



St. Croix Preparatory Academy
Board Meeting Agenda
August 20, 2024

1. Call to Order	
2. Open Forum	
3. Board Calendar	2
4. Consent Agenda (Board Minutes, Executive Director Report)	
A. Board Minutes	5
B. Executive Director Report	9
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D. 2023-2024 Annual Report -- 1st Reading	13
E. Governance Policy Approval	29
5. Agenda	
A. Danielle Smith -- Seating of New Board Member	
B. Succession Planning Committee	34
C. Charter Agreement Renewal -- Information	40
D. Change Management Training - Session 2	
E. Board Retreat Planning	
6. Adjourn Meeting	



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ANNUAL BOARD CALENDAR 2024-2025

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

August	Responsible	Notes/Status
Change Management Training	S. Morrell (Rebar)	
Seat New Board Members	B. Hajlo	
Change Cycle Management	Rebar Leadership	

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

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

November	Responsible	Notes/Status
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Financial Statement Review	K. Gutierrez	
Development Update	K. Gutierrez	
Annual Report Approval – 2022-2023	J. Gutierrez	
World's Best Workforce Approval	J. Gutierrez	
Activities – Fall Overview, Winter Plan	K. Seim	
Minn Stat 124E Training	J. Gutierrez	

December	Responsible	Notes/Status
Audit Acceptance	K. Gutierrez	

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

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

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

April	Responsible	Notes/Status
Annual Budget Introduction		
Compensation Plan Introduction		

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

June	Responsible	Notes/Status
Public Hearing on Fees - 2024	K. Gutierrez	
New Board Member Training	N. Donnay	
Read Well by Third Grade Approval	J. Karetov	
Approval of Family Handbook	J. Gutierrez	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> ● Identified Official with Authority ● Official Newspaper ● Designation of Depository ● Account Signatories ● Collateralize Funds in Excess of FDIC Insurance ● Delegation of Authority to Make Electronic Funds Transfers 		

Members Present: R. Hajlo, D. Keyes, N. Donnay, T. Gulbransen, A. Galati, M. Stiles

Members Absent: J. Johnson, R. Thorson

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

Guests: None

1. Public Hearing on 2024-2025 Student Fees - K. Gutierrez

- a. [FY25 Fees](#)

2. Call to order

- a. R. Hajlo called the meeting to order at 6:10PM.

3. Open Forum - None

4. 2024-2025 Board Calendar

- a. Link:
<https://drive.google.com/file/d/19otMmJkgkHLEP77j1pIf3csNptVKOosv/view?usp=sharing>

5. Consent Agenda

- a. [June 25, 2024 SCPA Board Minutes](#)
- b. [Governance Policy - Election of SCPA Board Officers](#)
 - i. Motion to Approve: A. Galati
 - ii. Second: M. Stiles
 - iii. Approved: All

6. Agenda

- a. Student Fees 2024-2025 - Approval
 - i. Motion to Approve: A. Galati
 - ii. Second: T. Gulbransen
 - iii. Approved: All

- b. [SCPA Employee Handbook 2024-2025 DRAFT](#)

- i. [Employee Handbook Summary of Changes for 2024-2025](#)
 - ii. [ESST Notice 2024](#)
 - iii. Motion to Approve: A. Galati
 - iv. Second: D. Keyes
 - v. Approved: All
- c. [2024-2025 Family Handbook](#)
- i. Discussion - Add - “Subject to change and board approval;” Add: Board Approved Date on the cover page;
 - ii. Motion to Approve: D. Keyes
 - iii. Second: A. Galati
 - iv. Approved: All
- d. Succession Planning Committee
- i. [SPC Minutes from June 26, 2024](#)
 - ii. [Executive Director Search Process Working Document](#)
 - iii. [Letter to Community - J. Gutierrez Retirement](#)
- e. Governance Committee: [July 1, 2024 Governance Meeting Minutes](#)
- i. ED/EDFO - 10 hours pre-approval per week before needing Board approval, if more than 10 hours, Board approval (needs a $\frac{2}{3}$ vote of approval); Board Chair will send to FoE (Friends of Education) once approved. ED/EDFO will include in their monthly reports.
 - ii. Other Administrators: 10 hours pre-approval per consultation opportunity before needing Board approval with ED/EDFO approval. If more than 10 hours, the Board needs to approve with a $\frac{2}{3}$ vote. The Board Chair will then send to Friends of Education once approved. Admin will include in their monthly reports.
 1. Motion to Approve: N. Donnay
 2. Second: T. Gulbransen
 3. Approve: All

- iii. Bylaws: Term limits for board officers; A board member may serve up to 29, one year terms in any board officer position (Chair, Vice-Chair, Treasurer, or Clerk). Link:
<https://docs.google.com/document/d/1EHhQreNQA4ZIM5HcfDqo10xJEdX9t0oS/edit?usp=sharing&ouid=109090201514653087722&rtpof=true&sd=true>
 1. Motion to Approve: A. Galati
 2. Second: N. Donnay
 3. Approve: All

- iv. Changes to the Governance Manual:
 1. Motion to Approve Changes to the Governance Manual as stated:
D. Keyes
 2. Second: M. Stiles
 3. Approve: All

Adjournment: 7:09PM

- Motion to adjourn: A. Galati
- Second: M. Stiles
- Approved: All

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

Members Present: R. Hajlo, D. Keyes, N. Donnay, T. Gulbransen, A. Galati, R. Thorson, J. Johnson

Members Absent: M. Stiles

Ex-officio Members Present: J. Gutierrez

1. Call to order

- a. R. Hajlo called the meeting to order at 8:45AM.

2. Open Forum: - None

3. Approval of SCPA Policy #709 - Purchasing, Procurement, and Contracting Policy

a. Policy Link:

https://drive.google.com/file/d/1F65ZiAPjnZnmK338MHotG4FQ0G_wQ2Ne/view?usp=sharing

- i. Motion to Approve: J. Johnson
- ii. Second: T. Gulbransen
- iii. Approved:

4. Repeal: Special Education Procurement Policy (November 2017)

- i. Motion to Approve: A. Galati
- ii. Second: R. Thorson
- iii. Approved: All

5. Repeal: Federal Funds Procurement Policy (November 2017)

- i. Motion to Approve: A. Galati
- ii. Second: T. Gulbransen
- iii. Approved: All

Adjournment:

- Motion to adjourn: A. Galati
- Second: B. Hajlo
- Approved: All

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



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Executive Director's Report to the Board

Date of Report: August 2024

Report Prepared By: Jon Gutierrez

Operational Items:

- Succession Planning Work – significant work related to succession planning as noted in committee minutes.
- Governance Work – significant governance work, communication with legal counsel, drafting/approving required policies, assisting committee with their processes, setting up new website content for policies, etc.
- Charter Renewal Agreement – significant work in generating summary and response to the request for renewal agreement.
- Development/Foundation work – continued work with consultant on Foundation initiatives – case statement, board development, etc.
- Curriculum Committee. Continued work to establish St. Croix Prep definition of classical, scope and sequence, procedures for curriculum changes, etc.
- Year-end compliance and submissions to MDE, Friends of Education – sign offer letters for next year's staff, begin planning for the beginning of school, back to school events, etc.

Professional Development: *See Attachment*



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

Month	Category	Title	Description/Comments
July 2024	Videos – 6 hours	The Power of Myth, by Joseph Campbell	
	Book	The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness, by Jonathan Haidt	Technology, smart phones, social media, gaming – created kids who have difficulty with friendships, miss rites of passage, are fearful/insecure, seeking approval in a virtual world, and being overprotected in a physical world
	Short Story	Harrison Bergeron, by Kurt Vonnegut	Story about government making everyone equal, the same, by giving “handicaps” to those more gifted and talented. – themes of democracy, government over reach, meritocracy, socialism, etc.
	Lectures (3 hours)	Lectures, analysis and panel discussions on Harrison Bergeron	
	Lectures/Videos (2 hours)	Lectures, videos and analysis on Sir Gawain and the Green Knight	Arthurian fantasy, about chivalry, loyalty, honesty, and sacrifice – Middle Ages
	Book	Bad Therapy: Why the Kids Aren’t Growing Up, by Abigail Shrier	Explains aspects of the mental health crisis and how therapy can undermine the recovery/growth of kids
	Book	Sir Gawain and the Green Knight, translated by J.R.R. Tolkien	
	Movie	The Green Knight – based on Sir Gawain and the Green Knight	



ST. CROIX PREPARATORY ACADEMY LANGUAGE ACCESS PLAN

I. PURPOSE

The purpose of this plan is to outline strategies and procedures to ensure that students and families who are English Language Learners (ELL) or have limited English proficiency (LEP) receive appropriate language assistance services.

II. COMPONENTS OF THE SCHOOL LANGUAGE ACCESS PLAN

The key components of the School Language Access Plan are:

Needs Assessment. Identify students and families who need language assistance will be identified through home language surveys, English language proficiency assessments, teacher and staff referrals, parent/guardian interviews, review of student records, and on-going monitoring and assessment.

Language Assistance Services. Provide written translations of important documents, notices and communications in languages spoken by the LEP population; make available oral interpretation services for parent-teacher conferences, school events, and other school interactions.

Communication Strategies. Develop multilingual communication channels (e.g. newsletters, websites, automated calling system) and outreach services to engage students/families in the school community.

Staff Training and Professional Development. Training staff on cultural sensitivity/competency and how to use interpretation and translation services effectively.

Curriculum and Instruction. Implementation of instructional programs and supports for English Language Learners, which includes effective tracking of these students' academic progress and compliance with state and federal requirements.

Resources and Materials. Develop and implement language assistance resources (e.g. written, technology) for students and families.

Search all cases and statutes...

JX

Statutes, codes, and regulations / Minnesota Statutes /
/ INDEPENDENT SCH... / Section 123B.32 - [E...



Minn. Stat. § 123B.32

Current through 2023, c. 127

Section 123B.32 - [Effective 8/1/2024] LANGUAGE ACCESS PLAN

Subdivision 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.

Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.

Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.

Minn. Stat. § 123B.32

Added by 2024 Minn. Laws, ch. 199, s 2-22, eff. 8/1/2024.





st. croix preparatory academy

Annual Report &
World's Best Workforce Summary
2023-2024

Introduction

The purpose of this report is to summarize the progress and achievements of St. Croix Preparatory Academy (The School) in its 20th year of operation. This study includes information on the 2023-2024 school year, such as student demographics, governance, and finances. The report also includes additional data needed to provide a comprehensive description of The School and its educational programs and practices.

This annual educational audit serves to meet the requirement of reporting progress towards the academic and non-academic goals outlined in the charter application approved by the Minnesota Department of Education. This evaluation meets Minnesota's Department of Education requirement for reporting as defined in Minnesota Statutes Section 124E.12 and E16.

During its 20th year of operation, the School received support from its authorizer, Friends of Education. In addition, the combined efforts and support of the faculty, administration, students, families, and community members were instrumental in implementing and developing a strong, supportive community and a strong academic program.

1. School Vision, Mission Statement, and Educational Philosophy

A. Vision

St. Croix Preparatory Academy envisions a learning environment centered on an integrated, rigorous, standards-based, classical curriculum that encourages students to think logically and critically, to communicate effectively and to embrace life-long learning as demonstrated by their successful pursuit of post-secondary education. The School will offer a small school community and a rigorous academic environment to area families.

B. Profile

We are the first public school in the eastern suburbs specifically dedicated to offering a demanding classical, liberal arts curriculum with an additional emphasis on development of each student's personal character, and leadership qualities. St. Croix Preparatory Academy will provide a learning opportunity that, until now, has only been available at select private schools.

The School was founded by parents, educators, and business people who wanted a more challenging education for their students. They wanted a school that demanded an education that challenges students to achieve to their highest potential as well as put forth their best in behavior, attitude, and effort. The School is creating a college prep educational program based on true inquiry, intellect, and character. By focusing on students' character and leadership qualities, in addition to developing their academic potential, The School is committed to developing young adults who are prepared to lead abundant and responsible lives as contributing members of our society.

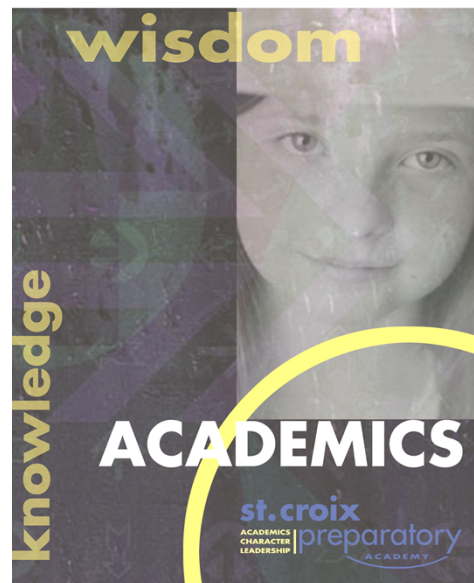
C. Mission Statement

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.

D. Educational Philosophy

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

- **Grammar.** The first phase of the Trivium is Grammar (grade level K – 4). Grammar emphasizes the facts and rules of each subject that later learning is built upon. This stage focuses on the accumulation of knowledge and the rules related to each particular subject. This mirrors the stage of development where children love to mimic, recite, chant, and memorize. The objective of this phase is to provide each student with a strong foundation of subject matter KNOWLEDGE.
- **Logic.** The second phase is Logic (grade level 5 – 8). Logic focuses on a students’ ability to analyze and interact with the knowledge acquired in the Grammar stage. The Logic stage is the phase where understanding is grasped. This corresponds with the student’s curiosity and desire to ask questions. The objective of the Logic phase is UNDERSTANDING.
- **Rhetoric.** The final phase is Rhetoric (grade level 9 – 12). Rhetoric teaches a student how to express and discuss a subject. Rhetoric is the communication stage, where students defend and refute opinions based on their understanding and knowledge of subject matter. This fits nicely with the students’ affinity for contradiction and argumentation. The objective of the Rhetoric phase is COMMUNICATION.



GRAMMAR				LOGIC				RHETORIC			
K/1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	13 th
KNOWLEDGE				UNDERSTANDING				COMMUNICATION			
Knowledge – Comprehension				Application – Analysis				Synthesis – Evaluation			

2. School Governance

Since its inception, St. Croix Preparatory Academy has followed the Carver governance model. This model is designed to empower a board of directors to fulfill their obligations of accountability for the School. The model enables the board to focus on the larger issues, delegate with clarity, to control management’s job without meddling, to rigorously evaluate the accomplishment of the organization.

In contrast to typical board leadership, policy governance separates issues of organizational purposes from all other organizational issues. St. Croix Prep’s Board demands accomplishment of purpose and only limits the staff’s operational decisions to those which do not violate the board’s pre-stated standards of prudence and ethics.

The Board’s own purposes are defined in accordance with the roles of the board, its members, the chair and other officers, and any committees the board may need to help it accomplish its job. This includes the necessity to “speak with one voice”. Dissent is expressed during the discussion preceding a vote. Once taken, the board’s decisions may subsequently be changed, but are never to be undermined. The board’s expectations for itself also set out self-imposed rules regarding the delegation of authority to the staff and the method by which board-stated criteria will be used for evaluation. The Board

delegates with care. There is no confusion about who is responsible to the board or for what board expectations they are responsible. The Board utilizes an Executive Director; and the Board is able to hold this one position exclusively accountable.

A list of the Board members as of June 30, 2024 is provided below. Board members attend over 80% of the meetings; and all board members have fulfilled the board training requirements noted in state statute.

Name	Board Position	Group Affiliation	Date Seated	Term Expiration	Phone Number	Email Address
Nicole Donnay	Vice Chair	Teacher	03/25/2014	08/18/2026	651-395-5900	ndonnay@stcroixprep.org
Kristen Denzer		Parent	08/21/2018	08/17/2024	651-353-2085	kristendenzer@stcroixprep.org
Bob Hajlo	Chair	Community	09/20/2016	08/23/2025	952-500-0751	bobhajlo@stcroixprep.org
Deb Keyes		Teacher	03/20/2012	08/19/2025	651-395-5900	dkeyes@stcroixprep.org
Jeff Johnson		Parent	08/15/2023	08/19/2025	651-303-5776	jeffjohnson@stcroixprep.org
Rita Thorson		Teacher	03/28/2023	08/17/2027	612-309-6237	ritathorson@stcroixprep.org
Angela Galati	Clerk	Teacher	10/19/2021	08/18/2026	651-395-5900	angelagalati@stcroixprep.org
Matt Stiles		Parent	08/16/2022	08/19/2025	651-395-5900	matthewstiles@stcroixprep.org
Terri Gulbransen		Parent	08/15/2023	08/15/2026	651-788-2602	terrigulbransen@stcroixprep.org

Board members serve a three year term and elections are held during the last week in May of each school year. In the May 2024 election, teacher board member Rita Thorson successfully ran for reelection; Parent board member, Kristen Denzer did not run for reelection; new parent board member, Danielle Smith, was elected as a new parent board member. She will be seated upon the completion of her St. Croix Prep board required training. All of the re-elected board members have completed their board training (Board Training Policy adopted by the St. Croix Prep Board) they will continue in their service. During the current year, the board members, aside from the state statute requirements, received training which included but was not limited to the following:

- Governance Training and Governance Manual Composition/Release.
- Succession Planning and Development Plan design for identified successors
- Legislative Awareness. Identification and discussion of key legislative initiatives impacting charter schools.
- Additional detailed training is noted below:

Name	Board Training
Rita Thorson Bob Hajlo Kristen Denzer Jeff Johnson Matt Stiles Deb Keyes Angela Galati Nicole Donnay Terri Gulbransen	<p>Legal Training – MN Stat 120A.41 Hours of Instruction;</p> <p>MN Stat 120A.414 e-Learning days</p> <p>Minn. Stat. 124E.05 Authorizers, specifically related to Friends of Education, terms of charter agreements, monthly compliance, network of schools, and general partnership</p> <p>Minn. Stat. 123B.38 School fees not authorized or prohibited</p> <p>Board Election – School bylaws – Article IV Section 7, Minn Stat 124E.07;</p> <p>MN Stat 13D – Open Meeting Law, Special Meetings, Emergency Meetings and Public Notification Requirements, Data Practices Requests</p> <p>Annual Charter School Assurances, specifically the history and circumstances of TIZA school, issues related to the separation of church and state – Minn. Stat. 124E.13 (facilities), 124E.06 (non-sectarian) and related policies (e.g. dress code, equal access, religion, and data practices)</p>

	<p>Minn. Stat. 124E.16 – Audit reports and annual report submission</p> <p>Minn. Stat 124E.17 – Dissemination of school information to underserved communities</p> <p>Succession Planning, Board Effectiveness Survey, Change Management</p>
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3. School Management and Administration.

The administration licensure information is included as an appendix to this report.

4. Teaching Faculty Information

The faculty licensure information is included as an appendix to this report.

5. School Admissions and Enrollment

Enrollment is one of the keys to viability in the first years of a charter school’s operations. St. Croix Prep’s enrollment (over 1,200 students) and long waiting list (over 800) ensured that classes operated at capacity. Very few students left St. Croix Prep during the school year, and when students did leave, the available spots were quickly filled.

A historical review of The School’s enrollment growth is summarized below:

- In 2004 opened with 200 students in grades K-7 (waiting list of 169)
- In 2005 enrolled 252 students in grades K-8 (waiting list of 279)
- In 2006 enrolled 342 students in grades K-9 (waiting list of 306)
- In 2007 enrolled 444 students in grades K-10 (waiting list of 549)
- In 2008 enrolled 743 students in grades K-11 (waiting list of over 450)
- In 2009 enrolled 881 students in grades K-12 (waiting list of over 500)
- In 2010 enrolled 958 students in grades K-12 (waiting list of over 500)
- In 2011 enrolled 1,010 students in grades K-12 (waiting list of over 500)
- In 2012 enrolled 1,056 students in grades K-12 (waiting list of nearly 500)
- In 2013 enrolled 1,119 students in grades K-12 (waiting list of nearly 500)
- In 2014, enrolled 1,150 students in grades K-12 (waiting list of nearly 500)
- In 2015, enrolled 1,163 students in grades K-12 (waiting list of nearly 600)
- In 2016, enrolled 1,155 students in grades K-12 (waiting list of over 700)
- In 2017, enrolled 1,164 students in grades K-12 (waiting list of over 700)
- In 2018, enrolled 1,157 students in grades K-12 (waiting list of over 700)
- In 2019, enrolled 1,207 students in grades K-12 (waiting list of over 700)
- In 2020, enrolled 1,208 students in grades K-12 (waiting list over 700)
- In 2021, enrolled 1,213 students in grades K-12 (waiting list over 700)
- In 2022, enrolled 1,225 students in grades K-12 (waiting list of over 700)
- In 2023, enrolled 1,202 students in grades K-12 (waiting list of over 800)

St. Croix Prep’s Open Enrollment period normally runs from the last week in August to the first week in January. Families desire to know the placement of their Kindergarten students so the end of the School’s enrollment period coincides with the Kindergarten registration in the local district. St. Croix Prep’s school demographics mirror the local district. At St. Croix Prep, 15% of the students are Special Education students; 12% qualify for free and/or reduced lunch and 2% of the students are English Language Learners; approximately 73% of the students are White, the remaining 27% consist of Latino, Asian, African American, and students of two or more races.

In accordance with MN Statute 124E.17 Subd. 1, the School disseminates school information in the form of flyers to local organizations that provide services to low-income families, students of color, and students who are at risk. This information includes appropriate contact information, informational meeting dates, etc. Flyers were distributed to the following locations: Stillwater – Goodwill, Family Means, Trinity Lutheran Church Family Resource Center, and Valley Outreach; Woodbury -- Family Achievement Center, Goodwill, Savers, Christian Cupboard Food Shelf; White Bear Lake – Solid Ground, White Bear Lake Food Shelf; Mahtomedi -- St. Andrew’s Community Resource Center.

The history of enrollment and comments related to this are noted below:

School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	Attrition
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															Rate
2007-08	50	50	50	50	50	50	30	30	30	27	27			444	7%
2008-09	84	84	84	84	84	70	60	60	55	30	20	28	0	743	5%
2009-10	84	84	84	84	84	84	84	84	73	60	30	18	28	881	2%
2010-11	87	87	87	87	87	87	87	84	80	80	60	30	15	958	4%
2011-12	87	87	87	87	87	87	87	84	80	72	84	60	21	1,010	6%
2012-13	90	90	90	90	90	90	90	82	77	83	65	72	57	1,056	4%
2013-14	90	90	90	90	90	90	90	93	80	84	85	74	73	1,119	5%
2014-15	90	90	90	90	90	90	90	91	93	85	82	90	75	1,146	6%
2015-16	90	90	90	90	90	90	90	93	90	85	86	87	92	1,163	5%
2016-17	90	90	90	90	90	90	90	90	90	90	90	90	90	1,170	5%
2017-18	90	90	90	90	90	90	90	90	90	90	90	90	90	1,170	6%
2018-19	90	90	90	90	90	92	92	90	92	95	96	83	67	1,157	5%
2019-20	90	90	91	90	90	92	91	92	91	109	98	98	85	1,207	4%
2020-21	90	90	90	90	90	92	92	92	91	105	98	96	92	1,208	3%
2021-22	90	90	90	91	90	92	93	92	93	105	98	96	93	1,213	3%
2022-23	90	90	91	91	92	93	93	95	93	109	105	90	95	1,225	3%
2023-24	91	90	90	91	91	93	94	94	93	100	96	90	89	1,202	3%

Full enrollment at St. Croix Prep is approximately 1,200 students. Anticipated 2024-2025 enrollment is 1,200 students.

6. Academic Program/Performance.

Minnesota Comprehensive Assessments (MCA). The State of Minnesota uses the MCA test results to determine proficiency. The historical scores (with comparison to the MN state average) for The School are noted below:

	MN Average	St. Croix Prep
MATH		
2023-2024		
2022-2023	46%	77%
2021-2022	46%	79%
2020-2021	44%	74%
2019-2020	n/a - Covid	n/a - Covid
2018-2019	56%	86%
2017-2018	58%	85%
2016-2017	59%	83%
2015-2016	59%	85%
2014-2015	60%	83%
2013-2014	61%	80%
2012-2013	61%	77%
2011-2012	62%	78%
2010-2011	56%	72%
2009-2010	66%	84%
2008-2009	62%	79%
2007-2008	62%	81%
2006-2007	61%	85%
2005-2006	58%	83%
READING		
2023-2024		
2022-2023	51%	83%
2021-2022	52%	82%
2020-2021	53%	87%
2019-2020	n/a - Covid	n/a - Covid
2018-2019	60%	90%
2017-2018	60%	89%
2016-2017	60%	89%
2015-2016	60%	87%
2014-2015	59%	87%
2013-2014	59%	85%
2012-2013	18 58%	81%

2011-2012	76%	96%
2010-2011	74%	92%
2009-2010	72%	90%
2008-2009	72%	88%
2007-2008	71%	86%
2006-2007	69%	90%
2005-2006	72%	88%
SCIENCE		
2023-2024		
2022-2023	39%	82%
2021-2022	41%	75%
2020-2021	43%	76%
2019-2020	n/a - Covid	n/a - Covid
2018-2019	51%	86%
2017-2018	53%	86%
2016-2017	54%	83%
2015-2016	55%	80%
2014-2015	53%	86%
2013-2014	53%	79%
2012-2013	53%	69%
2011-2012	51%	75%
2010-2011	48%	70%
2009-2010	49%	71%
2008-2009	46%	69%
2007-2008	39%	57%
Prior Years	n/a	n/a

The scores posted by St. Croix Prep’s students are among the highest in the state of Minnesota.

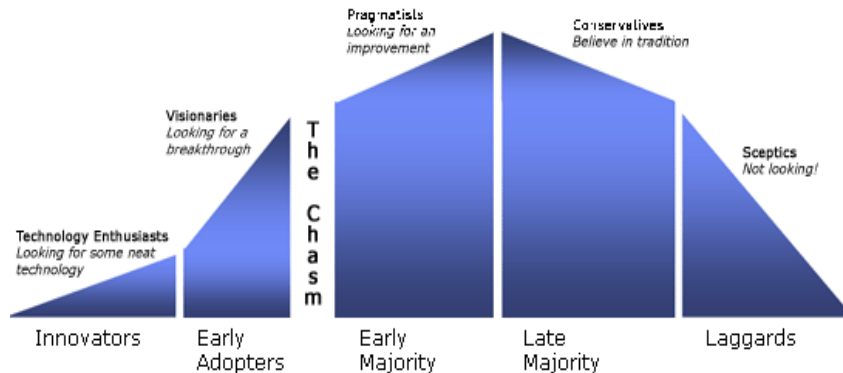
St. Croix Preparatory Academy’s high academic performance has been repeatedly acknowledged by the Minnesota Department of Education, SchoolDigger (ranked the #1 district in MN for the past seven years), Niche (#5 Elementary School in Minnesota; #7 Middle School in Minnesota; #5 High School in Minnesota), These sources have continually ranked St. Croix Preparatory Academy as one of the nation’s best (and state’s best) schools as it relates to rigor, college preparation, ACT scores (25.3 in 2023), percentage of students taking Advanced Placement classes, graduation rates (98.9% in 2023). In addition, in the summer of 2023, St. Croix Prep’s Lower School was also recognized with the Minnesota School of Excellence award.

Apart from the core academic classes, St. Croix Preparatory Academy offers Art, Music, and Physical Education, for all students beginning in Kindergarten. The school offers Latin and Music Performance electives (Band, Orchestra, Choir, Jazz Band) for students in grades 5-12. Aside from field trips and service projects, St. Croix Prep also offers educational travel opportunities, with Middle School students visiting Wolf Ridge (outdoor education), 8th Grade students traveling to Washington D.C. Juniors and seniors have international educational travel opportunities – Italy (12 days), Greece (12 days), England/Ireland (10 days). The School has offered a Marine Biology educational travel opportunity to the Cayman Islands and a service travel opportunity to Guatemala. In addition to the academic programming, St. Croix Prep offers its students a full range of extracurricular activities. These include but are not limited to:

- Academic activities – Student Council, National Honor Society, National Art Honor Society, National English Honor Society, Quiz Bowl, Battle of the Books, Continental Math League, Upper School Math League, Lego League, School Newspaper,
- Athletic activities – MSHSL athletics which include football, cross country, volleyball, archery, basketball, soccer, baseball, hockey, softball, girls lacrosse, girls tennis, track, golf, dance team, alpine skiing, and ski club.
- Performing arts activities – Chamber choir, Concert choir, Jazz band, Pep Band, Show Choir, Honors Choir, Lower School Theater, Middle School Theater, Upper School Theater, Speech, and Debate.

7. Innovative Practices – Operational Philosophy centered on Diffusions of Innovation Theory

The School has always evaluated its purpose, growth model, marketing, and operations in terms of diffusions of innovation theory (developed by Everett Rogers in 1962) as presented by Geoffrey Moore in his books *Crossing the Chasm*, *Inside the Tornado* and *Escape Velocity*. Marketing the school, positioning/differentiating it within its market, development of a whole product and operations (e.g., hiring, governance models, policy development, recruiting, and programming) all take into consideration the five segments of classification typically described in technology adoption (e.g., innovators, early adopters, early majority, late majority, and laggards). This impacts the School’s hiring practices, governance model, policy development, recruiting practices, etc. This best practice was adopted by the leading technology companies in the 1990s and continues to be one of the standards for entrepreneurial leadership.



St. Croix Prep uses this theory for both an internal and external evaluation of the School. In accordance with the model, current goals are focused on operational excellence and customer intimacy (as opposed to prior years' goals of growth and product leadership). Nearly every element of this report is discussed in terms of its alignment with the aforementioned theory.

8. Program Challenges

The operations at St. Croix Prep still experienced some post Covid impact that schools throughout the country have experienced:

- Student Mental Health. Students staying power has been diminished, mental health challenges have increased, and student maturity development is behind due to time away from a normal school environment. The School has hired two mental health counselors to assist with students.
- Student Attendance. Students/families became comfortable with distance learning and hybrid learning. This has resulted in increased student absences and truancy. The School has improved processes and communication to address this trend.
- Succession Planning. The Executive Director's second year (of a three year) succession plan was completed. This involved realignment of duties/responsibilities to the board and other operational personnel. The transitions are going smoothly, but they still present change to the organization.

9. Finances

The School continues to show fiscal responsibility in its operations by adding to its fund balance during each fiscal year. This is being accomplished even while making strategic investments for the future growth of the School. The School has received a "clean" audit for the previous 18 years. In addition, the School has received the MDE Finance Award every year it has applied for this award (16 years in total). At June 30, 2024, the School had an unassigned general fund balance of 36%. In addition, the School has maintains a line of credit (\$500,000) to account for unforeseen cash flow shortages. The School has not drawn on the line of credit in over 144 months. A copy of the School's 2022-2023 Audit Report is on file with the State of Minnesota. The field work related to the 2023-2024 audit will occur in August-October 2024 and will be filed with the State of Minnesota by November 30, 2024.

10. Future Plans

The School's future plans consist of continued work on the rollout of the separate 501c3 public charity – St. Croix Preparatory Academy Foundation. The purpose of this organization is to raise capital to improve the long term financial viability of the organization, issue scholarships, fund faculty leaves of absence, enhance compensation, and support necessary campus improvements.

As noted previously, the Board is in the middle of a three year succession plan for a new Executive Director (co-founder, Jon Gutierrez). It is anticipated that a transition could begin in September of 2025.

11. Authorizer

The School is authorized by Friends of Education. Contact information for them is noted below.

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Friends of Education

11100 Wayzata Blvd; Suite 800
Minnetonka, MN 55305
Executive Director: Beth Topoluk
Website: improvek-12education.org
Email: director@improvek-12education.org

St. Croix Prep Administration Information

1. School Management and Administration.

The following table lists the School's management and administration for the 2024-25 school year. Professional development plans for those administrators requiring such are attached as exhibits to this report.

Name	File #	Assignment	Years Employed by School	Left 23/24	Not Returning 24/25
Jon Gutierrez	None*	Executive Director	20	n/a	n/a
Kelly Gutierrez	n/a	Executive Director of Finance and Operations	20	n/a	n/a
Joann Karetov	428939	Lower School Principal	10	n/a	n/a
Amy Kleinboehl	439041	Middle School Principal	16	n/a	n/a
Andrew Sachariason	378934	Upper School Principal	18	n/a	n/a
Peggy Rosell	343001	Student Support Services Director	16	n/a	n/a
Terri Smith	n/a	HR Director	12	n/a	n/a
Jessica Skilling	1014995	Nurse	3	n/a	n/a
Heidi Osborn	n/a	Health Office Assistant	3	n/a	n/a
Bill Blotske	n/a	Facilities Director	10	n/a	n/a
David Ogura	n/a	Facilities Assistant	2	n/a	n/a
Chad Olson	416406	Technology Director	20	n/a	n/a
Corey Shim	n/a	Technology Assistant	5	n/a	n/a
Marianne Thole	n/a	Food Service Director	11	n/a	n/a
Polly Hoy	n/a	Farm to School Manager	1	n/a	n/a
Keven Seim	383385	Activities Director	9	n/a	n/a
Medora Benson	515367	Activities Dept Coordinator	4	n/a	n/a

Susan Peterson	n/a	Communication & Events Manager	7	n/a	n/a
Beth Grubisch	n/a	Senior Accountant	14	n/a	n/a
Carrie Hamm	n/a	District Office Assistant	12	n/a	n/a
Christine Mehlhorn	n/a	Lower School Office Manager	10	n/a	n/a
Kelly Vossen	n/a	Middle School Office Manager	13	n/a	n/a
Angela Lee	n/a	Upper School Office Manager	4	n/a	n/a
Theresa Seichter	n/a	District Office Manager	9	n/a	n/a
Mathew Williams	940310	College Counselor	10	n/a	n/a
Terri Ellingson	n/a	Special Education Office Manager	12	n/a	n/a
Nancy Bauman	n/a	Student Support Services Administrative Assistant	8	Yes	Not Returning
Emily Mathiowetz	n/a	Student Support Services Administrative Assistant	14	n/a	n/a

St. Croix Prep Faculty Information

The following table lists the School's faculty information for the 2024-25 school year.

Name	File #	Assignment	Left 23/24	Not Returning 24/25
Kirsten Osberghaus	474720	K	n/a	n/a
Alison Kath	1017731	K	n/a	n/a
Elizabeth Sparks	1018409	K	n/a	n/a
Deb Keyes	443478	1	n/a	n/a
Laura White	389019	1	n/a	n/a
Hannah Haslach	1011268	1	n/a	n/a
Allison Brimmell	483539	2	n/a	n/a

Ashley Winger	469076	2	Yes	Not Returning
Sarah Peterson	468886	2	n/a	n/a
Sophie Allison	1031354	2	n/a	n/a
Natalie Yannarely	461572	3	n/a	n/a
Jenna VanBeueskom	493992	3	n/a	n/a
Kaitlin Ricker	479949	3	n/a	n/a
Amanda Preisler	436387	4	n/a	n/a
Sarah Jacobson	463090	4	n/a	n/a
Kellie Nelson	376435	4	Yes	Not Returning
Isabel Folkerts	1033531	4	n/a	n/a
Alec Brandt	488705	Phy. Ed.	n/a	n/a
Angie Griffin	411868	Art	n/a	n/a
Heidi Gonzalez	403103	Music	n/a	n/a
Emily Taylor	050194	Reading	n/a	n/a
Nicole Donnay	417266	Lower School TLC/Curriculum/Math	n/a	n/a
Sara Dinzeo	484106	Math	n/a	n/a
Chad Prater	480380	Math	n/a	n/a
Kurt Vallin	455202	Math	n/a	n/a
Gretchen Tiede	490956	Science	n/a	n/a
Joey Korba	496851	Math/Science	n/a	n/a

Lindsey Schutte	412403	Math/Science	n/a	n/a
Deanna Thompson	463769	Middle School TLC/Curriculum	n/a	n/a
Helen Tracy	492579	English	n/a	n/a
Angie Galati	431292	English	n/a	n/a
Christianna Wagner	1007860	Language Arts	n/a	n/a
Patrick Kerrigan	479995	Dean of Students/Social Studies	n/a	n/a
Timothy Maher	400296	Social Studies	n/a	n/a
Corrinne Clark	1018163	Social Studies	n/a	n/a
Jessica Dykstra	507400	Art	n/a	n/a
Robin Moore	1013436	Phy Ed	n/a	n/a
Katie Bukowski	478465	Classical Studies	n/a	n/a
Julie Schweiger	1027610	Classical Studies	n/a	n/a
CarlaJoy Strand	497638	Latin	n/a	n/a
Matt Eckel	499504	English	n/a	n/a
Stacy Mittag	422932	English	n/a	n/a
Elaine Bransford	440678	Upper School TLC/Curriculum	n/a	n/a
Cecelia Schneeman	1026156	English	n/a	n/a
Matthew Davis	473468	English	n/a	n/a
Rita Thorson	440031	Dean of Students/English	n/a	n/a
Brown, Christoph	480148	Social Studies	n/a	n/a

Matthew Kortz	503611	Social Studies	n/a	n/a
Kate Gilman	412944	Social Studies	n/a	n/a
Elliott Warden	500124	Social Studies	Yes	Not Returning
Alexander Bagwell	499079	Social Studies	n/a	n/a
Carolyn Bagne	382493	Science	n/a	n/a
Michael Haselberger	420966	Science	n/a	n/a
Christina Miller	503652	Science	n/a	n/a
MacKenzie Bilunas	1019825	Science	n/a	n/a
Laura Pidgeon	1002952	Art	n/a	n/a
Claire Fiedler	514224	Art	n/a	n/a
Marcus Erickson	360660	Spanish	n/a	n/a
Meredith Smith	473362	Spanish	n/a	n/a
James DeCaro	434159	Band	n/a	n/a
Birkan Yavuz	1036818	Orchestra	n/a	n/a
Mary Kate Maney	501727	Choir	Yes	Not Returning
Kimberly Alswager	454826	Choir	n/a	n/a
Craig Wolke	366690	Latin	n/a	n/a
Eddie Crupper	1001085	Math	n/a	n/a
Varsha Bhatia	459545	Math	Yes	Not Returning
Ryan Ogren	412886	Math	n/a	n/a
Will Palus	481273	Math	n/a	n/a

Erin Richgels	424348	Math	n/a	n/a
Anna Tiffany	449947	Phy Ed	n/a	n/a
Jennifer Ammermann	510184	Special Ed	n/a	n/a
Jessica Ducklow	377172	Special Ed	n/a	n/a
Lisa Mast	507502	ELL	n/a	n/a
Nicole Case	442259	Special Ed	n/a	n/a
Shannon Obi	507312	Special Ed	n/a	n/a
Alyssa Molde	1007461	Special Ed	n/a	n/a
Kimberly Haney	487191	Special Ed	Yes	Not Returning
Eva Groth	378731	Special Ed	n/a	n/a
Kathleen Klassen	1005224	Special Ed	n/a	n/a
Destiny Pulos	1011910	Special Ed	n/a	n/a
Ashley Koehnen	479766	Special Ed	n/a	n/a
Jeff Larson	466715	Special Ed	n/a	n/a
Jeanne Hodgdon	1004935	Special Ed	n/a	n/a
Gina Schimschock	381421	Special Ed.	n/a	n/a
Carmel Eastman	1002091	Special Ed	n/a	n/a
Hallie Gallmeier	1002577	Special Ed	n/a	n/a
Wendy Watts	346250	Special Ed	n/a	n/a
Lauren Moore	506676	DAPE (Developmental Adaptive PE)	n/a	n/a

Ksenia Carpenter	455646	ELL	Yes	Not Returning
Haley Cernohous	450388	Occupational Therapist	n/a	n/a
Molly Hunter	103677	Occupational Therapist	Yes	Not Returning
Kimberly Quayle	101136	Occupational Therapist	n/a	n/a
Katie Kaari	404724	Speech Language Pathologist	n/a	n/a
Mike Fisher	461234	Speech Language Pathologist	n/a	n/a
Shannon Janssen	In Process	Student Support Specialist	n/a	n/a
Nicole Dockham	427123	Student Support Specialist	n/a	n/a
Courtney Ogaard	513194	Building Sub	Yes	Not Returning
Jennifer Vitale	1017785	Building Sub	n/a	n/a



**ST. CROIX PREPARATORY ACADEMY
TOBACCO FREE ENVIRONMENT
Policy #419**

I. CURRENT POLICY LANGUAGE

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

II. RECOMMENDED POLICY LANGUAGE CHANGE

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an American Indian student or staff member uses tobacco, sage, sweetgrass, or cedar as a part of smudging under direct supervision of a staff member who has been authorized by a school administrator to supervise such activity. The process for smudging will be determined by a school administrator.



st.croixprep

**ST. CROIX PREPARATORY ACADEMY
CHANGES TO #419 TOBACCO FREE ENVIRONMENT**

Date	Change	Reason
08/20/2024	Allow for American Indian adult/student to smudge	Legislation requirement



ST. CROIX PREPARATORY ACADEMY TOBACCO FREE ENVIRONMENT Policy #419

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off- campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which



simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

C. "Tobacco-related devices" means cigarette papers or pipes for smoking.

D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.



D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act) Minn. Stat. § 609.685 (Sale of Tobacco to Children) 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 506 (Student Discipline) MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

MSBA/MASA Model Policy 419 Orig. 1995 Revised: 2010

DOCUMENT # 419.Revision.B
ADOPTED BY THE BOARD:
REVISED BY THE BOARD: 8/20/2024
EFFECTIVE DATE: 8/20/2024



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

Members Absent: B. Hajlo,

Ex-officio Members Present:

Guests:

Meeting began at 8:35 am

MSBA Update:

- Amy from MSBA will send out a survey in August/September to the Board and Administration. The survey uses 26 topics and narrows down those topics to the top 6 to use to help guide the ED search criteria.
- Information gathered from our work with Rebar Leadership to the search criteria as well.
- SPC will be meeting with MSBA on October 7th to review the results of the survey

Hiring Criteria and Job Description: Discussion around the timeline included:

- Committee members reached out to charter, comparable, and neighboring schools regarding their hiring criteria and job descriptions for their executive director. Two or three matrices will be created that will compare compensation, agreements/contracts, and job description structure for comparison.
- Administration representation described that their change cycle and change response may be different in comparison to the board's change cycle/top change needs. In response Jon will meet with the administration team and request a list be made to reflect the following items: norms, "classical" items, cultural and daily norms that are critically important to the operations. The SPC will use these to help formulate interview questions.
- Practices that Jon does or supports due to being a founder and time at Prep that may get lost in the gap of new ED. Discussion included what is the best way to pass down this information to the new ED, orally or in written form.

Communication: Discussion around the timeline and website included:

- July Board announcement drafted and in BoardBook (reviewed at last meeting)
- Timeline of when the announcement should be sent out to the community. The purpose of the letter is to be informative and one-way communication to the school/stakeholders.

Compensation and Benefits:

- Committee members will review charter, comparable, and neighboring schools' executive director compensation and benefits packages. We will review their findings at the August meeting.

The meeting ended at 9:25 am

Submitted by T. Gulbransen, St. Croix Preparatory Academy



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

Members Absent: B. Hajlo, A. Sachariason

Ex-officio Members Present:

Guests:

Meeting began at 8:35 am

MSBA Update:

- Amy from MSBA will send out a survey in August/September to the Board and Administration. The survey uses 26 topics and narrows down those topics to the top 6 to use to help guide the ED search criteria.
- Information gathered from our work with Rebar Leadership to the search criteria as well.
- SPC will be meeting with MSBA on October 7th to review the results of the survey
- No new updates from the July meeting, waiting on results from the survey. Terri S. will be connecting with Amy from MSBA on timeline of survey and sending results from Rebar work to include as well.

Hiring Criteria and Job Description: Discussion around the timeline included:

- Committee members reached out to charter, comparable, and neighboring schools regarding their hiring criteria and job descriptions for their executive director. A matrix was created comparing job description structure.
- A smaller sub-group of Peggy, Terri S. and Terri G. will be working with this matrix to start a rough draft for the ED job description.
- Compensation ranges and qualifications must be included in the job description per new legislation.
- The finalized job description will also be used as the basis for the future evaluation tool of the new ED. The more detailed the job description the easier it will be for the board to create goals and indicators of success for the ED position.
- Goal for SPC is to complete a draft of the job description by mid-September and present it to the Board by October for review.

Interview Process: Discussion around Interview timeline and process included:

- Jon will be following up with the administration team to finalize their list of norms and values to be included in possible interview questions.
- Initial conversations around gathering input from stakeholders on interview questions. Nicole and Andrew will look at MSBA example interview questions. Further discussion and brainstorming during the September meeting.

Communication: Discussion around the timeline and website included:

- Retirement announcement from the board will go out Monday August 19, 2024 via Constant Contact.
- Board members will be present at Back to School night

Compensation and Benefits:





- Committee members reviewed charter, comparable, and neighboring schools' executive director compensation and benefits packages as well as agreement structures.
- A smaller sub-group of Kelly G, Rita T, and Chad O, will be analyzing the data further to identify a compensation range to be included in the job posting as well as outlining a draft agreement structure to be presented to the board in October.

The meeting ended at 9:07 am

Submitted by T. Gulbransen, St. Croix Preparatory Academy



Executive Director COMPENSATION COMPARISON QUICK-VIEW

	Description	Contract	Type	Location	Students	Grades	Comp					Other Comp							
							FY23	FY24	FY25	FY26	FY27	Vehicle	Tech	TSA	HSA	Vacation Payout	Relocation	Retention/Year Bonus	
	Hastings (District)	Yes	Public	MN	4160	K-12		\$194,948	\$204,328	\$213,708			Travel Reimburse		3-4% matching		\$10,000 reimburse		
	Hudson (District)		Public	WI	5431	K-12							\$400/month for business travel	\$2200/yr	9% of salary/yr	Varies on Plan	12 days/r	possible if approved by board	
	River Falls	Yes	Public	MN	3479	K-12		\$192,000					Travel Reimburse		7.36% of base salary		all remaining paid out at daily rate		
	South Washington (District)	Yes	Public	MN	18,700	K-12		\$240,435	\$247,675	\$255,200			\$500/month		available		10 days/yr to TSA		
	Stillwater (District)	Yes	Public	MN	8203	K-12	\$210,000	\$218,000	\$225,000				Travel Reimburse		\$5200.00		35 days upon seperation	\$9000 reimburse	
	White Bear Lake (District)	Yes	Public	MN	8481	K-12		\$219,900	\$224,300	\$228,800			Travel Reimburse	\$2500/yr	up to \$10,000/yr match	\$3500/yr	15 days/yr to TSA or payout	\$500/yr	
	Cologne Academy		Charter	Cologne	660	K-8	\$100,152	\$100,152	\$100,152										
	Community School of Excellence		Charter	St. Paul	1637	K-12	\$182,368												
	Eagle Ridge	Yes	Charter	Minnetonka	1592	K-12		\$178,600	\$180,336	\$183,944	\$187,622			\$75/month			10 days/yr @\$452 each	\$3500	
	Higher Ground		Charter	St. Paul	1204	K-12	\$162,000												
	Hiawatha		Charter	Minneapolis	1852	K-12		\$208,000											
	Hmong College Prep		Charter	St. Paul	2605	K-12	\$199,704												
	Hope Community Academy		Charter	St. Paul	948	K-12	\$113,599												
	Lakes International		Charter	Forest Lake	1517	K-12		\$153,920	\$160,076	\$166,479	\$173,138								
	MN Transitions		Charter	Minneapolis	5530	K-12	\$160,000						\$300/month						
	Nova Classical	Yes	Charter	St. Paul	1138	K-12		\$150,960	\$153,920										Same Bonus as Staff (10% in FY25)
	PACT	Yes	Charter	Ramsey	1048	K-12			\$225,000	\$230,000	\$235,000		\$200/month	\$100/month	\$13,500/yr match		10 days/yr to TSA/payout @ \$9000		
	Parnassus Prep		Charter	Maple Grove	1470	K-12			\$178,606	\$183,071	\$187,647			\$1500/yr		\$400/month			\$5000/yr
	Prairie Seeds		Charter	Brooklyn Park	829	K-12	\$171,360												
	St. Croix Prep	Yes	Charter	Stillwater	1314	K-12		\$180,778	\$186,201	\$191,787	\$197,541			\$100/month				payout @\$521.48	
	Twin Cities German Immersion	Yes	Charter		593	K-8	\$100,000 - \$125,000	\$100,000 - \$125,000	\$100,000 - \$125,000	\$100,000 - \$125,000									

Type	Nova Classical Charter (K-12)	Cologne Academy Charter (K-8)	Eagle Ridge Charter (K-12)	Hudson Public (K-12)	Hastings Public (K-12)	River Falls Public (K-12)	South Washington Public (K-12)	Stillwater Public (K-12)	White Bear Lake Public (K-12)
Enrollment	1138	660	1592	5431	4160	3479	18,700	8203	8481
1. NATURE AND CAPACITY OF EMPLOYMENT AND CONTINGENCIES	1.1 Executive Director Duties 1.2 Performance of Duties 1.3 Support of Authorizer	TERM POSITION AND DUTIES SALARY TRA CONTRIBUTIONS INSURANCE HOLIDAYS PERSONAL LEAVE SICK LEAVE VACATION EMERGENCY/BEREAVEMENT LEAVE COVENANT OF DILIGENCE, GOOD FAITH, AND LOYALTY AT-WILL EMPLOYMENT STATUS CHOICE OF LAW AND SEVERABILITY WAIVER ENTIRE AGREEMENT	TERM POSITION AND DUTIES COMPENSATION CONNECTIVITY ALLOWANCE INSURANCE BENEFITS TRA CONTRIBUTIONS. PAID TIME OFF EMERGENCY/BEREAVEMENT LEAVE COVENANT OF DILIGENCE, GOOD FAITH, AND LOYALTY EMPLOYMENT STATUS AND TERMINATION. NOTICE OF INTENT TO CONTINUE AS EXECUTIVE DIRECTOR RESIGNATION CHOICE OF LAW AND SEVERABILITY. WAIVER ENTIRE AGREEMENT	POSITION TERM ONE-YEAR EXTENSIONS NONRENEWAL SALARY TSA CONTRIBUTION INSURANCE BENEFITS a. Group Health Insurance b. Dental Insurance c. Life Insurance d. Life Insurance e. Professional Liability Insurance f. Insurance Disclaimer ADDITIONAL BENEFITS a. Sick Leave b. Bereavement Leave c. Vacation d. Holidays e. WRS Contributions f. Social Security. g. Use of Personal Vehicle and Mileage Reimbursement. h. Membership in Professional and Civic Organizations. i. Conventions/Conferences. j. Additional Benefits RETIREMENT BENEFITS a. Application Deadline b. Post-Retirement Insurance c. Accumulated Sick Leave. d. No Reemployment Rights. e. LTD Benefits. DUTIES BOARD'S RESPONSIBILITY AND RIGHTS. PERFORMANCE EVALUATION. IMMEDIATE DISCHARGE LIQUIDATED DAMAGES EQUAL DR-AFTING CHOICE OF LAW AND SEVERABILITY ENTIRE AGREEMENT AND EFFECT	PURPOSE APPLICABLE STATUTE LICENSE DURATION/TERMINATION Section 1 - Duration Section 2 - Expiration Section 3 - Termination During the Term Section 4 - Subsequent Contract Section 5 - Mutual Consent Section 6 - Contingency DUTIES DUTY YEAR AND LEAVES OF ABSENCE Section 1 - Basic Work Year Section 2 - Vacation Section 3 - Holidays Section 4 - Sick Leave Section 5 - Workers' Compensation Section 6 - Bereavement Leave Section 7 - Essential Leave Section 8 - Jury Duty and Other Legal Commitments Section 9 - Military Leave Section 10 - Medical Leave Section 11 - Insurance Application INSURANCE Section 1 - Health and Hospitalization and Dental Insurance Section 2 - Dental Insurance Section 3 - Life Insurance Section 4 - Long-Term Disability Insurance Section 5 - Eligibility Section 6 - Claims Against the School District OTHER BENEFITS Section 1 - Tax-Sheltered Annuities Section 2 - Post-Employment Health Reimbursement Arrangement Section 3 - Vehicle Section 4 - Conferences and Meetings Section 5 - Relocation Stipend SALARY Section 1 - Salary EVALUATE PERFORMANCE OTHER PROVISIONS Section 1 - Outside Activities Section 2 - Indemnification and Provision of Counsel Section 3 - Dues SEVERABILITY	TERM DUTIES SALARY ADDITIONAL BENEFITS a. Sick Leave b. Vacation c. Holidays d. Health Insurance e. Dental Insurance f. Retirement g. Life Insurance h. Health Savings Account (HSA) i. Long Term Disability Insurance (LTD) j. Medical Examination k. Membership in Professional and Civic Organizations l. Automobile m. Graduate Courses n. Bereavement Leave o. Personal Leave p. Tax Sheltered Annuity Plan EVALUATION MUTUALLY AGREED TERMINATION OF CONTRACT UNILATERAL CONTRACT TERMINATION NONRENEWAL SAVINGS CLAUSE	DURATION AND TERMINATION Section 1: Duration Section 2: Expiration Section 3: Termination During the Term Section 4: Mutual Consent Section 5: Superintendent's Option Section 6: Limited Application of Section 122A.40 RESPONSIBILITIES Section 1: Licensure Section 2: Compliance with Laws and Policies Section 3: Assigned Duties Section 4: Basic Duties COMPENSATION Section 1: Basic Salary Section 2: TSA Matching Payments Section 3: Responsibility for TSA Compliance Section 4: Automobile Allowance DUTY YEAR AND LEAVES OF ABSENCE Section 1: Basic Work Year. Section 2: Vacation Section 3: Payment of Vacation Upon Nonrenewal Section 4: Paid Holidays Section 5: Accrual of Sick Leave (Personal Absence Leave). Section 6: Definition of Immediate Family Section 7: Family Illness Section 8: Bereavement Leave Section 9: Workers' Compensation Differential INSURANCE Section 1: Health and Hospitalization Section 2: Dental Section 3: Life Insurance Section 4: Long Term Disability Insurance Section 5: Post-Employment Insurance Section 6: Claims Against the District PROFESSIONAL GROWTH AND REIMBURSEMENT Section 1: Professional Growth Conferences and Meetings Section 2: Dues Section 3: Business Expenses MISCELLANEOUS Section 1: Outside Activities Section 2: Indemnification and Provision of Counsel Section 3: Jury Duty Section 4: Mandatory Disclosure and Contingency Section 4: Severability Section 5: Entire Agreement.	I. APPLICABLE STATUE II. LICENSURE III. DURATION, EXPIRATION AND TERMINATION A. Duration B. Expiration C. Termination During the Term D. Subsequent Contract 1. Notice by Superintendent 2. Notice by the School Board 3. Modification of Timelines 4. Negotiations Regarding Subsequent Contract E. Mutual Consent IV. DUTIES V. DUTY YEAR AND LEAVES A. Basic Work Year B. Vacation Leave 1. Accrual and Carryover 2. Payment for Unused Vacation Leave C. Daily Rate of Pay D. Holidays E. Sick Leave F. Medical/Disability Leave G. Bereavement Leave VI. INSURANCE A. Health/Hospitalization and Dental Insurance B. Life Insurance C. Short Term Income Protection D. Long Term Disability Insurance E. Liability Insurance F. Claims Against the School District VII. OTHER BENEFITS A. Tax Sheltered Plans 1. 403(b) Contributions 2. Tax Sheltered Annuity Contribution 3. Liability Limitations B. Other Professional and Business-Related Expenses VIII. SALARY IX. OTHER PROVISIONS A. Moving Expenses B. Outside Activities C. Indemnification and Provision of Counsel D. Severability	DURATION AND TERMINATION Section 1: Duration Section 2: Expiration Section 3: Termination During the Term Section 4: Mutual Consent Section 5: Superintendent's Resignation Section 6: Limited Application of Section 122A.40 RESPONSIBILITIES Section 1: Licensure Section 2: Compliance with Laws and Policies. Section 3: Assigned Duties Section 4: Basic Duties COMPENSATION Section 1: Basic Salary Section 2: TSA Matching Payments Section 3: Responsibility for TSA Compliance Section 4: Retirement Healthcare Savings Plan Section 5: Automobile Mileage Reimbursement Section 6: Retention Stipend DUTY YEAR AND LEAVES OF ABSENCE Section 1: Basic Work Year Section 2: Vacation Section 3: Paid Holidays Section 4: Carry-Over and Accrual of Sick Leave Section 5: Bereavement Leave Section 6: Workers' Compensation Differential INSURANCE Section 1: Health and Hospitalization Section 2: Dental Section 3: Life Insurance Section 4: Long Term Disability Insurance Section 5: Claims Against the District Section 6: Post-Employment Insurance PROFESSIONAL GROWTH AND REIMBURSEMENT Section 1: Professional Growth Conferences and Meetings Section 2: Dues Section 3: Business Expenses MISCELLANEOUS Section 1: Outside Activities Section 2: Indemnification and Provision of Counsel Section 3: Jury Duty and Compelled Testimony Section 4: Mandatory Disclosure Section 5: Severability Section 6: Entire Agreement Section 7: Technology Reimbursement



St. Croix Prep



Twin Cities German Immer



PACT



Nova Classical



Eagle Ridge



Hastings



River Falls



South Washington



Stillwater



White Bear Lake

Type	Charter (K-12)	Charter (K-8)	Charter (K-12)	Charter (K-12)	Charter (K-12)	Public (K-12)	Public (K-12)	Public (K-12)	Public (K-12)	Public (K-12)
Enrollment	1314	593	1048	1138	1592	4160	3479	18,700	8203	8481
GENERAL PURPOSE	REPORTS TO	SECTION I: GENERAL INFORMATION	TITLE:	ORGANIZATION:	SECTION I: GENERAL INFORMATION	MINIMUM QUALIFICATIONS:	JOB TITLE:	SECTION I: GENERAL INFORMATION	GENERAL DEFINITION OF WORK	
REPORTS TO	MANAGES	Position Title:	SCHEDULE	JOB TITLE:	Position Title:	POSITION SUMMARY:	EMPLOYEE GROUP	Position Title:	QUALIFICATION REQUIREMENTS	
HOURS	SCHEDULE	Department:	REPORTS TO	REPORTS TO:	Department:	REPORTS TO:	DEPARTMENT	Department / Building:		
	CLASSIFICATION	Immediate Supervisor:		LOCATION:	Bargaining Unit:	SUPERVISES:	REPORTS TO:	Reports To:		
	SCHOOL DESCRIPTION	Fisa Status:			Immediate Supervisor's Position Title:		DATE WRITTEN:	Fisa Status:		
		Evaluation:			Job Summary:		WORK YEAR:	Band/Grade/Subgrade:		
							STATUS:	Bargaining/Work Unit:		
								Position Last Updated:		
								Next Position Description Update:		
ESSENTIAL DUTIES AND RESPONSIBILITIES:	JOB DESCRIPTION:	SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES	OVERVIEW OF RESPONSIBILITIES	DESCRIPTION OF SCHOOL	SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES	SCHOOL BOARD DEVELOPMENT	POSITION SUMMARY:	SECTION II: JOB SUMMARY	ESSENTIAL FUNCTIONS	
EDUCATION, EXPERIENCE AND SKILLS REQUIRED:	RESPONSIBILITIES:	Performs As Educational Leader Of The Schools	JOB SUMMARY	POSITION SUMMARY	SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS	COMMUNICATIONS AND COMMUNITY RELATIONS	PRIMARY JOB FUNCTIONS:	SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES	KNOWLEDGE, SKILLS AND ABILITIES	
	ORGANIZATIONAL LEADERSHIP	Serves As Chief Operating Officer Of The School	AREAS OF RESPONSIBILITY	SCOPE OF POSITION	Essential Skills Required To Perform The Work	STRATEGIC PLANNING	JOB SPECIFICATIONS	School Board Relations (30% Of Time)	EDUCATION AND EXPERIENCE	
	FINANCIAL MANAGEMENT	Oversees Staff Personnel Management	REQUIRED QUALIFICATIONS AND SKILLS	i. Leadership And School Culture	Responsibility For Direct Supervision Of The Following Positions	POLICY/GOVERNANCE/DECISION-MAKING	Required:	Management And Leadership Of The Schools (30% Of Time)	PHYSICAL REQUIREMENTS	
	GOVERNANCE	Oversees Facilities Management	DESIRABLE QUALIFICATIONS AND SKILLS	ii. Policy And Governance	Indirect Supervision:	FISCAL AND LEGAL MANAGEMENT	Desired:	Oversight And Evaluation Of Educational And Operational Functions Of The District. (30% Of Time)	SPECIAL REQUIREMENTS MINNESOTA SUPERINTENDENT*	
	BOARD RELATIONSHIPS	Oversees Financial Management	PHYSICAL DEMANDS	iii. Development/Advancement	Hazardous Working Conditions	PROFESSIONAL DEVELOPMENT	PHYSICAL DEMANDS & WORKING ENVIRONMENT	Represents District 834 To The External And Internal Communities. (10% Of Time)		
	PARENT AND COMMUNITY RELATIONSHIPS	Directs Community Relations Activities		iv. Staff Development And Retention	Physical Job Requirements:	VALUES AND ETHICS LEADERSHIP				
		Oversees Student Support Services		v. Communication		DAYS OF EMPLOYMENT:				
		Ensures Organizational Management			SECTION IV: CLASSIFICATION HISTORY AND APPROVAL	EVALUATION:				
	QUALIFICATIONS:	Promotes School, Committee And Community Involvement		ABBREVIATED OVERVIEW (FOR ADS/POSTS):				SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES		
	WORKING CONDITIONS:	Promotes Positive Communication And Interaction		REQUIRED QUALIFICATIONS				SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS		
	SALARY OFFERED:	Ensures Essential Marketing		ADDITIONAL DESIRED QUALIFICATIONS AND CHARACTERISTICS				SECTION VI: EXPERIENCE REQUIREMENTS		
	BENEFITS	Special Education And Title Programs		HOW TO APPLY				SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS		
	SEARCH CALENDAR:	SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS						SECTION VIII: PHYSICAL JOB REQUIREMENTS		
	HOW TO APPLY:	Supervisory Responsibilities								
		Qualifications								
		Essential Knowledge/Skills								
		Education And/Or Experience								
		Required Or Preferred Skills								
		Hazardous Working Conditions And/Or Exposure:								
		SECTION IV: APPROVAL								

Jon Gutierrez

From: Beth Topoluk <beth.e.topoluk@huntington.com> on behalf of Beth Topoluk
Sent: Wednesday, June 26, 2024 6:35 PM
To: jongutierrez@stcroixprep.org; bobhajilo@stcroixprep.org
Subject: St. Croix Prep Charter Contract Renewal
Attachments: 2025 Charter Contract FRIENDS.pdf; REDLINE SCPA 2020 to 2025 base contract.pdf; 20200701 St Croix Preparatory Academy #4120 Charter Contract.pdf; Statement of Assurances BLANK 2024.pdf

Jon and Bob:

As a reminder, St. Croix Preparatory Academy is in renewal in FY2025; your school's charter contract terminates June 30, 2025.

Renewal Application: Charter contract section 11.1 requires that your school submit a renewal application by September 1st, which must contain:

- School Performance. An analysis and evaluation of the school's performance under the contract, which shall include a comprehensive evaluation of each contract goal for each year of the contract, as well as an evaluation of fiscal, operational, and governance performance during the term of the contract.
- Proposed Goals. A proposal for goals for the following/new contract period (which, if approved and finalized, would become Exhibit F to the new charter contract). The proposed goals must be in SMART format. Please also note that, pursuant to Minn. Stat. 124E.10 subd. 1(c), a charter school must design its programs to at least meet the outcomes adopted by the commissioner for public school students including Comprehensive Achievement and Civic Readiness goals (formerly known as World's Best Workforce goals). Consequently, identifying goals related to Comprehensive Achievement and Civic Readiness Goals (All children are ready for school; All racial and economic achievement gaps between students are closed; All students are ready for career and college; All students graduate from high school) is required.
- Other Information. Any other information the school desires Friends of Education to consider.

The completed application may be uploaded to Friends of Education's report portal.

Renewal Decision Notification. As set forth in Charter Contract Section 11.1, Friends of Education will evaluate the school's performance and will notify the school within four weeks of receipt of the school's final external audit (for FY2024) as to whether Friends of Education intends to offer the school a renewal contract. Accordingly, it is in your best interest to monitor, encourage, and otherwise nag your auditor to complete the audit as quickly as possible. Assuming Friends of Education offers a renewal of the charter contract, please note the following:

Renewal Charter Contract: The base contract would be in the form attached (2025 Charter Contract FRIENDS). A redline of your current base contract compared with the new base contract (REDLINE SCPA 2020 to 2025) is attached to assist in your review.

Significant changes from your existing base contract and the new base contract are summarized as:

- The 2024 legislature amended the primary purpose of charter schools; it has been changed from "improve all pupil learning and all student achievement" to "improve the learning, achievement, and success of all students." You will see this change reflected in on page 1 and in Article XI.
- The 2024 legislature also amended one secondary purpose of charter schools; you will see this on page 1.

- Clarification that the authorizer fee is paid annually, section 3.2.
- Rather than Articles of Incorporation, we are now including only the Certificate of Incorporation of the school, section 5.2.
- School Board Committees do not need to comply with Open Meeting Law restrictions regarding Meetings by Interactive Technology in certain circumstances, section 6.2.
- Background checks for board members must be done both for criminal history and bankruptcy, section 6.20. This is a result of a previous law change in Minn. Stat. 124E.06 subd. 1(b)(2). While that law applies only to new charter schools, Friends of Education applies such changes to all board members.
- Reimbursement for grants and professional development upon transfer to another authorizer is limited to the most recent ten-year period, as opposed to the entire period of school operation, section 11.1(b).

Current Charter Contract. A copy of your current charter contract and exhibits are attached (20200701 St Croix Preparatory Academy #4120 . . .). You will need to:

- Ensure that the bylaws (Exhibit C) reflect the law changes effective August 1, 2024. Please provide an updated version to me when it becomes available.
- Mark-up Exhibits D, E, G, H, I J, to reflect any requested changes. Please note that the school is responsible for ensuring that these exhibits accurately describe the school's program, operations, etc.

Board Member Statement of Assurances. Each board member who will be seated when the board approves the charter contract must sign the Statement of Assurances (attached as Statement of Assurances BLANK 2024). This is required by Minn. Stat. 124E.10 subd. 1(a)(6). You will note that the Statement of Assurances has been updated (from the Statement of Assurances in your 2020 contract) to reflect law changes, such as the change in primary purpose and requiring community board members to be Minnesota residents.

Proof of Insurance. Proof of adequate insurance will be required prior to execution of any renewal contract. The insurance must reflect the tort liability limits required by Minn. Stat. 124E.09 subd. 9(c) and Minn. Stat. Ch. 466. These limits are: a minimum of \$1.5 million per occurrence, and a minimum of \$3 million per occurrence for the release or threatened release of a hazardous substance.

Process Notes:

- Negotiation of Exhibit F (academic goals) typically takes the most time.
- Some boards forget about: (1) the Assurances, Exhibit K, which must be signed by each board member seated when the board approves the contract; and (2) the proof of insurance.
- Once all exhibits are finalized/agreed to by both the school and Friends of Education, the school must formally approve the charter contract. The board chair then signs the charter contract – which must occur no later than June 30, 2025, and submits the signed contract and all signature pages for Exhibit K to me. Although this needs to be done no later than June 30, 2025, many boards are able to complete these items at its April or May meeting.
- Friends will sign the contract, submit the required copy to MDE, and return a copy to you.

Please contact me with any questions you may have.

Best regards,

Beth Topoluk

Friends of Education

Mission: to improve the education of children



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**ST. CROIX PREPARATORY ACADEMY
ACADEMIC & NON-ACADEMIC OUTCOMES/GOALS**

The School agrees to the following outcomes / goals. This Exhibit F has three pages.

Goal 1: State Assessment Tests (50% weight)

Sub Goal 1.1: Absolute Proficiency.

- *World's Best Workforce Charter Contract Target: All third-graders can read at grade level.*

At the conclusion of FY2024, the School's third-grade reading proficiency rate will be no less than 25 percentage points higher than the state-average reading proficiency rate for all third-grade students.

- All-School: Each year, the School-wide proficiency rates will be no less than 20 percentage points higher than the state proficiency rate for all students in math and no less than 23 percentage points higher than the state proficiency rate for all students in reading.

Sub Goal 1.2: Comparative Proficiency.

Each year, the School-wide proficiency rates will be no less than 10 percentage points higher than the Stillwater school district proficiency rate for all students in each reading, math, and science, and will exceed either the Edina, Orono, or Wayzata school districts for each reading, math, and science.

Sub Goal 1.3: Growth.

At the conclusion of FY2024, the average number of progress points generated by all students based on changes in their achievement levels, for the immediately preceding four years, will average no less than 2.5 in math and reading combined.



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Sub Goal 1.4: Achievement Gap Reduction.

World's Best Workforce Charter Contract Target: All racial and economic achievement gaps between students are closed.

Each year, for each reading and math, the proficiency rate for each racial or economic subgroup, for which the School had publicly-reportable / sufficient counts, will exceed state proficiency rates for the subgroup by no less than 25 percentage points.

Each year, for each reading and math, the average number of progress points generated by School students based on changes in their achievement levels, for no less than two subgroups, will exceed the average number of progress points generated for all School students.

Goal 2: Nationally-Normed Assessment (20% weight)

World's Best Workforce Charter Contract Targets:

- *All students are ready for career and college.*
- *All students graduate from high school.*

Elementary: Each year, the School will administer a nationally-normed assessment in at least two grades, and more than 50% of the students taking the assessment will exceed the national average for their respective grade.

Secondary:

- Each year, at least 90% of graduating School students will have taken either the ACT or SAT, and a minimum of 70% of those students' scores will exceed the state-average score.
- Each year, a minimum of 50% of School students in grades 9-12 will take an Advanced Placement course, and at least 80% of those students will receive a grade of C or better in the course.



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- Each year, a minimum of 50% of School students in grades 9-12 will have taken an Advanced Placement test and at least 75% of those students will achieve a minimum score of 3.
- Each year, at least 90% of the graduating class will have been accepted to a post-secondary institution.

Goal 3: Ready for School (15% weight)

World's Best Workforce Charter Contract Target: All children are ready for school.

Each year, 95% of all the School's kindergarten students continuously enrolled since the first day of school will be able to:

- generate all sounds of the first 26 phonograms (letters a-z) by the end of Quarter 2,
- count to 32 by December 15th, and
- identify all 26 upper and lower case letters by May 15th.

Goal 4: Graduation (15% weight)

World's Best Workforce Charter Contract Target: All students graduate from high school

Each year, at least 90% of 12th grade students will graduate.

- Potential Goal Changes
- Need to figure out ⑤
- Need updates to ⑩



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**ST. CROIX PREPARATORY ACADEMY
ACADEMIC & NON-ACADEMIC OUTCOMES/GOALS**

The School agrees to the following outcomes / goals. This Exhibit F has three pages.

Goal 1: State Assessment Tests (50% weight)

Sub Goal 1.1: Absolute Proficiency.

- *World's Best Workforce Charter Contract Target: All third-graders can read at grade level.*

① Keep the Same

At the conclusion of FY2024, the School's third-grade reading proficiency rate will be no less than 25 percentage points higher than the state-average reading proficiency rate for all third-grade students.

② Change to 25 for both?

- All-School: Each year, the School-wide proficiency rates will be no less than 20 percentage points higher than the state proficiency rate for all students in math and no less than 23 percentage points higher than the state proficiency rate for all students in reading.

Sub Goal 1.2: Comparative Proficiency.

③ Change to 15 higher or
Math - 15 higher
Reading - 20 higher
Science - 20 higher

Each year, the School-wide proficiency rates will be no less than 10 percentage points higher than the Stillwater school district proficiency rate for all students in each reading, math, and science, and will exceed either the Edina, Orono, or Wayzata school districts for each reading, math, and science.

Sub Goal 1.3: Growth.

N/A

At the conclusion of FY2024, the average number of progress points generated by all students based on changes in their achievement levels, for the immediately preceding four years, will average no less than 2.5 in math and reading combined.



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Sub Goal 1.4: Achievement Gap Reduction.

World's Best Workforce Charter Contract Target: All racial and economic achievement gaps between students are closed.

Each year, for each reading and math, the proficiency rate for each racial or economic subgroup, for which the School had publicly-reportable / sufficient counts, will exceed state proficiency rates for the subgroup by no less than 25 percentage points.

Each year, for each reading and math, the average number of progress points generated by School students based on changes in their achievement levels, for no less than two subgroups, will exceed the average number of progress points generated for all School students.

④ Change to 30

except White Group

Goal 2: Nationally-Normed Assessment (20% weight)

World's Best Workforce Charter Contract Targets:

- All students are ready for career and college.
- All students graduate from high school.

⑤

Elementary: Each year, the School will administer a nationally-normed assessment in at least two grades, and more than 50% of the students taking the assessment will exceed the national average for their respective grade.

Secondary:

- Each year, at least 90% of graduating School students will have taken either the ACT or SAT, and a minimum of 70% of those students' scores will exceed the state-average score.
- Each year, a minimum of 50% of School students in grades 9-12 will take an Advanced Placement course, and at least 80% of those students will receive a grade of C or better in the course.

⑥ Change to 75%?

⑦ Change to 60%



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⑧ Change to 60% Participation?

- Each year, a minimum of 50% of School students in grades 9-12 will have taken an Advanced Placement test and at least 75% of those students will achieve a minimum score of 3.

⑨ Same or 92%?

- Each year, at least 90% of the graduating class will have been accepted to a post-secondary institution.

Goal 3: Ready for School (15% weight)

World's Best Workforce Charter Contract Target: All children are ready for school.

Each year, 95% of all the School's kindergarten students continuously enrolled since the first day of school will be able to:

- generate all sounds of the first 26 phonograms (letters a-z) by the end of Quarter 2,
- count to 32 by December 15th, and
- identify all 26 upper and lower case letters by May 15th.

Goal 4: Graduation (15% weight)

World's Best Workforce Charter Contract Target: All students graduate from high school

Each year, at least 90% of 12th grade students will graduate.

⑩ Change to?

⑪ Change to 92%

2022-2023 Math Proficiency in Comparison to MN State Average

Math	Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 3	89.0	59.1	29.9	97.9	98.0	(0.1)
Grade 4	87.6	57.1	30.5	96.7	97.9	(1.2)
Grade 5	77.0	44.4	32.6	93.5	97.6	(4.1)
Grade 6	65.9	39.6	26.3	97.8	96.7	1.1
Grade 7	66.3	39.7	26.6	96.8	95.3	1.5
Grade 8	78.2	40.3	37.9	95.6	93.3	2.3
Grade 11	74.1	36.0	38.1	93.0	74.2	15.8

2022-2023 Reading Proficiency in Comparison to MN State Average

Reading	Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 3	77.8	47.4	30.4	96.8	98.0	(1.2)
Grade 4	79.5	48.4	31.1	95.7	97.9	(2.2)
Grade 5	87.4	58.7	28.7	93.5	97.7	(4.2)
Grade 6	86.8	53.4	33.4	97.8	97.0	0.8
Grade 7	80.4	45.2	35.2	96.8	95.8	1.0
Grade 8	86.4	44.8	41.6	96.7	94.0	2.7
Grade 10	84.5	51.7	32.8	95.5	83.4	12.1

2022-2023 Science Proficiency in Comparison to MN State Average

Science	Prep Score	State Score	Difference	Prep Participation	State Participation	Difference
Grade 5	87.4	48.4	39.0	93.5	97.3	(3.8)
Grade 8	75.9	27.6	48.3	95.6	92.5	3.1
Grade HS	n/a	41.8	n/a	n/a	57.1	n/a

Academic & Non-Academic Outcomes/Goals per Charter Agreement

St. Croix Preparatory Academy's progress toward achieving goals per our charter agreement (Exhibit F) are noted below:

Goal 1: State Assessment, Sub Goal 1.1: Absolute Proficiency

At the conclusion of FY2024, the School's third grade reading proficiency rate will be no less than 25 percentage points higher than the state average reading proficiency rate for all third grade students.

Reading	Prep Score	State Score	Difference
Grade 3	77.8	47.4	30.4

All-School: Each year, the School-wide proficiency rates will be no less than 20 percentage points higher than the state proficiency rate for all students in math and no less than 23 percentage points higher than the state proficiency rate for all students in reading.

2

	Math Score	Reading Score	Science Score
Prep - ALL SCHOOL	76.9	83.2	81.6
State Average	45.5	49.9	39.2
Difference	31.4	33.3	42.4

Goal 1.2: Comparative Proficiency

Each year, the School-wide proficiency rates will be no less than 10 percentage points higher than the Stillwater school district proficiency rate for all students in each reading, math, and science, and will exceed either the Edina, Orono, or Wayzata school districts for each reading, math, and science.

3

	Math	Reading	Science
Prep - ALL SCHOOL	76.9	83.2	81.6
Stillwater	55.1	56.2	48.5
Difference	21.8	27.0	33.1
Orono	69.3	72.0	60.0
Wayzata	76.2	73.5	61.1
Edina	70.6	73.9	63.1

Goal 1.3: Growth

Academic progress measures whether the student's achievement levels are improved, maintained, or decreasing/remains as "Does not Meet". The following data shows our comparison to state wide measurements.

	Improved	Maintained	Decreased
Prep - Math	14.9	59.3	25.9
State - Math	14.8	41.5	43.6
Difference	0.1	17.8	(17.7)
Prep - Reading	18.9	64.5	16.6
State - Reading	18.0	42.0	40.0
Difference	0.9	22.5	(23.4)

Goal 1.4: Achievement Gap Reduction

Each year, for each reading and math, the proficiency rate for each racial or economic subgroup, for which the School had publicly-reportable/sufficient counts, will exceed state proficiency rates for the subgroup by no less than 25 percentage points.

4

	Prep Score	State Score	Difference
Hispanic/Latino Reading	79.2	29.7	49.5
Hispanic/Latino Math	70.8	23.2	47.6
Asian Reading	82.2	44.5	37.7
Asian Math	70.8	42.4	28.4
Black/African American Reading	79.2	30.5	48.7
Black/African American Math	69.2	21.0	48.2
White Reading	83.5	58.4	25.1

White Math		77.9	55.2	22.7
Two or More Races Reading		84.0	49.8	34.2
Two or More Races Math		82.8	43.0	39.8
Special Education Reading		58.5	25.6	32.9
Special Education Math		58.1	24.4	33.7
English Learners Reading		28.6	11.0	17.6
English Learners Math		26.7	13.0	13.7
Free & Reduced Lunch Reading		72.2	33.3	38.9
Free & Reduced Lunch Math		70.9	26.8	44.1

Goal 2: Nationally-Normed Assessment

Elementary:

Each year, the School will administer a nationally-normed assessment in at least two grades, and more than 50% of the students taking the assessment will exceed the national average for their respective grade.

Due to the academic recovery after the Covid-19 pandemic we chose not to administer a nationally-normed assessment in 2022-2023.

Secondary:

Each year, at least 90% of graduating School students will have taken either the ACT or SAT, and a minimum of 70% of those students will exceed the state-average score.

92% of the graduating students took the ACT with the mean score of 25.3; the Minnesota state average is 21. Approximately 86% of the students had scores exceeding the state average.

Each year, a minimum of 50% of School students in grades 9-12 will take an Advanced Placement course, and at least 80% of those students will receive a grade of C or better.

70% of the School's students were enrolled in at least one Advanced Placement course during 2022-2023; and 80% of those students received a grade of C or better.

Each year, a minimum of 50% of School students in grades 9-12 will have taken an Advanced Placement test and at least 75% of those students will achieve a minimum score of 3.

70% of the School's students took an Advanced Placement test; and 75% of those students achieved a score of 3 or better.

Each year, at least 90% of the graduating class will have been accepted to a post-secondary institution.

95% of the School's graduating class was accepted to a post-secondary institution.

Goal 3: Ready for School

Each year, 95% of all the School's kindergarten students continuously enrolled since the first day of school will be able to

- Generate all sounds of the first 26 phonograms (letters a-z) by the end of Quarter 2
- Count to 32 by December 15, and
- Identify all 26 upper and lower case letters by May 15

During the 2022-2023 school year, all of these goals were met.

Goal 4: Graduation

11

Each year, at least 90% of 12th grade students will graduate.

The 2022-2023 graduation rate was 95.4%.

We will continue with our analysis and look for ways to increase performance. Once again, we believe these scores are a testimony to the entire school community and its commitment to the mission of St. Croix Prep.

Sincerely,

Jon Gutierrez
Executive Director
St. Croix Preparatory Academy



August 25, 2024

Ms. Beth Topoluk
 FRIENDS OF EDUCATION
 11100 Wayzata Blvd; Suite 800
 Minnetonka, MN 55305

Dear Ms. Topoluk,

Academic & Non-Academic Outcomes/Goals per Charter Agreement

St. Croix Preparatory Academy's progress toward achieving goals per our charter agreement (Exhibit F) are noted below:

Goal 1: State Assessment, Sub Goal 1.1: Absolute Proficiency

At the conclusion of FY2024, the School's third grade reading proficiency rate will be no less than 25 percentage points higher than the state average reading proficiency rate for all third grade students.

Reading - Year	Prep Score	State Score	Difference
Grade 3 – 2020-2021	88.6	48.5	40.1
Grade 3 – 2021-2022	78.7	48.1	30.6
Grade 3 -- 2022-2023	77.8	47.4	30.4
Grade 3 – 2023-2024	80	tbd	

All-School: Each year, the School-wide proficiency rates will be no less than 20 percentage points higher than the state proficiency rate for all students in math and no less than 23 percentage points higher than the state proficiency rate for all students in reading.

	Math Score	Reading Score	Science Score
2020-2021			
St. Croix Prep	73.5	86.6	75.7
State Average	44.2	52.5	43.1
Difference	29.3	34.1	32.6
2021-2022			
St. Croix Prep	79.0	82.2	74.7
State Average	45.5	51.7	41.3
Difference	33.5	30.5	33.4

2022-2023				
St. Croix Prep		76.9	83.2	81.6
State Average		45.5	49.9	39.2
Difference		31.4	33.3	42.4
2023-2024 (Embargoed)				
St. Croix Prep		77	81	tbd
State Average				
Difference				

Goal 1.2: Comparative Proficiency

Each year, the School-wide proficiency rates will be no less than 10 percentage points higher than the Stillwater school district proficiency rate for all students in each reading, math, and science, and will exceed either the Edina, Orono, or Wayzata school districts for each reading, math, and science.

		Math	Reading	Science
2020-2021				
St. Croix Prep		73.5	86.6	75.7
Stillwater		53.4	56.2	49.8
Difference		25.6	30.4	25.9
Orono		64.7	73.2	60.1
Wayzata		75.2	77.5	68.1
Edina		68.5	75.2	64.9
2021-2022				
St. Croix Prep		79.0	82.2	74.7
Stillwater		56.4	58.7	50.9
Difference		22.6	23.5	23.8
Orono		68.2	73.1	65.1
Wayzata		77.8	77.0	67.8
Edina		67.0	73.2	63.1
2022-2023				
St. Croix Prep		76.9	83.2	81.6
Stillwater		55.1	56.2	48.5
Difference		21.8	27.0	33.1
Orono		69.3	72.0	60.0
Wayzata		76.2	73.5	61.1
Edina		70.6	73.9	63.1
2023-2024				
St. Croix Prep		77	81	tbd
Stillwater				
Difference				
Orono				
Wayzata				
Edina				

Goal 1.3: Growth

Academic progress measures whether the student's achievement levels are improved, maintained, or decreasing/remains as "Does not Meet". The following data shows our comparison to state wide measurements.

	Improved	Maintained	Decreased
Prep – Math	14.9	59.3	25.9
State – Math	14.8	41.5	43.6
Difference	0.1	17.8	(17.7)
Prep – Reading	18.9	64.5	16.6
State – Reading	18.0	42.0	40.0
Difference	0.9	22.5	(23.4)

Goal 1.4: Achievement Gap Reduction

Each year, for each reading and math, the proficiency rate for each racial or economic subgroup, for which the School had publicly-reportable/sufficient counts, will exceed state proficiency rates for the subgroup by no less than 25 percentage points.

2020-2021 Achievement Gap Reduction Data

	Prep Score	State Score	Difference
Hispanic/Latino Reading	81.8	31.6	50.2
Hispanic/Latino Math	58.1	21.2	36.9
Asian Reading	84.8	50.0	34.8
Asian Math	79.3	43.4	35.9
Black/African American Reading	82.3	30.7	51.6
Black/African American Math	62.6	18.0	44.6
White Reading	86.9	59.5	27.4
White Math	73.5	52.3	21.2
Two or More Races Reading	90.9	51.3	39.6
Two or More Races Math	83.3	40.3	43.0
Special Education Reading	61.2	25.7	35.5
Special Education Math	48.1	22.5	25.6
English Learners Reading	No data	9.2	
English Learners Math	No data	9.2	
Free & Reduced Lunch Reading	90.0	32.4	57.6
Free & Reduced Lunch Math	61.3	22.7	38.6

2021-2022 Achievement Gap Reduction Data

	Prep Score	State Score	Difference
Hispanic/Latino Reading	87.5	31.0	56.5
Hispanic/Latino Math	75.0	22.4	52.6
Asian Reading	85.3	46.6	38.7
Asian Math	77.3	42.2	35.1
Black/African American Reading	76.0	30.7	45.3
Black/African American Math	81.0	20.1	60.9
White Reading	81.3	59.4	21.9
White Math	78.9	54.3	24.6
Two or More Races Reading	80.6	48.9	31.7
Two or More Races Math	80.0	40.0	40.0

Special Education Reading		50.6	25.7	24.9
Special Education Math		54.1	23.8	30.3
English Learners Reading		21.1	11.5	9.6
English Learners Math		44.4	12.2	32.2
Free & Reduced Lunch Reading		71.1	31.5	39.6
Free & Reduced Lunch Math		57.9	23.4	34.5

2022-2023 Achievement Gap Reduction Data

		Prep Score	State Score	Difference
Hispanic/Latino Reading		79.2	29.7	49.5
Hispanic/Latino Math		70.8	23.2	47.6
Asian Reading		82.2	44.5	37.7
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- Identify all 26 upper and lower case letters by May 15

School Year	%
2020	>95%
2021	>95%
2022	>95%
2023	>95%
2024	>95%

Goal 4: Graduation

Each year, at least 90% of 12th grade students will graduate.

Graduation Year	# Graduated	% Graduation
2020	84	97.7%
2021	89	97.8%
2022	83	95.4%
2023	93	98.9%
2024	83	96.5%

We will continue with our analysis and look for ways to increase performance. Once again, we believe this scores are a testimony to the entire school community and its commitment to the mission of St. Croix Prep.

Sincerely,

Jon Gutierrez
Executive Director
St. Croix Preparatory Academy