



St. Croix Preparatory Academy
Board Meeting Agenda
June 25, 2024

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	7
C. Governance - Policy Approval, 1st Reading	9
5. Agenda	
A. Approve 2023-2024 Adjusted Budget	11
B. Approval of Funds Transfer from the Building Company to the School for various Facilities Costs	
C. Resolution for 2024-2025 Approval of IOWA -- Identified Official with Authority	22
D. 2024-2025 Annual Designations	23
E. MSHSL Membership Video	
F. Board Officers for 2024-2025	
Board Chair	
Vice Chair	
Clerk	
Treasurer	
G. Governance Committee Report	25
H. Succession Planning Committee Report	28
6. Adjourn Meeting	



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ANNUAL BOARD CALENDAR 2024-2025

July	Responsible	Notes/Status
Public Hearing on Student Fees		

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

September	Responsible	Notes/Status
Status of School Opening	Principals	
Review of MCA Test Scores	J. Gutierrez	
Development Update	K. Gutierrez	
Q Comp Site Goals	D. Thompson	
Financial Statement Review – Unaudited	K. Gutierrez	
School Bylaws Training		
Board Governance Manual Training		

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

November	Responsible	Notes/Status
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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	
Minn Stat 124E Training	J. Gutierrez	

December	Responsible	Notes/Status
Audit Acceptance	K. Gutierrez	

January	Responsible	Notes/Status
Board Election Timeframe Discussion	N. Donnay	

February	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez	
Board Election Timeframe Discussion	N. Donnay	
Approve School Calendar	J. Gutierrez	

March	Responsible	Notes/Status
Approve Open Enrollment Period for Next Year	J. Gutierrez	
Approve Board Calendar for Next Year <ul style="list-style-type: none"> • Meetings • Election • Retreat 	Board	

April	Responsible	Notes/Status
Annual Budget Introduction		
Compensation Plan Introduction		

May	3 Responsible	Notes/Status
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Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	K. Gutierrez	
Compensation Plan Approval	T. Smith	
Board Election Update	N. Donnay	
Approve Annual Budget	K. Gutierrez	
Approve Employee Handbook	T. Smith	
Introduction of Family Handbook	J. Gutierrez	
MSHSL Membership Resolution	J. Gutierrez	
Conflict of Interest Form Disclosure	K. Gutierrez	

June	Responsible	Notes/Status
Public Hearing on Fees - 2024	K. Gutierrez	
New Board Member Training	N. Donnay	
Read Well by Third Grade Approval	J. Karetov	
Approval of Family Handbook	J. Gutierrez	
Annual Finance Designations for Next Year <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: R. Hajlo, D. Keyes, J. Johnson, N. Donnay, R. Thorson, T. Gulbransen, M. Stiles

Members Absent: K. Denzer, A. Galati

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

Guests: A. Sachariason, C. Olson, K. Seim, B. Blotske, M. Thole, E. Bransford, P. Rosell, S. Peterson, S. Morrell (Rebar Leadership)

1 Call to Order

R. Hajlo called the meeting to order at 9:02 AM.

2. Open Forum

- No one

3. Consent Agenda

A. Board Minutes – May 21, 2024

- Motion to Approve: J. Johnson
- Second: M. Stiles
- Approved: All

4 - Agenda

A. Q Comp Approval – J. Gutierrez

- a. There was discussion.
- Motion to Approve: N. Donnay
- Second: M. Stiles
- Approved: All

B. Local Literacy Plan Approval – J. Gutierrez

- a. There was discussion.
- Motion to Approve: J. Johnson
- Second: M. Stiles
- Approved: All

C. Change Management Training Part 1 – S. Morrell (Rebar Leadership)

- a. Interactive training and discussion on change management, the cycle of change management, stages of change, and how to navigate this within personal and professional areas.



Adjournment: 11:58 AM

- Motion to adjourn: M. Stiles
- Second: J. Johnson
- Approved: All

Respectfully Submitted by J. Gutierrez, St. Croix Preparatory Academy Executive Director



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Executive Director's Report to the Board

Date of Report: June 2024

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, K. Seim, C. Olson; and weekly administrative leadership meeting.
- Succession Planning work – significant work related to succession planning – governance groundwork for continued progress, planning for change management training, communication with S. Morrell at Rebar Leadership. Time Usage studies are complete and will be used to determine if there is a change to the Executive Director job description.
- Year-end activity coordination and involvement in planning – awards ceremony, graduation, final lunch, retiree recognition, scholarship review, athlete of the year recognition, etc. – Graduation of 83 seniors conducted on June 2 – the 15th graduating class.
- Curriculum Committee. Continued work to establish St. Croix Prep definition of classical, scope and sequence, procedures for curriculum changes, etc.
- Year end compliance and submissions to MDE, Friends of Education – sign offer letters for next year's staff, begin planning for summer work, training prior to the school year, etc.
- Projected enrollment information for the 2023-2024 school year, associated wait lists, and applications received for the 2024-2025 school year are:

Grade	2024-25 Enrollment	2024-25 Waitlist
Kindergarten	90	165
1 st Grade	90	95
2 nd Grade	90	95
3 rd Grade	90	75
4 th Grade	91	88
LS Total	451	518
5 th Grade	93	75
6 th Grade	93	115
7 th Grade	93	64
8 th Grade	93	49
MS Total	372	303
9 th Grade	110	35
10 th Grade	107	15
11 th Grade	103	6

12 th Grade	91	1
US Total	411	57
School Total	1,234	878

Comments on Enrollment

- Shared Time students
 - 5th grade – 2
 - 6th grade – 2
 - 7th grade – 1
 - 8th grade - 1
 - 9th grade – 2
 - 10th grade – 2
 - 11th grade - 3
- PSEO Grade 11 – tbd
- PSEO Grade 12 –tbd

Professional Development: *See Attachment*



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ST. CROIX PREPARATORY ACADEMY

Policy #

I. PURPOSE:

To create a formal process for the yearly election of SCPA Board Officers.

II. DEFINITIONS

This policy applies to the SCPA Board Officer positions of Chair, Vice-Chair, Treasurer, and Board Clerk (SCPA Bylaws Article V Section 1).

III. GENERAL STATEMENT OF POLICY

- A. Every year at the June meeting, nominations will be given for each Board Officer position, Chair, Vice-Chair, Treasurer, and Board Clerk.
- B. Voting will follow each of the nominations and Board Officer positions will be determined by a majority vote.
- C. SCPA Board Officer positions are one year terms and will run from June to June.
- D. The Chair and Vice-Chair positions: It is preferred that the Chair and Vice-Chair have one year of previous experience serving on the SCPA Board.

Legal References:

Cross References:

DOCUMENT # Revision
ADOPTED BY THE BOARD:
REVISED BY THE BOARD:



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EFFECTIVE DATE:

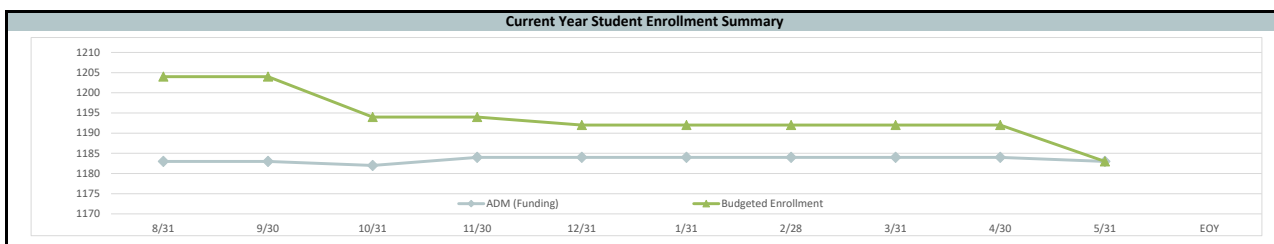
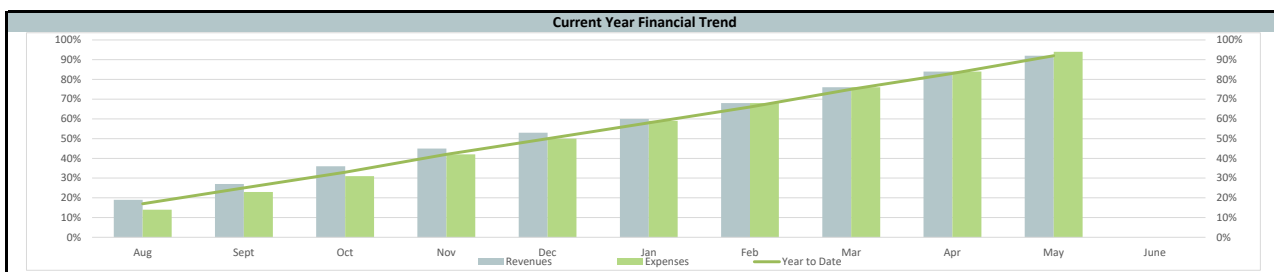
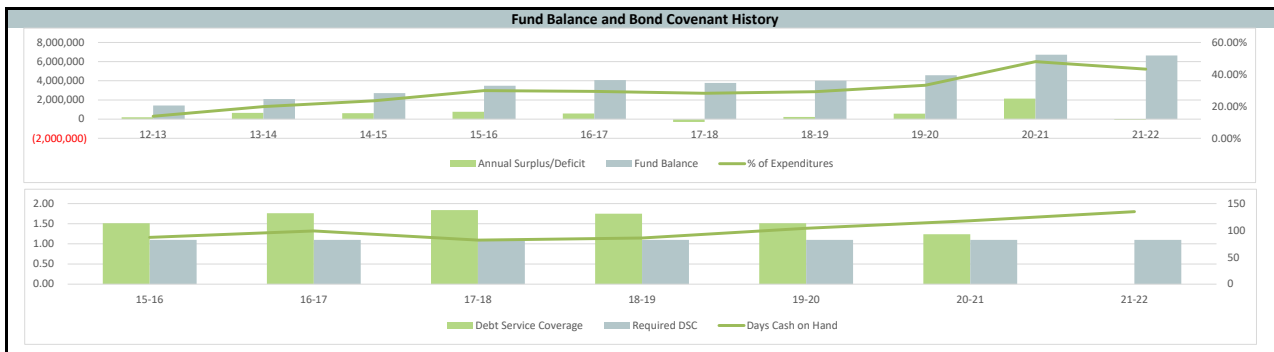
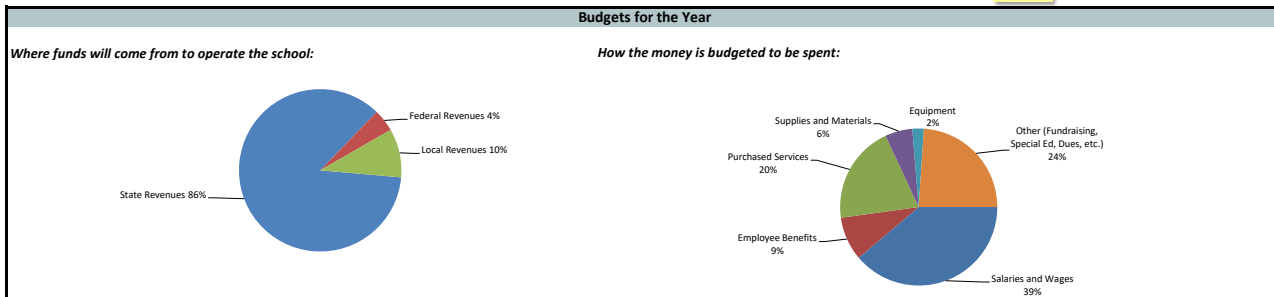
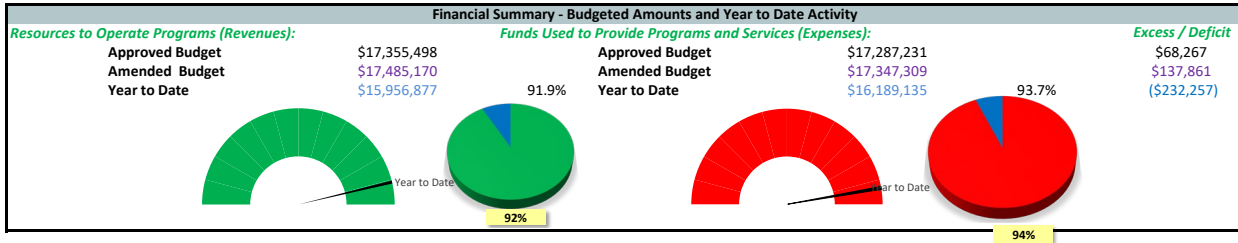


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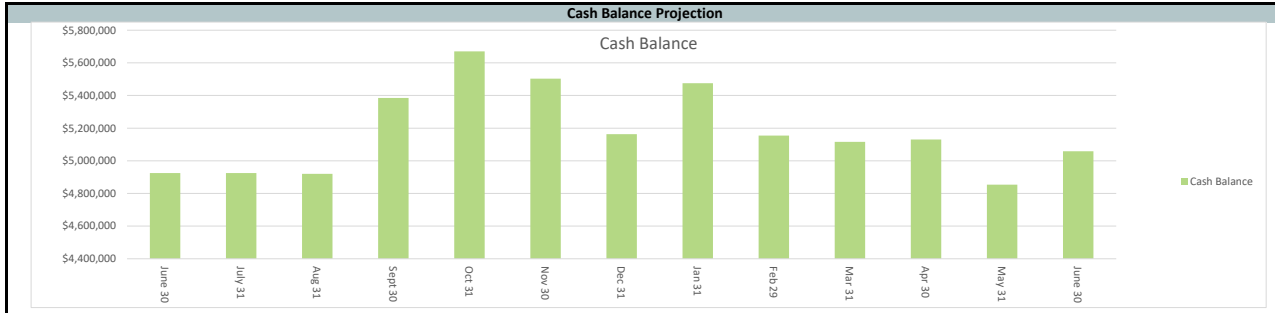
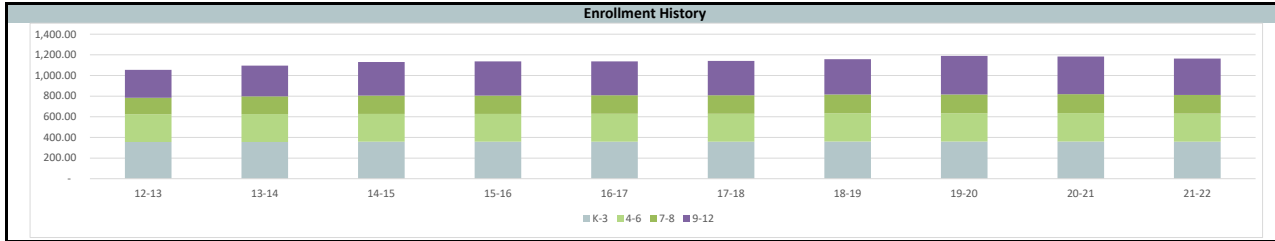
Stillwater, MN
District 4120

May 2024
Financial Report

St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of May 31, 2024



St. Croix Preparatory Academy
Stillwater, MN
Financial Report Dashboard
As of May 31, 2024



St. Croix Preparatory Academy
Stillwater, Minnesota

Balance Sheet
as of May 31, 2024

	Audited Balance June 30, 2023	YTD
<u>Assets</u>		
Current Assets		
Cash and Investments	4,925,375	4,853,691
Accounts Receivable	128,318	122,275
Due from Other Funds	226,955	222,032
PY State Aids Receivable	1,876,611	(151,668)
CY State Aids Receivable		1,827,332
PY Federal Aids Receivable	534,601	0
CY Federal Aids Receivable		119,747
Due from Other Governments	4,112	0
Inventory	8,000	8,000
Prepaid Items and Deposits	143,300	65,065
Total Current Assets	7,847,272	7,066,473
Total All Assets	7,847,272	7,066,473
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	509,076	
Summer Salaries Payable		451,401
Accounts Payable	545,041	166,886
Payroll Deductions and Contributions	120,100	(65,460)
Summer Benefits Payables		119,220
Deferred Revenue	46,372	0
Total Current Liabilities	1,220,589	672,047
Fund Balance		
Unassigned Fund Balance	5,881,462	5,881,462
Food Service Restricted Fund Balance	436,374	436,374
Community Service Restricted Fund Balance	97,976	97,976
Assigned Fund Balance	210,871	210,871
Change in Fund Balance		(232,257)
Total Fund Balance	6,626,683	6,394,426
Total Liabilities and Fund Balance	7,847,272	7,066,473

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of May 31, 2024

	=11/12				92%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1183 ADM's 06.21.24	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
General Fund - 01					
Revenues					
State Revenues					
211 General Education Aid	8,595,050	9,494,697	9,646,928	(152,231)	90.5%
213 Shared Time Aid		10,226			
F335 Quality Compensation	93,286	310,916	309,400	1,516	30.0%
F317 EL Cross-Subsidy Aid	0	654	654	(0)	0.0%
F348 Charter School Lease Aid	849,735	1,722,128	1,768,907	(46,779)	49.3%
317 Long Term Facilities Maintenance	28,667	168,722	173,870	(5,148)	17.0%
201 Endowment Aid	71,567	71,567	50,046	21,521	100.0%
212 Literacy Aid	72,046	80,051	79,421	630	90.0%
360 Special Education Aid	1,748,175	2,484,021	2,825,719	(341,698)	70.4%
343 Library Resource Aid	6,348	20,866			30.4%
373 Student Support Aid	5,791	20,000			29.0%
370 Other Miscellaneous State Aids/Adjustments	2,676	2,973	0	2,973	0.0%
PY Over/Under	26,275	151,668	0	151,668	
CY State Aids Receivable/(Deferred Revenue)	1,827,332	0	0	0	0.0%
Total State Revenues	13,326,947	14,538,488	14,854,945	(316,457)	91.7%
Federal Revenues					
401/414/433 Title Programs	29,785	43,674	33,949	9,725	68.2%
151-154/174 CARES/CRF/WC	360,851	334,324	313,000	21,324	107.9%
419/420/425 Federal Special Education Aid	202,172	221,873	214,800	7,073	91.1%
Total Federal Revenues	592,808	599,871	561,749	38,122	98.8%
Local Revenues					
Var. Fees from Patrons (5)	103,064	103,500	108,000	(4,500)	99.6%
Var. Extracurricular Fees (6)	367,535	384,000	358,000	26,000	95.7%
Var. Field Trips (12)	34,289	34,289	40,000	(5,711)	100.0%
Var. Fundraising - Development (1)	27,403	75,000	200,000	(125,000)	36.5%
Var. Fundraising - Parent Group (2)	30,789	44,800	69,000	(24,200)	68.7%
Var. Fundraising - Booster Club (3)	24,939	23,600	19,000	4,600	105.7%
Var. Fundraising - Other (4)	17,008	2,703	1,000	1,703	629.2%
071 Third Party Billing	3,965	4,000	2,000	2,000	99.1%
092 Interest Earnings	49,254	225,000	200,000	25,000	21.9%
096 Other Donations and Gifts	1,950	14,000	0	14,000	0.0%
099 Miscellaneous Revenues (14)	481,992	482,000	29,375	452,625	100.0%
622/624 Resale of Goods/Equipment	2,036	2,036	0	2,036	0.0%
Total Local Revenues	1,144,225	1,394,928	1,026,375	368,553	82.0%
Total Revenues	15,063,980	16,533,287	16,443,069	90,218	91.1%

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of May 31, 2024

	=11/12				92%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1183 ADM's 06.21.24	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
Expenditures					
100's Salaries and Wages	5,304,405	6,112,151	6,016,869	95,282	86.8%
Salaries and Benefits, Estimated YTD Accrual	570,621	0	0	0	0.0%
200's Employee Benefits	1,256,018	1,474,861	1,460,279	14,582	85.2%
305/315 Contracted Services	659,181	737,000	627,000	110,000	89.4%
320 Communications Services	64,819	70,000	61,000	9,000	92.6%
329 Postage	1,405	1,382	2,500	(1,118)	101.7%
330 Utilities	207,398	263,000	294,000	(31,000)	78.9%
340 Property and Liability Insurance	53,620	53,620	47,000	6,620	100.0%
350 Repairs and Maintenance	348,190	292,000	292,000	0	119.2%
360 Contracted Transportation for Field Trips	10,275	13,307	14,750	(1,443)	0.0%
366 Travel, Conferences, and Staff Training	35,808	35,808	10,000	25,808	100.0%
369/394 Field Trips / Registration Fees	10,251	23,916	27,000	(3,084)	42.9%
348-570 Building Lease	1,798,662	1,965,452	1,965,452	0	91.5%
401/455/465 General Supplies	97,083	105,000	85,000	20,000	92.5%
P 810 Maintenance Supplies	117,514	121,000	116,000	5,000	97.1%
405/406 Software & Licensing	142,479	138,000	130,000	8,000	103.2%
430/456/466 Instructional Supplies	52,732	70,000	70,000	0	75.3%
460 Textbooks and Workbooks	87,479	95,000	55,000	40,000	92.1%
461 Standardized Tests	24,288	27,561	35,000	(7,439)	88.1%
490 Food Purchased	14,764	17,000	10,000	7,000	86.8%
520 Building Improvement	418,310	176,000	0	176,000	0.0%
530/535/589 Other Equipment (Furniture)	16,591	29,250	18,000	11,250	56.7%
555/556 Technology Equipment	27,107	27,500	35,000	(7,500)	98.6%
580/581 Equipment Leases	175,604	176,000	77,000	99,000	99.8%
820 Dues and Memberships	38,003	38,500	38,000	500	98.7%

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of May 31, 2024

	=11/12			92%	
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1183 ADM's 06.21.24	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
C 217 Graduation	19,648	31,000	31,000	0	63.4%
C 399 COVID-19 Related Expenditures	851	0	0	0	0.0%
Var. Extracurricular Activities (6)	360,580	417,500	420,000	(2,500)	86.4%
Var. Fundraising - Development (1)	125,056	145,000	205,000	(60,000)	86.2%
Var. Fundraising - Parent Group (2)	9,094	13,300	69,000	(55,700)	68.4%
Var. Fundraising - Booster Club (3)	1,373	23,600	19,000	4,600	5.8%
Var. Fundraising - Other (4)	5,267	2,703	1,000	1,703	194.8%
335 Q Comp Expenditures (Excludes Sped Q Comp)	204,605	350,000	309,400	40,600	58.5%
372 Third Party Billing PRG 400	3,088	3,088	2,000	1,088	100.0%
P422 ADSIS	307,165	350,000	422,006	(72,006)	87.8%
740 State Special Ed Expenditures / ESY (Includes Q Comp)	2,238,445	2,489,845	2,861,255	(371,410)	89.9%
401/414/433 Title Programs	29,785	43,674	33,949	9,725	68.2%
151-154/174 CARES/CRF/WC	360,851	360,851	313,000	47,851	100.0%
419/420/425 Federal Special Education Program	202,172	221,873	214,800	7,073	91.1%
Subtotal Expenditures	15,400,584	16,515,742	16,388,260	127,482	93.2%
Transfers to Other Funds	0	0	0		
Total Expenditures	15,400,584	16,515,742	16,388,260	127,482	93.2%
General Fund Change in Fund Balance	(336,604)	17,545	54,809	(37,264)	
Beginning General Fund Balance, July 1	6,607,869	6,115,021	6,607,869		
Projected General Fund Balance, June 30	6,271,265	6,132,566	6,662,678		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of May 31, 2024

	=11/12				92%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1183 ADM's 06.21.24	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
Food Service Fund - 02					
Revenues					
State Revenues	413,604	472,799	35,000	437,799	87.5%
Federal Revenues	161,091	180,000	175,000	5,000	89.5%
Sale of Lunches and Other Local Revenues	134,791	106,084	532,529	(426,445)	127.1%
Sale of Equipment		0	0		0.0%
Total Revenues	709,485	758,883	742,529	16,354	93.5%
Expenditures					
Salaries and Wages	242,352	244,632	306,270	(61,638)	99.1%
Employee Benefits	62,239	81,544	83,840	(2,296)	76.3%
Team Meals	0	0	0	0	0.0%
Purchased Services	2,317	2,600	10,000	(7,400)	89.1%
Supplies and Materials (Inc. A la Carte and Milk)	309,957	320,000	299,260	20,740	96.9%
Capital	0		20,000	(20,000)	0.0%
Dues and Memberships	1,291	1,291	1,701	(410)	0.0%
Total Expenditures	618,157	650,067	721,071	(71,004)	95.1%
Food Service Fund Change in Fund Balance	91,329	108,816	21,458	87,358	
Beginning Food Service Fund Balance, July 1	350,953	436,374	350,953		
Projected Food Service Fund Balance, June 30	442,282	545,190	372,411		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of May 31, 2024

	=11/12				92%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1183 ADM's 06.21.24	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
Community Service Fund - 04					
Revenues					
Participation Fees	183,412	193,000	169,900	23,100	95.0%
Total Revenues	183,412	193,000	169,900	23,100	95.0%
Expenditures					
Salaries and Wages	25,945	27,000	21,389	5,611	96.1%
Employee Benefits	2,965	3,500	3,243	257	84.7%
Purchased Services	54,855	56,000	34,499	21,501	98.0%
Supplies and Materials	77,977	83,000	61,395	21,605	93.9%
Equipment	0	0	6,800	(6,800)	#DIV/0!
Other	8,652	12,000	50,574	(38,574)	72.1%
Total Expenditures	170,394	181,500	177,900	3,600	93.9%
Community Service Fund Change in Fund Balance	13,018	11,500	(8,000)	19,500	
Beginning Community Service Fund Balance, July 1	103,555	103,555	100,852		
Projected Community Service Fund Balance, June 30	116,573	115,055	92,852		

St. Croix Preparatory Academy
Stillwater, Minnesota
Statement of Revenues and Expenditures
as of May 31, 2024

	=11/12				92%
	Year to Date Activity - 1183 ADM	Reforecasted Budget 1183 ADM's 06.21.24	Original Budget 1204 ADM 05.16.23	Variance in Reforecasted to Adopted Budget	Percent of Reforecasted Budget
Total All Funds					
Revenues					
State Revenues	13,740,551	15,011,287	14,889,945	121,342	91.5%
Federal Revenues	753,899	779,871	736,749	43,122	96.7%
Local Revenues	1,462,427	1,694,012	1,728,804	(34,792)	86.3%
Transfer In	0	0	0	0	0.0%
Total Revenues	15,956,877	17,485,170	17,355,498	129,672	91.3%
	15,956,877	17,485,170	17,355,498	129,672	
Expenditures					
Salaries and Wages	6,347,927	6,733,783	6,653,928	79,855	94.3%
Employee Benefits	1,321,222	1,559,905	1,547,362	12,543	84.7%
Purchased Services	3,246,781	3,514,085	3,385,201	128,884	92.4%
Supplies and Materials	924,273	976,561	861,655	114,906	94.6%
Equipment	637,611	408,750	156,800	251,950	156.0%
Other (Fundraising, Special Ed, Dues, etc.)	3,711,320	4,154,225	4,682,285	(528,060)	89.3%
Transfer Out	0	0	0	0	0.0%
Total Expenditures	16,189,135	17,347,309	17,287,231	60,078	93.3%
	16,189,135	17,347,309	17,287,231	60,078	
Total Revenues All Funds	15,956,877	17,485,170	17,355,498	129,672	91.3%
Total Expenditures All Funds	16,189,135	17,347,309	17,287,231	60,078	93.3%
Change in Fund Balance - All Funds	(232,257)	137,861	68,267	69,594	
Beginning Fund Balance, All Funds, July 1	7,059,674	6,654,950	7,059,674		
Projected Fund Balance, All Funds, June 30	6,827,417	6,792,811	7,127,941		
Debt Service Coverage Ratio		1.27	1.14		
Fund Balance Reserve as Percentage of Annual Expenditures		39.2%	41.2%		

**St. Croix Preparatory Academy
Stillwater, MN
Cash Flow Projection Summary
2023-2024 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	973,455	1,524,907	5,384,918
Oct 31	1,091,222	13,877	84,370	558,721	1,748,190	550,797	912,084	1,462,881	5,670,227
Nov 30	1,144,968	201,308	112,153	196	1,458,623	560,129	1,065,131	1,625,260	5,503,591
Dec 31	1,018,532	19,336	85,582	78	1,123,529	553,039	910,633	1,463,672	5,163,447
Jan 31	1,099,463	307,502	34,929	262,913	1,704,806	514,615	878,627	1,393,242	5,475,011
Feb 29	1,100,443	17,057	85,736	13,951	1,217,186	537,152	1,000,296	1,537,448	5,154,750
Mar 31	1,117,933	16,136	115,929		1,249,998	553,604	734,968	1,288,572	5,116,176
Apr 30	1,085,240	187,460	65,703		1,338,403	508,607	815,013	1,323,620	5,130,959
May 31	1,101,419	20,563	105,908	75,973	1,303,864	569,698	1,011,434	1,581,132	4,853,691
June 30	1,035,719	29,836	285,398		1,350,953	445,910	699,811	1,145,720	5,058,924
Projected	12,942,400	813,074	1,728,804	2,420,344	17,904,622	6,387,771	11,383,303	17,771,074	
Totals	12,942,400	813,074	1,728,804	2,420,344	17,904,622	6,387,771	11,383,303	17,771,074	5,058,924

Assumption: 10% State Aid Holdback



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (typically the superintendent or director) is designated as the IOwA. If the local educational agency or organization assigns this role to more than one person, identify each designated person in this board resolution.

NOTE: Please complete the following board resolution language using your organization's letterhead.

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: St. Croix Preparatory Academy

6-Digit or 9-Digit Organization Number (e.g., 1234-01 or 1234-01-000): 4120-07

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Jon Gutierrez

Title: Executive Director

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us



FY24 Annual Designations

1. Confirm / appoint members of board of directors of Friends of St. Croix Preparatory Academy, the school's building company.
 - 2-yr term:
 - Dan Mehls
 - Kelly Gutierrez
2. Designation of Depositories
 - First State Bank and Trust
950 North Highway 95
Bayport, MN 55003
 - First Resource Bank
811 S Washington Ave, STE 104
Minneapolis, MN 55415
 - Platinum Bank
7667 10th St. N
Oakdale, MN 55128
3. Authorized signers at banks
 - Board Chair
 - Board Treasurer
 - Executive Director:
 - Executive Director of Finance & Operations:
4. Delegation of Authority to Make Electronic Funds Transfers
 - Board Chair
 - Board Treasurer
 - Executive Director
 - Executive Director of Finance & Operations
 - Controller (Contracted)
 - CFO (Contracted)

5. Granting of Administrative Authority: Executive Director of Finance and Operations is granted administrative authority to execute and update all Cash Management Agreements with First State Bank and Trust and to further grant authority to certain BergankDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - Payment of employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - Employee Retirement Association (PERA) for deductions and benefits.
 - Payments, including, but not limited to building lease payments, credit card payments, and other vendor payments (when appropriate).
 - Other payments authorized by the board of directors.
 - Monitoring, reconciliation, and management of bank transactional activity
 - Transfer of funds between the school's bank accounts at [name school bank] Bank.
 - Investment of excess funds
 - Execution and release of pledge agreements
 - Temporary and permanent ACH Limit changes
 - Management of Positive Pay system
6. Authorization to access Legal Counsel as needed granted to:
 - Board Chair
 - Executive Director
 - Executive Director of Finance and Operations
 - Director of Human Resources
 - Special Education Director
 - Division Principals
7. Designation of Official Newspaper (require for posting of public notices).
 - Stillwater Gazette
8. Approval of Rates of Pay (substitutes, casual workers, etc.)
 - Per FY24 Compensation Plan
 - The Executive Director of Finance and Operations has discretion to adjust these rates on an as-needed basis should the need occur.



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Governance Committee Agenda for June 13, 2024

Members: N. Donnay, A. Galati, J. Johnson, M. Stiles, J. Gutierrez

Agenda

1. Discussed 2024 Omnibus Education Bill as it pertains to charter school boards - particularly:
 - a. *Bylaws must set the number of terms an individual may serve on the board and as an officer of the board.*
 - b. Our bylaws state: Article IV.2.b - Tenure. Each director shall hold office for a three (3) year term or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires.
 - c. **Recommendation: Modify the Bylaws to state that each director may hold office for up to ten, three year terms, or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires.**
2. Bylaws Review and Update
 - a. **Discussed the question: Should the Board be able to change the Bylaws with a simple majority vote?** Current wording in our Bylaws states in Article IV.1.b: *Every member of the Board of Directors shall have one (1) vote on all matters to be decided by the Board. Unless otherwise stated in these Bylaws, the affirmative vote of a majority of Directors present and voting shall constitute Board action. Proxy voting is not permitted.*
 - i. **Would like the board to discuss the following recommendation: In order to change/modify SCPA's Bylaws, there must be a 2/3 majority vote of board members.**
 - ii. **If the Board agrees, then we will motion to modify the Bylaws to reflect this change.**
3. M. Stiles and A. Galati will create a first draft of a policy for electing board officers for board members to review at the June meeting.

- a. Would like the board to discuss the wording for III.D. - Change “prefer” to “require.” The SCPA Bylaws (Article V.1.c.) state: *Experience. It is preferred that the President and Vice President each have at least one year of service as a Director on the Board of Directors before serving in the capacity as the President or Vice President.*
 - b. Additional discussion brought forward the following:
 - i. In the future, ask the question: **Who would be interested in serving as Chair or Vice-Chair to survey interest of board members prior to the June meeting.**
 - c. Discussed: N. Donnay spoke to the value of being on the Executive Committee as a teacher. This led to a discussion about expanding the capacity of the Executive Committee to include a teacher regardless of whether or not he/she is the chair or vice-chair.
 - d. Would like the board to discuss the following recommendation: Consider expanding the capacity of the Executive Committee to include a teacher when parents fill Chair and Vice Chair positions. Therefore, the Executive Committee would be composed of the Chair, Vice-Chair, a parent board member, and a teacher. The Governance Manual would need to be modified for this adjustment and would need to be approved by the board.
 - e. **Would like to ask the board to discuss and clarify whether or not a teacher can be the Board Chair.**
4. Jon will coordinate and enter new policies into the 2024-2025 Annual Board Calendar.
- a. Goal: To have this done before the September meeting so the Governance Committee can plan necessary training and reviews of required policies.
5. Briefly discussed having board members go through continuous board training through MSBA. For those board members who have been on the board for a while, going through the initial training again serves as a refresher and builds deeper understanding. (N. Donnay) Additionally, MSBA offers more advanced board training that some members may find useful. (J. Johnson)

Commented [1]: I added this because we circled around it but did not land at a definitive answer. Thought this might be something we could bring forward. If you do not agree, please let me know.



a. N. Donnay: MSBA training - suggestion - Vice-Chair acts as a mentor for new board members.

6. Discussed creating a Governance Committee shared Google Drive for member access to relevant documents, policies, etc. A. Galati will connect with Chad Olson to help with this.
7. Possible new member: Jennifer Santini; A. Galati will be speaking with her on June 18.
8. Next meeting date: July 1st, 2024 at 4:15

Minutes respectfully submitted by A. Galati



Members Present: K. Gutierrez, T. Smith, C. Olson, T. Gulbransen, P. Rosell, R. Thorson, N. Donnay, A. Sachariason, J. Gutierrez

Members Absent: B. Hajlo

Ex-officio Members Present:

Guests: Barb Dorn - MSBA; Amy Jordon -MSBA

Meeting began at 1:00 pm

Summary. The meeting was to discuss the Minnesota School Board Association's (MSBA) role in our succession plan and integration with Rebar Leadership and our team.

Leadership Profile. MSBA will develop a Leadership Profile to assist with posting and the identification of candidates for the Executive Director position. Items discussed include:

- Survey. MSBA will send out a survey to board members and operational team members to identify the top leadership qualities for the position (out of a potential 26 qualities)
- Rebar Leadership. We will communicate the work previously done by Rebar when they had stakeholder meetings last year.
- Interview Timeline. MSBA will develop a specific (dates and times) of when interviews and hiring will occur. This will allow for everyone (candidates included) to block their schedules.
- Deliverable. The Leadership Profile and related vacancy will be two pages.

Job Description & Time Usage Study. T. Smith and S. Morrell will discuss the time usage documentation to determine if there needs to be any changes to the current Executive Director job description. This will occur over the summer.

Candidates and Interview Process. The following items were noted:

- MSBA will market the open job position.
- All candidate submissions will be made available for our review.
- MSBA will make recommendations for candidates to interview. The school will decide the interview candidates.
- The School is responsible for the interview questions, reference calls, and appropriate candidate follow up.
- Legal Compliance. We will do additional instruction and reminders related to open meeting law, public/private data, etc.

Guidance from MSBA. MSBA made the following suggestions in our process:

- Heed the advice of MSBA, as they have done this dozens of times.
- Be aware of legal compliance related to public/private data and open meeting law.
- Remember this is the decision of the Board, so be cautious of including decision makers outside of the Board as this can usurp the board's authority.
- MSBA noted that subsequent to Covid, candidate pools are smaller, candidates are highly qualified, and timeframes for interviewing/hiring are typically quicker.
- Current superintendent is typically not involved in the interview process; and a founder (current Executive Director) falls in this category.

Next Steps.

- Licensure. Determine if minimum licensure would be desired/required. This balances the business/educational experience question previously discussed by the Board.
- October 2024 Meeting. This will review the process and status of deliverables. T. Smith will coordinate.
- Job Posting. This will occur in mid-October and close in early January.

The meeting ended at 2:00 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy



Members Present: K. Gutierrez, T. Smith, C. Olson, T. Gulbransen, R. Thorson, A. Sachariason, J. Gutierrez

Members Absent: B. Hajlo, P. Rosell, N. Donnay

Ex-officio Members Present:

Guests:

Meeting began at 9:00 am

MSBA Meeting Recap & Discussion. Discussed the meeting with MSBA, which included the following:

- We thought they would be very beneficial to our process given their experience and networking.
- We discussed the balance between educational experience and business experience. Business experience was emphasized in our face to face meeting, but we will need to stress the importance of understanding classical education.
- Given new training requirements for non-licensed charter school administrators, we discussed licensure requirements for the executive director position. Sentiments were for having administrative licensure preferred, but not required.
- Due to the legislation, the Governance Committee, Succession Planning Committee, and Board will have to determine whether there is a need for job description changes or updates to the Employment Agreement.
- Summarized the next steps involving the survey to administration and board members, development of the Leader Profile. The profile will be based on the survey and the information requested from MSBA (which needs to be completed by the end of the month).

Minn Stat 124E Changes on Training and Consulting. This was discussed, and the following was noted:

- Required training, not self-directed, but approved by the Board and from certified providers is due to the current situation among charter schools that are closing or struggling.
- This training is designed for your average size charter school (a few hundred students) that do not have the organizational infrastructure of St. Croix Prep.
- The Governance Committee and Succession Planning Committee will discuss to determine next steps, potential training, etc.
- Consulting. The legislation also includes provisions requiring authorizer and board approval for administrators consulting with other organizations. Discussion included the following:
- Board pre-approving consulting up to a certain time limit and only requiring additional approval for those consulting arrangements that exceed that time limit. This would prevent calling special meetings for approval, as some of these minor consulting arrangements (20 to 40 hours) are immediate requests (often from our authorizer). In addition, some of the consulting arrangements are ongoing, requiring 2 to 5 hours a week.
- Authorizer Approval. Our authorizer often initiates the consulting situations; and they are aware of on-going consulting arrangements of our administrators.






Change Cycle Training Discussion. We discussed the change management training conducted on June 7. Items noted were:

- Board Change Management. Discussed the board reacting cautiously to the future change because they will be required to assume some work and decision making previously done by the Executive Director.
- Administration Change Management. Discussed the administration team reacting cautiously to the future change because they want to maintain the mission, not disrupt the culture and maintain the current autonomy granted to them. Regarding this, it was recommended that that specifics of culture/autonomy be identified in our administration meetings over the summer.

The meeting ended at 10:00 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy



		 MSBA	 REBAR Rebar	 SPC	 EC	 Board
	Planning					
July 2023	ED Position Study		Commission a committee to study the executive director position.	Time study in progress		
October 2023	Stakeholder Input		October Retreat, Staff and Parent Focus Groups	October Retreat, Staff and Parent Focus Groups		
	Board Training			View Sartell Training		
	Communicate Process to Stakeholders			Ongoing throughout the process		
March 2024	Board Effectiveness Survey		To measure the board's self-evaluation and readiness for the next chapter of SCPA. Facilitate discussion at March board meeting.			
April/May 2024	Website Communications			Build web page for public communication of succession plan - GO LIVE JULY		
	Communicate Process to Stakeholders			Ongoing throughout the process		
June 2024	Search Timeline	Conduct an initial planning meeting with the Board of Directors to establish the search timeline,		Identify timelines for search.		
	Determine Hiring Criteria	Discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.				
June 7, 2024	Change Cycle Training Part 1		To equip the organization for planned change.			
July 2024	Retirement Announcement to School Community			Announcement via School communication channels		
	Website Communications			Go live with Succession plan web page		
Aug 2024	Refine ED job description with time study			Tighten up job description based on data gathered and discussed. Is legal counsel needed to review changes? Reassign tasks out of scope.		
	Change Cycle Training Part 2		To equip the organization for planned change. Ensure alignment with market and search efforts in 2025.			
	Compensation and benefits reviewed.			Changes/edits reported to Board		
	Method of Search/Design Recruitment Plan			Internal search vs external search.		
Sept 2024	Communicate succession efforts and the plan			Transparency and confidence building.		
Oct/Nov 2024	Candidate Submission Materials			Identify candidate submission materials (resume, leadership philosophy statement, prescribed Q: A, etc.)		
	Document Design			Design Interview Questions, Matrix for Candidates and Interview Comparison		
	Vacancy Announcement	Develop a two-sided color vacancy announcement and post on both statewide and national job sites.				
	Retirement Press Release			Press release Jon's retirement. Decide release format, date, reach. Press release announcing official search for successor		
	Applications Procedures/ Workflow	Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.				
	Communicate Process to Stakeholders			Ongoing throughout the process		
TBD	Online Q&A for Staff/Community			Ongoing throughout the process		
Posting						
Dec 2024/Jan 2025	Posting	Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.				
Pre-Interview						
Jan/Feb 2025	Screen Candidates	Screen the applicant pool against the Board of Directors's hiring criteria and leadership profile.		Screen candidates in applicant pool.		
	Verify Candidate References			Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the Board of Directors's hiring criteria as determined by SPC		
	Board - Present Finalists for Interviews			SPC - Conduct a meeting with the Board of Directors for purposes of presenting candidate recommendations so the Board of Directors can select finalists for interviews, and clarifying remaining steps of the search process. * *		



						
Screening Interview						
Jan/Feb 2025	1st Interview Invitation			Invite candidates for first round interview.		
	1st Interview Set-up			Set up interviews (virtual/onsite).		
	1st Interview Logistics			Act on all first-round interview logistics. Dates, times, transportation needs, meals, interview reserved rooms, interview SCPA participants, interview questions, recording interviews.		
	1st INTERVIEW					
	1st Interview Candidate Follow-up			Follow up with each candidate on their experience and further questions or concerns.		
	1st Interview stakeholders Follow-up			Follow up with SCPA stakeholders on their experience with the candidates that interviewed, and further questions or concerns about each candidate.		
	Background Screening			Facilitate background screening by “Trusted Employees” screening company		
	Narrow Pool			Narrow pool for second round interviews.		
	Recommendation to Board			SPC		
Interview with Board						
Feb/March 2025	Finalist Press Release			Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.		
	“Meet the Candidates” Public Gathering					Conduct “Town Hall” forum with teachers, parents, alum.
	2nd Interview					Schedule and conduct second round interviews.
	Gather Open Forum Feedback			Gather open forum feedback.		
Hiring						
	Recommendation to Board			SPC makes recommendation to Board.		
	Board - Decide Finalist					Board discusses, debates, and decides on finalist.
	Offer Letter			Offer letter is made to finalist.		
March 2025	Negotiations				Finalist negotiations.	
	Acceptance					Candidate acceptance.
	Communication of New ED			Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new Executive Director.		
	Communicate Process to Stakeholders			Ongoing throughout the process		
July 1	Start Date					
Post-Hiring						
	Develop Transition Plan for ED			Assist in developing a transition plan for the new Executive Director. - TBD		
	Visitation of new ED			Visit the new Executive Director during their first year of employment. (in-district meetings, if possible.)		
	Board Training - Goals for ED			Facilitate a post-hiring workshop to develop goals and/or expectations for the Board of Directors and Executive Director after the new Executive Director begins work in the school district. (virtual meetings; however, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting)		



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Executive Director Search Process

2024



Planning

Posting

Stakeholder Input

Board Training

Communicate Process to Stakeholders

Board Effectiveness Survey

Website Communications

Communicate Process to Stakeholders

Search Timeline

Determine Hiring Criteria

“Change Cycle” Training Part 1

Retirement Announcement to School Community

Website Communications

Refine Executive Director (ED) job description with time study

“Change Cycle” Training Part 2

Compensation and benefits reviewed.

Method of Search/ Design Recruitment Plan

Communicate succession efforts and the plan

Candidate Submission Materials

Vacancy Announcement

Applications Procedures/Workflow

Communicate Process to Stakeholders

Post position state wide and nationally

2025



Screening

Interview

Hiring

Post-Hiring

Screen Candidates

Verify Candidate References

Board - Present Finalists for Interviews

1st INTERVIEW

1st Interview Candidate Follow-up

Background Screening

Narrow Pool

Recommendation to Board

Finalist Press Release

“Meet the Candidates” Public Gathering

2nd Interview

Gather Open Forum Feedback

Recommendation to Board

Board - Decide Finalist

Offer Letter

Negotiations

Acceptance

Communication of New Executive Director (ED)

Communicate Process to Stakeholders

July 1st

Start Date