



St. Croix Preparatory Academy  
Board Meeting Agenda  
January 20, 2026

1. Call to Order	
2. Open Forum	
3. Board Calendar	2
4. Consent Agenda (Board Minutes, Executive Director Report)	
A. Board Minutes	7
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509 - Admission and Enrollment (replaces 301)	
516.5 - Overdose Medication	
6. Adjourn Meeting	



## 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 • Identified Official with Authority <ul style="list-style-type: none"><li>• Official Newspaper</li><li>• Designation of Depository</li><li>• Account Signatories</li><li>• Collateralize Funds in Excess of FDIC Insurance</li><li>• Delegation of Authority to Make Electronic Funds Transfers</li></ul>		

August	Responsible	Notes/Status
Forward Together Retreat (08/07 and 08/08)	Succession Committee	
ByLaws Training	Governance	

September	Responsible	Notes/Status
Status of School Opening/Quarterly Report	Lower School Middle School Upper School Student Services	
Review of MCA Test Scores	J. Fuchs	
MN State Statute Training	Governance	
Emergency Operations Plan Approval	Incident Command/Safety Team	Moving to October due to policy updates needed and work on a crisis plan.
MDE Assurance of Compliance	J. Fuchs	
Q-Comp Goals	TLC/Q-Comp Leaders	
Unaudited Financials FY 25 - Review	EDoF	

October	Responsible	Notes/Status
Financial Statement Review	K. Gutierrez/Finance	
Foundation Update	M. Davis	
Quarterly Report	Activities Department	
Bi-Annual Report	Human Resources	
Bi-Annual Report	Academic Coordinators	
Annual Report Approval (if ready)	J. Fuchs	Can move to November?
World's Best Workforce Approval (if ready)	J. Fuchs	Can move to November?

November	Responsible	Notes/Status
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Board Retreat??	T. Gulbransen	
Bi-Annual Report	Communications and Events Coordinator	

December	Responsible	Notes/Status
Affiliated Building Company Training	K. Gutierrez/Finance	
Audit Acceptance	K. Gutierrez/Finance	
FSCPA and Building Overview	B. Blotske	
Quarterly Report	Lower School Middle School Upper School Student Services	

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

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

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

<b>April</b>	<b>Responsible</b>	<b>Notes/Status</b>
Annual Budget Introduction	Finance	
Compensation Plan Approval	T. Smith	
Benefits Plan Approval	T. Smith	
Bi-Annual Report	Human Resources	
Quarterly Report	Activities Department	
Board Election Status & Time Frame	Governance	

<b>May</b>	<b>Responsible</b>	<b>Notes/Status</b>
Q Comp Report Presentation/Approval	Academic Coordinators	

Bi-Annual Report		
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	
End of the Year Wrap Up Report	Lower School Middle School Upper School Student Services Activities Department	
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 • Identified Official with Authority <ul style="list-style-type: none"> <li>• Official Newspaper</li> <li>• Designation of Depository</li> <li>• Account Signatories</li> <li>• Collateralize Funds in Excess of FDIC Insurance</li> <li>• Delegation of Authority to Make Electronic Funds Transfers</li> </ul>		

**Members Present:** T. Gulbransen (Chair), Bob Hajlo (Vice-Chair), D. Smith (Treasurer), A. Galati, (Secretary), J. Johnson, R. Thorson, M. Adams, H. Gonzalez, K. Osberghaus

**Members Absent:**

**Remote Board Members:**

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

**Board Clerk:** Janel Coleman

1. Call to order: T. Gulbransen called the meeting to order at **6:00 PM**.
2. Open Forum - None
3. [SCPA Board Meetings Calendar 2025-2026 - Updated November 2025](#)
4. **Consent Agenda**

a. Board Minutes

- i. [November 18, 2025](#)
- ii. [November 24, 2025](#)

b. Executive Directors' Reports

1. [Executive Director's Report December 2025](#) - J. Fuchs

c. Governance Policies for Approval

- i. [101 - Legal Status of the Charter School \(no previous policy\)](#)
- ii. [101.1 - Name of the Charter School \(no previous policy\)](#)
- iii. [201 - Legal Status of the Charter School Board \(no previous policy\)](#)
- iv. [204 - Charter School Board Meeting Minutes \(no previous policy\)](#)
- v. [205 - Open Meetings and Closed Meetings \(no previous policy\)](#)
- vi. [210.1 - Conflict of Interest – Charter School Board Members \(no previous policy\)](#)
- vii. [405 - Veteran's Preference \(no previous policy\)](#)

- viii. [407 - Employee Right to Know – Exposure to Hazardous Substances \(technical edits\)](#)
- ix. [415 - Mandated Reporting of Maltreatment of Vulnerable Adults \(technical edits\)](#)
- x. [416 - Drug, Alcohol, and Cannabis Testing \(no previous policy\)](#)
- xi. [420 - Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions \(no previous policy\)](#)
- xii. [512 - School Sponsored Student Publications and Activities](#)
- xiii. [514 - Bullying Prohibition Policy](#)
- xiv. [515 - Protection and Privacy of Pupil Records](#)
- xv. [516 - Student Medication and Telehealth](#)
- xvi. [521 - Student Disability Nondiscrimination](#)
- xvii. [522 - Title IX Sex Nondiscrimination Policy, Grievance, Procedure and Process](#)
- xviii. [524 - Internet, Technology and Cell Phone Acceptable Use and Safety Policy](#)
- xix. [524.5 - Personal Electronic Communication Devices](#)
- xx. [526 - Hazing Prohibition Policy](#)
- xxi. [533 - Wellness](#)
- xxii. [709 - Student Transportation Safety Policy](#)
- xxiii. [721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources](#)
- xxiv. [722 - Public Data and Data Subject Requests](#)
- xxv. [806 - Crisis Management Policy](#)

- Motion to Approve the Consent Agenda: K. Osberghaus

- Second: D. Smith
- Approved: All

## 5. Agenda

- a. Directors' Quarterly Reports
  - i. [Lower School - J. Karatov](#)
    - a. M. Adams asked about community building/parent involvement in the lower school - what is the status?
  - ii. [Middle School - A. Kleinboehl](#)
  - iii. [Upper School - A. Sachariason](#)
  - iv. [Student Services - P. Rosell](#)
- b. Prep Fund Update: M. Davis
- c. FSCPA and Building Overview
  - i. [Facilities Director Report](#) - B. Blotske
  - ii. [Life Cycle Cost Replacement Updated](#) - B. Blotske
- d. Governance - Policies - First Reading
  - i. [202 - Charter School Board Officers \(replaces SCPA 707\)](#)
  - ii. [404 - Employment Background Checks](#)
  - iii. [414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#)
- e. Audit Acceptance
  - i. [2025 FINAL Annual Financial Report](#)
  - ii. [2025 FINAL Audit Presentation](#)
    - i. Motion to Approve as Presented: B. Hajlo
    - ii. Second: H. Gonzalez
    - iii. Approved: All
- f. [Finance Committee Minutes - December 2025](#)
  - i. Working on creating a budget checklist and aligning it with the finance calendar.
- g. Transportation Update
  - i. [RFP SCPA Consortium](#)

### Adjournment: 7:52 PM

- Motion to adjourn: A. Galati



- Second: J. Johnson
- Approved: All

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

**Members Present:** Bob Hajlo (Vice-Chair), D. Smith (Treasurer), J. Johnson, R. Thorson, M. Adams, H. Gonzalez, K. Osberghaus

**Members Absent:** None

**Remote Board Members:** T. Gulbransen (Chair) - Out of the country, A. Galati (Secretary) - transportation issues.

**Ex-officio Members Present:**

**Board Clerk:**

1. Call to order: T. Gulbransen called the meeting to order at **5:00 PM**.
2. Open Forum: None
3. Agenda:
  - a. Motion to Close the Meeting: 5:03 PM - The Minnesota Open Meeting Law, Minnesota Statutes Section 13D.05, subdivision 3(b), allows the School Board to close a meeting to engage in attorney-client privileged discussions. The Board seeks to meet with its attorney to obtain confidential legal advice related to a potential legal claim alleged by an employee and a potential resolution of the matter. During the closed meeting, the Board will discuss with its attorney the Board's options related to the matter. There is a need for absolute confidentiality because the Board's position would be compromised if such discussions took place in public and could be overheard by adverse parties, and thus, the School's interest in maintaining confidentiality outweighs the public's right to hear the discussion. Accordingly, pursuant to the law I have cited, I will hereby entertain a motion that this meeting be closed pursuant to the attorney-client privilege.
  - Motion to Approve: J. Johnson
  - Second: D. Smith
  - Approved: All
- b. Reopen Board Meeting- 6:23 PM



- Motion to Approve: J. Johnson
- Second: D. Smith
- Approved: All

**Adjournment: 6:25 PM**

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

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

**Members Present:** T. Gulbransen (Chair), D. Smith (Treasurer), A. Galati, (Secretary), J. Johnson, M. Adams, H. Gonzalez, K. Osberghaus

**Members Absent:**

**Remote Board Members:** R. Thorson, B. Hajlo (Vice-Chair)

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

**Board Clerk:**

1. Call to order: T. Gulbransen called the meeting to order at **6:01 PM**.
2. Open Forum - None
3. **Agenda**

**a. Motion to approve the resignation agreement as presented:**

- i. Motion to Approve as Presented: D. Smith
- ii. Second: K. Osberghaus
- iii. Approved: All

**Adjournment: 6:03 PM**

- Motion to adjourn: A. Galati
- Second: J. Johnson
- Approved: All

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



## Executive Director's Report to the Board

Date of Report: January 2026

Report Prepared By: Jenn Fuchs, Ph.D.

### Goal 1: Analyze and Evaluate

- Strategic Planning
  - We have our five overarching goals and will begin working on action plans in February.
- Action Planning work continues for Administrative Team
  - Each team is working on the last goals of their plan.
- Thin Book of Trust Training
  - All administrative staff are trained
  - Now training any other direct reports

### Goal 2: Operational Leadership

- January Information Night
  - Well attended by families interested in learning about all three divisions.
- Online Enrollment
  - We are using our online registration (OLR) module instead of using paper for 26-27.
    - Our enrollment packet was more than 15 pages and then the information was entered manually. For returning students, the information was also all entered manually.
    - We will be doing this electronically for both new and current families.
- Lottery
  - This will be the last year conducting the lottery manually. We will be using the lottery module in our student information system moving forward. It communicates with the online enrollment module (OLR).
    - This allows families to know where they are on the waitlist at any time.
- Transportation
  - RFPs were submitted by vendors on January 16.

- The transportation committee met on January 19.
- Information will be presented at the next Finance Committee meeting and their recommendation will be brought to the February Board meeting. Statute requires us to inform Stillwater of our intentions by March 1.
- Incident IQ ( Facilities/IT ticketing and calendaring) is being set up
  - Training has been completed and staff are using Incident IQ.
- Safety
  - CrisisGo training has been completed for staff.
  - We are using the app during bus dismissal to communicate quickly to dismiss buses.
  - The Intellisee server just arrived. This is the application that will run on perimeter cameras to alert us to everything from a fall to a potential weapon.

## **ST. CROIX PREPARATORY ACADEMY**

### **Policy # SCPA-707**

*Adopted: 7/16/2024*

*Revised: \_\_\_\_\_*

*MSBA/MASA Model Policy 202 Charter*

*Orig. 1995 (as ISD Policy)*

*Orig. 2022 (as Charter Policy)*

*Rev. 2024*

## **202 CHARTER SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

The purpose of this policy is to create a formal process for the yearly election of SCPA Board Officers. This policy applies to the SCPA Board Officer positions of Chair, Vice-Chair, Treasurer, and Board Clerk (SCPA Bylaws Article V Section 1).

Charter school board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the charter school. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The charter school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the charter school board. At its option, the charter school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members.

### **III. ORGANIZATION**

- A. The charter school board shall meet annually at the June meeting, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the charter school board. These officers shall hold office for one year and until their successors are elected and qualified.
- B. The persons who perform the duties of clerk and treasurer need not be members of the charter school board.
- C. The charter school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.
- D. Every year at the June meeting, nominations will be given for each Board Officer position, Chair, Vice-Chair, Treasurer, and Board Clerk.
- E. Voting will follow each of the nominations and Board Officer positions will be determined by a majority vote.
- F. SCPA Board Officer positions are one year terms and will run from June to June.
- G. The Chair and Vice-Chair positions: It is preferred that the Chair and Vice-Chair have one year of previous experience serving on the SCPA Board.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. The charter school officers shall have the responsibilities and exercise the functions set forth in Minnesota Statutes, section 317A.305, the charter school Bylaws, and this policy.

B. Chair

1. The chair shall exercise the functions of the office of president of the charter school corporation as set forth in Minnesota Statutes, section 317A.305.
2. The chair, when present, shall preside at all meetings of the charter school board, countersign all orders upon the treasurer for claims allowed by the charter school board, represent the charter school in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the charter school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

C. Treasurer

1. The treasurer shall deposit charter school funds in the official depository.
2. The treasurer shall make all reports which may be called for by the charter school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders.

D. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the charter school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the charter school.
5. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the charter school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
6. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
7. The clerk shall perform the duties of the chair in the event of the chair's and

the vice-chair's temporary absences.

E. Vice-Chair [Optional]

The vice-chair shall perform the chair duties in the event of the chair's temporary absence.

F. Executive Director

1. The Executive Director shall be an ex officio, nonvoting member of the charter school board.
2. The Executive Director shall perform the following:
  - a. supervise the charter school, report and make recommendations about their condition when advisable or on request by the charter school board;
  - b. recommend to the charter school board employment and dismissal of teachers;
  - c. annually evaluate each employee assigned responsibility for supervising the school;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the Minnesota Commissioner of Education; and
  - f. perform other duties prescribed by the charter school board.

**Legal References:** Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Stat. § 317A.305 (Duties of Required Officers)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the Charter School)  
MSBA/MASA Model Policy 201 (Legal Status of the Charter School Board of Directors)  
MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted: 12/17/2024*

*Revised: \_\_\_\_\_*

*MSBA/MASA Model Policy 404 Charter*

*Orig. 1995 (as ISD Policy)*

*Orig. 2022 (as Charter Policy)*

### **404 EMPLOYMENT BACKGROUND CHECKS**

#### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment at St. Croix Preparatory Academy (SCPA). SCPA in order to promote the physical, social, and psychological well-being of its students. To that end, the charter school will seek a criminal history background check for applicants who receive an offer of employment with the charter school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to SCPA, regardless of whether any compensation is paid, or such other background checks as provided by this policy. SCPA may also elect to do background checks of other volunteers, independent contractors, and student employees in the charter school.

#### **II. GENERAL STATEMENT OF POLICY**

- A. SCPA shall require that applicants for charter school positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to SCPA, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by SCPA that an individual's criminal history does not preclude the individual from employment with, or provision of services to SCPA.
- B. SCPA specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by SCPA shall in no way limit SCPA's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

#### **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until SCPA receives the results of the criminal history background check. SCPA may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. SCPA reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to SCPA, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for SCPA to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to SCPA, at the election of SCPA, in an amount equal to the actual cost to the BCA and SCPA of

conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless SCPA decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide SCPA with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The charter school, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the twelve (12) months preceding an offer of employment or permission to provide services.
- D. The charter school may use the results of a criminal background check conducted at the request of another school hiring authority if:
  - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  - 2. the other school hiring authority conducted a criminal background check within the previous twelve (12) months;
  - 3. the individual executes a written consent form giving the charter school access to the results of the check; and
  - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to SCPA, SCPA shall request a criminal history background check on such individuals from the executive director of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by SCPA that an individual's criminal history does not preclude the individual from employment with, or provision of services to SCPA. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available at SCPA's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to SCPA, the individual will be advised.
- J. SCPA may apply these procedures to other volunteers, independent contractors, or student employees.

K. At the beginning of each school year or when a student enrolls, SCPA may notify parents and guardians about this policy and identify those positions subject to a background check and the extent of SCPA's discretion in requiring a background check. SCPA may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

An on-line background check authorization form may be found on [www.stcroixprep.org](http://www.stcroixprep.org). A paper authorization form may be obtained at SCPA's main office and may be submitted in a sealed envelope.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exceptions)

**Cross References:** None

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted: 8/20/2019*

*Revised: \_\_\_\_\_*

*MSBA/MASA Model Policy 414 Charter*

*Orig. 1995 (as ISD Policy)*

*Orig. 2022 (as Charter Policy)*

### **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

#### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of charter school personnel to report suspected child neglect or physical or sexual abuse.

#### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the charter school is to fully comply with Minnesota Statutes, chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any charter school personnel fails to immediately report instances of child neglect or physical or sexual abuse when school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

#### **III. DEFINITIONS**

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
  1. is not likely to occur and could not have been prevented by exercise of due care; and
  2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any charter school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
  1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required

for the child's physical or mental health when reasonably able to do so;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.

H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other

lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes, section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes, section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes, section 121A.58.

J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.

K. "School personnel" means professional employee or professional's delegate of the charter school who provides health, educational, social, psychological, law enforcement, or child care services.

L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b) (Registration of Predatory Offenders).

M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or

recklessly making a false report also may result in discipline.

## **V. INVESTIGATION**

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the charter school shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the charter school shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The charter school shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in charter school personnel handbooks.
- B. The Executive Director will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed regularly for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.301 (Termination of Parental Rights)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 424 Charter*  
*Orig. 2022 (as Charter Policy)*

*Revised:* \_\_\_\_\_

*Rev. 2023*

### **424 LICENSE STATUS**

#### **I. PURPOSE**

The purpose of this policy is to ensure that qualified teachers are employed by the charter school and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

#### **II. GENERAL STATEMENT OF POLICY**

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the charter school.
- B. No person shall be a qualified teacher until the charter school verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The charter school has a duty to ascertain the licensure status of its teachers and ensure that the charter school's teacher license files are up to date. The charter school shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the charter school.
- D. The charter school must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

#### **III. PROCEDURE**

- A. The executive director or the executive director's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the executive director or the executive director's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the executive director prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the executive director will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license

appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the executive director's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 122A.40(Employment; Contracts; Termination - Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, affirmed, 1993 WL 129639 (Minn. App. 1993)

**Cross References:** None

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 425*

*Orig. 2022 (as Charter Policy)*

*Rev. June 2025*

*Revised:* \_\_\_\_\_

## **425 STAFF DEVELOPMENT AND MENTORING**

### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### **II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

- A. The charter school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
  1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
  2. Members of the Advisory Staff Development Committee shall be appointed by the school administration. Committee members shall serve a two-year term<sup>1\*</sup> based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The school board will establish the Site Professional Development Teams.
  1. Members of the Site Professional Development Teams will be appointed by the school administration. Team members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
  2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### **III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE**

- A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.<sup>2\*</sup>
- B. The Staff Development Plan must contain the following elements:
  1. Staff development outcomes that are consistent with the education outcomes

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<sup>1\*</sup> This time period may be changed to accommodate individual charter school needs.

as may be determined periodically by the school board;

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
  - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the charter school's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the charter school;
  - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
  - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
  - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
  - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
- e. Align with state and local academic standards;
- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
- g. Align with the plan, if any, of the charter school or site for an alternative teacher professional pay system;
- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
- i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The charter school may implement other staff development activities required by law and activities associated with professional teacher compensation models.

C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis<sup>3\*</sup> the extent to which staff at the site have met the outcomes of the Staff Development Plan.

E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or charter school, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs

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<sup>3\*</sup> This time period may be changed to accommodate individual charter school needs.

must be included in or aligned with the charter school's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

- F. The Advisory Staff Development Committee shall assist the charter school in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the charter school is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the charter school will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The charter school also may use the revenue reserved for staff development for grants to the charter school's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The charter school may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

#### **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly<sup>4\*</sup> basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to charter school policy, staff procedures, contractual agreement, and the effect on charter school operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The charter school may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;
  - 2. financial supports for professional learning community affinity groups across schools within and between charter schools for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
  - 3. programs for induction aligned with the charter school or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
  - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the charter school receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or charter school for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

## **VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

- A. The charter school must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other

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<sup>4\*</sup> This time period may be changed to accommodate individual charter school needs.

instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.

- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

## **VIII. REPORTING**

- A. The charter school and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the charter school's world's best workforce report.
  - 1. The report must include assessment and evaluation data indicating progress toward charter school and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and
    - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.
- The report also must indicate whether the expenditures were incurred at the charter school level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
- 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the charter school receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
 Minn. Stat. § 120A.415 (Extended School Calendar)  
 Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
 Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
 Minn. Stat. § 121A.642 (Paraprofessional Training)  
 Minn. Stat. § 122A.187 (Expiration and Renewal)  
 Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)

Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

**Cross References:** None.

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 507 Charter*

*Orig. 2022 (as Charter Policy)*

*Rev. 2024 (June)*

*Revised:* \_\_\_\_\_

### **507 CORPORAL PUNISHMENT AND PRONE RESTRAINT**

#### **I. PURPOSE**

The purpose of this policy is to describe limitations on the use of corporal punishment and prone restraint upon a student.

#### **II. GENERAL STATEMENT OF POLICY**

No employee or agent of the charter school shall inflict corporal punishment or use prone restraint upon a student.

#### **III. DEFINITIONS**

1. "Corporal punishment" means conduct involving:
  - a. hitting or spanking a person with or without an object; or
  - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. "Prone restraint" means placing a child in a face-down position.

#### **IV. PROHIBITIONS**

1. An employee or agent of the charter school shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the charter school shall not use prone restraint.
3. An employee or agent of the charter school shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not *per se* corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

#### **V. REASONABLE FORCE**

1. Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstance exists or the actor reasonably

believes it to exist:

- a. when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when the following circumstance exists or the actor reasonably believes it to exist:
  - a. when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff of a public school upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil. Nothing in Minnesota Statutes, section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher or school principal may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

## **VI. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and charter school policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0941 (Definitions)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 124E.03 (Applicable Law)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)  
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507.5 (School Resource Officers)

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Charter Policy 507.5*

*Orig. 2024*

*Revised:* \_\_\_\_\_

*Rev. 2024 (Nov.)*

### **507.5 SCHOOL RESOURCE OFFICERS**

#### **I. PURPOSE**

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

#### **II. GENERAL STATEMENT OF POLICY**

The charter school, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the charter school must meet the requirements of this policy.

#### **III. DEFINITIONS**

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated charter school or charter school.

#### **IV. CONTRACTUAL DUTIES**

- A. A school resource officer's contractual duties with the charter school shall include:
  - 1. fostering a positive school climate through relationship building and open communication;
  - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
  - 3. serving as a liaison from law enforcement to school officials;
  - 4. providing advice on safety drills;
  - 5. identifying vulnerabilities in school facilities and safety protocols;
  - 6. educating and advising students and staff on law enforcement topics; and,
  - 7. enforcement of criminal laws.
- B. The charter school may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for

violations of school rules.

- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

## **V. TRAINING**

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

**Legal References:** Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)  
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)  
Minn. Stat. § 124E.02 (Definitions)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of  
Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 508 Charter*

*Orig. 1995 (as ISD Policy)*

*Revised:* \_\_\_\_\_

*Orig. 2022 (as Charter Policy)*

### **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

#### **I. PURPOSE**

The purpose of this policy is to ensure that the charter school complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

#### **II. GENERAL STATEMENT OF POLICY**

- A. Extended School Year Services Must Be Available to Provide a FAPE. The charter school shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
  1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
  1. Prior observations of the student's regression and recoupment over the summer;
  2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
  3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, when relevant:
  1. The student's progress and maintenance of skills during the regular school year.
  2. The student's degree of impairment.
  3. The student's rate of progress.

4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the charter school may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in Charter school. A charter school may provide ESY services to nonresident children with disabilities temporarily placed in the charter school in accordance with applicable state law.

**Legal References:** Minn. Stat. §§ 124D.12-127 or 128 (Learning Year Programs)  
Minn. Stat. § 124E.03, Subd. 6 (Applicable Law)  
Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
34 C.F.R. Part 300 (Assistance to States for the Education of Students with Disabilities)

**Cross References:** None

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 528 Charter*

*Orig. 1999 (as ISD Policy)*

*Revised:* \_\_\_\_\_

*Orig. 2022 (as Charter Policy)*

## **528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this charter school policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

### **II. GENERAL STATEMENT OF POLICY**

- A. The charter school provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The charter school will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The charter school may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The charter school will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every charter school employee to comply with this policy.
- F. The charter school board has designated \_\_\_\_\_ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the charter school's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the executive director or the charter school human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process).

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 529 Charter*

*Orig. 1999 (as ISD Policy)*

*Revised:* \_\_\_\_\_

*Orig. 2022 (as Charter Policy)*

### **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

#### **I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Any staff member or other employee of the charter school who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

#### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

##### **A. Administration**

“Administration” means the executive director, building principal, or other designee.

##### **B. Classroom Teacher**

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

##### **C. History of Violent Behavior**

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a charter school employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

##### **D. Incident(s) of Violence**

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a charter school employee, or surrounding person(s) or endangers or causes significant damage to charter school property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

**IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

A. Reports of Violent Behavior

Any staff member or other employee of the charter school who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the charter school shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has

received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other charter school employees or individuals outside of the charter school with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the charter school's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the charter school in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

## **V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or charter school in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the charter school gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

# Department Director Report - Activities Department

## General Information

Director Name: Keven Seim

Department: Activities Department

Date: 12/13/25

## Section 1: SWOT Analysis

Category	Details (examples included, replace with your entries)
Strengths	Examples: Efficient workflow systems; Strong vendor partnerships  1. Student Centered - holistic support. 2. MSHSL Compliant. 3. Maintains a positive culture with respect, accountability, and teamwork. 4. Maintain competitive programs. 5. Coaching Staff
Weaknesses	Examples: Outdated equipment; Limited staff training opportunities  1. Communication – STACK APP 2. Scoreboards are outdated. 3. Limited Recognition Spaces - Trophy Cases
Opportunities	Examples: New funding opportunities; Technology upgrades  1. Need to identify a platform to use as a communication tool department wide. – STACK APP 2. Baseball / Softball fields on campus – NOT FEASABLE. 3. Scoreboard replacement. 4. Touchscreen Recognition System 5. Advertisement in Stadium and Gymnasium – Signs etc.
Threats	Examples: Rising operational costs; Supply chain disruptions  1. Lack of funding.

	2. Limited Coaching Candidate Pool 3. Event staffing - Limited Pool
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## Section 2: Addressing Weaknesses and Threats

Prompt	Response
What steps are being taken to address the identified weaknesses and threats?	<p>Searching for a communication platform that will span the entire department and all activities. – STACK APP</p> <p>Meeting with administration and families about funding for on campus softball and baseball fields. – MET W/ Admin</p> <p>Working closely with the Foundation to grow designated funding opportunities.</p> <p>In order to increase event staffing it is the department believe that we would need to raise payment for event workers.</p> <p>Would like to start to explore Advertising opportunities in the Stadium and gymnasium.</p>

## Section 3: Budget/Department Planning

1. Please outline any anticipated large-scale budget requirements for the upcoming quarters and explain how these resources will address current challenges or position the department for future success.

Gymnasium scoreboard replacement.

Addition of Softball and Baseball fields on campus. (Multiplex Field)

Touchscreen Recognition System

Gym and Stadium Advertisements – Scoreboards, Fences, Press box, etc.

## Section 4: Additional Notes & Future Planning

Upcoming priorities for next quarter:

Anticipated challenges and mitigation strategies:

Support requested from the School Board:



Date: January 14, 2026

To: Terri Gulbransen  
Dr. Jenn Fuchs

Re: Request to the St. Croix Preparatory Academy School Board for Board  
Approval Per Policy #905 - Advertising At Athletic Fields And School  
Locations

Terri and Jenn, per the guidelines outlined in Policy #905 and on behalf of the St. Croix Prep Foundation, we are submitting a request for school board approval to display on-campus promotional materials for the St. Croix Prep Foundation's *Ignite Prep* fundraising event.

**Background:**

The St. Croix Prep Foundation is leading the planning and execution of the annual fundraisinggala — *Ignite Prep*. Returning the event to St. Croix Prep, this year's gatheringbrings us back to the foundation of who we are — a community rooted in purpose,connection, and possibility. Proceeds from the evening will support Foundationoperations and a Fund-A-Need identified by the school, ensuring both the strengthof our long-term sustainability efforts and immediate impact on student and schoolpriorities.

**Request:**

In alignment with the School's advertising policy and its commitment to advancing the educational mission of St. Croix Prep, the Foundation respectfully requests School Board approval to display temporary, event-related *Ignite Prep* promotional materials on campus and to promote the event through School communication channels leading up to the April 11 event, as well as in post-event recaps.

**Proposed Elements:**

- Portable signage (placed in designated common or entry areas, indoor and outdoor)
- An atrium banner
- Handouts and flyers (for parent events and information tables)
- Graphic on the scorer's table

Communication in school communication vehicles including but not limited to *Prep Weekly*, stand-alone e-mails, divisional newsletters, school social media platforms, and website

All materials will be noncommercial, mission-based, and focused solely on promoting the event to advance philanthropic support for the Foundation and School.

Design and Approval:

Design elements are currently in development and will be submitted to the Executive Director for review and final approval prior to display, ensuring full compliance with appearance and location guidelines.

Rationale:

Ignite Prep directly supports the mission and programs of St. Croix Prep. Allowing on-campus visibility for this initiative will help strengthen a culture of giving, deepen community connection, and ensure continued support for students and teachers.

Summary of Request:

We request that the School Board approve the Foundation's use of limited on-campus promotional materials for the Ignite Prep event, subject to review and approval by the Executive Director or designee regarding content, placement, and duration.

Respectfully submitted,



Monica Davis  
St. Croix Prep Foundation Development Director



## Ignite Prep – Back to Where the Spark Begins

Ignite Prep is more than a celebration — it's a return to where it all began. Hosted at St. Croix Prep, this year's event brings us back to the foundation of who we are: a community rooted in purpose, connection, and possibility.

Together, we'll celebrate our students — from kindergarten dreams to senior achievements — and the endless potential that lives within each of them. Through our auction, giving, and shared commitment, we'll ignite opportunities that shape their future and strengthen the heart of Prep for years to come.

It's a night to reflect, imagine, and spark what's next — for our kids, our school, and our community.

**April 11, 2026  
5:30 - 9 p.m. || After Party 9 - 11 p.m.  
St. Croix Prep**

### Why Ignite Prep Matters

Ignite Prep is the primary annual fundraiser for the St. Croix Prep Foundation. Proceeds from the evening will support the Foundation's work to strengthen long-term sustainability and invest directly in the programs and people that define the Prep experience.

A highlight of the night will be the Fund-A-Need, supporting a priority initiative identified by the School. The moment invites our community to come together around a shared goal and make an immediate, meaningful impact on our students and school.

### Theme – A Touch of Spark

Guests wear Prep colors and add a spark — shimmer, metallic, or glitter accent.

Warm, glowing, inviting, and inspiring. Prep navy & gold with accents: soft white, champagne, and warm metallic shimmer

### Inspiration

Student Connection - The Dream Wall - "Where the Spark Begins"

- Display stars with student's dreams

## Alumni Connection – “Where the Spark Leads”

- Invite alumni speakers to share short success stories

## Community Fun & Connection

- Spark Stations: Interactive areas (e.g., “What Ignites You?” wall)
- The Spark Bar: Signature cocktails/mocktails (“The Dreamer,” “The Trailblazer”)

## **The Evening** (schedule pending)

5:30 PM – Doors Open (Enter through LS - Door 20)

Arrive at St. Croix Prep, check in, coat check, an experience down the hallway to the atrium, and get settled.

5:30-7:30 PM – Social Hour, Food, Silent Auction Items + Games

Enjoy drinks, food, and time to mingle in the atrium and lower school portion of the gym while you browse and bid on silent auction items and participate in games. Food stations and bars in multiple locations.

7:30-7:45 PM – Move to the Gym

We'll invite everyone into the gym to find their assigned seats and get ready for the program, live auction, and fund-a-need. Desserts, easy-to-grab sweets at the tables.

8:00-8:45 PM – Ignite Prep Program

Join us for an inspiring program celebrating our students and community, featuring a live auction and a fund-a-need supporting a school-identified priority.

8:45-9:00 PM – Community Spark Send-Off

We'll head outside behind the school together for a short, special send-off moment.

9:00-11:00 PM – After Party with Live Music

Stay for an after party in the auxiliary building with live music and outdoor fire pits.

10:00-10:05 PM – Fireworks (tentative and pending township approval)

We're investigating a fireworks moment to further ignite the event.

10:30 PM – Last Call for Drinks

11 PM – End

*St. Croix Prep School Board, please mark your calendars and plan to attend. It would be especially meaningful to have the full school board in attendance to support this important work.*

Marianne Thole

Responsible Authority (Please print Name and Title)

4120

School District #

426D Stagecoach Trail N  
Stillwater, MN 55082

Address

651-395-5900

Telephone Number

mthole@standyprep.org

Email Address

100000 6228

Sponsor ID

This plan should outline your actions to expend these excess funds in a manner designed to improve the nonprofit school food service fund and bring the balance within compliance. Our district will take the following actions:

Procurement of food service equipment

Food service staff development directly related to food service and nutrition Training through June 2025 MN Extension 7x100

Procurement of higher quality food for the school lunch and/or breakfast program...

Increases in the number of food service employees or hours worked by food service employees

Support existing equipment replacement schedule

Other: \_\_\_\_\_

Description of Project and Timeframe

Replace 3-milk coolers '24/25 \$13152

Replace motor for walk-in cooler '24/25 \$4000

Install water booster heater for cooking efficiency '24 \$17000

[\* included life time replacement plan]

Expenditures/Items

Item	Cost
3 x milk coolers	\$ 13152 -
water booster heater for cooking + installation	\$ 17,000 -
MN Extension - Food Service online training 7x100	\$ 700 -
replace walk-in cooler motor March 2025	\$ 4000 -
increase in wages for 25/26	\$ 8000 -
<b>Total amount obligated for expenditure(s)</b>	<b>\$ 42852 -</b>
<b>Estimated date when project(s) will be completed:</b>	<b>7/1/25</b>

Signature of district official:

Marianne Thole

Date: 3/21/25

Return form to MDE – Food and Nutrition Service by March 31, 2025

Email: mde.fns-rmp@state.mn.us

Subject: Excess Net Cash Resource Plan



st.croixprep

## Purchase Order

**Purchase Order Number:**

12/16/2024

---

**Requested by: Marianne**

Hubert

[john.hamel@hubert.com](mailto:john.hamel@hubert.com)

John Hamel

**Bill To / Ship To:**

St. Croix Preparatory Academy  
4260 Stagecoach Trail North  
Stillwater, MN 55082

T: 651-395-5900

F: 651-395-5901

\*Use one purchase order per vendor and place an "S" to the far left if it is to be a summer order.  
EMAIL COMPLETED PURCHASE ORDER TO "purchaseorders@stcroixprep.org" FOR APPROVAL

**Authorized Signature:**

Date:

NAME, TITLE



**st.croixprep**

# Purchase Order

Purchase Order Number:	12500:
Date	3/17
Requested by:	Marianne

Hubert

john.hamel@hubert.com

John Hamel

QUOTE Q643184

**Bill To / Ship To:**

St. Croix Preparatory Academy  
4260 Stagecoach Trail North  
Stillwater, MN 55082

T: 651-395-5900

F: 651-395-5901

\*Use one purchase order per vendor and place an "S" to the far left if it is to be a summer order.  
EMAIL COMPLETED PURCHASE ORDER TO "purchaseorders@stcroixprep.org" FOR APPROVAL

Authorized Signature:

Beth Grubisch, Accountant

NAME TITLE

Date:

3/17,

**INVOICE**

SVC0000141722

P.O. Box 1150-27  
Minneapolis, MN 55480-1150  
Phone: 763-544-4131  
Fax: 763-595-4377

**Job Number** 2410-0363

**Bill To:**  
ST CROIX PREPARATORY ACADEMY  
4260 STAGECOACH TRAIL NORTH  
STILLWATER, MN 55082

**Job Address:**  
ST CROIX PREPARATORY ACADEMY  
4260 STAGECOACH TRAIL NORTH  
STILLWATER, MN 55082

Invoice Date	Invoice Number	Salesperson ID	PO Number	Completion Date	Net Terms
11/26/2024	SVC0000141722	GRASD01		11/14/2024	30 Days
Description					

Provide labor and material to wire in new booster water heater in the kitchen.

Contact: Bill Blotske 651-395-5907

01 E 005 810 000 000 520

Material	\$3,278.52
Labor	\$5,125.50

Other/Expenses	
1.00 SERVICE VEHICLE FEE	\$75.00

**Total** **\$8,479.02**

*Thank you, we really appreciate your business.*

*Please send payment within 30 days of receiving this invoice.*

*There will be a 2% interest charge per month on all late payments.*

**\*Please call the Egan office to verify requests to change payment information\***

Invoice # SVC0000141722  
Customer # STCRO04

**REMIT TO:**  
Egan Company  
P.O. Box 1150-27  
Minneapolis, MN 55480-1150

View and pay online at: [PORTAL.EGANCO.COM](http://PORTAL.EGANCO.COM)

59

**Amount Due****\$8,479.02**



CUST ST CROIX PREPARATORY ACADEMY  
4260 STAGECOACH TRAIL N.  
STILLWATER, MN 55082

JOB ST CROIX PREP BOOSTER & FOUNTA  
4260 STAGECOACH TRAIL N.  
STILLWATER, MN 55082

ACCT#	MMI JOB #	BILL THRU	TERMS	INVOICE DATE	PAGE
J-STCROI	10494		Net 30	12/24/24	1

Desc. "Instant Water Heater w Dispenser"

ORIGINAL CONTRACT SUM.....	8,600.00
NET CHANGE BY CHANGE ORDERS.....	0.00
CONTRACT SUM TO DATE.....	8,600.00
TOTAL COMPLETED & STORED TO DATE.....	8,600.00
RETAINAGE.....	0.00
TOTAL EARNED LESS RETAINAGE.....	8,600.00
LESS PREVIOUS CERTIFICATES	
FOR PAYMENT.....	0.00
SALES TAX.....	0.00
CURRENT PAYMENT DUE.....	8,600.00
BALANCE TO FINISH, PLUS	
RETAINAGE.....	0.00

**Sale Amount** 8,600.00

REMIT TO:  
MASTER MECHANICAL, INC.  
1027 GEMINI ROAD, EAGAN, MN 55121  
651-905-1600

**Total** 8,600.00



Building on Promises Kept

P.O. Box 1150-27  
Minneapolis, MN 55480-1150  
P:763-595-4300 // F:763-595-4377

INVOICE #  
SERVICE CALL ID

SVC0000142344  
2411-0574

**Bill To:**  
ST CROIX PREPARATORY ACADEMY  
4260 STAGECOACH TRAIL NORTH  
STILLWATER, MN 55082

**Job Address:**  
ST CROIX PREPARATORY ACADEMY  
4260 STAGECOACH TRAIL NORTH  
STILLWATER, MN 55082

Invoice Date	Invoice Number	Salesperson	PO Number	Completion Date	Net Terms
12/17/2024	SVC0000142344	Grass, David		12/3/2024	30 Days
Description					

Unwire booster heater in the kitchen that was just installed. Replacement booster heater will be installed and we will need to return to re-wire.

Disconnected and LOTO booster heater. Plumbing company installed incorrect unit and needs to be swapped out. Will call when ready for reconnect.

Disconnected booster heater for new install on Monday.

Installed new water heater with master mechanical. Adjusted settings on the heater to get 180 degree output.

**TOTAL** \$1,146.00

<b>Remit To:</b> P.O. Box 1150-27 Minneapolis, MN 55480-1150	<b>INVOICE NUMBER</b> Customer # Amount Due	<b>SVC0000142344</b> STCRO04 \$1,146.00
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**View and pay online at:**  
[PORTALEGANCO.COM](http://PORTALEGANCO.COM)

*\*\*\* Please call the Egan office to verify any requests to change payment information \*\*\**

*Thank you, we really appreciate your business! Please send payment within 30 Days of receiving this invoice.  
There will be a 2% interest charge per month on all late payments.*

## ST. CROIX PREPARATORY ACADEMY KITCHEN REPLACEMENT COSTS



Bill Blotske  
St. Croix Pre  
Design Build

March 12, 2025  
Project Duration: TBD

Item	Description	Qty	Unit	Unit Cost	Escalated Unit Cost	Total Cost	% of Const.	Cost/GSF
<b>WALK IN FREEZER &amp; COOLER</b>								
								120 SF
1	Nor-lake Capsule Pack design w/ remote warranty	1	ea	\$ 8,522	\$ 12,783	\$ 12,783	17.96%	\$ 106.53
2	Refrigeration material	1	ea	\$ 2,670	\$ 4,005	\$ 4,005	5.63%	\$ 33.38
3	Refrigeration installation	1	ea	\$ 4,080	\$ 6,120	\$ 6,120	8.60%	\$ 51.00
4	Nor-Lake combo box (18"x8"x8")	1	ea	\$ 11,213	\$ 16,820	\$ 16,820	23.63%	\$ 140.16
5	Shelving Package	1	ea	\$ 2,600	\$ 3,900	\$ 3,900	5.48%	\$ 32.50
6	Set up for shelving	1	ea	\$ 340	\$ 510	\$ 510	0.72%	\$ 4.25
7	LED lighting package	1	ea	\$ 1,170	\$ 1,755	\$ 1,755	2.47%	\$ 14.63
8	Stainless trim and cove base	1	ea	\$ 500	\$ 750	\$ 750	1.05%	\$ 6.25
9	Remove ceiling/track	1	ea	\$ 510	\$ 765	\$ 765	1.07%	\$ 6.38
10	Misc Material	1	ea	\$ 450	\$ 675	\$ 675	0.98%	\$ 5.63
11	Labor for combo box	1	ea	\$ 2,380	\$ 3,570	\$ 3,570	5.02%	\$ 29.75
12	Electrical Connections for equipment	120	sf	\$ 50.00	\$ 75	\$ 75	12.65%	\$ 75.00
13	Root Patching	1	ea	\$ 2,500.00	\$ 3,750	\$ 3,750	5.27%	\$ 31.25
14	Miscellaneous carpentry costs	120	sf	\$ 10.00	\$ 15	\$ 15	2.53%	\$ 15.00
15	Contingency	5%	%	\$ 66,203	\$ 99,304	\$ 99,304	6.98%	\$ 41.38
16	Building Permit		%	\$ 71,168	\$ 106,752	\$ 106,752	0.00%	\$ -
<b>Combination Box w/ Refrigeration Subtotal:</b>						\$ 71,168	100%	\$ 693.06
<b>ELECTRIC OVENS</b>								
								20 SF
8	Double stacked electric Ovens	2	ls	\$ 6,844	\$ 10,267	\$ 20,533	68.91%	\$ 1,026.65
9	Grease Hood and Duct	1	ls	\$ 80,787	\$ 121,181	\$ -	0.00%	\$ -
10	Electrical Connection for Equipment		%	\$ 3,500	\$ 5,250	\$ 5,250	17.62%	\$ 262.50
11	Miscellaneous carpentry costs	5%	%	\$ 25,783	\$ 38,675	\$ 38,675	1.934	\$ 96.69
12	Contingency	5%	%	\$ 27,717	\$ 41,575	\$ 41,575	2.079	\$ 103.94
13	Building Permit		%	\$ 29,796	\$ 44,693	\$ 44,693	0.00%	\$ -
<b>Electric Ovens Subtotal:</b>						\$ 29,796	100%	\$ 248.30
<b>DISHWASHER</b>								
								20 SF
14	Hobart standard ventless dishwasher	1	ls	\$ 16,156	\$ 24,255	\$ 24,255	50.99%	\$ 1,211.73
15	Exhausts cost to go non-ventless	1	ls	\$ 3,500	\$ 5,250	\$ 5,250	10.94%	\$ 265.50
16	Upgrade to Tall camber model	1	ls	\$ 1,741	\$ 2,612	\$ 2,612	5.44%	\$ 130.60

17	Clean Table SS 72" long	\$ 624	\$ 936	\$ 0.00%	\$ -
18	Pre-rinse faucet with flexible SS hose	\$ 361.52	\$ 527	\$ 0.00%	\$ -
19	Soiled table SS 72" long	\$ 910	\$ 1,365	\$ 0.00%	\$ -
20	InSinkErator Disposal 3/4 HP	\$ 1,804.40	\$ 2,707	\$ 5.64%	\$ 135.33
21	Hohart Water softener	\$ 2,527	\$ 3,791	\$ 0.00%	\$ -
22	Delivery and set up	\$ 1,487	\$ 2,231	\$ 4.65%	\$ 111.54
23	Electrical Connections	\$ 3,000	\$ 4,500	\$ 3.81%	\$ 225.00
24	Miscellaneous carpentry costs	\$ 41,534	\$ 62,301	\$ 3,115	\$ 155.75
25	Contingency	\$ 44,649	\$ 66,973	\$ 3,349	\$ 167.43
26	Building Permit	\$ 47,998	\$ 71,996	\$ 0.00%	\$ -
<b>Dishwasher Subtotal:</b>		<b>\$ 47,998</b>	<b>\$ 71,996</b>	<b>100%</b>	<b>\$ 2,399.88</b>
<b>Cost of the Work Subtotal:</b>		<b>\$ 148,961</b>			
	Contingency (5%)				
	Escalation & Inflation Allowance	w/above			
	Utility Tap & Development Fees (SACIWAC)	Not Included			
	Building Permit:	Not Included			
	Plan Check Fee:	w/above			
	State Sturcharge:	Not Included			
	Builders Risk Insurance	Not Included			
	Sub Bonding:	Not Included			
	Comprehensive General Liability Insurance	Not Included			
	Performance, Labor & Material Bond:	Not Included			
	Fee:	Not Included			
	<b>Total Costs:</b>	<b>\$ 148,961</b>			

**NOTES:**

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Costs taken from original construction costs assuming a 5% escalation rate for each year

# Department Director Report - Food Service

## General Information

Director Name: Marianne Thole

Department: Food Service

Date: January 2026

## Section 1: SWOT Analysis

Category	Details
Strengths	<ol style="list-style-type: none"><li>1. Farm to school program - fresh local foods being used daily - Parent Weekly - feature items. See below for a list of items that have been served YTD.</li><li>2. Program is consistently growing, breakfast, lunch and a la carte (YTD breakfast 23,381 = +3797, lunch 58,247 = +5126, staff meals 848 = +83, total sales \$39,723.50 = +\$2005.85).</li><li>3. Successful Administrative Review from MDE. The Business Office Review found a \$6K difference that will be made up by raising prices in a la carte. Currently working with Beth G on this.</li><li>4. Working with a team that is invested in the program.</li><li>5. Farm to School Institute participation with a teacher from each division to bring food education into the classroom with activities that can supplement the curriculum that is in place.</li><li>6. Multi-year grant recipient from MN Dept of Ag for the Full Tray Grant.</li><li>7. There are expected expenses with replacing equipment and the positive fund balance will offset these costs. I have included the spend down sheet from 24/25.</li></ol>
Weaknesses	<ol style="list-style-type: none"><li>1. Limited space for growing program (equipment, 3rd serving line, freezer and cooler space), student space for eating.</li><li>2. Staffing - small sub pool (1 person).</li><li>3. Misconception that the cafeteria does not serve healthy foods.</li></ol>

Opportunities	<ol style="list-style-type: none"> <li>1. Grant opportunities - Full Tray Grant, Equipment Grants</li> <li>2. Additional scratch made or speed scratch items on the menu ( squash, sweet potatoes, wild rice, apple tasting, Three Sisters Stew - 3rd grade).</li> <li>3. Monthly menu updates - in January, look for pasta with meatballs, sesame noodles with orange chicken and turkey gravy.</li> <li>4. Collaborate with a nutritionist to highlight the healthy options that are available daily.</li> </ol>
Threats	<ol style="list-style-type: none"> <li>1. Rollback of Free meals (possibility).</li> <li>2. Rising food costs.</li> <li>3. Supply chain issues.</li> <li>4. New Sugar and Sodium restrictions (phasing in 2027 - deli meat, cheese sticks).</li> </ol>

## Section 2: Addressing Weaknesses and Threats

Prompt	Response
What steps are being taken to address the identified weaknesses and threats?	<ul style="list-style-type: none"> <li>- Working on the “flow” for both breakfast and lunch - looking at how we can utilize what we currently have to better the flow and experience for students and staff.</li> <li>- Possibility of going back to paid school meals, decrease in lunch counts - would need to increase a la carte offerings/sales.</li> <li>- Additional scratch cooking (whole turkey breast or roast beef, sliced for deli sandwiches, continue with raw chicken and ground beef products).</li> <li>- Collaboration with a nutritionist to showcase the options available.</li> </ul>

## Section 3: Budget/Department Planning

Please outline any anticipated large-scale budget requirements for the upcoming quarters and explain how these resources will address current challenges or position the department for future success.

Any large equipment replacement/repairs will be costly. The equipment is over 10 years old and is being used everyday. Replacement of equipment is anticipated. (Positive fund balance to offset costs).

If there is an expansion, we would request a smaller cafeteria/kitchen in the new building to accommodate the tastes of the older students. (stove top, combi ovens, flat top).

#### **Section 4: Additional Notes & Future Planning**

The cafeteria staff would love to have board members / staff come in and serve breakfast or lunch.

#### **Farm to School items served to date:**

- Cabbage, cauliflower, cucumbers, red and yellow potatoes, red peppers, yellow summer squash, zucchini, microgreens, cantaloupe, ground beef (for tacos and burgers), marble jack and mozzarella cheese sticks, locally made sambusas, squash - butternut and delicata, wild rice, turkey breast, chicken breast, tomatoes, spring mix, apples, maple syrup, sweet potatoes, strawberries, raspberries, corn, green beans and meatballs.

Nonprogram Food Item	Raw Food Cost	Actual Selling Price	Proposed Selling Price	Selling Price Variance	2024-2025 Qty Sold	YTD Qty Sold	Total Revenue Difference for 2025-2026	Total Nonprogram Food Cost	Total Nonprogram Revenue
aked snack	\$0.60	\$1.00	\$1.50	\$0.50	14,215	7,128	\$3,543.50	\$8,529.00	\$17,758.50
ice drink	\$1.03	\$2.25	\$2.50	\$0.25	4,509	2,777	\$433.00	\$4,644.27	\$10,578.25
10 oz juice	\$1.34	\$1.75	\$2.50	\$0.75	2,901	1,320	\$1,185.75	\$3,887.34	\$6,262.50
beef stick	\$0.79	\$1.00	\$1.25	\$0.25	1,218	717	\$125.25	\$962.22	\$1,343.25
ice krispie	\$0.47	\$1.00	\$1.25	\$0.25	3,282	1,219	\$515.75	\$1,542.54	\$3,797.75
granola bar	\$0.72	\$0.75	\$1.00	\$0.25	461	157	\$76.00	\$331.92	\$421.75
3X cookie	\$0.60	\$1.00	\$1.50	\$0.50	12,138	4,393	\$3,872.50	\$7,282.80	\$16,010.50
cookie/cra	\$0.52	\$0.75	\$1.00	\$0.25	2,135	930	\$301.25	\$1,110.20	\$1,902.50
ruit snack	\$0.51	\$0.75	\$1.00	\$0.25	4,151	1,976	\$543.75	\$2,117.01	\$3,657.00

Additional Estimated Revenue by increasing item prices 1.26.26 \$10,596.7 \$30,407.3 \$61,732.0

# Department Director Report

Director Name: Chad Olson

Department: Technology

Date: 01/20/26

## SECTION 1: SWOT ANALYSIS

### Strengths / Celebrations

- Core technology systems are stable and working well across classrooms, offices, and events.
- Budget Document/Life Cycle supports predictable budgeting and avoids most surprise replacements.

### Weaknesses / Challenges

- Increasing Technology Costs and strain on school budget

### Opportunities

*Look at internal processes and move them up the adoption curve to optimize them for both staff and parents.*

- Existing Technology
  - Google Docs - increased usage for both internal and external usage
- Additional Technology
  - Incident IQ Facilities - *Facility Repair Requests*
  - Incident IQ Events - *Facility Reservation/Public Calendaring (Launch Summer 2026)*
  - Opti-Signs - *online management of video boards*
  - Crisis-Go - *Emergency Management and Re-Unification*
  - Intelli-See - *AI powered threat detection for cameras*
  - Synergy OLR - *digitizing enrollment documents and automating Lottery Process*
  - Begun search for alternate SIS system (likely for Summer 2027)

### Threats

- Increasing Technology Costs and strain on school budget
- Cybersecurity/Phishing risks continue to evolve.

## SECTION 2: ADDRESSING WEAKNESSES AND THREATS

- Review technology lifecycles annually to plan replacements ahead of time.
- Review existing tech and find efficiencies for upcoming budget years
- Maintain focus on security through access controls and updates.
- Regularly review vendors and subscriptions for value and overlap.
- Continue documentation and process improvements to reduce risk.

### **Section 3: BUDGET/DEPARTMENT PLANNING**

- Replace devices and infrastructure based on lifecycle schedules.
- Maintain core systems supporting instruction, communication, and security.
- Continue investment in backups and system resilience.
- Subscription vs One-Time Purchases:
- Subscriptions: Annual operating costs for access, updates, and support.
- One-time purchases: Capital items with planned replacement cycles.

### **Section 4: ADDITIONAL NOTES & FUTURE PLANNING**

- Finalize the upcoming fiscal year technology budget.
- Confirm timing and funding for upcoming replacements.
- Continue improvements that support staff efficiency.

Support requested from the School Board:

- Ongoing support for proactive, planned technology investment.

### **ATTACHED DOCUMENTS:**

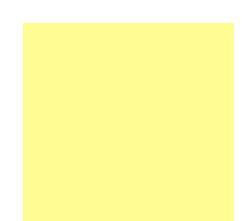
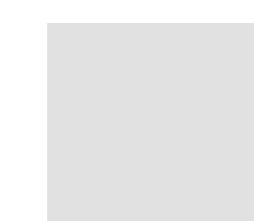
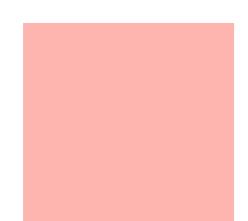
1. FY26 Tech Budget Detail
2. Mobile Labs
3. Chromebook Tentative Pricing
4. Security Camera List

# 1 FY26 Tech Budget Detail

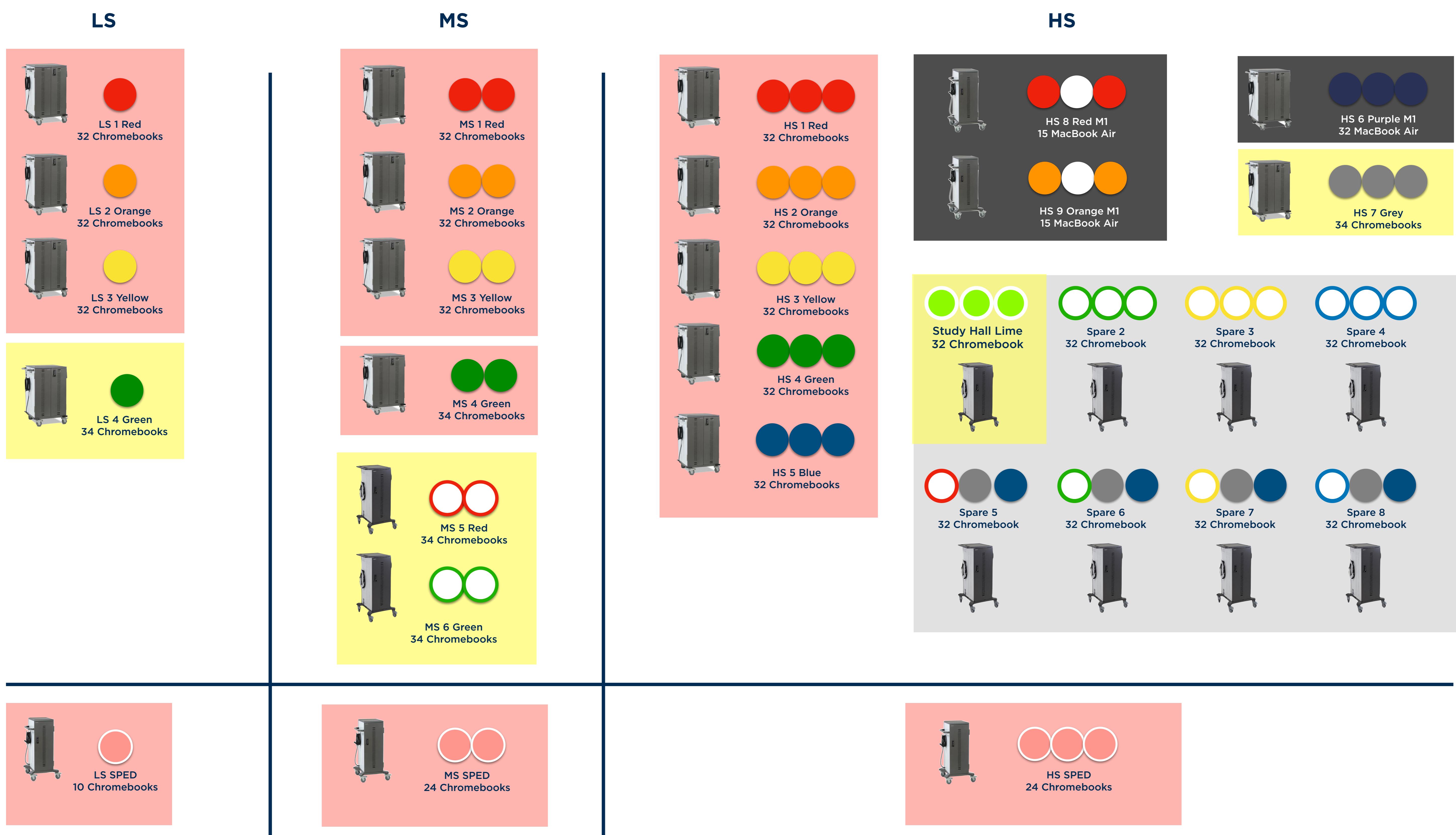
Type	Term/Replace	Start	End	Item			\$343,000
				Item	#	Price	Total
Communications				Building Internet	Year 4 of 5		
Agreement	5 Years	07/01/23	06/30/28	Arvig Fiber 1GB/1GB	12	\$544	\$6,528
Agreement	2 years	09/05/25	09/05/27	Building Internet-Backup	Year 1 of 2		
Agreement	4 Years	08/06/25	08/06/29	Comcast Business 350mb/35mb	12	\$146	\$1,752
Subscription	Monthly			Nature Center Comcast			
As Needed	Monthly			Phone Allowance- ED, FD , TD	1	\$1,250	\$1,250
Subscription	DONE			Avaya Cloud	4	\$4,223	\$16,892
Subscription	Monthly			Security Guard Phone Bill	1	\$1,272	\$1,272
Subscription	Monthly			Allstream	1	\$2,352	\$2,352
				Zoom			
				Zoom Phone - PRO-RATED 1st Year	1	\$4,890	\$4,890
Agreement	4 Years	08/06/25	08/06/29	Unlimited Calling			
Agreement	4 Years	08/06/25	08/06/29	Common Area			
Agreement	4 Years	08/06/25	08/06/29	Additional Phone Numbers			
Subscription	Annual	08/06/25	08/06/26	Zoom Meeting	24	\$150	\$3,600
Subscription	Annual	08/06/25	08/06/26	Zoom Webinar	0	\$690	\$0
				Miscellaneous	1	\$8,464	\$8,464
				Communications TOTAL			\$51,000
Software and Licenses (405/406)							
Subscription	Yearly			Region One Support and Hosting	1	\$15,200	\$15,200
Subscription	Yearly			Synergy OLR		\$5,706	\$0
Subscription	Yearly			Skyward/Iscorp	1	\$28,500	\$28,500
Subscription	Yearly			SchoolPay	1	\$500	\$500
Subscription	Yearly			Follett Destiny Resource Manager	1	\$1,000	\$1,000
Subscription	Yearly			Frontline			
				Front Line Central Solution	1	\$6,540	\$6,540
				Frontline (Recruiting & Hiring)	1	\$9,301	\$9,301
				Employee Evaluation	1	\$6,571	\$6,571
				Absence & Substitute Management	1	\$8,603	\$8,603
				Professional Learning	1	\$6,571	\$6,571
				Frontline MISC	1	\$14	\$14
				eBenefits Edge			
Subscription	Yearly			Quiklunch	1	\$4,150	\$4,150
Subscription	Yearly			Menu Planning (Health e-pro)	1	\$3,200	\$3,200
Subscription	Yearly			Website			
				Elementor Hosting	1	\$450	\$450
				Drone Footage for Site	1	\$500	\$500
				Icons8	1	\$240	\$240
				AddEvent	1	\$288	\$288
				SchedulePress Pro	1	\$37	\$37
				Website Misc.	1	\$85	\$85
Subscription	Yearly			Office 365	125	\$40	\$5,000
Subscription	Yearly			Bloomerang	1	\$3,200	\$3,200
Subscription	Yearly			OneCause	1	\$2,500	\$2,500
Subscription	Yearly			Classy	1	\$5,100	\$5,100
Subscription	Yearly			LexisNexis	1		
Subscription	Yearly			Gilbert (tech/facility inventory)	1	\$1,500	\$1,500
Subscription	Yearly			Airtable	1	\$1,300	\$1,300
Subscription	Yearly			School Messenger	1	\$2,600	\$2,600
Subscription	Yearly			MSBA Boardbook/Policy	1	\$4,800	\$4,800
Subscription	Yearly			Rschool Today	1	\$2,600	\$2,600
Subscription	Yearly			Hudl	1	\$2,000	\$2,000
Subscription	Yearly			Constant Contact	1	\$2,280	\$2,280
Subscription	Done			Printer Server Subscriptions			
				HP Care Pack Warranty Renewal	1	\$1,300	\$1,300
				Webroot Subscription	1	\$200	\$200
Subscription	Yearly			SMART Subscription (Tierney)	1	\$850	\$850
Subscription	Yearly			Membership Toolkit	1	\$500	\$500
Subscription	Yearly			Liden Technologies (Help Counter)	1	\$200	\$200
As Needed				VPP Credit	1	\$1,000	\$1,000
Subscription	Yearly			SpED Forms	1	\$4,800	\$4,800
Subscription	Yearly			Formstack	1	\$1,900	\$1,900
Subscription	Yearly			1Password for Teams	1	\$240	\$240
Subscription	Yearly			Naviance	1	\$2,450	\$2,450
Subscription	Yearly			Instructional Software	1	22,468	\$22,468
Subscription	Yearly			Movie Rights Licensing	1	\$700	\$700
Subscription	Yearly			Mosyle	1	\$2,500	\$2,500
Subscription	Yearly			Adobe	1	\$3,600	\$3,600
Subscription	Yearly			Simply Voting	1	\$700	\$700
Subscription	Yearly			Linkln Learning	0	\$0	\$0
Subscription	Yearly			ALICE	0	\$0	\$0
Subscription	Yearly			Paideia:Seminar Plan	0	\$0	\$0
Subscription	Yearly			Synology Backup	1	\$250	\$250
Agreement	3 Years	02/02/26	02/02/29	CrisisGO			
				Annual	0	\$5,325	\$0
				Onboarding	0	\$995	\$0
Agreement	3 Years	12/01/25	12/01/28	IntelliSee			
				Incident IQ	0	\$16,916	\$0
Subscription	Yearly			iQ Events		\$3,728	\$0
Subscription	Yearly			iQ Facilities		\$5,325	\$0
One Time				Onboarding		\$1,975	\$0
Subscription	Yearly			Opti-Signs Digital Signage	0	\$108	\$0
				Less: SPED	1	-\$3,800	-\$3,800
				Less: Parent Group	1		\$0
				Less: Development Contrib	1	-\$10,800	-\$10,800
				Less: Extracurricular	1	-\$4,600	-\$4,600
				Less: Food Service	1	-\$7,350	-\$7,350
				Miscellaneous	1	\$7,262	\$7,262
				Software/Licenses TOTAL			\$149,000
Technology Equipment (555/556)							
				Sonicwall	Year 1 of 3		\$10,800
One-Time	3 Years	07/01/25	07/01/28	Sonicwall NSA 5700	0	\$27,000	\$0
One-Time	-	-	-	Sonicwall Installation	0	\$960	\$0
				WIFI	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	Aruba 1 - 7205	0	\$9,500	\$0
One-Time	5 Years	07/01/23	07/01/28	Aruba 2 - 7205	0	\$9,500	\$0
				Aruba WAP	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	Aruba 505 (80)	0	\$500	\$0
One-Time	5 Years	07/01/23	07/01/28	Aruba 515 (5)	0	\$500	\$0
One-Time	5 Years	07/01/22	07/01/28	Aruba 377 (1)	0	\$1,100	\$0
One-Time	5 Years	07/01/23	07/01/28	Aruba Capacity License (80)	0	\$50	\$0
One-Time	5 Years	07/01/23	07/01/28	Aruba Firewall License (80)	0	\$50	\$0
One-Time	-	-	-	Labor	0	\$4,000	\$0
				MER (network closet)	Year 2 of 5		
One-Time	5 Years	07/01/24	07/01/29	Aruba 6100 - 48POE - (JL675A) (4)	0	\$3,000	\$0
One-Time	5 Years	07/01/24	07/01/29	Aruba 2540 - 48POE - (JL357A)(1)	0	\$3,000	\$0
				Battery Backup	Year 2 of 5		
One-Time	5 Years	07/01/24	07/01/29	CyberPower PR2200LCDSDL (4)	0	\$1,000	\$0
				TR1 (network closet)	Year 2 of 5		
One-Time	5 Years	07/01/24	07/01/29	Switches	Year 2 of 5		
One-Time	5 Years	07/01/24	07/01/29	Aruba 6100 - 48POE - (JL675A) (3)	0	\$3,000	\$0
One-Time	5 Years	07/01/24	07/01/29	Battery Backup	Year 2 of 5		
One-Time	5 Years	07/01/24	07/01/29	CyberPower PR2200LCDSDL (4)	0	\$1,000	\$0
				TR2 (network closet)	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	Switches	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	Aruba 6100 - 48POE - (JL675A) (7)	0	\$3,000	\$0
One-Time	5 Years	07/01/23	07/01/28	Battery Backup	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	CyberPower PR2200LCDSDL (2)	0	\$1,000	\$0
				TR3 - Aux Gym (network closet)	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	Switches	Year 3 of 5		
One-Time	5 Years	07/01/23	07/01/28	Aruba 6100 - 48POE - (JL675A) (1)	0	\$3,000	\$0
One-Time	5 Years	07/01/23	07/01/28	Battery Backup	Year 3 of 5		
One-Time	5 Years	07/01/23					

# 2 Mobile Labs

## Mobile Lab Age

	<b>3 Years</b> 07/01/24		<b>Over Five Years</b> Purchased Summer 2020, mixed models
	<b>5 Years</b> 02/10/21		<b>3 Years (M1 MacBook Air)</b> 07/01/23

## Mobile Lab Map



## Chromebook Auto-Update Expiration Date

Number of Chromebooks	Expiration
92	2021-08
123	2027-05
584	2029-05
105	2030-06

	Number	Price	Total
LS 1 Red	34	\$315	\$10,710
LS 2 Orange	34	\$315	\$10,710
LS 3 Yellow	34	\$315	\$10,710
LS 4 Green	34	\$315	\$10,710
MS 1 Red	34	\$315	\$10,710
MS 2 Orange	34	\$315	\$10,710
MS 3 Yellow	34	\$315	\$10,710
MS 4 Green	34	\$315	\$10,710
MS 5 Red	34	\$315	\$10,710
MS 6 Green	34	\$315	\$10,710
HS 1 Red	34	\$315	\$10,710
HS 2 Orange	34	\$315	\$10,710
HS 3 Yellow	34	\$315	\$10,710
HS 4 Green	34	\$315	\$10,710
HS 5 Blue	34	\$315	\$10,710
HS 7 Grey	34	\$315	\$10,710
Spare 1	34	\$315	\$10,710
Spare 2	34	\$315	\$10,710
Spare 3	34	\$315	\$10,710
Spare 4	34	\$315	\$10,710
Spare 5	34	\$315	\$10,710
Spare 6	34	\$315	\$10,710
Spare 7	34	\$315	\$10,710
Spare 8	34	\$315	\$10,710
LS SPED	10	\$315	\$3,150
MS SPED	24	\$315	\$7,560
US SPED	24	\$315	\$7,560
SPARES	30	\$315	\$9,450

Chrome Count	904
Chrome Price	\$ 315.00
Chrome TOTAL	\$ 284,760.00
<b>TOTAL</b>	<b>\$ 284,760.00</b>

# 3 Chromebook Tentative Pricing

## Per Lab Pricing

	Number	Price	Total
LS 1 Red	34	\$315	\$10,710
LS 2 Orange	34	\$315	\$10,710
LS 3 Yellow	34	\$315	\$10,710
LS 4 Green	34	\$315	\$10,710
MS 1 Red	34	\$315	\$10,710
MS 2 Orange	34	\$315	\$10,710
MS 3 Yellow	34	\$315	\$10,710
MS 4 Green	34	\$315	\$10,710
MS 5 Red	34	\$315	\$10,710
MS 6 Green	34	\$315	\$10,710
HS 1 Red	34	\$315	\$10,710
HS 2 Orange	34	\$315	\$10,710
HS 3 Yellow	34	\$315	\$10,710
HS 4 Green	34	\$315	\$10,710
HS 5 Blue	34	\$315	\$10,710
HS 7 Grey	34	\$315	\$10,710
Spare 1	34	\$315	\$10,710
Spare 2	34	\$315	\$10,710
Spare 3	34	\$315	\$10,710
Spare 4	34	\$315	\$10,710
Spare 5	34	\$315	\$10,710
Spare 6	34	\$315	\$10,710
Spare 7	34	\$315	\$10,710
Spare 8	34	\$315	\$10,710
LS SPED	10	\$315	\$3,150
MS SPED	24	\$315	\$7,560
US SPED	24	\$315	\$7,560
SPARES	30	\$315	\$9,450

## Total Pricing

Chrome Count	904
Chrome Price	\$ 315.00
Chrome TOTAL	\$ 284,760.00
<b>TOTAL</b>	<b>\$ 284,760.00</b>

Replace Half

Chrome Count	450
Chrome Price	\$ 315.00
Chrome TOTAL	\$ 141,750.00
<b>TOTAL</b>	<b>\$ 141,750.00</b>

5 Year Lease would be around \$30,000-\$40,000

25.0 100.10.0

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January 13, 2026 @ 2:30 PM - 4:15 PM, West Wing Room

Members Present:

Guests Present:

- A. Investment Report
- B. Business Office Updates
  - a. Consulting Firms
  - b. Budget Update
- C. Banking Relationship Interview Prep
  - a. Who?
  - b. Cash sweep capabilities
  - c. MMA checking
  - d. 5-10 questions/goals

**Signature Page**

**AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES TO  
ST. CROIX PREPARATORY ACADEMY CHARTER SCHOOL**

WHERFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

**For: St. Croix Preparatory Academy**  
**4260 Stagecoach Trail North**  
**Stillwater, MN 55082**

By: Name Jennifer Fuchs **Jennifer Fuchs**

Title Executive Director

Date 1/7/26

**For: School Management Services, LLC**  
**19750 Muirfield Circle**  
**Shorewood, MN 55331**

By: Name Todd Netzke **Todd Netzke**

Title President

Date 1/8/2024

S-Corp  
Federal I.D. #56-2545979  
SCORP – No 1099 Needed



## ST. CROIX PREPARATORY ACADEMY BOARD ELECTION 2025-2026

The following is a summary of the [board election update](#):

- The online Board Election will be held on May 4-5, 2026.
- The Board Nomination Form will be included in the Prep Weekly on January 30, 2026.
- Candidates must submit a Board Nomination Form by March 25, 2026.
- Board Candidate Questions will be sent to board candidates on March 26, 2026.
- The candidates' names will be published in the Prep Weekly on April 3, 2026. In addition, a blurb will be included regarding two household emails in the student information system in order to receive 2 ballots due April 23, 2026.
- Candidates will complete the Voter's Guide questions by April 9, 2026.
- The Executive Committee will request a meeting with all candidates to review expectations, responsibilities, & etc.
- The Voter's Guide will be included in the Prep Weekly on April 17, 2026.
- A Voter's Forum will only be held if the number of candidates warrants it.
- The deadline to update email addresses with the school is April 23, 2026.
- Upload parent and employee emails to SimplyVoting by April 30, 2026.
- All of the above dates will make St. Croix Prep in compliance with state statutes and its bylaws.

"Board elections must be held during the school year but may not be conducted on days when the school is closed." (Minn. Stat. 124E.07 Subd. 2). "At least sixty (60) days prior to the Corporation's School Board election, the Board of Directors, or its committee, will solicit nominations from teachers, parents/legal guardians, and community members, for all of the Director positions that will be filled at the next election." (SCPA Bylaws – Article IV, Section 4). "The board of directors must notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post this information on the school's website" (Minn. Stat. 124E.07 Subd. 5). "The board of directors must notify eligible voters of the candidates' names, biographies, and candidate statements at least ten calendar days before the election and post this information on the school's website" (Minn. Stat. 124E.07 Subd. 5).

- Seats up for re-election in 2026:
  - Parent seat: 2 seats (2-year term, 3-year term)
  - Teacher seat: 1 seat (3-year term)
  - Community member seat: 1 seat (3-year term)

## **ST. CROIX PREPARATORY ACADEMY APPLICATION**

*Adopted: 9/25/2018*

*Revised: \_\_\_\_\_*

*MSBA/MASA Model Policy 509 Charter*

*Orig. 2022 (as Charter Policy)*

*Rev. 2024*

### **509 ADMISSION AND ENROLLMENT**

#### **I. PURPOSE**

The purpose of this policy is to set forth admission and enrollment procedures that the charter school utilizes.

#### **II. GENERAL STATEMENT OF PURPOSE**

#### **III. ADMISSION LIMITATIONS**

A. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), may limit admission to:

1. pupils within an age group or grade level;
2. pupils who are eligible to participate in the graduation incentives program under Minnesota Statutes, section 124D.68; or
3. residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

B. The charter school shall comply with the Minnesota Human Rights Act, which prohibits educational institutions from discriminating against students based on a protected class including race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability.

C. Charter schools must disseminate information about the school's 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 at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population. The school must document its dissemination activities in the school's annual report. The school's dissemination activities must be a component of the authorizer's performance review of the school.

#### **IV. ENROLLMENT**

A. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.

B. Admission to a charter school must be free to any eligible pupil who resides within the state. A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with Minnesota Statutes, section 124E.11, paragraphs (a) to (f).

- C. The charter school must give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
- D. A person may not be admitted to the charter school (1) as a kindergarten pupil, unless the pupil is at least five (5) years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six (6) years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs A and B.
- E. Except as permitted in paragraphs D and I, the charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this section.
- F. The charter school or any agent of the school must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.
- G. Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act in Minnesota Statutes, sections 121A.40 to 121A.56.
- H. A charter school with at least ninety (90) percent of enrolled students who are eligible for special education services and have a primary disability of deaf or hard-of-hearing may enroll prekindergarten pupils with a disability under Minnesota Statutes, section 126C.05, subdivision 1, paragraph (a), and must comply with the federal Individuals with Disabilities Education Act under 34 Code of Federal Regulations, section 300.324, subsection (2), clause (iv).
- I. A charter school serving at least ninety (90) percent of enrolled students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing may give enrollment preference to students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing. The charter school may not limit admission based on the student's eligibility for additional special education services.

**Legal References:** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)  
Minn. Stat. § 124E.17 (Charter School Information)  
Minn. Stat. § 363A.13 (Educational Institution)

**Cross References:** None

## ST. CROIX PREPARATORY ACADEMY

Adopted: 8/15/2023

MSBA/MASA Model Policy 516.5 Charter

Orig. 2023

Revised: \_\_\_\_\_

Rev. 2025

### 516.5 OVERDOSE MEDICATION

#### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the charter school will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>1</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on charter school property during the school day or at charter school activities.

#### II. GENERAL STATEMENT OF POLICY

The charter school board authorizes charter school administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the charter school and its employees by law; (2) that the charter school and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

#### III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a charter school staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The charter school's Naloxone Coordinator is Jessica Skilling.
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the charter school's medical provider that

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<sup>1</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the internasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IM+) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF RESPONSIBILITIES**

- A. The charter school must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. Charter School Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the charter school will establish a charter school-wide collaborative planning and implementation team ("Charter School Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The Charter School Planning Team will include the Naloxone Coordinator and may include the Executive Director (or designee), health office personnel, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the Executive Director.
2. The Charter School Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by charter school staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The Charter School Planning Team will develop charter school-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the charter school (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, charter school employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect

of Naloxone and the continued need of recipients of additional medical care;

- b. Require charter school employees to contact a charter school healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
- c. Direct charter school employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
- d. Require charter school staff to inform the appropriate administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The Charter School Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

**E. Site Planning Teams**

1. In consultation with the Charter School Planning Team, the administrator at each school site may establish, in the manner the executive director or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, charter school-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and charter school wide procedures and guidelines.

**F. Charter School Staff**

Charter school staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The charter school allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

**V. NALOXONE STORAGE**

- A. The Site Planning Team will select an appropriate Naloxone storage location within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage location of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of

the storage locations will be shared only with those charter school staff members whom the Charter School Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

## **VI. Privacy Protections**

The charter school will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.224 (Opiate Antagonists)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)  
Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

**Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)

**Resources:** Minnesota Department of Health, [School Toolkit on Naloxone Administration in School Settings](#)