



St. Croix Preparatory Academy
Board Meeting Agenda
November 14, 2023

1. Call to Order	
2. Open Forum	
3. Board Calendar	2
4. Consent Agenda (Board Minutes, Executive Director Report)	
A. Board Minutes	5
B. Executive Director Report	9
C. Governance -- Policy Approval	
5. Agenda	
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D. Communication Stipend Approval	56
E. Succession Planning - Board Retreat Review	58
F. Dress Code -- Revision to Approve	60
6. Adjourn Meeting	



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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	September
Board Retreat	N. Donnay	
MDE Assurance of Compliance	J. Gutierrez	Complete - operational

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

Annual Report Approval – 2022-2023	J. Gutierrez	
World's Best Workforce Approval	J. Gutierrez	
Activities – Fall Overview, Winter Plan	K. Seim	

December	Responsible	Notes/Status
Audit Acceptance	K. Gutierrez	

January	Responsible	Notes/Status
Board Election Timeframe Discussion		

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 <ul style="list-style-type: none"> ● 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	3 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 <ul style="list-style-type: none"> ● 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 		

Members Present: N. Donnay, R. Hajlo, D. Keyes, A. Galati, R. Thorson, T. Gulbransen, J. Johnson, M. Stiles

Members Absent: K. Denzer

Ex-officio Members Present: J. Gutierrez

1 Call to Order

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

2. Open Forum

- Christoph Brown - Compensation
 - Stipend - extra work performed by teachers; apply at the end of the year. "Pilot Program"

3. Board Calendar 2023-2024 - J. Gutierrez

Link: [Board Calendar 2023-2024](#)

4. Consent Agenda

- A. Board Minutes -
 - a. August 15, 2023
 - B. Executive Director report
 - a. Highlighted: Waitlist is larger than it's been in previous years. Currently over 800.
 - b. Will be sharing special/fun moments from the past 20 years in honor of our 20 year anniversary.
 - C. Governance Committee - No report
- Motion to Approve: A. Galati
 - Second: R. Thorson
 - Approved: All

5 - Agenda

- A. 2022-2023 MCA Results - J. Gutierrez
 - a. Link: [MCA Results](#)
 - b. Link: [MCA Supplemental](#)
 - B. Q Comp Plan Update/Approval - D. Thompson
 - a. Explained site goals which are based on MCA reading scores.
- Motion to Approve: A. Galati
 - Second: J. Johnson

- Approved: All
- C. Opening of School Year Summary
 - a. [Student Services Report](#) - P. Rosell
 - b. [Upper School Report](#) - A. Sachariason
 - c. [Middle School Report](#) - A. Kleinboehl
 - d. [Lower School Report](#) - J. Karetov
- D. Succession Planning Update/Board Retreat
 - a. [Sept. 6, 2023 Minutes](#)
 - b. [Sept. 7, 2023 Minutes](#)
 - i. 2 parent focus groups
 - ii. teacher focus groups
 - iii. S. Morell is helping plan the October 7, 2023 retreat
 - iv. N. Donnay will be sending out an agenda and calendar invite after September 28, 2023, with S. Morell.

Data Practices Request Training - J. Gutierrez

- A. We do have a WhistleBlower Policy in place (as of 2011).
- B. Data Practices request.
 - a. All information in the building is public data: emails, information in filing cabinets, etc.
 - b. Anyone can request data and our Data Compliance Officer will respond accordingly.
 - c. Schools can choose to handle the request themselves or pass it on to lawyers.
 - d. Personal information is redacted before the data is passed on to the requester.
 - e. Schools cannot charge for data requests.

Adjournment: - 7:01 PM

- Motion to adjourn: A. Galati
- Second: R. Thorson
- Approved: All

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

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

Members Absent:

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

Advisory Members & Guests: J. Karetov, A. Kleinboehl, A. Sachariason, K. Seim, B. Blotske, C. Olson, T. Smith, S. Peterson

1 Call to Order

R. Hajlo called the meeting to order at 8:30 AM.

2 Introductions: B. Hajlo

3 Seminar: D. Keyes

4 Succession Planning Discovery Phase Discussion: S. Morrell

1. S. Morrell, Rebar Leadership, summarized the results of the Discovery Phase of his interviews and focus groups. There was discussion.

4 Succession Planning Discovery Phase Small Groups

1. Four small groups interacted with the data from the Discovery Phase, then reported back to the large group the feedback.
2. There was discussion of the feedback
3. There was discussion of next steps.
4. Individual Group feedback will be compiled for future discussion.
5. Final comments and remarks.

Adjournment:

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

Respectfully Submitted by J. Gutierrez



Executive Director’s Report to the Board

Date of Report: November 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 two student escalation issues.
- Substantial Foundation communication work, database development finalized for alumni parents, communication drafted and rollout to them and alumni over the next two months. Evaluation of data in Bloomerang for future use.
- Classical Conference attendance and networking with other classical schools in the area.
- Communication on 20th Year. Substantial work on continued planning, communication schedule, and drafting first communication pieces
- Succession Planning Committee work to subsequent to board retreat for next steps by the board.
- Admin and dean training on intersectionality, moral foundation theory, and its implications in educational philosophy – impact of Blue Ocean strategy in maintaining enrollment/applications.
- Informational meeting explaining history, mission, and philosophy of school; about 45 in attendance.
- Traffic nearly every day since resources are lacking.
- Continued professional development through reading, podcasts, etc.
- 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	90	186	129
1 st Grade	91	102	27
2 nd Grade	90	60	37
3 rd Grade	91	103	24
4 th Grade	91	87	33
LS Total	454 (+2)	538 (+7)	250 (+126)
5 th Grade	93	86	25
6 th Grade	94	102	36
7 th Grade	95	64	21
8 th Grade	93	55	16
MS Total	375	307 (+12)	98 (+49)
9 th Grade	104	⁹ 0	33

10 th Grade	100	0	4
11 th Grade	90	0	1
12 th Grade	91	0	
US Total	385 (-2)	0	38 (+24)
School Total	1,214	845 (+19)	386 (+199)

Comments on Enrollment

- MS also has 7 shared time students
- PSEO Grade 11 – 12 part-time; 7 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 Aristotle	
	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	
	Podcast – 80 minutes	Trojan War Podcast – The Sack of Troy	
	Podcast – 90 minutes	Odyssey Podcast - Penelope	
	Podcast – 85 minutes	Odyssey Podcast - Cyclops	
	Podcast – 75 minutes	Odyssey Podcast – Aeolus and Lastrygonians	
	Podcast – 80 minutes	Odyssey Podcast - Circe	
	Podcast – 70 minutes	Odyssey Podcast – Odysseus in the Underworld	
	Podcast – 120 minutes	Odyssey Podcast – Sirens, Scylla, Charybdis and some Cows	
	Seminar – 6 hours	School Law Seminar – Rupp, Anderson, Squires and Mace	
	Podcast – 80 minutes	Odyssey Podcast - Calypso	
	Podcast – 100 minutes	Odyssey Podcast -- Telemachus	
	Podcast – 90 minutes	Odyssey Podcast – Telemachus, Menelaus, and Helen of Troy	
October	Netflix Series 7 hours	Troy: Fall of a City	
	Play	Iphigenia at Aulis, by Euripides	
	Play	Ajax, by Sophocles	
	Podcast – 90 minutes	Odyssey Podcast – Nausicaa	
	Podcast – 100 minutes	Odyssey Podcast – Demodocus and the Phaeacians	
	Podcast – 150 minutes	Odyssey Podcast -- Homecoming	
	Podcast – 150 minutes	Odyssey Podcast – Recognition and Revenge	
	Podcast – 90 minutes	Odyssey Podcast -- Reunion	
	Poem & Analysis	Ulysses, by Alfred Lord Tennyson	12
	Lectures – 75 minutes	Video lectures on Ajax, by Sophocles	
	Greek Drama – Play	Hecuba, by Euripides	
	Podcast – 50 minutes	Ancient Greece Declassified – Odysseus	
	Movie	O Brother, Where Art Thou? – based on the epic poem Odysseus	
	Book	A Man of Two Faces, by Viet Thanh Nguyen	
November	Book	Iliad, Books 11-24, by Homer	
	Book	The Trojan War, A New History, by Barry Strauss	



ST. CROIX PREPARATORY ACADEMY 2022-2023 Annual Report Summary of Changes

The following changes have been made in the 2022-2023 Annual Report:

- Year changed from 2021-2022 to 2022-2023
- Page 4. Board Roster updated, summary of elections, and training updated based on board meetings.
- Page 5. Management, administration, and faculty information updated later in the report.
- Page 5-6. Added 2022 enrollment information.
- Page 6-7. Added 2022-2023 MCA Scores, updated SchoolDigger rankings, ACT scores, graduation rates.
- Page 9. Updated financial information with current data.

The following changes have been made in the 2022-2023 World's Best Workforce Report:

- Updated racial/ethnic demographics
- Updated Goals/Results from current data.



st. croix preparatory academy

Annual Report &
World's Best Workforce Summary
2022-2023

Introduction

The purpose of this report is to summarize the progress and achievements of St. Croix Preparatory Academy (The School) in its 19th year of operation. This study includes information on the 2022-2023 school year, such as student demographics, governance, and finances. The report also includes additional data needed to provide a comprehensive description of The School and its educational programs and practices.

This annual educational audit serves to meet the requirement of reporting progress towards the academic and non-academic goals outlined in the charter application approved by the Minnesota Department of Education. This evaluation meets Minnesota's Department of Education requirement for reporting as defined in Minnesota Statutes Section 124E.12 and E16.

During its 19th year of operation, the School received support from its authorizer, Friends of Education. In addition, the combined efforts and support of the faculty, administration, students, families, and community members were instrumental in implementing and developing a strong, supportive community and a strong academic program.

1. School Vision, Mission Statement, and Educational Philosophy

A. Vision

St. Croix Preparatory Academy envisions a learning environment centered on an integrated, rigorous, standards-based, classical curriculum that encourages students to think logically and critically, to communicate effectively and to embrace life-long learning as demonstrated by their successful pursuit of post-secondary education. The School will offer a small school community and a rigorous academic environment to area families.

B. Profile

We are the first public school in the eastern suburbs specifically dedicated to offering a demanding classical, liberal arts curriculum with an additional emphasis on development of each student's personal character, and leadership qualities. St. Croix Preparatory Academy will provide a learning opportunity that, until now, has only been available at select private schools.

The School was founded by parents, educators, and business people who wanted a more challenging education for their students. They wanted a school that demanded an education that challenges students to achieve to their highest potential as well as put forth their best in behavior, attitude, and effort. The School is creating a college prep educational program based on true inquiry, intellect, and character. By focusing on students' character and leadership qualities, in addition to developing their academic potential, The School is committed to developing young adults who are prepared to lead abundant and responsible lives as contributing members of our society.

C. 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.

D. Educational Philosophy

The School is based on a classical model of education. A classical model focuses on providing students with the life-long educational tools to learn and think for themselves. The classical tradition is grounded in the time-tested methodology of learning called the “Trivium”, which recognizes that critical learning skills must precede critical thinking skills. The Trivium methodology is organized into the following three stages corresponding to the general stages of a student’s cognitive development:

- **Grammar.** The first phase of the Trivium is Grammar (grade level K - 4). Grammar emphasizes the facts and rules of each subject that later learning is built upon. This stage focuses on the accumulation of knowledge and the rules related to each particular subject. This mirrors the stage of development where children love to mimic, recite, chant, and memorize. The objective of this phase is to provide each student with a strong foundation of subject matter KNOWLEDGE.
- **Logic.** The second phase is Logic (grade level 5 - 8). Logic focuses on a students’ ability to analyze and interact with the knowledge acquired in the Grammar stage. The Logic stage is the phase where understanding is grasped. This corresponds with the student’s curiosity and desire to ask questions. The objective of the Logic phase is UNDERSTANDING.
- **Rhetoric.** The final phase is Rhetoric (grade level 9 - 12). Rhetoric teaches a student how to express and discuss a subject. Rhetoric is the communication stage, where students defend and refute opinions based on their understanding and knowledge of subject matter. This fits nicely with the students’ affinity for contradiction and argumentation. The objective of the Rhetoric phase is COMMUNICATION.

GRAMMAR				LOGIC				RHETORIC			
K/1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	13 th
KNOWLEDGE				UNDERSTANDING				COMMUNICATION			
Knowledge - Comprehension				Application - Analysis				Synthesis - Evaluation			

2. School Governance

Since its inception, St. Croix Preparatory Academy has followed the Carver governance model. This model is designed to empower a board of directors to fulfill their obligations of accountability for the School. The model enables the board to focus on the larger issues, delegate with clarity, to control management’s job without meddling, to rigorously evaluate the accomplishment of the organization.

In contrast to typical board leadership, policy governance separates issues of organizational purposes from all other organizational issues. St. Croix Prep’s Board demands accomplishment of purpose and only limits the staff’s operational decisions to those which do not violate the board’s pre-stated standards of prudence and ethics.

The Board’s own purposes are defined in accordance with the roles of the board, its members, the chair and other officers, and any committees the board may need to help it accomplish its job. This includes the necessity to “speak with one voice”. Dissent is expressed during the discussion preceding a vote. Once taken, the board’s decisions may subsequently be changed, but are never to be undermined. The board’s expectations for itself also set out self-imposed rules regarding the delegation of authority to the staff and the method by which board-stated criteria will be used for evaluation. The Board delegates with care.

There is no confusion about who is responsible to the board or for what board expectations they are responsible. The Board utilizes an Executive Director; and the Board is able to hold this one position exclusively accountable.

A list of the Board members as of June 30, 2023 is provided below. Board members attend over 80% of the meetings; and all board members have fulfilled the board training requirements noted in state statute.

Name	Board Position	Group Affiliation	Date Seated	Term Expiration	Phone Number	Email Address
Nicole Donnay	Vice Chair	Teacher	03/25/2014	08/18/2023	651-395-5900	ndonnay@stcroixprep.org
Kristen Denzer		Parent	08/21/2018	08/17/2024	651-353-2085	kristendenzer@stcroixprep.org
Bob Hajlo	Chair	Community	09/20/2016	08/23/2025	952-500-0751	bobhajlo@stcroixprep.org
Deb Keyes		Teacher	03/20/2012	08/19/2025	651-395-5900	dkeyes@stcroixprep.org
Drew Melendres		Parent	09/15/2020	08/18/2023	651-303-5776	drewmelendres@stcroixprep.org
Rita Thorson		Teacher	03/28/2023	08/17/2024	612-309-6237	ritathorson@stcroixprep.org
Angela Galati	Clerk	Teacher	10/19/2021	08/18/2023	651-395-5900	angelagalati@stcroixprep.org
Matt Stiles		Parent	08/16/2022	08/19/2025	651-395-5900	matthewstiles@stcroixprep.org

Board members serve a three year term and elections are held during the last week in May of each school year. In the May 2023 election, teacher board members Nicole Donnay and Angela Galati successfully ran for reelection; Drew Melendres did not run for reelection; new parent board members, Terri Gulbransen and Jeff Johnson were elected as new parent board members. New parent board members, will be seated upon the completion of his St. Croix Prep board required training. All of the re-elected board members have completed their board training (Board Training Policy adopted by the St. Croix Prep Board) they will continue in their service. During the current year, the board members, aside from the state statute requirements, received training which included but was not limited to the following:

- Governance Training and Governance Manual Composition/Release.
- Succession Planning and Development Plan design for identified successors
- Legislative Awareness. Identification and discussion of key legislative initiatives impacting charter schools.
- Additional detailed training is noted below:

Name	Board Training
Rita Thorson Bob Hajlo Kristen Denzer Drew Melendres Matt Stiles Deb Keyes Angela Galati Nicole Donnay	<p>Legal Training - MN Stat 120A.41 Hours of Instruction;</p> <p>MN Stat 120A.414 e-Learning days</p> <p>Minn. Stat. 124E.05 Authorizers, specifically related to Friends of Education, terms of charter agreements, monthly compliance, network of schools, and general partnership</p> <p>Minn. Stat. 123B.38 School fees not authorized or prohibited</p> <p>Board Election - School bylaws - Article IV Section 7, Minn Stat 124E.07;</p> <p>MN Stat 13D - Open Meeting Law, Special Meetings, Emergency Meetings and Public Notification Requirements</p> <p>MN Stat 124D.787 requirements related to the American</p>

	<p>Indian Parent Advisory Council (e.g. membership, meetings, vote of compliance, etc.)</p> <p>Annual Charter School Assurances, specifically the history and circumstances of TIZA school, issues related to the separation of church and state - Minn. Stat. 124E.13 (facilities), 124E.06 (non-sectarian) and related policies (e.g. dress code, equal access, religion, and data practices)</p> <p>Minn. Stat. 124E.16 - Audit reports and annual report submission</p> <p>Minn. Stat 124E.17 - Dissemination of school information to underserved communities</p>
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3. School Management and Administration.

The administration licensure information is included as an appendix to this report.

4. Teaching Faculty Information

The faculty licensure information is included as an appendix to this report.

5. School Admissions and Enrollment

Enrollment is one of the keys to viability in the first years of a charter school's operations. St. Croix Prep's enrollment (over 1,200 students) and long waiting list (over 700) ensured that classes operated at capacity. Very few students left St. Croix Prep during the school year, and when students did leave, the available spots were quickly filled.

A historical review of The School's enrollment growth is summarized below:

- In 2004 opened with 200 students in grades K-7 (waiting list of 169)
- In 2005 enrolled 252 students in grades K-8 (waiting list of 279)
- In 2006 enrolled 342 students in grades K-9 (waiting list of 306)
- In 2007 enrolled 444 students in grades K-10 (waiting list of 549)
- In 2008 enrolled 743 students in grades K-11 (waiting list of over 450)
- In 2009 enrolled 881 students in grades K-12 (waiting list of over 500)
- In 2010 enrolled 958 students in grades K-12 (waiting list of over 500)
- In 2011 enrolled 1,010 students in grades K-12 (waiting list of over 500)
- In 2012 enrolled 1,056 students in grades K-12 (waiting list of nearly 500)
- In 2013 enrolled 1,119 students in grades K-12 (waiting list of nearly 500)
- In 2014, enrolled 1,150 students in grades K-12 (waiting list of nearly 500)
- In 2015, enrolled 1,163 students in grades K-12 (waiting list of nearly 600)
- In 2016, enrolled 1,155 students in grades K-12 (waiting list of over 700)
- In 2017, enrolled 1,164 students in grades K-12 (waiting list of over 700)
- In 2018, enrolled 1,157 students in grades K-12 (waiting list of over 700)
- In 2019, enrolled 1,207 students in grades K-12 (waiting list of over 700)
- In 2020, enrolled 1,208 students in grades K-12 (waiting list over 700)
- In 2021, enrolled 1,213 students in grades K-12 (waiting list over 700)
- In 2022, enrolled 1,225 students in grades K-12 (waiting list of over 700)

St. Croix Prep's Open Enrollment period normally runs from the last week in August to the first week in January. Families desire to know the placement of their Kindergarten students so the end of the School's enrollment period coincides with the Kindergarten registration in the local district. St. Croix Prep's school demographics mirror the local district. At St. Croix Prep, 14% of the students are Special Education students; 12% qualify for free and/or reduced lunch and 3% of the students are English Language Learners; approximately 74% of the students are White, the remaining 26% consist of Latino, Asian, African American, and students of two or more races.

In accordance with MN Statute 124E.17 Subd. 1, the School disseminates school information in the form of flyers to local organizations that provide services to low-income families, students of color, and students who are at risk. This information includes appropriate contact information, informational meeting dates, etc. Flyers were distributed to the following locations: Stillwater – Goodwill, Family Means, Trinity Lutheran Church Family Resource Center, and Valley Outreach; Woodbury -- Family Achievement Center, Goodwill, Savers, Christian Cupboard Food Shelf; White Bear Lake – Solid Ground, White Bear Lake Food Shelf; Mahtomedi -- St. Andrew’s Community Resource Center.

The history of enrollment and comments related to this are noted below:

School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	Attrition Rate
2007-08	50	50	50	50	50	50	30	30	30	27	27			444	7%
2008-09	84	84	84	84	84	70	60	60	55	30	20	28	0	743	5%
2009-10	84	84	84	84	84	84	84	84	73	60	30	18	28	881	2%
2010-11	87	87	87	87	87	87	87	84	80	80	60	30	15	958	4%
2011-12	87	87	87	87	87	87	87	84	80	72	84	60	21	1,010	6%
2012-13	90	90	90	90	90	90	90	82	77	83	65	72	57	1,056	4%
2013-14	90	90	90	90	90	90	90	93	80	84	85	74	73	1,119	5%
2014-15	90	90	90	90	90	90	90	91	93	85	82	90	75	1,146	6%
2015-16	90	90	90	90	90	90	90	93	90	85	86	87	92	1,163	5%
2016-17	90	90	90	90	90	90	90	90	90	90	90	90	90	1,170	5%
2017-18	90	90	90	90	90	90	90	90	90	90	90	90	90	1,170	6%
2018-19	90	90	90	90	90	92	92	90	92	95	96	83	67	1,157	5%
2019-20	90	90	91	90	90	92	91	92	91	109	98	98	85	1,207	4%
2020-21	90	90	90	90	90	92	92	92	91	105	98	96	92	1,208	3%
2021-22	90	90	90	91	90	92	93	92	93	105	98	96	93	1,213	3%
2022-23	90	90	91	91	92	93	93	95	93	109	105	90	95	1,225	3%

Full enrollment at St. Croix Prep is approximately 1,200 students. Anticipated 2022-2023 enrollment is 1,200 students.

6. Academic Program/Performance.

Minnesota Comprehensive Assessments (MCA). The State of Minnesota uses the MCA test results to determine proficiency. The historical scores (with comparison to the MN state average) for The School are noted below:

	MN Average	St. Croix Prep
MATH		
2022-2023	46%	77%
2021-2022	46%	79%
2020-2021	44%	74%
2019-2020	n/a - Covid	n/a - Covid
2018-2019	56%	86%
2017-2018	58%	85%
2016-2017	59%	83%
2015-2016	59%	85%
2014-2015	60%	83%
2013-2014	61%	80%
2012-2013	61%	77%
2011-2012	62%	78%
2010-2011	56%	72%
2009-2010	66%	84%
2008-2009	62%	79%
2007-2008	62%	81%
2006-2007	61%	85%
2005-2006	58%	83%

READING		
2022-2023	51%	83%
2021-2022	52%	82%
2020-2021	53%	87%
2019-2020	n/a - Covid	n/a - Covid
2018-2019	60%	90%
2017-2018	60%	89%
2016-2017	60%	89%
2015-2016	60%	87%
2014-2015	59%	87%
2013-2014	59%	85%
2012-2013	58%	81%
2011-2012	76%	96%
2010-2011	74%	92%
2009-2010	72%	90%
2008-2009	72%	88%
2007-2008	71%	86%
2006-2007	69%	90%
2005-2006	72%	88%
SCIENCE		
2022-2023	39%	82%
2021-2022	41%	75%
2020-2021	43%	76%
2019-2020	n/a - Covid	n/a - Covid
2018-2019	51%	86%
2017-2018	53%	86%
2016-2017	54%	83%
2015-2016	55%	80%
2014-2015	53%	86%
2013-2014	53%	79%
2012-2013	53%	69%
2011-2012	51%	75%
2010-2011	48%	70%
2009-2010	49%	71%
2008-2009	46%	69%
2007-2008	39%	57%
Prior Years	n/a	n/a

The scores posted by St. Croix Prep’s students are among the highest in the state of Minnesota.

St. Croix Preparatory Academy’s high academic performance has been repeatedly acknowledged by the Minnesota Department of Education, SchoolDigger (ranked the #1 district in MN for the past seven years), Niche (#5 Elementary School in Minnesota; #7 Middle School in Minnesota; #5 High School in Minnesota), These sources have continually ranked St. Croix Preparatory Academy as one of the nation’s best (and state’s best) schools as it relates to rigor, college preparation, ACT scores (25.3 in 2022), percentage of students taking Advanced Placement classes, graduation rates (95.4% in 2022). In addition, in the summer of 2023, St. Croix Prep’s Lower School was also recognized with the Minnesota School of Excellence award.

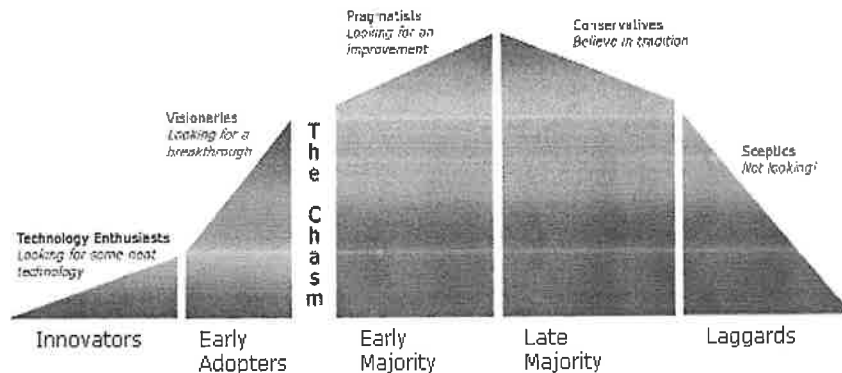
Apart from the core academic classes, St. Croix Preparatory Academy offers Art, Music, and Physical Education, for all students beginning in Kindergarten. The school offers Latin and Music Performance electives (Band, Orchestra, Choir, Jazz Band) for students in grades 5-12. Aside from field trips and service projects, St. Croix Prep also offers educational travel opportunities, with 8th Grade students traveling to Washington D.C. Juniors and seniors have international educational travel opportunities; the 2018-2019 class spent 12 days in Italy; students from the 2023-2024 class spent 12 days in Greece. The School has offered a Marine Biology educational travel opportunity to the Cayman Islands and a service travel opportunity to Guatemala. In addition to the academic programming, St. Croix Prep offers its students a full range of extracurricular activities. These include but are not limited to:

- Academic activities - Student Council, National Honor Society, National Art Honor Society, National English Honor Society, Quiz Bowl, Battle of the Books, Continental Math League, Upper School Math League, Lego League, School Newspaper,

- Athletic activities – MSHSL athletics which include football, cross country, volleyball, archery, basketball, soccer, baseball, hockey, softball, girls lacrosse, girls tennis, track, golf, dance team, alpine skiing, and ski club.
- Performing arts activities – Chamber choir, Concert choir, Jazz band, Pep Band, Show Choir, Honors Choir, Lower School Theater, Middle School Theater, Upper School Theater, Speech, and Debate.

7. Innovative Practices – Operational Philosophy centered on Diffusions of Innovation Theory

The School has always evaluated its purpose, growth model, marketing, and operations in terms of diffusions of innovation theory (developed by Everett Rogers in 1962) as presented by Geoffrey Moore in his books *Crossing the Chasm*, *Inside the Tornado* and *Escape Velocity*. Marketing the school, positioning/differentiating it within its market, development of a whole product and operations (e.g., hiring, governance models, policy development, recruiting, and programming) all take into consideration the five segments of classification typically described in technology adoption (e.g., innovators, early adopters, early majority, late majority, and laggards). This impacts the School’s hiring practices, governance model, policy development, recruiting practices, etc. This best practice was adopted by the leading technology companies in the 1990s and continues to be one of the standards for entrepreneurial leadership.



St. Croix Prep uses this theory for both an internal and external evaluation of the School. In accordance with the model, current goals are focused on operational excellence and customer intimacy (as opposed to prior years’ goals of growth and product leadership). Nearly every element of this report is discussed in terms of its alignment with the aforementioned theory.

8. Program Challenges

The operations at St. Croix Prep still experienced some impact from the Covid-19 pandemic; and significant progress was made on the 2022-2023 goals noted below.

- Identifying the challenges and steps of transitioning students back into a more normal school environment. Students staying power has been diminished, mental health challenges have increased, and student maturity development is behind due to time away from a normal school environment.
- Reestablishing teams (e.g. Lower School, Middle School, Upper School, Student Services, Activities, Administration, and Board) after they have experienced the previous year’s educational challenges. This will be done via communication, team building, and activities/events.
- Rebuilding parent-faculty relationships and school community that have been disrupted by the challenges of the Covid-19 school years. This will be done via communication and community building events and activities.

We anticipate the upcoming year will be very similar to pre-pandemic years.

9. Finances

The School continues to show fiscal responsibility in its operations by adding to its fund balance during each fiscal year. This is being accomplished even while making strategic investments for the future growth of the School. The School has received a “clean” audit for the previous 17 years. In addition, the School has received the MDE Finance Award every year it has applied for this award (15 years in total). At June 30, 2023, the School had an unassigned general fund balance of 36%. In addition, the School has maintains a line of credit (\$500,000) to account for unforeseen cash flow shortages. The School has not drawn on the line of credit in over 132 months. A copy of the School's 2022-2023 Audit Report is on file with the State of Minnesota. The field work related to the 2022-2023 audit will occur in August-October 2023 and will be filed with the State of Minnesota by November 30, 2023.

10. Future Plans

The School's future plans consist of continued work on the rollout of the separate 501c3 public charity – St. Croix Preparatory Academy Foundation. The purpose of this organization is to raise capital to improve the long term financial viability of the organization, issue scholarships, fund faculty leaves of absence, enhance compensation, and support necessary campus improvements.

In addition, the Board has engaged in a three year succession plan for a new Executive Director (co-founder, Jon Gutierrez). It is anticipated that a transition could begin in September of 2025.

11. Authorizer

The School is authorized by Friends of Education. Contact information for them is noted below.

Friends of Education
11100 Wayzata Blvd; Suite 800
Minnetonka, MN 55305
Executive Director: Beth Topoluk
Website: improvek-12education.org
Email: director@improvek-12education.org



2022–23 Combined World’s Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report

District or Charter Name: St Croix Preparatory Academy

WBWF Contact: Deanna Thompson

A&I Contact: n/a

Title: Teaching and Learning Coordinator

Title: n/a

Phone: 651-209-7371

Phone: n/a

Email: dthompson@stcroixprep.org

Email: n/a

Did you have a Minnesota Department of Education (MDE) approved A&I plan implemented in the 2022–23 school year (SY)?

Yes No

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

Year 3 (3-year plan spans 2020–22 SY)

Year 2 (3-year plan spans 2021–23 SY)

Did you have a Racially Identifiable School (RIS) in the 2022–23 SY?

Yes No

World’s Best Workforce

Annual Report

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

The Annual Report is published at: <https://www.stcroixprep.org/finance-committee/>

Annual Public Meeting

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

The Annual public meeting was held on Monday, November 27, 2023

Respond to the questions below.

Process for ensuring students of color, American Indian students and students from low income families have equitable access to experienced, in-field, and effective teachers.

The district uses the staffing profile on the MN Report Card and staffing information provided by the district's HR office to analyze staffing data. Conversations revolving around equitable access data happen at a variety of levels at St. Croix Preparatory Academy. They are addressed at the start of each year when the teaching schedules are being created, as well as hiring for open teaching positions. They are also addressed at the end of the school year when reviewing positions that need to be filled for the following year. When creating a teaching schedule, especially relating to team teaching, we keep in mind the experience, effectiveness, and teacher licensure. Any changes made are discussed at the administrative level in each division, with the Q Comp leadership team, and the WBWF Committee Meetings throughout the year.

Strategies the district initiated to improve student equitable access to experienced, in-field, and effective teachers?

The district reviews teacher compensation through the lens of the school board, our yearly budget, and our Foundation Board. Our goal is to continuously work towards improving our compensation in order to gain experienced, effective, and in-field teachers.

Efforts to increase the racial and ethnic diversity of teachers in your district.

The district's student population is comprised of 4.5% Hispanic or Latino students, 1.2% American Indian or Alaska Native students, 12.7% Asian students, .0% Native Hawaiian or other Pacific Islander students, 3.2% students of two or more races, 4.3% black or African American students, and 74.1% white students. Staff race/ethnicity demographics are no longer available through the Minnesota Report Card.

Strategies has the district initiated to increase and retain teachers of color and American Indian teachers in the district? What goal(s) are you pursuing?

The district reviews teacher compensation through the lens of the school board, our yearly budget, and our foundation board. Our goal is to continuously work towards improving our compensation in order to gain diverse, experienced, effective, in-field teachers.

Goals and Results

All Students Ready for School

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022-23 school year.</p> <p>Of the students enrolled in K by August 27th (last day of summer) and still enrolled by October 1st of the 2022-2023 school year, 90% of the students will take a kindergarten readiness assessment in August 2022.</p> <p>Of the students enrolled in kindergarten by August 15th and still enrolled by October 1st of the 2022-2023 school year, 75% will attend the 4-day kindergarten camp in August 2022.</p> <p>Of the students enrolled by October 1st of the 2022-2023 school year in kindergarten, 95% of them will advance to 1st grade.</p> <p>Of the students enrolled by October 1st of the 2022-2023 school year in kindergarten, 80% will meet the STEP 3 benchmark level in reading by the end of the year. For example, some of the categories: sounds, letter identification, and fluency.</p>	<p>Provide the 2022-23 school year result that directly ties back to the established goal.</p> <p>Of the students enrolled in kindergarten by October 1st of the 2022-2023 school year, 85 out of 90 (94.4 %) took the kindergarten readiness assessment. (Goal Met)</p> <p>Of the students enrolled in Kindergarten between August 15th and October 1st of the 2022-2023 school year, 82 out of 90 (91.1%) attended kindergarten camp. (Goal Met)</p> <p>Of the students enrolled in kindergarten by October 1st of the 2022-2023 school year, 87 out of 90 (96.7%) advanced to 1st grade. (Goal Met)</p> <p>Of the students enrolled in kindergarten by October 1 of the 2022-2023 school year, 75 out of 90 (67.8%) met the STEP 3 benchmark level in reading by the end of the year. (Goal Not Met)</p>	<p><i>Check one of the following:</i></p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input checked="" type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

The data we use for our All Students Ready for School is the number of students who participate in Kindergarten Camp, Kindergarten Assessments, the number of students who achieve STEP level 3 by the end of their kindergarten year, and the number of students who move onto 1st grade at St. Croix Preparatory Academy. The Lower School teachers meet every other week as a grade level. This includes the grade-level team and principal meetings once a month. There are also weekly child study meetings. Before and after the child study meetings, teachers collect data on interventions. Parent-teacher conferences are held two times a year and as needed. Teachers communicate with parents by newsletter, phone calls, emails, and conferences. For students who are not meeting proficiency, Kindergarten teachers make a recommendation for students to receive reading intervention services for half of their music time. The reading specialist targets reading skills that were not achieved on their STEP test. Some examples are rhyming, segmenting, identifying beginning sounds, and letter sounds. These services may start the 3rd- 4th week of school. Lower school also offers summer school. WIN (What I Need) time is every day and used to target reading skills (if needed).

All Students in Third Grade Achieving Grade-Level Literacy

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022-23 school year.</p> <p>SCPA Lower School will implement reading supports and interventions for third grade to meet proficiency rates of 78.3% on the MCA III Reading test in April 2023.</p>	<p>Provide the 2022-23 SY result that directly ties back to the established goal.</p> <p>77.5% (69/89) of 3rd graders achieved proficiency on the 2023 MCA III Reading test. (Goal Not Met)</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input checked="" type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

We use the MCA Reading scores in the spring for grade 3 as well as STEP benchmarks. We correlate STEP data to state standards. Students are assessed in STEP three times a year. Some students are given an additional STEP test in the fall to see if they have made progress over the summer. Based on the benchmark report for the 3rd grade MCA III Reading test, we noticed the proficiency for students in informational versus literature is within 1%. This tells us that the strategies we have been using work. Third-grade teachers use 3rd grade standards with 4th-grade texts. Teachers use online MCA practice tests with Pearson Access and simulate the testing room for 3rd graders taking the test for the first time. Teachers meet weekly in PLCs and grade-level teams to make sure their curriculum aligns with the state standards. Teachers also review the

prior year’s benchmark reports to reflect on trend data. Lower school is also offering summer school. WIN (What I Need) time is used to target reading skills. Additionally, teachers may use online programming (i.e. Freckle) to support students beyond the classroom. This year, DIBELS is administered to all students in the fall and will be administered at the end of the year to assess growth in basic literacy benchmarks.

Close the Achievement Gap(s) Between Student Groups

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>Each PLC will implement reading curriculum supports and interventions to increase ‘meets’ or ‘exceeds’ proficiency of special education students in grades 5-8 to at least 48.5% on the MCA III/MTAS III Reading test administered in April 2023.</p>	<p>Provide the 2022–23 SY result that directly ties back to the established goal.</p> <p>31 out of 46 (67.4%) students in grades 5-8 who receive special education services achieved “meets” and “exceeds” on the MCA III/MTAS III in 2022. (Goal Met)</p>	<p><i>Check one of the following:</i></p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input checked="" type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

The data we use for Closing the Achievement Gap for our special education students are summative and formative assessments collected in class as well as MCA III/MTAS III Reading test scores for grades 5-8. Teachers meet weekly in PLCs and one of the topics they discuss are student data and work. Teachers refer to the previous year’s MCA scores and look at different strand data and benchmark reports. This allows teachers to focus on which specific standards they might need to provide more support. We also use this data to decide which students might need to go into a team-taught reading class. This includes one general education teacher and one special education teacher. Teachers implement different support strategies in the classroom for students to use. Middle school offers weekly homework club to students who have an IEP. Foundation classes have also been created to provide students with instruction on the fundamentals of reading and writing. The middle school also offered summer school recovery classes. For the 2023-2024 SY, the middle school will use the DIBELS screener test at the beginning of the year to identify students who qualify for reading intervention. Students who have an IEP but do not have a reading goal as part of their plan are eligible for these services if they qualify.

All Students Career and College-Ready by Graduation

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>SPCA upper school will implement curriculum supports and interventions in English, Math, Science, and Social Studies to increase the composite score from 25.3 to 25.8 on the 2022-2023 administration of the ACT test.</p>	<p>Provide the 2022–23 SY result that directly ties back to the established goal.</p> <p>The ACT mean composite score for the 2022-2023 school year was 25.</p> <p>Not met</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input checked="" type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

For the All Students Career and College-Ready by Graduation goal, we use the upper school ACT scores. Our strong, rigorous pre-college curriculum is used to measure ongoing success rates. Teachers are continuously working towards implementing a curriculum that is preparing students for college. Within the parameters of course graduation requirements, teachers work within our classical education model to provide several AP courses for students throughout their high school years. This, along with college acceptance data, helps drive our conversations about identifying areas of focus within the division and different grade-level content areas and PLCs. PLCs are discussing ACT question format and using this in the classroom. Advisories are focusing on ACT prep. Upper school has also been using the ACT prep resources in Albert IO. They have also restructured the science curriculum to address gaps.

All Students Graduate

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>The SCPA upper school will implement support and interventions to keep the</p>	<p>Provide the 2022–23 SY result that directly ties back to the established goal.</p> <p>The 2022-2023 graduation rate was 100%.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input checked="" type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p>

Goal	Result	Goal Status
graduation rate for the SCPA at least 90% for the class of 2023.	Met	<input type="checkbox"/> Met All (multiple goals) <input type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals)

For the goal of All Students Graduate, we use the graduation rate of our 12th-grade students in June. We use different supports and interventions for the upper school students in order to help them create a strong base for graduating on time. These include but are not limited to: essay writing practice, workshops, service hours, resume building, college visit info sessions, interest inventory, SAT/ACT prep. These strategies are in place and ongoing within bi-weekly advisory meetings, work with college counselors to ensure students are on pace to graduate. Through these strategies, as well as bi-weekly grade checks, teachers and administration can identify students who are at risk of not graduating on time. The school also has a process for credit recovery through Northern Star. Students can complete different courses online, on their own time. Some of the challenges we face in maintaining a high graduation rate are student attendance, academic gaps for new students, history of not earning credit, which results in not being on a track off to graduate on time, missing credit requirements such as world language, which can vary between schools), and lack of academic mindset. There are also tri-weekly grade-level meetings, credit recovery courses, and meetings with a counselor.

St. Croix Prep Administration Information

1. School Management and Administration.

The following table lists the School's management and administration for the 2023-24 school year. Professional development plans for those administrators requiring such are attached as exhibits to this report.

Name	File #	Assignment	Years Employed by School	Left 22/23	Not Returning 23/24
Jon Gutierrez	None*	Executive Director	19	n/a	n/a
Kelly Gutierrez	n/a	Executive Director of Finance and Operations	19	n/a	n/a
Joann Karetov	428939	Lower School Principal	9	n/a	n/a
Amy Kleinboehl	439041	Middle School Principal	15	n/a	n/a
Andrew Sachariason	378934	Upper School Principal	17	n/a	n/a
Peggy Rosell	343001	Student Support Services Director	15	n/a	n/a
Terri Smith	n/a	HR Director	11	n/a	n/a
Sarah Garceau	N/A	Development Director	1	Yes	Not Returning
Jessica Skilling	1014995	Nurse	2	n/a	n/a
Heidi Osborn	n/a	Health Office Assistant	2	n/a	n/a
Bill Blotske	n/a	Facilities Director	9	n/a	n/a
David Ogura	n/a	Facilities Assistant	1	n/a	n/a
Chad Olson	416406	Technology Director	19	n/a	n/a
Corey Shim	n/a	Technology Assistant	4	n/a	n/a
Marianne Thole	n/a	Food Service Director	10	n/a	n/a
Tish Coons	n/a	Food Service Manager	15	n/a	n/a
Polly Hoy	n/a	Farm to School Manager	0	n/a	n/a

Keven Seim	383385	Activities Director	8	n/a	n/a
Medora Benson	515367	Activities Dept & Events Coordinator	3	n/a	n/a
Susan Peterson	n/a	District Communication Coordinator	6	n/a	n/a
Beth Grubisch	n/a	Senior Accountant	13	n/a	n/a
Ellen Halverson	n/a	District Administrative Assistant	1	Yes	Not Returning
Carrie Hamm	n/a	District Office Assistant	11	n/a	n/a
Christine Mehlhorn	n/a	Lower School Office Manager	9	n/a	n/a
Kelly Vossen	n/a	Middle School Office Manager	12	n/a	n/a
Diane Runge	n/a	Upper School Office Manager	13	Yes	Not Returning
Angela Lee	n/a	Upper School Office Manager	3	n/a	n/a
Theresa Seichter	n/a	US Administrative Assistant	8	n/a	n/a
Mathew Williams	940310	College Counselor	9	n/a	n/a
Terri Ellingson	n/a	Special Education Office Manager	11	n/a	n/a
Nancy Bauman	n/a	Student Support Services Administrative Assistant	8	n/a	n/a

St. Croix Prep Faculty Information

The following table lists the School's faculty information for the 2023-24 school year.

Name	File #	Assignment	Left 22/23	Not Returning 23/24
Kirsten Osberghaus	474720	K	n/a	n/a
Alison Kath	1017731	K	n/a	n/a
Elizabeth Sparks	1018409	K	n/a	n/a
Deb Keyes	443478	1	n/a	n/a

Abigail Boos	463371	1	n/a	n/a
Laura White	389019	1	n/a	n/a
Hannah Haslach	1011268	1	n/a	n/a
Allison Brimmell	483539	2	n/a	n/a
Ashley Winger	469076	2	n/a	n/a
Sarah Peterson	468886	2	n/a	n/a
Natalie Yannarely	461572	3	n/a	n/a
Jenna VanBeueskom	493992	3	n/a	n/a
Kaitlin Ricker	479949	3	n/a	n/a
Amanda Preisler	436387	4	n/a	n/a
Sarah Jacobson	463090	4	n/a	n/a
Kellie Nelson	376435	4	n/a	n/a
Alec Brandt	488705	Phy. Ed.	n/a	n/a
Angie Griffin	411868	Art	n/a	n/a
Heidi Gonzalez	403103	Music	n/a	n/a
Emily Taylor	050194	Reading	n/a	n/a
Nicole Donnay	417266	Lower School TLC/Math	n/a	n/a
Sara Dinzeo	484106	Math	n/a	n/a
Chad Prater	480380	Math	n/a	n/a
Kurt Vallin	455202	Math	n/a	n/a

Gretchen Tiede	490956	Science	n/a	n/a
Joey Korba	496851	Math/Science	n/a	n.a
Lindsey Schutte	412403	Math/Science	n/a	n/a
Deanna Thompson	463769	Middle School TLC/English	n/a	n/a
Helen Tracy	492579	English	n/a	n/a
Angie Galati	431292	English	n/a	n/a
Patrick Kerrigan	479995	Social Studies	n/a	n/a
Timothy Maher	400296	Social Studies	n/a	n/a
Corrine Clark	1018163	Social Studies	n/a	n/a
Jessica Dykstra	507400	Art	n/a	n/a
Robin Moore	1013436	Phy Ed	n/a	n/a
Katie Bukowski	478465	Classical Studies	n/a	n/a
Nicki McGurran	366251	Classical Studies	Yes	Not Returning
Julie Schweiger	1027610	Classical Studies	n/a	n/a
CarlaJoy Strand	497638	Latin	n/a	n/a
Matt Eckel	499504	English	n/a	n/a
Stacy Mittag	422932	English	n/a	n/a
Elaine Bransford	440678	English	n/a	n/a
Cecelia Schneeman	1026156	English	n/a	n/a
Matthew Davis	473468	English	n/a	n/a

Rita Thorson	440031	English	n/a	n/a
Karen Vidlock	362906	Social Studies	Yes	Not Returning
Brown, Christoph	480148	Social Studies	n/a	n/a
Matthew Kortz	503611	Social Studies	n/a	n/a
Kate Gilman	412944	Social Studies	n/a	n/a
Elliott Warden	500124	Social Studies	n/a	n/a
Carolyn Bagne	382493	Science	n/a	n/a
Michael Haselberger	420966	Science	n/a	n/a
Christina Miller	503652	Science	n/a	n/a
MacKenzie Bilunas	1019825	Science	n/a	n/a
Laura Pidgeon	1002952	Art	n/a	n/a
Claire Fiedler	514224	Art	n/a	n/a
Marcus Erickson	360660	Spanish	n/a	n/a
Meredith Smith	473362	Spanish	n/a	n/a
James DeCaro	434159	Band	n/a	n/a
Olive Winter	1006042	Orchestra	Yes	Not Returning
Birkan Yavuz	1036818	Orchestra	n/a	n/a
Mary Kate Maney	501727	Choir	n/a	n/a
Craig Wolke	366690	Latin	n/a	n/a
Eddie Crupper	1001085	Math	n/a	n/a
Varsha Bhatia	459545	Math	n/a	n/a

Will Palus	481273	Math	n/a	n/a
Erin Richgels	424348	Math	n/a	n/a
Anna Tiffany	449947	Phy Ed	n/a	n/a
Jessica Ducklow	377172	Special Ed	n/a	n/a
Lisa Mast	507502	ELL/Special Ed	n/a	n/a
Nicole Case	442259	Special Ed	n/a	n/a
Shannon Obi	507312	Special Ed	n/a	n/a
Alyssa Molde	1007461	Special Ed	n/a	n/a
Kimberly Haney	487191	Special Ed	n/a	n/a
Destiny Pulos	1011910	Special Ed	n/a	n/a
Ashley Koehnen	479766	Special Ed	n/a	n/a
Jeff Larson	466715	Special Ed	n/a	n/a
Jeanne Hodgdon	1004935	Special Ed	n/a	n/a
Gina Schimschock	381421	Special Ed.	n/a	n/a
Lynn Ellis	478514	Special Ed/Language Arts	n/a	n/a
Carmel Eastman	1002091	Special Ed	n/a	n/a
Hallie Gallmeier	1002577	Special Ed	n/a	n/a
Wendy Watts	346250	Special Ed	n/a	n/a
Lauren Moore	506676	DAPE (Developmental Adaptive PE)	n/a	n/a
Ksenia Carpenter	455646	ELL	n/a	n/a

Kimberly Goettl	104727	Occupational Therapist	Yes	Not Returning
Haley Cernohous	450388	Occupational Therapist	n/a	n/a
Molly Hunter	103677	Occupational Therapist	n/a	n/a
Katie Kaari	404724	Speech Language Pathologist	n/a	n/a
Mike Fisher	461234	Speech Language Pathologist	n/a	n/a
Shannon Janssen	In Process	Student Support Specialist	n/a	n/a
Nicole Dockham	427123	Student Support Specialist	n/a	n/a
Jason Augustine	1008549	Building Sub	Yes	Not Returning
Courtney Ogaard	513194	Building Sub	n/a	n/a
Graham Weitalla	1010358	Building Sub	Yes	Not Returning
Jennifer Vitale	1017785	Building Sub	n/a	n/a
Christianna Wagner	1007860	Building Sub	n/a	n/a



ACTIVITIES BOARD REPORT – NOVEMBER 2023

Date of Report: Tuesday, November 14

Report Prepared By: Keven Seim

Operational Items

- Fall Sports/Activities Completion
 - o Sports/Activities offered
 - Boys Cross Country (JV & Varsity)
 - Girls Cross Country (JV & Varsity)
 - Football (JV & Varsity)
 - Boys Soccer (B & Varsity)
 - Girls Soccer (C, JV, & Varsity)
 - Girls Swim and Dive (Coop with MPA)
 - Girls Tennis (Varsity)
 - Volleyball (Middle School, C, JV, & Varsity)
 - Middle School Play – Little Red Riding Hood and the Power Mutants
 - Murder on the Runway
- Highlights:
 - Aiden Welsh and Kayla Anderson Qualified and ran in the State Meet.
 - Aiden made all state by finishing 22nd.
 - Girls soccer – Conference Champs, Section Champs, State Tourney - 1st. .
 - Boys Soccer – Conference Champs.
 - Middle School Play - Sold Out

- Participation Fall Activities – (Does not include 5th and 6th grade volleyball, 21)

	Seniors	Juniors	Sophomores	Freshmen	8 th Graders	7 th Graders
Boys	13	12	17	24	7	5
Girls	<u>13</u>	<u>20</u>	<u>22</u>	<u>30</u>	<u>21</u>	<u>22</u>
Total	26	32	39	54	28	28

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



st.croixprep

- Stadium – Bleachers / Press Box / Audio / Video / Concessions
 - Selected to host the Boys and Girls 4AA Section Finals for soccer.

- Coaching / Advising Staff
 - New Positions filled for this school year.
 - Football, Girls Soccer, Volleyball, Baseball, Softball.
 - All, but one coaching position (Boys Lacrosse) for all three seasons are fully staffed.
 - Evaluations for fall activities are in progress.



st. croix preparatory academy

Stillwater, MN
District 4120

September 2023
Financial Report



St. Croix Preparatory Academy
Stillwater, Minnesota

September 2023
Financial Statements

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St. Croix Preparatory Academy
FY24 Financial Highlights
as of September 30, 2023

Total All Funds	YTD Actual <small>(25% completed)</small>		BUDGET			
	\$	% of Reforecasted Budget	Reforecasted Budget 1194 ADM's	Approved Budget 1204 ADM's	Reforecasted vs. Approved Budget Variance	
					\$	%
Revenues						
State	3,691,000	25%	14,781,000	14,890,000	(109,000)	-1%
Federal	369,000	32%	1,136,000	737,000	399,000	54%
Local	750,000	44%	1,704,000	1,729,000	(25,000)	-1%
Total Revenues	4,810,000	27%	17,621,000	17,356,000	265,000	2%
Expenditures						
Salaries/Wages	1,361,000	20%	6,654,000	6,654,000	0	0%
Employee Benefits	276,000	18%	1,547,000	1,547,000	0	0%
Facility Lease	464,000	24%	1,965,000	1,965,000	0	0%
Purchased Services <small>(excluding facility lease)</small>	326,000	23%	1,422,000	1,420,000	2,000	0%
Supplies & Materials	248,000	28%	875,000	861,000	14,000	2%
Equipment	378,000	160%	236,000	157,000	79,000	50%
Other <small>(Fundraising, Spec Ed, Dues, Etc.)</small>	834,000	18%	4,645,000	4,683,000	(38,000)	-1%
Total Expenditures	3,887,000	22%	17,344,000	17,287,000	57,000	0%
Total Revenues All Funds	4,810,000	27%	17,621,000	17,356,000	265,000	2%
Total Expenditures All Funds	3,887,000	22%	17,344,000	17,287,000	57,000	0%
Net Income- All Funds	923,000	333%	277,000	69,000	208,000	75%

Key Ratios & Balances	Year End Comparison June 30	
	Projected 2024	Unaudited 2023
Fund Balance	6,931,000	6,655,000
Debt Service Coverage Ratio - Bond Covenant 1.10 minimum	1.30	1.35
Fund Balance Reserve as a % of Annual Expenditures - SCPA Fund Balance Policy > 20%	40%	38%
Cash on Hand	5,201,759	4,925,375
# of Days Cash On Hand (Target >60)	121 days	106 days

Variance & Significant Items Summary

as of September 30, 2023

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

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

Reforecasted vs. Approved Budget (line item variances > 5% AND \$10K)**Federal Revenue: 54% variance (\$399K)**

Employee Retention Credit that was applied for in November 2022 and received in July 2023 (\$412K). In addition, Federal Sped Revenue is revised downward (\$12K) based on timing of FY23 Title II expenditures which were projected to roll into FY24, but were in fact expended in FY23.

Equipment: 50% variance (\$79K)

Fund 1- Gen (-\$79K) Adjustment related to timing of Lower School Sped Remodel. The entire project cost was budgeted in FY23 (\$100K), however, \$75K was actually paid out in FY24.

Individual Fund or Business Segment Highlights

State Funding: FY24 In-state ADM Enrollment of 1194 is below budgeted enrollment by 1% (10 students). Full-Time Enrollment generates ADM of 1185, PSEO enrollment of 19 generates ADM of 7, and Shared Time enrollment of 15 generates and ADM of 2. As a result of decreased enrollment General Education revenue is reforecasted to decrease \$87K and Lease aid decrease \$21K. Full-Time Student Enrollment shortfall is net of enrollment overages in Lower School of 1 and Middle School of 3, which partially offsets an Upper School enrollment shortfall of 14. Upper School will continue to enroll students until budgeted enrollment is met.

Operating Checks > \$10,000**Recurring**

UMB Bank (\$154,800) - monthly lease payment (per agreement) July-April

United HealthCare (\$65,000 - \$73,000) - 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)

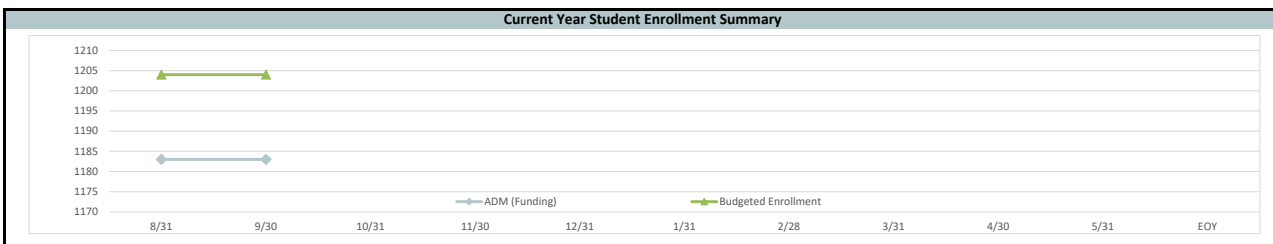
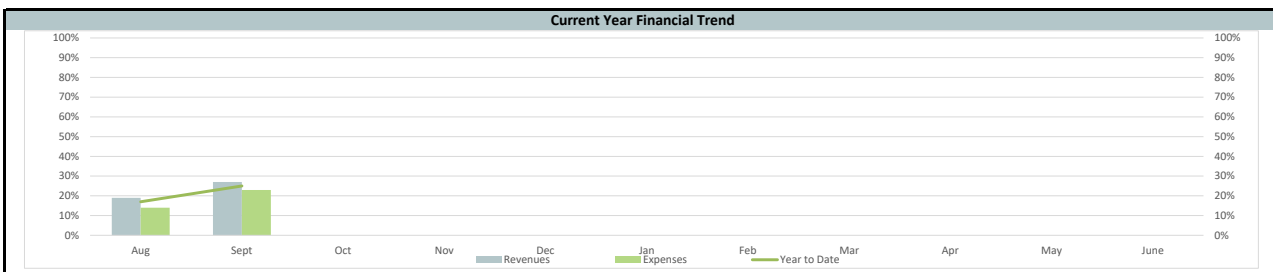
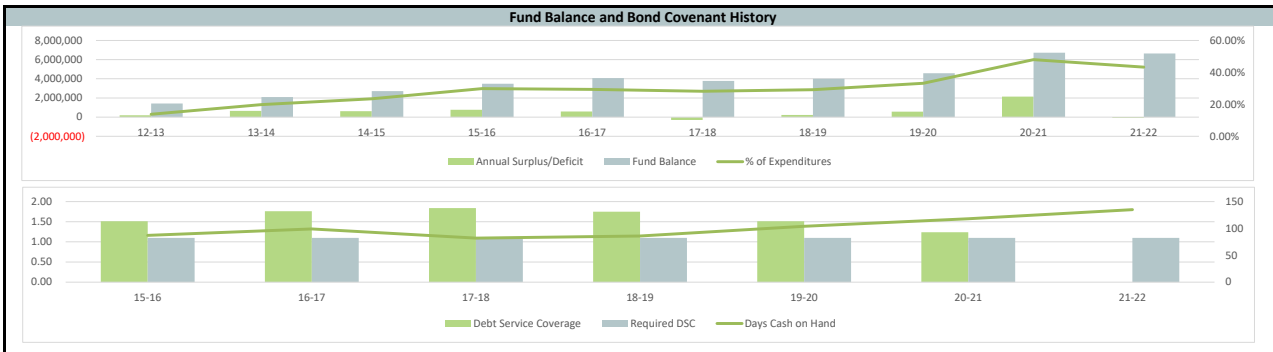
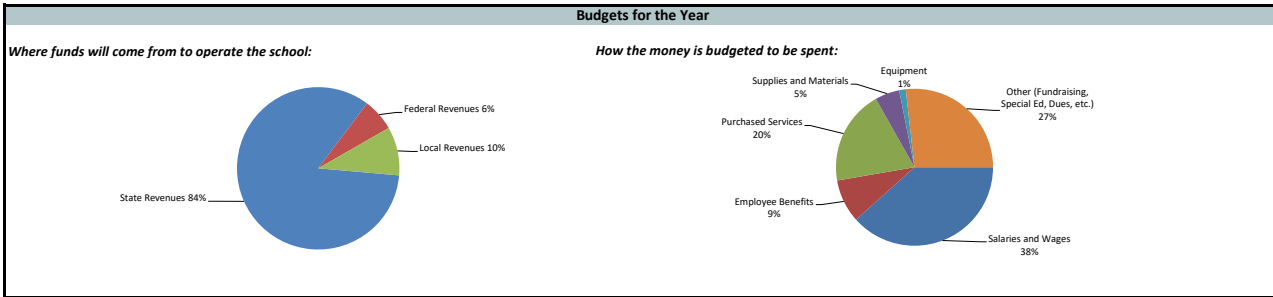
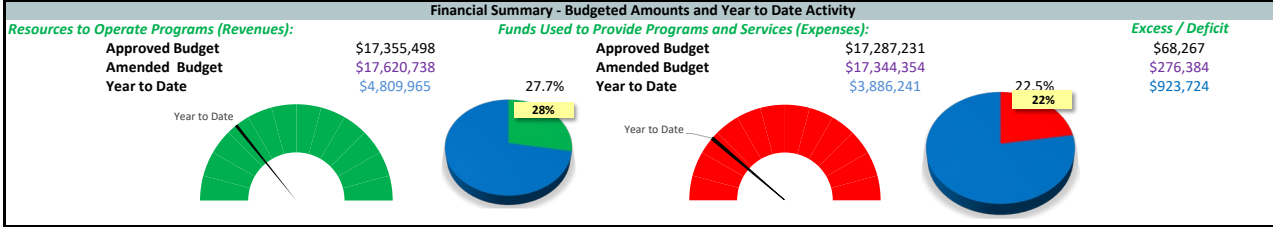
Xcel Energy (\$15,000- \$22,800) - monthly electric and gas (Sept & March)

BerganKDV (\$10,775) - monthly financial mgmt & accounting services (per agreement)

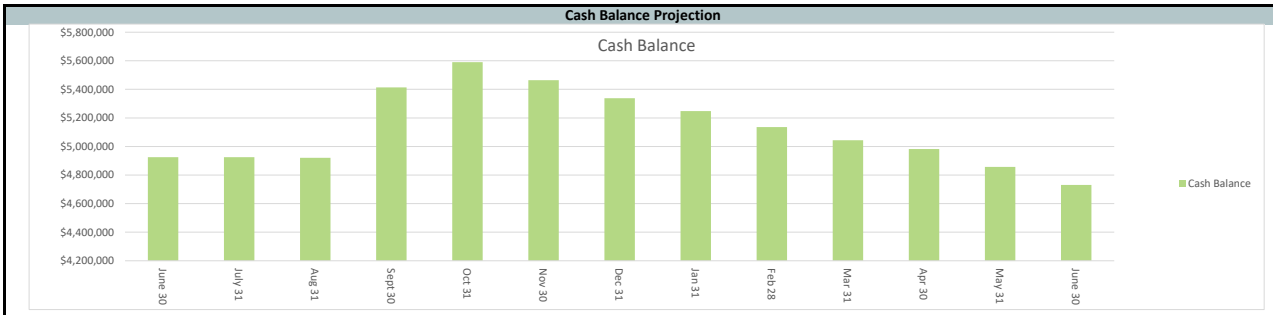
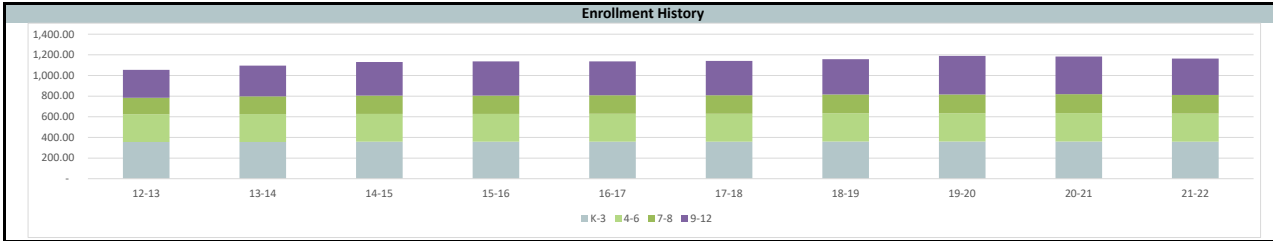
Non-recurring

- Jul-23 **Action Fence (\$24,100):** under bleacher storage area fencing
- Jul-23 **Bluum (\$79,150):** Classroom projector replacement project
- Jul-23 **Bluum (\$21,950):** PAC projector integration & installation
- Jul-23 **Century Power Sports (\$42,450):** New gator for facility department
- Jul-23 **Rebar Leadership (\$25,000):** Succession planning consultant (exec director)
- Jul-23 **EMC Insurance Co (\$33,500):** FY24 Business insurance
- Aug-23 **David Hardware (\$11,000):** SPED remodel doors & hardware
- Aug-23 **Office Systems (\$11,000):** Deposit for sped remodel furniture
- Aug-23 **Houghton Mifflin Harcourt (\$21,900):** FY24 MS English LA curriculum
- Aug-23 **Loffler Companies (\$20,100):** Aug 2023 lease payment and print overages for FY23
- Aug-23 **Minnesota Sodding (\$11,250):** Irrigation, turf testing & cleaning, football layouts
- Aug-23 **Prolux Finishing (\$16,400):** July 2023 painting
- Aug-23 **Wolf Ridge (\$13,600):** Summer Fun trip
- Aug-23 **Egan (\$40,000):** SPED remodel progress billing
- Aug-23 **H2I Group (\$53,600):** Refinish gym floors
- Aug-23 **Prolux Finishing (\$10,600):** Aug 2023 SPED remodel painting
- Aug-23 **Acapulco Catering (\$11,300):** Back to School night catering for families (summer fun)
- Aug-23 **City of Bayport (\$15,000):** Nature Center lease Aug 1, 2023 - July 31, 2024
- Aug-23 **Wilderness Inquiry (\$20,550):** Summer fun trip
- Aug-23 **Regents Capital (\$36,900):** One tiem payment for new computer lease
- Aug-23 **Blue Ribbon (\$10,000):** Landscaping work
- Sep-23 **Egan (\$66,800):** SPED remodel balance due
- Sep-23 **Office Systems (\$10,600):** Balance for sped remodel furniture
- Sep-23 **Pope Architects (\$10,200):** SPED remodel services thru May 2023
- Sep-23 **Sonus Interiors (\$14,250):** SPED remodel flooring
- Sep-23 **Sonus Interiors (\$13,000):** SPED remodel ceiling tiles

**St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of September 30, 2023**



**St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of September 30, 2023**



St. Croix Preparatory Academy
Stillwater, Minnesota

Balance Sheet
as of September 30, 2023

	Audited Balance June 30, 2023	YTD
Assets		
Current Assets		
Cash and Investments	4,925,375	5,413,910
Accounts Receivable	133,897	115,536
Due from Other Funds	226,955	226,955
PY State Aids Receivable	1,876,611	753,031
CY State Aids Receivable	0	543,587
Federal Aids Receivable	557,289	541,678
Due from Other Governments	4,112	0
Prepaid Items and Deposits	151,300	7,667
Total Current Assets	7,875,539	7,610,364
Total All Assets	7,875,539	7,610,364
Liabilities and Fund Balance		
Current Liabilities		
Salaries and Wages Payable	509,076	86,458
Accounts Payable	545,041	31,267
Payroll Deductions and Contributions	120,100	(114,741)
Deferred Revenue	46,372	28,707
Total Current Liabilities	1,220,589	31,691
Fund Balance		
Unassigned Fund Balance	5,904,149	5,904,149
Food Service Restricted Fund Balance	436,374	436,374
Community Service Restricted Fund Balance	103,555	103,555
Assigned Fund Balance	210,871	210,871
Change in Fund Balance		923,724
Total Fund Balance	6,654,950	7,578,673
Total Liabilities and Fund Balance	7,875,539	7,610,364

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of September 30, 2023

	=3/12				25.0%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1194 ADM's 11.10.23	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Original Budget
General Fund - 01					
Revenues					
State Revenues					
211 General Education Aid	2,598,336	9,560,219	9,646,928	(86,709)	27.2%
F335 Quality Compensation	0	309,400	309,400	0	0.0%
F317 EL Cross-Subsidy Aid	0	654	654	0	0.0%
F348 Charter School Lease Aid	0	1,747,883	1,768,907	(21,024)	0.0%
317 Long Term Facilities Maintenance	0	172,286	173,870	(1,584)	0.0%
201 Endowment Aid	34,420	50,046	50,046	0	68.8%
212 Literacy Aid	0	79,421	79,421	0	0.0%
360 Special Education Aid	510,064	2,825,719	2,825,719	0	18.1%
370 Other Miscellaneous State Aids/Adjustments	0	0	0	0	0.0%
PY Over/Under	0	0	0	0	
CY State Aids Receivable/(Deferred Revenue)	543,587	0	0	0	0.0%
Total State Revenues	3,686,407	14,745,628	14,854,945	(109,317)	25.0%
Federal Revenues					
401/414/433 Title Programs	11,053	33,949	33,949	0	32.6%
151-154/174 CARES/CRF/WC	309,725	311,636	313,000	(1,364)	99.4%
419/420/425 Federal Special Education Aid	48,532	202,987	214,800	(11,813)	23.9%
ERC Proceeds	0	412,434	412,434	0	
Total Federal Revenues	369,310	961,006	561,749	399,257	38.4%
Local Revenues					
Var. Fees from Patrons (5)	55,837	108,000	108,000	0	51.7%
Var. Extracurricular Fees (6)	108,985	358,000	358,000	0	30.4%
Var. Field Trips (12)	4,220	40,000	40,000	0	10.5%
Var. Fundraising - Development (1)	7,208	200,000	200,000	0	3.6%
Var. Fundraising - Parent Group (2)	29,364	44,300	69,000	(24,700)	66.3%
Var. Fundraising - Booster Club (3)	3,414	19,000	19,000	0	18.0%
Var. Fundraising - Other (4)	0	1,000	1,000	0	0.0%
071 Third Party Billing	0	2,000	2,000	0	0.0%
092 Interest Earnings	13,114	200,000	200,000	0	6.6%
096 Other Donations and Gifts	0	0	0	0	0.0%
099 Miscellaneous Revenues (14)	463,668	29,375	29,375	0	1578.4%
622/624 Resale of Goods/Equipment	150	0	0	0	0.0%
Total Local Revenues	685,959	1,001,675	1,026,375	(24,700)	68.5%
Total Revenues	4,741,675	16,708,309	16,443,069	265,240	28.4%

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of September 30, 2023

	=3/12				25.0%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1194 ADM's 11.10.23	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Original Budget
Expenditures					
100's Salaries and Wages	1,165,487	6,016,869	6,016,869	0	19.4%
Salaries and Benefits, Estimated YTD Accrual	105,818	0	0	0	0.0%
200's Employee Benefits	261,581	1,460,279	1,460,279	0	17.9%
305/315 Contracted Services	120,734	627,000	627,000	0	19.3%
320 Communications Services	17,170	61,000	61,000	0	28.1%
329 Postage	261	2,500	2,500	0	10.4%
330 Utilities	43,040	296,000	294,000	2,000	14.5%
340 Property and Liability Insurance	48,862	47,000	47,000	0	104.0%
350 Repairs and Maintenance	88,662	292,000	292,000	0	30.4%
360 Contracted Transportation for Field Trips	0	14,750	14,750	0	0.0%
366 Travel, Conferences, and Staff Training	2,136	10,000	10,000	0	21.4%
369/394 Field Trips / Registration Fees	250	27,000	27,000	0	0.9%
348-570 Building Lease	464,346	1,965,452	1,965,452	0	23.6%
401/455/465 General Supplies	31,379	85,000	85,000	0	36.9%
P 810 Maintenance Supplies	14,271	116,000	116,000	0	12.3%
405/406 Software & Licensing	110,599	144,000	130,000	14,000	76.8%
430/456/466 Instructional Supplies	17,568	70,000	70,000	0	25.1%
460 Textbooks and Workbooks	36,585	55,000	55,000	0	66.5%
461 Standardized Tests	0	35,000	35,000	0	0.0%
490 Food Purchased	668	10,000	10,000	0	6.7%
520 Building Improvement	269,678	75,000	0	75,000	0.0%
530/535/589 Other Equipment (Furniture)	21,886	22,000	18,000	4,000	99.5%
555/556 Technology Equipment	10,667	35,000	35,000	0	30.5%
580/581 Capital Equipment Lease	75,598	77,000	77,000	0	98.2%
820 Dues and Memberships	3,564	38,000	38,000	0	9.4%

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of September 30, 2023

	=3/12			25.0%	
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1194 ADM's 11.10.23	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Original Budget
C 217 Graduation	1,732	31,000	31,000	0	5.6%
C 399 COVID-19 Related Expenditures	3,710	0	0	0	0.0%
Var. Extracurricular Activities (6)	15,827	420,000	420,000	0	3.8%
Var. Fundraising - Development (1)	22,265	205,000	205,000	0	10.9%
Var. Fundraising - Parent Group (2)	999	44,300	69,000	(24,700)	2.3%
Var. Fundraising - Booster Club (3)	1,128	19,000	19,000	0	5.9%
Var. Fundraising - Other (4)	2,200	1,000	1,000	0	220.0%
335 Q Comp Expenditures (Excludes Sped Q Comp)	41,212	309,400	309,400	0	13.3%
372 Third Party Billing PRG 400	692	2,000	2,000	0	34.6%
P422 ADSIS	43,696	422,006	422,006	0	10.4%
740 State Special Ed Expenditures / ESY (Includes Q Comp)	359,561	2,861,255	2,861,255	0	12.6%
401/414/433 Title Programs	11,053	33,949	33,949	0	32.6%
151-154/174 CARES/CRF/WC	309,725	311,636	313,000	(1,364)	99.4%
419/420/425 Federal Special Education Program	48,532	202,987	214,800	(11,813)	23.9%
Subtotal Expenditures	3,773,145	16,445,383	16,388,260	57,123	22.9%
Transfers to Other Funds	0	0	0		
Total Expenditures	3,773,145	16,445,383	16,388,260	57,123	22.9%
General Fund Change in Fund Balance	968,531	262,926	54,809	208,117	
Beginning General Fund Balance, July 1	6,607,869	6,115,021	6,607,869		
Projected General Fund Balance, June 30	7,576,400	6,377,947	6,662,678		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of September 30, 2023

	=3/12				25.0%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1194 ADM's 11.10.23	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Original Budget
Food Service Fund - 02					
Revenues					
State Revenues	4,641	35,000	35,000	0	13.3%
Federal Revenues	0	175,000	175,000	0	0.0%
Sale of Lunches and Other Local Revenues	21,130	532,529	532,529	0	4.0%
Sale of Equipment	0	0	0	0	0.0%
Total Revenues	25,771	742,529	742,529	0	3.5%
Expenditures					
Summer Food Service Program - Food	0	0	0	0	0.0%
Salaries and Wages	43,451	306,270	306,270	0	14.2%
Employee Benefits	13,712	83,840	83,840	0	16.4%
Team Meals	2,826	0	0	0	0.0%
Purchased Services	64	10,000	10,000	0	0.6%
Supplies and Materials (Inc. A la Carte and Milk)	28,344	299,260	299,260	0	9.5%
Capital	0	20,000	20,000	0	0.0%
Dues and Memberships	550	1,701	1,701	0	32.3%
Total Expenditures	88,947	721,071	721,071	0	12.3%
Food Service Fund Change in Fund Balance	(63,176)	21,458	21,458	0	
Beginning Food Service Fund Balance, July 1	350,953	436,374	350,953		
Projected Food Service Fund Balance, June 30	287,777	457,832	372,411		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of September 30, 2023

=3/12

25.0%

Year to Date Activity - 1183 ADM	Reforecasted Budget 1194 ADM's 11.10.23	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Original Budget
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Community Service Fund - 04

Revenues

Participation Fees	42,518	169,900	169,900	0	25.0%
Total Revenues	42,518	169,900	169,900	0	25.0%

Expenditures

Salaries and Wages	4,954	21,389	21,389	0	23.2%
Employee Benefits	782	3,243	3,243	0	24.1%
Purchased Services	4,358	34,499	34,499	0	12.6%
Supplies and Materials	5,403	60,595	60,595	0	8.9%
Equipment	0	6,800	6,800	0	0.0%
Other	8,652	51,374	51,374	0	0.0%
Total Expenditures	24,149	177,900	177,900	0	13.6%

Community Service Fund Change in Fund Balance

	18,369	(8,000)	(8,000)	0
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Beginning Community Service Fund Balance, July 1

	103,555	103,555	100,852
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Projected Community Service Fund Balance, June 30

	121,924	95,555	92,852
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St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of September 30, 2023

	=3/12				25.0%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1194 ADM's 11.10.23	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Original Budget
Total All Funds					
Revenues					
State Revenues	3,691,048	14,780,628	14,889,945	(109,317)	25.0%
Federal Revenues	369,310	1,136,006	736,749	399,257	32.5%
Local Revenues	749,607	1,704,104	1,728,804	(24,700)	44.0%
Transfer In	0	0	0	0	0.0%
Total Revenues	4,809,965	17,620,738	17,355,498	265,240	27.3%
	<small>4,809,965</small>	<small>17,620,738</small>	<small>17,355,498</small>	<small>265,240</small>	
Expenditures					
Salaries and Wages	1,360,922	6,653,928	6,653,928	0	20.5%
Employee Benefits	276,075	1,547,362	1,547,362	0	17.8%
Purchased Services	789,883	3,387,201	3,385,201	2,000	23.3%
Supplies and Materials	247,643	874,855	860,855	14,000	28.3%
Equipment	377,830	235,800	156,800	79,000	160.2%
Other (Fundraising, Special Ed, Dues, etc.)	833,888	4,645,208	4,683,085	(37,877)	18.0%
Transfer Out	0	0	0	0	0.0%
Total Expenditures	3,886,241	17,344,354	17,287,231	57,123	22.4%
	<small>3,886,241</small>	<small>17,344,354</small>	<small>17,287,231</small>	<small>57,123</small>	
Total Revenues All Funds	4,809,965	17,620,738	17,355,498	265,240	27.3%
Total Expenditures All Funds	3,886,241	17,344,354	17,287,231	57,123	22.4%
Change in Fund Balance - All Funds	923,724	276,384	68,267	208,117	
Beginning Fund Balance, All Funds, July 1	7,059,674	6,654,950	7,059,674		
Projected Fund Balance, All Funds, June 30	7,983,398	6,931,334	7,127,941		
Debt Service Coverage Ratio			1.30	1.14	
Fund Balance Reserve as Percentage of Annual Expenditures			40.0%	41.2%	

**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 Reciepts	Salaries	Other Expenditures	Total Expenditures	
									<i>Beginning Balance</i>
July 31									\$ 4,925,375
Aug 31	2,038,184		673,799	707,624	3,419,607	1,042,768	2,381,851	3,424,619	4,920,362
Sept 30	1,109,278	-	79,297	800,888	1,989,463	551,452	944,464	1,495,915	5,413,910
Oct 31	1,045,945	73,675	108,412	292,417	1,520,448	532,617	811,888	1,344,504	5,589,854
Nov 30	1,036,962	73,675	108,412		1,219,049	532,617	811,888	1,344,504	5,464,399
Dec 31	1,035,719	73,675	108,412		1,217,806	532,617	811,888	1,344,504	5,337,700
Jan 31	1,035,719	73,675	108,412	36,450	1,254,255	532,617	811,888	1,344,504	5,247,451
Feb 28	1,036,962	73,675	108,412	14,289	1,233,338	532,617	811,888	1,344,504	5,136,285
Mar 31	1,070,139	73,675	108,412		1,252,226	532,617	811,888	1,344,504	5,044,006
Apr 30	1,035,719	73,675	108,412	65,370	1,283,176	532,617	811,888	1,344,504	4,982,677
May 31	1,036,962	73,675	108,412		1,219,049	532,617	811,888	1,344,504	4,857,222 ⁵⁵
June 30	1,035,719	73,675	108,412		1,217,806	532,617	811,888	1,344,504	4,730,523
Projected	12,517,307	663,074	1,728,804	1,917,037	16,826,222	6,387,771	10,633,303	17,021,074	
Totals	12,517,307	663,074	1,728,804	1,917,037	16,826,222	6,387,771	10,633,303	17,021,074	4,730,523

Assumption: 10% State Aid Holdback



**ST. CROIX PREPARATORY ACADEMY
STIPEND RECOMMENDATION FOR EXECUTIVE DIRECTOR
2023-2024**

The following is the 2023-2024 stipend recommendation for work performed outside of the Executive Director duties:

Month	Hours	Comments
July 15-30	9.75	A. Dotas communication, anniversary logos, planning, preliminary website review, informational meeting presentation update/schedule
August	19.75	Website updates and coordination - -all pages, policies, documents, handbooks, back to school communication (e.g. dean rollout, phone usage, School of Excellence response overview, etc.)
September	16.75	Multiple meetings/discussions on 20 th year communication which includes timing, distribution and topics (e.g. logo, mascot, school name, enrollment, activities, educational travel, etc) – also includes identifying source of data for publication, traffic issue communication, review parent weekly, etc.
October	32.5	20 th Year communication – writing the communication. Database work to identify all alumni parents, all graduates, and associated contact information. Done through spreadsheets, transcript requests, family directories, graduation programs, review parent weekly, etc.
Total	78.75	
Average per month	20	
Rate: \$60/hour which is teacher summer rate	\$60	
Per month	\$1,200	
Per year	\$14,400	
2023-2024 Stipend Request	\$12,000	
Approved 2022-2023 Stipend	\$13,000	
Approved 2021-2022 Stipend	\$12,000	
November 1-8	6.75	Drafted schedule of alumni parents' communication, draft schedule of alumni communication, coordinated update forms to receive updated contact



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		information. First alumni parents communication drafted and sent. This is pre-work for the foundation to coordinate fund raising.

Note: Aside from the intentional communication efforts to alumni parents, alumni, and 20th year communication, it is anticipated that there will be additional communication related to ALICE training, student emergencies, inclement weather communication, character attributes on video boards, informational meetings, website updates, etc.



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

Members Absent:

Ex-officio Members Present:

Guests:

Meeting began at 8:00 am

Retreat Summary and Next Steps. Discussed the feedback and open items from the board retreat. These topics are noted below>

Committees.

- Succession Planning Committee. Considerable hard work has been done to get us to this point ---This includes job descriptions, employment agreements, RFI and selection of consultant, coordinating interviews and focus groups, retreat planning and coordination. Question: Does the composition of the Succession Planning Committee need to change? Expand? – We may not be able to determine this until we determine the exact next steps.
- Search Committee. This was referenced during the retreat. This would consist of a small group of individuals who would solicit candidates, evaluate resumes, and make a selection of those to be interviewed. Composition of this committee and related questions are:
 - Terri Smith – absolutely given her role and expertise in this process
 - Search Firm – if the Board chooses to use a search firm they would be a member of this team and bring their expertise (e.g. national connections, advertising, awareness of marketplace, etc.). The Board would have to decide to commit to an additional 50-75k of costs. Would we need an RFI for this?
 - Who else? – a member of admin? A board member? Rebar Leadership?
 - NOTE: The key is to identify a pool of qualified candidates. This may be difficult given the current market.
- Interview Team. Composition of the Interview Team could include:
 - Administration. Kelly, Terri, and all educational leaders.
 - Board members, not to exceed into a quorum (up to four members) so the interview is subject to open meeting law. Which board members?
 - Others? – In previous interviews we have had an the above composition, THEN invited others to attend/listen so they can be a part of our follow up discussions with the interview team (e.g. other members of the admin team like Keven could listen to questions related to activities importance, other invited parents could give perspective they noticed, teachers? – or is that part of the board member composition?, TLC leaders, etc.).
 - Interview process. The number of interviews can be determined, but the final interview could be with the entire Board, subject to open meeting law.

Timeframes. Two very brief comments, one far more important than the other.

- Adjustment of the timeframe. Scott's timeframe has interviews being conducted in July 2025. Given the educational environment, this entire timeframe (Appendix C) in the board retreat packet will have to be accelerated by 4-6 months – which may impact the timeframe of Appendix B.
- Impact of adjusted timeframes. Obviously we will need to define this, determine appropriate committee composition, begin appropriate communication, etc.

Next Steps: These are:

- Update the timeline to reflect the acceleration of interviewing (C. Olson)
- Summarize the work that has currently been completed by the Succession Planning Committee (C. Olson)
- Set up follow-up meeting with Rebar Leadership (J. Gutierrez)

The meeting ended at 8:45 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy



DRESS CODE

The Dress Code and uniforms of St. Croix Preparatory Academy (St. Croix Prep) build community and diminish the importance of external factors related to clothing. Implementing a dress code at St. Croix Prep, promotes professionalism, cultivates a focused learning environment, and prepares students for the future. Uniforms promote a sense of equality and unity among students. This fosters an inclusive environment where students can focus on their education rather than their appearance.

All St. Croix Prep students are expected to be in school uniform each day, except for the designated dress-up days or spirit wear days. Neatness, cleanliness, and modesty guidelines should be observed at all times. St. Croix Prep reserves the right to determine dress code violations.

Uniform Provider

Uniform clothing must be ordered through Tommy Hilfiger School Uniform or Donald's Uniform (with the exception of shoes, socks, coats and other accessories).

Families who are eligible for educational benefits are eligible to receive benefits for school uniforms. Please contact the main office.

Uniform Ordering

Tommy Hilfiger School Uniform – Online Only

Website: <https://www.globalschoolwear.com/>

School Code: STCR01

Phone: 1-877-825-2860 (Customer Service)

Donald's Uniform – Online & Retail Storefront

Address: 972 Payne Ave St. Paul, MN 55130

Website: <https://www.donaldsuniform.com>

School Code: STCR01

Phone: 651-776-2723

Modesty Guidelines

These guidelines apply to all school dress

"Modesty" is appearance intended to avoid impropriety or indecency. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for St. Croix Prep students.

Violations of these guidelines may result in disciplinary action.

- No underwear showing



- The latest fashion or fad may not fit the dress code.
- K-4 any colored/patterned leggings.
- Grades 5-12: solid colors only in navy, black, gray or white.

School Uniform Guidelines

Shirts, Tops, & Sweaters

- All visible shirts must have a St. Croix Prep logo
- If layering shirts, long-sleeve shirts are not allowed to be worn underneath short-sleeve shirts.
- On uniform days no letter jackets, St. Croix Prep hooded sweatshirts, or spirit wear may be worn
- Collared shirts must be buttoned fully and only the collar and top button may be undone
- Undershirts worn under collared shirts must be solid white
- Undershirts must not hang below the uniform shirt unless it is also a uniform shirt
- All tops must be of an appropriate size and fit that allows for freedom of movement and maintains a professional appearance

Pants, Shorts, Skirts, & Jumpers

- Kindergarten - 4th grade
 - Pants and shorts must be navy and have no more than 4 pockets – they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's Uniform options (no banded bottom cargo pants aka "joggers", no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6" or greater).
 - Skirts may be purchased from any vendor but must be similar in style and fabric and **must** be navy (no plaid or khaki allowed for K-4th).
 - Jumpers must be purchased from the uniform vendor and must be navy or plaid.
 - Skorts may be purchased from any vendor but must be similar in style and fabric and be navy in color (a skort is a skirt with a pair of integral shorts hidden underneath).
 - Leggings, capri leggings, tights (may be footed or footless and must be opaque), or bike shorts must be worn under skirts and jumpers, and may be any print and color (no fishnets, full-lace, or pajama pants). They must be form-fitting. No sweats, athletic-wear, or pants are allowed under the skirts or jumpers.
- Middle School 5th - 8th grade
 - Pants and shorts must be navy and have no more than 4 pockets – they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's Uniform options (no banded bottom cargo pants aka "joggers", no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6" or greater).



- Skirts may be purchased from any vendor but must be similar in style and fabric and **must** be navy (no khaki allowed for 5-8).
- Plaid skirts and Jumpers must be purchased from the uniform vendor and need to be plaid.
- Skorts are not allowed in grades 5-12.
- Upper School 9th - 12th grade
 - Pants and shorts must be navy or khaki and have no more than 4 pockets - they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's uniform options (no banded bottom cargo pants aka "joggers", no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6" or greater)
 - Skirts may be purchased from any vendor but must be similar in style and fabric and must be navy or khaki.
 - Plaid skirts and Jumpers must be purchased from the uniform vendor and need to be plaid.
 - Skorts are not allowed in grades 5-12.
 - Only Grades 9th -12th can wear navy shirts & khaki bottoms.

Shoes

- Shoes should be neat, safe, modest and not draw undue attention. Administration reserves the right to determine appropriate footwear for a safe learning environment.

Additional Notes:

- Worn, damaged, faded or outgrown uniforms should be repaired and/or replaced.
- Hats and sunglasses are not allowed to be worn in school unless permission is granted by St. Croix Prep staff.
- All clothing, jewelry, make-up, hairstyles and accessories should be neat, modest and not draw undue attention.
- No coats and non-St. Croix Prep sweaters/sweatshirts may be worn during school hours except for recess.
- No writing on arms, legs, faces or uniforms.

Physical Education Guidelines

Students in 5th-12th are required to wear a ST. CROIX PREP gym uniform. The uniform consists of a t-shirt and mesh shorts. The gym uniform is available at Tommy Hilfiger only. Donald's Uniform does not carry our gym uniforms. Students are required to have tennis shoes for class in all grade levels.

Concert Attire Guidelines

- Lower School: Dress-up attire is suggested. No jeans, t-shirts or short skirts. For safety purposes, flat shoes should be worn.
- 5-8th grade Concert Attire:



- Every student must be in concert attire for performances. For MS choirs, this includes the following: Black dress pants, black skirts or dresses, black button-downs, black blouses, black collared shirts, and black shoes. Essentially, formal/elegant all black clothing (no jeans, t-shirts, sweatpants etc..). Concert attire must adhere to the Modesty Guidelines as outlined in the St. Croix Prep Uniform Policy. If concert attire is a financial hardship or if you have any questions, please contact marykatherinemaney@stcroixprep.org.
- 7th/8th Grade Choir Concert Attire:
 - Black top, black dress slacks or skirt (black dress is acceptable), and black shoes (NO jeans or leggings).
 - Shirts/tops must have sleeves or be worn with a sweater/jacket.
 - Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
 - Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.
- 9-12th grade Concert Attire:
 - Students in all Upper School music groups wear formal attire for performances. Students should wear a black dress or tux and black shoes. If concert attire is a financial hardship or if you have any questions, please contact marykatherinemaney@stcroixprep.org
- All Other Middle School Ensembles (Including 7th/8th Orchestra & Band)
 - White top, black dress slacks or skirt, and black shoes (NO jeans or leggings).
 - Shirts/tops must have sleeves or be worn with a sweater/jacket.
 - Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
 - Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.
- Upper School:
 - Concert Attire measured for and purchased at the start of each school year.
 - Women must provide their own black tights and close-toed shoes. Minimal jewelry and hair accessories. Dress Price: approximately \$60.
 - Men must provide their own black socks and dress shoes.
 - Tuxedo Price: approximately \$100 (includes jacket, shirt, pants, tie, and cummerbund).



- Financial Assistance for Concert Attire: If concert attire is a financial hardship or if you have any questions, please contact your child's music director directly.

Dress Code Violations

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which vary by division (Lower, Middle or Upper School). Specific dress code violation consequences are listed in your student's annual school planner (3rd-12th grades) or division level handbook (Lower School and Middle School). Handbooks are posted on the school website (www.stcroixprep.org) (K-8th grades).

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which may include but may not be limited to or in any particular order:

- Parents may be contacted to bring an appropriate uniform.
- Student may be sent home for the day.
- Reoccurring uniform violations may result in further disciplinary actions.

Opt-Out Provision

Parents or guardians may apply to the Division Principal for full or partial exemption from the dress code in the following situations:

- A student's disability or medical condition which would substantially interfere with a student's ability to comply with the dress code.
- A student's religious observation which would be substantially hindered by compliance with the dress code.

Non-Uniform & Spirit Wear Days

Non-Uniform days will be scheduled throughout the course of the year. Students must demonstrate neatness, cleanliness, and modesty in their appearance on non-uniform days. Clothing on a non-uniform day should not be a distraction to teaching and learning. St. Croix Prep reserves the right to determine appropriateness of attire. Questions related to the appropriateness of a student's dress will be determined by the administration of St. Croix Prep.

Non-Uniform Guidelines

- Shirts must have sleeves or have another shirt over the top and must be modestly buttoned. Only the top button may be undone. No tank tops or spaghetti straps. No underwear, bra straps, cleavage or midriff may be showing.
- Skirts, shorts, dresses must be no shorter than 2" above the knees (shorts must have 8"-10" inseam which include bermuda shorts, trouser shorts, and athletic/basketball shorts.).



- Jeans, sweats, joggers/athletic pants (no holes or fraying). No spandex pants or shorts of any kind - i.e. yoga pants, leggings, and/or biker shorts.
- All other general ST. CROIX PREP dress code guidelines should be followed.

Non-Uniform Days are as Follows:

Tuesday, November 21*	Friday, February 23*
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*Coupons obtained during Go-Green collections must be presented upon arrival in non-uniform or a violation will occur. Uniforms must be worn if you do not have a coupon.

Spirit Wear Guidelines

To enhance school spirit and build a closer community, St. Croix Prep will have days when students may wear spirit wear in lieu of their uniform. Spirit wear days will be scheduled throughout the year. The following guidelines apply:

- All previously issued St. Croix Prep spirit wear attire, athletic participation shirts and event clothing may be worn. This includes St. Croix Prep branded bottoms. St. Croix Prep branded bottoms include both spirit wear and bottoms issued by St. Croix Prep Teams and Clubs.
- Jeans (solid blue or black) may be worn otherwise uniform pants, shorts, or skirts are to accompany the Spirit Wear attire.
- Athletic wear that is not Prep branded is not allowed.

Friday, September 8	Friday, October 6	Friday, November 3
Friday, December 22	Friday, January 26	Thursday, March 21
Friday, April 12	Friday, May 17*	Thursday, May 30

*Field Day ONLY, appropriate athletic bottoms may be worn. (e.g. sweats, basketball shorts, etc.)

BOARD ADOPTED DATE: 08/2004

REVISED DATE: 10/13/2023

EFFECTIVE DATE: 8/28/2023