



St. Croix Preparatory Academy  
Board Meeting Agenda  
June 27, 2023

1. Public Hearing on Student Fees 2
2. Call to Order
3. Open Forum
4. Consent Agenda (Board Minutes, Executive Director Report)
  - A. Board Minutes 6
  - B. Executive Director Report 12
  - C. Governance -- Policy Review, 1st Reading 14
    1. Pledge of Allegiance Policy -- 1st Reading
    2. Student Medication Policy -- 1st Reading
    3. Mandated Reporting of Child Maltreatment Policy
    4. Protection and Privacy of Pupil Records
    5. Hazing Prohibition Policy
  - D. Governance -- Board Governance Manual Approval
    - Updated staff numbers from 125 to 170
    - Added Succession Planning Committee Description
    - Changed "CFO", "COO" to EDFO, Executive Director of Finance & Operations
  - E. Update Calendars, Employee Handbook -- June 19th declared holiday by MN Legislature
  - F. 2023-2024 Family Handbook -- first reading. Approval in July
5. Agenda
  - A. 2023-2024 Student Fee Approval
  - B. Read Well by Third Grade
  - C. Resolution for 2023-2024 Approval of IOwA) -- Identified Official with Authority
  - D. 2023-2024 Annual Designations
  - E. 2023-2024 eLearning Day Approval -- 3 days
  - F. Parent Board Appointment - Recommendation to appoint Jeff Johnson
  - G. Capital Assets Capitalization Policy -- Approval
  - H. Approve 2022-2023 Adjusted Budget
  - I. Succession Planning -- Rebar Leadership -- Statement of Work Review/Approval
6. Adjourn Meeting

**St. Croix Preparatory Academy**  
**Class Fee Analysis**  
 FY23 Actual & FY24 Projection

Description	FY23 Actual			FY24 Projection		
	# of Students	Fee per Student	Net Revenue (Expense)	Approx # of Students	Fee per Student	Net Revenue (Expense)
<b>Technology Fee-</b>						
Fee Collected-Full Pay students	889	20	17,780	896	20	17,920
Fee Collected-Students qualifying for reduced fees	3	10	30	3	10	30
Credit Card Processing Fees associated w/ fee colle	3.50%		(623)	3.50%		(628)
Cost of Student Information System			(16,955)			(17,030)
<b>Net Technology Fee - excess (shortfall)</b>			<b>231</b>			<b>292</b>
<b>Volunteer Background Check Fee -</b>						
Fee Collected-Full Pay students	889	5	4,445	896	5	4,480
Fee Collected-Students qualifying for reduced fees	3	3	8	3	3	8
Credit Card Processing Fees associated w/ fee colle	3.50%		(156)	3.50%		(157)
Cost of Background Checks			(3,140)			(3,200)
<b>Net Background Check Fee - excess (shortfall)</b>			<b>1,157</b>			<b>1,130</b>
<b>Administrative Cost of Fee Collection</b>						
Approx Admin assist cost @ \$21.85/hr + benefits	30 hrs		(754)	30 hrs		(754)
Approx Sr. Acct cost @ \$32.10/hr + benefits	3 hrs		(111)	3 hrs		(111)
<b>TOTAL Administrative cost of Fee collection</b>			<b>(865)</b>			<b>(865)</b>
<b>Net Fee Revenue in excess (shortfall)</b>			<b>523</b>			<b>558</b>

NOTE: fees are waived for all students who qualify for free lunch and reduced by 50% for those who qualify for reduced lunch.

## FY24 Class Fees: - Public Hearing Information

- I. **Public Hearing for Annual Class Fees:** At the June 27, 2023, board meeting, in accordance with state statute 123B.38, St. Croix Preparatory Academy is holding a hearing on the proposed adoption of a fee policy which includes assessing the following per-student fees:

Fee	Description	Grade level	Fee per Student
<b>Technology Fee</b> (permitted statute 123b.38)	Annual licensing fee for student information system, textbook management, all-school messaging system and student fee pay system.	all	\$20
<b>Volunteer Background Check Fee</b> (permitted statute 123b.38)	Fund bi-annual background check required for all volunteers.	all	\$5

The administration proposes fees be waived for all students who qualify for free lunch and reduced by 50% for those who qualify for reduced lunch.

Following the hearing, the board will vote on initiation of afore mentioned fees.

## II. Additional Background information:

A. **Components of the student fee.** Beginning in FY15, the board approved a single 'class fee'. The combined fee was and continues to be comprised of the following components:

- a. **Technology Fee:** The technology fee is a per student fee for the use of Synergy (student information system)

SchoolPay (student fee-pay system), and School Messenger (all-school messaging system).

- b. **Background Check Fee:** The background check fee is a per student fee to fund the cost of background checks for each volunteer.

III. **Recommendation:** *The administration recommends a \$25 per student FY24 class fee, with fee waived for students who qualify for free lunch and reduced by 50% (\$12.50) for those who qualify for reduced lunch.* This recommendation is based on projected FY24 class fee revenue and the corresponding expenses. Proposed FY24 are consistent with FY23 Class Fees of \$5 per full-pay student. The corresponding expenses are comprised of several components: Please see attached 'Class Fee Analysis' for additional detail.

**A. Pros/Cons of assessing per student background check fee:**

Because the practice of assessing a background check fee per student versus per volunteer basis varies from many school districts, it is important to review the rationale for this practice.

**a. Cons of assessing 'background check fee':**

- i. More background checks are processed than are required because individuals do not incur the cost.

**b. Pros of assessing 'background check fee':**

- i. Consistent with SCPA School Board's philosophical position in since FY11, which is: SCPA assesses the fee to the *student* who benefits from the volunteer's services, rather than the *volunteer*, who is already donating his/her time to benefit the student.
- ii. Collecting this fee and requesting background check authorization on-line, creates operational efficiency in the business office
- iii. This fee simplifies the 'volunteer recruiting process' because most fees are collected on 'back to school night' and not piece meal as volunteers choose to volunteer.
- iv. Assessing 'per student fee' encourages even the infrequent volunteer because it eliminates the

objection of, 'I can only volunteer once, I don't want to pay \$14 for a background check'.

- C. Recommendation re: Assessment of Background Check Fee:** The administration feels the 'pros' of assessing the fee outweigh the 'cons' and therefore, recommends the the Board approved FY24 'per student' background check fee as proposed.

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

Members Absent: A. Melendres, A. Galati

Ex-officio Members Present: K. Gutierrez

## **1 Call to Order**

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

## **2 Open Forum**

None.

## **3 Board Calendar**

### **4A - 4C Consent Agenda – B Hajlo**

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

- Motion to Approve: S. Mueller
- Second: M. Stiles
- Approved: All

### **5A - Board Elections**

- Elections on May 15 & 16, 2023
- N Donnay will email results tomorrow (currently 240 ballots cast at this time).

### **5B - Q-Comp**

Deanna Thompson reporting on Q Comp program:

- PLCs meet weekly
- TLCs meet monthly with new teachers
- PD this year returned to “more normal”
  - Areas of focus include mental health, school safety, curriculum alignment, school counselors assisting with a session on anxiety – the hope is to tap more into that next year
  - End of year survey from staff shows a variety of needs that are different by division

- MCA Testing: Looking at pages 5-6 on the report shows opt outs because of the negative impact on overall score (each opt out equals a “do not meet” proficiency).
- Team has been working on a site evaluation on the Q-Comp plan this year (first written 10 years ago)
  - Question about why people opt out of testing- variety of reasons
  - Question about why we are not meeting goals - still catching up but growing / direct correlation between students who are behind on STEP testing and those not meeting MCA standards
- Motion to Approve: K. Denzer
- Second: M. Stiles
- Approved: All

## **5C - Succession Planning - N. Donnay**

- April 19, 2023 Minutes: [https://drive.google.com/file/d/1Rqv8Fqc2KPJN-9d-Tx7l5toUxS1htrka/view?usp=share\\_link](https://drive.google.com/file/d/1Rqv8Fqc2KPJN-9d-Tx7l5toUxS1htrka/view?usp=share_link)

### **5.C.1. Employment Agreement Draft - Executive Director:**

- [https://drive.google.com/file/d/1-1b6cFy1oiQIeF4qBs4dI\\_oZPfwQv0ge/view?usp=share\\_link](https://drive.google.com/file/d/1-1b6cFy1oiQIeF4qBs4dI_oZPfwQv0ge/view?usp=share_link)

#### Clarifying agreement draft

- Should job descriptions be finalized before negotiating the contract for the job
  - Job description should be completed and approved prior to final negotiations on contract
- Questions about areas on the employment agreement:
  - 3 - Clarified
  - 4 E- insurance benefits - included to protect the school if there is a discrimination audit
  - 8 - Suggested changes on daily rate of pay (documented edits below)
  - 10 - Clarified - resignation does not entitle full retirement payout benefits -

#### Documented discussion::

- Adjust daily rate of pay upon retirement to 75% of ED and EDFO Daily rate (260 days of work)
- Adjust compensation (#3) for year 2 would be based on staff salary increase as a whole (currently written as 4%)

### **5.C.2. Employment Agreement Draft - Executive Director of Finance and Operations Draft:**

- [https://drive.google.com/file/d/1-4q2XkJSZ6e8ZcoPRyQ8eSWX4FqjVSTj/view?usp=share\\_link](https://drive.google.com/file/d/1-4q2XkJSZ6e8ZcoPRyQ8eSWX4FqjVSTj/view?usp=share_link)

### **5.C.3. - Selection of Succession Planning consultant**

- C. Olson presenting evaluation shown below: Rebar vs Prouty-
  - Based on the evaluation, Succession Committee recommending to finalize agreement with Rebar Leadership with a goal of starting this summer.
  - Question about recommendations- Still planning to call references but Scott with Rebar also comes highly recommended from Drew Melendres (board member)
    - Waiting on other reference calls to come in as this was just determined this week
  - Question about the cultural fit and how that was determined
    - Some of this is connecting with what our needs are and doing the best to support our needs
    - Also needed to go through layers to talk to the right person at Prouty versus going right to Scott with Rebar - more readily available
- 5.C.3.a. - Rebar Leadership

Motion to move forward with Rebar leadership as our succession planning consultant pending a positive referral check from the committee

- Motion to Approve: D. Keyes
- Second: M. Stiles
- Approved: All

- a. Succession Planning Proposal:  
[https://drive.google.com/file/d/1t0DT96O3GJeP\\_Qj02OkfP2a00vNjU0IE/view?usp=share\\_link](https://drive.google.com/file/d/1t0DT96O3GJeP_Qj02OkfP2a00vNjU0IE/view?usp=share_link)
  - b. Appendix A - [https://drive.google.com/file/d/1-9WqjEj1NvzsK1qREsH53dOKUtHJ\\_VaU/view?usp=share\\_link](https://drive.google.com/file/d/1-9WqjEj1NvzsK1qREsH53dOKUtHJ_VaU/view?usp=share_link)
  - c. Appendix B - [https://drive.google.com/file/d/1-JwtATeof2jPmEp\\_nFGzjpZzxDmFhw7z/view?usp=share\\_link](https://drive.google.com/file/d/1-JwtATeof2jPmEp_nFGzjpZzxDmFhw7z/view?usp=share_link)
  - d. Appendix C - [https://drive.google.com/file/d/1-AiBMGJxUSSlcQ11QVIDlcmhaFJw3Xn0/view?usp=share\\_link](https://drive.google.com/file/d/1-AiBMGJxUSSlcQ11QVIDlcmhaFJw3Xn0/view?usp=share_link)
  - e. Appendix D - [https://drive.google.com/file/d/1-FqQjIoGK5yKumXHLSRmazWCMCs\\_ojSa/view?usp=share\\_link](https://drive.google.com/file/d/1-FqQjIoGK5yKumXHLSRmazWCMCs_ojSa/view?usp=share_link)
- 5.C.3.b. - Prouty Project
    - a. Succession, Strategic Plan, and Leadership Development Proposal (5pgs) - [https://drive.google.com/file/d/1-Nlrr\\_IUnry\\_kIU9Vwp9u2zwDIVzAljI/view?usp=share\\_link](https://drive.google.com/file/d/1-Nlrr_IUnry_kIU9Vwp9u2zwDIVzAljI/view?usp=share_link)
    - b. Succession, Strategic Plan, and Leadership Development Proposal (30pgs) - [https://drive.google.com/file/d/1-YQGTOLBUIwKgcCQLetbwsxqk6JJHZk1/view?usp=share\\_link](https://drive.google.com/file/d/1-YQGTOLBUIwKgcCQLetbwsxqk6JJHZk1/view?usp=share_link)

## **5.D. 2023-2024 Compensation Plan**

1. 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.

- i. Discussion of adjusting the language to clarify messaging to staff
  - o Appendix B: Q-Comp Performance Incentive Schedule will be updated when the MCA test results are received this fall.
2. 2023-2024 Compensation Plan - Draft
  - o [https://drive.google.com/file/d/1-c-5MCMVavW\\_PoaUc4yPFSu7YDcFuCVfj/view?usp=share\\_link](https://drive.google.com/file/d/1-c-5MCMVavW_PoaUc4yPFSu7YDcFuCVfj/view?usp=share_link)
- Questions about compensation changes for activities stipends (Beth answered)
  - o Theater stipend for middle school increased due to it being a musical and also aligning stipends with similar activities
  - o Reviewing stipend increases in general and reporting back on changes and how they equitably compare
  - o K. Denzer suggests increasing teacher board stipend since it has not increased since it started
    - Determined to table for future discussion after analysis of what an increase should look like
- Motion to Approve: K. Denzer
- Second: B. Hajlo
- Approved: all

## **5.E. 2023-2024 Benefits Renewal Summary**

- K Gutierrez reporting:
    - o Required to review benefits by law (every two years).
      - We experienced a lot of activity on insurance usage so we had to look at different plan structures
      - Adjusted to a single co-pay plan with a narrow network and open network resulting in 6 choices for health insurance
      - Negotiated down from 29% to 26% with NICE advantage: having a mid-level provider available
  - Motion to Approve benefits carrier plan changes: K. Denzer
  - Second: D. Keyes
  - Approved: all
1. [https://drive.google.com/file/d/1-iOmu6\\_dNN5mkULSghA\\_WItOiHP1vWFf/view?usp=share\\_link](https://drive.google.com/file/d/1-iOmu6_dNN5mkULSghA_WItOiHP1vWFf/view?usp=share_link)

## **5.F. 2023-2024 Budget**

1. March Financial Report - [https://drive.google.com/file/d/1-mkVniW0SCs25HFzl\\_PNCH98MOzMAzIz/view?usp=share\\_link](https://drive.google.com/file/d/1-mkVniW0SCs25HFzl_PNCH98MOzMAzIz/view?usp=share_link)

2. FY24 Budget for approval - [https://drive.google.com/file/d/1-t82DOs214LHKHGZ7QN6MFLyhUT\\_Uq3/view?usp=share\\_link](https://drive.google.com/file/d/1-t82DOs214LHKHGZ7QN6MFLyhUT_Uq3/view?usp=share_link)

Proposal 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
- 
- Motion to Approve: K. Denzer
  - Second: R. Thorson
  - Approved: all
- 
3. Proposed use of Surplus money: Total allocation of \$398,000.
    - a. Propose purchasing LCD Projectors outright rather than leasing them up to \$200,000
    - b. Also outgrown use of electric gator and proposed purchase of more appropriate machine up to \$43,000
      - i. Some additional trail maintenance includes dragging once weekly to reduce weeks and more intense maintenance along the trail sides periodically
      - ii. Will be able to use for grooming trail for cross country skiing
      - iii. This work is done by our employees rather than relying on contractors - thus purchasing a more heavy duty gator to support the higher level work
    - c. Summer Remodel room 105- 108 of Lower School SPED area (capturing some concessions area space / art room space / music book room space / to add offices with doors & small classrooms along with a calming area and small group testing space
    - d. Fencing under bleachers for outdoor storage
    - e. Clay kiln needs replacement

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

- Motion to Approve: K Denzer
- Second: M Stiles
- Approved: all

## **5.G. 2023-2024 Employee Handbook**

Motion to Approve Employee Handbook for FY24

- Motion to Approve: K Denzer
- Second: N Donnay
- Approved: all

Motion for a special meeting June 20 6pm to approve job descriptions of ED and EDFO and employment agreement proposals

**Adjournment:**

- Motion to adjourn: R Thorson
- Second: M. Stiles
- Approved: All

Respectfully Submitted by R Thorson  
On behalf of A. Galati, St. Croix Preparatory Academy Board Clerk



## Executive Director’s Report to the Board

**Date of Report:** June 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.
- Substantial work with the Succession Planning Committee on the first phase of planning; this included revision of employment agreements, Rebar Leadership reference calls, governance work to expedite future negotiations, kick-off call with Rebar Leadership, preparatory work for Discovery Phase (July 2023 – December 2023) of Succession Planning, discussion of Statement of Work (SOW) with Rebar, etc.
- Continued work on board governance Governance Committee – editing policies for first review, appropriate branding, potential appointment of parent board member, etc.
- Meetings related to year end escalation situations with families – and appropriate communication with legal counsel.
- Facilities – finalize personnel move related to new SPED office construction occurring over the summer.
- Meetings with Dean of Students, Curriculum Leads. Involved in meetings with incoming Deans and Curriculum Leaders to identify goals for the upcoming year.
- Planning and execution of year end ceremonies - graduation, Upper School awards, etc.
- Foundation work including evaluation of program to assist with donor identification, evaluation of software to increase donor capabilities, parent group direction and potential reorganization, event planning for the upcoming year, etc.
- Planning for 20<sup>th</sup> Year celebration, related giving program, and kick off with parents and incoming classes on August 23
- Friends of Education Meetings – year-end dinner with Friends and network schools for recap of year and annual awards. St. Croix Prep received \$10,000 in awards, specifically:
  - \$5,000 High Quality Charter School Award
  - \$1,000 National Blue Ribbon Continuation Award
  - \$1,000 School Finance Award
  - \$1,000 Positive Media Award
  - \$2,000 Reporting Excellence Award
- Coordination, communication, and evaluation of School’s walk to Rally Point at Inspiration and preparation for Reunification visit at Shepherd of the Valley on August 11.
- Projected enrollment information for the 2023-2024 school year and associated wait lists are:

Grade	2023-24 Enrollment	2023-24 Waitlist

Kindergarten	90	177
1 <sup>st</sup> Grade	90	85
2 <sup>nd</sup> Grade	90	75
3 <sup>rd</sup> Grade	92	78
4 <sup>th</sup> Grade	92	75
<b>LS Total</b>	<b>454</b>	<b>490 (+17)</b>
5 <sup>th</sup> Grade	93	79
6 <sup>th</sup> Grade	93	104
7 <sup>th</sup> Grade	93	57
8 <sup>th</sup> Grade	93	52
<b>MS Total</b>	<b>372</b>	<b>292 (+24)</b>
9 <sup>th</sup> Grade	104	17
10 <sup>th</sup> Grade	97	0
11 <sup>th</sup> Grade	88	0
12 <sup>th</sup> Grade	93	1
<b>US Total</b>	<b>382</b>	<b>18 (-8)</b>
<b>School Total</b>	<b>1,208 (-17)</b>	<b>800 (+33)</b>

#### Comments on Enrollment

- 16 Upper School offers outstanding; not included in the totals.

Professional Development: *See Attachment*



## **ST. CROIX PREPARATORY ACADEMY POLICY 531: THE PLEDGE OF ALLEGIANCE**

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

### **I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

### **II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate/designee; or
- B. Over a school intercom system by a person designated by the school principal, other person having administrative control over the school, or administrative surrogate/designee.

### **III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

### **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**Legal References:** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance) Minn. Stat. § 121A.11, Subd. 4 (Instruction)

MSBA/MASA Model Policy 531 Orig. 2003 Revised: 2003

**DOCUMENT # 531.Revision.a**

**ADOPTED BY THE BOARD:**

**REVISED BY THE BOARD: 5/17/2018**

**EFFECTIVE DATE: 5/17/2018**

# **ST. CROIX PREPARATORY ACADEMY POLICY 531: THE PLEDGE OF ALLEGIANCE**

## **I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

## **II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate/designee; or
- B. Over a school intercom system by a person designated by the school principal, other person having administrative control over the school, or administrative surrogate/designee.

## **III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

## **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**Legal References:** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance) Minn. Stat. § 121A.11, Subd. 4 (Instruction)

MSBA/MASA Model Policy 531 Orig. 2003 Revised: 2003

***DOCUMENT # 531.Revision.b***

***ADOPTED BY THE BOARD:***

***REVISED BY THE BOARD: 7/18/2023***

***EFFECTIVE DATE: 7/18/2023***



























































