroom

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

Picture Day

Student pictures will be taken on Tuesday, September 13, 2022. Picture retake day will be held on Tuesday, October 4, 2022. All students are required to wear their student uniform for the pictures.

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

St. Croix Prep offers hot lunch, milk and supplemental a la carte offerings daily. Current prices and menus are posted on the school website at: <https://www.stcroixprep.org/food-service/> The school participates in the National School Breakfast and Lunch Programs and offers free and reduced breakfast and lunch according to federal guidelines. Additional information including free and reduced meal applications are located at: <https://stcroixprep.org/wp-content/uploads/2019/07/2019-20-Application-for-Educational-Benefits-Packet.pdf> Please direct questions regarding the free and reduced breakfast and lunch program to St. Croix Prep's Food Service Director, Marianne Thole at mthole@stcroixprep.org.

To purchase breakfast, lunch, milk or a la carte offerings, a student must have a sufficient balance in his/her lunch account. St. Croix Prep's Negative Lunch Balance Policy is as follows:

Hot Lunch and Breakfast

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

A La Carte

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

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

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

Snack

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

Rewards

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

Celebrations

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

School Hours

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

Teacher Request and Classroom Assignment

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

Statewide Assessments

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

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

The 2022-2023 Family Handbook was approved by the St. Croix Preparatory Academy School Board June 28, 2022.



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student’s participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student’s learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student’s School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student’s school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Name: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- MCA/MTAS Reading
- MCA/MTAS Science
- MCA/MTAS Mathematics
- ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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