



St. Croix Preparatory Academy
Board Meeting Agenda
July 22, 2025

1. Public Hearing on 2025-2026 Student Fees	
2. Call to Order	
3. Open Forum	
4. Board Calendar	2
5. Consent Agenda (Board Minutes, Executive Director Report)	
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Madelyn Adams - Parent	
Kirsten Osberghaus - Teacher	
Heidi Gonzalez - Teacher	
B. Family Handbook 2025 - 2026 Approval	13
C. Foundation Presentation	53
D. Finance Committee	59
1. Student Fees 2025 - 2026 Approval	60
E. Governance Committee	64
1. Oath of Office 25 - 26 Updated	66
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3. Annual Assurances	74
F. Succession Planning Committee/Strategic Planning Committee	80
7. Adjourn Meeting	



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ANNUAL BOARD CALENDAR 2025-2026

July	Responsible	Notes/Status
Public Hearing on Student Fees	K. Gutierrez	
Family Handbook Approval	J. Fuchs	
Seat New Board Members	Board Chair	
Foundation Update	M. Davis	
Conflict of Interest Form Disclosure	K. 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		

August	Responsible	Notes/Status
Forward Together Retreat (08/07 and 08/08)	Succession Committee	
ByLaws Training	Governance	
MDE Assurance of Compliance	J. Fuchs	

September	Responsible	Notes/Status
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Status of School Opening	Principals	
Review of MCA Test Scores	J. Fuchs	
MN State Statute Training	Governance	
Emergency Operations Plan Approval	Incident Command/Safety Team	

October	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez/Finance	
Foundation Update	M. Davis	
Activities - Fall Overview/Winter Plan	K. Seim	
Annual Report Approval (if ready)	J. Fuchs	
World's Best Workforce Approval (if ready)	J. Fuchs	

November	Responsible	Notes/Status
Board Retreat	T. Gulbransen	

December	Responsible	Notes/Status
Affiliated Building Company Training	K. Gutierrez/Finance	
Audit Acceptance	K. Gutierrez/Finance	
FSCPA and Building Overview	B. Blotske	
Winter Check-In	Principals	

January	Responsible	Notes/Status
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Board Election Timeframe Discussion	Governance	
Food Services Report	M. Thole	
Technology Report	C. Olson	

February	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez/Finance	
Board Election Timeframe Discussion	Governance	
Approve School Calendar	J. Fuchs	

March	Responsible	Notes/Status
Approve Open Enrollment Period for Next Year	J. Fuchs	
Approve Board Calendar for Next Year <ul style="list-style-type: none"> • Meetings • Election • Retreat 	Board	
Board Election Status & Time Frame	Governance	
Spring Check-In	Principals	
Compensation Plan Introduction	T. Smith	
Benefits Package Introduction	T. Smith	

April	Responsible	Notes/Status
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Annual Budget Introduction	Finance	
Compensation Plan Approval	T. Smith	
Benefits Plan Approval	T. Smith	
Board Election Status & Time Frame	Governance	

May	Responsible	Notes/Status
Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	K. Gutierrez/Finance	
Board Election Update	Governance	
Approve Annual Budget	K. Gutierrez/Finance	

June	Responsible	Notes/Status
Public Hearing on Fees – 2026	K. Gutierrez	
New Board Member Training	Governance	
Read Well by Third Grade Approval	J. Karetov	
Introduction of Family Handbook	J. Fuchs	
Introduction of Employee Handbook	T. Smith	
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 		



st.croixprep 2025-2026 Calendar

Board Approved: 02/06/24

July 1-4	Holiday
Aug 4-7	New Teachers Workshop
Aug 11-15	PD Day
Aug 18	First Day of School (Grades 5-12)
Aug 18-22	Prep for Success Conferences K-4
Aug 25	First Day of School (Grades K-4)
Aug 29	Teacher Non-Duty Day
Sept 1	Holiday
Sept 22	PD Day
Oct 15	End of Quarter 1
Oct 16	MN Classical Education Conference
Oct 16	PD Day
Oct 17	Teacher Non-Duty Day
Oct 20	Teacher Non-Duty Day
Oct 21	Grading Day
Nov 6	LS/MS/US PM Conferences
Nov 7	LS Conferences
Nov 26	PD Day
Nov 27-28	Holiday
Dec 19	End of Quarter 2/Semester 1
Dec 22-Jan 1	Holiday
Jan 2	Grading Day
Jan 5	PD Day
Jan 19	PD Day
Jan 23	LS Conferences
Feb 16	PD Day
Mar 12	End of Quarter 3
Mar 13	Grading Day
Mar 16-20	Spring Break - Teacher Non-Duty
April 3	Teacher Non-Duty Day
May 22	Last Day of School/ End of Semester 2
May 25	Holiday
May 26	PD/Grading Day
May 31	Graduation
June 19	Holiday
June 29-30	Holiday

July 2025				
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August 2025				
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T14/S9

September 2025				
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T21/S20

October 2025				
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T21/S19

November 2025				
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T18/S17

December 2025				
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T15/S15

January 2026				
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T20/S18

February 2026				
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T20/S19

March 2026				
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T17/S16

April 2026				
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27	28	29	30	



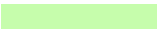
T21/S21

May 2026				
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T17/S16

June 2026				
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1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

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 School Day	 No School Day for LS Only
 No School Day/ No Students Day/ OFFICES CLOSED	

Quarter 1 = 40	Quarter 2 = 40	Semester 1 = 80	Quarter 3 = 46	Quarter 4 = 44	Semester 2 = 90
189 New Staff Days	6	185 Returning Staff Days	170 MS/US Student Days	163 LS Student Days	

Members Present: R. Hajlo (Chair), T. Gulbransen (Vice-Chair), A. Galati (Secretary), D. Keyes, D. Smith

Members Absent: J. Johnson

Remote Board Member: R. Thorson: 10352 Ebb Tide Lane, Orlando, FL

Ex-officio Members Present: J. Gutierrez (Executive Director)

Guests: K. Gutierrez (Treasurer), T. Smith (HR Director)

1. Call to order: B. Hajlo called the meeting to order at 6:04 PM.
2. Open Forum - None
3. [SCPA Board Calendar 2025-2026](#)
 - a. [St. Croix Prep 2025-2026 Board Meetings Calendar](#)
4. Consent Agenda
 - a. Board Minutes
 - i. [May 20, 2025 SCPA Board Minutes](#)
 - b. Executive Directors' Reports
 - i. J. Gutierrez
 - a. [FOE-Bond Refunding Discussion May 21, 2025](#)
 - b. [Friends of Education Training May 2025 Comments](#)
 - c. [Chart of FOE schools w/ Fund Bal Enrollment Per Student](#)
 - d. [Executive Director's Report June 2025](#)
 - ii. [EDFO Board Report June 2025](#) - K. Gutierrez
 - c. [2025-2026 Board Meetings Calendar](#)
 - d. Governance Policies - None
- Motion to Approve Consent Agenda: A. Galati

- Second: T. Gulbransen
- Approved: All

5. Agenda

a. Governance: Executive Director

- i. Approval of Five E-Learning Days for the 2025-2026 school year.
 - Motion to Approve: D. Keyes
 - Second: D. Smith
 - Approved: All
- ii. [SCPA Board Bylaws Change June 24, 2025](#)
 - Motion to Approve: D. Smith
 - Second: T. Gulbransen
 - Approved: All
- iii. [SCPA Charter Contract with FOE - July 1, 2025](#)
 - Motion to Approve: A. Galati
 - Second: D. Keyes
 - Approved: All
- iv. Annual Board Elections: Chair, Vice-Chair, Treasurer, Secretary
 - a. Chair:
 - i. Nominee: T. Gulbransen
 - Motion to Approve: B. Hajlo
 - Second: D. Keyes
 - Approved: All
 - b. Vice-Chair
 - i. Nominee: B. Hajlo
 - Motion to Approve: T. Gulbransen
 - Second: A. Galati
 - Approve: All
 - c. Treasurer:
 - i. Nominee: D. Smith
 - Motion to Approve: T. Gulbransen
 - Second: D. Keyes
 - Approved: All
 - d. Secretary:
 - i. Nominee: A. Galati
 - Motion to Approve: T. Gulbransen
 - Second: D. Smith
 - Approved: All

b. [Employee Handbook 2025-2026 - Draft](#) - HR Director

- Motion to Approve: D. Keyes
- Second: D. Smith
- Approved: All

c. Financial Items

i. [Identified Official with Authority \(IOwA\) Designation](#)

- Motion to Approve: D. Smith
- Second: T. Gulbransen
- Approved: All

ii. [SCPA Amended Budget Approval- FY25 Board Report May 31, 2025](#)

a. **Motion:** To approve the amended budget for the 2024-2025 fiscal year as presented, with the following allocations:

- General Fund: Revenues of \$16,435,936 and Expenditures of \$16,370,383
- Food Service Fund: Revenues of \$813,183 and Expenditures of \$749,853
- Community Service Fund: Revenues of \$181,500 and Expenditures of \$207,000

- Motion to Approve: T. Gulbransen
- Second: A Galati
- Approved:

d. Succession Planning/Strategic Planning Items

i. [SCPA RFP Strategic Planning](#)

ii. [St. Croix Prep Strategic Planning Bon Partners](#)

iii. [Recommendation for Strategic Planning Consultant – Bon Partners](#)

- Motion to Approve: D. Smith
- Second: A. Galati
- Approved: All

Adjournment: 7:07 PM

- Motion to adjourn: A. Galati



- Second: T. Gulbransen
- Approved: All

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



Executive Director's Report to the Board

Date of Report: July 2025

Report Prepared By: Jenn Fuchs, Ph.D.

Goal 1: Listen & Learn (Days 1–30)

- Met or have meetings planned individually with Direct Reports
 - Agendas shared ahead of time and focus on strengths and challenges to guide goal setting
- Met or have meetings planned with EDFO and her Direct Reports
 - Agendas shared ahead of time and focus on learning about each department
- Led first Administrative Team meeting
- Meeting with Stillwater Superintendent Funk
- Meeting with new Board Members
- Attended Governance and Finance Committee meetings
 - Reviewing Policies and looking a 3-year rotation for all policies

Goal 2: Operational Leadership (Days 1-30)

- Loaded documents required by Friends of Education for July submission
 - Will be loading new oaths of office, conflicts of interest, and assurances (New Board Members Only) after July Board meeting



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Executive Director of Finance & Operations Report to the Board For Month ending July 16, 2025

- Development/Foundation
 - Direct Appeals to long-term stakeholders underway
 - Ongoing monthly Finance Committee and Board meetings
- Succession Planning
 - Weekly committee meetings held
 - FY26 Strategic Plan Consultant Engaged
 - August board/staff retreat planning underway
 - Assist with Dr. Fuchs onboarding.
- Human Resources
 - FY25 performance appraisals for direct reports completed
 - FY26 employee workload assessment plan refined
- Leadership Support
 - Ongoing support for direct reports: HR Director, Communications Manager, Facilities Director, Sr. Accountant, and Food Service Director
- Governance & Accountability
 - Weekly meetings with SCPA Board Vice Chair
- Marketing & Communications
 - Weekly review of Prep newsletter and outreach
- Financial Management
 - FY25 YTD financials reviewed and budget reforecasted
 - FY26 Finance Committee Project Work:
 - Continuing compensation benchmarking to ensure competitive, equitable structures
 - Analyze operational efficiency for cost-saving opportunities
 - Optimize cash flow and investments to enhance financial stability and returns
- Sector Engagement
 - Hosted a visit with ISD834 Superintendent, Dr. Funk and his Chief of Staff at SCPA to introduce Dr. Fuchs
 - Participated in monthly Office of the State Auditor Task Force meetings
- Consulting Engagements
 - 0 hours/week:
- Professional Development
 - None completed since last report



st. croix preparatory academy

STUDENT & FAMILY HANDBOOK

2025-2026

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WELCOME LETTER

Dear Parents and Students:

It is an honor to introduce myself as the new Executive Director of St. Croix Preparatory Academy. I am inspired by SCPA's mission to cultivate academic potential, personal character, and leadership through classical education—a mission that closely aligns with both my professional values and personal philosophy of education.

I come to SCPA with over a decade of experience in public and charter school leadership, including roles as a charter school academy director, principal, curriculum director, and teacher. These experiences have shaped my commitment to strategic planning, instructional excellence, and data-informed decision-making that supports every learner.

My passion for classical education began during my undergraduate years at Gustavus Adolphus College and has remained a central thread throughout my career through my doctorate in educational leadership.

As I step into this role, I am excited to collaborate with families, staff, and the broader community to build upon SCPA's strong foundation. Together, we will continue to honor its classical tradition while ensuring a supportive, inclusive, and student-centered environment where every child can thrive.

I look forward to getting to know you and working together in the service of our students.

Sincerely,

Jenn Fuchs, Ph.D.

2025-2026 CALENDAR

(board approved 02/06/24)

July 1-4	Holiday
Aug 4-7	New Teachers Workshop
Aug 11-15	PD Day
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T21/S21

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T0/S0

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189 New Staff Days	185 Returning Staff Days	170 MS/US Student Days	163 LS Student Days		

GENERAL OVERVIEW

St. Croix Preparatory Academy is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school opened with grades K-7. The 200 students that actually enrolled surpassed the projected enrollment of 120 students. The School has experienced tremendous growth and will serve over 1,200 students in grades K-12 during the 2025-2026 school year. Located on 59 acres of land, St. Croix Preparatory Academy's educational philosophy is based on the classical methodology of grammar, logic, and rhetoric; an educational philosophy proven to achieve outstanding academic results.

Mission

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in a classical tradition.

Academics

The School is based on a classical model of education. A classical model focuses on providing students with the lifelong educational tools to learn and think for themselves. The classical tradition is grounded in the time-tested methodology of learning called the "Trivium", which recognizes that critical learning skills must precede critical thinking skills. The Trivium methodology is organized into the three stages of learning -- grammar, logic, and rhetoric -- which correspond to the general stages of a student's cognitive development.

Character

Plato believed that children should be raised to fall in love with virtue. At St. Croix Preparatory Academy, the values of citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service will be identified, modeled and clearly conveyed. Administrators and faculty will encourage and promote these traits so that all students might practice and develop them. Upper School students are required to document at least 10 hours of community service during their freshman, sophomore, and junior year; and 20 hours of community service is required during a student's senior year. The community service requirement emphasizes the importance of giving to one's community.

Leadership

John F. Kennedy said, "Leadership and learning are indispensable to each other." St. Croix Preparatory Academy views leadership as the ability to first think and reason, then act with integrity and responsibility. 'Leadership' is one of the most overused and least understood terms in our society, often conjuring up images of power, success, titles and possessions. By contrast, the founders of St. Croix Preparatory Academy view leadership as the product of education and character development. Real leadership entails knowledge, understanding and the ability to communicate--in conjunction with citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service.

EDUCATIONAL PHILOSOPHY

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

Grammar. The first phase of the Trivium is Grammar (grade level K – 4). Grammar emphasizes the facts and rules of each subject that later learning is built upon. This stage focuses on the accumulation of knowledge and the rules related to each particular subject. This mirrors the stage of development where children love to mimic, recite, chant, and memorize. The objective of this phase is to provide each student with a strong foundation of subject matter KNOWLEDGE.

Logic. The second phase is Logic (grade level 5 – 8). Logic focuses on a students’ ability to analyze and interact with the knowledge acquired in the Grammar stage. The Logic stage is the phase where understanding is grasped. This corresponds with the student’s curiosity and desire to ask questions. The objective of the Logic phase is UNDERSTANDING.

Rhetoric. The final phase is Rhetoric (grade level 9 – 12). Rhetoric teaches a student how to express and discuss a subject. Rhetoric is the communication stage, where students defend and refute opinions based on their understanding and knowledge of subject matter. This fits nicely with the students’ affinity for contradiction and argumentation. The objective of the Rhetoric phase is COMMUNICATION.

GRAMMAR	LOGIC	RHETORIC
K/1 st 2 nd 3 rd 4 th	5 th 6 th 7 th 8 th	9 th 10 th 11 th 12 th
KNOWLEDGE	UNDERSTANDING	COMMUNICATION
Knowledge – Comprehension	Application – Analysis	Synthesis – Evaluation

ORGANIZATIONAL STRUCTURE

St. Croix Preparatory Academy is organized into three schools—Lower School for students in grades K - 4; Middle School for students in grades 5-8; and Upper School for students in grades 9 - 12. Overseeing the operations is an administrative staff (contact information noted below.) For answers to specific questions, please see the contact information noted below.

School Address

St. Croix Preparatory Academy
4260 Stagecoach Trail North
Stillwater, MN 55082
Phone: 651-395-5900
Fax: 651-395-5901

K - 4 Lower School

Title	Name	Phone	Email
Principal	Joann Karetov	651-395-5921	joannkaretov@stcroixprep.org
Office Manager	Christine Mehlhorn	651-395-5920	christinemehlhorn@stcroixprep.org

5-8 Middle School

Title	Name	Phone	Email
Principal	Amy Kleinboehl	651-395-5951	amykleinboehl@stcroixprep.org
Office Manager	Kelly Vossen	651-395-5950	kellyvossen@stcroixprep.org

9-12 Upper School

Title	Name	Phone	Email
Principal	Andrew Sachariason	651-395-5971	andrewsachariason@stcroixprep.org
Office Manager	Angela Lee	651-395-5970	angelalee@stcroixprep.org
College Counselor	Mathew Williams	651-395-5926	mathewwilliams@stcroixprep.org

Administrative Personnel

Name	Responsibility	Phone	Email
Medora Benson	Activities Coordinator	651-209-7375	medorabenson@stcroixprep.org
Beth Grubisch	Senior Accountant	651-395-5706	bethgrubisch@stcroixprep.org
Jenn Fuchs	Executive Director	651- 395-5905	jennfuchs@stcroixprep.org
Bill Blotske	Facility Director	651-395-5907	billblotske@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations	651-395-5902	kellygutierrez@stcroixprep.org
Patrick Kerrigan	Dean of Students	651-395-5953	patrickkerrigan@stcroixprep.org
Theresa Seichter	District Office Manager	651-395-5900	theresaseichter@stcroixprep.org
Chad Olson	Technology Director	651-395-5926	chadolson@stcroixprep.org
Susan Peterson	Events & Communications Manager	651-395-5994	susanpeterson@stcroixprep.org
Keven Seim	Activities Director	651-395-5944	kevenseim@stcroixprep.org
Terri Smith	Human Resources Director	651-395-5903	terrismith@stcroixprep.org
Marianne Thole	Food Service Director	651-395-5915	lunch@stcroixprep.org
Rita Thorson	Dean of Students	651-395-5983	ritathorson@stcroixprep.org
Peggy Rosell	Director of Student Support Services	651-395-5707	peggyrosell@stcroixprep.org
Terri Ellingson	Student Support Services Office Manager	651-395-5997	terriellingson@stcroixprep.org
Carrie Hamm	District Administrative Assistant	651-395-5951	carriehamm@stcroixprep.org
Dave Ogura	Facilities Assistant	651-3646710	davidogura@stcroixprep.org
Jessica Skilling	Licensed School Nurse	651-395-5906	jessicaskilling@stcroixprep.org

Facility Rental Information

Keven Seim at 651-395-5944 or kevenseim@stcroixprep.org

General Inquiries

Lower School

Christine Mehlhorn at 651-395-5920 or christinemehlhorn@stcroixprep.org

Middle School

Kelly Vossen at 651-395-5950 or kellyvossen@stcroixprep.org

Upper School

Angela Lee at 651-395-5970 or angelalee@stcroixprep.org

Authorizer Information

St. Croix Preparatory Academy is authorized by Friends of Education, 11100 Wayzata Blvd; Suite 800, Minnetonka, MN 55305

SCHOOL BOARD

The School Board provides governance to St. Croix Preparatory Academy. The Board's primary responsibilities are fiscal oversight, student achievement, and strategic direction. The Board consists of parents, faculty, and community members voted into office by the St. Croix Prep community. Members serve staggering three year terms with annual elections determining new membership.

2025-2026 School Board Schedule

Note: All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Orchestra room or Performing Arts Center. The meetings are open to the public. 2025-2026 Meeting dates are noted below.

July 22, 2025	August 7-8, 2025 Board/Admin Retreat	August 19, 2025	September 16, 2025
October 21, 2025	November 15, 2025	December 16, 2025	January 20, 2026
February 17, 2026	April 7, 2026	April 28, 2026	May 19, 2026
June 23, 2026			

GOVERNANCE MODEL

Since its inception, St. Croix Preparatory Academy has followed the Carver governance model. This model is designed to empower boards of directors to fulfill their obligations of accountability for the organizations they govern. The model enables the board to focus on the larger issues (e.g. fiscal accountability, student achievement, and strategic initiatives), delegate operational responsibility with clarity (e.g. hiring, curriculum, student discipline, programming, etc.), to oversee management's job without meddling, and to rigorously evaluate the accomplishment of the organization. The Board of St.

Croix Prep demands accomplishment of purpose and only limits the staff's means to those which do not violate the board's understood standards of prudence and ethics.

Board Members

Name	Officer	Email Address	Affiliation
Kirsten Osberghaus		kirstenosberghaus@stcroixprep.org	Faculty
Bob Hajlo	Chair	bobhajlo@stcroixprep.org	Community Member
Danielle Smith		daniellesmith@stcroixprep.org	Parent
Heidi Gonzalez		heidigonzalez@stcroixprep.org	Faculty
Rita Thorson		ritathorson@stcroixprep.org	Faculty
Terri Gulbransen	Vice Chair	terrigulbransen@stcroixprep.org	Parent
Jeff Johnson		jeffjohnson@stcroixprep.org	Parent
Madelyn Adams		madelynadams@stcroixprep.org	Parent
Angela Galati	Clerk	angelagalati@stcroixprep.org	Faculty

Advisory and ex-officio Board Members

Name	Role	Email Address
Jenn Fuchs	Executive Director, ex-officio member	jennfuchs@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations, ex-officio member	kellygutierrez@stcroixprep.org
Joann Karetov	Lower School Principal	joannkaretov@stcroixprep.org
Amy Kleinboehl	Middle School Principal	amykleinboehl@stcroixprep.org
Andrew Sachariason	Upper School Principal	andrewsachariason@stcroixprep.org
Peggy Rosell	Director of Student Support Services	peggyrosell@stcroixprep.org

ACADEMIC INFORMATION

Equal Opportunity

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation. See Board Policy #102, Equal Educational Opportunity.

Academic Objectives

St. Croix Prep is a college prep K-12 school. By design and intention it is meant to be a more academically rigorous educational choice available to parents. This is reflected in the School's expectations, curriculum, and homework. We believe this college preparatory work begins in Lower School where it is essential that students begin to exhibit reading and math proficiency. In Middle School, the efforts continue through students' further mastery of reading and math content, as well as their transition to become a responsible student without their parents' assistance. In Upper School, we offer curriculum and extracurricular activities which allow students, based on their preference, to pursue admission to traditional, selective, and highly selective colleges and universities.

Importance of High School Curriculum

The course a student takes and the grades he or she receives represent the most important criteria considered by college and university admission personnel. In general, colleges prefer a traditional and classical college preparatory curriculum, including English (literature and composition courses), mathematics, science (laboratory courses), social studies, and foreign languages. Colleges also look favorably on enrichment courses that supplement a strong academic program. Colleges and universities have general requirements unique to their institution. The Upper School Curriculum Guide is posted on our website and available through the Upper School office.

Academic Homework

All St. Croix Prep students, with the introduction later for Kindergarten students, should expect daily homework. St. Croix Prep intends to make homework purposeful and aligned with the goals of delivering a college preparatory education. Homework should be completed in a quiet environment, free from technology distractions.

St. Croix Prep offers a college preparatory educational program and students should expect to have nightly homework. Upper School students' homework will vary, but students seeking admission to a traditional college/university should complete homework to receive B's and C's at a minimum; those who seek admission to a selective or highly selective college/university should complete their coursework at an A and B level. Homework loads will be based on each student's educational objective.

Aside from the intellectual benefits gained through homework, students learn the benefits of hard work, discipline, failure, success, time management, organizational skills, confidence, and perseverance. These skills have lifelong benefits. For these reasons, and for the items previously noted, we respectfully disagree with literature and national campaigns that endorse a homework philosophy that differs from our mission. For detailed information on our homework philosophy, contact one of the principals or office managers. In addition, see Board Policy #513, Student Promotion and Retention.

Academic Probation Policy for Students

Lower School (K – 4)

To be promoted to the next grade, successfully complete the required work with a passing grade of 3/C- or better, as reflected on quarter report cards. D, F, 2, or 1 on more than 2 quarter report cards in the same core subject (reading/language arts, writing, math, science, and history/geography) may result in grade retention, especially if at the end of a school year (but not limited to final quarter). A student may also be retained if there is a combination of multiple below proficient grades in the final quarter of the school year. Behavior may also be a factor in the decision to retain. Decisions are made on a case-by-case basis following the above guidelines. Final decisions will be made prior to the end of the year or when final grades are completed by the principal. See Retention Section for more details regarding timelines.

Middle School (5 – 8)

In order to be promoted to the next grade, students need to successfully complete the required work.

- A student who receives a “D” or an “F” in two or more of the core classes for two or more quarters may result in repeating the grade level. Core classes include courses in the areas of English, reading/language arts, math, social studies, science, and Latin/logic.
- Students will receive an academic probation letter at the end of each quarter if they do not have a C- or better in identified core classes.
- A student who receives a “D” or an “F” in Math for two or more quarters may be required to repeat the math course.

A student’s conduct, as well as their grades, will be reviewed by the Middle School faculty and Activities Department to determine a student’s eligibility to regain participation in the co-curricular or extracurricular activity. Student grade reports are run throughout the school year. Middle school students who are in athletics and activities are expected to have grades of a C- or higher. Students will be notified by their coaches regarding their ineligibility to participate in their activity until their grades have improved. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

St. Croix Prep reserves the right to recommend whether a student on academic probation should participate in middle school events and activities such as field trips, Valley Fair, and educational travel opportunities including Washington, D.C., and Wolf Ridge.

Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or an extenuating circumstance.

Upper School (9 - 12)

A student will be placed on Academic Probation if his/her quarterly or cumulative GPA is below 1.7, or if he/she is earning a grade of an “F” at the midterm (as measured at the end of the fourth week of a quarter), or earns an “F” for the quarter or semester in one or more Core Classes. Core Classes include required courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Foreign Language. A student on probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two weeks from the date of the midterm or end date of the quarter in which the “F” was earned. At the discretion of the Activities Department, the Upper School Principal, and the Upper School faculty, students on academic probation may be able to continue practicing with their activity if such practice does not hinder the student’s ability to make progress toward earning their way out of academic probation.

STUDENT ELIGIBILITY AND CONDUCT REQUIREMENTS FOR NON-ACADEMIC ACTIVITIES

To qualify for involvement in non-academic activities, students are required to maintain good standing. A student not in “Good Standing” includes discipline, grades, and attendance issues. This would signify the eligibility for complete participation in various non-academic events within the school environment. These activities encompass a range of events such as field trips, club participation, spirit-wear days, dances, assemblies, and educational travel, among others. It’s important to note that participation in Minnesota State High School League (MSHSL) activities adheres to the guidelines outlined in the MSHSL bylaws.

STUDENT CODE OF RESPONSIBILITIES

Participation in non-academic activities is considered a privilege, accompanied by specific responsibilities. Students at St. Croix Prep will acknowledge and commit to the following:

1. Show respect for the rights and beliefs of others, treating everyone with courtesy and consideration.
2. Take full responsibility for their actions and accept the consequences that may arise.
3. Adhere to the rules outlined in the School’s Family Handbook, as well as the laws at the community, state, and national levels.
4. Demonstrate respect towards those responsible for enforcing school rules and upholding community, state, and national laws.

PENALTIES FOR VIOLATION

Any student found in violation of the Student Code of Responsibilities will be considered not in good standing and may be ineligible to participate in non-academic activities for a specified period of time. This will be determined by the school principal based on the severity of the violation. The student may resume participation in non-academic activities upon returning to a student in good standing. Return to good standing will be contingent upon meeting specified conditions as determined by the school principal.

A student’s conduct, as well as their grades, will be reviewed by the Upper School faculty and Activities Department to determine a student’s eligibility to regain participation in the co-curricular or extracurricular activity. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

Additional Academic Considerations:

- A student who has a cumulative GPA below 2.5 will not be eligible to participate in St. Croix Prep co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 2.5. If a student receives an “F” in one of the Core Classes for a semester grade, the student will be required to retake the course the following year or through an approved credit recovery program. Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or Individual Education Plan for a student.
- Students who fail to earn credits may fall behind their grade level and graduate at a later than expected date.

St. Croix Prep reserves the right to recommend whether a student subject to academic probation should participate in educational travel opportunities.

Promotion, Acceleration, and Retention Practices

Promotion:

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

Acceleration:

Due to the rigorous programming at St. Croix Prep, full grade-level acceleration will not occur.

Retention:

Retention of a student may be considered when professional staff and/or parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement (LS).

Lower School (Grades K-4):

Retention is to remain in the same grade based on unsatisfactory performance, lack of readiness for the material in the grade, level of rigor of the expected grade, and/or social/emotional/physical readiness. This can include having grades below 3/C- in core academic coursework (reading, math, social studies, and/or science) for 2 or more quarters (not limited to the final quarter). A student may also have multiple below-proficient grades in the final quarter of the school year. If this is the case, the timeline would not be decided until the grades are final. Behavior may also be a factor in the decision. Decisions are made on a case-by-case basis.

Following is the approximate timeline procedures for grade-level retention:

Timeline:

Procedures:

Spring Conferences	Teacher considering recommending retention identifies the student; notifies the principal and parent (unless grades in Quarter 3 are below a 3/C-, due to the quarter ending in the spring).
After Quarter 3	Academic team, consisting of principal, teacher, and child study team will convene to discuss the retention referral. Academic team studies and secures data of academic progress and social/emotional/physical readiness. Teacher will communicate with parents the results of the discussion.
During Quarter 4	Academic team reconvenes for a final data review. A recommendation is made to the principal.
By End of Year	The principal makes the final decision. The teacher and/or principal communicate with the parents. If the parents/guardians do not agree with the principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.

****Exceptions may be made to this timeline based on individual student growth/data****

Decision Making Process:

1. Recommendation – Teacher
2. Recommendation – Academic Team

- a. Teacher
 - b. Principal
 - c. Child study team may include dean, reading specialist, math specialist, EL specialist, occupational therapist, speech and language pathologist, counselor, and/or special education teacher.
3. Decision – Principal
 4. Approval – Executive Director

Middle School (Grades 5-8):

If a student has not received a C- or better in two or more classes and has not made adequate progress throughout the year, the student may be retained. Families will be notified throughout the school year at the end of each quarter regarding if a student is on academic probation. Families and educational staff (child study team) will be in communication regarding areas of improvement along with suggestions for students and families to support students moving forward. If there is the possibility of a student being retained, the middle school principal will communicate with students and families during quarter 3. The decision for retention will be made by the student's teachers and administration during quarter 4. This will be communicated to parents by the time final report cards are posted.. If the parents/guardians do not agree with the principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.

****Exceptions may be made to this timeline based on individual student growth/data****

Curriculum Opt-Out Policy

St. Croix Prep recognizes the right of students to opt-out of curriculum and/or an instructional resource when it is deemed objectionable or if the curriculum/resource prescribes or describes behavior or beliefs that contradict a sincerely held religious belief. Students electing to opt-out of assigned material must complete alternative work within the timeframe of instruction as determined by the teacher and may be held responsible for key ideas, themes or terminology integral to the classroom instruction that was missed. Please contact the School Principal for the Curriculum Opt-out Policy and Procedures.

Academic Integrity Policy

St. Croix Prep is committed to providing an atmosphere which values academics, character, and leadership. St. Croix Prep intends to cultivate an academically honest environment and therefore prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own through acts of cheating or plagiarism.

Plagiarism is the act of taking and using as one's own work, another's published or unpublished thoughts, ideas and/or writings without appropriate reference or documentation. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own, such as ChatGPT, that do not reflect an individual's thoughts and ideas in line with assigned work. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), indirect (paraphrasing of a passage without documentation), and use of artificial intelligence applications (e.g. ChatGPT, BingAI, Google Bard, etc). Material taken from another source without adequate documentation may include, but is not limited to the following:

- Failing to cite, with quotation marks, the written words or symbols of another author;
- Failing to footnote the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;

- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; or copying or paraphrasing ideas from literary criticism or study aids without documentation.

The consequences for academic dishonesty may include, but not be limited to the following:

- The teacher will communicate the violation with the student, the student's parent(s)/guardian(s), and St. Croix Prep administration;
- The teacher may request a meeting with the student, the student's parent(s)/guardian(s) and St. Croix Prep administration;
- The teacher may assign an appropriate academic penalty (e.g. the student receiving no credit for the academic work or examination involved).

Communication Protocol

The communication procedure for issues and concerns with teachers, homework, and classroom activities is as follows:

1. Direct communication with the teacher is required as this often clears up misunderstandings. This shows respect for the teacher and the parent communicating the information.
2. Direct communication with the principal if the matter remains unresolved. The Principal may coordinate a meeting between the parents, teacher, and Principal.
3. Direct communication with the Executive Director if the matter remains unresolved. The Executive Director will coordinate a meeting with the appropriate parties.
4. Direct communication with the Board of Directors. The Executive Director will coordinate a meeting with the appropriate parties.

The general rule is to communicate with the person closest to the situation and best able to address the issue quickly and effectively. This communication protocol has been in effect since the beginning of the school. Attempts to circumvent the communication process will be directed back to the process outlined in the protocol.

STUDENT SERVICES

Special Education

St. Croix Preparatory Academy provides special education services to students who qualify through an evaluation process. Special education is a continuum of services available to eligible students with disabilities. Services are specially designed instruction based on the needs of an individual student.

St. Croix Prep follows the federal, Individuals with Disabilities Education Act (IDEA) and Minnesota Rules and Statutes. St. Croix Prep ensures that all special education students receive a free and appropriate public education. (FAPE). Services are delivered following the student's Individualized Education Plan (IEP) developed after a comprehensive evaluation that identifies individual student needs.

504 Plans

St. Croix Preparatory Academy provides 504 Plans for students eligible to receive these services. If it is determined that a student has a disability and qualifies under Section 504 (a part of the Rehabilitation Act of 1973), St. Croix Prep will develop and implement the needed services and accommodations.

English Learners (EL)

The English Learner Program at St. Croix Prep is a comprehensive program that focuses on English language development for students whose first language is not English. The program supports the growth and development of reading, writing, speaking, and listening in English. Each student's English language proficiency is assessed annually with the WIDA ACCESS test, which monitors the student's progress in acquiring English.

ENROLLMENT

St. Croix Preparatory Academy seeks to enroll a diverse and representative student body, welcoming applicants regardless of race, ethnicity, socio-economic status, gender, special needs or English as a second language status. The enrollment and lottery procedures for charter schools are governed by Minnesota statutes. See Board Policy, Admission and Lottery Procedures; see Board Policy #302, Kindergarten Admission.

Enrollment for the 2025-2026 School Year

There are wait lists for most grade levels. Please contact the division office manager for more information.

Enrollment for the 2026-2027 School Year

St. Croix Preparatory Academy will be accepting applications for the 2026-2027 school year beginning on August 18, 2025. The open enrollment period ends on January 9, 2026. All applications received by the January 9, 2026 deadline will be equally considered. For any grade level where we have more applicants than spaces available, we will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Applicants will be notified as to the status of their applications as early as possible.

Students who submit applications after the January 9, 2026 deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received. Any Minnesota child in the offered grades is eligible to enroll, but parents/guardians must complete the St. Croix Prep Enrollment Form to register their children. In addition, to accept a placement, we suggest that all families attend a welcoming orientation session and participate in informal student testing to ensure proper academic placement. We will send information about these activities to all students who are admitted.

Sibling Preference

Siblings of currently enrolled students who submit an application by the on-time application deadline will receive preference for admission. In the event we have more sibling applicants than open spaces at any grade level, we will conduct a lottery among all of the sibling applicants who met the deadline to determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a sibling waiting list and notified promptly if a space becomes available. Per Minnesota statute, each year is considered a separate enrollment year; therefore sibling waiting lists are not "rolled over" each year, but a sibling lottery is conducted in the spring of the school year.

Intent to Return Forms and Request for Records

Each spring, St. Croix Prep sends out Intent to Return Forms to currently enrolled students. This form is only used for planning purposes to ensure vacant class spots are quickly filled by students who are on the waiting list. Students will continue enrollment at Prep, regardless of the form, until official notification from a parent or another school district has requested records.

Withdrawal from St. Croix Preparatory Academy

Per Minnesota statute a student's withdrawal from school must be done via a written request. Record requests from other schools indicate that a student has been enrolled in another school. Upon receipt of record requests from other schools, St. Croix Prep will attempt to obtain a written request of withdrawal from the parent/guardian. If a written withdrawal cannot be obtained within a reasonable timeframe, such record requests will be fulfilled and any openings created by these transfers will be promptly filled.

ATTENDANCE

Attendance Requirements

Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 18. A student is required to attend school every day and every class period, and to be on time for class. Students are not to leave campus during any part of the school day except when authorized to do so.

We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline and responsibility. Students are expected to attend classes 90% of the time in order to earn credit. Attendance letters are sent quarterly.

Student Athletes are expected to be in school on time. Any absence may disqualify the student from participation in any school related competition or event.

Excused Absences

Excused absences include illness; appointments for medical, dental, and/or mental health (multiple appointments may require a doctor's note); religious holidays; funerals, etc. When there are excused absences, it is important for students (especially those in grades 5-12) to find out what work they have missed.

Students will be expected to communicate with their teachers about how to best make up work missed during an excused absence. Some curriculum, such as class discussion and experiments, cannot be replicated. When the student returns to school, it is the student's responsibility to connect with teachers, communicate, and understand course late work policies per the syllabus. This includes scheduling make-up tests, quizzes, or additional missed work.

Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused.

Multiple excused absences for illness may require a meeting to determine an attendance plan and/or require doctor's notes for absences.

Any upper school student missing **10 excused** class periods/portions of the day may be at risk of losing academic credit in any specific course.

Unexcused Absences

Unexcused absences include: need for rest/sleep, work, no clean uniform, did not want to go to school, babysitting, missing the bus and family vacation, and non-St. Croix Prep sponsored athletics and activities.

Any upper school student missing **5 unexcused** class periods may be at risk of losing academic credit in any specific course. This student may also be reported for Truancy to Washington County. This student may be withheld from activities/athletic events.

Any student missing classes due to a family vacation would be considered unexcused and may not receive assignments ahead of time.

Habitual Truant

A student who is absent without lawful excuse for one or more class periods on seven or more days during the school year is legally considered to be a "habitual truant." Schools are required to report students to the County Attorney's Office after the student has been absent without lawful excuse for three or more class periods on ten or more days.

Absence Procedures

On the day of the absence, the parent/guardian must complete the Attendance Reporting Form (posted on website) or leave a message on the appropriate attendance line. Any message should include the student's name, grade, homeroom teacher (if applicable), the specific reason for the absence (include symptoms and/or diagnosis if the student is ill). If the absence is only a partial day absence, see Late Arrival or Early Dismissal procedure below.

LS (651) 395-5991

MS (651) 395-5992

US (651) 395-5993

Late Arrival/Early Dismissal Procedures

LATE (AFTER 9:45 AM) ARRIVAL PROCEDURES: ENTER THROUGH DOOR 1 Students will enter through the main entrance (DOOR 1). Note: Parents/guardians must accompany their student into the school building for grades K-8.

- Lower School - Student must be accompanied by a parent/guardian and will go to the Main Office to be signed in and then the student will be sent to their classroom (Kindergarteners will be escorted).
- Middle School - Student must be accompanied by a parent/guardian and will go to the Main Office to be signed in. The student will then go to their appropriate classroom.
- Upper School - Student does not need a parent/guardian to sign them in (however parent must complete the online absence form with the reason for late arrival).

US Student will sign themselves in at the Main Office and will then go to their appropriate classroom.

EARLY DISMISSAL – ILLNESSES PROCEDURES • Students must FIRST go to the Health Office for any illness, symptoms of illness, etc.

- Health Office will follow Health Office protocols.
- If students are leaving due to illness, the health office will send the student to the main office to be signed out.
- Lower School - Parent or approved guardian MUST come into the main office to sign out their student. Parent will meet their student in the Main Office to sign them out.
- Middle School - Parent or approved guardian MUST come into the main office to sign out their student. Parent will meet their student in the Main Office to sign them out.
- Upper School - Upper School students are permitted to meet their parent or approved guardian outside ONLY AFTER they have signed out through the Main Office. If the student is driving themselves, they are still required to sign out through the Main Office.

EARLY DISMISSAL - NON-ILLNESS PROCEDURES

- **Lower School** - Parent must complete the Attendance Reporting Form online detailing the student's early dismissal and the reason. Parent or approved guardian MUST come into the main office to sign out their Lower School student. Parent will meet their student in the Main Office to sign them out. The student will not be pulled from class for early

dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.

- **Middle School** – Parent must complete the Attendance Reporting Form online detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. If school staff is not notified of your student's early departure via form, the student will be pulled when parent or approved guardian arrives at school. Parent or approved guardian **MUST** come into the main office to sign out their Middle School student. Parent will meet their student in the Main Office. The student will not be pulled from class for early dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.

- **Upper School** – Parents must complete the Attendance Reporting Form online detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. The student will sign out at the designated time with the Main Office and will leave through the main entrance (DOOR 1). Upper School students are permitted to meet their parent or approved guardian outside **ONLY AFTER** they have signed out through the Main Office. If the student is driving themselves, they are still required to sign out through the Main Office. o Note: **even if your student is 18**, the student will need to have an approved absence form completed from their parent for permission to leave school early.

Tardy Procedures

K-8 students who arrive tardy must enter the building with their parent/guardian to the Main Office for sign in procedures. Students will receive a pass through the kiosk, which requires a smartphone.

Upper school students will sign in at the main office and include a note from parents explaining the reason for their tardiness. Students without a note or email from a parent will be considered unexcused tardy. Parents must identify the specifics of the tardy/absence (dr. appointment, ill, dentist, activities practice, etc.).

Physical Education Attendance

Any student needing to miss PE for more than three consecutive days must have a written note signed by a health care provider indicating the reason for excuse and expected return to participation date. Depending on the reason, a signed statement for return to participation by the healthcare provider may be required. All notes should be given to the school nurse who will keep them in the student's health care file and will provide copies to necessary staff.

Inclement Weather and School Closing

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close or delay the start of school when the Stillwater School District closes or delays the start of their schools. St. Croix Prep (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. We recommend tuning to these TV stations and their websites (www.wcco.com; www.kstp.com; www.kare11.com) for school alert information. Remember the basic rule –St. Croix Prep follows Stillwater's decisions in these matters.

E-Learning Days

"E-Learning days" means a school day where a school offers full access to online instruction provided by a students' individual teachers due to inclement weather. St. Croix Prep has approved five e-learning days for the 2025-2026 school year. St. Croix Prep will notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

TRANSPORTATION

Any transportation during school hours, not authorized by St. Croix Prep, must be coordinated by the parent(s) or guardian(s) of the student. Examples of this transportation include but are not limited to taxis, Uber, other family members, etc. Upper school students may sign themselves out of the building with parental permission by calling in to the attendance line or reporting on our website for attendance; Lower and Middle School students do not have this privilege. Therefore, parent(s) or guardian(s) utilizing non-authorized transportation need to coordinate student release with the appropriate division. Use of these transportation services releases St. Croix Prep from any liability.

Bus Transportation

Bus transportation registration is required for all students. Please submit these registration forms online. Failure to submit a transportation form constitutes voluntary waiver of the right to transportation and students will not be assigned to a bus. For questions about transportation policies, please call Stillwater School District Transportation Department at 651-351-8377. The Transportation Policies and Procedures may also be viewed at www.stillwater.k12.mn.us. See Board Policy #709, Student Transportation Safety.

Bus Conduct

Disobedience or misconduct may provide grounds for bus removal and include, but are not limited to the following:

- inappropriate student conduct as defined in the Student Discipline section;
- willful injury or threat of injury to a bus driver or to another rider;
- willful and/or repeated defacement of the bus; repeated use of profanity;
- repeated willful disobedience of the bus driver's directives
- Any behavior that threatens the safe operation of the bus and/or its occupants may result in a disciplinary action.

In addition to contacting St. Croix Prep, Schmitt & Sons, (ph. 651- 309-4601) will be able to address concerns about specific bus incidents.

Student Drivers

Students may drive personal vehicles to and from school each day. No students are allowed to be in vehicles during lunch or at any other time during the school day without appropriate permission from the Upper School Principal.

Consequences for speeding or dangerous driving in the parking lot may include suspension or revocation of the student parking permit without a refund.

Additional measures may be considered, such as reporting to law enforcement, depending on the nature of the violation.

On school days, students must have parental permission to drive themselves from school to St. Croix Prep-sanctioned events or activities in which they are registered participants.

On school days, students may not transport other students from school to St. Croix Prep-sanctioned events or activities, unless the other students are siblings and have parental permission.

HEALTH SERVICES

Health and Dental Examinations

It is strongly recommended that children have a complete physical exam before entering kindergarten and grade 7. Students participating in athletics must have had a physical exam within three years. A dental exam is recommended at least once a year.

Immunizations

Students must have immunizations completed, a notarized conscientious objection or a signed medical exemption as specified by the Minnesota Immunization law. Should vaccine shortages occur, the Minnesota Department of Public Health requires a written note from the healthcare provider stating that the “vaccine is deferred” until the supply is again available. **(Please use the Student Immunization Form found on our website; a print out of immunizations from your clinic is acceptable.)**

St. Croix Prep's policy requires that health records including immunizations be provided prior to the first day of school to assure that all students are adequately protected from preventable communicable diseases. Minnesota law states that students who are not in compliance with these health requirements must be excluded from school. New students entering school on August 26 should provide the records by August 1. All students, including transfer students, must provide such health records prior to attending classes. Please bring the completed Student Immunization form to the Main Office or have your clinic fax the immunization record to the Health Office at 651-395-5901.

Conscientious or Medical Objection to Health Examination/Immunization

If a student's parent/guardian objects to any or all of the health examination, or to immunizations, the parent must present a signed and notarized Student Immunization form. If a student is exempted from the health examination or immunizations on medical grounds, the examining healthcare provider shall provide written documentation regarding the contraindication and a section for this is provided on the Student Immunization form.

Ill or Injured Students

Students exhibiting any signs of illness (fever, vomiting, fatigue, cough, etc.) must be cared for at home to enhance their own recovery and to prevent the spread of illness to other students. Students who become ill or injured at school will not be sent home without prior contact with a family member or authorized adult. While Health Services provides interim care, the responsibility for the treatment and care of the student rests with the family once notification has been provided. Please work with your family, employer, and close contacts to assure your student who is ill can be picked up within 30 minutes of Health Services notifying you.

Health Standards When Your Child Is Ill

We will continue to follow guidance from the Minnesota Department of Health in regards to Infectious Diseases. If advised by a Governor's Executive Order or guidance from the Minnesota Department of Health or Minnesota Department of Education we adjust our illness protocols accordingly.

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child washes his or her hands often, receives immunizations, has a healthy diet and gets plenty of sleep.

Questions to Consider When Your Child is Ill:

1. Does your child's illness keep him/her from comfortably taking part in all activities, including recess and PE?
2. Does your ill child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is “Yes,” please keep your child out of school.

What about minor illnesses? Minor illnesses such as common colds, runny nose, “pink” eye without fever, and or ear infections (otitis) do not need to be excluded if they feel well enough to participate. If you have questions or concerns, please contact your doctor, clinic, or school health office.

A student with a temperature of 100.4 F or higher and no other illness symptoms must stay home until no fever without medication for a full 24 hours, unless a health care provider provides a written statement allowing the student to return to school earlier.

A student must stay at home and remain there until symptom free for 24-48 hours, without medication, if any of these symptoms are present:

- Has vomited or has diarrhea
- Has a rash that is unidentified (Please contact your family healthcare provider)
- Has an open or draining sore (Please contact your family healthcare provider)

When deemed necessary by school health staff, local paramedics will be called in case of a medical emergency.

Procedure for Ill Student Going Home

For the health and safety of all involved, students who feel ill must visit the health office. Health office staff will contact parents when appropriate, or if a child requests parent contact. If the parent decides, or the health office staff determines, that the student should go home the student will wait in the appropriate designated area based on their current symptoms, which may include a supervised isolation room.

Students who contact their parents directly should be directed by the parent to go to the health office, as the school does not want ill students remaining in undesignated areas for the health of all staff and students. Parents, or their designee, should make every effort to arrive within 30 minutes of being notified of an ill student.

Parent/designee will need to come to the Main Office and sign the student out. Health office staff will escort the student to the Main Office upon parent/designee arrival. If this procedure is not followed (student leaves ill without going through the health office) the absence may be unexcused.

Parents are not allowed in the Health Office directly for confidentiality reasons, unless Health Office staff determine it is necessary and safe to do so.

Special Health Concerns

A student with a special health concern (e.g., asthma, allergies, concussion, diabetes, migraines, depression/anxiety, personal problems, brain health/mental health issues, seizure disorders, or on daily medications) should be known to school Health Services prior to the student entering school. To provide for safe daily care and emergency procedures, such health information gathered from the family and health records, will be sensitively shared with faculty and staff members with whom the student has contact. Health forms for certain special health concerns can be found on the Health Service page of St. Croix Prep website.

Allergies

We are an “allergy aware” building, not allergy free. Every effort is made to make your student with allergies safe at school. Pets and latex products are rarely allowed in the building. Notify the Health Office if your student has any allergies, even if they are not life threatening.

Healthy Food Initiative - See Wellness Policy

Gum and candy are also not allowed during the school day in the building. Please do not send your child with these items. Students may not distribute food items to other students. Exceptions may be granted for special school events. Please communicate with your child’s teacher or the division office for approval.

School Medication Policy

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications to be performed during the regular school day. In those situations, the following procedure will be followed:

- o Parent/Guardian should bring the medication to school; if this is not possible, the parent/guardian must communicate to the health office the name, dose and amount of medication being sent with the student, preferably via email to jessicaskilling@stcroixprep.org.
- o A current school year written healthcare provider order and written parent/guardian permission ("Consent for Administration of Medication" form) must be on file with the Health Office. This form must be Prep's designated form, forms from other schools/districts cannot be accepted. This includes permission for both over-the-counter/non-prescription medications AND prescription medications. There are separate authorizations for those who qualify for self-carry of specific medications.
- o Prescription medications must be provided in an original pharmacy container with a current label. Questions regarding dosage and administration will be directed to the prescribing healthcare provider and/or the parent/guardian if the parent has signed a Release of Information form. Medications will be administered after questions have been resolved.
- o Nonprescription medications must be provided in the original LABELED container and will only be administered to a student according to the label directions, unless contrary written directions from a healthcare provider are provided.
- o Medications, prescription or over-the-counter, will not be given past the expiration date.
- o New medication orders are required at the start of each school year AND when changes are made from the original orders (medication, dosage or frequency). Parent/guardian is responsible for notifying the health office immediately of any change in medication.
- o Students may not share prescription or over-the-counter medications with other students.
- o Prescription asthma medications can be self-carried/administered by a student when 1) the health office has received a completed Asthma Action Plan from the healthcare provider and a parent signed "Self-Carry/Administration of Asthma Medication Authorization" 2) inhaler is properly labeled for that student, and 3) the Licensed School Nurse has assessed and documented the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting
- o For the health and safety of health services staff, and other students in the building, Prep Health Services will not administer nebulized medication. Health Services staff will help families work with their provider to assure care of student's asthma using a MDI (metered dose inhaler) and spacer.
- o Secondary students, grades 7-12, may possess and use **nonprescription pain relief** in a manner consistent with the labeling, if the health office has received written authorization from the parent/guardian. This privilege may be revoked if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- o A student who is prescribed a non-syringe injector of epinephrine may possess such medication once 1) the health office has received a completed Anaphylactic Action Plan from the health

care provider and a parent signed “Self-Carry/Administration of Emergency Anaphylactic Medication” authorization 2) medication is properly labeled for that student and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting

- o Self-carry/administration of other non-pain relief or emergency medications will be handled on a case-by-case basis and at the discretion of the licensed school nurse. For the safety of all students the majority of medications will be safely and properly stored in the health office.
- o Legally, a parent/guardian may refuse to sign any medication form. If you refuse, it may affect our ability to provide the services.
- o The information provided will be shared only with staff in the school whose jobs require access to this information to ensure the child’s safety and school success.
- o A photocopy/fax of any medication consent form which has not been altered will be treated in the same manner as the original.
- o Health records received by the school district may no longer be protected by HIPPA, but they will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- o When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian’s responsibility to retrieve unused medications from the school. Currently abandoned medications cannot be disposed of by the school, so every effort will be made to have the parent pick up the medication. Arrangements with local law enforcement will be made to dispose of any abandoned medication that is a controlled substance. No medications are kept in the health office over the summer.

DRESS CODE

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

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

Uniform Provider

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

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

Ordering Information:

Tommy Hilfiger School Uniform – Online Only

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

School Code: STCR01
Phone: 1-877-825-2860 (Customer Service)

Donald's Uniform – Online & Retail Storefront

Address: 972 Payne Ave
St. Paul, MN 55130
Website: <https://www.donaldsuniform.com>
School Code: STCR01
Phone: 651-776-2723

Modesty Guidelines - These guidelines apply to all school dress

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

Inappropriate school attire will be considered a violation and will require correction. Parents may be contacted to assist in managing inappropriate school attire.

- No undergarments may be showing
- The latest fashion or fad may not fit the dress code.
 - o K-4 any colored/patterned leggings.
 - o Grades 5-12: solid colors only in navy, black, gray or white.

School Uniform Guidelines

Shirts, Tops, & Sweaters

- All visible shirts must have a St. Croix Prep logo
- On uniform days no letter jackets, SCPA hooded sweatshirts, or spirit wear may be worn
- Collared shirts must be collars buttoned and only the top button may be undone
- Polo shirts may only have the top button undone.
- Undershirts may not be worn under polo shirts.
- Undershirts may be worn under collared shirts, must be solid white, and must not be worn lower than the sleeve of the shirt. No long sleeve undershirts under short sleeve collared shirts.
- Undershirts must not hang below the uniform shirt unless it is also a uniform shirt
- All tops must be of an appropriate size and fit that allows for freedom of movement and maintains a professional appearance.
- Skorts are not allowed in middle and upper school.

Pants, Shorts, Skirts, & Jumpers

- **Kindergarten - 4th grade**
 - o Pants and shorts must be navy and have no more than 4 pockets – they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's Uniform options (no banded bottom cargo pants, joggers, no spandex pants or leggings unless under a skirt/jumper). Shorts must have an inseam of 6" or greater.
 - o Skirts may be purchased from any vendor but must be similar in style and fabric and must be navy (no plaid or khaki allowed for K-4th grade).

- Jumpers must be purchased from the uniform vendor and must be navy or plaid.
- Skorts and shorts must be purchased from the uniform vendor and be navy in color (a skort is a skirt with a pair of integral shorts hidden underneath)
- Leggings, capri leggings, tights (may be footed or footless and must be opaque), or bike shorts must be worn under skirts and jumpers, and may be any print and color (no fishnets, full-lace, or pajama pants). They must be form-fitting. No sweats, athletic-wear, or pants are allowed under the skirts or jumpers.
- **Middle School 5th - 8th grade**
 - Pants and shorts must be navy and have no more than 4 pockets – they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's Uniform options (no banded bottom cargo pants aka "joggers", no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6' or greater).
 - Skirts (not including plaid skirts) may be purchased from any vendor but must be similar in style and fabric and must be navy (no khaki allowed for 5-8). Skirts must have an inseam of 6" of greater.
 - Plaid skirts and Jumpers must be purchased from the uniform vendor and need to be plaid.
- **Upper School 9th - 12th grade**
 - Pants and shorts must be navy or khaki and have no more than 4 pockets - they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's uniform options (no banded bottom cargo pants, joggers, no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6" of greater)
 - Skirts (not including plaid skirts) may be purchased from any vendor but must be similar in style and fabric and must be navy or khaki. Skirts must have an inseam of 6" of greater)
 - Plaid skirts need to be purchased from the approved uniform vendor and need to be plaid
 - Only Grades 9th -12th can wear navy shirts & khaki bottoms.

Shoes

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

Additional Notes:

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

- Backpacks should be put away before the opening bell. Students may not carry backpacks to class.

Physical Education Guidelines

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

Concert Attire Guidelines

- **Lower School:** Dress-up attire is suggested. No jeans, t-shirts or short skirts. For safety purposes, flat shoes should be worn.
- **7th/8th Grade Choir:**
 - Black top, black dress slacks or skirt (black dress is acceptable), and black shoes (NO jeans or leggings).
 - Shirts/tops must have sleeves or be worn with a sweater/jacket.
 - Boys must wear a collared shirt (polos are acceptable, but **no** t-shirts).
 - Girls' skirts must be ***longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.***
- **All Other Middle School Ensembles (Including 7th/8th Orchestra & Band)**
 - White top, black dress slacks or skirt, and black shoes (NO jeans or leggings).
 - Shirts/tops must have sleeves or be worn with a sweater/jacket.
 - Boys must wear a collared shirt (polos are acceptable, but **no** t-shirts).
 - Girls' skirts must be ***longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.***
- **Upper School:** Concert Attire measured for and purchased at the start of each school year.
 - Women must provide their own black tights and close-toed shoes. Minimal jewelry and hair accessories. Dress Price: approximately \$60.
 - Men must provide their own black socks and dress shoes.
 - Tuxedo Price: approximately \$100 (includes jacket, shirt, pants, tie, and cummerbund).
- **Financial Assistance for Concert Attire:** If concert attire is a financial hardship or if you have any questions, please contact your child's music director directly.

Dress Code Violations

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which vary by division (Lower, Middle or Upper School).

Opt-Out Provision

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

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

Non-Uniform & Spirit Wear Days

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

Non-Uniform Guidelines

- Shirts must have sleeves or have another shirt over the top and must be modestly buttoned. Only the top button may be undone. No tank tops or spaghetti straps. No undergarments, cleavage, or midriff may be showing.
- Skirts, shorts, dresses must be no shorter than 2" above the knees (shorts must have at least a 6" inseam, which include bermuda shorts, trouser shorts, and athletic/basketball shorts.).
- Jeans, sweats, joggers/athletic pants (no holes or fraying). No spandex pants or shorts of any kind - i.e. yoga pants, leggings, and/or biker shorts may be worn alone.
- All other general ST. CROIX PREP dress code guidelines should be followed.

Coupon Non-Uniform Days are as Follows:

Coupons obtained during the Go-Green collections must be presented upon arrival in non-uniform or a violation will occur. Uniforms must be worn if you do not have a coupon.

November 25, 2025		February 20, 2026		
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Spirit Wear Guidelines

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

- All previously issued St. Croix Prep spirit wear attire, athletic participation shirts and event clothing may be worn. This includes St. Croix Prep branded or issued athletic uniform shorts and warm-up pants.
- Jeans (solid blue or black) may be worn; otherwise uniform pants, shorts, or skirts are to accompany the Spirit Wear attire. Jeans may not have holes, frays, etc.
- Only Prep branded Athletic wear is allowed.

Spirit Wear Days are as follows:

September 19, 2025		October 10, 2025		January 30, 2025
March 12, 2025				

For all spirit wear days, students must wear uniform bottoms, vendor approved spirit wear bottoms, or blue/black long denim jeans only (no holes/fraying).

****Marathon/Field Day ONLY may include any athletic wear bottom.**

STUDENT DISCIPLINE

Delegation of Authority

Each teacher and school personnel are authorized to impose any disciplinary measure, other than suspension, expulsion, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline.

Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The Principal is authorized to impose the same disciplinary measures as teachers and may suspend students from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The Board may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

- using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon or a replica of such an object;
- involvement in gangs or gang-related activities, including the display of gang symbols and paraphernalia;
- engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive;
- engaging in unsportsmanlike conduct.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- on school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Tennessen Warning

A Tennessen warning will be issued by individuals collecting private or confidential data related to potential disciplinary situations, unless applicable law provides an exception to the need to provide this warning.

Disciplinary Measures

Disciplinary measures include:

- Character Notice;
- Golden Rule form;
- personal counseling;
- withholding of privileges;
- seizure of contraband;
- removal from classroom;
- in-school suspension;

- detention
- suspension from school and all school-sponsored events for up to 10 school days;
- suspension of bus riding privileges;
- expulsion from school and all school-sponsored events
- notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look alike drugs, alcohol, or weapons.

Vandalism

In the event a student vandalizes school property, the administration may assess a fine for repair or replacement cost to restore the property to its previous state.

Cost of Repair	Student Fine
\$0 to \$250	\$50
\$251 to \$500	\$100
\$501 to \$1,000	\$200
Replacement	Replacement Cost

Substance Abuse

The use of alcohol and other non-prescribed drugs is illegal. Prohibited substances include unlawful drugs, prescription drugs not used or intended to be used in accordance with the prescription and over-the-counter drugs not used or intended to be used as directed. Students are prohibited from possessing, using, being under the influence of or distributing alcohol or other prohibited drug related substances in school buildings, on school grounds, in school vehicles or at any school event or activity. Possession or distribution of look-alike drugs or drug paraphernalia in these locations is also prohibited. In addition to instituting disciplinary proceedings, school officials will also deny attendance at any school program or function to students who appear to be under the influence of, or who are in possession of, alcohol or other prohibited substances. A student who violates this policy will normally be suspended for a period of 7 to 10 days, with the School then initiating expulsion procedures. Parents/guardians and law enforcement authorities shall be notified promptly of such misconduct.

The use or possession of tobacco by students is strictly prohibited in school buildings, on school buses or on any school property when that property is being used for any school purpose. The term "school purpose" shall include, but is not limited to, all interscholastic or extracurricular, social, athletic, academic or other events sponsored by St. Croix Prep. The term "tobacco" shall include cigarettes, e-cigarettes, cigars and tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed and leaf tobacco that is intended to be placed in the mouth without being smoked. See Board Policy #419, Tobacco Free Environment.

Use or possession as a first offense will mean suspension (1-3 days) and a parent conference. Further incidents or selling or giving tobacco to another student will lead to expulsion.

Work Missed During Suspension

A suspended student is not entitled to extra time for work missed;

- All work must be completed in compliance with the teachers' expectations. It is the student's (parent/guardian) responsibility to be in contact with his or her teachers by phone or e-mail;
- All tests and quizzes must be scheduled in compliance with teachers' expectations;
- A suspended student is not entitled to extra supervision or aid;
- Students missing labs of any kind are not entitled to make-up labs;
- Students missing field trips or in-class activities are not entitled to earn credit for these activities;
- Students missing field trips due to a suspension are not entitled to refunds of field trip fees.
- Usually, before a student returns to school following a suspension, a re-entrance meeting will be held with the school principal.

Expulsion

The St. Croix Prep Board is authorized to expel students guilty of gross disobedience or misconduct. During expulsion proceedings, the student and/or parents/guardians shall be afforded the following procedural protections:

- Prior to expulsion, the student shall be provided with notice of the charges and the time and place of a hearing to be conducted by the Board or a Board appointed hearing officer.
- The Board or its designee shall provide written notice by registered or certified mail to the parents/guardians of the time, place and purpose of the hearing and shall request the appearance of the parents/guardians at the expulsion hearing.
- During the expulsion hearing, the student and parents/guardians may be represented by counsel, present witnesses and other evidence, and cross-examine any witnesses presented by the St. Croix Prep. If the Board conducts the expulsion hearing, it shall be a bifurcated proceeding. First, the Board shall hear evidence on the issue of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student. If a hearing officer conducts the hearing, the hearing officer shall summarize the evidence regarding guilt and level of discipline separately and present them to the Board, which will consider them separately and take such further action as it deems appropriate.

USE OF TECHNOLOGY

Student Use of School Technology – See Board Policy #524, Internet Acceptable Use and Safety Policy.

In order to expand and facilitate teaching and learning, St. Croix Preparatory Academy (St. Croix Prep) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the "St. Croix Prep Technology Assets and Services"). St. Croix Prep's goals in providing the St. Croix Prep Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to the St. Croix Prep Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the St. Croix Prep Technology Assets and Services, St. Croix Prep will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the St. Croix Prep Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

Access to St. Croix Prep Technology Assets and Services

At school, students utilizing St. Croix Prep Technology Assets and Services must first have the permission of and be supervised by St. Croix Prep's professional staff. Students utilizing St. Croix Prep Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school.

Student Use of Personal Technology - Cellular Phones, iPods & Other Technology Devices

Lower school students may not have technology at Prep. This includes phones, smart watches, earphones, video games, or other technology devices.

Middle School and Upper School allows students to have cell phones, smartwatches, earphones, and other technology devices, but they are not to be visible, turned on, or in use during regular school hours.

Students may use their phones/devices before/after regular school hours. We understand that on occasion a student may need to communicate transportation needs with a parent or family member. This communication should go through the Office Manager. The use of earphones is prohibited unless authorized by St. Croix Prep faculty. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and may receive a technology violation. .

All technology violations will result in disciplinary action. Possible consequences may include confiscation, detention, or parental meeting. St. Croix Prep shall not assume responsibility for theft, loss, damage or unauthorized use of a cell phone or other technology devices.

Use of camera and/or recording features on cell phones and other devices are prohibited without administrative approval.

SCHOOL SECURITY

Visitors at St. Croix Prep

St. Croix Prep receives many visitors throughout the school day. These visitors include, but are not limited to, parents, special guests, vendors, and sales people. Although St. Croix Prep embraces our parent volunteers and visitors, we need to ensure the safety of our students.

For this reason, all visitors to our school must sign in and out at the front office. Visitors are also required to visibly wear a VOLUNTEER/VISITOR badge at all times. Students should not bring student guests to school without prior permission from the division principal.

Search and Seizure

The Board recognizes its responsibility to maintain order and security in St. Croix Prep. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the St. Croix Prep, in accordance with this policy. See Board Policy #502, Search of Student Policy.

School Property

School property, including but not limited to desks and lockers, is owned and controlled by St. Croix Prep and students should have no expectation of privacy in them or in any personal effects left in such areas. St. Croix Prep may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior notice to students and without consent.

Students and Their Personal Effects

Administrators or their designees may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, book bags, lunch boxes, vehicles, etc.) when they are being carried by the student when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by specific suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same gender. If any improper items are found, immediately following the search of a student, the school authority that conducted the search shall take appropriate measures.

Patrols, Inspections and Searches

It is the position of the school that a fair and equitable student motor vehicle policy will contribute to the quality of the student's education experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel.

School administration may conduct routine patrols of school locations and routine inspections of exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

"Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules and/ or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context or other reliable sources of information.

"School property" is owned, rented, leased or borrowed by the school for school purposes as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school location also shall include off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school.

HARASSMENT, BULLYING & HAZING

Minnesota Safe and Supportive Schools Act

On April 9, 2014, Governor Dayton signed the Minnesota Safe and Supportive Schools Act. The law provides schools, educators, parents, and students with tools and resources for bullying prevention and intervention. See Board Policy #514, Bullying Prohibition Policy. Please contact one of the Principals or Office Managers for additional information.

OTHER INFORMATION

Activities Department

St. Croix Prep offers 19 athletic programs and over 12 co-curricular programs within its club and competitive leagues. These programs offer a well-rounded educational experience to all of our students and provide them practical experience in their character and leadership development. If you have questions, contact Activities Director, Keven Seim at kevenseim@stcroixprep.org or 651-395-5944.

Additional Parent Resources

On the each of the School's Homepages (Lower School - <https://www.stcroixprep.org/lower-school>; Middle School - <https://www.stcroixprep.org/middle-school>; and Upper School - <https://www.stcroixprep.org/upper-school>; there are links to additional Parent Resources. These include but are not limited to information related to School Supply Lists, Background Check Procedures, Calendars, Before & After school care, Dress Code, Field Trip Procedures, Health Services, Hot Lunch Program, Parent Pick-Up Procedures, Synergy (Student Information System) Instructions, Spirit Wear and the On-line Store.

Development Department

In partnership with the St. Croix Prep Foundation, St. Croix Prep hosts three annual events that provide families the opportunity to financially support school programming. These events are a great way to cultivate friendships and business relationships while raising money for school programs.

St. Croix Prep Marathon. The St. Croix Prep Marathon will be held on Friday, October 10. The event raises funds for Academics. Students will raise donated funds in the weeks leading up to the event. On event day, students will participate in opening ceremonies, run in the school marathon, play indoor and outdoor games and end the day with a special treat. Sponsorships are available.

Charting the Course Gala. Charting the Course Gala will be held on Saturday, March 7, 2026 - location TBD. The event is hosted by the St. Croix Prep Foundation with proceeds benefiting St. Croix Prep. The evening will include a seated dinner and desserts, cash bar, silent and live auctions, raffle, a brief program, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available.

Prep Open. Date and location of the 2026 Prep Open TBD. The event raises funds for St. Croix Prep Activities Department. The day includes a golf tournament, lunch, dinner, silent and live auctions and a fund-a-need appeal. Sponsorships are available. If you would like more information regarding these events, please contact Susan Peterson, Events Manager at 651-395-5994 or susanpeterson@stcroixprep.org.

Parent Group

The St. Croix Prep Parent Group promotes communication and educational opportunities throughout the school, building community and strengthening relationships between families, administration, and faculty through events and initiatives. To view a schedule of meeting dates and events please view the website at <http://stcroixprep.org/parent-group/>.

If you would like more information regarding Parent Group, please contact them at parentgroup@stcroixprep.org.

Extended Day Program

St. Croix Prep partners with the YMCA of the North to offer on-site extended day programming for students in grades kindergarten through fifth. The program is operated through the YMCA. Program information, including registration, programming, rates and hours are available at: www.ymcanorth.org or contact Cassie Stiff, School Age Child Care Program Director at 651-259-9655 or Cassie.Stiff@ymcamn.org

Picture Day

Student pictures will be taken on Wednesday, September 3, 2025. Picture retake day will be held on Tuesday, September 30, 2025. All students are required to wear their student uniform for the pictures.

Food Service and Breakfast/Lunch Programs – See Board Wellness Policy

St. Croix Prep offers breakfast, lunch, milk and supplemental a la carte offerings daily. Current prices and menus are posted on the school website at: <https://www.stcroixprep.org/food-service/> The school participates in the National School Breakfast and Lunch Programs and offers free and reduced breakfast and lunch according to federal guidelines. Additional information including free and reduced meal applications are located at:

<https://www.stcroixprep.org/educational-benefits>

There is an online application available on SchoolPay. Please direct questions regarding the free and reduced program to St. Croix Prep's Food Service Director, Marianne Thole at mthole@stcroixprep.org.

School breakfast and lunch are free to all students for the 2025-26 school year due to state funding. Breakfast is served until 9:40 am. Students will be marked tardy if they are not in their classroom by 9:45 am.

To purchase milk or a la carte offerings, a student must have a sufficient balance in his/her lunch account. St. Croix Prep's Negative Lunch Balance Policy is as follows:

Lunch and Breakfast

- **All students will be served a reimbursable lunch or breakfast regardless of fund availability.** Negative balances that are incurred are the responsibility of the student's parent/guardian, and are expected to be paid in full by the end of the school year.
- **If parents DO NOT want their child (5-12) to purchase items in a la carte, please email mthole@stcroixprep.org to request a block on their account.**

A La Carte

- Lower, Middle, or Upper School students will not be allowed to purchase items from the a la carte line, including milk, if they have a **negative lunch account balance**.

Parents should check their student's lunch account balance frequently. Parents will be notified by School Messenger when their student's meal balance falls below an established limit. This limit is defaulted to \$0.00 by the school business office; however, parents may adjust the balance alert level to accommodate their needs in SchoolPay.

Deposits to student's lunch accounts may be made online via SchoolPay. Deposits made online will be credited to the student's lunch account within 72 hours. Deposits may also be made via cash or check and delivered to the school business office, either directly or via the student's classroom teacher. Cash or check deposits will be posted to the student's account within 24 hours of the business office's receipt of the deposit. Credit card payments are accepted in the main office and posted to the lunch account(s) immediately.

Snack

Snacks served during the school day or in YMCA care will make a positive contribution to children's diets and health, with an emphasis on fruits and vegetables as the primary snacks and water as the primary beverage. St. Croix Prep will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages and other considerations.

Rewards

St. Croix Prep will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

St. Croix Prep will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.

School Hours

Classes operate from 9:45 am to 4:15 pm. School doors will open at 9:15 am. Students will be allowed to enter the building at that time. Earlier arrivals will need to sign in and will need permission from their teacher or organization leader to access hallways prior to this time.

Lower School students arriving prior to 9:15 am must attend the before school programming area, and parents will be assessed appropriate fees; students may not be unattended in the atrium. Unless students have after school activities, they will not be allowed in the building after 4:45 pm. Each division may have additional procedures that enhance their effectiveness.

Middle school students may not be upstairs until 9:30 unless they have a scheduled meeting with their teacher.

Teacher Request and Classroom Assignment

At St. Croix Prep, scheduling students into classes is a complicated and time-consuming process that involves both computer and hand scheduling. Many factors are taken into consideration when balancing class enrollment, including class size, gender, academics, and social composition. We believe our faculty are skilled educators and, additionally, that students need to learn the important life skill of working with many different types of teachers and students. Parents may not request a teacher. Our goal is to create the best possible learning environment for all students.

Statewide Assessments

Each year, St. Croix Preparatory Academy administers state assessments to measure a student's proficiency in math, reading, and science. These assessments are just one measure of a student's achievement, as well as benefiting the school in evaluating curriculum, alignment with state standards, resources and support, and potentially reducing Minnesota State College and University requirements. On our website, a two-page guide to Statewide Testing is listed under the Additional Resources link.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. The Statewide Assessment Opt-Out Form is located on the following page: it is also included on the website with the Parent/Guardian Guide to Statewide Testing.
Need new Form inserted

The 2025-2026 Family Handbook was approved by the St. Croix Preparatory Academy School Board XXXXX, 2025.

STATEWIDE TESTING OPT-OUT FORM



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
Statewide
Testing page
for more
information.

[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

Check with your local school or district to see if there are any other consequences for not participating.

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20____ to 20____ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022

2



Strategic Plan 2025-26 Overview

1. Executive Summary

The St. Croix Preparatory Academy Foundation exists to ensure long-term financial stability and excellence at St. Croix Preparatory Academy. This strategic plan outlines the foundation's dual-pronged funding approach, strategic goals, and community engagement priorities. With a sophisticated and resilient model, the foundation is poised to support present initiatives and invest in the school's future.

2. Mission, Vision & Core Values

Mission:

To support the long-term academic, character, and leadership development of students at St. Croix Preparatory Academy by securing, stewarding, and distributing philanthropic resources aligned with the school's mission.

Vision:

A thriving, well-resourced school community where every student receives a classical education and preparation for a purposeful life—sustained by a financially strong and enduring foundation.

Core Values:

- Stewardship: Managing resources with integrity, accountability and transparency.
 - Partnership: Engaging teachers, staff, families, alumni, and the broader community.
 - Legacy: Building for long-term sustainability.
 - Excellence: Pursuing high standards in education and philanthropy.
-

3. Strategic Funding Framework

Dual-Engine Philanthropy Model

The Foundation is funded through two vital and complementary vehicles:

A. Prep Annual Fund – Immediate Impact

Supports the yearly operating budget and impacts every aspect of a St. Croix Prep education, focusing on:

- **Teacher and Staff Preparation:** Passionate teachers motivate, inspire, and cultivate young minds. Attracting and retaining talent that embodies a whole-student mindset is critical to St. Croix Prep's success. In order to retain good teachers, we need to fund professional development and enrichment to the compensation plan.
- **Student Preparation:** Providing students with enriched, rigorous curriculum is a critical component to a student's ability to prep for life. Additional funding allows St. Croix Prep to offer enhanced, elevated curriculum preparing our students for life after St. Croix Prep.
- **Campus Preparation:** Schools have evolved beyond hallways and classrooms into establishments that foster physical, social, and educational growth among teachers and fellow students. Funding programming and campus improvements to enable this growth is essential to ensuring every student is prepped for life.

This fund allows the foundation to meet immediate needs, innovate, and remain responsive to evolving educational goals. The vast majority of these funds support teacher compensation. Five percent of gifts made to the Prep Annual Fund are allocated to the Endowment Fund to ensure that fund grows over time providing long-term financial stability. Existing and new scholarship funding opportunities will be explored with individual donors based on their passions and interests.

B. Endowment Fund – Future Security

Managed by the Saint Paul & Minnesota Foundation, our Endowment is professionally invested for long-term growth and impact. It:

- Generates a sustainable, perpetual stream of income
- Shields against economic downturns and funding volatility
- Attracts major and legacy gifts

Why Both Funds Matter

- The Prep Annual Fund drives visible change today.
 - The Endowment Fund ensures our mission and school are protected long into the future.
 - Together, they form a resilient and future-focused financial strategy.
-

4. 2025 Strategic Priorities & Operational Plans

By executing on our strategic priorities, our Foundation will:

- Launch robust fundraising efforts for both the Prep Annual and Endowment Funds
- Develop tailored donor engagement and stewardship plans
- Establish an alumni giving program
- Partner with new Executive Director and integrate into foundation programming
- Develop and implement targeted communications strategies and initiatives to engage key audiences and enhance brand awareness
- Build scalable, internal systems for managing and tracking gifting and impact reporting

Strategic Priority 1: Identify and Cultivate High-Level Potential Donors

Objective: Build a robust major donor pipeline by defining donor tiers, initiating and nurturing new relationships, and tracking engagement activities.

Strategic Priority 2: Build a Scalable and Stable Operational Foundation

Objective: Strengthen the foundation's capacity for sustainable growth by assessing and building integrated, scalable systems across financial management, data infrastructure, and operations.

Strategic Priority 3: Launch and Grow a New Alumni Program

Objective: Establish a vibrant and engaged alumni program beginning with the Class of 2025, fostering lifelong relationships and building a future donor pipeline.

Strategic Priority 4: Enhance, Optimize, and Grow Fundraising Events

Objective: Elevate the impact of the Gala, Marathon, and Golf Tournament to increase donations and deepen community engagement.

Strategic Priority 5: Build a Community of Giving

Objective: Foster a culture of philanthropy among all stakeholders through strategic communications and engagement.

5. Governance & Leadership

To ensure strong and visionary leadership, the governing board will be composed of highly engaged, action-oriented members drawn from the St. Croix Prep community, complemented by advisors with specialized influence and expertise. See Appendix – Board of Directors. This diverse and collaborative structure will empower the board to make informed, strategic decisions that advance the foundation mission. Board members will be expected to demonstrate active participation, uphold accountability, and contribute meaningfully to key initiatives and oversight responsibilities.

The foundation will maintain a close partnership with Saint Paul & Minnesota Foundation for endowment oversight.

6. Evaluation & Impact Tracking

- Track annual giving, donor retention, and fund growth
 - Measure alignment of grants with school strategic initiatives
 - Measure growth of fundraising events
 - Report transparently on fund use and student impact
-

7. Strategic Partnerships

The foundation will foster strategic partnerships with:

- St. Croix Prep School administration, staff, school board, and standing committees
 - Saint Paul & Minnesota Foundation
 - Members of the SCPA community – families, vendors, authorizer, Parent Group, etc.
 - Alumni and alumni families
 - Key local, regional, and national foundations
 - Local businesses and philanthropic leaders
-

Appendix – Board of Directors

Board of Directors

Brendon Schrader, Board Chair
Chief Executive Officer
Indy Ventures

Rich Dippel, Treasurer
(Retired) Athletic and Activities
Director
St. Croix Preparatory Academy

Kelly Gutierrez, Secretary
Chief Financial Officer
St. Croix Preparatory Academy

Marc Beckmann
Vice President
United Health Group

Stacy Einck
Principal
Run Stillwater, Inc.

Mary Ture
Senior Financial Crimes Analyst
First Citizens Bank & Trust
St. Croix Prep Class of 2017

Advisors

Nathan Liable
CEO/Planned Giving Expert
Liable Consulting

Shawn Peterson
President
Catholic Education Partners

Dave Eckberg
Director
Run Stillwater, Inc.

Jon Gutierrez
Co-Founder, former Executive
Director
St. Croix Preparatory Academy

Ex-Officio

Dr. Jennnifer Fuchs
Executive Director
St. Croix Preparatory Academy

Staff

Monica Davis
Foundation Development Director
St. Croix Preparatory Academy

Appendix – 2025/2026 Fundraising Calendar

Event	Date
School Year Kick Off Appeal	Week of July 28, 2025
2025 School Marathon	October 10, 2025
Give to the Max	November 2025
December Profile Appeal	Week of Nov. 17
Alumni Night	Early January
2026 Charting the Course Gala	Saturday, March 7, 2026 (tentative date)
End of School Year Appeal	Week of May 4, 2026
2026 Prep Open Golf Tournament	June

Presence at:

- Kindergarten Camp, August
- Back to School Night, August
- SCPA Information Sessions
- Kindergarten Open House, April 2026
- Seniors Alumni Transition (i.e. Senior Dinner, personal data capture)

Continual

- Direct donor solicitation and engagement



Finance Committee Minutes July 15, 2025

Members Present: K. Gutierrez, D. Smith, J. Kish, C. Rutten, M. Reichow, J. Standke

Members Absent:

Ex-officio Members Present: T. Gulbransen, J. Fuchs

Guests: B. Grubisch

Meeting began at 2:30 pm

- A. February 17th Meeting? Date change due to Board Meeting?
- B. Student Fees Explanation - public hearing is held to let the public hear about student fees.
 - a. [Student Fees](#)
- C. Annual Finance Designations
 - a. Annual Designations
- D. Committee Pre-Work for Board Retreat
 - a. Goals
 - b. Projects
 - c. Timelines
- E. Benchmarking Update from Jon, Maria, Cindi
- F. Update on Ongoing Tasks
 - a. Admin Payscale - Terri
 - b. Opportunities for Operational Efficiencies - Danielle
 - c. Fund Balance - Jeff

Submitted by T. Gulbransen, St. Croix Preparatory Academy

FY26 Class Fees: - Public Hearing Information

- I. Public Hearing for Annual Class Fees: At the July 22, 2025, board meeting, in accordance with state statute 123B.38, St. Croix Preparatory Academy is holding a hearing on the proposed adoption of a fee policy which includes assessing the following per-student fees:

Fee	Description	Grade level	Fee per Student
Technology Fee (permitted statute 123b.38)	Annual licensing fee for student information system, textbook management, all- school messaging systems and student fee pay system.	all	\$31
Volunteer Background Check Fee (permitted statute 123b.38)	Fund bi-annual background check required for all volunteers.	all	\$5

NOTE: see attached 'Class Fee Analysis' for additional detail.

The administration proposes fees be waived for all students who qualify for free lunch and reduced by 50% for those who qualify for reduced lunch.

Following the hearing, the board will vote on initiation of afore-mentioned fees.

II. Additional Background information:

- A. Components of the student fee. Beginning in FY15, the board approved a single 'class fee'. The FY26 combined fee is comprised of the following components:
- a. Technology Fee: The technology fee is a per student fee for the following annual license fees:
 - i. Synergy (student information system)
 - ii. SchoolPay (student fee-pay system)
 - iii. School Messenger (all-school messaging system)
 - iv. SignUp (Parent Teacher Conference and Parent Group activities signup tool)
 - v. Smore (Lower School newsletter tool)
 - vi. Linden Tech (Visitor sign in tool)
 - vii. Constant Contact (All School Newsletter tool)
 - viii. Formstack (Survey and student registration tool)
 - ix. Membership Toolkit (School directory tool)
 - B. Background Check Fee: The background check fee is a per student fee to fund the cost of background checks for each volunteer.

III. Recommendation: *The administration recommends a \$36 per student FY26 class fee, with the fee waived for students who qualify for free lunch and reduced by 50% (\$18) for those who qualify for reduced lunch.* This recommendation is based on projected FY26 class fee revenue and the corresponding expenses.

- A. Technology Fee of \$31 is \$1 more per student than FY25 to cover license fee. In addition, approximately 20 more Class Fees were collected in FY25 than FY24, so projected participation has been increased from 820 to 840.
- B. Background Check Fee of \$5 is consistent with FY25 Class Fees of \$5 per full-pay student.

- IV. Pros/Cons of assessing per student background check fee: Because the practice of assessing a background check fee per student versus per volunteer basis varies from many school districts, it is important to review the rationale for this practice.
- A. Cons of assessing 'background check fee':
 - a. More background checks are processed than are required because individuals do not incur the cost.
 - B. Pros of assessing 'background check fee':
 - a. Consistent with SCPA School Board's philosophical position since FY11, which is: SCPA assesses the fee to the *student* who benefits from the volunteer's services, rather than the *volunteer*, who is already donating his/her time to benefit the student.
 - b. Collecting this fee and requesting background check authorization on-line, creates operational efficiency in the business office.
 - c. This fee simplifies the 'volunteer recruiting process' because most fees are collected on 'back to school night' and not piecemeal as volunteers choose to volunteer.
 - d. Assessing 'per student fee' encourages even the infrequent volunteer because it eliminates the objection of, 'I can only volunteer once, I don't want to pay \$14 for a background check'.
 - e. Recommendation re: Assessment of Background Check Fee: The administration feels the 'pros' of assessing the fee outweigh the 'cons' and therefore, recommends the Board approved FY26 'per student' background check fee as proposed.

St. Croix Preparatory Academy

Class Fee Analysis

FY25 Actual & FY26 Projection

FY26 projected enrollment = 1202

Description	FY25 Actual			FY26 Projection		
	# of Students	Fee per Student	Net Revenue (Expense)	Approx # of Students	Fee per Student	Net Revenue (Expense)
Technology Fee-						
Fee Collected-Full Pay students	841	\$30	\$25,230	840	\$31	\$26,040
Fee Collected-Students qualifying for reduced fees	29	\$15	\$435	30	\$16	\$465
Fee Collected-Students qualifying for free fees	37	\$3	\$111	30	\$0	\$0
Credit Card Processing Fees associated w/ fee collection	3.50%		(\$898)	3.50%		(\$928)
Cost of Student Information System			(\$25,547)			(\$26,192)
Net Technology Fee - excess (shortfall)			(\$669)			(\$615)
Volunteer Background Check Fee -						
Fee Collected-Full Pay students	841	\$5	\$4,205	840	\$5	\$4,200
Fee Collected-Students qualifying for reduced fees	29	\$2.50	\$73	30	\$2.50	\$75
Fee Collected-Students qualifying for free fees	37	\$0.50	\$19	30	\$0	\$0
Credit Card Processing Fees associated w/ fee collection	3.50%		(\$150)	3.50%		(\$150)
Cost of Background Checks			(\$3,028)			(\$3,200)
Net Background Check Fee - excess (shortfall)			\$1,118			\$925
Administrative Cost of Fee Collection						
Approx Admin assist cost @ \$22.96/hr + benefits	10 hrs		(\$259)	10 hrs		(\$264)
Approx Sr. Acct cost @ \$33.72/hr + benefits	3 hrs		(\$114)	3 hrs		(\$116)
TOTAL Administrative cost of Fee collection			(\$373)			(\$380)
Net Fee Revenue in excess (shortfall)			\$76			(\$70)

NOTE: fees are waived for all students who qualify for free lunch and reduced by 50% for those who qualify for reduced lunch.



st.croixprep

Governance Committee Agenda and Minutes for July 14, 2025

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

Absent:

Location: West Wing Conference Room

Governance Team:

- **What are the SCPA Board Governance Committee goals/responsibilities?**
- **How can we best distribute those responsibilities to best serve SCPA's Board and ultimately our community?**

Agenda: July 14, 2025

1. Our goals: How would we like to address this? - Will address this at the Aug. 7 and 8 board retreat.
2. Recommendation: Statute 13D.02.3 Virtual board member attendance when absent:
 - a. Any Board member may attend virtually.
 - b. The Virtual Board member must be visible to all present including the audience.
 - c. The Virtual Board member must be audible to all including the audience and votes must be roll called and the public must be able to monitor.
 - d. Recording is not required but is recommended; additionally, we provide a zoom link and record all meetings from this point forward and follow the data privacy policies.
 - e. Would use Zoom and would need to post the Zoom link 72 hours prior to the meeting.
3. Review and Revise:
 - a. [SCPA Board Governance Manual 2024 for REVIEW](#)
 - i. When?
 - b. Policies added to the Board Calender
 - i. [2026 Current Board Calender](#)
 - ii. Policies up for review this year:
 1. [515 Protection and Privacy of Pupil Records](#)
 - a. Last reviewed: August, 2023

- iii. Yearly policies for review:
 - 1. 413 Violence and Harassment
 - 2. 506 Student Discipline
 - 3. 506F Student Discipline Reporting Form
 - 4. 806 Crisis Management
 - 5. 621 Literacy Policy - Lots of questions here but not sure where governance comes into it other than the policy.
- iv. Every other year
 - 1. [SCPA Board Minutes, August 15, 2023](#)
- v. Every three years
 - c. New legislation - T. Gulbransen
- 4. Seating of new board members - anything here for us other than the governance manual for new members? -
- 5. Oath of Office
- 6. Conflict of Interest
- 7. New Assurances
- 8. Board Clerk - Aug 7th Retreat
- 9. Prep for August 19th, Board Bylaws Training
 - a. Who will deliver? - T. Gulbransen
- 10. Set a governance meeting calendar
 - a. Proposal: **4:30 on first Tuesday of the month**
- 11. Invite Madelyn Adams - T. Gulbransen
- 12. Invite Al Bagwell - A. Galati
- 13. August 5: Invite: T. Smith - Cameras and Data Privacy, non harassment and discrimination - A. Galati will send invite.
- 14. Assign someone to create a "policy for review" calendar. J. Fuchs

Oath of Office

St. Croix Preparatory Academy Board Member

I accept the office of St. Croix Preparatory Academy Board member. The St. Croix Preparatory Academy Board of Directors is responsible for improving the learning, achievement, and success of every student attending the school. In carrying out this tremendous responsibility, I pledge to adhere to the following standards:

1. Duty of Care

- I will prepare for Board meetings by reading and evaluating, in advance of each meeting, all materials received.
- I will assist with the work of the Board by participating in Board committees.
- I will actively participate in Board and committee meetings by asking questions to obtain information necessary to make informed decisions.
- I will base my decisions on fact rather than on presumption, supposition, opinion, or public favor.
- I will not surrender judgement to any individual or group at the expense of the school as a whole.
- I will share my opinions while working for consensus.
- I will ensure that the school's mission, vision, and strategic plan are foundational in my decision making.
- I will govern in a professional manner, treating everyone with civility, dignity, and respect, while honoring the right to disagree with one another and recognizing differences of perspective and communication styles among staff, students, parents, and the community.
- I will make decisions in the best interests of the school as a whole.
- I will obtain continuing education that will enhance my ability to fulfill my duties effectively.

2. Duty of Loyalty

- I will not engage in any financial or other interest which conflicts with the interests of the school.
- I will make no promise and will take no action that may compromise my performance or my responsibilities as a Board member.
- I shall put the best interests of the school first.
- I will strive to attend school events to express my enthusiasm and encouragement for students and staff, and I will support the authority of school officials at school events.

3. Duty of Obedience

- I will uphold and comply with all applicable laws, rules, and school policies and procedures.
- I, alone, am not the Board and, as such, I will not act on behalf of the Board or make representations on behalf of the Board unless the Board specifically authorizes me to do so.
- I will respect the majority decision as the decision of the Board.
- I will avoid personal involvement in activities the Board has delegated to the Executive Director.
- I will discuss Board matters only in publicly-announced Board meetings.
- I will ensure that the school is accountable to its authorizer, Friends of Education, and to the Minnesota Department of Education.
- I will not disclose confidential information.
- I will tell the truth.

I affirm my pledge to adhere to these standards this ____ day of _____, 20__.

Signature

Date

Print Name: _____

My term expires _____
[mmddyyyy]



BOARD MEMBER CONFLICT OF INTEREST ACKNOWLEDGEMENTS AND DISCLOSURES

DUE: July 22, 2025

On an annual basis, school board members are asked to take the following actions relating to their role as board members and conflict of interest:

- A. Review SCPA's Conflict of Interest Policy and Complete '**Acknowledgement and Disclosure Form**'.

Attached is a copy of the policy and an acknowledgement form. Please review the policy and complete the attached Acknowledgement and Disclosure. Acknowledgement and Disclosure forms will be available to complete at Tuesday's board meeting.



St. Croix Preparatory Academy Conflict of Interest Policy

I. Serving as a Board Member – Minn. Stat. § 124D.10, subd. 4a(a)

- A. An individual is prohibited from serving as a member of the Board of Directors if the individual, an immediate family member, or the individual's partner
 - 1. is a full or part owner or principal
 - 2. with a for-profit or nonprofit entity or independent contractor
 - 3. with whom the Academy contracts, directly or indirectly,
 - 4. for professional services, goods, or facilities.
- B. An individual is also prohibited from serving as a member of the Board of Directors if an immediate family member is an employee of the school.
- C. A violation of this prohibition renders a contract voidable at the option of the commissioner of education or the Board of Directors.
- D. A member of the Board of Directors who violates this prohibition is individually liable to the Academy for any damage caused by the violation.

II. Serving as a Board Member – Minn. Stat. § 124D.10, subds. 4(g), 4a(c)

- A. No charter school employees shall serve on the Board of Directors other than licensed teachers employed as teachers at the Academy or providing instruction under a contract between the Academy and a cooperative.
- B. Contractors providing facilities, goods, or services to the Academy shall not serve on the Board of Directors.
- C. Any employee, agent, or Board member of the Academy's authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the Board of Directors.

III. Participating in a Contract – Minn. Stat. §124D.10, subd. 4a(b)

- A. No member of the Board of Directors, employee, officer, or agent of the Academy shall participate in selecting, awarding, or administering a contract if a conflict of interest exists.

B. A conflict of interest exists when:

1. the Board member, employee, officer, or agent;
2. the immediate family member of the Board member, employee, officer, or agent;
3. the partner of the Board member, employee, officer, or agent; or
4. an organization that employs, or is about to employ any individual in clauses as a financial or other interest in the entity with which the Academy is contracting

C. A violation of this prohibition renders the contract void.

IV. Contract or Transaction – Minn. Stat. § 317A.255

A. Unless the conditions in paragraph B are met, the following individuals and organizations may not enter into a contract or transaction with the Academy:

1. a member of the Board of Directors or a member of the Board of Director's family;
2. a director of a related organization, or a member of the family of a director of a related organization; or
3. any organization in which (or of which) a member of the Academy's Board of Directors, or a member of the Board of Director's family, is a director, officer, or legal representative, or has a material financial interest.

B. If no other conflict of interest exists (see paragraphs I, II, III, V) and if the following conditions in paragraphs 1, 2, or 3 are met, the contract or transaction described in paragraph A may still occur:

1. the contract or transaction was fair and reasonable as to the Academy when it was authorized, approved, or ratified.
2. the material facts as to the contract or transaction and as to the director's interest are fully disclosed or known to the Board of Directors;
 - a. the Board approves, authorizes, or ratifies the contract or transaction in good faith;
 - b. the approval, authorization, or ratification is by a majority of directors (not including any interested director); and
 - c. the action takes place at a meeting where a quorum is present (not including any interested director). If, as a result, the number of remaining directors is not sufficient to reach a quorum, a quorum for purposes of considering the contract or transaction is the number of remaining directors.
3. the contract or transaction is a merger or consolidation.

C. Involvement in Action: An interested director may be present for discussion to answer questions, but may not advocate for the action to be taken. The minutes

of all actions taken on such matters shall clearly reflect that these requirements have been met.

V. Direct Interest – Common Law

- A. A member of the Board of Directors may not participate in proceedings in a decision-making capacity when he or she has a direct personal interest in the outcome of those proceedings.
- B. The following factors will be analyzed to determine whether the director's direct interest in the outcome of the proceedings disqualifies him or her from participating:
 - 1. the nature of the decision being made;
 - 2. the nature of the pecuniary interest;
 - 3. the number of officials making the decision who are interested;
 - 4. the need, if any, to have interested persons make the decision; and
 - 5. the other means available, if any, such as the opportunity for review, that serve to insure that officials will not act arbitrarily to further their selfish interests.

VI. Exceptions – Minn. Stat. §§ 124D.10, subd. 4a(e); 317A.255, subd. 2(1)

- A. Teachers of the Academy who are serving as Board members are not deemed to have a conflict of interest because they are paid compensation as a teacher.
- B. Teachers of the Academy who are serving as Board members are not deemed to have a conflict of interest in a resolution fixing his or her compensation or fixing the compensation of another director as a director, officer, employee, or agent of the Academy, even though the teacher is also receiving compensation from the Academy.

VII. Consequences

Should a conflict of interest occur, the Board may choose to apply consequences, as deemed appropriate, in addition to those provided by the law.

VIII. Copy of Policy

All members of the Board of Directors of the Academy shall be provided with a copy of this policy and be required to complete and sign an acknowledgment and disclosure form pertaining to any potential or actual conflicts of interest, at least on an annual basis, as well as at any time a potential or actual conflict of interest may arise.

BOARD OF DIRECTOR CONFLICTS OF INTEREST POLICY ACKNOWLEDGEMENT AND DISCLOSURE FORM

I hereby declare that:

1. I have read, understand, and agree to the provisions of the Conflict of Interest Policy.
2. Check one:
☐ I have no conflicts to declare.
☐ I am declaring the following conflict or potential conflict: (describe below)
3. If a conflict is declared, I will notify the Board Chair.
4. I understand that I am not formally a board member in good standing until this declaration and other conditions are met.
5. I will comply with the rules and regulations outlined in this policy.
6. I understand that this original acknowledgement will be maintained by St. Croix Preparatory School Board Clerk.

Director Name (Print) _____

Signature _____ Date: _____

Conflicts of Interest Statement

Immediate Family means any relationship by blood, marriage, adoption, or partnership of spouses, parents, grandparents, siblings, children, first cousins, aunts, uncles, grandchildren, nieces, and nephews. Minn. Stat. 124E.02(g).
Vendor means any for- or non-profit entity with which the School contracts, directly or indirectly for services, goods, or facilities, and includes individuals, limited liability companies, corporations, sole proprietorships, companies, and independent contractors. See Minn. Stat. 124E.07 subd. 3(b).
Local Official means (1) an elected or appointed official of a county, or city, or of an agency, authority, or instrumentality of a county or city; and (2) an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any school district. Minn. Stat. 471.895

1. I certify that I am, or my immediate family member or my partner is, a full or part owner or principal with the following School **Vendor(s)** [Minn. Stat. 124E.07 subd. 3(e)]:

☐ _____

☐ None
2. I certify that I have **Immediate Family** relationships with the following School employee(s) (Minn. Stat. 124E.07 subd. 3(e)):

☐ _____

☐ None
3. I certify that I have **Immediate Family** relationships with the following School board members [Minn. Stat. 124E.07 subd. 3(a)]:

☐ _____

☐ None
4. I certify that I, my **Immediate Family**, partner, employee, officer or agent, have financial or other interests in the following School **Vendor(s)** [Minn. Stat. 124E.14]:

☐ _____

☐ None
5. I certify that I serve on the following charter school boards, in addition to the charter school listed by my signature [Minn. Stat. 124E.07 subd. 3(h)]:

☐ _____

☐ None
6. I certify that I receive the following compensation for serving on the board of directors of the charter school listed by my signature [Minn. Stat. 124E.07 subd. 3(i)]

☐ _____

☐ None
7. I certify that, in the most recent 13 calendar months, I gave, or requested another person to give, the following local official(s) a gift valued in excess of \$5.(does not include campaign contributions) [Minn. Stat. 471.895 subd. 2].

☐ _____ Gift Value: _____

☐ _____ Gift Value: _____

☐ None
8. I certify that, in the most recent 13 calendar months, I received the following gift from a lobbyist:

☐ Lobbyist: _____ Gift: _____

☐ None

By signing, I acknowledge that I have reviewed the preceding statements and that my responses are accurate:

Signature

Print Surname

Charter School

Date



Statement of Assurances

I understand that the primary purpose of a charter school is to improve the learning, achievement, and success of all students. I further understand that the charter school board decides and is responsible for all policy matters related to the operation of the charter school, including budgeting, curriculum programming, personnel, and operating procedures. In furtherance of the school's purpose and the board's responsibility, I make the following assurances:

I. ACHIEVEMENT DATA

- I assure that this school will establish baseline data for all students and routinely evaluate student achievement with state and national standardized tests on at least an annual basis, and that the board will evaluate student achievement and post-secondary and workforce readiness on at least an annual basis.

II. ADMISSION

- I assure that the school's admission process will not discriminate against anyone regarding race, gender, national origin, color, ability level, age (except that minimum age requirements may be established as allowed by law), or religion, and that the school will not admit students based on race, gender, national origin, color, ability level, age (except that minimum age requirements may be established as allowed by law), or religion.
- I assure that the school will admit students on the basis of an annual lottery if more students apply than can be accommodated in the class, program, grade-level, or building.
- I assure that the school will not admit students based on religious preference.
- I assure that the school's admission process will comply with Minn. Stat. Chapter 124E.

III. ANNUAL REPORT

- I assure that the school will publish an annual report as required by Minn. Stat. 124E.16.

IV. BOARD GOVERNANCE

- I assure that all board members will receive training annually.
- I assure that the board will at all times be comprised of at least five voting members of which at least one is a Minnesota-licensed teacher

employed at the school, at least one is a parent or guardian of a student currently enrolled at the school, and at least one is a community member who resides in Minnesota and neither is employed by the school nor is a parent or guardian of a student enrolled at the school.

- I assure that the board will decide and be responsible for all policy matters related to the operation of the school, including budgeting, curriculum programming, personnel, and operating procedures.
- I assure that each new board member will execute these Statement of Assurances.

V. CHARTER CONTRACT

- I assure that I have reviewed the school's charter contract.

VI. COMPLIANCE WITH ALL APPLICABLE LAWS

- I assure the school will comply with all federal and state laws governing organizational, programmatic, and financial requirements applicable to the school.

VII. CONFLICTS OF INTEREST

- I assure that the school will avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
- I assure that the school will comply with conflict of interest provisions identified in Minn. Stat. Ch. 124E, including 124E.07 and 124E.14.

VIII. CRIMINAL BACKGROUND CHECKS

- I assure that this school will conduct criminal background checks of all employees and board members and will maintain records of those checks.

IX. DATA PRACTICES

- I assure that the school board will comply with data privacy requirements regarding all students including those with disabilities, that the school will securely store student records that separates special education files from cumulative files and that is under the supervision of the school's administrator or a designee, and that mandatory staff training will be provided for Data Privacy.
- I assure that the school will follow state data practices law and will maintain a board-adopted data practices policy that includes the staff's ability to report unethical or fraudulent actions, and that the school board will regularly attend training that includes state data practices requirements.

X. DISCIPLINE POLICY AND PUPIL FAIR DISMISSAL ACT

- I assure that the school will implement a discipline policy that is in compliance with the Pupil Fair Dismissal Act and that provides protection of the rights of students with disabilities.

XI. DISSEMINATION

- I assure that the school will regularly disseminate information about its offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students who are at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population.
- I assure that the school will document its dissemination activities in the school's annual report.

XII. ELECTRONIC COMMUNICATIONS

- I assure that the school will subscribe to and maintain current contact information to electronically share with and receive information from the Minnesota Department of Education.

XIII. DATA REPORTING SYSTEM (SEDRA)

- I assure that this school will designate a person to be assigned and trained to submit data electronically in the Special Education Data Reporting Application (SEDRA), as required by the Minnesota Department of Education.

XIV. EQUAL OPPORTUNITY IN SCHOOL PROGRAMS

- I assure that this school will provide equal opportunities and equal access to school programs, including extra-curricular activities such as athletics and clubs.

XV. FACILITY REQUIREMENTS

- I assure that this school will comply with all building inspection, fire marshal requirements, certificate of occupancy requirements, will meet all health and safety codes, and that the school will continually be handicap-accessible as required by Section 504 of the Americans with Disabilities Act.

XVI. FILING WITH THE STATE

- I assure that this school will maintain current/active filings with the Secretary of State's Office as a nonprofit under Chapter 317A.

XVII. FOOD SERVICE

I assure that food served at the school will satisfy applicable health and safety requirements, provide equal accommodations to all religions, and otherwise comply with Minn. Stat. Ch. 124E.

XVIII. FINANCIAL REPORTING (UFARS AND GAAP) REQUIREMENTS

- I assure that this school will comply with both the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) and Generally Accepted Accounting Practices (GAAP); and that this school will comply with all financial reporting requirements.
- I assure that the school will use only state-approved accounting and reporting software.

XIX. HIRING AND EMPLOYMENT PRACTICES

- I assure that the school will comply with Minn. Stat. §363A.08, will use and maintain open and fair employment practices, advertise for all employment openings, and maintain a record of these advertisements.
- I assure that all teaching staff will be licensed as required by law unless a waiver or variance is obtained in advance of actual employment.
- I assure that the board will establish qualifications for administrative, academic supervision, and instructional leadership positions, including at least a minimum of a four-year degree from an accredited institution or equivalent experience, and additional qualifications – as appropriate for the specific position -- in instruction and assessment; curriculum design; human resources and personnel management; professional ethics; child development; financial management; legal and compliance management; special education oversight; contract management; effective communication; cultural competency; board and authorizer relationships; parent relationships;

and community partnerships; and will use those qualifications as a basis for job descriptions, hiring process, and performance evaluations of the charter school director/chief administrator, and that the charter school director/chief administrator shall use those qualifications as the basis for the job descriptions, hiring, and performance reviews for the administrative staff, academic program supervisors, and instructional leaders who report to the charter school director/chief administrator.

- I assure that the board will develop professional development plans for unlicensed staff serving as a charter school director or chief administrator.

XX. MINNESOTA'S ACADEMIC STANDARDS

- I assure that this school will implements Minnesota's Academic Standards, as they may change from time to time, as minimum academic requirements.

XXI. MINNESOTA'S ACCOUNTABILITY SYSTEM REQUIREMENTS

- I assure that this school will comply with all elements of Minnesota's State Accountability System Requirements under the federal Every Student Succeeds Act (ESSA). I understand that the school is expected to improve the learning, achievement, and success of all students, meet or exceed the expectations adopted by the Commissioner of Education for public schools, and that the school will be held accountable for these outcomes as well as performance outcomes in the charter contract.

XXII. POLICIES AND PROCEDURES

- I assure that this school will implement written procurement procedures in accordance with federal and state law and conduct all procurement transactions in a manner that provides open and free competition.
- I assure that the school will maintain property inventory records of all equipment, assets, and non-consumable items.
- I assure that the school will adopt and implement a religious accommodation policy that accords equal treatment of access to all religions.
- I assure that if the school allows religious or other activities on school property during non-instructional hours that there will be a board-adopted policy in place allowing equal access to all groups and that such access otherwise complies with Minn. Stat. Ch. 124E.
- I assure that the board will adopt all policies and practices which are required by law.

XXIII. PROGRAM EVALUATION

- I assure that the board will evaluate the school's program on at least an annual basis.
- I assure that the school will provide annually to its authorizer and the Minnesota Department Education such information as may be required to determine if the charter school is making satisfactory progress toward achieving its goals and academic outcomes, including data, evaluations or studies, and that the school will comply with all such requests for information.
- I assure that the school will cooperate with the authorizer and the Minnesota Department of Education in evaluating the school's program.

XXIV. PUBLIC SCHOOL

- I assure that this school will operate as a public school that:
 - operates in accordance with Minn. Stat. Ch. 124E and other applicable law;

- is created as a public school, and is operated under public supervision and direction;
- operates in pursuit of a specific set of educational objectives agreed to between the school and its authorizer with the purpose of improving the learning, achievement, and success of all students;
- provides a program of elementary or secondary education, or both;
- is nonsectarian in its programs, admissions policies, employment practices, dress code requirements and all other operations, and is not affiliated with a sectarian school or religious institution; and
 - if leasing from a sectarian organization, the school will maintain procedures to screen its students from any involvement with or exposure to any of the sectarian organization's religious activities occurring on school property during the school day or during school-sponsored events;
 - will maintain a board-adopted religious accommodation policy that accords equal treatment of and access to all religions;
 - will not impose any sectarian-based restrictions on food consumed on school premises and will maintain equal accommodations for all religions;
 - does not involve itself in religious activities, including recruiting employees, parents or volunteers for such activities;
 - has a neutral dress code or uniform policy that does not promote a particular religion or religious custom and that the school will not, through its dress code or uniform policy, restrict opportunity to participate in school activities;
- maintains a board-adopted policy allowing equal access to the use of the school's facilities and such access otherwise complies with Minn. Stat. Ch. 124E.
- complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
- agrees to comply with the same federal and state audit requirements as do other elementary schools and secondary schools in the state;
- meets all applicable federal, state and local health and safety requirements;
- operates in accordance with federal and state law; and
- has a written performance contract with the authorizer that includes a description of how student performance will be measured in the school with respect to state assessments that are required of other public schools and pursuant to any other assessments mutually agreeable to the authorizer and the charter school.

XXV.PUBLIC SCHOOL FEE LAW

- I assure that this school will comply with the Minnesota Public School Fee Law, Minn. Stat. 123B.34 to 123B.39.

XXVI.REQUIRED STATE REPORTING FOR STUDENTS AND STAFF (MARSS AND STARS)

- I assure that this school will have a person assigned and trained to submit data on the Minnesota Automated Reporting Student System (MARSS) and Staff Automated Reporting System (STARS), as required by the Minnesota Department of Education.

XXVII.SPECIAL EDUCATION

- I assure that this school will contract or employ an appropriately licensed special education director, will adhere to all applicable requirements in serving special education students in Minnesota and will comply with all federal and state special education laws.
- I assure that this school will involve parents of students with disabilities on an advisory council.
- I assure that this school will develop a service delivery model that provides a full continuum of special education services.
- I assure that this school will determine who will provide transportation for students who have 504 plans or IEPs in which transportation is determined necessary by the 504 plan or IEP team.
- I assure that this school will order necessary supplies, equipment and instructional materials appropriate to meet the needs of individual students with disabilities as they appear.
- I assure that this school will meet its Child Find obligation, in part, by including information about special education service in its marketing materials, handbooks, etc. The school will establish and implement procedures for identification of students currently qualifying for special education services and/or those who may have a disability; and for reviewing student data and determining the need to assess/reassess student needs.
- I assure that this school will have procedures for obtaining information from parents and/or previous school on student's special education or 504 Accommodation Plan.

XXVIII.TORT AND LIABILITY INSURANCE

- I assure that this school will assume appropriate tort liability and will have at all times the minimum insurance required by Minn. Stat. Ch. 124E.

XXIX.TRANSPORTATION OF STUDENTS

- I assure that annual written notice of this school's intentions for transportation of students will be provided as required to the resident district and the Minnesota Department of Education.

XXX.TUITION FREE

- I assure that this school will not charge tuition for its instructional or co-curricular programs except as allowed by Minn. Stat. 123B.34 to 123B.39.

By signing, I acknowledge:

- that I have reviewed the preceding assurances,
- that I am a board member of _____ (name of School), and
- that the board is responsible for ensuring compliance with all federal and state laws applicable to charter schools, including the expectations contained in the preceding assurances.

Signature
Print Name: _____

Date

Phone Number: _____

Email Address _____



st.croixprep

Succession Planning Committee Updates July 2025

- A. Forward Together Leadership Retreat August 7 and 8, 2025 (8:00am - 4:00pm)
 - Itinerary outlined and ready to be sent to attendees
 - Specific agendas for each group will be completed by Jenn, Kelly, and Terri for small group work by the end of next week.
 - Pre-Work, Itinerary, and Narrative of goals will be sent out to all attendees no later than one week prior to the retreat.

- B. Strategic Planning
 - Contract has been signed with Bon Partners (Eric Molho)
 - Strategic Planning Committee will replace Succession Planning Committee
 - i. This committee will serve as a sounding board for Eric, providing valuable feedback and analysis on the data and insights he gathers throughout the strategic planning phases. We plan to meet once a month as a committee to ensure ongoing collaboration and progress.
 - ii. The committee will consist of individuals who bring diverse perspectives on all things related to Prep, and who are committed to leading and driving this important project forward. The members will play a critical role in reporting progress back to the board and ensuring we stay on track.
 - First Meeting of the Strategic Planning Committee will be within the next 2 weeks
 - Member Recommendation for Strategic Planning Committee
 - i. Terri Gulbransen
 - ii. Brendon Schrader
 - iii. Jenn Fuchs
 - iv. Kelly Gutierrez
 - v. Monica Davis
 - vi. Amy Kleinboehl
 - vii. Rita Thorson
 - viii. Kirsten Osberghaus
 - Eric, Bon Partners consultant will present at Leadership Retreat August 8, 2025