



St. Croix Preparatory Academy
Board Meeting Agenda
May 16, 2023

1. Call to Order	
2. Open Forum	
3. Board Calendar	
4. Consent Agenda (Board Minutes, Executive Director Report)	
A. Board Minutes	2
B. Executive Director Report	5
5. Agenda	
A. Board Elections -- Status	
B. Q Comp Report -- Approval	9
C. Succession Planning	17
1. Employment Agreement -- Executive Director	18
2. Employment Agreement -- Executive Director of Finance & Operations	24
3. Selection of Succession Planning Consultant	
a. Rebar Leadership	30
b. Prouty Project	39
D. 2023-2024 Compensation Plan Approval	74
E. 2023-2024 Benefits Renewal Summary	92
F. 2023-2024 Budget Approval	93
G. 2023-2024 Employee Handbook Approval	133
6. Adjourn Meeting	

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

Members Absent: A. Melendres

Ex-officio Members Present: J. Gutierrez

1 Call to Order

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

2 Open Forum

None.

3 Board Calendar

4A - 4C Consent Agenda – J. Gutierrez

Board minutes from the March 28, 2023 meeting and the Executive Director's Report.

J. Gutierrez- Executive

- Renovations in Lower School SPED area for next school year.
- Refinishing the gym floor this summer including updating the logo.
- Waitlist for next year is up for this time of year. Will go up more during the summer.

1. Anti-Bullying Policy - D. Keyes - explained how in LS they are seeing parents and kids calling behaviors bullying when they actually aren't. Is concerned that the definition is not as clear and lends itself to parents' misunderstanding the actual meaning of the term. Bullying and the difference from that and mean behavior isn't black and white. Board members discussed the language of the policy.

- Motion to Approve: A. Galati
- Second: N. Donnay
- Approved: All

5A - Audit of Federal Programs

1. https://drive.google.com/file/d/1tVn-G5QoSK2rRKU3hRCX_Fp_84jiu25g/view?usp=share_link

2. K. Gutierrez: Explained the Qualified Opinion; Lucas Chase explained basics of the single audit and the qualified opinion.

5B - Board Calendar for 2023-2024 - J. Gutierrez

- Meetings are usually the 3rd Tuesday of every month
- Retreat scheduled October 7, 2023.
- November 14 meeting instead of November 21st.

- Motion to Approve: K. Denzer
- Second: D. Keyes
- Approved: All

5C - Board Election Update: N. Donnay

- The election is Tuesday, May 16, 2023
- Two (2) faculty vacancies – candidates are: Angie Galati, Nicole Donnay
- C. Norman (parent) board member resigned this week.
- One (1) parent vacancy – candidates are Terri Gulbransen, Erik Hall, Jeff Johnson
- The board may choose to appoint 1 parent to fill C. Norman's open position (for the remaining 2 years). This position will not be filled by the election due to the need to comply with notification requirements in the bylaws.

5D - American Indian Parent Advisory Committee

1. https://drive.google.com/file/d/1tRMkJHXXSBPKJQsBZ5pMnrjJJ2QnyBv/view?usp=share_link
 2. J. Gutierrez explained the information presented in the document.
 3. K. Seim - Vote of Concurrence and Resolution
- Motion to Approve: A. Galati
 - Second: M. Stiles
 - Approved: All

5E - Succession Planning N. Donnay

1. Have completed the job evaluations for Ex. Director and Ex. Director of Finance and Operations.
2. Another proposal will be presented to the Succession Planning committee and the committee will use a rubric to evaluate and then present to the board.

3. 4.D.1. - S. Morell Proposal Information:
https://drive.google.com/file/d/1t0DT96O3GJeP_Qj02OkfP2a00vNjU0IE/view?usp=share_link
4. 4.D.2. - Succession Planning Timeline:
https://drive.google.com/file/d/1t1NCO9M_Ho20VpaXJ8-IYp1fGwrWgbCI/view?usp=share_link
5. 4.D.3. - Succession Planning RFI Issued
6. RFI Appendix: https://drive.google.com/file/d/1tUXqhMn2ZJEsCQr0nuHzrAfa-SJlLwJ6/view?usp=share_link
7. Organization Chart: https://drive.google.com/file/d/1tRtaBBNdVInZ_M3u-D9i24eJvI3QE4Pn/view?usp=share_link

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: May 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 issuing the RFI, holding meetings to answer questions related to the RFI, updating the meetings, work on the job description, etc.
- Continued work on board governance Governance Committee
- Facilities – finalizing the architectural design of internal changes within LS Sped and MS Sped areas – offices, calming room, small group testing, etc. Pricing being obtained and walkthrough with the affiliated building company (Friends of St. Croix Prep).
- 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.
- Initial planning for graduation, awards ceremonies, and other end of year ceremonies.
- Marathon planning, announcements of winners, sponsors, etc.
- Foundation work including evaluation of program to assist with donor identification, email addresses, work history, etc. Tentative plans to roll this out during the summer or fall.
- Friends of Education Meetings – Cruz Guzman viewing in front of the Supreme Court; attendance at their board meeting to explain Covid impacts on student performance, culture, and educational teams.
- Interviews for Dean of Students and initial planning for next year.
- 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	181
1 st Grade	90	79
2 nd Grade	91	68
3 rd Grade	91	74
4 th Grade	92	71
LS Total	454	473 (+32)
5 th Grade	93	72
6 th Grade	93	100
7 th Grade	95	51

8 th Grade	93	45
MS Total	372	268 (+10)
9 th Grade	109	18
10 th Grade	105	3
11 th Grade	90	4
12 th Grade	95	1
US Total	399	26 (+2)
School Total	1,225 (+8)	767 (+44)

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	
	Podcast – 42 minutes	The Daily, How Gorbachev Changed the World	
	Book	The Aeneid, by Virgil	
September	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
	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.	
	October	Movie – 2:35:00	All Quiet on the Western Front (1979)
October	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> 	

		<ul style="list-style-type: none"> • <i>Dr. Anika Prather: Lessons on How to Reach All Students with Classical Education from Anna Julia Cooper</i> • <i>Dr. Anika Prather: The Black Classical Tradition</i> • <i>Development of the New Virtuous Motivation Scale - Steven Bourgeois, Ph.D & Matthew Post, Ph.D. - Ahart Solutions</i> • <i>Dr. Anika Prather Narrative of Hope: How Classical Education Unified America</i> 	
November	Documentary – 61 minutes	The Motivation Factor: Physical Education in Schools in the 1960s – the JFK challenge	
	Movie – 70 minutes	Dracula, 1931	
	Movie – 70 minutes	Frankenstein, 1931	
	School Safety – 2 hours	Incident Command Training with Scenarios	
December			
January	Book	The Hate U Give, by Angie Thomas	
	Book	Breath: The New Science of a Lost Art, by James Nestor	
	Book	Hate, Inc.: Why Today's Media Makes Us Despise One Another, by Matt Taibbi	
	Podcast 250 minutes	Sold A Story: How Teaching Kids to Read Went So Wrong, by Emily Hanford	
February	Book	No-No Boy, by John Okada	No-No Boy is about Ichiro Okada, a Seattle-born man of Japanese descent, returning to Seattle, his hometown, after being imprisoned during World War II for not denouncing the emperor of Japan and refusing to report for U.S. military duty. 8
	Feb 22-24	National Symposium for Classical Education: The Tradition Today – by the Great Hearts Institute – Phoenix Arizona	Schedule Attached
April	60 minutes - Video	Developing our Digital Consciousness	School Sponsored event
May	3 hours	Viewing and Discussion of Cruz Guzman briefs before the MN Supreme Court	

St. Croix Preparatory Academy's 22-23 Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per [Minnesota Statutes, section 122A.414, subdivision 3\(a\)](#) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. All information reported should be based on the current school year. We recommend that each question be addressed with a **brief summary of 3-7 sentences**.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? Yes.

If not, please explain what changes have occurred and why?

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

TLCs (Teaching and Learning Coordinators) met bi-monthly with PLC leaders to plan PLC meetings based on student achievement.

TLCs met monthly with new teachers to offer support in classical education theory, classroom management, assessments, student engagement, seminars, and questioning. TLCs also met one-on-one with new teachers throughout the school year to offer personalized support.

PLCs allowed time for teachers to collaborate and work on curriculum alignment and pacing. It also provided a space to discuss intervention ideas and identify specific student needs based on data collection.

How did the work of teacher leaders impact student achievement?

Each PLC devotes time to evaluating the needs of students and PLC leaders and TLCs use that information to guide planning for PLC meetings throughout the course of the year. Individual PLCs discuss data, assessments, and review student work throughout the year to monitor student progress and learn new strategies to increase student achievement.

Review Findings

How did the training teacher leaders receive impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

K-12 PLC meetings were used to discuss what happened in PLCs and to provide leadership training to PLC leaders. PLC leaders were presented with different techniques and strategies *Thinking Collaboratively* for effectively running collaborative meetings. We also reviewed the PLC protocols for check-ins, discussing articles, and reviewing student work.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

In order to complete PLC leader appraisals, which are done twice a year, PLC members are asked to complete a survey to give feedback on their PLC leader in the different components of the PLC leader job description. This year, PLC members overwhelmingly thought that the support provided by PLC leaders was both necessary and important. PLC leaders routinely gather feedback from PLC members to understand what

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

This year, PLC leaders observed and met with new teachers instead of all members of their PLC. PLC leaders were also asked to lead PD sessions at the beginning of the year in new teacher training. This was a much more effective and manageable use of PLC leader observation time, and it is something we would like to build on in the coming years.

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If not, please explain the changes that have occurred and why?

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

This year, some of the areas of focus for professional development were: mental health, school safety, curriculum development and alignment, seminar and discussion techniques, and classical education. We were able to utilize the school counselors to identify areas of need and provide training to staff. The combination of counselors on staff and the training they have provided have left teachers feeling more equipped to support students' mental health needs.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

As we have continued to merge back into school post-pandemic, PLCs and PD have given teachers the opportunity to continue to work on re-establishing and maintaining rigor while also meeting the needs of our student population.

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

PLCs started the school year by identifying and assessing gaps in learning. Once gaps were identified, PLCs looked at strategies for effectively delivering instruction to meet students where they are at academically.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Teachers across all divisions used MCA data, internal assessments, semester finals, and STEP testing to guide their focus on student achievement. Many teachers used these assessments to create SMART goals within their PLCs. SMART goal topics included: academic vocabulary, summarizing, and STEP assessments. They also reflected on that goal during PLC time. Teachers discussed how to continue to improve student achievement.

Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The Q Comp team and leadership gathered input from teachers and PLC leaders on professional development needs. Based on input from teachers, each division has different wants/needs for PD for next year. Lower school is looking for PD in the areas of classroom management, mental health, EL, SPED, and curriculum. Middle school wants more PD in the areas of classroom management, cultural competency/diversity, EL, SPED, mental health, and curriculum. Upper school would like to focus on curriculum, direct instruction, and strengthening background information.

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes

If no, please explain the changes that have occurred and why?

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Feedback from teachers on how the observation/evaluation process impacted classroom instruction included:

- building teacher confidence
- allowing for a second set of eyes to see things the teacher might miss
- teachers are able to reflect on practices in order to improve
- learned new strategies to try in future lessons

What impact did the observation/evaluation process, including coaching, have on student achievement?

Focusing on supporting teachers through observation allowed leaders to meet both teachers and students in the space where they were this year. Leaders were able to focus on the individual needs of the teacher (classroom management, lesson structure, student engagement, delivery of content). Teachers were then able to take feedback from their leaders and implement new strategies in their classrooms to increase student achievement.

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Teacher self-reflections, both for individual observations and end-of-year summative portfolios, show that teachers are eager for feedback and strategies to implement in their classrooms. Some areas that teachers worked to improve throughout the year based on feedback from observations are: chunking out lesson plans,

the pacing of lessons, classroom management, using technology, using data to drive instruction, and student engagement.

How did the training observers/evaluators receive throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

The Q Comp team works together to discuss and develop rubrics for seminar observations. Common expectations for seminar protocols have been established. In weekly meetings, the TLCs often discuss seminar observations to maintain consistency in the way rubrics are completed.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

Teacher feedback showed the feedback from observers is valuable in helping them see their lessons and classroom from different perspectives. The biggest takeaway from this year in regards to evaluation is the importance of providing teachers the space for self-reflection.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

YES

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

YES

If no, please explain the changes that have occurred and why?

Impact

What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement?

Data not yet available

Middle school is the only division that met the site goal this year. The numbers are broken down below. There were a significant number of parent and student refusals this year, and any student who opted out receives a "Does Not Meet" score which negatively impacts the MCA data.

LS Goal - 81.3%

- Before Opt Outs - 78.4% (139/177)
- After Opt Outs - 75.6% (139/183)
 - 6 Opt Outs

MS Goal - 82%

- Before Opt Outs - 85.4% (304/356)
- After Opt Outs - 82.4% (304/369)
 - 12 Opt Outs

UP Goal - 85.7%

- Before Opt Outs - 84.3% (70/83)
- After Opt Outs - 80.4% (70/87)
 - 4 Opt Outs

What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results?

Data not yet available

What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results?

N/A

What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results?

N/A

Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?

No

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area?

N/A

What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary?

Data not yet available

What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary?

N/A

What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary?

N/A

Recommendations

How will the district use the data to improve the effectiveness of this core component?

This year's MCA scores will be used as a baseline to determine instructional needs for next year. The data from these tests will be used to identify additional areas of support for students. Teachers will use PLC time to discuss any curricular adjustments or supports that need to be implemented next year in order to see growth in student achievement. Middle school will also be adding a reading intervention teacher to provide extra support to students who need it.

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

By participating in the Q Comp program, teachers have been able to collaborate with their colleagues within their grade levels, content areas, and divisions on teaching strategies and best practices. They have also been able to grow their practice through professional development that is catered to the needs expressed by staff. Observation has allowed teachers a chance to reflect on their practice, learn new strategies, and improve instruction.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

PLCs have allowed teachers time to collaborate on methods to improve student achievement. PLCs have worked together to discuss teaching techniques and strategies to engage students. Teachers have used PLC time to also discuss assessment methods, technology usage, the challenges surrounding academic integrity and AI, and ways to support students' mental health and social-emotional learning. The results from common assessments, benchmark assessments, and standardized assessments are a direct reflection of the work done in PLCs.

How will the district use the review findings to improve the overall effectiveness of the program?

As the school continues to grow, we are constantly reflecting on what works well and what areas we need to work on strengthening. One of these areas of growth is using teaching and learning coordinators in each division to provide support for teachers by focusing on student achievement, curriculum alignment, mission, and school

culture. Having a TLC in each division allows our TLCs to support staff in division-specific needs. Along with working with their individual divisions, TLCs work together as part of the Q Comp team to continue to align all divisions with the mission of the school. This provides a more comprehensive and authentic teacher leadership level in order to continue to move our students, teachers, and community forward while staying true to our mission. The Q Comp team also conducted a site review this year and will be using data collected from that and feedback from staff to make adjustments to the Q Comp 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

RFI Status. Jon Gutierrez is having an additional conversation with Prouty Project on the succession planning response. The initial conversation was done by Bob Hajlo, Nicole Donnay, and Jon Gutierrez. A response is expected by April 28.

Committee Membership. Discussed committee membership in light of elections and membership transition. Shane Mueller's last meeting is in May; Bob Hajlo will transition to a community member on June 11. Drew Melendres is not running for reelection. The Succession Planning committee will need to recruit additional members.

Evaluations of Executive Director and Executive Director of Finance & Operations. These have been completed and will be incorporated into a more consistent process and schedule.

Employment Agreements. These are being developed and in process. Comments and observations are:

- Vacation, Sick, and Personal Days. These are separate categories within St. Croix Prep's paid time off offering. The employment agreement needs to be adjusted to reflect that.
- Options for payout of vacation, sick, and personal days need to reflect the current daily rate based on the salary of the position (as opposed to the rate of a substitute teacher).
- Cell Phone Reimbursement. Language needs to be added to include this.
- Professional Development. Language and dollar amounts need to be included in this.
- Eliminate this clause "During the term of this Agreement, the Executive Director/Executive Director of Finance & Operations must not enter into another employment contract or an independent contract with another entity, or write a grant for another entity, without prior written approval of the Academy's Board."

Job Descriptions. These will be worked on by Kelly, Jon, and Terri for the May board meeting.

Stipends. Stipend recommendations will occur for this year's work performed that is outside of the job descriptions related to Executive Director and Executive Director of Finance & Operations. These duties will be delegated to other employees, absorbed by future hiring, or remain responsibilities that will be paid via a stipend.

The meeting ended at 12:55 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy

EXECUTIVE DIRECTOR AGREEMENT

This Executive Director's Agreement ("Agreement") is entered into by and between the Board of Directors ("Board") of St. Croix Preparatory Academy ("Academy") and Jon Gutierrez ("Executive Director"). The Academy and Executive Director are hereinafter collectively referred to as "the parties."

WHEREAS, the parties desire to enter into an employment agreement governing the terms and conditions of the Executive Director's employment with the Academy;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, the parties hereby agree as follows:

- 1) **Term.** This Agreement will be in effect from July 1, 2023 to June 30, 2025, unless early termination occurs pursuant to paragraph 8 or 10 of this Agreement. Absent early termination, the Executive Director's employment will terminate effective at the close of business on June 30, 2025. This Agreement will not automatically renew.
- 2) **Position and Duties.** Subject to the other provisions of this Agreement, the Academy hereby agrees to employ the Executive Director as an at-will employee in the position of "Executive Director" for the Academy, and the Executive Director hereby accepts such employment, upon the terms and conditions set forth in this Agreement.
 - a) The position of Executive Director is a full-time position with exempt status under the Fair Labor Standards Act. Regular attendance is an essential function of the job. A regular work day will be eight (8) hours in length, but the Executive Director is expected to work the number of hours necessary to perform his job duties and to meet the professional expectations of the job. In light of the exempt status of the position, additional hours worked beyond a forty-hour workweek will not constitute overtime. Beyond the basic duty day, the Executive Director is expected and may be required to attend and participate in meetings and school-sponsored events, such as curriculum nights, informational meetings, student and parent conferences, professional trainings, meetings called by the Board, and other similar events.
 - b) Subject to the Board's oversight, the Executive Director will direct and assign employees of the Academy in a reasonable manner and will generally be responsible for the day-to-day operations and management of the Academy. The Executive Director will also perform the job duties and meet the professional expectations established in the job description for the position of "Executive Director." In addition, the Executive Director must perform all services that the Board prescribes or assigns, regardless of whether those services are specifically described in this Agreement or in the related job description.
 - c) The Board retains the right to modify the Executive Director's written job description as it sees fit; to oversee and direct the Executive Director's performance as it sees fit; and to review the Executive Director's performance as it sees fit.
- 3) **Compensation.** While this Agreement is in effect, the Executive Director will earn a gross annual salary of one hundred eighty thousand seven hundred seventy eight dollars ((\$180,778) for the period July 1, 2023 – June 30, 2024; one hundred eighty eight thousand nine dollar (\$188,009) for the period July 1, 2024 – June 30, 2025, in consideration for faithfully performing the duties of the Executive

Director for the Academy. The gross annual salary may be modified, but will not be reduced during the term of this Agreement. In the event, faculty receive annual compensation increases greater than 4%, the gross annual salary for the Executive Director will be increased at that greater percentage rate. In accordance with its regular payroll schedule, the Academy will pay the Executive Director this annual salary in twenty-four equal installments (i.e. twice a month), less applicable withholdings and deductions. If this Agreement is terminated during the middle of a pay period, the salary paid to the Executive Director for that period will be prorated and decreased to reflect the number of days actually worked.

- 4) **Insurance Benefits.** The Executive Director will be eligible to enroll in the Academy's group health insurance plan, dental plan, life insurance plan, short-term disability plan, and long-term disability plan. The details of the benefit plans, applicable premiums, and eligibility for coverage are fully outlined in the Employee Benefit Summary.
- a) In order to receive any insurance benefits described in the Employee Benefit Summary, the Executive Director must pay his percentage of the applicable premiums for coverage, and he must timely enroll in and qualify for the insurance plans selected by the Academy.
 - b) The Executive Director is solely responsible for the cost of any premiums for insurance in excess of the Board's contribution for single coverage and the percentage determined by the Board for dependent coverage.
 - c) The description of insurance benefits in this Agreement is intended to be informational only. The Executive Director agrees that no action may be brought against the Academy for any particular claim that is not covered or paid by insurance. The Academy is not insuring or guaranteeing that any particular claim will be paid or covered by insurance. The eligibility and coverage of the Executive Director and dependents will be governed entirely by the terms of the applicable insurance policy.
 - d) The Academy's contribution will be made so as to provide coverage through the month in which this Agreement terminates. If the Parties agree to extend this Agreement pursuant to paragraph 9 of this Agreement, the Academy's contribution will be made so as to provide coverage through the month in which the extended Agreement terminates.
 - e) In the event this Agreement will cause or does cause penalties, fees, fines, or additional taxes to be assessed against the Academy, the parties agree to reopen negotiations that result in a revised Agreement between the parties that eliminates or reduces penalties, fees, fines, or additional taxes to be assessed against the Academy. The amount of any reduction in the Academy's contribution toward the Executive Director's health care benefits as a result of addressing the "highly compensated employee" component of the Affordable Care Act may be placed into another Academy provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.
 - f) **Term Life Insurance.** While this Agreement is in effect, the Academy will pay the premiums for a group term life insurance policy for the Executive Director with a death benefit in the amount of fifty thousand dollars (\$50,000). The eligibility of the Executive Director and his beneficiaries for these insurance benefits will be governed by the terms of the insurance policies selected by the Academy. The parties agree that the Academy's only obligation is to pay the premiums for the

insurance policy described in this paragraph, and no claim may be brought against the Academy for any particular claim or benefit not paid by insurance. The Academy is not ensuring or guaranteeing that any particular claim or benefit will be paid or covered by insurance.

- 5) **PERA Contributions.** While this Agreement is in effect, the Executive Director will be a member of the Minnesota Public Employees Retirement Association (PERA). The Academy and the Executive Director will each contribute at least the minimum amounts required by PERA. The Academy's obligation to make any contribution to PERA will cease immediately in the event that the Executive Director resigns or his employment is terminated for any reason. The Academy is authorized to make payroll deductions for paying the Executive Director's PERA contributions.
- 6) **Connectivity Allowance.** While this Agreement is in effect, the Parties agree that the Academy will provide the Executive Director with an allowance of up to \$100 per month for technology needs (e.g. cell phone, Wi-Fi hotspot, etc.).
- 7) **Professional Development Allowance.** While this Agreement is in effect, the Parties agree that the Academy will provide the Executive Director with an annual allowance of up to \$2,000 for professional development (e.g. seminars, workshops, conferences, books, etc.).
- 8) **Paid Time Off.**

Commented [WU1]:

The Executive Director will not be expected to work on the holidays approved in the Employee Handbook.

The Executive Director has the following paid time off available for each year of the term of this Agreement:

Vacation – 30 days
Sick – 10 days
Personal – 3 days

It is the understanding that the Executive Director will be expected to be working on student non-session days or use paid time off. Any additional days of paid time off must be mutually agreed to by the Executive Director and the Board.

Sick Day and Personal Day accrual and payout are defined in the Employee Handbook. Payout of these days will be made at the Executive Director daily rate:

Daily rate for July 1, 2023 to June 30, 2024 ---- \$695.30
Daily rate for July 1, 2024 to June 30, 2025 ---- \$723.11

If the compensation in paragraph 3 is adjusted, the daily rates will be adjusted accordingly.

The Executive Director may carry over a maximum of fifteen (15) days of vacation per school year, cumulative up to forty five (45) days. Upon the termination of this agreement, the Executive Director will have the right to receive a cash payout for no more than forty five (45) days of unused vacation days at the daily rate noted above.

Upon the termination of this agreement, the Executive Director will have the right to receive a cash payout of their sick bank hours (30 days) at their current daily rate.

- a) **FMLA Leave.** Pursuant to the Family Medical Leave Act (FMLA), the Academy allows employees to use their accumulated Paid Time Off during a period of FMLA leave. If the Executive Director takes a leave of absence for a serious health condition, the Executive Director's accumulated Paid Time Off will be applied beginning at the time the leave commences.
 - b) **Sick Leave.** Any absences due to illness that are in excess of the Executive Director's accumulated Paid Time Off days will be without pay.
- 9) **Covenant of Diligence, Good Faith, and Loyalty.** The Executive Director agrees to perform his job duties diligently, in good faith, to the best of his ability. The Executive Director further agrees to be loyal to the Board and to the Academy.
- a) The Executive Director may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the Academy, nor may the Executive Director engage or participate in any action or conduct that is inconsistent with the Board's policies or actions, his duties as the Executive Director, the basic educational mission of the Academy, or the desired image of the Academy.
 - b) The Executive Director must fully comply with all federal and state laws and with all policies, procedures, and rules of the Academy. The Executive Director must perform his duties in a trustworthy, ethical, legal, and diligent manner and must use his best efforts to promote the interests of the Academy.
 - c) The Executive Director must not and agrees to refrain from using any Academy time, property or resources or allowing Academy employees to use Academy time, property or resources:
 - i) for purposes of serving on the board of an educational entity or school, or
 - ii) to promote, market or assist the founding and opening of an educational entity or school. This must not restrict the Executive Director's ability to devote non-Academy time, property and resources to such purposes.
- 10) **Employment Status and Termination.** The Executive Director is an at-will employee regardless of any statements, representations, procedures, or policies that may be made or promulgated by the Academy or its agents or representatives. Accordingly, the Board may terminate this Agreement and Executive Director's employment as it sees fit. The Board is not required to show cause for termination of this Agreement and the Executive Director's employment. After the effective date of any involuntary termination or non-renewal, Executive Director is not entitled to receive any form of unearned salary, severance, payment of any insurance premium, unused vacation or sick leave, or any other employer-paid benefit.
- 11) **Notice of Intent to Continue as Executive Director.** The intent of this position is to serve the Academy as an Executive Director for a two-year term. On or before December 31, 2024, the

Executive Director and the Board may mutually agree with written notice stating whether or not he will be employed by the Academy as Executive Director for the 2025-2026 school year.

- 12) **Resignation.** The Executive Director may terminate this Agreement and his employment with the Academy by providing the Board Chair with written notice of his resignation no less than thirty (30) calendar days in advance of the effective date of the resignation. In the event that such notice is given, the Executive Director must continue to perform his job duties diligently, in good faith, and to the best of his ability until the effective date of the resignation. The Executive Director must also act in good faith to facilitate the transfer of job duties to a new Executive Director. In the event that the Executive Director resigns and provides less than thirty (30) days advance written notice to the Academy, he will be liable to the Academy for liquidated damages in the amount of two thousand five hundred dollars (\$2,500). With the Executive Director's written authorization, the Academy may deduct this sum from the Executive Director's final paycheck. If the Executive Director does not give the Academy authorization to deduct this amount from his paycheck or in the event that his final paycheck is less than two thousand five hundred dollars (\$2,500), the Executive Director will be liable to the Academy for the \$2,500 or the balance of that sum plus any costs, expenses, and attorney fees incurred by the Academy in recovering or collecting the outstanding sum. After the effective date of any resignation, the Executive Director is not entitled to receive any form of unearned salary, severance, payment of any insurance premium, unused vacation or sick leave, or any other employer-paid benefit.
- 13) **Choice of Law and Severability.** This Agreement must be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the Executive Director's domicile or status as a resident of Minnesota. If any part of this Agreement is construed to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
- 14) **Waiver.** Waiver by either party of any term or condition of this Agreement or any breach will not constitute a waiver of any other term or condition or breach of this Agreement.
- 15) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the employment of the Executive Director. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. The Executive Director understands and agrees that any handbooks or policies adopted by the Academy do not create an express or implied contract. No waiver or modification of any provision of this Agreement is valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below. This Agreement will not become effective unless and until it is approved by the Board of Directors of _____ Academy and signed by both parties.

By signing below, each party acknowledges that it has read this Agreement; that it understands the terms of the Agreement; and that it intends to be legally bound by the terms of the Agreement.

Executive Director

Dated: _____
[INSERT NAME]

Board Chair of _____ Academy

Dated: _____
[INSERT NAME]

EXECUTIVE DIRECTOR OF FINANCE & OPERATIONS AGREEMENT

This Executive Director of Finance & Operations Agreement (“Agreement”) is entered into by and between the Board of Directors (“Board”) of St. Croix Preparatory Academy (“Academy”) and Kelly Gutierrez. The Academy and Executive Director of Finance & Operations are hereinafter collectively referred to as “the parties.”

WHEREAS, the parties desire to enter into an employment agreement governing the terms and conditions of the Executive Director of Finance & Operations employment with the Academy;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, the parties hereby agree as follows:

- 1) **Term.** This Agreement will be in effect from July 1, 2023 to June 30, 2025, unless early termination occurs pursuant to paragraph 8 or 10 of this Agreement. Absent early termination, the Executive Director of Finance & Operations’ employment will terminate effective at the close of business on June 30, 2025. This Agreement will not automatically renew.
- 2) **Position and Duties.** Subject to the other provisions of this Agreement, the Academy hereby agrees to employ the Executive Director of Finance & Operations as an at-will employee in the position of “Executive Director of Finance & Operations” for the Academy, and the Executive Director of Finance & Operations hereby accepts such employment, upon the terms and conditions set forth in this Agreement.
 - a) The position of Executive Director of Finance & Operations is a full-time position with exempt status under the Fair Labor Standards Act. Regular attendance is an essential function of the job. A regular work day will be eight (8) hours in length, but the Executive Director of Finance & Operations is expected to work the number of hours necessary to perform his job duties and to meet the professional expectations of the job. In light of the exempt status of the position, additional hours worked beyond a forty-hour workweek will not constitute overtime. Beyond the basic duty day, the Executive Director of Finance & Operations is expected and may be required to attend and participate in meetings and school-sponsored events, such as curriculum nights, informational meetings, student and parent conferences, professional trainings, meetings called by the Board, and other similar events.
 - b) Subject to the Board’s oversight, the Executive Director of Finance & Operations will direct and assign employees of the Academy in a reasonable manner and will generally be responsible for the day-to-day operations and management of the Academy. The Executive Director of Finance & Operations will also perform the job duties and meet the professional expectations established in the job description for the position of “Executive Director of Finance & Operations.” In addition, the Executive Director of Finance & Operations must perform all services that the Board prescribes or assigns, regardless of whether those services are specifically described in this Agreement or in the related job description.
 - c) The Board retains the right to modify the Executive Director of Finance & Operations written job description as it sees fit; to oversee and direct the Executive Director of Finance & Operations performance as it sees fit; and to review the Executive Director of Finance & Operations performance as it sees fit.

- 3) **Compensation.** While this Agreement is in effect, the Executive Director of Finance & Operations will earn a gross annual salary of one hundred fifty three thousand, six hundred eighty eight dollars (\$153,688) for the period July 1, 2023 – June 30, 2024; one hundred fifty nine thousand eight hundred thirty six dollars (\$159,836) for the period July 1, 2024 – June 30, 2025, in consideration for faithfully performing the duties of the Executive Director of Finance & Operations for the Academy. The gross annual salary may be modified, but will not be reduced during the term of this Agreement. In the event, faculty receive annual compensation increases greater than 4%, the gross annual salary for the Executive Director of Finance & Operations will be increased at that greater percentage rate. In accordance with its regular payroll schedule, the Academy will pay the Executive Director of Finance & Operations this annual salary in twenty-four equal installments (i.e. twice a month), less applicable withholdings and deductions. If this Agreement is terminated during the middle of a pay period, the salary paid to the Executive Director of Finance & Operations for that period will be prorated and decreased to reflect the number of days actually worked.
- 4) **Insurance Benefits.** The Executive Director of Finance & Operations will be eligible to enroll in the Academy’s group health insurance plan, dental plan, life insurance plan, short-term disability plan, and long-term disability plan. The details of the benefit plans, applicable premiums, and eligibility for coverage are fully outlined in Employee Benefit Summary.
- a) In order to receive any insurance benefits described in the Employee Benefit Summary, the Executive Director of Finance & Operations must pay his percentage of the applicable premiums for coverage, and he must timely enroll in and qualify for the insurance plans selected by the Academy.
 - b) The Executive Director of Finance & Operations is solely responsible for the cost of any premiums for insurance in excess of the Board’s contribution for single coverage and the percentage determined by the Board for dependent coverage.
 - c) The description of insurance benefits in this Agreement is intended to be informational only. The Executive Director of Finance & Operations agrees that no action may be brought against the Academy for any particular claim that is not covered or paid by insurance. The Academy is not insuring or guaranteeing that any particular claim will be paid or covered by insurance. The eligibility and coverage of the Executive Director of Finance & Operations and dependents will be governed entirely by the terms of the applicable insurance policy.
 - d) The Academy’s contribution will be made so as to provide coverage through the month in which this Agreement terminates. If the Parties agree to extend this Agreement pursuant to paragraph 9 of this Agreement, the Academy’s contribution will be made so as to provide coverage through the month in which the extended Agreement terminates.
 - e) In the event this Agreement will cause or does cause penalties, fees, fines, or additional taxes to be assessed against the Academy, the parties agree to reopen negotiations that result in a revised Agreement between the parties that eliminates or reduces penalties, fees, fines, or additional taxes to be assessed against the Academy. The amount of any reduction in the Academy’s contribution toward the Executive Director of Finance & Operations health care benefits as a result of addressing the “highly compensated employee” component of the Affordable Care Act may be

placed into another Academy provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.

- f) **Term Life Insurance.** While this Agreement is in effect, the Academy will pay the premiums for a group term life insurance policy for the Executive Director of Finance & Operations with a death benefit in the amount of fifty thousand dollars (\$50,000). The eligibility of the Executive Director of Finance & Operations and his beneficiaries for these insurance benefits will be governed by the terms of the insurance policies selected by the Academy. The parties agree that the Academy's only obligation is to pay the premiums for the insurance policy described in this paragraph, and no claim may be brought against the Academy for any particular claim or benefit not paid by insurance. The Academy is not ensuring or guaranteeing that any particular claim or benefit will be paid or covered by insurance.
- 5) **PERA Contributions.** While this Agreement is in effect, the Executive Director of Finance & Operations will be a member of the Minnesota Public Employees Retirement Association (PERA). The Academy and the Executive Director of Finance & Operations will each contribute at least the minimum amounts required by PERA. The Academy's obligation to make any contribution to PERA will cease immediately in the event that the Executive Director of Finance & Operations resigns or his employment is terminated for any reason. The Academy is authorized to make payroll deductions for paying the Executive Director of Finance & Operations PERA contributions.
- 6) **Connectivity Allowance.** While this Agreement is in effect, the Parties agree that the Academy will provide the Executive Director of Finance & Operations with an allowance of up to \$100 per month for technology needs (e.g. cell phone, Wi-Fi hotspot, etc.).
- 7) **Professional Development Allowance.** While this Agreement is in effect, the Parties agree that the Academy will provide the Executive Director with an annual allowance of up to \$2,000 for professional development (e.g. seminars, workshops, conferences, books, etc.)
- 8) **Paid Time Off.**

The Executive Director of Finance & Operations will not be expected to work on the holidays approved in the Employee Handbook.

The Executive Director of Finance & Operations has the following paid time off available for each year of the term of this Agreement:

Vacation – 30 days
Sick – 10 days
Personal – 3 days

It is the understanding that the Executive Director of Finance & Operations will be expected to be working on student non-session days or use paid time off. Any additional days of paid time off must be mutually agreed to by the Executive Director of Finance & Operations and the Board.

Sick Day and Personal Day accrual and payout are defined in the Employee Handbook. Payout of these days will be made at the Executive Director of Finance & Operations daily rate:

Daily rate for July 1, 2023 to June 30, 2024 ---- \$591.11

Daily rate for July 1, 2024 to June 30, 2025 ---- \$614.75

If the compensation in paragraph 3 is adjusted, the daily rates will be adjusted accordingly.

The Executive Director of Finance & Operations may carry over a maximum of fifteen (15) days of vacation per school per year, cumulative up to forty five (45) days. Upon the termination of this agreement, the Executive Director of Finance & Operations will have the right to receive a cash payout for no more than forty five (45) days of unused vacation days at the daily rate noted above.

Upon the termination of the Executive Director of Finance & Operations employment, the Executive Director of Finance & Operations will have the right to receive a cash payout of their sick bank hours (30 days) at their current daily rate.

- a) **FMLA Leave.** Pursuant to the Family Medical Leave Act (FMLA), the Academy allows employees to use their accumulated Paid Time Off during a period of FMLA leave. If the Executive Director of Finance & Operations takes a leave of absence for a serious health condition, the Executive Director of Finance & Operations accumulated Paid Time Off will be applied beginning at the time the leave commences.
 - b) **Sick Leave.** Any absences due to illness that are in excess of the Executive Director of Finance & Operations accumulated Paid Time Off days will be without pay.
- 9) **Covenant of Diligence, Good Faith, and Loyalty.** The Executive Director of Finance & Operations agrees to perform his job duties diligently, in good faith, to the best of his ability. The Executive Director of Finance & Operations further agrees to be loyal to the Board and to the Academy.
- a) The Executive Director of Finance & Operations may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the Academy, nor may the Executive Director of Finance & Operations engage or participate in any action or conduct that is inconsistent with the Board's policies or actions, his duties as the Executive Director of Finance & Operations the basic educational mission of the Academy, or the desired image of the Academy.
 - b) The Executive Director of Finance & Operations must fully comply with all federal and state laws and with all policies, procedures, and rules of the Academy. The Executive Director of Finance & Operations must perform his duties in a trustworthy, ethical, legal, and diligent manner and must use his best efforts to promote the interests of the Academy.
 - c) The Executive Director of Finance & Operations must not and agrees to refrain from using any Academy time, property or resources or allowing Academy employees to use Academy time, property or resources:
 - i) for purposes of serving on the board of an educational entity or school, or
 - ii) to promote, market or assist the founding and opening of an educational entity or school. This must not restrict the Executive Director of Finance & Operations ability to devote non-Academy time, property and resources to such purposes.

- 10) **Employment Status and Termination.** The Executive Director of Finance & Operations is an at-will employee regardless of any statements, representations, procedures, or policies that may be made or promulgated by the Academy or its agents or representatives. Accordingly, the Board may terminate this Agreement and Executive Director of Finance & Operations employment as it sees fit. The Board is not required to show cause for termination of this Agreement and the Executive Director of Finance & Operations employment. After the effective date of any involuntary termination or non-renewal, Executive Director of Finance & Operations is not entitled to receive any form of unearned salary, severance, payment of any insurance premium, unused vacation or sick leave, or any other employer-paid benefit.
- 11) **Notice of Intent to Continue as Executive Director of Finance & Operations.** The intent of this position is to serve the Academy as an Executive Director of Finance & Operations for a two-year term. On or before December 31, 2024, the Executive Director of Finance & Operations must provide the Board with written notice stating whether or not he will request to be employed by the Academy as Executive Director of Finance & Operations for the 2025-2026 school year.
- 12) **Resignation.** The Executive Director of Finance & Operations may terminate this Agreement and his employment with the Academy by providing the Board Chair with written notice of his resignation no less than thirty (30) calendar days in advance of the effective date of the resignation. In the event that such notice is given, the Executive Director of Finance & Operations must continue to perform his job duties diligently, in good faith, and to the best of his ability until the effective date of the resignation. The Executive Director of Finance & Operations must also act in good faith to facilitate the transfer of job duties to a new Executive Director of Finance & Operations. In the event that the Executive Director of Finance & Operations resigns and provides less than thirty (30) days advance written notice to the Academy, he will be liable to the Academy for liquidated damages in the amount of two thousand five hundred dollars (\$2,500). With the Executive Director of Finance & Operations written authorization, the Academy may deduct this sum from the Executive Director of Finance & Operations final paycheck. If the Executive Director of Finance & Operations does not give the Academy authorization to deduct this amount from his paycheck or in the event that his final paycheck is less than two thousand five hundred dollars (\$2,500), the Executive Director of Finance & Operations will be liable to the Academy for the \$2,500 or the balance of that sum plus any costs, expenses, and attorney fees incurred by the Academy in recovering or collecting the outstanding sum. After the effective date of any resignation, the Executive Director of Finance & Operations is not entitled to receive any form of unearned salary, severance, payment of any insurance premium, unused vacation or sick leave, or any other employer-paid benefit.
- 13) **Choice of Law and Severability.** This Agreement must be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the Executive Director of Finance & Operations domicile or status as a resident of Minnesota. If any part of this Agreement is construed to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
- 14) **Waiver.** Waiver by either party of any term or condition of this Agreement or any breach will not constitute a waiver of any other term or condition or breach of this Agreement.
- 15) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the employment of the Executive Director of Finance & Operations. No party has relied upon any

oral statements or promises that are not set forth in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. The Executive Director of Finance & Operations understands and agrees that any handbooks or policies adopted by the Academy do not create an express or implied contract. No waiver or modification of any provision of this Agreement is valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below. This Agreement will not become effective unless and until it is approved by the Board of Directors of _____ Academy and signed by both parties.

By signing below, each party acknowledges that it has read this Agreement; that it understands the terms of the Agreement; and that it intends to be legally bound by the terms of the Agreement.

Executive Director of Finance & Operations

Dated: _____
[INSERT NAME]

Board Chair of _____ Academy

Dated: _____
[INSERT NAME]



February 24, 2023

To: St. Croix Preparatory Academy

From: Dr. Scott Morrell, Rebar Leadership

Re: Succession Planning Proposal

I thank you for the opportunity to meet with the St. Croix Preparatory Academy's school board on January 17, 2023. During the meeting you expressed a future need for seamless transition between St. Croix Preparatory Academy Founder/Executive Director, Mr. Jon Gutierrez, and his successor. Upon my departure I promised to design and submit a Succession Planning Proposal based on the information shared.

In the following proposal you will see a rationale, my understanding of the situation, the goal and objectives of a succession plan, a detailed timeline, assumptions, possible risks associated, consultant fees and estimated/projected resources.

Rationale

You want to get this right. The stakes are high. A purposeful and planned process will ensure that the organization is holistically ready to receive a talented successor. I share a summary of outcomes this timeline will generate. The succession planning process will:

- Strive to be transparent resulting in organizational wide awareness, trust and confidence.
- Allow time to reflect and review assumptions, processes, and procedures by all stakeholders.
- Capitalize on strategic decisions while minimizing over-reactions to emotional panic.
- Allow focus and direction during a time of significant change within the organization.
- Examine short-term and long-term leadership competencies.

Situation

The founder and executive director of St. Croix Preparatory Academy, Mr. Jon Gutierrez has announced to the school's governing board his intention to retire in 2025. Recognizing the need to seek a successor, a Succession Planning Committee has been meeting since August of 2022 and given the charge to build a foundation for succession.

An expected sense of unease surfaces when a long-time leader, in your case a founder, makes an announcement to depart the organization. This unease should be recognized, but not be allowed to paralyze tangible steps toward a bright future. When a purposeful plan is widely known, anxiety reduces and candid participation is inspired.

Goal

The goal of a planned and purposeful succession plan is to have a seamless transition between the current executive director and the successor.

Objectives

The steps to achieve a seamless transition includes but is not limited to the following elements.

1. Equip the board, senior leadership, teachers, staff, and stakeholders with a transparent plan.
2. Identify knowledge, skills and abilities displayed in the current executive.
3. Identify behavioral competencies displayed in the current executive.
4. Identify activities, tasks, and time distribution on a 12-months basis by the current executive.
5. Collect and analyze individual and group feedback on the competencies desired in the successor.
6. Analyze, discuss, and decide the strategic and operational leadership competencies needed in the successor.
7. Understand the nature and kind of leadership transition to occur.
8. Project confidence toward instructional staff that a pathway exists for professional continuity for the school.
9. Equip the board and succession planning committee with the confidence to select successor-candidate.
10. Provide on-boarding suggestions that assure right fit between the organization and successor.
11. Build bench strength of talented leaders throughout the timeline proposed.
12. Celebrate the exiting leadership contributions to the organization.

Timeline

Permit me to define your situation. There is no need to act on an emergency succession plan. You have a generous timeline. Due to the nature of the timeline, I see the project in a series of stages. Each stage builds on the previous stage and is sequential in activity.

1. *Discovery Stage* - See APPENDIX A showing detailed steps proposed during 2023 – 2024. This period includes data collection, analysis, broad and narrow discussions, and recommendations for 2023 – 2024.
2. *Preparation Stage* – See APPENDIX B for intentional preparation to build the organizations bench strength. This period of planned development, excitement and anticipation will ensure the organization is ready for the transition. Proposed are readiness activities, customized training, and capacity building for the leadership transition.
3. *Search and Selection Stage* – See APPENDIX C. The Succession Planning Committee, along with board and senior leadership will determine sequential steps with an internally or externally driven search process. The proposal does not yet fully spell these steps out. Future discussions will outline and detail the search process logistics.

4. *Integration Stage* – See APPENDIX D. Yearlong on-boarding will be recommended as the plan unfolds. Basically, the board/succession planning committee will design and implement an effective orientation and on-boarding for the successor. The goal is to ensure that the board and executive get off to the right start by determining organizational priorities, as well as their respective roles and responsibilities, and their plans for monitoring and evaluating performance.

Assumptions

Upon final agreement St. Croix Preparatory Academy would:

- Communicate to all participants that the project proposed (succession plan) is an intentional opportunity for the future of the organization, for current leadership/team growth, and mutual benefit across the entire enterprise. The activity should be a sign of positive health by leveraging everyone's expertise.
- Provide their honest feedback during interviews, focus groups, meetings and retreats.
- Provide participant contact information (i. e. full name, phone, and email address) to the consultant for communication purposes.
- Provide facilities for meetings.
- Provide reasonable snacks and drinks during meetings, as appropriate.
- Provide copy service for materials, as needed.
- Pay invoices in a timely manner.

Dr. Scott Morrell will:

- Act as the sole designer and facilitator in all succession planning activities.
- Proactively communicate roles, expectations, and activities agreed upon.
- Design agendas and engage in all planning meetings.
- Design and facilitate all interviews and focus groups.
- Design and facilitate survey(s).
- Engage in one-on-one coaching sessions.
- Communicate with key stakeholders on progress of the project.
- Provide recommendations for individual executives, principals, key stakeholders and the like.
- Be onsite for all meetings: board and succession planning committee, as needed. Virtual attendance will be kept to a minimum.

Risks

The level of internal analysis required in this project can and will invite tension among participants. It is not the intent of this plan to create unhealthy conflict, but rather, to stimulate hidden assumptions, unknown agendas and so forth in the execution of the plan.

Sometimes valuable contributors will self-select themselves out of the process. Unfortunately, sometimes participants will leave the organization. Here too, it is not the intent of the succession plan to have such a result.

Consultant Fees

1. 2023 – A comprehensive consultation retainer fee of \$25,000.
 - a. Plus, mileage reimbursement from Prior Lake, MN to SCPA campus.
 - b. In the event late night/or early morning and/or back to back days of meetings occur, a hotel stay is requested.
 - c. An invoice schedule will be suggested and negotiated with appropriate personnel.
2. 2024 – A comprehensive consultation retainer fee of \$25,000.
 - a. Plus, mileage reimbursement from Prior Lake, MN to SCPA campus.
 - b. In the event late night/or early morning and/or back to back days of meetings occur, a hotel stay is requested.
 - c. An invoice schedule will be suggested and negotiated with appropriate personnel.
3. 2025 – A comprehensive consultation retainer fee of \$35,000.
 - a. Plus, mileage reimbursement from Prior Lake, MN to SCPA campus.
 - b. In the event late night/or early morning and/or back to back days of meetings occur, a hotel stay is requested.
 - c. An invoice schedule will be suggested and negotiated with appropriate personnel.

Resources

- Any emergent training resources (e. g. books, assessments) would be invoiced upon use.
- 2024 – Training resources for *The Change Cycle* are roughly \$75 per participant.
- Any executive coaching materials used would be invoiced upon use.

Clients Served

A comprehensive list of clients served can be found at www.rebarleadership.com

APPENDIX A – DISCOVERY

Timeline	Activity	Objective	Person(s)
March/April, 2023	Request for Proposal	Define RFP elements	Succession Planning Committee/Board
	RFP solicitation period	Received RFP responses	
	RFP - Responses reviewed	Selection made on consultant	
April/May, 2023	Contract negotiations	Define project scope	Succession Planning Committee/Board
		Define roles	
		Define expectations	
		Uncover assumptions	
		Identify timeline/schedule	
		Agree on consultant compensation	
May/June, 2023	Contract finalized	Clarity on the Succession Plan	Succession Planning Committee/Board
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Jon Gutierrez - Executive Director
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Bob Hajlo - Board Chair
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Shane Mueller - Vice Chair
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Kelly Gutierrez - ED Finance/Ops
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Joann Karetov - Lower School Principal
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Amy Kleinboehl - Middle School Principal
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Andrew Sachariason - Upper School Principal
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Nicole Donnay - Board Member
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Drew Melendres - Board Member
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Chad Olson - Technology Director
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Angela Galati - Teacher
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Deb Keyes - Teacher
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Kristen Denzer - Board Member
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Christina Norman - Board Member
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Matt Stiles - Board Member
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Bill Blotske - Facilities Director
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Sarah Garceau - Development Director
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Terri Smith - Human Resources

June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Peggy Rosell - Director of Student Services
June - August, 2023	Discovery Stage	1:1 interviews (Vision, competencies, skillsets)	Authorizer - Friends of Education (?)
	Analysis/Reporting	Themes generated from all interviews conducted	Reporting to Succession Planning Committee
August/Sept, 2023	Focus Groups	Focus Group 1 - (6-8 participants)	Lower School Teachers, Specialists
August/Sept, 2023	Focus Groups	Focus Group 2 - (6-8 participants)	Student Support Services, Office Personnel
August/Sept, 2023	Focus Groups	Focus Group 3 - (6-8 participants)	Middle School Teachers
August/Sept, 2023	Focus Groups	Focus Group 4 - (6-8 participants)	Student Support Services, Office Personnel
August/Sept, 2023	Focus Groups	Focus Group 5 - (6-8 participants)	Upper School Teachers
August/Sept, 2023	Focus Groups	Focus Group 6 - (6-8 participants)	Student Support Services, Office Personnel
September, 2023	Analysis/Reporting	Themes generated from focus groups	Reporting to Succession Planning Committee
October, 2023	Fall Board meeting/retreat	<ul style="list-style-type: none"> • Share findings, recommendations, next steps • Define leadership transition dynamics • Board role • Board checklist • Board responsibilities • Board effectiveness 	Board
July 1, 23 – June 30, 24	Ex Director - Time/Task Study	<ul style="list-style-type: none"> • Identify time and tasks month by month. • Final inventory of the elements conducted by the executive director are shared and discussed. • Comparison of future state position description in light of time and task study findings. 	Jon Gutierrez - Executive Director Board Succession Planning Committee

APPENDIX B – PREPARATION

Timeline	Activity	Objective	Person(s)
January, 2024	Change Cycle training Part 1	To equip the organization for planned change	Groups to be formed
Feb-March, 2024	Survey Parents of current students	Survey details to be determined	Succession Planning Committee
		Data shared, interpreted and decisions made	Reporting to Succession Planning Committee
TBD	Executive Coaching	To build bench of leaders to be identified	Executive Director
TBD	Executive Coaching	To build bench of leaders to be identified	CFO
TBD	Executive Coaching	To build bench of leaders to be identified	Principals
TBD	Executive Coaching	To build bench of leaders to be identified	Key Staff
July 1, 2023 – June 30, 2024	Ex Director - Time and Task Study	Identify time and tasks month by month. <ul style="list-style-type: none"> Identify time and tasks month by month. Final inventory of the elements conducted by the executive director are shared and discussed. Comparison of future state position description in light of time and task study findings. 	Jon Gutierrez - Executive Director Board Succession Planning Committee
January, 2024	Change Cycle training Part 1	To equip the organization for planned change	Groups to be formed
June, 2024	Change Cycle training Part 2	To equip the organization for planned change	Groups to be formed
July/August, 2024	Refine job description	Tighten up job description based on data gathered	Succession Planning Committee/Human Resources
	Decide method of search	Internal search vs external search	Succession Planning Committee/Human Resources
	Communication plan for org	Transparency and confidence building	Succession Planning Committee
Summer, 2024	Compensation and Benefits reviewed	Ensure alignment with market and search in 2025	Human Resources
Fall, 2024	Begin draft press release		Succession Planning Committee
	Begin draft recruitment plan		Succession Planning Committee
November, 2024	Change Cycle training Part 3	To equip the organization for planned change	Groups to be formed

APPENDIX C – SEARCH/SELECTION

Timeline	Activity	Objective	Person(s)
January, 2025	Develop draft recruitment plan	TBD	Search Committee
February, 2025	Press release ED retirement	TBD	Search Committee
March, 2025	Recruitment plan/Search finalized	TBD	Search Committee
April, 2025	Recruitment plan/Search executed	TBD	Search Committee
May, 2025	Recruitment plan/Search executed	TBD	Search Committee
June, 2025	Recruitment plan/Search executed	TBD	Search Committee
July, 2025	Review candidate profiles	TBD	Search Committee
	Selection of first round interview candidates	<ul style="list-style-type: none"> • Initiation of background checks • References called/interviewed 	Search Committee
	First round	<ul style="list-style-type: none"> • In person? Virtual? • Campus tours • Standardize interview questions 	Search Committee
	Second round	<ul style="list-style-type: none"> • Require in person, onsite. • Campus tour • Prescribed presentation required for candidates to give. • Meet faculty, principals, staff, students, families, key stakeholders 	Search Committee Meet faculty, principals, staff, students, families, key stakeholders.
	Final candidate recommendation to board	Board discusses final candidate profile	Board/Search Committee
	Offer made	to be established	
	Negotiations	to be established	
	Acceptance	to be established	
	Start date determined	to be established	
August	Place holder in case needed		
September	Place holder in case needed		
October	Place holder in case needed		
November	Place holder in case needed		
December	Place holder in case needed		

APPENDIX D – INTEGRATION

Timeline	Activity	Objective	Person(s)
TBD	Orientation/post-hire process begins	TBD	TBD
TBD	Successor completes 90-day plan	TBD	TBD
TBD	Board chair and successor engages in 90-day check-in review	TBD	TBD
TBD	Six-month evaluation of executive	TBD	TBD
TBD	Annual performance evaluation of executive	TBD	TBD
TBD	Executive Coaching offered	TBD	TBD



Succession, Strategic Plan, and Leadership Development Proposal

Prepared by:

Adrienne Jordan, Senior Consultant

Tammy Pearson, Associate Consultant

May 3, 2023



6385 Old Shady Oak Road, Suite 260, Eden Prairie, MN 55344

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Adrienne Jordan

Senior Consultant


Adrienne is an expert leader with over 20 years of experience in strategy, planning and process improvement across a variety of sectors including corporate, sports, education, foundation, non-profit and political arenas. Prior to joining The Prouty Project, Adrienne served with the Minnesota Super Bowl Host Committee, where she was responsible for leading the Project and Risk Management Office. Adrienne's past experiences include serving as the Chief of Staff for Minneapolis Public Schools for five years, and working with General Mills, Inc. for 13 years in various leadership roles in sales and the foundation. Adrienne is a native of Columbus, Ohio, and a graduate of the University of Notre Dame, where she was a member of the 1997 NCAA Final Four Women's Basketball Team.



Tammy Pearson

Associate Consultant

Over the last 10 years, Tammy has devoted herself to the study of theatre and creative writing. She has a vast array of teaching experience that ranges from cultivating young minds in preschool to guiding and evaluating collegiate level students. Her fresh ideas and time spent teaching will help us evolve and enhance our creative offerings, and her managerial experience will be invaluable in keeping Prouty's internal processes running smoothly.

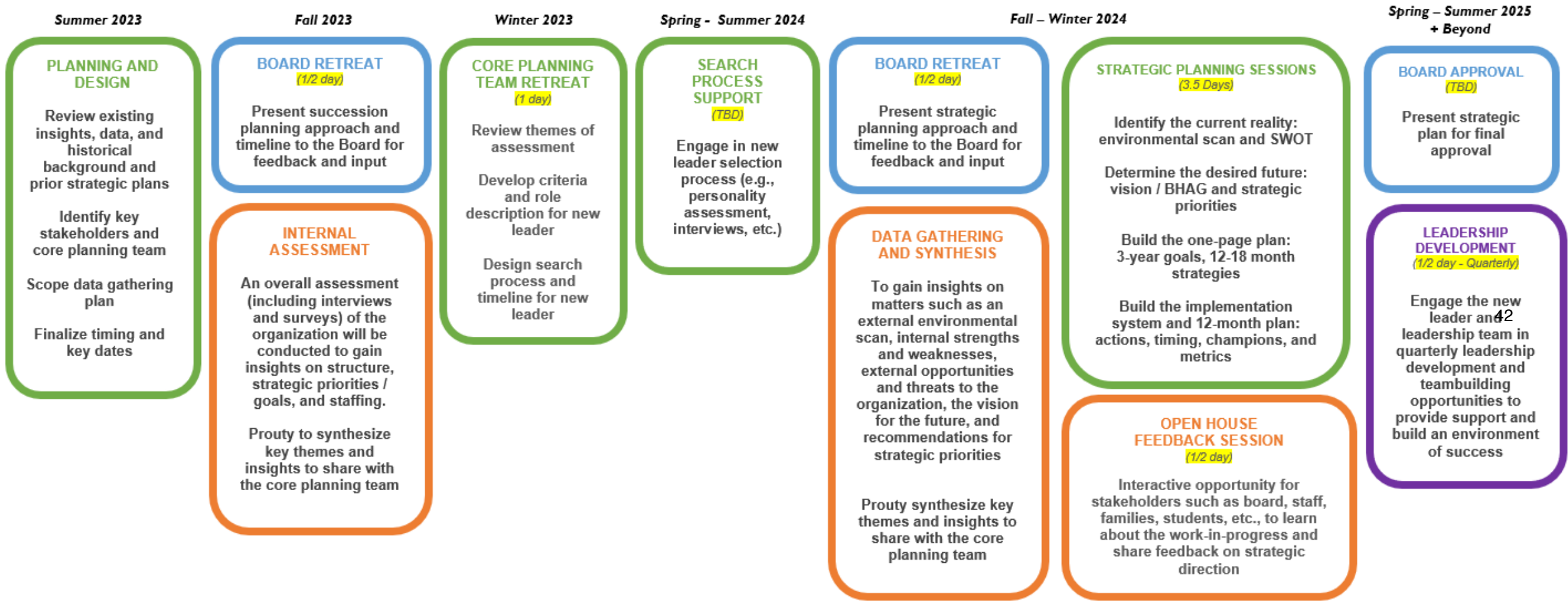
- 
- **Our Recommended Process**
 - **Investment + Terms**
- 



KEY:
 Core Planning Team
 Board of Directors
 Leadership Team
 Data Gathering Stakeholders (Staff, Board, Families/Students, Community Leaders, Donor/Funders, Partners, etc.)



SUCCESSION PLANNING PROCESS OVERVIEW



PHASE 1:
 Planning & Design

PHASE 2:
 Internal Assessment, Retreats & Search Process

PHASE 3:
 Strategic Plan & Implementation Plan Creation

PHASE 4:
 Approval & Leadership Development



Investment & Terms

	Investment / Consulting Fees	Optional
PHASE I: Planning & Design	\$ 5,000	
PHASE II: Assessment, Retreats, & Search Process <ul style="list-style-type: none"> Internal Assessment Board & Team Retreats (1.5 days) Search Process Support 	\$ 39,500 \$ 10,000 \$ 19,500 \$ 10,000	<i>TBD: Insights Discovery Assessment (\$305 per person)</i>
PHASE III: Strategic Plan Creation <ul style="list-style-type: none"> Data Gathering & Synthesis Board Retreat (1/2 day) Strategic Planning Sessions (3.5 days) Open House Feedback Session (1/2 day) 	\$ 63,500 \$ 5,000 \$ 7,500 \$ 43,500 \$ 7,500	
PHASE IV: Approval & Leadership Development <ul style="list-style-type: none"> Plan Revision & Board Approval Leadership Development (1/2 day, quarterly) 	\$ 33,500 \$ 3,500 \$ 30,000	<i>TBD: Insights Discovery Assessment (\$305 per person)</i>
TOTAL:	\$141,500	

The Prouty Project proposes the following terms with the understanding that you may wish to include additional terms pursuant to your policy requirements:

- The fees outlined in this proposal will remain valid through December 31, 2023, unless an extension is mutually agreed upon.
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{Jon Gutierrez, Executive Director, St. Croix Prep}

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Succession, Strategic Plan, and Leadership Development Proposal

Prepared by:

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What We Understand





WHAT WE UNDERSTAND

- 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.
- 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.
- The **primary scope of services** to be rendered includes the following:
 - Assessments of organization and leadership team based on SCPA's strategic goals
 - Develop and conduct individual development plans for leadership team
 - Work with the board, succession planning committee, leadership team, teachers, and staff to develop a succession plan
- SCPA expects to **achieve the following** from this project:
 - Develop succession plan
 - Ensure that SCPA is skilled up to deliver on strategic goal outcomes
 - Engage stakeholders in developing new and effective ways to optimize their interests, skills, and talents

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What's Included

- 1** Who We Are
- 2** Our Approach
- 3** Our Recommended Process
- 4** Investment & Terms
- 5** Prouty Team Members



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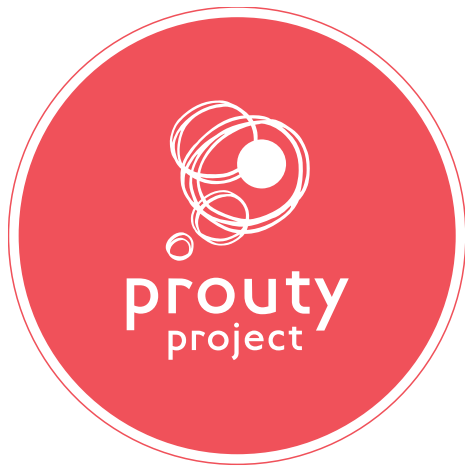
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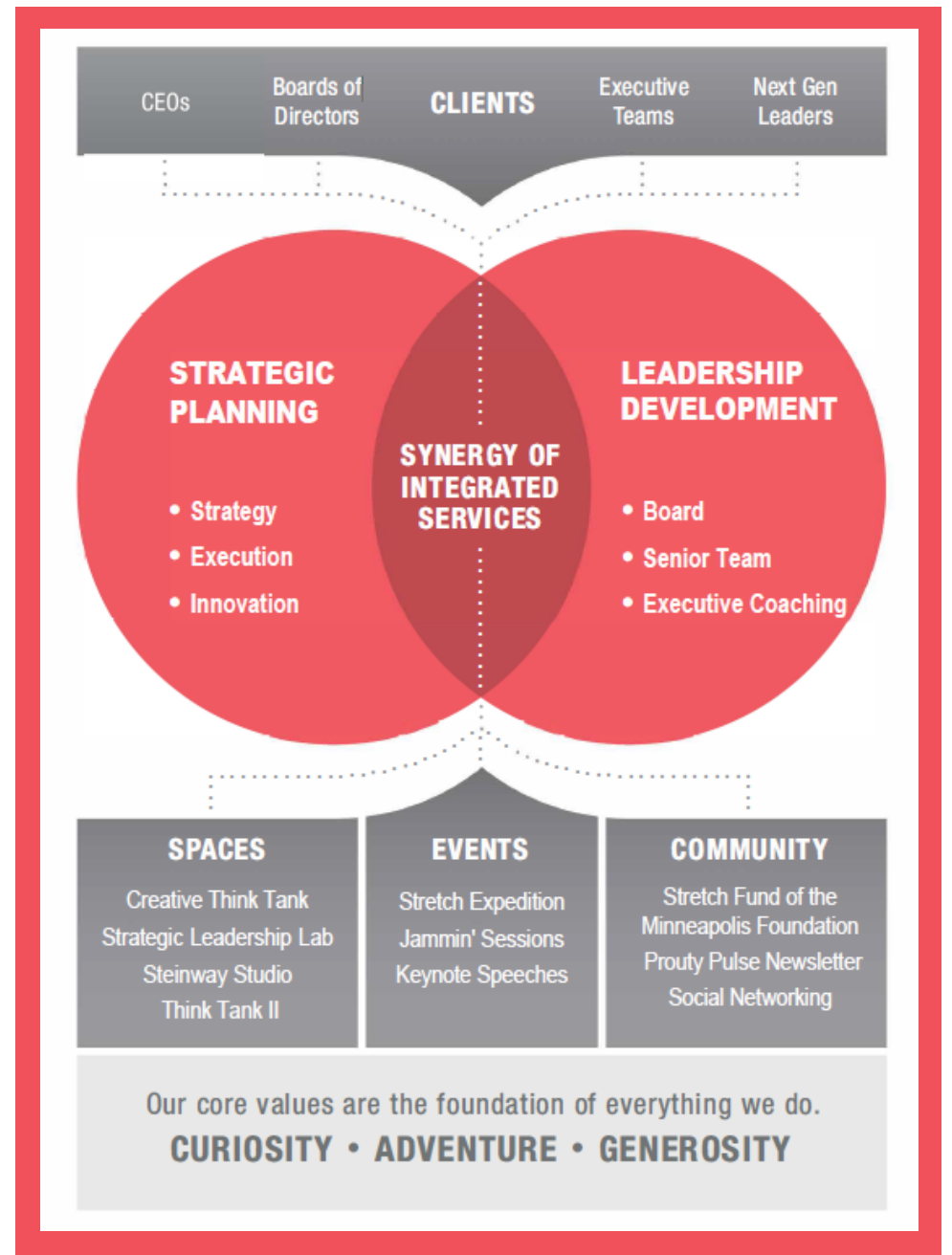


Who We Are





We work with **over 100 CEOs and Leadership Teams** every year on strategic planning and leadership development.



Who We Are: The Basics

- We are a **small management consulting firm** that specializes in strategic planning and leadership development.
- We exist to creatively **stretch leaders** to achieve bigger goals, bolder strategies, and better collaboration.
- We strive to create an environment where all participants **actively engage** in the process and enjoy themselves. We incorporate movement, music, and a sense of humor into everything we do.
- We live by the Oliver Wendell Holmes quote:

“A mind stretched by a new experience can never go back to its old dimensions.”

Our Values

Curiosity

We lead with questions and possibilities to co-create the best solution.

Adventure

We stretch our clients and ourselves to chart a course beyond comfort zones.

Generosity

We make the world a better place by contributing our time, talent and treasure.



Who We Are: Our Beliefs

- **We believe** you are the experts on your organization and the industry in which you operate. It's our job to be your guide. We start every relationship with a clean sheet of paper to collaboratively design the process. We'll help **stretch your thinking** by providing multiple perspectives to broaden your view of the environment, challenge your strategic assumptions, and create meaningful dialogue around creating an exciting and compelling vision for your future.
- **We believe** in the power of **thoughtful questions**. In this era of rapid change, we don't claim to have all the answers. But we do specialize in asking potent questions. Questions that will pinpoint the problem you're trying to solve. Questions that invite a variety of perspectives. Questions that create a practical approach to navigating the ever-changing world and using the pace of change to your advantage.
- **We believe** working together should be **fun, engaging, and experiential**.
- **We believe** less is more. We won't fill up a three-ring binder with advice and analysis you'll never read. We will, however, help you find the **right ingredients to propel your organization forward**.

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Why Prouty

- As a **small but mighty** firm of 15 dynamic leaders, we annually partner with approximately 100 CEOs and their leadership teams to ignite, elevate and create the extraordinary through strategic planning and leadership development services.
- Working with a **diverse range of organizations and boards across many sectors, industries and sizes, we have 35 years of expertise and experience** in helping our client partners develop compelling strategic plans and transform their leadership teams.





Strategic Planning Approach



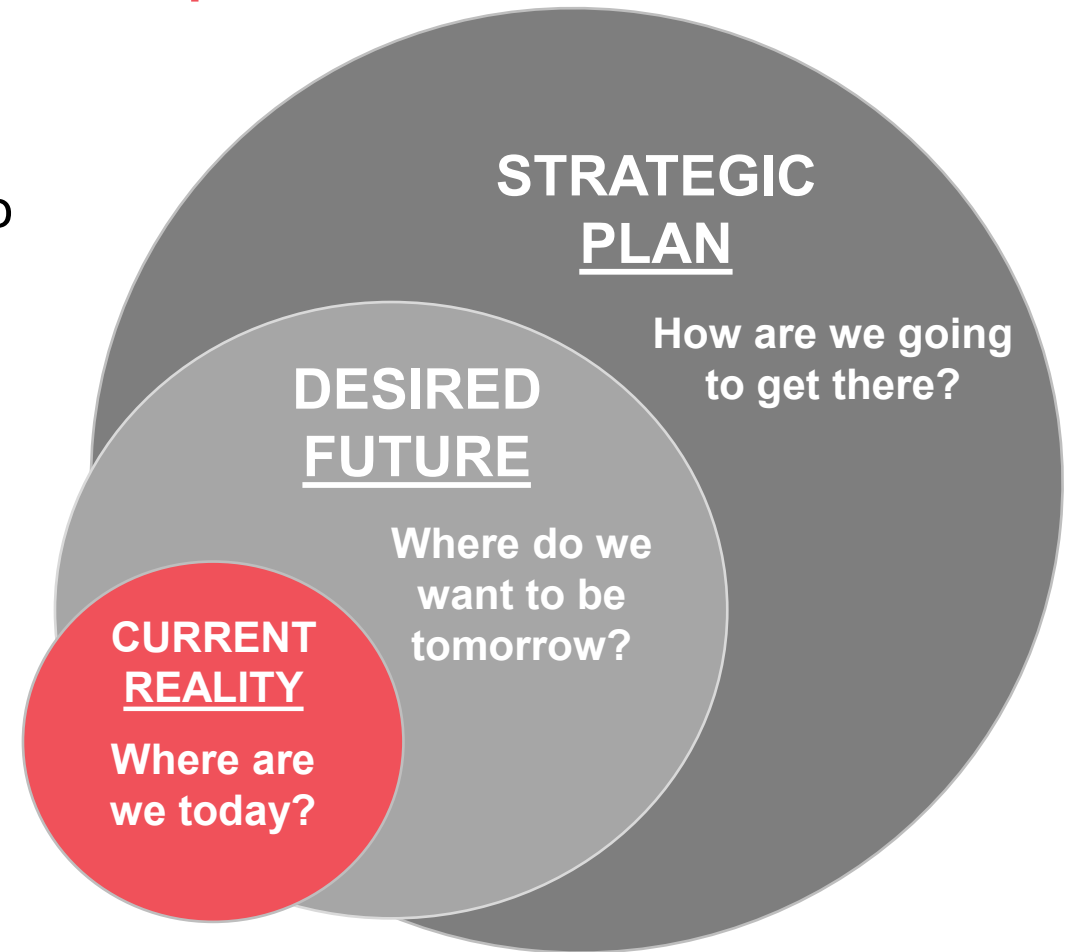


Our approach: How we think about Strategic Planning

We start by facilitating a discussion about three simple, but revealing, questions:

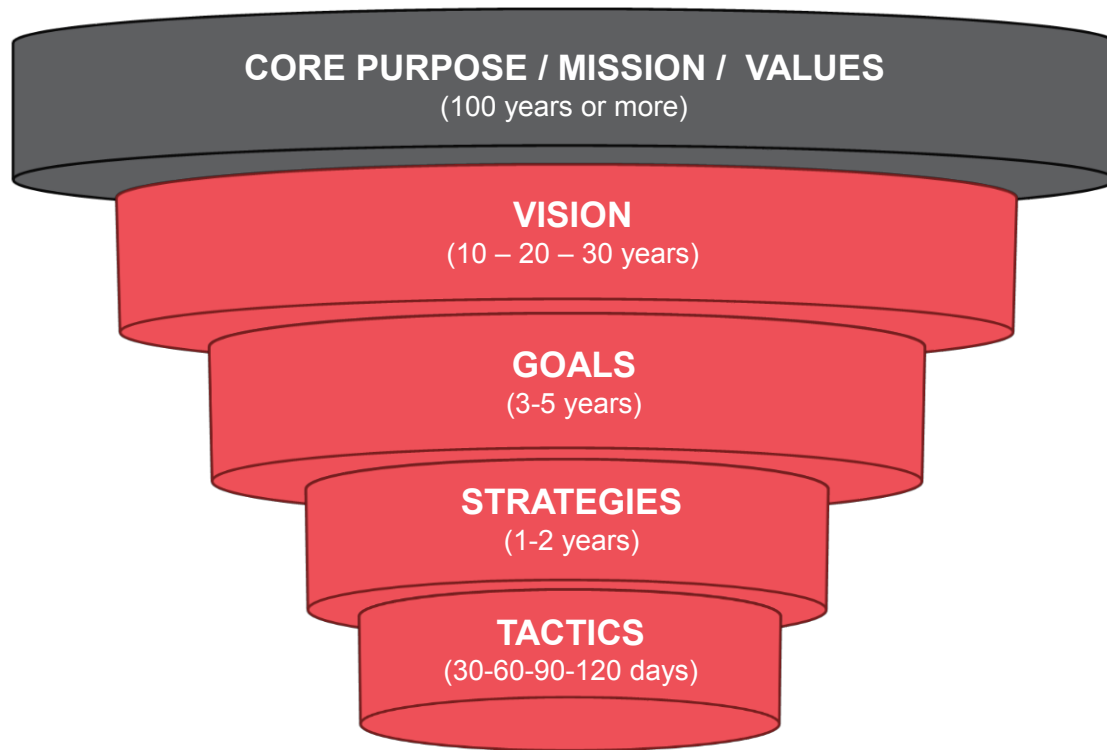
We also know from experience that a great strategic plan without an **aligned team** is no better than the paper it's written on. We utilize an "engagement" philosophy with all our clients.

To be successful, your leadership team will need to own this plan and be the change agents to drive its implementation.





The following recommended process is intended to strike the right balance between where you've been as an organization, and where you need to go. By engaging numerous perspectives from your team both one-on-one and as a group, we'll create the framework to help you articulate your core ideology and craft an exciting and compelling shared vision for the future.



PRESERVATION

Your core purpose/mission and core values represent your core ideology. They define the organization's timeless character, and are the glue that holds the enterprise together, even when everything else is up for grabs. This core ideology lasts 100 years or more.

EVOLUTION

Conversely, strategies and tactics do change more frequently to adapt to circumstances and environmental changes.



Based on the article "Building Your Company's Vision," by James Collins and Jerry Porras, Harvard Business Review, September-October 1996.

5 Strategic Questions

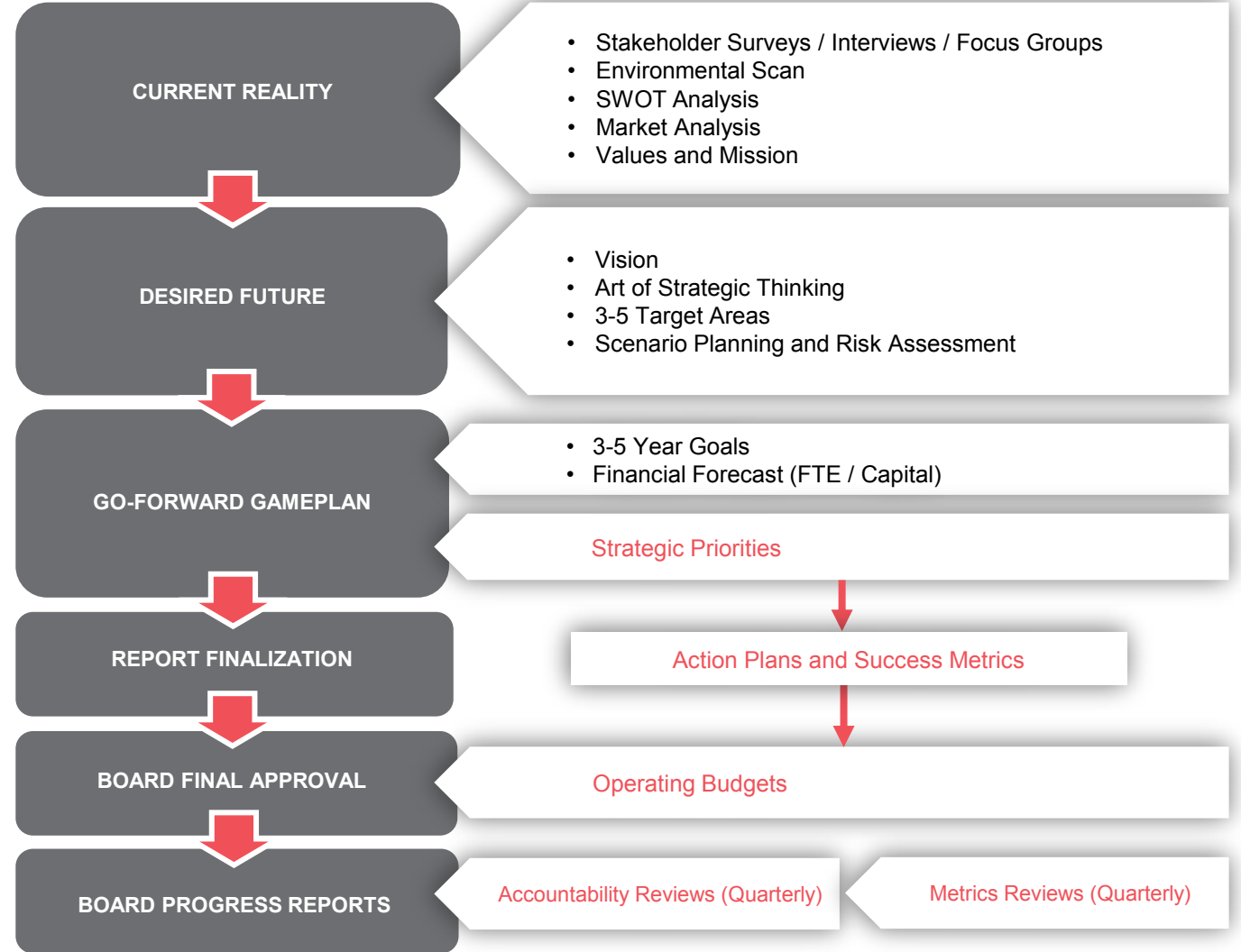
1. Where are we today?

2. Where do we want to be tomorrow?

3. How are we going to get there?

4. How will we know we've been successful?

5. How will we assess and celebrate our progress?



Next, we help you articulate the answers to these Five Strategic Questions within the context of:

The **COMMUNITY** you serve.

The **PROGRAMS AND SERVICES** you provide.

The **PEOPLE** required to make it happen.

The **FINANCIAL AND INFRASTRUCTURE** investments you'll need to make along the way.

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ALL ON ONE PAGE.



The one-page strategic plan is meant to help you communicate your vision, mission, and values and related goals and strategies to your colleagues. It's a higher-level document that will help each of your colleagues understand how they fit into your future plan.



	COMMUNITY	PROGRAMS & SERVICES	PEOPLE	FINANCIAL & INFRASTRUCTURE
VISION	Goal(s) 3 Years <ul style="list-style-type: none"> • Goal 	Goal(s) 3 Years <ul style="list-style-type: none"> • Goal 	Goal(s) 3 Years <ul style="list-style-type: none"> • Goal 	Goal(s) 3 Years <ul style="list-style-type: none"> • Goal
MISSION				
	↓	↓	↓	↓
CORE VALUES	Strategies 12-18 Months <ul style="list-style-type: none"> • Strategy • Strategy • Strategy 	Strategies 12-18 Months <ul style="list-style-type: none"> • Strategy • Strategy • Strategy 	Strategies 12-18 Months <ul style="list-style-type: none"> • Strategy • Strategy • Strategy 	Strategies 12-18 Months <ul style="list-style-type: none"> • Strategy • Strategy • Strategy

Execution & Implementation Planning

We focus on execution to make your vision a reality. We will help you develop a customized operational and accountability plan by identifying the right technique, team, touchpoints and tools tailored to your strategic plan. We will ask you questions like:

- What is the work associated with each strategy and how will it be organized?
- What are the deliverables and metrics?
- Who is going to do the work? Who is going to track progress?
- What is the timeframe for when the work needs to be completed?
- How will you connect all parts? How will you know when you are successful and finished?



“Most organizations don’t fail for lack of vision or talent. They fail for lack of execution.”

~TJ Rodgers





Leadership Development Approach





Our approach to leadership development

We believe that the best leadership development focuses on the mindset and skillset of team members so that they are better able to accomplish their organizational business objectives when communicating with each other and throughout their organizations.

We focus on critical success factors such as Emotional Intelligence, real-time adaptable behavior, and key communication tools necessary for conducting business between internal and external groups.



We Leverage Customized Tools and Content Like:

VIA Character Strengths



Emotional Intelligence



Insights Discovery™



The Insights Discovery 4-Type Wheel

Change Management & Resilient Team Building



Mission/Vision/Values Alignment





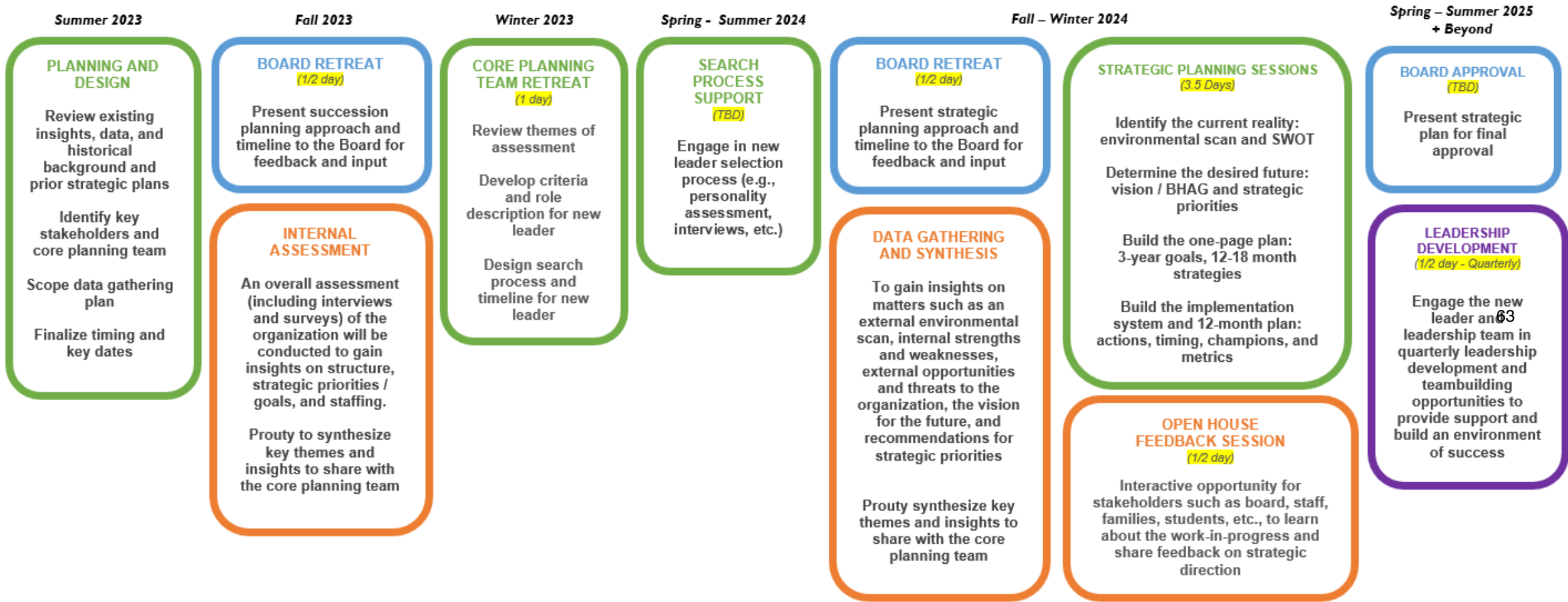
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Investment & Terms





Investment & Terms

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<ul style="list-style-type: none"> Internal Assessment \$ 10,000 Board & Team Retreats (1.5 days) \$ 19,500 Search Process Support \$ 10,000 		
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Your Prouty Team





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Peter Bailey

President

Peter specializes in engaging business leaders and teams in transformational experiences which enhance their skills, systems and processes for working better together. Peter is a multi-faceted experiential designer and facilitator, who has delivered 25 years of education-based adventure and innovative training to executives and management teams in the fields of high-technology, telecom, manufacturing, pharmaceutical and customer service. Peter designs and facilitates programs which integrate strategic planning, creativity and innovation with cross-cultural communication skills for companies eager to help their people work better around the world.



Kari Baltzer

Associate Consultant / Office Manager

As Associate Consultant / Office Manager, Kari provides consulting support and client relationship management for the Strategic Planning and Leadership Development practices. She also manages the firm's office space, our annual Stretch Expeditions, Jammin' Sessions and firm donations. Kari is inspired by new experiences and challenging her physical abilities. She feels blessed to lift and encourage others with a smile or helping hand. Prior to joining the Prouty Project, Kari spent several years in Human Resources at Medtronic and Ellerbe Becket. She served in many volunteer roles in her church and schools and has raised two children. She has a B.S. in Sociology and Business from East Texas State University.



Mike Felmlee

Partner Emeritus

Mike works with management teams, boards of directors, and staff groups to facilitate strategic planning, team, leadership development, and executive retreats. He joined the Prouty Project team as a partner in 2000 and was named CEO in 2005. Mike has 28 years of financial and operational management experience in the healthcare, manufacturing, and public accounting industries. Over the past three years, he has worked with more than 40 boards of directors in both the private and public sectors. Prior to joining the Prouty Project, he spent 12 years as a senior financial executive leader at Mayo Clinic Rochester, three years as a financial controller for a \$100M manufacturing company, and eight years as a CPA with PricewaterhouseCoopers in its Minneapolis and New York City offices.



Samantha Harris

Consultant

Samantha has devoted most of her professional career helping others grow. She spent years working with a team of coaches who helped expand budding minds, establish their path, and connect their academic experiences to their goals. As a supervisor, she helped those same coaches adopt challenging mindsets, collaborate better, and provide the best experience to their learners. As the Manager of Patient Experience at the University of Minnesota School of Dentistry, she played a pivotal role in evolving operations during the COVID-19 pandemic. Supporting a team of 35 employees in a system serving 10,000 active patients, she innovated new processes that improved the patient experience and helped staff overcome obstacles in their routines. In her spare time, Samantha is an independent improvisational coach and performer who empowers others to use improv to develop as leaders. Samantha has a B.S. in Speech Communications: Performance Studies from Southern Illinois University and a Graduate Certificate of Leadership from Capella University.



Kaitlin Hoffman

Support Specialist

Kaitlin provides consulting support and client relationship management for the Strategic Planning practice and Leadership Development areas. Kaitlin's background in public relations adds an expertise to our team. Prior to joining the Prouty Project, Kaitlin had several jobs in public relations with large companies. She is passionate about building relationships, storytelling, social media, and helping others. She has a B.S. in Public Relations from Illinois State University.



Kristin Jonason

Consultant

Kristin provides consulting and advisory support to our clients and partners. Kristin specializes in the area of Positive Psychology, the scientific study of well-being and human flourishing. She aims to integrate elements, research, and interventions from Positive Psychology into all our client engagements to increase their individual and organizational well-being. Kristin is an adventurous person who loves trying new things and is not afraid to stretch herself in out-of-the-box situations. Prior to joining the Prouty Project in 2016, Kristin spent two years in marketing and several summers at a YMCA camp, eventually becoming Assistant Director. Kristin has her Masters in Applied Positive Psychology from the University of Pennsylvania and a B.A. in psychology from DePauw University. Kristin is one of our Licensed Practitioners of Insights Discovery.



Jonah Kandikatla

Support Specialist

Jonah is a bright newcomer to the Prouty Project, starting as a Marketing Intern before earning his place as a Support Specialist on our team. He has worked with the Prouty team to invent and deploy creative solutions for internal processes. From database management to social media growth, he has worked in multiple areas of the business, providing behind-the-scenes support for our clients and consultants. His dedication to learning has led to his exceptional growth in a short time. He currently attends Normandale Community College, where he has a 4.0 GPA and is bolstering his growing skillset that already includes statistics, economics, and marketing in various forms of media.



Jeff Knack

Controller

As the Prouty Project's Controller, Jeff is responsible for many of our financial functions, including accounts payable and accounts receivable. But his favorite thing about working at The Prouty Project is being with the great people here. Jeff also takes great pride in helping other small businesses with their accounting and business administration needs via his own small business: Knack's Accounting Service. He has a B.S. in Business from the University of Minnesota, Carlson School of Management.



Bethany Krueger

General Manager

Bethany brings a wealth of leadership and program development experience to the Prouty Project. She spent the last 17 years of her career building new programs and implementing operational systems to help a three-person start up grow into a mature organization with more than 100 employees. She has mastered the art and science of building relationships with communities to foster communication, empower people and better allocate resources. She will play a pivotal role in helping our internal teams work more efficiently and continue to deliver a 'WOW' experience for our clients.



Jeff Prouty

Chairman & Founder

Jeff loves working with senior management teams and boards of directors on strategic planning and board / team opportunities. He founded the business in 1987, after spending seven great years with Coopers & Lybrand (now PricewaterhouseCoopers) in Minneapolis and New York City. Over the past 30 years, Prouty and his team have worked with hundreds of CEOs, more than 140 Boards of Directors — public, private, and non-profit — and have traveled and worked in over 50 countries around the world. Team Prouty is particularly excited about "global companies, led by innovative CEOs, who enjoy partnering with consultants."



Paige Prouty

Associate Consultant

Curiosity. Adventure. Generosity. These words not only represent the core values of the Prouty Project, but they also describe the life of Paige Prouty. Her adventurous spirit and natural curiosity have taken her all over the world. At Chapman University she studied International Business and Finance and completed an internship at Acorn Entertainment in Shanghai. After graduating, she moved to a Management Development Program with Amerihome Mortgage. Paige brings energy, passion, and a sense of joy to the Prouty team. She is actively engaged in her community, donating over 500 hours to community service at Make-a-Wish, the Ronald McDonald House, and other local organizations. She's also a faithful companion to her two dogs: Blue and Celine.



Sam Smith

Vice President

Sam is a senior consultant specializing in strategic planning, leadership development, and innovation. For close to two decades, he has worked with executives to shift organizational mindsets that drive effective change, create adaptive advantage, and accelerate meaningful innovation. Sam designs and facilitates strategic planning, leadership development, and executive retreats. His mission is to engage, encourage, and equip leaders, teams, and organizations to STRETCH beyond themselves and what is known to what is seemingly unimaginable. His two favorite questions are “what if?” and “why not?” and his two favorite statements are “we can!” and “let’s go!”



Lexi Wick

Associate Consultant

As a graduate from Minnesota State University, Mankato, Lexi adds her marketing and public relations expertise to our team. She is a gifted public speaker who has successfully managed to allocate her time to her studies, budding career and volunteer work with the YWCA and Girls on the Run. She is driven and committed to learning our process, and we are excited to watch her career bloom as she engages with our clients.



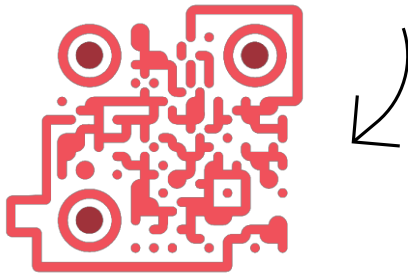
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**St. Croix Preparatory Academy
Compensation Plan
May 16, 2023**

The following updates have been made to the Compensation Plan 2023-2024:

- The Compensation Plan for FY24 has been updated to include a 4% increase for all staff members. The salary schedules have been updated to include a 2% increase over FY23 and with moving up a placement level which a 2% increase; the total change for employees on those schedules will be 4%. The changes that have been made are highlighted in yellow in the document.
- Appendix B: QComp Performance Incentive Schedule will be updated when the MCA test results are received this fall.

Action Requested: Approve Compensation Plan for FY24



st. croix preparatory academy

COMPENSATION PLAN

2023-2024

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INTRODUCTION

Goals of this Compensation Plan

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

Components of this Compensation Plan

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

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

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

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

I. LICENSED INSTRUCTIONAL STAFF COMPENSATION

Components of Licensed Instructional Staff Compensation are as follows:

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

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

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

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

FTE weighting for Grades K-4 are as follows:

FTE weight	Non-Instructional Minutes	Stipend Amount
.10	70 minutes or less during the regular school day (9:30am-4:00pm)	\$ 3,484.00

FTE weighting for Grades 5-12 are as follows:

FTE weight	Credit Weight	Stipend Amount
.10	½ Credit Class	\$ 3,484.00
.20	1 Credit Class	\$ 6,968.00
.125	½ Credit Science Lab Class	\$ 4,356.00
.25	1 Credit Science Lab Class	\$ 8,710.00

- F. **Part-time Teaching Load:** If a teacher is part-time or temporary, the salary will be calculated according to their defined fractional FTE.
- G. **Additional Duties:** Assignments of teachers to Additional Duties such as, but not limited to, bus supervision, hall supervision, and event attendance, shall be distributed among all teachers in the building. No additional compensation is awarded for these duties. See Appendix C for a more complete list of Additional Duties.
- H. **Prep Time Substitute Pay:** Teachers who are requested by their building principal and agree to use planning or preparation time to substitute for a teacher who is absent shall be compensated for such duty at their hourly rate.
- I. **Coaching and Advisory Assignments:** All assignments to additional activities, including, but not limited to, athletic and extra-curricular activities and clubs, shall be compensated according to the schedule in Appendix D. The Activities Director and the appropriate coaching or advisor staff shall participate in the hiring process for these positions.
- J. **Q-Comp Leadership Positions:** Teacher leadership positions including Teacher Learning Coordinator (TLC) and Professional Learning Community (PLC) Leader as well as short term project opportunities are available and shall be compensated according to the schedule in Appendix D.
 1. The TLC and PLC positions are three year terms and shall be posted in the spring preceding the term or upon vacancy if needed. TLC Leader salaries follow the Teacher Salary Schedule.
 2. The QComp Committee participates in the hiring process for these positions.
- K. **Q-Comp Performance Incentives:** All teachers are eligible and are awarded additional pay, beyond the base salary, for participation in and qualification for Q-Comp Performance Incentives. Stipends for these duties are set forth in Appendix B (QComp Performance Incentive Schedule).

II. NON-LICENSED INSTRUCTIONAL STAFF COMPENSATION

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

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

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

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

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

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

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

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

III. NON-INSTRUCTIONAL STAFF COMPENSATION

Components of Non-Instructional Staff Compensation are as follows:

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

Level 1: Entry Level Support (Food Service Servers)

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

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

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

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

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

Level 4: Managers, Associate Directors, Coordinators, College Counselor, Technology Assistant

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

Level 5: Directors, Principals, Executive Directors

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

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

Pay Level Band	Minimum	Maximum	Position
L1 (follows schedule on Appendix F after initial placement)	\$17.00	\$20.50	Food Service Servers
L2	\$18.00	\$28.00	Food Service Leads, Health Room Assistant, Administrative Assistants, Study Hall Monitor, Building Attendant
L3	\$20.00	\$40.00	Office Managers, Accountant, District Executive Assistant, District Administrative Assistant, Kitchen Manager
L4	\$50,000	\$95,000	Managers, Associate Directors, Coordinators, College Counselor, Technology Assistant
L5	\$75,000	\$195,000	Directors, Principals, Executive Directors* (contracted rates may differ)

- C. **Starting Salary:** Administration and the SCPA Board of Directors will determine all non-instructional staff starting salary based on expectations/job description, experience, value to the school and available external market data. The Pay Level Bands (see paragraph B) will be reflective of this determination.
- D. **Tiers for Raises:** Performance-based raises will be offered according to the following set of criteria, with manager discretion within the provided ranges.

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

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

- E. **Performance Evaluation Components:** The performance evaluation score is determined by the direct manager and may be influenced by the following inputs:
1. 360 Evaluation
 2. Progress on Individual Performance Goals
 - Individual Performance Goals (IPG) are job-specific performance goals that may be set annually between you and your manager. IPGs should to be Specific, Measurable, Attainable, Relevant, and Time bound, and should be aligned with other organizational goals.

IV. SUBSTITUTE AND SEASONAL EMPLOYEE COMPENSATION

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

V. OTHER ORGANIZATIONAL BENEFITS

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

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

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

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

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

APPENDIX A:

Licensed Instructional Staff Salary Schedule

2023-2024 School Year

Placement Level*	FY24 Pay Scale 1.0 FTE
1	\$43,988
2	\$44,574
3	\$45,465
4	\$46,374
5	\$47,998
6	\$48,958
7	\$49,937
8	\$50,935
9	\$53,483
10	\$54,553
11	\$55,644
12	\$56,757
13	\$57,891
14	\$59,050
15	\$60,230
16	\$61,435
17	\$62,664
18	\$63,917
19+	\$65,195

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

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

APPENDIX B:

QComp Performance Incentive Schedule

2022-2023 School Year

Licensed staff (teachers and school nurse) are awarded additional pay, beyond base salary, for participation in and qualification for Q- Comp Performance Incentives. The goal of the incentive is to improve teacher instruction and increase student performance. The amount for each category is based on the dollars available each year as determined by the submitted and approved Q-Comp Plan by Minnesota Department of Education. For the 2022-2023 school year, in order to receive performance based pay all licensed staff will need to achieve a minimum score of 46 on each seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal. First and second-year licensed staff will need to achieve a minimum score of 40 on each seminar observation and a minimum average of 2.0 on a 3.0 scale or higher must be achieved on the Year-End Performance Appraisal.

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

- Lower School Division Goal- The percentage of all students in grades 3-4 at St. Croix Preparatory Academy who earns achievement levels of meets or exceeds the standards on the Reading MCA-III will increase from 80.8% in 2022 to 81.3% in 2023.
- Middle School Division Goal-The percentage of all students in grades 5-8 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 81.5% in 2022 to 82.0% in 2023.
- Upper School Division Goal-The percentage of all students in grade 10 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 85.2% in 2022 to 85.7% in 2023.

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

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

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

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

In summary,

- the annual Q-Comp stipend for Categories 2 and 3 will be awarded to licensed staff that:
 - meet or exceed the minimum year-end performance appraisal score listed above
 - successfully complete all Category 2 and 3 requirements
- the annual Q-Comp stipend for Category 1 will be awarded to licensed staff if their division scores meet or exceed the minimum scores listed in Category 1.

APPENDIX C:

Additional Duties

2023-2024 School Year

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

APPENDIX D:

Staff Stipend Schedule and Hourly Rates

2023-2024 School Year

ACTIVITIES			ATHLETICS			ATHLETICS (CON'T)		
	By Advisor	By Activity		By Coach	By Sport		By Coach	By Sport
Upper School Student Council		2,585	Football		15,246	Girls Lacrosse		5,390
Advisor Salary	2,585		Head Varsity Coach	4,400		Head Varsity Coach	3,190	
Middle School Student Council		2,585	Varsity Assistant Coach	1,817		Asst. Varsity Coach	2,200	
Advisor Salary	2,585		Varsity Assistant Coach	1,817		Boys Lacrosse		5,390
Pop Band		605	Varsity Assistant Coach	1,817		Head Varsity Coach	3,190	
Advisor Salary/ \$50 per game	605		Varsity Assistant Coach	1,817		Asst. Varsity Coach	2,200	
Jazz Band-Middle School		880	Varsity JV Asst. Coach	1,817		Track		12,485
Advisor Salary		880	Varsity JV Asst. Coach	1,760		Head Varsity Coach	3,685	
National Honor Society		2,585	Video Specialist			Asst. Varsity Coach	2,200	
Advisor Salary	2,585		MS Football Coach			Asst. Varsity Coach	2,200	
Fine Arts Society		-	MS Football Coach			Asst. Varsity Coach	2,200	
Advisor Salary	-		Girls Tennis		3,685	Asst. Varsity Coach	2,200	
Service Club		2,585	Head Varsity Coach	3,685		Golf		9,570
Advisor Salary	2,585		Asst. Varsity Coach			Boys Head Varsity Coach	3,685	
Upper School Theater		7,975	Volleyball		10,945	Girls Head Varsity Coach	3,685	
Director	3,300		Head Varsity Coach	3,685		Asst. Varsity Coach	2,200	
Vocal Director	1,100		Asst. Varsity Coach/JV	2,750		TOTAL ATHLETICS		143,506
Technical Director	550		C-Team Coach	2,750				
Pat. Director	825		Middle School Coach	1,760				
Choreographer	1,100		Cross Country		5,995			
Piano	1,100		Head Varsity Coach	3,410				
Middle School Theater		4,235	Asst. Varsity Coach/JV	2,585				
Director	2,310		Girls Soccer		8,580			
Asst. Director	1,375		Head Varsity Coach	3,410				
Asst. Director/Tech	550		Asst. Varsity Coach/JV	2,585				
Theatre Club		5,610	C Team Coach	2,585				
Co-Director/Producer	1,980		Boys Soccer		8,580			
Co-Director	1,980		Head Varsity Coach	3,410				
Tech. Director	550		Asst. Varsity Coach	2,585				
Stage Manager	550		C Team Coach	2,585				
Choreographer	550		Boys Basketball		12,760			
Debate		2,200	Head Varsity Coach	5,060				
Advisor Salary	2,200		Asst. Varsity Coach/JV	3,850				
Speech		2,200	C-Squad Head Coach	3,850				
Advisor Salary	2,200		Girls Basketball		12,760			
LS Choir		1,100	Head Varsity Coach	5,060				
Advisor Salary	1,100		Asst. Varsity Coach/JV	3,850				
Battle of the Books		880	C-Squad Head Coach	3,850				
Advisor Salary	880		Alpine Ski		5,060			
Continental Math League		1,898	Head Varsity Coach	3,685				
Advisor Salary	633		Asst. Varsity Coach	1,375				
Advisor Salary	633		Dance Team		3,300			
Advisor Salary	633		Head Varsity Coach	3,300				
Math League - US		1,760	Asst. Varsity Coach					
Advisor Salary	1,760		Archery		11,990			
School Newspaper		-	Head Varsity Coach	4,070				
Advisor Salary	-		Asst. Varsity Coach	1,980				
Ski Club		1,100	Asst. Varsity Coach	1,980				
Advisor Salary	1,100		Asst. Varsity Coach	1,980				
Quiz Bowl		550	Asst. Varsity Coach	1,980				
Advisor Salary	550		Baseball		5,885			
Advisor Salary	-		Head Varsity Coach	3,685				
Lego League		-	Asst. Varsity Coach	2,200				
Advisor Salary	-		Softball		5,885			
Advisor Salary	-		Head Varsity Coach	3,685				
Yearbook		4,400	Asst. Varsity Coach	2,200				
LS Advisor Salary	2,200							
MS Advisor Salary	2,200							
TOTAL		45,733						

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

NON-CURRICULAR		
	By Advisor	
ALICE Coordinator (Licensed Staff)		6,968
Concessions		1,000
Traffic Duty		17.75/hr
Before/after school atrium duty		17.75/hr
Traffic & Atrium Duty Coordinator		2,400
TOTAL NON-CURRICULAR STIPENDS		

**APPENDIX E:
Non-Licensed Instructional Staff Salary Schedule**

2023-2024 School Year

General Education - Educational Assistant	
Placement Level*	Hourly Rate
1	\$17.00
2	\$17.25
3	\$17.50
4	\$17.75
5	\$18.00
6	\$18.25
7	\$18.50
8	\$18.75
9	\$19.00
10	\$19.25

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

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

Special Education -Paraprofessional	
Placement Level*	Hourly Rate
1	\$18.25
2	\$18.50
3	\$18.75
4	\$19.00
5	\$19.25
6	\$19.50
7	\$19.75
8	\$20.00
9	\$20.25
10	\$20.50

Special Education - Paraprofessional - Special Duty	
Placement Level*	Hourly Rate
1	\$20.75
2	\$21.00
3	\$21.25
4	\$21.50
5	\$21.75
6	\$22.00
7	\$22.25
8	\$22.50
9	\$22.75
10	\$23.00

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

2023-2024 School Year

Food Service		
Placement Level*	Hourly Rate *4 hours or less/day	Hourly Rate *6 hours or more/day
1	\$17.00	\$18.25
2	\$17.25	\$18.50
3	\$17.50	\$18.75
4	\$17.75	\$19.00
5	\$18.00	\$19.25
6	\$18.25	\$19.50
7	\$18.50	\$19.75
8	\$18.75	\$20.00
9	\$19.00	\$20.25
10	\$19.25	\$20.50

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

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

APPENDIX G:

Substitute and Seasonal Employee Compensation Rates

2023-2024 School Year

Teacher Subs	\$175/day or \$87.50/half day
Long-Term Teacher Subs	\$225/day
Building Substitute	\$28.00/hour
EA General Education Subs	\$17.00/hour
EA Special Education Subs	\$17.00/hour
Nurse Subs	\$46.00/hour
Health Office Assistant Subs	\$17.25/hour
Office Manager Subs	\$17.25/hour
Food Service Subs	\$17.00/hour
Seasonal Test Proctor	\$18.00/hour
Seasonal Student Workers	\$13.00 - \$18.00/hour
Seasonal Administrative Workers	\$13.00 – \$18.00/hour

St. Croix Prep 2023-24 Benefits Renewal Board Summary May 16, 2023

St. Croix Prep's benefits renew annually on July 1. The school is required to comply with HITA (Health Insurance Transparency Act) for group medical coverage and the renewal process for 2023-2024 included that compliance. The school received closed bids from four medical insurance providers: United Health Care, Blue Cross Blue Shield, and PEIP. Health Partners and Medica declined to quote.

Following the opening of the initial bids and negotiation with the carriers, we recommend moving to United Health Care (UHC). Preferred One, our current carrier, was purchased by UHC this past year. UHC offers the same three plan designs and two networks that are currently offered to eligible employees. However, due to our claims/loss ratio the initial quote would have been a 29%. BCBS's bid was higher and PEIP's unique plan designs were unable to match our current plans designs and require a two-year commitment. In order to offer something affordable and comparable to our current offerings we worked with our broker and UHC to modify our plan offerings. We will still offer three plans with the same two networks, but the top level plan will be the \$1000 deductible/\$35 co-pay plan, the \$3,500 HSA plan will be the mid-level plan, a new \$6,350 HSA will be the least expensive plan, and the \$500/\$25 co-plan has been eliminated. This will lower the aggregate increase to 15% (the increased premium costs are shared with the school and employee), but will vary depending upon which plan the employee elects. Employees may experience a cost decrease if they move to an HSA plan from a co-pay plan.

In addition, the school is adding Nice Health Care for the employees that elect one of the options the school offers for health care coverage. The cost for this coverage is \$33 per employee per month; approximately \$31,680 annually which the school will fund 100%. UHC discounted their premium rates by 3% with the addition of Nice. Nice Health Care offers primary care, mental health, physical therapy, and over 550 free prescription medications for its members. Eligible employees will be able to receive their care virtually, at school (in our Wellness Room or other designated space) or their home. Our covered employees will also have access to this care for their family members even if they are not covered by our medical plans.

Other benefits:

Dental will renew with HealthPartners with a 4.5% increase.

Group term life insurance will renew with Principal with no increase. No premium change for voluntary life insurance coverage (a voluntary benefit, 100% employee paid).

Long-term disability will renew with Principal with no increase.

Vision coverage through VSP (a voluntary benefit, 100% employee paid) will renew with an increase of 1.7-2.7% depending upon which plan is elected. The increase reflects adding VSP LightCare which allows members to purchase blue light glasses protection.

ACTION NEEDED: Approve benefits carrier/plan changes.



st. croix preparatory academy

Stillwater, MN
District 4120

March 2023
Financial Report

bergankdv | **DO MORE.**

Prepared by:

Beth Grubisch, Senior Accountant

Kelly Gutierrez, Exec. Dir. Finance & Operations

Travis Berends, Outsourced Controller

St. Croix Preparatory Academy
Stillwater, Minnesota

March 2023
Financial Statements

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St. Croix Preparatory Academy
FY23 Financial Highlights
as of March 31, 2023

Total All Funds	YTD Actual (75% completed)		BUDGET			
	\$	% Of Reforecasted Budget	Reforecasted Budget 1192 ADM's	Approved Budget 1201 ADM's	Reforecasted vs. Approved Budget Variance	
					\$	%
Revenues						
State	10,724,000	75%	14,310,000	13,967,000	343,000	2%
Federal	302,000	20%	1,498,000	859,000	639,000	74%
Local	1,164,000	75%	1,544,000	1,476,000	68,000	5%
Total Revenues	12,190,000	70%	17,352,000	16,302,000	1,050,000	6%
Expenditures						
Salaries/Wages	4,728,000	75%	6,289,000	6,282,000	7,000	0%
Employee Benefits	917,000	66%	1,386,000	1,427,000	(41,000)	-3%
Facility Lease	1,473,000	76%	1,948,000	1,948,000	0	0%
Purchased Services (excluding facility lease)	1,124,000	86%	1,312,000	1,260,000	52,000	4%
Supplies & Materials	536,000	67%	799,000	849,000	(50,000)	-6%
Equipment	700,000	91%	768,000	1,353,000	(585,000)	-43%
Other (Fundraising, Spec Ed, Dues, Etc.)	2,938,000	66%	4,437,000	4,273,000	164,000	4%
Total Expenditures	12,416,000	73%	16,939,000	17,392,000	(453,000)	-3%
Total Revenues All Funds	12,190,000	70%	17,352,000	16,302,000	1,050,000	6%
Total Expenditures All Funds	12,416,000	73%	16,939,000	17,392,000	(453,000)	-3%
Net Income- All Funds	(226,000)	-55%	413,000	(1,090,000)	1,503,000	364%

Key Ratios & Balances	Year End Comparison June 30	
	Projected 2023	Audited 2022
Fund Balance	7,060,000	6,646,000
Debt Service Coverage Ratio - Bond Covenant 1.10 minimum	1.65	1.35
Fund Balance Reserve as a % of Annual Expenditures - SCPA Fund Balance Policy > 20%	42%	43%
Cash on Hand	5,041,000	5,656,000
# of Days Cash On Hand (Target >60)	109 days	135 days

Variance & Significant Items Summary

as of March 31, 2023

YTD Actual as a % of Budget : Variances > 5% of 50% YTD (i.e. less than 45% or greater than 55%)

Through March (75% 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, Purchased Service, Supplies/Materials, Equipment and 'Other Expense % complete do vary greater than 5%. The variances in all line items, except Employee Benefits, is attributed to timing differences or unbooked journal entries; therefore these variances do not warrant a further adjustment to FY23 Budget. 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 April YTD financials and the budget adjusted downward if audited enrollment numbers justify doing so.

Reforecasted vs. Approved Budget (line item variances > 5% AND \$10K)**Federal Revenue: 75% variance (\$639K)**

Fund 1- Gen Ed (\$603K) The primary component of this variance is the receipt of a portion of the COVID relief Employee Retention Credit that was applied for in November 2022 (\$843K). In addition, Federal Sped Revenue exceeds budget (\$25K) and Federal Title Revenue (\$10K) exceeds budget. These line item increases are offset by a decrease in projected use of the \$430K 'Expanded Summer Programming' federal grant that was budgeted for FY23. The unexpended portion of this grant has been moved to FY24 based on projected summer programming expenditures. Federal grant revenue is not received until it is expended (-\$277K).

Fund 2-Food Service (\$36K) Adjustment reflects \$35K in Federal Funding received over and above standard federal meal reimbursements. Components of this increase are: Federal funds received to offset the additional costs attributed to FY22 & FY23 supply chain issues (\$25K), in addition, Marianne Thole, Food Service Director, applied for and received a \$30K Farm to School federal grant of which \$10K is budgeted for FY23 expenditure.

Supplies & Materials: -6% variance (-\$50K)

Fund 1- Gen (\$48K) A portion of this increase is due to the delayed receipt of textbooks and instructional supplies ordered in June, which were budgeted in FY22, but were not received until July, 2022. The GAAP modified accrual system to which schools are required to adhere, dictate that expenses must be posted to the year an item is received, not in the year the order is placed (\$20K). This increase is offset by a \$20K decrease in FY22 Actual to Budget Supplies & Materials. In addition, general supply budget exceeds budget due to cost overruns (\$20K). Cost overruns are due to Tech Supplies and Emergency Preparedness Supplies budgets which were approved without the business office effectively decreasing other general office supplies (\$20K). Lastly, General Supplies exceeds budget due to cost of establishing a second office site at 1015 Inspiration Pkwy, to house EDFO and Development Director. This decision was made after FY23 Budget approval (\$5K).

Fund 2-Food Service (-\$98K) Adjustment primarily attributed to reduced food costs. Food costs were conservatively budgeted at a 30% increase. In addition, meal sales are below budget which results in less food purchased. The total projected food cost saving is \$85K. In addition, the Team Meals program for high school athletes was not run this year due to lack of interest, resulting in a food cost savings of \$12K.

Equipment: -43% variance (-\$585K)

Fund 1- Gen (-\$585K) Adjustment primarily related to timing of payment to Stadium Seating/Press box Vendors. The entire project cost was budgeted for FY23 (\$653K), however, \$477K was actually paid out in FY22. In addition, the PAC lighting project, budgeted for FY23 will not take place due to timing of the project. This will be included in the FY24 budget (\$102K).

Individual Fund or Business Segment Highlights

Employee Retention Credit: \$843K of the total applied for of \$1,246,000. This amount received reflects a credit for two of the three quarters which SCPA applied. Receipt of these credits is ahead of the original projected receipt date of Fall 2023. The estimated receipt date was based on IRS estimated processing date when the 941-X forms were submitted in November 2022. The school has not received any information on remaining refund of \$412K, so this remaining credit is conservatively not included in the FY23 reforecasted budget.

11th Annual Prep Marathon: The Marathon raised \$143K, which is \$17K less than FY22 Marathon . The administration does not attribute this decrease to a shortfall in this year's efforts, but rather to the fact that last year's marathon was exceptionally successful. Last year's Prep Marathon was the first major Prep fundraiser in two years, so it is believed there was more giving capacity for last year's marathon than this year's. FY23 marks the first year that Prep has held all its major fundraising events (Prep Marathon , Gala, Prep Open), in addition to the foundation's initiatives which include Give to The Max and a Endowment Fund appeal. A complete FY23 Development update will be provided to the Board in June.

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)

At Your Service (\$10,250): monthly snow removal

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

Aug-22 Consilium (\$10,350): Equipment for Press box

Aug-22 Stoneridge Golf (\$27,300): FY23 Prep Open

Aug-22 Youth Service Bureau (\$10,700): Contract term fee

Sep-22 Minnesota Sodding (\$17,100): Deep clean and top dress turf

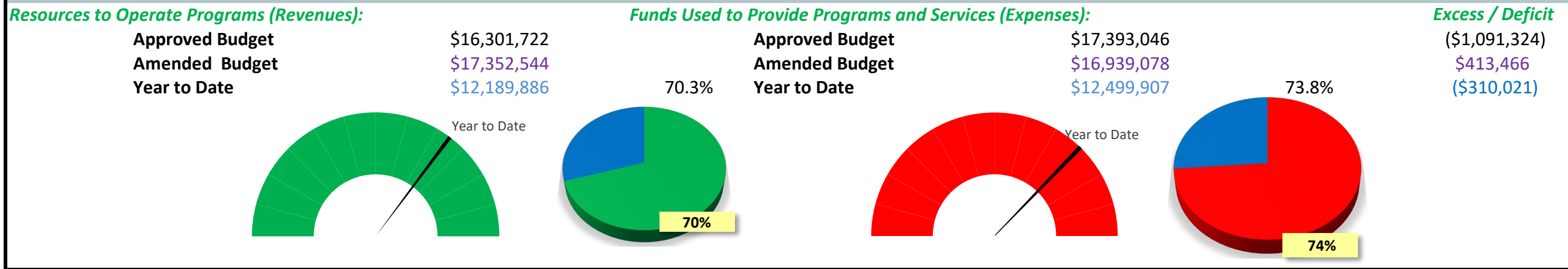
Sep-22 Prolux Finishing (\$17,150): August 2022 painting services

Sep-22 Stern Drywall (\$24,100): Work on new athletic offices

Sep-22 AVI Systems (\$12,750): work on Grandstand/Press box project

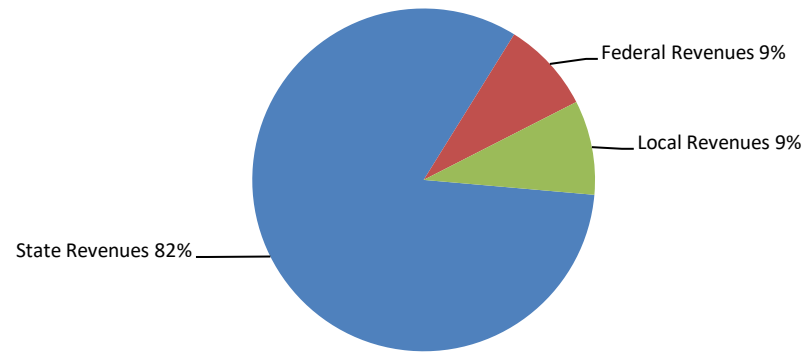
**St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of March 31, 2023**

Financial Summary - Budgeted Amounts and Year to Date Activity

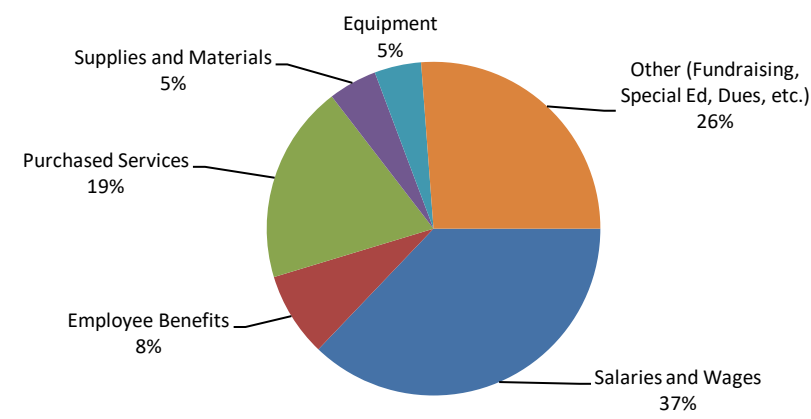


Budgets for the Year

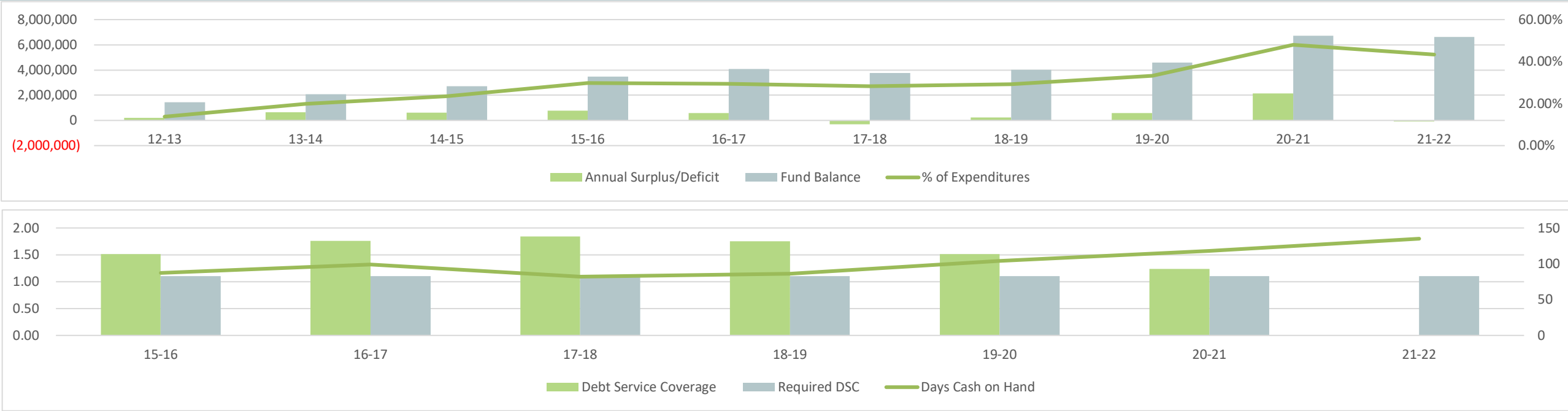
Where funds will come from to operate the school:



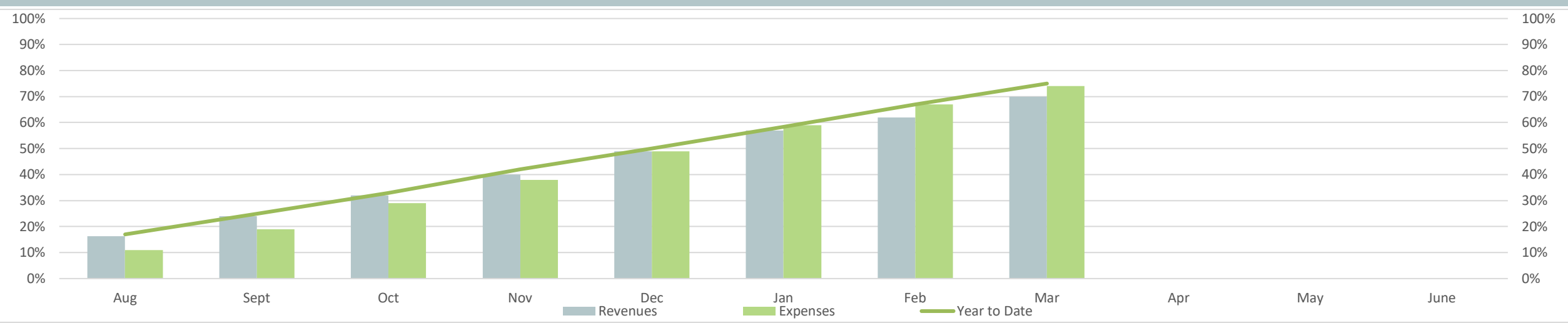
How the money is budgeted to be spent:



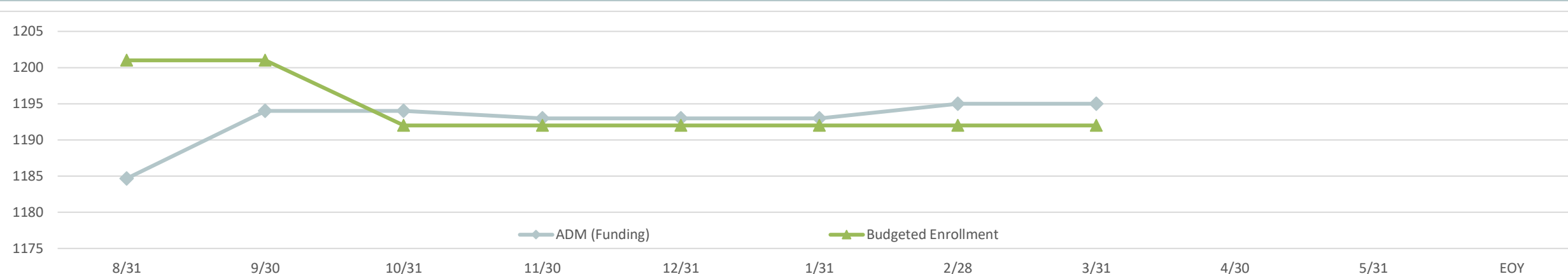
Fund Balance and Bond Covenant History



Current Year Financial Trend

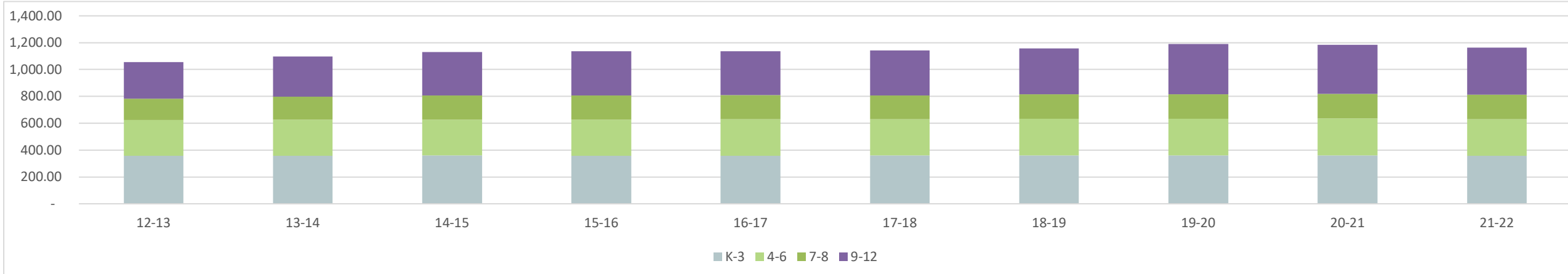


Current Year Student Enrollment Summary

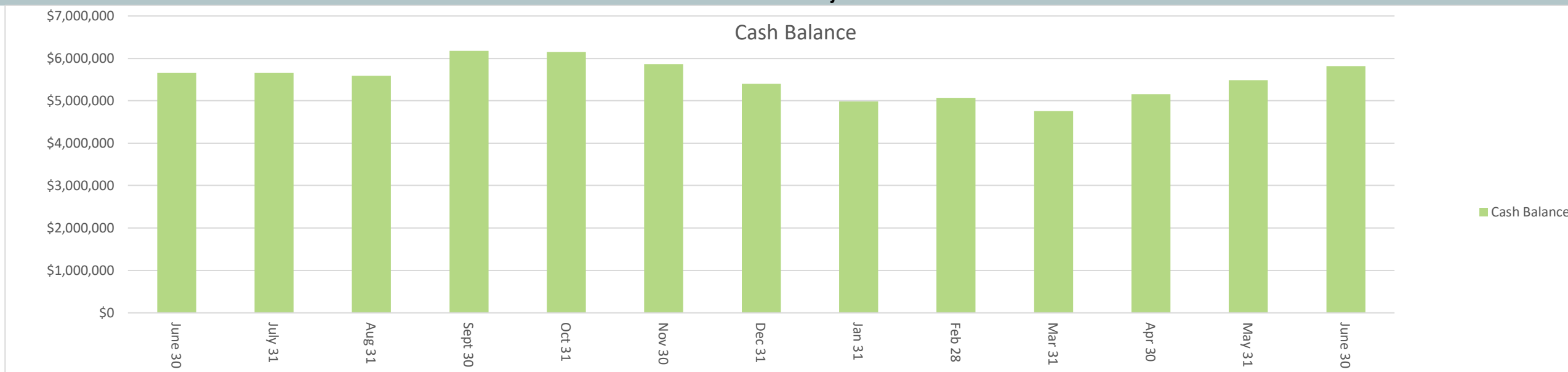


**St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of March 31, 2023**

Enrollment History



Cash Balance Projection



St. Croix Preparatory Academy
Stillwater, Minnesota

Balance Sheet
as of March 31, 2023

	Audited Balance June 30, 2022	YTD
Assets		
Current Assets		
Cash and Investments	5,656,011	4,760,801
Accounts Receivable	19,976	7,730
Due from Other Funds	68,235	109,382
PY State Aids Receivable	1,364,789	(28,260)
CY State Aids Receivable	0	1,558,744
Federal Aids Receivable	356,856	180,992
Due from Other Governments	4,287	0
Prepaid Items and Deposits	111,472	16,758
Total Current Assets	7,581,626	6,610,435
Total All Assets	7,581,626	6,610,435
Liabilities and Fund Balance		
Current Liabilities		
Salaries and Wages Payable	452,337	290,111
Accounts Payable	313,305	13,264
Payroll Deductions and Contributions	99,704	(31,502)
Deferred Revenue	70,072	2,375
Total Current Liabilities	935,418	274,248
Fund Balance		
Unassigned Fund Balance	5,936,324	5,936,324
Food Service Restricted Fund Balance	401,060	401,060
Community Service Restricted Fund Balance	100,852	100,852
Assigned Fund Balance	207,973	207,973
Change in Fund Balance		(310,021)
Total Fund Balance	6,646,208	6,336,187
Total Liabilities and Fund Balance	7,581,626	6,610,435

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2023

	=9/12				75.0%
	Year to Date Activity - 1195 ADM	Reforecasted Budget 1192 ADM's 03.17.23	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
General Fund - 01					
Revenues					
State Revenues					
211 General Education Aid	6,863,985	9,138,746	9,220,129	(81,383)	75.1%
F335 Quality Compensation	91,322	304,408	293,600	10,808	30.0%
F317 EL Cross-Subsidy Aid	0	641	544	97	0.0%
F348 Charter School Lease Aid	612,900	1,740,787	1,753,402	(12,615)	35.2%
317 Long Term Facilities Maintenance	22,903	171,838	173,237	(1,399)	13.3%
201 Endowment Aid	55,945	48,737	49,560	(823)	114.8%
212 Literacy Aid	291,914	79,421	81,734	(2,313)	367.6%
360 Special Education Aid	1,192,473	2,686,736	2,374,985	311,751	44.4%
370 Other Miscellaneous State Aids/Adjustments	0	0	0	0	0.0%
PY Over/Under	22,979	112,906	0	112,906	20.4%
CY State Aids Receivable/(Deferred Revenue)	1,558,744	0	0	0	0.0%
Total State Revenues	10,713,165	14,284,220	13,947,191	337,029	75.0%
Federal Revenues					
401/414/433 Title Programs	13,983	41,516	31,000	10,516	33.7%
151-154/174 CARES/CRF/WC	24,820	267,000	544,000	(277,000)	9.3%
419/420/425 Federal Special Education Aid	158,352	212,623	186,800	25,823	74.5%
ERC Proceeds	0	843,872	0	843,872	0.0%
Total Federal Revenues	197,155	1,365,011	761,800	603,211	14.4%
Local Revenues					
040 Out of State Tuition	0	0	0	0	0.0%
Var. Fees from Patrons (5)	103,426	107,500	101,000	6,500	96.2%
Var. Extracurricular Fees (6)	315,842	314,000	300,000	14,000	100.6%
Var. Field Trips (12)	8,468	40,000	40,000	0	21.2%
Var. Fundraising - Development (1)	167,877	405,000	405,000	0	41.5%
Var. Fundraising - Parent Group (2)	53,081	74,700	79,900	(5,200)	71.1%
Var. Fundraising - Booster Club (3)	17,711	18,500	18,500	0	95.7%
Var. Fundraising - Other (4)	5,275	4,600	1,500	3,100	114.7%
071 Third Party Billing	2,870	2,000	2,000	0	143.5%
092 Interest Earnings	56,450	120,000	22,500	97,500	47.0%
096 Other Donations and Gifts	60	0	0	0	0.0%
099 Miscellaneous Revenues (14)	7,983	1,000	1,000	0	798.3%
622/624 Resale of Goods/Equipment	162	0	0	0	0.0%
Total Local Revenues	739,205	1,087,300	971,400	115,900	68.0%
Total Revenues	11,649,525	16,736,531	15,680,391	1,056,140	69.6%

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2023

	=9/12				75.0%
	Year to Date Activity - 1195 ADM	Reforecasted Budget 1192 ADM's 03.17.23	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
Expenditures					
100's Salaries and Wages	4,050,489	5,731,290	5,754,038	(22,748)	70.7%
Salaries and Benefits, Estimated YTD Accrual	349,417	0	0	0	0.0%
200's Employee Benefits	875,557	1,325,945	1,367,222	(41,277)	66.0%
305/315 Contracted Services	461,072	591,000	571,000	20,000	78.0%
320 Communications Services	24,886	45,000	25,000	20,000	55.3%
329 Postage	2,049	2,100	2,100	0	97.6%
330 Utilities	214,451	267,281	257,281	10,000	80.2%
340 Property and Liability Insurance	47,334	47,334	41,600	5,734	100.0%
350 Repairs and Maintenance	303,073	277,000	277,000	0	109.4%
360 Contracted Transportation for Field Trips	3,195	13,000	13,000	0	0.0%
366 Travel, Conferences, and Staff Training	20,408	14,000	14,000	0	145.8%
369/394 Field Trips / Registration Fees	1,586	27,000	27,000	0	5.9%
348-570 Building Lease	1,472,981	1,948,224	1,948,224	0	75.6%
401/455/465 General Supplies	90,442	95,000	68,500	26,500	95.2%
P 810 Maintenance Supplies	92,639	116,000	116,000	0	79.9%
405/406 Software & Licensing	116,897	130,000	130,000	0	89.9%
430/456/466 Instructional Supplies	50,940	69,000	62,000	7,000	73.8%
460 Textbooks and Workbooks	63,823	62,000	50,000	12,000	102.9%
461 Standardized Tests	1,234	32,000	32,000	0	3.9%
490 Food Purchased	3,886	8,500	8,500	0	45.7%
520 Building Improvement	439,568	475,000	1,075,000	(600,000)	92.5%
530/535/589 Other Equipment (Furniture)	50,819	24,000	24,000	0	211.7%
555/556 Technology Equipment	97,859	100,000	85,000	15,000	97.9%
580/581 Capital Equipment Lease	111,225	138,816	138,816	0	80.1%
820 Dues and Memberships	33,432	38,000	38,000	0	88.0%
899 Miscellaneous	1,266	2,000	0	2,000	0.0%
C 217 Graduation	6,056	33,700	33,700	0	18.0%
C 399 COVID-19 Related Expenditures	15,129	0	0	0	0.0%
Var. Extracurricular Activities (6)	307,461	399,000	382,000	17,000	77.1%
Var. Fundraising - Development (1)	325,709	173,750	173,750	0	187.5%
Var. Fundraising - Parent Group (2)	61,221	110,000	79,900	30,100	55.7%
Var. Fundraising - Booster Club (3)	6,892	18,500	18,500	0	37.3%
Var. Fundraising - Other (4)	3,560	4,600	1,500	3,100	77.4%
335 Q Comp Expenditures (Excludes Sped Q Comp)	158,620	323,000	293,600	29,400	49.1%
372 Third Party Billing PRG 400	2,003	2,000	2,000	0	100.1%
P422 ADSIS	177,338	351,572	351,572	0	50.4%
740 State Special Ed Expenditures / ESY (Includes Q Comp)	1,797,231	2,766,724	2,427,864	338,860	65.0%
401/414/433 Title Programs	13,983	31,000	31,000	0	45.1%
151-154/174 CARES/CRF/WC	24,820	267,000	544,000	(277,000)	9.3%
419/420/425 Federal Special Education Program	158,352	212,623	186,800	25,823	74.5%
Subtotal Expenditures	12,038,901	16,272,959	16,651,467	(378,508)	74.0%
Transfers to Other Funds	0	0	0		
Total Expenditures	12,038,901	16,272,959	16,651,467	(378,508)	74.0%
General Fund Change in Fund Balance	(389,375)	463,572	(971,076)	1,434,648	
Beginning General Fund Balance, July 1	6,144,297	6,144,297	6,402,766		
Projected General Fund Balance, June 30	5,754,922	6,607,869	5,431,690		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2023

	=9/12				75.0%
	Year to Date Activity - 1195 ADM	Reforecasted Budget 1192 ADM's 03.17.23	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
Food Service Fund - 02					
Revenues					
State Revenues	11,024	26,004	19,754	6,250	42.4%
Federal Revenues	104,556	133,059	97,213	35,846	78.6%
Sale of Lunches and Other Local Revenues	294,045	323,000	388,939	(65,939)	91.0%
Sale of Equipment	0	0	0		0.0%
Total Revenues	409,625	482,063	505,906	(23,843)	85.0%
Expenditures					
Summer Food Service Program - Food	643	0	0	0	0.0%
Salaries and Wages	151,003	212,643	212,643	0	71.0%
Employee Benefits	39,184	57,919	57,919	0	67.7%
Team Meals	57	0	12,500	(12,500)	#DIV/0!
Purchased Services	2,281	10,000	10,000	0	22.8%
Supplies and Materials (Inc. A la Carte and Milk)	152,350	229,906	315,791	(85,885)	66.3%
Capital	600	20,000	20,000	0	3.0%
Dues and Memberships	1,488	1,701	1,701	0	87.4%
Total Expenditures	347,605	532,169	630,554	(98,385)	65.3%
Food Service Fund Change in Fund Balance	62,020	(50,106)	(124,648)	74,542	
Beginning Food Service Fund Balance, July 1	401,059	401,059	358,387		
Projected Food Service Fund Balance, June 30	463,079	350,953	233,739		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2023

	=9/12 Year to Date Activity - 1195 ADM	Reforecasted Budget 1192 ADM's 03.17.23	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	75.0% Percent of Reforecasted Budget
Community Service Fund - 04					
Revenues					
Participation Fees	130,736	133,950	115,425	18,525	97.6%
Total Revenues	130,736	133,950	115,425	18,525	97.6%
Expenditures					
Salaries and Wages	18,722	22,450	21,800	650	83.4%
Employee Benefits	2,407	2,343	2,325	18	102.7%
Purchased Services	43,793	18,044	22,200	(4,156)	242.7%
Supplies and Materials	46,778	56,552	53,600	2,952	82.7%
Equipment	0	10,000	10,000	0	0.0%
Other	1,702	24,561	1,100	23,461	0.0%
Total Expenditures	113,401	133,950	111,025	22,925	84.7%
Community Service Fund Change in Fund Balance	17,334	0	4,400	(4,400)	
Beginning Community Service Fund Balance, July 1	100,852	100,852	80,143		
Projected Community Service Fund Balance, June 30	118,186	100,852	84,543		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of March 31, 2023

	=9/12 Year to Date Activity - 1195 ADM	Reforecasted Budget 1192 ADM's 03.17.23	Original Budget 1201 ADM 05.17.22	Variance in Reforecasted to Adopted Budget	75.0% Percent of Reforecasted Budget
Total All Funds					
Revenues					
State Revenues	10,724,189	14,310,224	13,966,945	343,279	74.9%
Federal Revenues	301,711	1,498,070	859,013	639,057	20.1%
Local Revenues	1,163,986	1,544,250	1,475,764	68,486	75.4%
Transfer In	0	0	0	0	0.0%
Total Revenues	12,189,886	17,352,544	16,301,722	1,050,822	70.2%
	<small>12,189,886</small>	<small>17,352,544</small>	<small>16,301,722</small>	<small>1,050,822</small>	
Expenditures					
Salaries and Wages	4,728,251	6,289,383	6,282,081	7,302	75.2%
Employee Benefits	917,148	1,386,207	1,427,466	(41,259)	66.2%
Purchased Services	2,597,107	3,259,983	3,208,405	51,578	79.7%
Supplies and Materials	619,687	798,958	848,891	(49,933)	77.6%
Equipment	700,071	767,816	1,352,816	(585,000)	91.2%
Other (Fundraising, Special Ed, Dues, etc.)	2,937,644	4,436,731	4,273,387	163,344	66.2%
Transfer Out	0	0	0	0	0.0%
Total Expenditures	12,499,907	16,939,078	17,393,046	(453,968)	73.8%
	<small>12,499,907</small>	<small>16,939,078</small>	<small>17,393,046</small>	<small>(453,968)</small>	
Total Revenues All Funds	12,189,886	17,352,544	16,301,722	1,050,822	70.2%
Total Expenditures All Funds	12,499,907	16,939,078	17,393,046	(453,968)	73.8%
Change in Fund Balance - All Funds	(310,021)	413,466	(1,091,324)	1,504,790	
Beginning Fund Balance, All Funds, July 1	6,646,208	6,646,208	6,841,296		
Projected Fund Balance, All Funds, June 30	6,336,187	7,059,674	5,749,972		
Debt Service Coverage Ratio		1.65	1.24		
Fund Balance Reserve as Percentage of Annual Expenditures	50.7%	41.7%	33.1%		

**St. Croix Preparatory Academy
Stillwater, MN
Cash Flow Projection Summary
2022-2023 School Year**

Period Ending	Cash Inflows					Cash Outflows			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year Receivables	Total Receipts	Salaries	Other Expenditures	Total Expenditures	
									<i>Beginning Balance</i>
									\$ 5,656,011
July 31									5,656,011
Aug 31	1,973,157	135	264,163	447,139	2,684,593	853,017	1,900,562	2,753,579	5,588,816
Sept 30	1,033,334	866	125,672	831,093	1,990,966	503,777	897,101	1,400,878	6,178,905
Oct 31	1,002,954	-	89,189	412,144	1,504,287	528,200	1,005,574	1,533,774	6,149,417
Nov 30	1,000,335	54,565	135,780	(64)	1,190,618	512,129	963,972	1,476,101	5,863,934
Dec 31	1,034,988	14,989	105,021	0	1,154,999	533,242	1,081,200	1,614,442	5,404,491
Jan 31	940,829	15,704	97,345	25,087	1,078,965	470,111	1,026,346	1,496,457	4,986,999
Feb 28	1,121,264	7,355	90,857	48,156	1,267,632	506,367	682,736	1,189,103	5,065,529
Mar 31	1,040,476	28,105	158,777		1,227,358	515,476	1,016,610	1,532,086	4,760,801
Apr 30	992,914	408,848	159,148	60,465	1,621,375	538,496	691,865	1,230,361	5,151,815
May 31	994,106	408,848	159,148		1,562,102	538,496	691,865	1,230,361	5,483,556
June 30	992,914	408,848	159,148		1,560,911	538,496	691,865	1,230,361	5,814,105
Projected	12,127,272	1,348,263	1,544,250	1,824,021	16,843,806	6,037,808	10,649,695	16,687,503	
Totals	12,127,272	1,348,263	1,544,250	1,824,021	16,843,806	6,037,808	10,649,695	16,687,503	5,812,314

Assumption: 10% State Aid Holdback

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st.croix preparatory academy

FY24 Final Budget Package

**Presented to School Board
May 16, 2023**

St. Croix Preparatory Academy
Stillwater, Minnesota

FY24
Final Budget Package

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Proposed Budget Wording

I propose to adopt the 2023-2024 original budget as presented:

- General Fund Revenues of \$16,443,069 and Expenditures of \$16,388,260
- Food Service Fund Revenues of \$742,529 and Expenditures \$721,071
- Community Service Fund Revenues of \$169,900 and Expenditures \$177,900

Budget Summary

FY24 Budget

FY24 Budget Assumptions

State Funding Formula: FY24: 4% increase / FY25-FY27: 2% increase

Enrollment: Full Time Enrollment - 1246 student (+28)
 PSEO Enrollment -29 students (+6)
 Shared Time - 10 students (+0)

Compensation: Per Compensation Schedule, approx. 4% increase for all employees

Benefits:	Type	Change
	Health	+25%
	Dental	4%
	Life	Flat
	LTD	Flat

School Wide Summary

	FY24	Re-forecasted FY23	Variance	
Total Revenues	\$17,355,000	\$17,353,000	\$2,000	
Total Expenditures	\$17,287,000	\$16,939,000	\$348,000	
Projected Annual Surplus	\$68,000	\$414,000	(\$346,000)	Projected Fund Balance \$7,128,000
Less 1x Rev: FY23 ERC Funds		(\$844,000)	\$844,000	
Plus 1x Exp: FY23 Bleacher Project		\$475,000	(\$475,000)	
Annual Surplus: Adjusted for effect of FY23 1x Activity	\$68,000	\$45,000	\$23,000	
Fund Balance as % of Annual Expense	41%	42%	0%	Target >20%
Debt Service Coverage	1.14	1.65	-0.49	Target 1.20 (must be >1.10)
Days Cash On Hand	130	109	23	Target +60

Fund Level Summary

General Fund (Fund 1)

	FY24	Re-forecasted FY23	Variance*		
Total Revenues	\$16,443,000	\$16,737,000	(294,000)		
Total Expenditures	\$16,388,000	\$16,273,000	115,000		
Projected Annual Surplus	\$55,000	\$464,000	(409,000)	Projected Fund Balance	\$6,691,000
Less 1x Rev: FY23 ERC Funds		(\$844,000)	\$844,000		
Plus 1x Exp:		\$475,000	(\$475,000)		
Annual Surplus: Adjusted for effect of FY23 1x Activity	\$55,000	\$95,000	(\$40,000)		

	#/\$	% change	Description
FY24 Enrollment:	1243	2.0%	-FY24 preliminary budgeted enrollment is an increase of 28 over FY23 re-forecasted enrollment. Projected enrollment of 1239 is comprised as follows: 1204 in-state, 29 PSEO, 10 shared time enrollment.
			- In-State (full-time) enrollment of 1204 is a 2% (19 ADMs) increase over FY23 re-forecasted Budget. The goal to increase enrollment in grades 9-11 by 19 students. This goal is considered attainable based on current enrollment count for FY24 and recruiting strategies. Recruiting strategies include collaboration with ACS - student exchange organization and outreach to parents of upper school students who have attended SCPA Information Meeting.
			- Shared Time enrollment is projected to be flat. Shared Time enrollment has very little impact on General Fund Revenue and Expense.
			- PSEO enrollment is projected to increase 32% to 29 students, which is based on early PSEO commitments.
			- Waitlist at 727 , remains strong w/ 11% (22 student) increase from FY23 Spring waitlist.

Total General Fund Revenue	\$16,443,000	
Variance from prior year	(\$294,000)	-1.8%
Variance Adjusted for FY23 1x Revenue (ERC)	\$550,000	3.3%

State Revenue Variances from Prior Year > \$25,000 and 10% OR > \$100,000

Budget Line Item	#/\$	% change	Description
Per Pupil Funding:	\$452,000	5%	-Gen Ed Formula increase 4% (\$262 per pupil unit) plus enrollment increase of 28 students will generate additional state revenue of \$452K .
State Special Education:	\$139,000	5%	-Increase based on fully staffed Sped Department. Increase offset with Increase In State Sped Expense (\$95K) plus increase in ADSIS revenue (\$52K).

Federal Revenue Variances from Prior Year > \$25,000 and 10% OR > \$100,000

Budget Line Item	#/\$	% change	Description
Employee Retention Credit	\$844,000	100%	-One time Covid-19 relief funds awarded in FY23. An additional \$412K of ERC has been requested but not yet received. This additional \$412K is conservatively not included in the FY23 or FY24 budget forecasts.
COVID-19 Relief Funds	\$46,000	15%	-Due to timing of expenditures of these funds. Revenue is not received until funds are expended.

Other Revenue Variances from Prior Year > \$25,000 or 10%

Budget Line Item	Variance #/\$	% change	Description
Extra-curricular Fees:	\$44,000	12%	- Increase of \$44K due to 10% in participation fee schedule (\$25K), gate revenue returning to pre-Covid level (\$20K), increased participation (\$15K) and new programming (\$5K).
Fundraising /Development:	(\$205,000)	-103%	-Reflects conservatively projected fundraising/development. Administration will provide a complete FY24 Fundraising/Development report to Board in June 2023.
Interest Earnings:	\$80,000	40%	-Reflects assumption of 4-5% return on investments for entire FY24; which is an increase over FY23 investment earnings.

General Fund- Cont'd

	#/\$	% change	Description
Total General Fund Expenses	\$16,388,000		St. Croix Prep's sustainability strategy dictates that expense growth does not materially out pace revenue growth unless a intentional spend-down of the fund balance is Board approved. In this proposed budget, General Fund Expenses increased 3.1%, when adjusted for capital expenditures in FY23. Currently Per pupil funding projected increase is 5% (\$452K)
Variance from prior year	\$115,000	0.7%	
Variance from prior year net of FY23 Building Improvements	\$590,000	3.7%	

General Fund Expenses Variances from Prior Year > \$25,000 & 10% OR > \$100,000

Budget Line Item	#/\$	% change	Description
Salaries incl. ADSIS:	\$332,000	6%	This variance is primarily the net of three factors. The majority of the increase is the FY24 staff pay increases (4%). Also contributing to this increase is the addition of 6 staff positions(3 FTE) : Lower School, Middle School and Upper School Curriculum Coordinators (.4 FTE each), 2 Dean of Students (.5 FTE each) and a Middle School Reading Specialist (.5 FTE) (3%). The Middle School Reading Specialist is under the ADSIS program, which is state program that reimburses costs at rate of 55% in the year following expenditures. The increase of 7% is offset by a \$90,000 fundraising allocation to teacher compensation (1%).
Benefits:	\$134,000	10%	Primarily due to increase in Health (25%) and Dental (4%) premium cost. All other benefit costs remained flat (FICA, TRA, PERA, LTD, STD).
Tech Equipment:	(\$65,000)	-186%	Variance due to cost saving measures taken by the technology director. Additional security cameras and more sophisticated walkie-talkies will only be purchased if funds are raised; therefore are not included in this budget.
Capital Leases:	(\$62,000)	-80%	Variance due to student Chromebook and staff PC leases which were completed in FY23 but the financed devices will remain in service for FY24 (-\$40K). In addition, the staff Apple laptop leases which were completed in FY23 will be replaced with a less costly lease. The replacement lease will be less costly because the selected replacement computers are less expensive than current devices (-\$16K). Lastly, the FY24 allocation from fundraising dollars to cover technology leases is greater than in FY23 (-15K).
Fundraising-Parent Group:	(\$41,000)	-37%	FY23 expenses were exceptionally high because it includes purchase of concession trailer (\$45K), which spent down the Parent Group's assigned Retained Earning balance. FY24 expenses are projected to match Parent Group income.

Food Service (Fund 2)

	#/\$	% change
Projected Annual Surplus	\$21,000	350%
Variance from prior year	\$71,000	

	#/\$
Projected Fund Balance	\$372,000

FY23 Re-forecasted budget does not reflect an updated Food Service Reforecast. FY23 Food Service is projected to break even. FY24 Food Service program will return to Free Hot Lunch and Breakfast for students. This program will be largely subsidized by increased reimbursement rates for all students. Those rates will not be released until July 2023, making it difficult to develop a meaningful budget at this time. The current FY24 budget is based on meals served and corresponding reimbursement rates in FY21 and FY22 when Hot Lunch and Breakfast were free to all students. SCPA was able to operate in the black in FY21 and FY22; therefore, it is deemed reasonable to forecast a balanced FY24 Food Service budget. The current FY24 Food Service budget forecast is conservative and will be revised once FY24 reimbursement rates are released.

Community Service Fund (Fund 4)

	#/\$	% change
Projected Annual Surplus	(\$8,000)	-300%
Variance from prior year	(\$12,400)	

	#/\$
Projected Fund Balance	\$93,000

Fund 4 programs are projected to break even. The negative net income is due to a proposed allocation from Fund 4 to Prairie and Trail maintenance (\$12K). Because both the Prairie and the Trail are used for out-of-school programming, prairie and trail maintenance are allowable uses of Community Service (Fund 4) funds.

Long Term Budget Model (All Funds)

-Current Year budget assumptions forecasted out 4 years. Based on the review of key ratios/percentages, it is determined that school operations are sustainable for this 4 year outlook using current assumptions. However, this outlook demonstrates a need to cultivate additional sources of funding or more disciplined cost control to maintain long term sustainability

	FY24	FY25	FY26	Fy27	
Schoolwide Annual Surplus	\$68,267	\$110,352	\$78,148	\$108,694	
Ending Schoolwide Fund Balance	\$7,127,941	\$7,238,292	\$7,316,440	\$7,425,134	
Fund Balance %of Annual Expenditures	41%	42%	41%	42%	target 20-25%
Debt Service Coverage Ratio	1.14	1.27	1.25	1.25	target 1.20 (must be > 1.1)
Days Cash on Hand	130	135	134	134	target +60

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 05.16.23

	Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
<u>Enrollment Projections</u>				
Number Students Grade HK	0	0	0	
Number Students Grade K	90	90	0	0%
Number Students Grade 1	90	91	(1)	-1%
Number Students Grade 2	90	91	(1)	-1%
Number Students Grade 3	91	94	(3)	-3%
Number Students Grade 4	91	91	0	0%
Number Students Grade 5	93	93	0	0%
Number Students Grade 6	93	93	0	0%
Number Students Grade 7	93	95	(2)	-2%
Number Students Grade 8	93	93	0	0%
Number Students Grade 9	100	96	4	4%
Number Students Grade 10	100	92	8	8%
Number Students Grade 11	90	82	8	9%
Number Students Grade 12	90	91	(1)	-1%
<u>Enrollment totals by state pupil unit weighting category</u>				
Total Number of Students Grade K	90	90	0	0%
Total Number of Students Grade 1-3	271	276	(5)	-2%
Total Number of Students Grade 4-6	277	277	0	0%
Total Number of Students Grade 7-12	566	549	17	3%
Total Number of Students	1,204	1,192	12	1%
Total Number of Current Year Pupil Units	1,317.20	1,301.80	15.40	2%

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 05.16.23

	Original Budget 2023-2024	Revised 2022-2023	Variance	%
State Revenue Assumptions and Calculations				
General Education Revenue				
State Averages Per Pupil Unit	\$7,138	\$6,863		
Inflation Rate Assumption-Basic only	4.0%	2.0%		
Basic Excluding Transportation	\$6,805.37	\$6,543.18		
Sparsity	32.53	32.53		
Operating Capital	226.63	226.63		
Gifted and Talented	13.00	13.00		
Transportation Sparsity (SCPA does not receive)	0.00	0.00		
Equity	115.27	115.27		
Referendum	19.54	19.54		
Transportation (SCPA doesn't receive-resident district provides)	0.00	0.00		
Per Pupil Unit State Revenue	7,212.34	6,950.15		
Less Pension Adjustment	0.00	0.00		
Total Per Pupil Unit State Revenue	\$7,212.34	\$6,950.15		
Total General Education State Revenue	9,500,093	9,047,711		

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 05.16.23

	Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
Free	9%	4%		
Reduced	3%	2%		
Compensatory Revenue	<u>estimate</u>	<u>actual</u>		
A: Number of Students prior yr. (current year for 1st year)	1213	1189		
B: Number of Free Lunch Students prior yr. (or current year for 1st	109	45		
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st	31	18		
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	124.50	54.00		
E: Concentration Portion	0.10	0.05		
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.13	0.06		
G: PU = .6 * D * F	9.58	1.84		
H: Initial Revenue	57,733	11,080		
Miscellaneous Adjustment (Rounding)	639	667		
I: Short Year Factor	1	1		
Calculated Compensatory State Revenue ((A) x (B))	58,372	11,747		
EL (English Learner) State Aid	<u>estimate</u>	<u>estimate</u>		
Prior Year EL Eligible ADM	30	30		
Current Year EL Eligible ADM	30	30		
ADM Served	1204	1192		
Adjusted EL ADM	30	30		
EL Marginal Cost Pupils	30	30		
EL Revenue	21,173	21,120		
Concentration Portion	0.0250	0.0252		
Concentration Factor	0	0		
EL Pupil Units	7	7		
EL Concentration Revenue	1633	1641		
Rounding Adjustment	0	0		
Total EL Aid	22,806	22,761		
Pension Adjustment - new in FY19				
Member Salaries	6,253,062	5,383,543		
Pension Adjustment Rate	1.05%	1.05%		
Total Pension Adjustment Revenue	65,657	56,527		

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 05.16.23

	Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
Building Lease Aid: Lesser of line a or b below:				
Building Lease Exp.	<u>1,965,452</u>	<u>1,948,224</u>		
Add'l PUN for PSEO (begin in FY18)	<u>29.00</u>	<u>23.00</u>		
a) Aid at \$1,314 per pupil unit (PSEO begin in FY18)	<u>1,768,907</u>	<u>1,740,787</u>		
b) Aid at 90% of Lease	<u>1,768,907</u>	<u>1,753,402</u>		
Lesser of \$1,314/p.u. or 90% of lease payment	<u>1,768,907</u>	<u>1,740,787</u>		
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>		
Total Prorated Building Lease Aid Revenue	<u>1,768,907</u>	<u>1,740,787</u>		
Lease Aid Revenue per pupil unit (before proration)	<u>1314</u>	<u>1314</u>		
Building Lease Aid Analytical				
Lease Aid Revenue that would need to be generated to cover exp at 90%. Max per Statute is \$1,314	1,314	1,324		
How many more PUN would we need to maximize lease aid?	0	10		
Long-Term Facilities Maintenance Revenue				
Revenue per Adjusted Pupil Unit	\$132	\$132		
Proration	<u>100.0%</u>	<u>100.0%</u>		
Total Long-Term Facilities Maintenance Revenue	<u>173,870</u>	<u>171,838</u>		
Special Education Revenue				
Non-ADSIS Rate	<u>estimate - 92.0%</u>	<u>estimate - 92.0%</u>		
State Special Education Aid & Tuition Billing	<u>2,632,355</u>	<u>2,545,386</u>		
ADSIS Rate	<u>55% of PY</u>	<u>55% of PY</u>		
ADSIS Aid & Tuition Billing	<u>193,364</u>	<u>141,350</u>		
Total Special Education Revenue	<u>2,825,719</u>	<u>2,686,736</u>		

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 05.16.23

	Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
General Fund - Revenues				
<u>State Aids</u>				
General Education Revenue	9,500,093	9,047,711	452,382	5%
Pension Adjustment Revenue	65,657	56,527	9,130	14%
EL Aid	22,806	22,761	45	0%
Compensatory Revenue	58,372	11,747	46,625	80%
Subtotal	9,646,928	9,138,746	508,182	5%
Alternative Compensation (Q Comp)	309,400	304,408	4,992	2%
EL Cross-Subsidy Aid (FY22-25)	654	641	13	2%
Shared Time	0	0	0	
Adjustment - py over/under	0	112,906	(112,906)	
Building Lease Aid	1,768,907	1,740,787	28,120	2%
Long-Term Facilities Maintenance	173,870	171,838	2,032	1%
Endowment Aid	50,046	48,737	1,309	3%
Literacy Aid	79,421	79,421	1	0%
Special Education Aid	2,825,719	2,686,736	138,983	5%
Total State Aids	14,854,945	14,284,219	570,726	4%
<u>Federal Revenue</u>				
Title Funds	33,949	41,516	(7,567)	-22%
CARES/CRF/WC	313,000	267,000	46,000	15%
Federal Special Ed	214,800	212,623	2,177	1%
ERC Proceeds		843,872	(843,872)	
Total Federal Revenue	561,749	1,365,011	(803,262)	-143%

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 05.16.23

	<u>Original Budget</u> <u>2023-2024</u>	<u>Revised</u> <u>2022-2023</u>	<u>Variance</u>	<u>%</u>	
<u>Other Revenue</u>					
Fees from Patrons (5)	108,000	107,500	500	0%	
Extracurricular Fees (6)	358,000	314,000	44,000	12%	
Field Trips (12)	40,000	40,000	0	0%	
Fundraising - Development (1)	200,000	405,000	(205,000)	-103%	
Fundraising - Parent Group (2)	69,000	74,700	(5,700)	-8%	
Fundraising - Booster Club (3)	19,000	18,500	500	3%	
Fundraising - Other (4)	1,000	4,600	(3,600)	-360%	
Third Party Billing	2,000	2,000	0	0%	
Interest Earnings	200,000	120,000	80,000	40%	
Miscellaneous Revenues (14)	29,375	1,000	28,375	97%	
Resale of Goods	0	0	0		
Total Other Revenue	1,026,375	1,087,300	(60,925)	-6%	
Total General Fund Revenue	16,443,069	16,736,530	(293,461)	-2%	
	<small>Check Figure</small>	<small>16,443,069</small>	<small>16,736,530</small>	<small>(293,461)</small>	<small>-2%</small>

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 05.16.23

Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
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General Fund - Expenditures

Inflation Assumptions

Salaries	2.0%	varies		
Other costs	2.0%	2.0%		

Expenditures

24.3% ***23.1%***

100s Salaries	6,016,869	5,731,290	285,579	5%
200s Benefits	1,460,279	1,325,945	134,333	9%
305 Contracted Services	627,000	591,000	36,000	6%
320 Communications Services	61,000	45,000	16,000	26%
329 Postage	2,500	2,100	400	16%
330 Utilities	294,000	267,281	26,719	9%
340 Property & Casualty Insurance	47,000	47,334	(334)	-1%
350 Repairs and Maintenance	292,000	277,000	15,000	5%
360 Transportation (Field Trips)	14,750	13,000	1,750	12%
366 Travel and Conferences	10,000	14,000	(4,000)	-40%
369 Field Trips (Admissions)	27,000	27,000	0	0%
348-570 Lease Expense				
Lease Payment per 9-30-16 Bond Run	1,689,863	1,699,958	(10,096)	-1%
Capital Improvement Fund	126,000	126,000	0	0%
Other Costs (Audit, Accounting, Legal, Trustee Fee, S&P)	31,625	31,625	0	0%
To maximize lease aid (roll into Capital Improvements)	117,964	90,641	27,324	23%
F348 570 Lease Expense	1,965,452	1,948,224	17,228	1%

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 05.16.23

	<u>Original Budget</u> <u>2023-2024</u>	<u>Revised</u> <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
401/455/465 General Supplies	85,000	95,000	(10,000)	-12%
P 810 Maintenance Supplies	116,000	116,000	0	0%
405 Non-Instructional Software & Licensing	130,000	130,000	0	0%
430/456/466 Instructional Supplies	70,000	69,000	1,000	1%
460 Textbooks and Workbooks	55,000	62,000	(7,000)	-13%
461 Standardized Tests	35,000	32,000	3,000	9%
490 Food	10,000	8,500	1,500	15%
520 Building Improvements	0	475,000	(475,000)	
530 Furniture and Other Equipment	18,000	24,000	(6,000)	-33%
555/556 Technology Equipment	35,000	100,000	(65,000)	-186%
560 Capital Equipment Leases	77,000	138,816	(61,816)	-80%
820 Dues and Memberships	38,000	38,000	0	0%
899 Miscellaneous	0	2,000	(2,000)	
C 217 Graduation (217)	31,000	33,700	(2,700)	-9%
Var. Extra Curricular Activities (6)	420,000	399,000	21,000	5%
Var. Fundraising - Development (1)	205,000	173,750	31,250	15%
Var. Fundraising - Parent Group (2)	69,000	110,000	(41,000)	-59%
Var. Fundraising - Booster Club (3)	19,000	18,500	500	3%
Var. Fundraising - Other (4)	1,000	4,600	(3,600)	-360%

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 05.16.23

	<u>Original Budget</u> <u>2023-2024</u>	<u>Revised</u> <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
F335 Q Comp	309,400	323,000	(13,600)	-4%
F372 Third Party Billing PRG 400	2,000	2,000	0	0%
P422 ADSIS	422,006	351,572	70,434	17%
740 State Special Ed excl ADSIS	2,861,255	2,766,724	94,532	3%
401/414/433 Title Expenditures	33,949	31,000	2,949	9%
151-154/174 CARES/CRF/WC	313,000	267,000	46,000	15%
^{419/420/425} Federal Special Ed Expenditures	214,800	212,623	2,177	1%
910 General Fund Transfer to Other Funds	0	0	0	
Total General Fund Expenditures	16,388,260	16,272,958	115,301	1%
General Ed Salaries and Benefits as a percentage of State Aids (excluding Spec Ed & Lease Aid)	79%	78%		
Check Figure	16,388,260	16,272,958	115,301	1%
Change in Fund Balance - General Fund	54,809	463,572	(408,763)	-746%
Beginning General Fund Balance	<u>6,607,869</u>	<u>6,144,297</u>	<u>463,572</u>	<u>7%</u>
Ending General Fund Balance	6,662,678	6,607,869	54,809	1%
Fund Balance Percentage of Expenditures - General Fund	40.7%	40.6%		

St. Croix Preparatory Academy #4120-07
Long-Range Budget Projection Model
Budget Model 05.16.23

	Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
Food Service - Revenue & Expenditure Summary and Projections				
Food Service Revenue	742,529	482,063	260,466	35%
Transfer from General Fund	0	0	0	
Food Service Expenditures	721,071	532,169	188,902	26%
Change in Fund Balance - Food Service Fund	21,458	(50,106)	71,564	334%
Beginning Food Service Fund Balance	<u>350,953</u>	<u>401,059</u>	<u>(50,106)</u>	<u>-14%</u>
Ending Food Service Fund Balance	372,411	350,953		

Check Figure

Community Service - Revenue & Expenditure Summary and Projections				
Community Service (All Day K moved to General Fund beginning FY)	169,900	133,950	35,950	21%
Transfer from General Fund	0	0	0	
Community Service Expenditures	177,900	133,950	43,950	25%
Change in Fund Balance - Community Service Fund	(8,000)	0	(8,000)	100%
Beginning Community Service Fund Balance	<u>100,852</u>	<u>100,852</u>	<u>0</u>	<u>0%</u>
Ending Community Service Fund Balance	92,852	100,852	(8,000)	-9%

Check Figure

St. Croix Preparatory Academy #4120-07
 Long-Range Budget Projection Model
 Budget Model 05.16.23

	Original Budget <u>2023-2024</u>	Revised <u>2022-2023</u>	<u>Variance</u>	<u>%</u>
Schoolwide Activity				
Total Revenues	17,355,498	17,352,543	2,955	0%
Total Expenditures	17,287,231	16,939,077	348,153	2%
Change in Fund Balance - Schoolwide	68,267	413,466	(345,199)	-506%
Beginning Schoolwide Fund Balance	<u>7,059,674</u>	<u>6,646,208</u>	<u>413,466</u>	<u>6%</u>
Ending Schoolwide Fund Balance	7,127,941	7,059,674	68,267	1%
	per audit			
Fund Balance Percentage of Annual Expenditures	41.2%	41.7%		
Debt Service Coverage Ratio (1.10 required)	1.14	1.65		
Days Cash on Hand (60 required)	130	109		

Proposed Use of FY23 Surplus Funds

05/12/15

Introduction:

SCPA has received \$844K from ERC in FY23, which was not included in original budget. FY23 *working budget*, prior to receiving the ERC funds, projected a net loss of \$380K. The projected net income after receipt of ERC funds is \$413K. Administration requests board approval for the following expenditures, which have been slated for future years, for expenditure in FY23 to create expenditure capacity in future years. Creating expenditure capacity in future years strengthens SCPA's ability to meet bond covenants and save on interest cost of financing projectors which yields a net saving of approximately \$40K.

Proposed Expenditures:

Line #	Description and Rationale	Budget
1	Classroom Projector Replacement	200,000
	SCPA classroom projectors have 5-year life-cycle. Projectors were last replaced in 2018. Administration recommends purchasing projectors with FY23 surplus funds, versus financing over five years (FY24-FY28) because this would create expenditure capacity of approx. \$50K per year FY24-FY28, Creating expenditure capacity in future years strengthens SCPA's ability to meet bond covenants and save on interest cost of financing projectors which yields a net saving of approximately \$40K.	
2	AWD Gator	30,000
3	AWD Gator- Snow Plow Blade/blower	6,000
4	AWD Gator - Snow Tracks	7,000
	SCPA purchased an electric gator in 2016. This gator, designed for 'light use', was purchased to meet the maintenance needs of the artificial turf and stadium programming. SCPA's maintenance needs have surpassed the gator's functionality and shortened its expected life-cycle. The proposed gas-powered gator would service the maintenance needs of the trail, baseball and softball fields at Barker's Alps and enable SCPA maintenance staff to better maintain school grounds. The added plow/blower would be cost justified in one year because it would enable SCPA staff to complete snow removal at the Nature Center, netting a \$6.5K saving in contracted snow removal services.	
5	Lower School Student Services Area Buildout	100,000
	Current area does not meet programming needs. This buildout will create additional small group spaces. Additional information regarding this buildout will be presented at the 5.16 board meeting.	
6	Fencing to create Under-Bleacher storage	25,000
	Cost efficient storage for outdoor equipment.	
7	Succession Planning Consulting Services for calendar year 2023	25,000
	The School Board has expressed support for this service, but the service is not currently in FY23 or FY24 budget. This allocation is based on proposals received.	
8	Clay Kiln	5,000
	Existing kiln, purchased in 2009, has exceeded useful life	

Total FY23 Requested Allocation

398,000

Request:

SCPA Administration requests an allocation of \$398,000 from the projected FY23 Surplus of \$413K for the projects and equipment listed above.



**St. Croix Preparatory Academy
Employee Handbook Summary
May 16, 2023**

The following updates have been made to 2023-2024 Employee Handbook:

- Year has been updated to 2023-24.
- Holiday dates (p. 17) have been updated to align with the approved FY24 school calendar.

Action requested: Approve Employee Handbook for FY24



st. croix preparatory academy

EMPLOYEE HANDBOOK

2023-2024

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st. croix preparatory academy

ACADEMICS • CHARACTER • LEADERSHIP

MISSION STATEMENT

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

GENERAL

Employment-At-Will

St. Croix Preparatory Academy (SCPA) maintains an employment-at-will relationship with all of its employees. Under this relationship, an employee is free to terminate employment with SCPA at any time with or without cause and with or without notice. When possible, SCPA requests a two-week notice from the employee regarding their intent to terminate the employment relationship. In addition, SCPA may terminate the employee's employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate SCPA personnel (e.g. Director/Principal, Human Resources, etc.) In cases of egregious behavior by an employee, SCPA may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee's expense after termination. The employee must return all school owned and provided items on or before their final day of employment.

Equal Employment Opportunity

SCPA provides equal employment opportunities to all employees and applicants for employment. SCPA does not unlawfully discriminate on the basis of race, color, creed, religion, sexual orientation, national origin, age, disability, genetic information, marital status, status as a covered veteran, familial status, sex, status with regard to public assistance, family care leave status, or membership or activity in a local commission in accordance with applicable federal, state and local laws. SCPA complies with applicable federal, state and local laws governing nondiscrimination in employment. SCPA also makes reasonable accommodations for disabled employees. For reporting procedures for complaints, see SCPA's policy on Harassment and Violence or its Anti-Nepotism policy. If the complaint is one of disability or sex discrimination, however, see SCPA's Employee Disability Nondiscrimination policy or its Employee Sex Nondiscrimination policy.

SCPA expressly prohibits any form of unlawful employee harassment based on any of the categories listed above. Improper interference with the ability of SCPA employees to perform their expected job duties is absolutely not tolerated. For information about the types of conduct that constitute impermissible harassment and SCPA's internal procedures for addressing complaints of harassment, see SCPA's policy on Harassment and Violence.

This policy applies to all areas of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, facilities, and privileges of employment.

Every SCPA employee shall be responsible for following this policy.

Any person having a question regarding this policy should discuss it with Human Resources.

Americans With Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of SCPA to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

SCPA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so would impose an undue hardship on SCPA. Contact Human Resources with any questions or requests for accommodation. SCPA may refuse to hire an applicant or may discharge an employee who poses a direct threat to the health or safety of himself/herself or others that cannot be eliminated or reduced by reasonable accommodation.

For more specific details regarding this policy and the reporting procedures, see SCPA’s Employee Disability Nondiscrimination policy.

Safe Work Environment

SCPA strives to maintain an environment free from intimidation, threats or violent acts. Threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, and/or carrying weapons of any kind on to school property is inappropriate. The school reserves the right to call the police if persons and/or an employee’s possessions are thought to be illegal or potentially dangerous. Any employee carrying, possessing or concealing a firearm or any dangerous or hazardous device or substance on school grounds may be terminated immediately.

The school expects all employees to practice common sense, sound judgment and to act in a respectful, responsible manner. The following examples illustrate unacceptable behavior that may result in disciplinary action, up to and including termination:

- Personal relationships with students, other than a teacher/student relationship
- Theft or inappropriate removal of school or another employee’s property.
- Violence or threatening violence.
- Inappropriate use of any school property, including computers.
- Illegal drugs and smoking anywhere in the school buildings or on the grounds

Minnesota State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any employee, who knows of or has reason to believe a child is being abused or neglected, must report this to the appropriate authorities. SCPA also requests that the reporter alert school administration of the report.

Any violation of the preceding should be reported immediately to a supervisor. If it involves the executive director of the school, it should be reported immediately to a member of the Executive Committee of the Board or Board of Directors. Resolution of the situation will follow the grievance policy procedures. There will be no retaliation against an employee for raising a complaint or concern. For complaints of violence based on a protected classification, see SCPA's Harassment and Violence policy.

Criminal Background Screening

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with SCPA. St. Croix Preparatory Academy will re-run background checks on all employees periodically. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses
 - a. All Sex Offenses – Regardless of the amount of time since the offense.
 - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
2. Felonies
 - a. All Violent Felony Offenses – Regardless of the amount of time since the offense.
 - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
 - b. All Felony Offenses, other than violent or sex within the past ten (10) years.
 - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Misdemeanors
 - a. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.
 - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
 - b. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
 - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

SCPA reserves the discretion to consider additional factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

Data Privacy and Personnel Records

The school maintains essential information on its employees such as address, phone number, items effecting benefit status, beneficiary designation, dependents, emergency contact information, etc. It is the responsibility of each employee to notify Human Resources when changes occur. Additionally, SCPA creates and maintains personnel files for each employee. The file contains information that is used to administer employment activities and information that is required by law. Personnel files belong to SCPA; however, an employee has a right to review his/her personnel records once every six months and at least once per year following termination. Legal remedies are available to employees if SCPA does not provide legally required access to personnel files to employees. SCPA will not use information that is not included in the personnel record reviewed by the employee in any civil or administrative proceeding. An employee may ask to have information removed from the personnel file and can include an explanation of up to five pages in the personnel file if the disputed information is not removed. Finally, SCPA will not retaliate against an employee who properly requests to view his/her personnel file, and legal remedies may be available to employees if such retaliation occurs.

With the exception as those contents designated as “public data” by the Minnesota Data Practices Act, no one else will have access to employee’s personnel files except for administrators with a need to know.

Confidentiality

As an employee of St. Croix Preparatory Academy, you share the responsibility to maintaining the confidentiality of any employee or student information that may be available to you. It is your responsibility to ensure the rights and confidentiality of any information both written and verbal is maintained. Employees are not to discuss academic or other confidential information regarding student or employees. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of employment, and may result in legal action.

Board of Directors

The Board of Directors is responsible for the strategic initiatives that align with the mission of the School. These include maintaining fiscal oversight, reviewing student achievement, planning for long term initiatives, ensuring legal and financial integrity, and enhancing the school’s public standing. The Board consists of parents, faculty, and community members. Please refer to the School Board page of our website for a current listing of parent, faculty and community board members.

GENERAL POLICIES AND GUIDELINES

School Hours

The student hours at SCPA are from 9:30 a.m. to 4:00 p.m. It is expected that full time staff be here during the school day, as well as times outside of student hours for meetings, professional development, and other school events. SCPA views our staff as professionals and know faculty spend numerous hours outside of the school day performing duties related to their job responsibilities. SCPA does not monitor your arrival or departure time; only requests that faculty members are present to ensure students have an organized start to the school day and a safe departure at the end of the day. Administration reserves the right to enforce a start/end time for those employees who do not honor the professional standards previously noted. For staff other than faculty, the work year and hours will depend on your job description.

Duties

All staff will be expected to follow the duties of their job descriptions. Additionally, staff may be expected to perform various duties (e.g., lunch, recess, before and after school duty, etc.), which will be equitably assigned. Attendance at committee meetings, staff development workshops, all-school and division meetings, and school community events is also expected.

Dress Code

The employee dress code is “business casual”. Employee attire should be comfortable but neat and professional – such as collared shirts, sweaters, casual skirts, khaki pants, and slacks. On Thursdays, employees may wear jeans and SCPA spirit wear or Prep for Life wear. On Fridays, employees may wear jeans and a sweatshirt or t-shirt from a college or university. Inappropriate “business casual” attire includes jeans, shorts, flip-flops, t-shirts, and athletic wear. Neatness, cleanliness and modesty should be observed at all times. Managers are responsible for enforcing the policy, and may send home an employee who is improperly dressed. SCPA recognizes there may be some days or jobs where casual attire may be more appropriate.

Communication

St. Croix Prep attempts to maintain a communication process that facilitates efficiently resolving an issue. The guidelines below are intended to improve communication, respect responsibilities, and maintain efficiency. It is important to direct your communication to the person most directly responsible for the issue. If the issue is unresolved, then escalation procedures include bringing the issue to the School Principal, then the Executive Director, and finally the Board of Directors (via a Board member). Depending on the issue, Human Resources may be involved in the escalation communication.

Non-Harassment

SCPA is committed to providing an environment free from discrimination or harassment based on a person’s race, color, religion, sexual orientation, national origin, age, disability or other classification protected by law. Unlawful harassment in any form is prohibited. SCPA intends to provide a safe work environment free from unreasonable interference, intimidation, hostility or offensive behavior. Each employee has a responsibility to keep the workplace free of any form of harassing behavior. SCPA expects the full cooperation of every employee in making this policy effective. Harassment, sexual or otherwise, is against the law and will not be tolerated.

Examples of inappropriate behavior that are violations of this policy include, but are not limited to verbal harassment (e.g. indecent or belittling comments, jokes or references, and offensive personal references), unwanted physical contact of any kind, the display in the workplace of derogatory gestures, posters, cartoons, drawings or calendars, harassing electronic communication (e.g. email, texting of demeaning, insulting, intimidating or suggestive messages, and threatening adverse employment actions if sexual favors are not granted or promising preferential treatment in return of sexual favors). Employees should promptly report any incidents in accordance with the procedures outlined below.

Any person who feels that he or she has been subject to or witnessed unwelcome harassing behavior should report this conduct immediately to the principal of his or her school. If the complaint involves the principal of your school, please report the incident directly to Human Resources.

When an individual submits a complaint, he or she will be asked to provide information regarding the incident(s), including the identity of the harasser, the date(s) of the incident (s), the conduct giving rise to the complaint, and witnesses, if any, to the alleged conduct. All complaints will be investigated

promptly, impartially, and with respect for the privacy of those involved, consistent with SCPA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. The complaint and investigation will be thoroughly documented and only those who need to know about such a complaint or those who are authorized by law will be advised of its existence and resolution. If it is determined that the person charged has violated the Non Harassment Policy, such person will be subject to appropriate disciplinary action, up to and including termination of employment. Action will be determined at the sole discretion of SCPA. SCPA reserves the right in each case to differentiate between violations and situations on whatever basis it considers appropriate and to take such action as it believes to be in the best interests of the parties and the school based on all the facts and circumstances of the case. Retaliation in any form against an employee who exercises the right to make a complaint is strictly prohibited, and will in itself constitute a basis for disciplinary action up to and including termination. Any employee, in the judgment of SCPA, who intentionally makes a false allegation of harassment, may be subject to discipline up to and including termination.

For more specific details regarding this policy and the reporting procedures, see SCPA's Harassment and Violence policy and its Equal Employment Opportunity section of this Handbook. For specific policies and reporting procedures for complaints of sex or disability discrimination, see SCPA's Employee Disability Nondiscrimination policy of SCPA's Employee Sex Nondiscrimination policy.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

SCPA supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. SCPA reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines SCPA's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to

perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

SCPA reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Grievance

SCPA aims to resolve problems and grievances promptly and as close to the source of conflict as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. For specific grievance and reporting procedures for complaints of harassment or violence on the basis of a protected classification, complaints of discrimination on the basis of disability or sex, or complaints of discrimination on the basis of other protected classifications, see SCPA's Harassment and Violence policy, Equal Employment Opportunity policy, Employee Disability Nondiscrimination policy, or Employee Sex Nondiscrimination policy.

Statement of General Principles

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to communicate their version of the facts before resolution is attempted
- Proceedings should be conducted honestly, fairly and without bias
- Proceedings should not be unduly delayed.

PROCEDURES

The following is a three step process for grievance resolution:

1. The employee attempts to resolve the complaint as close to the source of conflict as possible. This step is quite informal and verbal.
2. If the matter is not resolved, the employee notifies the supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should only be held between employee and the other relevant person(s). This step will usually be informal, but either party may request written statements and agreements.
3. If the matter is not resolved, the supervisor refers the matter to Human Resources and/or the Executive Director (or Board of Directors if applicable). A grievance taken to this level must be in writing from the employee. The supervisor will forward any additional information thought relevant. HR will investigate/communicate with any other parties involved or deemed relevant. HR will provide a written response to the employee.

Office Intimate Relationships

SCPA believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships are conducted during working hours and on company premises. During working hours and at work locations, employees are expected to keep personal

exchanges limited so that others are not distracted or offended by such exchanges. During non-working time hours, such as lunches, breaks, and before and after work periods, while on SCPA property, employees' conversations and other behaviors should be expressed in a manner not perceived as offensive or uncomfortable to a reasonable person. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

Individuals in supervisory/management or other influential roles are subject to more stringent performance under this policy due to their access to sensitive information and their ability to influence others, promotions, and terms and conditions of employment of their subordinates. An employee in a management or supervisory position over another employee, who has developed a relationship with an employee that a reasonable person would determine is beyond a normal friendship should inform his/her manager or Human Resources of the relationship. Failure to report such relationships is a violation of the SCPA Harassment Prevention Policy. Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject to transfers or disciplinary action up to and including termination of employment.

Teacher Relicensure

Each faculty member is responsible for maintaining the licensure required for him or her to assume his or her teaching duties. The relicensure committee will assist you in recording and submitting clock hours for your continuing education credit. In the event licensure is not maintained, the School (by law) will post the open position and proceed with a hiring process. A renewed copy of your license must be filed with the school principal and Human Resources by April 1 of each year.

Building Access

The staffed building hours are from 7:30 a.m. to 4:30 p.m. Except for general student arrival time from 9:00 am to 9:30 a.m. the front entrance will be the only point to enter and exit the building during normal school day operations. A reception area staff are positioned with an unimpeded view of the front entrance. The reception staff will have the responsibility for screening and granting access to all building entrants. The buildings bathrooms, service spaces, stairwells, or other amenities will not be accessible without passing this front desk. Please see security details below. Any students participating in activities before general student arrival time begins must adhere to their division's policy for building access which may include providing a pass by the supervising staff member for building admittance. The division principal will outline the process for each division.

- **All Exterior Doors Locked During School Hours and Non-Student Contact Days**
All exterior doors will be locked from 9:30 am to 4:00 pm (school hours). Visitors may gain access through an intercom system located on the exterior wall to the left of the main entrance. The only doors that will be unlocked before and after school hours on student contact days are the main entrance doors.

- **Building Attendant On-Duty After School Hours on Weekdays**
This position enhances facility safety and security after school hours when the building is used by many in our school community. This position will maintain a presence in the front atrium when not patrolling the building, ensure interior and exterior doors are locked as scheduled, be a facility resource for those using the facility and monitor the facility for unsanctioned use and perform light maintenance duties.

- **SCPA Building Hours and Supervisory Coverage:**

Student Contact School Days:
7:30-9:30 am - Main doors open
8:30-4:30 pm - Main office open
9:30-4:00 pm - All exterior doors locked
4:00-9:30 pm - Main doors open

- Non-Student Contact Weekdays Except for Holidays:
Main doors remain locked for entire day
8:30-4:30 pm - Main office open and visitors access through use of intercom system

Please refrain from propping a door open for convenient reentry into the building. Routine inspections by the Facility Director will ensure that exterior doors are not propped open for any reason which may allow outsiders access into the building.

Guest Building Access

Any building occupant expecting a guest should notify the front desk and provide the guest's information before the guest's arrival. The receptionist will contact the staff person being visited to confirm the appointment before permitting the guest access to the premises. Before being permitted access to the premises all guests/visitors must sign-in. This includes parents who may be dropping off lunches or signing their students in/out. Each division has specific procedures for students signing in/out which will be outlined by the division principal. Generally, if a student is being dropped off late the parent must come to the front office to sign their student in. Likewise, if a student is being picked up early the parent should sign the student out at the front office and wait until the division office manager sends the student to the front. A visitor should not be granted access to the rest of the building unless they have an appointment. All guests must sign out with the front desk when leaving.

General Student Arrival

Students arrive at school from 9:00 am to 9:30 am. During this time, the following doors will be open for student access: Main doors, K-4 main entrance, south entrance near stairs to upper school, and north cafeteria doors. All doors will be re-locked at 9:30 am.

Master Key Control System

The Facility Director is responsible for monitoring the distribution of keys, fobs, and duplicates of these. Only authorized employees will have keys that offer access to specified areas of the building. Accordingly, staff will only obtain keys that are relevant to their position (e.g. teachers do not need keys for mechanical rooms). When an employee terminates their employment with SCPA, they must return their keys.

Social Media

SCPA views social networks, web based discussion, and other emerging forms of social media as means of public communication. Employees who engage in social networking should ensure that their public communication is responsible and consistent with SCPA's mission, purpose and values.

Only a select group of employees are authorized to publicly speak on behalf of SCPA, therefore, employees must have prior authorization to be a spokesperson to the extent their social networking communications represent, or appear to represent SCPA's official view or perspective on any particular topic.

General guidelines and examples of prohibited communications are noted below. For purposes of this discussion, social media is any usage of Web 2.0 technologies and sites such as blogging, micro blogging (Twitter, WordPress, Tumblr), photo sharing (Flickr, Shutterfly, Instagram), video sharing (YouTube, Vimeo, Snapchat), life casting/streaming (Facebook Live, Periscope, Justin.TV), networking (Facebook, LinkedIn), and so forth. Please note that this list shows examples and is not intended to be an exhaustive list of social media sites or applications.

General Guidelines:

- When appropriate, personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of SCPA. When appropriate, we recommend not including any SCPA reference to your social media site profile, blogs, etc.
- Communication in social media networks should comply with the school's confidentiality and data privacy statutes and policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- In your on-line communication, be respectful to the school, other employees, parents, students, partners, and competitors. Do not reference or site school employees, parents, students, or partners without their express consent.
- Photos of students and staff are not permitted.
- Social media activities should not interfere with work commitments.
- School logos and trademarks may not be used without written consent.
- It is strongly recommended that, outside of your school responsibilities, staff and students not "friend" or "follow" each other on any social networking sites while the student is enrolled at SCPA. Communication is acceptable once a student has become an alumnus and is over the age of 18.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and act appropriately. Consult with your manager or supervisor if you are uncertain.

No SCPA policy limits employees' rights under Minnesota and other applicable law, to disclose and discuss their wages with others. SCPA will not take any adverse employment action against an employee for disclosing their wages or discussing another employee's wages which have been disclosed voluntarily. SCPA will not retaliate against an employee for disclosing their wages or discussing other SCPA employees' wages as provided in this paragraph. Minnesota law allows an employee to bring a civil action against an employer who violates the rights described in this paragraph, and a court may award reinstatement, back pay, restoration of lost service credit if appropriate and the expungement of any related adverse records of an employee whose rights have been violated.

Inclement Weather and School Closing

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close when the Stillwater School District closes school. Staff members will be notified via School Messenger and email for any school closings or delays. SCPA (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. SCPA recommends tuning to these TV stations and their websites (www.wcco.com; www.kstp.com; www.kare11.com) for school alert information. Remember the basic rule – St. Croix Prep closes when Stillwater closes school.

Pet Policy*

St. Croix Preparatory Academy has students enrolled in school that have significant allergies to pets. To support the health needs of our students, pets are not allowed on school grounds. This includes both inside and outside of the building. SCPA realizes that pets bring a host of joy to kids and families and acknowledges that it is exciting for kids to walk to school with their pets. That said, SCPA must place the health needs of our students at the highest priority. Let's work together in this effort to keep all students healthy at school.

The goal of SCPA is to decrease student and staff exposure to potentially harmful animal allergens. If animals are to be allowed in the classroom, the protocol will be as follows:

1. Before bringing an animal into the building, the teacher will notify the principal, the Facilities Director, and the students of the type and location of the animal. The principal must approve all classroom pets. All animals will be properly vaccinated.
2. The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning (HVAC) components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet.)
3. A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
4. The teacher will ALWAYS be present when animals are handled by a student.
5. All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
6. The pet will be removed from the classroom if it is deemed to be a distraction or causes interruptions in learning.
7. Concerns regarding the health issues or care of the animals should be brought to the principal for immediate consideration.

*This policy does not apply to service animals.

Tobacco Free Environment

St. Croix Preparatory Academy is a tobacco free environment. For specific policy and reporting procedures see SCPA's Tobacco Free Policy.

Mandated Reporting

Any employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated, or has been maltreated in the past three (3) years, is required under Minnesota law to report such information to the local welfare agency, law enforcement or other agencies responsible for assisting or investigating maltreatment. For specific policy and reporting procedures see SCPA's Mandated Reporting policy.

Whistleblower

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate school officials. For specific policy and reporting procedures see SCPA's Whistleblower Policy.

Work-Related Injuries

St. Croix Preparatory Academy provides a comprehensive workers’ compensation insurance at no cost for employees. Workers’ compensation insurance covers most injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor a work-related injury may appear, it is important that it be reported, and that all required paperwork be completed, immediately. This will enable an eligible employee to qualify for coverage. Injury reporting forms may be obtained in the health office.

COMPENSATION

Categories of Employees

St. Croix Prep Academy has several “categories” of employees. These include exempt, non-exempt and those contracted for services. All employees are under at-will agreements.

Required-Work Days

Licensed staff salaries are earned per required-work day, although payment is made in equal amounts over 24 pay periods to exempt staff (see “Pay Periods” below). A required-work day is an 8-hour work day. Required-work days consist of student contact days and non-student contact days, such as staff workshops and parent teacher conference days. Annual required-work days are identified in the annual school calendar and vary from year to year. An exempt staff’s daily rate may be calculated by dividing his/her annual salary by total annual required-work days per the annual school calendar. If a staff member is absent from work on a required-work day and has no vacation, sick or personal days accrued, his/her paycheck will be deducted in the amount of his/her daily rate for each required-work day missed. If a licensed exempt staff member resigns employment prior to the end of the school year, he/she shall be liable to repay to SCPA any compensation paid to him/her in excess of the amount earned for the number of required-work days actually worked prior to the end of his/her employment during that school year.

Time Tracking for Payroll

Non-exempt employees will record their time in Skyward by clocking in when they are ready for work and clocking out when they have finished work. Non-exempt employees must also record their time in/out for lunch breaks per FLSA regulations. The employee submits each week recorded time in the Skyward system for their supervisor’s approval and subsequent payroll processing. In the event a non-exempt employee must record their time manually, a paper time sheet must be used and submitted. These submissions need to occur on or before, the 15th and the end of every month. Non-exempt documentation starts with the first hour worked.

Pay Periods

Exempt employees will have their annual compensation spread over 12 months and receive 24 equal payments. The start of payment will be delineated in the offer letter. For exempt staff, non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any work week. SCPA will try to give you as much notice as possible when overtime will be mandated. All overtime designated by your manager is approved overtime. If an employee determines overtime is necessary, approval from your manager is required. If an employee works overtime without

approval, the overtime must be paid, however the employee may be subject to disciplinary action. Overtime is paid at the rate of one-and-one-half times (1.5x) your regular hourly rate of pay. Non-worked lunches, sick, holiday or vacation time will be included in calculating overtime. Please see SCPA's Compensation Plan for further compensation information.

Fair Labor Standards Act Compliance

SCPA acts in good faith in an effort to comply fully with the Fair Labor Standards Act's prohibition on improper pay deductions. An employee who believes that improper deductions have been made from his or her pay should notify Human Resources, describing the error they believe they have found. SCPA will review the situation and correct errors by reimbursing the affected employee or taking other appropriate action as necessary.

BENEFITS

Medical, Dental, Vision, Life, Disability Insurance

St. Croix Preparatory Academy offers a comprehensive benefits suite to eligible employees. Full time employees working 30+ hours are eligible for benefits on the 1st of the month following 30 days of employment. For a complete overview of medical and dental benefits see Human Resources for an SCPA Employee Benefits Guide.

PAID AND UNPAID TIME OFF FROM WORK

Sick Days

Each exempt teaching faculty member has six sick days of paid time off. Twelve-month exempt and non-exempt employees have 10 sick days of paid time off. School-year non-exempt employees have 5 sick days of paid time off. For payroll purposes, employees may only record a half a day and a full day of sick time. These sick days are for when you and/or immediate family members are ill and are not intended for vacation time or personal time. Sick days, if not used by the end of the year, may be accrued each year up to 30 days and used when needed. Employees may also take a "buy-out" of the unused days at the daily substitute rate of pay for each unused day. These days cannot be accrued to be paid out later. They can only be paid out for that current year. Sick leave may be used for one's own or a family member's qualifying illness or injury, and for certain circumstances relating to sexual assault, domestic violence and stalking, as provided in applicable law.

Personal Days

Each exempt faculty member has three paid personal days. The exempt administrative positions of Executive Director, Executive Director of Finance and Operations, and Principal receive three paid personal days. Twelve-month exempt and non-exempt employees receive two paid personal days. School-year non-exempt employees receive two paid personal days. Personal days may be bought out at the same rate as sick days but may not be accrued. Holidays may not be extended by personal days.

Holidays

Exempt employees who work year around will have 20 paid holidays (15 designated below and 5 floating) for the 2023-24 school year plus additional paid vacation days per their individual employment agreement. Paid holidays include:

- Independence Day, July 3, 4, 5, 6, 7
- Labor Day, September 4
- Thanksgiving, November 23, 24
- December 25, 26, 27, 28, 29
- January 1
- Memorial Day, May 27

St. Croix Prep does not pay out unused sick, personal or vacation days when an employee's employment is terminated.

FACULTY ABSENCES

Absence from Class

Every time you miss work, for whatever reason, it will be your responsibility to obtain a substitute if necessary and record your time off in Absence Management (Frontline/Aesop). All appropriate personnel should then be notified of your absence. The Absence Management system enables subs to select jobs if entered in advance of the absence and will call subs on your behalf to fill your absence. If you are unable to secure a substitute by 6:00 am on the day that you are going to be absent please notify your division manager and Human Resources as soon as possible.

To ensure quality instruction during absences, teachers are required to have an emergency substitute folder with lesson plans with their administrator/principal. This folder should include the following: class schedule, class list(s) and seating chart where appropriate, classroom guidelines and procedures, names of two staff members that the substitute can depend on for emergency information, special instructions regarding individual students, bus information if applicable, and before/after school duties, lunch schedule and preparation times, attendance procedures, and a map of the school.

Specific lesson plans for the day should be left in the classroom or emailed to the office manager or division principal by 8:30 a.m. with the name of the substitute, if available.

LEAVES

Bereavement Leave

All employees are allowed paid time off in the event of a death in the family. The purpose of this is to provide employees with time to arrange and attend a funeral. For spouse, child, parent, siblings, step or in-laws the leave is up to two days. For grandparent, grandchild, step or in-laws of those listed, one day is granted. Additional unpaid leave may be granted with the approval of the Executive Director.

Jury Duty

All exempt and non-exempt staff called to serve jury duty or subpoenaed as a court witness, must notify their division administrator immediately and provide a copy of the notice or subpoena to Human

Resources. Your pay will not be reduced by the amount of jury duty or court witness pay that you receive.

Leave of Absence

You may request general leaves of absence without pay. If granted, these leaves may not exceed 120 working days. You may not use paid vacation days to extend the length of the leave beyond 120 days. However, vacation days may be used during the leave to receive pay. Any such arrangements must be approved by the division administrator. To initiate a request for an unpaid leave, you must first discuss the reasons for requesting a leave with your division administrator. The division administrator will discuss the circumstances with Human Resources. If it is determined that a leave is warranted, you will be notified by your division administrator. SCPA may, when appropriate, designate a leave as a Family and Medical Leave Act (FMLA) leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

Military Leave

SCPA grants military leave and re-employment rights to eligible staff, pursuant to applicable federal and state law.

Family and Medical Leave Act (FMLA)

In accordance with the requirements of the Family and Medical Leave Act, SCPA provides up to 12 weeks of unpaid, job-protected leave to eligible staff members. Eligible staff members may use paid sick, personal, or vacation time to receive pay during leave, but may not use paid time off to extend FMLA leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

Military Family Leave Entitlements

Eligible staff members with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave of leave to care for a covered service member during a single 12-month period. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SCPA operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

EMPLOYEE SERVICES

Computers, Phones and Email

SCPA communication systems and the equipment used to operate the communication system are owned and provided by SCPA to assist in conducting business. Communications systems including email are to be used for work purposes only. Email is retained for a period one year. For more information on acceptable usage and limitations, see SCPA's Internet Acceptable Use and Safety policy.

Unacceptable use of the computer or phone lines is likely to result in disciplinary action up to and including termination of employment.

Supplies

All academic supplies should be ordered through your office manager. All other items should be ordered through the business office. When ordering, please use the appropriate form. There is a different form for expense reimbursement. The sales receipts must accompany this reimbursement form. The school is tax exempt; therefore, your reimbursements should not include sales tax. You may obtain the tax exempt number and/or an ST3 Form from your office manager, which should be presented to vendor at time of purchase in order to not incur sales tax on your reimbursable purchases. St. Croix Prep reserves the right to not reimburse employees for sales tax.

STAFF HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

By signing below I acknowledge receipt of the policies and procedures set forth in the St. Croix Preparatory Academy employee handbook. Failure to comply and adhere to these policies and procedures could lead to disciplinary actions.

I will keep this handbook available and I acknowledge that these policies and procedures may be changed at any time. I agree to update it whenever provided with materials to do so. I understand this handbook replaces and supersedes any previous policies, written or oral. I acknowledge that this handbook is for reference purposes and is not a legal document nor is it an employment contract with the school and me

I understand the handbook is the property of SCPA and I agree to return it upon terminating my employment with SCPA.

Print Name

Date

Signature