



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

1. Call to Order
2. Open Forum
3. Board Calendar
4. Consent Agenda (Board Minutes, Executive Director Report)
 - A. Board Minutes
 - B. Executive Director Report 2
 - C. Executive Director of Finance and Operations Report 4
 - D. Governance -- Policy Approval 5
5. Agenda
 - A. 2025 - 2026 Board Meeting Schedule 10
 - B. Amendment to SCPA Bylaws Section 9.2 11
 - C. Board Election Update
 - D. Benefit Renewal and Approval 13
 - E. Kelly Gutierrez Employment Agreement 14
 - F. 2025- 2026 Budget Introduction 21
6. Adjourn Meeting



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Executive Director's Report to the Board

Date of Report: April 2025

Report Prepared By: Jon Gutierrez

Operational Items:

- Friends of Education. Continued conversations with them on succession planning, charter renewal, charter school media coverage, upcoming legislation, etc. Note: The charter agreement (for approval in June) is almost finalized.
- Succession Planning – upon request offered thoughts on transition, onboarding, and next steps of Succession Planning Committee,
- Foundation and Development Director. Significant amount of time with the Development Director hiring, planning for upcoming initiatives, etc.
- Board Activities. Providing support in election activities – specifically communication and meetings with board candidates.
- Year-end Activities. Monitoring MCA testing, preparation for year-end events (e.g. commencement, awards ceremony, etc.)
- Enrollment and Wait List Information:

Grade	2024-25 Enrollment	2024-25 Waitlist	2025-2026 Applications
Kindergarten	90	184	179
1 st Grade	90	105	77
2 nd Grade	90	116	68
3 rd Grade	90	87	78
4 th Grade	90	103	59
LS Total	450	595 (+2)	461 (+23)
5 th Grade	93	87	60
6 th Grade	92	97	97
7 th Grade	93	80	57
8 th Grade	92	38	66
MS Total	370	302 (-12)	280 (+22)
9 th Grade	99	0	83
10 th Grade	102	0	18
11 th Grade	101	0	10
12 th Grade	86	0	4
US Total	388	0	115 (+13)
School Total	1,208	897 (-10)	856 (+58)

Comments on Enrollment

- Shared Time students
 - 5th grade – 4
 - 6th grade – 2
 - 7th grade – 1
 - 8th grade - 1
- PSEO Grade 10 – 1 Part-time
- PSEO Grade 11 – 8 Part-time; 6 Full time
- PSEO Grade 12 – 11 Part-time; 2 Full time

Professional Development: *See Attachment*



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Executive Director of Finance & Operations Report to the Board

Date of Report: April 18, 2025

Report Prepared By: Kelly Gutierrez

Operational Highlights:

- Development/Foundation work –
 - Monica Davis, Development Director onboarded
 - Development of SCPAF strategic plan underway
 - Completion of SCPAF case statement underway
 - Contract with Bobbi Giles concluded
 - IRS 990 work in process
 - Board proposal to move major events to Foundation from School developed
- Succession Planning Committee –
 - Assist in development of Exec Director onboard plan
 - EDFO job duties list created
 - Jon Gutierrez retirement celebration planning
- SCPA Garden Committee- meeting and meeting prep including:
 - MN Dept of Agriculture grant application- not accepted
 - Stillwater Community Foundation grant submitted
- HR
 - FY26 benefits bid process completed, vendor recommendation made
 - Communications, Marketing and Events job duties distribution amongst existing and open positions developed. Proposal to Executive Committee forthcoming.
 - EDFO employment agreement negotiated with Executive Committee.
- Support to direct reports: HR Director, Communications Manager, Facilities Director, Sr. Accountant, Food Service Director
- Marketing/Communications. Review of Prep weekly
- Financial Management
 - FY26 Budget draft presented to Finance Committee and Board
 - IRS 990 Prep near completion- May 15 deadline
 - FY25 YTD financial statement review and budget reforecast
- Office of State Auditor Task Force- monthly meeting and meeting prep.
 - Consulted with State Auditor re: Financial Audit/Report Survey for Schools
- Community Outreach
 - Attended Chamber Mixer with community leaders
 - Attended ribbon cutting at FSBT
- Administrator Consulting: 0 hours/week (Charter Source); 1 hour/week Seven Hills
- Professional Development: Quickbooks online training to better support SCPAF



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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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



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

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

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

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

B. Off-Campus School-Sponsored Activities

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



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

A. Limitations on Use of Personal Electronic Communication Devices

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

VI. EXCEPTIONS

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



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

VII. SCHOOL DISTRICT RESPONSIBILITY

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

Legal References:

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



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

Cross References:

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

ADOPTED BY THE BOARD ON:

REVISED BY THE BOARD ON:



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2025-2026 Calendar

+2 Retreats

Discovery Retreat
Aug. 7/8
Fall Strategic Retreat
(November?)

Board Approved: 02/06/24

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

July 2025				
M	T	W	Th	F

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

T0/S0

August 2025				
M	T	W	Th	F

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25	26	27	28	29

T14/S9

September 2025				
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29	30			

T21/S20

October 2025				
M	T	W	Th	F

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27	28	29	30	31

T21/S19

November 2025				
M	T	W	Th	F

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17	18	19	20	21
24	25	26	27	28

T18/S17

December 2025				
M	T	W	Th	F

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8	9	10	11	12
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29	30	31		

T15/S15

January 2026				
M	T	W	Th	F

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26	27	28	29	30

T20/S18

February 2026				
M	T	W	Th	F

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

T20/S19

March 2026				
M	T	W	Th	F

2	3	4	5	6
9	10	11	12*	13
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23	24	25	26	27
30	31			

T17/S16

April 2026				
M	T	W	Th	F

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20	21	22	23	24
27	28	29	30	

T21/S21

May 2026				
M	T	W	Th	F

				1
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11	12	13	14	15
18	19	20	21	22*
25	26	27	28	29

T17/S16

June 2026				
M	T	W	Th	F

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

T0/S0

School Day

No School Day
for LS Only

No School Day/
No Students Day/
OFFICES CLOSED

Quarter 1 = 40 Quarter 2 = 40 Semester 1 = 80 Quarter 3 = 46 Quarter 4 = 44 Semester 2 = 90

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

Jon Gutierrez

From: Beth Topoluk <beth.e.topoluk@huntington.com> on behalf of Beth Topoluk
Sent: Wednesday, April 16, 2025 2:46 PM
To: Jon Gutierrez
Subject: SCPA Bylaws

I just received back (yesterday afternoon) from MDE its reviews of renewal contracts done in FY2024. One item MDE cited may be an issue in SCPA's bylaws. MDE cited inconsistency in school bylaws with the charter contract. This might affect SCPA bylaw section 9.2 relating to committees of the board:

9.2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the Articles of Incorporation, these Bylaws and the policies of the Corporation. The Board Chair shall be an ex-officio member of all committees, unless he serves as a member of such committee.

The charter contract, section 6.2 says:

Section 6.2. School Board Meetings. Meetings of the School's Board and its committees shall comply with the Minnesota Open Meeting Law, Minnesota Statute Chapter 13D, except that any Board committee need not comply with Minn. Stat. 13D.02 Other Entity Meetings by Interactive Technology, as amended, when: (1) a quorum of the Board neither constitutes the membership of nor attends any committee meeting, and (2) the committee is not empowered to make decisions and is empowered only to make recommendations to the Board.

MDE might cite the bylaws as essentially saying committees can do whatever they want without regard to the charter contract.. An easy fix would be adding charter contract, e.g. "which shall be consistent with the Articles of Incorporation, these Bylaws, the policies of the Corporation, and its charter contract."

Good news is, you addressed the indemnification issue which most schools addressed, but one school's stubborn attorney said was just fine and now the contract is kicked back.

Beth

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ST. CROIX PREPARATORY ACADEMY BOARD BYLAWS CHANGE

I. PURPOSE

The purpose of this change is to comply with MDE requirements for our charter contract approval

CHANGE FROM:

9.2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the Articles of Incorporation, these Bylaws and the policies of the Corporation. The Board Chair shall be an ex-officio member of all committees, unless he serves as a member of such committee.

TO

9.2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the Articles of Incorporation, these Bylaws, the policies of the Corporation, and its charter contract. The Board Chair shall be an ex-officio member of all committees, unless he serves as a member of such committee.



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St. Croix Prep 2025-26 Benefits Renewal Board Summary April 22, 2025

St. Croix Prep's benefits renew annually on July 1. The school is required to comply with HITA (Health Insurance Transparency Act) for group medical coverage and the renewal process for 2025-2026 included that compliance. The school received closed bids from four medical insurance providers: Blue Cross Blue Shield, Health Partners, Medica and MN Consortium. United Health Care did not submit a proposal. quote.

Following the opening of the initial bids and negotiation with the carriers, we recommend remaining with our current carrier, Blue Cross Blue Shield (BCBS). BCBS's renewal is an 8% aggregate increase. This is much improved over our past two renewal cycles which were increases of 15% in FY24 and 21.2% in FY25. Our claims/loss ratio has improved resulting in a much lower renewal offer from BCBS. Our loss ratio is trending down from 108.2% in FY22, 137.8% in FY23, 96.9% in FY24, and currently 58.1%. The next competitive proposal was a 16.2% increase from HealthPartners, Medica was 16.3% & 17.6%, MN Consortium was 18% & 19.3%; thus our recommendation to renew group medical coverage with BCBS. The increased premium cost will be shared with the school and the employee and will vary depending upon which plan the employee elects. Employees may experience a decrease if they move from a co-pay plan to an HSA plan.

Other benefits:

Nice Health Care will increase to \$40 PEPM (per employee per month) from \$38 PEPM. We can save \$1 PEPM with a prepay credit. Our group's utilization was 17.8% over the past 12 months. This is well above the target utilization rate of 9%. Nice estimates this is an annual savings of \$71,541 which they calculate based on average replacement costs (i.e. primary care visit \$286, mental health visit \$217, physical therapy visit \$146, Rx \$53, etc.). This benefit was added in FY24. It has been very well received by our staff members and serves to help keep our claims lower with our medical carrier resulting in more favorable renewals.

Dental will renew with HealthPartners with a 4.0% increase.

Group term life insurance/AD&D, and LTD will renew with Principal with a premium decrease of 3.6%. However, when MN Paid Family Medical Leave (MNPFML) becomes law on January 1, 2026, we may elect to move to another carrier, Guardian, as their rate proposal is lower but comes with additional technology costs. This needs to be evaluated more and will require a new quote in fall 2025. We do not recommend making that move now as it jeopardizes our employees' open enrollment process as there is not enough time to vet, prepare, test, and launch new enrollment software.

Vision coverage through VSP (a voluntary benefit, 100% employee paid) will renew with no rate increase and is guaranteed until 7/1/2027.

Open enrollment is targeted for May 19-23, 2025. To have the enrollment site ready and conduct any enrollment meetings board approval is needed in April.

ACTION NEEDED: Approve benefit renewals with current carriers.



EXECUTIVE DIRECTOR OF FINANCE & OPERATIONS AGREEMENT

This Executive Director of Finance & Operation's Agreement ("Agreement") is entered into by and between the Board of Directors ("Board") of St. Croix Preparatory Academy ("Academy") and Kelly Gutierrez ("EDFO"). The Academy and EDFO are hereinafter collectively referred to as "the parties."

WHEREAS, the parties desire to enter into an employment agreement governing the terms and conditions of the EDFO's employment with the Academy;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, the parties hereby agree as follows:

- 1) **Term.** This Agreement will be in effect from July 1, 2025 to June 30, 2028, unless early termination occurs pursuant to paragraph 10 (Employment Status and Termination) or 12 (Resignation) of this Agreement. Absent early termination, the EDFO's employment will terminate effective at the close of business on June 30, 2028. This Agreement will not automatically renew.
- 2) **Position and Duties.** Subject to the other provisions of this Agreement, the Academy hereby agrees to employ the EDFO as an at-will employee in the position of "EDFO" for the Academy, and the EDFO hereby accepts such employment, upon the terms and conditions set forth in this Agreement.
 - a) The position of EDFO is a full-time position with exempt status under the Fair Labor Standards Act. Regular attendance is an essential function of the job. A regular work day will be eight (8) hours in length, but the EDFO is expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of the job. In light of the exempt status of the position, additional hours worked beyond a forty-hour workweek will not constitute overtime. Beyond the basic duty day, the EDFO is expected and may be required to attend and participate in meetings and school-sponsored events, such as curriculum nights, informational meetings, student and parent conferences, professional trainings, meetings called by the Board, and other similar events.
 - i) The EDFO may, at their discretion and with prior written notice to the Academy and Board approval, adjust their mutually agreed upon Full-Time Equivalent (FTE) status within a range of 0.50 - 0.90 FTE. The Academy will determine the priority of job responsibilities if the employee decides to work less than full-time. In the event of an FTE adjustment, the EDFO's salary and Paid Time Off (PTO), including sick, vacation, and personal days, shall be proportionally adjusted to reflect the revised FTE status. Notwithstanding the reduction in FTE, the EDFO shall continue to receive employer-sponsored benefits as provided to full-time employees, subject to the terms

and conditions of the applicable benefit plans.

- b) Subject to the Board's oversight, the EDFO will direct and assign employees of the Academy as identified in the organizational chart in a reasonable manner and will generally be responsible for district finances, affiliated building company, fundraising, and large-scale operational management of the Academy. The EDFO will also perform the job duties and meet the professional expectations established in the job description for the position of "Executive Director of Finance & Operations." In addition, the EDFO must perform all services that the Board prescribes or assigns, regardless of whether those services are specifically described in this Agreement or in the related job description.
 - c) At the written request of the EDFO or Board, the Board will evaluate the EDFO's performance mid-year or sooner if requested and agreed upon by both parties. The Board will evaluate the EDFO's performance at the end of the school year. Prior to this evaluation, goals will be agreed upon. The Board will consider the EDFO's progress on these goals. The Board will provide feedback on successful practices and will identify any areas for improvement. The Board retains the right to modify the EDFO's written job description as it sees fit and to oversee and direct the EDFO's performance as it sees fit.
- 3) **Compensation.** While this Agreement is in effect, the EDFO will earn a gross annual salary of one hundred sixty three thousand forty eight dollars (\$163,048) for the period July 1, 2025 – June 30, 2026; for the period July 1, 2026 – June 30, 2027, the gross annual salary earned is one hundred sixty seven thousand nine hundred thirty nine dollars (\$167,939); the gross annual salary for the period July 1, 2027– June 30, 2028 is one hundred seventy two thousand nine hundred seventy eight dollars (\$172,978). Compensation is in consideration for faithfully performing the duties of the EDFO for the Academy. The gross annual salary may be modified, but will not be reduced during the term of this Agreement. In the event the annual salary increases greater than 3% for the majority of employees, the gross annual salary for the EDFO will be increased at that greater percentage rate. In accordance with its regular payroll schedule, the Academy will pay the EDFO this annual salary in twenty-four equal installments (i.e. twice a month), less applicable withholdings and deductions. If this Agreement is terminated during the middle of a pay period, the salary paid to the EDFO for that period will be prorated and decreased to reflect the number of days actually worked.
- 4) **Insurance Benefits.** The EDFO will be eligible to enroll in the Academy's group health insurance plan, dental plan, life insurance plan, short-term disability plan, and long-term disability plan. The details of the benefit plans, applicable premiums, and eligibility for coverage are fully outlined in the Employee Benefit Summary.
- a) In order to receive any insurance benefits described in the Employee Benefit Summary, the EDFO must pay their percentage of the applicable premiums for coverage, and must

timely enroll in and qualify for the insurance plans selected by the Academy.

- b) The EDFO is solely responsible for the cost of any premiums for insurance in excess of the Board's contribution for single coverage and the percentage determined by the Board for dependent coverage.
 - c) The description of insurance benefits in this Agreement is intended to be informational only. The EDFO agrees that no action may be brought against the Academy for any particular claim that is not covered or paid by insurance. The Academy is not insuring or guaranteeing that any particular claim will be paid or covered by insurance. The eligibility and coverage of the EDFO and dependents will be governed entirely by the terms of the applicable insurance policy.
 - d) The Academy's contribution will be made so as to provide coverage through the month in which this Agreement terminates. If the Parties agree to extend this Agreement pursuant to paragraph 11 (Subsequent Agreement) of this Agreement, the Academy's contribution will be made so as to provide coverage through the month in which the extended Agreement terminates.
 - e) In the event this Agreement will cause or does cause penalties, fees, fines, or additional taxes to be assessed against the Academy, the parties agree to reopen negotiations that result in a revised Agreement between the parties that eliminates or reduces penalties, fees, fines, or additional taxes to be assessed against the Academy. The amount of any reduction in the Academy's contribution toward the EDFO's health care benefits as a result of addressing the "highly compensated employee" component of the Affordable Care Act may be placed into another Academy provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.
 - f) Term Life Insurance. While this Agreement is in effect, the Academy will pay the premiums for a group term life insurance policy for the EDFO with a death benefit in the amount of fifty thousand dollars (\$50,000). The eligibility of the EDFO and their beneficiaries for these insurance benefits will be governed by the terms of the insurance policies selected by the Academy. The parties agree that the Academy's only obligation is to pay the premiums for the insurance policy described in this paragraph, and no claim may be brought against the Academy for any particular claim or benefit not paid by insurance. The Academy is not ensuring or guaranteeing that any particular claim or benefit will be paid or covered by insurance.
 - g) Tax-Sheltered Annuities. The EDFO is eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Academy policy, and as otherwise provided by law.
- 5) **PERA Contributions.** While this Agreement is in effect, the EDFO will be a member of the Minnesota Public Employees Retirement Association (PERA). The Academy and the EDFO

will each contribute at least the minimum amounts required by PERA. The Academy's obligation to make any contribution to PERA will cease immediately in the event that the EDFO resigns or their employment is terminated for any reason. The Academy is authorized to make payroll deductions for paying the EDFO's PERA contributions.

- 6) **Connectivity Allowance.** While this Agreement is in effect, the Parties agree that the Academy will provide the EDFO with an allowance of up to \$100 per month for technology needs (e.g. cell phone, Wi-Fi hotspot, etc.).
- 7) **Professional Development Allowance.** While this Agreement is in effect, the Parties agree that the Academy will provide the EDFO with an annual allowance of up to \$2,000 for professional development (e.g. seminars, workshops, conferences, books, etc.) as agreed upon and approved by the school board.
- 8) **Paid Time Off.**

The EDFO will not be expected to work on the holidays approved in the Employee Handbook.

The EDFO has the following paid time off available for each year of the term of this Agreement:

Vacation – 30 days
Sick – 10 days
Personal – 3 days

It is the understanding that the EDFO will be expected to be working on student non-session days or use paid time off. Any additional days of paid time off must be mutually agreed to by the EDFO and the Board.

Vacation, Sick and Personal paid time off accrual and payout are defined in the Employee Handbook.

Payout of these days will be made at the Executive Director of Finance & Operations daily rate:

- Daily rate calculation for July 1, 2025 to June 30, 2026 based on 75% of the annual compensation for this period.
- Daily rate calculation for July 1, 2026 to June 30, 2027 based on 75% of the annual compensation for this period.
- Daily rate calculation for July 1, 2027 to June 30, 2028 based on 75% of the annual compensation for this period.

If the compensation in paragraph 3 is adjusted, the daily rates will be adjusted accordingly.

The EDFO may carry over a maximum of fifteen (15) days of vacation per school per year, cumulative up to forty-five (45) days. Upon the termination of this agreement, the EDFO will have the right to receive a cash payout for no more than forty-five (45) days of unused vacation days at the daily rate noted above.

Upon the termination of the EDFO employment, the EDFO will have the right to receive a cash payout of their sick bank hours (maximum 30 days) at their current daily rate.

- a) FMLA Leave. Pursuant to the Family Medical Leave Act (FMLA), the Academy allows employees to use their accumulated Paid Time Off during a period of FMLA leave. If the EDFO takes a leave of absence for a serious health condition, the EDFO's accumulated Paid Time Off will be applied beginning at the time the leave commences.
 - b) Sick Leave. Any absences due to illness that are more than the EDFO's accumulated Paid Time Off days will be without pay.
 - c) Sabbatical. The EDFO has the right to take an eight (8) week sabbatical during the 2025-26 school year. The Academy will provide a 100% salary payout during the 8-week sabbatical. The EDFO may use sick, personal or vacation time to extend the sabbatical up to an additional four (4) weeks for a maximum sabbatical duration of twelve (12) weeks.
- 9) **Covenant of Diligence, Good Faith, and Loyalty.** The EDFO agrees to perform their job duties diligently, in good faith, to the best of their ability. The EDFO further agrees to be loyal to the Board and to the Academy.
- a) The EDFO may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the Academy, nor may the EDFO engage or participate in any action or conduct that is inconsistent with the Board's policies or actions, their duties as the EDFO, the basic educational mission of the Academy, or the desired image of the Academy.
 - b) The EDFO must fully comply with all federal and state laws and with all policies, procedures, and rules of the Academy. The EDFO must perform their duties in a trustworthy, ethical, legal, and diligent manner and must use their best efforts to promote the interests of the Academy.
 - c) The EDFO must not and agrees to refrain from using any Academy time, property or resources or allowing Academy employees to use Academy time, property or resources:

- i) for purposes of serving on the board of an educational entity or school, or
- ii) to promote, market or assist the founding and opening of an educational entity or school. This must not restrict the EDFO's ability to devote non-Academy time, property and resources to such purposes.

- 10) **Employment Status and Termination.** The EDFO is an at-will employee regardless of any statements, representations, procedures, or policies that may be made or promulgated by the Academy or its agents or representatives. Accordingly, the Board may terminate this Agreement and EDFO's employment as it sees fit. The Board is not required to show cause for termination of this Agreement and the EDFO's employment. After the effective date of any involuntary termination or non-renewal, EDFO is not entitled to receive any form of unearned salary, severance, payment of any insurance premium, unused vacation or sick leave, or any other employer-paid benefit.
- 11) **Subsequent Agreement.** If the Board takes action authorizing the negotiation of a subsequent agreement, the parties will act in good faith to complete negotiations. The EDFO would notify the Board of intent by September 1 of the year prior to the Agreement expiration and the Board would notify the EDFO of intent by November 1 of the year prior to the Agreement expiration. This action will include a provision that, in the event that negotiations for a subsequent agreement have not been completed by the end of this Agreement's term, the parties will enter into a subsequent agreement for the term set forth in the Board's action and that the new subsequent agreement's compensation and benefits level is the same as in the last year of this current Agreement pending final negotiations of compensation and benefit terms for the new agreement.
- 12) **Resignation.** The EDFO may terminate this Agreement and their employment with the Academy by providing the Board Chair with written notice of their resignation no less than thirty (30) calendar days in advance of the effective date of the resignation. In the event that such notice is given, the EDFO must continue to perform their job duties diligently, in good faith, and to the best of their ability until the effective date of the resignation. The EDFO must also act in good faith to facilitate the transfer of job duties to a new EDFO. In the event that the EDFO resigns and provides less than thirty (30) days advance written notice to the Academy, they will be liable to the Academy for liquidated damages in the amount of two thousand five hundred dollars (\$2,500). With the EDFO's written authorization, the Academy may deduct this sum from the EDFO's final paycheck. If the EDFO does not give the Academy authorization to deduct this amount from their paycheck or in the event that their final paycheck is less than two thousand five hundred dollars (\$2,500), the EDFO will be liable to the Academy for the \$2,500 or the balance of that sum plus any costs, expenses, and attorney fees incurred by the Academy in recovering or collecting the outstanding sum. After the effective date of any resignation, the EDFO is not entitled to receive any form of

unearned salary, severance, payment of any insurance premium, unused vacation or sick leave, or any other employer- paid benefit.

- 13)**Choice of Law and Severability.** This Agreement must be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the EDFO’s domicile or status as a resident of Minnesota. If any part of this Agreement is construed to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
- 14)**Waiver.** Waiver by either party of any term or condition of this Agreement or any breach will not constitute a waiver of any other term or condition or breach of this Agreement.
- 15)**Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the employment of the EDFO. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. The EDFO understands and agrees that any handbooks or policies adopted by the Academy do not create an express or implied contract. No waiver or modification of any provision of this Agreement is valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below. This Agreement will not become effective unless and until it is approved by the Board of Directors of St. Croix Preparatory Academy and signed by both parties.

By signing below, each party acknowledges that it has read this Agreement; that it understands the terms of the Agreement; and that it intends to be legally bound by the terms of the Agreement.

Executive Director of Finance & Operations

Dated: _____

Kelly Gutierrez

Board Chair of St. Croix Preparatory Academy

Dated: _____

Bob Haljo



st.croix preparatory academy

FY26 Preliminary Budget

Misc Schedules

St. Croix Preparatory Academy

Budget Schedules - Index

FY26 Budget

SCHEDULES		
#	Title	Sub-Title
1	Enrollment	
2	Fees from Patrons	
3	Extracurricular	Summary
4	Fundraising	Development
5	Fundraising	Parent Group
6	Fundraising	Booster
7	Fundraising	Other
8	Payroll	Division Summary
9	Contracted Services	
10	Various Expenses	
		Communications
		Operating Leases
		Non-Instructional Software & Licenses
		Technology Equipment
		Capital Leases
		Dues & Memberships
11	Facilities	
		Utilities
		Repairs & Maintenance
		Maintenance Supplies
		Building Improvements
12	Teacher Budgets	
		Travel & Conferences
		Instructional Supplies
		Textbooks & Workbooks
		Equipment & Furniture
13	Fund 2	Food Service
14	Fund 4	Community Education

St. Croix Preparatory Academy
Enrollment
Schedule 1
FY26 Budget

Full-Time			
Grade Level	FY25 Budget	FY25 Actual	Variance Actual to Budget
Kindergarten	90	90	0
Grade 1	90	90	0
Grade2	90	90	0
Grade 3	90	90	0
Grade 4	90	90	0
Grade 5	93	93	0
Grade 6	93	93	0
Grade 7	93	93	0
Grade 8	93	93	0
Grade 9	101	103	2
Grade 10	99	102	3
Grade 11	84	89	5
Grade 12	71	73	2
Total	1177	1189	12
% change	1%		

PSEO		
FY25 Budget	FY25 Actual	Variance Actual to Budget
0	1	1
15	15	0
15	12	(3)
30	28	(2)

-7%

Shared Time		
FY25 Budget	FY25 Actual	Variance Actual to Budget
4		(4)
2	4	2
1	2	1
1	1	0
	1	1
2		(2)
3	2	(1)
	3	3
13	13	0

0%

Total Enrollment		
FY25 Budget	FY25 Actual	Variance Actual to Budget
90	90	0
90	90	0
90	90	0
90	90	0
90	90	0
97	93	(4)
95	97	2
94	95	1
94	94	0
101	104	3
101	103	2
102	106	4
86	88	2
1220	1230	10

1%

FY26Waitlist		
Spring 2024	Spring 2025	Variance
	179	
	77	
	68	
	78	
	59	
	60	
	97	
	57	
	66	
	83	
	18	
	10	
	4	
826	856	30

4%

St. Croix Preparatory Academy
Fees from Patrons
Schedule 2
FY26 Budget

Description		FY26 Budget	FY25 Budget REVISED	Variance fr PY (\$)	Variance fr PY (%)
1	Technology Fee & Background Fee	30,000	29,800	200	
2	AP Testing Fees	30,700	29,500	1,200	
3	Parking Permit Fees	30,000	30,000	-	
4	Graduation Gift & Dinner	16,000	16,000	-	
5	Band Fees & Rental	2,600	2,590	10	
6	Choir Fees	750	350	400	
7	Orchestra Fees & Rental	1,000	1,200	(200)	
8	Concert Attire	5,000	5,086	(86)	
9	Lost/Damaged Book Fees	1,000	1,000	-	
10	ACT/PSAT Fees	4,600	4,100	500	
11	Aleks/Online textbook	288	288	-	
	Rounding	62	86	(24)	
Total		122,000	120,000	2,000	2%

St. Croix Preparatory Academy
Extra -Curricular Summary
Schedule 3
FY26 Budget

Note: Additional Detail in 'Extra-Curricular Supporting Schedules' Packet

	FY25	FY26					
Revenue	Total Extra Curriculars	General Activities Dept.	Athletic Summary (see sched #3B)	Activity Summary (see sched #3C)	Total Extra Curriculars	Variance fr PY (\$)	Variance fr PY (%)
Fees	308,735		252,845	57,955	310,800	2,065	
Gate	49,240		36,565	14,000	50,565	1,325	
rounding	25	635	11,000		11,635	11,610	
Total Revenue	358,000	635	300,410	71,955	373,000	15,000	4%
							26
Expenses							
Coach/Advisor Salaries	172,955		125,070	48,950	174,020	1,065	
FICA/Payroll Tax-Coaches	25,943		18,761	7,343	26,103	160	
Referees/Judges	28,572		28,947	1,000	29,947	1,375	
Game Workers	16,240		16,056		16,056	(184)	
Supplies	43,869	4,500	27,425	11,750	43,675	(194)	
Uniforms	6,000	-	38,000		38,000	32,000	
Transportation	68,275	-	60,000	3,600	63,600	(4,675)	
Coaches Education	1,500	1,500	-		1,500	-	
Fees	66,280	9,600	38,805	19,725	68,130	1,850	
Misc	2,900	1,550	-	1,650	3,200	300	
Prep Gala/Open Use	-	(23,000)	-		(23,000)	(23,000)	
Assigned from Boosters	(15,000)	(15,000)	-		(15,000)	-	
rounding	1,466	769	(8,000)		(7,231)	(8,697)	
Total Expenses	419,000	(20,081)	345,064	94,018	419,000	(0)	0%
Net Contribution (Draw) from	(61,000)	20,716	(44,654)	(22,063)	(46,000)	(15,000)	25%
Budgeted # of Participants	968		674	348	1,022	54	
Contribution (Draw) per Participant	(63)	(15)	(66)	(63)	(45)	n/a	
FY25 Actual # of Participants			679	333	1,012	n/a	

Development**Schedule #4**

FY26 Budget

SOURCE OF FUNDS

Description	FY25		Variance fr. Budget	
	FY26 Budget	Revised Budget	(\$)	(%)
Marathon Funds		160,831	(160,831)	-100%
Allocation from Foundation	400,000	210,221	189,779	100%
Other		10,948	(10,948)	-100%
Total Revenue	\$400,000	382,000	\$18,000	5%

USE OF FUNDS

Description	Total		Variance	
	FY26 Budget	FY25 Revised Budget	(\$)	(%)
Golf Tournament	-	-	-	
Marathon				
Overhead		38,482	(38,482)	
Teacher Pay (Marathon)	-	122,349	(122,349)	
Technology Leases (Marathon)	-	-	-	
Total Marathon	-	160,831	(160,831)	-100%
Other Use of Funds				
Teacher Pay (Foundation)	375,000	217,651	157,349	
Teacher Pay (fr. 'other' gifts)	-	10,000	(10,000)	
Technology Leases (Foundation)	5,584	17,570	(11,986)	
Other	19,416	-	(6,532)	
General Overhead	-	25,948		
Total Other	400,000	271,169	128,831	48%
Total Use of Funds	400,000	432,000	(32,000)	-7%

Activity	Description	FY26 Budget			FY25 Budget REVISED			Variance fr. PY (\$)	Variance fr. PY (%)
		Revenue	Expense	Net Revenue/ Expense	Revenue	Expense	Net Revenue/ Expense		
SOURCES OF FUNDS:									
Scrip	School purchases retail gift cards at a discount and sells to families at face value. 50% of rebates go to parent group	3,200	2,560	640	4,485	3,588	897	257	
Consumables Donation	Parent Group's donation drive to cover the cost of consumable workbooks, art supplies, student planners	15,000		15,000	15,386		15,386	386	
Community Supplies Donation	Donations by MS and US families in lieu of providing items on school supply list identified as community supplies.	8,400		8,400	8,400		8,400	-	
Uniform Rebate	Vendor rebates 6% of all SCPA uniform sales to SCPA	8,600		8,600	8,600		8,600	-	
Retail Rewards	Boxtops, Coca Cola Rewards, Kowalskis, Amazon Smile	100		100	-		-	(100)	
Bookfair	budgeted in Other Fundraising	7,800	5,300	2,500	3,850	2,388	1,462	(1,038)	
Toolbox School Supplies	Packaged School supplies by grade level k-6, offered at cost to families.	-		-	979	628	351	351	
Parent Group Subtotal:		43,100	7,860	35,240	41,700	6,604	35,096	(144)	0%
USE OF FUNDS:									
Workbooks	Consumable workbooks for K-12 instruction (grades K-12) and student planners (grades K-12)		16,000	(16,000)	-	15,250	(15,250)	750	
Art Supplies	Consumable art supplies for art instruction (grades K-8)		8,000	(8,000)	-	7,500	(7,500)	500	
Community Supplies	Community office supplies for MS and US		5,000	(5,000)		5,000	(5,000)	-	
Educational Travel-Student Accounts			3,500	(3,500)		3,500	(3,500)	-	
Visa gift cards to Teachers	200 Visa gift card provided to each K-4 classroom teachers to purchase enrichment materials for classroom		3,074	(3,074)	-	3,074	(3,074)	-	
Senior Events	senior breakfast, lunch, party, reception, senior lawn signs	1,350	700	650			-	(650)	
Operating Expenses	Office/storage supplies, HelpCounter annual Registration (\$150),etc			-	-	148	(148)	(148)	
Parent Directory	Online parent directory			-	-	550	(550)	(550)	
Misc			-	-			-	-	
Unallocated	Will be allocated later if initiatives generate funds at or above budgeted levels.	550	866	(316)		74	(74)	242	
Parent Group Use Subtotal:		1,900	37,140	(35,240)	-	35,096	(35,096)	144	0%
		45,000	45,000	-	41,700	41,700	-	-	

St. Croix Preparatory Academy
Booster Club
Schedule 6
FY26 Budget

Activity		FY26 Budget			FY25 Budget REVISED			Variance fr	Variance fr
Description		Revenue	Expense	Net Revenue/ Expense	Revenue	Expense	Net Revenue/ Expense	PY (\$)	PY (%)
SOURCES OF FUNDS:									
Spiritwear	Spiritwear items sold at the main office/BTS	500	# 500	-	1,000	# 1,000	-	-	
Concessions-All Other	Revenue from Concession stand	14,500	1,050	13,450	14,500	1,050	13,450	-	
Other				-			-	-	
Fundraising Booster Subtotal:		15,000	# 1,550	13,450	15,500	# 2,050	13,450	-	0%
USE OF FUNDS:									
Activities Scholarship Program	Free and Reduced students use of funds to subsidize athletic and activity fees		6,000	(6,000)		6,000	(6,000)	-	
Extracurriculars			7,450	(7,450)		7,450	(7,450)	-	
Booster Use Subtotal:		-	13,450	(13,450)	-	13,450	(13,450)	-	29 0%
		15,000	15,000	-	15,500	15,500	-	-	

St. Croix Preparatory Academy
Other Fundraising
Schedule 7
FY26 Budget

Activity	FY26 Budget			FY25 Revised Budget			Variance fr. PY (\$)	Variance fr PY (%)
	Revenue	Expense	Net Revenue/ Expense	Revenue	Expense	Net Revenue/ Expense		
SOURCES OF FUNDS:								
Teacher Wish List	500	-	500	550	-	550	(50)	30 0%
Prom	10,000	10,000	-	10,000	10,000	-	-	
Other Music fundraising	300	-	300	300	-	300	-	
Vending	8,000	450	7,550	8,000	450	7,550	-	
			-			-	-	
			-			-	-	
rounding	200		200	150		150	50	
	19,000	10,450	8,550	19,000	10,450	8,550	-	
USE OF FUNDS:								
Teacher Wish List		500	(500)		550	(550)	50	-6%
Prom			-			-	-	
Other Music fundraising		300	(300)		300	(300)	-	
Nutrition & Wellness Activities		7,550	(7,550)		7,550	(7,550)	-	
			-			-	-	
			-			-	-	
Unallocated		200	(200)		150	(150)	(50)	
	-	8,550	(800)	-	8,550	(850)	50	
	19,000	19,000	-	19,000	19,000	-	-	

St. Croix Preparatory Academy
Payroll Analysis -Gen Ed
Schedule 8
FY26 Budget

Division	Projected FY26					
	Enrollment	Weighted Enrollment	FTEs*	Payroll**	Weighted Students per FTE (student/teacher ratio)	Salary per Weighted Student (salary cost/student)
Lower School	450	450	33.5	\$1,158,612	13.4	\$2,575
Middle School	372	396	19.7	\$1,052,671	20.1	\$2,658
Upper School	385	462	27.6	\$1,655,808	16.7	\$3,584
Sped (All Division)	195	195	37.4	\$1,960,369	5.2	\$10,053
Admin- Direct Student Support	1,207	1,308	20.3	\$1,508,026	64.4	\$1,153
Admin- Back Office/Facilities	1,207	1,207	11.5	\$1,048,239	105.0	\$868
Substitute/PDO buyout/Contingency	1,207	1,207	-	\$235,778		
Less Fundraising Allocation	1,207	1,207		(\$375,000)		(\$311)
TOTAL SCHOOL	1,207	1,308	150.0	\$8,244,503		

St. Croix Preparatory Academy
Contracted Services
Schedule #9
FY26 Budget

Description	FY26 Budget	FY25 Revised Budget	Variance fr PY (\$)	Variance fr PY (%)
Benefits Administration Fees	7,000	5,700	1,300	23%
Capital Development/ Public Relations				
Background Checks	3,200			
Misc	3,000			
Total Capital Development/ Public Relations	6,200	9,000	(2,800)	-31%
Financial and Accountability Services				
ACH/Bank Fees/Line Renewal/CC Fees	500			
Audit	36,050			
Financial Manager	139,829			
Legal	17,500			
Fees for Activity Deposits/Visa Merchant Fees	24,500			
HR consulting hotline	2,750			
Miscellaneous	1,371			
Total Financial and Accountability Services	222,500	219,310	3,190	1%
Instructional Support Services				
Technology Development	2,000			
Network Maintenance	6,400			
Misc	2,600			
Total Technology Services	11,000	21,000	(10,000)	-48%
Contracted Teaching Services				
Orchestra/Band Lessons	73,240			
Voice Lessons	28,974			
Unidentified cost savings	(3,500)			
misc	787			
Total Contracted Teaching Services	99,500	113,866	(14,366)	-13%
Miscellaneous				
From Teacher Budget (accompanist & piano tuning)	7,310			
Consulting: Succession Planning				
Other	490			
Total Miscellaneous	7,800	9,640	(1,840)	-19%
Janitorial Services				
Facility Cleaning	285,276			
Extra hours for Blue Ribbon (outdoor work)	21,120			
Misc	1,944			
Less: Janitorial portion moved to Fund 02	(16,340)			
Total Janitorial Services	292,000	287,484	4,516	2%
Total Contracted Services	646,000	666,000	(20,000)	-3%

St. Croix Preparatory Academy
Various Expenses: Communications, Operating & Capital Leases,
Software, Tech Equipment, Due/Memberships
Schedule #10
FY26 Budget

Description		FY26 Budget	FY25 Revised Budget	Variance from PY (\$)	Variance from PY (%)
Communications					
1	Comcast - backup for school	1,752			
2	Comcast - Nature Center	1,250			
3	Arvig (year 4 of 5)	6,528			
4	Avaya Cloud	16,892			
5	Zoom phone	4,890			
6	Zoom Meeting	3,600			
7	Elevator phone line (allstream)	2,352			
8	Phone Allowances - ED, ED of F, TD, FD	4,000			
9	Cell Phone- Building Attendant (AT&T)	1,272			
10	Miscellaneous	2,464			
	Plug - to match financials (allocate to leases)	6,000			
Total Communications		51,000	69,600	(18,600)	-27%
Software & Licenses (405/406)					
11	Synergy (Student Information System)	15,200			
12	Skyward/Iscorp (Financial and HR management software)	28,500			
13	School Pay	500			
14	Destiny Resource Manager (textbooks & literature management database)	1,000			
15	Frontline (Teacher absence management tool - incl. substitute teacher assignments)	37,600			
16	Quiklunch	4,150			
17	Menu Planning (Health e-Pro)	3,200			
18	Website (Elementor Pro, Algolia, Cloudfare, ADA online)	1,600			
19	Microsoft Office	5,000			
20	Bloomerang (donor database tool)	3,200			
21	OneCause (fundraising event software)	2,500			
22	Classy (fundraising software)	5,100			
23	Gilbert (Building Equip Mgmt. Tool)	1,500			
24	Grove Security (license to monitor bathroom sensors)	-			
25	Airtable (technology and facility inventory)	1,300			
26	School Messenger- text/email/phone notification system	2,600			
27	MSBA Board Book/Policy	4,800			
28	Rscool Today (Facility Calendaring Tool)	2,600			
29	Hudl (Athletics)	2,000			
30	Constant Contact (e-newsletter tool)	2,280			
31	Loffler: Webroot & HP Care Pack	1,500			
32	SMART Notebook Annual Subscription (smartboard software)	850			
33	Membership Toolkit (on-line school directory)	500			
34	Liden Technologies (Help Counter)	200			
35	VPP credit	1,000			
36	SpEd Forms	4,800			
37	Formstack	1,900			
38	1Password for Teams	240			
39	Naviance (college counseling on-line tool)	2,450			
40	Instructional Software (teacher budgets)	23,314			
41	Movie Rights	700			
42	Mobile Device Management (for laptop/ipad mgmt)	2,500			
43	Adobe (DC & Creative)	3,600			
44	Less: SPED allocation (portion of SpEd Forms)	(3,800)			
45	Less; Development Contribution (OneCause,Bloomerang & Classy)	(10,800)			
46	Less: Extracurricular (rschedule & Hudl)	(4,600)			

	Description	FY26 Budget	FY25 Revised Budget	Variance from PY (\$)	Variance from PY (%)
47	Less: Food Service (Quiklunch, meal planner)	(7,350)			
48					
49					
50					
51					
52	Misc.	8,366			
Total Software & Licenses		150,000	154,000	(4,000)	-3%
Technology Equipment (555/556)					
53	Sonic Wall (year 1 of 3)	10,800			
54	Network Switches	-			
55	Less: Network switches erate discount	-			
56		-			
57	Misc	1,200			
Total Technology Equipment		12,000	9,000	3,000	33%
Technology Supplies (455/465) part of General Supply line item					
58	Tech Supplies	8,893			
59	Paging Maintenance				
60	PAC				
61	TV/Monitors				
62	Cables, keyboards, mice, etc				
63	HDMI DVD player				
64	Misc	1,107			
Total Technology Supplies		10,000	13,000	(3,000)	-23%
Main Leases					
65	Copiers - Yr 5 of 5	63,132			
66	Apple iMac (year 1 of 5)				
67	Faculty Apple Lease -Yr 3 of 5 (Less US labs)	36,900			
68	Student chromebook labs (year 1 of 5)				
69	4 MS Chromebook Labs - Yr 3 of 4	13,552			
70	Table rental for testing	4,700			
71	Zoom handsets (year 1 of 5)	3,300			
72	Less: Fundraising Allocation	(5,584)			
73	expense allocation from Communications	(6,000)			
74	Miscellaneous				
Total Capital Leases		110,000	88,500	21,500	24%
Dues & Memberships					
75	Friends of Education Authorizer	28,552			
76	Division Principal Professional Association Memberships	4,000			
77	LS, MS & US Misc. Requests	2,724			
78	Miscellaneous	2,724			
Total Dues and Memberships		38,000	38,000	0	0%

St. Croix Preparatory Academy
Utilities, Repairs & Maintenance, Maintenance Supplies, Building
Improvements
Schedule #11
FY26 Budget

Item	Description	FY26 Budget	FY25 REVISED Budget
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UTILITIES

1	Electricity & Gas	195,000	
2	Water	31,500	
3	Waste Management-trash/recycling	40,000	
4	Waste Management-dumpster	4,300	
5	Barthold	2,300	
6	misc	400	
Utilities Total:		273,500	290,000

REPAIRS & MAINTENANCE

7	Mechanical Contracted Maintenance	39,535
8	Mechanical General Maintenance	40,000
9	Electrical General Maintenance	30,000
10	Elevator (Inspection, Repairs, Maint)	12,800
11	Fire Alarm Maintenance	6,200
12	Fire Extinguisher	705
13	Fire Sprinkler	3,395
14	Painting	53,000
15	Painting (above exterior doors, trellis)	-
16	Misc Carpentry (Tony)-Stern Drywall	6,000
17	Metal wall panel maintenance	1,050
18	Card Access	4,850
19	Miscellaneous Interior Caulking	3,000
20	Water Softener Maintenance	-
21	Miscellaneous Gym Repairs	7,875
22	Bleacher/Chair Inspection & Maintenance	3,500
23	Miscellaneous Tile Floor Repairs	1,500
24	Door sweeps	1,550
25	Garage Doors	1,550
26	Weather Stripping	1,000
27	Door hardware	3,150
28	Hood Maintenance	1,575
29	Freezer Maintenance	1,575
30	Oven Maintenance	788
31	Dishwasher Maintenance	788
32	Hood Inspection	420
33	Metal Lockers Maintenance	500
34	Fireplace Service	500
35	Mowing	2,500

Repairs & Maint (cont.)

35

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Item	Description	FY26 Budget	FY25 REVISED Budget
36	Gator & lawnmower repair/maintenance	5,000	
37	Mulch Landscaping	5,000	
38	Landscaping - MSC	60,758	
39	Top Dressing artificial turf-MSC	-	
40	Maintenance on turf mounds	4,600	
41	Irrigation (maintenance)	8,000	
42	Snow Removal (all)	52,000	
43	Prairie Restoration	9,083	
44	Bartlett Tree Care - Tree maintenance (whole site)	10,000	
45	Crack/Pot hole repair in parking lot	-	
46	Restripe Parking Lot	5,000	
47	Kindergarten Patio Maintenance	-	
48	Pest Control	2,500	
49	Maintenance on Eyewash Station by CINTAS	1,248	
50	Maintenance on AEDs/first aid by CINTAS	9,288	
51	Music/Art Science Repair (Instruments & Equipment)	9,300	
52	Bathroom partition repairs	5,000	
53	gym floor maintenance (redraw lines)	10,000	
54	track refinishing (every 7 years)	-	
55	Trail maintenance	2,000	
56	Less: Items Funded thru Fund 2 (Food Service)	(5,145)	
57	Less: items funded from building company	(164,758)	
58	Less: allocation from Fund 04	(12,000)	
59	New trail signage		
60			
61		-	
62		-	
63	misc	1,821	
Repairs and Maintenance Total:		248,000	257,000

Item	Description	FY26 Budget	FY25 REVISED Budget
FURNITURE & MAINTENANCE SUPPLIES: OBJ 401			
64	White Board Erasers	2,000	
65	Paper Supplies - Johnson Janitorial	56,500	
66	Water Filters for bottle filling stations	1,000	
67	Keying - David Hardware	1,000	
68	Home Depot / Lowes / Menards	5,000	
69	Tools/Supplies	2,500	
70	Lights	3,000	
71	Plumbing Supplies	1,000	
72	Ceiling Tile	1,575	
73	Analog clocks	1,500	
74	CINTAS first aid cabinets/bags	2,000	
75	Shelving/Storage Items for Auxiliary storage	5,000	
76	water softener salt	350	
77	replacement teacher chairs/desks	2,500	
78	office signage	1,500	
79	whiteboards	575	
80	replacement art stools (LS & MS)	2,000	
81	add'l student desks & chairs	5,500	
82	student chair repairs & maintenance	1,500	
83	paint & supplies (include field paint)	5,000	
84	supplies to maintain gator/lawnmower	500	
85	replacement blinds	5,500	
86			
87	Unidentified Cost Savings	(10,000)	
88			
89	Miscellaneous	3,000	
Furniture & Maintenance Supplies Total:		100,000	98,860
FACILITY EQUIPMENT: OBJ 530			
90	add'l OSD furniture (overhead cabinets, etc)	2,500	
91		-	
92	Miscellaneous	500	
93			
Facility Equipment Total:		3,000	44,000
BUILDING IMPROVEMENT OBJ 520			
94	PAC Lighting		
95	New carpet in designated areas	-	
96	Cosney Cabinetry:	-	
97	irrigation	84,000	
98		-	
99		-	
100	misc		
	Move to 'Due From FSCPA	(84,000)	
Building Improvement Total:		-	-

St. Croix Preparatory Academy
Summary of Teacher Related Budgets
Schedule #12
FY26 Budget

Description	FY26 Budget	FY25 Revised Budget	Variance fr PY (\$)	Variance fr PY (%)
Travel, Conferences & Staff Training				
Lower School	350			
Middle School	1,390			
Upper School	6,350			
College Counseling	4,900			
Health Office	-			
School Safety (ALICE)	200			
Student Support Services/ELL	1,250			
Admin	1,350			
Unallocated (incl. mileage)	5,210			
Less: Title II	-			
Less: FOE allocation	(6,000)			
Total Travel, Conferences & Staff Training	15,000	20,000	(5,000)	-25%
Instructional Supplies				
Lower School	12,915			
Middle School	23,319			
Upper School	51,268			
Tech Instructional Supplies (456/466)	-			
Less Parent Group 'Art Supplies Donation'	(8,000)			
Unidentified Cost Cuts	(20,000)			
Unallocated	1,497			
Total Instructional Supplies	61,000	72,420	(11,420)	-16%
Textbooks and Workbooks				
Lower School	19,206			
Middle School	15,533			
Upper School	27,288			
Less: Parent Group Allocation 'Workbooks'	(16,000)			
Unidentified Cost Cuts	(15,000)			
Unallocated	3,973			
Total Textbooks and Workbooks	35,000	13,000	22,000	169%
Equipment and Furniture				
Lower School	250			
Middle School	-			
Upper School	2,000			
Health Office				
School Safety (ALICE)	-			
Student Support Services				
Facility	3,000			
Unallocated	750			
Total Equipment and Furniture	6,000	44,000	(38,000)	-86%
Total	38 117,000	149,420	(32,420)	-22%

St. Croix Preparatory Academy
Fund 2- Food Service
Schedule #13
FY26 Budget

Description	FY26 Budget	FY25 Budget	Variance fr PY (\$)	Variance fr PY (%)
Revenue				
School Lunch State	434,519			
State MKMP	-			
State Breakfast	74,753			
Regular Lunch	63,598			
Free & Reduced	65,484			
Commodity - Rebate	-			
Commodity - Food	59,182			
Federal Breakfast	32,540			
Hot Lunch	-			
A la Carte Sales (inc. Milk)	76,999			
Team Meals	-			
Sales to Adults	11,668			
Sale of Equipment	-			
Full Tray Grant	15,000			
SCA Funds				
Transfer from General Fund	-			
rounding	756			
Total Projected Revenue	834,500	791,000	43,500	5%
Expenses				
Salaries	311,436			
Benefits	82,886			
Team Meals	-			
Allocation of Custodial	(16,340)			
Credit card processing fee	-			
Allocation of Utilities				
Other Purchased Service	10,300			
Food Supplies	16,095			
Food - Non Instruct Software	7,500			
Food - Hot Lunch	162,618			
Food - Breakfast	32,710			
Food - A La Carte	49,740			
Food - Full Tray Grant	30,000			
Food - SCA Funds	-			
Commodity - Food	59,182			
Milk	30,498			
Building	-			
Equipment	15,000			
Permits	1,600			
misc/rounding	16,775			
Total Projected Expenditures	810,000	790,000	20,000	3%
Net Income	24,500	39 1,000	23,500	

St. Croix Preparatory Academy
Fund 4 -Community Education
Schedule #14
FY26 Budget

Summer Enrichment (Course 148)		FY26 Budget	FY25 Revised Budget	Variance fr PY (\$)	Variance fr PY (%)
Total Projected Revenue		2,500	2,433	67	
Expenditures					
Salaries		1,300	1,305	(5)	
Benefits		200	189	11	
Contracted Services		200	1,184	(984)	
Supplies		800	870	(70)	
Equipment				-	
Other Expenditures				-	
Total Projected Expenditures		2,500	3,549	(1,049)	
Surplus/(Deficit) Summer Enrichment (148)		-	(1,116)	1,116	-100%

KDG Camp (149)		FY26 Budget	FY25 Revised Budget	Variance fr PY	
Total Projected Revenue		7,900	7,900	-	
Expenditures					
Salaries		5,300	5,249	52	
Benefits		800	830	(30)	
Contracted Services				-	
Supplies		905	927	(22)	
Equipment				-	
Other Expenditures				-	
Total Projected Expenditures		7,005	7,005	0	
Surplus/(Deficit) KDG Camp (149)		895	895	(0)	0%

Band Camp (258)		FY26 Budget	FY25 Revised Budget	Variance fr PY	
Total Projected Revenue		3,300	3,290	10	
Expenditures					
Salaries		1,400	1,380	20	
Benefits		200	213	(13)	
Contracted Services		800	600	200	
Supplies		900	1,097	(197)	
Equipment				-	
Other Expenditures				-	
Total Projected Expenditures		3,300	3,290	10	
		40			
Surplus/(Deficit) Band Camp		-	0	(0)	-100%

St. Croix Preparatory Academy
Fund 4 -Community Education
Schedule #14
FY26 Budget

MN Classical Conference (352)	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue	25,000	25,075	(75)	
Expenditures				
Salaries	1,600	1,688	(88)	
Benefits	400	378	22	
Contracted Services	6,500	6,525	(25)	
Supplies	2,000	2,010	(10)	
Equipment			-	
Other Expenditures	11,700	11,666	34	
Total Projected Expenditures	22,200	22,266	(66)	
Surplus/(Deficit) MN Classical Conference	2,800	2,809	(9)	0%

Summer Athletic Camps	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue	68,000	65,000	3,000	
Expenditures				
Salaries	25,000	21,000	4,000	
Benefits	3,750	2,500	1,250	
Contracted Services	14,000	14,500	(500)	
Supplies	15,000	14,000	1,000	
Equipment			-	
Other Expenditures	14,000	20,000	(6,000)	
Total Projected Expenditures	71,750	72,000	(250)	
Surplus/(Deficit) Summer Athletic Camps	(3,750)	(7,000)	3,250	-46%

Team Banquets (337)	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue	24,000	24,000	-	
Expenditures				
Salaries			-	
Benefits			-	
Contracted Services			-	
Supplies	24,000	25,500	(1,500)	
Equipment			-	
Other Expenditures			-	
	41			

St. Croix Preparatory Academy
Fund 4 -Community Education
Schedule #14
FY26 Budget

Total Projected Expenditures	24,000	25,500	(1,500)	
Surplus/(Deficit) Team Meals	-	(1,500)	1,500	-100%

Facility Rental	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue		3,000	(3,000)	
Expenditures				
Salaries			-	
Benefits			-	
Contracted Services			-	
Supplies			-	
Equipment			-	
Other Expenditures			-	
Total Projected Expenditures	-	-	-	
Surplus/(Deficit) Facility Rental	-	3,000	(3,000)	-100%

Educational Travel	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue	30,000	30,000	-	
Expenditures				
Salaries			-	
Benefits			-	
Contracted Services	1,650	1,650	-	
Supplies	10,000	10,000	-	
Equipment			-	
Other Expenditures	18,350	18,350	-	
Total Projected Expenditures	30,000	30,000	-	
Surplus/(Deficit) Educational Travel	-	-	-	0%

Music Fruit Fundraising	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue	2,000	2,000	-	
Expenditures				
Salaries			-	
Benefits			-	
Contracted Services	200	200	-	
Supplies		800	(800)	
Equipment	42 1,800	1,000	800	

St. Croix Preparatory Academy
Fund 4 -Community Education
Schedule #14
FY26 Budget

Other Expenditures			-	
Total Projected Expenditures	2,000	2,000	-	
Surplus/(Deficit) Educational Travel	-	-	-	0%
Allocation to Facilities	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Total Projected Revenue	-	-	-	
Expenditures				
Salaries			-	
Benefits			-	
Contracted Services			-	
Supplies			-	
Equipment			-	
Other Expenditures	12,000	12,000	-	
Total Projected Expenditures	12,000	12,000	-	
Surplus/(Deficit) Educational Travel	(12,000)	(12,000)	-	0%
FUND 04 Summary	FY26 Budget	FY25 Revised Budget	Variance fr. PY	
Revenues	162,700	162,698	2	
rounding	300	302	(2)	
Total Revenues	163,000	163,000	-	
Expenditures				
Salaries and Wages	34,600	30,621	3,979	
Employee Benefits	5,350	4,110	1,240	
Contracted Services	23,350	24,659	(1,309)	
Supplies	53,605	55,203	(1,598)	
Equipment	1,800	1,000	800	
Other Expenditures	56,050	62,016	(5,966)	
rounding	245	90	155	
Total Fund 04 Expenditures	175,000	177,700	(2,700)	-2%
Net Income	(12,000)	(14,700)	2,700	0%