St. Croix Preparatory Academy
Board Meeting Agenda
September 19, 2023

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ANNUAL BOARD CALENDAR
2023-2024

July	Responsible	Notes/Status
No Meeting		

August	Responsible	Notes/Status
Status of School Opening	J. Gutierrez	September
Seat New Board Members	B. Hajlo	Completed
Family Handbook Approval	J. Gutierrez	Completed
Emergency Operations Plan Approval	J. Gutierrez	Completed
Q Comp Plan Approval	D. Thompson	Completed

September	Responsible	Notes/Status
Status of School Opening	Principals	
Review of MCA Test Scores	J. Gutierrez	
Development Update	S. Garceau	
Q Comp Site Goals	D. Thompson	
Financial Statement Review – Unaudited	K. Gutierrez	October

October	Responsible	Notes/Status
File Charter Assurances with Friends	J. Gutierrez	
Board Retreat	N. Donnay	
MDE Assurance of Compliance	J. Gutierrez	

November	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez	
Development Update	S. Garceau	

	Responsible	Notes/Status
Annual Report Approval – 2022-2023	J. Gutierrez	
World's Best Workforce Approval	J. Gutierrez	
Board Training	J. Gutierrez	

December	**Responsible**	**Notes/Status**
Audit Acceptance	**K. Gutierrez**	

January	**Responsible**	**Notes/Status**
Board Election Timeframe Discussion		
Audit Acceptance		

February	**Responsible**	**Notes/Status**
Financial Statement Review		
Board Election Timeframe Discussion		
Approve School Calendar		

March	**Responsible**	**Notes/Status**
Approve Open Enrollment Period for Next Year		
Approve Board Calendar for Next Year ● Meetings ● Election ● Retreat		
Financial Statement Review		

April	**Responsible**	**Notes/Status**
Annual Budget Introduction		
Compensation Plan Introduction		

May	**Responsible**	**Notes/Status**
Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	K. Gutierrez	

Compensation Plan Approval	T. Smith	
Board Election Update	N. Donnay	
Approve Annual Budget	K. Gutierrez	
Approve Employee Handbook	T. Smith	
Introduction of Family Handbook	J. Gutierrez	
MSHSL Membership Resolution	J. Gutierrez	
Conflict of Interest Form Disclosure	K. Gutierrez	

June	**Responsible**	**Notes/Status**
Public Hearing on Fees - 2024	K. Gutierrez	
New Board Member Training	N. Donnay	
Read Well by Third Grade Approval	J. Karetov	
Approval of Family Handbook	J. Gutierrez	
Annual Finance Designations for Next Year ● Identified Official with Authority ● Official Newspaper ● Designation of Depository ● Account Signatories ● Collateralize Funds in Excess of FDIC Insurance ● Delegation of Authority to Make Electronic Funds Transfers		

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

Members Absent: M. Stiles

Ex-officio Members Present:

1 Facility Tour of New Construction Areas with B. Blotske

2 Call to Order

R. Hajlo called the meeting to order at   6:26 PM.

3. Open Forum
- None

4. Board Calendar 2023-2024

Link: **Board Calendar 2023-2024**

5. Consent Agenda

- A. Board Minutes -
    - a. June 20, 2023
    - b. June 27, 2023
- B. Executive Director report
    - a. Link: https://drive.google.com/file/d/172I_gFcTw_ha2UN5f6YeeK5bPXGdoW_N/view?usp=sharing
- C. Governance Committee
    - a. 5.C.1. - Student Medication Policy - Final Approval
        Motion to Approve: A. Galati
        Second: K. Denzer
        Approved: All

    - b. 5.C.2. - Medication Overdose Policy - Final Approval
        Motion to Approve: A. Galati
        Second: R. Thorson
        Approved: All

    - c. 5.C.3. - Drug Free Workplace Policy - Final Approval
        Motion to Approve: R. Thorson
        Second: K. Denzer
        Approved: All

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i.

d. 5.C.4. - School Meals Policy - Final Approval
    Motion to Approve: A. Galati
    Second: D. Keyes
    Approved: All

e. 5.C.5. - Pledge of Allegiance Policy - 2nd Reading, Final Approval
    Motion to Approve: R. Thorson
    Second: N. Donnay
    Approved: All

f. 5.C.6. - Protection and Privacy of Pupil Records Policy - 2nd Reading, Final Approval
    Motion to Approve: K. Denzer
    Second: R. Thorson
    Approved: All

g. 5.C.7. - Hazing Prohibition Policy - 2nd Reading, Final Approval
    Motion to Approve: A. Galati
    Second: R. Thorson
    Approved: All

h. 5.C.8. - Mandated Reporter Policy - 2nd Reading, Final Approval
    Motion to Approve: K. Denzer
    Second: R. Thorson
    Approved: All

i. 5.C. 9. - Crisis Management Policy - Updated per 2023 Legislation, Final Approval
    Motion to Approve: A. Galati
    Second: R. Thorson
    Approved: All

j. 5.C.10 - Bullying Prohibition Policy - Updated per 2023 Legislation, Final Approval
    Motion to Approve: A. Galati
    Second: D. Keyes
    Approved: All

k. 5.C.11. - Literacy and READ Act - First Reading per 2023 Legislation

6 - Agenda

A. Seat New Board Members
    a. Terri Gulbransen
    b. Jeff Johnson

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

SCPA Board Minutes - August 15, 2023

- Approved: All

B. Q Comp Plan Approval - N. Donnay
   a. Q Comp Update Form
      i. Motion to Approve: A. Galati
      ii. Second: R. Thorson
      iii. Approved: ALL
   b. Compensation Cover Summary - Q Comp
   c. SCPA Compensation Plan 2023-2024 Approved

- Motion to Approve: K. Denzer
- Second: T. Gulbransen
- Approved: All

C. SCPA Student and Family Handbook 2023-2024
   a. SCPA Student and Family Handbook 2023-2024 Branded
      i. Discussion: Uniforms, cell phones, vandalism
      ii. Re: uniforms - Board members discussed ideas and options around lower price points and like-styled bottoms from other vendors, i.e., The GAP and Target's Cat and Jack clothing replacement policy.
      iii. The Board asked A. Kleinboehl to follow up with the Admin team regarding the uniform ideas discussed at the meeting.

- Motion to Approve with corrections as noted: K. Denzer
- Second: N. Donnay
- Approved: All

D. 2023-2024 Emergency Operations Plan Changes - Approval
   a. Emergency Operation Plan Changes - 2023-2024
   b. PREP EOP Revisions 7-13-2023

- Motion to Approve: K. Denzer
- Second: R. Thorson
- Approved: All

E. 2023 -2024 Board Retreat Planning
   a. October 7th - Coffee at 8:30, begin at 9:00 PM - goal end time 2:00 PM
   b. Location: Waterstreet, Stillwater - N. Donnay
   c. Topics: Succession Planning, trainings, seminar

Adjournment: - 7:4PM

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

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

Executive Director's Report to the Board

Date of Report: September 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 on MDE escalation issue, enrollment escalation issue, and substantial work on traffic resolution.
- Board member training and coordination (state mandated instruction), Friends of Education communication, Great Hearts Institute communication, communication/time with Paideia trainer,
- Back to school coordination – back to school event, presentation to new faculty, kick-off to all faculty, phone usage communication, data privacy conversations with counselors, assist with communication on building projects prior to school opening, etc.
- 20th Year continued planning, communication, and organization
- Succession Planning Committee work to coordinate next meetings, steps with Rebar leadership, focus groups, board retreat planning, etc.
- MCA Score release, analysis, communication with authorizer, employees, school community.
- Projected enrollment information for the 2023-2024 school year, associated wait lists, and applications received for the 2024-2025 school year are:

Grade	2023-24 Enrollment	2023-24 Waitlist	2024-2025 Applications
Kindergarten	91	182	66
1st Grade	91	96	13
2nd Grade	88	67	18
3rd Grade	91	101	12
4th Grade	91	85	15
LS Total	**452**	**531 (+9)**	**124**
5th Grade	93	85	12
6th Grade	94	97	17
7th Grade	95	59	12
8th Grade	93	54	8
MS Total	**375**	**295 (+4)**	**49**
9th Grade	106	0	12
10th Grade	99	0	2
11th Grade	87	0	

12th Grade	95	0	
US Total	**387**	**0**	**14**
School Total	**1,214**	**826**	**187**

Comments on Enrollment

- Grade 2 – in process of filling the two openings
- MS also has 7 shared time students
- PSEO Grade 11 – 8 students (7 part-time, 1 full time)
- PSEO Grade 12 – 12 students (6 part-time, 6 full time)

Professional Development: *See Attachment*

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J. Gutierrez
Professional Development Plan
2023-2024

Month	Category	Title	Description/Comments
July 2023	Book/Play	Agamemnon, by Aeschylus	
	Book/Play	The Libation Bearers, by Aeschylus	
	Book/Play	The Furies (Eumenides), by Aeschylus	
	Videos/Lectures	6 hours of lectures/videos on the Orestia (Agamemnon, The Libation Bearers, and The Furies	
	Book/Play	Oedipus Rex, by Sophocles	
	Book/Play	Oedipus at Colonus, by Sophocles	
	Book/Play	Antigone, by Sophocles	
	Videos/Lectures	6 hours of lectures/videos on the Theban plays (Oedipus Rex, Oedipus at Colonus, and Antigone	
	Book	The Five Dysfunctions of a Team, by Patrick Lencioni	11
	Book	Blue Ocean Strategy: How to Create Uncontested Market Space and Make Competition Irrelevant, by W. Chan Kim and Renee Mauborgne	
	Book	Prometheus Bound, by Aeschylus	
	Videos/Lectures	3 hours of lectures/videos on Prometheus Bound	
	Movie	Oedipus Rex – 2 hours	
	Book	The Organized Mind, by Daniel Levitin	
August 2023	Book	Poetics, by Aristotle	
	Videos/Lectures	3 hours of lectures/videos on Poetics, by Artistotle	
	Podcast – 1 hour	Trojan War Podcast – The Apple of Discord, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – The Torch, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – The Birth of Achilles, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – The Judgement of Paris, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – Sparta, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – Helen of Sparta, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – The Mad King, by Jeffrey Wright	
	Podcast - -1 hour	Trojan War Podcast – Finding Achilles, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – Iphigenia, by Jeffrey Wright	
	Podcast – 80 minutes	Trojan War Podcast – Beachhead, by Jeffrey Wright	
	Podcast – 1 hour	Trojan War Podcast – Achilles Dishonored	
	Podcast – 1 hour	Trojan War Podcast – Paris: Prince of Troy	
	Podcast - -70 minutes	Trojan War Podcast – Terrible and Glorious War	
	Book	Iliad, by Homer, Books 1-5	
	Podcast – 70 minutes	Trojan War Podcast – Deadly Destiny	

September	Podcast – 65 minutes	Trojan War Podcast – The Wrath of Achilles	
	Podcast – 70 minutes	Trojan War Podcast -- Priam	
	Book	Iliad, by Homer, Books 1-10	
	Podcast – 75 minutes	Trojan War Podcast – Achilles Heel	
	Podcast – 75 minutes	Trojan War Podcast – Odysseus Ascendant	
	Podcast – 80 minutes	Trojan War Podcast – The Trojan Horse	

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August 24, 2023

Ms. Beth Topoluk
FRIENDS OF EDUCATION
11100 Wayzata Blvd; Suite 800
Minnetonka, MN 55305

Dear Ms. Topoluk,

The official 2022-2023 MCA results were released this morning. While we are still working through the details of the results we want to provide some preliminary observations on St. Croix Preparatory Academy's scores.

2022-2023 Overall School Proficiency in Comparison to MN State Average

		Math	Reading	Science
Prep – ALL SCHOOL		76.7	83.1	81.6
State Average		46.0	50.5	39.2
Difference		30.7	32.6	42.4

		Math	Reading	Science
Prep – Lower School		88.3	78.7	n/a
Prep – Middle School		71.7	85.2	81.6
Prep – Upper School		74.1	84.5	n/a
State Average		30.7	32.6	42.4

2022-2023 Overall School Proficiency in Comparison to Resident District & Other Schools

		Math	Reading	Science
Prep – ALL SCHOOL		76.7	83.1	81.6
Stillwater		55.1	56.2	48.5
Nova Classical		77.0	74.0	74.0
Math & Science		71.6	71.8	54.9
Eagle Ridge		71.5	72.3	60.8
Orono		69.3	72.0	60.0
Mahtomedi		71.2	68.1	54.6
Wayzata		76.2	73.5	61.1
Minnetonka		75.7	74.3	67.5
Edina		70.6	73.9	63.1

2022-2023 Math Proficiency in Comparison to MN State Average

Math		Prep	State	Difference
Grade 3		89.0	59.1	29.9
Grade 4		87.6	57.1	30.5
Grade 5		77.0	44.4	32.6
Grade 6		65.9	39.6	26.3
Grade 7		66.3	39.7	26.6
Grade 8		78.2	40.3	37.9
Grade 11		74.1	36.0	38.1

2022-2023 Reading Proficiency in Comparison to MN State Average

Reading		Prep	State	Difference
Grade 3		77.8	47.4	30.4
Grade 4		79.5	48.4	31.1
Grade 5		87.4	58.7	28.7
Grade 6		86.8	53.4	33.4
Grade 7		80.4	45.2	35.2
Grade 8		86.4	44.8	41.6
Grade 10		84.5	51.7	32.8

2022-2023 Science Proficiency in Comparison to MN State Average

Science		Prep	State	Difference
Grade 5		87.4	48.4	39.0
Grade 8		75.9	27.6	48.3
Grade HS		n/a	41.8	n/a

Note: HS Students took Earth Science – MCA Science assessments cover content in Biology, which will be covered in 2023-2024 – therefore HS students were not required to take the MCA test.

We will begin compiling the results as it relates to our charter agreement goals. We will have this information to you later today or tomorrow.

We are pleased by our results.   Once again, they are among the highest in the state of Minnesota.   We believe it is a testimony to the entire school community and its commitment to the mission of St. Croix Prep.

Sincerely,

Jon Gutierrez
Executive Director
St. Croix Preparatory Academy

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August 25, 2023

Ms. Beth Topoluk
FRIENDS OF EDUCATION
11100 Wayzata Blvd; Suite 800
Minnetonka, MN 55305

Dear Ms. Topoluk,

This communication is a follow-up note on 2022-2023 MCA results that were released in late August. In addition to the MCA proficiency scores, we have included our School and the State's participation rates, where appropriate.

2022-2023 Overall School Proficiency in Comparison to MN State Average

		Math Score	Reading Score	Science Score	Math Participation	Reading Participation	Science Participation
Prep – ALL SCHOOL		76.9	83.2	81.6	96.0	96.1	63.8
State Average		45.5	49.9	39.2	93.2	94.7	82.4
Difference		31.4	33.3	42.4	2.8	1.4	(18.6)

		Math Score	Reading Score	Science Score	Math Participation	Reading Participation	Science Participation
Prep – Lower School		88.3	78.7	n/a	97.3	96.2	n/a
Prep – Middle School		71.7	85.2	81.6	96.0	96.2	94.6
Prep – Upper School		74.1	84.5	n/a	93.0	95.5	n/a
State Average		45.5	49.9	39.2	93.2	94.7	39.2

2022-2023 Overall School Proficiency in Comparison to Resident District & Other Schools

		Math	Reading	Science
Prep – ALL SCHOOL		76.9	83.2	81.6
Stillwater		55.1	56.2	48.5
Nova Classical		77.0	74.0	74.0
Math & Science		71.6	71.8	54.9
Eagle Ridge		71.5	72.3	60.8
Orono		69.3	72.0	60.0
Mahtomedi		71.2	68.1	54.6
Wayzata		76.2	73.5	61.1
Minnetonka		75.7	74.3	67.5
Edina		70.6	73.9	63.1

2022-2023 Math Proficiency in Comparison to MN State Average

Math		Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 3		89.0	59.1	29.9	97.9	98.0	(0.1)
Grade 4		87.6	57.1	30.5	96.7	97.9	(1.2)
Grade 5		77.0	44.4	32.6	93.5	97.6	(4.1)
Grade 6		65.9	39.6	26.3	97.8	96.7	1.1
Grade 7		66.3	39.7	26.6	96.8	95.3	1.5
Grade 8		78.2	40.3	37.9	95.6	93.3	2.3
Grade 11		74.1	36.0	38.1	93.0	74.2	15.8

2022-2023 Reading Proficiency in Comparison to MN State Average

Reading		Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 3		77.8	47.4	30.4	96.8	98.0	(1.2)
Grade 4		79.5	48.4	31.1	95.7	97.9	(2.2)
Grade 5		87.4	58.7	28.7	93.5	97.7	(4.2)
Grade 6		86.8	53.4	33.4	97.8	97.0	0.8
Grade 7		80.4	45.2	35.2	96.8	95.8	1.0
Grade 8		86.4	44.8	41.6	96.7	94.0	2.7
Grade 10		84.5	51.7	32.8	95.5	83.4	12.1

2022-2023 Science Proficiency in Comparison to MN State Average

Science		Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 5		87.4	48.4	39.0	93.5	97.3	(3.8)
Grade 8		75.9	27.6	48.3	95.6	92.5	3.1
Grade HS		n/a	41.8	n/a	n/a	57.1	n/a

Academic & Non-Academic Outcomes/Goals per Charter Agreement

St. Croix Preparatory Academy's progress toward achieving goals per our charter agreement (Exhibit F) are noted below:

<u>Goal 1: State Assessment, Sub Goal 1.1: Absolute Proficiency</u>

At the conclusion of FY2024, the School's third grade reading proficiency rate will be no less than 25 percentage points higher than the state average reading proficiency rate for all third grade students.

Reading		Prep Score	State Score	Difference
Grade 3		77.8	47.4	30.4

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All-School: Each year, the School-wide proficiency rates will be no less than 20 percentage points higher than the state proficiency rate for all students in math and no less than 23 percentage points higher than the state proficiency rate for all students in reading.

		Math Score	Reading Score	Science Score
Prep – ALL SCHOOL		76.9	83.2	81.6
State Average		45.5	49.9	39.2
Difference		31.4	33.3	42.4

Goal 1.2: Comparative Proficiency

Each year, the School-wide proficiency rates will be no less than 10 percentage points higher than the Stillwater school district proficiency rate for all students in each reading, math, and science, and will exceed either the Edina, Orono, or Wayzata school districts for each reading, math, and science.

		Math	Reading	Science
Prep – ALL SCHOOL		76.9	83.2	81.6
Stillwater		55.1	56.2	48.5
Difference		21.8	27.0	33.1
Orono		69.3	72.0	60.0
Wayzata		76.2	73.5	61.1
Edina		70.6	73.9	63.1

Goal 1.3: Growth

Academic progress measures whether the student's achievement levels are improved, maintained, or decreasing/remains as "Does not Meet". The following data shows our comparison to state wide measurements.

	Improved	Maintained	Decreased
Prep – Math	14.9	59.3	25.9
State – Math	14.8	41.5	43.6
Difference	0.1	17.8	(17.7)
Prep – Reading	18.9	64.5	16.6
State – Reading	18.0	42.0	40.0
Difference	0.9	22.5	(23.4)

Goal 1.4: Achievement Gap Reduction

Each year, for each reading and math, the proficiency rate for each racial or economic subgroup, for which the School had publicly-reportable/sufficient counts, will exceed state proficiency rates for the subgroup by no less than 25 percentage points.

		Prep Score	State Score	Difference
Hispanic/Latino Reading		79.2	29.7	49.5
Hispanic/Latino Math		70.8	23.2	47.6
Asian Reading		82.2	44.5	37.7
Asian Math		70.8	42.4	28.4
Black/African American Reading		79.2	30.5	48.7
Black/African American Math		69.2	21.0	48.2
White Reading		83.5	58.4	25.1

White Math		77.9	55.2	22.7
Two or More Races Reading		84.0	49.8	34.2
Two or More Races Math		82.8	43.0	39.8
Special Education Reading		58.5	25.6	32.9
Special Education Math		**58.1**	**24.4**	**33.7**
English Learners Reading		**28.6**	**11.0**	**17.6**
English Learners Math		**26.7**	**13.0**	**13.7**
Free & Reduced Lunch Reading		**72.2**	**33.3**	**38.9**
Free & Reduced Lunch Math		**70.9**	**26.8**	**44.1**

Goal 2: Nationally-Normed Assessment

Elementary:

Each year, the School will administer a nationally-normed assessment in at least two grades, and more than 50% of the students taking the assessment will exceed the national average for their respective grade.

Due to the academic recovery after the Covid-19 pandemic we chose not to administer a nationally-normed assessment in 2022-2023.

Secondary:

Each year, at least 90% of graduating School students will have taken either the ACT or SAT, and a minimum of 70% of those students will exceed the state-average score.

92% of the graduating students took the ACT with the mean score of 25.3; the Minnesota state average is 21. Approximately 86% of the students had scores exceeding the state average.

Each year, a minimum of 50% of School students in grades 9-12 will take an Advanced Placement course, and at least 80% of those students will receive a grade of C or better.

70% of the School's students were enrolled in at least one Advanced Placement course during 2022-2023; and 80% of those students received a grade of C or better.

Each year, a minimum of 50% of School students in grades 9-12 will have taken an Advanced Placement test and at least 75% of those students will achieve a minimum score of 3.

70% of the School's students took an Advanced Placement test; and 75% of those students achieved a score of 3 or better.

Each year, at least 90% of the graduating class will have been accepted to a post-secondary institution.

95% of the School's graduating class was accepted to a post-secondary institution.

Goal 3: Ready for School

Each year, 95% of all the School's kindergarten students continuously enrolled since the first day of school will be able to

- Generate all sounds of the first 26 phonograms (letters a-z) by the end of Quarter 2
- Count to 32 by December 15, and
- Identify all 26 upper and lower case letters by May 15

During the 2022-2023 school year, all of these goals were met.

Goal 4: Graduation

Each year, at least 90% of 12th grade students will graduate.

The 2022-2023 graduation rate was 95.4%.

We will continue with our analysis and look for ways to increase performance. Once again, we believe this scores are a testimony to the entire school community and its commitment to the mission of St. Croix Prep.

Sincerely,

Jon Gutierrez
Executive Director
St. Croix Preparatory Academy

Q Comp Site Goal Update Form

General Information: This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal, as outlined in Minnesota Statutes, section 122A.414, subdivision 3(a). Goals should be in place by October 1 annually to ensure programs are fully implemented as required in Minnesota Statutes, section 122A.415, subdivision 1(d).

Contact the Q Comp team with any questions on this form and the goal setting process at mde.q-comp@state.mn.us.

COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: St. Croix Preparatory Academy Lower School

District/Charter School Name: St. Croix Preparatory Academy

Superintendent or Director: Jon Gutierrez

Email: jongutierrez@stcroixprep.org

Q Comp Coordinator (or common contact person)

Name: Deanna Thompson

Phone: 651-209-7371

Email: deannathompson@stcroixprep.org

The Minnesota Department of Education (MDE) will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. Accuracy of the goal(s) is the responsibility of the school site. MDE staff is available for assistance.

Please supply information where indicated (Steps 4 and 5):

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district, and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

Step 1: Review existing state and district goals, including supporting state and district data as well as other plans (e.g., Title I, staff development, World's Best Workforce).

Step 2: Review schoolwide results for all state accountability tests [Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)] for *all students* in reading, mathematics, and science, as well as other schoolwide standardized academic achievement tests.

Step 3: Based on the data review, determine the academic content area focus and select a standardized assessment for the identified content area.

Step 4: Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.) Trend data must match all information identified in the specific and strategic, measurable, attainable, results-based, and time-bound (SMART) goal in Step 5.

Identify the standardized assessment in the SMART goal: MCA III

Identify the academic content area assessed:

_X_ Reading   ___ Mathematics   ___ Science   ___ Other: Enter text here

Identify assessed grades in the SMART goal: 3rd and 4th Grade

School Trend Data
(Note: All percentages must be calculated to at least one decimal place.)

School Year	Assessment Result
2020-2021	83.8%
2021-2022	80.8%
2022-2023	78.4% Starting Value

Goals must include the following: grades assessed, school name, valid measure defined by the standardized assessment, academic content area, and a quantified starting and ending value. The starting value must match the assessment result found in the School Trend Data table and must be based on actual student achievement results and not based on an average over time.

If a site is using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

Step 5: Write a schoolwide SMART goal using one of the templates listed below.

The percentage of all students enrolled in 3rd and 4th grade at St. Croix Preparatory Academy Lower School who are proficient on the Reading MCA III will increase from 78.4% in 2023 to 78.9% in 2024.

- *All State Accountability Tests (MCA and MTAS)*
  The percentage of all students enrolled in grades #-# at SCHOOL NAME who are proficient on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).
  NOTE: Data can be found in the Minnesota Report Card under: Are Students Mastering Standards?>Test Achievement Levels, Test Results and Participation>Test: All Academic Accountability Tests>Students Included: All tested

- *ACT*
  The percentage of all students in grade # at SCHOOL NAME who meet or exceed the College Readiness Benchmark composite score as measured by ACT will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).

- *FAST*
  The percentage of all students in grades #-# at SCHOOL NAME who are in the "low risk" and "above average" categories on the FAST aReading (aMath) standardized assessment will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

  The percentage of all students in grades #-# at SCHOOL NAME who meet their growth projection on FAST aReading (aMath) will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

- *NWEA RIT Growth Projection*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

- *Teaching Strategies GOLD*
  The percentage of all students ages #-# at SCHOOL NAME who move up one level on the Teaching Strategies GOLD in DOMAIN AREA will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).
  Note: The goal must use all the indicators under one of the following sections: Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, The Arts, English Language Acquisition

- *Other Standardized Assessment*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed the VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).

Q Comp Site Goal Update Form

General Information: This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal, as outlined in Minnesota Statutes, section 122A.414, subdivision 3(a). Goals should be in place by October 1 annually to ensure programs are fully implemented as required in Minnesota Statutes, section 122A.415, subdivision 1(d).

Contact the Q Comp team with any questions on this form and the goal setting process at mde.q-comp@state.mn.us.

COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: St. Croix Preparatory Academy Middle School

District/Charter School Name: St. Croix Preparatory Academy

Superintendent or Director: Jon Gutierrez

Email: jongutierrez@stcroixprep.org

Q Comp Coordinator (or common contact person)

Name: Deanna Thompson

Phone: 651-209-7371

Email: deannathompson@stcroixprep.org

The Minnesota Department of Education (MDE) will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. Accuracy of the goal(s) is the responsibility of the school site. MDE staff is available for assistance.

Please supply information where indicated (Steps 4 and 5):

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district, and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

Step 1: Review existing state and district goals, including supporting state and district data as well as other plans (e.g., Title I, staff development, World's Best Workforce).

Step 2: Review schoolwide results for all state accountability tests [Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)] for *all students* in reading, mathematics, and science, as well as other schoolwide standardized academic achievement tests.

Step 3: Based on the data review, determine the academic content area focus and select a standardized assessment for the identified content area.

Step 4: Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.) Trend data must match all information identified in the specific and strategic, measurable, attainable, results-based, and time-bound (SMART) goal in Step 5.

Identify the standardized assessment in the SMART goal: MCA III

Identify the academic content area assessed:

    _X_ Reading   ___ Mathematics   ___ Science   ___ Other: Enter text here

Identify assessed grades in the SMART goal: Grades 5-8

<div align="center">

School Trend Data
(Note: All percentages must be calculated to at least one decimal place.)

</div>

School Year	Assessment Result
2020-2021	86.6%
2021-2022	81.5%
2022-2023	85.3% Starting Value

Goals must include the following: grades assessed, school name, valid measure defined by the standardized assessment, academic content area, and a quantified starting and ending value. The starting value must match the assessment result found in the School Trend Data table and must be based on actual student achievement results and not based on an average over time.

If a site is using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

Step 5: Write a schoolwide SMART goal using one of the templates listed below.

The percentage of all students enrolled in grades 5-8 at St. Croix Preparatory Academy Middle School who are proficient on the Reading MCA III will increase from 85.3% in 2023 to 85.8% in 2024.

- *All State Accountability Tests (MCA and MTAS)*
  The percentage of all students enrolled in grades #-# at SCHOOL NAME who are proficient on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).
  NOTE: Data can be found in the Minnesota Report Card under: Are Students Mastering Standards?>Test Achievement Levels, Test Results and Participation>Test: All Academic Accountability Tests>Students Included: All tested

- *ACT*
  The percentage of all students in grade # at SCHOOL NAME who meet or exceed the College Readiness Benchmark composite score as measured by ACT will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).

- *FAST*
  The percentage of all students in grades #-# at SCHOOL NAME who are in the "low risk" and "above average" categories on the FAST aReading (aMath) standardized assessment will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

  The percentage of all students in grades #-# at SCHOOL NAME who meet their growth projection on FAST aReading (aMath) will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

- *NWEA RIT Growth Projection*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

- *Teaching Strategies GOLD*
  The percentage of all students ages #-# at SCHOOL NAME who move up one level on the Teaching Strategies GOLD in DOMAIN AREA will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).
  Note: The goal must use all the indicators under one of the following sections: Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, The Arts, English Language Acquisition

- *Other Standardized Assessment*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed the VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).

Q Comp Site Goal Update Form

General Information: This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal, as outlined in Minnesota Statutes, section 122A.414, subdivision 3(a). Goals should be in place by October 1 annually to ensure programs are fully implemented as required in Minnesota Statutes, section 122A.415, subdivision 1(d).

Contact the Q Comp team with any questions on this form and the goal setting process at mde.q-comp@state.mn.us.

COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: St. Croix Preparatory Academy Upper School

District/Charter School Name: St. Croix Preparatory Academy

Superintendent or Director: Jon Gutierrez

Email: jongutierrez@stcroixprep.org

Q Comp Coordinator (or common contact person)

Name: Deanna Thompson

Phone: 651-209-7371

Email: deannathompson@stcroixprep.org

The Minnesota Department of Education (MDE) will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. Accuracy of the goal(s) is the responsibility of the school site. MDE staff is available for assistance.

Please supply information where indicated (Steps 4 and 5):

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district, and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

Step 1: Review existing state and district goals, including supporting state and district data as well as other plans (e.g., Title I, staff development, World's Best Workforce).

Step 2: Review schoolwide results for all state accountability tests [Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)] for *all students* in reading, mathematics, and science, as well as other schoolwide standardized academic achievement tests.

Step 3: Based on the data review, determine the academic content area focus and select a standardized assessment for the identified content area.

Step 4: Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.) Trend data must match all information identified in the specific and strategic, measurable, attainable, results-based, and time-bound (SMART) goal in Step 5.

Identify the standardized assessment in the SMART goal: MCA III

Identify the academic content area assessed:

    _X_ Reading   ___ Mathematics   ___ Science   ___ Other: Enter text here

Identify assessed grades in the SMART goal: 10th Grade

School Trend Data
(Note: All percentages must be calculated to at least one decimal place.)

School Year	Assessment Result
2020-2021	91.5%
2021-2022	85.2%
2022-2023	84.3% Starting Value

Goals must include the following: grades assessed, school name, valid measure defined by the standardized assessment, academic content area, and a quantified starting and ending value. The starting value must match the assessment result found in the School Trend Data table and must be based on actual student achievement results and not based on an average over time.

If a site is using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

Step 5: Write a schoolwide SMART goal using one of the templates listed below.

The percentage of all students enrolled in grade 10 at St. Croix Preparatory Academy Upper School who are proficient in the Reading MCA III will increase from 84.3% in 2023 to 84.8% in 2024.

- *All State Accountability Tests (MCA and MTAS)*
  The percentage of all students enrolled in grades #-# at SCHOOL NAME who are proficient on the ACADEMIC CONTENT AREA tests (MCA and MTAS) will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).
  NOTE: Data can be found in the Minnesota Report Card under: Are Students Mastering Standards?>Test Achievement Levels, Test Results and Participation>Test: All Academic Accountability Tests>Students Included: All tested

- *ACT*
  The percentage of all students in grade # at SCHOOL NAME who meet or exceed the College Readiness Benchmark composite score as measured by ACT will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).

- *FAST*
  The percentage of all students in grades #-# at SCHOOL NAME who are in the "low risk" and "above average" categories on the FAST aReading (aMath) standardized assessment will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

  The percentage of all students in grades #-# at SCHOOL NAME who meet their growth projection on FAST aReading (aMath) will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

- *NWEA RIT Growth Projection*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.#% in spring #### (prior year) to ##.#% in spring #### (current year).

- *Teaching Strategies GOLD*
  The percentage of all students ages #-# at SCHOOL NAME who move up one level on the Teaching Strategies GOLD in DOMAIN AREA will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).
  Note: The goal must use all the indicators under one of the following sections: Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, The Arts, English Language Acquisition

- *Other Standardized Assessment*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed the VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.#% in #### (prior year) to ##.#% in #### (current year).

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Lower School Principal
Report to the Board

Date of Report: September 2023
Report Prepared By: Joann Karetov

Recent Operational Items:
- Celebrating with LS staff our MN School of Excellence award!
- Preparation and planning for school kickoff, which includes Back to School nights, presentation to new employees, presentation to returning employees, preparing documents, EA meeting, etc.
- 2 Division meetings.
- 2nd year of Prep for Success Conferences. Again, well-received by the majority of parents and teachers as we prepared students to start school, assessed them in reading and/or math, and connected with the families.
- ADSIS report from 2022-2023 was due to MDE by September 15. This is an annual comprehensive report of every minute students received math/reading interventions, entrance/exit dates of support, and amount of growth made. Completed on September 12.
- Interviewed and hired all classroom gen ed EAs and teachers to be fully staffed in the LS gen ed programming.
- Interviewed and hired new sped paras.
- Meetings with LS counselor/nurse regarding students with behavioral concerns (weekly on Tuesdays).
- First grade-level meetings occurred on September 13 to place students in reading and math interventions.
- Started meet with all teaching faculty to review their ABC (academic, behavior, character) goals for the year.
- Buddies with US and MS planning. First date is Wednesday, September 20.
- IEP/parent meetings with students who need amendments/updates/new incoming to Prep for various reasons/needs.
- Communicated protocols and upcoming drills to staff (first fire drill 9/7).

Upcoming Events:
- Division meetings (monthly – 8/29/23, 9/7/2023, 10/5/2023), Grade level meetings (9/13/2023 & 9/28/2023)
- Homecoming pep fest to include LS students.
- Bi-Weekly meetings with LS leadership team
- Weekly meetings for child study will begin on 9/19/23.
- ADSIS training through MDE on 9/21/2023.
- EA meeting 9/21/2023.
- LS Character assembly – RESPECT – with US leadership class.
- School of Excellence webinar 9/29/23.
- 1st Lion Pride Breakfast 10/6/2023.

Goals:
- Preparation and planning for ADSIS/CEIS students who need additional support in reading/math services.
- Improve the number of students' skills in reading and math standards.
- Plan LS celebration for award.
- Start School of Character work in coming months for application in Fall, 2024.

The start of the school year starts August 1, before the kids come back to campus. In August we offered out a number of spots in the Upper School and offered tours to new families. There are a lot of event planning meetings, for example, Back to School night and the Freshmen orientation. This year we have two new teachers in the Upper school, Birkan Yavuz and Cecelia Schneeman. We work to get them up to speed and feeling comfortable going into the new year. There are PLC leadership meetings and Advisory Team Lead meetings, both are positions within the team where planning is done to enhance the overall student experience in the Upper School. We spent time getting the new teacher training organized and our annual Back to School week realized. I am grateful for Elaine Bransford, our Teaching and Learning Coordinator and Curriculum Coordinator, her work and insights are invaluable. I am also grateful to our Dean's of Students, Rita Thorson and Patrick Karrigan. The impact that these people have in the Upper School is already evident. Angela Lee, our new office manager in the Upper School, is doing an amazing job and we are very lucky to have her on the team.

Student Support Services
Report to the Board

Date of Report: September 2023
Report Prepared By: Peggy Rosell

Recent Operational Items:

- Current Special Education count – 179; New evaluations (in progress) - 3
- Current 504 Plan count – 40; New 504 evaluations – 9
- Current EL (English Learner) count – 18
- Interviewed and hired 7 new SpEd paraprofessionals! We are now fully staffed in this area.
- Getting settled into the new Lower School SpEd area – The Learning Lane (formerly known as The Learning Lab).
- Expansion of ADSIS (Alternative Delivery of Specialized Instructional Services) to include the Middle School. Added a Reading Specialist (.5 FTE) to deliver reading intervention to eligible students in grades 5-8.
- Special education and 504 plan meetings are starting to ramp up.
- Weekly team meetings with Lower School and Upper School SpEd teams. Middle School SpEd team meetings on the first and third Tuesdays of the month.
- Special Education Parent Advisory Council – 9/18/2023.
- With Terri Smith and Kelly Gutierrez, investigated the Special Education Teacher Pipeline Grant opportunity – Met with St. Thomas and the U of M to discuss programming options. Met with other Charter School Leaders to form a potential cohort of schools to apply for this grant.
- Working on MDE Post-School Outcome Survey – due by 10/1/2023.

Upcoming Events:

- Next SpEd Division Meeting, 10/12/23
- Due Process Paperwork Night, 11/9/2023 – 4:00-7:00 p.m.
- ADSIS Training/Webinar 9/21/2023
- 504 Plan Update meetings with MS and US teams, monthly

Goals & Challenges:

- Staffing: Need to fill 1 SpEd teaching position at the Upper School level.
- Organizing a cohort and writing and submitting the Pipeline Grant.

Middle School Principal
Report to the Board

Date of Report: September 2023
Report Prepared By: Amy Kleinboehl

Recent Operational Items:
- Onboarded 2 new staff members
- Organized 5th-grade orientation for students and parents
- Implemented advisory on Wednesdays and monthly K-12 Buddies (first one Wednesday, Sept 20th)
- We had 33 new students join us this year.
- Held MS Orientation for $5/6$ and $7/8$ graders. Among the many things I spoke about, the two things I told students I hope they remember is that I have two main rules when it comes to school. 1)Everyone needs to feel safe. 2)No one is allowed to disrupt the learning of others
    - Process for and the enforcement of tardies, technology, and hall passes with planner are needed.
- Led division meetings during PD week
- MS Student Council is starting this year
- Change our D.C. travel company from WorldStrides to School Tours of America.
- Met with all teachers to create goals for this year (Instructional and professional)

Upcoming Events:

- Oct 6th is Mid-Quarter/Homecoming
- Monthly Division meetings
- Fire/ALICE Drills
- Bi-weekly student support services meeting
- Bi-weekly middle school leadership meetings
- Bi-weekly middle school character ed/advisory meetings
- Monthly Child Study Meetings

Goals & Challenges:

- Continue building our advisory topic and rotation
- Consistency of MS policies throughout the division
- Support new teachers in consistent procedures
- Continue to analyze and capture the curriculum being taught in MS

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Members Present: J. Gutierrez, C. Olson, Rita Thorson, K. Gutierrez, N. Donnay, T. Smith

Members Absent:

Ex-officio Members Present:

Guests:

Meeting began at 10:05 am

Purpose of the meeting was to discuss the items for the conference call with Scott, scheduled for September 7 at 10:30 am. Items included are:

Focus Groups. In the initial scope of work, Rebar Leadership built in time for focus groups (e.g. Lower School faculty, Middle School faculty, Upper School faculty, and parents). There was discussion as to the goal of these groups (e.g. buy-in, communication, a part of change management, identify blind spots, how the focus groups support the process, etc.). Feedback from Rebar will be obtained in the conference call.

Retreat Planning. Discussed that the retreat should include initial feedback on individual interviews, updated timelines, focus group decision and timing, change management definition (January 2024), separation of the succession plans for the Executive Director and Executive Director of Finance & Operations. Noted that C. Olson and T. Smith should be invited to the board retreat.

Succession Planning Meeting Prior to the Retreat. Given the wide range of information related to succession planning, the committee will request another meeting, prior to the retreat to discuss the agenda, general talking points, etc.

The meeting ended at 10:45 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy

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Members Present: J. Gutierrez, C. Olson, Rita Thorson, K. Gutierrez, N. Donnay, T. Smith

Members Absent:

Ex-officio Members Present:

Guests: Scott Morrell, Rebar Leadership

Meeting began at 10:30 am

Purpose of the meeting was meeting with Rebar Leadership to discuss the next steps in the Succession Planning Statement of Work and to discuss the plan for the Board Retreat in October. Items discussed include:

Focus Groups. Discussed the advantages/disadvantages of focus groups, the number of groups, size of groups, stakeholders to include, etc. Decided to move forward with the following focus groups (6-8 in each group):
- Lower School Faculty
- Middle School Faculty
- Upper School Faculty
- Parents – Group 1 –this group will include the newly added board members – Terri Gulbransen and Jeff Johnson
- Parents – Group 2

The parent focus groups will take place on September 19 from 4:30 to 6:00 pm and 6:30 to 8:00 pm. The faculty focus groups will take place on September 20 throughout the day with subs covering appropriate classes.

N. Donnay will coordinate with Principals to get faculty member attendance; Scott will follow up with more detailed communication to them. Parent focus group members will be a collaborative effort by Succession Committee members and Principals.

Time Usage Study. This evaluation will occur after the accumulation of 365 days of data.

Retreat Planning. Discussed that the retreat and determined the following items:
- Agenda. The succession planning portion of the agenda will include initial feedback on individual interviews, updated timelines, focus group information, small group interaction to interpret the data, and future action plans.
- Attendees. Attendees will include all those who conducted interviews with Scott. Given this, N. Donnay will extend invitations to those not currently invited. In addition, an initial interview/invitation will include Marianne Thole, Food Service Director.
- Pre-Retreat Discussion. On September 28 at 10:30 the Succession Planning Committee will meet with Scott to preview board retreat information.
- Retreat Equipment/Needs. Discussed requirements (e.g. projector, cables, print-outs, etc)

The meeting ended at 11:20 am

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Submitted by J. Gutierrez, St. Croix Preparatory Academy