



St. Croix Preparatory Academy
Board Meeting Agenda
April 18, 2023

1. Call to Order
2. Open Forum
3. Board Calendar
4. Consent Agenda (Board Minutes, Executive Director Report)
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 - B. Executive Director Report 5
 - C. Governance -- Policy Approval 7
5. Agenda
 - A. Audit of Federal Programs 18
 - B. Board Election
 - C. Board Meeting Calendar for 2023-2024 31
 - D. American Indian Parent Advisory Council (AIPAC) Report -- approval 32
 - E. Succession Planning 39
6. Adjourn Meeting

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

Members Absent: C. Norman, A. Melendres, S. Mueller

Ex-officio Members Present: J. Gutierrez

1 Call to Order

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

2 Open Forum

None.

3A - 3B Consent Agenda – J. Gutierrez

3A - 3B: Board minutes from the January 17, 2023 meeting and the Executive Director's Report.

J. Gutierrez

1. Shared the intent to have TLCs take on the curriculum and assessment framework beginning 2023-2024 school year.
2. Dean of Students – We have had this position in the past; looking to support principals and free up time for them to do other duties. Will post the job position internally this week.
 - a. 5-12 with some support for Lower School (.5 or .6 FTE position)
3. MN School Jobs - Virtual Job Fair - Principals, Student Support Services, and J. Gutierrez attended to broaden our pool of candidates for filling teacher and support staff positions.

A. Kleinboehl

- Looking to replace the Orchestra teacher position who recently resigned.
- Currently the Orchestra position is being filled by lesson instructors until a new teacher can be hired.

A. Sachariason

- Will be implementing a 3 year rotation for educational travel: Greece, UK, Italy

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

3C - Governance Committee - A. Galati

1. First Reading: Anti-Bullying Policy - Send questions/comments/concerns to A. Galati.

4A - Appoint Rita Thorson (Faculty Member) to the Board

- Motion to Approve: M. Stiles
- Second: K. Denzer
- Approved: All

4B - Open Enrollment Period for 2024 - 2025 School Year: August 28, 2023 - January 5, 2024 - J. Gutierrez

- Explained next year's enrollment dates and the general process for enrollment.
- Explained the complexities of kids being absent for 15 consecutive days/truancy/unenrollment and enrolling new kids. (124.E11 Item G - changes from previous statute)

- Motion to Approve: A. Galati
- Second: D. Keyes
- Approved: All

4C - Board Election Update: N. Donnay

- April 6 is the deadline for new nominations.
- Nominations will be posted in the April 14 Parent Update.
- We will continue using the online election platform again this year.

4D - Succession Planning Update - N. Donnay

1. 4.D.1. - S. Morell Proposal Information:
https://drive.google.com/file/d/1t0DT96O3GJeP_Qj02OkfP2a00vNjU0IE/view?usp=share_link
2. 4.D.2. - Succession Planning Timeline:
https://drive.google.com/file/d/1t1NCO9M_Ho20VpaXJ8-IYp1fGwrWgbCl/view?usp=share_link
3. 4.D.3. - Succession Planning RFI Issued

4E - Financial Statement - Quarterly Review, December 2022 Financial Statements

- K. Gutierrez reviewed the Dec. 2022 Financial Statements and explained the qualified opinion due to not keeping the custodial RFP for five years instead of three years. CLA will be at the next board meeting for further explanation.

PDF of Dec. 2022 Statements:

https://drive.google.com/file/d/1t1aHVokFltvGQGVbqVJouSeWaGLhSul/view?usp=share_link

- Motion to approve: M. Stiles
- Second: K. Denzer
- Approved: All

Adjournment:

- Motion to adjourn: A. Galati
- 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: April 2023

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.
- Continued work with the Succession Planning Committee on the first phase of their planning; this included finalizing RFI, identifying other organizations who perform succession planning work, met with additional companies, etc.
- Continued work on board governance model resolution and Governance Committee
- Facilities – working through architectural design of internal changes within LS Sped and MS Sped areas – offices, calming room, small group testing, etc. Should be able to complete the LS area for the start of the 2023-2024 school year.
- Performing duties of Communication, including reestablishing process for the informal branding committee and its associated approvals. – this includes Gym Floor refinishing and rebranding which will occur this summer.
- Participated in MN Virtual Job Fair, identifying potential candidates interested in St. Croix Prep.
- Conducted Safety meeting for families – over 50 in attendance.
- Projected enrollment information for the 2023-2024 school year and associated wait lists are:

Grade	2023-24 Enrollment	2023-24 Waitlist
Kindergarten	90	172
1 st Grade	90	70
2 nd Grade	91	67
3 rd Grade	91	67
4 th Grade	93	65
LS Total	455	441
5 th Grade	93	71
6 th Grade	93	96
7 th Grade	95	48
8 th Grade	93	43
MS Total	372	258
9 th Grade	100	24
10 th Grade	99	0
11 th Grade	93	0

12 th Grade	92	0
US Total	384	24
School Total	1,217	723

Comments on Enrollment

- None at this time

Professional Development: *See Attachment*

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. St. Croix Preparatory Academy (herein after "SCPA") cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. To the extent, however, such conduct affects the educational environment of SCPA and the rights and welfare of its students and is within the control of SCPA in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist SCPA in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on SCPA property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of SCPA or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off SCPA property and/or with or without the use of SCPA resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of SCPA shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly makes a false report of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with SCPA's policies and procedures, including SCPA's discipline policy. A teacher, administrator, volunteer, contractor, or other employee of SCPA who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly makes a false report of bullying shall be subject to disciplinary action. SCPA may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying or other prohibited conduct may range from remedial responses or positive behavioral interventions up to suspension and/or expulsion.

SCPA shall employ developmentally appropriate, preventative, and remedial measures in an effort to deter violations of this policy.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from SCPA property and events.

- G. SCPA will act to investigate all complaints of bullying reported to SCPA and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of SCPA who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on SCPA property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on SCPA property, at school functions or activities, or on school transportation" means all SCPA buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for SCPA purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. SCPA property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, SCPA does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in SCPA.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate SCPA official designated by this policy. A person may report bullying anonymously. However, SCPA may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. SCPA encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a SCPA human rights officer or the Executive Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director or the SCPA human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by SCPA shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. SCPA personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts

to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. SCPA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCPA ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, SCPA shall undertake or authorize an investigation by the building report taker or a third party designated by SCPA.
- B. The building report taker or other appropriate SCPA officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, SCPA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular

incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. Action taken by SCPA for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable SCPA policies; and applicable regulations.

- E. SCPA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of SCPA. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, SCPA shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

SCPA will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of SCPA who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. SCPA shall discuss this policy with school personnel and volunteers and provide appropriate training to SCPA personnel regarding this policy. SCPA shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the SCPA. SCPA or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. SCPA shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. SCPA annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of SCPA is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

- F. SCPA may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. Affected students and their parents may have rights under state and federal data practices laws to obtain access to data related to an incident and to contest the accuracy or completeness of the data.

VIII. NOTICE

- A. SCPA will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with SCPA.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on SCPA's website.

- F. SCPA shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the SCPA Board shall, on a cycle consistent with other SCPA policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)



Members Present: R. Hajlo, A. Galati, J. Gutierrez, M. Stiles

Members Absent:

Ex-officio Members Present:

Meeting began at 4:20 pm

Board Policies

Discussed revisions to the Bullying Prohibition policy and will finalize and present for approval in April. In addition, discussed ways to expedite policy approval due to backlog with our legal counsel.

Board Elections

Discussed the upcoming elections, submitted nominations, and process for completion of election.

Board Committee

Discussed the need to expand the committee with elected members so policy work can be accomplished more quickly.

The meeting ended at 5:00 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy

**ST. CROIX PREPARATORY ACADEMY
STILLWATER, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND OTHER REQUIRED REPORTS**

JUNE 30, 2022



**ST. CROIX PREPARATORY ACADEMY
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JUNE 30, 2022**

SINGLE AUDIT AND OTHER REQUIRED REPORTS

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SINGLE AUDIT AND OTHER REQUIRED REPORTS



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE,
AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

School Board
St. Croix Preparatory Academy
Stillwater, Minnesota

Report on Compliance for Each Major Federal Program

Qualified Opinion

We have audited St. Croix Preparatory Academy's (the School) compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Qualified Opinion on the Child Nutrition Cluster

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion section of our report, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Child Nutrition Cluster for the year ended June 30, 2022.

Basis for Qualified Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

Basis for Qualified Opinion (Continued)

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Matter Giving Rise to Qualified Opinion on the Child Nutrition Cluster

As described in the accompanying schedule of findings and questioned costs, the School did not comply with requirements regarding Assistance Listing Numbers 10.553, 10.555, and 10.559, the Child Nutrition Cluster, as described in finding number 2022-001 for procurement, suspension & debarment.

Compliance with such requirements is necessary, in our opinion, for the School to comply with the requirements applicable to that program.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

Auditors' Responsibilities for the Audit of Compliance (Continued)

- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2022-001 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Report on Internal Control Over Compliance (Continued)

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the internal control over compliance finding identified in our audit described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and each major fund of the School as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the School's basic financial statements. We issued our report thereon dated December 10, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



CliftonLarsonAllen LLP

Minneapolis, Minnesota
March 13, 2023

**ST. CROIX PREPARATORY ACADEMY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2022**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE				
Passed Through Minnesota Department of Education:				
National School Lunch Program				
National School Lunch Program - Cash Assistance	*	10.555	a 212MN061N1199	\$ - \$ 430,069
National School Lunch Program - Noncash Assistance	*	10.555	a 212MN061N1199	- 28,112
School Breakfast Program	*	10.553	212MN061N1199	- 52,747
COVID-19 Supply Chain Assistance Funding	*	10.555	a 212MN061N1199	- 25,134
Summer Food Service Program for Children	*	10.559	212MN061N1199	- 387
COVID-19 Pandemic EBT Administrative Costs		10.649	212MN061N1199	- 802
Total U.S. Department of Agriculture			-	537,251
U.S. DEPARTMENT OF THE TREASURY				
Passed Through Minnesota Department of Education				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds - Summer Academic Enrichment and Mental Health				
		21.027	Not Available	- 8,490
U.S. DEPARTMENT OF EDUCATION				
Passed Through Minnesota Department of Education:				
Special Education Grants to States				
COVID-19 Special Education Grants to States	**	84.027	b H027A210087	- 188,663
COVID-19 Special Education Grants to States - Coordinated Early Intervention Services (CEIS)	**	84.027	b H027A210087	- 7,965
Special Education Preschool Grants	**	84.173	H173A210086	- 2,069
Title I, Part A - Grants to Local Educational Agencies		84.010	S010A210023A	- 16,927
COVID-19 Education Stabilization Fund - Expanded Summer Learning - Elementary and Secondary School Emergency Relief		84.425D	S425D220045	- 57,831
Total U.S. Department of Education			-	314,244
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:				
Passed Through Minnesota Department of Education:				
COVID-19 Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)				
		93.323	NU50CK000508	- 28,546
Total Expenditures of Federal Awards			-	\$ 888,531

* - Total Child Nutrition Cluster = \$536,449

** - Total Special Education Cluster = \$239,486

a - Total Assistance Listing Number 10.555 = \$483,315

b - Total Assistance Listing Number 84.027 = \$237,417

**ST. CROIX PREPARATORY ACADEMY
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2022**

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of St. Croix Preparatory Academy (the School) under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net position, or cash flows of St. Croix Preparatory Academy.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 INDIRECT COST RATE

St. Croix Preparatory Academy has not elected to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

**ST. CROIX PREPARATORY ACADEMY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2022**

Section I – Summary of Auditors’ Results

Financial Statements

Type of auditors’ report issued: Unmodified

1. Internal control over financial reporting:

- Material weakness(es) identified? _____ yes _____ x no
- Significant deficiency(ies) identified? _____ yes _____ x none reported

2. Noncompliance material to financial statements noted? _____ yes _____ x no

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? _____ x yes _____ no
- Significant deficiency(ies) identified? _____ yes _____ x none reported

1. Type of auditors’ report issued on compliance for major federal programs: Qualified

2. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ x yes _____ no

Identification of Major Federal Programs

Assistance Listing Number(s)	Name of Federal Program or Cluster
10.553, 10.555, 10.559	Child Nutrition Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? _____ yes _____ x no

**ST. CROIX PREPARATORY ACADEMY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2022**

Section II – Financial Statement Findings

No financial statement findings reported.

Section III – Findings and Questioned Costs – Major Federal Programs

2022 – 001

Federal Agency: US Department of Agriculture

Federal Program Name: Child Nutrition Cluster

Assistance Listing Numbers: 10.553, 10.555, 10.559

Federal Award Identification Number and Year: S425V210045 - 2022

Pass-Through Agency: Minnesota Department of Education

Pass-Through Number: 212MN061N1199

Award Period: Fiscal Year Ended June 30, 2022

Type of Finding:

- Material Weakness in Internal Control over Compliance
- Material Noncompliance (Modified Opinion)

Criteria or specific requirement: §200.319 requires that all procurement transactions be conducted in a manner providing full and open competition consistent with the standards of this section and the School should have controls in place to ensure compliance with procurement requirements of the Child Nutrition Cluster program. This includes approving all purchases and performing a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity, must make independent estimates before receiving bids or proposals. Additionally, the Uniform Guidance requires the School to maintain records sufficient to detail the history of the procurement.

Condition: During our audit we noted that not all of the responses to a request for proposal and cost analysis were retained, as School staff accidentally disposed of the supporting documents and only retained the winning proposal documents and contract. Also, although multiple quotes were requested, the School did not formally document the reasoning for making a procurement decision for one contract tested.

Questioned costs: \$32,680

Context: 1 of 17 procurements tested was not supported by proper documentation detailing the complete history of the transaction. 2 of the 17 procurements tested did not have controls in place over compliance to ensure the formal documentation of the reasoning for the procurement decision.

**ST. CROIX PREPARATORY ACADEMY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2022**

Section III – Findings and Questioned Costs – Major Federal Programs (Continued)

2022 – 001

Cause: A School staff accidentally disposed of the supporting documents for one contract and process showing the reasoning for the procurement decision was not formally documented for two contracts.

Effect: Lack of proper documentation of procedures and controls related to the procurement could result in improper contracts being paid with federal funds. The School could also possibly award a contract to a vendor that would charge more than other responsible bidders due to not having performed cost analysis.

Repeat Finding: No

Recommendation: We recommend the School review its procedures to ensure it retains documentation sufficient to detail the history of all procurements in accordance with the Uniform Guidance. We also recommend the School review its procedures over procurement controls to ensure all controls are also sufficiently documented.

Views of responsible officials: There is no disagreement with the audit finding.



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2023-2024 School Calendar

JULY 2023				
M	T	W	TH	F
3 <small>No School Offices Closed</small>	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>
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023 (T9/S4)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 <small>First Day of School</small>	29 <small>No School LS Only LS Conf.</small>	30 <small>No School LS Only LS Conf.</small>	31 <small>No School LS Only LS Conf.</small>	

SEPTEMBER 2023 (T19/S18)				
M	T	W	TH	F
				1 <small>No School</small>
4 <small>No School Offices Closed</small>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 <small>No School</small>

OCTOBER 2023 (T20/S19)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19 <small>No School</small>	20 <small>No School</small>
23 <small>No School</small>	24	25	26	27
30	31			

NOVEMBER 2023 (T20/S18)				
M	T	W	TH	F
		1	2	3 <small>*End of Quarter</small>
6 <small>No School</small>	7	8	9	10
13	14	15	16 <small>LS, MS, US LS Conf.</small>	17 <small>No School LS Only LS Conf.</small>
20	21	22 <small>No School</small>	23 <small>No School Offices Closed</small>	24 <small>No School Offices Closed</small>
27	28	29	30	

DECEMBER 2023 (T16/S16)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 <small>No School 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>

Retreat
28

JANUARY 2024 (T22/S20)				
M	T	W	TH	F
1 <small>No School Offices Closed</small>	2	3	4	5
8	9	10	11	12
15 <small>No School</small>	16	17	18	19 <small>*End of Quarter</small>
22 <small>No School</small>	23	24	25	26
29	30	31		

FEBRUARY 2024 (T20/S19)				
M	T	W	TH	F
			1	2 <small>No School LS Only LS Conf.</small>
5	6	7	8	9
12	13	14	15	16 <small>No School</small>
19 <small>No School</small>	20	21	22	23
26	27	28	29	

MARCH 2024 (T16/S15)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 <small>*End of Quarter</small>	22 <small>No School</small>
25 <small>No School</small>	26 <small>No School</small>	27 <small>No School</small>	28 <small>No School</small>	29 <small>No School</small>

APRIL 2024 (T22/S22)				
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			

MAY 2024 (T22/S21)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 <small>No School Offices Closed</small>	28	29	30 <small>*Last Day of School</small>	31

JUNE 2024 (T0/S0)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

School Day No School Day

No School Day for LS Only

No School Day and Offices Closed



st. croix preparatory academy

American Indian Parent Advisory Committee

2022-2023

Introduction

The purpose of this report is to summarize the work of the American Indian Parent Advisory Committee (AIPAC) of St. Croix Preparatory Academy for the 2022-2023 school year.

Determining the Need for an AIPAC

Minnesota Statutes, section 124D.78, subdivision 1, states that a school district in which there are 10 or more American Indian students enrolled, the school must establish an American Indian education parent advisory committee. Commonly referred to as American Indian Parent Advisory Committees (AIPACs), these committees serve in an advisory role and help ensure that American Indian students are receiving culturally relevant and equitable educational opportunities.

Each fall, districts submit racial and demographic student data to the Minnesota Department of Education (MDE) via their student information system. The Office of American Indian Education (OAIE) uses that reported data to identify which districts have 10 or more American Indian students. Due to the reporting deadlines, the OAIE uses the previous year's student counts for determining eligibility for the subsequent year. For example, October 1, 2021 American Indian student counts determined which districts need an AIPAC for the 2022-2023 school year.

St. Croix Prep Data. The relevant St. Croix Prep enrollment data is noted as follows:

- American Indian students enrolled on October 1, 2020 - 13

AIPAC Membership

AIPACs must be comprised primarily of parents of American Indian students within the district. American Indian secondary students and American Indian district staff are also eligible to serve on the committee. While non-Native district staff may participate in AIPAC meetings, they are not permitted to be committee members, and should not be included in the AIPAC roster. District staff should not outnumber committee members at meetings.

St. Croix Prep Data. The relevant St. Croix Prep data is noted as follows:

- Individualized membership invitations were sent to parents of the American Indian students. These families were invited to participate in the AIPAC last year.
- One parent responded that they did not consider their child to be American Indian, but Mayan; therefore they declined the invitation to be a member of the committee. Note: This response is common with families whose children identify with Mexican, Latin American, and/or South American native groups.
- AIPAC Roster. Keven Seim is the sole member of the AIPAC.

AIPAC and District Partnership

AIPACs drive the cultural and educational offerings for American Indian students within their district. To enhance the district and AIPAC partnership, the OAIE has provided a self-assessment rubric that can be used to evaluate current services to American Indian students and their families.

Additionally, in order for the AIPAC to make informed decisions, the district must afford the committee the information and data needed to make sound recommendations. This information includes, but is not limited to testing data, attendance data, graduation rates, and student count information.

St. Croix Prep Data. The relevant St. Croix Prep data is noted below:

- **Attendance Data.** The American Indian students reflect the average attendance data of the student population at St. Croix Prep. This is 99% attendance, per the Minnesota Report Card. Because of a smaller population (13 students) we see individual circumstances which may vary from this very high attendance percentage.
- **Graduation Rates.** None of the students who identified as American Indian were in the previous graduating classes. Current students (13) representing the American Indian population at St. Croix Prep are in the following divisions:
 - Lower School - 7 students
 - Middle School - 4 students

- Upper School - 2 students
- Test Data, MCA specifically. Of those taking or eligible to take the Minnesota Comprehensive Assessments (MCA), 100% were proficient in the Reading, Math, and Science tests. Note: Five of the Lower School students were in grades that did not administer the MCA tests; two students opted out of the MCA assessments.
- Self-Assessment Rubric. St. Croix Prep did not utilize the self-assessment rubric as this rubric includes criteria which reflect a much larger and long standing American Indian population (e.g. multi-year services to American Indian students, Title VI funding for which the School does not qualify, JOM - Johnson-O'Malley programming, Federal Impact Aid, American Indian teacher recruitment - which is addressed in the annual completion of the World's Best Workforce Report, etc.).
- Curriculum Observation. The American Indian experience is covered in St. Croix Prep's curriculum (Lower School - Core Knowledge; Middle School - 6th Grade Minnesota History; Upper School - Native American Literature Elective).

Annual Compliance, Vote of Concurrence or Nonconcurrence.

Given the above, the AIPAC issued a vote of concurrence on March 30, 2023.

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Keven Seim kevenseim@stcroixprep.org 651-395-5944	No	Chair/Co-chair	Parent/Guardian of an American Indian Student
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

District Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Jon Gutierrez jongutierrez@stcroixprep.org 651-395-5905	Executive Director

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: St. Croix Preparatory Academy

The American Indian Parent Advisory Committee Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote: March 30, 2023

Date the AIPAC presented to the school board: April 18, 2023

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____


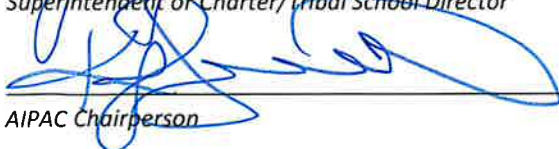
Date the written response from the school board is due: _____

The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

_____	_____
School Board Chairperson	Date
	<u>March 30, 2023</u>
Superintendent or Charter/Tribal School Director	Date
	<u>3-30-2023</u>
AIPAC Chairperson	Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

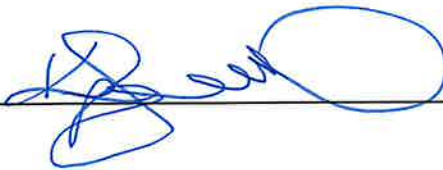
WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; or,

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Keven Seim
AIPAC Chairperson Printed Name and Signature



3-30-2025
Date



2022

2023

2024

2025

DOCUMENTS

JAN

Performance reviews under current format
Current review process needs revision
Draft of employment agreement from legal counsel to form the framework for discussion and negotiation
Draft of job descriptions.

FEB

Job descriptions and potential approval.
Preliminary discussion and determination of items in the employment agreement.

MAR

Begin negotiation of employment agreements to begin for the upcoming school year.

APR

Finalized employment agreements for Executive Director and Executive Director of Finance & Operations.

39

INTERNAL CANDATES

Identification of internal candidates with their expression of interest

Assessment/Evaluation of Internal Candidates

EXTERNAL CANDIDATES

Assessment/Evaluation of External Candidates

TRANSITION

One year Transition Plan



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

Members Absent: S. Mueller, D. Melendres

Ex-officio Members Present: J. Gutierrez,

Meeting began at 12:15 pm

Job Evaluations. The job evaluations for the Executive Director and Executive Director of Finance & Operations have been completed. Next steps include:

- Formalize the review process
- Secure an employment agreement for these positions
- Continue with succession planning
- Add review dates and potential policy through the Governance Committee
- Create an accurate job description for these positions

Job Descriptions. Work on accurate job descriptions for the Executive Director and Executive Director of Finance & Operations. Determine additional duties and stipends as they relate to communications, Boardbook duties, etc.

Employment Agreements. These are being developed and in process.

RFI Dates and Next Steps.

- March 31. RFI will sent to additional consultants.
- April 14. Consultant questions received.
- April 21. Written response to questions distributed.
- April 28. Final proposals received.
- May 3. Succession Planning Committee meeting to review proposals.
- May 3-12. Reference calls.
- May 16. Recommendation to Board

Other Dates and Next Steps.

- May 5. Review employment agreements/job descriptions
- May 26. Review employment agreements/job descriptions.

The meeting ended at 12:30 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy

st.croixprep

4260 Stagecoach Trail N
Stillwater, MN 55082
651-395-5900 f 651-395-5901



st.croixprep

**REQUEST FOR PROPOSAL (RFP)
CONSULTING SERVICES**

ISSUE DATE: APRIL 2023

ST. CROIX PREPARATORY ACADEMEY

**REQUEST PROPOSALS FOR:
SUCCESSION PLANNING CONSULTING SERVICES**

**DUE DATE/TIME:
APRIL 21, 2023
5:00 PM**

I. ABOUT ST. CROIX PREPARATORY ACADEMY

St. Croix Preparatory Academy (SCPA) is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school opened with 200 students in grades K-7 and now serves over 1,200 students in grades K-12.

Located on 59 acres of land, St. Croix Preparatory Academy's is one of Minnesota's highest performing public schools, with an educational philosophy based on the classical methodology of grammar, logic, and rhetoric.

Please visit <https://www.stcroixprep.org/our-story/>. This page will provide a summary of our history, mission, enrollment, wait lists, academic performance, school profile, activities, manifesto, foundation, and building locations.

STATEMENT OF PURPOSE

SCPA is seeking proposals from experienced individuals/organizations to offer expert consulting services for design and implementation of a succession plan that will allow the school to continue operational excellence and a winning culture.

This project will be implemented under the direction of the board, and in cooperation with the school's leadership team, teachers, and staff.

II. SCOPE OF WORK

The primary scope of services to be rendered includes the following:

- a. Assessments of organization and leadership team based on SCPA's strategic goals
- b. Develop and conduct individual development plans for leadership team
- c. Work with the board, succession planning committee, leadership team, teachers, and staff to develop a succession plan

III. OBJECTIVES

SCPA expects to achieve the following from this project:

- a. Develop succession plan
- b. Ensure that SCPA is skilled up to deliver on strategic goal outcomes
- c. Engage stakeholders in developing new and effective ways to optimize their interests, skills, and talents
- d. All assumption from bidder to be clearly defined

IV. CONTRACTOR FEES

- a. Outline the total fees that will be associated with this project
- b. Confirm billing structure for the project

V. TERM OF CONTRACT

This request for proposal or response thereof is not a contract. SCPA intends to enter into a contractual agreement with the successful bidder only for the duration of this project.

VI. CONTRACTUAL TERMS AND CONDITIONS

Successful bidder must be able to provide SCPA with 2 – 3 references like SCPA in nature and education / non-profit status.

VII. EVALUATION AND AWARD PROCESS

All proposals will be evaluated by the succession planning committee and will be ultimately selected and approved by the board. Bids must meet the stated objectives, and specific requirements outlined in this RFP. Proposals are due by April 21, 2023. Proposals should be no more than five (5) pages. Please email proposals to Nicole Donnay at Ndonnay@stcroixprep.org.

VIII. QUESTIONS

Please submit all inquiries and questions via email to ndonnay@stcroixprep.org by April 14, 2023. All questions will be consolidated and responses provided to all interested bidders by April 18, 2023. Optionally, your organization may schedule a meeting (in person or via Zoom) with Jon Gutierrez -- jongutierrez@stcroixprep.org -- Founder/Executive Director.

IX. SCHEDULE

This project is scheduled to begin July 1, 2023, and to be completed no later than June 30, 2025. These dates may change depending on the needs and schedules of key stakeholders.

X. ORGANIZATIONAL CHART

An organizational chart and brief description of relevant information is included in Appendix A.

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4260 Stagecoach Trail N
Stillwater, MN 55082
651-395-5900 f 651-395-5901



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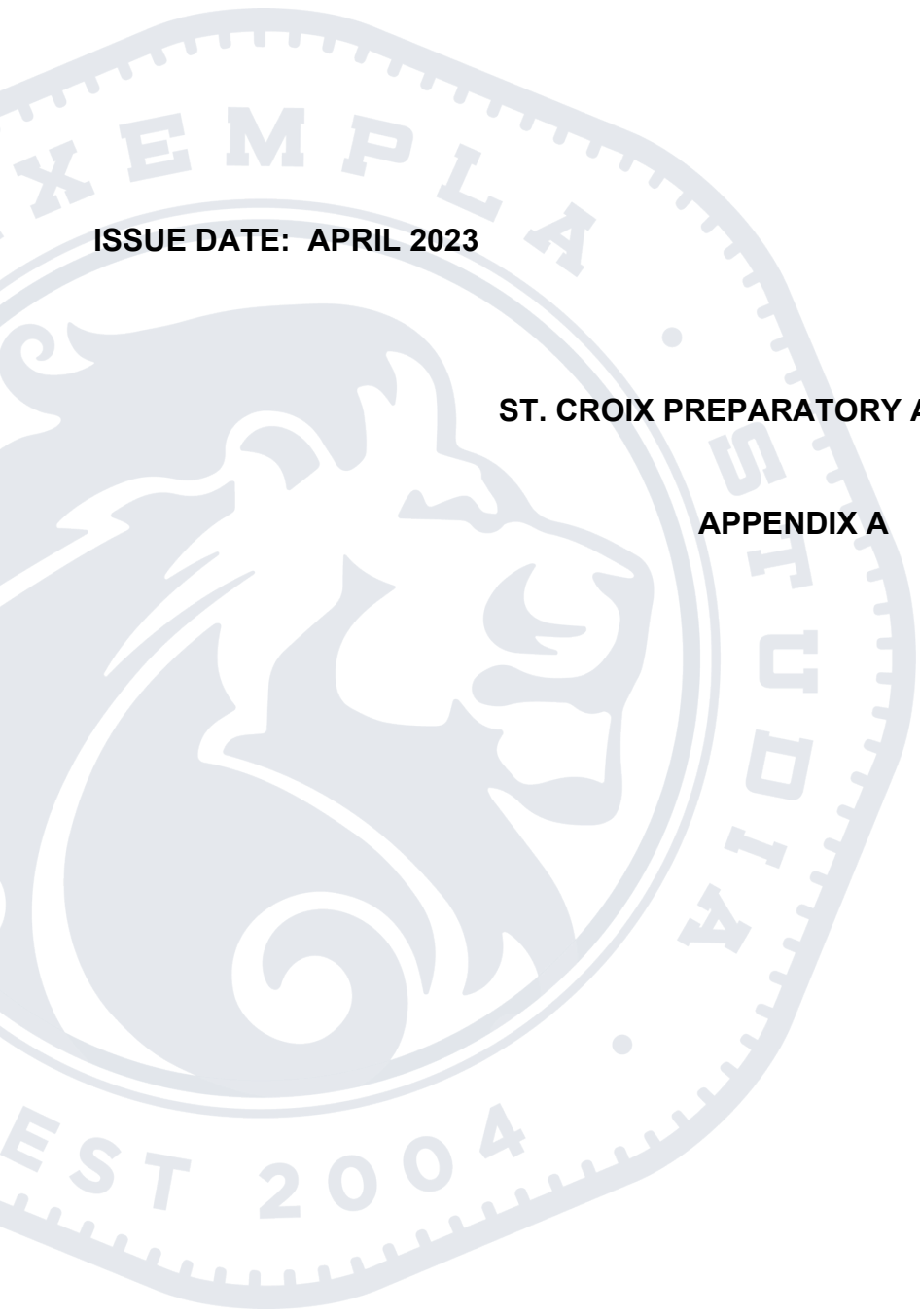
st.croixprep

**REQUEST FOR PROPOSAL (RFP)
CONSULTING SERVICES**

ISSUE DATE: APRIL 2023

ST. CROIX PREPARATORY ACADEMEY

APPENDIX A



The organizational chart is for the 2022-2023 school year. The following information offers additional information related to the chart:

4260 Stagecoach Trail N

Stillwater, MN 55082

651-395-5900 • f 651-395-5901

Authorizer. The School is authorized by Friends of Education (“Friends”). Friends has been the authorizer of St. Croix Prep since 2004. The School is in its fifth renewal term with Friends, receiving the longest term allowable by state statute (five years with a renewal occurring at June 30, 2025).

School Board. Per state statute, the board is comprised of parents (Bob Hajlo, Kristen Denzer, Drew Melendres, Christina Norman, and Matt Stiles), teachers (Deb Keyes, Nicole Donnay, and Angela Galati), and a community member (Shane Mueller).

Jon Gutierrez. Jon is one of the founders, Executive Director since 2004, and has served as the Board Chair for six years, been on the board of Friends of St. Croix Preparatory Academy (the school’s affiliated building company) and an advisory board of St. Croix Prep Foundation. He has announced that he will retire prior to the 2025-2026 school year.

Kelly Gutierrez. Kelly is one of the founders and the current Executive Director of Finance & Operations. Kelly will likely retire a couple of years subsequent to Jon’s retirement.

Leadership. Items worthy of noting illustrate the stability and longevity of the current leadership team.

Bill Blotske. He has been at the school for nine years.

Chad Olson. He has been at the school since 2004, initially serving as a teacher; he has been the Technology Director for 12 years.

Keven Seim. He has been at the school for eight years; and he has assumed his duties after having gone through a two year succession plan with the original Activities Director.

Peggy Rosell. She has been employed by the school since 2004 (e.g. contractor, then employee); and she has assumed her duties through a one year succession plan with the original Special Education Director.

Joann Karetov. She has been at the school for nine years, filling a vacancy from the school’s original Lower School Principal.

Amy Kleinboehl. She has been employed by the school for 15 years (e.g. Middle School teacher, Middle School Principal). She assumed her duties after a three succession plan from the previous Middle School Principal.

Andrew Sachariason. He has been employed by the school for 17 years (e.g. Middle School/Upper School teacher, Dean of Students, Upper School Principal). He assumed his duties after a two year succession plan.

Terri Smith. She has been at the school for 10 years.

Marianne Thole. She has been at the school for 10 years.

Sarah Garceau. She has been at the school for one year.

Authorizer

Friends of Education
EXO-01-A

School Board

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