



St. Croix Preparatory Academy  
Board Meeting Agenda  
May 2, 2024

1. Call to Order
2. Open Forum
3. Board Calendar
4. Consent Agenda (Board Minutes)
  - A. Board Minutes 2
5. Agenda
  - A. Board Election Update
  - B. 2024-2025 Compensation Plan Update & Approval 4
  - C. 2024-2025 Benefit Plan Approval 24
  - D. 2024-2025 Budget Approval (Compensation & Benefits) 25
  - E. Development Director - Hiring Plan 42
  - F. Succession Planning Committee -- Next Steps
  - G. Governance Committee Next Steps
6. Adjourn Meeting

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

Members Absent: None

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

## **1 Call to Order**

R. Hajlo called the meeting to order at 6:04 PM.

## **2. Open Forum**

- No one.

## **3. Board Calendar 2023-2024 - J. Gutierrez**

## **4. Consent Agenda**

- A. Board Minutes - March 19, 2024
  - a. Link: [March 19, 2024 Board Minutes](#)
- B. Executive Director Board Report - Feb. 2024
  - a. Link: [April 2024 - Ex. Director's Report](#)
    - i. J. Gutierrez noted that the wait list has over 800 students and the Upper School's wait list has been growing.
  - b. Link: [Classical Education Symposium](#)
  - c. Link: [J. Gutierrez Professional Development 2023-2024 Updated](#)
- C. Governance Committee
  - a. None to report
  - Motion to Approve: A. Galati
  - Second: M. Stiles
  - Approved: All

## **5 - Agenda**

- A. Board Election Update - N. Donnay
  - a. Nominations:
    - i. R. Thorson's teacher seat is expiring; She is up for reelection.
    - ii. K. Denzer's parent seat is expiring.
    - iii. Daniel Smith has been nominated.

## B. Matt Stiles Remote Board Participation

- a. M. Stiles will be starting a one year fellowship at Duke University. Requesting to participate remotely at board and committee meetings. August 1, 2024 - July 31, 2025.
- b. M. Stiles will communicate his address as soon as he's settled.
- c. We will post his location three days prior to the board meetings as required.

## C. Board Effectiveness Survey Results

- a. Link:  
<https://docs.google.com/document/d/1xdf3DK9pznCKILVIOmNZ1W6E6SpvEIQR/edit?usp=sharing&oid=109090201514653087722&rtpof=true&sd=true>
- b. Discussion touched on the following topics:
  - i. The Governance Committee needs to create a schedule for meetings - for May 21, 2024.
  - ii. Board Committees will bring their needs to the board for the May 21st meeting.
  - iii. Board is considering asking for help from the greater community, outside the SCPA community, for help on various Board committees.
  - iv. Board would like to see future reports from the three principals and other administrative directors: goals, challenges, successes - quarterly.
  - v. Board will need to think about its own succession for board officers.
  - vi. May 3rd: New logo available on Branding Warehouse
  - vii. Board needs to discuss long term vision.
  - viii. What is our vision for the future of the school?
    1. Board discussed whether or not there needs to be a discussion on expansion of the school prior to interviewing a new ED candidate. This is typically done every 5 years.
    2. Upper school - waitlist - expand to a new facility?
    3. How do we retain teachers and increase salaries? What decisions need to be made to continue to support the financial success of the school.
    4. Do we need to expand the whole school?
    5. We need to figure out what we do not have currently that is important to gain in the future - as a whole school.
    6. What would create a complete experience for K-12 students?

## D. May 1st Board Meeting is rescheduled to May 2, 2024.

- Motion to Approve: K. Denzer
- Second: J. Johnson
- Approved: All

**Adjournment: 7:41PM**

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

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



**St. Croix Preparatory Academy  
Compensation Plan  
May 2, 2024**

The following updates have been made to the Compensation Plan 2024-2025:

- The Compensation Plan for FY25 has been updated to include a 3% increase for all staff members, reflected in the proposed Compensation Plan as follows:
  - Section I: Licensed Instructional Staff: The licensed teacher salary schedules has been amended to reflect a 1% increase over FY24 at each placement level (levels 1-18, and first year at 19+). Therefore, with the 2-6% salary increase between placement levels, the effective salary increase for employees on placement level 1-18, and first year at 19+ will be minimally 3%. Teacher overload rates increased 3% as well. Teachers that are off the salary schedule (19+ placement level after first year at that level) will receive a 3% increase.
  - Section II: Non-licensed Instructional Staff: The salary schedule for EAs, paras, and food service staff was increased \$0.40 per level for an effective rate increase of 3-4% when changing levels. Non-licensed instructional staff that are off the salary schedules will receive a 3% increase.
  - Section III: Non-Instructional Staff: 'Maximum Rates' on each level's pay bands schedules have been adjusted to accommodate the 3% salary increase.
- Appendix B: QComp Performance Incentive Schedule will be updated when the MCA test results are received this fall.

**Action Requested:** Approve Compensation Plan for FY25.



**st. croix** preparatory academy

## **COMPENSATION PLAN**

2024-2025

**CONTENTS**

INTRODUCTION ..... 2

I. LICENSED INSTRUCTIONAL STAFF COMPENSATION..... 3

    A. Placement Level ..... 3

    B. Advancement of Placement Level ..... 3

    C. Salary Schedule ..... 3

    D. Normal Teaching Load ..... 3

    E. Teaching Overload ..... 4

    F. Part-time Teaching Load ..... 4

    G. Additional Duties ..... 4

    H. Prep Time Substitute Pay ..... 5

    I. Coaching and Advisory Assignments..... 5

    J. Q-Comp Leadership Positions..... 5

    K. Q-Comp Performance Incentives ..... 5

II. NON-LICENSED INSTRUCTIONAL STAFF COMPENSATION ..... 6

    A. Job Levels ..... 6

    B. Placement Level ..... 6

    C. Advancement of Placement Level ..... 6

    D. Salary Schedule ..... 6

III. NON-INSTRUCTIONAL STAFF COMPENSATION..... 7

    A. Job Levels..... 7

    B. Pay Level Bands ..... 8

    C. Starting Salary..... 8

    D. Tiers for Raises..... 8

    E. Performance Evaluation Components..... 8

IV. SUBSTITUTE AND SEASONAL EMPLOYEE COMPENSATION..... 9

V. OTHER ORGANIZATIONAL BENEFITS ..... 10

APPENDIX A: Licensed Instructional Staff Salary Schedule..... 11

APPENDIX B: QComp Performance Incentive Schedule ..... 12

APPENDIX C: Additional Duties ..... 14

APPENDIX D: Staff Stipend Schedule and Hourly Rates ..... 15

APPENDIX E: Non-Licensed Instructional Staff Salary Schedule ..... 16

APPENDIX F: Non-Instructional Food Service Staff Salary Schedule..... 17

APPENDIX G: Substitute and Seasonal Employee Compensation Rates ..... 18

## **INTRODUCTION**

### **Goals of this Compensation Plan**

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

### **Components of this Compensation Plan**

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

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

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

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

## I. LICENSED INSTRUCTIONAL STAFF COMPENSATION

Components of Licensed Instructional Staff Compensation are as follows:

- A. **Placement Level:** Licensed instructional staff base salary is set forth in Appendix A (Licensed Instructional Staff Salary Schedule). Initial placement level is based on the candidate’s years of experience in accredited or similar standing schools in which he/she taught full time for the full academic year in any grade, K-12, or other relevant experience. Also considered in establishing a candidate’s placement level is external market conditions in which it is challenging to recruit and retain qualified teachers in a particular discipline. Placement level is determined after reviewing a candidate’s file prior to a hire date. Placement level may be negotiated with SCPA Administration approval.
- B. **Advancement of Placement Level:** For evaluation purposes, teachers are split into two categories: Level 1 and Level 2. Level 1 teachers are on year 1-3 teaching at SCPA; Level 2 teachers are on year 4 and beyond. Advancement of a placement level on the Licensed Instructional Staff Salary Schedule is detailed below for each level.
  - 1. Level 1 Teacher, advancement of a placement level on the Licensed Instructional Staff Salary Schedule is contingent upon the following:
    - a) Year End Performance Appraisal with Division Principal or Director: Must earn a minimum score of 76/114 on the annual year-end performance appraisal.
    - b) Completion of Annual QComp Requirements: Current requirements are outlined in Appendix B.
    - c) SCPA Administration Recommendation: Administration recommendation for the teacher to move placement levels.
  - 2. Level 2 Teacher, advancement of a placement level on the Licensed Instructional Staff Salary Schedule is contingent upon the following:
    - a) Year End Performance Appraisal with Division Principal or Director on a 3 year rotation.
    - b) Participations in PLCs and Completion of Annual QComp Requirements according to observation cycle: Current requirements are outlined in Appendix B.
    - c) SCPA Administration Recommendation: Administration recommendation for the teacher to move placement levels.
- C. **Salary Schedule:** Current year salaries are reflected in Appendix A.
- D. **Normal Teaching Load:** The normal teaching load of a full-time teacher varies by division and discipline. Teaching load is based on a 7 period day in middle school and upper school. 1.0 Full -Time Equivalent (FTE) teaching loads are defined as follows:

Grade	Description	Teaching Load per day
K-4	Gen. Ed Teacher	Approximately 5 hours of student contact time in a grade level classroom
K-4	Specialists - Art	5 Classes
K-4	Specialists - Music	5 Classes

K-4	Specialists - Physical Education	5 Classes plus 1 additional duty (20 min/day)
5-12	Gen. Ed Teacher	5 Classes
7-12	Gen. Ed. Teacher - Science	4 Science Lab Classes
5-12	Specialists - Art	5 Classes
5-12	Specialists - Music	6 Classes or Lesson Equivalent
5-12	Specialists - Physical Education	6 Classes
K-12	Special Education Teacher	Full Caseload as determined by SPED Director

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

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

FTE weighting for Grades K-4 are as follows:

FTE weight	Non-Instructional Minutes	Stipend Amount
.10	70 minutes or less during the regular school day (9:30am-4:00pm)	\$ 3,589.00

FTE weighting for Grades 5-12 are as follows:

FTE weight	Credit Weight	Stipend Amount
.10	½ Credit Class	\$ 3,589.00
.20	1 Credit Class	\$ 7,177.00
.125	½ Credit Science Lab Class	\$ 4,486.00
.25	1 Credit Science Lab Class	\$ 8,971.00

F. **Part-time Teaching Load:** If a teacher is part-time or temporary, the salary will be calculated according to their defined fractional FTE.

G. **Additional Duties:** Assignments of teachers to Additional Duties such as, but not limited to, bus supervision, hall supervision, and event attendance, shall be distributed among all teachers in the building. No additional compensation is awarded for these duties. See Appendix C for a more complete list of Additional Duties.

- H. **Prep Time Substitute Pay:** Teachers who are requested by their building principal and agree to use planning or preparation time to substitute for a teacher who is absent shall be compensated for such duty at their hourly rate.
- I. **Coaching and Advisory Assignments:** All assignments to additional activities, including, but not limited to, athletic and extra-curricular activities and clubs, shall be compensated according to the schedule in Appendix D. The Activities Director and the appropriate coaching or advisor staff shall participate in the hiring process for these positions.
- J. **Q-Comp Leadership Positions:** Teacher leadership positions including Teacher Learning Coordinator (TLC) and Professional Learning Community (PLC) Leader as well as short term project opportunities are available and shall be compensated according to the schedule in Appendix D.
  - 1. The TLC and PLC positions are three year terms and shall be posted in the spring preceding the term or upon vacancy if needed. TLC Leader salaries follow the Teacher Salary Schedule.
  - 2. The QComp Committee participates in the hiring process for these positions.
- K. **Q-Comp Performance Incentives:** All teachers are eligible and are awarded additional pay, beyond the base salary, for participation in and qualification for Q-Comp Performance Incentives. Stipends for these duties are set forth in Appendix B (QComp Performance Incentive Schedule).

## II. NON-LICENSED INSTRUCTIONAL STAFF COMPENSATION

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

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

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

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

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

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

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

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

### III. NON-INSTRUCTIONAL STAFF COMPENSATION

Components of Non-Instructional Staff Compensation are as follows:

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

**Level 1: Entry Level Support (Food Service Servers)**

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

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

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

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

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

**Level 4: Managers, Associate Director, Coordinators, College Counselor, Technology Assistant, Facilities, Assistant, Senior Accountant**

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

**Level 5: Directors, Principals, Executive Directors**

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

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

Pay Level Band	Minimum	Maximum	Position
L1 (follows schedule on Appendix F after initial placement)	\$17.40	\$26.50	Food Service Servers
L2	\$18.65	\$30.00	Food Service Leads, Health Room Assistant, Administrative Assistants, Study Hall Monitor, Building Attendant, Building Substitute
L3	\$20.00	\$40.00	Office Managers, Accountant, District Executive Assistant, District Administrative Assistant, Kitchen Manager, District Office Assistant
L4	\$55,000	\$95,000	Managers, Associate Director, Coordinators, College Counselor, Technology Assistant, Senior Accountant, Facilities Assistant
L5	\$75,000	\$199,000	Directors, Principals, Executive Directors* (*contracted rates may differ)

**C. Starting Salary:** Administration and the SCPA Board of Directors will determine all non-instructional staff starting salary based on expectations/job description, experience, value to the school and available external market data. The Pay Level Bands (see paragraph B) will be reflective of this determination.

**D. Tiers for Raises:** Performance-based raises will be offered according to the following set of criteria, with manager discretion within the provided ranges.

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

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

**E. Performance Evaluation Components:** The performance evaluation score is determined by the direct manager and may be influenced by the following inputs:

1. 360 Evaluation
2. Progress on Individual Performance Goals
  - Individual Performance Goals (IPG) are job-specific performance goals that may be set annually between you and your manager. IPGs should to be Specific, Measurable, Attainable, Relevant, and Time bound, and should be aligned with other organizational goals.

#### **IV. SUBSTITUTE AND SEASONAL EMPLOYEE COMPENSATION**

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

## V. OTHER ORGANIZATIONAL BENEFITS

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

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

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

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

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

**APPENDIX A:**

**Licensed Instructional Staff Salary Schedule**

2024-2025 School Year

Placement Level*	FY24 Pay Scale 1.0 FTE
1	\$44,428
2	\$45,020
3	\$45,920
4	\$46,838
5	\$48,478
6	\$49,448
7	\$50,436
8	\$51,444
9	\$54,018
10	\$55,099
11	\$56,200
12	\$57,325
13	\$58,470
14	\$59,641
15	\$60,832
16	\$62,049
17	\$63,291
18	\$64,556
19+	\$65,847

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

An annual increase for staff above placement level 19+ is 3% for FY25 and is contingent upon completing QComp requirements, achieving or exceeding the required minimum score on the year-end appraisal, and SCPA Administration recommendation.

**APPENDIX B:**

**QComp Performance Incentive Schedule**

2023-2024 School Year

Licensed staff (teachers and school nurse) are awarded additional pay, beyond base salary, for participation in and qualification for Q- Comp Performance Incentives. The goal of the incentive is to improve teacher instruction and increase student performance. The amount for each category is based on the dollars available each year as determined by the submitted and approved Q-Comp Plan by the Minnesota Department of Education. For the 2023-2024 school year, in order to receive performance based pay all licensed staff will need to complete the following:

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

- Lower School Division Goal- The percentage of all students in grades 3-4 at St. Croix Preparatory Academy who earns achievement levels of meets or exceeds the standards on the Reading MCA-III will decrease from 81.3% in 2022-23 to 78.9% in 2023-24.
- Middle School Division Goal-The percentage of all students in grades 5-8 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will increase from 82% in 2022-23 to 85.8% in 2023-24.
- Upper School Division Goal-The percentage of all students in grade 10 at St. Croix Preparatory Academy who earns achievement levels of meets the Standards or Exceeds the Standards on the Reading MCA-III will decrease from 85.7% in 2022-23 to 84.8% in 2023-24.

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

- Teachers must meet PLC attendance requirements and work with PLC and TLC leaders to create and a track student-focused SMART goal.

**Category 3.** Fifty Percent - (\$900) Participation in the Licensed Staff Seminar Observation Process:

- **Level 1 Teachers:**
  - The Principal and the Teaching and Learning Coordinator will observe and coach Level 1 teachers throughout the year; additionally, two Seminar Observations will be conducted with support from the TLC. Each teacher will create an annual Individual Growth and Development Plan in collaboration with their TLC, and observations will focus on support and mentorship within St. Croix Prep’s unique culture.

<b>Level 1 (New to SCPA) Teacher Observation Cycle</b>			
<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Principal/TLC Observations (Formal; Summative) 2 per year</b>	X	X	X
<b>Principal Observations (Informal)</b>	X	X	X
<b>TLC Observations (Informal; Coaching, Seminar)</b>			

	X	X	X
<b>SPED (due process record reviews)</b>	X	X	X

- **Level 2 Teachers:**
  - Upon reaching Level 2 with 4+ years of experience at St. Croix Prep, teachers will be formally observed on a 3-year rotation. During non-observation years, teachers will work informally with TLCs and Principals on their Individual Growth and Development Plans.

• <b>Level 2 (4+ years at SCPA) Teacher Observation Cycle</b>											
	Group 1				Group 2				Group 3		
Year	1	2	3		1	2	3		1	2	3
<b>Principal Observations (Formal) 2 per year</b>	X					X					X
<b>Principal Observations (Informal)</b>	X	X	X		X	X	X		X	X	X
<b>TLC Observations (Informal; Coaching) 2 per year</b>		X	X		X		X		X	X	
<b>SPED (due process record review)</b>	X	X	X		X	X	X		X	X	X

In summary,

- the annual Q-Comp stipend for Categories 2 and 3 will be awarded to licensed staff that:
  - complete all observation requirements required for their category level
  - successfully participate in PLCs and collaborate with TLCs and Division Principals or Directors based on their category level.
- the annual Q-Comp stipend for Category 1 will be awarded to licensed staff if their division scores meet or exceed the minimum scores listed in Category 1.

**APPENDIX C:**

**Additional Duties**

2024-2025 School Year

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

**APPENDIX D:**

**Staff Stipend Schedule and Hourly Rates**

2024-25 School Year

ACTIVITIES			ATHLETICS			ATHLETICS (CON'T)		
	By Advisor	By Activity		By Coach	By Sport		By Coach	By Sport
<b>Upper School Student Council</b>		<b>2,585</b>	<b>Girls Tennis</b>		<b>3,685</b>	<b>Track</b>		<b>16,885</b>
Advisor Salary	2,585		Head Varsity Coach	3,685		Head Varsity Coach	3,685	
<b>Middle School Student Council</b>		<b>2,585</b>	Asst. Varsity Coach			Asst. Varsity Coach	2,200	
Advisor Salary	2,585		<b>Volleyball</b>		<b>10,945</b>	Asst. Varsity Coach	2,200	
<b>Pep Band</b>		<b>605</b>	Head Varsity Coach	3,685		Asst. Varsity Coach	2,200	
Advisor Salary/ \$50 per game	605		Asst. Varsity Coach/JV	2,750		Asst. Varsity Coach	2,200	
<b>Jazz Band II</b>		<b>880</b>	C-Team Coach	2,750		Middle School Coach	2,200	
Advisor Salary	880		Middle School Coach	1,760		Middle School Coach	2,200	
<b>National Honor Society</b>		<b>2,585</b>	<b>Cross Country</b>		<b>5,995</b>	<b>Golf</b>		<b>9,570</b>
Advisor Salary	2,585		Head Varsity Coach	3,410		Boys Head Varsity Coach	3,685	
<b>Service Club</b>		<b>2,585</b>	Asst. Varsity Coach/JV	2,585		Girls Head Varsity Coach	3,685	
Advisor Salary	2,585		<b>Girls Soccer</b>		<b>8,580</b>	Asst. Varsity Coach	2,200	
<b>Upper School Theater</b>		<b>4,950</b>	Head Varsity Coach	3,410		<b>TOTAL ATHLETICS</b>		<b>127,270</b>
Director	3,300		Asst. Varsity Coach/JV	2,585				
Assistant Director	1,100		C Team Coach	2,585				
Technical Director	550		<b>Boys Soccer</b>		<b>8,580</b>			
<b>Middle School Theater</b>		<b>4,235</b>	Head Varsity Coach	3,410				
Director	2,310		Asst. Varsity Coach	2,585				
Asst. Director	1,375		C Team Coach	2,585				
Asst. Director/Tech	550		<b>Boys Basketball</b>		<b>12,760</b>			
<b>Theatre Club</b>		<b>6,800</b>	Head Varsity Coach	5,060				
Co-Director/Producer	3,500		Asst. Varsity Coach/JV	3,850				
Co-Director	1,100		C-Squad Head Coach	3,850				
Tech. Director	1,100		<b>Girls Basketball</b>		<b>12,760</b>			
Stage Manager	550		Head Varsity Coach	5,060				
Choreographer	550		Asst. Varsity Coach/JV	3,850				
<b>Debate</b>		<b>2,200</b>	C-Squad Head Coach	3,850				
Advisor Salary	2,200		<b>Alpine Ski</b>		<b>5,060</b>			
<b>Speech</b>		<b>2,200</b>	Head Varsity Coach	3,685				
Advisor Salary	2,200		Asst. Varsity Coach	1,375				
<b>LS Choir</b>		<b>1,100</b>	<b>Dance Team</b>		<b>3,300</b>			
Advisor Salary	1,100		Head Varsity Coach	3,300				
<b>Battle of the Books</b>		<b>880</b>	Asst. Varsity Coach					
Advisor Salary	880		<b>Archery</b>		<b>11,990</b>			
<b>Continental Math League</b>		<b>1,898</b>	Head Varsity Coach	4,070				
Advisor Salary	633		Asst. Varsity Coach	1,980				
Advisor Salary	633		Asst. Varsity Coach	1,980				
<b>Math League - US</b>		<b>1,760</b>	Asst. Varsity Coach	1,980				
Advisor Salary	1,760		Asst. Varsity Coach	1,980				
<b>School Newspaper</b>		<b>-</b>	<b>Baseball</b>		<b>5,885</b>			
Advisor Salary	-		Head Varsity Coach	3,685				
<b>Ski Club</b>		<b>1,100</b>	Asst. Varsity Coach	2,200				
Advisor Salary	1,100		<b>Softball</b>		<b>5,885</b>			
<b>Quiz Bowl</b>		<b>550</b>	Head Varsity Coach	3,685				
Advisor Salary	550		Asst. Varsity Coach	2,200				
<b>Yearbook</b>		<b>4,400</b>	<b>Girls Lacrosse</b>		<b>5,390</b>			
LS Advisor Salary	2,200		Head Varsity Coach	3,190				
MS Advisor Salary	2,200		Asst. Varsity Coach	2,200				
<b>TOTAL</b>		<b>43,898</b>	<b>Boys Lacrosse</b>		<b>-</b>			
			Head Varsity Coach					
			Asst. Varsity Coach					

  

CURRICULAR		By Advisor
Peer Tutoring		2,200
Upper School Advisory Lead		1,650
Senior Advisor		275
Prom		1,100
Commencement		1,650
College Recommendation Letters (10)		275
Pre-AP Chemistry Online		2,200
Precalculus (summer)		2,200
Curriculum Development/ per day		175
Daily Stipend for approved additional projects/duties/ full day (6-8 hours)		175
Daily Stipend for approved additional projects/duties/ half day (3-5 hours)		87.50
Board Member		850
Board Clerk (per meeting)		120
PLC & TLC		4,100
TLC Summer/ Release Day Work		5,100
Curriculum Coordinator Summer/Release Day Work		5,100
Dean of Students Summer/Release Day Work		5,100
Test Proctoring		18.00/hr
Summer School		60.00/hr
ESY		60.00/hr
Homework Club		35.00/hr
Homebound teaching		35.00/hr
Subbing for another teacher (internal coverage)		hourly rate per annual
<b>TOTAL CURRICULAR STIPENDS</b>		

  

NON- CURRICULAR		By Advisor
ALICE Coordinator (Licensed Staff)		7,177
Traffic Duty		20/shift
Before/after school atrium duty		18.00/hr
<b>TOTAL NON-CURRICULAR STIPENDS</b>		

**APPENDIX E:  
Non-Licensed Instructional Staff Salary Schedule  
2024-2025 School Year**

General Education - Educational Assistant	
Placement Level*	Hourly Rate
1	\$17.40
2	\$17.65
3	\$17.60
4	\$18.15
5	\$18.40
6	\$18.65
7	\$18.90
8	\$19.15
9	\$19.40
10	\$19.65

Special Education -Paraprofessional	
Placement Level*	Hourly Rate
1	\$18.65
2	\$18.90
3	\$19.15
4	\$19.40
5	\$19.65
6	\$19.90
7	\$20.15
8	\$20.40
9	\$20.65
10	\$20.90

Special Education - Paraprofessional - Special Duty	
Placement Level*	Hourly Rate
1	\$21.15
2	\$21.40
3	\$21.65
4	\$21.90
5	\$22.15
6	\$22.40
7	\$22.65
8	\$22.90
9	\$23.15
10	\$23.40

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

An annual increase for staff above placement level 10 is 3% for FY25 and is contingent upon achieving or exceeding the required minimum score on the year-end appraisal and SCPA Administration recommendation.

**APPENDIX F:  
Non-Instructional Food Service Staff Salary Schedule  
2024-2025 School Year**

Food Service		
Placement Level*	Hourly Rate *4 hours or less/day	Hourly Rate *6 hours or more/day
1	\$17.40	\$18.65
2	\$17.65	\$18.90
3	\$17.60	\$19.15
4	\$18.15	\$19.40
5	\$18.40	\$19.65
6	\$18.65	\$18.65
7	\$18.90	\$18.90
8	\$19.15	\$19.15
9	\$19.40	\$19.40
10	\$19.65	\$19.65

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

An annual increase for staff above placement level 10 is 3% for FY25 and is contingent upon achieving or exceeding the required minimum score on the year-end appraisal and SCPA Administration recommendation.

**APPENDIX G:**

**Substitute and Seasonal Employee Compensation Rates**

2024-2025 School Year

Teacher Subs	\$175/day or \$87.50/half day
Long-Term Teacher Subs	\$225/day
Building Substitute	\$28.00-\$28.50/hour
EA General Education Subs	\$17.40/hour
EA Special Education Subs	\$17.40/hour
Nurse Subs	\$46.00/hour
Health Office Assistant Subs	\$17.50/hour
Office Manager Subs	\$17.50/hour
Food Service Subs	\$17.40/hour
Seasonal Test Proctor	\$18.00/hour
Seasonal Student Workers	\$15.00 - \$18.25/hour
Seasonal Administrative Workers	\$15.00 - \$18.25/hour

## St. Croix Prep 2024-25 Benefits Renewal Board Summary May 2, 2024

St. Croix Prep's benefits renew annually on July 1. This is an off-cycle year for the HITA (Health Insurance Transparency Act) bid requirement for group medical coverage. However, we did seek other bids this year due to feedback from staff members who have been dissatisfied with United Health Care (UHC) for medical coverage. Last year, we did not have other carrier alternatives due to our high claims/loss ratio.

After negotiations and marketing results, we recommend moving to Blue Cross Blue Shield from UHC. UHC's initial renewal offer was a 27.5% increase which USI (our benefits broker) negotiated down to 22.5%. UHC was willing to lower their bid more by removing coverage our staff members use (vision exam coverage and weight loss medication coverage). Blue Cross Blue Shield was the only carrier with a competitive bid for our group medical coverage. Our claims/loss ratio remains high and other carriers were either unwilling to bid or not competitive. BCBS offers similar plans and networks for an aggregate increase of 21.2% and keeps the same coverage in place for our staff members. The increased premium cost will be shared with the school and the employee and will vary depending upon which plan the employee elects. Employees may experience a decrease if they move from a co-pay plan to an HSA plan.

### Other benefits:

Nice Health Care will increase \$3 pepm (per employee per month) from \$33/pepm to \$36 pepm. This was a new benefit added last year which has been very well received by our staff members and serves to help keep our claims lower with our medical carrier, which will benefit the school and employees with more favorable renewals in subsequent years.

Dental will renew with HealthPartners with a 4.2% increase.

Group term life insurance/AD&D will renew with Principal with no increase. No premium change for voluntary life insurance coverage (a voluntary benefit, 100% employee paid). Principal initially requested an 11.2% rate increase which was negotiated by USI to no rate change.

Long-term disability will renew with Principal with no increase. Principal initially requested an 18% increase which was negotiated by USI to no rate change.

Vision coverage through VSP (a voluntary benefit, 100% employee paid) will renew with no rate increase and is guaranteed until 7/1/2027.

**ACTION NEEDED:** Approve group medical carrier change and other benefit renewals.



**st. croix** preparatory academy

# FY25 Preliminary Budget Package

Presented to School Board  
May 2, 2024

St. Croix Preparatory Academy  
Stillwater, Minnesota

FY25  
Preliminary Budget Package

Table of Contents

Budget Summary	Page 1
Budget Model	Page 5

# Budget Summary

## FY25 Budget

### FY25 Budget Assumptions

State Funding Formula: FY25-FY27: 2% increase

Enrollment: Full Time Enrollment - 1189 student (+6)  
 PSEO Enrollment -30 students (+11)  
 Shared Time - 14 students (+0)

Compensation: Per Compensation Schedule, approx. 3% increase for all employees

Benefits:	Type	Change
	Health	21%
	Dental	4%
	Life	Flat
	LTD	Flat

### School Wide Summary

	FY25	Re-forecasted FY24	Variance	
<b>Total Revenues</b>	17,218,000	17,335,000	(117,000)	
<b>Total Expenditures</b>	17,123,000	17,041,000	82,000	
<b>Projected Annual Surplus</b>	<b>95,000</b>	<b>294,000</b>	<b>(199,000)</b>	<b>Projected Fund Balance \$7,044,000</b>
Less 1x Rev: FY24 ERC Funds		(413,000)		
Adj for FY25 expenses absorbed in FY24 with ERC Funds	(190,000)	190,000		
Repair/Maint Costs Funded thru Building Company	(305,000)	(172,000)		Reflects the expenses covered thru the building company, which prior to FY23 Comp Plan adjustment were funded thru the school. This demonstrates the shortfall in funding which must be sourced thru increased fundraising/development. The School Board approved bridging this shortfall while SCPA Foundation development capacity was being built over five years. FY25 represents year 3 of this plan.
Building Improvement Costs Funded thru Building Company	(65,000)	(240,000)		
<b>Annual Surplus: Adjusted for effect of FY24 1x Activity and Building Company Funding</b>	<b>(465,000)</b>	<b>(341,000)</b>	<b>(124,000)</b>	
<b>Fund Balance as % of Annual Expense</b>	<b>41.1%</b>	<b>40.8%</b>	<b>0.3%</b>	<b>Target &gt;20%</b>
<b>Debt Service Coverage</b>	<b>1.58</b>	<b>1.31</b>	<b>0.27</b>	<b>Target 1.20 (must be &gt;1.10)</b>
<b>Days Cash On Hand</b>	<b>150</b>	<b>133</b>	<b>17</b>	<b>Target +60</b>

## Fund Level Summary

### General Fund (Fund 1)

	FY25	Re-forecasted FY24	Variance*		
<b>Total Revenues</b>	16,255,000	16,406,000	<b>(151,000)</b>		
<b>Total Expenditures</b>	16,150,000	16,221,000	<b>(71,000)</b>		
<b>Projected Annual Surplus</b>	<b>105,000</b>	<b>185,000</b>	<b>(80,000)</b>	<b>Projected Fund Balance</b>	\$6,406,000
Less 1x Rev: FY23 ERC Funds		(413,000)	413,000		
Adj for FY25 expenses absorbed in FY24 with ERC Funds	(190,000)	190,000	(380,000)		
Repair/Maint Costs Funded thru Building Company	(305,000)	(172,000)	(133,000)		
Building Improvement Costs Funded thru Building Company	(65,000)	(240,000)	175,000		
<b>Annual Surplus: Adjusted for effect of FY24 1x Activity and Building Company Funding</b>	<b>(455,000)</b>	<b>(450,000)</b>	<b>(5,000)</b>		

	#/\$	% change	Description
<b>FY25 Enrollment-Headcount:</b>	<b>1233</b>	1.0%	-FY25 preliminary budgeted enrollment is an increase of 10 ADMs over FY24 re-forecasted enrollment. Projected enrollment of 1233 is comprised as follows:
<b>FY25 Enrollment-ADM's:</b>	<b>1202</b>	1.0%	- <b>In-State (full-time) enrollment</b> of 1189 is a 1% (6 ADMs) increase over FY24 re-forecasted Budget. The goal is to increase enrollment in grades 9-11 by 11 students. This goal is considered attainable based on current enrollment count for FY25 and recruiting strategies. Recruiting strategies include collaboration with ACS - student exchange organization and outreach to parents of upper school students who have attended SCPA Information Meeting.
			- <b>PSEO</b> enrollment of 30 students generating 11 ADMs of Per-pupil funding and 30 ADMs of Lease-aid. This is a 58% increase from FY24 re-forecasted budget. PSEO enrollment is based on early PSEO commitments. PSEO is projected to generated 10.8 ADM and 30 ADM for Lease-aid.
			- <b>Shared Time enrollment</b> is projected to be flat. Shared Time enrollment of 14 students is projected to generate 2.0 ADM.
			-FY25 <b>Waitlist</b> is strong (826 students) reflecting a 14% (99 student) increase from FY24 waitlist as of May 2023.

<b>Total General Fund Revenue</b>	16,255,000	
Variance from prior year	(151,000)	<b>-0.9%</b>
Variance Adjusted for FY24 One-time Revenue (ERC + Cares Funding)	573,000	3.5%

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

Budget Line Item	#/\$	% change	Description
<b>Per Pupil Funding:</b>	<b>272,000</b>	<b>3%</b>	-Gen Ed Formula increase 2% (\$132 per pupil unit) Combined with enrollment growth of 10 ADMs (approx. \$100K) , provides \$272,000 additional revenue which equates to a 3% increase in General Fund Revenue over FY24.

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

Budget Line Item	#/\$	% change	Description
<b>COVID-19 Relief Funds</b>	<b>(312,000)</b>	<b>-100%</b>	-One time Covid-19 relief funds received in FY24, and will not be received in FY25.

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

Budget Line Item	Variance #/\$	% change	Description
<b>Fundraising /Development:</b>	<b>290,000</b>	<b>73%</b>	-Reflects an increase based on the following factors: Admin's recommendation that FY24 Foundation Grant not be paid to school until FY25 vs FY24 (\$90K). In addition, the increase reflects the return of the school marathon and FY25 (\$100K), and a 20th anniversary campaign targeted to kick off in the fall of 2024 (\$100K).
<b>Interest Earnings:</b>	<b>20,000</b>	<b>13%</b>	-Reflects assumption of 4-5% return on investments on Fund Balance, which is consistent with FY24; however, the business office is committed to transferring \$500K from non-interest bearing accts to interest bearing, to better capitalize on current interest rate environment.
<b>Employee Retention Credit:</b>	<b>(413,000)</b>	<b>-100%</b>	-One time Covid-19 relief funds received in FY24.

### General Fund- Cont'd

	#/\$	% change	Description
<b>Total General Fund Expenses</b>	16,150,000		St. Croix Prep's sustainability strategy dictates that expense growth does not materially out pace revenue growth unless a intentional spend-down of the fund balance is Board approved. In this proposed budget, General Fund Expenses increased 2.1%, when adjusted for one-time Cares Funding Expenses. Currently Per pupil funding projected increase is 2%; which is equals proposed expense increase.
Variance from prior year	(71,000)	-0.4%	
Variance Adjusted for FY24 One-time Revenue (ERC + Cares Funding)Expenses	344,636	2.1%	

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

Budget Line Item	#/\$	% change	Description
<b>Benefits:</b>	<b>143,000</b>	<b>9.0%</b>	Primarily due to increase in Health (21%) and Dental (4%) premium cost. All other benefit costs remained flat (FICA, TRA, PERA, LTD, STD).
<b>Repairs + Maintenance:</b>	<b>(35,000)</b>	<b>-13.6%</b>	Variance due increased repairs and maintenance cost being funded thru the building company (\$100K). Funding expenses thru the building company is essential in order for the board to honor its commitment to increasing staff salaries while the SCPA development department develops fundraising capacity . This decrease is partially offset by an increase to Repairs and Maintenance due to timing of large maintenance project, the largest of which is track resurfacing.
<b>Textbooks + Workbooks</b>	<b>(49,000)</b>	<b>-825.0%</b>	Variance due to FY25 Textbook purchases made in FY24 (\$45K) using the one-time ERC funds received in FY24.
<b>Building Improvements</b>	<b>(76,000)</b>	<b>-100.0%</b>	Variance due increased repairs and maintenance being funded thru the building company. Funding expenses thru the building company is essential in order for the board to honor its commitment to increasing staff salaries while the SCPA development department develops fundraising capacity.
<b>Fundraising-Development:</b>	<b>335,000</b>	<b>74.4%</b>	Variance due to expanded SCPA Foundation development efforts planned for FY25 (\$185K) and the return of the Prep Marathon (\$150K). The increase of \$185K in SCPA Foundation grants is made up of \$90K raised in FY24, and a projected 20th Anniversary campaign (\$100K) .
<b>One Time ERC/Cares Expenditures:</b>	<b>(416,000)</b>	<b>-100.0%</b>	Variance has two primary components. Firstly, One-time Cares Funding Grant expenses incurred in FY24 will not be incurred in FY25 (\$316K). Secondly, to manage the FY25 net-income while honoring the board's commitment to increasing staff salaries while the SCPA development department develops fundraising capacity \$100K of FY25 expenses are proposed for expenditure in FY24, (\$100K).

### Food Service (Fund 2)

	#/\$	% change
<b>Projected Annual Surplus</b>	1,000	-1174%
Variance from prior year	(116,000)	

	#/\$
<b>Projected Fund Balance</b>	\$554,000

FY25 Food Service budget is conservatively forecasted because not all of FY25 funding sources have been announced.

### Community Service Fund (Fund 4)

	#/\$	% change
<b>Projected Annual Surplus</b>	(11,000)	18%
Variance from prior year	(2,000)	

	#/\$
<b>Projected Fund Balance</b>	\$95,000

Fund 4 programs are projected to break even. The negative net income is due to a proposed allocation from Fund 4 to Prairie and Trail maintenance (\$11K). Because both the Prairie and the Trail are used for out-of-school programming, prairie and trail maintenance are allowable uses of Community Service (Fund 4) funds.

## Long Term Budget Model (All Funds)

-Current Year budget assumptions forecasted out 4 years. Based on the review of key ratios/percentages, it is determined that school operations are sustainable for

	FY25	FY26	FY27	FY28	
Schoolwide Annual Surplus	95,000	185,000	144,000	127,000	
Ending Schoolwide Fund Balance	7,044,000	7,229,000	7,373,000	7,500,000	
Fund Balance %of Annual Expenditures	41.1%	41.9%	42.0%	42.0%	target 20-25%
Debt Service Coverage Ratio	1.58	1.57	1.58		target 1.20 (must be > 1.1)
Days Cash on Hand	150	153	153	153	target +60

St. Croix Preparatory Academy #4120-07  
Long-Range Budget Projection Model  
Budget Model 05.02.24

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
<b><u>Enrollment Projections</u></b>				
Number Students Grade HK	0	0	0	
Number Students Grade K	90	91	(1)	-1%
Number Students Grade 1	90	90	0	0%
Number Students Grade 2	90	90	0	0%
Number Students Grade 3	90	91	(1)	-1%
Number Students Grade 4	90	91	(1)	-1%
Number Students Grade 5	93	93	0	0%
Number Students Grade 6	93	94	(1)	-1%
Number Students Grade 7	93	95	(2)	-2%
Number Students Grade 8	94	95	(1)	-1%
Number Students Grade 9	103	100	3	3%
Number Students Grade 10	102	97	5	5%
Number Students Grade 11	94	85	9	10%
Number Students Grade 12	80	80	0	0%
<b><u>Enrollment totals by state pupil unit weighting category</u></b>				
Total Number of Students Grade K	90	91	(1)	-1%
Total Number of Students Grade 1-3	270	271	(1)	0%
Total Number of Students Grade 4-6	276	278	(2)	-1%
Total Number of Students Grade 7-12	566	552	14	2%
<b>Total Number of Students</b>	<b>1,202</b>	<b>1,192</b>	<b>10</b>	<b>1%</b>
<b>Total Number of Current Year Pupil Units</b>	<b>1,315.20</b>	<b>1,302.40</b>	<b>13</b>	<b>1%</b>

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	Original <u>2024-2025</u>	Working Budget <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
<b>State Revenue Assumptions and Calculations</b>				
<b>General Education Revenue</b>				
State Averages Per Pupil Unit	\$7,281	\$7,138	143	2%
Inflation Rate Assumption-Basic only	<u>2.0%</u>	<u>4.0%</u>	<u>(0)</u>	<u>-100%</u>
Basic Excluding Transportation	\$6,941.71	\$6,805.37	136	2%
Sparsity	33.47	33.47	0	0%
Operating Capital	226.58	226.58	0	0%
Gifted and Talented	13.00	13.00	0	0%
Transportation Sparsity (SCPA does not receive)	0.00	0.00	0	
Equity	115.24	115.24	0	0%
Referendum	19.74	19.74	0	0%
Menstrual Prod/Antiagonist	2.00	2.00	0	0%
Transportation (SCPA doesn't receive-resident district provides)	0.00	0.00	0	
	<hr/>	<hr/>	<hr/>	<hr/>
Per Pupil Unit State Revenue	7,351.74	7,215.40	136	2%
Less Pension Adjustment	0.00	0.00	0	
<b>Total Per Pupil Unit State Revenue</b>	<b>\$7,351.74</b>	<b>\$7,215.40</b>	<b>136</b>	<b>2%</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Total General Education State Revenue</b>	<b>9,669,002</b>	<b>9,397,336</b>	<b>271,666</b>	<b>3%</b>

32

St. Croix Preparatory Academy #4120-07  
Long-Range Budget Projection Model  
Budget Model 05.02.24

	Original <u>2024-2025</u>	Working Budget <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
Free	9%	9%		
Reduced	3%	3%		
<b>Compensatory Revenue</b>	<u>estimate</u>	<u>estimate</u>		
A: Number of Students prior yr. (current year for 1st year)	1202	1213	(11)	-1%
B: Number of Free Lunch Students prior yr. (or current year for 1st	109	109	0	0%
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st	34	31	3	9%
<b>D: Adjusted Counts = 100% Free, 50% Reduced - (A)</b>	126.00	124.50	2	1%
E: Concentration Portion	0.10	0.10	0	2%
F: Concentration Factor ( lesser of 1 or Conc. Portion/ .8)	0.13	0.13	0	2%
G: PU = .6 * D * F	10.78	9.58	1	11%
H: Initial Revenue	69,451	60,369	9,083	13%
Miscellaneous Adjustment (Rounding)	0	668	(668)	
I: Short Year Factor	1	1	0	0%
<b>Calculated Compensatory State Revenue ((A) x (B))</b>	<b>69,451</b>	<b>61,037</b>	<b>8,414</b>	<b>12%</b>
<b>EL (English Learner) State Aid</b>	<u>estimate</u>	<u>estimate</u>		
Prior Year EL Eligible ADM	30	30	(0)	-1%
Current Year EL Eligible ADM	30	30	0	1%
ADM Served	1202	1192	10	1%
Adjusted EL ADM	30	30	0	1%
EL Marginal Cost Pupils	30	30	0	1%
<b>EL Revenue</b>	<b>36,871</b>	<b>36,627</b>	<b>243</b>	<b>1%</b>
Concentration Portion	0.0250	0.0250	0	0%
Concentration Factor	0	0	0	0%
EL Pupil Units	7	6	0	1%
<b>EL Concentration Revenue</b>	<b>2843</b>	<b>2820</b>	<b>24</b>	<b>1%</b>
Rounding Adjustment	0	0	0	
<b>Total EL Aid</b>	<b>39,714</b>	<b>39,447</b>	<b>267</b>	<b>1%</b>
<b>Pension Adjustment - new in FY19</b>				
Member Salaries	6,123,032	6,002,972	120,059	2%
Pension Adjustment Rate	1.25%	1.25%	0	0%
<b>Total Pension Adjustment Revenue</b>	<b>76,538</b>	<b>75,037</b>	<b>1,501</b>	<b>2%</b>

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
<b>Building Lease Aid:</b> Lesser of line a or b below:				
Building Lease Exp.	<u>1,963,992</u>	<u>1,965,452</u>	<u>(1,460)</u>	<u>0%</u>
Add'l PUN for PSEO (begin in FY18)	<u>30.00</u>	<u>19.00</u>	<u>11</u>	<u>37%</u>
a) Aid at \$1,314 per pupil unit (PSEO begin in FY18)	<u>1,767,593</u>	<u>1,736,320</u>	<u>31,273</u>	<u>2%</u>
b) Aid at 90% of Lease	<u>1,767,593</u>	<u>1,768,907</u>	<u>(1,314)</u>	<u>0%</u>
Lesser of \$1,314/p.u. or 90% of lease payment	<u>1,767,593</u>	<u>1,736,320</u>	<u>31,273</u>	<u>2%</u>
<b>Estimated Proration of Lease Aid Revenue</b>	<u>100.0%</u>	<u>100.0%</u>	<u>0</u>	<u>0%</u>
<b>Total Prorated Building Lease Aid Revenue</b>	<u>1,767,593</u>	<u>1,736,320</u>	<u>31,273</u>	<u>2%</u>
Lease Aid Revenue per pupil unit (before proration)	<u>1314</u>	<u>1314</u>	<u>(0)</u>	<u>0%</u>

<b>Building Lease Aid Analytical</b>				
Lease Aid Revenue that would need to be generated to cover exp at 90%. Max per Statute is \$1,314	1,314	1,339	(25)	-2%
How many more PUN would we need to maximize lease aid?	0	25	(25)	

<b>Long-Term Facilities Maintenance Revenue</b>				
Revenue per Adjusted Pupil Unit	\$132	\$132	0	0%
Proration	<u>100.0%</u>	<u>100.0%</u>	<u>0</u>	<u>0%</u>
<b>Total Long-Term Facilities Maintenance Revenue</b>	<u>173,606</u>	<u>171,917</u>	<u>1,689</u>	<u>1%</u>

<b>Special Education Revenue</b>				
Non-ADSIS Rate	<u>estimate - 92.0%</u>	<u>estimate - 92.0%</u>		
State Special Education Aid & Tuition Billing	<u>2,336,432</u>	<u>2,290,657</u>	<u>45,775</u>	<u>2%</u>
ADSIS Rate	<u>55% of PY</u>	<u>55% of PY</u>		
ADSIS Aid & Tuition Billing	<u>230,455</u>	<u>193,364</u>	<u>37,091</u>	<u>16%</u>
<b>Total Special Education Revenue</b>	<u>2,566,887</u>	<u>2,484,021</u>	<u>82,866</u>	<u>3%</u>

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
<b>General Fund - Revenues</b>				
<b><u>State Aids</u></b>				
General Education Revenue	9,669,002	9,397,336	271,666	3%
Pension Adjustment Revenue	76,538	75,037	1,501	2%
EL Aid	39,714	39,447	267	1%
Compensatory Revenue	69,451	61,037	8,414	12%
<b>Subtotal</b>	<b>9,854,705</b>	<b>9,572,857</b>	<b>281,848</b>	<b>3%</b>
Alternative Compensation (Q Comp)	300,900	310,916	(10,016)	-3%
EL Cross-Subsidy Aid (FY22-25)	667	654	13	2%
Shared Time	0	10,226	(10,226)	
Adjustment - py over/under	0	6,539	(6,539)	
Building Lease Aid	1,767,593	1,736,320	31,273	2%
Long-Term Facilities Maintenance	173,606	170,966	2,640	2%
Library Resource Aid		20,866	(20,866)	
Student Support Aid		20,000	(20,000)	
Endowment Aid	49,671	58,749	(9,078)	-18%
Literacy Aid	80,051	80,051	0	0%
Hourly Worker Unemployment Aid	0	2,973	(2,973)	
Special Education Aid	2,566,887	2,484,021	82,866	3%
<b>Total State Aids</b>	<b>14,794,080</b>	<b>14,475,137</b>	<b>318,943</b>	<b>2%</b>
<b><u>Federal Revenue</u></b>				
Title Funds	43,500	42,677	823	2%
CARES/CRF/WC		311,636	(311,636)	-100%
Federal Special Ed	206,100	204,348	1,752	1%
<b>Total Federal Revenue</b>	<b>249,600</b>	<b>558,661</b>	<b>(309,061)</b>	<b>-124%</b>

35

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>	
<b><u>Other Revenue</u></b>					
Fees from Patrons (5)	105,000	99,000	6,000	6%	
Extracurricular Fees (6)	358,000	359,000	(1,000)	0%	
Field Trips (12)	40,000	40,000	0	0%	
Fundraising - Development (1)	400,000	110,000	290,000	73%	
Fundraising - Parent Group (2)	42,050	46,000	(3,950)	-9%	
Fundraising - Booster Club (3)	23,500	24,000	(500)	-2%	
Fundraising - Other (4)	11,000	2,700	8,300	75%	
Third Party Billing	2,000	2,000	0	0%	
Interest Earnings	230,000	200,000	30,000	13%	
Miscellaneous Revenues (14)	0	490,000	(490,000)	-100%	
Resale of Goods	0	0	0		
<b>Total Other Revenue</b>	1,211,550	1,372,700	(161,150)	-13%	
<b>Total General Fund Revenue</b>	<b>16,255,230</b>	<b>16,406,498</b>	<b>(151,268)</b>	<b>-1%</b>	
	Check Figure	16,255,230	16,406,498	(151,268)	-1%

36

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
--	-------------------------------------	---	-----------------	----------

**General Fund - Expenditures**

**Inflation Assumptions**

Salaries	2.0%	2.0%		
Other costs	2.0%	2.0%		

**Expenditures**

***26.5%***                      ***24.1%***

100s Salaries	6,111,313	6,112,151	(837)	0%
200s Benefits	1,617,557	1,474,861	142,695	9%
305 Contracted Services	611,000	627,000	(16,000)	-3%
320 Communications Services	68,000	61,000	7,000	10%
329 Postage	2,000	2,500	(500)	-25%
330 Utilities	290,000	296,000	(6,000)	-2%
340 Property & Casualty Insurance	58,750	47,000	11,750	20%
350 Repairs and Maintenance	257,000	292,000	(35,000)	-14%
360 Transportation (Field Trips)	27,000	14,750	12,250	45%
366 Travel and Conferences	20,000	10,000	10,000	50%
369 Field Trips (Admissions)	14,750	27,000	(12,250)	-83%
<b>348-570 Lease Expense</b>			0	
Lease Payment per 9-30-16 Bond Run	1,700,356	1,689,863	10,494	1%
Capital Improvement Fund	126,000	126,000	(0)	0%
Other Costs (Audit, Accounting, Legal, Trustee Fee, S&P)	31,625	31,625	0	0%
To maximize lease aid (roll into Capital Improvements)	106,011	117,964	(11,953)	-11%
<b>F348 570 Lease Expense</b>	<b>1,963,992</b>	<b>1,965,452</b>	<b>(1,460)</b>	<b>0%</b>

37

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
401/455/465 General Supplies	90,450	90,000	450	0%
P 810 Maintenance Supplies	116,360	116,000	360	0%
405 Non-Instructional Software & Licensing	154,000	146,000	8,000	5%
430/456/466 Instructional Supplies	63,420	70,000	(6,580)	-10%
460 Textbooks and Workbooks	5,946	55,000	(49,054)	-825%
461 Standardized Tests	31,000	35,000	(4,000)	-13%
490 Food	20,000	10,000	10,000	50%
520 Building Improvements	0	76,000	(76,000)	-100%
530 Furniture and Other Equipment	10,600	22,000	(11,400)	
555/556 Technology Equipment	11,000	35,000	(24,000)	-218%
560 Equipment Leases	80,000	77,000	3,000	4%
820 Dues and Memberships	38,000	38,000	0	0%
899 Miscellaneous	0	0	0	
C 217 Graduation (217)	24,000	31,000	(7,000)	-29%
Var. Extra Curricular Activities (6)	418,000	418,000	0	0%
Var. Fundraising - Development (1)	450,000	115,000	335,000	74%
Var. Fundraising - Parent Group (2)	42,050	46,000	(3,950)	-9%
Var. Fundraising - Booster Club (3)	23,500	24,000	(500)	-2%
Var. Fundraising - Other (4)	11,000	2,700	8,300	75%

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
F335 Q Comp	300,900	310,916	(10,016)	-3%
F372 Third Party Billing PRG 400	2,000	2,000	0	0%
P422 ADSIS	427,400	419,009	8,391	2%
740 State Special Ed excl ADSIS	2,539,600	2,489,845	49,755	2%
401/414/433 Title Expenditures	43,500	42,677	823	2%
151-154/174 CARES/CRF/WC/FY25 ERC Expense		415,636	(415,636)	
419/420/425 Federal Special Ed Expenditures	206,100	204,348	1,752	1%
910 General Fund Transfer to Other Funds	0	0	0	
<b>Total General Fund Expenditures</b>	<b>16,150,188</b>	<b>16,220,845</b>	<b>(70,657)</b>	<b>-0.4%</b>
General Ed Salaries and Benefits as a percentage of State Aids (excluding Spec Ed & Lease Aid)	80%	80%		
Check Figure	16,150,188	16,220,845		
<b>Change in Fund Balance - General Fund</b>	<b>105,042</b>	<b>185,653</b>	<b>(80,612)</b>	<b>-77%</b>
<b>Beginning General Fund Balance</b>	<u>6,300,674</u>	<u>6,115,021</u>	<u>185,653</u>	<u>3%</u>
<b>Ending General Fund Balance</b>	<b>6,405,716</b>	<b>6,300,674</b>		
Fund Balance Percentage of Expenditures - General Fund	39.7%	38.8%		

**St. Croix Preparatory Academy #4120-07**  
**Long-Range Budget Projection Model**  
**Budget Model 05.02.24**

	<u>Original</u> <u>2024-2025</u>	<u>Working Budget</u> <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
<b>Food Service - Revenue &amp; Expenditure Summary and Projections</b>				
Food Service Revenue	791,000	758,515	32,485	4%
Transfer from General Fund	0	0		
Food Service Expenditures	790,000	641,673	148,327	19%
<b>Change in Fund Balance - Food Service Fund</b>	<b>1,000</b>	<b>116,842</b>	<b>(115,842)</b>	<b>-11584%</b>
<b>Beginning Food Service Fund Balance</b>	<u>553,216</u>	<u>436,374</u>	<u>116,842</u>	<u>21%</u>
<b>Ending Food Service Fund Balance</b>	<b>554,216</b>	<b>553,216</b>		

Check Figure

40

<b>Community Service - Revenue &amp; Expenditure Summary and Projections</b>				
Community Service (All Day K moved to General Fund beginning FY	172,000	169,900	2,100	1%
Transfer from General Fund	0	0	0	
Community Service Expenditures	183,000	178,700	4,300	2%
<b>Change in Fund Balance - Community Service Fund</b>	<b>(11,000)</b>	<b>(8,800)</b>	<b>(2,200)</b>	<b>20%</b>
<b>Beginning Community Service Fund Balance</b>	<u>94,755</u>	<u>103,555</u>		
<b>Ending Community Service Fund Balance</b>	<b>83,755</b>	<b>94,755</b>		

Check Figure

St. Croix Preparatory Academy #4120-07  
Long-Range Budget Projection Model  
Budget Model 05.02.24

	Original <u>2024-2025</u>	Working Budget <u>2023-2024</u>	<u>Variance</u>	<u>%</u>
<b>Schoolwide Activity</b>				
Total Revenues	17,218,230	17,334,913	(116,684)	-1%
Total Expenditures	17,123,188	17,041,217	81,971	0%
<b>Change in Fund Balance - Schoolwide</b>	<b>95,042</b>	<b>293,696</b>	<b>(198,654)</b>	<b>-209%</b>
Beginning Schoolwide Fund Balance	<u>6,948,646</u>	<u>6,654,950</u>	<u>293,696</u>	<u>4%</u>
<b>Ending Schoolwide Fund Balance</b>	<b>7,043,687</b>	<b>6,948,646</b>	<b>95,042</b>	<b>1%</b>
	<small>per audit</small>			
Fund Balance Percentage of Annual Expenditures	41.1%	40.8%		
Debt Service Coverage Ratio (1.10 required)	1.58	1.31		
Days Cash on Hand (60 required)	150	133		



**st.croixprep**

## **ST. CROIX PREPARATORY ACADEMY DEVELOPMENT DIRECTOR HIRING PROCESS**

After posting and interviewing for the Development Director position, the School will be hiring a consultant who has 16 years of development experience (including running a fully function development office – events, annual giving, major gifts, etc.). This person will work with us for 6 months delivering the following:

1. Build a Comprehensive Case for Support
2. Determine a Strategy for Increasing Membership on the Foundation Board
3. Establish an Integrated Annual Giving Program
4. Identify, Cultivate and Steward Major Gift Prospects and Donors
5. Create Donor-Centered Stewardship Plan
6. Establish/Name Legacy Giving Society

This plan, once established and employed, would provide a roadmap for enhanced success of the fundraising efforts of Foundation staff and volunteers.

This candidate and plan has also met with and received approval from the Foundation Board. Estimated cost is \$45,000.

Near the end of this process, we will begin hiring for a full-time Development Director with candidates likely coming from personnel working in a college/university development office.