

TO: Seven Hills Preparatory Academy Board: Renson Anjere, Dana Banitt, Lisa Barnidge, Erin Bohler, Teron Buford, Carolyn Farrell (Ex Officio), Stephanie Graczak, Chris Lamprecht, Michael Meyer, Allison Peterson, Hadley Sayotovich, Wes Whalberg

OTHERS: Mariele Dobbins, Ryan Grutsch, Brent Peterson, Beth Topoluk, Nichole Schmidt

FROM: Wes Whalberg

RE: MONTHLY MEETING, Thursday, March 7, 2024, 6:00 pm
Seven Hills Preparatory Academy, 8600 Bloomington Avenue South, Bloomington

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.

Agenda

1. Call to order
2. Roll call
3. Approval of the agenda
4. Approval of February 2024 meeting minutes
5. Comments from Community Members
6. Reports
 - a. Finance Committee
 - b. Interim Executive Director, Richfield Lower Campus
 - c. Principals
 - i. Bloomington Campus
 - ii. Richfield Upper Campus
 - d. Board Chair
 - i. Executive Committee
 - ii. Attendee to PTA meetings
 - iii. March Town Hall
 - iv. Ad Hoc Election Committee Update
 - v. Review April Board Meeting Date
 - vi. Review March Board Calendar
 - e. DEI Committee
 - f. Facilities Committee
 - g. Human Resources Committee
 - h. Governance Committee
 - i. Public Relations Committee
7. Upcoming Events:
 - a. PTA Meeting
8. Next SHPA board meeting April 4, 2024, at 6:00 pm
9. Adjourn

March 7th, 2024 School Board Packet

1. Board Meeting Agenda -February 1st, 2024
2. February 1st, 2024 School Board meeting minutes
 3. Finance Report - January 2024
 4. Management Report -January 2024
5. Interim Executive Director Report/Richfield Elementary School Principal Report
 6. Bloomington Principal Report
 7. Richfield Middle School Principal Report
8. February 22nd, 2024 DEI Committee meeting minutes
9. February 21st, 2024 Facilities Committee meeting minutes
10. January 3rd, 2024 Finance Committee Meeting minutes
11. February 26th, 2024 Governance Committee meeting minutes
12. January 31st and February 28th, 2024, 2024 HR Committee meeting minutes
 13. February 5th, 2024 PR Committee meeting minutes
 14. March 5th, 2024 Executive Committee meeting minutes
 15. January 23, 2024 Working Session meeting minutes
 16. SHPA Bylaws
 17. Copy of Policy 522 Grievance Procedure and Process
18. Seven Hill Preparatory Academy Financing Timetable 02-23-2024

19. Burnsville Enrollment Outlook

20. Bus and Transportation Guidelines

******* *Please leave this packet along with all***
pages at SHPA *****

******* Please leave this packet along with all pages at**

SHPA*****

Draft for board approval

Seven Hills Preparatory Academy Board Minutes – February 1st, 2024

Members:

- Renson Anjere
- Lisa Barnidge
- Teron Buford
- Carolyn Farrell (Ex Officio)
- Chris Lamprecht
- Michael Meyer
- Allison Peterson
- Hadley Sayotovich
- Wes Whalberg
- Dana Banitt
- Stephanie Graczak
- Erin Bohler

Others present: Ryan Grutsch, Brent Peterson, Marcus Barrios, Stephanie Hoeft, Craig Kepler, Eugene Orr, Christine Huest, Martine Walker, Jerry Popowski, Lindsay Sinclair, Raena Davidson, Sarah Stapp, Molly Corrigan, Audra Whalberg, Kate Docken, Beth Topoluk, Jon Guitterez, Jason Ulbrich, Steve Shepard, Shawn Smith, Lauren Eastling,

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.

1. Call to order at 6:03 p.m. was made by Wes Whalberg
2. Roll Call: See above list of members in attendance (indicates present, indicates absent).
3. Approval of the agenda
 - **Motion to approve the February 1, 2024 SHPA Board agenda made by Lisa Barnidge and seconded by Alison Peterson. Motion passed unanimously**
4. Approval of the December 7th, 2023 Board meeting minutes --*See SHPA Board meeting minutes December 7th, 2023.*

- **Motion to approve the December 7th, 2023, SHPA Board agenda made by Lisa Barnidge and Alison Peterson.**
Motion passed unanimously.
- **Motion to approve the January 4th, 2024 SHPA Board meeting minutes made by Alison Peterson and Lisa Barnidge.** *Motion passed unanimously*

5. Comments from Community Members:

PTA Update from Molly Corrigan:

Winter Spirit Gear Sale: Thank you to those teachers, staff and families who placed an online spirit gear order in January. The PTA will send your purchased item(s) home with your student in mid-February.

Used Uniform Sale: The PTA hosted its winter used uniform sale last week. Many thanks to the volunteers who made the event happen!

Noodles & Company: Dine to Donate: The PTA hosted its January Dine to Donate at the Noodles & Company on 76th and Lyndale earlier this week. Thanks to those families who joined us -- despite unusually long wait times for dinner orders. We'll post our results soon!

Teacher & Staff Appreciation: The PTA delivered "Room Service" to all staff at both campuses earlier this week. Staff members who placed a snack order received a thank you note and their chosen snack this past Tuesday morning. Many thanks to the parents and students who volunteered to deliver the orders at each campus!

PTA Meeting, February 12: Join us on Monday, February 12 at the Bloomington campus in person, or log into the Zoom meeting.

- We'll appoint a new PTA Treasurer, via special election.
- We'll share a summary of the Feb. 5 PR Committee meeting, where ideas for generating excitement for our new campus location will have been discussed. As appropriate, we'll begin the planning process around some of those ideas.

- Meeting information, including meeting time, location, and full agenda, can be found on our [PTA website linked here](#).
- PTA Board Members -- cc'd for visibility. No action required.
- Thanks, Molly Corrigan

6. Reports

a. Finance Committee Meeting -- presented by Michael Meyer - see *Seven Hills Finance Committee meeting minutes, February 1st, 2024*.

- Motion passed for January 3rd, 2024 Finance Committee Meeting Minutes made by Chris Lamprecht seconded by Teron Buford. *Motion passed unanimously.*
- Motion to approve the January 30th, 2024 Committee Meeting Minutes as amended made by Teron Buford seconded by Chris Lamprecht. *Motion passed unanimously.*
- Motion to approve 1.35% to 1.75 % of the Bond proceeds. Motion made by Michael Meyer seconded by Alison Peterson. *Motion passed unanimously.*
- Motion to recommend . 5 FTE for Behavioral Assistant at Bloomington Campus Made by Lisa Barnidge seconded by Alison Peterson. *Motion passed unanimously.*
- Motion to hire Special Ed staff made by Lisa Barnidge seconded by Alison Peterson. *Motion passed unanimously.*

b. Executive Director Report - presented by Carolyn Farrell - see *Executive Director's Report to the School Board, February 1st, 2024*

- Discussed the next steps for the Burnsville property.
- Carolyn-- Due Diligence on Enrollment
- Beth--Authorizer: Main concern is inadequate enrollment, and finances (transportation cost continues to increase)
- Friends of Education is very hesitant about the move.
- 2 Risks, Enrollment and Time

Motion to approve the PSA (Purchase and Sales Agreement) for the Burnsville Site. Motion made by Alison Peterson seconded by Chris Lamprecht. Motion passed unanimously.

- Will start the due diligence process (enrollment)
- Charter may be at risk after 4 weeks. SHPA would not push forward if enrollment is not to the standard.

c. Principals' Reports

i. Principal Report – Bloomington Campus - presented by Brent Peterson - *See Principal's Report to the School Board, February 1st, 2024*

- *Access Testing started.*
- *Parent-Teacher Conferences sign up, went out to families.*
- *Doing Mid-year check-ins with staff.*
- *Move to Burnsville was a concern for staff.*

ii. Principal Report – Richfield Elementary School Campus – presented by Carolyn Farrell- *See Principal's Report to the School Board, February 1s, 2024*

- *Submitted the intent of return letter for Executive Director of the Richfield and Bloomington Campus and Richfield Principal.*
- *School Staff Culture presented by Marcus Barrios*

iii. Principal Report – Richfield Middle School Campus – presented by Ryan Grutsch- *See Principal's Report to the School Board February 1st, 2024.*

d. Board Chair – presented by Wes Whalberg

i. Executive Committee

Motion to approve January 3rd, 2024 Executive Committee Meeting Minutes, made by Teron Buford uSeconded by Lisa Barnidge. *Motion passed unanimously.*

Motion to approve January 30th, 2024 Executive Committee Meeting Minutes, made by Lisa Barnidge seconded by Teron Buford. *Motion passed unanimously.*

ii. January 23rd, 2024 Working Session

Motion to approve the January 23rd, 2024 working session Meeting Minutes, made by Teron Buford and seconded by Michael Meyer. *Motion passed unanimously.*

- Hold an informational night or a specialized event about the Burnsville site for families, instead of February Town Hall.
- Tuesday March 19th, 2024 Town Hall Meeting

iii. Strategic Plan

iv. Attendee to PTA Meeting: Wes Whalberg

v. Review February Board Calendar

e. DEI Committee - *presented by Teron Buford - DEI Committee did not meet in January, 2024.*

f. Facilities Committee - *presented by Chris Lamprecht - Facilities Committee did not meet in January, 2024.*

g. Governance Committee - *presented by Lisa Barnidge - see Seven Hills Governance Committee meeting minutes, January 22, 2024.*

- **Reviewed Bylaws**
- **Motion to approve January 22nd, 2024 Governance Committee Meeting Minutes as amended made by Alison Peterson and seconded by Stephanie Graczak. Motion passed unanimously.**

h. Human Resources Committee - *presented by Alison Peterson- see Seven Hills HR Committee meeting minutes, December 19th, 2023.*

- **Motion to approve December 19th, 2023 HR committee meeting minutes as amended made by Teron Buford and seconded by Lisa Barnidge. Motion passed unanimously**

i. Public Relations Committee - *presented by Lisa Barnidge - Public Relations Committee did not meet in January, 2024.*

7. Upcoming Events

- a. PTA Meeting -February 12, 2024 at 5:30 pm @ Bloomington Campus

8. Board Events:

- a. SHPA Board Meeting - March 7, 2024, 2024 6:00 pm @ Bloomington Campus

9. Board Adjourned at 9:25p.m. by Wes Whalberg

SEVEN HILLS PREPARATORY ACADEMY

District 4159

Financial Report

January 2024

Prepared By:



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Seven Hills Preparatory Academy Executive Summary

To accompany the January 2024 financial statements, as presented to the School Board

** As of month-end, 58% of the year was complete

ADM Overview:

Original Budget: 1,145

Actual: 1,140

Average: 1,140

Variance from Actual to Budget: (5)

Balance Sheet:

- The School's unrestricted combined cash balance as of January 31st was \$512,816
- FY23 holdback is being estimated at \$425,568
- FY24 holdback is being estimated at \$1,478,869
- The federal aid receivable is reflecting an estimated amount of \$389,852 relating to Title Funds, ESSER, & Federal Special Ed

Key Indicator Updates:

- Estimated Days' Cash on Hand: **67 days (minimum is 45 days)**
- Estimated Debt Service Coverage Ratio: **1.09 (minimum is 1.10)**

Year to Date Financials:

- Ending profit for the month - **\$84,350**
- Revenues were received at **61%**
- Expenses were disbursed at **62%**

Items of Importance:

- Beginning balances are now final as the audit has been finalized
- We will be watching enrollment over the next month to see if there is a large enough variance to incorporate a working budget update within the February financials

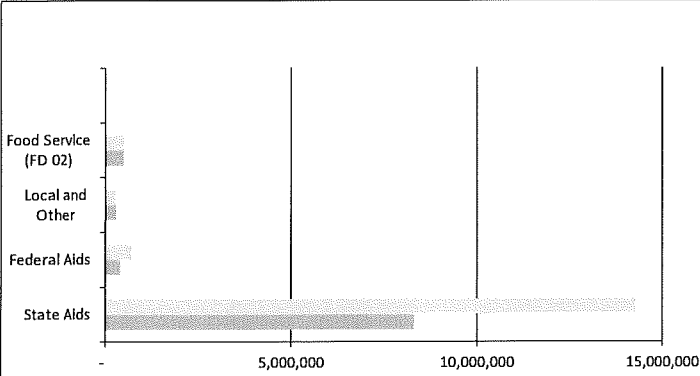
Seven Hills Preparatory Academy Financial Dashboard

January 2024 -- 58% of Fiscal Year Complete

REVENUE

Revenue YTD
\$9,539,482

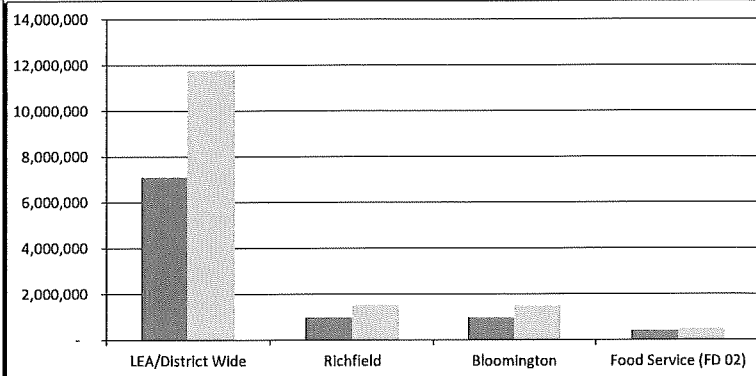
Revenue % of Budget
61%



EXPENSE

Expense YTD
\$9,455,131

Expense % of Budget
62%



BALANCE SHEET

Cash at End of Month
\$512,816

Days Cash on Hand
67

Beginning Fund Balance - FY24
\$2,377,117

Budgeted Fund Balance - End of FY24
\$2,907,878

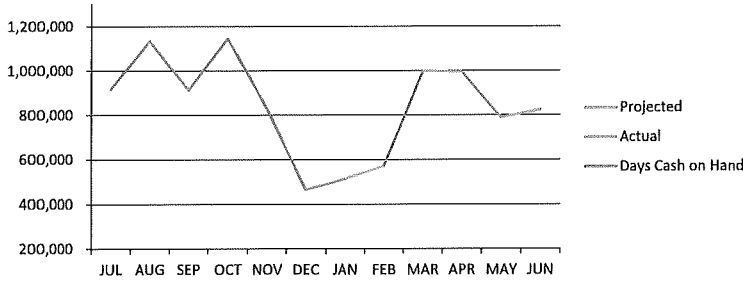
Debt Service Coverage Ratio
1.09

Projected Cash Balance- End of FY24
\$825,140

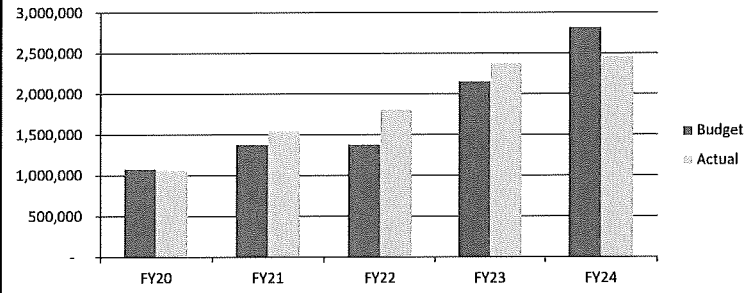
Fund Balance at Month End
\$2,461,467

Long-Term Fund Balance Goal
15%

Cash Balance - Actual vs. Projected



Fund Balance - Budget vs. Actual



ENROLLMENT

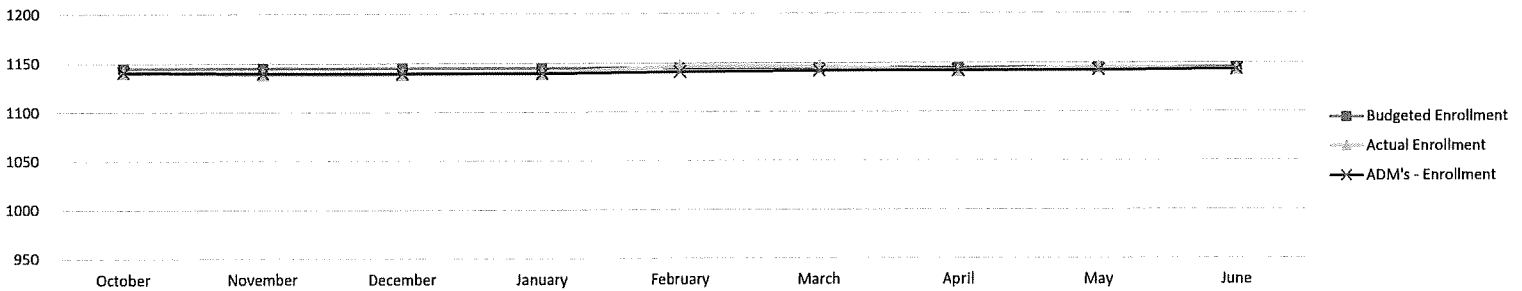
Actual Enrollment at Month End
1140

Budgeted Enrollment
1145

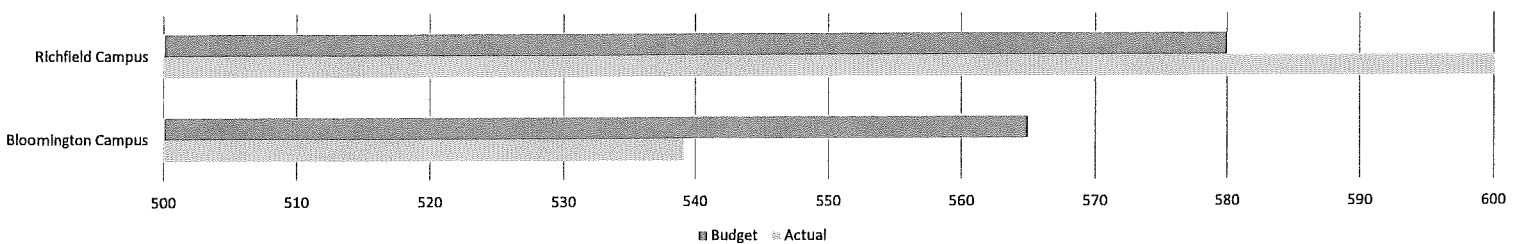
Actual ADM
1140

Actual vs. Budgeted Enrollment Variance
(5)

Enrollment



Campus Enrollment



Seven Hills Preparatory Academy
Comparative Balance Sheet - All Funds
As of January 31st, 2024

| | <i>Current Month</i> | <i>Prior Month</i> | | <i>Audited</i> | |
|--|----------------------|--------------------|------------------|------------------|----------------------|
| | 1/31/2024 | 12/31/2023 | \$ Change | 6/30/2023 | YTD \$ Change |
| ASSETS: | | | | | |
| Current Assets: | | | | | |
| Cash | 512,816 | 465,371 | 47,445 | 1,107,864 | (595,049) |
| Due from MDE | 1,904,437 | 1,951,606 | (47,169) | 1,706,012 | 198,426 |
| Due from Federal | 389,852 | 379,955 | 9,897 | 751,344 | (361,492) |
| Accounts/Pledges Receivable | - | - | - | - | - |
| Due from Other Funds | 324,350 | 323,142 | 1,208 | 280,421 | 43,929 |
| Prepays | - | - | - | 137,098 | (137,098) |
| Total Current Assets | 3,131,455 | 3,120,074 | 11,381 | 3,982,739 | (851,284) |
| TOTAL ASSETS | 3,131,455 | 3,120,074 | 11,381 | 3,982,739 | (851,284) |
| LIABILITIES: | | | | | |
| Current Liabilities: | | | | | |
| Accounts Payable | 109,997 | 387,595 | (277,598) | 233,691 | (123,694) |
| Payroll Liabilities | 29,057 | 63,182 | (34,125) | 320,504 | (291,447) |
| Salaries and Wages Payable | 330,933 | 219,460 | 111,473 | 551,427 | (220,493) |
| Unearned Revenue | - | - | - | - | - |
| Due to Other Funds | - | - | - | - | - |
| Line of Credit | 200,000 | - | 200,000 | 500,000 | (300,000) |
| Total Current Liabilities | 669,987 | 670,237 | (250) | 1,605,622 | (935,635) |
| FUND BALANCE: | | | | | |
| Fund Balance as of Year End, 2023 | 2,377,117 | 2,377,117 | - | 2,377,117 | - |
| Net Income, FY24 to Date | 84,350 | 72,720 | 11,630 | - | 84,350 |
| Ending Fund Balance | 2,461,467 | 2,449,837 | 11,631 | 2,377,117 | 84,350 |
| TOTAL LIABILITES AND FUND BALANCE | 3,131,455 | 3,120,074 | 11,381 | 3,982,739 | (851,284) |

Seven Hills Preparatory Academy

Balance Sheet

As of January 31st, 2024

| | ALL FUNDS | <i>General Fund</i> | <i>Food Service</i> |
|--|------------------|---------------------|---------------------|
| | Total | FD 01 | FD 02 |
| ASSETS: | | | |
| Current Assets: | | | |
| Cash | 512,816 | 487,855 | 24,961 |
| Accounts/Pledges Receivable | - | - | - |
| Due from MDE | 1,904,437 | 1,792,144 | 112,293 |
| Due from Federal | 389,852 | 389,852 | - |
| Due from Other Funds | 324,350 | 324,350 | - |
| Prepays | - | - | - |
| Total Current Assets | 3,131,455 | 2,994,201 | 137,254 |
| TOTAL ASSETS | 3,131,455 | 2,994,201 | 137,254 |
| LIABILITIES: | | | |
| Current Liabilities: | | | |
| Salaries and Wages Payable | 330,933 | 330,933 | - |
| Accounts Payable | 109,997 | 72,470 | 37,527 |
| Payroll Liabilities | 29,057 | 29,057 | - |
| Unearned Revenue | - | - | - |
| Due to Other Funds | - | - | - |
| Line of Credit | 200,000 | 200,000 | - |
| Total Current Liabilities | 669,987 | 632,461 | 37,527 |
| FUND BALANCE | | | |
| Beginning Fund Balance as of 7/1/2023 | 2,377,117 | 2,377,117 | - |
| Net Income, FY 2024 to Date | 84,350 | (15,377) | 99,727 |
| Ending Fund Balance | 2,461,467 | 2,361,740 | 99,727 |
| TOTAL LIABILITES AND FUND BALANCE | 3,131,455 | 2,994,201 | 137,254 |

SEVEN HILLS PREPARATORY ACADEMY
 Summary of Revenues and Expenditures
 As of January 31st, 2024

58% Of Fiscal Year 2023-2024 Complete

| | YTD Actual | Working Budget | % of Working Budget | Original Budget |
|--|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | |
| State | 8,581,265 | 14,301,705 | 60% | 14,301,705 |
| Federal | 658,330 | 1,184,732 | 56% | 1,184,732 |
| Local | 299,888 | 280,400 | 107% | 280,400 |
| Total Revenue | 9,539,482 | 15,766,837 | 61% | 15,766,837 |
| Expenditures | | | | |
| Salaries and Wages | 2,885,704 | 4,925,050 | 59% | 4,925,050 |
| Benefits | 971,490 | 1,674,517 | 58% | 1,674,517 |
| Purchased Services | 2,651,919 | 4,124,362 | 64% | 4,124,362 |
| Supplies and Materials | 701,981 | 901,732 | 78% | 913,732 |
| Equipment | 29,939 | 32,000 | 94% | 20,000 |
| Special Ed. And Federal Grants | 2,130,138 | 3,608,315 | 59% | 3,608,315 |
| Other | 83,959 | 64,082 | 131% | 64,082 |
| Total Expenditures | 9,455,131 | 15,330,059 | 62% | 15,330,059 |
| TOTAL REVENUES - ALL FUNDS | 9,539,482 | 15,766,837 | 61% | 15,766,837 |
| TOTAL EXPENDITURES - ALL FUNDS | 9,455,131 | 15,330,059 | 62% | 15,330,059 |
| NET INCOME (LOSS) - ALL FUNDS | 84,351 | 436,778 | | 436,778 |
| <i>Beginning Fund Balance 7/1/2023</i> | <i>2,377,117</i> | <i>2,377,117</i> | | <i>2,471,100</i> |
| Ending Fund Balance | \$ 2,461,468 | \$ 2,813,895 | | \$ 2,907,878 |
| Fund Balance as % of Expenditures | 26% | 17% | | 19% |

SEVEN HILLS PREPARATORY ACADEMY

Income Statement - General Fund (01)

As of January 31st, 2024

58% Of Fiscal Year 2023-2024 Complete

| | YTD Actual | Working Budget | % of Working Budget | Original Budget |
|--|------------------|-------------------|---------------------|-------------------|
| Revenues - General Fund (01) | | | | |
| <i>State</i> | | | | |
| General Education Aid | 6,183,917 | 10,214,272 | 61% | 10,214,272 |
| Special Education Aid | 656,937 | 2,016,325 | 33% | 2,016,325 |
| Lease Aid | - | 2,031,785 | 0% | 2,031,785 |
| <i>Estimated State Holdback Recognized</i> | <i>1,478,869</i> | | | |
| Total State Revenues | 8,319,723 | 14,262,382 | 58% | 14,262,382 |
| <i>Federal</i> | | | | |
| Title Programs | 115,335 | 165,316 | 70% | 165,316 |
| CARES/CRF | 144,023 | 386,455 | 37% | 386,455 |
| Special Education | 155,917 | 168,779 | 92% | 168,779 |
| Total Federal Revenues | 415,276 | 720,550 | 58% | 720,550 |
| <i>Local</i> | | | | |
| Student Activity Fees | 84,235 | 162,200 | 52% | 162,200 |
| Capstone Fees and Donations/Gifts | 48,559 | 40,000 | 121% | 40,000 |
| Misc./Other Revenues | 166,909 | 78,200 | 213% | 78,200 |
| Total Local Revenues | 299,703 | 280,400 | 107% | 280,400 |
| Total Revenue - General Fund (01) | 9,034,701 | 15,263,332 | 59% | 15,263,332 |
| Expenditures - General Fund (01) | | | | |
| <i>LEA District-Wide</i> | | | | |
| Salaries and Wages | 2,885,704 | 4,925,050 | 59% | 4,925,050 |
| Benefits | 971,490 | 1,674,517 | 58% | 1,674,517 |
| ADSIIS Expenditures | 440,357 | 776,341 | 57% | 776,341 |
| Q-Comp | 1,536 | 293,143 | 1% | 293,143 |
| Contracted Services | 486,605 | 551,985 | 88% | 551,985 |
| Communication Services | 6,877 | 44,150 | 16% | 44,150 |
| Postage | 1,336 | 6,304 | 21% | 6,304 |
| Utilities/Facility Operations | 208,903 | 276,966 | 75% | 276,966 |
| Property and Liability Insurance | 37,393 | 89,301 | 42% | 89,301 |
| Maintenance, Repairs and Janitorial | 100,739 | 157,590 | 64% | 157,590 |
| Contracted Transportation | 583,055 | 892,927 | 65% | 892,927 |
| Sped. And HHM Transportation | 167,325 | 193,325 | 87% | 193,325 |
| Building Lease | 988,143 | 1,722,800 | 57% | 1,722,800 |
| ESSER/Testing Grant/FIN 163 Expenses | 144,023 | 136,455 | 106% | 136,455 |
| Expenses Supported by Donations/Gifts | 23,806 | 16,074 | 148% | 16,074 |
| Loan Principal & Interest | 15,877 | - | 0% | - |
| Dues and Memberships | 44,276 | 48,008 | 92% | 48,008 |
| Total LEA District-Wide Expenditures | 7,107,447 | 11,804,937 | 60% | 11,804,937 |
| <i>Bloomington/Richfield Campus Level Expenditures</i> | | | | |
| Staff Training, Travel and Conferences | 6,483 | 21,745 | 30% | 21,745 |
| Student Field Trips | 15,853 | 46,508 | 34% | 46,508 |
| Capstone Fees | 6,050 | 60,000 | 10% | 60,000 |
| Other Rentals and Operating Leases | 42,473 | 60,761 | 70% | 60,761 |
| Non-Instructional Supplies | 82,026 | 108,719 | 75% | 108,719 |
| Instructional Supplies | 42,643 | 66,765 | 64% | 68,765 |
| Textbooks, Workbooks and Assessments | 172,941 | 70,000 | 247% | 80,000 |
| Library Books | - | 214 | 0% | 214 |
| Furniture and Equipment | 14,716 | 16,000 | 92% | 10,000 |
| Technology Equipment | 15,224 | 16,000 | 95% | 10,000 |
| State Special Ed. Expenditures | 1,272,970 | 2,220,811 | 57% | 2,220,811 |
| Federal Special Ed. Expenditures | 155,917 | 168,778 | 92% | 168,778 |
| Federal Title Expenditures | 115,335 | 165,315 | 70% | 165,315 |
| Total Campus Level Expenditures | 1,942,631 | 3,021,616 | 64% | 3,021,616 |
| Total Expenditures - General Fund (01) | 9,050,078 | 14,826,553 | 61% | 14,826,553 |
| Net Income (Loss) - General Fund | (15,377) | 436,779 | | 436,779 |

SEVEN HILLS PREPARATORY ACADEMY

Income Statement - Food Service (FD 02)

As of January 31st, 2024

58% Of Fiscal Year 2023-2024 Complete

| | YTD Actual | Working Budget | % of Working Budget | Original Budget |
|---|----------------|----------------|---------------------|-----------------|
| Revenues - Food Service (02) | | | | |
| State Revenues | 261,542 | 39,323 | 665% | 39,323 |
| Federal Revenues | 243,054 | 464,182 | 52% | 464,182 |
| Sale of Lunches and Other Local Revenues | 185 | - | 0% | - |
| Transfer from General Fund | - | - | 0% | - |
| Total Revenue - Food Service (02) | 504,781 | 503,505 | 100% | 503,505 |
| Expenditures - Food Service (02) | | | | |
| Salaries and Wages | - | - | 0% | - |
| Benefits | - | - | 0% | - |
| Purchased Services | 682 | - | 0% | - |
| Supplies & Materials (Food and Milk) | 404,372 | 503,505 | 80% | 503,505 |
| Total Expenditures - Food Service (02) | 405,054 | 503,505 | 80% | 503,505 |
| Net Income (Loss) - Food Service Fund | 99,727 | - | | - |

Seven Hills Preparatory Academy

Expense Budget - Richfield Campus

As of January 31st, 2024

58% Of Fiscal Year 2023-2024 Complete

| | YTD Actual | Working Budget | % of Working Budget | Original Budget |
|--|----------------|------------------|---------------------|------------------|
| Expenditures - General Fund | | | | |
| Staff Training, Travel and Conferences | 2,022 | 10,815 | 19% | 10,815 |
| Student Field Trips | 12,657 | 24,540 | 52% | 24,540 |
| Capstone Fees | 6,050 | 60,000 | 10% | 60,000 |
| Other Rentals and Operating Leases | 21,081 | 33,756 | 62% | 33,756 |
| Non-Instructional Supplies | 54,416 | 62,369 | 87% | 62,369 |
| Instructional Supplies | 26,427 | 33,990 | 78% | 33,990 |
| Textbooks, Workbooks and Assessments | 87,913 | 30,000 | 293% | 40,000 |
| Library Books | - | - | - | - |
| Furniture and Equipment | 8,676 | 10,000 | 87% | 5,000 |
| Technology Equipment | 10,092 | 10,000 | 101% | 5,000 |
| State Special Ed. Expenditures | 645,409 | 1,136,445 | 57% | 1,136,445 |
| Federal Special Ed. Expenditures | 41,885 | 46,524 | 90% | 46,524 |
| Federal Title Expenditures | 54,311 | 73,723 | 74% | 73,723 |
| Total Expenditures | 970,939 | 1,532,162 | 63% | 1,532,162 |

Seven Hills Preparatory Academy
Expense Budget - Bloomington Campus
As of January 31st, 2024

58% Of Fiscal Year 2023-2024 Complete

| | YTD Actual | Working Budget | % of Working Budget | Original Budget |
|--|----------------|------------------|---------------------|------------------|
| Expenditures - General Fund | | | | |
| Staff Training, Travel and Conferences | 4,461 | 10,930 | 41% | 10,930 |
| Student Field Trips | 3,196 | 21,968 | 15% | 21,968 |
| Capstone Fees | - | - | 0% | - |
| Other Rentals and Operating Leases | 21,393 | 27,005 | 79% | 27,005 |
| Non-Instructional Supplies | 27,610 | 46,350 | 60% | 46,350 |
| Instructional Supplies | 16,216 | 32,775 | 49% | 34,775 |
| Textbooks, Workbooks and Assessments | 85,028 | 40,000 | 213% | 40,000 |
| Library Books | - | 214 | 0% | 214 |
| Furniture and Equipment | 6,040 | 6,000 | 101% | 5,000 |
| Technology Equipment | 5,132 | 6,000 | 86% | 5,000 |
| State Special Ed. Expenditures | 627,560 | 1,084,366 | 58% | 1,084,366 |
| Federal Special Ed. Expenditures | 114,032 | 122,254 | 93% | 122,254 |
| Federal Title Expenditures | 61,024 | 91,592 | 67% | 91,592 |
| Total Expenditures | 971,692 | 1,489,454 | 65% | 1,489,454 |

Seven Hills Preparatory Academy

Cash Flow Projection

As of January 31st, 2024

| FY 2024 | Beginning Available | | Line of Credit | Total Deposits | | | AP | Payroll | Total Withdrawals | Net Increase/ (Decrease) | Ending Available |
|---------------------------|---------------------|-----------|------------------|-------------------|------------------|-------------------|-------------------|------------------|-------------------|--------------------------|------------------|
| | Cash | Cash | | Other | State | Federal | | | | | |
| July 2023 | 1,107,864 | (500,000) | - | 950,321 | - | 1,114,493 | 324,639 | 479,711 | 1,304,350 | (189,857) | 918,008 |
| August | 918,008 | - | 243,560 | 946,205 | - | 1,189,765 | 485,522 | 486,670 | 972,191 | 217,573 | 1,135,581 |
| September | 1,135,581 | - | 12,416 | 1,450,340 | 514,908 | 1,977,664 | 1,684,667 | 514,544 | 2,199,211 | (221,547) | 914,035 |
| October | 914,035 | - | 118,199 | 1,369,601 | 79,542 | 1,567,342 | 825,771 | 508,455 | 1,334,226 | 233,116 | 1,147,151 |
| November | 1,147,151 | - | 45,582 | 1,042,523 | 127,696 | 1,215,801 | 1,019,104 | 512,455 | 1,531,559 | (315,758) | 831,392 |
| December | 831,392 | - | 32,013 | 971,932 | 166,712 | 1,170,657 | 974,274 | 562,404 | 1,536,678 | (366,021) | 465,371 |
| January | 465,371 | 200,000 | 341,396 | 974,454 | 140,129 | 1,455,979 | 882,023 | 526,512 | 1,408,535 | 47,444 | 512,815 |
| February | 512,815 | (200,000) | 50,000 | 1,125,255 | 112,545 | 1,287,800 | 725,000 | 505,000 | 1,230,000 | 57,800 | 570,615 |
| March | 570,615 | - | 25,000 | 1,449,215 | 84,400 | 1,558,615 | 625,000 | 505,000 | 1,130,000 | 428,615 | 999,230 |
| April | 999,230 | - | 25,000 | 1,100,154 | 85,000 | 1,210,154 | 710,000 | 505,000 | 1,215,000 | (4,846) | 994,384 |
| May | 994,384 | - | 40,000 | 1,100,211 | 85,000 | 1,225,211 | 925,000 | 505,000 | 1,430,000 | (204,789) | 789,595 |
| June 2024 | 789,595 | 500,000 | 35,000 | 1,100,545 | 75,000 | 1,710,545 | 925,000 | 750,000 | 1,675,000 | 35,545 | 825,140 |
| Fiscal Year Totals | | | 1,132,338 | 13,580,755 | 1,470,932 | 16,684,025 | 10,106,000 | 6,360,752 | 16,966,751 | (282,725) | |

Federal includes: Title and Federal Special Ed. programs, ESSER, and Federal Food Service

State includes: All State payments from the semi-monthly IDEAS payments (General Education Aid, Compensatory, Leave Aid, Special Education), and State Food Service

Other includes: PY holdback, Grants, Gifts, and Donations, as well as other local revenue from misc. fees, uniforms, etc.

**Seven Hills Preparatory Academy
Historical and Forecasted Financial Statements
Selected Information
For the Seven Months Ended January 31st, 2024 and Year Ending June 30, 2024**

The school presents governmental fund financial statements using the current financial resources measurement focus and the modified accrual basis of accounting. As required by state statute, the school operates as a nonprofit corporation under Minnesota Statutes §317A. However, state law also requires that the school comply with Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) which mandates the use of a governmental fund accounting structure.

The accompanying historical financial statements and budgeted/forecasted financial statements include the following departures from accounting principles generally accepted in the United States of America and the guidelines for presentation of a forecast established by the AICPA:

Historical

- The financial statements are not a complete presentation of governmental fund financial statements in accordance with the above standards.
- The financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.

Forecast

- The forecasted financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- The forecasted financial information omits the summary of significant accounting policies.

The effects of these departures have not been determined.

Summary of Significant Assumptions

These financial forecasts present, to the best of management's knowledge and belief, the Academy's results of operations for the forecast periods. Accordingly, the revised forecasts reflect its judgment as of June 8th, 2023, the date of these forecasts, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

Cash Flow Forecast Assumptions

| | |
|---|----------|
| 1 Due from MDE - Current Year Estimate | 120 Days |
| 2 Payables are expected to be paid at net | 30 Days |
| 3 Payroll Payables are expected to be paid at net | 30 Days |
| 4 Due from Federal | 30 Days |

Statement of Operations Assumptions

| | |
|---|----------------|
| 1 Revenue is expect to grow at a rate of | 9% Growth Rate |
| 2 Salaries, benefits, and taxes are expected to increase by | 9% |
| 3 All other expenses are expected to increase | 8% |

No assurance is provided.

SEVEN HILLS PREPARATORY ACADEMY

District 4159

Management Report

January 2024

Prepared By:



Seven Hills Classical Academy
Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd | Vendor | Tax Class | Print | Recon | Void | Pay/Void Date | Amount |
|------|-------|--------|----------|----------|----------|------|---|-----------|-------|-------|------|---------------|------------|
| PARK | | 20565 | | Wire | 1 | 1065 | IRS | | No | Yes | No | 01/31/2024 | 68.86 |
| PARK | | 20566 | | Wire | 1 | 1065 | IRS | | No | Yes | No | 01/31/2024 | 71,965.50 |
| PARK | | 20567 | | Wire | 1 | 1065 | IRS | | No | Yes | No | 01/31/2024 | 872.74 |
| PARK | | 20568 | | Wire | 1 | 1066 | MN TRA | | No | Yes | No | 01/31/2024 | 537.58 |
| PARK | | 20569 | | Wire | 1 | 1066 | MN TRA | | No | Yes | No | 01/31/2024 | 43,674.56 |
| PARK | | 20570 | | Wire | 1 | 1067 | PERA | | No | Yes | No | 01/31/2024 | 11,701.32 |
| PARK | | 20571 | | Wire | 1 | 1068 | MN DEPT OF REV | | No | Yes | No | 01/31/2024 | 11,911.95 |
| PARK | | 20572 | | Wire | 1 | 1068 | MN DEPT OF REV | | No | Yes | No | 01/31/2024 | 144.45 |
| PARK | | 20573 | | Wire | 1 | 1156 | CARDMEMBER SERVICE | | No | Yes | No | 01/31/2024 | 3,454.55 |
| PARK | | 20574 | | Wire | 1 | 1156 | CARDMEMBER SERVICE | | No | Yes | No | 01/31/2024 | 9,042.65 |
| PARK | | 20575 | | Wire | 1 | 1485 | Sunrise / Park Midway Bank, N.A. | | No | Yes | No | 01/31/2024 | 35.00 |
| PARK | | 20576 | | Wire | 1 | 1485 | Sunrise / Park Midway Bank, N.A. | | No | Yes | No | 01/31/2024 | 129.40 |
| PARK | | 20577 | | Wire | 1 | 1506 | Medica | | No | Yes | No | 01/31/2024 | 114,925.79 |
| PARK | | 20578 | | Wire | 1 | 1710 | AXA Equitable | | No | Yes | No | 01/31/2024 | 3,260.67 |
| PARK | | 20579 | | Wire | 1 | 1835 | Further / Select Acct | | No | Yes | No | 01/31/2024 | 5,789.67 |
| PARK | | 20580 | | Wire | 1 | 1835 | Further / Select Acct | | No | Yes | No | 01/31/2024 | 103.00 |
| PARK | | 20581 | | Wire | 1 | 1835 | Further / Select Acct | | No | Yes | No | 01/31/2024 | 150.00 |
| PARK | | 20582 | | Wire | 1 | 2034 | Pitney Bowes Global Financial Svcs LLC | | No | Yes | No | 01/31/2024 | 200.00 |
| PARK | | 20583 | | Wire | 1 | 2043 | Centerpoint Energy | | No | Yes | No | 01/31/2024 | 1,380.98 |
| PARK | | 20584 | | Wire | 1 | 2043 | Centerpoint Energy | | No | Yes | No | 01/31/2024 | 3,002.33 |
| PARK | | 20585 | | Wire | 1 | 2043 | Centerpoint Energy | | No | Yes | No | 01/31/2024 | 3,192.45 |
| PARK | | 20586 | | Wire | 1 | 2070 | GIS Benefits | | No | Yes | No | 01/31/2024 | 14,523.10 |
| PARK | | 20587 | | Wire | 1 | 2155 | Matrix/MG Trust | | No | Yes | No | 01/31/2024 | 4,899.14 |
| PARK | | 20588 | | Wire | 1 | 2503 | Square Inc. | | No | Yes | No | 01/31/2024 | 8.28 |
| PARK | | 20589 | | Wire | 1 | 2561 | First Dakota Indemnity Company | | No | Yes | No | 01/31/2024 | 2,183.00 |
| PARK | | 20590 | | Wire | 1 | 2562 | EMC Insurance Companies | | No | Yes | No | 01/31/2024 | 5,326.27 |
| PARK | | 20421 | 111747 | Check | 1 | 1005 | Amazon Capital Services | | Yes | Yes | No | 01/05/2024 | 501.47 |
| PARK | | 20429 | 111748 | Check | 1 | 2678 | Amplify Education, INC. | | Yes | Yes | No | 01/05/2024 | 282,349.60 |
| PARK | | 20422 | 111749 | Check | 1 | 1030 | Celeste Wiederholt | | Yes | Yes | No | 01/05/2024 | 24.07 |
| PARK | | 20427 | 111750 | Check | 1 | 1836 | CKC Good Food | | Yes | Yes | No | 01/05/2024 | 13,924.88 |
| PARK | | 20424 | 111751 | Check | 1 | 1235 | Iron Mountain | Other | Yes | Yes | No | 01/05/2024 | 515.02 |
| PARK | | 20426 | 111752 | Check | 1 | 1501 | MAP Communications | | Yes | Yes | No | 01/05/2024 | 29.68 |
| PARK | | 20428 | 111753 | Check | 1 | 2501 | MRI Software LLC | | Yes | Yes | No | 01/05/2024 | 214.00 |
| PARK | | 20423 | 111754 | Check | 1 | 1148 | National School Forms Inc | | Yes | Yes | No | 01/05/2024 | 57.93 |
| PARK | | 20425 | 111755 | Check | 1 | 1436 | US Bank Equipment Finance | | Yes | Yes | No | 01/05/2024 | 489.30 |
| PARK | | 20448 | 111756 | Check | 1 | 2760 | 4Mativ Technologies Inc | | Yes | Yes | No | 01/05/2024 | 4,333.93 |
| PARK | | 20445 | 111757 | Check | 1 | 2204 | Anchor Solar Investments LLC | | Yes | Yes | No | 01/05/2024 | 371.91 |
| PARK | | 20431 | 111758 | Check | 1 | 1205 | Aramark | | Yes | Yes | No | 01/05/2024 | 617.44 |
| PARK | | 20446 | 111759 | Check | 1 | 2564 | Arthur J. Gallagher Risk Management Ser | | Yes | Yes | No | 01/05/2024 | 3,630.00 |

**Seven Hills Classical Academy
Payment Reg by Bank and Check**

| Bank | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd | Vendor | Tax Class | Print | Recon | Void | Pay/Void Date | Amount |
|------|-------|--------|----------|----------|--|-----|--------|---------------|-------|-------|------|---------------|------------|
| PARK | 20437 | 111760 | Check 1 | 1914 | Assured Security Inc. | | | | Yes | Yes | No | 01/05/2024 | 464.50 |
| PARK | 20442 | 111761 | Check 1 | 2062 | CenturyLink | | | | Yes | Yes | No | 01/05/2024 | 385.85 |
| PARK | 20435 | 111762 | Check 1 | 1836 | CKC Good Food | | | | Yes | Yes | No | 01/05/2024 | 34,103.24 |
| PARK | 20450 | 111763 | Check 1 | 2784 | Courtney Ryks | | | | Yes | No | No | 01/05/2024 | 10.71 |
| PARK | 20438 | 111764 | Check 1 | 1919 | ECM Publishers Inc | | | | Yes | Yes | No | 01/05/2024 | 650.00 |
| PARK | 20434 | 111765 | Check 1 | 1702 | iLeonTech | | | S Corporation | Yes | Yes | No | 01/05/2024 | 2,524.00 |
| PARK | 20436 | 111766 | Check 1 | 1909 | Innovative Office Solutions LLC | | | | Yes | Yes | No | 01/05/2024 | 939.40 |
| PARK | 20433 | 111767 | Check 1 | 1235 | Iron Mountain | | | Other | Yes | Yes | No | 01/05/2024 | 274.45 |
| PARK | 20439 | 111768 | Check 1 | 2022 | Kurita America INC | | | | Yes | Yes | No | 01/05/2024 | 217.35 |
| PARK | 20449 | 111769 | Check 1 | 2773 | Macayla Padmore | | | | Yes | Yes | No | 01/05/2024 | 13.99 |
| PARK | 20430 | 111770 | Check 1 | 1150 | METRO SALES, INC. | | | | Yes | Yes | No | 01/05/2024 | 4,095.25 |
| PARK | 20432 | 111771 | Check 1 | 1221 | MN Dept of Education | | | | Yes | Yes | No | 01/05/2024 | 1,135.99 |
| PARK | 20444 | 111772 | Check 1 | 2131 | Nitti Sanitation Inc | | | | Yes | Yes | No | 01/05/2024 | 860.12 |
| PARK | 20447 | 111773 | Check 1 | 2577 | Northern Star Scouting | | | | Yes | Yes | No | 01/05/2024 | 3,250.00 |
| PARK | 20452 | 111774 | Check 1 | 2787 | Paige Parra | | | | Yes | Yes | No | 01/05/2024 | 45.54 |
| PARK | 20451 | 111775 | Check 1 | 2786 | Professional Service Industries, Inc | | | | Yes | Yes | No | 01/05/2024 | 7,440.00 |
| PARK | 20443 | 111776 | Check 1 | 2064 | ProTurf Inc. | | | | Yes | Yes | No | 01/05/2024 | 412.00 |
| PARK | 20440 | 111777 | Check 1 | 2048 | Scott Polstein | | | | Yes | Yes | No | 01/05/2024 | 687.00 |
| PARK | 20453 | 111778 | Check 1 | 2788 | Taj Moore | | | | Yes | Yes | No | 01/05/2024 | 76.00 |
| PARK | 20441 | 111779 | Check 1 | 2049 | Universal Cleaning Services, Inc. | | | | Yes | Yes | No | 01/05/2024 | 9,075.00 |
| PARK | 20454 | 111780 | Check 1 | 1816 | Doug Pelcak | | | | Yes | Yes | No | 01/08/2024 | 1,560.00 |
| PARK | 20455 | 111781 | Check 1 | 2774 | Zen Educate Inc | | | | Yes | Yes | No | 01/08/2024 | 3,351.95 |
| PARK | 20475 | 111782 | Check 1 | 2760 | 4Mativ Technologies Inc | | | | Yes | No | No | 01/12/2024 | 114,804.25 |
| PARK | 20469 | 111783 | Check 1 | 2204 | Anchor Solar Investments LLC | | | | Yes | Yes | No | 01/12/2024 | 371.91 |
| PARK | 20456 | 111784 | Check 1 | 1205 | Aramark | | | | Yes | Yes | No | 01/12/2024 | 308.72 |
| PARK | 20478 | 111785 | Check 1 | 2789 | Braun Intertec Corporation | | | | Yes | Yes | No | 01/12/2024 | 2,800.00 |
| PARK | 20462 | 111786 | Check 1 | 2043 | Centerpoint Energy | | | | Yes | No | No | 01/12/2024 | 3,562.12 |
| PARK | 20465 | 111787 | Check 1 | 2062 | CenturyLink | | | | Yes | Yes | No | 01/12/2024 | 700.02 |
| PARK | 20459 | 111788 | Check 1 | 1836 | CKC Good Food | | | | Yes | Yes | No | 01/12/2024 | 32,495.34 |
| PARK | 20476 | 111789 | Check 1 | 2772 | Collaborative Design Group, LLC | | | | Yes | No | No | 01/12/2024 | 89,202.44 |
| PARK | 20479 | 111790 | Check 1 | 2790 | Computer Integration Technologies, INC | | | | Yes | Yes | No | 01/12/2024 | 1,083.75 |
| PARK | 20480 | 111791 | Check 1 | 2791 | Demme Learning School Sales | | | | Yes | Yes | No | 01/12/2024 | 1,380.00 |
| PARK | 20470 | 111792 | Check 1 | 2534 | Humeratech | | | C Corporation | Yes | Yes | No | 01/12/2024 | 1,230.90 |
| PARK | 20457 | 111793 | Check 1 | 1235 | Iron Mountain | | | Other | Yes | Yes | No | 01/12/2024 | 401.38 |
| PARK | 20468 | 111794 | Check 1 | 2137 | Julie Serena-Stensrud | | | | Yes | Yes | No | 01/12/2024 | 3,028.00 |
| PARK | 20466 | 111795 | Check 1 | 2071 | KONE Inc. | | | | Yes | Yes | No | 01/12/2024 | 800.92 |
| PARK | 20467 | 111796 | Check 1 | 2074 | MN Dept of Labor and Industry | | | | Yes | Yes | No | 01/12/2024 | 200.00 |
| PARK | 20471 | 111797 | Check 1 | 2567 | Modern Htg & Air Conditioning | | | LLC - C Corp | Yes | Yes | No | 01/12/2024 | 1,497.65 |
| PARK | 20472 | 111798 | Check 1 | 2577 | Northern Star Scouting | | | | Yes | Yes | No | 01/12/2024 | 1,770.00 |

Seven Hills Classical Academy Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd | Vendor | Tax Class | Print | Recon | Void | Pay/Void Date | Amount |
|------|-------|--------|----------|----------|----------|------|---|---------------------|-------|-------|------|---------------|-----------|
| PARK | | 20473 | 111799 | Check | 1 | 2668 | Plunketts / Varment Guard | | Yes | Yes | No | 01/12/2024 | 118.51 |
| PARK | | 20474 | 111800 | Check | 1 | 2725 | Propio LS, LLC | | Yes | Yes | No | 01/12/2024 | 68.31 |
| PARK | | 20460 | 111801 | Check | 1 | 1893 | Quench USA, Inc. | | Yes | Yes | No | 01/12/2024 | 14.80 |
| PARK | | 20458 | 111802 | Check | 1 | 1793 | Sarah C. Lenz | | Yes | Yes | No | 01/12/2024 | 9,030.00 |
| PARK | | 20461 | 111803 | Check | 1 | 1955 | Three Rivers Park District | | Yes | No | No | 01/12/2024 | 634.50 |
| PARK | | 20481 | 111804 | Check | 1 | 2792 | Universal Athletic, LLC | | Yes | Yes | No | 01/12/2024 | 1,005.00 |
| PARK | | 20464 | 111805 | Check | 1 | 2049 | Universal Cleaning Services, Inc. | | Yes | Yes | No | 01/12/2024 | 9,350.00 |
| PARK | | 20463 | 111806 | Check | 1 | 2044 | Xcel Energy | | Yes | Yes | No | 01/12/2024 | 9,771.44 |
| PARK | | 20477 | 111807 | Check | 1 | 2774 | Zen Educate Inc | | Yes | No | No | 01/12/2024 | 3,447.50 |
| PARK | | 20483 | 111808 | Check | 1 | 2778 | Hayden Miller | | Yes | Yes | No | 01/12/2024 | 111.09 |
| PARK | | 20482 | 111809 | Check | 1 | 2773 | Macayla Padmore | | Yes | No | No | 01/12/2024 | 8.78 |
| PARK | | 20494 | 111810 | Check | 1 | 2051 | Academy of Holy Angels | | Yes | Yes | No | 01/12/2024 | 1,050.00 |
| PARK | | 20484 | 111811 | Check | 1 | 1005 | Amazon Capital Services | | Yes | Yes | No | 01/12/2024 | 172.28 |
| PARK | | 20495 | 111812 | Check | 1 | 2127 | Brenda Crissinger | | Yes | Yes | No | 01/12/2024 | 736.00 |
| PARK | | 20488 | 111813 | Check | 1 | 1345 | Bureau of Education & Research | | Yes | Yes | No | 01/12/2024 | 777.00 |
| PARK | | 20486 | 111814 | Check | 1 | 1146 | CEDAR VALLEY CHURCH | | Yes | Yes | No | 01/12/2024 | 125.00 |
| PARK | | 20493 | 111815 | Check | 1 | 1836 | CKC Good Food | | Yes | Yes | No | 01/12/2024 | 22,199.34 |
| PARK | | 20485 | 111816 | Check | 1 | 1018 | cmERDC | | Yes | Yes | No | 01/12/2024 | 2,677.50 |
| PARK | | 20497 | 111817 | Check | 1 | 2589 | Healthiest You c/o Teladoc inc | | Yes | Yes | No | 01/12/2024 | 3,160.00 |
| PARK | | 20492 | 111818 | Check | 1 | 1702 | iLeonTech | S Corporation | Yes | Yes | No | 01/12/2024 | 5,236.00 |
| PARK | | 20489 | 111819 | Check | 1 | 1501 | MAP Communications | | Yes | Yes | No | 01/12/2024 | 75.27 |
| PARK | | 20487 | 111820 | Check | 1 | 1150 | METRO SALES, INC. | | Yes | Yes | No | 01/12/2024 | 1,739.30 |
| PARK | | 20491 | 111821 | Check | 1 | 1603 | Premium Waters, Inc. | | Yes | Yes | No | 01/12/2024 | 239.96 |
| PARK | | 20490 | 111822 | Check | 1 | 1525 | Strategic Staffing | Ind/Sole Proprietor | Yes | Yes | No | 01/12/2024 | 13,807.90 |
| PARK | | 20496 | 111823 | Check | 1 | 2511 | Valerie Anne Boyce | | Yes | Yes | No | 01/12/2024 | 331.00 |
| PARK | | 20498 | 111824 | Check | 1 | 2774 | Zen Educate Inc | | Yes | No | No | 01/12/2024 | 1,403.63 |
| PARK | | 20538 | 111825 | Check | 1 | 2794 | Tommy McBrayer | | Yes | Yes | No | 01/22/2024 | 150.00 |
| PARK | | 20541 | 111826 | Check | 1 | 1205 | Aramark | | Yes | No | No | 01/31/2024 | 308.72 |
| PARK | | 20544 | 111827 | Check | 1 | 1860 | City of Richfield | | Yes | No | No | 01/31/2024 | 5,282.73 |
| PARK | | 20543 | 111828 | Check | 1 | 1806 | David Dickerson - LIST MN | | Yes | No | No | 01/31/2024 | 1,760.00 |
| PARK | | 20547 | 111829 | Check | 1 | 2022 | Kurita America INC | | Yes | No | No | 01/31/2024 | 217.35 |
| PARK | | 20539 | 111830 | Check | 1 | 1088 | Macalaster College | | Yes | No | No | 01/31/2024 | 360.00 |
| PARK | | 20551 | 111831 | Check | 1 | 2793 | Mathematical Olympiads for Elementary & METRO SALES, INC. | | Yes | No | No | 01/31/2024 | 200.00 |
| PARK | | 20540 | 111832 | Check | 1 | 1150 | Metro Sales, Inc. | | Yes | No | No | 01/31/2024 | 817.50 |
| PARK | | 20549 | 111833 | Check | 1 | 2522 | Midwest Maintenance & Mechanical | | Yes | No | No | 01/31/2024 | 533.26 |
| PARK | | 20545 | 111834 | Check | 1 | 1874 | Mulligan & Bjornnes PLLP | | Yes | No | No | 01/31/2024 | 17,745.00 |
| PARK | | 20546 | 111835 | Check | 1 | 1893 | Quench USA, Inc. | | Yes | No | No | 01/31/2024 | 161.15 |
| PARK | | 20548 | 111836 | Check | 1 | 2048 | Scott Polstein | | Yes | No | No | 01/31/2024 | 687.00 |
| PARK | | 20542 | 111837 | Check | 1 | 1680 | Squires, Waldspurger & Mace P.A. | | Yes | No | No | 01/31/2024 | 1,000.25 |

Seven Hills Classical Academy Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd | Vendor | Tax Class | Print | Recon | Void | Pay/Void Date | Amount |
|------|-------|--------|----------|----------|-----------------------------|---------------------|--------|-----------|-------|------------|-----------|---------------|--------|
| PARK | 20550 | 111838 | Check 1 | 2774 | Zen Educate Inc | | Yes | No | No | 01/31/2024 | 2,589.72 | | |
| PARK | 20552 | 111839 | Check 1 | 2550 | Hugo Morales Ramos | | Yes | No | No | 01/31/2024 | 318.07 | | |
| PARK | 20561 | 111840 | Check 1 | 2051 | Academy of Holy Angels | | Yes | No | No | 01/31/2024 | 61,217.00 | | |
| PARK | 20553 | 111841 | Check 1 | 1005 | Amazon Capital Services | | Yes | No | No | 01/31/2024 | 763.97 | | |
| PARK | 20554 | 111842 | Check 1 | 1146 | CEDAR VALLEY CHURCH | | Yes | No | No | 01/31/2024 | 79,402.50 | | |
| PARK | 20560 | 111843 | Check 1 | 1836 | CKC Good Food | | Yes | No | No | 01/31/2024 | 9,724.20 | | |
| PARK | 20559 | 111844 | Check 1 | 1778 | Educational Records Bureau | | Yes | No | No | 01/31/2024 | 1,092.00 | | |
| PARK | 20555 | 111845 | Check 1 | 1235 | Iron Mountain | Other | Yes | No | No | 01/31/2024 | 127.36 | | |
| PARK | 20563 | 111846 | Check 1 | 2516 | MiniApple Health Consulting | | Yes | No | No | 01/31/2024 | 1,467.50 | | |
| PARK | 20562 | 111847 | Check 1 | 2501 | MRI Software LLC | | Yes | No | No | 01/31/2024 | 189.00 | | |
| PARK | 20558 | 111848 | Check 1 | 1603 | Premium Waters, Inc. | | Yes | No | No | 01/31/2024 | 396.01 | | |
| PARK | 20557 | 111849 | Check 1 | 1525 | Strategic Staffing | Ind/Sole Proprietor | Yes | No | No | 01/31/2024 | 10,733.95 | | |
| PARK | 20556 | 111850 | Check 1 | 1436 | US Bank Equipment Finance | | Yes | No | No | 01/31/2024 | 512.60 | | |
| PARK | 20564 | 111851 | Check 1 | 2774 | Zen Educate Inc | | Yes | No | No | 01/31/2024 | 189.88 | | |

Bank Total: \$1,231,989.04

Report Total: \$1,231,989.04

Seven Hills Classical Academy Receipt Listing Report with Detail by Deposit

| Deposit Co | Bank | Batch | RctNo | Receipt Type | Receipt St | Date | Check No | Pmt Type | Grp Code | Customer | Inv No | Inv Date | Inv Type | Invoice Amount | Applied Amount | Unapplied Amount |
|------------|----------|-----------|---------|--------------|------------|----------|----------|----------|----------|----------|--------|----------|----------|----------------|--|--|
| 3903 | 4159 | PARK | CR0124 | | | | | | | | | | | | | |
| | 01.08.24 | SquareInc | Deposit | Credit | A | 01/08/24 | | Wire | 1 | Misc | | | | | | |
| | | | | | | | 4159 | R | 01 | 005 | 000 | 050 | 000 | 01.08.24 | SquareInc | Deposit |
| | | | | | | | | | | | | | | | 271.28 | 0.00 |
| | | | | | | | | | | | | | | | <input type="text" value="\$271.28"/> | <input type="text" value="\$0.00"/> |
| | | | | | | | | | | | | | | | <input type="text" value="\$271.28"/> | <input type="text" value="\$0.00"/> |
| | | | | | | | | | | | | | | | | |
| 3904 | 4159 | PARK | CR0124 | | | | | | | | | | | | | |
| | 01.08.24 | Remote | Deposit | Credit | A | 01/08/24 | | Wire | 1 | Misc | | | | | | |
| | | | | | | | 4159 | R | 01 | 005 | 000 | 096 | 000 | | FY24 | Donations |
| | | | | | | | 4159 | B | 01 | 215 | 000 | | | | FY24 | COBRA |
| | | | | | | | 4159 | E | 01 | 010 | 203 | 000 | 430 | 000 | BSN | Duplicate Payment |
| | | | | | | | | | | | | | | | 157.50 | 0.00 |
| | | | | | | | | | | | | | | | 1,305.82 | 0.00 |
| | | | | | | | | | | | | | | | 149.00 | 0.00 |
| | | | | | | | | | | | | | | | <input type="text" value="\$1,612.32"/> | <input type="text" value="\$0.00"/> |
| | | | | | | | | | | | | | | | <input type="text" value="\$1,612.32"/> | <input type="text" value="\$0.00"/> |
| 3905 | 4159 | PARK | CR0124 | | | | | | | | | | | | | |
| | 01.11.24 | CLICS | Deposit | Credit | A | 01/11/24 | | Wire | 1 | Misc | | | | | | |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 701 | 300 | 000 | FY24 | State Lunch |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 705 | 300 | 000 | FY24 | State Breakfast |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 705 | 300 | 000 | FY24 | State Breakfast |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 701 | 472 | 000 | FY24 | Free/Reduced Lunch C |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 705 | 476 | 000 | FY24 | Breakfast CFDA |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 701 | 471 | 000 | FY24 | HHFKA Lunch CFDA |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 701 | 471 | 000 | FY24 | Lunch CFDA |
| | | | | | | | 4159 | R | 02 | 005 | 770 | 705 | 476 | 000 | FY24 | Breakfast CFDA |
| | | | | | | | | | | | | | | | 12,719.92 | 0.00 |
| | | | | | | | | | | | | | | | 11,249.35 | 0.00 |
| | | | | | | | | | | | | | | | 3,397.05 | 0.00 |
| | | | | | | | | | | | | | | | 7,167.00 | 0.00 |
| | | | | | | | | | | | | | | | 10,047.86 | 0.00 |
| | | | | | | | | | | | | | | | 400.24 | 0.00 |
| | | | | | | | | | | | | | | | 2,001.20 | 0.00 |
| | | | | | | | | | | | | | | | 637.20 | 0.00 |
| | | | | | | | | | | | | | | | <input type="text" value="\$47,619.82"/> | <input type="text" value="\$0.00"/> |
| | | | | | | | | | | | | | | | <input type="text" value="\$47,619.82"/> | <input type="text" value="\$0.00"/> |
| 3906 | 4159 | PARK | CR0124 | | | | | | | | | | | | | |
| | 01.12.24 | IDEAS | Payment | Credit | A | 01/12/24 | | Wire | 1 | Misc | | | | | | |
| | | | | | | | 4159 | R | 01 | 005 | 000 | 211 | 000 | FY24 | General Education Aid | |
| | | | | | | | | | | | | | | | 486,504.84 | 0.00 |
| | | | | | | | | | | | | | | | <input type="text" value="\$486,504.84"/> | <input type="text" value="\$0.00"/> |
| | | | | | | | | | | | | | | | <input type="text" value="\$486,504.84"/> | <input type="text" value="\$0.00"/> |

Seven Hills Classical Academy

Receipt Listing Report with Detail by Deposit

| Deposit Co | Bank | Batch | Rct No | Receipt Type | Receipt St | Receipt Date | Check No | Pmt Type | Grp Code | Customer | Inv No | Inv Date | Inv Type | Invoice Amount | Applied Amount | Unapplied Amount | |
|------------|----------|-------------------|--------|--------------|------------|--------------|-------------------------------|----------|----------|----------------------------|--------|----------|----------|----------------|----------------|------------------|--|
| 3912 | 4159 | PARK | CR0124 | Credit | A | 01/19/24 | 4159 B 01 202 000 | Wire | 1 | c1 | Misc | | | | | | |
| | 01.19.24 | LOC Transfer | | | | | | | | 01.19.24 LOC Transfer | | | | 145,000.00 | \$145,000.00 | \$0.00 | |
| | | | | | | | | | | | | | | Receipt Total: | \$145,000.00 | \$0.00 | |
| | | | | | | | | | | | | | | Deposit Total: | \$145,000.00 | \$0.00 | |
| 3913 | 4159 | PARK | CR0124 | Credit | A | 01/22/24 | 4159 R 01 005 000 000 050 000 | Wire | 1 | c1 | Misc | | | 203.31 | \$203.31 | \$0.00 | |
| | 01.22.24 | SquareInc Deposit | | | | | | | | 01.22.24 SquareInc Deposit | | | | Receipt Total: | \$203.31 | \$0.00 | |
| | | | | | | | | | | | | | | Deposit Total: | \$203.31 | \$0.00 | |
| 3914 | 4159 | PARK | CR0124 | Credit | A | 01/22/24 | 4159 R 01 005 000 000 050 000 | Wire | 1 | c1 | Misc | | | 770.44 | \$770.44 | \$0.00 | |
| | 01.22.24 | SquareInc Deposit | | | | | | | | 01.22.24 SquareInc Deposit | | | | Receipt Total: | \$770.44 | \$0.00 | |
| | | | | | | | | | | | | | | Deposit Total: | \$770.44 | \$0.00 | |
| 3915 | 4159 | PARK | CR0124 | Credit | A | 01/23/24 | 4159 R 01 005 000 000 050 000 | Wire | 1 | c1 | Misc | | | 106.41 | \$106.41 | \$0.00 | |
| | 01.23.24 | SquareInc Deposit | | | | | | | | 01.23.24 SquareInc Deposit | | | | Receipt Total: | \$106.41 | \$0.00 | |
| | | | | | | | | | | | | | | Deposit Total: | \$106.41 | \$0.00 | |
| 3916 | 4159 | PARK | CR0124 | Credit | A | 01/23/24 | 4159 B 01 202 000 | Wire | 1 | c1 | Misc | | | 55,000.00 | \$55,000.00 | \$0.00 | |
| | 01.23.24 | LOC Transfer | | | | | | | | 01.23.24 LOC Transfer | | | | Receipt Total: | \$55,000.00 | \$0.00 | |
| | | | | | | | | | | | | | | Deposit Total: | \$55,000.00 | \$0.00 | |
| 3917 | 4159 | PARK | CR0124 | Credit | A | 01/26/24 | 4159 R 01 005 000 000 050 000 | Wire | 1 | c1 | Misc | | | 62.81 | \$62.81 | \$0.00 | |
| | 01.26.24 | SquareInc Deposit | | | | | | | | 01.26.24 SquareInc Deposit | | | | Receipt Total: | \$62.81 | \$0.00 | |
| | | | | | | | | | | | | | | Deposit Total: | \$62.81 | \$0.00 | |

| Date | Transaction | Name | Employee | Amount | B. Campus | C. Program Areas | D. Budget Area | Description of Purchase |
|------------|-------------|---|------------------------|--------|-----------|------------------|-------------------|--|
| 12/26/2023 | DEBIT | ADOBE *CREATIVE CLOUD 408-536-6000 CA | 0448MONICA WOOD; | 32.55 | | | | Reoccurring charge |
| 12/11/2023 | DEBIT | AMAZON.COM*XA04X57A3 SEATTLE WA | 9723KATE DOCKEN; | 12.22 | | Special Ed. | Instructional | Teacher Created Resources TCR5621 |
| 12/11/2023 | DEBIT | AMZN Mktp US*WWSJG6453 Amzn.com/bill WA | 9723KATE DOCKEN; | 85.64 | | Special Ed. | Non Instruction | Classroom supplies |
| 12/11/2023 | DEBIT | APPLE.COM/BILL 866-712-7753 CA | 9723KATE DOCKEN; | 7.59 | | Special Ed. | Non Instruction | Games |
| 12/13/2023 | DEBIT | IMSE HTTPSIMSE.COM MI | 9723KATE DOCKEN; | 100 | | Special Ed. | Non Instruction | Multiple make up days fees |
| 12/15/2023 | DEBIT | SQ *RATWIK ROSZAK & M gosq.com MN | 9723KATE DOCKEN; | 220 | | Special Ed. | | |
| 12/15/2023 | DEBIT | SQ *RATWIK ROSZAK & M gosq.com MN | 9723KATE DOCKEN; | 220 | | Special Ed. | | |
| 12/15/2023 | DEBIT | SQ *RATWIK ROSZAK & M gosq.com MN | 9723KATE DOCKEN; | 220 | | Special Ed. | | |
| 12/20/2023 | DEBIT | APPLE.COM/BILL 866-712-7753 CA | 9723KATE DOCKEN; | 75.96 | | Special Ed. | | |
| 12/21/2023 | DEBIT | AMZN Mktp US*B48UD4193 Amzn.com/bill WA | 9723KATE DOCKEN; | 224.96 | | Special Ed. | Non Instruction | Office locker cabinet |
| 12/21/2023 | DEBIT | AMZN Mktp US*QQ2AL2YD3 SEATTLE WA | 9723KATE DOCKEN; | 186.36 | | Special Ed. | Non Instruction | Computer Desk |
| 12/26/2023 | DEBIT | AMZN Mktp US*669Y69GN3 Amzn.com/bill WA | 9723KATE DOCKEN; | 80.1 | | Special Ed. | Non Instruction | Sensory Toys |
| 12/26/2023 | DEBIT | IMSE HTTPSIMSE.COM MI | 9723KATE DOCKEN; | 24.95 | | Special Ed. | | |
| 12/27/2023 | DEBIT | AMZN Mktp US*G49994JL3 SEATTLE WA | 9723KATE DOCKEN; | 14.63 | | Special Ed. | Non Instruction | Computer Desk |
| 12/4/2023 | DEBIT | Indeed 86426915 800-4625842 TX | 3139CAROLYN H FARRELL; | 124 | | LEA | Non Instructional | Job postings |
| 12/18/2023 | DEBIT | SPORTS PAGE BLOOMINGTON MN | 3139CAROLYN H FARRELL; | 542.19 | | LEA | Non Instructional | Food for Holiday Party |
| 12/19/2023 | DEBIT | GHI SYMPOSIUM 2024 HTTPSWWW.GREA AZ | 3139CAROLYN H FARRELL; | 1500 | | LEA | Non Instructional | Classical Educaton Conference/Hotel Stay |
| 12/20/2023 | DEBIT | AMZN Mktp US*VM4004G23 Amzn.com/bill WA | 3139CAROLYN H FARRELL; | 52.67 | | Office | Non Instructional | Storage bins |
| 12/21/2023 | DEBIT | AMZN Mktp US*IMREXST3 Amzn.com/bill WA | 3139CAROLYN H FARRELL; | 42.21 | | | Non Instructional | Garbage bins |
| 12/28/2023 | DEBIT | WEB*NETWORKSOLUTIONS 888-6429675 FL | 3139CAROLYN H FARRELL; | 9.99 | | | | Reoccurring charge |
| 12/7/2023 | DEBIT | Amazon.com*NN8DW4BV3 Amzn.com/bill WA | 7133RYAN D GRUTSCH; | 24.99 | | MS | Technology | Power strip surge protector |
| 12/7/2023 | DEBIT | IKEA 447485038 888-434-4532 MD | 7133RYAN D GRUTSCH; | 584.9 | | MS | | |
| 12/11/2023 | DEBIT | AMZN Mktp US*046HJ3DU3 Amzn.com/bill WA | 7133RYAN D GRUTSCH; | 91.18 | | MS | Instructional | Foam Board |
| 12/11/2023 | DEBIT | AMZN Mktp US*9G0AR8YV3 Amzn.com/bill WA | 7133RYAN D GRUTSCH; | 156.68 | | MS | Non Instructional | Candy |
| 12/13/2023 | DEBIT | Amazon.com*V10GG8823 Amzn.com/bill WA | 7133RYAN D GRUTSCH; | 168.3 | | MS | Text Books | The things they carried books |
| 12/15/2023 | DEBIT | AMZN Mktp US*3W2JF9TX3 Amzn.com/bill WA | 7133RYAN D GRUTSCH; | 90.99 | | MS | Technology | HDMI Transmitter & Receiver |
| 12/29/2023 | DEBIT | THE HOME DEPOT #2805 BLOOMINGTON MN | 7133RYAN D GRUTSCH; | 194.1 | | MS | | |

5,087.16

| Date | Transaction | Name | Employee | Amount | C. Program Areas | D. Budget Area |
|------------|-------------|---|---------------------|----------|-------------------------|--|
| 12/4/2023 | DEBIT | SIPTRUNK INC 770-282-7206 GA | 4003BARB MATTSON; | 420.72 | rentals/operating lease | voicemail/phones |
| 12/5/2023 | DEBIT | STURDIWHEAT WWW.STURDIWHE MN | 4003BARB MATTSON; | 87.5 | non-instructional | bus driver gifts |
| 12/7/2023 | DEBIT | BLOOMINGTON VALLEY W 952-884-8288 MN | 4003BARB MATTSON; | 97.72 | non-instructional | bus driver gifts |
| 12/18/2023 | DEBIT | CHILDREN S THEATRE COM 612-872-5126 MN | 4003BARB MATTSON; | 872 | Instructional | field trip for 2nd grade |
| 12/20/2023 | DEBIT | WM SUPERCENTER #2448 COTTAGE GROVE MN | 4003BARB MATTSON; | 30.96 | non-instructional | bus driver gifts |
| 12/21/2023 | DEBIT | YOUR ANSWERING SERVICE HTTPSPAYTRUST VA | 4003BARB MATTSON; | 30.57 | non-instructional | whistle blower hotline |
| 12/7/2023 | DEBIT | TEACHERSPAYTEACHERS.CO 646-588-0910 NY | 9490JOANIE JEFFREY; | 36.91 | instructional | Amplify |
| 12/18/2023 | DEBIT | PAYPAL *MBARNETT 4029357733 CA | 9490JOANIE JEFFREY; | 20 | instructional | Amplify |
| 12/20/2023 | DEBIT | CUB FOODS EDEN PRAI EDEN PRAIRIE MN | 9490JOANIE JEFFREY; | 38.74 | staff development | treats for mentor meeting |
| 12/11/2023 | DEBIT | JIMMY JOHNS - 393 - EC 952-884-6900 MN | 0141PETERSON,BRENT | 16.52 | staff development fund | thank you for Mr. P helping with Toys for Tots |
| 12/21/2023 | DEBIT | CUB FOODS #6690 BLOOMINGTON MN | 0141PETERSON,BRENT | 69.55 | staff development fund | thank you to staff before winter break |
| | | | | 1,721.19 | | |

| Date | Transactio | Name | Employee | Amount | C. Program | D. Budget Area | Description of Purchase |
|---------------------|------------|--|------------------------|-----------------|-------------|--------------------------|---------------------------------------|
| 12/11/2023 | DEBIT | ADOBE *ACROPRO SUBS 408-536-6000 CA | 6485CAROLYN H FARRELL; | 16.27 | | | Reoccurring charge |
| 12/12/2023 | DEBIT | WM SUPERCENTER #2448 COTTAGE GROVE MN | 1402BARBARA M MATTSON; | 15.84 | | non-instructional | bus driver gifts |
| 12/13/2023 | DEBIT | AMAZON.COM*TF8KR15G0 SEATTLE WA | 4492MONICA R WOOD; | 75.96 | | Non Instructional | Laminator Sheets |
| 12/13/2023 | DEBIT | Mailchimp 678-9990141 GA | 1402BARBARA M MATTSON; | 54.00 | | non-instructional | Mailchimp monthly fee |
| 12/14/2023 | DEBIT | Amazon.com*IU3ISOAL3 Amzn.com/bill WA | 4492MONICA R WOOD; | 100.32 | | Extra Curricular | Books for Book Club - "Darkest Minds" |
| 12/14/2023 | DEBIT | AMZN Mktpt US*UE6HS93N3 Amzn.com/bill WA | 4492MONICA R WOOD; | 29.58 | | Instructional | Refillable markers for Elem. Art |
| 12/14/2023 | DEBIT | AMZN Mktpt US*VC4HH6CK3 Amzn.com/bill WA | 4492MONICA R WOOD; | 27.96 | | Non Instructional | Batteries for teachers |
| 12/14/2023 | DEBIT | Amazon.com*DV0AT4KG3 Amzn.com/bill WA | 4492MONICA R WOOD; | 61.36 | | Instructional | Modeling Clay |
| 12/18/2023 | DEBIT | AMZN Mktpt US*W60AL1ER3 Amzn.com/bill WA | 4492MONICA R WOOD; | 64.88 | | Non Instructional | Paper Roll |
| 12/18/2023 | DEBIT | PAYPAL *CHARTERSOUR 4029357733 CA | 4492MONICA R WOOD; | 500.00 | | | |
| 12/18/2023 | DEBIT | CHILDREN S THEATRE COM 612-872-5126 MN | 4492MONICA R WOOD; | 448.00 | | Non Instructional | Kindergarten Fieldtrip |
| 12/18/2023 | DEBIT | AMZN Mktpt US*403Z02PZ3 Amzn.com/bill WA | 4492MONICA R WOOD; | 24.99 | | Non Instructional | Teacher supplies (Magic erasers) |
| 12/19/2023 | DEBIT | AMZN Mktpt US*QP7GS1IS3 Amzn.com/bill WA | 4492MONICA R WOOD; | 43.70 | | Non Instructional | File Carbinet |
| 12/19/2023 | DEBIT | AMZN Mktpt US*3A7QI8793 Amzn.com/bill WA | 4492MONICA R WOOD; | 335.40 | | Repair | Faucet for women's bathroom |
| 12/20/2023 | DEBIT | AMZN Mktpt US*NY4IP6PH3 Amzn.com/bill WA | 4492MONICA R WOOD; | 90.81 | | Repair | Elevator fuses |
| 12/20/2023 | DEBIT | TARGET 00023135 MINNEAPOLIS MN | 6485CAROLYN H FARRELL; | 316.48 | | Non Instructional | Giftcards/candy for VIP |
| 12/21/2023 | DEBIT | AMZN Mktpt US*P63520GL3 Amzn.com/bill WA | 4492MONICA R WOOD; | 17.56 | ES | Non Instructional | Recess supplies |
| 12/22/2023 | DEBIT | AMZN Mktpt US*3Y87W3AP3 Amzn.com/bill WA | 4492MONICA R WOOD; | 24.88 | Special Ed. | Technology | Laptop Battery replacement |
| 12/26/2023 | DEBIT | AMZN Mktpt US*P35894LV3 Amzn.com/bill WA | 4492MONICA R WOOD; | 11.20 | | Technology | AC adapter charger |
| 1/5/2024 | DEBIT | MASE 651-645-6272 MN | 4492MONICA R WOOD; | 1,077.00 | | Professional Development | MASE Conference |
| 1/5/2024 | DEBIT | AMZN Mktpt US*TK48L8L52 Amzn.com/bill WA | 4492MONICA R WOOD; | 101.92 | | Instructional | Dung. & Dragons rule book |
| 1/5/2024 | DEBIT | WAL-MART #2448 COTTAGE GROVE MN | 1402BARBARA M MATTSON; | 10.58 | | non Instructional | string cheese for nurse |
| 1/29 Payment | | | | 3,448.69 | | | |

Interim Executive Director's/Richfield Elementary Principal Report to the School Board

Date: Thursday, March 7, 2024

Mission

*Seven Hills Preparatory Academy engages students in a rigorous Classical education,
designed to prepare each one for strong citizenship and life-long learning.*

Academics

- Minnesota Comprehensive Assessments begin the week of March 18th, 2024

Facilities

- Bloomington Campus update: Meeting with Authorizer
- Mold Testing: OSHA Complaint

Finance

- PTO Buy Back Days Recommendation
- Biennial Compensation
- SHPA Foundation Board-Billboard
- Bussing Fees for 24-25 (current incurred funds for bus fees is \$232,000 per year)
Option: Keep the fees as they are (\$275/\$525) and grandfather in families that currently live in the city of Bloomington until they are no longer enrolled
Option: Raise the fees to a flat rate for all to \$300 per student, up to \$600 per family
Option: Any student that does not live in the city of Burnsville and does not attend campus of the city in which they live, must pay the fee

School Culture

- School Calendar for 24-25 (attached), Plan B option

Staffing (Richfield Elementary School)

- Sherry Walker resignation March 22, 2024

Enrollment Update:

Richfield Elementary

| Grade Level | Sept Target | Budget (Oct 1 Min.) | Current Enrollment | Seats | In Process | Wait List (current) |
|--------------------|--------------------|----------------------------|---------------------------|--------------|-------------------|----------------------------|
| K | 52 | 50 | 49 | 1 | 1* | 0 |
| 1st | 52 | 50 | 51 | 0 | 0 | 6 |
| 2nd | 52 | 50 | 49** | 1 | 1 | 4 |
| 3rd | 52 | 50 | 52 | 0 | 0 | 7 |
| 4th | 50 | 50 | 50 | 0 | 0 | 28 |
| 5th | 50 | 50 | 50 | 0 | 0 | 30 |
| Totals | 308 | 300 | 301 | 2 | 2 | 75 |

*This offer went to a current BC KGer; would be an intercampus transfer

**2nd grade will be at 50 on 11 March 2024; intercampus transfer from BC to RC.

| | | | |
|------------------------------|-------------------------------|-----------------------------|---------------------|
| RICHFIELD CAMPUS 24-25 | | | |
| GRADE | TOTAL APPS TO DATE | LOTTERY ELIGIBLE | NOT ELIGIBLE |
| KG | 29 | | |
| 1ST | 28 | | |
| 2ND | 47 | | |
| 3RD | 46 | | |
| 4TH | 46 | | |
| 5TH | 53 | | |

Bloomington Elementary

| Grade Level | Sept Target | Budget (Oct 1 Min.) | Current Enrollment | Seats | In Process | Wait List (current) |
|------------------------|------------------------|------------------------------------|-------------------------------|--------------|-----------------------|--------------------------------|
| K | 104 | 100 | 77 | 23 | 0 | 0 |
| 1st | 104 | 100 | 100 | 0 | 0 | 2 |
| 2nd | 104 | 100 | 89 | 11 | 0 | 0 |
| 3rd | 100 | 95 | 98 | 0 | 0 | 1 |

BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 | Office: (952) 426-6000, Fax: (952) 426-6020

RICHFIELD CAMPUS: 1401 West 76th Street, Richfield, MN 55423 | Office: (612) 314-7600, Fax: (612) 314-7609

www.sevenhillspreparatoryacademy.org

| | | | | | | |
|--------|-----|-----|-----|----|---|----|
| 4th | 92 | 92 | 91 | 1 | 1 | 13 |
| 5th | 81 | 81 | 81 | 0 | 0 | 30 |
| Totals | 585 | 568 | 536 | 35 | 1 | 46 |

| | | | |
|------------------|---------------------------|-------------------------|---------------------|
| NEW CAMPUS 24-25 | | | |
| GRADE | TOTAL APPS TO DATE | LOTTERY ELIGIBLE | NOT ELIGIBLE |
| KG | 0 | | |
| 1ST | 0 | | |
| 2ND | 16 | | |
| 3RD | 3 | | |
| 4TH | 13 | | |
| 5TH | 1 | | |
| | | | |

Richfield Middle

| Grade Level | Sept Target | Budget (Oct 1 Min.) | Current Enrollment | Seats | In Process | Wait List (current 2023-2024) |
|-------------|-------------|---------------------|--------------------|-------|------------|-------------------------------|
| 6th | 110 | 105 | 109 | | | 38 |

BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 | Office: (952) 426-6000, Fax: (952) 426-6020

RICHFIELD CAMPUS: 1401 West 76th Street, Richfield, MN 55423 | Office: (612) 314-7600, Fax: (612) 314-7609

www.sevenhillspreparatoryacademy.org

| | | | | | | |
|--------|-----|-----|-----|--|--|----|
| 7th | 100 | 95 | 101 | | | 35 |
| 8th | 85 | 80 | 91 | | | 16 |
| Totals | 295 | 280 | 301 | | | 89 |

| |
|--|
| Wait List (Next School year 2024-20 25) |
| 6th- 41 |
| 7th- 12 |
| 8th- 4 |
| Total- 54 |

Submitted by the Interim Executive Director and Richfield Elementary School Principal, Carolyn Farrell

Bloomington Campus Principal's Report to the School Board

Date: Thursday, March 7th, 2024

Mission: Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

ACADEMICS

- ACCESS testing for our Multilingual students with their English proficiency continues and will finish up in the coming weeks
- Several field trips this month will make strong connections to classroom learning, including Mill City Museum, Target Field, History Center, and the Children's Museum.
- Round 2 of Interim Testing for Reading and Math occurred last month and staff will be using results to dig into needed instructional review and successes.
- Report cards will be completed this week and sent home next week for Trimester 2.

STAFFING

- Ian White will be taking on the 0.5 FTE Behavior Assistant position for the remainder of the year to assist the Student Support Team. His EA role is combined with added SPED needs for a 1.0 position.
- Barb Mattson has resigned her position as Office Manager. She will remain on as MARSS Coordinator to ensure our reports and subsequent funding don't see any disruptions. The Office Coordinator position is now posted.
- Kathy Krueger resigned her EA position last month.
- New EA hires include Evan Jones and Ketaki Patil.

- Jenny Lockhart and Courtney Gilbert are on long term leave. TerryLee Tervola has accepted the Long-Call Sub for Gilbert and Haley Keeny, Building Sub, will fill the Long-Call for Lockhart. Building Sub position posted.

CULTURE

- BC Schoolwide Music Concert was last Thursday evening and was a great showcase of our Music program complete with Latin and Core Knowledge connections.

Submitted by Brent Peterson,
Bloomington Campus Principal

Richfield Campus Principal's Report to the School Board
Date: Thursday March, 7th 2024

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.

Academics and Professional Development:

- The middle school completed its fourth round of interim testing last week. We continue to gather input from our community. Here are a few comments:
 - *I think that the interims are a great way to give feedback to the students on what skills they are struggling with. The teachers in middle school gave in class time to finish the study guides and ask questions. The students that used the study guides overall had success.*
 - *This time I did get all interim info and study guides for all subjects but especially for Latin and now everything make sense to me and my daughter. After yesterday's interim she already earn dinner date with me on Friday 😊🙏 Thank you for all your help and input.*
 - *Some teachers worked on the study guide with the kids in the classroom. They filled it out together and that made a lot of difference. I could see that the scores were better and they didn't have homework. So after school my kid could read his study guide and went to bed early. Thank you!*
 - *My opinion, to just do 1 interim- and it be for the core classes....like a final exam.....fool for thought*
- Our trimester ends today and teachers will have grading time and professional development tomorrow. We will look at our behavioral data as it compares to demographics, we will reflect on our DDI journey this year, and we will discuss what changes or additions we want to make for next year.

School Culture

- Last Friday we incorporated a performance of *Wonderland* into our celebration retreat. The performance was well received by staff and students. It was a great way to highlight and educate students on mental health and social emotional development.
- Our 7th Graders spent the last two nights at Camp St. Croix. It is a wonderful experience put on by Ms. Leaf, our 7th grade Science teacher.

Submitted by Ryan Grutsch, Middle School Principal

Seven Hills Preparatory Academy Diversity, Equity, and Inclusion Committee meeting minutes
February 22, 2024 via google meets

Draft

Committee Members:

- ✓Teron Buford
- ✓Erin Bohler
- ✓Hadley Sayotovich

- ✓Chris Lamprecht
- ✓Dana Banitt

Community Members:

- ✓Melissa Onyango-Robshaw

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

DEI Charter

The DEI Committee will earnestly work to identify, assess, and meet the needs of our ever-changing and wonderfully diverse staff, family, and student populations. The DEI Committee will advocate for policies and practices that foster an environment of inclusion where all students, families, and staff members feel welcomed, heard, and valued. The DEI Committee will review and recommend revisions to existing school practices and policies in accordance with inclusion best practices.

Agenda

1. Narrowed mission statements to the following:
 - a. SHPA empowers students with a rigorous and inclusive Classical education that prepares each one for engagement in diverse communities and life-long learning.
 - b. SHPA empowers students with a rigorous and inclusive Classical education that prepares each one for participation in global communities and life-long learning.
 - c. SHPA empowers students through a rigorous and inclusive Classical education that prepares each one for lifelong learning.
2. Proposed timeline
 - a. Present to Governance on February 26, 2024
 - b. Present to greater Board March 7, 2024
 - c. Share finalized options with larger community through April 2024
 - d. Final Board vote in May 2024
3. Fist to 5
 - a. Four 5's
4. Next Meeting
 - a. March 13, 2024 @ 5:45 p.m.

Recommendations to SHPA board of directors

1. Approve meeting minutes
- 2.

*Modesta Philologia. Fida Humanitas.
Disciplined Learning. Responsible
Citizenship.*

Draft for Board Approval

SHPA Facilities Committee Meeting – Feb 21, 2024 ✓_

✓Chris Lamprecht (Chair)

✓Kate Docken

✓ Wes Whalberg

✓Stephanie Graczak

✓Carolyn Farrell

✓Marcos Barrios

_Lisa Barnidge

✓Martine Walker

✓Ryan Grutsch

Also Attending: Steve Shepherd (no), Shawn Smith(yes)

✓Brent Peterson

✓Janeen Raaen

Facilities Committee Charter

The Facilities committee is a committee of the School Board of Directors. The purpose of this committee is to ensure that the school has high quality facilities that match the needs of the school and its community while maintaining fiscal responsibility. The committee shall meet at a frequency as determined by the committee chair as necessary to accomplish its goals. The committee shall strive to secure membership on the committee of volunteers with facility planning and financial management experience.

Agenda Items:

- Update to BV enrollment work
 - 120 BC families yet to respond to intent to return forms
 - 105 spots to goal at this time
- Next Steps Planning (What needs to be done?)
 - Outreach to 120 BC families within next week
 - Continue to connect with “undecided” results
- Burnsville City Council Meeting

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- March 19th
 - Support?
- Great events and efforts

- One year goals:
 - Find and acquire a building for the Bloomington campus (No)
 - Develop a plan for the move from the Bloomington campus including targets for measuring success (Yes)
 - Develop a schedule for repairs and maintenance (In process/Steps made)

Fist to five (How productive did the meeting feel?)

Recommendations to SHPA Board of Directors

1. Recommend approval of the February 21, 2024 Facilities Committee meeting minutes.

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SHPA Executive Committee Meeting – March 5, 2024

Draft for board approval

Attendees:

| | | | |
|---|-----------------|---|-------------------|
| x | Lisa Barnidge | x | Stephanie Graczak |
| x | Michael Meyer | x | Wes Whalberg |
| | Carolyn Farrell | | |

Guest:

| | | | |
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| | | | |
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Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

Provided an update on the campus move and enrollment.

Discussed the 2 year outlook on the ED role.

Discussed the Board Positions open for the upcoming election.

Discussed plan to review survey comments at next Executive Committee meeting.

Discussed Bussing for Burnsville options to be reviewed at upcoming board meeting.

Discussed outcome of the Governance Committee meeting and the mission statement.

Recommendation to SHPA board of directors:

1. Recommend approval of March 5, 2024 Executive committee meeting minutes.

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SHPA Governance Committee Meeting – February 26, 2024

Draft for board approval

Attendees:

| | | | |
|---|-------------------------|---|------------------------|
| x | <u>Lisa Barnidge</u> | x | <u>Teron Buford</u> |
| | <u>Kate Docken</u> | x | <u>Carolyn Farrell</u> |
| | <u>Ryan Grutsch</u> | x | <u>Michael Meyer</u> |
| x | <u>Allison Peterson</u> | x | <u>Brent Peterson</u> |
| x | <u>Wes Whalberg</u> | | |

Guest:

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

Governance Committee Charter

The Governance committee is a committee of the School Board of Directors. The purpose of this committee is to maintain the bylaws of the board of directors and the Seven Hills Preparatory Academy non-profit entity. The committee proactively reviews its existing by-laws and policies to ensure that they are current and will recommend any modifications, additions, or deletions from existing policies to the full board of directors. The committee also coordinates and maintains the board member training requirements and ensures compliance with all federal, state, authorizer and SHPA board requirements. The committee shall meet at a frequency as determined by the committee chair as necessary to accomplish its goals. This committee shall strive to secure membership on the committee of volunteers with governance experience.

1. Review recommendations for school mission from DEI
 - SHPA empowers students with a rigorous, inclusive Classical education, preparing each one for engagement in diverse communities and life-long learning.

2. Discuss policies:
 - Policy 104
 - Policy 522

| |
|---|
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|---|

- Bylaws
3. Assign policies for future meetings
 4. List of 5
 - Fours - 4
 - Fives - 1

Recommendation to SHPA board of directors

1. Recommend approval of Policy 522.
2. Recommend approval of Bylaws.
3. Recommend approval of February 26, 2023 Governance committee meeting minutes.

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Seven Hills Preparatory Academy Human Resources Committee meeting minutes - * via google meets**

Draft for board approval

Committee Members:

- Allison Peterson
- Carolyn Farrell
- Brent Peterson
- Marcus Barrios
- Hadley Sayotovich
- Dana Bannitt
- Stephanie Graczak
- Kate Docken

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

Human Resources Charter

The Human Resources Committee is a committee of the School's Board of Directors. The purpose of this committee is to review specific Human Resource functions and other topics as assigned by the board of directors and make recommendations to the Board regarding the appropriate actions to take. Common topics that may be discussed by this committee include general personnel functions such as employee compensation and benefit structures, staffing practices such as recruiting and retaining staff, and the evaluation of overall staff culture and parent satisfaction. The committee should refrain from handling specific employee concerns, which are handled by the administration. The committee shall strive to secure membership on the committee of volunteers with experience in personnel management and organizational equity. The committee shall meet at a frequency determined by the chair as necessary to accomplish its goals.

1. Reviewed PTO proposal, Sick and Safe Leave, Biennial Compensation Analysis
2. Reviewed HR policies 612.1, 403, and 404
3. Future Agenda Items
 - a. March Review HR policies 407 and 409

Fist to Fives: 5 x 5's, 2 x 4

Recommendation to SHPA board of directors

1. Recommend approval of 1/31/2024 HR committee meeting minutes.
2. Recommend approval of 2/28/2024 HR committee meeting minutes.
3. Recommend approval to offer PTO buyback or bank option for current school year and not wait until the end of 2 yr pilot program.
4. Recommend approval to pause the Biennial Compensation Analysis for one year.
4. Recommend approval of change to policy 612.1, Section II, part C.

Seven Hills Preparatory Academy Human Resources Committee meeting minutes - * via google meets**

Draft for board approval

Committee Members:

- Allison Peterson
- Carolyn Farrell
- Brent Peterson
- Marcus Barrios
- Hadley Sayotovich
- Dana Bannitt
- Stephanie Graczak
- Kate Docken

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1. Reviewed PTO proposal, Mid-Year Staff Survey, Sick and Safe Leave: Marcus
2. Future Agenda Items
 - a. February Review HR policies 612.1 Kate and 301
 - b. 403 and 404 Hadley and Marcus

Fist to Fives: 7 x 5's, 1 x 4

Recommendation to SHPA board of directors

1. Recommend approval of 1/31/2024 HR committee meeting minutes.

SHPA PR Committee Meeting – Feb 5, 2024 5:00pm via google hangouts video conference

Attendees:

| | | | |
|---|-----------------|---|--------------|
| | Lisa Barnidge | X | Erin Bohler |
| X | Marcus Barrios | | Teron Buford |
| X | Tou Thao | X | Wes Whalberg |
| X | Carolyn Farrell | | |

Guest:

| | | | |
|---|------------------|---|----------------|
| X | Lindsey Guetter | X | Molly Corrigan |
| X | Stephanie Hoeft | X | Emily Baumbach |
| X | Kimberly Rendahl | | |

Public Relations Committee Charter

The PR committee is a committee of the School Board of Directors. The purpose of this committee is to actively communicate to the community the mission and vision of Seven Hills Preparatory Academy.

1. Discussed PR for Burnsville Campus

Recommendation to SHPA board of directors:

1. Recommend approval of Feb 5, 2023 PR committee meeting minutes.

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EXHIBIT C

Revised: February 4, 2021

Bylaws

Seven Hills Preparatory Academy

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BYLAWS
of
SEVEN HILLS PREPARATORY ACADEMY
(the "Corporation")

ARTICLE I - PURPOSE

The purposes of the Corporation are as stated in its Articles of Incorporation.

ARTICLE II - OFFICES

The registered office of the Corporation in the State of Minnesota is as stated in the Articles of Incorporation. The Corporation may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of the Corporation may require. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

ARTICLE III - MEETINGS OF THE BOARD

Section 1. Regular Meetings.

Regular meetings of the Board of Directors shall be held each month. A schedule of the regular meetings of the Board of Directors will be kept on file at the Corporation's primary offices. The schedule must state the date, time, and place of the Board's regular meetings.

Section 2. Special Meetings.

Any director may ask the Chair to call a special meeting for a particular purpose. The Chair will honor such a request, provided that the requested date, time, and place of the special meeting is reasonable and that a regular or special meeting of the Board is not already scheduled to be held at or around the same time. The Chair, or a designee, must give three days' advance notice of the meeting to each director. The Board, or its designee, must post and deliver written notice of the date, time, place, and purpose of a special meeting in accordance with the Open Meeting Law (currently codified at Minn. Stat. Ch. 13D).

Section 3. Emergency Meetings.

When circumstances require the immediate consideration of an issue, the Board of Directors may call an emergency meeting in accordance with the procedures set forth in the Open Meeting Law (currently codified at Minn. Stat. Ch. 13D).

Section 4. Quorum and Adjourned Meeting.

Except as expressly provided in these Bylaws or applicable law, a quorum is required to hold a Board meeting and to transact any business at a Board meeting. A majority of the directors constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority of the directors are present at a scheduled meeting, a majority of those directors who are present may adjourn without notice other than announcement at the scheduled meeting, until a quorum is present. Notification of the subsequent meeting shall be in accordance with the Open Meeting Law. If a quorum is present when a duly called meeting is convened, and enough directors leave the meeting early so that less than a quorum remains, the remaining directors present may not continue to transact business and must adjourn the meeting.

Section 5. Voting.

The Board must take action by the affirmative vote of a majority of directors who are present and entitled to vote at a duly held meeting, except in those cases, if any, where these Bylaws require the affirmative vote of a larger proportion. Only current directors on the Board may vote at a meeting, and each director may cast only one vote per motion.

Section 6. Confidentiality.

Absent a court order or other legal requirement, a director may not disclose to any third person information that was discussed in closed session or information that relates to the Board's negotiation strategy or competitive bargaining position with respect to any transaction, sale, purchase, lease, agreement, or contract.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. General Powers.

The Board of Directors is responsible for governing, managing, and directing the affairs of the Corporation. Toward that end, the Board of Directors is authorized to

exercise all corporate powers except as limited by law, the Articles of Incorporation, or these Bylaws.

Section 2. Number.

The number of directors constituting the Board shall be at least seven and not more than eleven, with the exact number to be determined from time to time by resolution of the Board.

Section 3. Designation & Change of Governance Structure.

a) Designation of Governance Structure.

The Board of Directors shall adhere to a non-teacher majority Governance Structure with a minimum of three teacher members required and maximum determined by the size of the board. The teacher members may not serve in a partial administrative role for the school. Also required is at least one teacher member from each of the two campuses. The board will have at least one parent and one community member.

b) Requirements to Change of Governance Structure.

The Board may change the governance structure only upon:

- i) a majority vote of the Board of Directors and a majority vote of the licensed teachers employed at the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative, with licensed teachers who are both employed at the school and a Director having one vote.

AND

- ii) approval of the school's authorizer.

c) Process & Procedures to Change Governance Structure.

- i) Requests & Petitions to Change Structure. The Board may consider a change in its governance structure upon receipt of a request for such consideration signed by at least two Directors, or the receipt of a petition to change the governance model signed by at least 50% of the parents of students enrolled in the school or 50% of the licensed teachers employed at the school.
- ii) Special Board Meeting to Solicit Community Comment. Upon

receipt of a request or petition complying with (i) above, the Board shall schedule and publicize a special board meeting, to be held within thirty days of receipt of such request or petition, for the sole purpose of receiving community comment regarding the governance structure. When publicizing the special board meeting, the Board shall also invite the school community to submit written comments to the Board prior to the special board meeting.

- iii) Board Meeting. The Board shall place on the agenda of its regular meeting following the special board meeting consideration of changing the governance structure. Placing the item on the agenda does not require any board member to introduce a motion or second a motion for such consideration.
- iv) Effective Date of Change in Governance Structure. Any change in the governance structure complying with this Section 3 is not effective for the duration of the current charter contract period and will be effective for the subsequent charter contract period and begin on the same date as the effective date of the charter contract next executed between the school and its authorizer.

Section 4. Classification; Term.

- a) The directors shall be divided into three classes, designated Class I, Class II, and Class III. Each class shall consist, as nearly as may be possible, of one third of the total number of directors constituting the entire Board of Directors. All newly elected board members shall begin their class terms on July 1st of the year elected and will serve for a three-year term ending on June 30th of the third year of service.
- b) Each director will remain on the Board until expiration of the term for which the director was elected or appointed and until a successor is elected and qualified, or until the death, resignation, removal, or disqualification of the director, whichever occurs first.

Section 5. Election of Directors.

- a) On or before February 15 of each school year, the Chair will appoint an election committee consisting of one or more parents of students enrolled at Seven Hills Preparatory Academy, one or more staff members employed by the Corporation, and such other individuals as the Chair sees fit.
- b) The election committee may nominate at least one candidate for each seat on the Board held by a director whose term will expire during that school

year. The committee must submit its nominations to the Board in writing on or before March 15. The Board of Directors must accept the nominations, but may nominate additional candidates as well. If, on or before March 15, a licensed teacher who is employed by the Corporation as a teacher, or a parent or legal guardian of a child enrolled at Seven Hills Preparatory Academy, or a community member submits a written notice to the Board seeking to be nominated for election to the Board, the Board must accept that nomination.

- c) On or before May 15, the Board must hold an election in a manner that the Board sees fit to determine which candidates will be elected to the Board. The following individuals may vote in the election: staff members who are employed by the Corporation (including teachers providing instruction under a contract with a cooperative), members of the Board of Directors, and all parents or legal guardians of children enrolled in the school. The Corporation must notify eligible voters of the Board election date(s) at least thirty days before the election. Voting will be by ballot. The ballots will be counted by a person selected by the Board. The counting of the ballots will be witnessed by a third party and will be promptly reported to the Board. The persons receiving the greatest number of votes subject to the composition requirements in Article IV, Section 3a shall be elected for the open seats on the Board.

Section 6. Resignation.

- a) A director may resign at any time by giving written notice to the Board of Directors. Such resignation shall be effective upon delivery of the notice to any officer, unless a later effective date is specified in the written notice. The Board is not required to accept a resignation in order for it to become effective.
- b) If a director is an employee of the Corporation, i.e., a licensed teacher, and his or her employment with the Corporation terminates for any reason, the director shall be deemed to have resigned from the Board at the time of such termination.

Section 7. Removal of Elected Directors.

A director who has been elected to the Board may be removed at any time, with or without cause, by a two-thirds vote of the other directors on the Board.

Section 8. Removal of Appointed Directors.

A director who has been appointed to the Board may be removed at any time, with or without cause, by majority vote of the other directors on the Board.

Section 9. Filling Vacancies.

If a seat on the Board becomes vacant before the director who held the seat completes his or her term on the Board, the vacancy may be filled by the affirmative vote of a majority of the directors on the board, provided that the vote occurs at a properly noticed meeting of the Board of Directors. A director who is appointed to fill a vacancy will hold office for the unexpired term of the vacant seat, subject to his or her earlier resignation, removal, disqualification, or death.

Section 10. Compensation.

Directors will not receive compensation for their services as a director. However, directors may be reimbursed for actual, necessary, and reasonable out-of-pocket expenses incurred while rendering services to the Corporation. Directors may receive meals at board work sessions and de minimis gifts upon leaving the school board. Subject to any limitations imposed by law, the Board of Directors may determine whether out-of-pocket expenses are necessary and reasonable, and whether such expenses were incurred while rendering services to the Corporation.

Section 11. Committees of the Board.

In addition to other actions relating to committees, the Board of Directors may: (1) establish standing or ad hoc committees as it sees fit; (2) define the powers and responsibilities of any committee that it has established; (3) designate and determine the members of any committee that it has established; (4) select or provide a method for selecting a chairperson for a committee; (5) designate one or more individuals to replace any absent or disqualified member of a committee; (6) direct and oversee any committee that it has established; and (7) disband any established committee as it sees fit, regardless of whether the committee is a standing committee or an ad hoc committee. An ad hoc committee is considered disbanded once its designated task has been completed.

a) Authority of Committees.

Except as authorized by the Board of Directors, each committee is advisory only, such that it has no decision-making authority. If the Board authorizes a committee to have decision-making authority or the committee consists of a quorum or more of Directors, the meetings of

that committee must be posted and held in accordance with the Open Meeting Law. A committee that has decision-making authority may exercise that authority only through the affirmative vote of a majority of the total members of the committee.

b) Procedures for Conducting Committee Meetings.

The activities of all committees of the Corporation must be conducted in a manner that will advance the best interest of the Corporation. Each committee must fix its own rules of procedure and must act in a manner that is consistent with the Articles of Incorporation, these Bylaws, and the policies of the Corporation. The Chair will be an ex-officio member of all committees, unless the Chair also serves as a member of such committee.

c) Limitation on Authority of Committees.

Every committee that is established by the Board will be subject to the direction and control of the Board.

d) Requirement of Committee Chairs.

Each committee chair is required to be a member of the governance committee to ensure familiarity with school policies.

ARTICLE V - CONFLICTS OF INTEREST

Section 1. Conflicts of Interest Prohibited.

No director may violate any common law or statutory prohibition on conflicts of interest. Applicable statutes include, but are not limited to, Minnesota Statutes Sections 124E.07, subdivision 1; 124E.07, subdivision 3; 124E.14; 124E.13, subdivision 2(a); and 317A.255, as amended. Any director who has a personal financial interest in a transaction that is being contemplated by the Board, or who has a relationship with any person who may be involved in such a transaction, must fully disclose to the Board the existence of the interest or relationship before the transaction is initiated. Directors must comply with all conflict-of-interest policies adopted by the Board of Directors and must submit any annual statement required by such policies.

Section 2. Compensation.

A director who receives compensation, directly or indirectly, from the Corporation may not vote or participate in any Board discussion pertaining to his or her compensation. Similarly, a voting member of a committee who receives compensation, directly or indirectly from the Corporation may not vote or participate in any committee discussion pertaining to his or her compensation.

ARTICLE VI - OFFICERS AND EMPLOYEES

Section 1. Officers and Terms.

The Corporation will have the following officers: (1) President; (2) Vice-President; (3) Treasurer; and (4) Secretary. The President is also referred to as the Chair, and the Vice-President is also referred to as the Vice-Chair. By majority vote of a quorum of the Board, the Board may appoint any director who is not a teacher member to serve as an officer of the Corporation. Each officer will serve a one year term. An officer holds office until the expiration of the term for which the officer was appointed and until a successor is appointed, or until the death, resignation, removal, or disqualification of the officer, whichever occurs first.

Section 2. Vacancies.

The Board may appoint a director to fill any vacancy in any office. The appointment must be by majority vote of a quorum of the Board.

Section 3. Chair.

The Chair is the principal officer of the Corporation and must not be an employee of the Corporation. The Chair must perform the duties of the Corporation's President in accordance with the Minnesota Nonprofit Corporation Act (currently codified at Minnesota Statutes Section 317A.305, subdivision 2). The Chair also serves as the Chair of the governance committee but has the discretion to designate another board member as Chair of the governance committee as long as the Board Chair remains on the governance committee. Accordingly, among other things, the Chair must:

- a) have general active management of the business of the Corporation;
- b) call and, when present, preside at regular, special, and emergency meetings of the Board;

- c) see that the orders and resolutions of the Board are carried into effect;
- d) sign and deliver in the name of the Corporation deeds, mortgages, bonds, contracts, or other instruments that have been approved by majority vote of the Board, except in such cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Board to another officer or agent of the Corporation;
- e) maintain records of the Board and, when necessary, certify proceedings of the Board; and
- f) perform other duties prescribed by the Board.

Section 4. Vice-Chair.

The Vice-Chair must assume the duties of the Chair when the Chair is absent or unable to act, and must perform such other duties as the Board of Directors may prescribe. The Vice-Chair also serves as the Chair of the governance committee. The Vice-Chair must not be an employee of the Corporation.

Section 5. Treasurer.

The Treasurer must perform the duties of the Corporation's treasurer in accordance with the Minnesota Nonprofit Corporation Act (currently codified at Minnesota Statutes Section 317A.305, subdivision 3). In addition, the Treasurer must perform such other duties and have such other powers as may be prescribed by the Board of Directors. The Treasurer also serves as the Chair of the finance committee. The Treasurer must not be an employee of the Corporation.

Section 6. Secretary.

The Secretary must record and preserve the minutes of meetings attended by the Secretary and perform such other duties and have such other powers as may be prescribed by the Board of Directors. The Secretary must not be an employee of the Corporation.

Section 7. Removal of Officer.

Any officer may be removed from office at any time, with or without cause, by majority vote of the Board of Directors.

Section 8. Resignation.

Any officer may resign from office at any time by giving written notice to the Board of Directors. Resignation as an officer does not automatically remove the officer from the board. Such resignation will be effective upon delivery of the

notice to any other officer of the Corporation, unless a later effective date is specified in the written notice. The Board is not required to accept a resignation in order for it to become effective. An election or appointment of a replacement officer will occur.

Any director who resigns from the Board shall be deemed, without any further action, to have resigned from all offices held by that director.

ARTICLE VII - DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets.

By a two-thirds vote of all directors at a meeting held for the specific stated purpose of considering the question of dissolution, the Board of Directors may adopt a resolution requiring that the Corporation cease operations and voluntarily dissolve in accordance with all applicable laws.

Section 2. Cessation and Distribution.

When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets in accordance with all applicable laws. Notice of intent to dissolve shall be filed with the Secretary of State as required by law.

ARTICLE VIII - INDEMNIFICATION

Section 1. Indemnification.

The Corporation shall defend, indemnify, and hold harmless its directors, officers, employees, and committee members to the fullest extent permitted by Minnesota Statutes Section 317A.521 and any amendments thereto. The Corporation shall also indemnify and hold harmless the individuals identified in Minnesota Statutes Section 124E.09 in accordance with that statute, as amended.

This duty to indemnify is limited by any applicable provisions in statute including, but not limited to, Section 124E.09 and Section 317A.521, as amended.

Section 2. Insurance.

The Corporation shall purchase and maintain Directors and Officers insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation, or member of a committee of the Board of Directors, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended, altered, or repealed and new bylaws adopted upon proper notice and a two-thirds vote of the Board of Directors.

ARTICLE X - FINANCIAL MATTERS

Section 1. Contracts.

By majority vote of a quorum, the Board of Directors may authorize officers or agents of the Corporation to enter into any contract or to execute and deliver any instrument in the name of, and on behalf of, the Corporation. Any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it financially liable for any purpose or to any amount.

Section 2. Loans and Pledges.

No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors.

Section 3. Authorized Signatures.

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 4. Deposits.

All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

Section 5. Corporate Seal.

The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office.

The Board of Directors shall cause to be kept at the registered office of the Corporation originals or copies of:

- a) approved minutes and records of all proceedings of the Board of Directors and all committees;
- b) records of all votes and actions of the Board of Directors;
- c) accounting records, including all financial statements of the Corporation; and
- d) the Articles of Incorporation and Bylaws of the Corporation and all amendments and restatements thereof.

Section 7. Accounting System and Audit.

The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles and standards of fiscal management for a public charter school, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the records and books of account of the Corporation to be audited, in accordance with Minnesota Statutes Section 124E.16, subdivision 1, as amended, at least once each fiscal year and at such other times as it may seem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate.

**SEVEN HILLS PREPARATORY ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 522: SEX NONDISCRIMINATION, TITLE IX GRIEVANCE PROCEDURE & PROCESS

I. GENERAL STATEMENT OF POLICY

- A. Seven Hills Preparatory Academy (“SHPA”) prohibits discrimination on the basis of sex in all forms, including sexual harassment.
- B. SHPA does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. SHPA is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment

II. SEX DISCRIMINATION COMPLAINTS NOT INVOLVING SEXUAL HARASSMENT

Complaints of sex discrimination that do not constitute sexual harassment, as defined below, or retaliation from making a complaint of sexual harassment, should be reported to the building principal or building supervisor. The building principal or supervisor is then responsible for notifying SHPA’s Title IX Coordinator of the complaint. If a complaint involves the building principal or supervisor, it should be reported directly to the Title IX Coordinator. The Title IX Coordinator will ensure an investigation is completed in accordance with the requirements of applicable SHPA policies. SHPA’s Title IX Coordinator is the Executive Director ~~Executive Director~~. The Title IX Coordinator’s contact information is:

Executive Director, Seven Hills Preparatory Academy, Richfield Campus, Office 409C, Telephone: 612-314-7606

III. GENERAL POLICY PROHIBITING SEXUAL HARASSMENT

- A. SHPA prohibits sexual harassment that occurs within its education programs and activities. When SHPA has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- B. This policy applies to sexual harassment that occurs within SHPA’s education programs and activities. This policy does not apply to sexual harassment that occurs outside the scope of SHPA’s education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in SHPA’s education

programs or activities

- C. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. SHPA's Title IX Coordinator(s) is/are:

**Executive Director, Seven Hills Preparatory Academy, Richfield Campus,
Office 409C, Telephone: 612-314-7606**

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- D. The effective date of this policy is August 14, 2020, and it applies to alleged violations of this policy occurring on or after August 14, 2020.

IV. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to SHPA's Title IX Coordinator or to any employee of SHPA. This standard is not met when the only official of SHPA with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that SHPA office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. SHPA is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances over which SHPA exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes SHPA education programs or activities that occur on or off of SHPA property.
- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that SHPA investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the

complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.

2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of SHPA with which the formal complaint is filed.
 3. A parent or guardian of a child younger than 18 years old may file a formal complaint on behalf of their child.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, physical items, or information that are related to the allegations raised in a formal complaint and have any tendency to make the allegations more or less likely to be true. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions or evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible for sexual harassment. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a SHPA education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a SHPA employee (conditioning the provision of an aid, benefit, or service of SHPA on an individual’s participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or

3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of SHPA buildings or property, and other similar measures.
- M. “Title IX Personnel” means any person who addresses, works on, or assists with SHPA’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of SHPA that is designated and authorized to coordinate SHPA’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Title IX Coordinator, the Decision-maker or the Appellate Decision-maker in that formal complaint. The Investigator may be a SHPA employee, SHPA official, or a third party designated by SHPA.
 3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker in that formal complaint. The Decision-maker may be an administrator, supervisor, or other individual qualified to determine and impose appropriate remedies if a determination of responsibility is made.
 4. “Appellate Decision-maker” means a person who considers and decides

appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker in that formal complaint. The Appellate Decision-maker may be a SHPA employee, or a third party designated by SHPA.

5. “Informal resolution facilitator” means a person who facilitates the informal resolution process if desired by the parties. The Informal resolution facilitator may be the Title IX Coordinator, but may not be the Investigator, Decision-maker or Appellate Decision-maker in the formal complaint proposed for informal resolution.
6. The superintendent of SHPA may delegate functions assigned to a specific SHPA employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. SHPA may also, in its discretion, appoint suitably qualified persons who are not SHPA employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator.

V. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of SHPA who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, SHPA may report the alleged conduct to law enforcement authorities. SHPA encourages complainants to report criminal behavior to the police immediately.

VI. RETALIATION PROHIBITED

- A. Neither SHPA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation to the Title IX Coordinator in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment.
- C. Charging an individual with violation of SHPA policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

VII. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, SHPA employees, and employee unions.
- B. SHPA shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. SHPA must provide applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with SHPA, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that SHPA does not discriminate on the basis of sex in the

education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;

3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of SHPA's grievance procedures and grievance process referenced in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how SHPA will respond.

VIII. RECORDKEEPING

- A. SHPA must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, SHPA must document:
 1. The basis for SHPA's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures SHPA has taken that are designed to restore or preserve equal access to SHPA's education program or activity; and
 3. If SHPA does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit SHPA in the future from providing additional explanations or detailing additional measures taken.
- B. SHPA must also maintain for a period of seven calendar years records of:
 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to SHPA's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

IX. APPLICATION OF LAWS OTHER THAN TITLE IX

A. If a formal complaint is dismissed because the allegations, if true, would not constitute sexual harassment as described above or if a Decision-maker or Appellate decision-maker makes a determination that a respondent is not responsible for sexual harassment under these procedures, the Title IX Coordinator will consider whether the alleged conduct may constitute a violation of one or both of the alternative definitions below. If an investigation has already been conducted, the Title IX Coordinator may review the investigation to determine whether prohibited sexual harassment has occurred. If the Title IX Coordinator concludes that it has, the Title IX Coordinator shall report those findings to the Decision-maker and the Decision-maker shall impose or recommend remedies. If no investigation has taken place, the complaint shall be investigated consistent with Policy 103.

B. Alternative Definitions of Sexual Harassment

i. Minnesota Human Rights Act (Applicable to Employees and Students)

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education;
- (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- (3) that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment, or educational environment.

ii. Title VII (Applicable to Employees)

“Sexual harassment” mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

X. GRIEVANCE PROCEDURE AND PROCESS

The grievance procedure and process adopted by SHPA shall be included with the Policy as an addendum, and may be reviewed and revised as deemed appropriate by SHPA.

ADOPTED BY THE BOARD ON: March 2008

REVISED BY THE BOARD ON: February 12, 2018; November 5, 2020

Title IX Grievance Procedure and Process
Addendum to Policy 522

I. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. SHPA shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. SHPA will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. SHPA will provide appropriate remedies to the complainant when a determination of responsibility for sexual harassment has been made against a respondent.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

To the extent permitted by governing law and regulations, SHPA will not release private educational or personnel data about complainants, respondents, witnesses, allegations of sexual harassment, investigations, decisions, dismissals, and/or findings of responsibility. However, SHPA's obligations under the implementing regulations for Title IX may require disclosure of certain private educational or personnel data to other parties and/or witnesses.

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly during any phase of the grievance process. An advisor to a complainant or respondent may prepare written submissions on behalf of the party.

F. Notice

SHPA will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided so as to allow sufficient time for the party to prepare to participate.

G. Consolidation

SHPA may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, SHPA will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. SHPA shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless SHPA obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon SHPA and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment,

including when SHPA employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by SHPA within five (5) calendar days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by SHPA.
4. SHPA will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by SHPA.
5. Although SHPA strives to adhere to the timelines described above, in each case, SHPA may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening SHPA holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that SHPA may provide a complainant and disciplinary sanctions that SHPA might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in transportation, changes in work locations, leaves of absence, monitoring of certain areas of SHPA buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will impose or recommend appropriate remedies, including disciplinary sanctions/consequences. The

discipline of a student-respondent must comply with the applicable provisions of Policy 506 – Student Discipline, the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

II. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. SHPA will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. SHPA must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair SHPA's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by SHPA unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation against the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, SHPA must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;

5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of Policy 522 and this Grievance Procedures document.

III. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. SHPA may remove a student-respondent from an education program or activity of SHPA on an emergency basis before a determination regarding responsibility is made if:
 - a. SHPA undertakes an individualized safety and risk analysis;
 - b. SHPA determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. If SHPA determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related SHPA policies, including Policy 506 – Student Discipline. SHPA must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

SHPA may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. SHPA must take into consideration requirements of any applicable collective bargaining agreement or individual contract, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

IV. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal

resolution may be offered and facilitated by SHPA at SHPA's discretion, but only after a formal complaint has been received by SHPA.

- B. SHPA may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a SHPA employee sexually harassed a student.
- D. SHPA will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent to participate in the informal resolution process. SHPA will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

V. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, SHPA must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in SHPA's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. SHPA may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by SHPA; or
 - 3. Specific circumstances prevent SHPA from gathering sufficient evidence to reach a determination.

- C. SHPA shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal and grounds upon which an appeal may be made.
- D. Dismissal of a formal complaint or a portion thereof does not preclude SHPA from addressing the underlying conduct in any manner that SHPA deems appropriate, including an investigation pursuant to other SHPA policies.

VI. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by SHPA, SHPA will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation SHPA decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, SHPA must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which SHPA does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The investigative report may include recommended findings of fact and conclusions. SHPA will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

VII. DETERMINATION REGARDING RESPONSIBILITY

- A. After SHPA has sent the investigative report to both parties and before SHPA has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. The time allowed for submitting questions and answers is at the discretion of the Decision-maker.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, and the parties have been provided at least ten days to review and submit a written response to the investigative report, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of SHPA's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions SHPA imposes on the respondent, and whether remedies designed to restore or preserve equal access to SHPA's education program or activity will be provided by SHPA to the complainant; and
 - 6. SHPA's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents

or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that SHPA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

VIII. APPEALS

- A. SHPA shall offer the parties an opportunity to appeal a determination regarding responsibility or SHPA's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by SHPA, SHPA will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

Adopted and effective on August 27, 2020.



The City of Deephaven, Minnesota
 (Seven Hills Preparatory Academy Project)
 Charter School Lease Revenue Bonds, Series 2024



Preliminary Financing Timetable
as of February 23, 2024

| February 2024 | | | | | | | March 2024 | | | | | | | April 2024 | | | | | | | May 2024 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | |

| Date | Activity/Task | Parties Responsible | Notes |
|--------|---|---------------------|-----------|
| Feb 12 | Submit package for MDE R&C | W | |
| Feb 12 | Execute Purchase Agreement | W | |
| Feb 27 | Financing team organizational call | Working Group | 3:00pm CT |
| Mar 4 | Draft Borrower and Charter School financing resolutions distributed | BF | (week of) |
| Mar 4 | Due diligence checklist distributed | BS | (week of) |
| Mar 4 | Draft Local Host Approval Resolution distributed | KG | (week of) |
| Mar 4 | Draft Issuer Resolution distributed | I, DW | (week of) |
| Mar 8 | Comments due on preliminary resolutions | Working Group | |
| Mar 11 | First drafts of bond documents distributed | DW | (week of) |
| Mar 11 | Preliminary Bond Resolution Submitted to City of Deephaven | I, DW | |
| Mar 12 | Local Host Approval Resolution Submitted to City of Burnsville | KG | |
| Mar 18 | First draft of POS, BPA, CDA, and SNDA distributed | BS | (week of) |
| Mar 18 | Comments due on both bond documents & POS | Working Group | (week of) |
| Mar 18 | Preliminary Bond Resolution Considered by City of Deephaven | I, DW | |
| Mar 19 | Resolution Calling for Public Hearing in City of Burnsville | KG | |
| Mar 19 | Zoning Code Change Considered by the City of Burnsville | | |
| Mar 25 | Next draft of bond documents and POS distributed | DW, BS | (week of) |
| Mar 25 | Publication of Notice of Public Hearing in City of Burnsville | KG | (week of) |
| Mar 25 | GC Determined | W, SH | (week of) |
| Mar 25 | Enrollment & budget projections finalized | SH | (week of) |
| Mar 25 | Send underwriting package to rating agency | RWB | (week of) |



The City of Deephaven, Minnesota
 (Seven Hills Preparatory Academy Project)
 Charter School Lease Revenue Bonds, Series 2024



Preliminary Financing Timetable
 as of February 23, 2024

| February 2024 | | | | | | | March 2024 | | | | | | | April 2024 | | | | | | | May 2024 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | |

| Date | Activity/Task | Parties Responsible | Notes |
|---------------|--|---------------------|------------------|
| Mar 26 | Authorizer to review enrollment and budget projections | Authorizer | |
| March 28 | MDE R&C Letter received | SH | |
| Apr 1 | MDE R&C Letter published | W | |
| Apr 1 | Comments due on both bond documents & POS | Working Group | (week of) |
| Apr 1 | Send documents to rating agency | RWB | (week of) |
| Apr 1 | Draft rating presentation distributed | RWB | (week of) |
| Apr 8 | Send rating presentation to Rating Agency | RWB | (week of) |
| Apr 8 | Rating agency meeting site visit | SH, W, RWB, RA | (week of) |
| Apr 8 | Call with Charter School's Authorizer | BS, RWB | (week of) |
| Apr 8 | Draft investor presentation distributed | RWB | (week of) |
| Apr 8 | Substantially Final Documents Submitted to Issuer | BS, BF, DW | (week of) |
| Apr 15 | Prices determined for the GMP | SH, W | (week of) |
| Apr 15 | Final due diligence conference call | SH, BF, BS, RWB | (week of) |
| Apr 15 | [TBD] Rating received and published | RA | (week of) |
| Apr 15 | Issuer City Council Meeting Final Bond Resolution | I, DW | |
| Apr 16 | Local Host Approval TEFRA Hearing (City of Burnsville) | KG | |
| Apr 17 | POS finalized and posted | BS, RWB | |
| Apr 17 | Baird begins marketing process | RWB | |
| Apr 22 | Investor Q&A conference call (TBD) | SH, W, RWB | (week of) |
| Apr 23 | 20-day notice period for MDE R&C Letter ends (GMP contract can be executed) | | |
| Apr 30 | Pre-pricing call (TBD) | SH, W, RWB | |



The City of Deephaven, Minnesota
 (Seven Hills Preparatory Academy Project)
 Charter School Lease Revenue Bonds, Series 2024



Preliminary Financing Timetable
 as of February 23, 2024

| February 2024 | | | | | | | March 2024 | | | | | | | April 2024 | | | | | | | May 2024 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa | S | M | T | W | Th | F | Sa |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | |

| Date | Activity/Task | Parties Responsible | Notes |
|--------------|--------------------------------------|---------------------|-----------|
| Apr 30–May 1 | FOMC Meeting | | |
| May 1 | Bond pricing (TBD) | RWB | |
| May 1 | Pricing update call (TBD) | SH, RWB | |
| May 1 | Bond Purchase Agreement signed (TBD) | SH, ABC, I, RWB | |
| May 6 | Post Final OS | BS, RWB | (week of) |
| May 6 | Finalize documents | Working Group | (week of) |
| May 6 | Distribute closing memo | RWB | (week of) |
| May 8 | Pre-closing call (TBD) | Working Group | |
| May 9 | Bond closing call (TBD) | Working Group | |

Key:

| | | |
|-----|--------------------------------------|---------------------------------------|
| ABC | Seven Hills Academy Building Company | (Borrower) |
| SH | Seven Hills Preparatory Academy | (Charter School) |
| I | The City of Deephaven, Minnesota | (Issuer) |
| BF | Best & Flanagan | (Borrower's/Charter School's Counsel) |
| DW | Dorsey & Whitney LLP | (Bond Counsel) |
| KG | Kennedy & Graven | (Local Host Counsel) |
| BS | Ballard Spahr LLP | (Underwriter's Counsel) |
| W | Wildamere | (Borrower's Representative) |
| RWB | Baird | (Underwriter) |
| US | U.S. Bank | (Trustee) |
| RA | Moody's | (Rating Agency) |
| TC | TBD | (Title Company) |

ENROLLMENT OUTLOOK | 2.29.24

| Days of Marketing | Days Until First Day of School | Burnsville Enrollment Goal |
|-------------------|--------------------------------|----------------------------|
| 27 | 187 | 450 |

| Current Burnsville Enrollment: 519 | |
|--|------------------------------|
| Current SHPA Students to Burnsville: 379 | Newly Enrolled Students: 140 |

| Intent to Return Forms: Bloomington Campus | |
|--|-----|
| Current BC Enrollment | 536 |
| ITR Forms - Received | 522 |
| ITR Forms - Outstanding | 14 |
| Transition to the Burnsville Campus | 377 |
| RC transitioning to Burnsville | 2 |
| Undecided | 41 |
| Withdrawal | 57 |
| 5th Graders to RC Middle School | 67 |

ENROLLMENT GOAL CALCULATION

Current Students: 1=1

- These are students that are currently enrolled students that have marked they intend to transition to the Burnsville Campus
- Each of these represent a 1 to 1 for our calculation

New Students: 2=1

- New students who enrolled in the Burnsville Campus
- Each of these represent a 2 to 1 for our calculation

Term Definitions

- **Accepted:** Families that have accepted
- **Registration Verified:** Paperwork has been completed, officially our student for 2024!
- **Remaining Wait List:** Registered, 2024 class section is full, waiting for a spot to open up

| Current Students 1 = 1 | | New Students 2 = 1 | | | | |
|---------------------------|------------------|----------------------------|----------|----------|-----------------------|--------------|
| Bloomington to Burnsville | RC to Burnsville | Registered Future Students | Accepted | Waitlist | Current Total | Total Needed |
| | | Needed: 142 | | | 377 + 2 + 98 + 9 + 33 | 379 + 142 |
| 377 | 2 | 98 | 9 | 33 | 519 | 521 |

2024-2025 GRADE LEVEL PROJECTIONS

| 24-25 Grade | Current Students | New Students | Accepted & Waitlist | Current Enrollment | Max Capacity |
|---------------|------------------|--------------|---------------------|--------------------|--------------|
| K | | 66 | 8 | 74 | 104 |
| 1 | 63 | 10 | 2 | 75 | 104 |
| 2 | 80 | 5 | 15 | 100 | 104 |
| 3 | 75 | 10 | 3 | 88 | 100 |
| 4 | 87 | 2 | 13 | 102 | 92 |
| 5 | 74 | 5 | 1 | 80 | 81 |
| Totals | 379 | 98 | 42 | 519 | 585 |

2023-24 Bus Transportation Guidelines

The following is an outline of SHPA's bus service transportation guidelines. These guidelines assist the school in planning and implementation of safe, efficient, and convenient bus routes for our families.

*For the 2023 – 2024 school year the annual fee for transportation service is **\$275 per child** and a **\$525 cap per family**, with eligible families charged on a reduced rate. **This fee is non-refundable.** Busing comprises a significant portion of our operating budget and we are pleased to provide quality service at a reasonable cost.*

The bus transportation fee is applicable to all families who meet any of the following criteria:

- 1) Do not live in either Bloomington or Richfield (e.g., reside in Burnsville, Minneapolis, Edina, Lakeville, etc.)
 - 2) Do not attend campus of the city in which they live (i.e., live in Bloomington, but attend the Richfield campus or vice-versa; families with children at both campuses are eligible to use the transition bus*
 - 3) Live fewer than two miles from the Bloomington campus (please see MDE FAQ sheet linked below)
- *Transports middle school students with elementary siblings at Bloomington to Richfield and back

In order to be placed on a bus route and guaranteed service at the start of the 2023-24 school year, all families (new and returning), **must complete an online bus application form during the enrollment period from May 15th - June 16th.** All families must make an online payment during the application enrollment period and pay any outstanding balance they may have from the 2023-24 school year at that time. **Late registrants will not receive a stop until third week of the school year after initial routes have been successfully established.** Single change requests may be submitted to the transportation coordinators by October 9th and changes to route stops or times will be considered only for potential safety concerns and not for convenience in timing or location.

Busing Facts and Timeline

- We have 18 buses that transport more than 600 students from 500 families each school day
 - Safety will always be the first and foremost objective of our bus transportation service
 - The goal for route times will be approximately one hour, weather and traffic permitting
 - K – 8th grade students who do not live in Bloomington or Richfield will be serviced by hub stops
 - Bloomington/Richfield Kindergarten students will receive stops at the corner of their street
 - Bloomington/Richfield 1st-5th grade students will have stops approximately 4 blocks from their house
 - Bloomington/Richfield 6-8th grade students will have stops approximately 6 blocks from their house
 - Parents of K-5th grade students are expected to be present at the bus stop for pickup/drop-off
 - Students must be registered to ride the bus and receive only one a.m. and one p.m. stop
 - Bus drivers are entrusted with the responsibility of managing and referring student behavior
 - Each campuses bus service may differ in some respects based upon contracts and providers
 - Students are only allowed to ride the bus to which they have been assigned (No Exceptions)
- May 15: Busing application window opens up and building of initial routes begins
 - June 16: Bus Application Deadline
 - August 18: Final routes will be published
 - October 9: Change Request Deadline

For additional information, please reference the MDE FAQ Sheet

(<https://sevenhillspreparatoryacademy.org/parents-families/resources/busing-transportation/>) or the following district boundary map: <http://www.mngeo.state.mn.us/maps/SchoolDistricts/>. If you have further questions, contact Barb Mattson (Bloomington Campus) at bmattson@shpamn.org or Monica Wood (Richfield Campus) at

mwood@shpamn.org. Busing is a privilege, not a right, and we work hard in cooperation with our transportation partners to provide safe, efficient, quality service at an affordable rate to our families!