



St. Croix Preparatory Academy  
Board Meeting Agenda  
March 18, 2025

1. Call to Order
2. Open Forum
3. Board Calendar 2
4. Consent Agenda (Board Minutes, Executive Director Report)
  - A. Board Minutes
  - B. Executive Director Report 5
  - C. Executive Director of Finance and Operations Report 10
  - D. Governance -- Policy Approval
  - E. Governance - First Reading of Policy 11
5. Agenda
6. Succession Planning Committee
7. Governance Committee
  - A. Committee Minutes (03/13/2025) 16
  - B. Board Elections Update
  - C. Board Clerk Position
8. Adjourn Meeting



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## ANNUAL BOARD CALENDAR 2024-2025

July	Responsible	Notes/Status
Public Hearing on Student Fees	K. Gutierrez	Completed
Family Handbook Approval	J. Gutierrez	Completed
Employee Handbook Approval	K. Gutierrez	Completed

August	Responsible	Notes/Status
Seat New Board Members	B. Hajlo	Completed
Change Cycle Management	Rebar Leadership	Completed
MDE Assurance of Compliance	J. Gutierrez	Completed

September	Responsible	Notes/Status
Status of School Opening	Principals	Completed
Review of MCA Test Scores	J. Gutierrez	Completed
MN State Statute Training	J. Gutierrez	Completed
Emergency Operations Plan Approval	Incident Command	November

October	Responsible	Notes/Status
Board Retreat	N. Donnay	

November	Responsible	Notes/Status
Audit Acceptance	K. Gutierrez	Completed
Development Update	K. Gutierrez	Completed
Emergency Operations Plan	Safety Team	Completed
Annual Report Approval – 2022-2023	J. Gutierrez	Completed
World's Best Workforce Approval	J. Gutierrez	Completed
Activities – Fall Overview, Winter Plan	K. Seim	Completed

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<b>December</b>	<b>Responsible</b>	<b>Notes/Status</b>
Affiliated Building Company Training	K. Gutierrez	Completed
FSCPA and Building Overview	B. Blotske	Completed

<b>January</b>	<b>Responsible</b>	<b>Notes/Status</b>
Board Election Timeframe Discussion	A. Galati	
By-laws Training	J. Gutierrez	

<b>February</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	K. Gutierrez	
Board Election Timeframe Discussion	A. Galati	
Approve School Calendar	J. Gutierrez	

<b>March</b>	<b>Responsible</b>	<b>Notes/Status</b>
Approve Open Enrollment Period for Next Year		
Approve Board Calendar for Next Year <ul style="list-style-type: none"> <li>Meetings</li> <li>Election</li> <li>Retreat</li> </ul>	Board	
Board Election Status & Timeframe	Governance	

<b>April</b>	<b>Responsible</b>	<b>Notes/Status</b>
Annual Budget Introduction		
Compensation Plan Introduction		
K. Gutierrez Employment Agreement		

<b>May</b>	<b>Responsible</b>	<b>Notes/Status</b>
Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	3 K. Gutierrez	

Compensation Plan Approval	T. Smith	
Board Election Update	Governance	
Approve Annual Budget	K. 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	
Introduction of Family Handbook	J. Gutierrez	
Introduction of Employee Handbook	T. Smith	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>Identified Official with Authority</li> <li>Official Newspaper</li> <li>Designation of Depository</li> <li>Account Signatories</li> <li>Collateralize Funds in Excess of FDIC Insurance</li> <li>Delegation of Authority to Make Electronic Funds Transfers</li> </ul>		



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## Executive Director's Report to the Board

**Date of Report:** March 2025

**Report Prepared By:** Jon Gutierrez

### Operational Items:

- Board/Governance Work – transferred election information, bylaws training, potential cell phone policy information – all related to succession planning.
- Friends of Education. Continued conversations with them on succession planning, charter renewal, charter school media coverage, upcoming legislation, etc.
- Friends of Education Site Visit – coordinated annual site visit with Friends of Education – agenda attached. Continued follow up to complete the requested items.
- Succession Planning – upon request offered advice on process, negotiations, next steps of Succession Planning Committee.
- Foundation and Development Director. Significant amount of time with the Foundation on retreat, strategic direction and multiple first, second and final interviews of Development Director candidates.
- Gala Event. Time preparing for event, introduction, and other related matters.
- Lottery Conducted for next year. After issuing letters and receiving acceptances, the following enrollment information for 2025-2026 school year will be updated:

Grade	2024-25 Enrollment	2024-25 Waitlist	2025-2026 Applications
Kindergarten	90	183	171
1 <sup>st</sup> Grade	90	104	72
2 <sup>nd</sup> Grade	90	116	62
3 <sup>rd</sup> Grade	90	87	75
4 <sup>th</sup> Grade	90	103	58
<b>LS Total</b>	<b>450</b>	<b>593 (+15)</b>	<b>438 (-13)</b>
5 <sup>th</sup> Grade	93	87	56
6 <sup>th</sup> Grade	92	104	89
7 <sup>th</sup> Grade	93	80	54
8 <sup>th</sup> Grade	92	43	59
<b>MS Total</b>	<b>370 (-2)</b>	<b>314 (-9)</b>	<b>258 (+68)</b>
9 <sup>th</sup> Grade	99	0	77
10 <sup>th</sup> Grade	102	0	14
11 <sup>th</sup> Grade	101	0	9
12 <sup>th</sup> Grade	86	0	2
<b>US Total</b>	<b>388 (-4)</b>	<b>0</b>	<b>102 (+43)</b>
<b>School Total</b>	<b>1,208 (-7)</b>	<b>907 (+6)</b>	<b>798 (+98)</b>

### **Comments on Enrollment**

- Kindergarten applications down 13, but 90 have been enrolled for the 2025-2026 school year, so the number would be 528
- MS Enrollment – two offers pending to fill open spots
- Shared Time students
  - 5<sup>th</sup> grade – 4
  - 6<sup>th</sup> grade – 2
  - 7<sup>th</sup> grade – 1
  - 8<sup>th</sup> grade - 1
- PSEO Grade 10 – 1 Part-time
- PSEO Grade 11 – 8 Part-time; 6 Full time
- PSEO Grade 12 – 11 Part-time; 2 Full time

Professional Development: *See Attachment*



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**J. Gutierrez**  
**Professional Development Plan**  
**2024-2025**

Month	Category	Title	Description/Comments
July 2024	Videos – 6 hours	The Power of Myth, by Joseph Campbell	
	Book	The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness, by Jonathan Haidt	Technology, smart phones, social media, gaming – created kids who have difficulty with friendships, miss rites of passage, are fearful/insecure, seeking approval in a virtual world, and being overprotected in a physical world
	Short Story	Harrison Bergeron, by Kurt Vonnegut	Story about government making everyone equal, the same, by giving “handicaps” to those more gifted and talented. – themes of democracy, government over reach, meritocracy, socialism, etc.
	Lectures (3 hours)	Lectures, analysis and panel discussions on Harrison Bergeron	
	Lectures/Videos (2 hours)	Lectures, videos and analysis on Sir Gawain and the Green Knight	Arthurian fantasy, about chivalry, loyalty, honesty, and sacrifice – Middle Ages
	Book	Bad Therapy: Why the Kids Aren't Growing Up, by Abigail Shrier	Explains aspects of the mental health crisis and how therapy can undermine the recovery/growth of kids
	Book	Sir Gawain and the Green Knight, translated by J.R.R. Tolkien	
	Movie	The Green Knight – based on Sir Gawain and the Green Knight	
September	Book	A Wrinkle in Time, by Madeleine L'Engle	Curriculum book, but reading it for its adaptation to our school play
	Conference	Law Conference – 6 hours – case law, Title IX, Free speech vs. Establishment clause, Politics in School, data retention in the electronic age, AI and implications in the school, student discipline.	
October	Webinar – 1 hour	AI and Education, Jon Fila	
	Book	Lord of the Flies, by William Goulding	
	Lecture – 1 hour	Lord of the Flies summary and analysis	
November	Book	Animal Farm, by George Orwell	
	Lecture – 1 hour	Animal Farm - -Analyzing a Revolution, by the Canvas	
	Book	The Stand, Stephen King – Book 1, 400 pages	Has themes similar to Lord of the Flies and Animal Farm – societal collapse, good vs evil, leadership, group dynamics;
January	Book	Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones, by James Clear	
	Book	Carrie, by Stephen King	

	Book	Shawshank Redemption, by Stephen King	
	Videos – 6 hours	Various videos and podcasts on Mental Models	
	Videos/Podcasts – 3 hours	Various videos/podcasts on the City-State proposed by Plato in the Republic	
February	Book	Clytemnestra: A Novel, by Costanza Casati	Clytemnestra was the wife of Agamemnon, leader of Greek king who spearheaded war on Troy (Trojan War). Depicts background and events of Agamemnon, by Aeschylus
	Videos/Podcasts 4 hours	Various videos and podcasts on Luxury Beliefs, a concept proposed by Rob Henderson	
	Videos/Podcasts 3 hours	Various videos on “cultural capital”, the social justice aspect to providing a rigorous and quality education to all	
	Podcast 1 hour	Glenn Loury/John McWhorter – DEI initiatives and recent executive order by current President	





**FRIENDS OF EDUCATION SITE VISIT  
TO  
ST. CROIX PREPARATORY ACADEMY  
February 21, 2025**

<b>Time</b>	<b>Description</b>
<b>9:30 am – 9:45 am</b>	<b>Jon Gutierrez, Executive Director – Welcome, Introduction Kelly Gutierrez, Executive Director Finance &amp; Operations</b>
<b>9:45 am – 10:30 am</b>	<b>Joann Karetov, Lower School Principal – Overview, Classroom Visits, etc.)</b>
<b>10:30 am – 11:15 am</b>	<b>Amy Kleinboehl, Middle School Principal – Overview, Classroom Visits, etc.)</b>
<b>11:15 am – 12:00 pm</b>	<b>Andrew Sachariason, Upper School Principal – Overview, Classroom Visits, etc.)</b>
<b>12:00 pm – 12:30 pm</b>	<b>Lunch – Jon Gutierrez, Bill Blotske (Facilities), Chad Olson (Technology), Kelly Gutierrez (EDFO)</b>
<b>12:30 pm – 1:00 pm</b>	<b>Peggy Rosell, Director of Student Services – Overview</b>
<b>1:00 pm – 1:30 pm</b>	<b>Keven Seim, Activities Director – Overview</b>
<b>1:30 pm – 2:15 pm</b>	<b>Kelly Gutierrez, Executive Director Finance &amp; Operations – Budget, Audit, Fund Balance, Bond Covenants, Foundation, Building Company, Life Cycle Cost Replacement, Succession Planning</b>
<b>2:15 pm – 2:30 pm</b>	<b>Jon Gutierrez – Kelly Gutierrez, Wrap Up</b>



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## **Executive Director of Finance & Operations Report to the Board**

**Date of Report:** March 14, 2025

**Report Prepared By:** Kelly Gutierrez

### **Operational Highlights:**

- Development/Foundation work –
  - Conducted Development Director candidate interviews and position has been offered to candidate, we are awaiting formal acceptance.
  - Board annual meeting/ half day retreat held on February 12.
  - Gala planning and donor cultivation
  - Foundation website platform transfer completed
  - IRS 990 Prep
- Succession Planning Committee – meetings, candidate interviews
- SCPA Garden Committee- meeting and meeting prep including:
  - MN Dept of Agriculture grant application submitted
- Support to direct reports: HR Director, Communications Manager, Facilities Director, Sr. Accountant, Food Service Director
- Marketing/Communications. Review of Prep weekly
- Financial Management
  - FY26 Budget development in process
  - IRS 990 Prep
  - FY25 YTD financial statement review and budget reforecast
- Office of State Auditor Task Force- monthly meeting and meeting prep.
- Leadership in the Valley- Education Day Committee – co-facilitated Education Day on February 13.
- Administrator Consulting: 2 hours/week (Charter Source); 1 hour/week Seven Hills
- Professional Development



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**ST. CROIX PREPARATORY ACADEMY**  
**Personal Electronic Communication Devices**  
**Policy: #536**

**I. PURPOSE**

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are not used as part of an act of academic dishonesty.

**II. GENERAL STATEMENT OF POLICY**

To minimize the impact of personal electronic communication devices on student behavior, mental health and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

**III. DEFINITIONS**

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smartphone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or



forum, transmitted through a computer, cell phone, or other electronic device.

- D. “Instructional Time” means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. “Personal Electronic Communication Device” means any personal device capable of connecting wirelessly to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the above mentioned characteristics.
- F. “Stored” means a cell phone or personal electronic communication device not being carried on the student’s person, including not in the student’s pocket. Storage options may include, but are not limited to, in the student’s backpack, in the student’s locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

#### **IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE**

##### **A. Personal Electronic Communication Device Use**

- i. All students (K-12) are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
- ii. All personal electronic communication devices shall be kept in designated areas and turned off.

##### **B. Off-Campus School-Sponsored Activities**

- i. School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.



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## **V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES**

### **A. Limitations on Use of Personal Electronic Communication Devices**

- i. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
- ii. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
- iii. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
- iv. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
- v. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

## **VI. EXCEPTIONS**

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.



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- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, “emergency” means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time when such use would otherwise be prohibited if the building principal or designee grants permission for specific curricular purposes for specific courses.
- E. A personal electronic communication device may be stored in student vehicles parked on school district property provided that the device is not removed from the vehicle while on school district property.
- F. Students who need to make a call may request permission to use a telephone in the building office.

## VII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the executive director and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the executive director and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

### Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)



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Minn. Stat. § 121A.73 (School Cell Phone Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)  
Away for the Day ([www.awayfortheday.org](http://www.awayfortheday.org))  
MASSP/MESPA, The Cell Phone Toolkit (July 2024)

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**ADOPTED BY THE BOARD ON:**

**REVISED BY THE BOARD ON:**



## Governance Committee Agenda and Minutes for March 13, 2025

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Members: A. Galati, J. Johnson, J. Santini, T. Gulbransen

Absent:

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**Location: Room 288, Middle School**

### Agenda

1. Election Update - J. Johnson
  - a. [Board Election Process and Procedures](#)
2. Nomination of a Board Clerk
  - a. A. Galati - change title to Board Secretary on-line
    - i. The Secretary shall maintain the records of the Office of the Corporation and shall:
      1. (a) Attend all meetings of the Board of Directors and all committees as required;
      2. (b) Record all proceedings in the Minutes of the Board of Directors and committees in a book to be kept for that purpose;
      3. (c) Preserve all documents and records belonging to the Corporation;
      4. (d) Give or cause to be given notice of all meetings of the Board of Directors and its committees; and,
      5. (e) Perform such other duties as may be prescribed by the Board of Directors.
  - b. Board Clerk - Volunteer? Stipend?
  - c. Board Clerk Duties
    - i. BoardBook -
      1. Create Agenda
      2. Set time and location for meeting
      3. Gather and attach all board reports and any additional information for agenda items.
      4. Post meeting minutes before and after the meeting.
      5. Print a hard copy of the agenda and documents
    - ii. Alert community of any changes to location, time, or participants.
    - iii. Manage facility requests
    - iv. Manage Board Retreat and any additional meetings



- v. Update and manage Annual Board Calendar
  - vi. Work with the Technology Director to keep the SCPA Board website information updated.
  - vii. Work to ensure that all components are within SCPA Board Bylaws, The Open Meeting Law (Minnesota Statutes Chapter 13D)
- d. J. Johnson will make a motion to nominate Nicole Donnay as Board Clerk with a stipend of \$120 per meeting. Additionally, we will change A. Galati's title to Board Secretary on the SCPA website.
- 3. Succession Planning Committee
  - a. Change of Composition: Moving on to Onboarding
  - b. Chair: Terri Gulbransen
  - c. Onboarding- responsibility of the SCPA Board
- 4. Approve Open Enrollment Period for next year - Moved to April
- 5. Approve Board Calendar - Moved to April
- 6. Cell Phone Policy - See Stillwater's
  - a. First read at March 18, 2025 meeting.
- 7. Board Bylaw Training - August, 2025

Respectfully submitted by A. Galati