

April 4th, 2024 School Board Packet

1. Board Meeting Agenda -April 4th, 2024
2. March 7th, 2024 School Board meeting minutes
3. Finance Report - February 2024
4. Management Report February 2024
5. Interim Executive Director Report/Richfield Elementary School Principal Report
6. Bloomington Principal Report
7. Richfield Middle School Principal Report
8. March 13th, 2024 DEI Committee meeting minutes
9. March 20th, 2024 Facilities Committee meeting minutes
10. April 2nd, 2024 Finance Committee Meeting minutes
11. March 18th, 2024 Governance Committee meeting minutes
12. March 20th, 2024 2024 HR Committee meeting minutes
13. 2024 PR Committee meeting minutes
14. March 5th, 2024 Executive Committee meeting minutes
15. Gender Neutral Single User Restrooms FY24-FY25 Grant
16. SHPA Bylaws
17. Owner's Representation Agreement 2023
18. Owner's Representation Agreement 2024

19. 4159 SHPA FY 2024 Review and Comment, 03.21.24
20. Policy 413 Harassment and Violence Prevention
21. Cost Reimbursement Resolution SHPA ABC 2022
22. Policy 414 Mandated Reporting of Child Maltreatment
23. Enrollment Outlook 04.01.24
24. Copy of 612.1 Parent Involvement Policies

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

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SHPA*****

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, April 4, 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 March 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. March Town Hall Recap
 - iii. Ad Hoc Election Committee Update
 - iv. Attendee to PTA meetings
 - v. Review April 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 May 2, 2024, at 6:00 pm
9. Adjourn

Draft for board approval

Seven Hills Preparatory Academy Board Minutes – March 7th, 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, Kate Docken

Absent: Erin Bohler

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 6:02 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 March 7th, 2024 SHPA Board agenda made by Teron Buford and seconded by Michael Meyer. Motion passed unanimously**

4. Approval of the February 1st , 2024 Board meeting minutes --See SHPA Board meeting minutes February 1st, 2024.

- **Motion to approve the February 1st, 2024, SHPA Board agenda made by Alison Peterson and seconded by Michael Meyer. Motion passed unanimously.**

5. Comments from Community Members:

PTA Update from Molly Corrigan:

- **PTA Special Election:** Our PTA voted to appoint SHPA parent, Audra Whalberg, as our PTA Board Treasurer. Audra's skill set and dedication to Seven Hills is already an asset to the PTA. We're so glad to call her part of our crew. Special recognition and thank you to Emily Hubble, who has served the PTA Board Treasurer role for the last five years. Emily has helped to build the PTA to what it is today, and we are grateful for her service!
- **Fun Run T-shirt Advertising:** Are you looking for a way to support Seven Hills and advertise your business? The PTA will host its annual spring fun run on May 10, and local businesses can purchase logo space on the student Fun Run t-shirt. If you, or someone you know, wants to explore this, contact PTA Member, Kat Minks, at minks.katherine@gmail.com.
- **Dine to Donate:** Our January Dine to Donate yielded approximately \$300 from Noodles & Company. Our next Dine to Donate event will happen at My Burger in Richfield on March 13. Watch for details soon, and thanks for joining us!
- **Teacher & Staff Appreciation:** The PTA will *not* host a Spring Book Fair this year. Instead, we are investing in our teachers by planning an additional appreciation event. On Friday, March 8, the PTA will host a coffee bar at each campus for all teachers and staff attending the professional development day. We're excited to treat our teachers and staff!
- **School Supply Update:** The PTA has just completed the purchase and delivery of Trimester Three classroom supplies for all classroom teachers and specialists at both campuses. This is a great way to reduce the cost of annual student school supplies, and ensure our classrooms remain well-stocked throughout the year. Beginning the week of March 11, we'll begin the process for updating student supply lists for the Fall, and confirming Trimester One classroom supplies for our teachers. Families will once again

have the option to pre-order a school supply kit for delivery to their homes this summer. Watch for details soon!

- **Spirit Gear Update:** While purchases of our Spirit Gear can happen [via our PTA website](#) any time, watch for extra items to be available during our Spring Spirit Gear sale, which begins April 1. Watch for details soon!
- **PTA Meeting, March 11:** Join us on Monday, March 11 at the Bloomington campus in person, or log into the Zoom meeting. All meeting information 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, March 5th, 2024.*

- **Motion passed for March 5th, 2024 Finance Committee Meeting Minutes made by Chris Lamprecht seconded by Alison Peterson.** *Motion passes unanimously.*
- **Motion to recommend approval salary increase at 2%, with a trigger of an additional 1% depending on Burnsville Enrollment, made by Lisa Barnidge seconded by Teron Buford.** *Motion passes unanimously.*

b. Executive Director Report - presented by Carolyn Farrell - *see Executive Director's Report to the School Board, March 7th, 2024*

- *MN Dot took steps safely for hwy. and Richfield Campus.*
- *Bussing must meet criteria for the one year that is reasonable for families.*
- *School Calendar*
- *Beth T. was very impressed with enrollment. Friends of Education has started the validation process.*
- *Bonds would like to be more specific and will bring to the following meeting.*

Motion to approve 2024-2025 School Calendar as is. Motion made by Lisa Barnidge and seconded by Alison Peterson. Motion passed unanimously.

c. Principals' Reports

i. Principal Report – Bloomington Campus - presented by Brent Peterson - *See Principal's Report to the School Board, March 7th, 2024*

- *Access Testing continued.*

- *A number of field trips scheduled for this month*
- *Finishing Interim testing.*

ii. Principal Report – Richfield Elementary School Campus – presented by Carolyn Farrell- *See Principal's Report to the School Board, March 7th, 2024.*

iii. Principal Report – Richfield Middle School Campus – presented by Ryan Grutsch- *See Principal's Report to the School Board March 7th, 2024.*

- *Finished Interim Testing.*
- *Next year give the DDI assessment for teachers*
- *7th grade went to Camp St. Croix-great experience*

d. Board Chair – presented by Wes Whalberg

i. Executive Committee

Motion to approve the March 5th, 2024 Executive Committee Meeting Minutes, made by Lisa Barnidge and seconded by Alison Peterson. *Motion passed unanimously.*

- Discussed the Mission Statement
- Tuesday April 25th, 2024 Town Hall Meeting
- No structural change for the Interim Executive Director and ELA Principal for the following school year.
- Town Hall Moved to Thursday April 25th, 6:30-8pm at(Bloomington Campus)
- Bloomington Civitas Fair moved to May.

iii. Strategic Plan

iv. Attendee to PTA Meeting: March 10th, 2024- Stephanie Graczak

v. Review March Board Calendar

e. DEI Committee - *presented by Teron Buford - DEI Committee met,*

Motion to approve the February 22nd, 2024 committee meeting minutes approved by Hadley Sayotovich and seconded by Michael Meyer. Motion passed unanimously.

Motion to approve the timeline and update of the mission statement, motion made by Lisa Barnidge and seconded by Hadley Sayotovich. Motion passed unanimously. Lisa withdraws the motion and all board members rescind.

f. Facilities Committee - presented by Chris Lamprecht - March 7th, 2024

Motion to approve the February 21st, 2024 Facilities Committee Meeting Minutes. Motion made by Michael Meyer and seconded by Teron Buford. Motion passed unanimously.

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 Chris Lamprecht and seconded by Hadley Sayotovich. Motion passed unanimously.***
- ***Motion to change the new mission to the Mission Statement as amended. Motion made by Teron Buford and seconded by Michael Meyer. Motion did not pass.***
- ***Motion to add the word 'and' to the mission statement. Motion made by Lisa Barnidge and seconded by Teron Buford. Motion prevails. 1 abstaining.***
- ***Motion to approve Policy change 522: state where you can mail the complaint as amended. Motion made by Alison Peterson seconded by Teron Buford. Motion passed unanimously.***

h. Human Resources Committee - presented by Alison Peterson- , March 7th, 2024.

- ***Motion to approve the January 31st, 2024 HR Committee meeting minutes. Motion made by Lisa Barnidge seconded by Chris Lamprecht Motion passed unanimously.***
- ***Motion to approve February 28th 2024, HR committee meeting minutes as amended made by Lisa Barnidge and seconded by Teron Buford. Motion passed unanimously***
- ***Motion to approve as amended PTO buyback change for this 2024 year. Motion made by Teron Buford and seconded by Lisa Barnidge. Motion passed unanimously.***

- ***Motion to approve PTO program going forward indefinitely. Motion made by Alison Peterson and seconded by Teron Buford. Motion passed unanimously.***

i. Public Relations Committee - presented by Lisa Barnidge - ***Motion to approve public meeting minutes as amended. Motion made by Lisa Barnidge and seconded by Alison Peterson. Motion passed unanimously.***

7. Upcoming Events

- a. PTA Meeting -March 10th, 2024 at 5:30 pm @ Bloomington Campus

8. Board Events:

- a. SHPA Board Meeting - April 4th, 2024, 2024 6:00 pm @ Bloomington Campus

9. Board Adjourned at 9:20p.m. by Wes Whalberg

SEVEN HILLS PREPARATORY ACADEMY

District 4159

Financial Report

February 2024

Prepared By:



Table of Contents

Executive Summary	3
Dashboard	4
Balance Sheet - Comparative	5
Balance Sheet - By Fund	6
District Wide Summary	7
Fund 01 - Income Statement	8
Fund 02 - Income Statement	9
Richfield Campus Expense	10
Bloomington Campus Expense	11
Cash Flow Forecast	12
Selected Information	13

Seven Hills Preparatory Academy Executive Summary

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

** As of month-end, 67% 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 February 29th was \$428,865
- FY23 holdback is being estimated at \$297,200
- FY24 holdback is being estimated at \$1,618,697
- The federal aid receivable is reflecting an *estimated* amount of \$488,578 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: **1.08 (minimum is 1.10)**

Year to Date Financials:

- Ending profit for the month - **\$66,233**
- Revenues were received at **69%**
- Expenses were disbursed at **71%**

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 March financials. As of right now, enrollment has been spot on to budget

Seven Hills Preparatory Academy Financial Dashboard

February 2024 -- 67% of Fiscal Year Complete

REVENUE

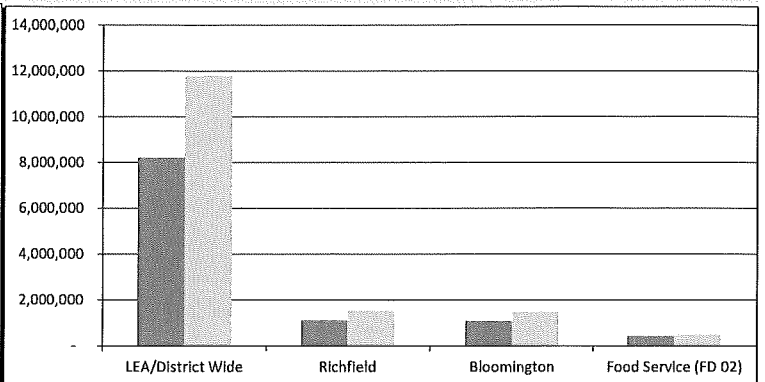
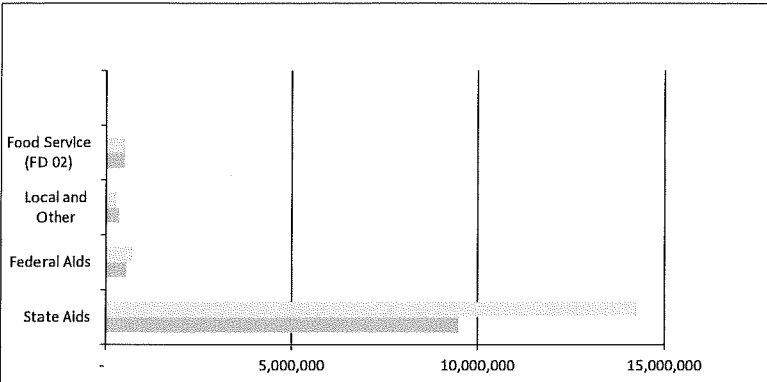
Revenue YTD
\$10,923,446

Revenue % of Budget
69%

EXPENSE

Expense YTD
\$10,857,212

Expense % of Budget
71%



BALANCE SHEET

Cash at End of Month
\$428,865

Days Cash on Hand
67

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

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

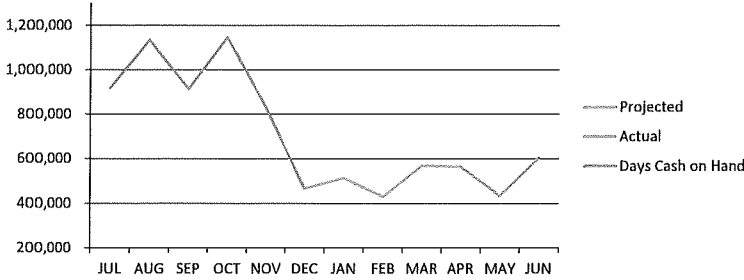
Debt Service Coverage Ratio
1.08

Projected Cash Balance- End of FY24
\$603,390

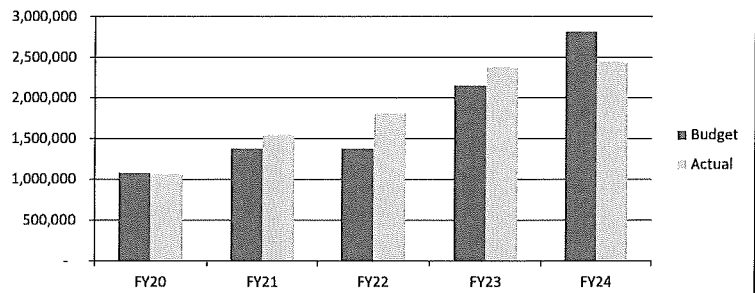
Fund Balance at Month End
\$2,443,350

Long-Term Fund Balance Goal
15%

Cash Balance - Actual vs. Projected



Fund Balance - Budget vs. Actual



ENROLLMENT

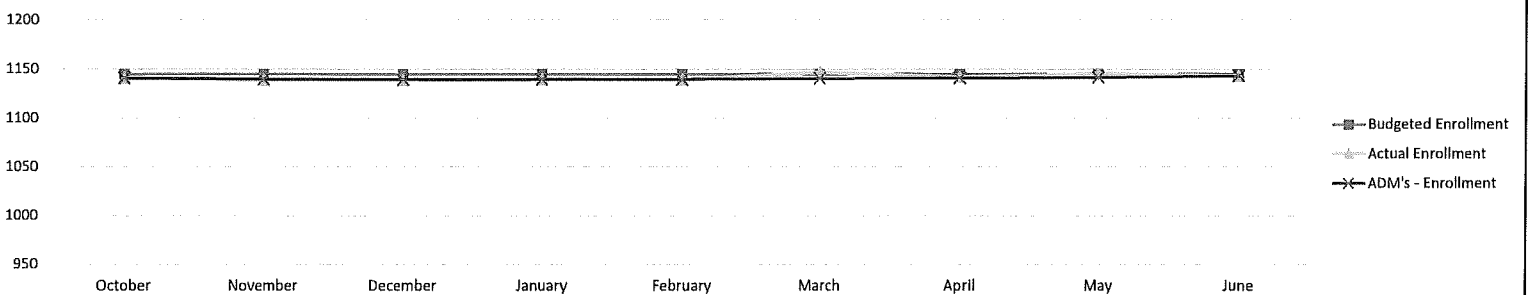
Actual Enrollment at Month End
1139

Budgeted Enrollment
1145

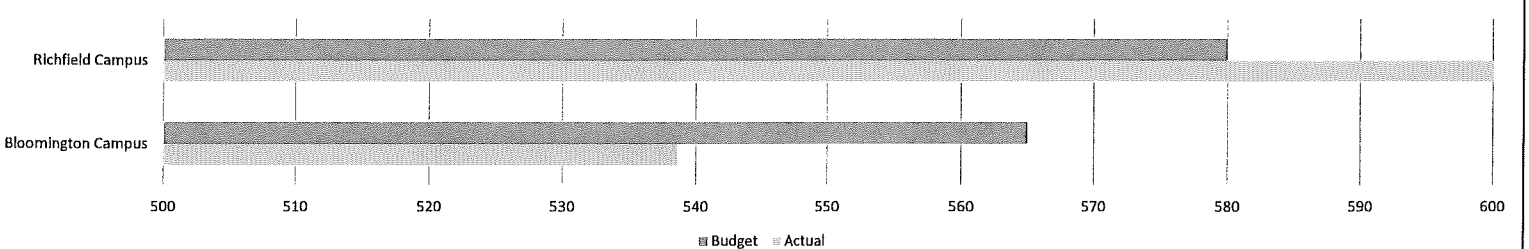
Actual ADM
1140

Actual vs. Budgeted Enrollment Variance
(5)

Enrollment



Campus Enrollment



Seven Hills Preparatory Academy

Comparative Balance Sheet - All Funds

As of February 29th, 2024

	Current Month	Prior Month	\$ Change	Audited	
	2/29/2024	1/31/2024		6/30/2023	YTD \$ Change
ASSETS:					
Current Assets:					
Cash	428,865	512,816	(83,952)	1,107,864	(679,000)
Due from MDE	1,915,897	1,904,437	11,460	1,706,012	209,886
Due from Federal	488,578	389,852	98,726	751,344	(262,766)
Accounts/Pledges Receivable	-	-	-	-	-
Due from Other Funds	324,722	324,350	372	280,421	44,301
Prepays	-	-	-	137,098	(137,098)
Total Current Assets	3,158,061	3,131,455	26,606	3,982,739	(824,678)
TOTAL ASSETS	3,158,061	3,131,455	26,606	3,982,739	(824,678)
LIABILITIES:					
Current Liabilities:					
Accounts Payable	17,844	109,997	(92,153)	233,691	(215,847)
Payroll Liabilities	25,924	29,057	(3,134)	320,504	(294,581)
Salaries and Wages Payable	320,943	330,933	(9,990)	551,427	(230,484)
Unearned Revenue	-	-	-	-	-
Due to Other Funds	-	-	-	-	-
Line of Credit	350,000	200,000	150,000	500,000	(150,000)
Total Current Liabilities	714,711	669,988	44,723	1,605,622	(890,911)
FUND BALANCE:					
Fund Balance as of Year End, 2023	2,377,117	2,377,117	-	2,377,117	-
Net Income, FY24 to Date	66,233	84,350	(18,117)	-	66,233
Ending Fund Balance	2,443,350	2,461,467	(18,117)	2,377,117	66,233
TOTAL LIABILITIES AND FUND BALANCE	3,158,061	3,131,455	26,606	3,982,739	(824,678)

Seven Hills Preparatory Academy

Balance Sheet

As of February 29th, 2024

	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Food Service</i>
	Total	FD 01	FD 02
ASSETS:			
Current Assets:			
Cash	428,865	351,011	77,853
Accounts/Pledges Receivable	-	-	-
Due from MDE	1,915,897	1,915,897	-
Due from Federal	488,578	488,578	-
Due from Other Funds	324,722	324,722	-
Prepays	-	-	-
Total Current Assets	3,158,061	3,080,208	77,853
TOTAL ASSETS	3,158,061	3,080,208	77,853
LIABILITIES:			
Current Liabilities:			
Salaries and Wages Payable	320,943	320,943	-
Accounts Payable	17,844	17,844	-
Payroll Liabilities	25,924	25,924	-
Unearned Revenue	-	-	-
Due to Other Funds	-	-	-
Line of Credit	350,000	350,000	-
Total Current Liabilities	714,711	714,711	-
FUND BALANCE			
Beginning Fund Balance as of 7/1/2023	2,377,117	2,377,117	-
Net Income, FY 2024 to Date	66,233	(11,620)	77,853
Ending Fund Balance	2,443,350	2,365,497	77,853
TOTAL LIABILITES AND FUND BALANCE	3,158,061	3,080,208	77,853

SEVEN HILLS PREPARATORY ACADEMY
 Summary of Revenues and Expenditures
 As of February 29th, 2024

67% Of Fiscal Year 2023-2024 Complete

	YTD Actual	Working Budget	% of Working Budget	Original Budget
Revenues				
State	9,769,931	14,301,705	68%	14,301,705
Federal	797,323	1,184,732	67%	1,184,732
Local	356,192	280,400	127%	280,400
Total Revenue	10,923,446	15,766,837	69%	15,766,837

Expenditures				
Salaries and Wages	3,365,375	4,925,050	68%	4,925,050
Benefits	1,142,022	1,674,517	68%	1,674,517
Purchased Services	2,927,766	4,124,362	71%	4,124,362
Supplies and Materials	754,162	901,732	84%	913,732
Equipment	30,346	32,000	95%	20,000
Special Ed. And Federal Grants	2,551,059	3,608,315	71%	3,608,315
Other	86,482	64,082	135%	64,082
Total Expenditures	10,857,212	15,330,059	71%	15,330,059

TOTAL REVENUES - ALL FUNDS	10,923,446	15,766,837	69%	15,766,837
TOTAL EXPENDITURES - ALL FUNDS	10,857,212	15,330,059	71%	15,330,059
NET INCOME (LOSS) - ALL FUNDS	66,233	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	\$ 2,443,350	\$ 2,813,895		\$ 2,907,878

Fund Balance as % of Expenditures 23% 17% 19%

SEVEN HILLS PREPARATORY ACADEMY

Income Statement - General Fund (01)

As of February 29th, 2024

67% 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	7,232,621	10,214,272	71%	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>1,618,697</i>			
Total State Revenues	9,508,255	14,262,382	67%	14,262,382
<i>Federal</i>				
Title Programs	120,364	165,316	73%	165,316
CARES/CRF	266,023	386,455	69%	386,455
Special Education	167,881	168,779	99%	168,779
Total Federal Revenues	554,269	720,550	77%	720,550
<i>Local</i>				
Student Activity Fees	128,003	162,200	79%	162,200
Capstone Fees and Donations/Gifts	50,416	40,000	126%	40,000
Misc./Other Revenues	177,389	78,200	227%	78,200
Total Local Revenues	355,808	280,400	127%	280,400
Total Revenue - General Fund (01)	10,418,331	15,263,332	68%	15,263,332
Expenditures - General Fund (01)				
<i>LEA District-Wide</i>				
Salaries and Wages	3,365,375	4,925,050	68%	4,925,050
Benefits	1,142,022	1,674,517	68%	1,674,517
ADSI Expenditures	519,581	776,341	67%	776,341
Q-Comp	1,536	293,143	1%	293,143
Contracted Services	500,244	551,985	91%	551,985
Communication Services	7,125	44,150	16%	44,150
Postage	1,425	6,304	23%	6,304
Utilities/Facility Operations	219,461	276,966	79%	276,966
Property and Liability Insurance	42,720	89,301	48%	89,301
Maintenance, Repairs and Janitorial	108,059	157,590	69%	157,590
Contracted Transportation	583,055	892,927	65%	892,927
Sped. And HHM Transportation	167,325	193,325	87%	193,325
Building Lease	1,208,640	1,722,800	70%	1,722,800
ESSER/Testing Grant/FIN 163 Expenses	266,023	136,455	195%	136,455
Expenses Supported by Donations/Gifts	23,806	16,074	148%	16,074
Loan Principal & Interest	18,094	-	0%	-
Dues and Memberships	44,582	48,008	93%	48,008
Total LEA District-Wide Expenditures	8,219,073	11,804,937	70%	11,804,937
<i>Bloomington/Richfield Campus Level Expenditures</i>				
Staff Training, Travel and Conferences	6,504	21,745	30%	21,745
Student Field Trips	24,622	46,508	53%	46,508
Capstone Fees	15,354	60,000	26%	60,000
Other Rentals and Operating Leases	42,551	60,761	70%	60,761
Non-Instructional Supplies	93,976	108,719	86%	108,719
Instructional Supplies	49,872	66,765	75%	68,765
Textbooks, Workbooks and Assessments	183,734	70,000	262%	80,000
Library Books	-	214	0%	214
Furniture and Equipment	14,716	16,000	92%	10,000
Technology Equipment	15,630	16,000	98%	10,000
State Special Ed. Expenditures	1,475,673	2,220,811	66%	2,220,811
Federal Special Ed. Expenditures	167,881	168,778	99%	168,778
Federal Title Expenditures	120,364	165,315	73%	165,315
Total Campus Level Expenditures	2,210,878	3,021,616	73%	3,021,616
Total Expenditures - General Fund (01)	10,429,951	14,826,553	70%	14,826,553
Net Income (Loss) - General Fund	(11,620)	436,779		436,779

SEVEN HILLS PREPARATORY ACADEMY

Income Statement - Food Service (FD 02)

As of February 29th, 2024

67% Of Fiscal Year 2023-2024 Complete

	YTD Actual	Working Budget	% of Working Budget	Original Budget
Revenues - Food Service (02)				
State Revenues	261,676	39,323	665%	39,323
Federal Revenues	243,054	464,182	52%	464,182
Sale of Lunches and Other Local Revenues	384	-	0%	-
Transfer from General Fund	-	-	0%	-
Total Revenue - Food Service (02)	505,114	503,505	100%	503,505
Expenditures - Food Service (02)				
Salaries and Wages	-	-	0%	-
Benefits	-	-	0%	-
Purchased Services	682	-	0%	-
Supplies & Materials (Food and Milk)	426,579	503,505	85%	503,505
Total Expenditures - Food Service (02)	427,261	503,505	85%	503,505
Net Income (Loss) - Food Service Fund	77,853	-		-

Seven Hills Preparatory Academy

Expense Budget - Richfield Campus

As of February 29th, 2024

67% 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	20,324	24,540	83%	24,540
Capstone Fees	15,354	60,000	26%	60,000
Other Rentals and Operating Leases	21,081	33,756	62%	33,756
Non-Instructional Supplies	62,512	62,369	100%	62,369
Instructional Supplies	29,619	33,990	87%	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	10,485	10,000	105%	5,000
State Special Ed. Expenditures	753,431	1,136,445	66%	1,136,445
Federal Special Ed. Expenditures	46,186	46,524	99%	46,524
Federal Title Expenditures	58,664	73,723	80%	73,723
Total Expenditures	1,116,268	1,532,162	73%	1,532,162

Seven Hills Preparatory Academy
Expense Budget - Bloomington Campus
As of February 29th, 2024

67% Of Fiscal Year 2023-2024 Complete

	YTD Actual	Working Budget	% of Working Budget	Original Budget
Expenditures - General Fund				
Staff Training, Travel and Conferences	4,482	10,930	41%	10,930
Student Field Trips	4,298	21,968	20%	21,968
Capstone Fees	-	-	0%	-
Other Rentals and Operating Leases	21,471	27,005	80%	27,005
Non-Instructional Supplies	31,464	46,350	68%	46,350
Instructional Supplies	20,253	32,775	62%	34,775
Textbooks, Workbooks and Assessments	95,821	40,000	240%	40,000
Library Books	-	214	0%	214
Furniture and Equipment	6,040	6,000	101%	5,000
Technology Equipment	5,144	6,000	86%	5,000
State Special Ed. Expenditures	722,243	1,084,366	67%	1,084,366
Federal Special Ed. Expenditures	121,695	122,254	100%	122,254
Federal Title Expenditures	61,700	91,592	67%	91,592
Total Expenditures	1,094,610	1,489,454	73%	1,489,454

Seven Hills Preparatory Academy

Cash Flow Projection

As of February 29th, 2024

FY 2024	Beginning Available Cash	Line of Credit	Other	State	Federal	Total Deposits	AP	Payroll	Total Withdrawals	Net Increase/ (Decrease)	Ending Available Cash
July 2023	1,107,864	(500,000)	164,172	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	150,000	66,590	1,065,085	152,696	1,434,371	986,177	532,145	1,518,322	(83,951)	428,865
March	428,865	(350,000)	25,000	1,449,215	144,400	1,268,615	625,000	505,000	1,130,000	138,615	567,480
April	567,480	-	25,000	1,100,154	85,000	1,210,154	710,000	505,000	1,215,000	(4,846)	562,634
May	562,634	-	40,000	1,100,211	85,000	1,225,211	850,000	505,000	1,355,000	(129,789)	432,845
June 2024	432,845	500,000	35,000	1,160,545	75,000	1,770,545	850,000	750,000	1,600,000	170,545	603,390
Fiscal Year Totals		-	1,148,928	13,580,586	1,571,083	16,600,597	10,217,177	6,387,897	17,105,073	(504,476)	

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, Lease 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 Eight Months Ended February 29th, 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

February 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	Amount
PARK	20617			Check	1 2795		Civil Site Group PC		Yes	No	Yes	02/29/2024	0.00
PARK	20633			Wire	1 1065		IRS		No	Yes	No	02/29/2024	73,372.30
PARK	20634			Wire	1 1065		IRS		No	Yes	No	02/29/2024	70,450.15
PARK	20635			Wire	1 1065		IRS		No	Yes	No	02/29/2024	3,824.62
PARK	20636			Wire	1 1065		IRS		No	Yes	No	02/29/2024	49.74
PARK	20637			Wire	1 1066		MN TRA		No	Yes	No	02/29/2024	45,016.82
PARK	20638			Wire	1 1066		MN TRA		No	No	No	02/29/2024	43,740.84
PARK	20639			Wire	1 1066		MN TRA		No	Yes	No	02/29/2024	43,909.82
PARK	20640			Wire	1 1067		PERA		No	No	No	02/29/2024	12,785.60
PARK	20641			Wire	1 1067		PERA		No	Yes	No	02/29/2024	11,393.22
PARK	20642			Wire	1 1068		MN DEPT OF REV		No	No	No	02/29/2024	11,305.42
PARK	20643			Wire	1 1068		MN DEPT OF REV		No	Yes	No	02/29/2024	11,832.12
PARK	20644			Wire	1 1068		MN DEPT OF REV		No	Yes	No	02/29/2024	11,608.32
PARK	20645			Wire	1 1156		CARDMEMBER SERVICE		No	Yes	No	02/29/2024	7,945.14
PARK	20646			Wire	1 1156		CARDMEMBER SERVICE		No	Yes	No	02/29/2024	14,092.64
PARK	20647			Wire	1 1413		MN Unemployment Insurance		No	Yes	No	02/29/2024	1,988.00
PARK	20648			Wire	1 1485		Sunrise / Park Midway Bank, N.A.		No	Yes	No	02/29/2024	100.00
PARK	20649			Wire	1 1485		Sunrise / Park Midway Bank, N.A.		No	Yes	No	02/29/2024	25.00
PARK	20650			Wire	1 1485		Sunrise / Park Midway Bank, N.A.		No	Yes	No	02/29/2024	2,216.66
PARK	20651			Wire	1 1710		AXA Equitable		No	Yes	No	02/29/2024	3,260.67
PARK	20652			Wire	1 1710		AXA Equitable		No	Yes	No	02/29/2024	3,160.67
PARK	20653			Wire	1 1710		AXA Equitable		No	No	No	02/29/2024	3,160.67
PARK	20654			Wire	1 1835		Further / Select Acct		No	No	No	02/29/2024	5,813.84
PARK	20655			Wire	1 1835		Further / Select Acct		No	Yes	No	02/29/2024	5,897.17
PARK	20656			Wire	1 1835		Further / Select Acct		No	Yes	No	02/29/2024	121.00
PARK	20657			Wire	1 1835		Further / Select Acct		No	Yes	No	02/29/2024	6,038.01
PARK	20658			Wire	1 2034		Pitney Bowes Global Financial Svcs LLC		No	Yes	No	02/29/2024	100.00
PARK	20659			Wire	1 2059		US Bank Trust - Rent		No	Yes	No	02/29/2024	78,376.04
PARK	20660			Wire	1 2059		US Bank Trust - Rent		No	Yes	No	02/29/2024	847.46
PARK	20661			Wire	1 2059		US Bank Trust - Rent		No	Yes	No	02/29/2024	78,376.04
PARK	20662			Wire	1 2059		US Bank Trust - Rent		No	Yes	No	02/29/2024	847.46
PARK	20663			Wire	1 2070		GIS Benefits		No	Yes	No	02/29/2024	14,297.58
PARK	20664			Wire	1 2155		Matrix/MG Trust		No	Yes	No	02/29/2024	4,924.79
PARK	20665			Wire	1 2155		Matrix/MG Trust		No	No	No	02/29/2024	5,117.17
PARK	20666			Wire	1 2155		Matrix/MG Trust		No	Yes	No	02/29/2024	4,899.14
PARK	20667			Wire	1 2500		CliftonLarsonAllen LLP	Partnership	No	Yes	No	02/29/2024	10,144.75
PARK	20668			Wire	1 2503		Square Inc.		No	Yes	No	02/29/2024	3.78
PARK	20669			Wire	1 2561		First Dakota Indemnity Company		No	Yes	No	02/29/2024	2,183.00
PARK	20670			Wire	1 2562		EMC Insurance Companies		No	Yes	No	02/29/2024	5,326.26

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		20671		Wire	1 2102		City of Deephaven, Minnesota		No	Yes	No	02/29/2024	10,000.00
PARK		20592	111852	Check	1 1146		CEDAR VALLEY CHURCH		Yes	Yes	No	02/20/2024	79,402.50
PARK		20593	111853	Check	1 2796		Heggies Pizza LLC		Yes	Yes	No	02/20/2024	5,489.80
PARK		20594	111854	Check	1 2731		Camp St. Croix		Yes	Yes	No	02/20/2024	7,667.00
PARK		20614	111855	Check	1 2204		Anchor Solar Investments LLC		Yes	No	No	02/29/2024	371.91
PARK		20597	111856	Check	1 1205		Aramark		Yes	No	No	02/29/2024	308.72
PARK		20604	111857	Check	1 2015		BerganKDV		Yes	No	No	02/29/2024	10,925.00
PARK		20605	111858	Check	1 2043		Centerpoint Energy		Yes	No	No	02/29/2024	821.19
PARK		20608	111859	Check	1 2062		CenturyLink		Yes	No	No	02/29/2024	247.54
PARK		20599	111860	Check	1 1294		Children's Theater		Yes	No	No	02/29/2024	434.00
PARK		20618	111861	Check	1 2795		Civil Site Group PC		Yes	No	No	02/29/2024	1,200.00
PARK		20601	111862	Check	1 1836		CKC Good Food		Yes	No	No	02/29/2024	32,664.62
PARK		20616	111863	Check	1 2790		Computer Integration Technologies, INC		Yes	No	No	02/29/2024	221.73
PARK		20595	111864	Check	1 1128		DEMCO INC		Yes	No	No	02/29/2024	293.34
PARK		20610	111865	Check	1 2084		Hennepin County Treasurer		Yes	No	No	02/29/2024	835.44
PARK		20602	111866	Check	1 1909		Innovative Office Solutions LLC		Yes	No	No	02/29/2024	1,563.38
PARK		20598	111867	Check	1 1235		Iron Mountain	Other	Yes	No	No	02/29/2024	268.71
PARK		20613	111868	Check	1 2137		Julie Serena-Stensrud		Yes	No	No	02/29/2024	4,130.00
PARK		20611	111869	Check	1 2107		Kim Grutsch		Yes	No	No	02/29/2024	115.59
PARK		20603	111870	Check	1 1918		Krown Apparel		Yes	No	No	02/29/2024	342.00
PARK		20596	111871	Check	1 1150		METRO SALES, INC.		Yes	No	No	02/29/2024	2,955.64
PARK		20615	111872	Check	1 2721		Minnesota Orchestra Young Peoples		Yes	No	Yes	02/29/2024	375.00
PARK		20612	111873	Check	1 2131		Nitti Sanitation Inc		Yes	No	No	02/29/2024	923.97
PARK		20609	111874	Check	1 2064		ProTurf Inc.		Yes	No	No	02/29/2024	2,185.00
PARK		20600	111875	Check	1 1365		Tou Thao		Yes	No	No	02/29/2024	96.83
PARK		20607	111876	Check	1 2049		Universal Cleaning Services, Inc.		Yes	No	No	02/29/2024	9,635.00
PARK		20606	111877	Check	1 2044		Xcel Energy		Yes	No	No	02/29/2024	9,927.05
PARK		20619	111878	Check	1 1005		Amazon Capital Services		Yes	No	No	02/29/2024	1,208.45
PARK		20632	111879	Check	1 2678		Amplify Education, INC.		Yes	No	No	02/29/2024	10,793.46
PARK		20629	111880	Check	1 1976		Barb Mattson		Yes	No	No	02/29/2024	20.02
PARK		20625	111881	Check	1 1581		BrainPOP		Yes	No	No	02/29/2024	3,795.00
PARK		20622	111882	Check	1 1418		Business Essentials		Yes	No	No	02/29/2024	68.49
PARK		20621	111883	Check	1 1280		City of Bloomington		Yes	No	No	02/29/2024	318.00
PARK		20628	111884	Check	1 1836		CKC Good Food		Yes	No	No	02/29/2024	26,695.97
PARK		20627	111885	Check	1 1702		iLeonTech	S Corporation	Yes	No	No	02/29/2024	4,960.00
PARK		20623	111886	Check	1 1501		MAP Communications		Yes	No	No	02/29/2024	75.27
PARK		20620	111887	Check	1 1150		METRO SALES, INC.		Yes	No	No	02/29/2024	1,133.35
PARK		20630	111888	Check	1 2034		Pitney Bowes Global Financial Svcs LLC		Yes	No	No	02/29/2024	188.64
PARK		20626	111889	Check	1 1683		Quill		Yes	No	No	02/29/2024	907.05

Seven Hills Classical Academy Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
PARK	20631	111890	111890	111890	Check	1	2225	Regents of the University of Minnesota		Yes	No	No	02/29/2024	972.00
PARK	20624	111891	111891	111891	Check	1	1515	Ronda Amundson		Yes	No	No	02/29/2024	150.00
													Bank Total:	\$833,238.57
													Report Total:	\$833,238.57

Seven Hills Classical Academy Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
3936	4159	PARK	CR0224	3990	Credit	A	02/12/24	Wire	1	c1							
										Misc							
										FY24 Committee for Children					2,719.00	0.00	
										FY24 Blackbaud Giving					50.00	0.00	
										FY24 Credit Balance					406.00	0.00	
										FY24 MS Capstone FT					30,900.00	0.00	
										FY24 Pizza Sales Capstone					5,725.00	0.00	
										FY24 Out of Uniform Capstor					645.00	0.00	
															\$46,316.40	\$0.00	
															\$46,316.40	\$0.00	
3937	4159	PARK	CR0224	3975	Credit	A	02/13/24	Wire	1	c1							
										Misc					116.22	0.00	
										02.13.24 SquareInc Deposit					\$116.22	\$0.00	
															\$116.22	\$0.00	
3938	4159	PARK	CR0224	3976	Credit	A	02/13/24	Wire	1	c1							
										Misc					116.22	0.00	
										02.13.24 SquareInc Deposit					\$116.22	\$0.00	
															\$116.22	\$0.00	
3939	4159	PARK	CR0224	3977	Credit	A	02/15/24	Wire	1	c1							
										Misc					196.00	0.00	
										FY24 Donations					18.00	0.00	
										FY24 Milk					\$214.00	\$0.00	
															\$214.00	\$0.00	
3940	4159	PARK	CR0224	3978	Credit	A	02/15/24	Wire	1	c1							
										Misc					8,565.25	0.00	
										FY23 ALT Comp					558,325.59	0.00	
										FY24 General Education Aid					\$566,890.84	\$0.00	
															\$566,890.84	\$0.00	

Seven Hills Classical Academy Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3940	4159 PARK CR0224		Debit	A	02/15/24		Wire	1 c1	Misc						
	02.15.24 IDEAS Adjustment	3979			4159	B 01 121 000			FY23 General Education Adj					(306.87)	0.00
													Receipt Total:		\$0.00
													Deposit Total:	\$566,583.97	\$0.00
3941	4159 PARK CR0224		Credit	A	02/16/24		Wire	1 c1	Misc						
	02.16.24 Remote Deposit	3980			4159	R 01 005 000 000 050 000			FY24 Crayola Field Trip Chet					85.00	0.00
													Receipt Total:	\$85.00	\$0.00
													Deposit Total:	\$85.00	\$0.00
3942	4159 PARK CR0224		Credit	A	02/09/24		Wire	1 c1	Misc						
	02.09.24 Remote Deposit	3989			4159	R 01 020 211 000 050 000			FY24 MS Ski Trip					2,442.00	0.00
									FY24 MS Science Field Trip					3,270.00	0.00
									FY24 Lost Media Center Boo					66.00	0.00
									FY24 Capstone					3,162.00	0.00
									FY24 Ex-Curric Choir					160.00	0.00
									FY24 Elementary Field Trip					1,680.00	0.00
									FY24 Out of Uniform					1,140.00	0.00
									FY24 Food Service					158.00	0.00
													Receipt Total:	\$12,078.00	\$0.00
													Deposit Total:	\$12,078.00	\$0.00
3943	4159 PARK CR0224		Credit	A	02/16/24		Wire	1 c1	Misc						
	02.16.24 Remote Deposit	3981			4159	R 01 005 000 000 050 000			FY24 Spring Clubs					455.00	0.00
									FY24 Crayola					204.00	0.00
									FY24 Milk					22.75	0.00
													Receipt Total:	\$681.75	\$0.00
													Deposit Total:	\$681.75	\$0.00

Seven Hills Classical Academy
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
3944	4159 PARK CR0224															
	02.16.24 SquareInc Deposit	3982	Credit	A	02/16/24		Wire	1 c1	Misc					116.22		0.00
					4159	R 01 005 000 000 050 000			02.16.24 SquareInc Deposit					\$116.22		\$0.00
													Receipt Total:			
													Deposit Total:	\$116.22		\$0.00
3945	4159 PARK CR0224															
	02.16.24 Remote Deposit	3983	Credit	A	02/16/24		Wire	1 c1	Misc					1,267.50		0.00
					4159	R 01 005 000 000 050 000			FY24 Kids Club Money					\$1,267.50		\$0.00
													Receipt Total:			
													Deposit Total:	\$1,267.50		\$0.00
3946	4159 PARK CR0224															
	02.21.24 SquareInc Deposit	3984	Credit	A	02/21/24		Wire	1 c1	Misc					193.90		0.00
					4159	R 01 005 000 000 050 000			02.21.24 SquareInc Deposit					\$193.90		\$0.00
													Receipt Total:			
													Deposit Total:	\$193.90		\$0.00
3947	4159 PARK CR0224															
	02.23.24 Remote Deposit	3985	Credit	A	02/23/24		Wire	1 c1	Misc					130.00		0.00
					4159	R 01 005 000 000 050 000			FY24 Kids Club					60.00		0.00
					4159	R 01 005 000 000 096 000			FY24 Donations					\$190.00		\$0.00
													Receipt Total:			
													Deposit Total:	\$190.00		\$0.00
3948	4159 PARK CR0224															
	02.27.24 SquareInc Deposit	3986	Credit	A	02/27/24		Wire	1 c1	Misc					193.90		0.00
					4159	R 01 005 000 000 050 000			02.27.24 SquareInc Deposit					\$193.90		\$0.00
													Receipt Total:			
													Deposit Total:	\$193.90		\$0.00
3949	4159 PARK CR0224															
	02.28.24 IDEAS Payment	3987	Credit	A	02/28/24		Wire	1 c1	Misc					3,142.64		0.00
					4159	B 01 121 000			FY23 Special Education Aid					4,673.79		0.00
					4159	B 01 121 000			FY23 LT FAC Maint							

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
3949	4159	PARK	CR0224													
02.28.24 IDEAS Payment																
	3987	Credit	A	02/28/24				Wire	1	c1						
				4159	R	01	005	000	211	000					490,378.03	0.00
														Receipt Total:	\$498,194.46	\$0.00
														Deposit Total:	\$498,194.46	\$0.00
3950	4159	PARK	CR0224													
02.29.24 CLICS Deposit																
	3988	Credit	A	02/29/24				Wire	1	c1						
				4159	R	02	005	770	703	300	000				134.60	0.00
				4159	R	02	005	770	701	300	000				37,010.53	0.00
				4159	R	02	005	770	705	300	000				22,644.95	0.00
				4159	R	02	005	770	701	472	000				25,484.40	0.00
				4159	R	02	005	770	705	476	000				19,607.26	0.00
				4159	R	02	005	770	701	471	000				1,257.76	0.00
				4159	R	02	005	770	701	471	000				6,288.80	0.00
														Receipt Total:	\$112,428.30	\$0.00
														Deposit Total:	\$112,428.30	\$0.00
														Report Total:	\$1,434,371.49	\$0.00

Date	Transaction	Name	Employee	Amount	C. Program	D. Budget Area	Description of Purchase
1/4/2024	DEBIT	AMAZON.COM*KD9C63QV3 SEATTLE WA	9723KATE DOCKEN;	99.09		Non Instructional	Critical components for succes in the sped. Classroom
1/5/2024	DEBIT	AMZN Mktp US*TK1EW65E0 SEATTLE WA	7133RYAN D GRUTSCH;	78.24		Instructional	Exam gloves
1/8/2024	DEBIT	AMZN Mktp US*RT4NG0JLO Amzn.com/bill WA	7133RYAN D GRUTSCH;	13.22		Technology	Extension Cable
1/8/2024	DEBIT	AMZN Mktp US*TK1AM8XC2 Amzn.com/bill WA	9723KATE DOCKEN;	93.47		Non Instructional	Candy
1/9/2024	DEBIT	BOOKPAL 866-522-6657 CA	7133RYAN D GRUTSCH;	2,176.58			
1/9/2024	DEBIT	AMZN Mktp US*RT62Y00S0 Amzn.com/bill WA	7133RYAN D GRUTSCH;	87.80		Instructional	Mech. Pencils
1/9/2024	DEBIT	AMZN Mktp US*TK60675R1 Amzn.com/bill WA	7133RYAN D GRUTSCH;	36.20		Non Instructional	Oreos
1/9/2024	DEBIT	AMZN Mktp US*RT0418T00 Amzn.com/bill WA	7133RYAN D GRUTSCH;	42.97		Non Instructional	Candy
1/9/2024	DEBIT	AMZN Mktp US*RT21501F0 Amzn.com/bill WA	9490JOANIE JEFFREY;	69.00			Amplify
1/9/2024	DEBIT	PAYPAL *MBARNETT 4029357733 CA	9490JOANIE JEFFREY;	20.00			Amplify
1/9/2024	DEBIT	Amazon.com*TK1KM22P2 Amzn.com/bill WA	9723KATE DOCKEN;	7.56		Non Instructional	Candy
1/9/2024	DEBIT	WWW.AMAZON*113-751596 WWW.AMAZON.CO WA	9723KATE DOCKEN;	18.14		Non Instructional	Candy
1/9/2024	DEBIT	AMAZON.COM*RT42W50B0 SEATTLE WA	9723KATE DOCKEN;	25.00		Non Instructional	Storage containers
1/9/2024	DEBIT	AMZN Mktp US*TK2190MR1 Amzn.com/bill WA	9723KATE DOCKEN;	119.80		Non Instructional	Candy
1/10/2024	DEBIT	AMZN Mktp US*TK4P58U72 Amzn.com/bill WA	9490JOANIE JEFFREY;	261.29		Instructional	curriculum 4th grade
1/10/2024	DEBIT	AMZN Mktp US*TK41A1K11 Amzn.com/bill WA	9723KATE DOCKEN;	23.45		Non Instructional	Candy
1/10/2024	DEBIT	AMAZON.COM*TK14F47M2 SEATTLE WA	9723KATE DOCKEN;	121.20		Instructional	Dry erase boards
1/11/2024	DEBIT	Amazon.com*RT6HS3FM2 Amzn.com/bill WA	7133RYAN D GRUTSCH;	143.52		Non Instructional	Cookies
1/11/2024	DEBIT	AMAZON.COM*TK1ND89V1 SEATTLE WA	7133RYAN D GRUTSCH;	101.04		Non Instructional	Index Cards
1/11/2024	DEBIT	TEACHERSPAYTEACHERS.CO 646-588-0910 NY	9490JOANIE JEFFREY;	27.14		Instructional	Field trip puppet 1st grade
1/11/2024	DEBIT	APPLE.COM/BILL 866-712-7753 CA	9723KATE DOCKEN;	7.59			
1/12/2024	DEBIT	AMAZON.COM*RT7WKSUN0 SEATTLE WA	9723KATE DOCKEN;	396.88		Instructional	Dry erase activity whiteboard table top
1/12/2024	DEBIT	TEACHERSPAYTEACHERS.CO 646-588-0910 NY	9723KATE DOCKEN;	1.07		Instructional	Division Vocabulary diagram poster
1/12/2024	DEBIT	Amazon.com*RT8BN39I0 Amzn.com/bill WA	9723KATE DOCKEN;	17.19		Instructional	Dally 6 writing book - grade 4
1/12/2024	DEBIT	AMZN Mktp US*RT1CE2KX0 Amzn.com/bill WA	9723KATE DOCKEN;	79.00		Non Instructional	Case for iPad
1/16/2024	DEBIT	Indeed 87874013 800-4625842 TX	3139CAROLYN H FARRELL	508.38		Non-Instructional	Job posting
1/16/2024	DEBIT	AMZN Mktp US*R82904480 Amzn.com/bill WA	7133RYAN D GRUTSCH;	14.98		Technology	Laptop Charger Replacement
1/16/2024	DEBIT	MN CHILDRENS MUSEUM ST PAUL MN	4003BARB MATTSON;	130.00		Instructional	KNG field trip deposit
1/16/2024	DEBIT	AMAZON RET*114-344623 WWW.AMAZON.CO WA	9723KATE DOCKEN;	17.96		Non Instructional	Candy
1/17/2024	DEBIT	AMZN Mktp US*RT91W2I52 Amzn.com/bill WA	9723KATE DOCKEN;	14.79		Non Instructional	Granola bars
1/18/2024	DEBIT	Amazon.com*R80DL3OQ2 Amzn.com/bill WA	9723KATE DOCKEN;	52.03		Non Instructional	Pretzels
1/25/2024	DEBIT	WEB*NETWORKSOLUTIONS 888-6429675 FL	3139CAROLYN H FARRELL	9.99		Non-Instructional	Re-Occuring charge
1/25/2024	DEBIT	DOMINO'S 1922 BLOOMINGTON MN	7133RYAN D GRUTSCH;	68.36		Non Instructional	Pizza for MS Dance
1/25/2024	DEBIT	AMZN Mktp US*R03ZC6FT2 Amzn.com/bill WA	7133RYAN D GRUTSCH;	44.35		Instructional	Mod Podge Spray Acrylic Sealer
1/25/2024	DEBIT	YOUR ANSWERING SERVICE HTTPSPAYTRUST VA	4003BARB MATTSON;	77.81		non Instructional	whistleblower line
1/25/2024	DEBIT	GROTH MUSIC 952-8844772 MN	2077WALKER,MARTINE	27.67		Instructional	Recorder neck strap
1/25/2024	DEBIT	PLANK ROAD PUBLISHING 414-7905210 WI	2077WALKER,MARTINE	142.69		Instructional	Downloadable music
1/26/2024	DEBIT	ADOBE INC. 408-536-6000 CA	0448MONICA WOOD;	32.55			Re-occurring charge
1/26/2024	DEBIT	AMZN Mktp US*R001R0UJ0 Amzn.com/bill WA	7133RYAN D GRUTSCH;	614.80		Instructional	Balls for PE
1/26/2024	DEBIT	SQ *PUPPET ART THEATER gosq.com CA	9490JOANIE JEFFREY;	55.00			Amplify
1/26/2024	DEBIT	AMZN Mktp US*R02B93072 SEATTLE WA	9723KATE DOCKEN;	1,134.00		Instructional	Laptops
1/26/2024	DEBIT	AMAZON.COM*R08X51JT2 SEATTLE WA	9723KATE DOCKEN;	59.48		Non Instructional	File folders
1/26/2024	DEBIT	AMAZON.COM*R01V39332 SEATTLE WA	9723KATE DOCKEN;	69.98		Instructional	Books - I survived the Hurrica/Earthquake
1/29/2024	DEBIT	CHIPOTLE ONLINE 949-524-4000 CA	9723KATE DOCKEN;	268.27		Non Instructional	Lunch for EA's
1/29/2024	DEBIT	QDOBA 2138 CATERING 952-941-3800 MN	9723KATE DOCKEN;	409.45		Professional Dev.	Meeting
1/31/2024	DEBIT	STARBUCKS 800-782-7282 800-782-7282 WA	3139CAROLYN H FARRELL	25.18		Non-Instructional	Coffee for behavior mtg.
1/31/2024	DEBIT	WESTERN PSYCHOLOGICAL 424-2018800 CA	9723KATE DOCKEN;	66.00			
1/31/2024	DEBIT	AMZN Mktp US*R25N17500 SEATTLE WA	9723KATE DOCKEN;	14.99		Non Instructional	Ear plugs
2/1/2024	DEBIT	AMZN Mktp US*R24WH7T02 Amzn.com/bill WA	7133RYAN D GRUTSCH;	19.99		Instructional	Plickers Cards

02/28 Payment 7,945.14

Date	Transactio	Name	Employee	Amount	C. Program	D. Budget Area	Description of Purchase
1/8/2024	DEBIT	AMZN MKTP US*TK3159261 SEATTLE WA	4492MONICA R WOOD;	65.94		Non Instructional	Pencil Sharpener
1/8/2024	DEBIT	AMZN Mktp US*TK5HV0F71 Amzn.com/bill WA	4492MONICA R WOOD;	24.75		Instructional	Poster Board
1/8/2024	DEBIT	AMZN Mktp US*TK3M47H52 Amzn.com/bill WA	4492MONICA R WOOD;	9.28		Instructional	Wooden craft sticks
1/9/2024	DEBIT	AMAZON.COM*TK0H12T2 SEATTLE WA	4492MONICA R WOOD;	36.20		Non Instructional	Candy
1/9/2024	DEBIT	AMZN Mktp US*RT51W81Z0 Amzn.com/bill WA	4492MONICA R WOOD;	89.45			
1/9/2024	DEBIT	AMZN Mktp US*TK4839HF1 Amzn.com/bill WA	4492MONICA R WOOD;	11.99			
1/9/2024	DEBIT	WWW.AMAZON* 113-842046 WWW.AMAZON.CO W	4492MONICA R WOOD;	107.99		Non Instructional	Capstone - Consessions
1/10/2024	DEBIT	AMZN Mktp US*TK2NYSK81 Amzn.com/bill WA	4492MONICA R WOOD;	123.98		Non Instructional	HDMI Adapter
1/10/2024	DEBIT	AMAZON.COM*TK53E9R2 SEATTLE WA	4492MONICA R WOOD;	14.48		Non Instructional	Oreos
1/10/2024	DEBIT	AMZN Mktp US*RT4VP3MU0 Amzn.com/bill WA	4492MONICA R WOOD;	23.98		Non Instructional	Water for Board Meetings
1/11/2024	DEBIT	AMZN MKTP US*RT8AR0S0 SEATTLE WA	4492MONICA R WOOD;	15.89		Non Instructional	Label refills
1/11/2024	DEBIT	AMZN Mktp US*RT4Q826H0 Amzn.com/bill WA	4492MONICA R WOOD;	14.99		Non Instructional	Laptop Replacement Battery
1/11/2024	DEBIT	ADOBE *ACROPRO SUBS 408-536-6000 CA	6485CAROLYN H FARRELL;	16.27		Non Instructional	Re-Occuring charge
1/12/2024	DEBIT	AMAZON.COM*RT9LN03X2 SEATTLE WA	4492MONICA R WOOD;	44.80		Instructional	Construction Paper
1/12/2024	DEBIT	AMZN Mktp US*RT7JA3F61 Amzn.com/bill WA	4492MONICA R WOOD;	25.60		Non Instructional	Laptop Replacement Battery
1/12/2024	DEBIT	AMAZON RET* BOOK CLUB WWW.AMAZON.CO WA	4492MONICA R WOOD;	196.74		Non Instructional	Books for Book Club
1/12/2024	DEBIT	Amazon.com*RT1MK27R0 Amzn.com/bill WA	4492MONICA R WOOD;	75.32		Non Instructional	Trash Bags
1/16/2024	CREDIT	AMAZON RET* 113-842046 WWW.AMAZON.CO WA	4492MONICA R WOOD;	107.99			
1/16/2024	CREDIT	Amazon.com Amzn.com/bill WA	4492MONICA R WOOD;	{37.66}			
1/16/2024	CREDIT	Amazon.com Amzn.com/bill WA	4492MONICA R WOOD;	{37.66}			
1/16/2024	CREDIT	AMAZON.COM SEATTLE WA	4492MONICA R WOOD;	{36.20}			
1/16/2024	CREDIT	AMAZON RET* BOOK CLUB WWW.AMAZON.CO WA	4492MONICA R WOOD;	{120.23}			
1/16/2024	DEBIT	PP*APPLE.COM/BILL 402-935-7733 CA	4492MONICA R WOOD;	107.93			
1/16/2024	DEBIT	AMZN Mktp US*RT2G6Q72 Amzn.com/bill WA	4492MONICA R WOOD;	34.99		Non Instructional	Wifi Router
1/16/2024	DEBIT	AMZN MKTP US*RT8N408J1 SEATTLE WA	4492MONICA R WOOD;	199.25			
1/16/2024	DEBIT	AMZN MKTP US*RT2CG88X1 SEATTLE WA	4492MONICA R WOOD;	49.69		Non Instructional	Stress Relief Toys - Behavior - Padmore
1/16/2024	DEBIT	Mallchimp 678-9990141 GA	1402BARBARA M MATTSON;	54.00		non Instructional	for newsletter
1/17/2024	DEBIT	Amazon.com*RT06X2501 Amzn.com/bill WA	4492MONICA R WOOD;	120.23		Non Instructional	Books for Book Club
1/17/2024	DEBIT	MN BOARD OF SCHOOL ADM 651-5828236 TN	6485CAROLYN H FARRELL;	6.45		Non Instructional	MN Board of Administrators - Carolyn
1/17/2024	DEBIT	MN BOARD OF SCHOOL ADM 651-5828236 MN	6485CAROLYN H FARRELL;	300.00		Non Instructional	MN Board of Administrators - Carolyn
1/18/2024	DEBIT	AMZN Mktp US*RT3NU37F1 Amzn.com/bill WA	4492MONICA R WOOD;	49.80		Non Instructional	Office Supplies
1/19/2024	DEBIT	AMZN Mktp US*RT84NG7R40 Amzn.com/bill WA	4492MONICA R WOOD;	28.47			
1/19/2024	DEBIT	AMZN Mktp US*RT8LC8W51 Amzn.com/bill WA	4492MONICA R WOOD;	47.50		Non Instructional	Teacher supplies, postcards
1/22/2024	DEBIT	DELTA AIR0062204606863 800-2211212 CA	4492MONICA R WOOD;	618.20		Non Instructional	Airline Tickets
1/22/2024	DEBIT	DELTA AIR0062204606862 800-2211212 CA	4492MONICA R WOOD;	618.20		Non Instructional	Airline Tickets
1/22/2024	DEBIT	DELTA AIR0062204384098 800-2211212 CA	4492MONICA R WOOD;	630.20		Non Instructional	Airline Tickets
1/22/2024	DEBIT	AMAZON.COM*R85Q50E42 SEATTLE WA	4492MONICA R WOOD;	84.27		Non Instructional	Oreos
1/22/2024	DEBIT	Amazon.com*R81G0DYK0 Amzn.com/bill WA	4492MONICA R WOOD;	55.96		Non Instructional	Office Supplies
1/25/2024	DEBIT	AMAZON.COM*R04K53N32 SEATTLE WA	4492MONICA R WOOD;	129.63			
1/25/2024	DEBIT	ADMIT ONE PRODUCTS 714-4423888 CA	1402BARBARA M MATTSON;	210.03		non Instructional	eagle buck reward tickets
1/26/2024	DEBIT	AMZN Mktp US*R09AM1EL2 Amzn.com/bill WA	4492MONICA R WOOD;	61.97		Non Instructional	Replacement Laptop Lower bottom
1/26/2024	DEBIT	AMAZON.COM*R80JE5Y1 SEATTLE WA	4492MONICA R WOOD;	39.56			
1/26/2024	DEBIT	AMZN Mktp US*R03VT9K70 Amzn.com/bill WA	4492MONICA R WOOD;	41.96		Non Instructional	Wall clock for classrooms
1/29/2024	DEBIT	CHILDREN S THEATRE COM 612-872-5126 MN	4492MONICA R WOOD;	434.00		Non Instructional	Play Tickets
1/30/2024	DEBIT	AMZN Mktp US*R06BA7Q71 Amzn.com/bill WA	4492MONICA R WOOD;	164.87		Non Instructional	Storage Cabinet - ES Art
1/30/2024	DEBIT	AMZN Mktp US*R01Y88881 Amzn.com/bill WA	4492MONICA R WOOD;	7.99		Non Instructional	Wall Plate for classroom - Doyle
1/30/2024	DEBIT	AMZN Mktp US*R09ZF3U72 Amzn.com/bill WA	4492MONICA R WOOD;	11.49		Non Instructional	Audio Jack
1/31/2024	DEBIT	AMAZON RET* 113-840230 WWW.AMAZON.CO WA	4492MONICA R WOOD;	20.75		Non Instructional	Book for Carolyn
1/31/2024	DEBIT	AMAZON.COM*R22LS00J2 SEATTLE WA	4492MONICA R WOOD;	59.81		Non Instructional	Markers/Classpack
1/31/2024	DEBIT	WALMART.COM 800-966-6546 AF	4492MONICA R WOOD;	3,573.51		Non Instructional	Chairs
2/2/2024	DEBIT	AMZN Mktp US*R27M82FT1 Amzn.com/bill WA	4492MONICA R WOOD;	17.98		Non-Instructional	Dry erase markers
2/5/2024	DEBIT	VITAMINK12 HTTPSVITAMINK MN	6485CAROLYN H FARRELL;	640.00		Non Instructional	VitaminK12 LLC
2/5/2024	DEBIT	AMZN Mktp US*R28328DT2 Amzn.com/bill WA	4492MONICA R WOOD;	26.17		Non-Instructional	Teacher supplies - Louis T.
2/5/2024	DEBIT	BASEBALL-CARD NOT PRES 202-675-6287 DC	4492MONICA R WOOD;	3,706.00		Non-Instructional	Baseball Game
2/5/2024	DEBIT	AMZN Mktp US*R28ZV25V2 Amzn.com/bill WA	4492MONICA R WOOD;	72.99		Non-Instructional	Projector Bulb - Wells
2/5/2024	DEBIT	GRAINGER 877-2022594 IL	4492MONICA R WOOD;	328.62		Non-Instructional	Filters
2/7/2024	DEBIT	ADMIT ONE PRODUCTS 714-4423888 CA	1402BARBARA M MATTSON;	215.68			Torch Tickets
2/7/2024	DEBIT	PANERA BREAD #606021 O 651-286-5155 MN	6485CAROLYN H FARRELL;	11.38		Non Instructional	Protective Tyvek Coverall Suit
2/7/2024	DEBIT	AMZN Mktp US*R84L67VY0 Amzn.com/bill WA	4492MONICA R WOOD;	11.49		Non-Instructional	Audio Jack - Brink
2/7/2024	DEBIT	AMZN Mktp US*R27L345Z1 Amzn.com/bill WA	4492MONICA R WOOD;	48.85		Instructional	Sticky Easel Pad - Gibbs
2/8/2024	DEBIT	FACEBK E6CJG2QCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	49.79		non instructional	Marketing for new school
2/8/2024	DEBIT	AMZN Mktp US*R80443TG2 Amzn.com/bill WA	4492MONICA R WOOD;	49.17		Enrollment	Rubber Stamp - date & time
2/8/2024	DEBIT	AMAZON.COM*R84WV1D60 SEATTLE WA	4492MONICA R WOOD;	223.08		Non-Instructional	Garbage bags
2/8/2024	DEBIT	GRAINGER 877-2022594 IL	4492MONICA R WOOD;	378.68		Non-Instructional	Filters
2/9/2024	DEBIT	FACEBK MB2FX3DQ2 650-5434800 CA	6485CAROLYN H FARRELL;	50.00		non instructional	Marketing for new school
2/9/2024	DEBIT	FACEBK ACSFH2QCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	50.00		non instructional	Marketing for new school

14,414.48

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

Date: Thursday, April 4, 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

- Extended Time and Extended School Year Summer 2024
- Dates:** ET: July 8-July 25th (M-Tr) and ESY: July 8- Aug 1 (M-Tr)
- Staff Hours:** 8:30am - 12:30pm
- Program Hours:** 9am - 12pm
- Location:** Richfield Campus

Hourly Compensation: Teachers \$30/hr, EAs \$25/hr

ET Coordinator: Audra Larsen

ET Assistant Coordinator: Neelakshi Dhar

ESY Coordinator: Sianna Morelli

Facilities

- Minnesota Department of Education Positive Review and Comment on Burnsville Project
- Minnesota Department of Education Gender Neutral Single User Restroom Grant Application
- Kaboom Playground Grant

Finance

- Cost Reimbursement Resolutions
- Shawn Smith, Owner's Representative, Agreement
- Out of State Travel for Professional Development \$6000 (Classical Conference Phoenix, AZ March 2024 and National Charter School Conference June 30-July 3, 2024)
- SHPA Foundation Board-Billboard
- Bussing Fees for 24-25 (current incurred funds for bus fees is \$232,000 per year)

School Culture

● State Capitol Visit March 13, 2024. Ms. Walker, Ms. Banitt, Ms. Grutsch, Ms. Sayotovich, Ms. Wrase, and Mr. Whitebread met with Representative Michael Howard, Representative Nathan Coulter, and Senator Melissa Halvorson Wickland, sharing highlights and areas of focus for the future of public charter schools.

Staffing (Richfield Elementary School)

- Agreements for 2024-2025 agreements have been issued to all office staff, educational assistants, and teachers.
- Scott Polstein HVAC Manager, resignation May 31, 2024

Enrollment Update:

See Attached LEA Outlook Document

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

Bloomington Campus Principal's Report to the School Board

Date: Thursday, April 4th, 2024

Mission: Seven Hills Preparatory Academy empowers students with a rigorous and inclusive Classical education, preparing each one for engagement in diverse communities and life-long learning

ACADEMICS

- ACCESS testing for our Multilingual students with their English proficiency completed last month.
- MCA testing: 5th Science completed, 3rd-5th Math and Reading later this month.
- Staff PD on April 10th and early release for PD on April 26.
- Field trips to the History Center and Fort Snelling this month.

STAFFING

- John Riviera (from Zen Educate) will be filling Ian White's EA role and some additional new IEP accommodations for the remainder of the school year.
- Office Manager interviews are occurring this week to fill Barb Mattson's role.
- Courtney Gilbert has returned from her long-term leave this week.

CULTURE

- Updated mission statement was shared with staff via Chris Lamprecht's video. Discussion followed this week.

Submitted by Brent Peterson,
Bloomington Campus Principal

Richfield Campus Principal's Report to the School Board

Date: Thursday April 4th, 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:

- Professional Development right before spring break included:
 - Equity Training by middle school staff
 - Mission statement presentation by Mr. Lamprecht
 - Introduction to DDI changes and student enrollment increases for next year
- Next week our trimester courses will have a 5th round of interims. Our year-long courses will not due to the upcoming MCA testing.
- We are wrapping up our Formal Observations for teachers in their first years at SHPA and those on their 3 year rotation. We have a wonderful team of educators and they are doing difficult things with their students.
- Contracts have been signed and collected for next year and we look to retain most of our middle school staff based on this process.

School Culture

- Wonder Spirit Week the last week of school in March
 - Great participation in the themed days
 - Great participation in the food drive. We'd like to thank the student ambassadors and Honor Council members for hosting
- Spring break brought a much needed rest to our staff and students and we are refreshed to finish the year strong
- This month's MCAs are an exciting part to our year and we look forward to our student performance data

Submitted by Ryan Grutsch, Middle School Principal

Seven Hills Preparatory Academy Diversity, Equity, and Inclusion Committee meeting minutes
March 13, 2024 via google meets

Draft

Committee Members:

✓Teron Buford
✓Hadley Sayotovich
✓Brent Peterson
✓Carolyn Farrell

✓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. Drafted mission statement revision communication plan for staff and community

Seven Hills Preparatory Academy community, Back in 2021, Seven Hills engaged with the Minnesota Education Equity Partnership to help assess how we meet the needs of our student population and innovate ways to evolve our approach to educating. During that time, we were charged with the task of examining our current mission statement to ensure that it accurately reflects who we are and how we serve. Thanks to invaluable input from our staff, students, community members, and Board of Directors, we are pleased to present to you with our revised school mission statement:

Seven Hills Preparatory Academy empowers students with a rigorous and inclusive Classical education, preparing each one for engagement in diverse communities and life-long learning.

As we work to meet the ever-changing needs of our students, families, and communities, it is important that our mission statement reflect SHPA's commitment to educating, uplifting, and celebrating the rich and diverse groups we serve.

We would like to extend our sincerest thanks to those who help fine-tune the revised mission statement and invite you all to reflect on how we might live out its sentiment each day.

2. Fist to 5
 - a. All 5's
3. Next Meeting
 - a. April 10, 2024 @ 5:45 p.m.

Recommendations to SHPA board of directors

1. Approve meeting minutes

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

Draft for Board Approval

SHPA Facilities Committee Meeting – Mar 20, 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:

Burnsville Virtual Open House details

FOE Approval and support update

Burnsville City Council ruling status

BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 | Office: (952) 426-6000, Fax: (952) 426-602

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

www.sevenhillspreparatoryacademy.org

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

Progress of Due Diligence period and timeline to close and bonding prospects

- May 9, 2024

Future Communications

Bus staff for tour?

Window Project Update

- One year goals:
- Find and acquire a building for the Bloomington campus (No - So close)
- 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 March 20th, 2024 Facilities Committee meeting minutes.

BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 | Office: (952) 426-6000, Fax: (952) 426-602

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

www.sevenhillspreparatoryacademy.org

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 policy 407 Employee Right to Know: no changes. Caroline will follow up regarding cleaning staff training.
2. Reviewed policy 409 Employee Production: no changes

Future Agenda Items:

1. Parent Survey and Staff Survey
2. Policies 412 and 417 (Allison)

Fist to Fives: 6 x 5's, 1 x 4

Recommendation to SHPA board of directors

1. Recommend approval of 3/20/2024 HR committee meeting minutes
2. Recommend approval of adoption/change to policy 612.1, Section II, part C.

SHPA Governance Committee Meeting – March 18, 2024

Draft for board approval

Attendees:

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

Guest:

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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.

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. Discuss policies:
 - Policies reviewed by Amy Mace
 - i. Policy 414 - Mike
 - ii. Policy 413 - Wes
 - Policy 102 - Lisa
2. Assign policies for future meetings
 - Policy 103 - Teron

<p>BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 Office: (952) 426-6000, Fax: (952) 426-6020</p> <p>RICHFIELD CAMPUS: 1401 West 76th Street, Richfield, MN 55423 Office: (612) 314-7600, Fax: (612) 314-7609</p> <p style="text-align: center;">www.sevenhillspreparatoryacademy.org</p>

- Policy 104 - Wes
- Policy 514 - Lisa

3. List of 5

- Ones -
- Twos -
- Threes -
- Fours - 2
- Fives - 2

Recommendation to SHPA board of directors

1. Recommend approval of Bylaws
2. Recommend approval of Policy 414 - Mandated Reporting of Child Maltreatment.
3. Recommend approval of Policy 413 - Harassment and Violence Prevention.
4. Recommend approval of March 18,, 2024 Governance committee meeting minutes.

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

POLICY 612.1: DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school. The involvement of parents by the school shall be directed toward both public or private school children whose parents are school residents or whose children attend school within the boundaries of the school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school to fully comply with 20 U.S.C. § 6318 which requires the school to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.
- C. It is the policy of the school that the school board will review the SHPA District Parent and Family Engagement Policy annually.

III. DEVELOPMENT OF PARENTAL INVOLVEMENT POLICY

The administration will develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school's Title I plan. The policy will establish the expectations for parental involvement and describe how the school will:

- A. Involve parents in the joint development of the school's Title I plan and the process of school review and improvement;
- B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- C. Build the schools' and parents' capacity for strong parental involvement;

- D. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the school-level parental involvement policies; and
- G. Involve parents in the activities of the school.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
 - 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
 - 4. Provide parents of participating children with: timely information about

Title I programs; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school.

B. As a component of this policy, the school shall develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the

achievement of their children;

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

D. The policy will also describe the process to be taken if the school chooses to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
4. Train and support parents to enhance the involvement of other parents;
5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
6. Adopt and implement model approaches to improving parental

involvement;

7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a school-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the school will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. The school shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

ADOPTED BY THE BOARD ON: June 2008

REVISED BY THE BOARD ON: December 10, 2018



Gender-Neutral Single-User Restrooms – State FY24 and FY25

Application Coversheet

Applicant Information

Legal name of applicant organization: Seven Hills Preparatory Academy
If district or charter school applicant, enter organization number: 4159-07
Address: 14101 Southcross Drive West
City, state and zip code + 4: Burnsville, MN 55337-6901
Total grant request: \$67,500

Required Identification Numbers

Minnesota SWIFT vendor ID number: VN0000273291_1
Federal UEI number: CM3JDAPGMAK5

Contact Information

Identified Official with Authority (IOWA) to Sign

Instructions: Enter the contact information of the person who will sign the application in the signature section.
Name of official with authority to sign: Carolyn Farrell
Title: Interim Executive Director
Phone number: 612-314-7602
Email: cfarrell@shpamn.org

Primary Program (PM) Contact Information

Name of Program Contact: Brent Peterson
Title: Burnsville Elementary School Principal
Phone number: 952-426-6001
Email: bpeterson@shpamn.org

Business Manager (BM) Contact Information

Name of business manager: Nichole Schmidt
Title: Clifton Larson Allen Principal Accountant
Phone number: 612-397-3256

Email: Nichole.Schmidt@claconnect.com

Administrative Requirements

Statute requires MDE to ensure that grants are awarded to schools to reflect the geographic diversity of the state. For this purpose, identify (type an X) by the congressional district the applicant is a part of. Please refer to the Secretary of State's website for proper identification.

- 1st Congressional District
- 2nd Congressional District
- 3rd Congressional District
- 4th Congressional District
- 5th Congressional District
- 6th Congressional District
- 7th Congressional District
- 8th Congressional District

Priority Points Part 1: Policy/Legal Needs

MDE will grant 5 priority points to applicants who demonstrate at least one of the following:

Does the applying agency have a policy pertaining to gender equity. If yes, please include a link to the policy.

- Yes Attached
- No

Link: Attached in Email sent to mde.compgrants@state.mn.us

Has the applying agency entered into a settlement or consent decree regarding harassment based on sex or gender identity within the last 5 years (optional)?

- Yes
- No

Priority Point Part 2: Program Feasibility

MDE is invested in funding projects that are feasible within the timeline and scope of the grant and will award 5 priority points for programs that demonstrate feasibility.

Does the applying agency have a board approved facilities plan that includes provisions for providing a gender-neutral, single-user restroom at the site(s) identified in the application? If yes, submit the approved plan with application materials.

- Yes Minutes Attached in Email sent to mde.compgrants@state.mn.us
- No

Goal Alignment to World's Best Workforce and Every Student Succeeds Act

To the extent practicable, the goals must be aligned to the state of Minnesota's world's best workforce (WBWF) and the federally required Every Student Succeeds Act (ESSA) accountability systems.

The goals of the WBWF statute and the indicators in Minnesota's accountability system under ESSA align in many ways, although some goals and indicators are exclusive to one system or the other.

Type an X to indicate which goals of the WBWF statute and accountability system under ESSA are among the goals of the proposed education program and use of grant funds:

- Meet school readiness goals
- Third grade students achieve grade-level literacy
- Close the academic achievement gap among racial and ethnic groups and/or economic groups
- Students attain career and college readiness
- Students graduate from high school
- Multilingual learners identified as English learners show progress toward English language proficiency
- School climate improvement
- Not Applicable

Signature Section

Submit the completed and signed application coversheet, along with the application narrative, to mde.compgrants@state.mn.us by March 29, 2024, no later than 5 p.m. central time.

Signature and Date of the Official with Authority to sign

By signing below, I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

Name: Carolyn Farrell, Interim Executive Director

Date: March 27, 2024

Signature: *Carolyn Farrell*

Assurances

The applicant, by signing the coversheet to the application submitted to the State, certifies they have read all application documents, including any revised documents. The applicant agrees to comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4D) State and Federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices and Disclosure of Breach in Security; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the State) or for payments to vendors displaying exhibits for their profit. Funds should support the purpose and activities approved in the application. Funds must not be used to benefit state employees, or to reimburse them for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

- A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the State within the times required by it. The State reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to the State any unexpended funds not accounted for in the financial report due to the State at grant closeout.
- B. The grantee shall present reports to the Commissioner of the Department of Education or the State's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid if allowed in the approved budget, provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the State. The current Commissioner's Plan can be viewed to obtain current maximum expense reimbursement rates. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota.

3. Equipment

Upon termination of the award, the State shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars located in 2 Code of Federal Regulations (CFR), Part 200 and/or as in the approved budget and/or specific legislation.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the State unless approved in writing by the State. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish a legitimate meeting, conference business for approved grant activities. Budget allocations for food must be approved by the Minnesota Department of Education (MDE). Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principle information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U.S. Department of Education conference.

B. Records

The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

1. The six-year retention period shall commence from the date of submission of the final expenditure report.
2. If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
3. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

C. Examination

The State or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

D. State and Federal Audits

Under Minnesota Statutes 2023, section 16B.98, subdivision 8, the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the Commissioner, the State and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the State of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

5. Liability

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the State's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights

The State shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the State. The grantee, at the request of the State, shall execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

B. Notification

Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the State's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

C. Representation

The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities.

Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others.

The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the State's opinion is likely to arise, the grantee, must at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition and not exclusive of other remedies provided by law.

7. Publicity

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, website pages, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall publicly identify the State as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the State's authorized representative.

The applicant/awardee must **not** claim that the state or the federal Department of Education **endorses** its products or services. See a sample statement below:

Example: The contents of this publication, film, or conference do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

Example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.027A, Special Education - Grants to States.

8. Government Data Practices and Disclosure of Breach in Security

The grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of [Minnesota Statutes 2023, section 13.08](#) apply to the release of the data referred to in this paragraph by either the grantee or the State.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the State. The State will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

[Minnesota Statutes 2023, section 13.055](#), applies to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

9. Data Disclosure

Under Minnesota Statutes 2023, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, UEI number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with Minnesota Statutes 2023, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

11. Antitrust

Grantee hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
4. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
5. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
6. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
7. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
8. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
9. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
10. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;

11. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
12. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the State. It is understood, however, that grantee remains solely responsible to the State for providing the products and services described.

17. Time

The grantee must comply with the time requirements described in the application and award and inform the grantor of any potential long-term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964, and amendments thereto which prohibits discrimination on the basis of race, color, or national origin.
13. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability.
14. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs.
15. Age Discrimination in Employment Act of 1975 and amendments.
16. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
17. Minnesota Statutes 2023, Chapter 363A. Human Rights.

19. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained, an Official Grant Award Notification (OGAN) has been issued, or other award documentation has been received and the grantee is notified to begin work by the State's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the State's program authorized representative or designee.

20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the State.

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under [Minnesota Statutes 2023, section 270C.65, subdivision 3](#).

22. Cancellation With or Without Cause

An award contract may be cancelled by the State at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the State from federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the State to the grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The State will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the grantee notice within a reasonable time of the State receiving notice.

24. Cancellation Due to Failure to Comply

The State may cancel an award contract immediately if the State finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

25. Termination of Grant Agreements

Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State. As indicated in [Minnesota Statutes 2023, section 16B.991, subdivision 2](#), and [Minnesota Laws, chapter 62, article 7, section 12](#).

26. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

27. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to Minnesota Statutes 2023, section 201.162, Duties of State Agencies for the complete statute.

28. Minimizing State Funded Administrative Costs

Under Minnesota Statutes 2023, section 16B.98, Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

29. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE), except in certain situations. The grantee may allow staff to work on extended day assignments, such as, after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

30. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

Per Minnesota Statutes 2023, section 471.345, grantees that are municipalities as defined in subdivision 1, must follow service contracting and bidding requirements as stated, including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

31. Contracting – Nongovernmental Entities

Pursuant to Minnesota Statutes 2023, section 471.345, any grant-funded services and/or materials that are expected to cost:

- \$175,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$174,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes 2023, sections 177.41-177.44. The bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List.
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program.

- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program.

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the Suspended/Debarred Vendor Report.

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited, to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

32. Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award or assurances, or their successors in office.

33. Evidence-Based Education Grant Report

Minnesota Statutes 2023, section 127A.20, requires that, within 180 days of the end of the grant period, each grant recipient must compile a report that describes the data that was collected and evaluate the effectiveness of the strategies. The evidence-based report may identify or propose alternative strategies based on the results of the data. The report must be submitted to the commissioner of education and to the chairs and ranking minority members of the legislative committees with jurisdiction over prekindergarten through grade 12 education. The report must be filed with the Legislative Reference Library according to Minnesota Statutes 2023, section 3.195.

34. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the State when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program, or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under section 306 of the Clean Air Act, section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State due at grant closeout.

- f. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the OGAN, other award document and relevant legislation.
- h. Grantees will submit reports and comply with the terms as outlined in the Official Grant Award Notification.

35. Programmatic Assurances

Equal Access

Many students have reported being uncomfortable or unwilling to utilize a single-user, gender-neutral restroom if required to seek special permission to access facilities. This requirement may also violate a district's policy regarding differential treatment for protected classes. Charters who accept these funds are prohibited from utilizing a process for students to gain special permission to access facilities.

Funding Per Site

If selected, regardless of the size of the award, or the number of sites funded, no more than \$75,000 may be spent per site. MDE is not responsible for reimbursing costs incurred beyond this amount.

Charter School Monitoring

Minnesota law currently governs what happens to a school building when sold, which governs the use of the proceeds and ensures those funds stay in the public purpose. Since Charter Schools do not own their buildings, funding under this grant to create restrooms will need to be returned to the Department, in the event that the building is sold, or the Charter School is removed from the premises. Upon award, selected recipients may need to sign additional assurances pertaining to this requirement.

Application Narrative Section

Executive Summary

Provide a brief narrative description of the approach the applicant will use to create a gender-neutral single-user restroom(s). The summary should identify the following:

- Need for the funding
- Population(s) that will benefit
- Primary project goals and activities that are measurable and attainable and align with the purpose of funding
- Expected outcomes/products/outputs/benefits
- How this project will promote equitable student outcomes.
- The number of sites that will receive updates

At Seven Hills Preparatory Academy, we recognize the importance of fostering an inclusive and welcoming environment for all community members. In recent years, discussions surrounding gender identity and expression have become increasingly prominent, highlighting the need for institutions like ours to adapt and accommodate the diverse needs of our students, faculty, and visitors. Currently, our school's restroom setup may inadvertently marginalize individuals whose gender identity does not align with traditional binary norms. This can lead to discomfort, anxiety, and even exclusion for some members of our community. These bathrooms promote a sense of privacy and autonomy for all students, enhancing their overall well-being and sense of belonging within the school. Ultimately, integrating gender-neutral bathrooms aligns with our core values of acceptance, equality, and support for every member of our school community.

Seven Hills is currently finalizing the acquisition of a facility located at 14101 Southcross Drive West Burnsville, MN 55337. The building will be renovated by Seven Hills to convert the current office layout to 24 classrooms for students in grades Kindergarten through fifth grade. There will be a target of 450 students for the 2024-25 school year with the goal of reaching full capacity of 550 students in the year 2025-26. Renovating the building and creating gender-neutral single user bathrooms will bring an estimated cost of \$4,000,000. Seven Hills is requesting \$67,500 to create gender-neutral single user bathrooms at this site in the city of Burnsville. Seven Hills will be purchasing bonds for the remainder of the renovation costs.

Points Possible: 5

Narrative Response:

Statement of Need

Describe the need for this project. Provide data that supports how the need was determined. Include the following:

- Describe who in the school community will benefit from the project and why is it necessary.
- Explain why the school site(s) included in the application were selected
 - To what extent do the school sites included in this application already have gender-neutral single-user restrooms?

- o How are these facilities currently managed? Who has access and how do they get access to these facilities?
- o What is the vision for the future of this building? Will it remain a school for the long-term future?
- What are the gaps or barriers that are impacting inclusion more broadly and how will this project mitigate these barriers?

Seven Hills has leased space from Cedar Valley Church since 2006 for its Bloomington Campus. Our Bloomington Campus currently has 540 students. Through our SHPA Affiliated Building Company (SHPA ABC), Seven Hills also owns and operates a K-8 campus located at 1401 West 76th Street in Richfield, MN. In 2022, Cedar Valley Church informed Seven Hills that they were planning to open up a faith-based school in time for the 2024-25 school year. Therefore, the current lease for the Bloomington Campus was terminated as of June 30, 2024. After a two-year search for a viable and successful school facility to move the current Bloomington Campus, Seven Hills has purchased a new property located at 14101 Southcross Drive West in Burnsville, MN, through its SHPA ABC. After the Minnesota Department of Education due diligence period is completed, the goal is to close on the property April 15, 2024, and start renovations this May 2024. School will start September 3rd, 2024. The school will house up to 550 students in grades Kindergarten through fifth grade. Because Seven Hills will own the property through the ABC, the goal is to continue to own the property and grow the enrollment population to 550 students. Seven Hills is also working with local daycares to see how a daycare in the city of Burnsville could collaborate with Seven Hills to have a daycare on sight.

We want to use this opportunity to reconstruct the current office bathroom layout at the Burnsville property. The current layout is binary based only. We believe this is an ample opportunity to apply renovation bonding funds in addition to MDE grant funds to renovate the bathrooms on each floor to have a gender-neutral single user bathroom. Therefore, students can have safe and equal access to the bathrooms on day one when school opens.

Building gender-neutral single-user restrooms creates a safe and inclusive environment for students of all gender identities and expressions. At Seven Hills, we are seeing an increase in the number of students that identify as transgender and gender nonconforming. Approximately 5% of our student population identifies with pronouns that are different from their gender assigned at birth. The gender-neutral bathroom supports students that may feel uncomfortable or unsafe using gender specific bathrooms such as all male or female use only bathrooms. The grant money will also support other diverse populations, including racial and ethnic communities, including American Indians, LGBTQI communities, and we cannot forget about students with disabilities. Imagine the privacy in your own single stall restroom, having the freedom and privacy to use the restroom in a relaxed and safe zone. Single stall bathrooms often offer more space and accessibility features such as grab bars and wider doorways. Gender-neutral bathrooms provide increased privacy, minimizing the risk of bullying and harassment.

Points Possible: 10

Narrative Response:

Project Plan

In this section of the application, we ask applicants to share the overarching goals for their grant program. Then we request applicants to share narratives outlining both a facilities and implementation plan. These narratives should include clear descriptions of activities that demonstrate how the applicant will accomplish their overarching goals. At the end of this section, we ask applicants to include a detailed project plan that identifies each activity described in the narrative. This detailed project plan must document the person responsible, timeline and resources necessary for each activity.

Project Goals

Clearly describe the overarching goals of this grant. You can include between 1-3 goals. Goals should be written in the SMARTER Format.

- Specific: Who is involved? What do you want to accomplish? How did you identify this goal? Why do you want to accomplish this?
- Measurable: How will you measure progress?
- Attainable: Is this feasible? What steps will need to take place? What resources are needed?
- Relevant: Is this a worthwhile goal? Does it address the root cause of the problems you've identified?
- Timebound: What is the timeframe? What are key deadlines to be mindful of?
- Equity Focused: How will you center educational equity throughout?

Goal 1: The Seven Hills school community will design a gender-neutral single user bathroom on each of the three floors at the Burnsville Campus. Construction of this project will be part of the overall renovation project of the new campus. Renovations are scheduled to begin this May 2024 and will be completed in August of 2024. Progress will be measured by the completed project with fully functional bathroom facilities. School opens September 3, 2024.

Goal 2: Seven Hills administration will provide accessibility to gender-neutral single user restrooms starting September 3, 2024, in order to provide a safe and comfortable environment to use the bathroom. Students will be able to provide input into the paint colors of each bathroom and be able to provide input as to how to decorate each bathroom as necessary. Feedback will be solicited through our Student Ambassador council which has a representative from each grade level. Feedback will also include seeking input from students as to the success of the new restrooms in helping students to feel supported with more privacy. Incident reports will be analyzed to determine if bullying and harassment levels have decreased in the bathroom area compared to the last 3 years of behavior concerns in the bathroom areas prior to when gender-neutral single user restrooms were created.

Explain how these goals align to or reinforce your organization's school climate goals related to accountability efforts through [State of Minnesota's world's best workforce](#) and the federally required [Every Student Succeeds Act](#) accountability systems.

School Climate Strategic Goals

Seven Hills Preparatory Academy believes a vibrant Classical school culture compels strength of character, commitment to growth, and spirited cooperation among all community members.

Seven Hills Preparatory Academy believes in the inherent value of an inclusive learning environment where students and staff from all backgrounds work hard to prepare for a diverse world in which they make lasting contributions.

Seven Hills has a gender inclusion policy with the purpose of fostering an educational environment that is safe and supportive for all students, regardless of gender identify or expression. We are committed to providing a respectful and inclusive learning environment for all students and will act to support the access and inclusion of students while providing cultural competency training for school staff on inclusive strategies.

Points Possible: 5

Narrative Response:

Facilities Plan: Describe the vision for planning and executing the remodeling, constructing, or repurposing space for gender-neutral single-user restrooms.

- **Project planning:** Describe how you have or will set the project up for success. Include an overview of the approach to basic activities such as test the feasibility of the model in consideration and assessing risk; develop a schematic design; ensure alignment to building code and other state and federal standards etc.
- **Project oversight:** Describe the process to oversee construction and daily operations. Include an overview of the approach to basic activities such as ensuring schedules are well coordinated and tasks completed on time; following and monitoring onsite safety protocols; developing and implementing contingency plans if necessary
- **Project completion:** Describe the steps you will take to successfully close out the project. Include an overview of the approach to basic activities such as conducting final review for quality control and addressing any identified issues; inspecting the project and securing any necessary certificates; finalizing project documentation and closing out contracts

The school's project manager set up a competitive proposal process for the necessary architectural services and general contractor services required to design and renovate the office building into a high quality, productive school environment. The general contractor solicitation and selection process involved three general contractors each of which prepared preliminary pricing and presented their fees structure. The selection process for the architect involved three architects, each of which prepared their proposal outlining the design process, timelines, similar previous experience, and fee structure. The selected architect, Collaborative Design Group, worked with the school to prepare initial programmatic drawings which the school administration and grade leaders reviewed and provided input and teaching requirements back to the architect. The programmatic drawings were modified and improved to the next rendition called design development drawings. These drawings ensured that the state and local building codes were being adhered to. Further review and input was solicited and the drawings were transitioned to the next step, the construction documents, for firm pricing. The selected general contractor, Rochon Corporation, prepared preliminary cost estimates, then participated in cost review and suggested alternate pricing. This info was also incorporated into the architect's construction drawings which were used to solicit three subcontractors per division, vet them and select the appropriate subcontractors to work with, each of whom had to have the necessary experience and cost competitiveness to complete this project.

The project planning for the gender-neutral single use restroom will be a similar process – although on a much smaller scale and with a much quicker planning/drawing duration. The architect will test the feasibility of the function to the space and prepare programmatic documents for the school’s review and input, then will prepare pricing documents that reflect adherence to codes and allow contractor pricing to take place. The general contractor will prepare a cost proposal for the modification of the restrooms to be reviewed by the school’s project manager, and the school, for potential value engineering processes. Ultimately an appropriate renovation cost will be agreed upon. Both the architect and general contractor are licensed to the state of Minnesota and are tasked with planning and constructing to applicable codes.

Project oversight: Describe the process to oversee construction and daily operations. Include an overview of the approach to basic activities such as ensuring schedules are well coordinated and tasks completed on time; following and monitoring onsite safety protocols; developing and implementing contingency plans if necessary.

The general contractor has a full-time superintendent on-site overseeing and managing the construction activities, safety protocols, quality and schedule. Each subcontractor has its own foreman to organize, supervise and ensure quality construction work is accomplished in its specific trade function. The general contractor also has a dedicated project manager that is responsible for the overall project: its safety, schedule, budgets, client communications, city relations, and subcontractor communications.

Project completion: Describe the steps you will take to successfully close out the project. Include an overview of the approach to basic activities such as conducting final review for quality control and addressing any identified issues; inspecting the project and securing any necessary certificates; finalizing project documentation and closing out contracts.

The project manager prepares an overall schedule and also prepares a short term 2 – 3 week more detailed schedule for certain activities. During the construction process, the project team, architect, construction manager, and other representatives walk the site weekly identifying aspects that need adjustment or correction. Prior to obtaining the final inspection and substantial completion certificate from the City, the school parties conduct a “punchlist” which documents all the uncompleted items, the areas that need corrective actions, and the areas that did not achieve the necessary quality level. Rochon’s project manager and superintendent manage the completion of the punchlist items – to the satisfaction of the school prior to receiving their final payment. In addition to the punchlist process being completed, the construction manager provides the school with operating manuals, warranties, as-built construction drawing documentation, and final subcontractor and general contractor lien waivers.

Points Possible: 15

Narrative Response:

Implementation and Sustainability Plan: Describe the vision for how you will roll out the use of these new facilities.

- **Safety and Privacy:** Once the restroom is complete, how will you ensure that all members of the school community feel safe and supported to utilize the restroom of their choosing during and after the school day? *Once the restroom is completed, administration will share the purpose and expectations of the new restrooms at the first staff meeting. Teachers and staff come back to school the third week in August to prepare their classrooms and to attend trainings. The school Principal will review the gender inclusion policy and then walk staff through the roll out of the new restrooms. Time will be given for staff to ask questions and any points of clarification so that they are prepared to supervise those expectations once students start on September 3, 2024.*

- **Inclusivity and Accessibility:** How will these facilities be managed? Who will have access and how will they get access to these facilities? How are you considering the needs of diverse populations including but not limited to racial and ethnic communities, including American Indians, LGBTQI communities, and individuals with disabilities while making these spaces inclusive and accessible?

Organizations implementing gender-neutral facilities need to establish clear protocols and expectations regarding access and usage. Protocols will need to emphasize respect for all users and outline consequences for any misuse or discrimination. Regular maintenance and upkeep of facilities will be essential to ensure they remain clean, functional, and welcoming for all users. This includes addressing any maintenance issues promptly and conducting regular assessments of accessibility and usability by the administration and maintenance staff.

- **Community and School Culture and Climate:** What is the plan to help the school community learn about the new restroom and expectations for using it? How will these expectations be formalized through policies and procedures (e.g. student handbook)?

Staff members will be educated on the importance of gender inclusivity and trained on how to manage and support users of gender-neutral facilities. This includes understanding diverse gender identities and racial and ethnic communities. Procedures will be established to address any concerns or issue that arise in regarding to the expectations. Engaging with the parent/guardian community and gathering feedback can help Seven Hills tailor the facilities to better meet the needs of the users. This may involve consulting with LGBTQI organizations, advocacy groups, and individuals from different racial and ethnic backgrounds. Our parent/guardians and students will be able to see the completed restrooms at an Open House prior to the start of the school year.

- **Supporting human rights, mental health and wellbeing:** What is the plan to prevent, identify and address issues and/or repair harm that occurs in relation to the single user restroom? How will you ensure that it stays accessible to everyone in the school community?

Ensuring the privacy and safety of users is paramount. Facilities will be designed to provide a comfortable and security environment. This may include features such as locking doors, adequate lighting, and surveillance cameras where appropriate.

Points Possible: 20

Diversity, Equity, and Inclusion

- Describe how you will embed equity, diversity, and inclusion into grant activities. Share your vision for how this work will help produce environments where practices of anti-racism and anti-oppression are embedded, representation and difference are normalized, and every person thrives.

- Beyond the restroom, how will you utilize the grant as an opportunity to deepen your commitment to supporting best practices in LGBTQ inclusion. If relevant, describe your districts strategic priorities to support best practices in LGBTQ inclusion such as
 - Establishment of GSA
 - Cultivating supportive educators (e.g. embedding LGBTQ focus into district equity professional development)
 - Securing and utilizing inclusive curriculum
 - Improving local policies such as bullying/harassment and gender equity

Seven Hills is committed to embedding equity, diversity, and inclusion (DEI) into our work and environment. Here are some ways we implement practices of anti-racism and anti-oppression:

Policy Development: Seven Hills enforces policies that promote equity, diversity, and inclusion. Our School Board developed a DEI committee two years ago to ensure issues regarding equal and fair practices were being discussed at every decision making level of the Local Education Agency. This includes policies and practices such as hiring practices and workplace culture. We provide regular training and education to our school teams and school board on topics such as unconscious bias, micro aggressions, diversity awareness, and cultural competency. We also engage teachers in staff in our anti bullying and harassment policies. Each school site has an Equity team that meets regularly and is led by a group of educators. Seven Hills strives to ensure diverse representation within our school organization to reflect that communities we serve. Our population continues to grow and diversify. For example, our Richfield Elementary School is represented by 60% students of color. We also strive to ensure students and families learn about our Seven Hills community and see their voice and their contribution in the Seven Hills mission. We actively seek input and feedback from our parent/guardian community and stakeholders from diverse backgrounds. This helps Seven Hills to understand experiences and perspectives, informing our decision-making process.

Seven Hills has also led the way in ensuring that the curriculum is accurate and reflects stories and history of marginalized groups. We provide and expect curriculum and ideas to be taught not only in our Social Studies programs but also our Physical Education, Music, and Art programs that promote equity and inclusion. Seven Hills is not afraid to have courageous conversations with parents/guardians to seek feedback and understanding of curriculum and lesson plan decisions and implementation in the classroom.

Points Possible: 15

Narrative Response:

Communication and Engagement

Describe how you will communicate with and actively involve students, families, educators and community members throughout the grant period to ensure success of the project, and minimize harm to transgender and gender nonconforming students. Describe:

- The steps you will take to ensure the students have input on how this project is designed and implemented.
- The steps you will take to communicate with the students, families, and educators about why this project matters.

- How will you build authentic cross-cultural communities, reduce harm, and work to ensure every person’s humanity is acknowledged and valued over the course of the project?

The plan for effective communication and engagement to ensure success of the project, minimizing harm to transgender and gender-nonconforming students will start with the initial announcement and informational session to our parent/guardian community and to all stakeholders through various channels including our school newsletters, email blasts, social media platforms, and community bulletins. At an open house scheduled this spring, school leaders can provide details about the initiative, its goals, and how stakeholders can get involved.

Regular updates will be provided on the project to keep stakeholders informed about the progress through the same communication platforms. Seven Hills will use the same channels, including input from current students through the Student Ambassador program, to solicit feedback, ask questions, and share concerns throughout the duration of the project.

Points Possible: 10

Narrative Response:

Capacity of the Applicant Agency

Describe your agency’s capacity for and commitment to administering the project successfully. Identify the following:

- Are there project staff (employees) funded with the grant? What is their role in this project?
- Are there individuals who are not funded with the grant that may have a contributing role in the project?
- Indicate your intent to subcontract with any outside professionals using the grant funds, rather than your employees. Identify the services to be performed and the qualifications expected of the subcontractors. How will you document the selection process used and follow applicable procurement practices?
- Identify any external partners (not subcontractors that are paid) that may contribute to the project to enhance the project and identify their contribution.
- To what extent is this team aware of the basic principles of equity diversity and inclusion? If there is limited capacity internally, what will you do to make sure the restroom is used through these principles?

The construction company, Rochon Corporation, will pay their staff salaries through the Seven Hills bonds, not with the grant. Individuals not funded with the grant but have a contributing role in the project includes the owner’s representative, the civil engineer, the school facilities manager, the lead architect, and the lead designer. All parties have had a chance to read the expectations of this grant and the schools policy regarding equity and inclusion. The lead architect and the owner’s representative also contributed to the text and content of this grant.

Points Possible: 10

Narrative Response:

Evaluation Plan

The State is committed to funding services that produce a measurable result, outcome and/or product for the targeted population identified in your application and the people of Minnesota. Evaluations help demonstrate a project’s effectiveness and information for future improvements. Evaluations use quantitative data and qualitative data, and sometimes, interviews. Grantees must have a plan to collect data to measure the effectiveness of the strategies outlined in the grant application. Your evaluation plan should refer to the specifics included in your Project Summary and Statement of Need.

An evaluation plan will:

- Pose questions for the evaluation to answer that reflect the overall goals of the project.
- Provide a detailed description of how implementation will be monitored, including a timeline for activities during and after the installment of the new restrooms.
- Describe process and method for data collection.
- Describe who will conduct the evaluation or evaluations (employed staff or subcontractors)
- Include strategies that are culturally relevant and responsive to the specific needs of your students.

Monitoring the project construction implementation involves tracking progress, ensuring adherence to timeliness and specifications, and addressing any issues or challenges that may arise. The project management team will oversee the construction implementation and coordinator all aspects of the project. Regular site visits will be performed to monitor progress, inspect workmanship, and address any issues that may arise. During these visits, the team will assess the quality of work, verify that construction activities are being carried out according to the plans, and ensure compliance with safety regulations. The project management team will generate progress reports on a regular basis to document the status of the construction timeline and will include information such as milestones achieved, work completed, challenges, and any deviations. All relevant documentation, including construction drawings, contracts, change orders, and inspection reports will be carefully maintained through the project. The timeline will be to begin construction May 10 2024, and to be completed August 30, 2024.

Points Possible: 5

Narrative Response:

Excel Budget with Descriptions

At least 80% of funds in this program must be used for remodeling, constructing, and repurposing space for single-user, gender-neutral restrooms. Additionally, up to 20% of funds in this program may go toward engagement and implementation.

Utilize the table below to outline a breakdown of your budget request per site (as applicable). These expenditures should be described in more detail in the budget document, which is described below. Reminder that the maximum award for this grant is \$150,000, which can be spent across multiple sites, but that no more than \$75,000 may be spent per site. Add rows as necessary.

Site Name	Budget amount to cover the cost of remodeling, constructing, and repurposing space for single-user, gender-neutral restrooms (minimum 80% of site request)	Budget amount to cover engagement and implementation (maximum 20% of site request) strategies.	Total Requested Amount
Burnsville Elementary School 14101 Southcross Drive West			

Burnsville, MN 55337			
	Per Rest Room	Cost for Engagement and Implementation	
Framing/Drywall	4,500	Facebook Marketing: 1000	
Tile	7,000	Flyers: 1000	
ACT	2,500		
Painting	850		
Toilet Accessories	1,000		
Plumbing	7,000		
HVAC	3,400		
Electrical	6,500		
Total:	32,750 x 2 Restrooms=\$65,500	\$2000	\$67,500

Additionally, complete the excel budget document. If the application seeks to fund more than one site, a separate budget for each site must be submitted. Specify the grant amount requested. Detail all necessary and reasonable expenditures anticipated during the project period that align with the project goals and activities, using the budget codes available.

Necessary means it is important to the success of the project. Reasonable means you are paying fair market price for the item or services.

The narrative must address the following:

- Provide sufficient narrative description for budget line item entries.
- Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding.
- Budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.
- Determine if the budget planned expenses appear necessary and reasonable for the success and purpose of the project.

Points Possible: 5

UFARS Code 01S370

March 22, 2024

Carolyn Farrell - Interim Executive Director
Seven Hills Preparatory Academy
1401 West 76th Street
Richfield, MN 55425

Ryan Grutsch – Board Chair
SHPA ABC
1401 West 76th Street
Richfield, MN 55425

Re: Addendum to Agreement of Understanding between Centerstone LLC or its successor (“Centerstone ”) and Seven Hills Preparatory Academy or its affiliated building company or successor (“Client”) regarding Owner’s Representation services for the Property dated September 1, 2023

Dear Ms. Farrell,

The section addressing “Compensation – Closing Administration” in the above referenced Agreement is hereby amended to read:

For providing these services to the Client, the Client must pay to Centerstone a fee equal to 0.30% of the Purchase Price (“Closing Administration Fee”), to be paid at closing. If the Client’s contract to purchase the Property is terminated, or the Client is otherwise unable to purchase the Property on or before the scheduled closing date (such earlier date being referred to as the “Termination Date”), then the Client must pay Centerstone a \$10,000 fee for providing such services, which is payable within 60 days after the applicable Termination Date.

All other terms and conditions of the Agreement shall remain.

Regards,



By (signature): _____

Name: _____

Title: _____

By (signature): _____

Name: _____

Title: _____

August _____ 2023

Carolyn Farrell - Interim Executive Director
Seven Hills Preparatory Academy
1401 West 76th Street
Richfield, MN 55425

Ryan Grutsch – Board Chair
SHPA ABC
1401 West 76th Street
Richfield, MN 55425

Re: Agreement of Understanding between Centerstone LLC or its successor (“Centerstone”) and Seven Hills Preparatory Academy or its affiliated building company or successor (“Client”) regarding Owner’s Representation services for the Property

Dear Ms. Farrell:

I am happy to provide you this letter agreement (“Agreement”) setting forth the understanding of the parties as to the services that Centerstone has agreed to provide to the Client regarding a school facility and related improvements to house the Client’s school and operations at a property and location that is to be determined (the “Property”). Centerstone will assist the Client as outlined in this Agreement subject to the following terms and conditions:

Description of Project

Client desires to acquire a site, renovate, and or otherwise construct a facility that is approximately 50,000 – 100,000 square feet and that is otherwise suitable and approved for use as a school and uses related thereto at a location that is not yet determined (“Project”).

Closing Administration:

In association with the successful acquisition of the Property that may already contain improvements, certain closing, due diligence, and financing administration activities will be required (“Closing Administration”). Centerstone is hereby exclusively retained by the Client to lead and assist with the Closing Administration process, as further described below and upon Client entering into a contract to purchase the Property.

- **Contract Review:** Centerstone will monitor the obligations and timelines outlined in the purchase contract and work with Client and their representatives (executive team, title company, attorney, accountants, lender) to help ensure such obligations are being addressed in a timely fashion.
- **Due Diligence:** Centerstone will obtain and review any information required to be provided by the seller and obtain a minimum of two proposals for the various due diligence required to purchase the property. Upon receipt of such proposals, Centerstone will review, coordinate with Client’s attorney, and ultimately recommend for Client’s consideration to contract directly with the vendor. Centerstone will work with the selected vendor(s) during their required visits and help to finalize any report for the Client’s use in acquiring the Property.

- **Financing & Title:** Centerstone will coordinate all costs associated with this acquisition, including the purchase of Property, costs for Due Diligence, reconciliation of operation costs and real estate taxes with the seller, Client's attorney, lender, and selected title company to be funded at closing, provided that Client will be solely responsible for paying all such costs.
- **Post-Closing Reconciliations and Communication:** Upon closing, Centerstone will assist with various documents and documentation, expense reconciliations that cannot be readily available at closing and post-closing escrows for up to six months after closing that survive the closing.
- **Miscellaneous:** when warranted, Centerstone will also assist with completing other tasks for the client to help for a successful close such as the Minnesota Department of Education's Review and Comment Document and assemblage of various lender-required documentation. Centerstone will attend meetings and provide relevant information to the Client and their representatives as requested from time to time.

Compensation – Closing Administration

For providing these services to the Client, the Client must pay to Centerstone a fee equal to 0.30% of the Purchase Price ("Closing Administration Fee"), to be paid at closing. In the event that Centerstone or broker selected by Centerstone and Client is paid a fair market fee in connection to the sale transaction at closing then no Closing Administration Fee is owed by Client. If the Client's contract to purchase the Property is terminated, or the Client is otherwise unable to purchase the Property on or before the scheduled closing date (such earlier date being referred to as the "Termination Date"), then the Client must pay Centerstone a \$10,000 fee for providing such services, which is payable within 60 days after the applicable Termination Date.

Owner's Representation

In association with the construction and renovation of the Project, certain planning, budgeting, government approvals, construction and post-construction activities will be required ("Owner's Representation"). Centerstone is hereby exclusively retained by the Client to perform the Owner's Representation services, as further described below and upon Client entering into a contract and purchasing the Property.

- **City Planning & Approvals:** Centerstone will coordinate with the applicable municipality for where the Property is located, the Client's landlord and or seller, and the design team the required application, payments, and related documents for the City to consider approval of the Client's Project. Centerstone will also attend and represent Client at requested public meetings for such approvals if required. It is understood that client is responsible for all application or fees associated with such approvals and Centerstone cannot guarantee the outcome of any such required approval.
- **Design, Budgeting & Scheduling:** Centerstone will work with Client's architect and related design consultants ("Architect"), Client, and Client's facilities and financing teams to establish a design for the Project that meets Client's needs and is within the Client's desired budget. Throughout this process Centerstone will communicate the Project schedule, as may change from time to time, but still within Client's expectations.

- **Construction:** Centerstone will coordinate and review with Architect an RFP for general contracting (“GC”) services from a minimum of two contractors. Upon receipt of the RFPs, Centerstone will review such provided information, summarize, and ultimately recommend for client’s consideration a GC for Client to contract with directly. During the construction of Project, Centerstone will continue to work with Architect and GC, to manage the Project through completion, which includes on site monitoring, managing pay applications, documenting change orders, and providing timely communication to the Client.
- **Financing & Title:** It is understood that this project is being financed by tax exempt bonds or via amendments to existing bond documents and the incurrence of additional debt. Centerstone will coordinate all costs associated with this Project including fees and escrows from the City, pay applications and change orders from the GC, invoices from Architect, fees earned from Centerstone outlined herein and submit them to the Client’s selected title company and trustee as draws from financing proceeds for timely payments. Centerstone will also handle requests associated with such draw submittals from time to time as requested by Client’s selected title company or the trustee. Centerstone will attend meetings and provide relevant information to the Project as requested from Client’s financing representatives.
- **Post-Construction:** Upon the completion of the Project, Centerstone will work with GC, Client’s Architect and their related design professionals to close out the project, which includes managing punch-list items, ensuring Client has the appropriate occupancy permits from the City, applicable warranties and equipment (O&M) manuals have been transferred. Centerstone will also coordinate the 1-year warranty inspection (prior to expiration) with Client, Client’s Architect, and GC.

Compensation – Owner’s Representation

For providing these services to the Client, the Client must pay to Centerstone a Project management fee equal to 4.75% of the final Project costs (“Project Fee”), which include, but are not limited to, fees or costs associated with the GC, Architect, construction testing, governments, scope contingencies, and equipment. Project Fee will be payable in increments outlined below:

- \$10,000 will be earned after the Project shall obtain its site plan (or equivalent-titled) approval from the City, to be paid the earlier of the closing or within thirty days thereafter; and
- The remaining portion of the Project Fee shall be earned and paid in installments proportionately as to the completion percentage of the Project. The final installment shall be paid upon completing the punch list items related to the Project, otherwise known as substantial completion.

Each installment of the Project Fee must be paid out of the applicable loan draw, unless otherwise required to be funded by Client or by the lender. In addition to the Project Fee, Centerstone may incur out-of-pocket costs that will be reimbursed by the Client not to exceed \$3,500, unless agreed to in writing by Client.

Other Terms

Notwithstanding the foregoing, the Client may terminate this Agreement at any time as it applies to providing Owner’s Representation services if the Client decides that it will no longer acquire

the Property so long as the Client provides Centerstone with notice of such decision within five (5) days after such decision is made. No such termination shall relieve the Client from paying any portion of the Closing Administration Fee or Project Fee that Centerstone has already earned and any out of pocket costs incurred, and Centerstone shall be entitled to receive a pro-rated amount of the unpaid portion of its fee based on the amount of services that Centerstone has provided as of such termination date and the total amount of services that Centerstone would have provided had this Agreement not been terminated.

Centerstone will keep and use all information provided by the Client or Client's representatives in confidence, and will use such information solely for the purposes of this engagement (including disclosure to prospective service providers to the extent authorized by the Client), provided, however, that Centerstone may make such other disclosures that Centerstone is legally required to make, and may further disclose any such information as is reasonably necessary to establish any legal defense or to exercise its rights under this Agreement. Each party agrees not to disclose the contents of this Agreement except as may be required by law or to the extent necessary to enforce such party's rights hereunder.

Centerstone may assign this Agreement to a related entity so long as Shawn Smith remains the main point of contact for client and by providing a 30-day advanced written notice of such assignment.

Each party agrees to defend, indemnify and hold harmless the other party and its shareholders, officers, directors, licensors, employees and agents, from and against any and all claims, lawsuits, harm, costs, losses, liabilities, damages and expenses, including, but not limited to, attorneys' fees, costs and related expenses, to the extent caused by an act or omission of the indemnifying party or for any breach or failure to perform any provision of this Agreement by the indemnifying party. If the indemnifying party fails to perform its obligations under this Agreement, Centerstone the other party is entitled to seek all rights and remedies that it may have at law or in equity.

The Centerstone shall maintain the following insurances:

- 1) Commercial General Liability with policy limits of not less than \$1,500,000 in the aggregate for bodily injury and property damage.
- 2) Automobile Liability covering vehicles owned and non-owned vehicles used by Centerstone with policy limits of not less than \$1,000,000 per accident for bodily injury, death of any persons, and property damage arising out of the ownership, maintenance, and use of those motor vehicles.
- 3) Workers' Compensation at statutory limits if applicable
- 4) Employers' Liability with policy limits of not less than \$1,000,000.
- 5) Professional Liability covering negligent acts, errors and omissions in the performance of professional services hereunder with policy limits of not less than \$1,000,000 per claim.

The Centerstone shall cause the Client to be named as an additional insured on the above policies and shall provide certificates of insurance to the Client as evidence of compliance with these insurance requirements.

This Agreement contains the entire agreement among the parties relating to the subject matter hereof and supersedes all oral statements and prior writings. This Agreement may only be modified by a written agreement of the parties. Neither party may assign this letter without the prior written consent of the other, except in connection with a merger or sale of substantially all

of its assets. This Agreement shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota. Each party waives any right to claim or recover any, special or punitive damages which may arise from the transactions contemplated herein. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same instrument.

Should you or your colleagues and affiliates have questions regarding this agreement, please call Shawn Smith, who is reachable via phone (651) 353-9515 or email srsmith001@gmail.com.

Regards,

Centerstone LLC



Shawn Smith

The undersigned has read and agrees with the terms and conditions set forth in this Agreement, and further acknowledges and agrees that the consideration that it will receive as set forth herein is sufficient and adequate.

Client

By (signature): Carolyn Farrell 9-1-23

Name: Carolyn Farrell

Title: Interim Executive Director

By (signature): Ryan Gevson

Name: RYAN GEVSON

Title: SHPA ABC BOARD CHAIR

August _____ 2023

Carolyn Farrell - Interim Executive Director
Seven Hills Preparatory Academy
1401 West 76th Street
Richfield, MN 55425

Ryan Grutsch – Board Chair
SHPA ABC
1401 West 76th Street
Richfield, MN 55425

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- **Post-Construction:** Upon the completion of the Project, Centerstone will work with GC, Client’s Architect and their related design professionals to close out the project, which includes managing punch-list items, ensuring Client has the appropriate occupancy permits from the City, applicable warranties and equipment (O&M) manuals have been transferred. Centerstone will also coordinate the 1-year warranty inspection (prior to expiration) with Client, Client’s Architect, and GC.

Compensation – Owner’s Representation

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of its assets. This Agreement shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota. Each party waives any right to claim or recover any, special or punitive damages which may arise from the transactions contemplated herein. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same instrument.

Should you or your colleagues and affiliates have questions regarding this agreement, please call Shawn Smith, who is reachable via phone (651) 353-9515 or email srsmith001@gmail.com.

Regards,

Centerstone LLC



Shawn Smith

The undersigned has read and agrees with the terms and conditions set forth in this Agreement, and further acknowledges and agrees that the consideration that it will receive as set forth herein is sufficient and adequate.

Client

By (signature): Carolyn Farrell 9-1-23

Name: Carolyn Farrell

Title: Interim Executive Director

By (signature): Ryan Gertson

Name: RYAN GERTSON

Title: SHPA ABC BOARD CHAIR



March 21, 2024

Carolyn Farrell, Director
Seven Hills Preparatory Academy, #4159-07
8600 Bloomington Avenue South
Bloomington, MN 55425-1920

Dear Director Farrell:

Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, charter school board approval is required for Seven Hills Preparatory Academy, #4159-07 to proceed with the proposed projects.

The charter school shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the school at least 48 days, but not more than 60 days, prior to soliciting any bids for the construction, expansion, or remodeling of an educational facility. The department may request a statement certifying the publication, and require the submission, review and approval of preliminary and final construction plans.

Minnesota Statutes, section 123B.71, requires the commissioner include comments from local residents in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minnesota Statutes, section 123B.71, ***requires the charter school board to hold a public meeting to discuss the review and comment prior to soliciting any bids for the construction, expansion, or remodeling of an educational facility.***

Minnesota Statutes, section 123B.72, ***requires a school, prior to occupying a new or renovated facility after July 1, 2002, to submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit.*** The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance specialist, at 651-582-8319 or chris.kubesh@state.mn.us. Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Willie L. Jett II'.

Willie L. Jett II
Commissioner

Enclosure

cc: Wes Whalberg, School Board Chair

**The Commissioner of the Department of Education
Review and Comment on the School Construction
Proposal of Seven Hills Preparatory Academy, #4159-07**

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
 - a. preschool through grade 12 student enrollment for the past five years, and
 - b. student enrollment projections for the next five years.

2. A list of existing school facilities:
 - a. by year constructed,
 - b. their uses, and
 - c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.

3. A list of specific deficiencies of the facility:
 - a. demonstrating the need for a new or renovated facility to be provided,
 - b. the process used to determine the deficiencies,
 - c. a list of those deficiencies that will and will not be addressed by the proposed projects,
 - d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.

4. A description of the project, including:
 - a. specifications of site and outdoor space acreage,
 - b. square footage allocations for classrooms, laboratories and support spaces,
 - c. estimated expenditures for major portions of the project,
 - d. estimated changes in facility operating costs, and
 - e. dates the project will begin and be completed.

5. A specification of the source of project financing, including:
 - a. applicable statutory citations,
 - b. the scheduled date for a bond issue or school board action,
 - c. a schedule of payments, including debt service equalization aid, and
 - d. the effect of a bond issue on local property taxes by property class and valuation.

6. Documentation obligating the school district and contractors to comply with the following items:
 - a. Minnesota Statutes, section 471.345 governing municipal contracts,
 - b. sustainable design,
 - c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
 - d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
 - e. state fire code,
 - f. chapter 326B governing building codes, and
 - g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

Description of Proposed School Construction Project

Seven Hills Preparatory Academy (SHPA), #4159-07 currently serves approximately 1,199 K-8th grade students at two different campuses located in Bloomington and Richfield, Minnesota. The K-5 campus is located at 8600 Bloomington Avenue South in Bloomington and the 6-8th grade campus at 1401 West 76th Street in Richfield, Minnesota. The K-5 campus in Bloomington is owned by and leased from a third-party landlord, Cedar Valley Church. The 6-8th grade campus is owned by SHPA's affiliated building company, SHPA ABC.

Through their affiliated building company, SHPA is proposing the acquisition of and modifications to a facility that would replace the existing elementary campus in Bloomington. SHPA initially submitted a review and comment to MDE for the acquisition of a replacement facility located at 4600 West 77th in Edina, Minnesota. MDE issued a positive review and comment for the acquisition of the Edina facility on November 27, 2023. Subsequent to MDE approval, SHPA discovered tax exemption and building use restrictions that resulted in an end of negotiations for the Edina facility.

SHPA has identified an alternative facility for its elementary students and submitted a revised review and comment to MDE on February 12, 2024. The proposed facility is located at 14101 Southcross Drive in Burnsville, Minnesota and is approximately 62,000 square feet. Proposed modification include building-wide renovations and a 7,000 square foot gymnasium addition. The total project cost, including bond issuance and related fees, is estimated to be \$11,716,961 and would be financed by charter school lease revenue bonds issued by a local municipality on behalf of SHPA ABC. The proposed renovations and gymnasium addition to the elementary school would be constructed in calendar year 2024. Estimated project cost components are as follows:

Estimated Project Costs	
Property Acquisition	\$ 4,000,000
Gym Construction / Renovations	\$ 5,350,000
Financing Related Costs	\$ 863,188
Capitalized Interest	\$ 327,273
Debt Service Reserve	\$ 1,176,500
	\$ 11,716,961

SHPA ABC will be responsible for the annual debt service payments associated with the charter school lease revenue bonds and will, in turn, lease the proposed facility on a long-term basis to SHPA. The charter school will use lease aid under Minnesota Statutes, section 124E.22, and unrestricted general fund dollars, if necessary, to fund the annual lease payments.

SHPA has supplied enrollment and operating cost projections, showing they will have sufficient pupils and financial resources to fund the lease cost associated with the proposed projects. The proposed projects, under the authority of Minnesota Statutes, section 124E.13, Subdivision 3, appear to be in the best interest of the charter school and addresses both current and long-term facility needs.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the charter school's executive director.



Willie L. Jett II
Commissioner

March 21, 2024

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

POLICY 413: HARASSMENT AND VIOLENCE PREVENTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard

to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

- E. Because there are multiple, overlapping laws governing MTCS's response to allegations of sexual harassment, all allegations of sexual harassment are subject to Policy 522.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

- b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 - 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 - 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 - 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or

available from the school district office, but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Executive Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a

human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district 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 incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements,

Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

ADOPTED BY THE BOARD ON: November 2006

REVISED BY THE BOARD ON: February 2, 2017; August 14, 2017; November 5, 2020

**Action in Writing by the Directors of SHPA ABC, an Affiliated Building Corporation of
Seven Hills Preparatory Academy**

**COST REIMBURSEMENT RESOLUTION BY SHPA ABC IN CONJUNCTION WITH
ISSUANCE OF QUALIFIED 501C3 TAX-EXEMPT LEASE REVENUE BONDS BY
Deephaven, MINNESOTA**

BE IT RESOLVED by the Board of Directors of SHPA ABC (the “Corporation”) and effective as of October 6, 2022, the date the following resolutions were adopted by the Board, the Board is hereby adopting the following resolutions:

RECITALS

A. The Department of Treasury has promulgated final regulations governing the use of proceeds of tax exempt bonds, all or a portion of which are to be used to reimburse the Corporation for project expenditures made by the Corporation prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the issuer or the Corporation adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds within 18 months after the later of the date of the expenditure is paid or the date the project is placed in service or abandoned, but in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

B. The Corporation desires to comply with requirements of the Regulations with respect to the project hereinafter identified.

OFFICIAL INTENT DECLARATION

1. The Corporation has determined to undertake a facilities project (the “Project”) having capital expenditures and costs of issuance which are yet to be determined. The Project will be occupied and operated as a Minnesota public (charter) school by Seven Hills Preparatory Academy.
2. Other than (i) expenditures to be paid or reimbursed from sources other than the Bonds (as hereinafter defined), (ii) expenditures permitted to be reimbursed under prior Treasury Regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting “preliminary expenditures” within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for the Project have been paid by the Corporation more than 60 days before the date of adoption of this Resolution.
3. The Corporation reasonably expects to reimburse all or a portion of the expenditures made for costs of the Project out of the proceeds of tax-exempt bonds to be issued by

_____, Minnesota or another political subdivision at the request of and on behalf of the Corporation in an estimated maximum aggregate principal amount of \$15,000,000 (fifteen million dollars) (the “Bonds”) after the date of payment of all or a portion of the costs of the Project. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the Bonds or other expenditures eligible for the reimbursement under Section 1.150-2(d)(3) of the Regulations.

BUDGETARY MATTERS

As of the date hereof, there are no Corporation funds reserved, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Project, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the Corporation’s budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

REIMBURSEMENT ALLOCATIONS

The Corporation’s financial officer shall be responsible for making the “reimbursement allocations” described in the Regulations, being generally the transfer of the appropriate amount of the proceeds of the Bonds to reimburse the source of temporary financing used by the Corporation to make payment of the prior costs of the Project. Each allocation shall be evidenced by an entry on the official books and records of the Corporation maintained for the Project and shall specifically identify the actual original expenditure being reimbursed.

DESCRIPTION OF THE PROJECT

Tax Exempt bond financing for the construction, equipping, and renovating of facilities for use by a Minnesota public (charter) school.

Estimated Cost. \$15,000,000 (fifteen million dollars)

Approved at a meeting of the Board of Directors of SHPA ABC, an Affiliated Building Corporation of Seven Hills Preparatory Academy held on _____.

RASW: 63490

Action in Writing by the Directors of Seven Hills Preparatory Academy

COST REIMBURSEMENT RESOLUTION BY SEVEN HILLS PREPARATORY ACADEMY IN CONJUNCTION WITH ISSUANCE OF QUALIFIED 501C3 TAX-EXEMPT LEASE REVENUE BONDS BY _____ Deephaven _____, MINNESOTA

BE IT RESOLVED by the Board of Directors of Seven Hills Preparatory Academy (the “**Corporation**”) and effective as of October 6, 2022, the date the following resolutions were adopted by the Board, the Board is hereby adopting the following resolutions:

RECITALS

A. The Department of Treasury has promulgated final regulations governing the use of proceeds of tax exempt bonds, all or a portion of which are to be used to reimburse the Corporation for project expenditures made by the Corporation prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “**Regulations**”) require that the issuer or the Corporation adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds within 18 months after the later of the date of the expenditure is paid or the date the project is placed in service or abandoned, but in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

B. The Corporation desires to comply with requirements of the Regulations with respect to the project hereinafter identified.

OFFICIAL INTENT DECLARATION.

1. The Corporation has determined to undertake a facilities project (the “**Project**”) for its occupancy and operation of a Minnesota public (charter) school having capital expenditures and costs of issuance which are yet to be determined. The Project will be owned by SHPA ABC, the Corporation’s affiliated building corporation

2. Other than (i) expenditures to be paid or reimbursed from sources other than the Bonds (as hereinafter defined), (ii) expenditures permitted to be reimbursed under prior Treasury Regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting “preliminary expenditures” within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for the Project have been paid by the Corporation more than 60 days before the date of adoption of this Resolution.

3. The Corporation reasonably expects to reimburse all or a portion of the expenditures made for costs of the Project out of the proceeds of tax-exempt bonds to be issued by the _____, Minnesota or another political subdivision at the request of and on behalf of the Corporation in an estimated maximum aggregate principal amount of \$15,000,000 (fifteen million dollars) _____ (the “**Bonds**”) after the date of payment of all or a portion of the costs

of the Project. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the Bonds or other expenditures eligible for the reimbursement under Section 1.150-2(d)(3) of the Regulations.

BUDGETARY MATTERS

As of the date hereof, there are no Corporation funds reserved, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Project, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the Corporation's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

REIMBURSEMENT ALLOCATIONS

The Corporation's financial officer shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of the proceeds of the Bonds to reimburse the source of temporary financing used by the Corporation to make payment of the prior costs of the Project. Each allocation shall be evidenced by an entry on the official books and records of the Corporation maintained for the Project and shall specifically identify the actual original expenditure being reimbursed.

DESCRIPTION OF THE PROJECT

Tax Exempt bond financing for the construction, equipping, and renovating of facilities for use by a Minnesota public (charter) school.

Estimated Cost: \$15,000,000 (fifteen million dollars)

Approved at a meeting of the Board of Directors of Seven Hills Preparatory Academy held on _____.

Attested:

Clerk



EXHIBIT C

Revised: February 4, 2021

Bylaws

Seven Hills Preparatory Academy

ARTICLE I - PURPOSE	4
ARTICLE II - OFFICES	4
ARTICLE III - MEETINGS OF THE BOARD	4
Section 1. Regular Meetings.	4
Section 2. Special Meetings.	4
Section 3. Emergency Meetings.	5
Section 4. Quorum and Adjourned Meeting.	5
Section 5. Voting.	5
Section 6. Confidentiality.	5
ARTICLE IV - BOARD OF DIRECTORS	5
Section 1. General Powers.	5
Section 2. Number.	6
Section 3. Designation & Change of Governance Structure.	6
a) Designation of Governance Structure.	6
b) Requirements to Change of Governance Structure.	6
c) Process & Procedures to Change Governance Structure.	6
Section 4. Classification; Term.	7
Section 5. Election of Directors.	7

Section 6. Resignation.	8
Section 7. Removal of Elected Directors.	8
Section 8. Removal of Appointed Directors.	8
Section 9. Filling Vacancies.	9
Section 10. Compensation.	9
Section 11. Committees of the Board.	9
a) Authority of Committees.	9
b) Procedures for Conducting Committee Meetings.	10
c) Limitation on Authority of Committees.	10
d) Requirement of Committee Chairs.	10
ARTICLE V - CONFLICTS OF INTEREST	10
Section 1. Conflicts of Interest Prohibited.	10
Section 2. Compensation.	10
ARTICLE VI - OFFICERS AND EMPLOYEES	11
Section 1. Officers and Terms.	11
Section 2. Vacancies.	11
Section 3. Chair.	11
Section 4. Vice-Chair.	12
Section 5. Treasurer.	12
Section 6. Secretary.	12
Section 7. Removal of Officer.	13
Section 8. Resignation.	13
ARTICLE VII - DISTRIBUTION OF ASSETS	13
Section 1. Right to Cease Operations and Distribute Assets.	13
Section 2. Cessation and Distribution.	13
ARTICLE VIII - INDEMNIFICATION	14
Section 1. Indemnification.	14
Section 2. Insurance.	14
ARTICLE IX - AMENDMENTS	14
ARTICLE X - FINANCIAL MATTERS	14
Section 1. Contracts.	14
Section 2. Loans and Pledges.	15
Section 3. Authorized Signatures.	15
Section 4. Deposits.	15
Section 6. Documents Kept at Registered Office.	15
Section 7. Accounting System and Audit.	15

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 community member, and two ~~one~~ parents, one from each campus, ~~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.
- c) The missing of more than three meetings in a fiscal year could qualify a director for removal from the board.

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 oversee ~~perform~~ the duties of the Corporation's Chief Financial Officer ~~treasurer~~ in accordance with the Minnesota Nonprofit Corporation Act (currently codified at Minnesota Statutes Section 317A.305, subdivision 3).

Accordingly, among other things the Treasurer must oversee the Chief Financial Officer's implementation of:

- 1) keeping accurate financial records for the corporation;
- 2) depositing money, drafts, and checks in the name of and to the credit of the corporation in the banks and depositories designated by the board;
- 3) endorsing for deposit notes, checks, and drafts received by the corporation as ordered by the board, making proper vouchers for the deposit;
- 4) disbursing corporate funds and issue checks and drafts in the name of the corporation, as ordered by the board;
- 5) upon request, provide the president and the board an account of transactions

~~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 the Registered ~~at Registered~~ Office.

The Board of Directors shall keep ~~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 ~~shall cause to be established~~ established and maintain~~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 414: MANDATED REPORTING OF CHILD ~~NEGLECT OR ABUSE~~
MALTREATMENT**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school to fully comply with Minn. Stat. ~~§ 626.556 Ch. 260E~~ requiring school personnel to report suspected child ~~neglect or physical or sexual abuse~~ maltreatment.

B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child ~~neglect or physical or sexual abuse~~ maltreatment when the school personnel knows or has reason to believe a child is being ~~neglected or physically or sexually abused~~ maltreated or has been ~~neglected or physically or sexually abused~~ maltreated within the preceding three years.

III. DEFINITIONS

A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which that:

1. Is not likely to occur and could not have been prevented by exercise of due care; and
2. If occurring while a child is receiving services from ~~the school~~ a facility, happens when the ~~school~~ facility and the employee or person providing services in the ~~school~~ facility are in compliance with the laws and rules relevant to the occurrence ~~of~~ or event.

B. “Child” means person under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

C. “Egregious harm” means harm under Minn. Stat. § 260C.007, Subd. 14, or a similar law of another jurisdiction. Minn. Stat. § 260C.007, Subd. 14, states that “egregious harm” means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly

venued. Egregious harm includes, but is not limited to: (1) conduct towards a child that constitutes a violation of Minn. Stat. §§ 609.185 to 609.2114, Minn. Stat. § 609.222, Subd. 2, Minn. Stat. § 609.223, or any other similar law of any other state; (2) the infliction of “substantial bodily harm” to a child, as defined in Minn. Stat. § 609.02, Subd. 7a; (3) conduct towards a child that constitutes felony malicious punishment of a child under Minn. Stat. § 609.377; (4) conduct towards a child that constitutes felony unreasonable restraint of a child under Minn. Stat. § 609.225, Subd. 3; (5) conduct towards a child that constitutes felony neglect or endangerment of a child under Minn. Stat. § 609.378; (6) conduct towards a child that constitutes assault under Minn. Stat. §§ 609.221, 609.222, or 609.223; (7) conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under Minn. Stat. § 609.322; (8) conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a); (9) conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or (10) conduct toward a child that constitutes criminal sexual conduct under Minn. Stat. §§ 609.342 to 609.345 or sexual extortion under Minn. Stat. § 609.3458.

D. “Facility” means (1) a licensed or unlicensed day care facility, certified license-exempt child care center, residential facility, agency, hospital, sanitarium, or other facility or institution required to be licensed under Minn. Stat. §§ 144.50 to 144.58, 241.021, or 245A.01 to 245A.16, or Minn. Ch. 144H, 245D, or 245H; (2) a school as defined in Minn. Stat. § 120A.05, Subds. 9, 11, and 13; and Minn. Ch. 124E; or (3) a nonlicensed personal care provider organization as defined in Minn. Stat. § 256B.0625, Subd. 19a.

E. “Immediately” means as soon as possible but in no event longer than 24 hours.

F. “Maltreatment” means any of the following acts or omissions: (1) egregious harm under section III.C (and Minn. Stat. § 260E.03, Subd. 5); (2) neglect under section III.I (and *id.* Subd. 15); (3) physical abuse under section III.K (and *id.* Subd. 18); (4) sexual abuse under section III.N (and *id.* Subd. 20); (5) substantial child endangerment under section III.O (and *id.* Subd. 22); (6) threatened injury under section III.P (and *id.* Subd. 23); (7) mental injury under section III.H (and *id.* Subd. 13); and (8) maltreatment of a child in a facility.

G. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being ~~neglected or physically or sexually abused~~ maltreated, or has been ~~neglected or physically or sexually abused~~ maltreated within the preceding three years.

H. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

I. “Neglect” means the commission or omission any of the acts specified below, other than by accidental means:

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

Neglect does not occur solely because the child’s parent, guardian, or other person responsible for the child’s care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. ~~does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.~~

J. “Person responsible for the child’s care” means (1) an individual functioning

within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- K. “Physical Abuse” means any physical injury, mental injury (under Minn. Stat. § 260E.03, Subd. 13), or threatened injury (under Minn. Stat. § 260E.03, Subd. 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized ~~as restrictive procedures~~ under Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian ~~which that~~ does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, executive director or school employee as allowed by Minn. Stat. § 121A.582 ~~when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.~~

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

- L. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~neglect or physical or sexual abuse~~ maltreatment of a

child and contains sufficient content to identify the child and any person believed to be responsible for the ~~neglect or abuse~~ maltreatment, if known.

M. “School Personnel” means professional employee or professional’s delegate of the school who provides health, educational, social, psychological, law enforcement or child care services.

N. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (including a parent, stepparent, guardian, an individual related by blood, or an adult who resides intermittently or regularly in the same dwelling as the child as defined by Minn. Stat. § 260E.03, Subd. 21) or by a person in a current or recent position of authority (including but not limited to a parent or a person charged with any parent’s rights or duty or responsibility for the health, welfare, or supervision of a child, either independently or through another, no matter how brief, at the time of the act as defined by Minn. Stat. § 260E.03, Subd. 16) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, sexual extortion, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which child that constitutes a violation of Minnesota statutes prohibiting prostitution, use of a minor in a sexual performance, or child sex trafficking, or threatened sexual abuse. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

O. “Substantial child endangerment” means that a person responsible for a child’s care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following: (1) egregious harm under Minn. Stat. § 260E.03, Subd. 5; (2) abandonment under Minn. Stat. § 260C.301, Subd. 2; (3) neglect under Minn. Stat. § 260E.03, Subd. 15, paragraph (a), clause (2), that substantially endangers the child’s physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect; (4) murder in the first, second, or third degree under Minn. Stat. §§ 609.185, 609.19, or 609.195; (5) manslaughter in the first or second degree under Minn. Stat. §§ 609.20 or 609.205; (6) assault in the first, second, or third degree under Minn. Stat. §§ 609.221, 609.222, or 609.223; (7) solicitation, inducement, and promotion of prostitution under Minn. Stat. § 609.322; (8) criminal sexual conduct under Minn. Stat. §§ 609.342 to 609.3451; (9) sexual extortion under Minn. Stat. § 609.3458; (10) solicitation of children to engage in sexual conduct under Minn. Stat. § 609.352; (11) malicious punishment or neglect or endangerment of a child under Minn. Stat. §§ 609.377 or 609.378; (12) use of a minor in sexual performance under Minn. Stat. § 617.246; or (13) parental behavior, status, or condition that

mandates that the county attorney file a termination of parental rights petition under Minn. Stat. § 260C.503, Subd. 2.

P. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has (1) subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

~~J. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.~~

~~K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

~~L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

IV. REPORTING PROCEDURES

A. The Minnesota Department of Education (MDE) is responsible for assessing or screening and investigating allegations of child maltreatment in schools and the school shall make its initial report of any allegations of child maltreatment in schools directly to the appropriate department at MDE. Reports of allegations of child maltreatment occurring outside of schools shall be made to the appropriate local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department.

B. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years information to the local welfare agency, police department, county sheriff, tribal social services

agency, tribal police department, or agency responsible for assisting assessing or investigating maltreatment the report. The reporter will include his or her name and address in the report. At the time the report is made, the reporter shall notify their building Principal or building supervisor of the report. The Principal or building supervisor shall notify the Executive Director. If the report involves the Principal or building supervisor, the reporter shall notify the Executive Director directly. If the report involves the Executive Director, the reporter shall notify the Principal or building supervisor, who shall notify the School Board Chair.

- C. ~~If the immediate report has been made orally,~~ An oral report shall be made immediately by telephone or otherwise, ~~the~~ The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting assessing or investigating maltreatment the report. The written Any report shall be of sufficient content to identify the child, any person believed to be responsible for the abuse or neglect maltreatment of the child if the person is known, the nature and extent of the abuse or neglect maltreatment, and the name and address of the reporter. A copy of the written report shall be provided to the building Principal or building supervisor, who shall provide a copy of the written report to the Executive Director. If the written report involves the Principal or building supervisor, the reporter shall provide the written report to the Executive Director directly. If the written report involves the Executive Director, the reporter shall provide the written report to the Principal or building supervisor, who shall provide the written report to the School Board Chair.
- D. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- E. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- F. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- G. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- H. The school shall not retaliate against a mandated reporter for reporting in good faith, or against a child with respect to whom a report is made, because of the report. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- I. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy may be subject to discipline, up to and including discharge. Minnesota law also provides that anyone who knowingly or recklessly makes a false report shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected neglect or physical or sexual abuse maltreatment rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~perpetrator~~ offender, and any other person with knowledge of the ~~abuse or neglect~~ maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of a school official the alleged offender and may take place prior to any interviews of the alleged offender. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~must~~property will must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged ~~perpetrator~~ offender is believed to be a school official or employee, the time, ~~and~~ place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the

interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school ~~employees~~ staff when an interview is conducted on school premises.

- D. Where the alleged ~~perpetrator-offender~~ is believed to be a school official or employee, the school shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The ~~local educational agency~~ school shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. DATA PRACTICES AND MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. A written notification provided to the school to interview a child on school property shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the ~~notice~~ notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child.
- B. The name of the reporter of maltreatment shall be confidential data while the report is under assessment or investigation and after the assessment or investigation is completed.
- C. A local ~~social services~~ welfare or child protection agency, or the agency responsible for assessing or investigating the report of maltreatment, shall provide relevant private data on individuals to a mandated reporter who made the report and who has an ongoing responsibility for the health, education, or welfare of a child affected by the data, unless the agency determines that providing the data would not be in the best interests of the child. A reporter who receives private data on individuals under this subdivision must treat the data as private data.
- D. All records regarding a report of maltreatment, including any notification of intent to interview ~~which-that~~ was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the assessment or investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

ADOPTED BY THE BOARD ON: February 2008

REVISED BY THE BOARD ON: February 2, 2017; August 14, 2017; June 4, 2020

ENROLLMENT OUTLOOK | 4.1.24

2024-2025 LEA PROJECTIONS

LEA					
Bloomington Elementary	Richfield Elementary	Richfield Middle	Total	Max Capacity	% Full
514	310	330	1,154	1,223	94%

2024-2025 GRADE LEVEL PROJECTIONS

Burnsville Campus									
	23-24 Grade Level Head Count	Projected EOY Departs	Rollover	24-25 Registered / In-Progresses	Waitlist	24-25 *Current Projection	Budget Minimums	Target Max Capacity	% Full
Kindergarten				81	0	81	80	104	78%
First Grade	76	11	65	12	1	74	80	104	71%
Second Grade	100	12	88	5	25	92	80	104	88%
Third Grade	88	8	80	12	7	90	80	100	92%
Fourth Grade	98	10	90	3	17	90	70	92	98%
Fifth Grade	91	7	84	5	3	87	60	81	107%
TOTALS					53	514	450	585	89%

**Budget Minimum is 450 students*

**Current Projection = Number of students currently attending Burnsville*

Richfield Elementary									
RC GRADE	23-24 Grade Level Head Count	Projected EOY Departs	Rollover	24-25 Registered / In-Progress	Waitlist	24-25 *Current Projection	24-25 Budget / Minimum	Target Max Capacity	% Full
Kindergarten				50	24	52	52	52	100%
First Grade	49	0	49	0	28	52	52	52	100%
Second Grade	51	0	51	0	51	52	52	52	100%
Third Grade	50	0	50	0	48	52	52	52	100%
Fourth Grade	52	0	52	0	50	52	52	50	104%
Fifth Grade	50	2	48	0	55	50	50	50	100%
TOTALS					256	310	310	308	101%

Richfield Middle									
GRADE	23-24 GRADE LEVEL HEADCOUNT	PROJECTED EOY DEPARTS	TOTAL	24-25 REGISTRATION VERIFIED / IN PROGRESS	WAIT LIST 2024-2025	24-25 *Current Projection	24-25 Budget / Minimum	Target Max Capacity	% Full
6th Grade	109	0	109	0	46	120	115	120	100%
7th Grade	101	0	101	0	15	109	105	109	100%
8th Grade	91	0	91	0	5	101	100	101	100%
Totals					66	330	320	330	100%