



St. Croix Preparatory Academy  
Board Meeting Agenda  
June 23, 2026

1. Call to Order	
2. Open Forum	
3. Seating New Board Members	
4. Board Calendar	3
5. Consent Agenda (Board Minutes, Executive Director Report)	
A. Board Minutes	8
B. Executive Director Report	11
C. Business Manager Report	13
D. Governance -- Policy Approval	36
208 - Development, Adoption, and Implementation of Policies (no previous policy)	
604/606 Forms - Formal Request for Alternative Instruction (no previous policy)	
660 - Honoring Deceased Staff and Students (no previous policy)	
721 - Procurement Policy (MSBA Updates-2nd read)	
1. Governance Manual-2 Technical Edits-Change Board Clerk to Board Secretary	81
2. Board Member Documents (Signing Electronically)	
a. Assurances	90
b. Oath of Office	96
c. Conflicts of Interest Statement	98
d. Conflict of Interest Acknowledgments and Disclosures	101
E. Contracts	
1. Deaf and Hard of Hearing	106
2. School Psychologist Contract	110
3. Youth Frontiers Contract	112
a. Nice Healthcare Contract	116
6. Agenda	
A. US Principal Report	130
B. MS Principal Report	132
C. LS Principal Report	134
D. Special Education Director Report	137
1. SPED RFP: Comparison Data Report	140
E. Activities Director Report	156
F. Approval of MSHSL Membership (Board Secretary Signature Required)	159
G. Employee Handbook	161
H. 26-27 Family and Student Handbook	182
I. Board Calendars: 2026-2027	220
J. Finance Committee Update	226

K. Policy Removal–Requires Approval SCPA 302 - Kindergarten Admission	227
L. Board Governance Committee Policy Review Procedure	228
M. Annual Finance Designations for Next year (Requires Signatures)	237
7. Closed Session - Annual Performance Evaluation of the Executive Director	
8. Reconvene Open Session	
9. Summary of Executive Director Evaluation	
10. Adjourn Meeting	



# st.croixprep

## ANNUAL BOARD CALENDAR 2025-2026

<b>July</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Student Fees	Bus Office/Finance	
Family Handbook Approval	J. Fuchs	
Seat New Board Members	Board Chair	
Foundation Update	M. Davis	
Conflict of Interest Form Disclosure	Bus Office/Finance	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>● Identified Official with Authority</li> <li>● Official Newspaper</li> <li>● Designation of Depository</li> <li>● Account Signatories</li> <li>● Collateralize Funds in Excess of FDIC Insurance</li> <li>● Delegation of Authority to Make Electronic Funds Transfers</li> </ul>	Board Chair	

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

<b>September</b>	<b>Responsible</b>	<b>Notes/Status</b>
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	Crisis Team	Moving to October due to policy updates needed and work on a crisis plan.
MDE Assurance of Compliance	J. Fuchs	
Q-Comp Goals	AC/Q-Comp Leaders	
Unaudited Financials FY 25 - Review	Bus Office/Finance	

<b>October</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	Bus Office/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	
Comprehensive Achievement and Civic Readiness (CACR)-Includes Staff Development(if ready)	J. Fuchs	

<b>November</b>	<b>Responsible</b>	<b>Notes/Status</b>
Snow Removal (Facilities) - approval for contract.	Bill Blotske	

Bi-Annual Report	Communications and Events Coordinator	
Policy Approval (Consent Agenda and 1st and 2nd read approval)	Chair	Investment Policy, done.
Policy 1st Read (Governance)	Governance Committee	
Governance Notes	Governance Committee	
Strategic Planning Notes	T. Gulbrasnen	
Finance Committee Notes	D. Smith	
Quarterly Financial Report	Bus Office/Finance	
MN State Statute Training (124E)	T. Gulbransen	

<b>December</b>	<b>Responsible</b>	<b>Notes/Status</b>
Affiliated Building Company Training	Bus Office/Finance	
Audit Acceptance	Bus Office/Finance	
FSCPA and Building Overview	B. Blotske	
Quarterly Report	Lower School Middle School Upper School Student Services	

<b>January</b>	<b>Responsible</b>	<b>Notes/Status</b>
Strategic Plan Discussion	Strategic Planning Team	
Board Election Timeframe Discussion	Governance	
Food Services Report	M. Thole	
Technology Report	C. Olson	
Quarterly Report	Activities Department	

<b>February</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	Bus Office/Finance	
Board Election Timeframe Discussion	Governance	
Approve School Calendar	J. Fuchs	
AIPAC concurrence/noncurrence	D. Thompson	

<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	Bus Office/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 Bi-Annual Report	Academic Coordinators	
Financial Statement Review	Bus Office/Finance	
Board Election Update	Governance	
Approve Annual Budget	Bus Office/Finance	
Curriculum Advisory Update (No approval)	J. Fuchs	
Literacy Plan	D. Thompson	
Bi-Annual Report	Communications and Events Coordinator	

<b>June</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Fees – 2026	Bus Office/Finance	
End of the Year Wrap Up Report	Lower School Middle School Upper School Student Services Activities Department	
New Board Member Training	Governance	
Introduction of Family Handbook	J. Fuchs	
Introduction of Employee Handbook	T. Smith	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>● Identified Official with Authority</li> <li>● Official Newspaper</li> <li>● Designation of Depository</li> <li>● Account Signatories</li> <li>● Collateralize Funds in Excess of FDIC Insurance</li> <li>● Delegation of Authority to Make Electronic Funds Transfers</li> </ul>	Board Chair	

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

**Members Absent:** None

**Remote Board Members:** None

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

**Board Clerk:** Janel Coleman

**Guests:** None

1. Call to order: T. Gulbransen called the meeting to order at **6:00 PM**.

2. Open Forum - None

3. [Board Calendar](#)

4. **Consent Agenda**

a. Board Minutes

i. [April 28, 2026 SCPA Board Minutes](#)

b. Executive Director's Report

i. [ED Report 5\\_19\\_26](#) - J. Fuchs

c. Governance — Policy Approval

i. [613 Charter 040626](#)

ii. [513 CLEAN Charter 10152025](#)

- Motion to Approve the Consent Agenda: A. Galati
- Second: K. Osberghaus
- Approved: All

5. **Agenda**

a. Compensation Plan

i. [Compensation Plan 2026-27 - Summary for the Board 05.19.2026](#)

- ii. [SCPA Compensation Plan 2026-27 DRAFT](#)
  - iii. Motion to Approve: R. Thorson
  - iv. Second: A. Galati
  - v. Approved: All
- b. RFP: Bread, Milk and Prime Vendor: Food Services Department
- i. [2627 RFP Matrix Bread, Milk, Prime Vendor](#)
  - ii. Motion to approve: R. Thorson
  - iii. Second: A. Galati
  - iv. Approved: All
- c. [Communications and Events Board Report May 2026](#)
- d. Q-Comp Updates: 2026-2027: Approval Needed
- i. [26- 27 Q Comp Program UPDATE Form for May 19th Board Meeting](#)
  - ii. Motion to Approve: A. Galati
  - iii. Second: K. Osberghaus
  - iv. Approved: All
- e. Q-Comp Report Presentation/Approval needed (Bi-Annual Report)
- i. [25-26 SCPA Q Comp Report](#)
  - ii. [Spring 2026 Academic Coordinators Bi-Annual Report to the Board](#)
  - iii. Motion to Approve: R. Thorson
  - iv. Second: K. Osberghaus
  - v. Approved: All
- f. Curriculum Advisory Update-Social Studies Curriculum Approval
- i. [2026 SS Curriculum Adoption Presentation](#)
  - ii. Motion to Approve: A. Galati
  - iii. Second: J. Johnson

- iv. Approved: All
- g. Literacy Plan
  - i. [25-26 Local Literacy Plan Board Presentation](#)
  - ii. Motion to Approve: B. Hajlo
  - iii. Second: A. Galati
  - iv. Approved: All
- h. Annual Election of Board Officers (Chair, Vice Chair, Secretary, Treasurer)
  - i. Nominations: T. Gulbransen as the Chair; R. Thorson as the Vice Chair; H. Gonzalez as the Secretary; D. Smith as the Treasurer. Unanimous “yes” votes for all nominations.
- i. Board Election Update
- j. Finance Committee Update
  - i. [5\\_12\\_26 FC Agenda -Public-](#)
- k. [Retention Process Update](#)
- l. Policies -1st Reading
  - i. [721 Clean 022026](#)
- m. Board Training: Fiduciary Obligations
  - i. [SCPA\\_Fiduciary\\_Training\\_FIXED](#)

**Adjournment: 7:25 PM**

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

Respectfully Submitted by J. Coleman, St. Croix Preparatory Academy Board Secretary



## Executive Director's Report to the Board

Date of Report: June 16, 2026

Report Prepared By: Jenn Fuchs, Ph.D.

### Priority 1: Academic Excellence

**Focus: Alignment of curriculum, continuous improvement, and evolving needs.**

- **Curriculum Adoption:** Seeking formal Board approval for the proposed Social Studies curriculum purchase.

### Priority 2: Culture and Organizational Alignment

**Focus: Unified culture, safety, shared norms, and policy compliance.**

- **End-of-Year Celebrations:** Successfully marked the close of the academic year with a robust line-up of community events, including the Graduation, annual Student Award Ceremony, MS/US Marathon Reward Field Day, and Music Concerts.
- **Handbook Administration:** The 2026-2027 Family & Student Handbook has been reviewed and updated over the past year. Many individuals have been involved in updating the 26-27 handbook.

### Priority 3: People and Professional Excellence

**Focus: Developing faculty, investing in people, and professional growth.**

- **Staff Development Planning:** The Staff Development Committee held its final seasonal session to evaluate annual staff survey data and establish strategic developmental themes for the 2026-2027 school year.
- **Q-Comp Reporting Requirements:** Following state legislative wrap-up notifications confirming Q-Comp parameters remain stable for the upcoming year.
- **Administrative Evaluations:** Executing leadership evaluation sessions

during the week of June 8.

#### **Priority 4: Financial Sustainability and Stewardship**

**Focus: Stewardship, diversifying revenue, and aligning resources.**

- **Budget and Oversight:** Maintained regular consultations with the Finance Committee and School Management Services (Todd Netzke) regarding ongoing financial oversight and year-end reports and reconciliations.
- **Annual Memberships:** Processed the 2026-2027 Minnesota School Boards Association (MSBA) associate membership and policy services renewals to ensure continuous legal assistance, insurance trust access, and policy framework synchronization through June 2027.

#### **Priority 5: Strategic Communication and Brand Development**

**Focus: Trust, transparency, and telling the school's story.**

- **Institutional Resolutions:** Placed the formal 2026-2027 MSHSL (Minnesota State High School League) Resolution for Membership onto the June Board agenda to formally delegate athletic oversight.

Date (UTC)	First Name	Last Name	Clean Merchant Name	Amount	Notes	Code
5/27/26	Marianne	Thole	Acapulco Mexican Res	(\$1,751.92)	EOY staff lunch and D Keyes retirement	01 E 005 640 000 000 490
5/11/26	Chad	Olson	Accessibleweb.com	(\$49.00)	tech subscriptions	01 E 005 605 000 000 405
5/23/26	David	Ogura	Ace Hardware	(\$8.49)	Hardware to repair table carts	01 E 005 810 000 000 401
5/2/26	Claire	Fiedler	Adobe	(\$21.76)	adobe for digital photo classes	01 E 030 212 000 000 406
5/1/26	Chad	Olson	Adobe	(\$288.91)	tech subscriptions	01 E 005 605 000 000 405
5/27/26	Beth	Grubisch	American Red Cross	(\$756.00)	2026 semester 2 CPR certificates	01 E 030 211 184 000 369
5/22/26	Carrie	Hamm	Amplyus	(\$2,423.00)	MacKenzie Bilunas' PO	
5/24/26	Beth	Grubisch	AT&T	(\$79.40)	building monitor cell phone	01 E 005 110 000 000 320
					Senior gifts	
5/19/26	Susan	Peterson	Birdie Alarm	(\$77.94)		01 E 005 107 336 000 401
5/13/26	Beth	Grubisch	Blue Ribbon Cleani	(\$23,044.47)	monthly cleaning	01 E 005 810 000 000 305
5/12/26	Theresa	Seichter	Branch Furniture	(\$390.87)	office chair for Bill Blotske	01 E 005 810 000 000 401
5/27/26	Bill	Blotske	Brookview Golf	(\$502.27)	golf rounds 5/26/26	01 E 010 298 209 000 369
					Middle School PG funding request- gift cards for staff bingo	
5/8/26	Arlene	Nunez	Bruegger's Bagel	(\$30.00)		01 E 005 107 263 000 401
5/5/26	Bill	Blotske	Carefree Self Storage Hud	(\$127.50)	facility storage	01 E 005 810 000 000 335
					Middle School PG funding request- gift cards for staff bingo	
5/8/26	Arlene	Nunez	Caribou Coffee	(\$50.00)		01 E 005 107 263 000 401
5/28/26	Susan	Peterson	Circle K	(\$12.76)	Ice for Senior Lunch	01 E 005 107 336 000 490
5/28/26	David	Ogura	Circle K	(\$98.33)	Mower and small engine fuel	01 E 005 810 000 000 401
					Fuel for mower	
5/21/26	David	Ogura	Circle K	(\$80.50)	receipt did not print	01 E 005 810 000 000 401
5/8/26	David	Ogura	Circle K	(\$50.04)	Fuel for mower	01 E 005 810 000 000 401
5/22/26	Chad	Olson	Comcast	(\$201.54)	school backup internet	01 E 005 110 000 000 320
5/11/26	Chad	Olson	Comcast	(\$114.69)	nature center internet	01 E 005 110 000 000 320
5/29/26	Susan	Peterson	Constant Contact	(\$282.15)	May 2026 Constant Contact subscription	01 E 005 605 000 000 405
5/27/26	Beth	Grubisch	Costco	(\$83.41)	senior lunch	01 E 030 211 336 000 490
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)	Room for 3 students for Catalina trip	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	\$191.51	Room for 3 students for Catalina trip	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)	Room for 3 students for Catalina trip	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)	Room for 3 students for Catalina trip	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)	Room for 3 students for Catalina trip	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)	Room for 3 students for Catalina trip	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)	Room for chaperone for Catalina trip	04 E 005 585 342 000 366
					We should only have been charged for 7 rooms- looks like two additional? They accidentally checked us into 8 rooms, but said the charge would fall off in 5-7 days.	
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)		04 E 005 585 342 000 366
					We should only have been charged for 7 rooms- looks like two additional? They accidentally checked us into 8 rooms, but said the charge would fall off in 5-7 days.	
5/11/26	Rita	Thorson	Crowne Plaza Hotels & Reso	(\$191.51)		04 E 005 585 342 000 366
5/13/26	Medora	Benson	Cub Foods	(\$43.71)	Concessions	01 R 005 000 329 000 619

Date (UTC)	First Name	Last Name	Clean Merchant Name	Amount	Notes	Code
5/8/26	Arlene	Nunez	Cub Foods	(\$60.00)	8th grade moving up party prizes (gift cards)	01 E 005 107 263 000 401
5/4/26	Arlene	Nunez	Cub Foods	(\$23.94)	Staff appreciation week	01 E 005 107 263 000 401
5/19/26	Angela	Lee	Dairy Queen	(\$165.05)	from student council funds reward for can collection drive	01 E 010 298 199 000 490
5/14/26	Rita	Thorson	DELTA AIR Baggage Fee	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/14/26	Rita	Thorson	Delta Airlines	(\$35.00)	2 receipts covering each individual flight for all travelers	04 E 005 585 342 000 366
5/22/26	Susan	Peterson	Dollar Tree	(\$206.53)	Senior Party supplies and gift cards	01 E 005 107 336 000 401
5/17/26	Marianne	Thole	Dollar Tree	(\$6.53)	Oven cleaner for kitchen ovens - year end cleaning	02 E 005 770 000 701 401
5/2/26	Arlene	Nunez	Dollar Tree	(\$32.66)	Staff appreciation week	01 E 005 107 263 000 401
5/16/26	Beth	Grubisch	Edge Resort & Waterpar	(\$10,007.25)	music dept Duluth trip hotel	04 E 005 585 293 000 401
5/22/26	Beth	Grubisch	Edpuzzle Pro Teacher	(\$11.50)	C Miller subscription	01 E 030 260 000 000 406
5/20/26	Bill	Blotske	Enterprise	(\$159.74)	vehicle rental for golf meet transportation	01 E 010 298 209 717 360
5/17/26	David	Ogura	GE Appliances	(\$185.12)	Replacement shelf for breakroom refrigerator	01 E 005 810 000 000 401
5/30/26	Bill	Blotske	Gertens Retail Igh	(\$460.25)	mulch	01 E 005 810 000 000 401
5/29/26	Lauren	Moore	Highland National	(\$145.00)	golf team rounds	01 E 010 298 209 000 369
5/27/26	Lauren	Moore	Highland National	(\$207.00)	golf team rounds	01 E 010 298 209 000 369
6/1/26	Chad	Olson	lcons .com	(\$32.90)	tech subscriptions	01 E 005 605 000 000 405
5/1/26	Chad	Olson	lcons .com	(\$32.90)	tech subscriptions	01 E 005 605 000 000 405
5/16/26	Angela	Lee	Kemmetmueller Phot	(\$450.00)	Graduation 2026	01 E 030 211 217 000 401
5/12/26	Beth	Grubisch	Kona Ice of Ne Twi	(\$296.00)	8th grade party hosted by parent group	01 E 005 107 263 000 490
5/2/26	Susan	Peterson	Kona Ice of Ne Twi	(\$525.00)	MS/US marathon field day reward	01 E 005 107 332 000 490
5/21/26	Bill	Blotske	Kwik Trip	(\$43.72)	gas for vehicle rental for golf team transportation	01 E 010 298 209 000 401

Date (UTC)	First Name	Last Name	Clean Merchant Name	Amount	Notes	Code
5/8/26	Terri	Ellingson	Lakeshore Learning Mat	(\$85.96)	ELL/Mast/All Divisions PO 11260499	01 E 010 219 000 317 430
5/16/26	Beth	Grubisch	Literati Book Fairs	(\$3,143.55)	May book fair proceeds to remit to Literati	01 R 005 000 306 000 619
5/16/26	David	Ogura	Lowe's	(\$35.16)	Stakes for sign	01 E 005 810 000 000 401
5/8/26	Arlene	Nunez	Mabel's Ice Cream	(\$60.00)	8th grade moving up party - prizes	01 E 005 107 263 000 401
5/18/26	Bill	Blotske	Menards	(\$34.01)	disc cultivator	01 E 005 810 000 000 401
5/19/26	Carrie	Hamm	Michaels	(\$19.57)	gift wrap for Deb Keye's retirement gift 1 1/4	01 E 005 110 000 000 401
5/7/26	Medora	Benson	Michaels	(\$8.63)	Balloons for Signing Day Ceremony	01 E 010 298 101 000 401
5/20/26	Beth	Grubisch	Minnesota Associat	(\$907.00)	annual dues for Jenn F	01 E 005 110 000 000 820
5/6/26	Beth	Grubisch	Molecular Design	(\$720.00)	Foundation Grant - US Science PO 11260474	Due from Foundation
5/22/26	Angela	Lee	Nassp Product & Service	(\$385.00)	FY27 NHS membership dues	01 E 010 298 253 000 820
5/5/26	Bill	Blotske	Nightlock	(\$180.05)	safety black out curtains for doors with windows	01 E 005 810 000 000 401
5/11/26	Rita	Thorson	Nikos Pizzeria	(\$249.04)	Sunday night dinner in walking distance to the hotel	04 E 005 585 342 000 366
5/11/26	Rita	Thorson	Nikos Pizzeria	(\$162.11)	Sunday night dinner in walking distance to the hotel	04 E 005 585 342 000 366
5/12/26	Angela	Lee	OpenAI	(\$20.00)	ChatGPT for A Bagwell	01 E 030 270 000 000 406
5/11/26	Chad	Olson	OpenAI	(\$20.00)	tech subscriptions	15
5/21/26	Bill	Blotske	Puma Golf	(\$147.50)	spiritwear for JV golf coach because he didn't receive a team polo	01 E 010 298 209 000 401
5/20/26	Rita	Thorson	Ride	(\$44.00)	catalina trip ride to/from airport	04 E 005 585 342 000 366
5/20/26	Rita	Thorson	Ride	(\$52.00)	catalina trip ride to/from airport	04 E 005 585 342 000 366
5/31/26	Susan	Peterson	Sam's Club	(\$481.61)	Treats for senior grad reception	01 E 005 107 263 000 490
5/29/26	Susan	Peterson	Sam's Club	(\$129.82)	Senior Party supplies and addl gifts	01 E 005 107 336 000 401
5/28/26	Susan	Peterson	Sam's Club	(\$148.40)	Senior Lunch supplies	01 E 005 107 336 000 490
5/28/26	Marianne	Thole	Sam's Club	(\$54.83)	cupcakes for EOY staff lunch and D Keyes retirement	01 E 005 640 000 000 490
5/15/26	Medora	Benson	Sam's Club	(\$192.26)	concessions	01 R 005 000 329 000 619
5/10/26	Arlene	Nunez	Sam's Club	\$37.96	Staff appreciation week refund for defective cake pops	01 E 005 107 263 000 490
5/9/26	Arlene	Nunez	Sam's Club	(\$19.80)	Staff Appreciation Week	01 E 005 107 263 000 490
5/8/26	Arlene	Nunez	Sam's Club	(\$20.55)	Staff appreciation week desserts	01 E 005 107 263 000 490
5/8/26	Arlene	Nunez	Sam's Club	(\$185.92)	Staff Appreciation Week-desserts	01 E 005 107 263 000 490
5/7/26	Arlene	Nunez	Sam's Club	(\$181.04)	Staff Appreciation Week	01 E 005 107 263 000 490
5/7/26	Arlene	Nunez	Sam's Club	\$15.92	Refund-staff appreciation	01 E 005 107 263 000 490
5/7/26	Arlene	Nunez	Sam's Club	\$5.34	Refund-staff appreciation	01 E 005 107 263 000 490
5/6/26	Arlene	Nunez	Sam's Club	(\$161.27)	Staff Appreciation Week	01 E 005 107 263 000 490
5/6/26	Arlene	Nunez	Sam's Club	(\$5.55)	Staff Appreciation Week	01 E 005 107 263 000 490

Date (UTC)	First Name	Last Name	Clean Merchant Name	Amount	Notes	Code
5/3/26	Deanna	Thompson	Sam's Club	(\$56.92)	This purchase was for Parent Group for a MS event grant	01 E 005 107 263 000 490
5/3/26	Deanna	Thompson	Sam's Club	(\$106.24)	Pizza dinner supplies	04 E 005 585 339 000 490
5/2/26	Arlene	Nunez	Sam's Club	(\$56.34)	Staff appreciation week paper supplies	01 E 005 107 263 000 401
5/2/26	Arlene	Nunez	Sam's Club	(\$126.44)	Staff appreciation week breakfast items	01 E 005 107 263 000 490
5/1/26	Susan	Peterson	Sam's Club	(\$16.73)	Plates for marathon reward field day	01 E 005 107 332 000 401
6/1/26	Bill	Blotske	Scheels	(\$173.64)	gift for graduating golfers	04 E 005 585 312 000 401
5/2/26	Susan	Peterson	Simply Voting Inc	(\$708.80)	Invoice for Simply Voting - school board election May 2026	01 E 005 010 000 000 405
5/30/26	Susan	Peterson	St Croix Boat & Packet	(\$3,390.00)	Balance for the Senior Party boat rental	01 E 030 211 217 000 401
5/10/26	Arlene	Nunez	Starbucks	(\$60.00)	Middle School PG funding request- staff bingo	01 E 005 107 263 000 401
5/19/26	Beth	Grubisch	Stericycle Inc	(\$319.70)	shredding	01 E 005 810 000 000 305
5/6/26	Angela	Lee	Steve Weiss Music	(\$123.50)	PO-0011260490 replacement parts for percussion	01 E 020 358 000 000 430
5/6/26	Angela	Lee	Steve Weiss Music	(\$73.94)	DeCaro PO-0011260491 replacement parts for percussion instruments	01 E 020 358 000 000 430
5/30/26	Beth	Grubisch	Stillwater Sprouts	(\$192.00)	Full Tray	02 E 005 770 000 699 490
5/9/26	Beth	Grubisch	Stillwater Sprouts	(\$256.00)	Full Tray	02 E 005 770 000 699 490
5/6/26	Angela	Lee	SupplyHouse	(\$10.76)	DeCaro - PO 0011260492 replacement parts for percussion instruments	01 E 020 358 000 000 430
5/20/26	Susan	Peterson	Target	(\$815.46)	Gifts for Senior Party	01 E 005 107 336 000 401
5/20/26	Susan	Peterson	Target	(\$75.00)	Gift cards for Senior Party	01 E 005 107 336 000 401
5/8/26	Arlene	Nunez	Target	(\$80.00)	8th grade moving up party - prizes	01 E 005 107 263 000 401
5/8/26	Arlene	Nunez	Target	(\$60.00)	Middle School PG funding request- gift cards for staff bingo	01 E 005 107 263 000 401
5/6/26	Bill	Blotske	The Home Depot	(\$211.97)	electric portable inflator	01 E 005 810 000 000 401
6/1/26	Susan	Peterson	Trader Joe's	(\$29.54)	GF treats for senior grad reception	01 E 005 107 263 000 490
5/8/26	Arlene	Nunez	Trader Joe's	(\$4.49)	Staff Appreciation Week - desserts	01 E 005 107 263 000 490
5/9/26	Angela	Lee	Trophydepot	(\$367.31)	Brown - US Student Council Fund - Student Choice award	01 E 010 298 199 000 401
5/11/26	Rita	Thorson	Tsa Confirmid Fee	(\$45.00)	Parker had just turned 18 and did not have a real ID yet, so he had to pay this fee in order to get through security	04 E 005 585 342 000 366
5/15/26	Lauren	Moore	Up Applewood Hills	(\$481.52)	golf team rounds	01 E 010 298 209 000 369
5/29/26	Lauren	Moore	Up Oak Glen	(\$42.00)	golf team rounds	01 E 010 298 209 000 369
5/19/26	Carrie	Hamm	US Postal Service	(\$7.20)	certified mail for IRS letter, per Jenn F	01 E 005 110 000 000 329
5/12/26	Kelly	Vossen	Valleyfair	(\$9,870.00)	MS valleyfair field trip tickets	01 E 020 211 183 000 369
5/20/26	Medora	Benson	Vistaprint	(\$612.78)	Prep Open postcards & mailing	01 E 005 107 328 000 401

Date (UTC)	First Name	Last Name	Clean Merchant Name	Amount	Notes	Code
5/8/26	Carrie	Hamm	Vistaprint	(\$45.70)	Updated book stamp for textbooks	01 E 005 110 000 000 401
5/30/26	Jenn	Fuchs	Volunteers of America	(\$350.00)	MN Charter Leadership Conference for Jenn Fuchs	01 E 005 640 000 000 366
5/14/26	Susan	Peterson	Walgreens	(\$22.54)	Congrats Graduates banner	01 E 005 107 336 000 401
5/7/26	Medora	Benson	Walgreens	(\$117.00)	Signage for the Senior Signing Day Ceremony	01 E 010 298 101 000 401
5/8/26	Nichole	Zacharias	Walmart	(\$19.94)	dessert for Friday teacher week	01 E 005 107 263 000 490
5/8/26	Nichole	Zacharias	Walmart	(\$50.32)	Friday dessert day for teacher week	01 E 005 107 263 000 490
5/7/26	Nichole	Zacharias	Walmart	(\$82.23)	teacher week for Friday desert day	01 E 005 107 263 000 490
5/1/26	Beth	Grubisch	Waste Management	(\$4,689.51)	trash & recycling April 2026	01 E 005 810 000 000 330
5/30/26	Beth	Grubisch	WebstaurantStore	(\$146.12)	forks for lunchroom PO 11260504	02 E 005 770 000 701 401
5/27/26	Beth	Grubisch	WebstaurantStore	(\$413.00)	stools for LS art classroom PO 11260502	01 E 010 212 000 000 401
5/17/26	Arlene	Nunez	Woodbury Theatre	(\$350.00)	4 th grade moving up movie day	01 E 005 107 263 000 490
5/1/26	Chad	Olson	Xfanatical Foresight	(\$10.00)	tech subscriptions	01 E 005 605 000 000 405
5/7/26	Beth	Grubisch	Zayo Groupllc	(\$276.28)	elevator phone line	01 E 005 110 000 000 320



**GENERAL FUND - REVENUE**

REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	May 31, 2026	Budget Remaining	May 31, 2026	May 31, 2025	May 31, 2024	Current YTD vs. Prior YTD	May 31, 2025	May 31, 2024
							% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	14,701,457	15,138,093	15,206,840	15,673,509	12,704,251	2,969,258	81.1%	79.2%	78.2%	719,605	11,984,646	11,503,600
FEDERAL	577,013	283,139	266,400	287,437	17,134	270,303	6.0%	69.1%	82.0%	(178,608)	195,742	473,061
LOCAL (FEES, INTEREST, ETC.)	1,352,390	1,536,704	1,251,500	1,289,130	1,131,744	157,386	87.8%	66.4%	84.0%	111,044	1,020,700	1,136,448
<b>TOTALS</b>	<b>16,630,859</b>	<b>16,957,935</b>	<b>16,724,740</b>	<b>17,250,076</b>	<b>13,853,129</b>	<b>3,396,947</b>	<b>80.3%</b>	<b>77.8%</b>	<b>78.8%</b>	<b>652,041</b>	<b>13,201,088</b>	<b>13,113,109</b>

**GENERAL FUND - EXPENDITURES BY OBJECT SERIES**

OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	May 31, 2026	Budget Remaining	May 31, 2026	May 31, 2025	May 31, 2024	Current YTD vs. Prior YTD	May 31, 2025	May 31, 2024
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SALARIES & WAGES	9,109,771	9,004,470	9,045,486	9,554,297	8,457,954	1,096,343	88.5%	82.8%	84.0%	1,000,081	7,457,873	7,653,974
EMPLOYEE BENEFITS	2,098,029	2,302,779	2,482,199	2,575,667	2,143,199	432,468	83.2%	84.9%	84.8%	187,909	1,955,290	1,778,878
PURCHASED SERVICES	2,259,453	1,978,168	1,935,493	1,877,686	1,778,396	99,290	94.7%	94.3%	94.8%	(87,356)	1,865,752	2,142,654
SUPPLIES	838,546	1,062,280	1,090,993	789,543	658,963	130,580	83.5%	91.7%	88.7%	(315,619)	974,582	743,537
EQUIPMENT	2,422,026	2,184,394	2,106,578	2,171,862	1,989,137	182,725	91.6%	95.4%	102.4%	(95,755)	2,084,891	2,479,349
OTHER EXPENDITURES	57,743	260,676	38,000	268,242	58,433	209,809	21.8%	23.7%	97.4%	(3,389)	61,822	56,269
<b>TOTALS</b>	<b>16,785,568</b>	<b>16,793,511</b>	<b>16,698,749</b>	<b>17,238,064</b>	<b>15,086,081</b>	<b>2,151,983</b>	<b>87.5%</b>	<b>85.8%</b>	<b>88.5%</b>	<b>685,126</b>	<b>14,400,955</b>	<b>14,854,662</b>

**GENERAL FUND - EXPENDITURES BY PROGRAM SERIES**

PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	May 31, 2026	Budget Remaining	May 31, 2026	May 31, 2025	May 31, 2024	Current YTD vs. Prior YTD	May 31, 2025	May 31, 2024
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SITE ADMINISTRATION	905,215	1,004,908	1,071,658	1,118,743	952,569	166,174	85.1%	87.1%	88.1%	77,095	875,474	797,430
DISTRICT ADMINISTRATION	260,143	312,877	300,013	277,638	265,481	12,157	95.6%	82.1%	90.6%	8,608	256,874	235,597
SUPPORT SERVICES	1,502,389	1,862,644	1,696,294	1,597,680	1,342,328	255,352	84.0%	89.2%	88.7%	(319,314)	1,661,642	1,332,371
REGULAR INSTRUCTION	5,582,257	5,178,637	5,165,043	5,870,333	5,076,642	793,692	86.5%	80.0%	83.3%	936,312	4,140,330	4,652,345
EXTRA-CURRICULAR ACTIVITES	471,017	425,796	432,450	377,558	439,273	(61,716)	116.3%	80.4%	78.2%	97,006	342,267	368,550
VOCATIONAL INSTRUCTION	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-	-
SPECIAL EDUCATION	3,226,360	3,401,320	3,427,212	3,347,431	2,845,204	502,226	85.0%	84.4%	87.2%	(26,234)	2,871,438	2,813,031
INSTRUCTIONAL SUPPORT	928,138	888,683	872,743	877,598	680,621	196,977	77.6%	78.1%	83.2%	(13,006)	693,627	772,133
PUPIL SUPPORT SERVICES	420,363	452,190	457,450	481,114	406,266	74,848	84.4%	82.8%	87.4%	31,653	374,612	367,238
FACILITIES	3,436,065	3,203,485	3,215,386	3,214,969	3,006,643	208,326	93.5%	97.4%	100.8%	(115,077)	3,121,720	3,462,345
OTHER FINANCING USES	53,620	62,971	60,500	75,000	71,055	3,945	94.7%	100.0%	100.0%	8,084	62,971	53,620
<b>TOTALS</b>	<b>16,785,568</b>	<b>16,793,511</b>	<b>16,698,749</b>	<b>17,238,064</b>	<b>15,086,081</b>	<b>2,151,983</b>	<b>87.5%</b>	<b>85.8%</b>	<b>88.5%</b>	<b>685,126</b>	<b>14,400,955</b>	<b>14,854,662</b>



<b>ACTIVITY - OTHER FUNDS</b>							May 31, 2026	May 31, 2025	May 31, 2024			
	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	May 31, 2026	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. Prior YTD	May 31, 2025	May 31, 2024
<b>REVENUE</b>												
FOOD SERVICE	804,989	811,657	834,500	830,000	784,962	45,038	94.6%	85.5%	88.1%	90,787	694,174	709,308
COMMUNITY EDUCATION	205,914	207,486	163,000	224,779	266,016	(41,237)	118.3%	89.7%	89.1%	79,844	186,172	183,412
							May 31, 2026	May 31, 2025	May 31, 2024			
<b>EXPENDITURES</b>												
FOOD SERVICE	714,937	767,496	810,000	826,805	665,674	161,131	80.5%	87.4%	86.5%	(5,415)	671,089	618,187
COMMUNITY EDUCATION	223,813	218,435	175,000	223,011	211,214	11,798	94.7%	89.2%	76.4%	16,285	194,928	171,083
<b>SUMMARY - ALL FUNDS</b>							May 31, 2026	May 31, 2025	May 31, 2024			
<b>SUMMARY</b>												
REVENUE	19,741,871	20,065,446	17,722,240	20,369,854	16,107,835	4,262,020	79.1%	79.7%	80.7%	111,857	15,995,978	15,926,036
EXPENDITURES	19,801,050	19,798,956	17,683,749	19,841,336	17,374,380	2,466,956	87.6%	86.1%	88.0%	334,613	17,039,767	17,116,726
SPENDING VARIANCE	(59,179)	266,490	38,491	528,519	(1,266,546)	N/A	N/A	N/A	N/A	(222,756)	(1,043,789)	(1,490,690)

# St. Croix Preparatory Academy

Cash Flow Projection FY26

As of May 31, 2026

	FY 25-26 State CY	FY 25-26 State PY	Other Local Receipts	Comm Service	Food Service	Total Inflows	Payroll Disbursements	Acct Payable Disbursements/Wires	Total Outflows	Estimated Accumulative Cash Balance	Cash on Hand
July	1,086,792		120,611	4,919	625	<b>1,212,947</b>	321,493	1,177,527	<b>1,499,020</b>	\$ 4,913,567	\$ 4,913,567
August	1,092,996		1,101,038	155,001	10,576	<b>2,359,611</b>	911,554	393,104	<b>1,304,658</b>	4,627,494	4,627,494
September	1,167,786		623,288	202,119	37,131	<b>2,030,324</b>	1,072,516	604,691	<b>1,677,207</b>	5,682,447	5,682,447
October	1,199,860		311,935	160,611	96,534	<b>1,768,940</b>	957,679	658,557	<b>1,616,236</b>	6,035,564	6,035,564
November	1,220,414		668	127,258	91,695	<b>1,440,035</b>	1,033,402	496,625	<b>1,530,027</b>	6,188,268	6,188,268
December	1,167,321	2,958	52,178	74,757	85,598	<b>1,382,812</b>	1,014,030	431,036	<b>1,445,066</b>	6,098,276	6,098,276
January	980,025	1,657	1,397	60,307	82,260	<b>1,125,646</b>	983,360	455,902	<b>1,439,262</b>	6,036,022	6,036,022
February	1,270,122		50,580	110,582	78,100	<b>1,509,384</b>	990,858	537,634	<b>1,528,492</b>	5,722,406	5,722,406
March	1,125,040		330,086	20,063	91,585	<b>1,566,774</b>	1,023,154	346,261	<b>1,369,415</b>	5,703,298	5,703,298
April	1,218,215		95,245	34,018	80,708	<b>1,428,186</b>	950,556	336,775	<b>1,287,331</b>	5,900,657	5,900,657
May	1,134,891		48,670	21,085	103,121	<b>1,307,767</b>	995,505	507,937	<b>1,503,442</b>	6,041,512	6,041,512
June	1,167,713	87,714		132,275	85,227	<b>1,472,929</b>	950,000	350,000	<b>1,300,000</b>	5,845,837	5,845,837
Total Estimate	13,831,175	92,329	2,735,696	1,102,995	843,160	<b>18,605,355</b>	<b>11,204,107</b>	<b>6,296,049</b>	<b>17,500,156</b>	6,018,766	6,018,766

Board Treasurer

Date

**St. Croix Preparatory Academy**  
**Bills Paid - May 2026**

Vendor Name	Invoice #	Invoice Date	Description	Bill Line Item	Amount
Bridge City Holdings LLC DBA Mabel's Ice Cream & Coffee Shop	00141	5/19/2026	3rd Grade Trolley Field Trip on 5.19.26		425
Everway Holdco LLC	00268952N	10/8/2025	SPED all divisions - annual subscription		768
109 Archery	01.26.2026	1/26/2026	03/14/26 Archery tournament registration		460
Wayne Peterson Enterprises dba Dominos	04.30.2026	4/30/2026	April 2026 pizza dinners		178.99
MN State High School League	044570	5/7/2026	state speech entry fee		20
Tri Metro Conference	1021	5/11/2026	Girls lacrosse conference fee 25/26 season		400
School Management Services	102793	5/8/2026	School Business Management business support 01/04/26 - 02/28/26		9498.25
School Management Services	102796	5/11/2026	FSCPA: School Business Management services 03/01/26 - 08/31/26		2600
School Management Services	102796	5/11/2026	FSCPA: School Business Management services 03/01/26 - 08/31/26		1300
Game One	10591453	5/8/2026	youth baseball camp tshirts		635
ECM Publishers, Inc	1097639	5/1/2026	SPED RFP ad		717
A Chance To Grow, Inc.	110288	3/24/2026	Admin services provided to Charter Schools for IEP 3rd Party Billing		47.73
Champion Awards Inc	1115	5/6/2026	2026 activities & athletics awards		184
Sentient Healthcare, Inc	126244	4/2/2026	School Audiology Services - Mar 2026		531.25
Sentient Healthcare, Inc	126264	5/4/2026	School Audiology Services - Apr 2026		156.25
Barthold Inc.	126468	4/7/2026	Food recycling - Mar 2026		283.8
Barthold Inc.	126754	5/11/2026	Food recycling - Apr 2026		343.2
Incident IQ, LLC	12862	4/15/2026	Incident IQ facilities and events modules 12/1/25-11/30/26		7255.63
Incident IQ, LLC	12862	4/15/2026	Incident IQ facilities and events modules 12/1/25-11/30/26		3771.87
Herff Jones LLC	1311894	4/28/2026	98 diplomas		632.32
Herff Jones LLC	1312654	4/30/2026	2 addl diplomas		23.68
Strike a Key	1415	5/13/2026	piano tuning		175
Amazon Capital Services, Inc.	14VJ-9HDC	4/27/2026	fridge thermometer		18.96
Consilium, Inc.	1509	4/1/2026	Network maintenance - Mar 2026		396
Consilium, Inc.	1526	5/1/2026	Network maintenance - Apr 2026		220
Benefit Extras, Inc.	1652201	4/12/2026	monthly administration per COBRA participant		65
Region 1	16582	7/1/2026	FY27 hosting Destiny		995.02
Benefit Extras, Inc.	1688610	5/12/2026	monthly administration per COBRA participant		30
Amazon Capital Services, Inc.	16J7-MCCF	4/22/2026	main office supplies		17.99
Amazon Capital Services, Inc.	17FK-F643	3/28/2026	LS counseling supplies - Jansen		31.97
Amazon Capital Services, Inc.	17WY-KFW	3/9/2026	10 bulbs for facilities		165.8
Amazon Capital Services, Inc.	19P6-KHFC	4/27/2026	duct tape for tech dept		54.08
Amazon Capital Services, Inc.	19TF-MCPF	4/30/2026	LS workroom supplies		17.49
Amazon Capital Services, Inc.	19VF-PDWI	4/9/2026	US workroom restock		192.67
Amazon Capital Services, Inc.	19W7-7XPK	4/13/2026	2026 grad reception supplies		54.96
Amazon Capital Services, Inc.	1GHD-1YH	4/24/2026	teacher chair		127.49
Amazon Capital Services, Inc.	1GL1-GP4L	3/31/2026	LS counseling supplies-Jansen		42
Amazon Capital Services, Inc.	1JFP-PY4T	3/30/2026	LS counseling supplies - Jansen		15.99
Amazon Capital Services, Inc.	1KFK-X7P4	4/29/2026	Mittag classroom resources		393.8
Amazon Capital Services, Inc.	1KN4-Y9KN	4/26/2026	MS workroom supplies		333.51
Amazon Capital Services, Inc.	1KXD-1RVC	4/13/2026	supplies for main office		65.4
Amazon Capital Services, Inc.	1N4W-JPTX	4/27/2026	2026 senior lunch supplies		32.88
Amazon Capital Services, Inc.	1PH6-6C4H	4/23/2026	health office supplies		62.72
Amazon Capital Services, Inc.	1RL6-PVCK	3/23/2026	LS counseling supplies-Jansen		15.99
Amazon Capital Services, Inc.	1T69-MHW	4/8/2026	surge protector		129.12
Amazon Capital Services, Inc.	1VML-9VXJ	4/9/2026	US SPED book - "Once and Future King"		6.99
Amazon Capital Services, Inc.	1VRT-6C3Y	4/10/2026	award paper for activities department		78.65
Amazon Capital Services, Inc.	1XCQ-WL7	4/28/2026	2026 senior party supplies		23.99
Amazon Capital Services, Inc.	1XMG-TPW	4/20/2026	lens cleaner wipes for photo		25.98
Amazon Capital Services, Inc.	1XP9-QVJK	4/11/2026	shipping labels for main office		54.58
Amazon Capital Services, Inc.	1XXL-H49K	4/14/2026	2026 prom supplies		34.19
Amazon Capital Services, Inc.	1Y1M-MC 4	3/6/2026	LS SPED OT supplies		15.68
Amazon Capital Services, Inc.	1YPG-WQT	4/30/2026	US workroom supplies		46.71
Perma-Bound	2040279-0i	4/27/2026	Macbeth		222.45
Blazerworks	21409558	3/15/2026	SPED Paras - week ending 03/15/26		1300
Blazerworks	21409558	3/15/2026	SPED Paras - week ending 03/15/26		828.5
Blazerworks	21409558	3/15/2026	SPED Paras - week ending 03/15/26		1354
Blazerworks	21409558	3/15/2026	SPED Paras - week ending 03/15/26		1400
Blazerworks	21409558	3/15/2026	SPED Paras - week ending 03/15/26		1287.5
Blazerworks	21420923	3/29/2026	SPED Paras - week ending 03/29/26		1590
Blazerworks	21420923	3/29/2026	SPED Paras - week ending 03/29/26		1282
Blazerworks	21420923	3/29/2026	SPED Paras - week ending 03/29/26		1300
Blazerworks	21420923	3/29/2026	SPED Paras - week ending 03/29/26		1692.5
Blazerworks	21420923	3/29/2026	SPED Paras - week ending 03/29/26		1750
Blazerworks	21431269	4/12/2026	SPED Paras - week ending 04/05/26		1200
Blazerworks	21431269	4/12/2026	SPED Paras - week ending 04/05/26		1194.5
Blazerworks	21431269	4/12/2026	SPED Paras - week ending 04/05/26		1200
Blazerworks	21431269	4/12/2026	SPED Paras - week ending 04/05/26		1261.5

St. Croix Preparatory Academy  
 Bills Paid - May 2026

Vendor Name	Invoice #	Invoice Date	Description	Bill Line Item	Amount
Blazerworks	21431269	4/12/2026	SPED Paras - week ending 04/05/26		1400
Blazerworks	21431642	4/12/2026	SPED Paras - week ending 04/12/26		1650
Blazerworks	21431642	4/12/2026	SPED Paras - week ending 04/12/26		1712.5
Blazerworks	21431642	4/12/2026	SPED Paras - week ending 04/12/26		1282
Blazerworks	21431642	4/12/2026	SPED Paras - week ending 04/12/26		1654
Blazerworks	21431642	4/12/2026	SPED Paras - week ending 04/12/26		1617
Blazerworks	21437203	4/19/2026	SPED Paras - week ending 04/19/26		1712.5
Blazerworks	21437203	4/19/2026	SPED Paras - week ending 04/19/26		1612.5
Blazerworks	21437203	4/19/2026	SPED Paras - week ending 04/19/26		1602.5
Blazerworks	21437203	4/19/2026	SPED Paras - week ending 04/19/26		1750
Blazerworks	21437203	4/19/2026	SPED Paras - week ending 04/19/26		1625
Blazerworks	21443319	4/26/2026	SPED Paras - week ending 04/26/26		1487.5
Blazerworks	21443319	4/26/2026	SPED Paras - week ending 04/26/26		1712.5
Blazerworks	21443319	4/26/2026	SPED Paras - week ending 04/26/26		1562.5
Blazerworks	21443319	4/26/2026	SPED Paras - week ending 04/26/26		1440.5
Blazerworks	21443319	4/26/2026	SPED Paras - week ending 04/26/26		1400
Blazerworks	21449634	5/3/2026	SPED Paras - week ending 05/03/26		1750
Blazerworks	21449634	5/3/2026	SPED Paras - week ending 05/03/26		1640
Blazerworks	21449634	5/3/2026	SPED Paras - week ending 05/03/26		1634.5
Blazerworks	21449634	5/3/2026	SPED Paras - week ending 05/03/26		1732.5
Blazerworks	21449634	5/3/2026	SPED Paras - week ending 05/03/26		1149
Blazerworks	21455928	5/10/2026	SPED Paras - week ending 05/10/26		1625
Blazerworks	21455928	5/10/2026	SPED Paras - week ending 05/10/26		1752.5
Blazerworks	21455928	5/10/2026	SPED Paras - week ending 05/10/26		1750
Blazerworks	21455928	5/10/2026	SPED Paras - week ending 05/10/26		1616.5
Blazerworks	21455928	5/10/2026	SPED Paras - week ending 05/10/26		1606.5
All Strings Attached Inc	2.2E+08	3/31/2026	orch supplies		198
All Strings Attached Inc	2.23E+08	4/11/2026	cello repair		495
All Strings Attached Inc	2.24E+08	4/28/2026	bass repair		495
Med-Event Services, LLC	2247	4/20/2026	girls lacrosse trainer 04/14/2026 - 04/16/2026		270
All Strings Attached Inc	2.25E+08	5/12/2026	orch supplies		437.71
All Strings Attached Inc	2.26E+08	5/19/2026	orch supplies		484
All Strings Attached Inc	2.26E+08	5/19/2026	orch supplies		440
Frontline Technologies Group LLC	241071	7/1/2026	FY27 HR/Training/Sub Software		40214.27
Stillwater River Boats	24557	5/9/2026	appt 24557 balance for 8th grade mov'n up party 5/8/26		1625
JCR Professional Services LLC	26-03	4/2/2026	SPED Cognitive Assessment Services 03/04/2026-03/27/2026		440
JCR Professional Services LLC	26-03	4/2/2026	SPED Cognitive Assessment Services 03/04/2026-03/27/2026		192.5
JCR Professional Services LLC	26-03	4/2/2026	SPED Cognitive Assessment Services 03/04/2026-03/27/2026		412.5
JCR Professional Services LLC	26-05	5/8/2026	SPED Cognitive Assessment Services 04/15/2026-05/08/2026		220
JCR Professional Services LLC	26-05	5/8/2026	SPED Cognitive Assessment Services 04/15/2026-05/08/2026		55
Instrumentalist Awards LLC	2601	4/17/2026	Trophy/award fee (Acct #55082S)		167
Old Gem Theater, LLC	2607	4/30/2026	1st grade field trip on 5/15/26 - Cinderella		763
Paffy's Pest Control, Inc.	272942	4/10/2026	Pest control on 04/10/26		125
Rupp Anderson Squires & Waldspurger, P.A.	29505	5/6/2026	Legal Services - Mar 2026		4230.5
Rupp Anderson Squires & Waldspurger, P.A.	29505	5/6/2026	Legal Services - Mar 2026		762
Rupp Anderson Squires & Waldspurger, P.A.	29505	5/6/2026	Legal Services - Mar 2026		1281
Rupp Anderson Squires & Waldspurger, P.A.	29505	5/6/2026	Legal Services - Mar 2026		610
Acapulco Restaurante	2965	4/2/2026	archery banquet catering		102
Acapulco Restaurante	2965	4/2/2026	archery banquet catering		2135.1
Brenda Crissinger	3039	3/31/2026	Deaf & Hard of Hearing Services - Mar 2026		285
Brenda Crissinger	3039	3/31/2026	Deaf & Hard of Hearing Services - Mar 2026		95
Brenda Crissinger	3039	3/31/2026	Deaf & Hard of Hearing Services - Mar 2026		380
Brenda Crissinger	3039	3/31/2026	Deaf & Hard of Hearing Services - Mar 2026		285
Brenda Crissinger	3040	5/1/2026	Deaf & Hard of Hearing Services - April 2026		47.5
Brenda Crissinger	3040	5/1/2026	Deaf & Hard of Hearing Services - April 2026		47.5
Brenda Crissinger	3040	5/1/2026	Deaf & Hard of Hearing Services - April 2026		285
Brenda Crissinger	3040	5/1/2026	Deaf & Hard of Hearing Services - April 2026		47.5
Brenda Crissinger	3040	5/1/2026	Deaf & Hard of Hearing Services - April 2026		296.87
Brenda Crissinger	3040	5/1/2026	Deaf & Hard of Hearing Services - April 2026		59.38
Heritage Printing	32141	4/24/2026	Prep Quarterly - April 2026		23.8
Heritage Printing	32141	4/24/2026	Prep Quarterly - April 2026		238
Herff Jones LLC	3292067	5/14/2026	student graduation stoles		537.19
Stillwater Dunn Bros	365	4/20/2026	Coffee for staff lounge - 4/20/26		61.7
Jordan High School Speech Team	4.10.26	4/10/2026	25/26 Speech Tournament fee		81
Alexandriana Davis	4.10.26	4/10/2026	Speech judge (5 tournaments)		500
NIETOC	4.10.26	4/10/2026	25/26 speech tournament registration		285
Cambridge-Isanti High School-Speech Team	4.10.26	4/10/2026	25/26 Speech Tournament fee		63
Eagan High School Forensics Boosters	4.10.26	4/10/2026	25/26 speech tournament fee		348

St. Croix Preparatory Academy  
Bills Paid - May 2026

Vendor Name	Invoice #	Invoice Date	Description	Bill Line Item	Amount
Region 4A	4.10.26 spe	4/10/2026	speech section tournament registration		168
Alana Dillinger	4.14.26	4/14/2026	athletics official: girls lacrosse official 4.14.26		94
Jim Kallestad	4.14.26	4/14/2026	Athletics: Girls Lacrosse Official 4/14/26		156
Kate Gilman	4.14.26	4/14/2026	Expense Reimbursement: US Social World History		425.47
Andrew Peterson	4.14.26	4/14/2026	additional stipend for US theater accompanist		400
Ian Leiviska	4.14.26	4/14/2026	girls lacrosse official 4.14.26		156
Reliastar Life Insurance Company	4.15.26	4/15/2026	Payroll 0403B and 0403B - Chad Olson 470946271		50
Shad Vork	4.15.26	4/20/2026	Band lessons 04/01/26-4/15/26		467.5
Gerald Johnson	4.15.26	4/15/2026	Girls softball official on 04/15/26		95
Edward Schumacher	4.15.26	4/15/2026	Orchestra lessons 4/1/26-4/17/26		958.75
Chad Olson	4.15.26	4/16/2026	Reimbursement - monthly cell phone 3/09/26 - 04/08/26		73.97
Don Bowman	4.15.26	4/17/2026	Girls softball official on 4/15/26		95
Paul Sikora	4.16.26	4/16/2026	Athletics: softball Official 4/16/26		136
William Junco	4.16.26	4/16/2026	Athletics: Baseball Official 4.16.26		107
Micah Cale	4.16.26	4/30/2026	athletic official: baseball 4/16/26		107
Andrew Peterson	4.17.26	4/30/2026	choir feedback Friday accompanist		150
Marianne Thole	4.20.26	4/20/2026	Reimbursement - mileage to food service conference		142.1
Jolie Adams	4.20.26	4/20/2026	reimb deposit for FY27 wash DC Trip		99
Claire Fiedler	4.20.26	4/20/2026	Reimbursement - US art photo II supplies		80.55
William Donovan	4.21.26	4/21/2026	Athletics: Girls Lacrosse Official 4/21/26		156
Tyrie Williams	4.21.26	4/21/2026	Voice lessons 04/12/26 - 04/25/26		1170
Craig Weber	4.21.26	4/21/2026	Athletics: Girls Lacrosse Official 4/21/26		156
Ben Putts	4.22.26	4/22/2026	Athletics: Baseball Official 4/22/26		107
Gerald Johnson	4.22.26	4/22/2026	Girls softball official on 04/22/26		95
Soren Sjerven	4.22.26	4/30/2026	athletic official: baseball 4/22/26		107
George Zabadal	4.22.26	4/22/2026	athletic official: softball 4/22/26		82
Lisa Ranum	4.22.26	4/22/2026	reimb alpine banquet Expenses		395
Lisa Ranum	4.22.26	4/22/2026	reimb alpine banquet Expenses		665
Don Bowman	4.22.26	4/30/2026	Girls softball official on 4/22/26		95
Region 4A c/o Rick Johns	4.22.26 Vis	4/20/2026	2026 Visual Arts Team entry fee		75
Catalina Island Camps Inc	4.24.26	4/24/2026	add'l transport for April 2026 trip + sweatshirts		160
Catalina Island Camps Inc	4.24.26	4/24/2026	add'l transport for April 2026 trip + sweatshirts		415.99
Christopher Mason	4.24.26	4/24/2026	Duluth music trip clinician		200
Shutter Valley Photo Booth	4.25.26	4/28/2026	Photo booth for 4/25/26 LS Dance		220
Mark Whitlock	4.25.26	4/30/2026	Duluth music trip band clinician		150
Carrie Hamm	4.27.26	4/21/2026	Expense Reimbursement: mileage to conference		42.5
John Jundt	4.29.26	5/18/2026	baseball official 4/29/26		107
Mark Weber	4.29.26	5/18/2026	Athletics: Girls Lacrosse Official 4/29/26		156
Adam Gothmann	4.29.26	5/18/2026	girls lacrosse official 4/29/26		156
Matthew Harris	4.29.26	4/29/2026	Band lessons 04/15/26 - 04/29/26		440
Soren Sjerven	4.29.26	4/29/2026	athletic official: baseball 4/29/26		107
Reliastar Life Insurance Company	4.30.26	4/30/2026	Payroll 04.30.26 and 0403B - Chad Olson 470946271		50
Ted Larson	4.30.26	5/1/2026	athletic official: baseball 4/30/26 & 5/1/26		95
Ted Larson	4.30.26	5/1/2026	athletic official: baseball 4/30/26 & 5/1/26		95
Ben Putts	4.30.26	4/30/2026	Athletics: Baseball Official 4/30/26		107
Matthew Niemeyer	4.30.26	4/30/2026	athletic official: baseball 4/30/26		107
Bill Petersen	4.30.26	5/18/2026	Athletics: Softball Official 4/16/26, 4/30/26		231
Shad Vork	4.30.26	5/6/2026	Band lessons 04/23/26-4/30/26		467.5
Kemps LLC	4.30.26	4/30/2026	Milk - Mar & Apr 2026		4586.04
Kemps LLC	4.30.26	4/30/2026	Milk - Mar & Apr 2026		3603.33
Edward Schumacher	4.30.26	4/30/2026	Orchestra lessons week ending 5/1/26		390
MacKenzie Bitunas	4.5.26	4/5/2026	US science - AP Bio supplies		330.98
Neal Feldhahn	4.9.26	4/9/2026	Reimbursement - archery end of season coaches gifts		860
Chad Olson	5.1.26	5/1/2026	Reimbursement - website chatbot software		68
Connor Demorest	5.11.26	5/11/2026	baseball official 5.11.26		107
Nathan Schroepfer	5.11.26	5/11/2026	baseball official 5/11/26		107
Andrew Peterson	5.12.26	5/12/2026	5/6 choir accompanist and rehearsals		200
William Eisenberg	5.12.26	5/12/2026	Band lessons - 3/3/26-5/12/26		1897.5
Marianne Thole	5.12.26	5/12/2026	Reimbursement - mileage to food service conference		89.9
Andrew Peterson	5.12.26a	5/12/2026	7/8 choir accompanist and rehearsals		200
Travis Gerads	5.13.26	5/13/2026	softball official on 05/13/26		95
Keith Johnson	5.13.26	5/13/2026	Athletics: Girls softball Official 5/13/26		95
Gavin Asher Banick	5.13.26	5/13/2026	Band lessons 1/30/26 - 05/13/26		1320
Matthew Harris	5.13.26	5/13/2026	Band lessons 05/06/26 - 05/13/26		440
Mike Smith	5.13.26	5/13/2026	softball official 5/1/26, 5/6/26, 5/13/26		285
Dan Klaustermeier	5.14.26	5/20/2026	MS track meet official 5/14/26		175
Andrew Peterson	5.15.26	5/15/2026	US choir concert accompanist		200
Bill Petersen	5.15.26	5/15/2026	Athletics: Softball Official 5/15/26		95

St. Croix Preparatory Academy  
 Bills Paid - May 2026

Vendor Name	Invoice #	Invoice Date	Description	Bill Line Item	Amount
Shad Vork	5.15.26	5/18/2026	Band lessons 05/07/26-05/14/26		467.5
Mike Karnas	5.15.26	5/15/2026	Athletics: Softball Official 5/15/26		95
Arlene Nunez	5.18.26	5/18/2026	magnets for 4th grade Moving Up Party		8.88
Mary Webb	5.18.26	5/18/2026	Reimbursement: staff appreciation week		25.94
Reagan Davis	5.18.26	5/18/2026	Expense Reimbursement: FY26 Staff appreciation		224.68
Deborah Keyes	5.18.26	5/18/2026	Expense Reimbursement: Classroom Supplies in lieu of VISA gift card		167.11
Nicole Chambers	5.18.26	5/18/2026	refund valleyfair for A Toure		25
Stillwater Trolley Company	5.19.26	5/13/2026	Trolley for 3rd Grade Field Trip-5/19/26		1375
Ryan Yoch	5.21.26	5/21/2026	baseball official 5/21/26		112
Don Bowman	5.6.26	5/6/2026	Girls softball official on 5/6/26		95
Ben Putts	5.7.26	5/7/2026	Athletics: Baseball Official 5/07/26		107
Andrew Peterson	5.7.26	5/18/2026	US choir concert rehearsals & voice recital		400
Matthew Niemeyer	5.7.26	5/7/2026	athletic official: baseball 5/07/26		107
Tom Houle	5.8.26	5/8/2026	Softball official on 05/08/26		95
Mike Karnas	5.8.26	5/8/2026	Athletics: Softball Official 5/8/26		95
Tyrie Williams	5.9.26	5/8/2026	Voice lessons 04/26/26 - 05/09/26		1235
ClassroomRevolution, LLC	5058	3/16/2026	FY26-27 US CR20 Annual Hosting Account Renewal (4/1/26-3/30/27)		600
ClassroomRevolution, LLC	5058	3/16/2026	FY26-27 US CR20 Annual Hosting Account Renewal (4/1/26-3/30/27)		1800
HP Payment Processing Center	513429	4/8/2026	music program shells		412.62
Bimbo Bakeries USA	5.22E+13	4/20/2026	Food Service		16.47
Bimbo Bakeries USA	5.22E+13	4/20/2026	Food Service		6.94
Bimbo Bakeries USA	5.22E+13	4/20/2026	Food Service		238.61
Bimbo Bakeries USA	5.22E+13	4/27/2026	Food Service		152.68
Bimbo Bakeries USA	5.22E+13	4/27/2026	Food Service		6.94
Bimbo Bakeries USA	5.22E+13	5/4/2026	Food Service		6.94
Bimbo Bakeries USA	5.22E+13	5/4/2026	Food Service		113.66
Bimbo Bakeries USA	5.22E+13	5/5/2026	Food Service		73.2
Bimbo Bakeries USA	5.22E+13	5/11/2026	Food Service		248.15
Bimbo Bakeries USA	5.22E+13	5/11/2026	Food Service		6.94
Bimbo Bakeries USA	5.22E+13	5/18/2026	Food Service		138.8
Loffler Companies	5335886	4/28/2026	Staples for LS copiers		99.23
Loffler Companies	5335887	4/28/2026	Staples for MS copiers		168
The Sherwin Williams Co.	5.37E+13	3/18/2026	painting supplies		118.19
Wheelhouse Umpires	569	5/18/2026	JV baseball umpires		828
MetLife	5780439-01	4/15/2026	March 2026 Insurance (Life, AD&D, MN PML, MN PFL)		9681.01
USI Insurance Services LLC	5929450	4/15/2026	FY27 renewal: cyber liability 06/01/26 - 06/01/27		4592.5
USI Insurance Services LLC	5929450	4/15/2026	FY27 renewal: cyber liability 06/01/26 - 06/01/27		417.5
USI Insurance Services LLC	5985339	5/11/2026	May 2026 benefit administrator		236.25
Madeline Huss	604c	4/16/2026	Voice lessons 04/16/26 - 04/30/26		1722.5
Eckroth Music	6057081	4/2/2026	saxophone tenor repair		50
Madeline Huss	609b	4/13/2026	Voice lessons 04/06/26 - 04/07/26		552.5
Madeline Huss	621c	5/6/2026	Voice lessons 05/05/26 - 05/07/26		520
Kept, Inc	6RYTFQHB	4/29/2026	COBRA administration: April 2026		87.75
Blick Art Materials LLC	7562284a	5/11/2026	US Art supplies-drawing (shipping expense)		9.95
The Branding Warehouse	78563	4/15/2008	logo golf polos		23
Robbinsdale Debate Boosters	821451	5/14/2026	11/22/25 Debate Tournament Registration		148.5
Upper Lakes Foods	918474-00	4/21/2026	Food Service		258.06
Upper Lakes Foods	918475-00	4/28/2026	Food Service		234.48
Upper Lakes Foods	918478-00	5/5/2026	Food Service		210.9
Upper Lakes Foods	918479-00	5/12/2026	Food Service		258.06
Upper Lakes Foods	918480-00	5/19/2026	Food Service		258.06
BSN Sports LLC	9.34E+08	4/1/2026	softball jackets from fundraising account		971.44
BSN Sports LLC	9.34E+08	4/22/2026	softball jacket from fundraising account		94.99
Cintas	9.37E+09	4/30/2026	monthly eyewash agreement		99.18
Cintas	9.37E+09	4/30/2026	monthly AED agreement		756
Joan Molloy	983	4/15/2026	Orchestra lessons 04/01/26 - 04/15/26		617.5
Joan Molloy	999	4/30/2026	Orchestra lessons thru 04/30/26		698.75
Upper Lakes Foods	A16689-00	4/14/2026	Food Service		77.45
Upper Lakes Foods	A16689-00	4/14/2026	Food Service		91
Upper Lakes Foods	A16690-00	4/21/2026	Food Service		91
Upper Lakes Foods	A16690-00	4/21/2026	Food Service		64.45
Upper Lakes Foods	A16804-00	5/1/2026	Food Service		2498.27
Upper Lakes Foods	A16804-00	5/1/2026	Food Service		701.18
Upper Lakes Foods	A16804-00	5/1/2026	Food Service		454.08
Upper Lakes Foods	A19268-00	4/28/2026	Food Service		26
Upper Lakes Foods	A19268-00	4/28/2026	Food Service		51.45
Upper Lakes Foods	A20168-00	4/10/2026	Food Service		822.15
Upper Lakes Foods	A20168-00	4/10/2026	Food Service		565.9

St. Croix Preparatory Academy  
 Bills Paid - May 2026

Vendor Name	Invoice #	Invoice Dal	Description	Bill Line Item Amount
Upper Lakes Foods	A20168-00	4/10/2026	Food Service	188.64
Upper Lakes Foods	A20168-00	4/10/2026	Food Service	2034.45
Upper Lakes Foods	A20168-00	4/10/2026	Food Service	40.86
Upper Lakes Foods	A20377-00	4/14/2026	Food Service	554.9
Upper Lakes Foods	A20377-00	4/14/2026	Food Service	370.18
Upper Lakes Foods	A20377-00	4/14/2026	Food Service	2437.44
Upper Lakes Foods	A20377-00	4/14/2026	Food Service	1112.12
Upper Lakes Foods	A21711-00	4/14/2026	Food Service	220.5
Upper Lakes Foods	A23770-00	4/17/2026	Food Service	730.8
Upper Lakes Foods	A23770-00	4/17/2026	Food Service	2308.31
Upper Lakes Foods	A23770-00	4/17/2026	Food Service	481.94
Upper Lakes Foods	A24891-00	4/21/2026	Food Service	193.4
Upper Lakes Foods	A24891-00	4/21/2026	Food Service	441.31
Upper Lakes Foods	A24891-00	4/21/2026	Food Service	1996.3
Upper Lakes Foods	A24891-00	4/21/2026	Food Service	525.13
Upper Lakes Foods	A26086-00	5/5/2026	Food Service	51.45
Upper Lakes Foods	A26086-00	5/5/2026	Food Service	39
Upper Lakes Foods	A27224-00	4/24/2026	Food Service	716.49
Upper Lakes Foods	A27224-00	4/24/2026	Food Service	53.86
Upper Lakes Foods	A27224-00	4/24/2026	Food Service	145.05
Upper Lakes Foods	A27224-00	4/24/2026	Food Service	2076.16
Upper Lakes Foods	A27224-00	4/24/2026	Food Service	656.33
Upper Lakes Foods	A28554-00	4/28/2026	Food Service	412.51
Upper Lakes Foods	A28554-00	4/28/2026	Food Service	1403.22
Upper Lakes Foods	A28554-00	4/28/2026	Food Service	228.01
Upper Lakes Foods	A29922-00	5/19/2026	Food Service	109.95
Upper Lakes Foods	A32000-00	5/5/2026	Food Service	26.13
Upper Lakes Foods	A32000-00	5/5/2026	Food Service	551.2
Upper Lakes Foods	A32000-00	5/5/2026	Food Service	2851.49
Upper Lakes Foods	A32000-00	5/5/2026	Food Service	337.9
Upper Lakes Foods	A34405-00	5/8/2026	Food Service	2769.94
Upper Lakes Foods	A34405-00	5/8/2026	Food Service	738.12
Upper Lakes Foods	A34405-00	5/8/2026	Food Service	1571.45
Upper Lakes Foods	A34405-00	5/8/2026	Food Service	78.96
Upper Lakes Foods	A35691-00	5/12/2026	Food Service	348.65
Upper Lakes Foods	A35691-00	5/12/2026	Food Service	221.76
Upper Lakes Foods	A35691-00	5/12/2026	Food Service	145.98
Upper Lakes Foods	A35691-00	5/12/2026	Food Service	1243.43
Upper Lakes Foods	A37402-00	5/15/2026	Food Service	545.51
Upper Lakes Foods	A37402-00	5/15/2026	Food Service	48.35
Upper Lakes Foods	A37402-00	5/15/2026	Food Service	1861.38
Upper Lakes Foods	A38596-00	5/19/2026	Food Service	272.49
Upper Lakes Foods	A38596-00	5/19/2026	Food Service	378.01
Upper Lakes Foods	A38596-00	5/19/2026	Food Service	241.75
Upper Lakes Foods	A38596-00	5/19/2026	Food Service	76.4
Marissa Frye	Apr-26	4/21/2026	Orchestra lessons 4/7/26-4/28/26	975
UWRF Athletics	CIV-00077	4/10/2026	Boys & Girls Track meet entrance fees 3/24/26, 4/3/26 & 4/4/26	1600
Principal Life Insurance Co - eBenefits	INV-00000	4/30/2026	Online Benefit Administration Services monthly Per Employee Per Month Billi	544
Johnson Janitorial Supply LLC	INV041426	4/14/2026	facility paper supplies	1824.37
Johnson Janitorial Supply LLC	INV041426	4/14/2026	copy paper for LS workroom	800.1
Johnson Janitorial Supply LLC	INV041526	4/15/2026	facility paper supplies	866.6
Johnson Janitorial Supply LLC	INV042026	4/20/2026	facility paper supplies	1063.37
Johnson Janitorial Supply LLC	INV042226	4/22/2026	US copy paper & water jugs	601.72
Johnson Janitorial Supply LLC	INV042726	4/27/2026	facility paper supplies	1154.2
Johnson Janitorial Supply LLC	INV042826	4/28/2026	MS copy paper	533.4
Johnson Janitorial Supply LLC	INV042826	4/28/2026	LS copy paper	800.1
Johnson Janitorial Supply LLC	INV042926	4/29/2026	facility paper supplies	1419.04
Johnson Janitorial Supply LLC	INV050126	5/1/2026	gloves for lunchroom	339.48
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	797.98
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	415.63
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	430.91
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	2047.36
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	1320.28
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	343.94
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	343.94
Schmitt & Sons	INV31222	3/31/2026	Transportation Services - Mar 2026	170.84
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026	5409.69
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026	953.52

St. Croix Preparatory Academy  
 Bills Paid - May 2026

Vendor Name	Invoice #	Invoice Date	Description	Bill Line Item	Amount
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026		5074.71
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026		1155.19
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026		861.82
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026		3399.93
Schmitt & Sons	INV31432	5/18/2026	Transportation Services - Apr 2026		782.4
PowerSchool Group, LLC	INV483856	3/6/2026	School Messenger software 07/01/26-6/30/27		2657.87
Bachman's, Inc.	INV874679	4/20/2026	Plant leasing rental		198.36
Egan Company	MNT00000	4/28/2026	Qtrly mechanical preventive maintenance SERVICES.		5975
Albin Acquisition Corp	MRIUS276	4/30/2026	Volunteer background checks - Apr 2026		135.5
Tia Burns	Mar-26	4/23/2026	Band lessons - Mar 2026		247.5
ARVIG	May-26	4/28/2026	Internet Service 04/28/26 - 5/27/26		903.95
ARVIG	May-26	4/28/2026	Internet Service 04/28/26 - 5/27/26		-360
Youth Frontiers Inc	R-50966	5/20/2026	deposit for FY27 MS Courage Retreat from marathon funds		750
IXL Learning	S495149	4/20/2026	IXL Site License upgrade (year 3 of 3) LS ADSIS, LS gen ed & MS gen ed		6432.2
IXL Learning	S495149	4/20/2026	IXL Site License upgrade (year 3 of 3) LS ADSIS, LS gen ed & MS gen ed		1715.24
IXL Learning	S495149	4/20/2026	IXL Site License upgrade (year 3 of 3) LS ADSIS, LS gen ed & MS gen ed		1715.24
IXL Learning	S495149	4/20/2026	IXL Site License upgrade (year 3 of 3) LS ADSIS, LS gen ed & MS gen ed		-2465.68
MSBA Mock Trial Program	SCP2026	4/16/2026	Registration for 25-26 mock trial		1050
Egan Company	SVC00001	4/24/2026	boiler checks week of 4/13/26		420
Egan Company	SVC00001	4/24/2026	boiler check week of 4/13/26		420
Subtotal					307,424.33

St. Croix Preparatory Academy  
 Top 20 paid Vendors  
 For the month of May 2026

<b>Rank</b>	<b>Vendor</b>	<b>\$ Amount</b>
1	Blazerworks	60,118.00
2	Upper Lakes Foods	40,499.70
3	Frontline Technologies Group LLC	40,214.27
4	Schmitt & Sons	23,508.14
5	School Management Services	13,398.25
6	Incident IQ, LLC	11,027.50
7	MetLife	9,681.01
8	Johnson Janitorial Supply LLC	9,402.38
9	Kemps LLC	8,189.37
10	IXL Learning	7,397.00
11	Rupp Anderson Squires & Waldspurger, P.A.	6,883.50
12	Egan Company	6,815.00
13	USI Insurance Services LLC	5,246.25
14	Madeline Huss	2,795.00
15	PowerSchool Group, LLC	2,657.87
16	All Strings Attached Inc	2,549.71
17	Tyrie Williams	2,405.00
18	ClassroomRevolution, LLC	2,400.00
19	Acapulco Restaurante	2,237.10
20	Amazon Capital Services, Inc.	2,059.59
<b>Subtotal - Top 20</b>		<b>259,484.64</b>

St. Croix Preparatory Academy  
Banks - Skyward

Bank #	Bank Account - Last 4
Bank 1	X0946
Bank 4	X6321
Bank 10	X0567
Bank 12	X0591
Bank 13	X6795

Bank Statement Closing Date: 05/31/2026  
Bank Cash Account: 1 (Accounts Payable Checking)  
Cash Account #: \*\* A 101 00  
Reconciled: NO Reconciliation Date:  
Transitional Reconciliation: NO Initial Reconciliation: NO

Reconciled By:

---

Bank Statement Balance  
Ending Balance Shown on this Bank Statement: 250,000.00  
Items Not Listed on this Statement

Checks:	-30,918.30
Cash Receipts Sources:	0.00
Subtotal of Skyward Sources not on Statement:	-30,918.30
Manual Adjustments:	0.00
Adjusted Bank Statement Balance:	219,081.70

---

Ending Cash Balance as of 05/31/2026  
Beginning Cash Balance: 227,343.48

Items from Skyward Sources

Accounts Payable Sources:	-1,117,869.92
Cash Receipts Sources:	1,652,281.23
Payroll Sources:	-546,532.17
Subtotal of Skyward Sources:	-12,120.86
Month End Balance:	215,222.62

Variance: -3,859.08

\*\*\*\*\* End of report \*\*\*\*\*

Bank Statement Closing Date: 05/31/2026

Bank Cash Account: 4 (Building Company)

Cash Account #: \*\* A 101 50

Reconciled: YES Reconciliation Date: 06/04/2026 Reconciled By: Tammy Langer

Transitional Reconciliation: NO Initial Reconciliation: NO

Bank Statement Balance

Ending Balance Shown on this Bank Statement: 528,058.36

Items Not Listed on this Statement

Cash Receipts Sources: 0.00

Subtotal of Skyward Sources not on Statement: 0.00

Manual Adjustments: 0.00

Adjusted Bank Statement Balance: 528,058.36

Ending Cash Balance as of 05/31/2026

Beginning Cash Balance: 503,524.96

Items from Skyward Sources

Cash Receipts Sources: 24,533.40

Subtotal of Skyward Sources: 24,533.40

Month End Balance: 528,058.36

30

Variance: 0.00

\*\*\*\*\* End of report \*\*\*\*\*

Bank Statement Closing Date: 05/31/2026

Bank Cash Account: 10 (FSBT MM Savings)

Cash Account #: \*\* A 101 10

Reconciled: YES Reconciliation Date: 06/05/2026 Reconciled By: Tammy Langer

Transitional Reconciliation: NO Initial Reconciliation: NO

Bank Statement Balance

Ending Balance Shown on this Bank Statement: 2,906,115.47

Items Not Listed on this Statement

Cash Receipts Sources: 0.00

Subtotal of Skyward Sources not on Statement: 0.00

Manual Adjustments: 0.00

Adjusted Bank Statement Balance: 2,906,115.47

Ending Cash Balance as of 05/31/2026

Beginning Cash Balance: 4,743,732.22

Items from Skyward Sources

Accounts Payable Sources: -1,500,000.00

Cash Receipts Sources: -337,616.75

Subtotal of Skyward Sources: -1,837,616.75

Month End Balance: 2,906,115.47

Variance: 0.00

\*\*\*\*\* End of report \*\*\*\*\*

Bank Statement Closing Date: 05/31/2026

Bank Cash Account: 12 (Building Co. MMKT Savings)

Cash Account #: \*\* A 101 51

Reconciled: YES Reconciliation Date: 06/04/2026 Reconciled By: Tammy Langer

Transitional Reconciliation: NO Initial Reconciliation: NO

Bank Statement Balance

Ending Balance Shown on this Bank Statement: 211,622.30

Items Not Listed on this Statement

Cash Receipts Sources: 0.00

Subtotal of Skyward Sources not on Statement: 0.00

Manual Adjustments: 0.00

Adjusted Bank Statement Balance: 211,622.30

Ending Cash Balance as of 05/31/2026

Beginning Cash Balance: 211,353.04

Items from Skyward Sources

Cash Receipts Sources: 269.26

Subtotal of Skyward Sources: 269.26

Month End Balance: 211,622.30

32

Variance: 0.00

\*\*\*\*\* End of report \*\*\*\*\*

Bank Statement Closing Date: 05/31/2026

Bank Cash Account: 13 (FRB MKKT Savings)

Cash Account #: \*\* A 101 13

Reconciled: YES Reconciliation Date: 06/04/2026 Reconciled By: Tammy Langer

Transitional Reconciliation: NO Initial Reconciliation: NO

Bank Statement Balance

Ending Balance Shown on this Bank Statement: 36,824.53

Items Not Listed on this Statement

Cash Receipts Sources: 0.00

Subtotal of Skyward Sources not on Statement: 0.00

Manual Adjustments: 0.00

Adjusted Bank Statement Balance: 36,824.53

Ending Cash Balance as of 05/31/2026

Beginning Cash Balance: 1,359,009.05

Items from Skyward Sources

Accounts Payable Sources: -1,325,000.00

Cash Receipts Sources: 2,815.48

Subtotal of Skyward Sources: -1,322,184.52

Month End Balance: 36,824.53

Variance: 0.00

\*\*\*\*\* End of report \*\*\*\*\*

**St. Croix Preparatory Academy**  
**Balance Sheet**  
**As of May 31, 2026**

	<b>Audited Balance June 30, 2025</b>	<b>YTD</b>
<b>Assets</b>		
<b><u>Current Assets</u></b>		
Cash & Investments	4,913,567	5,602,495
Accounts Receivable	94,560	9,132
Interest Receivable	359,483	-
Due from Other Funds	63,017	262,622
PY State Aid Receivable	1,948,370	(77,747)
CY State Aid Receivable		1,474,890
PY Federal Aids Receivable	75,982	
CY Federal Aids Receivable		159,440
Inventory	7,915	7,915
Prepaid Expenses	152,769	89,211
Total Current Assets	7,615,663	7,527,958
<b>Total Assets</b>	7,615,663	7,527,958
<b>Liabilities and Fund Balance</b>		
<b><u>Current Liabilities</u></b>		
Salaries Payable	446,517	
Summer Salaries Payable		228,762
Accounts Payable	217,008	1,411
Payroll Liabilities	122,411	175,727
Summer Benefits Payable		68,563
Deferred Revenue	87,963	33,590
Total Current Liabilities	873,899	508,053
<b><u>Fund Balance</u></b>		
Unassigned	5,754,872	5,754,872
Food Service	570,587	570,587
Community Service	69,128	69,128
Assigned/Restricted/Nonspendable	347,176	347,176
Change in Fund Balance		278,142
Total Fund Balance	6,741,763	7,019,905
<b>Total Liabilities and Fund Balance</b>	7,615,662	7,527,958

**St. Croix Preparatory Academy**  
**Covenant Compliance Calculations**  
**As of May 31, 2026**

**Days Cash On Hand Ratio / Liquidity**

Formula: Cash on Hand / Annual Operating Expense / 365 Days

Cash on Hand	Annual Operating Expense / 365	Days Cash on Hand	Standard
\$ 5,845,000.00	\$ 47,227.57	123.76	60.0

**Debt Coverage Ratio**

Formula: Net Operating Income + Lease Payment / Debt Service

Net Operating Income	Debt Service (Lease Payment)	Debt Coverage Ratio	Standard
\$ 2,258,052.00	\$ 1,979,910.00	1.14	1.10

**Fund Balance as a % of Annual Operating Expenses**

Formula: General Fund Fund Balance / General Fund Expenditures

5/31/2026 Fund Balance	Annual General Fund Expenditures	Fund Balance %
\$ 6,380,190.00	\$ 17,238,064.00	37.0%

**ST. CROIX PREPARATORY ACADEMY**

Adopted: 1/23/2018

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

MSBA/MASA Model Policy 208  
Charter Orig.1995 (as ISD Policy)  
Orig. 2022 (as Charter Policy)

**208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

**I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the charter school board of directors and provide the means for it to be an ongoing effort.

**II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the charter school community that the charter school responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the charter school board and should be in a form that is sufficiently explicit to guide administrative action.

**III. DEVELOPMENT OF POLICY**

- A. The charter school board has jurisdiction to legislate policy with the force and effect of law for the charter school. Charter school policy provides the charter school board’s general direction while delegating policy implementation to the administration.
- B. The charter school’s policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The charter school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a charter school board member, employee, parent, student, or charter school community member. Proposed policies or ideas shall be submitted to the Governance Committee for review prior to possible placement on the charter school board agenda.

**IV. ADOPTION AND REVIEW OF POLICY**

- A. The charter school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two charter school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action. .
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the charter school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the charter school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The charter school board shall have discretion to determine what constitutes an emergency.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the charter school board has no control, the modified policy may be approved at one meeting at the discretion of the charter school board.

**V. IMPLEMENTATION OF AND ACCESS TO POLICY**

- A. The Executive Director shall be responsible for implementing charter school board policies, other than the policies that cover how the charter school board will operate. The executive director shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee, family and student handbooks, shall be subject to annual review and approval by the charter school board.
- B. Each charter school board member shall have access to charter school policies. A copy of the charter school policies shall be placed in the office of each school attendance center and in the central charter school office and shall be available for reference purposes to other interested persons.
- C. The Executive Director, employees designated by the Executive Director, and individual charter school board members shall be responsible for keeping the policy current.
- D. The Governance Committee shall review policies at least once every three years. The Governance Committee shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the charter school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no charter school board policy exists to provide guidance on a matter, the Executive Director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the charter school. Under such circumstances, the Executive Director shall advise the charter school board of the need for a policy and present a recommended policy to the charter school board for approval.

**Legal References:** Minn. Stat. § 124E.03 (Applicable Law)  
Minn. Stat. § 124E.07 (Board of Directors)

**Cross References:** MSBA/MASA Model Policy 305 (Policy Implementation)

**Policy 604/606 Formal Request for Alternative Instruction**

**604-Relates to Instruction  
606-Relates to Textbooks and Materials**

**Minnesota Statutes, section 120B.20 (Parental Curriculum Review) provides:**

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

The St. Croix Preparatory school board adopted Policy 604 (Instructional Curriculum), which incorporates Minnesota Statutes, section 120B.20.

A parent, guardian, or adult student wishing to review instructional material must contact the classroom teacher in a timely manner to schedule a meeting to review specific instructional materials. This meeting may address curriculum questions and how the specific instructional materials are part of the educational program.

After a meeting to review specific instructional materials, a parent, guardian, or adult student may submit a Formal Request for Alternative Instruction form to the school principal. A Formal Request should be submitted with ample time for accommodation planning. A separate form must be completed in full for each instructional material to be provided to the student for which alternative instruction is requested.

The principal will collaborate with school staff to arrange reasonable district-provided alternatives that meet Minnesota academic standards. If these arrangements do not meet the concerns of the parent, guardian, or adult student, alternative instruction may be provided by the parent, guardian, or adult student, with associated costs borne by the parent, guardian, or adult student.

Please return a completed form to:

The Principal of that Division

-----

\_\_\_\_\_  
**Name of Requestor**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone** **Email**

**1. Student Information**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Course (if applicable): \_\_\_\_\_

Teacher: \_\_\_\_\_

**2. Specific Instructional Material for which Alternative Instruction is Requested**

Course/Subject: \_\_\_\_\_

Title/Unit/Lesson: \_\_\_\_\_

Description of the Specific Instructional Material:

\_\_\_\_\_  
\_\_\_\_\_

**3. Nature of the Concern with the Specific Instructional Material**

Please explain the concern you have concerning the Specific Instructional Material so that school personnel can identify potential alternative instruction options.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian/Adult Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please complete a separate request for each Specific Instructional Material**

\*\*\*\*\*

**4. School District Response**

(To be completed by the Principal

Alternative Instruction Plan:

---

---

Implementation Date: \_\_\_\_\_

Responsible Staff: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Parent/Guardian/Adult Student Response**

\_\_\_ I agree to the Alternative Instruction Plan set forth above.

\_\_\_ I choose to provide alternative instruction. I understand that the charter school is not required to bear the cost of alternative instruction offered by a parent, guardian, or adult student. I acknowledge that school personnel may assess the quality of alternative work for purposes of academic credit.

Parent/Guardian/Adult Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ST. CROIX PREPARATORY ACADEMY

*Adopted:*

*Revised:*

### 606 HONORING DECEASED STUDENTS AND STAFF

#### I. PURPOSE

No family should have to suffer the death of a loved one. Such a loss, when it comes, is a tragedy or immeasurable proportion and it touches many people beyond the family. It is recognized that the loss of a member of the school community is deeply felt by students, staff and families. The purpose of this procedure is to ensure that St. Croix Preparatory Academy supports staff, students, and families impacted by death and assists them with connections to appropriate school and community resources. St. Croix Preparatory Academy strives to treat all deaths in the same way. Having a different approach for death by suicide reinforces prejudice associated with suicide and may be deeply painful to the deceased's family and friends. Schools can play an important role in channeling the energy and passion of the students (and greater community) in a positive direction, balancing the community's need to grieve with the impact that the proposed activity will likely have on students, particularly on those who might be vulnerable to suicide contagion.

During the grieving process, St. Croix Prep's Crisis Response Team works to provide support for everyone. Grief counselors are made available for our students and staff. In recognizing the importance of providing support to a family experiencing such a loss, and while wanting to provide support that is fair, yet meaningful to everyone, the school has established a standard set of practices to honor a child or staff member who dies while actively enrolled or employed at St. Croix Preparatory Academy. Recognizing that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Schools should focus on maintaining the regular schedule, structure, and routine.

#### II. GENERAL STATEMENT OF POLICY

- A. **Moment of Silence Recognition:** A "moment of silence" may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at Board of Education meetings, co-curricular events in which the deceased participated, and community-based events.
- B. **Memorial activities** expressed at school need to be coordinated and approved through the Building's Crisis Team. The Crisis Team will assist families and students in selecting memorial activities that are appropriate and assist students in healthy bereavement. Participation in memorials must remain optional but be accessible to all. The school district will not be responsible for coordinating or arranging memorial services or funerals. Any use of school facilities will fall under the facility use procedures.
- C. **Temporary school memorials**, as approved by school administration who will consult with the Crisis Team. The temporary memorials may be displayed for one week or until the day of the funeral, whichever is sooner, and will then be offered to the family. Selling of memorabilia items on school grounds is prohibited. Allowable temporary memorials are banners and pictures displayed in an area accessible to all

students but not in an area where all students will have to view the memorial. Viewing of memorials must remain optional but accessible to all. Memorials that may spontaneously arise on lockers and desks should be transferred to the designated area.

- D. **Plaque created and gifted** to memorialize the contributions the deceased one has made to enhance our school. This plaque will be placed on display at the school the student attended and will remain on display during the time the child would have attended that building. For staff that pass away during a school year, a plaque will be displayed in their building of employment until that school year, a plaque will be displayed in their building of employment until that school year's graduation ceremony.
- E. **Graduation Recognition:** At the graduation of the class of the deceased student, will present the parent, if they so choose, the memorial plaque in lieu of a diploma during the ceremony. If a parent chooses not to receive the plaque as part of the ceremony it will be sent to them as a keepsake in memory of their child. One symbol representing all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class and staff members who passed away during that school year.
- F. **Yearbooks:** A student or staff member who has died may be acknowledged in the yearbook the year the death occurred. Information shall be limited to the student's name, photo, date of birth and death, and school activities in which the student participated.
- G. **Memorial Scholarships:** Families may work directly with the Educational Foundation in the development of a memorial scholarship in the name of the deceased child or family. Proceeds given and accepted will be in accordance with the Foundation's guidelines and parent wishes in establishing a scholarship award. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship.
- H. **Commemorative Events:** An optional commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day and should be sponsored by a class, club or activity in which the deceased student or staff member participated. Advertisements of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.).

The district limits permanent memorials for deceased students and staff to endowments and scholarships. We will not accept any other forms of permanent memorials, such as trees or other landscape items. We believe that the proper place for a lasting memorial is in the homes of those who have been lost, at their final resting place, and in the hearts of the many people who were touched by knowing them.

### III. DEFINITIONS

- A. **Memorials:** Objects, activities, or donations to remember an event or deceased person(s).
- B. **Crisis Team:** Designated group of administrators and support staff within the district who plan and implement action plans specific to crises.

C. **Tragedy:** An unexpected event that is perceived as extremely negative, generates feelings of helplessness, powerlessness, and/or entrapment, and may occur suddenly, unexpectedly, and without warning.

**Legal References: None**

**Cross References: None**

**ST. CROIX PREPARATORY ACADEMY**

Adopted: 9/09/2024

MSBA/MASA Model Policy 721  
Orig. 2016

Revised: 12/16/2025

Revised:

Rev. 20265

**721 Procurement Policy** ~~UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES~~

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district. This policy also seeks to ensure compliance with Minnesota procurement laws governing charter schools.

**II. DEFINITIONS**

A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).

B. "Competitive procurement process" means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 124E.26, subdivision 4a.

~~C.~~ "Contract" means a legal instrument by which a ~~charter school non-federal entity~~ purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the ~~charter school non-federal entity~~ considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

~~D.~~ "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

~~E.~~ "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the ~~charter school non-federal entity~~ for financial statement purposes, or \$10,000.

~~F.~~ "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. ~~below of this definition:~~

1. a. The federal financial assistance that a ~~charter school receives school non-federal entity receives~~ directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

b. The cost-reimbursement contract under the federal Acquisition ~~Regulations that the charter school a non-federal~~

entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 ~~(Applicability)~~.

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph ~~(2b)~~ of the definition of Federal financial assistance in 2 Code of Federal Regulations 200.1, 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

**GF. "Grants" Includes**

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

**HG.** "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

**IH.** "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

**J.** "Severance pay" is a payment in addition to regular salaries and wages by the charter school ~~non-federal entities~~ to workers whose employment is being terminated.

**K.**

"Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the charter school.

**III. PROCUREMENT METHOD OPTIONS**

**Procurement Methods**

- ~~1. "Procurement by micro purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).¶~~
- ~~2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000 (periodically adjusted for inflation).¶~~
- ~~3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and firm, fixed price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.¶~~

~~4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.~~

~~5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.~~

~~KJ. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.~~

¶

~~LK. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.~~

¶

~~ML. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.~~

¶

### ~~III. CONFLICT OF INTEREST~~

¶

#### ~~A. Employee Conflict of Interest~~

¶

~~No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.~~

¶

#### ~~B. Organizational Conflicts of Interest~~

¶

~~The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.~~

¶

#### ~~C. Disclosing Conflicts of Interest~~

¶

~~The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.~~

¶

### ~~IV. ACCEPTABLE METHODS OF PROCUREMENT~~

¶

#### ~~A. General Procurement Standards~~

~~The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.~~

¶

- ~~B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.¶~~
- ~~C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.¶~~
- ~~D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.¶~~
- ~~E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.¶~~
- ~~F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.¶~~
- ~~G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus-area firms are considered.¶~~

~~¶~~

#### ~~H. Methods of Procurement¶~~

~~The school district must use one of the following methods of procurement:¶~~

- ~~1. Procurement by micro purchases. To the extent practicable, the school district must distribute micro purchases equitably among qualified suppliers. Micro purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.¶~~
- ~~2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.¶~~
- ~~3. Procurement by sealed bids (formal advertising). ¶~~
- ~~4. Procurement by competitive proposals. If this method is used, the following requirements apply:¶~~
  - ~~a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;¶~~
  - ~~b. Proposals must be solicited from an adequate number of qualified sources;¶~~

- ~~c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;¶~~
  - ~~d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and¶~~
  - ~~e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.¶~~
- ~~5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:¶~~
- ~~a. The item is available only from a single source;¶~~
  - ~~b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;¶~~
  - ~~c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or¶~~
  - ~~d. After solicitation of a number of sources, competition is determined inadequate.¶~~

~~I. Competition¶~~

~~The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:¶~~

- ~~1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and¶~~
  - ~~2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.¶~~
- ~~J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.¶~~

- K. ~~Non federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.~~
- L. ~~All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.~~

~~V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**~~

~~A. Property Standards~~

~~The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.~~

~~B. Equipment~~

~~Management requirements.~~

~~Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:~~

- ~~1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.~~
- ~~2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.~~
- ~~3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.~~
- ~~4. Adequate maintenance procedures must be developed to keep property in good condition.~~
- ~~5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.~~

~~C. Cybersecurity~~

~~The school district must take reasonable cybersecurity and other measures to safeguard~~

- ~~1. Personally identifiable information;~~

- ~~2. Information that the federal agency or pass-through entity designates as sensitive; and~~
- ~~3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.~~

## ~~VI. FINANCIAL MANAGEMENT REQUIREMENTS~~

### ~~A. Financial Management~~

~~The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.~~

### ~~B. Payment~~

~~The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.~~

~~Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.~~

### ~~C. Internal Controls~~

~~The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).~~

~~The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.~~

~~The school district must evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.~~

~~The school district must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.~~

~~The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.~~

## ~~VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES~~

¶

~~A. Allowable Use of Funds¶~~

~~The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.¶~~

~~¶~~

~~B. Definitions¶~~

~~1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.¶~~

~~2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.¶~~

~~3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.¶~~

~~4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.¶~~

~~C. Allowable Costs¶~~

~~The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:¶~~

~~1. Advisory councils;¶~~

~~2. Audit costs and related services;¶~~

~~3. Bonding costs;¶~~

~~4. Communication costs;¶~~

~~5. Compensation for personal services;¶~~

~~6. Depreciation and use allowances;¶~~

~~7. Employee morale, health, and welfare costs;¶~~

~~8. Equipment and other capital expenditures;¶~~

~~9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;¶~~

~~10. Insurance and indemnification;¶~~

~~11. Maintenance, operations, and repairs;¶~~

~~12. Materials and supplies costs;¶~~

- ~~13. Meetings and conferences;~~
- ~~14. Memberships, subscriptions, and professional activity costs;~~
- ~~15. Security costs;~~
- ~~16. Professional service costs;~~
- ~~17. Proposal costs;~~
- ~~18. Publication and printing costs;~~
- ~~19. Rearrangement and alteration costs;~~
- ~~20. Rental costs of building and equipment;~~
- ~~21. Training costs; and~~
- ~~22. Travel costs.~~

~~D. Costs Forbidden by Federal Law~~

~~2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive.~~

- ~~1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;~~
- ~~2. Alcoholic beverages;~~
- ~~3. Bad debts;~~
- ~~4. Contingency provisions (with limited exceptions);~~
- ~~5. Fundraising and investment management costs (with limited exceptions);~~
- ~~6. Donations;~~
- ~~7. Contributions;~~
- ~~8. Entertainment (amusement, diversion, and social activities and any associated costs);~~
- ~~9. Fines and penalties;~~
- ~~10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));~~
- ~~11. Goods or services for personal use;~~
- ~~12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;~~
- ~~13. Religious use;~~
- ~~14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);~~
- ~~15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and~~

- ~~16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.¶¶~~

~~E. Program Allowability¶¶~~

- ~~1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.¶¶~~
- ~~2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.¶¶~~
- ~~3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.¶¶~~

~~F. Federal Cost Principles¶¶~~

- ~~1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:¶¶~~
  - ~~a. Necessary for the proper and efficient performance or administration of the program.¶¶~~
  - ~~b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.¶¶~~
  - ~~c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program — for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.¶¶~~
  - ~~d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.¶¶~~
  - ~~e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.¶¶~~

~~G. Program Specific Fiscal Rules¶¶~~

~~The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.¶¶~~

- ~~1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.¶¶~~

~~2. Many state administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).¶¶~~

~~3. Auditors generally presume supplanting has occurred in three situations:¶¶~~

~~a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.¶¶~~

~~b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.¶¶~~

~~c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.¶¶~~

~~4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.¶¶~~

#### ~~H. Approved Plans, Budgets, and Special Conditions¶¶~~

~~1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.¶¶~~

~~2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.¶¶~~

#### ~~I. Training¶¶~~

~~1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.¶¶~~

~~2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.¶¶~~

#### ~~J. Employee Sanctions¶¶~~

~~Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.¶¶~~

#### ~~K. Mandatory Disclosures¶¶~~

~~The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729-3733). ¶¶~~

~~¶¶~~

~~The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). School districts are also~~

~~required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.~~

~~¶~~

## ~~VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING~~

~~¶~~

### ~~A. Compensation – Personal Services~~

~~Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:~~

~~¶~~

- ~~1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and~~
- ~~2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.~~

~~Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.~~

~~¶~~

### ~~B. Compensation – Fringe Benefits~~

~~¶~~

#### ~~1. During leave~~

~~The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:~~

~~¶~~

- ~~a. They are provided under established written leave policies;~~
  - ~~b. The costs are equitably allocated to all related activities, including federal awards; and~~
  - ~~c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.~~
- ~~2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.~~
  - ~~3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.~~

4. Pension plan costs may be computed using a pay as you go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post retirement costs may be computed using a pay as you go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short term travel visa costs (as opposed to longer term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

~~Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:~~

~~¶~~

- ~~1. A direct result of the individual's travel for the federal award;~~
- ~~2. Consistent with the school district's documented travel policy for all school district travel; and~~
- ~~3. Only temporary during the travel period.~~

**Legal References:** ~~2 C.F.R. § 200.1 (Definitions: Capital Assets)¶~~  
~~2 C.F.R. § 200.112 (Conflict of Interest)¶~~  
~~2 C.F.R. § 200.113 (Mandatory Disclosures)¶~~  
~~2 C.F.R. § 200.205 (Federal Awarding Agency Review of Merit of Proposals)¶~~  
~~2 C.F.R. § 200.214 (Suspension and Debarment)¶~~  
~~2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)¶~~  
~~2 C.F.R. § 200.302 (Financial Management)¶~~  
~~2 C.F.R. § 200.303 (Internal Controls)¶~~  
~~2 C.F.R. § 200.305(b)(1) (Federal Payment)¶~~  
~~2 C.F.R. § 200.310 (Insurance Coverage)¶~~  
~~2 C.F.R. § 200.311 (Real Property)¶~~  
~~2 C.F.R. § 200.312 (Federally owned and Exempt Property)¶~~  
~~2 C.F.R. § 200.313(d) (Equipment)¶~~  
~~2 C.F.R. § 200.314 (Supplies) ¶~~  
~~2 C.F.R. § 200.315 (Intangible Property)¶~~  
~~2 C.F.R. § 200.318 (General Procurement Standards)¶~~  
~~2 C.F.R. § 200.319(c) (Competition)¶~~  
~~2 C.F.R. § 200.320 (Methods of Procurement to be Followed)¶~~  
~~2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)¶~~  
~~2 C.F.R. § 200.328 (Financial Reporting)¶~~  
~~2 C.F.R. § 200.339 (Remedies for Noncompliance)¶~~  
~~2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)¶~~  
~~2 C.F.R. § 200.430 (Compensation – Personal Services)¶~~  
~~2 C.F.R. § 200.431 (Compensation – Fringe Benefits)¶~~  
~~2 C.F.R. § 200.447 (Insurance and Indemnification)¶~~  
~~2 C.F.R. § 200.463 (Recruiting Costs)¶~~  
~~2 C.F.R. § 200.464 (Relocation Costs of Employees)¶~~  
~~2 C.F.R. § 200.474 (Transportation Costs)¶~~  
~~2 C.F.R. § 200.475 (Travel Costs)¶~~

~~¶~~

**Cross References:** ~~MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)¶~~  
~~MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)¶~~  
~~MSBA/MASA Model Policy 412 (Expense Reimbursement)¶~~  
~~MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)¶~~  
~~MSBA/MASA Model Policy 701.1 (Modification of School District Budget)¶~~  
~~MSBA/MASA Model Policy 702 (Accounting)¶~~  
~~MSBA/MASA Model Policy 703 (Annual Audit)¶~~

- A. "Procurement by micro-purchase"

The acquisition of supplies or services when, the aggregate dollar amount of the procurement transaction which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, subpart 2.1 or as periodically adjusted for inflation).

**[NOTE: Minnesota charter schools may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. Charter schools choosing to adopt this increase must annually certify the higher threshold. The annual certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520 for the most recent audit; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]**

B. Procurement by small purchase procedures

This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000, are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000 (periodically adjusted for inflation). If a small purchase procedure is used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the charter school may exercise judgment in determining what number is adequate.

**[NOTE: Despite the federal government's increase in the dollar cap for small purchases to \$250,000, Minnesota Statutes, section 471.345 limits the cap for small purchase procedures to \$175,000.]**

C. Procurement by sealed bids (formal advertising)

This procurement method involves a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

D. Procurement by competitive proposals

This procurement method is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

E. Procurement by noncompetitive proposals

This procurement method involves procurement through solicitation of a proposal from only one source.

F. \_\_\_\_\_ A charter school procurement policy must at a minimum include:

1. conflict of interest provisions consistent with Minnesota Statutes, section 124E.14;
2. thresholds for purchases by employees without board approval;
3. thresholds for purchases that require competitive bidding procurement processes as defined in Minnesota Statutes, section 124E.02, paragraph (e), except that a competitive bidding procurement process must occur for any procurement estimated to exceed \$25,000; and

4. a prohibition on breaking up a procurement into smaller components to avoid the thresholds established in 2. and 3. above.

G. Notwithstanding Paragraph B, clause (3) above, for a procurement estimated to exceed \$25,000 but not \$175,000, the purchase may be made either by a competitive procurement process, or by direct negotiation, by obtaining two or more bids or proposals for the purchase or sale when possible and without advertising for bids or proposals or otherwise complying with the requirements of a competitive procurement process.

H. If a procurement is estimated to exceed \$175,000, a competitive procurement process must occur.

**[NOTE: Article IV on Conflict of Interest has been moved to Article XI. to create a seamless set of Articles regarding procurement.]**

#### **IV. GENERAL PROCUREMENT STANDARDS**

A. ~~General Procurement Standards~~The charter school must use its own documented procurement procedures ~~which~~that reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The charter school must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The charter school's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Breaking up a procurement into smaller components to avoid the thresholds established in this policy is prohibited.

D. The charter school must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The charter school must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The charter school alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the charter school of any contractual responsibilities under its contracts.

G. The charter school must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.

H. \_\_\_\_\_ Thresholds for Employee Purchases

The Executive Director and/or (insert title(s) as appropriate), in conjunction with the charter school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy.

Individual charter school employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the charter school board-approved budget, provided that in all cases the charter school board retains authority to disapprove any expenditure for any reason at its sole discretion:

1. \_\_\_\_\_ Any charter school employee may make a purchase for use in connection with charter school operations when the expenditure is less than \$1,000 and is consistent with this policy's requirements.

2. \_\_\_\_\_ In addition to the foregoing, the following charter school employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:

a. \_\_\_\_\_ Executive Director: Up to (insert dollar amount)

b. \_\_\_\_\_ (insert title): Up to (insert dollar amount)

**[NOTE: The charter school board has the authority to determine whether to adopt Subparagraph H.2. In addition, the board may determine the employees to be included and the expenditure amounts to be authorized.]**

**V. \_\_\_\_\_ PROCUREMENT METHODS WHEN USING STATE FUNDS**

The charter school must use one of the following methods of procurement when using state funds:

A. \_\_\_\_\_ Procurements for \$25,000 or less

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the charter school's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the charter school may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for \$25,000 or less also may be conducted by micro-purchase.

B. \_\_\_\_\_ Procurements Exceeding \$25,000 but not \$175,000

1. \_\_\_\_\_ Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2. Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the charter school may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding \$175,000

If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing charter school contracts.

Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following requirements apply:

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
5. any or all bids may be rejected if there is a sound documented reason; and
6. in order for a sealed bid to be feasible, the following conditions must be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

"Procurement by proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

- 1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- 2. the charter school must have a written method for conducting technical evaluations of the proposals received and for making selections; and
- 3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the charter school, with price and other factors considered.

**VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS**

A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. If this method is used, the following requirements apply:

- 1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;
- 2. Proposals must be solicited from an adequate number of qualified sources;
- 3. The charter school must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- 4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

5. The charter school may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

#### B. Procurement by Noncompetitive Proposals

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the charter school; or
5. After solicitation of a number of sources, competition is determined inadequate.

#### C. Competition

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.

2. The charter school must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

a. are made in accordance with 2 Code of Federal Regulations, section 200.319(b);

b. incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The

specific features of the named brand which must be met by offers must be clearly stated; and

c. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

D. The charter school must ensure that all prequalified lists of persons, firms, or products ~~which are used in acquiring goods and services~~ procurement transactions are current and include enough qualified sources to ensure maximum open ~~and free~~ competition. When establishing or amending prequalified lists, the charter school must consider objective factors that evaluate price and cost to maximize competition. ~~Also, the charter school must not preclude potential bidders from qualifying during the solicitation period.~~

E. ~~Non-federal entities are~~ The charter school is prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

M. ~~The threshold for purchases by charter school employees that may be made without board approval is~~ (insert dollar amount).

~~[NOTE: The 2024 Minnesota legislature amended Minnesota Statutes, section 124E.26 to require charter schools to establish this threshold.]~~

~~[NOTE: Thresholds are now set in Article IV.H above.]~~

G. Managing Property and Equipment and Safeguarding Assets

1. Property Standards

The charter school must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to other property owned by the charter school ~~non-federal entity~~. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The charter school must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

2. Managing Equipment

~~Management requirements.~~ Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; ~~and~~ the cost of the property; the percentage of the

federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.

c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

d. Adequate maintenance procedures must be developed to keep property in good condition.

e. If the charter school is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

#### H. Cybersecurity

The charter school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the charter school district considers sensitive and is consistent with applicable federal, state, local, and tribal laws regarding privacy and responsibility over confidentiality.

**[NOTE: See 2 Code of Federal Regulations, section 200.303, which establishes internal controls that the charter school must implement.]**

## VII. FINANCIAL MANAGEMENT REQUIREMENTS

### A. Financial Management

The charter school's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and ~~the tracking of funds to a level of expenditures adequate to establish that such funds have been used in accordance with~~ according to the federal statutes, regulations, and the terms and conditions of the federal award.

### B. Payment

The charter school must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the charter school and the

financial management systems that meet the standards for fund control and accountability.

Advance payments to ~~the~~ charter school must be limited to the minimum amounts needed and be timed ~~to be in accordance with the~~ actual, immediate cash requirements of the charter school in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the charter school~~non-federal entity~~ for direct program or project costs and the proportionate share of any allowable indirect costs. The charter school must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The charter school must establish and maintain effective internal control over the federal award that provides reasonable assurance that the charter school is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.- These internal controls should align with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The charter school must comply with ~~the United States Constitution,~~ federal statutes, regulations, and the terms and conditions of the federal award.

The charter school must evaluate and monitor the charter school's compliance with statutes, regulations, and the terms and conditions of the federal award.

The charter school must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The charter school must take reasonable measures to safeguard protected personally identifiable information and other information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

**VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

A. Allowable Use of Funds

The charter school administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Advance payment" means a payment that a federal ~~awarding~~ agency or pass-through entity makes by any appropriate payment mechanism, ~~including a predetermined payment schedule, before and payment method before the~~ charter school~~non-federal entity~~ disburses the funds for program purposes.

2. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

3. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs.— These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).

~~EDGAR can be accessed at:~~

4. "Omni Circular" ~~or~~ "(also known as 2 Code of Federal Regulations, part 200s," ~~the~~ "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," ~~or the Uniform Grant Guidance)~~ means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

#### C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, part 200, subpart E under specific conditions (review the specific part of 2 Code of Federal Regulations 200, subpart E for allowability requirements for the specific cost):

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;
5. Compensation - personal services;
6. Compensation - fringe benefits;
7. Conferences;
8. Contingency provisions;
9. Depreciation;
10. Employee health and welfare costs;
11. Equipment and other capital expenditures;
12. Gains and losses on disposition of depreciable assets;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance and repair costs;

16. Materials and supplies costs, including costs of computing devices;
17. Memberships, subscriptions, and professional activity costs;
18. Organization costs;
19. Participant costs;
20. Plant and security costs;
21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and reconversion costs;
26. Recruiting costs;
27. Relocation costs of employees;
28. Rental costs of buildings and equipment;
29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;
31. Taxes;
32. Telecommunication and video surveillance costs;
33. Termination and standard closeout costs;
34. Training and education costs;
35. Transportation costs; and
36. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, part 200, subpart Es; thus, the following list is not exhaustive:

1. Alcoholic beverages;
2. Bad debts;

3. Contingency provisions (with limited exceptions);
4. Contributions and donations
5. Entertainment (with limited exception);
  6. Fines, penalties, damages, and other settlements;
7. Fundraising and investment management costs (with limited exceptions);
  8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
  9. Goods or services for personal use;
  10. Interest (except interest specifically stated in 2 Code of Federal Regulations, section 200.449 as allowable);
  11. Lobbying;
  12. Losses on other Federal awards or contracts;
  13. Selling and marketing;
  14. Student activity costs;
  15. Religious use;
  16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
  17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
  18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

## F. Federal Cost Principles

~~1.~~—The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes ~~five~~ core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

1. Necessary for the proper and efficient performance or administration of the program.
2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

## G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require charter schools to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three (3) situations:

a. Charter school uses federal funds to provide services that the charter school is required to make available under other federal, state, or local laws.

b. Charter school uses federal funds to provide services that the charter school provided with state or local funds in the prior year.

c. Charter school uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the charter school provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the charter school's grants.

I. Training

1. The charter school will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The charter school will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any charter school employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Reduction in Aid

If the charter school makes a purchase without a procurement policy adopted by the school's board or makes a purchase not in conformity with the school's procurement policy, the Commissioner may reduce that charter school's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

A charter school is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

M. Mandatory Disclosures

The charter school must promptly disclose whenever, in connection with the federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the ~~DOE~~ Federal agency, MDE, and the agency's MDE Office of Inspector General, and pass-through entity (if applicable). Charter schools are also required to report matters related to ~~recipient-charter school~~ integrity and performance in accordance with Appendix XII of 2 Code of Federal Regulations, part 200, this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

## **IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

### **A. Compensation – Personal Services**

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written charter school policy ~~of the charter school~~ consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with ~~the~~ a charter school's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, ~~the~~ a charter school must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the charter school for non-organizational compensation.

### **B. Compensation – Fringe Benefits**

#### **1. During leave**

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the charter school.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and

worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the charter school's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the charter school follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the charter school's written policies ~~of the charter school~~.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the charter school.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the charter school's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the charter school's policy and sound business practice.

D. Recruiting Costs

Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the charter school's cost accounting practices and charter school policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

~~E. Relocation Costs of Employees~~

~~Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the charter school's reimbursement policy.~~

E. Travel Costs

Under 2 Code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the charter school.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis ~~in lieu of actual costs incurred~~, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, ~~and results in charges~~. The method used must be consistent with those normally allowed in like circumstances in the charter school's non-federally-funded other activities and in accordance with the charter school's reimbursement-established written policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the charter school in its regular operations ~~as a result of~~ according to the charter school's written ~~policy~~ reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify ~~that~~ the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the charter school's established ~~travel~~ written policy.

Temporary dependent care costs above and beyond regular dependent care ~~that directly results from travel to conferences~~ is allowable provided that these costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the charter school's ~~documented travel~~ established written policy for all charter school travel; and
3. Only temporary during the travel period.

**[NOTE: Noncompliance. If a charter school fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions).**

**If the DOE or MDE determines that noncompliance cannot be remedied by imposing ~~additional-specific conditions~~, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: (1) Temporarily withhold cash payments until the charter school takes corrective action; pending correction of the deficiency by the charter school or more severe enforcement action by the DOE or MDE; (2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the costs for all or part of the activity associated with the noncompliance or action not in compliance; (3) Wholly or partly suspend or terminate the federal award; (4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); (5) Withhold further federal awards (new awards or continuation funding) for the project or program; and/or (6) Take other remedies that may be legally available.]**

## **X. SUBRECIPIENT MONITORING**

**[NOTE: MDE auditors have stated that subrecipient monitoring must be covered in policy.]**

A. The charter school will:

1. Verify that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in SAM.gov that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.

2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.

a. Required information includes:

(1) Federal award identification

i. Subrecipient's name (must match the name associated with its unique entity identifier);

ii. Subrecipient's unique entity identifier;

iii. Federal Award Identification Number (FAIN);

iv. Federal Award Date;

v. Subaward Period of Performance Start and End Date;

vi. Subaward Budget Period Start and End Date;

vii. Amount of Federal Funds Obligated in the subaward;

viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;

ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;

x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);

xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;

xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;

xiii. Identification of whether the federal award is for research and development; and

xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).

(2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;

(3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;

(4) Indirect cost rate:

(5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and

(6) Appropriate terms and conditions concerning the closeout of the subaward.

3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:

a. The subrecipient's prior experience with the same or similar subawards;

b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;

c. Whether the subrecipient has new personnel or new or substantially changed systems; and

d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).

4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.

5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:

a. Review financial and performance reports.

b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.

c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.

d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- a. Providing subrecipients with training and technical assistance on program-related matters;
  - b. Performing site visits to review the subrecipient's program operations; and
  - c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

## **XI. CONFLICT OF INTEREST**

### **A. Employee-Standards of Conduct**

The charter school will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

B. No employee, officer, ~~or~~ agent, or board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, ~~or~~ agent, or board member, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, ~~and~~ agents, and board members of the charter school may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the charter school may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, ~~or~~ agents, or board members of the charter school. Disciplinary actions may be undertaken pursuant to the school's Discipline, Suspension, and Dismissal of Charter School Employees policy.

**[Note: The Minnesota Department of Education confirmed that the "written standards of conduct" required under 2 Code of Federal Regulations, section 200.318(c)(1) may appear in this policy, another policy and/or in an employee handbook. School boards may decide whether to adopt this section or address written standards of conduct elsewhere.]**

The charter school's Conflict of Interest - Charter School Board Members policy provides additional measures regarding conflicts of interest.

### **C. Organizational Conflicts of Interest**

If the charter school has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the charter school must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the charter school is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

D. Disclosing Conflicts of Interest

The charter school ~~must~~will disclose in writing any potential conflict of interest to the federal agency or MDE in accordance with ~~applicable~~ established federal agency policies.

**Legal References:** Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)  
Minn. Stat. § 16C.28 (Contracts; Awards)  
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 124E.02 (Definitions)  
Minn. Stat. § 124E.26 (Use of State Money)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.391 (Declaration Form)  
Minn. Stat. § 471.392 (Penalty)  
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)  
18 U.S.C. (Crimes and Criminal Procedures)  
31 U.S.C. §§ 3729–3733 (False Claims)  
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)  
2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)  
2 C.F.R. 200 Subpart E (Cost Principles)  
2 C.F.R. 200 Subpart F (Audit Requirements)  
2 C.F.R. § 200.1 (Definitions)  
2 C.F.R. § 200.101 (Applicability)  
2 C.F.R. § 200.112 (Conflict of Interest)  
2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals)  
2 C.F.R. § 200.208 (Specific Conditions)  
2 C.F.R. § 200.214 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Federal Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(e) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)

[2 C.F.R. § 200.328 \(Financial Reporting\)](#)  
[2 C.F.R. § 200.332 \(Requirements for Pass-Through Entities\)](#)  
[2 C.F.R. § 200.339 \(Remedies for Noncompliance\)](#)  
[2 C.F.R. § 200.403\(c\) \(Factors Affecting Allowability of Costs\)](#)  
[2 C.F.R. § 200.413 \(Direct Costs\)](#)  
[2 C.F.R. § 200.414 \(Indirect Costs\)](#)  
[2 C.F.R. § 200.415 \(Required Certifications\)](#)  
[2 C.F.R. § 200.425 \(Audit Services\)](#)  
[2 C.F.R. § 200.430 \(Compensation – Personal Services\)](#)  
[2 C.F.R. § 200.431 \(Compensation – Fringe Benefits\)](#)  
[2 C.F.R. § 200.447 \(Insurance and Indemnification\)](#)  
[2 C.F.R. § 200.463 \(Recruiting Costs\)](#)  
[2 C.F.R. § 200.464 \(Relocation Costs of Employees\)](#)  
[2 C.F.R. § 200.474 \(Transportation Costs\)](#)  
[2 C.F.R. § 200.475 \(Travel Costs\)](#)  
[2 C.F.R. § 200.513 \(Responsibilities\)](#)  
[2 C.F.R. § 200.521 \(Management Decisions\)](#)  
[45 C.F.R. § 75.2 \(Definitions\)](#)  
[45 C.F.R. § 75.317 \(Insurance Coverage\)](#)  
[45 C.F.R. § 75.320 \(Equipment\)](#)  
[48 C.F.R. Subpart 2.1 \(Definitions\)](#)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of Charter School Budget)  
MSBA/MASA Model Policy 701.1 (Modification of Charter School Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

**Resources:** [Minnesota Department of Education \(MDE\): Procurement Handbook \[January 8, 2025\] \(accessed 01/07/26\)](#)  
[MDE: Competitive Proposal Method \[April 2020\] \(accessed 01/07/26\)](#)  
[MDE: Guidance on Conflicts of Interest for Charter Schools and Authorizers \[Updated January 2025\] \(accessed 01/07/26\)](#)  
[Office of Management and Budget: OMB Guidance for Federal Financial Assistance \(Uniform Guidance\) \(accessed 02/20/26\)](#)  
[U.S. DOE: Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations \(accessed 01/09/26\)](#)  
[U.S. DOE: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(accessed 01/09/26\)](#)



**St. Croix Preparatory Academy  
Board Governance Manual**

## Table of Contents

### **School Information**

- School History
- School Mission
- Educational Philosophy

### **Board Information**

- Board Guiding Documents
- Board Structure
- Board Elections
- Board Training and Requirements
- Board Carver Governance Model
- Board Member Role & Responsibility
- Board Officers
- Board Committees
- Board Meetings
- Board Communication
- Board Appointments
- Board Member Compensation
- Board Member Conflict of Interest

### **Miscellaneous Board Information/Practices**

- Board Insurance
- Board Communication with the Media
- Board Engagement with Legal Counsel
- Board Communication with Friends of Education
- Board Communication with the School Staff
- Board Members, Key Employees, and Data Privacy

## School Information

### School History

St. Croix Preparatory Academy (SCPA) is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school serves nearly 1,200 students in grades K-12, and employs over 170 staff members. Located on 59 acres of land, St. Croix Preparatory Academy's educational philosophy is based on the classical methodology of grammar, logic, and rhetoric; an educational philosophy proven to achieve outstanding academic results.

SCPA, a Minnesota nonprofit corporation, has as its purpose education within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including but not limited to, the establishment and operation of a charter school under the laws of the State of Minnesota.

### School Mission

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

### School Philosophy

The educational philosophy is founded in three characteristics noted in the mission statement:

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

Character. At SCPA, the values of citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service will be identified, modeled and clearly conveyed. Administrators and faculty will encourage and promote these traits so that all students might practice and develop them. Upper school students are required to document at least 10 hours annually of community service in an effort to emphasize the importance of giving to their community.

Leadership. SCPA views leadership as the ability to first think and reason, then act with integrity and responsibility. The founders of SCPA view leadership as the product of education and character development. Real leadership entails knowledge, understanding and the ability to communicate--in conjunction with citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service. Students will examine various models and styles of leadership from American and world history. In addition, students will analyze their own unique leadership style, character attributes, and personal strengths.

## Board Information

### Board Guiding Documents

Aside from original incorporation documents, on a regular basis the SCPA board will refer to its bylaws, Minnesota statutes on charter schools (Chapter 124E), Minnesota Open Meeting Law (Chapter 13D), Minnesota Government Data Practices Act (Chapter 13D), Minnesota statutes on nonprofit corporations (317A) and the agreement with its authorizer, Friends of Education.

### Board Structure

The SCPA "Board of directors shall consist of at least five (5) and no more than eleven (11) members" (SCPA Bylaws Article IV, Section 2(a); Minn Stat. 124E.07. Subd.3). The board shall include "at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a teacher cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not

employed by the charter school, and does not have a child enrolled in the school.” (Minn.Stat. 124E.07. Subd. 3). “The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members.” (Minn. Stat. 124E.07 Subd. 3). The Board of Directors membership shall not contain any related parties, as defined by Minn. Stat. 124E, or any other persons prohibited by Minn. Stat. 124E.

SCPA Note: As of July 1, 2025, the SCPA board consists of four parents, four faculty members, and one community member.

The board structure may include a majority of teachers, parents or community members, or it may have no clear majority. (Minn. Stat. 124E.07 Subd. 3). Any changes in governance structure must follow the process defined in the School’s bylaws (Article 4, Section 3) and Minnesota statute (Chapter 124E.07 Subd. 4).

SCPA Note: The SCPA board is constituted as a “no clear majority” board.

### **Board Elections**

“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. 5) “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). “A charter school must notify eligible voters of the school board election dates at least 30 days before the election.” (Minn. Stat. 124E.07 Subd. 5).

SCPA Note: Currently, SCPA board elections are conducted near the end of the school year, with official seating occurring after training requirements have been completed – “A person elected or appointed to hold office as a director does not automatically assume the duties of that office. A person cannot assume the duties of the office of a director until he or she has qualified for the office. Qualification for an incoming director requires that the person complete the training requirements described in the training policy.” (SCPA Bylaws – Article IV, Section 2c(ii)).

### **Board Training and Requirements**

The board training requirements are based on requirements of Minnesota statute and a policy implemented by St. Croix Prep’s board.

State Mandated Training. Board members must meet the state mandated training requirements that they successfully complete state-approved training on board governance, the board’s role and responsibilities, employment, policies and practices, and financial management as found in Minn. Stat. 124E.07. subd.7. Per this statute, this training must begin within six months of taking office, and be completed within 12 months of taking office, or the individual is automatically ineligible to continue to serve as a board member. A board member who does not complete training within the 12 month period is ineligible to be elected or appointed to a charter school board for a period of 18 months.

SCPA Training Prior to Seating. In accordance with school board policy, SCPA will conduct training prior to a board member being seated. This training will include reading material, meeting with the board chair, vice chair, and executive director about the role and responsibilities of a SCPA board member; meeting with the executive director to discuss an overview of the School, its history, organizational structure, and the reading material and its impact on strategic decision making; meeting with the executive director of finance (EDF) to discuss school financing, budgeting, lease aid, funding challenges, and bondholder communication; and meeting with the executive director and principals to discuss communication protocol and homework philosophy.

Ongoing Training. Additionally, ongoing training will be provided by the executive director, school staff, external board training, and other personnel throughout the directors’ tenure.

### **Carver Governance Model**

SCPA follows the Carver Governance model. This model is designed to empower board of directors to fulfill their obligations of accountability for the organizations they govern. The model enables the board to focus on the larger issues (e.g. fiscal accountability, student achievement, and strategic initiatives), delegate operational responsibility

with clarity (e.g. hiring, curriculum, student discipline, programming, etc.), to oversee management's job, and to rigorously evaluate the accomplishment of the organization. Some defining principles of the Carver Governance model include:

Board Decisions are predominantly Policy Decisions. These policies relate to mission, executive and operational limitations by which mission may be accomplished, and the board's own job, responsibility, and accountability.

The Board Defines and Delegates. The board does not want to get bogged down in detail by approving all staff plans; board policies need to be in place to allow staff to formulate plans to fulfill the mission of the school.

The Board Speaks with One Voice or Not at All. If the board is to lead, then it must speak with one voice. This one-voice principle does not require or imply unanimity. On the contrary, the Board must embrace all the diversity it can, differences must be respected and encouraged. Once the board has voted and spoken, its decisions can be implemented. The board should not present conflicting messages to its community.

The Board Explicitly Designs its Own Products and Processes. The board defines its job, its products, its processes, and how it will accomplish its work.

### **The Board & Board Member Roles and Responsibilities**

The governing board of SCPA is primarily responsible for governance, fiscal accountability, student achievement, strategic direction, and fulfilling the mission of the school in accordance with its bylaws and founding documents.

Each board member reports to the board of directors and is responsible for actively participating and contributing to the purpose of the board. The average time commitment to fulfill this work will average between 8-10 hours per month, with additional work required for additional project or committee work.

The essential duties and responsibilities primarily include but are not limited to:

Governance. This includes familiarity and adherence with public charter school statute (124E.07), the school's bylaws, Open Meeting Law (Chapter 13D), Minnesota Government Data Practices Act (Chapter 13D), MDE and Authorizer compliance requirements, authorizer contract, and other related legal requirements. Board members are expected to be familiar with the Carver Governance model, which the school has adhered to since its inception. The board establishes policies for governing the school and students consistent with the Minnesota Board of Education rules, state and federal laws.

Financial Accountability. This includes annual budget review, annual report preparation, audit review, awareness of financial metrics to ensure continued favorable review from outside business partners (e.g. banking, investors, etc.) and to guarantee future sustainability and program growth.

Student Achievement. This includes an annual review of student performance in comparison with state and national standardized tests, and an annual evaluation of post-secondary and workforce readiness in accordance with state requirements.

Meeting Attendance. The board generally meets on the third Tuesday of every month. Board members are expected to review their board information prior to the meeting and to meet the attendance requirements specified in Minnesota statute.

Strategic Direction. The board is responsible for the continued strategic direction of the institution in alignment with the school's mission, definition of classical education, and implementation of the diffusions of innovation theory. Examples of strategic discussions may include the following: facility development, compensation models to ensure fiscal responsibility, board policy development, school replication, succession planning, revenue generation opportunities, community relations, etc.

### **Board Officers**

Per Minn. Stat. 317A, a nonprofit corporation must, at a minimum, have a president and a treasurer (Minn. Stat. 317A.301). Per the SCPA Bylaws, the officers of the board will "consist of president (chief executive officer), vice president, treasurer (chief financial officer) and secretary. (SCPA Bylaws – Article V, Section 1(a)) "The officers of the corporation shall be elected by the Board for the lesser of a one (1) year term or the remaining unexpired term of the Director." (SCPA Bylaws – Article V, Section 1(b)). A director may serve 29 terms in any officer position.

**SCPA Note:** Currently, SCPA board officers are called board chair, vice chair, treasurer, and board ~~clerk~~ secretary. This differs from the naming convention in Minn. Stat 317A and the bylaws. General board officer responsibilities are listed in the bylaws.

### **Board Committees**

A summary of board committees and their authority is noted below:

Committees of the Board. The Board of Directors may, by resolution passed by a majority of the board of directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the Board of Directors.

Authority of Committees. Committees shall make recommendations to the board of directors. No committee shall have the authority to act on behalf of the Board of Directors unless such authority is specifically delegated to the committee by the Board of Directors; provided, however, that no committee shall be granted any powers or authority exceeding that granted to the Board of Directors. Each committee shall be under the direction and control of the board and shall keep regular minutes of their proceedings

**SCPA Note:** Currently, the school board currently has a

- Finance Committee. The Finance Committee, which must include at least one member of the board, must review and provide recommendations to the board on matters related to financial health and best practices, which may include, but are not limited to, financial strategy, enrollment tracking, budgeting and planning, internal controls and compliance, revenue generation, financial conflicts of interest, audits and financial reporting, regular finance statements and transactions, and authorizer finance related requirements in the charter contract.
- Executive Committee. The Executive Committee consists of the board chair, vice chair, a parent board member, and a teacher board member selected by the executive director. The purpose of this committee is to serve in an advisory role to the executive director for operational items that require additional guidance.
- Governance Committee. The Governance Committee oversees policy development/review, board training, the annual election process, and issues related to its own governance.
- Succession Planning Committee. The Succession Planning Committee oversees the succession plans, timelines, and processes for the two current positions, which report to the board – the Executive Director and the Executive Director of Finance & Operations.
- Charter School Advisory Committee. The Charter School Advisory Committee advises the School Board on achieving comprehensive educational excellence. Its core duties include recommending rigorous academic standards and student achievement goals (per MN Statutes), developing new charter school assessments, and implementing strategies for equitable access to diverse teachers. Crucially, the CSAC champions a curriculum that is rigorous, accurate, antiracist, and culturally sustaining, ensuring it validates and integrates the cultural strengths of all racial and ethnic groups. The committee's work is finalized through mandatory program evaluations that measure the success of these comprehensive initiatives.
- Ad hoc Committees. In addition to the committees above, the board may invoke a committee for a limited time and limited purpose, at the board's discretion (e.g. the Strategic Planning Committee).

#### Board Meetings

The types of meetings, their purposes and requirements are noted below:

Regular Meetings. Regular meetings of the board of directors are usually held the third Tuesday of each month (SCPA Bylaws – Article III, Section 1). The annual meeting schedule is established at the beginning of the fiscal year.

Special Meetings. Special meetings may be called by the chair or at least three directors. Notice of the special meeting shall be provided in accordance with Minnesota Statutes, section 13D.04, as amended.

Notice will contain the date, time, place and purpose of the meetings. Only subjects listed on the agenda may be acted upon at the meeting. (SCPA Bylaws – Article III, Section 2).

Closed Meetings. The board may call a closed meeting if the subject matter of discussion requires a closed meeting. Such subject matters include security, labor negotiations, negotiations related to real estate, items protected under attorney/client privilege or employee/student discipline. In the case of employee/student discipline, the subject of the discussion may ask that the meeting be open (Minn. Stat. 13D).

Quorum and Adjourned Meeting. A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such a quorum shall not be present at any scheduled meeting, the director or directors present shall have the power to adjourn without notice, other than announcement at the meeting, until a quorum shall be present. The meeting shall be rescheduled in accordance with the Open Meeting Law. The existence of a quorum is determined when a duly called meeting is convened.

Open Meeting Law. All Board of Directors meetings, and notice of all such meetings, shall comply with the Open Meeting Law, Minnesota Statutes chapter 13D, as amended. General comments about Open Meeting Law are:

- Email discussion amongst a quorum of board members may be a violation of Open Meeting Law.
- Consecutive meetings with board members constituting less than a quorum may be a violation of Open Meeting Law if the meeting covers the same content. This is commonly called a serial board meeting.
- Board meetings require 72-hour publication notice to comply with the Open Meeting Law.
- Board attendance via electronic means (e.g. phone, Skype, Facetime, etc.) are subject to the previously mentioned 72-hour publication notice requirement. This means attendance via electronic means requires public notice of the location where the participant will be located; and this also becomes a public site for those wishing to attend the meeting.

Meeting Procedure. Meetings normally proceed along the following agenda:

- Open Forum. Prior to the meeting, community members may sign up to address the board for a two-minute period. The board will not address the comments of the speaker or interact with the topic discussed.
- Consent Agenda. For sake of expediency, these items (e.g. administrative reports, previous board minutes, etc.) are items that will be approved in a single motion. Question and discussion of the items can occur prior to approval.
- Business items. The agenda for the meeting will be followed as noted in the board packet.
- Agenda. The board meeting agenda is normally determined by the board officers, executive director and executive director of finance. While not always possible, every attempt is made to introduce items one month before requiring a vote. This gives the board members the opportunity to be briefed on the information, ask preliminary questions, then use the time between meetings to investigate, ask questions, etc. A more thorough discussion and vote will occur in the following month. Note: At times, due to deadlines, items may be added to the agenda without following the above noted procedures. Items may be submitted to the board officers, executive director or executive director of finance for addition to the agenda. Factors determining whether these items are added include current agenda, strategic vs. operational consideration, data privacy issues, etc.
- Robert's Rules of Order. Currently a strict adherence to Robert's Rules of Order is not utilized. The principles of Robert's Rules of Order are utilized in order to maintain order, guarantee discussion, and encourage independent voting.

#### Board Communication Plan

The Board of Directors shall utilize SCPA's website as the primary means of distribution of information. The website shall contain announcements of upcoming regular meetings, board contact information, previous board minutes, as well as all public documents from the board in accordance with the existing policies and bylaws.

As a board member, you may be contacted by parents in an effort to resolve a situation related to the school's operations. In an effort to adhere to the Carver Governance Model and in alignment with the SCPA board training, it is important for board members to listen thoughtfully, then direct parents to follow the Communication Protocol, which has been in place since the school's inception. The Communication Protocol is noted below:

- Direct communication with the teacher. This shows respect for the teacher and for the parent communicating the information.
- Direct communication with the principal, if the matter remains unresolved. The principal will coordinate a meeting between the parents, teacher, and principal.
- Direct communication with the executive director, if the matter remains unresolved. The executive director will coordinate a meeting with the appropriate parties.
- Direct communication with the board of directors. The executive director will coordinate a meeting with the appropriate parties.

The general rule is to communicate with the person closest to the situation and best able to address the issue quickly and effectively. Attempts to circumvent the communication process will be directed back to the process outlined in the Communication Protocol.

#### Board Member Appointments

Vacancies on the board may be filled at the board's discretion. Items considered are:

- Resignation. Any board member may resign at any time. Such resignation shall be made in writing to the board chair or board ~~clerk~~ secretary and shall take effect at the time specified in the notice.
- Vacancies on the Board. A board member so elected/appointed as a replacement will serve the remaining year(s) of the term of office of the board member being replaced. In the event of multiple vacancies the position of the board member who resigned, first will be filled first. In addition, per the bylaws (Article IV, Section 7), the most recent board election results shall be considered in making appointments to fill vacancies.

#### Board Member Compensation

Non-teacher board members shall not receive compensation for their services as a member on the board. Board members may be reimbursed for reasonable out-of-pocket expenses incurred by them in serving as a board member.

#### Board Member Conflicts of Interest

No board member will use their official position or office to obtain personal financial benefit or detriment or financial gain or detriment for relatives or for any business with which the board member or a relative is associated. Business means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual, or any legal entity operated for economic gain.

## **Miscellaneous Board Information/Practices**

#### Board Insurance

SCPA maintains Directors & Officers (D&O) insurance, therefore directors are not personally liable for decisions made by SCPA..

#### Board Communication with the Media

Unless otherwise designated, the only personnel who may speak on behalf of the school are the board chair, executive director, and communications director.

#### Board Engagement with Legal Counsel

The only personnel who have authorization to engage with legal counsel on behalf of the school are the board chair, executive director, executive director of finance, and special education director.

#### Board Communication with Friends of Education-The School's Authorizer

Unless otherwise designated, the only personnel who may speak on behalf of the school are the board chair, executive director, and executive director of finance.

#### Board Communication with the School Staff

Communication to all of the employees at the school is reserved for the administrative team, in accordance with their duties. Any board communication to all employees will be mutually determined and approved by the board chair and executive director.

#### Board Members, Key Employees, and Data Privacy

Data privacy related to employees, students, and their families is important. Due to the responsibilities of certain positions, members of the executive committee, executive director, and executive director of finance may have access to private employee and student data. Board members may have access to private data if they have a "legitimate educational interest" in the data.

FRIENDS OF



EDUCATION

## Exhibit K

### Statement of Assurances

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

#### I. ACHIEVEMENT DATA

• I assure that this school will establish baseline data for all students and routinely evaluate student

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

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

#### V. CHARTER CONTRACT

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

achievement with state and national standardized tests on at least an annual basis, and that the board will evaluate student achievement and post-secondary and workforce readiness on at least an annual basis.

#### II. ADMISSION

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

#### III. ANNUAL REPORT

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

#### IV. BOARD GOVERNANCE

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

## **VI. COMPLIANCE WITH ALL APPLICABLE LAWS**

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

## **VII. CONFLICTS OF INTEREST**

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

## **VIII. CRIMINAL BACKGROUND CHECKS**

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

## **IX. DATA PRACTICES**

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

- X. DISCIPLINE POLICY AND PUPIL FAIR DISMISSAL ACT** • I assure that the school will implement a discipline policy that is in compliance with the Pupil Fair Dismissal Act and that provides protection of the rights of students with disabilities.

## **XI. DISSEMINATION**

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

## **XII. ELECTRONIC COMMUNICATIONS**

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

## **XIII. DATA REPORTING SYSTEM (SEDRA)**

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

## **XIV. EQUAL OPPORTUNITY IN SCHOOL PROGRAMS**

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

## **XV. FACILITY REQUIREMENTS**

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

## **XVI. FILING WITH THE STATE**

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

## **XVII. FOOD SERVICE**

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

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

## **XIX. HIRING AND EMPLOYMENT PRACTICES**

- I assure that the school will comply with Minn. Stat. §363A.08, will use and maintain open and fair employment practices, advertise for all employment openings, and maintain a record of these advertisements.
- I assure that all teaching staff will be licensed as required by law unless a waiver or variance is obtained in advance of actual employment.
- I assure that the board will establish qualifications for administrative, academic supervision, and instructional leadership positions, including at least a minimum of a four-year degree from an accredited institution or equivalent experience, and additional qualifications – as appropriate for the specific position -- in instruction and assessment; curriculum design; human resources and personnel management; professional ethics; child development; financial management; legal and compliance management; special education oversight; contract management; effective communication; cultural competency; board and authorizer relationships; parent relationships; and community partnerships; and will use those qualifications as a basis for job descriptions, hiring process, and performance evaluations of the charter school director/chief administrator, and that the charter school director/chief administrator shall use those qualifications as the basis for the job descriptions, hiring, and performance reviews for the administrative staff, academic program supervisors, and instructional leaders who report to the charter school director/chief administrator.
- I assure that the board will develop professional development plans for unlicensed staff serving as a charter school director or chief administrator.

## **XX. MINNESOTA'S ACADEMIC STANDARDS**

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

## **XXI. MINNESOTA’S ACCOUNTABILITY SYSTEM REQUIREMENTS • I**

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

## **XXII. POLICIES AND PROCEDURES**

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

## **XXIII. PROGRAM EVALUATION**

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

## **XXIV.PUBLIC SCHOOL**

- I assure that this school will operate as a public school that:
  - operates in accordance with Minn. Stat. Ch. 124E and other applicable law;
  - is created as a public school, and is operated under public supervision and direction; - operates in pursuit of a specific set of educational objectives agreed to between the school and its authorizer with the purpose of improving the learning, achievement, and success of all students;
  - provides a program of elementary or secondary education, or both;
  - is nonsectarian in its programs, admissions policies, employment practices, dress code requirements and all other operations, and is not affiliated with a sectarian school or religious institution; and
    - if leasing from a sectarian organization, the school will maintain procedures to screen its students from any involvement with or exposure to any of the sectarian organization’s religious activities occurring on school property during the school day or during school-sponsored events;

- will maintain a board-adopted religious accommodation policy that accords equal treatment of and access to all religions;
  - will not impose any sectarian-based restrictions on food consumed on school premises and will maintain equal accommodations for all religions;
  - does not involve itself in religious activities, including recruiting employees, parents or volunteers for such activities;
  - has a neutral dress code or uniform policy that does not promote a particular religion or religious custom and that the school will not, through its dress code or uniform policy, restrict opportunity to participate in school activities;
- maintains a board-adopted policy allowing equal access to the use of the school's facilities and such access otherwise complies with Minn. Stat. Ch. 124E.
  - complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
  - agrees to comply with the same federal and state audit requirements as do other elementary schools and secondary schools in the state;
  - meets all applicable federal, state and local health and safety requirements;
  - operates in accordance with federal and state law; and
  - has a written performance contract with the authorizer that includes a description of how student performance will be measured in the school with respect to state assessments that are required of other public schools and pursuant to any other assessments mutually agreeable to the authorizer and the charter school.

## **XXV.PUBLIC SCHOOL FEE LAW**

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

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

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

## **XXVII.SPECIAL EDUCATION**

- I assure that this school will contract or employ an appropriately licensed special education director, will adhere to all applicable requirements in serving special education students in Minnesota and will comply with all federal and state special education laws.
- I assure that this school will involve parents of students with disabilities on an advisory council. • I assure that this school will develop a service delivery model that provides a full continuum of special education services.
- I assure that this school will determine who will provide transportation for students who have 504 plans or IEPs in which transportation is determined necessary by the 504 plan or IEP team. • I assure that this school will order necessary supplies, equipment and instructional materials appropriate to meet the needs of individual students with disabilities as they appear. • I assure that this school will meet its Child Find obligation, in part, by including information about special education service in its marketing materials, handbooks, etc. The school will establish and

implement procedures for identification of students currently qualifying for special education services and/or those who may have a disability; and for reviewing student data and determining the need to assess/reassess student needs.

- I assure that this school will have procedures for obtaining information from parents and/or previous school on student's special education or 504 Accommodation Plan.

## **XXVIII. TORT AND LIABILITY INSURANCE**

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

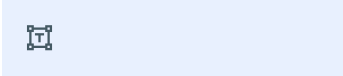
## **XXIX. TRANSPORTATION OF STUDENTS**

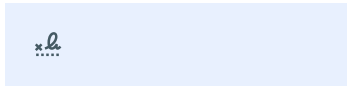
- I assure that annual written notice of this school's intentions for transportation of students will be provided as required to the resident district and the Minnesota Department of Education.

## **XXX. TUITION FREE**

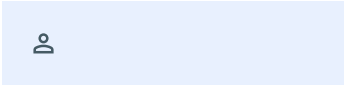
- I assure that this school will not charge tuition for its instructional or co-curricular programs except as allowed by Minn. Stat. 123B.34 to 123B.39.

By signing, I acknowledge:

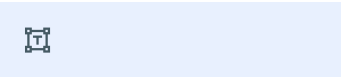
- that I have reviewed the preceding assurances,
- that I am a board member of  (name of School), and
- that the board is responsible for ensuring compliance with all federal and state laws applicable to charter schools, including the expectations contained in the preceding assurances.

Signature 

Signature Date 

Print Name: 

Phone Number: 

Email Address 

# Oath of Office

## St. Croix Preparatory Academy Board Member

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

### 1. Duty of Care

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

### 2. Duty of Loyalty

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

### 3. Duty of Obedience

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

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

Signature

Date

Print Name:

My term expires:   
[mmddyyyy]

## Conflicts of Interest Statement

**Immediate Family** means any relationship by blood, marriage, adoption, or partnership of spouses, parents, grandparents, siblings, children, first cousins, aunts, uncles, grandchildren, nieces, and nephews. Minn. Stat. 124E.02(g).

**Vendor** means any for- or non-profit entity with which the School contracts, directly or indirectly for services, goods, or facilities, and includes individuals, limited liability companies, corporations, sole proprietorships, companies, and independent contractors. See Minn. Stat. 124E.07 subd. 3(b).

**Local Official** means (1) an elected or appointed official of a county, or city, or of an agency, authority, or instrumentality of a county or city; and (2) an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any school district. Minn. Stat. 471.895

**(Place an X in the correct box. Enter NA if the field does not apply.)**

1. I certify that I am, or my immediate family member or my partner is, a full or part owner or principal with the following School **Vendor(s)** [Minn. Stat. 124E.07 subd. 3(e)]: **(Place an X in the correct box. Enter the vendor if it applies. Enter NA if the field does not apply.)**

Vendor

None

2. I certify that I have **Immediate Family** relationships with the following School employee(s) (Minn. Stat. 124E.07 subd. 3(e)): **(Place an X in the correct box. Enter the name if it applies. Enter NA if the field does not apply.)**

Immediate Family

None

3. I certify that I have **Immediate Family** relationships with the following School board members [Minn. Stat. 124E.07 subd. 3(a)]: **(Place an X in the correct box. Enter the name if it applies. Enter NA if the field does not apply.)**

Immediate Family

None

4. I certify that I, my **Immediate Family**, partner, employee, officer or agent, have financial or other interests in the following School **Vendor(s)** [Minn. Stat. 124E.14]: **(Place an X in the correct box. Enter NA if the field does not apply.)**

Immediate family member's interest

None

5. I certify that I serve on the following charter school boards, in addition to the charter school listed by my signature [Minn. Stat. 124E.07 subd. 3(h)]: **(Place an X in the correct box. Enter the name of the other Charter School Board if it applies. Enter NA if the field does not apply.)**

Other Charter School Boards

None

6. I certify that I receive the following compensation for serving on the board of directors of the charter school listed by my signature [Minn. Stat. 124E.07 subd. 3(i)] **(Place an X in the correct box. Enter NA if the field does not apply.)**

Compensation

None

7. I certify that, in the most recent 13 calendar months, I gave, or requested another person to give, the following local official(s) a gift valued in excess of \$5.(does not include campaign contributions) [Minn. Stat. 471.895 subd. 2]. **(Place an X in the correct box. Enter a Gift Description and Value if it applies. Enter NA if the field does not apply)**

Gift Description  Gift Value


Gift Description  Gift Value


None

8. I certify that, in the most recent 13 calendar months, I received the following gift from a lobbyist: **(Place an X in the correct box. Enter a Gift Description and Value if it applies. Enter NA if the field does not apply)**

Gift Description  Gift Value

None

Signature 

Print Name 

Name of Charter School 

Date Signed 

2026 July

## **BOARD MEMBER CONFLICT OF INTEREST ACKNOWLEDGEMENTS AND DISCLOSURES**

**DUE: July 22, 2026**

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

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

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

Board Member Conflict of Interest  
Acknowledgements & Disclosures 1  
Board Approved: April 2015

# St. Croix Preparatory Academy Conflict of Interest Policy

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

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

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

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

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

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

B. A conflict of interest exists when:

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

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

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

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

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

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

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

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

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

#### **V. Direct Interest – Common Law**

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

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

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

#### **VII. Consequences**

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

#### **VIII. Copy of Policy**

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


# BOARD OF DIRECTOR CONFLICTS OF INTEREST POLICY ACKNOWLEDGEMENT AND DISCLOSURE FORM


## I hereby declare that:

1. I have read, understand, and agree to the provisions of the Conflict of Interest Policy.

2. Place and X in the box that applies. Enter NA if the field does not apply.

 I have no conflicts to declare.

 I am declaring the following conflict or potential conflict: (describe below)


Declare conflict or potential conflict. 


3. If a conflict is declared, I will notify the Board Chair.


4. I understand that I am not formally a board member in good standing until this declaration and other conditions are met.

5. I will comply with the rules and regulations outlined in this policy.

6. I understand that this original acknowledgement will be maintained by St. Croix Preparatory School Board Clerk.

Director Name 

Signature 

Date: 

**CONTRACT**  
**Deaf/Hard of Hearing**  
**2026-2027**

**This Agreement**, is made and entered into by and between **St. Croix Preparatory Academy** (hereinafter referred to as the "DISTRICT") and **Brenda Crissinger, Deaf/Hard of Hearing Teacher/Consultant**, (hereinafter referred to as the "CONTRACTOR".)

**RECITALS**

**Whereas**, the DISTRICT desires to enter into an agreement with a qualified CONTRACTOR with expertise in providing **Deaf/Hard of Hearing** services and evaluation; **and**

**Whereas**, the CONTRACTOR is duly qualified and will provide the requested consulting services;

**Whereas**, the DISTRICT is willing to enter into an agreement with the CONTRACTOR to provide these services; **and**

**Whereas, the CONTRACTOR understands and agrees that:**

1. The CONTRACTOR will act as an independent contractor in the performance of all duties under this agreement;
2. The CONTRACTOR is not an agent, servant or employee of the DISTRICT and shall not make any such representations nor hold themselves out as such;
3. The CONTRACTOR shall have no authority to bind the DISTRICT for the performance of any services or to otherwise obligate the DISTRICT, the CONTRACTOR's authority being specifically limited to the duties assigned to the CONTRACTOR under this Agreement;
4. The CONTRACTOR shall not be considered, under the provisions of this Agreement or otherwise, as having employee status, and accordingly, the CONTRACTOR shall be responsible for payment of all taxes, including federal, state and local taxes arising out of the CONTRACTOR's activities under this Agreement, including, but not limited to, federal and state income tax, FICA, unemployment insurance taxes, and any other taxes or business license fees as required;
5. The CONTRACTOR shall not accrue any continuing contract rights for the services performed to this Agreement;
6. The CONTRACTOR shall comply with all applicable School Board policies, procedures, rules and regulations that are relevant to the CONTRACTOR's provision of services under this Agreement;
7. Services provided are for students with a disability and whose Individual Education Program (IEP) contain documentation of the need for services. This service is unique to students identified as special education students. It is specifically designed instruction and not available to non-disabled students. The decision to provide this service was made by the IEP team. This service is provided at no cost to the parent. Facilities where this service is provided are of high quality.
8. The CONTRACTOR holds and will maintain the licensure required to perform services outlined in this contract.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein and board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, CONTRACTORS, and representatives other good and valuable consideration, it is agreed as follows:

**ARTICLE I**  
**SERVICES TO BE PROVIDED**

**Section 1. Provision of Services.** The CONTRACTOR agrees to provide **direct, indirect and consultative** services and **evaluation** as identified by the IEP team and documented in the student's IEP. Consultation services may include, but are not necessarily limited to, remote/online services, review of pertinent educational records of selected students; discussion and consultation with teaching staff, school administration and related service providers, and providing consultation and recommendations on appropriate goals and objectives, and working individually with students on educationally related issues.

## **ARTICLE II** **COMPENSATION**

**Section 1. Compensation/Fees.** The CONTRACTOR shall provide the agreed to services at a rate not to exceed **\$95.00** per hour. A minimum of 1 hour will be charged for the initial hour of services and the extension of time beyond this hour will be charged in 15 minute increments. Additional time may be required for assessments, due process paperwork and inservice training, indirect service time (as noted on the IEP). Drive Time will be charged at the same rate, but, after 30 minutes of driving, a full hour will be charged. Payment is due within 30 days of receipt of invoice. Should payment not be received within 90 days, the CONTRACTOR reserves the right to cancel contract (services) due to nonpayment. Total maximum threshold of expenditure, for the year, is \$20,000. Payment for services is due within 30 days of receipt of invoice. Should payment not be received within 90 days, the CONTRACTOR reserves the right to cancel the contract (services) due to nonpayment.

This agreement will occur during the 2026-2027 school year. If Extended School Year services are needed, an additional contract will be amended.

The CONTRACTOR services to be provided will be determined solely by the DISTRICT. The CONTRACTOR will not provide any services above and beyond those services in which the DISTRICT specifically requests. Furthermore, the CONTRACTOR agrees that during the term of this Agreement, s/he will not accept monetary payment or other remuneration from any entity or individual other than the DISTRICT for providing consulting services to a student or child currently enrolled or receiving education services or funding from the DISTRICT, unless specifically permitted by the DISTRICT. It is the responsibility of the CONTRACTOR to submit an invoice for payment, within 30 of services provided.

## **ARTICLE III** **SERVICES**

**Section 1. Services.** The Services provided by the CONTRACTOR pursuant to this Agreement will be determined exclusively by the DISTRICT. The Agreement will remain in effect for the 2025-2026 school year but may be terminated by either party upon written notice to the other; however, any termination shall not be effective less than thirty (30 days) following said notice.

## **ARTICLE IV** **INSURANCE AND OTHER BENEFITS**

**Section 1. Insurance.** During the term of this Agreement, it is specifically agreed and understood that the CONTRACTOR shall not be eligible for nor provided insurance coverage of any kind, including, but not limited to, health, medical, dental, life, and long-term disability.

**Section 2. Other Benefits.** It is specifically agreed and understood that the CONTRACTOR shall not be eligible for nor provided any other benefits, including, but not limited to, working compensation and unemployment benefits.

○ **Section 3. Liability Insurance.** Contractor must provide and maintain, during the life of this agreement, insurance coverage with minimum limits as follows:

- **General Liability Insurance**

- a. **Commercial Liability – Occurrence (Form CG 00 01 98 or its equivalent)**

- i. **Combined Single Limit** \$1,000,000
- ii. **Personal Injury Limit** \$1,000,000
- iii. **Products Completed Operations** \$3,000,000
- iv. **General Aggregate** \$3,000,000

- Professional Liability Insurance with limits of \$1,000,000 each occurrence, \$3,000,000 aggregate.
- Contractor must provide the District with 30 day notice of cancellation, non-renewal or material change to coverage.

**ARTICLE V**  
**INDEMNIFICATION**

The CONTRACTOR agrees to hold harmless the DISTRICT and its board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, CONTRACTORS, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the CONTRACTOR, or the CONTRACTOR's employees or agents, in regard to the CONTRACTOR's performance of duties under this Agreement, and for any action commenced against the DISTRICT or any of its board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, CONTRACTORS, and representatives arising out of the actions taken by the CONTRACTOR pursuant to this Agreement, the CONTRACTOR shall assume full responsibility and shall indemnify the DISTRICT and its board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, CONTRACTORS, and representatives from and against any and all related liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incident thereto.

**ARTICLE VI**  
**GENERAL**

**Section 1. Data.** The CONTRACTOR agrees that any information and data received by the CONTRACTOR during the term of this Agreement shall be treated and maintained by the CONTRACTOR in accordance with all applicable federal, state and local laws, rules and regulations governing same, including, but not limited to, the provision of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The CONTRACTOR also agrees to comply with all of the provisions and requirements of DISTRICT's data privacy policies. Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the CONTRACTOR in the performance of the CONTRACTOR's obligations under this Agreement shall be the exclusive property of the DISTRICT, and any such data and materials shall be remitted to the DISTRICT by the CONTRACTOR upon completion or termination of the Agreement.

**Section 2. Entire Agreement.** The agreement is the entire agreement between the DISTRICT and the CONTRACTOR and it supersedes all prior written or oral agreements. There are no covenants, promises, undertakings, or understandings outside of this Agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 3. Special Education Provisions.** The Services provided are specially designed instruction, at no cost to the parents, to meet the unique needs of a student with a disability or related services in order for a child with a disability to benefit from specially designed instruction.

**WHEREFORE, THIS Agreement was entered into on the date set forth below and 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.**

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Brenda Craig  
Contractor Signature

Teacher  
Debbie Hadley  
Title  
Hearing

4-2-2026  
Date



## Psychological Services Agreement

This Purchase of Service Agreement ("Agreement") is made and entered into by Jenie C-Raether (herein referred to as 'contractor'), School Psychologist and St. Croix Preparatory Academy (hereinafter referred to 'SCPA') 4260 Stagecoach Trail North, Stillwater, MN 55082

This Agreement is entered into pursuant to Minnesota Statute 125A.

### Purpose:

The purpose of this Agreement is to create an agreement between SCPA and Jenie C-Raether for the purchase of psychological services.

### Definition

The words used in this Agreement are intended to have their ordinary meaning except for terms that are defined by state or federal education law which shall have the meaning ascribed to the term in the law.

**Whereas** SCPA has requested that the Contractor provide psychological services.

**Whereas** Contractor has agreed to provide psychological services and SCPA agrees to pay for such services as invoiced.

**Now, therefore**, in consideration of the mutual agreements contained here, the Parties agree as follows:

- **Location:** The Contractor shall provide the Services at the following location: 4260 Stagecoach Trail N., Stillwater, MN 55082.
- **Invoicing for Services Provided:** Contractor agrees to bill SCPA. SCPA shall remit payment to Contractor upon receipt of an Invoice for psychological services provided.
- **Effective Date and Termination Date:** This agreement shall be in force and effect upon the later of complete execution of the Agreement by both parties or August 1, 2026, and shall remain in effect through June 30, 2027.
- **Indemnification:** Each party shall be responsible for its own acts and omissions and shall not be responsible for the acts or omissions of the other party.
- **Assignment:** Neither party may assign this Agreement to any other party without the express written consent of the Board of Education of each party.
- **Contractor will provide:**
  - Individual malpractice/professional liability insurance
  - Test materials to be used by the psychologist will be selected at the discretion of the psychologist according to the needs of the child, existing information, and professional judgment.
  - A complete written report at the end of the evaluation process
- **SCPA will provide:**
  - At least one week's notice of any scheduled meeting to allow for adequate preparation
  - A copy of the entire evaluation plan and signed parental permission for each student to be evaluated
  - Access to required special education forms and records
  - An appropriate, quiet and private space for testing, interviewing, consultation, and/or counseling which includes 3 chairs and a table.
  - Access to and use of school copy machine to copy reports, school phone, printer and fax machine as needed to share information with parents and other approved agencies.

- **Reimbursement Rate:** Testing, test scoring, test interpretation, report writing, consultation, meeting and attendance/participation, will be billed at \$110 per hour. If non-payment after 30 days of invoice, a late fee of 10% will be charged.
- **Reimbursement:** The contractor will submit an invoice for services and fees to the School. Payment will be made within 30 days of billing.
- **Liability Insurance:** SCPA will maintain in effect during the term of this contract, policies or liability insurance against claims of negligence and malpractice. The contractor will maintain and provide documentation of professional liability insurance (copy attached).
- **Cancellation:** Services may be terminated by either party with 30 (thirty) days written notice.

<u>Jenie Raether 5-2-26</u> Contractor Signature                      Date	_____
<u>Jenie Raether</u> Name (Please Print)	_____
<u>3152 Leyland Trail Woodbury, MN 55125</u> Address	_____
<u>85-2075892</u> Social Security or Federal ID Number	_____
(Must be listed before payment can be made.)	_____
	Administrator Signature    Date
	_____
	Name (Please Print)
	_____
	St. Croix Preparatory Academy
	4260 Stagecoach Trail N
	Stillwater MN 55082

# Youth Frontiers, Inc. Courage Retreat Contract

## I) Agreement

This agreement is made on 05/20/2026 between:

Youth Frontiers, Inc. 5215 Edina Industrial Blvd Minneapolis, MN 55439 952-922-0222 (hereafter "YOUTH FRONTIERS" or "YF")	St Croix Preparatory Academy 4260 Stagecoach Trail North Stillwater, MN 55082 (hereafter "SCHOOL CLIENT")
---	--

If this agreement is not signed and returned by SCHOOL CLIENT within 30 days of 05/20/2026 (with the deposit amount stated below), SCHOOL CLIENT'S reservation may be forfeited.

**SCHOOL CLIENT Contact:** Nicole Dockham

**Phone Number:** (651) 395-5920

---

## II) Requirements of SCHOOL CLIENT:

**Location:** To be determined and set up by SCHOOL CLIENT.

**Small Group Leaders:** YOUTH FRONTIERS recommends 1 leader for every 6 students. YF reserves the right to reschedule or cancel your retreat if you do not have at least 1 leader/chaperone per 10 students. YF recommends parent/guardian small-group leaders. Small-group leaders may be high school students.

Student leaders that are younger than juniors must receive approval from YF. SCHOOL CLIENT is responsible for selecting group leaders and all appropriate background checks for these leaders. **Retreat Length:** Recommended retreat length for our Courage Retreat, depending on group size is 5 hours.

**Number of Participants:** Retreat participants, excluding leaders, should not exceed 200 Students. Groups that exceed this number must receive approval from YF or be split into multiple retreats. YF retreats are for one grade level.

**Preparing for Retreat:** YF will provide SCHOOL CLIENT with a Prep Pack to plan the retreat. SCHOOL CLIENT agrees to complete the planning requirements included in the Prep Pack, including logistics for small-group leaders, retreat location, and transportation for students and leaders. YF requires SCHOOL CLIENT to complete a Priority One Form at least one month prior to the retreat date.

**YOUTH FRONTIERS reserves the right to cancel the retreat at any time if these criteria are not met.**

---

## III) Fees / Expenses

The fee for the retreat is \$4,095.00. A deposit of \$750.00 is required at the time of this agreement, with the remaining balance due upon receipt of invoice. Any previous deposits will be applied and noted on your final invoice. The retreat fee includes travel expense costs for YF. Please mail the balance to the YF address under Section I. All payments should be made to Youth Frontiers, Inc.

---

## IV) Cancellations / Rescheduling

Effective for the 2026-27 school year, if SCHOOL CLIENT decides for any reason to cancel the retreat or new program, SCHOOL CLIENT'S deposit will not be refunded. However, SCHOOL CLIENT may request to apply the deposit to a different YF program offering during the 2026-27 school year (subject to date availability).

## Youth Frontiers, Inc. Courage Retreat Contract

In addition, should SCHOOL CLIENT cancel or reschedule the retreat for any reason, or if the retreat cannot be given as scheduled due to an unavoidable circumstance, it is agreed that any expenses incurred by YF and/or the SCHOOL CLIENT, including, but not limited to: facility fees, lodging, meals, transportation, program staff, etc., will be paid by SCHOOL CLIENT. Should the retreat be postponed by the SCHOOL CLIENT and rescheduled, the rescheduled retreat will be held at a time and date mutually agreed upon by the SCHOOL CLIENT and YF. YF will confirm any date changes by email communication. Please review the above terms for our updated cancellation policy for programs in the 2025-2026 school year, and initial.

Initial  
MQF

### V) Indemnification

SCHOOL CLIENT hereby agrees to indemnify, hold harmless, and defend YOUTH FRONTIERS and any director, employee, or agent thereof (each an "Indemnified Party") against all claims, liabilities, losses, expenses (including attorneys' fees and legal expenses related to such defense), fines, penalties, taxes, or damages (collectively, "Liabilities") asserted by or on behalf of any retreat participant, except for claims resulting from the acts or omissions of YF and any director, employee, or agent thereof. SCHOOL CLIENT'S obligation to indemnify and defend any Indemnified Party will survive the cancellation, expiration, or termination of this contract by either party for any reason. YF shall promptly notify SCHOOL CLIENT of any such claim and SCHOOL CLIENT shall, at YOUTH FRONTIERS' option, conduct the defense at SCHOOL CLIENT'S sole expense, and YF shall cooperate with such defense.

### VI) Other Terms

a. Entirety & Amendment. This document contains the complete agreement between the parties and supersedes any prior oral or written agreements or warranties between the Parties. No other agreement, amendment, representation or understanding will be binding on the parties unless made in writing by mutual consent of both parties.

b. Default. SCHOOL CLIENT'S failure to comply with the terms and provisions of the Agreement will constitute a default. Upon default, SCHOOL CLIENT will have a reasonable time to cure the default. YF will have the right to seek administrative, contractual or legal remedies. Also, YF will be entitled to recover all costs, expenses, and reasonable attorney's fees in obtaining specific performance or any other remedies as allowed by law. The election of one remedy will not constitute a waiver of any other available remedies.

c. Severability. If any term of this Agreement is severed as invalid or unenforceable by a court of competent jurisdiction, then that term will be deemed valid to the greatest extent possible and the remainder of this Agreement will continue as valid and enforceable.

d. Choice of Law & Forum. The parties agree this Agreement is governed by the laws of Minnesota and applicable Federal Laws and that any dispute in which direct negotiations fail will be finally resolved in a court of competent jurisdiction in the state of Minnesota.

e. Assignability. This Agreement may not be assigned without the express written consent of YF. If the Agreement is assigned, all provisions of the Agreement will be binding on the successors or assigns.

## Youth Frontiers, Inc. Courage Retreat Contract

f. Waiver. Failure to exercise, or any delay in exercising, any right or remedy provided under this agreement or by law will not constitute a waiver of that or any other right or remedy, nor will it preclude or restrict any further exercise of that or any other right or remedy.

### VII) Retreat Specifics

YOUTH FRONTIERS agrees to provide a retreat to SCHOOL CLIENT as follows:

School Name: St Croix Preparatory Academy  
Retreat Type: Courage Retreat  
Retreat Date: 01/27/2027  
Approximate Number of Participants: 100  
Grade: 7th  
Retreat ID: R-50966

### VIII) Permission to use program Photography / Videography /Social Media Content

YF strives to be a positive force for students and educators on our social media platforms. Social media is a way YF to stay connected with students and remind them of the character messages YF shared with them on retreat. By checking "YES" below, you are giving YF permission to take photos of your students on retreat and post them to their social media pages (Instagram, Facebook, Twitter). Specifically, you agree that images and video are often used by YF for promotional purposes. You give consent, now and for all time, to YF to make, reproduce, edit, broadcast or rebroadcast any video footage, sound recordings and photo reproductions of students' images or narrative accounts of experiences with YF, for the purpose of promotions, advertising and legitimate business uses.

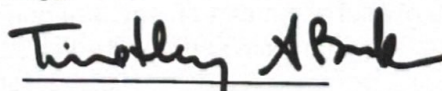
- YES. YF can take photos / videos of our students on the retreat to use for social media / marketing purposes.
- NO. YF cannot take photos / videos of our students on the retreat to use for social media / marketing purposes.

SCHOOL CLIENT  
Contact: Nicole Dockham

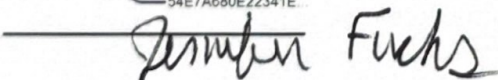
Youth Frontiers, Inc.  
Timothy Bell-Kemp  
Director of Finance & Operations

Phone or email: nicoledockham@stcroixprep.org

Date: 5/20/2026

Signature:  


Signed by:  
Signature: Nicole Dockham  
54E7A680E22341E



Please return by email to [retreatcoordinator@youthfrontiers.org](mailto:retreatcoordinator@youthfrontiers.org).

## Youth Frontiers, Inc. Courage Retreat Invoice

Bill to:  
St Croix Preparatory  
Academy  
4260 Stagecoach Trail  
North  
Stillwater, MN 55082

If you would like to update your billing  
information for this retreat, please update  
here.

Entity Name:

Address:

City, State, Zip Code:

Deposit Date	Retreat Date	Invoice #	Payment Terms
06/19/2026	01/27/2027	R-50966	Due:within 30 days
Description			
Courage Retreat Deposit			\$750.00

Deposit Balance Due  
\$750.00

Please make check payable to Youth Frontiers, Inc. or contact us for ACH (bank transfer)  
information. Send payments to:

Youth Frontiers, Inc.  
5215 Edina Industrial Blvd., Suite 400  
Minneapolis, MN 55439

**Please include invoice number R-50966 on your check.**

Phone 952-922-0222



## SERVICE AGREEMENT

This Service Agreement (this "Agreement") is made by and between St. Croix Preparatory Academy ("Client") and Nice Healthcare PLLC, a Minnesota limited liability company ("Nice Healthcare"), effective as of 05/12/2026 ("Effective Date") for the purpose of setting forth the terms and conditions under which Nice Healthcare shall provide certain services to Client.

**1. Services to Client.** Nice Healthcare shall make available and provide, as requested by Client's covered employees or dependents, the services associated with the care plan designated on Exhibit B, which is attached hereto and incorporated herein (the "Services"). Services shall be provided through one or more of Nice Healthcare's employed or contracted non-physician health care practitioners (the "Providers") who at all times meet the requirements of this Agreement. The Services shall be performed at the locations and within the time frames set out in Exhibit A, which is attached hereto and incorporated herein.

**2. Qualifications and Standards.** Nice Healthcare Providers and other Nice Healthcare personnel will perform Services under this Agreement in compliance with all applicable state and federal standards, laws, rules, and regulations, and will conduct Services in a manner consistent with accepted practices and the standards offered to the other individuals to whom they provide services. All of the Providers that provide Services under this Agreement are licensed to practice in his or her discipline, and all other personnel involved are duly qualified and trained, as may be required to render professional and/or technical services. In the event that a Provider providing Services to Client pursuant to this Agreement fails to comply with any of the requirements described above or elsewhere in this Agreement, Nice Healthcare will notify Client and such Provider(s) will thereupon cease providing Services to Client under this Agreement.

**3. Payment to Nice Healthcare.** For the Services to be performed under this Agreement, Client shall pay Nice Healthcare the amounts set forth in Exhibit B (the "Fees") in the time frames set out in Exhibit B. In the event this Agreement is terminated pursuant to Section 10, Client shall be liable for only those charges incurred prior to the effective termination date. The Fees shall be the sole fees and compensation payable by Client under this Agreement (including the Exhibits) and are exclusive of all applicable sales, use or other similar taxes, if any, which shall be the responsibility of Client.

#### **4. Confidentiality.**

(a) **Confidential Information.** In order to provide Services, Nice Healthcare and Client may be furnished with, receive, or otherwise have access to information and materials considered confidential or proprietary by the disclosing party ("Confidential Information"). Confidential Information includes all information, in any form, furnished orally or in writing, made available directly or indirectly to a Party ("Receiving Party") that relates in any way to the Party providing such information ("Disclosing Party"); its existing or former employees or participants; existing, former, or potential customers; or other third parties with whom the



Disclosing Party has a business relationship, which is marked as confidential or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Confidential Information also includes Personal Information (as that term is defined below).

For purposes of this Agreement, “Personal Information” shall mean information, provided to Nice Healthcare by or at the direction of Client, or to which access is provided in the course of performance of the Services described in this Agreement, that identifies or makes identifiable an individual (by for example, name, signature, address, telephone number, or other unique identifier, including a social security number), including, but not limited to, information that can be used to authenticate that individual (including, without limitation, passwords or PINs, unique identification numbers, answers to security questions, or other personal identifiers). Personal Information includes information about members and their dependents and beneficiaries for whom Nice Healthcare provides Services. Nice Healthcare and Client shall maintain any and all Personal Information in confidence, without disclosing same to any third party unless having the prior written permission of the Disclosing Party. Unless excluded pursuant to Section 4(b), all Personal Information of members and their dependents and beneficiaries received, developed, or otherwise acquired under this Agreement is presumed to be Client’s Confidential Information.

(b) Exceptions. Confidential Information shall not include information that is: (i) already lawfully known by the Receiving Party prior to receiving such information from the Disclosing Party as shown by the Receiving Party’s written records; (ii) publicly known at the time of or subsequent to the disclosure or becomes publicly known, in either case through no wrongful act of the Receiving Party; (iii) subsequently disclosed on a non-confidential basis by a third party not having a confidential relationship with the Disclosing Party and such third party rightfully acquired such information; (iv) independently developed by Receiving Party without use or reference to materials of the Disclosing Party as shown by the Receiving Party’s written records; or (v) communicated to a third party on a non-confidential basis with the express written consent of the Disclosing Party. The foregoing exceptions do not apply to the disclosure of Personal Information, which shall not be disclosed without the prior written consent of the employee or person to whom the disclosure pertains, unless permitted or required by law.

(c) Standard of Care. Receiving Party shall keep and maintain all Confidential Information received from Disclosing Party in confidence and shall protect Confidential Information with at least the same degree of care (and in any event no less than reasonable care) that it uses to protect its own Confidential Information. The Receiving Party may disclose Confidential Information of the Disclosing Party to its employees, contractors, officers, directors, agents, or other representatives (collectively “**Agents**”) only as necessary to perform its obligations hereunder, provided that the Receiving Party shall remain liable to the Disclosing Party for any breach of its confidentiality obligations by its Agents. Notwithstanding the foregoing, Client has the right to disclose Nice Healthcare’s Confidential Information in connection with a request by a regulatory authority having supervisory authority over Client.

(d) Legal Disclosure. If the Receiving Party is required by law to disclose Confidential

Information of the Disclosing Party, it shall, to the extent allowed under applicable law, give prompt advance written notice of such requirement to the Disclosing Party. Reasonable efforts shall be made to provide notice in sufficient time to allow the Disclosing Party to seek an appropriate confidentiality agreement, protective order, or modification of any disclosure, and the Receiving Party shall reasonably cooperate in such efforts. Where the Receiving Party must disclose Confidential Information of the Disclosing Party by law, as contemplated in this section, the Receiving Party shall only disclose the minimum Confidential Information required to satisfy such disclosure obligation.

(e) Return or Destruction of Information. Upon termination or expiration of the Agreement for any reason or upon either party's request, the other party shall immediately cease handling and return all documents and other materials constituting or containing Confidential Information or any derivatives of such information to the other party. Each party may retain one copy of Confidential Information for archival purposes.

(f) Notwithstanding any provision of this Agreement to the contrary, in all events, this Agreement shall be interpreted and applied in a manner which causes it to comply with the No Surprises Act prohibition on gag clauses as codified in (i) Section 9824 of the Internal Revenue Code, (ii) the Employee Retirement Income Security Act Section 724, and (iii) Public Health Services Act section 2799A-9.

This Section 4 shall survive any termination of this Agreement

**5. Ownership of Work Product.** Client acknowledges that any work product of any type, defined as any data, documentation, "know-how," concepts, plans, inventions, improvements, techniques, and processes generated by Nice Healthcare under this Agreement, belongs solely to Nice Healthcare and Client hereby assigns and transfers to Nice Healthcare any and all rights that Client might have asserted to such work product, including any copyright, patent, trademark, trade secret or other intellectual property rights, to Nice Healthcare. Client will cooperate with Nice Healthcare and will execute any documentation reasonably required by Nice Healthcare to assert or protect its property rights in the work product. Notwithstanding the foregoing, Nice Healthcare's rights under the section do not extend to or in any way apply to any "protected health information", "electronic protected health information", or "health records" as defined under the Health Insurance Portability and Accountability Act. Client will be granted a non-exclusive, paid in full license to use any work product generated by Nice Healthcare under this Agreement for the term of this Agreement.

**6. Health Care Privacy and Security.** All health or medical information and/or data concerning specific patients (including, but not limited to, the identity of the patients), derived from or obtained during the course of performing Services under this Agreement, shall be treated by the parties as confidential so as to comply with all applicable state and federal laws and regulations regarding confidentiality of patient records, and shall not be released, disclosed, or published to any party other than as required or permitted under applicable laws. Nice Healthcare further acknowledges that it will comply with all applicable state and federal laws and regulations

governing patient privacy and security.

**7. Relationship of Parties.** The sole relationship of the parties is that of independent contractors and nothing in this Agreement or otherwise shall be deemed or construed to create any other relationship, including one of employment, joint venture or agency. Under no circumstances will Nice Healthcare or any Provider hold themselves out as or be considered agents or employees of Client. Client will carry no Workers' Compensation insurance, liability insurance, or health insurance to cover Nice Healthcare or any Provider. Client will not pay any Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might be expected in an employer-employee relationship. Nice Healthcare agrees to report and pay all taxes, unemployment insurance, Social Security and other benefits for Providers. This Section shall survive any termination of this Agreement.

**8. Indemnification.** Each party (the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other party and its managers, shareholders, employees, and dependents of covered employees, and their respective successors and assigns ("Indemnitees") against and with respect to all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties, and attorney's fees (collectively, "Losses") that any Indemnitee may incur or suffer which arise, result from, or relate to the Indemnifying Party's default under or failure to perform any contractual or other obligations or undertaking under this Agreement, or the malpractice, negligence, or breach of applicable law of or by the Indemnifying Party or its employees, agents, independent contractors, subcontractors, or representatives in the discharge of its or his or her professional responsibilities, or any other negligent act or omission to act of the Indemnifying Party, its directors, officers, employees, agents, independent contractors, subcontractors, or representatives arising under this Agreement. This Section shall survive termination or expiration of this Agreement.

**9. Disputes.** If a dispute arises between the parties arising from or relating to this Agreement, the parties will attempt to informally resolve it before taking any action. If the dispute is not resolved within thirty (30) days, then a party may submit the dispute for resolution exclusively through confidential, binding arbitration, instead of through trial by court or jury, in accordance with the commercial, expedited dispute rules then in effect of the Judicial Arbitration and Mediation Service ("JAMS"), the American Arbitration Association ("AAA"), or the American Health Lawyers Association Alternative Dispute Resolution Service ("AHLA"). Notwithstanding the foregoing and/or anything to the contrary in the rules of JAMS, AAA, or AHLA and/or any term in this Agreement, the Parties agree to the following: (i) The arbitration will be conducted on an expedited basis by a single arbitrator; (ii) In making decisions about discovery and case management, it is the parties' express agreement and intent that the arbitrator at all times promote efficiency, without denying either party the ability to present relevant evidence; (iii) In reaching and issuing decisions, the arbitrator will have no jurisdiction to make errors of law and/or legal reasoning; (iv) The arbitrator shall have no power to award any punitive or exemplary damages or to vary or ignore the terms of this Agreement; (v) The parties will share the costs of the mediation and/or arbitration equally; and (vi) Each party will bear its own attorneys' fees and costs.

**10. Term and Termination.** This Agreement shall be effective as of the Effective Date above and will be in effect through the end of the initial Service Period listed in Exhibit B and shall automatically renew for a 12 month period thereafter (“Term”). Either party may terminate this Agreement without cause upon One-hundred twenty (120) days advance written notice to the other party (“Without Cause Termination”). In the event of Without Cause Termination, all Services will terminate at the end of the month in which the 120<sup>th</sup> day after notice falls. Upon any termination, all compensation, as defined in Exhibit B, shall be prorated to reflect actual Services rendered up to the effective date of termination. In addition, either party may terminate this Agreement if the other party breaches any of its material obligations under this Agreement and fails to cure such breach within ten (10) days of written notice thereof. Notwithstanding the foregoing, Client shall have the right to terminate this Agreement on such shorter periods of notice as may be described elsewhere in this Agreement. In the event that either party becomes insolvent, unable to pay its debts as such debts come due, or enters into or files (or has filed or commenced against it) a petition, arrangement, application, action, or other proceeding seeking relief or protection from creditors under the bankruptcy laws or similar laws of the U.S. or any state of the U.S., this Agreement will terminate immediately upon written notice to the insolvent party, without notice or opportunity to cure.

**11. Insurance.** Nice Healthcare will maintain medical professional liability insurance or a comparable program of self-insurance in the amount of at least One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate on behalf of each Provider. Such insurance will be either occurrence or claims made with an extended period reporting option under such terms and conditions as may be reasonably required by Client. Nice Healthcare will also maintain general liability insurance or a comparable program of self-insurance of at least One Million Dollars (\$1,000,000) per occurrence, including contractual liability. Nice Healthcare will also maintain data security and privacy insurance or a comparable program of self-insurance with limits not less than One Million Dollars (\$1,000,000.00) per occurrence covering the acts and omissions of Nice Healthcare under this Agreement. Upon request, Nice Healthcare will deliver to Client insurance certificates evidencing that the required insurance is in force with insurance companies.

**12. Miscellaneous.** This Agreement contains the entire understanding of the parties and may be amended only in writing signed by the parties. This Agreement and any rights and obligations under it may not be assigned by either party unless the other party has given its prior written consent to such assignment. This Agreement shall be governed by and construed under the laws of the State of Utah. The provisions of Sections 4, 5, 8, 9, and 11 shall survive any termination of this Agreement.

**13. Fundamental Regulatory Change.** If any provision, or the underlying purpose, of this Agreement becomes violative of the rules, regulations or reimbursement policies of any applicable federal or state statute, rule or regulation, or administrative or judicial decision or any applicable regulatory, certification or accreditation requirements (collectively, a “Fundamental Regulatory Change”), either party may give notice of intent to amend this Agreement to compensate for the prohibition, restriction, limitation or change. If the parties do not or cannot



mutually agree to amend this Agreement in writing within thirty (30) days after said notice is given, then any party may elect to terminate this Agreement immediately upon written notice to the other party without further liability; provided however, that if the implementation of any such law, rule, regulation, standard or interpretation is stayed on account of any administrative appeal or any suit filed in a court of competent jurisdiction, the right to amend or terminate as set forth above will also be stayed during the period of such stay. The determination that a Fundamental Regulatory Change has occurred will be made by (a) counsel to either party, with the concurrence of counsel to the other party; or (b) if counsel for each of the parties cannot concur that a Fundamental Regulatory Change has occurred, by a nationally recognized law firm with expertise in health care law selected unanimously by the parties.

**14. Nice Healthcare Contact Information.**

Address: 2786 Fairview Ave. North, Roseville, MN 55113

Phone Number: 763-412-1993

**15. Notice.** Any notice to be given hereunder by either party shall be in writing and shall be sent by overnight courier service, personal delivery, or by United States certified mail, return receipt requested, postage prepaid. In addition, except for breach notices, termination notices, and assignment notices, any notices given via electronic mail to the e-mail addresses shown below (or such other e-mail address as either party may indicate by at least ten (10) days’ prior written notice to the other party) shall be valid, provided that receipt of such e-mailed notice is acknowledged by the addressee by responsive e-mail or other written acknowledgement. Unacknowledged notices delivered via e-mail shall be void and of no effect for purposes of this Agreement. Notices will be effective upon receipt or, with respect to notices delivered via e-mail, upon acknowledgment of receipt in accordance with the foregoing. Notices shall be addressed as follows:

Nice Healthcare  
 2786 Fairview Ave. North  
 Roseville, MN 55113  
 legal@nice.healthcare

Client Name: ST. Croix Preparatory Academy  
 Address 1: 4260 Stagecoach Trail  
 Address 2: \_\_\_\_\_  
 E-mail Address: jennfuchs@stcroixprep.org

**16. Waiver of Default or Breach.** No waiver by either Nice Healthcare or Client of any default or breach of this Agreement operates as a waiver of any future default or breach, whether of like or different character or nature. Any consent, waiver or approval by either party of any act or matter must be in writing and shall apply only to the particular act or matter to which such consent or approval is given.

**17. No Obligation to Make Referrals.** The parties acknowledge and agree that none of the

benefits granted the parties under this Agreement is conditioned on any requirement or expectation that the parties make referrals to, be in a position to make, induce or influence referrals to, or otherwise generate business for the other party.

**18. Not An Insurer.** Nice Healthcare further acknowledges that neither it, nor its employees or contractors, are licensed insurers or brokers and will not engage in the transacting of the business of insurance under this Agreement. Both parties acknowledge that neither Nice Healthcare nor its employees or contractors or the Providers will be transacting in the business of insurance or any related profession that requires a professional license or registration under state or federal insurance law.

**19. Entire Agreement.** This Agreement, including the Exhibits hereto, constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior contemporaneous agreements, representations and understandings, whether oral or written, of the parties with respect to such subject matter.

**20. Effect of Invalidity.** If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future applicable laws effective during the Term, such provision will be fully severable. This Agreement must be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement, and the remaining provisions of this Agreement that reasonably can be given effect apart from the invalid or unenforceable provision will remain in full force and effect and will not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

**21. Severability.** In the event that any one or more of the provisions contained in this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability of the provision shall not affect any other provision hereof.

**22. Force Majeure.** Neither party will be liable nor deemed to be in breach for any delay or failure in performance under this Agreement where such delay or failure results directly or indirectly from acts of God, civil or military authority, acts of public enemy, war, terrorism, accidents, fires, explosions, earthquakes, floods, epidemics, pandemics, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions or any similar or dissimilar cause beyond the reasonable control of the affected party. Upon the occurrence of one or more of these events, the affected party will not be in breach of this Agreement for a period equal to the time that the party is unable to reasonably perform. Notwithstanding this provision, a party may terminate this Agreement with regard to the affected party immediately upon written notice if such events continue for more than sixty (60) consecutive days.

**23. Exhibits.** The Parties shall comply with the terms set forth on all Exhibits hereof, which terms are incorporated herein by reference. In the event of a conflict between the terms of this Agreement and those of an Exhibit, the terms of the Exhibit shall control. Except as otherwise expressly provided therein, capitalized terms not otherwise defined on an Exhibit shall have the meanings ascribed to them in this Agreement.




IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AGREEMENT EFFECTIVE AS OF THE EFFECTIVE DATE.

**Client**

Name: Jennifer Fuchs

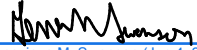
Title: Executive Director

Signature:   
Jennifer Fuchs (Jun 3, 2026 13:20:30 CDT)

**Nice Healthcare PLLC**

Name: Genevieve Swenson

Title: COO

Signature:   
Genevieve M. Swenson (Jun 4, 2026 13:59:46 CDT)

## EXHIBIT A – SERVICE DESCRIPTION

### Services

Nice Healthcare is an integrated primary care provider that offers a combination of in-person and virtual care. Services selected by Client for inclusion in their offering are listed in Exhibit B.

#### A. Virtual Services

- i. Virtual care for select primary care needs
- ii. Virtual care for select physical therapy needs
- iii. Virtual care for select mental health care needs
- iv. Prescriptions
  - a. Fulfillment fees for select prescriptions are included at no additional charge.
- v. Care coordination and referrals

#### B. In-person Services

- i. In-person care for select primary care needs
- ii. In-person X-rays and EKGs
- iii. In-person labs
  - a. Processing fees for select in-person labs are included at no additional charge.
- iv. In-person physical exams
- v. In-person rapid tests

#### C. Non-Covered Services

- i. Male and female pelvic and breast exams
- ii. Vaccines
- iii. Prescription of controlled or specially regulated substances
- iv. Emergency care services and hours
- v. Any care that is conducted by medical providers or facilities unaffiliated with Nice Healthcare
- vi. Servicing medical orders (labs, X-rays, pharmacy) for medical providers or facilities that are not ordered and managed by a Nice Healthcare provider
- vii. Incentivized Primary Care, Biometric Screenings, Flu Clinics, or similar programs are not part of the standard service offering and therefore not included in the contracted price.

### Service Terms and Conditions

#### A. Service providers

- i. Services are provided by nurse practitioners, physician assistants, registered nurses, physical therapists, and mental health therapists.
- ii. Some services may be supported by various technicians and support personnel.

#### B. Service considerations

- i. Nice Healthcare Providers will provide care consistent with their medical judgment and training. Referrals, prescriptions, labs, and other supporting medical care will be ordered at their discretion and only when medically appropriate.

C. Service geography

- i. Virtual care is available to those located within a state in which Nice Healthcare operates.
- ii. In-person care is available to those located within the bounds of Nice Healthcare's in-person service area.
- iii. Details on Nice Healthcare's operating states and in-person service area can be found at <https://nice.healthcare/locations>.
- iv. Nice Healthcare reserves the right to modify the in-person service area with 60 days' notice.

D. Service hours

- i. Nice Healthcare hours of operations are available at: <https://nice.healthcare>.
- ii. Nice observes ten (10) major holidays and will be closed on the nationally recognized weekday for those holidays as well as any associated weekend days where appropriate.
- iii. In addition to nationally recognized holidays, Nice is closed for two additional weekdays each year for training purposes.

E. Service reporting

- i. Nice Healthcare will provide quarterly utilization reporting to Clients with greater than 50 eligible employees.
- ii. Nice Healthcare will provide yearly utilization reporting to Clients with fewer than 50 eligible employees.
- iii. Reporting will be sent the month following the close of a reporting period.



## EXHIBIT B – SERVICE SELECTION AND COMPENSATION

### Service Period

Services will initially begin on 07/01/2026 (“Service Start Date”) and run through 12/31/2028 (“Initial Service Period”). After the Initial Service Period, subsequent service periods will align with the Agreement renewal outlined in Section 10 of the Service Agreement.

### Service Selection

- A.  Full-Service Selection – Includes all In-person and Virtual Services listed in Exhibit A for the selected care types
- B.  Virtual Only Service Selection – Includes all Virtual Services listed in Exhibit A for the selected care types

### Service Compensation

- A. Client will pay Nice Healthcare:
  - i. \$40 per Employee per month for Full-Service employees and
  - ii.        per Employee per month for Virtual Only Service employees
- B. The prepayment amount shall be calculated based on the enrolled employees within the Nice Healthcare provided electronic platform on the first day of the Initial Service Period.**
- C. Client understands that all prepayment amounts shall be non-refundable.**
- D. Following the Initial Service Period and upon auto-renewal, Client will be billed monthly in arrears at the rates above.
- E. Late fees for all unpaid invoices will accrue at a 2.5% interest rate per month. Invoices may include additional taxes and fees as required by applicable state agencies.
- F. Client agrees that the Employee count used for calculating invoices will be determined by the greater of i) 10, or ii) the number of enrolled employees within the Nice Healthcare provided electronic platform (or other similar method).
- G. All services shall be limited to eligible employees and benefit eligible dependents, as well as COBRA enrolled employees and dependents.
- H. Client understands that it is their responsibility to manage and ensure the accuracy of all eligible employees and dependents as well as anyone who may be eligible through COBRA within the provided electronic platform, including when an auto-feed is in place. Failure to do so may result in incorrect billing and/or the inability of otherwise eligible individuals to access Nice services.
- I. Nice will expand its in-person visit service area from time to time which may result in Virtual Only employees being transitioned to Full Service employees.
- J. All payments made via paper check will be subject to a processing fee. Similarly, any payments made via Credit Card may be subject to an additional transaction fee.



	Name	Email	Phone
Nice Healthcare Billing Contact	Accounts Receivable	<a href="mailto:billing@nice.healthcare">billing@nice.healthcare</a>	763-412-1993
Client Billing Contact	Beth Grubish	BethGrubisch@stcroixprep.org	651-395-5900

**Service Marketing**

- A. Client agrees to allow Nice Healthcare to promote its services to Client employees to increase awareness and utilization of Nice Healthcare.
  - i. Upon request, Client agrees to provide Nice Healthcare a list of Employee email addresses to allow for direct email promotion of Nice Healthcare services.
- B. Client agrees to promote Nice Healthcare services to its employees via mutually agreed upon communication strategies.
- C. Client grants Nice Healthcare a non-exclusive, non-transferable, royalty-free license to use client’s trade names, trademarks, logos, and services marks for promotion of Nice Healthcare services to Client employees.

Other Terms as Negotiated:

Client has elected to prepay for services covering the Initial Service Period of thirty (30) months. Nice Healthcare will invoice Client annually over the 30-month service period, with the first invoice issued on 7/1/2026 for the service period of 7/1/2026 - 6/30/2027. A second invoice will be issued on 7/1/2027 for the service period of 7/1/2027 - 6/30/2028 based on the enrolled employees within the Nice Healthcare provided electronic platform on 7/1/2027. A third and final invoice will be issued on 7/1/2028 for the service period of 7/1/2028 - 12/31/2028 based on the enrolled employees within the Nice Healthcare provided electronic platform on 7/1/2028.


# St. Croix Preparatory Academy | Nice Healthcare Employer Agreement v2025.02.12.0\_Pre Pay.docx


Final Audit Report


2026-06-04


Created:	2026-05-12
By:	Nice Healthcare (clientsuccess@nice.healthcare)
Status:	Signed
Transaction ID:	CBJCHBCAABAAngOk2uS6TwfBDnok-v7si6WVwAc-UcFy


## "St. Croix Preparatory Academy | Nice Healthcare Employer Agreement v2025.02.12.0\_Pre Pay.docx" History


-  Document created by Nice Healthcare (clientsuccess@nice.healthcare)  
2026-05-12 - 6:51:18 PM GMT
-  Document emailed to accounting@nice.healthcare for approval  
2026-05-12 - 6:58:51 PM GMT
-  Email viewed by accounting@nice.healthcare  
2026-05-12 - 6:58:56 PM GMT
-  Signer accounting@nice.healthcare entered name at signing as Sara Mayo  
2026-05-12 - 9:26:03 PM GMT
-  Document approved by Sara Mayo (accounting@nice.healthcare)  
Approval Date: 2026-05-12 - 9:26:05 PM GMT - Time Source: server
-  Document emailed to terrismith@stcroixprep.org for signature  
2026-05-12 - 9:26:07 PM GMT
-  Nice Healthcare (clientsuccess@nice.healthcare) added alternate signer Terri Smith (tsmith@stcroixprep.org).  
The original signer terrismith@stcroixprep.org can still sign.  
2026-06-02 - 1:21:20 PM GMT
-  Document emailed to Terri Smith (tsmith@stcroixprep.org) for signature  
2026-06-02 - 1:21:22 PM GMT
-  Signer terrismith@stcroixprep.org entered name at signing as Jennifer Fuchs  
2026-06-03 - 6:20:28 PM GMT


 Document e-signed by Jennifer Fuchs (terrismith@stcroixprep.org)  
Signature Date: 2026-06-03 - 6:20:30 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

 Document emailed to gswenson@nice.healthcare for signature  
2026-06-03 - 6:20:33 PM GMT

 Email viewed by gswenson@nice.healthcare  
2026-06-03 - 6:20:37 PM GMT

 Signer gswenson@nice.healthcare entered name at signing as Genevieve M. Swenson  
2026-06-04 - 6:59:44 PM GMT

 Document e-signed by Genevieve M. Swenson (gswenson@nice.healthcare)  
Signature Date: 2026-06-04 - 6:59:46 PM GMT - Time Source: server - Signature Appearance Selected: DRAW

 Agreement completed.  
2026-06-04 - 6:59:46 PM GMT



# st.croixprep

## General Information

Administrator Name: Andrew Sachariason

School/Division: Prep Upper School

Quarter & Year: Summer 2026

## Section 1: SWOT Analysis

### **Celebrations**

End of Year Upper School events went well. Graduation, Senior Dinner, Senior Lunch, Graduation reception, Awards Ceremony, and signing day all went forward. As we approach the year ahead, Susan Peterson will be taking on more responsibilities bringing into her sphere graduation all together.

Processing a lot of applications for new students to join us at Prep.

### **Challenges**

We have lost a couple of students due to bussing challenges, mostly in Woodbury.

PSEO interest is still roughly high - looking at survey information here

35- seniors 8 full time

22 - juniors 1 full time

Christie Miller resigned - onboarding new teachers is difficult.

Craig Wolke resigned - onboarding new teachers is difficult.

### **Opportunities**

The Upper School closed out the year on a high note. We have a lot of students that are ready to take the next step moving forward. We are excited to welcome a new senior

class and to work to help support the kids and their parents in the decisions that await them in the year ahead.

I am looking to partner with Mr. Siem who is building a monthly newsletter that celebrates more of the day to day operations in the Upper School. This should become a place where students and parents can refer to when wondering about various related events and projects. This is still in the planning stages, but I am hopeful in the effort.

## **Threats**

PSEO issue: Information - State Funding Formulas: When a student takes college classes instead of high school classes, the money "saved" from the local district and routed to the postsecondary institution is calculated based on about \$7,281 per-pupil basic general education revenue (minus a statutory deduction of (\$425) ([chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.house.mn.gov/commerce/docs/jIBWRqpAZUiPOIzbJqCOYQ.pdf](https://www.house.mn.gov/commerce/docs/jIBWRqpAZUiPOIzbJqCOYQ.pdf)).

### Section 2: Addressing Weaknesses and Threats

In our effort to understand this increase in students interested in PSEO options, we are designing a survey that examines the motivation students and families in their choice. Hopefully, this survey will determine if there are factors that can be addressed within the school that may influence students and parents to stay engaged in the Upper School experience.

### Section 3: Family and Community Engagement

We have student and parent survey information going out into the community. These surveys will be helpful in engaging students and parents in their needs moving forward.

Looking for ongoing areas to build into the Upper School Community Newsletter.  
Engaging a number of other staff members on how best to do this.

Summer Meetings with new families  
Freshmen Orientation  
Back to School Night  
Homecoming Week Planning

## Quarterly School Administrator Report

### General Information

Administrator Name: Amy Kleinboehl

School/Division: SCPA/Middle School

Quarter & Year: Section 1: Q4/2026

### Section 1: SWOT Analysis

Category	Details (examples included, replace with your entries)
Strengths/Celebrations	<ol style="list-style-type: none"><li>1. Successfully completed the year.</li><li>2. Middle School Trip to Valleyfair</li><li>3. Fun activities - Field day, last day of school</li></ol>
Weaknesses	<ol style="list-style-type: none"><li>1. Enrollment of at least 31 students next year</li><li>2. Learning about the new budgeting process</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. Partnership and onboarding of new students/families - the highest amount yet. New family orientation in August.</li><li>2. Working on the schedule for next year and adjusting to the new needs of students.</li></ol>
Threats	<ol style="list-style-type: none"><li>1. Adapting to so many students to prep, within the culture and the schedule structure.</li></ol>

### Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response:

- Enrollment of at least 31 students next year - We are having all students come into the building to take their placement tests in the middle of July.

- Budget - Have completed a training on how to manage finances through Frontline.

### Section 3: Family and Community Engagement

Prompt	Response
How have you engaged families to support student learning and school initiatives this quarter?	Quarterly middle school office communication. We are reaching out to families when a student is brought up in child study or other team/grade level concerns. We are coordinating team meetings with staff, students, and parents when needed.
How have you collaborated with staff to build a positive school culture and support instructional goals?	We really do enjoy a good Bingo game in the middle school. We also got together after school a few times throughout the year.
What new strategies or practices are being introduced to strengthen family-school-staff partnerships?	We are approaching onboarding new families differently this summer and fall. We are going to do a new family orientation in August. We are hoping this helps with a more streamlined onboarding process.

### Section 4: Additional Notes & Future Planning

Upcoming priorities for next quarter (this summer):

- Balancing the schedule
- Placement test and schedule new students
- Prepare for the new year
- Plan for the first phase of the “one school” strategic plan for year 1
- Prepare for next year with staff - goals and priorities

Support requested from the School Board: None at this time.

## Quarterly School Administrator Report

### General Information

Administrator Name: Joann Karetov

School/Division: Lower School

Quarter & Year: Quarter 4 - June 2026

### Section 1: SWOT Analysis

Category	Details (examples included, replace with your entries)
Strengths/Celebrations	<ol style="list-style-type: none"><li>1. Curriculum work (social studies)</li><li>2. End of Year Celebrations</li><li>3. Over enrolled by 3 students at end of the year</li></ol>
Weaknesses	<ol style="list-style-type: none"><li>1. Adding 24 more new students (accepting and onboarding) + replacing students leaving (approx. 10-15), in addition to 90 new kindergarteners</li><li>2. EA openings</li><li>3. Planning for next year (summer testing, changes in budgeting, etc.)</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. LS moving from quarters to trimesters to add time to instruction, save money, etc. Need to update Synergy, curriculum maps, report cards, etc.</li><li>2. Data analysis reviews; end of Q3. WIN time is revamping/data driven.</li><li>3. Implementation of READ Act training- still ongoing</li><li>4. Teacher grants from Foundation (this year, added interventions; next year, TBD)</li></ol>
Threats	<ol style="list-style-type: none"><li>1. Is QComp going away from state legislature?</li><li>2. Unsure of students returning with change in bussing/start times.</li><li>3. Upcoming assessment (training, time, data); training in August will clarify.</li></ol>

## Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response:

Weaknesses	<ol style="list-style-type: none"> <li>1. Summer assessments have started; waiting on parents to accept.</li> <li>2. Move from quarters to trimesters to limit amount of time and funds for assessments. More time back to instruction.</li> <li>3. READ Act training for new staff and EAs/paras (time consuming)</li> <li>4. One applicant for vacant EA positions (at time of this report). Actively recruit during kindergarten assessments/K-Camp.</li> </ol>
------------	--

Threats	<ol style="list-style-type: none"> <li>1. Monitoring local and federal legislature RE: new laws around discipline, READ Act, etc. - ongoing</li> <li>2. Receiving records requests. Stillwater will not be sending over records until the end of July/early August.</li> <li>3. K-4 Intentional meetings around data reviews. Looking at individual students throughout years (not just current data). Conversations in August with faculty about how to ensure the 1:1 connection of previous assessments will be addressed (relationships, knowing students strengths/areas of growth, etc.).</li> </ol>
---------	--

## Section 3: Family and Community Engagement

Prompt	Response
How have you engaged families to support student learning and school initiatives this quarter?	Prep 4 Success conferences Fall/Spring conferences added back for 26-27 Weekly classroom newsletters Monthly Paw Print
How have you collaborated with staff to build a positive	Individual Goal Meetings with teachers Division meetings

school culture and support instructional goals?	Focus on Character “Walking the talk” staff-created document Grade level meetings Birthday breakfast 1X/month Curriculum committee meetings
What new strategies or practices are being introduced to strengthen family-school-staff partnerships?	Continued conversations with faculty to communicate with families. Will consider Book Study for parents for next year. Curriculum committees. Parent group attendance at meetings/emails. New staff discussions on Prep culture.

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

Upcoming priorities for next quarter: Data reviews; Curriculum reviews (ELA and social studies alignment/implementation to Core Knowledge/state standards; math next year); Intentional WIN Time support for students based on data. Data PD for faculty for PLC work/Grade level meetings.

Anticipated challenges and mitigation strategies: Continued training for new staff and students. Transition to trimesters. Onboarding 24 new students.

Support requested from the School Board: N/A at this time.

## Quarterly School Administrator Report

### General Information

Administrator Name: Peggy Rosell

School/Division: Director of Student Support Services

Quarter & Year: Quarter 4; 2025/2026

### Section 1: SWOT Analysis

Category	Details
Strengths/Celebrations	<ol style="list-style-type: none"><li>1. MCA/MTAS/Alt MCA testing went well</li><li>2. A team of us completed the MNMTSS trainings and will continue to work on moving this forward at Prep.</li><li>3. Completed end-of-year evaluations with staff and paras.</li><li>4. Completed Request for Proposals for SpEd services</li></ol>
Weaknesses	<ol style="list-style-type: none"><li>1. ADSIS Budget/Time and Effort documentation request</li><li>2. Staffing MS and US Reading Intervention</li><li>3. Increased enrollment in grades 1-8. It is hard to plan for the unknown, will the new students be SpEd, ELL, 504.</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. Adding FastBridge assessments in the fall will provide great data - then we need to explore what it is telling us</li><li>2. Fiscal responsibility - ensure SpEd purchases qualify as SpEd purchases.</li></ol>
Threats	<ol style="list-style-type: none"><li>1. Staffing - need to fill a part-time Occupational Therapist position at the MS/US levels.</li><li>2. Crisis (holds)/de-escalation - trained staff needed.</li></ol>

### Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response:

- ADSIS Budget/Time and Effort - documentation was requested by MDE and submitted on time. The Time and Effort documentation process will be reviewed with those affected at the start of the new school year.
- Staffing: Continue to advertise the open position and explore other ways to fill the position.
- MS/US Reading Intervention: working with Amy and Andrew.
- Increased enrollment: we need to be ready to respond/flex depending on needs.
- Crisis/de-escalation training: Exploring compliant, yet affordable training options.

### Section 3: Family and Community Engagement

Prompt	Response
How have you engaged families to support student learning and school initiatives this quarter?	Responding to parent requests for 504 Plan or special education evaluations. SpEd Parent meeting held to address transitioning between divisions.
How have you collaborated with staff to build a positive school culture and support instructional goals?	Biweekly meetings are scheduled with each division's SpEd team. 1:1 meetings are scheduled with the Health Office and EL teacher, and a biweekly meeting with school counselors.
What new strategies or practices are being introduced to strengthen family-school-staff partnerships?	

### Section 4: Additional Notes & Future Planning

Upcoming priorities for next quarter:

- Continue MTSS work.
- Explore programs for case managers to schedule meetings and assist with tracking and record-keeping.
- Hire Health Office Assistant
- Complete training and train identified staff in de-escalation and appropriate physical holds.

Anticipated challenges and mitigation strategies:

Support requested from the School Board: None at this time.

Criteria	Number of Points that can be awarded	Precision HR	Epic	Aya	Tact Staff	Soliant	ProCare Therapy
Price	10	9	8	7	10	5	6
Completeness and timeliness of proposal	5	5	5	5	3	5	5
Demonstration of complete, thorough and high-quality work	10	10	5	10	5	10	8
Experience and proven track record with providing services to diverse and historically underserved student populations	10	10	10	10	10	10	10
Demonstration that the provider meets the requirements	5	5	5	0	2	5	5
Willingness to collaborate on contract specifics	10	10	10	10	0	5	5
<b>Total</b>		49	43	42	30	40	39
<b>Assumptions:</b>							
Para hours = 1110 * 4		150,960	222000	199800	155400	222000	222000
OT hours = 558		50220	44640	47430	43524	54684	50220
Tchr hours = 558		36270	43524	45756	39060	47430	44640
<b>Total Contract</b>		237,450	310164	292986	237984	324114	316860



# REQUEST FOR PROPOSAL

**Special Education Services**



[precisionhr.net](http://precisionhr.net)

Proposal By:

**Bernie Silvan**  
Precision HR Solutions  
Vice-President  
484-381-3173  
RFP@precisionhr.net



141

# PrecisionHR

*Education Solutions: Results. Expect it.*

June 1, 2026  
St. Croix Preparatory Academy Charter School  
Dr. Peggy Rosell  
peggyrosell@stcroixprep.org



Dear Dr. Rosell,

St. Croix Preparatory Academy Charter School seeks to procure cost-effective, qualified vendors to provide credentialed, experienced Special Education Services. As a proven provider in Minnesota for the last several years, Precision HR Solutions, Inc. is prepared to fulfill this need and grow our relationship.

Precision HR Solutions, Inc., is a national, well-established, financially sound company with deep roots in schools across the United States. We are headquartered outside Philadelphia and our local office is currently providing these services to other schools in Minnesota. As a provider of these services for more than 35 years, Precision HR Solutions has the experience, methods, and qualifications that you require in a reliable partner.

**Precision HR Solutions, Inc. has more than 200 local professionals available to support St. Croix Preparatory Academy Charter School and this contract.**

If you require additional information or have questions, please contact:

Suzanne Walsh, Executive Director  
Precision HR Solutions, Inc.  
Phone: (610) 492-7312  
Email: RFP@precisionhr.net

Precision HR Solutions, Inc. has no material litigation that would impair our ability to perform under this contract. **We are happy to customize contract terms** and any other needed services to meet the needs and budgets of St. Croix Preparatory Academy Charter School.

Thank you for your consideration, and we look forward to continuing to work with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bernie Silvan".

Ms. Bernie Silvan  
Vice-President

# COMPANY SUMMARY

Precision HR Solutions, Inc.

The seeds of what is now Precision Human Resource Solutions, Inc. (PrecisionHR) go back over thirty-five years, when our owners began a specialized healthcare and behavioral health human resource services organization. After seeing an increased need for quality and cost-effective educational staffing, PrecisionHR was founded in 2006.

## OUR SERVICES

- Teacher/Substitute Teacher
- Teacher's Aide/Paraprofessional, Classroom & Bus Aides
- Therapists - OT, PT, SLP, COTA, PTA, SLP-A, School Psychologists
- Administrative/Clerical personnel
- School Nurses - RN, LPN, LVN
- Health Aides and CNAs
- Cafeteria Workers, Custodians and more



# PrecisionHR

143

*Education Solutions: Results. Expect it.*

# VENDOR QUALIFICATIONS

Company background, experience, and relevant certifications.

Precision HR Solutions, Inc. (PHRS) is a Pennsylvania-based educational staffing firm specializing in providing qualified personnel to private, public and charter schools, and educational programs throughout the nation. PHRS was established to meet the increasing need for dependable, cost-effective staffing in the education sector. Our company builds upon over 35 years of collective experience in human resource management, recruitment, and workforce solutions across education, healthcare, and behavioral-health settings.

Headquartered in Bryn Mawr, Pennsylvania, with a *local office and representatives in Minnesota*, Precision HR partners with charter, public and non-public school systems to provide certified teachers, classroom aides, substitute teachers, paraprofessionals, school nurses, custodial staff, food service workers, and administrative support personnel. Our goal is to allow St. Croix Preparatory Academy Charter School to focus on teaching and learning while we manage all aspects of recruiting, screening, credentialing, onboarding, and payroll for school support staff.

PHRS currently employs more than 2000 professionals across Minnesota and neighboring states, serving multiple schools through long-term, day-to-day, and temp-to-perm staffing arrangements. We pride ourselves on maintaining a large pool of pre-screened candidates to ensure rapid placement and consistent service continuity.

Our staffing process includes:

- Comprehensive background checks, credential verification, and reference reviews
- State and St. Croix Preparatory Academy Charter School-specific onboarding and orientation
- Ongoing professional support and performance monitoring
- Dedicated account management and responsive communication with St. Croix Preparatory Academy Charter School administrators

Over the years, PHRS has earned a reputation for responsiveness, reliability, and flexibility in meeting diverse St. Croix Preparatory Academy Charter School staffing needs. By combining deep industry expertise with hands-on local management, we consistently deliver solutions that improve operational efficiency and maintain classroom continuity.

# VENDOR QUALIFICATIONS

## ABOUT OUR TEAM

Education Solutions. Results. Expect it.

### Suzanne Walsh

Executive Director

Suzanne Walsh is the Executive Director for PrecisionHR, and has over 20 years of experience developing and delivering HR solutions to the education industry. She has worked directly with many of our larger clients to advance programs that drive performance in the form of fill rates and talent quality and is an expert in new hire orientation and custom training development. Suzanne regularly provides available training to many of our ongoing clients to keep them current on state and federal regulations. She is expert at developing and managing a new program that yields value for our clients in the form of excellent fill rates the delivery of quality talent and the leveraging of school-oriented workforce best practices.

With over twenty years in staffing, sixteen with PrecisionHR, Suzanne:

- Oversees school-based services and contracts
- Has trained and performed orientations for close to 2000 new educational staff hires
- Coordinates all activities for Education Based Strategic Clients, including identifying and monitoring state-specific trends, new regulations, etc. and ensuring responsiveness
- Supports transition in a new client; collates sharing best practices and lessons learned among client Administrator and client Support Team
- is the dedicated primary contact for the St. Croix Preparatory Academy Charter School

### Tonya Cain

Recruiting Manager

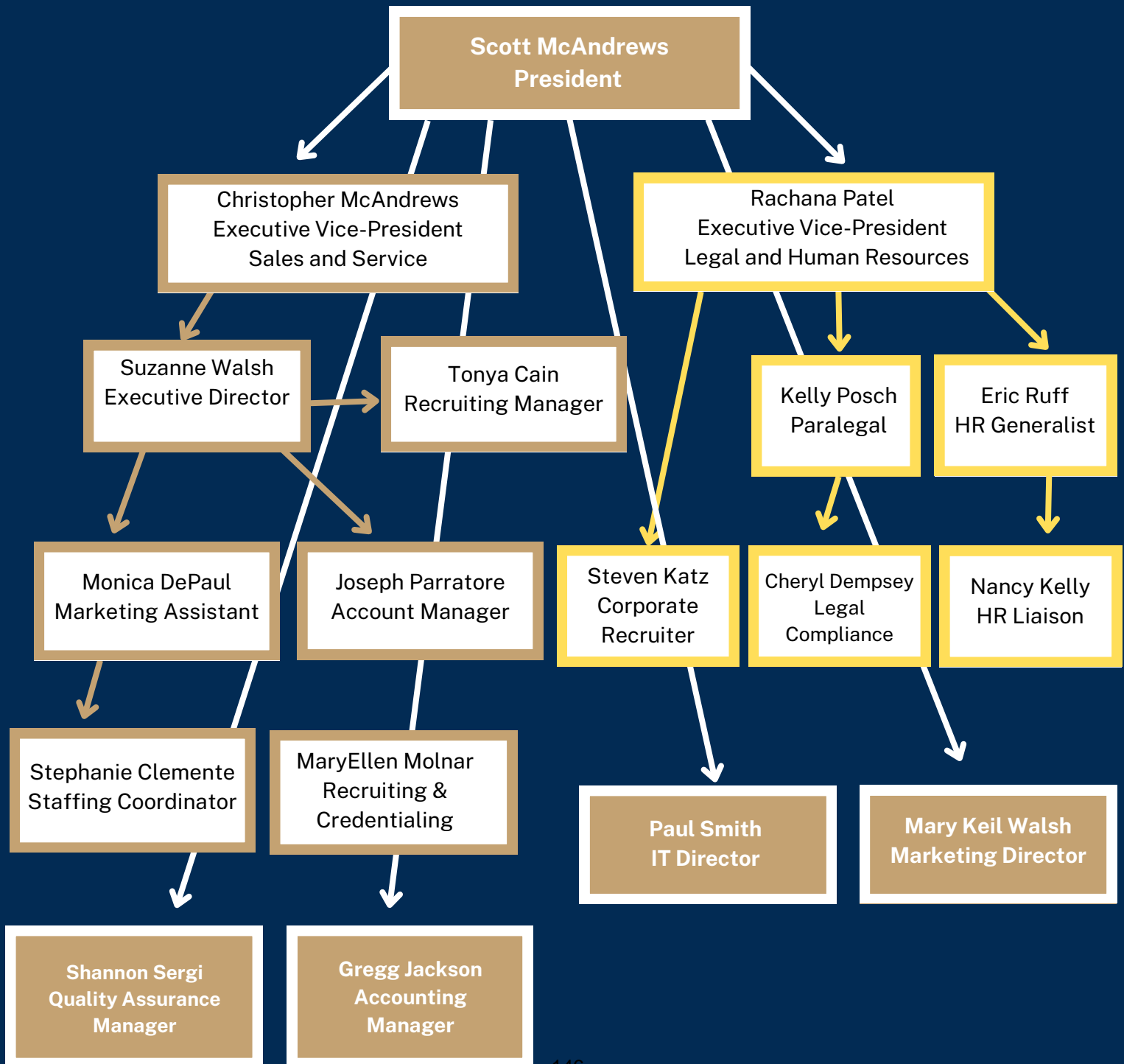
Tonya Cain is the Senior Recruiting Manager for PrecisionHR and has over 10 years of experience developing, launching and maximizing recruiting strategies for education and behavioral health clients. She has tremendous experience managing the sourcing team and recruiters, educating them on how to best connect with candidates and how to find the most-qualified contracted staff. She is an expert on credential validation and the top tools used to expedite the process to ensure comprehensive, quality results. Tonya has taken several education-specific programs from their initial stages to well-integrated programs that consistently meet demanding service levels for both common and difficult to find skill sets.

- Conduct candidate screening interviews and complete intakes.
- Verify, evaluate and compile credentials
- Expedient filling of job orders with appropriately matched professionals
- Communication with client personnel for day to day issues
- Handling call-outs, <sup>145</sup>replacements and scheduling changes
- Dedicated secondary contact



# OUR ORGANIZATIONAL CHART

*Education Solutions: Results. Expect it.*



# VENDOR QUALIFICATIONS

Details on the recruitment, screening, and hiring process.

Our main goal is to connect you with highly qualified professionals who will fit right in with your team and support the important work you do for kids and families. It all starts with understanding exactly what you need. From there, we carefully match candidates who have the right skills – and just as importantly—the right personality to work well within your agency’s culture.

Our local office will customize our sourcing and recruitment to your specifications. We have a full recruitment team available, always identifying and building our pools so that we have someone ready to go if your needs increase or if you decide you would like a different candidate. Here are just a few of the tools we use:

- ▶ Online job board advertising
- ▶ Search engine advertising
- ▶ Referral Bonuses
- ▶ Local Advertising
- ▶ Trade Shows/Conferences
- ▶ Targeted direct mail campaigns
- ▶ Email marketing
- ▶ Social media marketing
- ▶ Text/SMS campaigns

It’s not just about finding the candidate - proper credentialing and maintenance of files is just as important. For all candidates, we handle not just the basics, but go the extra mile to make sure any candidate presented to you has what YOU require. Our Compliance Team is located in our Corporate Office to ensure neutrality and checks and balances in our file review and completion process. Documents for any professional are available for review at any time.



- ▶ State Background Check
- ▶ State Fingerprinting
- ▶ State Child Abuse Clearance
- ▶ NSOR/OIG
- ▶ 3rd party license verification
- ▶ 3rd party degree verification
- ▶ 3rd party SSN verification
- ▶ Valid Photo Identification
- ▶ minimum of 3 recent references
- ▶ **any other clearances or trainings you request**

# RECRUITING

Education Solutions. Results. Expect it.

# VENDOR QUALIFICATIONS

Details on the recruitment, screening, and hiring process.

With over 80 recruiters/coordinators focused daily on obtaining the best talent for our organization, we are able to find the right fit designed specifically for the need within 24 hours or less. For many requests, we can source solely from our database. If this is insufficient, our coordinators utilize online sources, professional associations, trade lists, colleges, job fairs, advertisements and local community networking. For urgent needs, we have Rapid Response Recruiting that is handled afterhours and on weekends to maximize candidate sourcing. A focus on hiring from within the local area is also a priority to keep communities ties strong.

## Pre-Qualification of Candidates

- Interview – A Staffing Coordinator conducts an in-depth behavioral prescreening interview to gauge their skills and ability to succeed at St. Croix Preparatory Academy Charter School. The information we receive in the interview will be verified during credentialing. If they do not make a good impression on the coordinator or there is any indication that they are not sufficiently qualified for the position, they will not move forward. Only 40% of the candidates interviewed move forward in the process to contracting.
- Behavioral Interviewing – Candidates who pass the initial pre-screen participate in an in-depth behavioral interview. They are given a detailed skills assessments and we discuss their goals and assignment preferences, like the age group they like working with, commute length, specialized skills (language, technical, etc.) and what value they can bring to St. Croix Preparatory Academy Charter School.



# VENDOR QUALIFICATIONS

Details on the recruitment, screening, and hiring process.

## Credentialing

PHRS understands the importance of proper recruiting processes and credentialing as an effective risk management tool and is well known in the industry for its rigorous approach. At PHRS, a dedicated Quality Assurance (QA) team works diligently to maintain this reputation of excellence by putting its professionals through a rigorous process that includes but is not limited to the following components:

- Reference Checking – a minimum of three professional references (e.g., direct supervisors with at least one year of experience with the professional) are gathered and verified. References are primary source verified by PHRS.
- Degree, Licensure and Certification Verification – for each individual to be staffed, the highest educational degree is primary source verified either at the issuing college/university or an approved third party vendor/agent by PHRS. The QA team also requires that licenses and certifications (CPR, First Aid, PALS, etc.) be primary source verified and a copy kept on file.
- Criminal Background Check – all individuals will be subject to Fingerprint Criminal Background and Child Abuse Checks
- Sex Offender Check - all individuals will be subject to a nationwide and State Sex Offender Registry check.

OIG, EPLS – to check for individuals excluded or sanctioned from participating in federally funded health care programs.

Customized Credentialing – PHRS will work with St. Croix Preparatory Academy Charter School to ensure that certifications such as First Aid, CPR, TB, physical are met for any adherence to latest mandated testing requirements or specific St. Croix Preparatory Academy Charter School needs. Verification and copies are kept on file in accordance with HIPAA regulations

PHRS undertakes a primary verification of all licensure, education and certifications. This means that we speak to someone and obtain proof that the credentials are legitimate and in good standing. We have a ZERO TOLERANCE for and are vigilant about making sure that there is no circumstance or mishap that exposes us, your children, their families and St. Croix Preparatory Academy Charter School to risk.

All credentialing information is kept on file and a Master Binder of approved candidates is provided to the client prior to commencement of services, as requested. The QA team utilizes our proprietary software to track expirations and review reports to ensure every professional remains current with their credentials. The QA team also conducts internal audits to make sure that all PHRS staff is compliant with regulations, company policies and verification processes.

# CREDENTIALING

Education Solutions. Results. Expect it.

# VENDOR QUALIFICATIONS

Pricing structure, including hourly or daily rates for substitutes.



Precision Human Resources Inc.

**PRICE PROPOSAL**  
**ST. CROIX PREPARATORY ACADEMY**  
**SPECIAL EDUCATION SERVICES RFP**

Position Category	Qty	Hourly Bill Rate	Estimated Annual Hours	Annual Cost
Special Education Paraprofessional / Instructional Aide	4	\$34.00	6,300	\$214,200.00
Occupational Therapist (Long-Term Substitute)	1	\$90.00	920	\$82,800.00
Special Education Teacher (Long-Term Substitute)	1	\$65.00	920	\$59,800.00
<b>TOTAL ESTIMATED ANNUAL CONTRACT VALUE</b>				<b>\$356,800.00</b>

**Pricing Assumptions:**

- Special Education Paraprofessionals: 4 positions at 37.5 hours per week for 42 weeks.
- Occupational Therapist Long-Term Substitute: 40 hours per week from August 10, 2026 through January 17, 2027 (approximately 23 weeks).
- Special Education Teacher Long-Term Substitute: 40 hours per week from August 10, 2026 through January 17, 2027 (approximately 23 weeks).
- Overtime, if approved, will be billed at 1.5 times the hourly rate.
- Billing will be based on actual hours worked.
- Invoices submitted monthly with Net 30 payment terms.

**Overtime Rates:**

Paraprofessional/Instructional Aide: \$51.00/hr  
 Occupational Therapist: \$135.00/hr  
 Special Education Teacher: \$97.50/hr

**PRICING STRUCTURE**

Education Solutions. Results. Expect it.

# VENDOR QUALIFICATIONS

Availability and response time for fulfilling staffing requests.

We have several processes in place that act as resources to facilitate delivering on our obligations.

We are available 24 hours per day, 7 days per week and 365 days per year.

## On Call Services

Our On Call Service is a dedicated team of professionals available outside of normal business hours to meet any needs that arise. They are able to dispatch a replacement, answer questions, or make scheduling changes. This service is provided to our clients and our professionals and is a bridge to communications after/before traditional school hours. The on-call team works from 6:00 pm-6:00 am.

## Partnership Reviews

To ensure our program is meeting your expectations, key performance measures will be established. Initially, our implementation team will conduct an analysis to determine current performance levels that would 'set the mark and provide a means for us to evaluate the impact of our program and establish a mechanism to improve performance.

A partnership review provides a face-to-face forum for reviewing mutual expectations and performance, resolving problems, exchanging information, identifying improvement opportunities, and exploring new facets of business relationship. The partnership review will be conducted at the end of each school semester and can include appropriate representatives. The Partnership Review may include some of the following elements:

- Overview
- Goals and Objectives
- Service Analysis Summary
- Order Activity (Filled, Unfilled, and Cancelled)
- Trend Analysis by Skill Classification
- Total Units and Dollars Expenditures
- Breakdown of Expenditures by Location/Department
- Cost Savings Analysis
- Value Added Services

# AVAILABILITY

Education Solutions. Results. Expect it.

# VENDOR QUALIFICATIONS

References from previous or current clients in the education sector.



**SPECIAL SERVICES**  
201 Orchard Street South  
Northfield, MN 55057  
PH 507.645.3410 • Fax 507.664.3404  
[www.northfieldschools.org](http://www.northfieldschools.org)

June 30, 2025

Subject: Letter of Recommendation for Precision HR

To Whom It May Concern,

I am writing to express my sincere appreciation for the services provided by Precision HR in assisting Northfield Public Schools with filling our vacant Educational Assistant positions throughout this past school year. Our experience collaborating with their team has been consistently positive, and I am pleased to offer this letter of recommendation for their services.

One aspect of our partnership that has been particularly valuable is Precision HR's commitment to fair and transparent rates. We found their pricing structure to be comparable to the loaded hourly rate of our employees with full benefits, which demonstrates a clear understanding of budgetary considerations within the educational sector.

Furthermore, we have been very impressed with the regular communication and prompt responsiveness of the Precision HR team. Their consistent updates and quick replies to our inquiries have ensured a smooth and efficient process, allowing us to address our staffing needs effectively.

The transparent and cost-free option to hire contracted employees after they have completed 500 hours of contracting is also a significant benefit. This flexibility provides a clear pathway for potentially onboarding valuable individuals into permanent roles within our organization.

Finally, we greatly appreciate Precision HR's flexible approach to the hiring process. Their willingness to involve us in the selection of candidates and to consider our input in setting candidate requirements has been invaluable in ensuring a strong fit for our specific needs.

In conclusion, Precision HR has proven to be a reliable and valuable partner in addressing the staffing challenges at Northfield Public Schools. Their commitment to transparency, communication, flexibility, and fair practices has made a significant positive impact on our ability to support our students. I would highly recommend Precision HR to any organization seeking dependable staffing solutions.

Sincerely

Caleb Davidson  
Assistant Director of Special Services  
Northfield Public Schools

**EQUAL OPPORTUNITY EMPLOYER • INDEPENDENT SCHOOL DISTRICT 659**

# REFERENCES

Education Solutions. Results. Expect it.

# VENDOR QUALIFICATIONS

References from previous or current clients in the education sector.



Contact: Keandra Auld, Human Resource Generalist  
Telephone: (763) 450-3386  
Email: [kauld@bccs286.org](mailto:kauld@bccs286.org)  
**Partner since 2024**



Contact: Noella O'Rourke, Senior Human Resources Officer  
Telephone: (612) 505-8637  
Email: [norourke@hiawathaacademies.org](mailto:norourke@hiawathaacademies.org)  
**Partner since 2024**



Contact: Angela Doll, Special Education Director  
Telephone: (218) 737-6545  
Email: [adoll@lcsc.org](mailto:adoll@lcsc.org)  
**Partner since 2025**



Contact: Caleb Davidson, Asst Director Special Services  
Telephone: (507) 645-3441  
Email: [cdavidson@northfieldschools.org](mailto:cdavidson@northfieldschools.org)  
**Partner since 2024**



Contact: Julie Williams, Executive Director of HR  
Telephone: (952) 567-8108  
Email: [jwilliams@swmetro288.org](mailto:jwilliams@swmetro288.org)  
**Partner since 2025**

# REFERENCES

Education Solutions. Results. Expect it.

# VENDOR QUALIFICATIONS

Compliance with state and federal regulations, including background checks.

## General Compliance

PHRS shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations governing the performance of services under this contract. Failure to comply with any such laws or regulations may result in termination of the contract and any other remedies available to the St. Croix Preparatory Academy Charter School.

## Background Checks and Licensing Requirements

a. In accordance with Minnesota Statutes §123B.03, the PHRS shall ensure that each professional assigned to the St. Croix Preparatory Academy Charter School has successfully completed a criminal background check prior to performing any work or having contact with students.

b. PHRS is responsible for conducting and maintaining documentation of background checks for all substitute teachers, administrative staff, and any other personnel providing services under this contract.

c. Verification of completed background checks must be provided to the St. Croix Preparatory Academy Charter School prior to assignment and upon request at any time during the contract term.

d. Any individual whose background check reveals disqualifying offenses, as defined by state law or St. Croix Preparatory Academy Charter School policy, shall be prohibited from performing services for the St. Croix Preparatory Academy Charter School.

e. All substitute teachers assigned to the St. Croix Preparatory Academy Charter School must hold a valid Minnesota teaching or substitute teaching license issued by the Professional Educator Licensing and Standards Board (PELSB) and must comply with all requirements of state law for educators.

f. The St. Croix Preparatory Academy Charter School reserves the right to deny access to its facilities or terminate an individual's assignment at its sole discretion for failure to meet these requirements or for conduct inconsistent with St. Croix Preparatory Academy Charter School standards.

## Federal Compliance Requirements

PHRS shall comply with all applicable provisions of federal law, including but not limited to:

Equal Employment Opportunity (EEO) and the Civil Rights Act of 1964, as amended;

Occupational Safety and Health Act (OSHA);

Family Educational Rights and Privacy Act (FERPA), ensuring protection of student education records;

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973; and

All other applicable federal statutes or regulations related to employment and educational services.

# VENDOR QUALIFICATIONS

Compliance with state and federal regulations, including background checks.

## Data Privacy and Security

- a. PHRS shall comply with the Minnesota Government Data Practices Act (Minn. Stat. Chapter 13) with respect to all private or confidential data collected, received, or used under this contract.
- b. Substitute teachers and Contractor staff shall be trained on the proper handling and protection of student information in compliance with FERPA and St. Croix Preparatory Academy Charter School policies.
- c. Any private or confidential information obtained in connection with this contract shall be used solely for the purposes of providing services to the St. Croix Preparatory Academy Charter School and shall not be disclosed to unauthorized persons.
- d. PHRS shall promptly notify the St. Croix Preparatory Academy Charter School of any unauthorized access, disclosure, or data breach involving student or employee information.

## Certification and Reporting

- a. As a condition of award, PHRS shall certify compliance with all applicable federal, state, and local laws and regulations governing the employment and assignment of substitute teachers.
- b. The St. Croix Preparatory Academy Charter School reserves the right to audit PHRS's compliance with these requirements at any time during the term of the contract.
- c. Failure to comply with any provision in this section may result in immediate termination of the contract, disqualification from future solicitations, and other remedies as provided by law.

# COMPLIANCE

Education Solutions. Results. Expect it.



# Department Director Report - Activities Department

## General Information

Director Name: Keven Seim

Department: Activities Department

Date: 6/16/25

## Section 1: SWOT Analysis

Category	Details (examples included, replace with your entries)
Strengths	<p>Examples: Efficient workflow systems; Strong vendor partnerships</p> <ol style="list-style-type: none"> <li>1. Formalized communication with our coaching staff.               <ul style="list-style-type: none"> <li>- Preseason meeting for all coaches of all sports.</li> <li>- In Season meetings scheduled twice a month with head coaches.</li> </ul> </li> <li>2. Partnering with the Upper School to publish a newsletter that includes highlights for activities and athletics.               <ul style="list-style-type: none"> <li>- In attempt to provide better awareness and transparency.</li> </ul> </li> <li>3. MSHSL Compliant.</li> <li>4. Coaching Staff</li> <li>5. Competitive Programing.</li> </ol>
Challenges	<p>Examples: Outdated equipment; Limited staff training opportunities</p> <ol style="list-style-type: none"> <li>1. Determining workflow, communication, and processes because of the reduction in staff in the Activities Department.</li> <li>2. Event Staffing</li> <li>3. Funding the needs of individual activities and athletics programs. (Irrigation system, Pitching machine, Uniforms)</li> </ol>
Opportunities	<p>Examples: New funding opportunities; Technology upgrades</p> <ol style="list-style-type: none"> <li>1. BOUND</li> <li>2. Employing students for event staffing. (Service Hours)</li> </ol>

Threats	Examples: Rising operational costs; Supply chain disruptions  1. Rising equipment / Uniform costs.
---------	--

## Section 2: Addressing Weaknesses and Threats

Prompt	Response
What steps are being taken to address the identified weaknesses and threats?	BOUND – Will help with registration, payment for officials, payment for game workers, roster updating. Employing students to become game workers. Individual program fundraising to address cost increases for uniforms and equipment costs.

Prompt	Response
General Updates / Highlights	<p>Prep Open – New Venue (Indian Hills Golf Course), June 22</p> <p><b><u>Girls &amp; Boys Hockey</u></b> Dissolution of current cooperatives with Woodbury (girls) and Gentry (boys). Created new Cooperatives with S. St. Paul for both.</p> <p><b><u>Basketball</u></b> Boys Basketball – New Head Coach Girls Basketball – New Head Coach and Staff.</p> <p><b><u>Spring Sports</u></b> Boys Volleyball Track – Multiple State Participants and multiple top 10 finishes. Highlighted by the girls 4X4 placing 3<sup>rd</sup> in state. Baseball – Section Final Golf – Aleena Lee – Girls Conference Player of the Year</p> <p><b><u>SURVEY</u></b> 87% of students feel like their needs are being met with extracurricular offerings that we provide. 85% of students felt like they have enough time to pursue extracurricular offerings outside of academics.</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.

4 programs are in line to get new uniforms this coming school year.

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:



**2026-2027 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.**

St. Croix Preparatory Academy

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

St. Croix Preparatory Academy

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Terri Gulbransen

Jennifer Fuchs

(Designated School Board Member – please print)

(Designated School Representative – please print)

terrigulbransen@stcroixprep.org

jennfuchs@stcroixprep.org

Email Address

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

Keven Seim

Keven Seim

(Boys Sports – please print)

(Girls Sports – please print)

Matthew Davis

James DeCaro

(Speech – please print)

(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

Terri Gulbransen

Patrick McGurran

(Board Member—please print)

(Student—please print)

Nicole McGurran

Andrew Sachariason

(Parent—please print)

(Faculty Member—please print)

Keven Seim

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Janel Coleman

Jennifer Fuchs

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

*Janel Coleman*

*Jennifer Fuchs*

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

5/14/2026

5/14/2026

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**st. croix** preparatory academy

EMPLOYEE HANDBOOK

2026-2027

## TABLE OF CONTENTS

MISSION STATEMENT.....	4
<b>GENERAL.....</b>	<b>4</b>
Employment-At-Will .....	4
Equal Employment Opportunity.....	4
Americans With Disabilities Act.....	5
Safe Work Environment .....	5
Criminal Background Screening .....	5
Data Privacy and Personnel Records .....	6
<b>GENERAL POLICIES AND GUIDELINES.....</b>	<b>6</b>
School Hours.....	6
Duties .....	6
Dress Code .....	6
Communication.....	6
Non-Harassment .....	7
Progressive Discipline.....	7
Grievance.....	8
Office Intimate Relationships .....	8
Teacher Relicensure .....	9
Building Access .....	9
Guest Building Access.....	10
<b>Video Surveillance and Security Monitoring</b> .....	<b>10</b>
General Student Arrival.....	10
Master Key Control System .....	11
<b>Social Media and Electronic Communications</b> .....	<b>11</b>
Inclement Weather and School Closing .....	11
Pet Policy* .....	11
Tobacco Free Environment.....	12
Drug Free Environment .....	12
Mandated Reporting.....	12
Whistleblower .....	13
Work-Related Injuries .....	13
<b>COMPENSATION .....</b>	<b>13</b>
Categories of Employees .....	13
Required-Work Days .....	13
Time Tracking for Payroll.....	14
<b>Meal and Rest Breaks</b> .....	<b>14</b>
Pay Periods .....	14
Fair Labor Standards Act Compliance .....	14
<b>BENEFITS .....</b>	<b>14</b>
Medical, Dental, Vision, Life, Disability Insurance.....	14

<b>PAID AND UNPAID TIME OFF FROM WORK .....</b>	<b>15</b>
Sick Days .....	15
Personal Days .....	15
Holidays .....	15
<b>FACULTY ABSENCES .....</b>	<b>15</b>
Absence from Class .....	15
<b>LEAVES.....</b>	<b>16</b>
Bereavement Leave .....	16
Jury Duty.....	16
Leave of Absence .....	16
Military Leave .....	16
Family and Medical Leave Act (FMLA) .....	16
Minnesota Pregnancy and Parenting Leave (MPPLA).....	17
Minnesota Paid Family and Medical Leave (MNPFML).....	17
Military Family Leave Entitlements .....	17
<b>EMPLOYEE SERVICES .....</b>	<b>18</b>
Computers, Phones, and Email .....	18
AI and Emerging Technology Use.....	18
Supplies .....	19
<b>EMPLOYEE HANDBOOK ELECTRONIC DISTRIBUTION AND ACKNOWLEDGEMENT.....</b>	<b>20</b>

# st. croix preparatory academy

ACADEMICS • CHARACTER • LEADERSHIP

## MISSION STATEMENT

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

## GENERAL

### Employment-At-Will

St. Croix Preparatory Academy (SCPA) maintains an employment-at-will relationship with all its employees. Under this relationship, an employee is free to terminate employment with SCPA at any time with or without cause and with or without notice. When possible, SCPA requests a two-week notice from the employee regarding their intent to terminate the employment relationship. In addition, SCPA may terminate the employee's employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate SCPA personnel (e.g. Director/Principal, Human Resources, etc.) In cases of egregious behavior by an employee, SCPA may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee's expense after termination. The employee must return all school owned and provided items on or before their final day of employment.

### Equal Employment Opportunity

St. Croix Preparatory Academy provides equal employment opportunities to all employees and applicants for employment.

For detailed information and specific policy details related to Equal Employment Opportunity, please refer to [Policy #401](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Harassment and Violence, please refer to [Policy #413](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Disability Nondiscrimination, please refer to [Policy #402](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Sex Nondiscrimination, please refer to [Policy #402.5](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Anti-Nepotism, please refer to [Policy #426](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Americans With Disabilities Act**

SCPA complies with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

For detailed information and specific policy details related to Employee Disability Nondiscrimination, please refer to [Policy #402](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Safe Work Environment**

SCPA strives to maintain an environment free from intimidation, threats, or violent acts. Threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, and/or carrying weapons of any kind on to school property is inappropriate. The school reserves the right to call the police if persons and/or an employee's possessions are thought to be illegal or potentially dangerous. Any employee carrying, possessing, or concealing a firearm or any dangerous or hazardous device or substance on school grounds may be terminated immediately.

The school expects all employees to practice common sense, sound judgment, and to act in a respectful, responsible manner. The following examples illustrate unacceptable behavior that may result in disciplinary action, up to and including termination:

- Personal relationships with students other than a teacher/student relationship
- Theft or inappropriate removal of school property or another employee's property.
- Violence or threatening violence.
- Inappropriate use of any school property, including computers.
- Illegal drugs and smoking anywhere in the school buildings or on the grounds

Minnesota State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any employee, who knows of or has reason to believe a child is being abused or neglected, must report this to the appropriate authorities. SCPA also requests that the reporter alert the school administration of the report.

Any violation of the preceding should be reported immediately to a supervisor. If it involves the executive director of the school, it should be reported immediately to a member of the Executive Committee of the Board or Board of Directors. Resolution of the situation will follow the grievance policy procedures. There will be no retaliation against an employee for raising a complaint or concern.

For detailed information and specific policy details related to Harassment and Violence, please refer to [Policy #413](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to School Weapons Policy, please refer to [Policy #501](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Criminal Background Screening**

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with SCPA.

For detailed information and specific policy details related to Background Checks, please refer to [Policy #404](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Data Privacy and Personnel Records**

The school maintains essential information on its employees and students.

For detailed information and specific policy details related to Public and Private Personnel Data, please refer to [Policy #406](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Protection and Privacy of Student Records, please refer to [Policy #515](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **GENERAL POLICIES AND GUIDELINES**

### **School Hours**

The student hours at SCPA are from 8:35 a.m. to 3:05 p.m. It is expected that full time staff work an 8-hour work day which includes being on-site for student school hours, as well as times outside of student hours for meetings, professional development, and other school events. SCPA views our staff as professionals and knows that faculty spend numerous hours outside of the school day performing duties related to their job responsibilities. SCPA does not monitor your arrival or departure time; only requests that faculty members are present to ensure students have an organized start to the school day and a safe departure at the end of the day. Administration reserves the right to enforce a start/end time for those employees who do not honor the professional standards previously noted. For staff other than faculty, the work year and hours will depend on your job description.

### **Duties**

All staff will be expected to follow the duties of their job descriptions. Additionally, staff may be expected to perform various duties (e.g., lunch, recess, before and after school duty, etc.), which will be equitably assigned. Attendance at committee meetings, staff development workshops, all-school and division meetings, and school community events is also expected.

### **Dress Code**

The employee dress code is "business casual." Employee attire should be comfortable but neat and professional – such as collared shirts, sweaters, casual skirts, khaki pants, and slacks. On Thursdays, employees may wear jeans and SCPA spirit wear or Prep for Life wear. On Fridays, employees may wear jeans and a sweatshirt or t-shirt from a college or university. Inappropriate "business casual" attire includes jeans, shorts, flip-flops, sleeveless shirts, t-shirts, and athletic wear. Neatness, cleanliness, and modesty should be observed at all times. Managers are responsible for enforcing the policy and may send home an employee who is improperly dressed. SCPA recognizes there may be some days or jobs where casual attire may be more appropriate.

### **Communication**

St. Croix Prep attempts to maintain a communication process that facilitates efficiently resolving an issue. The guidelines below are intended to improve communication, respect responsibilities, and maintain efficiency. It is important to direct your communication to the person most directly responsible for the issue. If the issue is unresolved, then escalation procedures include bringing the issue to the School Principal, then the Executive Director, and finally the Board of Directors (via a Board

member). Depending on the issue, Human Resources may be involved in the escalation of communication.

## Non-Harassment

St. Croix Preparatory Academy prohibits discrimination, harassment, and retaliation on the basis of any characteristic protected by applicable federal, state, or local law. Employees should refer to the applicable school policies for complete information regarding protected classifications, reporting procedures and employee rights.

For detailed information and specific policy details related to Harassment and Violence, please refer to [Policy #413](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Equal Employment Opportunity, please refer to [Policy #401](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Disability Nondiscrimination, please refer to [Policy #402](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Sex Nondiscrimination, please refer to [Policy #402.5](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

SCPA supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, HR best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. SCPA reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and/or training, the employee's work record, and the impact the conduct and performance issues have on our organization.

The following outlines SCPA's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.

- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed, or if established goals are not met, dismissal may occur.

SCPA reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

## Grievance

SCPA aims to resolve problems and grievances promptly and as close to the source of conflict as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. For specific grievance and reporting procedures for complaints of harassment or violence on the basis of a protected classification, complaints of discrimination on the basis of disability or sex, or complaints of discrimination on the basis of other protected classifications, see SCPA's Harassment and Violence policy, Equal Employment Opportunity policy, Employee Disability Nondiscrimination policy, or Employee Sex Nondiscrimination policy.

### Statement of General Principles

- Complaints must be fully described by the person with the grievance.
- The person(s) should be given the full details of the allegation(s) against them.
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to communicate their version of the facts before resolution is attempted.
- Proceedings should be conducted honestly, fairly and without bias.
- Proceedings should not be unduly delayed.

### PROCEDURES

The following is a three-step process for grievance resolution:

1. The employee attempts to resolve the complaint as close to the source of conflict as possible. This step is quite informal and verbal.
2. If the matter is not resolved, the employee notifies the supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should only be held between the employee and the other relevant person(s). This step will usually be informal, but either party may request written statements and agreements.
3. If the matter is not resolved, the supervisor refers the matter to Human Resources and/or the Executive Director (or Board of Directors if applicable). A grievance taken to this level must be in writing from the employee. The supervisor will forward any additional information thought relevant. HR will investigate/communicate with any other parties involved or deemed relevant. HR will provide a written response to the employee.

## Office Intimate Relationships

SCPA believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish

very clear boundaries as to how relationships are conducted during working hours and on company premises. During working hours and at work locations, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges. During non-working time hours, such as lunches, breaks, and before and after work periods, while on SCPA property, employees' conversations and other behaviors should be expressed in a manner not perceived as offensive or uncomfortable to a reasonable person. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

Individuals in supervisory/management or other influential roles are subject to more stringent performance under this policy due to their access to sensitive information and their ability to influence others, promotions, and terms and conditions of employment of their subordinates. An employee in a management or supervisory position over another employee, who has developed a relationship with an employee that a reasonable person would determine is beyond a normal friendship should inform his/her manager or Human Resources of the relationship. Failure to report such relationships is a violation of the SCPA Harassment Prevention Policy. Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject to transfers or disciplinary action up to and including termination of employment.

### **Teacher Relicensure**

Each faculty member is responsible for maintaining the licensure required for him or her to assume his or her teaching duties. The relicensure committee will assist you in recording and submitting clock hours for your continuing education credit. In the event licensure is not maintained, the School (by law) will post the open position and proceed with a hiring process. A renewed copy of your license must be filed with the school principal and Human Resources by April 1 of each year.

### **Building Access**

The staffed building hours are from 7:45 a.m. to 4:45 p.m. Except for general student arrival time from 8:10 am to 8:35 a.m., the front entrance will be the only point to enter and exit the building during normal school day operations. Reception area staff are positioned with an unimpeded view of the front entrance. Reception staff will have the responsibility for screening and granting access to all building entrants. The building's bathrooms, service spaces, stairwells, or other amenities will not be accessible without passing this front desk. Please see security details below. Any students participating in activities before general student arrival time begins must adhere to their division's policy for building access which may include providing a pass by the supervising staff member for building admittance. The division principal will outline the process for each division.

- **All Exterior Doors Locked During School Hours and Non-Student Contact Days**  
All exterior doors will be locked from 8:35 am to 3:05 pm (school hours). Visitors may gain access through an intercom system located on the exterior wall to the left of the main entrance. The only doors that will be unlocked before and after school hours on student contact days are the main entrance doors.
- **Building Attendant On-Duty After School Hours on Weekdays**  
This position enhances facility safety and security after school hours when the building is used by many in our school community. This position will maintain a presence in the front atrium when not patrolling the building, ensure interior and exterior doors are locked as scheduled, be a facility resource for those using the facility, monitor the facility for unsanctioned use, and perform light maintenance duties.

- SCPA Building Hours and Supervisory Coverage:  
Student Contact School Days:  
7:45-8:35 am - Main doors open  
8:20-3:20 pm - Main office open  
8:35-3:05 pm - All exterior doors locked  
3:05-9:45 pm - Main doors open
- Non-Student Contact Weekdays Except for Holidays:  
All exterior doors remain locked for the entire day. Visitors must arrange entry with a staff member.

Please refrain from propping a door open for convenient reentry into the building. Routine inspections by the Facility Director will ensure that exterior doors are not propped open for any reason which may allow outsiders access into the building.

### **Guest Building Access**

Any building occupant expecting a guest should notify the front desk and provide the guest's information before the guest's arrival. The receptionist will contact the staff person being visited to confirm the appointment before permitting the guest access to the premises. Before being permitted access to the premises, all guests/visitors must sign-in. This includes parents who may be dropping off lunches or signing their students in/out. Each division has specific procedures for students signing in/out which will be outlined by the division principal. Generally, if a student is being dropped off late the parent must come to the front office to sign their student in. Likewise, if a student is being picked up early the parent should sign the student out at the front office and wait until the division office manager sends the student to the front. A visitor should not be granted access to the rest of the building unless they have an appointment. All guests must sign out with the front desk when leaving.

### **Video Surveillance and Security Monitoring**

To promote the safety and security of students, staff, visitors, and school property, St. Croix Preparatory Academy utilizes video surveillance and security monitoring systems in and around school facilities and grounds.

Employees should have no expectation of privacy in common areas, hallways, entrances, parking lots, athletic facilities, and other public areas of school property where surveillance may occur. Video recordings may be reviewed and used for safety, security, investigative, operational, legal, or policy enforcement purposes consistent with applicable law and School policies.

The School's use, retention, and disclosure of surveillance data shall comply with applicable federal and Minnesota law.

### **General Student Arrival**

Students arrive at school from 8:10 am to 8:35 am. During this time, the following doors will be open for student access: Main doors, K-4 main entrance, south entrance near stairs to upper school, and north cafeteria doors. All doors will be re-locked at 8:35 am.

## Master Key Control System

The Facility Director is responsible for monitoring the distribution of keys, fobs, and duplicates of these. Only authorized employees will have keys that offer access to specified areas of the building. Accordingly, staff will only obtain keys that are relevant to their position (e.g. teachers do not need keys for mechanical rooms). When an employee terminates their employment with SCPA, they must return their keys.

## Social Media and Electronic Communications

St. Croix Preparatory Academy recognizes that social media, online platforms, artificial intelligence tools, and other forms of electronic communication are increasingly used in both personal and professional settings. Employees are expected to conduct themselves online in a manner consistent with the School's mission, values, professional standards, and applicable policies.

Employees may not disclose confidential student information, personnel information, protected educational records, or other non-public School information through social media, artificial intelligence platforms, or other electronic communication tools.

Employees must maintain appropriate professional boundaries with students in all electronic communications. Communications with students should occur through School-approved platforms whenever possible and should be educationally related and professional in nature.

Employees are responsible for ensuring that information entered in artificial intelligence tools, online applications, or third-party platforms complies with FERPA, Minnesota Government Data Practices Act requirements, School policies, and other applicable privacy laws. Confidential, private, or protected information may not be entered into public artificial intelligence systems unless expressly authorized by the School.

Employees who identify themselves as School employees in online environments should ensure their communications do not negatively impact the School's operations, reputation, or educational mission.

For detailed information and specific policy details related to Social Media, Internet Acceptable Use, Data Privacy, and Employee Conduct, please refer to applicable School policies the School's website: [stcroixprep.org](http://stcroixprep.org).

## Inclement Weather and School Closing

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close when the Stillwater School District closes school. Staff members will be notified via School Messenger and email for any school closings or delays. SCPA (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. SCPA recommends tuning to these TV stations and their websites ([www.wcco.com](http://www.wcco.com); [www.kstp.com](http://www.kstp.com); [www.kare11.com](http://www.kare11.com)) for school alert information. Remember the basic rule – St. Croix Prep closes when Stillwater closes school.

## Pet Policy\*

St. Croix Preparatory Academy has students enrolled in school that have significant allergies to pets. To support the health needs of our students, pets are not allowed on school grounds. This includes both inside and outside of the building. SCPA realizes that pets bring a host of joy to kids and families and acknowledges that it is exciting for kids to walk to school with their pets. That said, SCPA must place the

health needs of our students at the highest priority. Let's work together in this effort to keep all students healthy at school.

The goal of SCPA is to decrease student and staff exposure to potentially harmful animal allergens. If animals are to be allowed in the classroom, the protocol will be as follows:

1. Before bringing an animal into the building, the teacher will notify the principal, the Facilities Director, and the students of the type and location of the animal. The principal must approve all classroom pets. All animals will be properly vaccinated.
2. The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning (HVAC) components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet.)
3. A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
4. The teacher will ALWAYS be present when animals are handled by a student.
5. All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
6. The pet will be removed from the classroom if it is deemed to be a distraction or causes interruptions in learning.
7. Concerns regarding the health issues or care of the animals should be brought to the principal for immediate consideration.

\*This policy does not apply to service animals.

### **Tobacco Free Environment**

St. Croix Preparatory Academy is a tobacco free environment.

For detailed information and specific policy details related to Tobacco Free Environment Policy, please refer to [Policy #419](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

### **Drug Free Environment**

St. Croix Preparatory Academy is a drug free environment.

For detailed information and specific policy details related to Drug Free Policy, please refer to [Policy #418](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Chemical Use and Abuse, please refer to [Policy #417](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Overdose of Medication, please refer to [Policy #516.5](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

### **Mandated Reporting**

Any employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated or has been maltreated in the past three (3) years, is required under Minnesota law to report such information to the local welfare agency, law enforcement or other agencies responsible for assisting or investigating maltreatment.

For detailed information and specific policy details related to Mandated Reporting, please refer to [Policy #414](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Mandated Reporting of Maltreatment of Vulnerable Adults, please refer to [Policy #415](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Whistleblower**

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate school officials.

For detailed information and specific policy details related to Reporting Unethical Behavior, please refer to [Policy #103](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Work-Related Injuries**

St. Croix Preparatory Academy provides comprehensive workers' compensation insurance at no cost for employees. Workers' compensation insurance covers most injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

An employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor a work-related injury may appear, it is important that it be reported, and that all required paperwork be completed, immediately. This will enable an eligible employee to qualify for coverage. Injury reporting forms may be obtained in the health office.

# **COMPENSATION**

## **Categories of Employees**

St. Croix Preparatory Academy has several categories of employees. These include exempt, non-exempt and those contracted for services. All employees are under at-will agreements unless a separate written contract or employment agreement provides otherwise.

## **Required-Work Days**

Licensed staff salaries are earned per required-work day, although payment is made in equal amounts over 24 pay periods to exempt staff (see "Pay Periods" below). A required-work day is an 8-hour work day. Required-work days consist of student contact days and non-student contact days, such as staff workshops and parent teacher conference days. Annual required-work days are identified in the annual school calendar and vary from year to year. An exempt staff's daily rate may be calculated by dividing his/her annual salary by total annual required-work days per the annual school calendar. If a staff member is absent from work on a required-work day and has no vacation, sick or personal days accrued, his/her paycheck will be deducted in the amount of his/her daily rate for each required-work day missed. If a licensed, exempt staff member resigns employment prior to the end of the school year, he/she shall be liable to repay to SCPA any compensation paid to him/her more than the amount earned for the number of required-work days actually worked prior to the end of his/her employment during that school year.

## **Time Tracking for Payroll**

Non-exempt employees will record their time in Skyward by clocking in when they are ready for work and clocking out when they have finished work. Non-exempt employees must also record their time in/out for lunch breaks per FLSA regulations. The employee submits each week recorded time in the Skyward system for their supervisor's approval and subsequent payroll processing. In the event a non-exempt employee must record their time manually, a paper time sheet must be used and submitted. These submissions need to occur on or before, the 15th and the end of every month. Non-exempt documentation starts with the first hour worked.

## **Meal and Rest Breaks**

St. Croix Preparatory Academy provides meal and rest breaks in accordance with Minnesota law. Employees who work six (6) or more consecutive hours will be provided an unpaid meal break sufficient in length to allow the employee to eat a meal. Employees are expected to accurately record all unpaid meal periods when required by their position classification.

Employees will also be provided reasonable paid restroom breaks and opportunities to use restroom facilities during each four (4) consecutive hours worked. Supervisors and employees should work together to ensure breaks occur in a manner that supports both employee needs and operational requirements.

## **Pay Periods**

Exempt employees will have their annual compensation spread over 12 months and receive 24 equal payments. The start of payment will be delineated in the offer letter. Non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked more than 40 in any work week. SCPA will try to give you as much notice as possible when overtime will be mandated. All overtime designated by your manager is approved overtime. If an employee determines overtime is necessary, approval from your manager is required. If an employee works overtime without approval, the overtime must be paid, however the employee may be subject to disciplinary action. Overtime is paid at the rate of one-and-one-half times (1.5x) your regular hourly rate of pay. Non-worked lunches, sick, holiday or vacation time will be included in calculating overtime. Please see SCPA's Compensation Plan for further compensation information.

## **Fair Labor Standards Act Compliance**

SCPA acts in good faith to comply fully with the Fair Labor Standards Act's prohibition on improper pay deductions. An employee who believes that improper deductions have been made from his or her pay should notify Human Resources, describing the error they believe they have found. SCPA will review the situation and correct errors by reimbursing the affected employee or taking other appropriate action as necessary.

# **BENEFITS**

## **Medical, Dental, Vision, Life, Disability Insurance**

St. Croix Preparatory Academy offers a comprehensive benefits suite to eligible employees. Full time employees working 30+ hours are eligible for benefits on the 1st of the month following 30 days of

employment. For a complete overview of medical and dental benefits please refer to the SCPA Employee Benefits Guide.

## PAID AND UNPAID TIME OFF FROM WORK

### Sick Days

In accordance with Minnesota's Earned Sick and Safe Time (ESST) law, all paid sick time will be earned on an accrual basis. The accrual calculation varies for each position and meets or exceeds ESST requirements. The exempt teaching faculty accrual calculation equates to six sick days of paid time off. The twelve-month exempt and non-exempt employee accrual calculation equates to 10 sick days of paid time off. The school-year non-exempt employee accrual calculation equates to 5 sick days of paid time off. For payroll purposes, employees may only record a half a day and a full day of sick time. Exempt and non-exempt employees' length of day may vary from 3-8 hours with their position. Paid sick days may be used for purposes as defined by the ESST policy and state statute; they are not intended for additional vacation time or personal time. Sick days, if not used by the end of the year, may be accrued each year up to 30 days and used when needed. Employees may also take a "buy-out" of the unused days at their base hourly rate for the current school year for each unused day. Rolled-over sick days cannot be accrued to be paid out later. Sick days can only be paid out for the current year.

### Personal Days

Each exempt faculty member has three paid personal days. The exempt administrative positions of Executive Director and Principal receive three paid personal days. Twelve-month exempt and non-exempt employees receive two paid personal days. School-year non-exempt employees receive two paid personal days. Unused personal days will be paid out at the daily sub rate and may not be accrued. Holidays may not be extended by personal days.

### Holidays

Exempt employees who work year around (12-month) will have paid holidays based on the 2026-27 approved work calendar.

St. Croix Prep does not pay out unused sick, personal or vacation days when an employee's employment is terminated.

## FACULTY ABSENCES

### Absence from Class

Every time you miss work, for whatever reason, it will be your responsibility to obtain a substitute if necessary and record your time off in Absence Management (Frontline/Aesop). All appropriate personnel should then be notified of your absence. The Absence Management system enables subs to select jobs if entered in advance of the absence and will call subs on your behalf to fill your absence. If you are unable to secure a substitute by 6:00 am on the day that you are going to be absent please notify your division manager and Human Resources as soon as possible.

To ensure quality instruction during absences, teachers are required to have an emergency substitute folder with lesson plans with their administrator/principal. This folder should include the following: class schedule, class list(s) and seating chart where appropriate, classroom guidelines and procedures,

names of two staff members that the substitute can depend on for emergency information, special instructions regarding individual students, bus information if applicable, and before/after school duties, lunch schedule and preparation times, attendance procedures, and a map of the school.

Specific lesson plans for the day should be left in the classroom or emailed to the office manager or division principal by 7:30 a.m. with the name of the substitute, if available.

## **LEAVES**

### **Bereavement Leave**

All employees are allowed paid time off in the event of a death in the family. The purpose of this is to provide employees with time to arrange and attend a funeral. For spouse, child, parent, siblings, step or in-laws the leave is up to two days. For grandparent, grandchild, step or in-laws of those listed, one day is granted. Additional unpaid leave may be granted with the approval of the Executive Director.

### **Jury Duty**

All exempt and non-exempt staff called to serve jury duty or subpoenaed as a court witness, must notify their division administrator immediately and provide a copy of the notice or subpoena to Human Resources. Your pay will not be reduced by the amount of jury duty or court witness pay that you receive unless required by law.

### **Leave of Absence**

You may request general leaves of absence without pay. If granted, these leaves may not exceed 120 working days. You may not use paid vacation days to extend the length of the leave beyond 120 days. However, vacation days may be used during the leave to receive pay. Any such arrangements must be approved by the division administrator. To initiate a request for an unpaid leave, you must first discuss the reasons for requesting a leave with your division administrator. The division administrator will discuss the circumstances with Human Resources. If it is determined that a leave is warranted, you will be notified by your division administrator. SCPA may, when appropriate, designate a leave as a Family and Medical Leave Act (FMLA) leave, Minnesota Paid Family and Medical Leave, or another protected leave.

For detailed information and specific policy details related to Family and Medical Leave, please refer to [Policy #410](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

### **Military Leave**

SCPA grants military leave and re-employment rights to eligible staff, pursuant to applicable federal and state law.

### **Family and Medical Leave Act (FMLA)**

In accordance with the requirements of the Family and Medical Leave Act, SCPA provides up to 12 weeks of unpaid, job-protected leave to eligible staff members. Eligible staff members may use paid sick, personal, or vacation time to receive pay during leave, but may not use paid time off to extend FMLA leave.

For detailed information and specific policy details related to Family and Medical Leave, please refer to [Policy #410](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## **Minnesota Pregnancy and Parenting Leave (MPPLA)**

Eligible employees may be entitled to leave under the Minnesota Pregnancy and Parenting Leave Act (MPPLA). Eligible employees may take leave for prenatal care, incapacity due to pregnancy, childbirth, and bonding with a new child following birth, adoption, or placement through foster care, subject to applicable legal requirements.

Pregnancy and Parenting Leave may run concurrently with Family and Medical Leave Act (FMLA) leave and Minnesota Paid Family and Medical Leave benefits when permitted by law. Employees requesting leave should contact Human Resources as early as possible to discuss eligibility, available benefits, required documentation, and applicable timelines.

## **Minnesota Paid Family and Medical Leave (MNPFML)**

Beginning January 1, 2026, eligible employees may qualify for benefits under Minnesota Paid Family and Medical Leave (MN PFML). St. Croix Preparatory Academy participates in an approved equivalent plan administered through MetLife.

Eligible employees may receive paid leave benefits for qualifying reasons including:

- The employee's own serious health condition;
- Bonding with a new child following birth, adoption, or foster placement;
- Caring for a family member with a serious health condition;
- Certain military-related qualifying events;
- Safety leave related to domestic violence, sexual assault, stalking, or related circumstances; and
- Other qualifying reasons permitted under Minnesota law.

Employees requesting leave must provide notice and supporting documentation as required by the School and plan administrator. Leave under the Minnesota Paid Family and Medical Leave program may run concurrently with leave available under the Family and Medical Leave Act (FMLA), Minnesota Pregnancy and Parenting Leave Act, or other applicable leave laws when permitted by law.

Questions regarding eligibility, benefits, claim procedures, and leave coordination should be directed to Human Resources.

## **Military Family Leave Entitlements**

Eligible staff members with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SCPA operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

For detailed information and specific policy details related to Family and Medical Leave, please refer to [Policy #410](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

## EMPLOYEE SERVICES

### Computers, Phones, and Email

SCPA communication systems and the equipment used to operate the communication system are owned and provided by SCPA to assist in conducting business. Communications systems including email are to be used for work purposes only. **Email is retained for a period of three years.**

Unacceptable use of the computer or phone lines is likely to result in disciplinary action up to and including termination of employment.

For detailed information and specific policy details related to Internet Acceptable Use, please refer to [Policy #524](#) on the School's website: [stcroixprep.org](http://stcroixprep.org).

### AI and Emerging Technology Use

St. Croix Preparatory Academy recognizes that artificial intelligence (AI) tools and emerging technologies may enhance productivity, communication, instruction, and administrative operations when used responsibly. Employees are expected to use these tools in a manner that supports the School's educational mission, protects confidential information, and complies with all applicable laws and School policies.

Employees may use approved AI tools to assist with administrative tasks, lesson planning, communication drafting, data analysis, and other work-related activities. However, employees remain solely responsible for reviewing, verifying, and validating any information generated by AI systems before relying upon or distributing it.

Employees may not enter, upload, or disclose confidential, private, or protected information into public AI systems or unauthorized third-party applications. This includes, but is not limited to:

- Student educational records protected by FERPA;
- Private personnel data;
- Employee medical information;
- Student or employee identification numbers;
- Confidential School business information; and
- Any information protected by state or federal law.

Any use of AI tools involving student information must comply with FERPA, the Minnesota Government Data Practices Act, applicable School policies, and any vendor agreements approved by the School.

Employees may not use AI-generated content to misrepresent authorship, create misleading communications, falsify records, circumvent professional responsibilities, or engage in conduct that violates School policies or ethical standards.

When using AI-generated content for instructional, operational, or public-facing purposes, employees should exercise professional judgment and verify the accuracy, appropriateness, and reliability of the information prior to use.

The School reserves the right to restrict, monitor, approve, or prohibit the use of specific AI platforms, applications, or technologies on School-owned devices, networks, and systems.

Questions regarding approved AI tools, appropriate use, data privacy requirements, or technology expectations should be directed to the Technology Department or Human Resources.

## Supplies

All academic supplies should be ordered through your office manager and follow the [Purchase Pre-Approval Request](#) process. All other items should be ordered through the business office. When ordering, please use the appropriate form. There is a different form for expense reimbursement. The sales receipts must accompany this reimbursement form. The school is tax exempt, therefore your reimbursements should not include sales tax. You may obtain the tax exempt number and/or an ST3 Form from your office manager which should be presented to the vendor at the time of purchase in order to not incur sales tax on your reimbursable purchases. St. Croix Prep reserves the right to not reimburse employees for sales tax.

# EMPLOYEE HANDBOOK ELECTRONIC DISTRIBUTION AND ACKNOWLEDGEMENT

The St. Croix Preparatory Academy Employee Handbook is distributed electronically to employees and is available for review at any time through the School's designated electronic platform(s). Employees are responsible for reviewing the contents of the handbook and familiarizing themselves with the policies, procedures, expectations, and benefits described therein.

By electronically acknowledging receipt of the Employee Handbook, I certify that:

- I have received access to the current St. Croix Preparatory Academy Employee Handbook.
- I understand it is my responsibility to read, understand, and comply with the policies, procedures, and expectations contained in the handbook as well as those policies maintained on the School's website.
- I understand that the handbook is intended as a guide and source of information regarding employment with St. Croix Preparatory Academy and does not constitute an employment contract, guarantee of employment, or guarantee of any specific terms or conditions of employment.
- I understand that my employment with St. Croix Preparatory Academy is at-will and may be terminated by either the employee or the School at any time, with or without cause or notice, subject to applicable law.
- I understand that the School reserves the right to modify, amend, suspend, interpret, or discontinue any policy, benefit, procedure, or practice described in the handbook at any time, with or without notice, except as prohibited by law.
- I understand that the most current version of School policies may be maintained separately from the handbook and are available for review on the School's website.
- I understand that questions regarding handbook provisions should be directed to my supervisor or Human Resources.
- I acknowledge that my electronic acknowledgment shall have the same force and effect as my handwritten signature.

By selecting "I Acknowledge," submitting this electronic form, or otherwise electronically affirming receipt, I acknowledge that I have received access to the Employee Handbook and understand my responsibilities as described above.

\_\_\_\_\_  
Employee Name/Signature

\_\_\_\_\_  
Date



## St. Croix Preparatory Academy Employee Handbook Summary June 23, 2026

The following updates have been made to the **2026-2027 Employee Handbook** and are highlighted in yellow throughout the document:

- Updated all references to reflect the **2026-2027** school year.
- Updated school hours to reflect the approved schedule change of **8:35 a.m. – 3:05 p.m.**
- Revised the **Non-Harassment** policy to reference all legally protected classifications rather than maintaining a specific list, ensuring alignment with future changes in applicable law.
- Updated **Building Access** (p. 9) and **General Student Arrival** (p. 10) to reflect the revised school hours.
- Updated **Holidays** (p. 15) to align with the approved FY27 school calendar.
- Updated the retention period in **Computers, Phones, and Email** (p. 18) to three years, consistent with FY26 changes.
- Added the **Purchase Pre-Approval Request** process and related link to the **Supplies section** (p. 19), consistent with FY26 procedural updates.

The following policies have been added or revised to ensure compliance with new laws, address emerging technology trends, and incorporate policies that were not previously included in the handbook:

- **Video Surveillance and Security Monitoring** (new policy to align with use of video cameras and security monitoring)
- **Social Media and Electronic Communications** (updated to address artificial intelligence tools, professional boundaries with students, personal social media use, and electronic communications with students)
- **Meal and Rest Breaks** (updated to reflect changes in Minnesota law effective January 1, 2026, and previously not included in the handbook)
- **Minnesota Pregnancy and Parenting Leave** (previously not included in the handbook)
- **Minnesota Paid Family and Medical Leave** (new law effective January 1, 2026)
- **AI and Emerging Technology Use** (new policy addressing employee use of artificial intelligence and related technologies)
- **Employee Handbook Electronic Distribution and Acknowledgement** (updated to reflect electronic distribution and acknowledgment of the handbook through Frontline)

**Action requested:** Approve Employee Handbook for FY27.



**st. croix** preparatory academy

**STUDENT & FAMILY HANDBOOK  
2026-2027**

# **BOOKMARKS**

**WELCOME LETTER**

**CALENDAR**

**GENERAL OVERVIEW**

**ORGANIZATIONAL STRUCTURE**

**SCHOOL BOARD**

**ACADEMIC INFORMATION**

**STUDENT SERVICES**

**ENROLLMENT**

**ATTENDANCE**

**DRESS CODE**

**USE OF TECHNOLOGY**

**SCHOOL SECURITY**

**HARASSMENT, BULLYING & HAZING**

**OTHER INFORMATION**

**STATEWIDE TESTING OPT-OUT FORM**

## WELCOME LETTER

Dear SCPA Community,

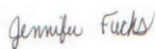
It is my distinct pleasure to welcome you to St. Croix Preparatory Academy. By choosing Prep, you have chosen a community dedicated to cultivating academic potential, personal character, and leadership through the Classical tradition.

You are joining us at an exciting moment in our school's history. We have recently developed a comprehensive Strategic Plan to guide the next 3–5 years of our growth. As members of our community, here is what this roadmap means for your family:

- **Academic Excellence & Support:** We are committed to sustaining our rigorous classical program while strengthening support systems to ensure every student, regardless of learning style, has what they need to thrive.
- **A "One School" Culture:** We are fostering a unified environment where students from Kindergarten through Upper School share consistent expectations and a deep commitment to our core virtues: citizenship, courage, integrity, compassion, and responsibility.
- **Exceptional Faculty:** We know that great schools rely on great teachers. Our plan prioritizes recruiting and retaining the best educators by investing in their professional growth and well-being.
- **Partnership & Trust:** We are dedicated to building trust through clear, timely communication and listening to the feedback of our families.

We are not just a school; we are a community. We look forward to partnering with you on this journey and watching your students grow in knowledge and character.

Sincerely,



Jennifer Fuchs, Ph.D.

## CALENDAR

### **GENERAL OVERVIEW**

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

#### **Mission**

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

#### **Academics**

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

#### **Character**

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

#### **Leadership**

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

### **EDUCATIONAL PHILOSOPHY**

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

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

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

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

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

## ORGANIZATIONAL STRUCTURE

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

### School Address

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

### K-4 Lower School

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

### 5-8 Middle School

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

### 9-12 Upper School

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



## **Administrative Personnel**

### **[View Administration](#)**

#### **Facility Rental Information**

Keven Seim at 651-395-5944 or [kevenseim@stcroixprep.org](mailto:kevenseim@stcroixprep.org)

#### **General Inquiries**

##### Lower School

Christine Mehlhorn at 651-395-5920 or [christinemehlhorn@stcroixprep.org](mailto:christinemehlhorn@stcroixprep.org)

##### Middle School

Kelly Vossen at 651-395-5950 or [kellyvossen@stcroixprep.org](mailto:kellyvossen@stcroixprep.org)

##### Upper School

Angela Lee at 651-395-5970 or [angelalee@stcroixprep.org](mailto:angelalee@stcroixprep.org)

#### **Authorizer Information**

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

## SCHOOL BOARD

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

### School Board Schedule

**Note:** All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Orchestra room or Performing Arts Center. The meetings are open to the public. [Meeting dates can be found here.](#)

## GOVERNANCE MODEL

Since its inception, St. Croix Preparatory Academy has followed the Carver Governance Model. This model is designed to empower boards of directors to fulfill their obligations of accountability for the organizations they govern. The model enables the board to focus on the larger issues (e.g. fiscal accountability, student achievement, and strategic initiatives), delegate operational responsibility with clarity (e.g. hiring, curriculum, student discipline, programming, etc.), to oversee management's job without meddling, and to rigorously evaluate the accomplishment of the organization. The Board of St. Croix Preparatory Academy demands accomplishment of purpose and only limits the staff's means to those which do not violate the board's understood standards of prudence and ethics.



### Board Members

[View Board Members](#)



### Advisory and Ex-officio Board Members

[View Advisory and ex-officio Board Members](#)

## ACADEMIC INFORMATION

### Equal Opportunity

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation. See [Equal Educational Opportunity Policy](#) (#102). See [Religion and Religious and Cultural Observances Policy](#) (#609).



### Comprehensive Achievement and Civic Readiness

In accordance with Minnesota Statute 120B.11, SCPA is committed to a continuous improvement process that ensures all students receive a high-quality, equitable education. Our school's strategic plan is aligned with the state's five goals for Comprehensive Achievement and Civic Readiness:

1. School Readiness: All children are ready for school.
2. Grade-Level Literacy: All students can read at grade level.

3. Closing Achievement Gaps: All racial and economic achievement gaps between students are closed.
4. Career and College Readiness: All students are ready for career and college upon graduation.
5. Lifelong Learning: All students graduate from high school and are prepared to be lifelong learners.

SCPA evaluates progress toward these goals through a rigorous system of assessment, curriculum review, and stakeholder feedback. We hold an annual public meeting each fall to review our results and update our strategies. For more information, see the [Charter School System Accountability Policy](#) (#616), or to view our full Annual Report and specific SMART goals, please visit our website at <https://www.stcroixprep.org/performance/>.

### **Student Nondiscrimination**

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act. Persons who have questions or comments should contact the Director of Special Education, Peggy Rosell, St. Croix Preparatory Academy, 4260 Stagecoach Trail North, Stillwater, MN 55082. This person is the charter school's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying [Student Disability Discrimination Grievance Report Form](#). The form should be given to the ADA/Section 504 coordinator. See [Student Disability Nondiscrimination Policy](#) (#521). The charter school does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The charter school's Title IX Coordinator(s) is: Terri Smith, 4260 Stagecoach Trail N. Stillwater, MN 55082, 651-395-5903, [Terri Smith](#) . See [Title IX Sex Nondiscrimination Policy](#) (#522).



### **Protection and Privacy of Pupil Records**

The charter school recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. See [Protection and Privacy of Pupil Records Policy](#) (#515).

### **Pledge of Allegiance**

All students K-12 will be provided the opportunity to recite the Pledge of Allegiance in their classrooms at least once per week. Anyone who does not wish to participate in reciting the Pledge of Allegiance may elect not to do so. See [The Pledge of Allegiance Policy](#) (#531).

### **Academic Objectives**

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

## **Importance of High School Curriculum**

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

## **Graduation Requirements**

The policy of the charter school is that all students must demonstrate, as determined by the charter school, their satisfactory completion of the credit requirements and their understanding of academic standards. The charter school must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. See [Graduation Requirements Policy \(#613\)](#).

## **Academic Homework**

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

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

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

## **Academic Probation Policy for Students**

### **Lower School (K-4)**

Students who receive a D, F, 2, or 1 for more than one marking period in the same core subject (reading/language arts, writing, math, science, and history/geography) are considered to be on academic probation.

### **Middle School (5-8)**

Students will receive an academic probation letter at the end of each quarter if they do not have a C- or better in identified core classes.

- A student who receives a “D” or an “F” in two or more of the core classes for two or more quarters may result in repeating the grade level. Core classes include courses in the areas of English, reading/language arts, math, social studies, science, and Latin/logic. [See retention procedures.](#)
- A student who receives a “D” or an “F” in Math for two or more quarters may be required to repeat the math course.

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

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

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

### **Upper School (9–12)**

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

### **STUDENT ELIGIBILITY AND CONDUCT REQUIREMENTS FOR NON-ACADEMIC ACTIVITIES**

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

### **STUDENT CODE OF RESPONSIBILITIES**

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

1. Show respect for the rights and beliefs of others, treating everyone with courtesy and consideration.
2. Take full responsibility for their actions and accept the consequences that may arise.

3. Adhere to the rules outlined in the School's Family Handbook, as well as the laws at the community, state, and national levels.
4. Demonstrate respect towards those responsible for enforcing school rules and upholding community, state, and national laws.

### **PENALTIES FOR VIOLATION**

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

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

### **Additional Academic Considerations:**

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

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

### **Promotion, Acceleration, and Retention Practices**

#### **Promotion:**

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

#### **Acceleration:**

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

#### **Retention:**

Retention of a student may be considered when professional staff and/or parents deem that it is in the best interest of the student.



**If a student recommended for retention withdraws and later re-enrolls, the recommendation will be reviewed. The student will likely remain subject to the original retention recommendation upon their return.**



## **Grades K-8 Retention Procedures**

[View Retention Procedures](#)

### **Curriculum Opt-Out Policy**

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

### **Academic Integrity Policy**

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

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

- Failing to cite, with quotation marks, the written words or symbols of another author;
- Failing to footnote the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; or copying or paraphrasing ideas from literary criticism or study aids without documentation.

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

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

### **Communication Protocol**

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

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

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

## **STUDENT SERVICES**

### **Special Education**

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

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

### **504 Plans**

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

### **English Learners (EL)**

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

### **Student Surveys**

Occasionally, the charter school utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. See [Student Surveys Policy](#) (#520).

## **ENROLLMENT**

St. Croix Preparatory Academy seeks to enroll a diverse and representative student body, welcoming applicants regardless of race, ethnicity, socio-economic status, gender, special needs or English as a second language status. The enrollment and lottery procedures for charter schools are governed by

Minnesota statutes. See [Admission and Lottery Procedures Policy](#) (SCPA 701); see [Kindergarten Admission Policy](#) (#302).

### **Enrollment for the current year**

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



### **Enrollment for the next school year**

St. Croix Preparatory Academy will be accepting applications for the 27-28 school year beginning on the first day of school. The open enrollment period ends on December 18, 2026. All applications received by this date will be equally considered. For any grade level where we have more applicants than spaces available, we will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Applicants will be notified as to the status of their applications as early as possible.

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

### **Sibling Preference**

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



### **Online Re-enrollment and Request for Records**

Each spring, St. Croix Prep requires parents to complete online registration for currently enrolled students. Students will continue enrollment at Prep, until official notification from a parent or another school district has requested records.

### **Withdrawal from St. Croix Preparatory Academy**

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

## **ATTENDANCE**

### **Attendance Requirements**

Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 18. A student is required to attend school every day and every class period, and to be on time for class. Students are not to leave campus during any part of the school day except when authorized to do so. See [Student Attendance Policy](#) (#503).

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

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

### **Excused Absences**

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

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

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

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

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

### **Unexcused Absences**

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



Three **unexcused tardies** equals **one unexcused absence**.

Any upper school student missing **8 unexcused** class periods may be at risk of losing academic credit in any specific course. This student may also be reported for Truancy to Washington County. This student may be withheld from activities/athletic events.

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

### **Habitual Truant**

A student who is absent without lawful excuse for one or more class periods on seven or more days during the school year is legally considered to be a "habitual truant." Schools are required to report

students to the County Attorney's Office after the student has been absent without lawful excuse for one or more class periods in 7 days.

### **Absence Procedures**

On the day of the absence, the parent/guardian must complete the [Attendance Reporting protocol](#).

### **Late Arrival/Early Dismissal Procedures**



#### **LATE ARRIVAL PROCEDURES (After school has started):** ENTER THROUGH DOOR

1. Students will enter through the main entrance (DOOR 1). Note: Parents/guardians must accompany their student into the school building for grades K-4 and to the door for 5-8.

- Lower School - Students must be accompanied by a parent/guardian and will go to the Main Office to be signed in and then the student will be sent to their classroom (Kindergarteners will be escorted).
- Middle School - Students must be accompanied by a parent/guardian to the door. The student will enter and the parent/guardian can leave once their child has entered the building. The student will go to the Middle School Office to be signed in. The student will then go to their appropriate classroom.
- Upper School - Students do not need a parent/guardian to sign them in (however parent/guardian must complete the ParentVue absence form with the reason for late arrival).
  - US students will sign in in the Upper School Office. Then students will go to their appropriate classroom.

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

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

#### **EARLY DISMISSAL - NON-ILLNESS PROCEDURES**

• **Lower School** - Parent/guardian must complete the [Attendance Reporting protocol](#), detailing the student's early dismissal and the reason. Parent or approved guardian MUST come into the main office to sign out their Lower School student.

Parent/guardian will meet their student in the Main Office to sign them out. The student will not be pulled from class for early dismissal until the parent/guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.

• **Middle School** – Parent/guardian must complete the [Attendance Reporting protocol](#), detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. If school staff is not notified of your student's early departure via form, the

student will be pulled when a parent or approved guardian arrives at school. Parents or approved guardians MUST come into the main office to sign out their Middle School student. Parents will meet their students in the Main Office. The student will not be pulled from class for early dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.

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

### **Tardy Procedures**

K-4 students who arrive tardy must enter the building with their parent/guardian to the Main Office for sign-in procedures. Students will receive a pass through the kiosk.

Students in grades 5-12 will sign in at the Middle or Upper School office and the parent/guardian must complete the [Attendance Reporting protocol](#). Students without a reason in ParentVue from the parent/guardian will be considered unexcused tardy.

### **Physical Education Attendance**

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

### **Inclement Weather and School Closing**

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

### **E-Learning Days**

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

## **TRANSPORTATION**

Any transportation during school hours, not authorized by St. Croix Prep, must be coordinated by the parent(s) or guardian(s) of the student. Examples of this transportation include but are not limited to taxis, Uber, other family members, etc. Upper school students may sign themselves out of the

building with parental permission by using the [Attendance Reporting protocol](#); Lower and Middle School students do not have this privilege. Therefore, parent(s) or guardian(s) utilizing non-authorized transportation need to coordinate student release with the appropriate division. Use of these transportation services releases St. Croix Prep from any liability.

### **Bus Transportation**

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

### **Bus Conduct**

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

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

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



### **Student Drivers**

**All student drivers must have a permit. The cost for a permit is \$330 per carpool.**

**[Apply for a student parking permit here.](#)**

- Pool 1: 4 licensed Junior or Senior drivers or a combination of the two\*
- Pool 2: 3 licensed Junior or Senior drivers or a combination of the two\*
- Pool 3: 2 licensed Junior or Senior drivers or a combination of the two\*
- Pool 4: Senior Individual (if available by lottery)\*\*
- *\*The parking permit process only counts Junior or Senior students with their driver's license as of September 1, as carpool members for a designated pool. Only students who are full-time for both semesters are eligible for a parking permit. Full-time online students are not eligible for permits or to be listed on a carpool.*
- *\*\*If available, the lottery will be a random drawing of individual senior applicants corresponding to the number of available spots. Seniors who choose to apply individually are not guaranteed a parking permit.*



**If a student was issued a parking permit but does not display it and/or parks where they shouldn't be, fees will be assessed:**

- 1 ticket – \$20
- 2 tickets – \$30

- 3 tickets – \$30 + Parking Detention & email/call home to parents
- 4 tickets – \$40 + All carpool participants lose permit for 1 or more weeks
- 5+ tickets – \$40 + All carpool participants lose permit for 2 or more weeks



**If a student is parked on campus without a permit, and/or is parked improperly the fees are:**

<b>Violation</b>	<b>Consequences</b>
<b>First Offense</b>	<ul style="list-style-type: none"> <li>• Office meeting to review expectations</li> <li>• \$20 Parking fine (payable Online)</li> <li>• Wednesday detention</li> </ul>
<b>Second &amp; Third Offense</b>	<ul style="list-style-type: none"> <li>• \$30 Parking fine (payable Online)</li> <li>• Wednesday detention</li> <li>• Email notification sent to family</li> </ul>
<b>After Three Tickets</b>	<ul style="list-style-type: none"> <li>• \$30 Parking fine (payable Online)</li> <li>• Wednesday detention</li> <li>• <b>Vehicle immobilization: A wheel boot will be applied. It is \$40 to remove the boot (payable via SchoolPay).</b></li> <li>• <b>Instructions for removal will be left on the windshield.</b></li> </ul>

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

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

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

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

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

## HEALTH SERVICES

### Health and Dental Examinations

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

### Immunizations

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

St. Croix Prep’s policy requires that health records including immunizations be provided prior to the first day of school to assure that all students are adequately protected from preventable communicable diseases. Minnesota law states that students who are not in compliance with these health requirements must be excluded from school. New students entering school on August 17 should provide the records by August 1. All students, including transfer students, must provide such health records prior to attending classes. Please bring the completed Student Immunization form to the Main Office or have your clinic fax the immunization record to the Health Office at 651-395-5901.

### Conscientious or Medical Objection to Health Examination/Immunization

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

### Ill or Injured Students

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

### Health Standards When Your Child Is Ill

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

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

Questions to Consider When Your Child is Ill:

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

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

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

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

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

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

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

### **Procedure for Ill Student Going Home**

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

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

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

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

### **Special Health Concerns**

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



### **Suicide Prevention & Crisis Support**

If you or someone you know is in immediate danger, call 911.

**Help Is Available 24/7**

- 988 Suicide & Crisis Lifeline: Call or text 988 for free, confidential support and connection to local crisis services.
- Crisis Text Line: Text MN to 741741 to connect with a trained crisis counselor.

### **Local Support (Stillwater / Washington County)**

- Washington County Mobile Crisis Response: 24/7 crisis support for adults and youth — 651-275-7400 (crisis line).
- Washington County Community Services – Crisis Response Unit: Short-term, in-person crisis intervention and referrals (office hours available) — Washington County Community Services, 14949 62nd St N, Stillwater, MN 55082, 651-430-6000; [Website](#).

### **Allergies**

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

### **Healthy Food Initiative - See [Wellness Policy \(#533\)](#)**

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

### **School Medication Policy - See [Student Medication and Telehealth Policy \(#516\)](#)**

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

- Parent/Guardian should bring the medication to school; if this is not possible, the parent/guardian must communicate to the health office the name, dose and amount of medication being sent with the student, preferably via email to [jessicaskilling@stcroixprep.org](mailto:jessicaskilling@stcroixprep.org).
- A current school year written healthcare provider order and written parent/guardian permission (“[Consent for Administration of Medication](#)” form) must be on file with the Health Office. This form must be Prep’s designated form, forms from other schools/districts cannot be accepted. This includes permission for both over-the-counter/non-prescription medications AND prescription medications. There are separate authorizations for those who qualify for self-carry of specific medications.
- Prescription medications must be provided in an original pharmacy container with a current label. Questions regarding dosage and administration will be directed to the prescribing healthcare provider and/or the parent/guardian if the parent has signed a Release of Information form. Medications will be administered after questions have been resolved.
- Nonprescription medications must be provided in the original LABELED container and will only be administered to a student according to the label directions, unless contrary written directions from a healthcare provider are provided.
- Medications, prescription or over-the-counter, will not be given past the expiration date.

- o New medication orders are required at the start of each school year AND when changes are made from the original orders (medication, dosage or frequency). The parent/guardian is responsible for notifying the health office immediately of any change in medication.
- o Students may not share prescription or over-the-counter medications with other students.
- o Prescription asthma medications can be self-carried/administered by a student when 1) the health office has received a completed Asthma Action Plan from the healthcare provider and a parent signed "Self-Carry/Administration of Asthma Medication Authorization" 2) inhaler is properly labeled for that student, and 3) the Licensed School Nurse has assessed and documented the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting.
- o For the health and safety of health services staff, and other students in the building, Prep Health Services will not administer nebulized medication. Health Services staff will help families work with their provider to assure care of student's asthma using a MDI (metered dose inhaler) and spacer.
- o Secondary students, grades 7-12, may possess and use **nonprescription pain relief** in a manner consistent with the labeling, if the health office has received written authorization from the parent/guardian. This privilege may be revoked if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- o A student who is prescribed a non-syringe injector of epinephrine may possess such medication once 1) the health office has received a completed Anaphylactic Action Plan from the health care provider and a parent signed "Self-Carry/Administration of Emergency Anaphylactic Medication" authorization 2) medication is properly labeled for that student and 3) the Licensed School Nurse has assessed and documented the student's knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting
- o Self-carry/administration of other non-pain relief or emergency medications will be handled on a case-by-case basis and at the discretion of the licensed school nurse. For the safety of all students the majority of medications will be safely and properly stored in the health office.
- o Legally, a parent/guardian may refuse to sign any medication form. If you refuse, it may affect our ability to provide the services.
- o The information provided will be shared only with staff in the school whose jobs require access to this information to ensure the child's safety and school success.
- o A photocopy/fax of any medication consent form which has not been altered will be treated in the same manner as the original.
- o Health records received by the school district may no longer be protected by HIPPA, but they will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- o When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Currently abandoned medications cannot be disposed of by the school, so every effort will be made to have the parent pick up the medication. Arrangements with local law enforcement will be made to dispose of any abandoned medication that is a controlled substance. No medications are kept in the health office over the summer.



## **DRESS CODE**

See [Student Dress and Appearance Policy](#) (#504).

## St. Croix Preparatory Academy: Dress Code and Uniform Policy

### Philosophy

The dress code at St. Croix Preparatory Academy promotes a focused, professional learning environment that fosters unity and equality. By diminishing the importance of external factors related to appearance, our uniform policy allows students to focus on their education and build a community based on shared values rather than fashion.

### General Expectations

All students are expected to be in uniform daily, with the exception of designated spirit or dress-up days. Uniforms must be neat, clean, modest, and in good repair. St. Croix Prep reserves the right to determine dress code violations and correct inappropriate attire.

### Uniform Vendors

**School Code:** STCR01

*Families eligible for educational benefits may receive assistance for uniforms. Please contact the main office.*

Tommy Hilfiger (Online Only)	Donald's Uniform (Online & Retail)
<b>Website:</b> <a href="http://www.globalschoolwear.com">www.globalschoolwear.com</a> <b>Phone:</b> 1-877-825-2860 No retail outlet	<b>Website:</b> <a href="http://www.donaldsuniform.com">www.donaldsuniform.com</a> <b>Phone:</b> 651-776-2723 <b>Address:</b> 972 Payne Ave, St. Paul, MN 55130

*Note: Uniform tops and branded items must be purchased from these vendors. Pants, skirts, and socks may be purchased elsewhere if they match the style/color guidelines below.*



## 1. Tops, Sweaters, and Layers

*Applies to all grades unless noted.*

- **Logo Requirement:** All visible shirts (polos, sweaters) must feature the St. Croix Prep logo.
- **Colors:**
  - **Grades K-8:** White, Yellow, or Light Blue.
  - **Grades 9-12:** White, Yellow, Light Blue, or **Navy**. (*Note: Navy shirts are a privilege reserved for Upper School only.*)
- **Fit & Style:**
  - Collars must be buttoned (only the top button may be undone).
  - **Undershirts:** Must be solid white. Long-sleeved undershirts may **not** be worn under short-sleeved shirts. Undershirts must not hang below the hem of the uniform shirt.
  - **Outerwear:** Non-SCPA sweaters, sweatshirts, and coats may strictly be worn during recess only; they are not permitted in the classroom. **Note** the marathon awarded sweatshirt can only be worn for the school year it is assigned to.
  - **Spirit Wear:** Letter jackets, SCPA hoodies, and spirit wear are not permitted on standard

uniform days.



## 2. Bottoms (Pants, Shorts, Skirts)

Pants and skirts may be purchased from any vendor but must match the style, color, and fabric of the official vendor options. **No denim, cargo pockets, joggers, spandex, or sweatpants.**

### Lower School (Kindergarten – 4th Grade)

- **Color:** Navy Blue only.
- **Styles Permitted:** Pants, shorts, skorts, skirts, jumpers.
  - Skorts and Skirts must be fingertip length.
- **Leggings/Tights:** Must be worn under skirts/jumpers.
  - *K-4 Privilege:* May be any color or pattern.



### Middle School (5th – 8th Grade)

- **Color:** Navy Blue only.
- **Styles Permitted:** Pants, shorts, skorts, skirts.
  - *Plaid:* Plaid skirts/jumpers are allowed but **must** be purchased from the official vendor.
  - Skorts and Skirts must be fingertip length.
- **Leggings/Tights:** Must be worn under skirts/jumpers.
  - *5-8 Restriction:* Must be **solid** Navy, Black, Gray, or White only.



### Upper School (9th – 12th Grade)

- **Color:** Navy Blue or **Khaki**.
- **Styles Permitted:** Pants, shorts, skorts, skirts.
  - *Plaid:* Plaid skirts are allowed but **must** be purchased from the official vendor.
  - Skorts and Skirts must be fingertip length.
- **Leggings/Tights:** Must be worn under skirts.
  - *9-12 Restriction:* Must be **solid** Navy, Black, Gray, or White only.



### Specific Standards for All Bottoms:

- **Shorts:** Must have an inseam of **6 inches or greater**.
- **Skirts and Skorts :** Must be of a modest length and fit, consistent with the style of the approved vendor options.
- **Pockets:** No more than 4 pockets.
- **Fabric:** No spandex-only pants or leggings worn as pants. Leggings are only permitted *under* a skirt

or jumper.



### 3. Shoes & Accessories

- **Shoes:** Must be neat, safe, and modest. For safety, shoes must be securely fastened to the foot (e.g., no flip-flops). Administration reserves the right to deem footwear unsafe for the learning environment. Socks must be worn with all footwear.
- **Hats/Sunglasses:** Not permitted indoors.
- **Backpacks:** Must be stored in lockers/cubbies before the opening bell; they may not be carried from class to class.
- **Appearance:** Hair, jewelry, and makeup should be neat and modest. Writing on skin or uniforms is prohibited.
- **Coats and Sweatshirts:** No coats and non-St. Croix Prep Sweatshirts/sweaters may be worn during school hours except for recess.
- **Condition of Uniforms:** Worn, damaged, faded or outgrown uniforms should be repaired and/or replaced.



### 4. Physical Education (Grades 5–12)

Students in grades 5–12 are required to change into the official PE uniform for class.

- **Top:** Gray or Navy St. Croix Prep T-shirt.
- **Bottom:** Mesh PE shorts from an official uniform provider..
- **Footwear:** Tennis shoes are required for all grade levels.
- *Availability:* Items available at Tommy Hilfiger or Donald's Uniform.



### 5. Concert Attire

*Financial assistance is available; contact the music director for details.*

- **Lower School:** Suggested dress-up attire. No jeans, T-shirts, or short skirts. Flat shoes recommended.
- **Middle School: All Black.** Black dress pants/skirts/dresses (knee-length or longer if sitting when performing), black button-down or blouse (must have sleeves), black socks, and black dress shoes. No jeans or sweatpants.
- **Upper School:** Formal performance attire is measured and ordered at the start of the school year.
  - *Dresses:* Approx. \$60.
  - *Tuxedos:* Approx. \$100 (jacket, shirt, pants, tie, cummerbund).
  - *Footwear:* Black dress shoes and black socks required.
- **All Schools-**Students may be asked to change if these guidelines are not met.

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which vary by division (Lower, Middle or Upper School). See [Discipline Policy](#) (#506).

### **Opt-Out Provision**

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

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

### **Non-Uniform & Spirit Wear Days**

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

### **Non-Uniform Guidelines**

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

### **Coupon Non-Uniform Days:**

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

### **Spirit Wear Days:**

[View Dates](#)

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

\*\*Marathon/Field Day ONLY includes any athletic wear bottom.

### **Spirit Wear Guidelines**

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

- All previously issued St. Croix Prep spirit wear attire, athletic participation shirts and event clothing may be worn. This includes St. Croix Prep branded or issued athletic uniform shorts and warm-up pants.

- Jeans (solid blue or black) may be worn; otherwise uniform pants, shorts, or skirts are to accompany the Spirit Wear attire. Jeans may not have holes, frays, etc.
- Only Prep branded Athletic wear is allowed.

## **STUDENT DISCIPLINE**

See [Student Discipline Policy](#) (#506).

### **Delegation of Authority**

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

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

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

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

### **Prohibited Student Conduct**

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

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

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

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

### **Tennessee Warning**

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

### **Disciplinary Measures**

Disciplinary measures include:

- Character Notice;
- Golden Rule form;

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

### **Vandalism**

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

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

### **Substance Abuse**

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

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

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

### **Work Missed During Suspension**

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

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

### **Expulsion**

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

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

## **USE OF TECHNOLOGY**

### **Student Use of School Technology**

See [Internet, Technology, and Cell Phone Acceptable Use and Safety Policy](#) (#524).

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

research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

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

### **Access to St. Croix Prep Technology Assets and Services**

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

### **Student Use of Personal Technology - Cellular Phones & Other Technology Devices**

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

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

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

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

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

## **SCHOOL SECURITY**



### **Visitors at St. Croix Prep**

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

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

#### Visitor Guidelines

- ALL Visitor appointments must be pre-scheduled with appropriate staff.

- No parents or siblings may walk kids to their classrooms. Kindergarteners will be escorted by school staff. All other ages can walk themselves to their rooms.
- Non-scheduled visits are not allowed (e.g., no visits during lunch, etc.).
- Volunteer opportunities may be available based on programming.

### **ITEM DROP OFF**

To drop off student items essential for their day at St. Croix Prep, follow directions posted at the Main Entrance door buzzer.

- Musical instruments and uniforms may be dropped off in the Main Office.
- All other items (e.g. homework) must be labeled with student name and homeroom teacher (K-4) or name and grade (5-12) and placed on the cart located near the door buzzer.
- Items on cart that are not properly labeled will not be delivered. Undeliverable items will be recycled or discarded after 24 hours. The school cannot guarantee an item will be delivered by a certain time. Items will be delivered as staff and student schedules permit.
- No food, beverage, or water bottle drop offs allowed.

Note: St. Croix Prep is not responsible for lost/stolen items.

### **Search and Seizure**

The Board recognizes its responsibility to maintain order and security in St. Croix Prep. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the St. Croix Prep, in accordance with this policy. See [Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy](#) (#502).

### **School Property**

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



### **School Weapons**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The charter school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. See [School Weapons Policy](#) (#501).

### **Students and Their Personal Effects**

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

## Patrols, Inspections and Searches

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

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

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

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



## Pesticide Notice

In accordance with Minnesota Statute 18B.095, SCPA utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school's building. The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice as to the school district's plan to use pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the Facilities Director, [Bill Blotske](#). The program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions and as required by federal law.



## Asbestos Notice

In accordance with the federal **Asbestos Hazard Emergency Response Act (AHERA)**, SCPA maintains compliance with all asbestos-related regulations. The school has conducted required inspections of all facilities, and **no asbestos-containing materials (ACM) have been identified** in any school buildings. Based on current inspections and available records, there are no known asbestos hazards within the school. SCPA will continue to comply with all federal and state regulations regarding asbestos inspections and management. If any asbestos-containing materials

are ever identified in the future, parents, staff, and students will be notified in accordance with applicable laws. Copies of inspection reports and related documentation are available for review in the school office upon request.

## **HARASSMENT, BULLYING & HAZING**

### **Minnesota Safe and Supportive Schools Act**

On April 9, 2014, Governor Dayton signed the Minnesota Safe and Supportive Schools Act. The law provides schools, educators, parents, and students with tools and resources for bullying prevention and intervention. See [Bullying Prohibition Policy](#) (#514); see [Hazing Prohibition Policy](#) (#526); see [Harassment and Violence Policy](#). Please contact one of the Principals or Office Managers for additional information.

## **OTHER INFORMATION**

### **Activities Department**

St. Croix Prep offers 25 athletic programs and over 12 co-curricular programs within its club and competitive leagues. These programs offer a well-rounded educational experience to all of our students and provide them practical experience in their character and leadership development. If you have questions, contact the Activities Director, Keven Seim at [Keven Seim](#) or 651-395-5944.

### **Additional Parent Resources**

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

[Please review the MSHSL Handbook.](#)

### **Development Department**

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

**St. Croix Prep Marathon:** The event raises funds for classroom needs, teacher compensation, and curricular enrichments. Students will raise donated funds in the weeks leading up to the event. On the event day, students will participate in opening ceremonies, run in the school marathon, play indoor and outdoor games and end the day with a special treat. Sponsorships are available. If you would like more information, please contact [Susan Peterson](#).

**Ignite Prep Gala:** The event is hosted by the St. Croix Prep Foundation with proceeds benefiting St. Croix Prep. The evening will include food, beverages, silent and live auctions, raffle, a brief program, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available at <https://www.stcroixprepfoundation.org/>

**Prep Open:** The event raises funds for St. Croix Prep Activities Department. The day includes a golf tournament and various fundraising activities. Sponsorships are available. If you would like more information, please contact [Keven Seim](#).

### **Parent Group**

The St. Croix Prep Parent Group promotes communication and educational opportunities throughout the school, building community and strengthening relationships between families, administration, and faculty through events and initiatives. To view a schedule of meeting dates and events please view the website at <http://stcroixprep.org/parent-group/>. If you would like more information regarding Parent Group, please contact them at [SCPA Parent Group](#) .

### **Extended Day Program**

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



### **Picture Day**

Student pictures will be taken on September 9th. Picture retake day will be held on October 6th. All students are required to wear their student uniform for the pictures.

### **Food Service and Breakfast/Lunch Programs**

See [Wellness Policy](#) (#533); see [School Meals Policy](#) (#534).

St. Croix Prep offers breakfast, lunch, milk and supplemental a la carte offerings daily. Current prices and menus are posted on the school website at: <https://www.stcroixprep.org/food-service/>. The school participates in the National School Breakfast and Lunch Programs and offers free and reduced breakfast and lunch according to federal guidelines. Additional information including free and reduced meal applications are located at: <https://www.stcroixprep.org/educational-benefits>. There is an online application available on SchoolPay. Please direct questions regarding the free and reduced program to St. Croix Prep's Food Service Director, Marianne Thole at [Marianne Thole](#) .



**Breakfast is served until 8:30 am. Students will be marked tardy if they are not in their classroom by the start of class.**

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

#### **Lunch and Breakfast**

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

#### **A La Carte**

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

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

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

### **Snack**

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

### **Rewards**

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

### **Celebrations**

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



### **School Hours**

Classes operate from 8:35 am to 3:05 pm. Students will be able to enter school at 8:05 am. Earlier arrivals will need to sign in and will need permission from their teacher or organization leader to access hallways prior to this time.

Lower School students arriving prior to 8:05 am must attend the before school programming area (Y-Care), and parents will be assessed appropriate fees. Lower School students may not be unattended in the building.

At 8:05 Lower School students will be able to enter the school and go into the gym. Students will be released for breakfast or the classrooms at 8:20.

Unless students have after-school activities, Middle and Upper School students will not be allowed in the building after 3:35 pm. Lower School students will not be allowed in the building after 3:25 and parents will be assessed appropriate fees for after school programming (Y-Care). Each division may have additional procedures that enhance their effectiveness.

Middle school students may not be upstairs until 8:20 am, unless they have a scheduled meeting with their teacher.



### **Building Hours & Visitor Guidelines**

### **Teacher Request and Classroom Assignment**

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

### **Statewide Assessments**

Each year, St. Croix Preparatory Academy administers state assessments to measure a student's proficiency in math, reading, and science. These assessments are just one measure of a student's achievement, as well as benefiting the school in evaluating curriculum, alignment with state standards, resources and support, and potentially reducing Minnesota State College and University requirements. Parents/guardians have a right to not have their student participate in state-required standardized assessments. The Statewide Assessment Opt-Out Form is located [here](#). If you opt your child out of MCA reading testing ([Testing Calendar](#)) in 8th or 10th grade, your child will be required to take the Capti test, as we are required by law to screen for dyslexia.



### **Directory Information**

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Student Directory Information Student directory information is considered "public" under state law. Unless parents give specific instructions to the contrary, schools must release directory information to anyone who requests it.

If you do not wish this information to be given out, please send a written notification to Restrict Directory Data, Office Manager, St. Croix Prep Academy, 4260 Stagecoach Trail N, Stillwater MN, 55082 by October 1 of the current school year. If written notification is received after that date, Office Managers will work with families to update information, as quickly as possible.



### **Release of Student Data to Military Recruiters**

Families of students in Grade 11 and Grade 12, you also have the option to opt out of ONLY sharing information with the military. If you wish to opt out of sharing with the military, please send a written notification to Restrict Military Data Sharing, Office Manager, St. Croix Prep Academy, 4260 Stagecoach Trail N, Stillwater MN, 55082 by October 1 of the current school year. If written notification is received after that date, Office Managers will work with families to update information, as quickly as possible. See [Protection and Privacy of Pupil Records \(#515\)](#).



# st.croixprep

## ANNUAL BOARD CALENDAR 2026-2027

<b>July</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Student Fees	Bus Office/Finance	
Family Handbook Approval	Executive Director	
Employee Handbook Approval	HR Director	
Foundation Update	Managing Director	
Q-Comp Program Update	Q-Comp Coordinator	

<b>August</b>	<b>Responsible</b>	<b>Notes/Status</b>
Bylaws Training	Governance Committee	

<b>September</b>	<b>Responsible</b>	<b>Notes/Status</b>
Status of School Opening/Quarterly Report	LS Principal MS Principal US Principal Student Serv. Director	
Review of MCA Test Scores	T&L Director	
MN State Statute Training	Governance Committee	
Emergency Operations Plan Approval	Crisis Team	
MDE Assurance of Compliance	Executive Director	
Q-Comp Goals	Q-Comp Coordinator	
Unaudited Financials FY 26 - Review	Bus Office/Finance	

<b>October</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	Bus Office/Finance	
Foundation Update	Managing Director	
Quarterly Report	Athletic/Act. Director	
Bi-Annual Report	HR Director	
Bi-Annual Report	Q-Comp Coordinator	
Annual Report Approval (if ready)	Executive Director	
Comprehensive Achievement and Civic Readiness (CACR)-Includes Staff Development	T&L Director	

<b>November</b>	<b>Responsible</b>	<b>Notes/Status</b>
Snow Removal (Facilities) - approval for contract.	Facilities Director	
Bi-Annual Report	Communications & Events Manager	
Policy Approval (Consent Agenda and 1st and 2nd read approval)	Board Chair	
Policy 1st Read (Governance)	Governance Committee	
Governance Notes	Governance Committee	
Strategic Planning Notes	Board Chair	
Finance Committee Notes	Finance Committee	
Quarterly Financial Report	Bus Office/Finance	
MN State Statute Training (124E)	Board Chair	

<b>December</b>	<b>Responsible</b>	<b>Notes/Status</b>
Affiliated Building Company Training	Bus Office/Finance	
Audit Acceptance	Bus Office/Finance	
FSCPA and Building Overview	Facilities Director	
Quarterly Report	LS Principal MS Principal US Principal Student Serv. Director	

<b>January</b>	<b>Responsible</b>	<b>Notes/Status</b>
Board Election Timeframe Discussion	Governance Committee	
Food Services Report	Food Services Director	
Technology Report	Technology Director	
Quarterly Report	Athletic/Act. Director	

<b>February</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	Bus Office/Finance	
Board Election Timeframe Discussion	Governance Committee	
Approve School Calendar	Executive Director	
AIPAC concurrence/noncurrence	T&L Director	

<b>March</b>	<b>Responsible</b>	<b>Notes/Status</b>
Approve Open Enrollment Period for Next Year	Executive Director	
Approve Board Calendar for Next Year <ul style="list-style-type: none"> <li>● Meetings</li> <li>● Election</li> <li>● Retreat</li> </ul>	Board	
Board Election Status & Timeframe	Governance Committee	
Quarterly Check-In	LS Principal MS Principal US Principal Student Serv. Director	
Compensation Plan Introduction	HR Director	
Benefits Package Introduction	HR Director	

<b>April</b>	<b>Responsible</b>	<b>Notes/Status</b>
Annual Budget Introduction	Bus Office/Finance	
Compensation Plan Approval	HR Director	

Benefits Plan Approval	HR Director	
Bi-Annual Report	HR Director	
Quarterly Report	Athletic/Act. Director	
Board Election Status & Time Frame	Governance Committee	

<b>May</b>	<b>Responsible</b>	<b>Notes/Status</b>
Q-Comp Report Presentation/Approval Bi-Annual Report	Q-Comp Coordinator	
Financial Statement Review	Bus Office/Finance	
Board Election Update	Governance Committee	
Approve Annual Budget	Bus Office/Finance	
Curriculum Advisory Update	T&L Director	
Literacy Plan	T&L Director	
Bi-Annual Report	Communications and Events Manager	

<b>June</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Fees – 2026	Bus Office/Finance	
End of the Year Wrap Up Report	LS Principal MS Principal US Principal Student Serv. Director Athletic/Act. Director	
Seat New Board Members	Board Chair	
New Board Member Training	Governance Committee	
Conflict of Interest Form Disclosure	Bus Office/Finance	
Introduction of Family Handbook	Executive Director	
Introduction of Employee Handbook	HR Director	

<p>Annual Finance Designations for Next Year</p> <ul style="list-style-type: none"><li>● Identified Official with Authority</li><li>● Official Newspaper</li><li>● Designation of Depository</li><li>● Account Signatories</li><li>● Collateralize Funds in Excess of FDIC Insurance</li><li>● Delegation of Authority to Make Electronic Funds Transfers</li></ul>	Board Chair	
---	-------------	--



# st.croixprep 2026-2027 Calendar



Proposed Board Meeting Date

July 1-3	Holiday
Aug 3-6	New Teachers Workshop
Aug 10-14	PD Day
<b>Aug 17</b>	<b>First Day of School (Grades 5-12)</b>
Aug 17-19	Prep for Success Conferences K-4
<b>Aug 20</b>	<b>First Day of School (Grades K-4)</b>
Sept 4	Teacher Non-Duty Day
Sept 7	Holiday
Sept 28	PD Day
Oct 14	End of Quarter 1 (MS/US)
Oct 15	PD Day/MN Classical Conference
Oct 16	Teacher Non-Duty Day
Oct 19	Teacher Non-Duty Day
Oct 20	PD/Grading Day
Oct 30	End of Trimester 1 (LS)
Nov 5	LS/MS/US PM Conferences
Nov 6	LS Conferences
Nov 25	PD Day
Nov 26-27	Holiday
Dec 18	End of Quarter 2/Semester (MS/US)
Dec 21	PD/Grading Day
Dec 22-Jan 1	Holiday
Jan 18	PD Day
Feb 12	End to Trimester 2 (LS)
Feb 15	PD/Grading Day
Feb 19	LS Conferences
Mar 4	End of Quarter 3 (MS/US)
Mar 5	PD/Grading Day
Mar 8-12	Spring Break - Teacher Non-Duty
March 26	Holiday
April 9	PD Day
May 21	Last Day of School/ End of Trimester 3 (LS) End of Semester 2 (MS/US)/
May 23	Commencement
May 24	PD/Grading Day
May 31	Holiday
June 19	Holiday

July 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

T0/S0

August 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

T16/S11

September 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

T20/S19

October 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14*	15	16
19	20	21	22	23
26	27	28	29	30**

T20/S18

November 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

T19/S18

December 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18*
21	22	23	24	25
28	29	30	31	

T15/S14

January 2027				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T19/S19

February 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12**
15	16	17	18	19
22	23	24	25	26

T20/S19

March 2027				
M	T	W	Th	F
1	2	3	4*	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

T18/S16

April 2027				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T22/S21

May 2027				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*
24	25	26	27	28
31				

T16/S15

June 2027				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Teacher Training	
Non-Duty	No School Day/ No Students Day/ OFFICES CLOSED
PD Day	
Holiday	

School Day
No School Day for LS Only

Trimester 1 = 45	Trimester 2 = 60	Trimester 3 = 60	
Quarter 1 = 40	Quarter 2 = 40	Quarter 3 = 42	Quarter 4 = 48
Semester 1 = 80		Semester 2 = 90	
225 189 New Staff Days		185 Returning Staff Days	
170 MS/US Student Days		165 LS Student Days	



**st.croixprep**

---

June 16, 2026 @ 2:30 PM - 4:15 PM, West Wing Room

Members Present: D Smith, J Standke, M Reichow, C Rutten

Ex- Officio: T. Gulbransen

Guests Present: J Fuchs, B Grubisch, T Netske, P Rossell, A Sach

1. May Financials (Todd N.)
2. Investment Report (Jeff S.)
3. Contracts
  - a. SPED RFP (Peggy)
  - b. One Cause
  - c. Youth Frontiers
4. FY27 Finance Committee Calendar
5. Foundation Collaboration Discussion/Goals



# st.croixprep

## **ST. CROIX PREPARATORY ACADEMY KINDERGARTEN ADMISSION Policy #302**

### **I. PURPOSE**

State law requires that Kindergarten students must attain the age of five years on or prior to September 1 of the enrollment year, unless the local school board has adopted a policy for early enrollment in select cases. St. Croix Preparatory Academy adheres to this state statute and requires all incoming Kindergarten students to be five years of age on or before September 1.

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

St. Croix Preparatory Academy's mission is to provide all students with a rigorous and challenging education. Adherence to age requirements noted in state statute provides best assurance that admitted students are able to meet the academic, cognitive, social, and emotional skills required of Kindergarten.

### **III. KINDERGARTEN PREPARATION**

For students admitted through the enrollment/lottery process, Kindergarten assessments will be conducted with children who will be five years of age on or prior to September 1 of that enrollment year. Assessments will occur no earlier than August in the year of admittance. Assessments will consist of identifying information related to number sense, reading and writing literacy, self-regulation skills, and social/emotional development.

Each year, in the month of August, St. Croix Preparatory Academy holds a Kindergarten Camp. It is strongly recommended that all incoming Kindergarten students attend this camp. The camp is designed to transition students into the school, engage them in academic skills and stamina necessary for all-day Kindergarten, and to build a relational foundation of familiarity with their teacher(s) and peers.

#### ***Legal References:***

Minn. Stat. § 120A.20 (b)

***DOCUMENT # 302.Revision.a  
ADOPTED BY THE BOARD: 03/15/2016  
REVISED BY THE BOARD: 08/20/2019  
EFFECTIVE DATE: 08/20/2019***

## **ST. CROIX PREPARATORY ACADEMY BOARD GOVERNANCE COMMITTEE POLICY REVIEW PROCEDURE**

**Responsible Committee:** Governance Committee

**Related Roles:** Designated Governance Committee Member or Board Clerk, Executive Committee, Executive Director

**Adopted by the Board:**

**Revised:**

**Last Reviewed:**

### **A. PURPOSE**

The purpose of this procedure is to establish a consistent and transparent process for the review, revision, recommendation, adoption, and maintenance of the St. Croix Preparatory Academy Board of Governance (“Board”) policies of St. Croix Preparatory Academy (“SCPA”).

This procedure is intended to:

- ensure Board policies remain current and aligned with applicable Minnesota law, charter school requirements, and best governance practices;
- establish clear roles and responsibilities for the Governance Committee, Designated Governance Committee Member or Board Clerk, Executive Committee, and administration;
- ensure policies are reviewed on a regular schedule;
- maintain clear documentation and version control of all policy revisions;
- support effective Board governance and institutional continuity.

228

For purposes of this procedure, “best governance practices” shall be understood by reference to guidance issued by the Minnesota School Boards Association (MSBA), the National School Boards Association (NSBA), and the SCPA’s authorizer. The Governance Committee may also consult other recognized charter governance frameworks as appropriate. Where these sources conflict, MSBA guidance shall be treated as the primary reference given SCPA’s operational context under Minnesota law.

### **B. AUTHORITY**

The Board retains final authority to adopt, amend, suspend, and repeal all Board policies.

The Governance Committee serves in an advisory and drafting capacity and shall make recommendations to the Board for action.

### **C. RESPONSIBILITIES**

#### *i. Governance Committee*

The Governance Committee is responsible for:

- maintaining an annual policy review calendar;
- identifying policies requiring review, revision, or development;
- reviewing legal, regulatory, and operational changes affecting policy language;
- discussing and recommending substantive revisions;
- requesting administrative or legal consultation as needed;
- forwarding recommended policies to the Executive Committee and the Board.

#### Conflict of Interest and Recusal

Any Governance Committee member who has a personal, financial, or professional interest in a policy under review shall disclose that interest to the Committee Chair prior to or at the start of the relevant meeting.

Upon disclosure, the Chair shall determine, in consultation with the disclosing member, whether recusal is appropriate. A member who is recused shall not participate in discussion or vote on the relevant policy item and shall leave the room during deliberation if requested.

Disclosures and recusals shall be noted in the meeting minutes. If the Chair is the member with a potential conflict, the disclosure shall be made to the Executive Committee.

This provision does not replace or supersede any broader conflict of interest policy adopted by the Board.

#### *ii. Governance Committee Chair*

The Committee Chair shall:

- establish the committee agenda for policy review;
- coordinate timelines and pre-read expectations;
- facilitate committee discussion and consensus-building;
- communicate recommendations to the Executive Committee.

229

#### *iii. Designated Governance Committee Member or Board Clerk*

A Designated Governance Committee Member or Board Clerk shall serve as the official custodian of Board policy documents and is responsible for:

- maintaining the official policy manual;
- tracking policy review and revision dates;
- incorporating committee-approved edits into draft documents;
- maintaining version control, including redline and clean copies;
- archiving prior policy versions;
- preparing final policy documents for Board packets and posting.

The Designated Governance Committee Member or Board Clerk may make clerical, formatting, citation, and numbering corrections consistent with committee direction but shall not make substantive changes without committee approval.

In the event the Designated Governance Committee Member or Board Clerk is unable to perform assigned duties during an active policy review cycle, the Governance Committee Chair shall designate a temporary custodian from among Board members or

administrative staff to fulfill the Designated Governance Committee Member or Board Clerk's procedural responsibilities on an interim basis.

The designation shall be documented in meeting minutes. The temporary custodian shall have the same authorities and obligations as the Designated Governance Committee Member or Board Clerk for the duration of the interim period. The Executive Committee shall be notified promptly of any vacancy affecting an active review cycle.

#### *iv. Executive Committee*

The Executive Committee shall:

- review Governance Committee recommendations prior to placement on the Board agenda;
- ensure alignment with Board priorities and strategic direction;
- identify legal, financial, or governance risks;
- determine readiness for Board action.

#### *v. Administration*

The Executive Director and designated administrative staff may provide input related to:

- legal compliance;
- operational implementation;
- alignment with current school procedures;
- recommended revisions based on practice or regulatory changes.

230

Final policy ownership remains with the Board.

#### *vi. Stakeholder Input*

The Governance Committee recognizes that staff, families, and community members may have relevant perspectives on Board policies, particularly those affecting students, families, or school operations.

For policies with significant operational, student, or community impact, the Governance Committee should, where practicable:

- provide an opportunity for written comment from staff or families prior to or during the review process;
- invite the Executive Director to solicit and summarize relevant input from school personnel;
- consider input received when deliberating on policy language.

Input may be submitted to the Designated Governance Committee Member or Board Clerk, who shall forward it to the Governance Committee Chair for distribution to committee members. The solicitation and summary of input received shall be noted in the meeting minutes.

This section does not create a right to participate in committee deliberations or Board action. The Board retains sole authority to adopt, amend, or repeal policies.

#### **D. POLICY REVIEW SCHEDULE**

The Governance Committee shall maintain a rolling review schedule to ensure all Board policies are reviewed at least once every three (3) years, unless earlier review is required.

Policies with significant legal or compliance implications should be reviewed annually, including but not limited to:

- data privacy /MGDPA;
- personnel and employment;
- student discipline and safety/crisis response;
- special education and student services;
- Board governance and Open Meeting Law procedures.

The Designated Governance Committee Member or Board Clerk shall maintain and distribute to the Governance Committee Chair, at the start of each governance year, a report identifying: (a) all policies due for review in the current year; (b) any policies whose scheduled review date has passed without documented review; and (c) the date of last review for each policy in the manual.

If any policy has not been reviewed within its required review cycle, the Governance Committee Chair shall place it on the next available committee agenda. Policies that are more than six (6) months overdue for review shall be reported to the full Board with a remediation timeline.

The Governance Committee may, by recorded vote, extend a review deadline for a specific policy by up to one (1) year if extenuating circumstances are documented in meeting minutes.

#### **E. STANDARD POLICY REVIEW PROCESS**

##### *i. Identification of Policies for Review*

Policies may be identified for review through:

- the annual review calendar;
- statutory or regulatory updates;
- recommendations from MSBA or legal counsel;
- Board or committee request;
- administrative recommendation;
- authorizer requirements;
- audit findings or incident review.

## *ii. Initiation of New Policies*

A new Board policy may be initiated by:

- the Governance Committee;
- a recommendation from the Executive Committee or Board;
- a request from the Executive Director based on operational need, legal requirement, or authorizer guidance;
- an audit finding or incident review identifying a gap in existing policy coverage.

New policy development shall follow the same review, drafting, Executive Committee review, and Board adoption process as policy revisions set forth in this procedure. The Governance Committee Chair shall assign drafting responsibility and establish a target timeline at the time of initiation.

The Designated Governance Committee Member or Board Clerk shall assign a policy number and create a version history record upon first committee approval of a draft, treating the initial adoption date as the first review date for calendar purposes.

## *iii. MSBA Model Policy Monitoring*

The Designated Governance Committee Member or Board Clerk, in coordination with the Governance Committee Chair, shall monitor MSBA model policy releases and updates on at least an annual basis. This monitoring shall occur at the start of each governance year as part of the preparation of the annual policy review calendar.

When MSBA releases a revised or new model policy relevant to an SCPA Board policy, the Designated Governance Committee Member or Board Clerk shall:

- note the update in the policy review calendar alongside the affected SCPA policy;
- flag the affected policy for Governance Committee review in the current or immediately following review cycle, regardless of where it falls in the rolling three-year schedule;
- include the MSBA release notice or summary as part of the pre-review distribution materials for the affected policy.

The Governance Committee is not obligated to adopt MSBA model language but shall document in meeting minutes its rationale when it elects not to conform to a material MSBA update.

Subscriptions, listservs, or other services necessary to monitor MSBA policy releases shall be maintained by the Designated Governance Committee Member or Board Clerk or administration as a standing operational responsibility.

## *iv. Pre-Review Distribution*

No later than one (1) week prior to committee review, the Designated Governance Committee Member or Board Clerk shall distribute:

- the current policy version;
- revision history, if applicable;
- proposed edits or tracked changes;

- supporting legal or procedural references.

Committee members are expected to review materials in advance.

*v. Committee Review and Revision*

During the Governance Committee meeting, the committee shall review:

- legal compliance if not an MSBA template;
- clarity and consistency of language;
- governance implications;
- operational feasibility

The committee may:

- recommend advancement as drafted;
- revise and return for further review;
- seek legal or administrative consultation;
- table for additional information.

*vi. Draft Revision*

Within five (5) business days following committee review, the Designated Governance Committee Member or Board Clerk shall prepare:

- a clean draft copy;
- a redline draft copy;
- a revision summary.

*vii. Executive Committee Review*

The Executive Committee shall review recommended policies prior to their placement on the Board agenda.

The Executive Committee may:

- place the item on the next Board agenda;
- return the item to the Governance Committee;
- request additional review.

The Executive Committee shall complete its review and render a determination within twenty-one (21) calendar days of receiving a recommended policy from the Governance Committee. If the Executive Committee has not acted within that window, the Governance Committee Chair may request a status update in writing. If no determination is made within thirty (30) calendar days of receipt, the Governance Committee Chair may place the item directly on the next Board agenda, noting the absence of Executive Committee action in the Board packet.

The Executive Committee's determination — including the date received and the date of action or non-action — shall be recorded by the Designated Governance Committee Member or Board Clerk in the policy's revision history.

### *viii. Board Review and Adoption*

Policy revisions shall be presented to the Board for action.

Substantive policy revisions should ordinarily include:

- a first read for discussion;
- a second read and adoption vote at a subsequent Board meeting.

Technical or clerical revisions may be approved in a single reading at the discretion of the Board Chair and Executive Committee.

Definitions: Technical and Substantive Revisions

Substantive revisions are changes that alter the meaning, scope, rights, obligations, or policy of the Board. Examples include:

- adding or removing a requirement, prohibition, or right;
- changing eligibility criteria, timelines, or decision-making authority;
- modifying roles and responsibilities in a material way;
- adopting a new policy position or philosophy;
- any revision flagged by legal counsel as having compliance implications.

234

Technical or clerical revisions are changes that do not alter the meaning or effect of a policy. Examples include:

- correcting spelling, grammar, or punctuation errors;
- updating cross-references to reflect renumbering of other policies;
- correcting titles, dates, or names to reflect organizational changes;
- reformatting or reorganizing sections without changing substance;
- updating statutory citations where the underlying law is unchanged.

The committee acknowledges that while there may appear to be grammatical or stylistic errors in MSBA model language, unless the committee directs otherwise, certain grammatical or stylistic revisions are not necessary when maintaining consistency with MSBA standards, which should take precedence over individual preferences for phrasing or form. Any deviations from typical grammar usage are deliberate and serve to preserve uniformity across related documents and procedures.

In cases of disagreement about whether a revision is technical or substantive, the matter shall be treated as substantive and proceed through a two-reading process. The Board Chair's characterization may be appealed by any Board member at the time of presentation.

## **F. FINALIZATION AND PUBLICATION**

Following Board adoption, the Designated Governance Committee Member or Board Clerk shall, within five (5) business days:

- update the official policy manual;
- record the date of Board action;
- archive prior versions;
- update website and board repository copies;
- communicate changes to the administration as appropriate.

Within ten (10) business days of Board adoption of any policy revision, the Designated Governance Committee Member or Board Clerk shall notify the Executive Director in writing of the adopted change. The Executive Director shall be responsible for ensuring the appropriate communication of policy changes to affected staff.

For policies with direct operational impact on staff or students, the Executive Director shall:

- distribute written notice of the change to affected personnel, identifying the specific policy and the nature of the revision;
- update any related internal procedures, handbooks, or staff-facing documents to reflect the revised policy;
- confirm in writing to the Designated Governance Committee Member or Board Clerk that notification has been completed, within fifteen (15) business days of receiving notice from the Designated Governance Committee Member or Board Clerk.

Policies with direct operational impact include, at minimum: personnel and employment policies, student discipline and safety policies, data privacy policies, and any policy that creates or removes a staff or student right or obligation.

For technical or clerical revisions, a general policy update notice to the Executive Director is sufficient.

## G. EMERGENCY OR INTERIM REVISIONS

When immediate legal or compliance action is required, the Executive Committee may authorize an expedited review process.

**Definition of Emergency:** An “emergency” for purposes of this section is limited to situations in which: (a) a change in applicable law or regulatory requirement takes immediate effect and existing policy language is in direct conflict or creates a compliance risk; (b) a court order, authorizer directive, or audit finding requires immediate policy correction; or (c) a significant legal liability or student safety concern requires urgent Board action. A desire for expedience or administrative convenience does not constitute an emergency.

**Authorization:** The Executive Committee may authorize an emergency revision only by affirmative action of a majority of the Executive Committee. The basis for the emergency determination shall be documented in writing and retained by the Designated Governance Committee Member or Board Clerk.

**Scope:** Emergency revisions shall be limited in scope to the specific provision(s) requiring immediate correction. Broader policy restructuring shall not be conducted under emergency authority.

**Ratification:** Emergency revisions shall be presented to the Governance Committee and the full Board for formal review and ratification no later than the next regularly scheduled Board meeting, or within forty-five (45) days of the emergency action, whichever is sooner. If the Board does not ratify the emergency revision, the prior policy language shall be restored pending a standard review process.

**Notification:** The Designated Governance Committee Member or Board Clerk shall notify all Board members promptly upon authorization of an emergency revision, including the written basis for the emergency determination.

## H. REVIEW OF THIS PROCEDURE

This procedure shall be reviewed by the Governance Committee at least once every three (3) years.



## Education Identity and Access Management Board Resolution

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

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

MDE strongly recommends that the superintendent or executive director is named IOWA, who then can grant IOWA proxy roles.

---

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

Organization Name: St. Croix Preparatory Academy

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

Will the Superintendent/Executive director act as the IOWA? See options below, please check **one**

Yes, the Superintendent/Executive Director **will serve** as the IOWA. *(If checked, skip to Board Member Signature section.)*

- **Full Name:** Jennifer Fuchs
- **EDIAM Username** *(If not yet created, visit [Data Submissions](#)):* jennfuchs

No, in lieu of the Superintendent/Executive Director acting as the IOWA they **designate the following individual** to serve as the IOWA:

- **Full Name:** \_\_\_\_\_
- **EDIAM Username** *(If not yet created, visit [Data Submissions](#)):* \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



## **FY27 Annual Designations**

1. MDE Designations
  - o Designate MDE Identified Official with Authority (IOWA)
    - Jennifer Fuchs, Executive Director
  
2. Designation of Depositories
  - o First State Bank and Trust  
950 North Highway 95  
Bayport, MN 55003
  
  - o First Resource Bank  
811 S Washington Ave, STE 104  
Minneapolis, MN 55415  
651-351-1200
  
3. Authorized signers at banks
  - o Board Chair
  - o Board Treasurer
  - o Executive Director:
  
4. Delegation of Authority to Make Electronic Funds Transfers
  - o Board Chair
  - o Board Treasurer
  - o Executive Director
  - o Business Manager (Contracted)

5. Granting of Administrative Authority: Executive Director is granted administrative authority to execute and update all Cash Management Agreements with First State Bank and Trust and to further grant authority to certain contracted employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
  - o Payment of employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
  - o Employee Retirement Association (PERA) for deductions and benefits.
  - o Payments, including, but not limited to building lease payments, credit card payments, and other vendor payments (when appropriate).
  - o Other payments authorized by the board of directors.
  - o Monitoring, reconciliation, and management of bank transactional activity
  - o Transfer of funds between the school's bank accounts at First State Bank and Trust and First Resource Bank.
  - o Investment of excess funds
  - o Execution and release of pledge agreements
  - o Temporary and permanent ACH Limit changes
  - o Collateralize Funds in Excess of FDIC Insurance
  
6. Authorization to access Legal Counsel as needed granted to:
  - o Board Chair
  - o Executive Director
  - o Director of Human Resources
  - o Special Education Director
  - o Division Principals
  
7. Designation of Official Newspaper (required for posting of public notices).
  - o Stillwater Gazette
  
8. Approval of Rates of Pay (substitutes, casual workers, etc.)
  - o Per FY27 Compensation Plan
  - o The Executive Director has discretion to adjust these rates on an as-needed basis should the need occur.