



St. Croix Preparatory Academy
Board Meeting Agenda
November 15, 2022

1. Call to Order
2. Open Forum
3. Consent Agenda (Board Minutes, Executive Director Report) 2
 - A. Board Minutes
 - B. Executive Director Report
4. Agenda
 - A. Activities Report 9
 - B. World's Best Workforce -- Approval 11
 - C. St. Croix Prep Foundation Update
 - D. 1st Quarter Financial Review 25
 - E. Succession Planning - Introduction of Sample Agreement & Job Description 39
5. Adjourn Meeting



Members Present: N. Donnay, R. Hajlo, D. Keyes, K. Denzer, A. Galati, C. Norman, M. Stiles

Members Absent: A. Melendres, S. Mueller

Ex-officio Members Present: J. Gutierrez, K. Gutierrez

Call to Order

R. Hajlo called the meeting to order at 9:23AM.

Consent Agenda – J. Gutierrez

Board minutes from the September 20, 2022 meeting.

- Motion to Approve: C. Norman
- Second: A. Galati
- Approved: All

Open Meeting Law Training 4B: J. Gutierrez

1. J. Gutierrez summarized and answered questions. See below.
 - a. Open Forums are not required at open board meetings. Over the course of its history, St. Croix Prep has both offered and not offered open forum opportunities to the public. This has been based on public interaction at these forums.
 - b. All of our board meetings are open meetings and have met the notification requirements. These requirements are fulfilled when the Board approves its calendar, family handbook (which has board meeting dates), etc. Publication in the parent update is not a requirement for public notice, unless there is a change in schedule.
 - c. Posting of the board packet on-line is not a requirement of open meeting law; nor is offering on-line viewing of the meetings.
 - d. St. Croix Prep committees do not have delegated authority, therefore they are not subject to open meeting law; they do not need to post meeting information or minutes on the website
 - e. Affiliated building companies (FSCPA) and foundations (St. Croix Prep Foundation) are not subject to open meeting law.

Employee Retention Credit (ERC) 4A - Kelly Gutierrez, Paul McDowell

1. K. Gutierrez walked the Board through the ERC informational packet.
2. The ERC pertains to Covid impact during 2020-2021 - Deadline to apply - April 2023

3. Are we eligible? A key question is “Are charter schools a government instrumentality”, as government instrumentalities do not qualify for the ERC. Discussion ensued.
 - a. BKDV, our accounting service: Charter schools are not a government instrumentality.
 - b. CLA, our auditor: Charter schools are a government instrumentality.
 - c. Amy Mace, our legal counsel: There are six factors the IRS in relation to the question of government instrumentality. In four factors, it appears the School is not a government instrumentality; in two factors, it appears the School is a government instrumentality.
 - d. IRS “nominal impact” is vaguely defined.
 - e. CLA has spoken to the IRS. The IRS is refraining from directly answering the question and referring us to this guidance.
 - f. SCPA can reasonably demonstrate that it has had a 10% adverse impact due to Covid.
 - g. If audited by the IRS, the risk is the IRS will rule the School ineligible for the ERC and ask for the return of the \$1.1 million plus a 20% penalty.

Motion: To refile the 941X returns for quarters 2 and 3 of 2020 and quarter 1 of 2021 for the ERC.

- Motion to approve: K. Denzer
- Second: A. Galati
- Approved: All

Motion: To receive the refund in the form of a cash payout versus credit against future returns.

- Motion to approve: D. Keyes
- Second: C. Norman
- Approved: All

Governance Policy Approval (Board Director Requests from Administration) 4C: J. Gutierrez, M. Stiles, B. Hajlo, A. Galati

1. Explained the revisions made based on questions sent to the committee and direction from Amy Mace, SCPA Legal Counsel.
2. K. Denzer shared concerns about the following line in the policy: *Individual Board directors have no individual authority to investigate a complaint, to formulate a policy, to request or expect unbridled access to information, or to direct the Executive Director, Administration, or other employees to provide information that has not been requested by the Board as a body.*
3. Both M. Stiles and B. Hajlo addressed these concerns.

- Motion to approve: M. Stiles
- Second: A. Galati
- Approved: All

Board Officers Qualifications - By-Laws Change (4D) B. Hajlo

1. Recommendation that the offices of Board Chair and Vice Chair have one year of experience on the SCPA board before being elected.

- Motion to approve: C. Norman
- Second: D. Keyes
- Approved: All

Board Composition (4E) J. Gutierrez

1. Currently have a parent majority because of resignations.
2. In June of 2023, we will be back to a no clear majority board composition: 4 parents, 3 teachers, 1 community member.
3. Jon has spoken with four teachers; consideration by one is strong.
4. Board composition is impacted by the intent of teachers/parents who are up for re-election in May 2023. The two teachers (A. Galati and N. Donnay) expressed their willingness to run again.
5. Goal: to attract more teachers to serve on the board

Succession Planning (4F) J. Gutierrez and N. Donnay

1. Timeline: Succession planning in three phases
2. Reviewed: Oct. 25, 2022 Committee Meeting Minutes
 - a. Discussion and explanation of what has been done so far and future goals for the committee.
 - b. Currently researching and gathering information from multiple sources including other Friends of Educations schools.
 - c. Hoping to present everything to the Board by summer 2023.
3. Next steps:
 - a. Working on reevaluating the process of how to evaluate the Executive Director and Executive Director of Finance and Operations.
 - b. Will lay out a more detailed work plan for each phase of the process.
 - c. For January meeting: the committee will share samples of standard employee agreements for Executive Directors.
 - d. Succession Planning will be a regular agenda item at future board meetings.
 - e. K. Gutierrez: Would like to know if the board would give consideration to her finishing her career at SCPA.

- Motion to adjourn: A. Galati 1:13PM
- Second: M. Stiles
- Approved: All

Respectfully Submitted by A. Galati
St. Croix Preparatory Academy Board Clerk



Executive Director’s Report to the Board

Date of Report: November 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, S. Garceau, K. Seim, C. Olson; and weekly administrative leadership meeting.
- Refining and executing on the start of the 2021-2022 school year, including enrollment, Covid-19 updates to Covid Response Team, incident command training with scenarios, monitor escalated student situations, etc.
- Working with the Succession Planning Committee on the first phase of their planning.
- Attended MN Classical Education Conference in Bloomington, MN
- Prepared presented MCA information and phonics program to Friends of Education Board.
- Compiled the information for the board retreat, recruitment of potential teacher board members
- Performing duties of Communication, including reestablishing process for the informal branding committee and its associated approvals.
- Hosted Friends of Education board member for a discussion of our school history, programming, test results and future direction.
- Conducted informational meeting to build waiting list and next year’s enrollment
- Current enrollment information for the 2022-2023 school year wait list and registrations for 2023-2024 are:

Grade	2022-23 Enrollment	2022-23 Waitlist	2023-24 Applications
Kindergarten	90	186	143
1 st Grade	91	95	23
2 nd Grade	91	85	19
3 rd Grade	94	87	28
4 th Grade	91	88	28
LS Total	457	541 (+34)	241 (+150)
5 th Grade	93	85	26
6 th Grade	93	77	34
7 th Grade	95	60	15
8 th Grade	93	36	13
MS Total	374 (-1)	258 (+12)	88 (+64)
9 th Grade	99	1	19
10 th Grade	92	⁵ 0	4

11 th Grade	98	4	0
12 th Grade	96	0	1
US Total	385 (-1)	5 (+5)	24 (+6)
School Total	1,216 (-2)	804 (+51)	353 (+220)

Comments on Enrollment

- None at this time

Professional Development: *See Attachment*



J. Gutierrez
Professional Development Plan
2022-2023

Month	Category	Title	Description/Comments
July 2022	AudioBook – 12 hours	The Iliad, translation by Robert Fagles	
	Videos – 12 hours	Erica Stevenson, Iliad Books 1-24, Moan (Modern Ancients), Inc.	
	Audiobook – 12 hours	The Odyssey, translation by Robert Fagles	
	Videos – 12 hours	Erica Stevenson, Iliad Books 1-24, Moan (Modern Ancients), Inc.	
	Book	Hostages No More, The Fight for Education Freedom and the Future of the American Child, by Betsy DeVos	
	Video Lecture – 48 minutes	The Heroic Quest, Vergil, Aeneid – Missouri State University	
	Book	Aeneid, by Virgil, books 1-7	
August 2022	Video Lectures – 15 hours	Aeneid, Books 1-7, Video lectures by Erica Stevenson, Tim McGee	
	Professional Development	Active Shooter Training – ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training, Reunification Site Procedures to potentially implement	7
	Podcast – 2.5 hours	Legacy of Speed: Relax and Win – host Malcolm Gladwell	St. Jose State track team and events and context of Tommie Smith/John Carlos Mexico Olympic stand protest in 1968
	Documentary Film – 70 minutes	The Stand: How One Gesture Shook the World	Context and background of 1968 Olympic games protest
	Podcast – 30 minutes	The Daily, Inside the Adolescent Mental Health Crisis	
September	Podcast – 42 minutes	The Daily, How Gorbachev Changed the World	
	Book	The Aeneid, by Virgil	
	Videos, podcasts – 24 hours	Various Aeneid resources, Course Hero, Modern Ancients, Tim McGee	
	Book	All Quiet on the Western Front, by Erich Maria Remarque	Contrast to the glory/honor of war as depicted in The Iliad and The Aeneid. A German soldier's account of WWI – front line trench warfare
October	School Law Seminar	September 30 – Rupp, Anderson, Squires, Waldspurger & Mace – topics included recent lawsuits against schools, student/staff freedom of speech issues, expulsion (and exclusion) procedures. Student searches in a digital age, data practices considerations for school administrators, discrimination claims, effective investigations.	
	Movie – 2:35:00	All Quiet on the Western Front (1979)	
	Book	The Red Badge of Courage, by Stephen Crane	
	Book	The Revolt of the Black Athlete, by Harry Edwards	
	Conference	Minnesota Classical Education Conference <ul style="list-style-type: none"> • Dr. Anika Prather: <i>Why Classical Education is the best education for our children:</i> 	



ACTIVITIES BOARD REPORT – NOVEMBER 2022

Date of Report: Tuesday, November 15

Report Prepared By: Keven Seim

Operational Items

- Fall Sports/Activities Completion
 - o Sports/Activities offered
 - Boys Cross Country (JV & Varsity)
 - Girls Cross Country (JV & Varsity)
 - Football (JV & Varsity)
 - Boys Soccer (B & Varsity)
 - Girls Soccer (C, JV, & Varsity)
 - Girls Swim and Dive (Coop with MPA)
 - Girls Tennis (Varsity)
 - Volleyball (Middle School, C, JV, & Varsity)
 - Middle School Play – Judy Moody and Stink: The Mad Mad Treasure Hunt
 - Highlights:
 - Aiden Welsh Qualified and ran in the State Meet held at St. Olaf.
 - Girls soccer – Best single season record, and played in the section finals.
 - Girls Tennis – Competed as a Varsity program for the first time in school history.

- Participation Fall Activities – (Does not include 5th and 6th grade volleyball, 17)

	Seniors	Juniors	Sophomores	Freshmen	8 th Graders	7 th Graders
Boys	18	15	12	17	12	1
Girls	<u>22</u>	<u>16</u>	<u>19</u>	<u>26</u>	<u>23</u>	<u>22</u>
Total	40	31	31	43	35	23

- Winter Season Beginning
 - o Sports / Activities offered
 - Alpine Ski
 - Archery
 - Boys and Girls Basketball
 - Dance
 - Boys Hockey (Coop with Gentry Acad.)
 - Girls Hockey (Coop with Woodbury H.S.)
 - Upper School Theater
 - Debate
 - Speech
- Preparing for Spring Season
 - o Finalizing Schedules
 - o Preparing Transportation Requests
 - o Umpires and Officials
 - o Field Usage – Rentals



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- Stadium – Bleachers / Press Box / Audio / Video / Concessions
 - First game to use all these features was Thursday, August 25 for a home boys soccer game.
 - Selected to host the Boys and Girls 4AA Section Finals for soccer.

- Coaching / Advising Staff
 - All positions for all three seasons are currently fully staffed.
 - Evaluations for fall activities are in progress.



2021–22 Combined World’s Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report

Please use this template as an internal tool to gather information. Responses should be submitted electronically in the [Combined 2021–22 WBWF and A&I Annual Summary & Progress Report](#). You can copy your responses from this template into the electronic form.

District or Charter Name: St Croix Preparatory Academy

WBWF Contact: Deanna Thompson

A&I Contact: Type response here

Title: Teaching and Learning Coordinator

Title: Type response here

Phone: 651-209-7371

Phone: Type response here

Email: dthompson@stcroixprep.org

Email: Type response here

Did you have a Minnesota Department of Education (MDE) approved A&I plan implemented in the 2020–21 school year (SY)?

Yes No

What year of your Achievement & Integration plan are you reporting on?

Year 3 (3-year plan spans 2020–22 SY)

Year 2 (3-year plan spans 2021–23 SY)

Did you have a Racially Identifiable School (RIS) in the 2021–22 SY?

Yes No

This report has three parts:

- WBWF:** Required for all districts/charters.
- A&I:** Required for districts that were implementing an MDE approved A&I plan during the 2020–21 SY. No charter schools should complete this section.
- Racially Identifiable School:** Required for districts that were implementing an MDE approved A&I plan for Racially Identifiable Schools during the 2020–21 SY. No charter schools should complete this section.

Please ensure the WBWF leadership and A&I leadership collaborate within your district when completing this report.

World's Best Workforce

Annual Report

WBWF Requirement: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

A&I Requirement: Districts must post a copy of their A&I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

Provide the direct website link to the district's WBWF annual report. If a link is not available, describe how the district disseminates the report to stakeholders: <https://www.stcroixprep.org/finance-committee/>

Provide the direct website link to the A&I materials:

Annual Public Meeting

These annual public meetings were to be held in the fall of each school year. Report on this measure for the 2021–22 SY.

WBWF Requirement: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

A&I Requirement: The public meeting for A&I is to be held at the same time as the WBWF annual public meeting.

Provide the date of the school board annual public meeting to review progress on the WBWF plan and Achievement and Integration plan for the 2020–21 SY:

Goals and Results

All Students Ready for School

Does your district/charter enroll students in Kindergarten? If no, please skip to the next goal.

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2021–22 SY.</p> <p>Of the students enrolled in K by August 27 (last day of summer) and still enrolled by October 1. 2021-2022 school year, 90% of the students will take a kindergarten readiness assessment in August 2021.</p> <p>Of the students enrolled in kindergarten by August 15th and still enrolled by October 1. of the 2021-2022 school year, 75% will attend the 4-day kindergarten camp in August 2021.</p> <p>Of the students enrolled by October 1 of the 2021-2022 school year in kindergarten, 95% of them will advance to 1. grade.</p> <p>Of the students enrolled by October 1. of the 2021-2022 school year in kindergarten, 80% of the students will meet the STEP 3 benchmark level in reading by the end of the year. For example, some of the categories: sounds, letter identification, and fluency.</p>	<p>Provide the result for the 2021–22 SY that directly ties back to the established goal.</p> <p>Of the students enrolled in kindergarten by October 1. of the 2021-2022 school year, 81 out of 87 (93.1%) took the kindergarten readiness assessment.</p> <p>Of the students enrolled in Kindergarten between August 15th and October 1st of the 2021-2022 school year, 76 out of 87 (87.4%) attended kindergarten camp.</p> <p>Of the 90 students enrolled in kindergarten by October 1. of the 2021-2022 school year, 86 out of 90 (95.6%) advanced to 1st. grade.</p> <p>Of the 90 students enrolled in kindergarten by October 1 of the 2021-2022 school year, 61 out of 90 (67.8%) met the STEP 3 benchmark level in reading by the end of the year.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input checked="" type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

Repeat table for additional school readiness goals as appropriate.

All Students in Third Grade Achieving Grade-Level Literacy

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2021–22 SY.</p> <p>SCPA Lower School will implement reading supports and interventions for third grade to meet proficiency rates of 86.9% on the MCA III Reading test in April 2022.</p>	<p>Provide the result for the 2021–22 SY that directly ties back to the established goal.</p> <p>77.8% of 3rd graders achieved proficiency on the 2022 MCA III Reading test.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input checked="" type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

Repeat table for additional third-grade literacy goals as appropriate.

Close the Achievement Gap(s) Between Student Groups

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2021–22 SY.</p> <p>Each PLC will implement reading curriculum supports and interventions to increase ‘meets’ or ‘exceeds’ proficiency of special education students in grades 5-8 to at least 69.9% on the MCA III/MTAS III Reading test administered in April 2022.</p>	<p>Provide the result for the 2021–22 SY that directly ties back to the established goal.</p> <p>48 students in grades 5-8 who receive special education services took the 2022 Reading MCA III. 48% of students achieved “meets” and “exceeds” on this test.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input checked="" type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

Repeat table for additional achievement gap goals as appropriate.

All Students Career and College-Ready by Graduation

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2021–22 SY.</p> <p>SPCA upper school will implement curriculum supports and interventions in English, Math, Science, and Social Studies to increase the composite score from 26.5 to 27 on the 2021-2022 administration of the ACT test.</p>	<p>Provide the result for the 2021–22 SY that directly ties back to the established goal.</p> <p>The mean ACT composite score for the 2021-2022 school year was 25.3%.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input checked="" type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

Repeat table for additional career and college readiness goals as appropriate.

All Students Graduate

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2021–22 SY.</p> <p>The SCPA upper school will implement supports and interventions to keep the graduation rate for the SCPA at least 90% for the class of 2022.</p>	<p>Provide the result for the 2021–22 SY that directly ties back to the established goal.</p> <p>The 2021-2022 graduation rate was 98%. 86 out of 87 high school seniors graduated.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input checked="" type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

Repeat table for additional graduation goals as necessary.

2021–22 Achievement and Integration (A&I) Progress Report

Once they are approved by MDE, Achievement and Integration (A&I) plans are in effect for three years. At the end of the third year, the commissioner must determine if districts met each goal in their approved plans ([Minn. Stat. § 124D.862, subd. 8](#)).

In order to do this, each district is asked to provide information in this A&I progress report indicating whether or not each of their plan goals was on track or has been met. The information you submit will also be used to provide ongoing support for your A&I efforts.

Districts with one or more racially identifiable schools will also submit progress reports to verify whether 2021–22 A&I plan goals for each of those schools were on track or have been met.

Districts that don't meet plan goals after three years are to consult with the commissioner on improvement plans and use up to 20% of their annual A&I revenue to fund improvement strategies—strategies that will make it more likely for a district to meet their new A&I goals (Minn. Stat. § 124D.862, subd. 8).

Please ensure your Achievement and Integration leadership team collaborates when completing this report.

This progress report has two parts:

1. **Achievement and Integration:** Required for all districts that were implementing an MDE approved Achievement and Integration plan during the 2021–22 SY.
2. **Racially Identifiable School (RIS):** Required for districts that were implementing an MDE approved Achievement and Integration plan for Racially Identifiable Schools during the 2021–22 SY.

***Please use this template as an internal tool to gather information. Responses should be submitted electronically in the [Combined 2021–22 WBWF and A&I Annual Summary & Progress Report](#). You can copy your responses from this template into the electronic form.**

District and Contact Information

District Name:

A and I Contact:

Title:

Phone:

Email:

Complete the tables below if you are reporting on year 3 of your 3-year plan (July 1, 2019–June 30, 2022). *If you are reporting on year 2 of your 3-year plan (July 1, 2020–June 30, 2023), please complete the tables below the Racially Identifiable Schools section.*

Achievement and Integration Goal 1

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021–22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 school year that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

Achievement and Integration Goal 2

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021–22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 school year that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

Achievement and Integration Goal 3

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

Please note: If you have more than three goals, copy and paste additional A&I Goal tables below.

Integration

Narrative is required. 200-word limit.

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2021–22 SY. Also, consider ways that your A&I plan strategies have increased integration within your district.

Type response here

Racially Identifiable Schools

If your district’s A&I plan includes goals and strategies for one or more racially identifiable schools, please complete this section of the report. This section is only required for districts with one or more racially identifiable schools.

Provide the information requested below for each of the racially identifiable schools in your district.

School Name:

Achievement and Integration RIS Goal 1

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

Achievement and Integration RIS Goal 2

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

Achievement and Integration RIS Goal 3

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

Please note: If you have more than three goals for this RIS, copy and paste additional A&I Goal tables below.

Complete the tables below if you are reporting on year 2 of your 3-year plan (July 1, 2020–June 30, 2023).

Achievement and Integration Goal 1

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021–22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

Achievement and Integration Goal 2

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

Achievement and Integration Goal 3

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

Please note: If you have more than three goals, copy and paste additional A&I Goal tables below.

Integration

Narrative is required. 200-word limit.

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2021–22 SY. Also, consider ways that your A&I plan strategies have increased integration within your district.

Type response here

Racially Identifiable Schools

If your district’s A&I plan includes goals and strategies for one or more racially identifiable schools, please complete this section of the report. This section is only required for districts with one or more racially identifiable schools.

Provide the information requested below for each of the racially identifiable schools in your district.

School Name:

Achievement and Integration RIS Goal 1

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

Achievement and Integration RIS Goal 2

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

Achievement and Integration RIS Goal 3

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2021-22 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2021–22 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2021–22 SY.	Provide the result for the 2021–22 SY that directly ties back to the established goal.	Check one of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

Please note: If you have more than three goals for this RIS, copy and paste additional A&I Goal tables below.



st. croix preparatory academy

Stillwater, MN

District 4120

September 2022

Financial Report

bergankDV | DO MORE.

Prepared by:

Travis Berends, Outsourced Controller

Beth Grubisch, Senior Accountant

Kelly Gutierrez, Exec Director Finance & Operations

St. Croix Preparatory Academy
Stillwater, Minnesota

September 2022
Financial Statements

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St. Croix Preparatory Academy
FY23 Financial Highlights
as of September 30, 2022

Total All Funds	YTD Actual (25% completed)		BUDGET			
	\$	% Of Reforecasted Budget	Reforecasted Budget 1192 ADM's	Approved Budget 1201 ADM's	Reforecasted vs. Approved Budget Variance	
					\$	%
Revenues						
State	3,487,000	25%	13,882,000	13,967,000	(85,000)	-1%
Federal	83,000	10%	859,000	859,000	0	0%
Local	376,000	25%	1,481,000	1,476,000	5,000	0%
Total Revenues	3,946,000	24%	16,222,000	16,302,000	(80,000)	0%
Expenditures						
Salaries/Wages	1,259,000	20%	6,282,000	6,282,000	0	0%
Employee Benefits	250,000	18%	1,427,000	1,427,000	0	0%
Facility Lease	483,000	25%	1,948,000	1,948,000	0	0%
Purchased Services (excluding facility lease)	342,000	27%	1,260,000	1,260,000	0	0%
Supplies & Materials	261,000	30%	861,000	849,000	12,000	1%
Equipment	194,000	22%	876,000	1,353,000	(477,000)	-35%
Other (Fundraising, Spec Ed, Dues, Etc.)	583,000	14%	4,308,000	4,273,000	35,000	1%
Total Expenditures	3,372,000	20%	16,962,000	17,392,000	(430,000)	-2%
Total Revenues All Funds	3,946,000	24%	16,222,000	16,302,000	(80,000)	0%
Total Expenditures All Funds	3,372,000	20%	16,962,000	17,392,000	(430,000)	-2%
Net Income- All Funds	574,000	-78%	(740,000)	(1,090,000)	350,000	-47%

Key Ratios & Balances	Year End Comparison June 30	
	projected 2022	Audited 2021
Fund Balance	5,899,000	6,640,000
Debt Service Coverage Ratio - Bond Covenant 1.10 minimum	1.03	1.35
Fund Balance Reserve as a % of Annual Expenditures - SCPA Fund Balance Policy > 20%	35%	43%
Cash on Hand	4,915,001	5,656,010
# of Days Cash On Hand (Target >60)	106 days	135 days

Variance & Significant Items Summary

as of September 30, 2022

YTD Actual as a % of Budget : Variances > 5% of 25% YTD (i.e. less than 20% or greater than 30%)

Through September (25% of the year), in aggregate, YTD Revenue and Expense as a % of Reforecasted Budget are within 5% of YTD completion percent. However, Federal Revenue, Employee Benefits and Equipment and 'Other Expense % complete do vary greater than 5%. The variances in Federal Revenue, Equipment and Other Expense are attributed to timing differences. The variance in Employee Benefits may indicate that the enrollment for employee benefits is below projection. A deep dive into employee benefit enrollment will be done with the December YTD financials and the budget adjusted downward if audited enrollment numbers justify an adjustment.

Reforecasted vs. Approved Budget (line item variances > 5% AND \$10K)

Equipment: -44% variance (-\$477K)

Fund 1- Gen (-\$477K) Adjustment related to timing of payment to Stadium Seating/Pressbox Vendor. The entire project cost was budgeted for FY23 (\$653K), however, \$477K was actually paid out in FY22.

Fund 4- Community Service (-\$13K) Summer camps generated revenue that was not expended on budgeted equipment. The unexpended funds will be classified as 'Assigned Retained Earnings' to be expended in future years.

Individual Fund or Business Segment Highlights

State Funding: FY22 In-state ADM Enrollment of 1192 is below budgeted enrollment by 1% (9 students). Full-Time Enrollment generates ADM of 1187 and PSEO enrollment of 23 generates ADM of 5. As a result of decreased enrollment General Education revenue is reforecasted to decrease \$80K and Lease aid decrease \$14K. Full-Time Student Enrollment shortfall is net of enrollment shortfall in Lower School of 1, Middle School enrollment excess of 1, and Upper School enrollment shortfall of 14. Lower School (LS) shortfall will not be backfilled unless a grade level falls below enrollment of 90. Currently, all LS grade level enrollment exceeds 90 except for Kindergarten. LS grades are overenrolled to accommodate the return of students who attended on-line school thru Cologne Academy. Upper School will continue to enroll students until budgeted enrollment is met.

Operating Checks > \$10,000

Recurring

UMB Bank (\$163,967) - 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- \$22,800) - monthly electric and gas (Sept & March)

BerganKDV (\$10,460) - monthly financial mgmt & accounting services (per agreement)

Non-recurring

Jul-22 Cengage Learning (\$13,150): LS Science curriculum

Jul-22 Bindert Painting (\$15,800): June 2022 painting services

Aug-22 Loffler Companies (\$18,900): Copier usage overages

Aug-22 Region 1 (\$13,450): FY23 Synergy support & hosting

Aug-22 Skyward Accounting (\$23,750): FY23 Financial Mgmt and True Time

Aug-22 Unique Software (\$18,650): Add'l US Chromebooks

Aug-22 Wells Fargo (\$48,800): FY23 Apple lease payment

Aug-22 Security Engineering (\$10,500): Payment for new fire alarm system

Aug-22 Houghton Mifflin Harcourt (\$11,150): FY23 Saxon math LS

Aug-22 Prolux Finishing (\$11,400): July 2022 painting services

Aug-22 Savvas Learning (\$17,1000): 9th grade science textbooks

Aug-22 Consilium (\$47,000): Sonic Wall and Aruba switches

26-Aug Consilium (\$10,350): Equipment for Pressbox

31-Aug StoneRidge Golf (\$27,300): FY23 Prep Open

31-Aug Youth Service Bureau (\$10,700): Contract term fee

15-Sep Minnesota Sodding (\$17,100): Deep clean and top dress turf

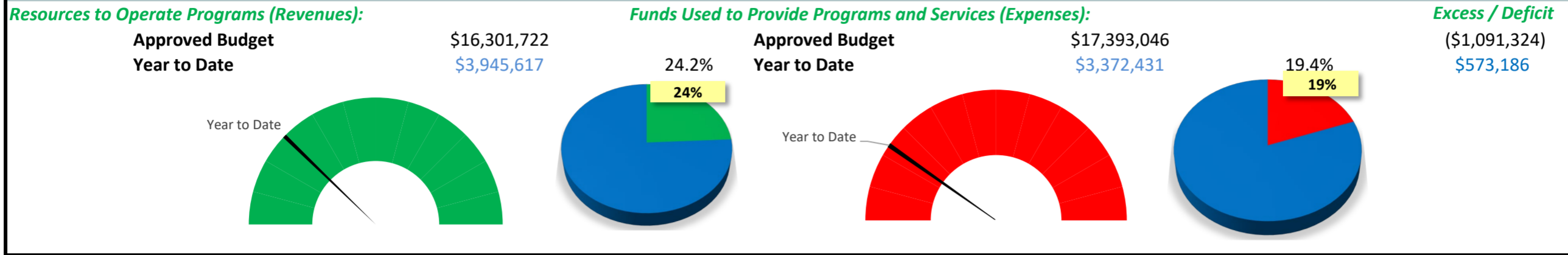
15-Sep Prolux Finishing (\$17,150): August 2022 painting services

15-Sep Stern Drywall (\$24,100): Work on new athletic offices

15-Sep AVI Systems (\$12,750): work on Grandstand/Pressbox project

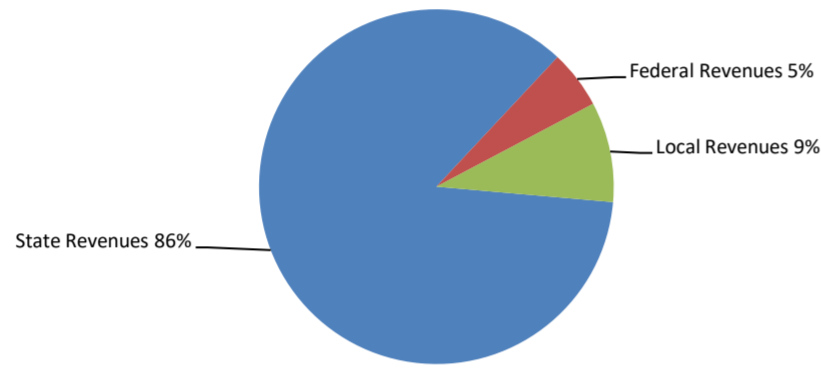
St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of September 30, 2022

Financial Summary - Budgeted Amounts and Year to Date Activity

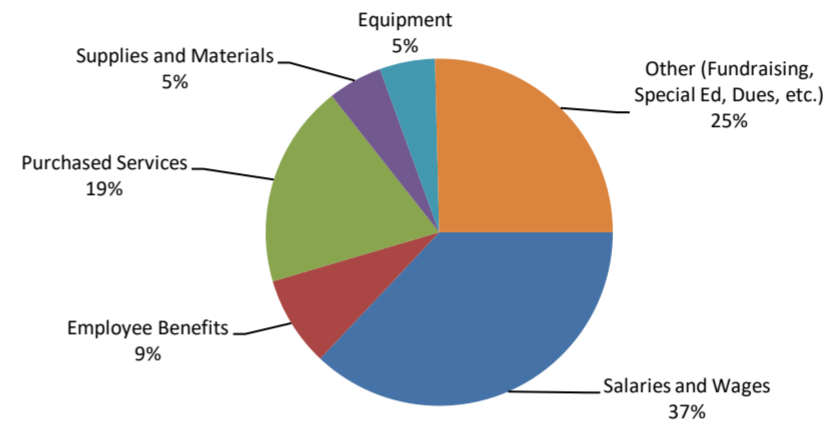


Budgets for the Year

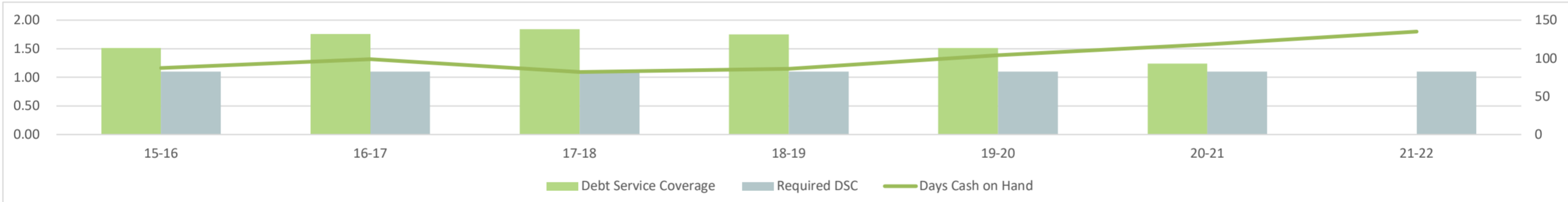
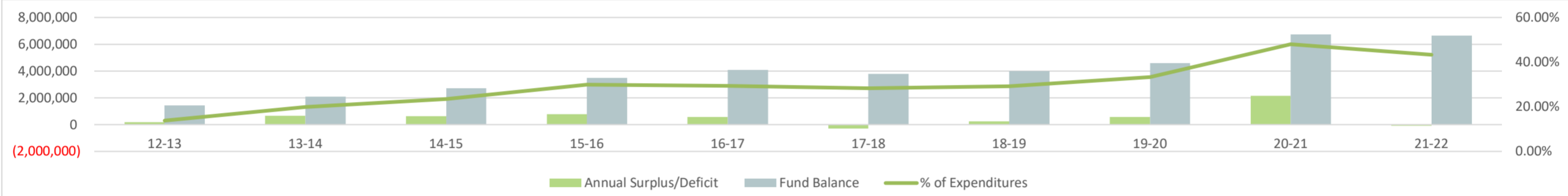
Where funds will come from to operate the school:



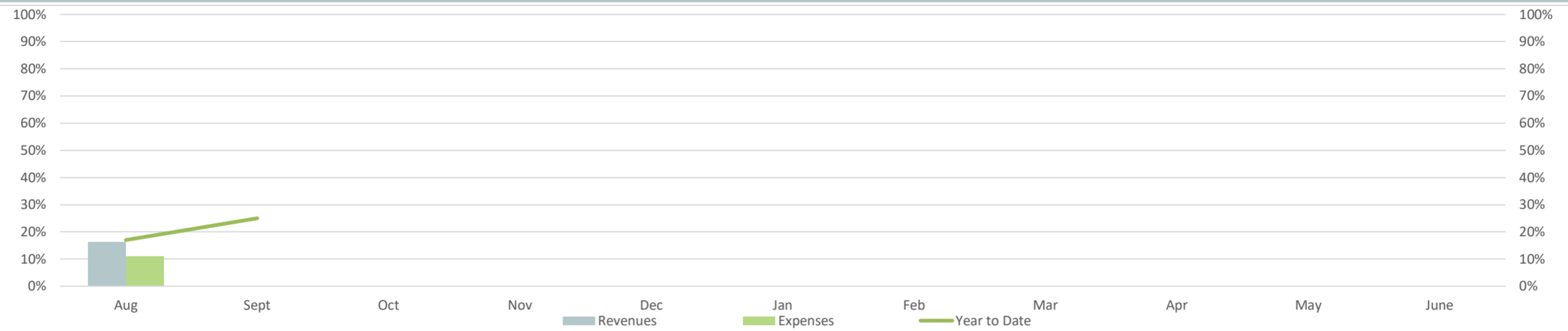
How the money is budgeted to be spent:



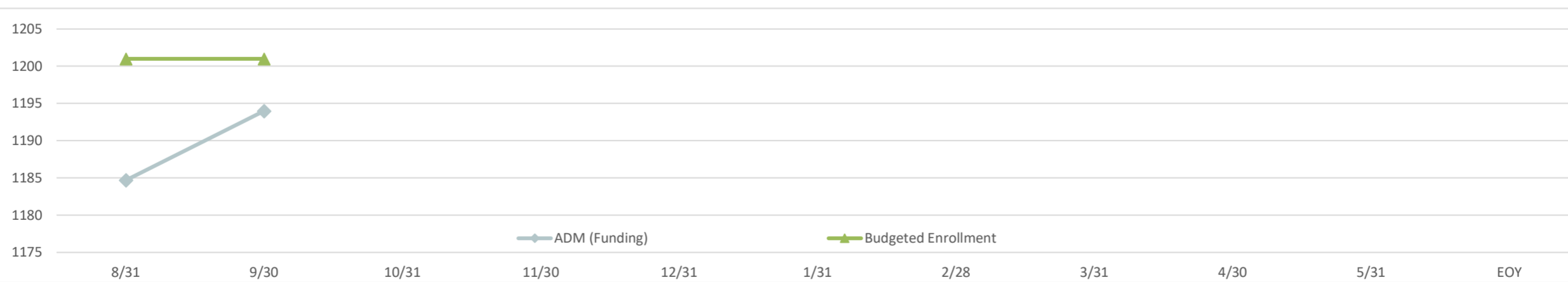
Fund Balance and Bond Covenant History



Current Year Financial Trend

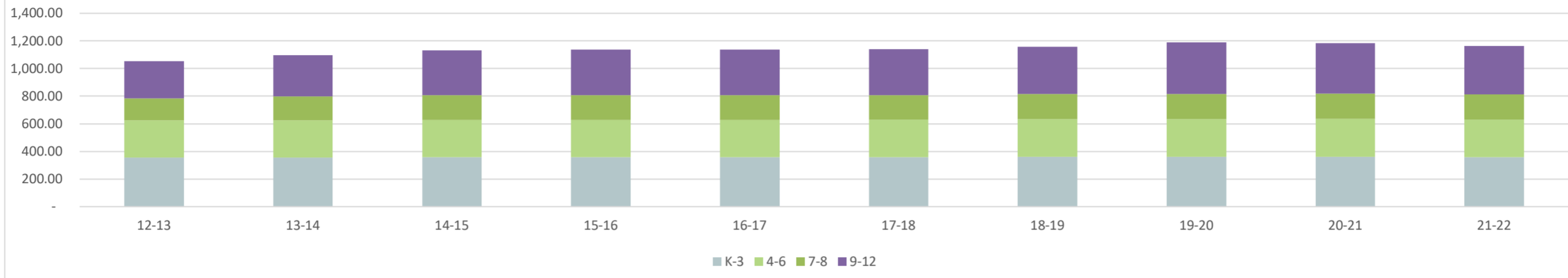


Current Year Student Enrollment Summary

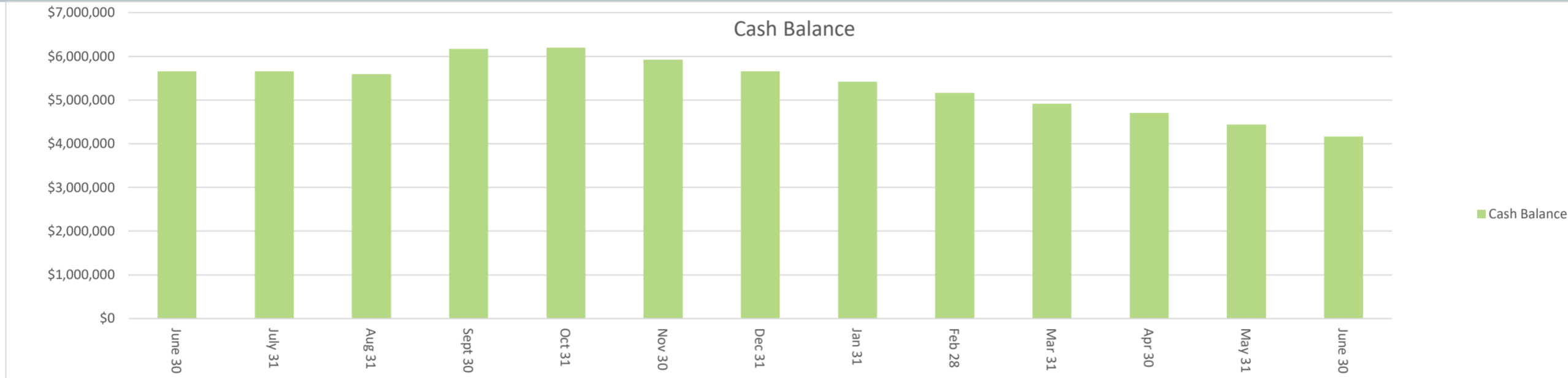


**St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of September 30, 2022**

Enrollment History



Cash Balance Projection



St. Croix Preparatory Academy
Stillwater, Minnesota

Balance Sheet
as of September 30, 2022

	Unaudited Balance June 30, 2022	YTD
Assets		
Current Assets		
Cash and Investments	5,656,010	6,174,068
Accounts Receivable	19,976	7,374
Due from Other Funds	68,235	68,235
PY State Aids Receivable	1,373,856	466,131
CY State Aids Receivable	0	466,028
Federal Aids Receivable	356,856	82,999
Due from Other Governments	4,287	0
Prepaid Items and Deposits	111,472	172,978
Total Current Assets	7,590,692	7,442,100
Total All Assets	7,590,692	7,442,100
Liabilities and Fund Balance		
Current Liabilities		
Salaries and Wages Payable	452,337	72,529
Accounts Payable	313,305	13,675
Payroll Deductions and Contributions	99,704	57,364
Deferred Revenue	85,573	85,574
Total Current Liabilities	950,919	229,141
Fund Balance		
Unassigned Fund Balance	6,116,625	6,116,625
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		573,186
Total Fund Balance	6,639,773	7,212,959
Total Liabilities and Fund Balance	7,590,692	7,442,100

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

	=3/12					25.0%
	Year to Date Activity - 1192 ADM	Reforecasted Budget 1,192 ADM's 11.10.22	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Variance in Revised to Adopted Budget	Percent of Reforecasted Budget
General Fund - 01						
Revenues						
State Revenues						
211 General Education Aid	2,486,345	9,139,326	9,220,129	(80,803)	(80,803)	27.2%
F335 Quality Compensation	0	305,406	293,600	11,806	11,806	0.0%
F317 EL Cross-Subsidy Aid	0	544	544	0	0	0.0%
F348 Charter School Lease Aid	0	1,739,237	1,753,402	(14,165)	(14,165)	0.0%
317 Long Term Facilities Maintenance	0	171,814	173,237	(1,423)	(1,423)	0.0%
201 Endowment Aid	26,570	49,560	49,560	0	0	53.6%
212 Literacy Aid	0	81,734	81,734	0	0	0.0%
360 Special Education Aid	493,575	2,374,984	2,374,985	(1)	(1)	20.8%
370 Other Miscellaneous State Aids/Adjustments	0	0	0	0	0	0.0%
PY Over/Under	14,279	0	0	0	0	0.0%
CY State Aids Receivable/(Deferred Revenue)	466,028	0	0	0	0	0.0%
Total State Revenues	3,486,798	13,862,605	13,947,191	(84,586)	(84,586)	25.2%
Federal Revenues						
401/414/433 Title Programs	13,983	31,000	31,000	0	0	45.1%
151-154/174 CARES/CRF/WC	20,106	544,000	544,000	0	0	3.7%
419/420/425 Federal Special Education Aid	48,910	186,800	186,800	0	0	26.2%
Total Federal Revenues	82,999	761,800	761,800	0	0	10.9%
Local Revenues						
040 Out of State Tuition	0	0	0	0	0	0.0%
Var. Fees from Patrons (5)	64,214	106,000	101,000	5,000	5,000	60.6%
Var. Extracurricular Fees (6)	99,247	300,000	300,000	0	0	33.1%
Var. Field Trips (12)	0	40,000	40,000	0	0	0.0%
Var. Fundraising - Development (1)	87,756	405,000	405,000	0	0	21.7%
Var. Fundraising - Parent Group (2)	35,994	79,900	79,900	0	0	45.0%
Var. Fundraising - Booster Club (3)	(594)	18,500	18,500	0	0	-3.2%
Var. Fundraising - Other (4)	0	1,500	1,500	0	0	0.0%
071 Third Party Billing	0	2,000	2,000	0	0	0.0%
092 Interest Earnings	13,344	22,500	22,500	0	0	59.3%
096 Other Donations and Gifts	0	0	0	0	0	0.0%
099 Miscellaneous Revenues (14)	4,779	1,000	1,000	0	0	477.9%
622/624 Resale of Goods/Equipment	175	0	0	0	0	0.0%
Total Local Revenues	304,914	976,400	971,400	5,000	5,000	31.2%
Total Revenues	3,874,711	15,600,805	15,680,391	(79,586)	(79,586)	24.8%

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

	=3/12					25.0%
	Year to Date Activity - 1192 ADM	Reforecasted Budget 1,192 ADM's 11.10.22	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Variance in Revised to Adopted Budget	Percent of Reforecasted Budget
Expenditures						
100's Salaries and Wages	1,064,504	5,754,038	5,754,038	0	0	18.5%
Salaries and Benefits, Estimated YTD Accrual	87,355	0	0	0	0	0.0%
200's Employee Benefits	239,968	1,367,222	1,367,222	0	0	17.6%
305/315 Contracted Services	120,648	571,000	571,000	0	0	21.1%
320 Communications Services	5,970	25,000	25,000	0	0	23.9%
329 Postage	558	2,100	2,100	0	0	26.6%
330 Utilities	44,287	257,281	257,281	0	0	17.2%
340 Property and Liability Insurance	47,334	47,334	41,600	5,734	5,734	100.0%
350 Repairs and Maintenance	110,484	277,000	277,000	0	0	39.9%
360 Contracted Transportation for Field Trips	0	13,000	13,000	0	0	0.0%
366 Travel, Conferences, and Staff Training	6,748	14,000	14,000	0	0	48.2%
369/394 Field Trips / Registration Fees	1,000	27,000	27,000	0	0	3.7%
348-570 Building Lease	482,734	1,948,224	1,948,224	0	0	24.8%
401/455/465 General Supplies	21,355	68,500	68,500	0	0	31.2%
P 810 Maintenance Supplies	22,028	116,000	116,000	0	0	19.0%
405/406 Software & Licensing	104,288	130,000	130,000	0	0	80.2%
430/456/466 Instructional Supplies	25,709	62,000	62,000	0	0	41.5%
460 Textbooks and Workbooks	59,594	62,000	50,000	12,000	12,000	96.1%
461 Standardized Tests	0	32,000	32,000	0	0	0.0%
490 Food Purchased	1,399	8,500	8,500	0	0	16.5%
520 Building Improvement	41,183	598,000	1,075,000	(477,000)	(477,000)	6.9%
530/535/589 Other Equipment (Furniture)	5,048	24,000	24,000	0	0	21.0%
555/556 Technology Equipment	62,718	85,000	85,000	0	0	73.8%
580/581 Capital Equipment Lease	84,782	138,816	138,816	0	0	61.1%
820 Dues and Memberships	2,932	38,000	38,000	0	0	7.7%
899 Miscellaneous	0	0	0	0	0	0.0%

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

	=3/12					25.0%
	Year to Date Activity - 1192 ADM	Reforecasted Budget 1,192 ADM's 11.10.22	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Variance in Revised to Adopted Budget	Percent of Reforecasted Budget
C 217 Graduation	38	33,700	33,700	0	0	0.1%
C 399 COVID-19 Related Expenditures	6,151	0	0	0	0	0.0%
Var. Extracurricular Activities (6)	35,883	382,000	382,000	0	0	9.4%
Var. Fundraising - Development (1)	51,059	173,750	173,750	0	0	29.4%
Var. Fundraising - Parent Group (2)	46,015	115,000	79,900	35,100	35,100	40.0%
Var. Fundraising - Booster Club (3)	5,982	18,500	18,500	0	0	32.3%
Var. Fundraising - Other (4)	759	1,500	1,500	0	0	50.6%
335 Q Comp Expenditures (Excludes Sped Q Comp)	61,158	293,600	293,600	0	0	20.8%
372 Third Party Billing PRG 400	350	2,000	2,000	0	0	17.5%
P422 ADSIS	33,788	351,572	351,572	0	0	9.6%
740 State Special Ed Expenditures / ESY (Includes Q Comp)	316,729	2,427,863	2,427,864	(1)	(1)	13.0%
401/414/433 Title Programs	13,983	31,000	31,000	0	0	45.1%
151-154/174 CARES/CRF/WC	20,106	544,000	544,000	0	0	3.7%
419/420/425 Federal Special Education Program	48,910	186,800	186,800	(0)	(0)	26.2%
Subtotal Expenditures	3,283,536	16,227,300	16,651,467	(424,167)	(424,167)	20.2%
Transfers to Other Funds	0	0	0	0	0	
Total Expenditures	3,283,536	16,227,300	16,651,467	(424,167)	(424,167)	20.2%
General Fund Change in Fund Balance	591,175	(626,495)	(971,076)	344,581	344,581	
Beginning General Fund Balance, July 1	6,384,218	6,152,220	6,402,766			
Projected General Fund Balance, June 30	6,975,393	5,525,725	5,431,690			

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

	=3/12					25.0%
	Year to Date Activity - 1192 ADM	Reforecasted Budget 1,192 ADM's 11.10.22	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Variance in Revised to Adopted Budget	Percent of Reforecasted Budget
Food Service Fund - 02						
Revenues						
State Revenues	0	19,754	19,754	0	0	0.0%
Federal Revenues	0	97,213	97,213	0	0	0.0%
Sale of Lunches and Other Local Revenues	55,668	388,939	388,939	0	0	14.3%
Sale of Equipment	0	0	0	0	0	0.0%
Total Revenues	55,668	505,906	505,906	0	0	11.0%
Expenditures						
Summer Food Service Program - Food	0	0	0	0	(130,900)	0.0%
Salaries and Wages	30,738	212,643	212,643	0	31,018	14.5%
Employee Benefits	8,542	57,919	57,919	0	16,225	14.7%
Team Meals	(180)	12,500	12,500	0	0	-1.4%
Purchased Services	1,392	10,000	10,000	0	0	13.9%
Supplies and Materials (Inc. A la Carte and Milk)	7,112	315,791	315,791	0	216,419	2.3%
Capital	0	20,000	20,000	0	0	0.0%
Dues and Memberships	450	1,701	1,701	0	1	26.5%
Total Expenditures	48,054	630,554	630,554	0	132,763	7.6%
Food Service Fund Change in Fund Balance	7,614	(124,648)	(124,648)	0	(132,763)	
Beginning Food Service Fund Balance, July 1	267,772	385,557	358,387			
Projected Food Service Fund Balance, June 30	275,386	260,909	233,739			

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

	=3/12					25.0%
	Year to Date Activity - 1192 ADM	Reforecasted Budget 1,192 ADM's 11.10.22	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Variance in Revised to Adopted Budget	Percent of Reforecasted Budget
Community Service Fund - 04						
Revenues						
Participation Fees	15,238	115,425	115,425	0	0	13.2%
Total Revenues	15,238	115,425	115,425	0	0	13.2%
Expenditures						
Salaries and Wages	15,722	21,800	21,800	0	0	72.1%
Employee Benefits	1,922	2,325	2,325	0	0	82.6%
Purchased Services	3,533	22,200	22,200	0	0	15.9%
Supplies and Materials	6,342	53,600	53,600	0	0	11.8%
Equipment	0	10,000	10,000	0	0	0.0%
Other	0	1,100	1,100	0	0	0.0%
Total Expenditures	27,518	111,025	111,025	0	0	24.8%
Community Service Fund Change in Fund Balance	(12,280)	4,400	4,400	0	0	
Beginning Community Service Fund Balance, July 1	74,543	101,994	80,143			
Projected Community Service Fund Balance, June 30	62,263	106,394	84,543			

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

	=3/12					25.0%
	Year to Date Activity - 1192 ADM	Reforecasted Budget 1,192 ADM's 11.10.22	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Variance in Revised to Adopted Budget	Percent of Reforecasted Budget
Total All Funds						
Revenues						
State Revenues	3,486,798	13,882,359	13,966,945	(84,586)	(84,586)	25.1%
Federal Revenues	82,999	859,013	859,013	0	0	9.7%
Local Revenues	375,820	1,480,764	1,475,764	5,000	5,000	25.4%
Transfer In	0	0	0	0	0	0.0%
Total Revenues	3,945,617	16,222,136	16,301,722	(79,586)	(79,586)	24.3%
	<small>3,945,617</small>	<small>16,222,136</small>	<small>16,301,722</small>	<small>(79,586)</small>		
Expenditures						
Salaries and Wages	1,259,477	6,282,081	6,282,081	0	0	20.0%
Employee Benefits	250,431	1,427,466	1,427,466	0	0	17.5%
Purchased Services	824,687	3,214,139	3,208,405	5,734	5,734	25.7%
Supplies and Materials	260,969	860,891	848,891	12,000	12,000	30.3%
Equipment	193,731	875,816	1,352,816	(477,000)	(477,000)	22.1%
Other (Fundraising, Special Ed, Dues, etc.)	583,135	4,308,486	4,273,387	35,099	35,099	13.5%
Transfer Out	0	0	0	0	0	0.0%
Total Expenditures	3,372,431	16,968,879	17,393,046	(424,167)	(424,167)	19.9%
	<small>3,359,108</small>	<small>16,968,879</small>	<small>17,393,046</small>	<small>(424,167)</small>		
Total Revenues All Funds	3,945,617	16,222,136	16,301,722	(79,586)	(79,586)	24.3%
Total Expenditures All Funds	3,372,431	16,968,879	17,393,046	(424,167)	(424,167)	19.9%
Change in Fund Balance - All Funds	573,186	(746,743)	(1,091,324)	344,581	344,581	
Beginning Fund Balance, All Funds, July 1	6,639,773	6,639,771	6,841,296			
Projected Fund Balance, All Funds, June 30	7,212,959	5,893,028	5,749,972			
Debt Service Coverage Ratio			1.22	1.24		
Fund Balance Reserve as Percentage of Annual Expenditures	213.9%		34.7%	33.1%		



Members Present: N. Donnay, T. Smith, C. Olson

Members Absent: S. Mueller, D. Melendres

Ex-officio Members Present: J. Gutierrez

Meeting began at 12:00 pm

Reviewed Job Descriptions and Employment Agreements

Discussed the job descriptions/employment agreements and noted the following:

- Will continue gathering information and issue data practices requests where appropriate.
- Next Step: Will include MN School Board Association (MSBA) sample superintendent contract/job description in the board packet for informational purposes. This is the basis for all of the charter school Executive Director employment agreements currently gathered. Will also include offer letter currently issued to Executive Director.

Reviewed Job Evaluation Status

Discussed job evaluations – information is currently being gathered to perform these for the positions reporting to the Board.

Miscellaneous Discussion

Discussed the different phases of the Succession Planning Committee and how the Board will have to determine the process for approving employment agreements.

The meeting ended at 12:45 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy

SUPERINTENDENT CONTRACT

ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. _____, _____, Minnesota, hereinafter referred to as the School District, and _____, hereinafter referred to as the Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

ARTICLE II APPLICABLE STATUTE

This Contract is entered into between the School District and the Superintendent in conformance with M.S. 123B.143.

ARTICLE III LICENSE

The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

ARTICLE IV DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of _____ years commencing on July 1, 20 __, and ending on June 30, 20 __. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

NOTE 1: Pursuant to M.S. 123B.143, Subd. 1., a School Board may enter into a Contract with a Superintendent for a period of time no longer than three (3) years. The Contract must provide that the School Board, at its discretion, may or may not enter into a subsequent Contract. Such a Contract may not be extended during its term. However, during the last three hundred sixty-five (365) days of such a Contract, a School Board may negotiate and enter into a subsequent Contract to take effect upon the expiration of the existing Contract. Such subsequent Contract must be contingent upon the Superintendent completing the terms of the existing Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1.

NOTE 2: See "NOTE 1."

Section 3. Termination During the Term: The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Superintendent in writing

of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

ARTICLE V DUTIES

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Superintendent's duty year shall be for the entire twelve (12)-month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Superintendent shall earn _____ working days of annual paid vacation each Contract year. Unused vacation must be taken within six (6) months after the end of the Contract year in which it is earned. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent Contract, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the

Superintendent is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Superintendent shall be entitled to _____ paid holidays as designated by the School Board each Contract year.

NOTE 3: The specific holidays should be listed.

Section 4. Sick Leave: The Superintendent shall earn paid sick leave at the rate of _____ day(s) each working month, and earned sick leave may accumulate to a maximum of _____ days. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent Contract, the Superintendent shall be entitled to payment for any unused sick leave days earned and accrued pursuant to the provisions of this section; however, if the Superintendent is involuntarily terminated, he/she shall not be entitled to unused earned and accrued sick leave days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Superintendent injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Bereavement Leave: The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair. Days utilized [*will or will not*] be deducted from the Superintendent's sick leave. "Immediate family" is defined as the Superintendent's spouse, child, parent, brother, sister, or other relative who was living in the same household as the Superintendent.

Section 7. Emergency Leave: The Superintendent may be granted paid emergency leave at the discretion of the School Board.

Section 8. Jury Service: The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 9. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 10. Disability: If the Superintendent is unable to perform his/her regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School Board shall provide additional paid sick leave at a salary equal to _____ percent of the Superintendent's regular salary until the expiration of the waiting period for long-term disability insurance.

Section 11. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., the Superintendent shall have a right to a leave of absence for health reasons.

Section 12. Insurance Application: A Superintendent on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Superintendent shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Superintendent is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Superintendent must pay the entire premium for any insurance retained.

ARTICLE VII
INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: The School District shall provide the Superintendent and the Superintendent's dependents with health and hospitalization and dental insurance coverage under the School District's group health and hospitalization and dental insurance plans at the expense of the School District.

[or]

The School District shall provide the Superintendent and the Superintendent's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$_____ per month toward the premium for such insurance. The balance of the premium shall be paid by the Superintendent through payroll deduction. The School District shall also provide the Superintendent and the Superintendent's dependents with dental insurance coverage under the School District's group dental insurance plan. The School District shall contribute the sum of \$_____ per month toward the premium for such insurance. The balance of the premium shall be paid by the Superintendent through payroll deduction.

NOTE 4: In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Superintendent's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Superintendent under the School District's group term life insurance plan in the amount of \$_____, payable to the Superintendent's named beneficiary(ies).

NOTE 5: According to the Internal Revenue Service rules, the amount of School District premium contribution that pays for life insurance coverage in excess of \$50,000 is considered taxable income, so the School District should be certain that it is reporting that contribution as such, and the Superintendent needs to know why that amount is being reported.

Section 3. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Superintendent under the School District's group long-term disability insurance plan.

Section 4. Eligibility: The eligibility of the Superintendent and the Superintendent's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VIII
OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law.

Section 2. Vehicle: The School District shall compensate the Superintendent for business use of his/her private vehicle at the rate of ____ cents per mile pursuant to M.S. 471.665, Subd. 1.

[or]

The School District shall provide the Superintendent with a monthly allowance of \$ ____ for business use of his/her private vehicle pursuant to M.S. 471.665, Subd. 3.

NOTE 6: Prohibition Against Combination of Options. One of the two options above should be selected, and the other option deleted. Some School Districts have been utilizing a combination of M.S. 471.665, Subd. 1. and Subd. 3. – i.e., in-district travel and out-of-district travel. However, an opinion by the Minnesota Attorney General indicates that using the combination is improper (see Op. Atty. Gen. 11/20/95).

NOTE 7: Prohibition Against Personal Use of School District Vehicle. Two opinions by the Minnesota Attorney General conclude that a School District may not provide a school district-owned vehicle which the Superintendent utilizes for personal use even if the Superintendent pays for such personal use (see Op. Atty. Gen. 161b-12 1/24/89 and Op. Atty. Gen. 395b- 10/24/89).

NOTE 8: Statutory Restrictions on Personal Use of District-Owned Vehicles. M.S. 471.666 prohibits personal use of a vehicle owned, leased by, or loaned to a School District, except for incidental use related to School District business. Such a vehicle may not be used for transportation to or from the residence of the School District employee except for narrow, incidental use related to the School District's business. The effect of this restriction is so limiting that a School District's provision of District-owned, leased, or loaned vehicles for any personal use by the Superintendent is impractical (see M.S. 471.666).

Section 3. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE IX SALARY

The Superintendent shall be paid an annual salary of \$ _____ for the 20__-20__ Contract year, \$ _____ for the 20__ - 20__ Contract year, and \$ _____ for the 20__ - 20__ Contract year. During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in ____ equal installments during the Contract year.

[or]

The Superintendent shall be paid an annual salary of \$ _____ for the 20__ - 20__ Contract year. The parties shall endeavor to agree by April 1 of each subsequent year as to the amount of the salary for the following year. During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in ____ equal installments during the Contract year.

NOTE 9: Options. School Boards should use only one of the paragraphs above. The first paragraph fixes a salary for more than one year, while the second paragraph fixes the salary for one year and requires mutual agreement for the subsequent year(s). Practices vary from School District to School District.

ARTICLE X EVALUATE PERFORMANCE

The School Board shall oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit.

NOTE 10: The School Board and Superintendent should discuss a process for conducting at least an annual evaluation of the Superintendent's performance.

ARTICLE XI OTHER PROVISIONS

Section 1. Outside Activities: While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his/her employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

NOTE 11: Until 2007, School Districts were restricted to paying dues for their superintendents to belong to professional and educational organizations, but the 2007 Minnesota Legislature enacted M.S. 123B.02, Subd. 24., allowing School Districts to pay dues for other organizations if their School Boards deemed such membership to be appropriate.

Section 4. Medical Examination: The Superintendent shall have a comprehensive medical examination not less than once every ____ years. A summary document from the physician certifying the fitness of the Superintendent to perform the duties of the position shall be provided to the School Board Chair. The cost of said examination not covered by the School District's insurance program shall be paid by the School District.

[Section 5. Other Applicable Provisions: In this section, other terms and conditions of employment as agreed on between the parties should be included. Items such as severance pay, payment for unused sick leave, and extended leaves of absence, if provided to the Superintendent, are examples of

what could be included. Since superintendents' contracts vary greatly in the manner in which they address such provisions, no attempt has been made to develop specific model Contract language. However, if the parties are considering the inclusion of such provisions, both MSBA and MASA may be able to provide sample language upon request.]

NOTE 12: Since July 31, 1993, severance pay for highly compensated employees has been restricted. A "highly compensated employee" is an employee with estimated annual wages that are greater than sixty percent (60%) of the governor's salary and are equal to, or greater than, eighty percent (80%) of the estimated annual wages of the second highest paid employee of the School District. Severance pay for highly compensated employees is restricted to an amount equivalent to six (6) months of wages. For purposes of this restriction, payments for accumulated vacation and sick leave liquidated to cover the cost of group term insurance may be paid in addition to the six (6) months of severance pay. For exceptions to the six (6)-month restriction, see M.S. 465.722, Subd. 3., which may be found in section "D.5." of "Chapter 3" in the MSBA Service Manual.

ARTICLE XII
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 20__.

Superintendent

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 20__.

School Board Chair

School Board Clerk



Executive Director Job Description

General Purpose: Responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Directors with respect to such activities. To enforce all provisions of law and all rules and regulations relating to the management of SCPA and other educational, social and recreational activities under the direction of the Board.

Reports To: Board of Directors

Hours: Full-Time; 12 month

Essential Duties and Responsibilities:

- Communicate and implement a shared vision for the school and Board that focuses on academics, character and leadership.
- Provide purpose and direction for administrators, Board and staff.
- Shape the leadership team culture and climate.
- Promote understanding and celebrating school/community cultures.
- Promote and expect a school-based climate of civility.
- Establish procedures for the Executive Director and Board interpersonal and working relationships.
- Ensure timely Board meetings, agendas, minutes, establish appropriate Board committees, and reports. Assist the Board nomination and election procedures for the Board, and annual meetings that are accessible to all staff and parents.
- Ensure the timely development, implementation and posting of school operating policies.
- File annual reports to the sponsor, MDE. Monitor and comply with charter school, state and federal laws and regulations as well as the school's bylaws.
- Use legal counsel in governance and procedures to avoid civil and criminal liabilities.
- Demonstrate effective communication skills.
- Represent the school and its vision to the greater community including all external constituencies and associations with whom the school should be engaged for the achievement of its mission and goals.
- Develop and implement a communication plan to convey important information to stakeholders of the school.
- With the Board of Directors create a strategic plan collaboration with important stakeholders of the school. Assist the Board in establishing timelines.
- Create partnerships with the community including businesses, civic organizations, etc. to gain school support and resources to achieve strategic initiatives.
- Develop a consistent marketing and recruitment plan for the school.
- Identify, track and proactively respond to issues.
- Monitor short and long-term strategic plans, particularly in the areas of curriculum, technology and facility needs of the school.
- Establish procedures and practices for dealing with emergencies such as weather, threats to the school, student violence, active shooter, etc.
- Create a management annual evaluation plan.
- Make sure appropriate policies and procedures are in place to effectively run the organization.
- Support administrators in the use of valid and reliable indicators to ensure that high levels of student and staff performance are achieved and regularly examined by school-wide assessment data.

- Oversee the enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment to State, Core Knowledge and classical standards.
- Ensure school administrators utilize effective research when instituting instructional practices.
- Promote academic rigor character and leadership.
- Assist CFO to demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring state and federal funding.
- Assist CFO to ensure the development and/or maintenance of an adequate reserve fund in accordance with the direction of the Board of Directors.
- Identify and apply appropriate policies, criteria and processes for the recruitment, selection, training, professional development, and compensation of personnel with attention to issues of equity and diversity.
- Hire, supervise and evaluate administrators, in accordance with school policies.
- Ensure all legal requirements for personnel selection, development, and retention are followed.
- Model high moral and ethical standards in all interactions.
- Explore and develop ways to find common ground in dealing with difficult and divisive issues.

Education, Experience and Skills Required:

- A minimum of a B.S. or B.A.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality.
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- An effective communicator, with strong oral and written skills.
- Strong commitment to developing team members.
- Demonstrated commitment, with a passion for the organization's mission is essential.



Sample Superintendent Job Description

General Position Description

The Superintendent is the chief executive officer of the School District, is the professional advisor to the School Board, and is directly accountable to the School Board.

The Superintendent is responsible for guiding and directing all operations and activities of the School District and for informing the School Board of all the needs related to the current and future operations of the School District. The Superintendent shall recommend policies to the School Board and, when adopted by the School Board, shall be responsible for implementing, interpreting, and executing those policies.

Specific Duties

The Superintendent shall do the following:

- Provide leadership for the School District's educational programs, staff-development programs, and curriculum development to provide the best possible learning environment for all the School District's students;
- Inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority;
- Explain the educational needs of the School District to the School Board, recommending necessary new and/or revised policies and staffing changes for School Board action;
- Act as liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff in order to increase understanding of policies and practices and to keep them informed of and involved with School District activities;
- Oversee all financial operations of the School District and prepare, present, and recommend budgets to the School Board;
- Interpret employee proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate, and be responsible for the management of all employee contracts and policies;

- Develop and maintain a comprehensive strategic planning process, which includes short-term and long-term planning and the development of School District goals and instructional goals;
- Establish and maintain working relationships with agencies and personnel outside the School District to promote the best interests of the School District through contact with legislators, other superintendents, local government leaders, business, etc.;
- Maintain and improve effective School Board-Superintendent relationships by participating in joint seminars and training sessions;
- Delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of and effectively evaluate mid-management staff;
- Complete in a timely manner all required school board, state, and federal reports; and
- Assume the ultimate responsibility for all aspects of the School District's operation.



DATE

NAME
ADDRESS
ADDRESS

Dear NAME,

I am pleased to offer you a **TITLE OF POSITION** position with St. Croix Preparatory Academy. Your position is subject to approval by the Board of Directors, the School's administration and securing Special Education MN teaching licensure. Upon approval, your first report date will be determined.

Your compensation package consists of an annual salary of **\$SALARY**. You are also eligible for an **additional stipend of \$1,800 through our QComp program (IF APPLICABLE)**. As an employee of St. Croix Preparatory Academy, you will be eligible for enrollment in our employee benefits program, which includes a qualified retirement program, as well as medical, dental, vision, life insurance coverage, long term disability, and flexible spending account for medical and dependent care expenses. We have enclosed additional information summarizing the benefit plans available to you. In addition, you are eligible for **three** personal days per year and **six** sick days (pro-rated if you begin employment after the start of the school year). Please refer to the employee handbook for school policy regarding the use and accrual of sick and personal days.

The employment relationship between St. Croix Preparatory Academy and you is one of employment "at will" with either party having the right to terminate the relationship at any time with or without cause.

We believe that St. Croix Preparatory Academy has tremendous potential as an educational institution and we believe that we provide great opportunities for personal career growth, challenging work and rewards. We feel you can make a significant contribution and look forward to you joining the St. Croix Prep team.

To indicate your acceptance of this offer, please return the original signed offer letter as soon as possible.

Sincerely,

Jon V. Gutierrez
Executive Director

Accepted: _____
NAME

May 26, 2022

Dear FIRST LAST:

On behalf of the St. Croix Preparatory Academy's Board of Directors and Administrators I'd like to thank you for your work this year and wish you an enjoyable, relaxing summer.

Your compensation package starting Date will be COMBO

The employment relationship between St. Croix Preparatory Academy and you is one of employment "at will" with either party having the right to terminate the relationship at any time with or without cause.

Please confirm the terms of your compensation by signing below. Please return the original signed confirmation letter no later than June 2, 2022.

Sincerely,

Jon V. Gutierrez
Executive Director

Accepted: _____

First Name Last Name