

May 2nd, 2024 School Board Packet

1. Board Meeting Agenda -May 2nd, 2024
2. April 4th, 2024 School Board meeting minutes
3. April 23rd, 2024 Special School Board Meeting Minutes
 4. Finance Report - March 2024
 5. Management Report March 2024
6. Interim Executive Director Report/Richfield Elementary School Principal Report
 7. Bloomington Principal Report
 8. Richfield Middle School Principal Report
9. April 10th, 2024 DEI Committee meeting minutes
10. April 17th, 2024 Facilities Committee meeting minutes
11. April 2nd, and April 29th, 2024 Finance Committee Meeting minutes
12. April 22nd, 2024 Governance Committee meeting minutes
13. April 24th, 2024 HR Committee meeting minutes
14. 2024 PR Committee meeting minutes
15. April 24th, 2024 Executive Committee meeting minutes
 16. Policy 524 RASWM
 17. New SHPA. Shana W. Hoffer
18. Copy of Final Bylaws, Feb. 1st, 2024

19. Seven Hills Transportation Contract Amendment 2024-2025

20. Copy of Nepotism Policy

21. Academic and Non-Academic Outcomes/Goals

22. Implementation of Purpose/Mission

23. Policy 514, Bullying Prevention

24. Copy of Policy 612.1: Development of Parental Involvement Policies for Title 1 Programs

25. Seven Hills Long Range LEA Model Debt Rates

26. Seven Hills Long Range LEA Model Debt_ Windows

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

pages at 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, May 2, 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 April 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. May Town Hall
 - iii. Attendee to PTA meetings
 - iv. Review May 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 June 6, 2024, at 6:00 pm
9. Adjourn

Draft for board approval

Seven Hills Preparatory Academy Board Minutes –April 4th, 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

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 6:05 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 Lisa Barnidge. Motion passed unanimously**

4. Approval of the March 4th , 2024 Board meeting minutes --See *SHPA Board meeting minutes March 4th, 2024*.

- **Motion to approve the March 4, 2024, SHPA Board meeting minutes made by Allison Peterson and seconded by Mike Meyer. Motion passed unanimously.**

5. Comments from Community Members:

PTA Update from Molly Corrigan:

PTA Board Elections: May 13: Three PTA Leadership positions are open for election this spring, and the time is NOW to learn more!

Elections open for:

1. PTA President
2. PTA Secretary
3. PTA Member at Large

See role descriptions [linked here](#), and if you're interested in learning more, email us at sevenhillspta@gmail.com.

Spring Spirit Gear Sale: The Spring Spirit Gear sale runs April 1 through Saturday, April 13, and features a wide variety of Spirit Wear options. Shop and pay for your item(s) securely online, and your item(s) will be delivered home with your SHPA student by the first week of May. The link to shop is [here](#).

PTA Meeting, April 8: Join us on Monday, April 8 at the Bloomington campus in person, or log into the Zoom meeting. All meeting information can be found on our [PTA website linked here](#).

Dine to Donate: Dine with us at the Chick-fil-A in [Burnsville](#) on Thursday, April 11, between 4pm and 7pm! SHPA adults and older students can volunteer at the location -- to show customers how to order through the app -- and up to 20% of all sales placed through the Chick-fil-A phone app will go toward a donation to our great school! Sign up to volunteer [here](#)! Learn how to download the phone app [here](#)!

Roman Eagles Fun Run: In just a few weeks, we'll kick off our Roman Eagles Fun Run: Race day is May 10! Our fundraising goal is \$50,000 to support school programming, such as: Reducing the cost of school-sponsored field trips, purchasing classroom supplies (so that teachers don't have to!), and buying new shelves and supplies for each library. The funds we raise will also support teacher appreciation events, such as

Amazon gift cards at the start of each school year, dinner for Fall and Spring conferences, year-end celebration prizes and development day treats such as coffee and snacks. Your donation – no matter how large or small – is greatly appreciated! All students will participate in the Roman Eagles Fun Run, regardless of financial participation. Details will be shared soon as we get closer to kicking off this great event!

School Supply Update: The PTA has begun the process for updating student supply lists for the Fall of 2024, 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!

6. Reports

a. Finance Committee Meeting -- presented by Michael Meyer - *see Seven Hills Finance Committee meeting minutes, April 2nd, 2024.*

- **Motion to approve the April 2nd, 2024 Finance Committee Meeting Minutes made by Chris Lamprecht seconded by Teron Buford** *Motion passes unanimously.*
- **Motion to approve the estimated maximum of cost resolution made by Michael Meyer and seconded Chris Lamprecht.** *Motion passed. One abstaining.*
- **Motion to recommend the approval of Sean's Smith contract to .3% as amended, made by Allison Peterson, and seconded by Hadley Sayotovich.** *Motion passes unanimously.*
- **Motion to approve an additional FTE Gym Teacher Richfield for 2024-2025, made by Hadley Sayotovich, seconded by Chris Lamprecht.** *Motion passed unanimously.*

b. Executive Director Report - presented by Carolyn Farrell - *see Executive Director's Report to the School Board, April 4th, 2024*

- *Setting up summer school and special ed. summer school, combining Richfield and Bloomington Campus.*
- *Received a positive review of the Burnsville project.*
- **Motion to approve \$6,000 budget for out of state travel, made by Chris Lamprecht and seconded by Hadley Sayotovich.** *Motion passed unanimously.*

c. Principals' Reports

- i. Principal Report – Bloomington Campus - presented by Brent Peterson - *See Principal's Report to the School Board, April 4th, 2024*
- *A few field trips.*
 - *Boosterthon for the Fun Run today.*
- ii. Principal Report – Richfield Elementary School Campus – presented by Carolyn Farrell- *See Principal's Report to the School Board, April 4th, 2024.*
- iii. Principal Report – Richfield Middle School Campus – presented by Ryan Grutsch- *See Principal's Report to the School Board April 4th, 2024.*
- *PD on the mission statement and equity training.*
 - *Trimeter courses will have Interim Testing.*
 - *Finishing Formal Teacher Evaluations.*
- d. Board Chair – presented by Wes Whalberg
- i. Executive Committee
- **Motion to approve the April 3rd, 2024 Executive Committee Meeting Minutes, made by Lisa Barnidge and seconded by Allison Peterson. Motion passed unanimously.**
 - **Motion to approval of the Salary plan, eliminate the stipend for the ALT made by Alison Peterson and seconded by Teron Buford. Motion passed.**
 - **Motion to approve of 2% plus the 1 % increase raise for ALT contracts made by Chris Lamprecht and seconded by Lisa Barnidge. Motion passed unanimously.**
 - **Motion to approve of the appointment of Ms. Farrell to Executive Director + Richfield Campus Lower Campus without the Interim Title for the 2024-2025 made by Teron Buford and seconded by Alison Peterson. Motion passed unanimously.**
- ii. April Town Hall - Tuesday April 25th 6:30-8:00 at Bloomington
- iii. Strategic Plan
- iv. Attendee to PTA Meeting: April 8th , 2024, 5pm- Wes Whalberg
- v. Review April Board Calendar
- e. DEI Committee - *presented by Teron Buford - DEI Committee–March 13th, 2024*

Motion to approve the March 13th, 2024 committee meeting minutes motion made by Hadley Sayotovich and seconded by Chris Lamprecht. Motion passed unanimously.

f. Facilities Committee - presented by Chris Lamprecht - March 20th, 2024

Motion to approve the March 20th, 2024 Facilities Committee Meeting Minutes. Motion made by Alison Peterson and seconded by Teron Buford. Motion passed unanimously.

g. Governance Committee - presented by Lisa Barnidge - see Seven Hills Governance Committee meeting minutes, March 18th, 2024.

- ***Motion to approve of Bylaws made by Michael Meyer and seconded by Alison Peterson. Motion passed unanimously.***
- ***Motion to approve of Policy 414 - Mandated Reporting of Child Maltreatment made by Michael Meyer and seconded by Alison Peterson. Motion passed unanimously.***
- ***Motion to approve Copy of Policy 413 - Harassment and Violence Prevention made by Chris Lamprecht and seconded by Teron Buford. Motion passed unanimously.***
- ***Motion to approve of March 18, 2024 Governance committee meeting minutes made by Alison Peterson and seconded by Michael Meyer. Motion passed unanimously.***

h. Human Resources Committee - presented by Alison Peterson- see Seven Hills Human Resources Committee Meeting minutes -March 20th, 2024

- ***Motion to approve March 20th, 2024 Human Resources committee meeting minutes made by Hadley Sayovotich and seconded by Chris Lamprecht Motion passed unanimously.***
- ***Motion to approve of adoption/change to policy 612.1, Section II, part C. made by Lisa Barnidge and seconded by Teron Buford Motion passed unanimously.***

i. Public Relations Committee - presented by Lisa Barnidge -see Seven Hills Public Relations Committee meeting minutes

- *The PR Committee did not meet.*

7. Upcoming Events

- a. PTA Meeting -April 8th, 2024 at 5:30 pm @ Bloomington Campus

8. Board Events:

- a. SHPA Board Meeting - May 2nd, 2024 6:00 pm @ Bloomington Campus

9. Board Adjourned at 8:55p.m. by Wes Whalberg

Draft for board approval

Seven Hills Preparatory Academy Board Minutes –April 23rd, 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, Marcus Barrios, Dianna DiPalermo, Kate Docken, Bruce Sorenson, Shawn Smith, Brent Peterson, Craig
Absent: Erin Bohler, Stephanie Graczak

Mission

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

1. Call to order at 6:03 p.m. was made by Lisa Barnidge
2. Roll Call: See above list of members in attendance (indicates present, indicates absent).
3. Approval of the agenda
 - **Motion to approve the April 23rd, 2024 SHPA Special Board Meeting agenda made by Chris Lamprecht and seconded by Hadley Sayotovich. *Motion passed unanimously***

- *Bruce discussed the financial covenant violation that occurred last fiscal year of 2022-2023. The bond holders have presented an alternative proposal (page 2).*

Proposal 2 includes:

- refinancing the bonds to a lower a interest rate*
- consultants would need to be*
- increasing the cash on hand to 60 days.*
- Both campuses would be under one bond, putting Richfield campus at risk, however, SHPA would be able to receive the bonds at lower than 10%.*

- *Bruce will have a counter proposal (page 3)*

The counter proposal (page 3) includes:

- an additional 2 million for a gym in a separate building, thus increasing the number of classrooms*
- asking for a lower interest rate.*
- increase the cash on hand, through a tiered system*
- includes additional funds to replace Richfield campus' windows*
- Leadership will need to pass another formal resolution. The annual payments will be about the same as the current payments. The new approval would be due by May 21st, 2024, and closing date would be 3-4 days following the approval.*

- *Shawn discussed construction plans:*

- *Goal is not to delay opening school by September 3rd, 2024.*
- *Start date for construction any day before May 30th, 2024.*
- *Construction workers will need to have background checks to work around staff and students.*

- *Beth (Friends of Education Authorizer) will need to be informed about the new bond of 20 million for both campuses.*

- *Special meeting with Beth is recommended.*

- **Motion to approve** the negotiation with our bond holders on options represented on page 2 and 3 without a significant deviation from page 2. **Motion made by Michael Meyer and seconded by Chris Lamprecht. Roll Call: Dana Banitt, Hadley Sayotovich, Chris Lamprecht, Lisa Barnidge, Michael Meyer, Wes Whalberg, and Alison Peterson.** Motion passed unanimously.

Meeting adjourned at 7: 50pm made by Lisa Barnidge

Next School Board Meeting: Thursday, May 2nd, 2024 at 6pm, Bloomington Campus.

Summary of Financing Options

Original Plan of Finance

- Non-rated, public offering of the Bonds based on bondholder consent to issue additional bonds.
- Financing the acquisition and renovation of the new Burnsville location only.
- Assumes an interest rate of 7.00% for the 2024 Bonds, which are “wrapped around” the Series 2017 Bonds and have principal mature in 2050 – 2059.

Sources of Funds	
Par Amount of Bonds	11,760,000
Total Sources of Funds	11,760,000

Uses of Funds	
Burnsville Acquisition and Renovation	9,600,000
Capitalized Interest	375,462
Debt Service Reserve Fund	1,176,000
Financing Expenses	608,538
Total Uses of Funds	11,760,000

Estimated Annual Payment

<i>Maximum Annual D/S (Combined)</i>	1,767,350
<i>Deposit to Capital Improvement Fund</i>	20,000
<i>Lease Aid + Gen Ops Contribution</i>	1,787,360
<i>Estimated Tax Exempt Interest Rate</i>	7.000%
<i>Final Maturity</i>	10/1/2059



Summary of Financing Options

Proposed Alternative Plan of Finance

- The current majority bondholders provided an alternative plan of finance, which includes the following:
 - ✓ Financing the acquisition and renovation of the Burnsville Location.
 - ✓ Refinancing the School's current outstanding 2017 Bonds.
 - ✓ Hiring an independent consultant to review financials and recommend processes to increase the school's cash balance to 60 days cash on hand. New DCOH covenant requirement of 60 days.
 - ✓ Tax exempt interest rate of 6.25%.
- The estimated debt service is structured to be within the calculated lease aid for the school based on total enrollment for both schools of 1,196 students.

Sources of Funds	
Par Amount of Bonds	24,545,000
Other Sources of Funds	1,154,070
Total Sources of Funds	25,699,070

Uses of Funds	
Burnsville Acquisition and Renovation	9,600,000
Refinancing of 2017 Bonds	13,566,852
Debt Service Reserve Fund	1,759,063
Financing Expenses	773,156
Total Uses of Funds	25,699,070

Estimated Annual Payment

Maximum Annual D/S	1,759,063
Deposit to Capital Improvement Fund	20,000
Lease Aid + Gen Ops Contribution	1,779,063
Estimated Tax Exempt Interest Rate	6.250%
Final Maturity	6/15/2059



Summary of Financing Options

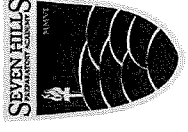
Proposed Counter Proposal to Investors

- New proposal which includes the following:
 - ✓ Tax exempt interest rate of 6.125%.
 - ✓ Extension of final maturity to 2061.
 - ✓ Ability to issue additional \$1 million for window project.
 - ✓ Phased days cash on hand requirement, beginning with 35 DCOH through FY2026, 40 DCOH through FY2028, and 45 DCOH thereafter.
- The estimated debt service is structured to be within the calculated lease aid for the school based on total enrollment for both schools of 1,196 students.

Sources of Funds	
Par Amount of Bonds	25,690,000
Other Sources of Funds	1,154,070
Total Sources of Funds	26,844,070

Uses of Funds	
Burnsville Acquisition and Renovation	9,600,000
Additional Proceeds for Window Project	1,100,715
Refinancing of 2017 Bonds	13,566,852
Debt Service Reserve Fund	1,785,406
Financing Expenses	791,097
Total Uses of Funds	26,844,070

Estimated Annual Payment	
Maximum Annual D/S	1,785,406
Deposit to Capital Improvement Fund	20,614
Lease Aid + Gen Ops Contribution	1,806,020
Estimated Tax Exempt Interest Rate	6.125%
Final Maturity	6/15/2061



Seven Hills Preparatory Academy - Schedule of Days Cash on Hand Projections

	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025</u>	<u>6/30/2026</u>	<u>6/30/2027</u>	<u>6/30/2028</u>	<u>6/30/2029</u>
Days Cash on Hand Calculation							
Cash and Investments (Excluding Line of Credit)	603,355	1,468,656	1,501,236	1,656,412	1,814,569	1,951,489	2,014,114
<i>Expenditures Per Day</i>							
Total Operating Expenditures	15,576,402	15,330,069	14,887,908	15,699,068	16,079,013	16,467,272	16,869,213
Based on 365 days per year	365	365	365	365	365	365	365
Total Expenditures Per Day	42,675	42,000	40,789	43,011	44,052	45,116	46,217
Days Cash on Hand Calculation	14	35	37	39	41	43	44
Days Cash on Hand Calculation (Including Receivables)							
Cash and Investments (Excluding Line of Credit)	603,355	1,468,656	1,501,236	1,656,412	1,814,569	1,951,489	2,014,114
State Receivables	2,457,354	1,785,000	1,804,752	1,903,991	1,964,601	2,013,781	2,050,266
Total Cash and Receivables	3,060,709	3,253,656	3,305,988	3,560,403	3,779,170	3,965,270	4,064,380
<i>Expenditures Per Day</i>							
Total Operating Expenditures	15,576,402	15,330,069	14,887,908	15,699,068	16,079,013	16,467,272	16,869,213
Based on 365 days per year	365	365	365	365	365	365	365
Total Expenditures Per Day	42,675	42,000	40,789	43,011	44,052	45,116	46,217
Days Cash on Hand Calculation	72	77	81	83	86	88	88

SEVEN HILLS PREPARATORY ACADEMY

District 4159

Financial Report

March 2024

Prepared By:



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Seven Hills Preparatory Academy Executive Summary

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

** As of month-end, 75% 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 March 31st was \$986,097
- FY23 holdback is being estimated at \$297,200
- FY24 holdback is being estimated at \$1,053,561
- The federal aid receivable is reflecting an estimated amount of \$368,042 relating to Title Funds, ESSER, & Federal Special Ed

Key Indicator Updates:

- Estimated Days' Cash on Hand: **23 days (minimum is 45 days)**
 - **Updated to not include LOC or Receivables**
- Estimated Debt Service Coverage Ratio: **1.15 (minimum is 1.10)**

Year to Date Financials:

- Ending profit for the month - **\$85,665**
- Revenues were received at **80%**
- Expenses were disbursed at **81%**

Items of Importance:

- Beginning balances are now final as the audit has been finalized
- CLA and the School are in the process of finalizing the original FY25 budget – a draft will be sent out within the next few weeks

No assurance is provided on these financial statements and supplementary information. See selected information.

Seven Hills Preparatory Academy Financial Dashboard

March 2024 -- 75% of Fiscal Year Complete

REVENUE

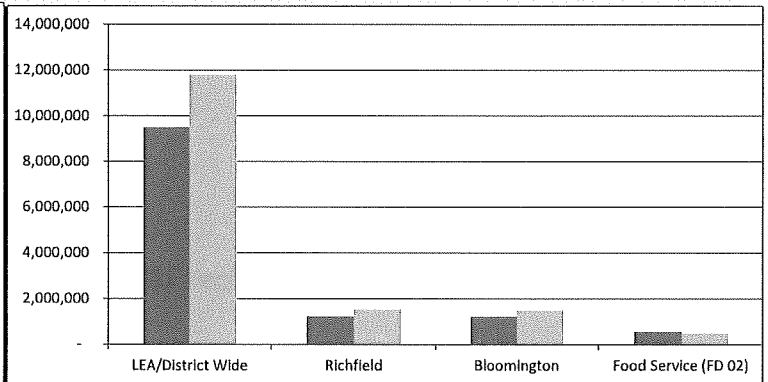
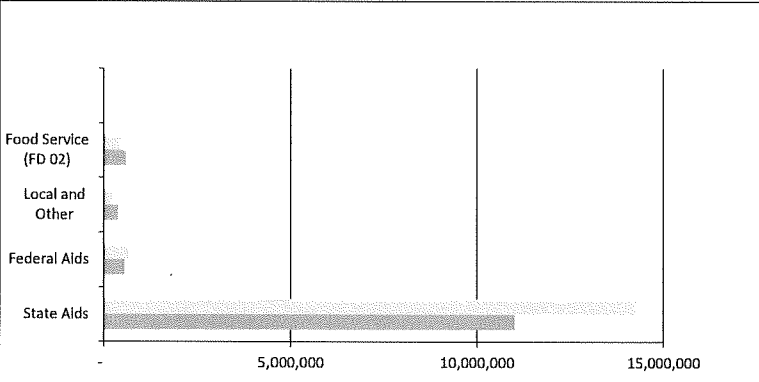
Revenue YTD
\$12,556,759

Revenue % of Budget
80%

EXPENSE

Expense YTD
\$12,471,093

Expense % of Budget
81%



BALANCE SHEET

Cash at End of Month
\$986,097

Days Cash on Hand
23

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

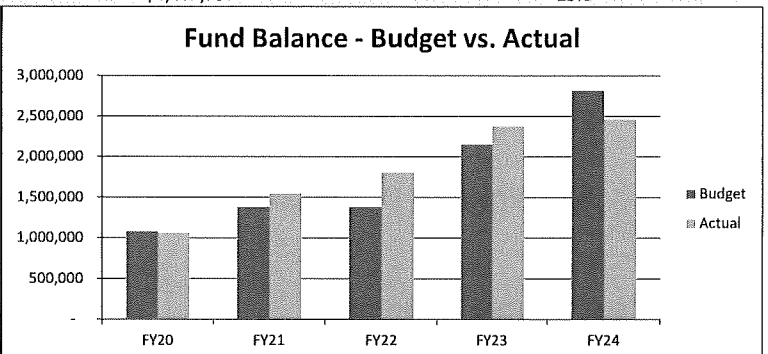
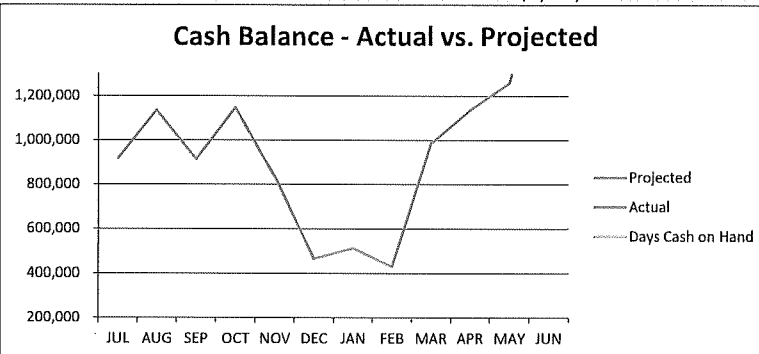
Budgeted Fund Balance - End of FY24
\$2,907,878

Debt Service Coverage Ratio
1.15

Projected Cash Balance- End of FY24
\$1,912,271

Fund Balance at Month End
\$2,462,782

Long-Term Fund Balance Goal
15%



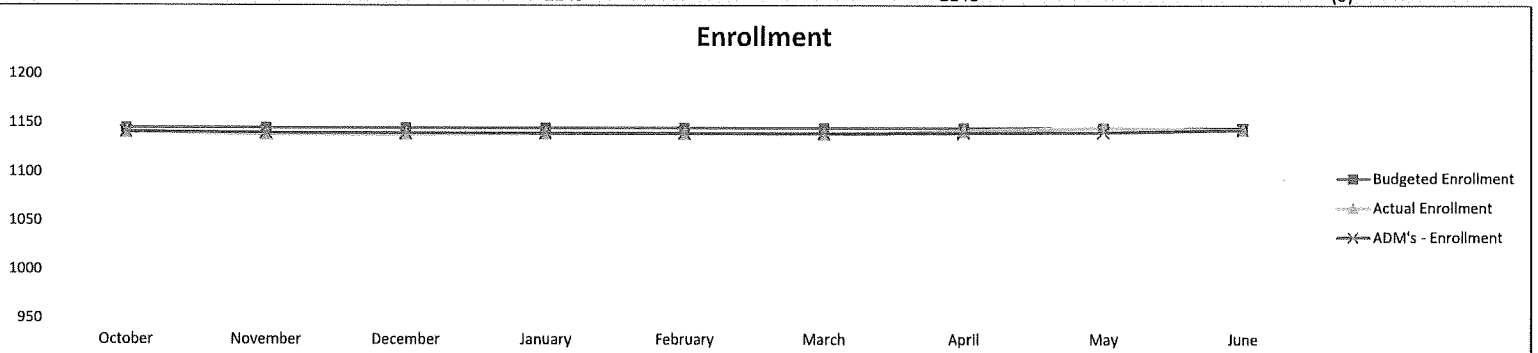
ENROLLMENT

Actual Enrollment at Month End
1139

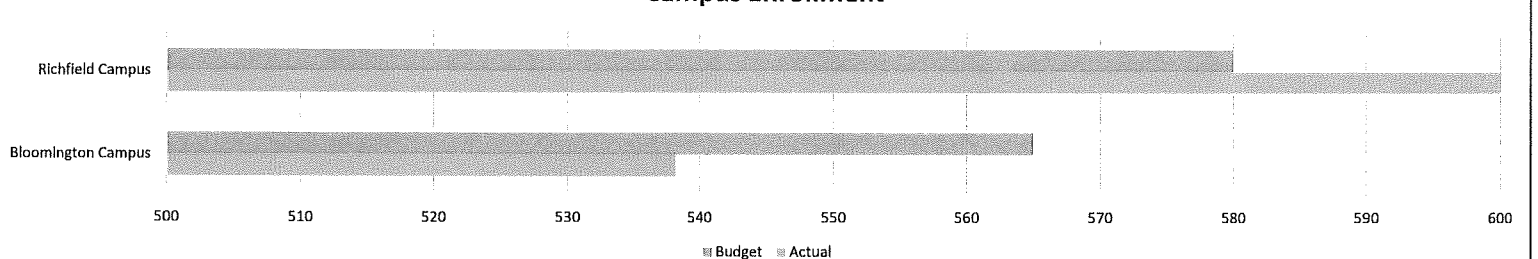
Budgeted Enrollment
1145

Actual ADM
1140

Actual vs. Budgeted Enrollment Variance
(5)



Campus Enrollment



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

	<i>Current Month</i>	<i>Prior Month</i>		<i>Audited</i>	
	3/31/2024	2/29/2024	\$ Change	6/30/2023	YTD \$ Change
ASSETS:					
Current Assets:					
Cash	986,097	428,865	557,233	1,107,864	(121,767)
Due from MDE	1,350,762	1,915,897	(565,135)	1,706,012	(355,250)
Due from Federal	368,042	488,578	(120,536)	751,344	(383,303)
Accounts/Pledges Receivable	-	-	-	-	-
Due from Other Funds	324,722	324,722	-	280,421	44,301
Prepays	-	-	-	137,098	(137,098)
Total Current Assets	3,029,622	3,158,061	(128,439)	3,982,739	(953,117)
TOTAL ASSETS	3,029,622	3,158,061	(128,439)	3,982,739	(953,117)
LIABILITIES:					
Current Liabilities:					
Accounts Payable	199,889	17,844	182,045	233,691	(33,802)
Payroll Liabilities	10,698	25,924	(15,226)	320,504	(309,807)
Salaries and Wages Payable	356,253	320,943	35,310	551,427	(195,174)
Unearned Revenue	-	-	-	-	-
Due to Other Funds	-	-	-	-	-
Line of Credit	-	350,000	(350,000)	500,000	(500,000)
Total Current Liabilities	566,840	714,711	(147,871)	1,605,622	(1,038,782)
FUND BALANCE:					
Fund Balance as of Year End, 2023	2,377,117	2,377,117	-	2,377,117	-
Net Income, FY24 to Date	85,665	66,233	19,432	-	85,665
Ending Fund Balance	2,462,782	2,443,350	19,432	2,377,117	85,665
TOTAL LIABILITIES AND FUND BALANCE	3,029,622	3,158,061	(128,439)	3,982,739	(953,117)

Seven Hills Preparatory Academy

Balance Sheet

As of March 31st, 2024

	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Food Service</i>
	Total	FD 01	FD 02
ASSETS:			
Current Assets:			
Cash	986,097	817,425	168,672
Accounts/Pledges Receivable	-	-	-
Due from MDE	1,350,762	1,350,762	-
Due from Federal	368,042	368,042	-
Due from Other Funds	324,722	324,722	-
Prepays	-	-	-
Total Current Assets	3,029,622	2,860,950	168,672
TOTAL ASSETS	3,029,622	2,860,950	168,672
LIABILITIES:			
Current Liabilities:			
Salaries and Wages Payable	356,253	356,253	-
Accounts Payable	199,889	73,173	126,716
Payroll Liabilities	10,698	10,698	-
Unearned Revenue	-	-	-
Due to Other Funds	-	-	-
Line of Credit	-	-	-
Total Current Liabilities	566,840	440,124	126,716
FUND BALANCE			
Beginning Fund Balance as of 7/1/2023	2,377,117	2,377,117	-
Net Income, FY 2024 to Date	85,665	43,709	41,956
Ending Fund Balance	2,462,782	2,420,826	41,956
TOTAL LIABILITES AND FUND BALANCE	3,029,622	2,860,950	168,672

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

75% Of Fiscal Year 2023-2024 Complete

	YTD Actual	Working Budget	% of Working Budget	Original Budget
Revenues				
State	11,311,338	14,301,705	79%	14,301,705
Federal	856,274	1,184,732	72%	1,184,732
Local	389,148	280,400	139%	280,400
Total Revenue	12,556,759	15,766,837	80%	15,766,837
Expenditures				
Salaries and Wages	3,862,143	4,925,050	78%	4,925,050
Benefits	1,310,661	1,674,517	78%	1,674,517
Purchased Services	3,474,547	4,124,362	84%	4,124,362
Supplies and Materials	889,640	901,732	99%	913,732
Equipment	30,589	32,000	96%	20,000
Special Ed. And Federal Grants	2,815,420	3,608,315	78%	3,608,315
Other	88,093	64,082	137%	64,082
Total Expenditures	12,471,093	15,330,059	81%	15,330,059
TOTAL REVENUES - ALL FUNDS	12,556,759	15,766,837	80%	15,766,837
TOTAL EXPENDITURES - ALL FUNDS	12,471,093	15,330,059	81%	15,330,059
NET INCOME (LOSS) - ALL FUNDS	85,665	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	\$ 2,462,782	\$ 2,813,895		\$ 2,907,878
Fund Balance as % of Expenditures	20%	17%		19%

SEVEN HILLS PREPARATORY ACADEMY

Income Statement - General Fund (01)

As of March 31st, 2024

75% 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	7,922,284	10,214,272	78%	10,214,272
Special Education Aid	2,030,941	2,016,325	101%	2,016,325
Lease Aid	-	2,031,785	0%	2,031,785
<i>Estimated State Holdback Recognized</i>	<i>1,053,561</i>			
Total State Revenues	11,006,787	14,262,382	77%	14,262,382
<i>Federal</i>				
Title Programs	131,370	165,316	79%	165,316
CARES/CRF	266,023	386,455	69%	386,455
Special Education	167,881	168,779	99%	168,779
Total Federal Revenues	565,275	720,550	78%	720,550
<i>Local</i>				
Student Activity Fees	138,130	162,200	85%	162,200
Capstone Fees and Donations/Gifts	50,416	40,000	126%	40,000
Misc./Other Revenues	200,217	78,200	256%	78,200
Total Local Revenues	388,764	280,400	139%	280,400
Total Revenue - General Fund (01)	11,960,825	15,263,332	78%	15,263,332
Expenditures - General Fund (01)				
<i>LEA District-Wide</i>				
Salaries and Wages	3,862,143	4,925,050	78%	4,925,050
Benefits	1,310,661	1,674,517	78%	1,674,517
ADSIIS Expenditures	581,696	776,341	75%	776,341
Q-Comp	1,536	293,143	1%	293,143
Contracted Services	539,513	551,985	98%	551,985
Communication Services	7,665	44,150	17%	44,150
Postage	1,617	6,304	26%	6,304
Utilities/Facility Operations	243,113	276,966	88%	276,966
Property and Liability Insurance	48,046	89,301	54%	89,301
Maintenance, Repairs and Janitorial	121,345	157,590	77%	157,590
Contracted Transportation	770,907	892,927	86%	892,927
Sped. And HHM Transportation	212,312	193,325	110%	193,325
Building Lease	1,428,289	1,722,800	83%	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	19,705	-	0%	-
Dues and Memberships	44,582	48,008	93%	48,008
Total LEA District-Wide Expenditures	9,482,960	11,804,937	80%	11,804,937
<i>Bloomington/Richfield Campus Level Expenditures</i>				
Staff Training, Travel and Conferences	6,529	21,745	30%	21,745
Student Field Trips	24,247	46,508	52%	46,508
Capstone Fees	18,499	60,000	31%	60,000
Other Rentals and Operating Leases	49,120	60,761	81%	60,761
Non-Instructional Supplies	104,425	108,719	96%	108,719
Instructional Supplies	50,822	56,765	90%	68,765
Textbooks, Workbooks and Assessments	183,761	80,000	230%	80,000
Library Books	-	214	0%	214
Furniture and Equipment	14,716	16,000	92%	10,000
Technology Equipment	15,873	16,000	99%	10,000
State Special Ed. Expenditures	1,666,912	2,220,811	75%	2,220,811
Federal Special Ed. Expenditures	167,881	168,778	99%	168,778
Federal Title Expenditures	131,370	165,315	79%	165,315
Total Campus Level Expenditures	2,434,156	3,021,616	81%	3,021,616
Total Expenditures - General Fund (01)	11,917,116	14,826,553	80%	14,826,553
Net Income (Loss) - General Fund	43,709	436,779		436,779

SEVEN HILLS PREPARATORY ACADEMY

Income Statement - Food Service (FD 02)

As of March 31st, 2024

75% Of Fiscal Year 2023-2024 Complete

	YTD Actual	Working Budget	% of Working Budget	Original Budget
Revenues - Food Service (02)				
State Revenues	304,551	39,323	774%	39,323
Federal Revenues	290,999	464,182	63%	464,182
Sale of Lunches and Other Local Revenues	384	-	0%	-
Transfer from General Fund	-	-	0%	-
Total Revenue - Food Service (02)	595,934	503,505	118%	503,505
Expenditures - Food Service (02)				
Salaries and Wages	-	-	0%	-
Benefits	-	-	0%	-
Purchased Services	3,346	-	0%	-
Supplies & Materials (Food and Milk)	550,631	503,505	109%	503,505
Total Expenditures - Food Service (02)	553,977	503,505	110%	503,505
Net Income (Loss) - Food Service Fund	41,956	-		-

Seven Hills Preparatory Academy

Expense Budget - Richfield Campus

As of March 31st, 2024

75% 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	19,949	24,540	81%	24,540
Capstone Fees	18,499	60,000	31%	60,000
Other Rentals and Operating Leases	23,977	33,756	71%	33,756
Non-Instructional Supplies	67,561	62,369	108%	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	10,615	10,000	106%	5,000
State Special Ed. Expenditures	852,916	1,136,445	75%	1,136,445
Federal Special Ed. Expenditures	46,186	46,524	99%	46,524
Federal Title Expenditures	56,994	73,723	77%	73,723
Total Expenditures	1,224,927	1,532,162	80%	1,532,162

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

75% Of Fiscal Year 2023-2024 Complete

	YTD Actual	Working Budget	% of Working Budget	Original Budget
Expenditures - General Fund				
Staff Training, Travel and Conferences	4,507	10,930	41%	10,930
Student Field Trips	4,298	21,968	20%	21,968
Capstone Fees	-	-	0%	-
Other Rentals and Operating Leases	25,143	27,005	93%	27,005
Non-Instructional Supplies	36,864	46,350	80%	46,350
Instructional Supplies	21,203	22,775	93%	34,775
Textbooks, Workbooks and Assessments	95,848	50,000	192%	40,000
Library Books	-	214	0%	214
Furniture and Equipment	6,040	6,000	101%	5,000
Technology Equipment	5,258	6,000	88%	5,000
State Special Ed. Expenditures	813,997	1,084,366	75%	1,084,366
Federal Special Ed. Expenditures	121,695	122,254	100%	122,254
Federal Title Expenditures	74,376	91,592	81%	91,592
Total Expenditures	1,209,229	1,489,454	81%	1,489,454

Seven Hills Preparatory Academy

Cash Flow Projection
As of March 31st, 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)	138,678	2,063,617	222,362	2,424,657	1,009,969	507,455	1,517,424	557,233	986,097
April	986,097	-	115,385	1,097,846	150,000	1,363,231	710,000	505,000	1,215,000	148,231	1,134,328
May	1,134,328	-	40,000	1,189,164	150,000	1,379,164	750,000	505,000	1,255,000	124,164	1,258,492
June 2024	1,258,492	500,000	35,000	1,173,779	150,000	1,858,779	700,000	505,000	1,205,000	653,779	1,912,271
Fiscal Year Totals		-	1,352,991	14,294,867	1,854,044	18,151,902	10,352,146	6,145,352	16,997,497	804,406	

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.

****TO NOTE, the School has paid \$176,840 in total expenses for the new building through February month end. This is cash that will be owed back to the School****

Seven Hills Preparatory Academy
Historical and Forecasted Financial Statements
Selected Information
For the Nine Months Ended March 31, 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

March 2024

Prepared By:



Seven Hills Classical Academy Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
PARK		20733		Wire	1	1065	IRS		No	Yes	No	03/31/2024	73,378.79
PARK		20734		Wire	1	1065	IRS		No	Yes	No	03/31/2024	70,755.47
PARK		20735		Wire	1	1066	MN TRA		No	No	No	03/31/2024	42,645.05
PARK		20736		Wire	1	1066	MN TRA		No	Yes	No	03/31/2024	44,496.23
PARK		20737		Wire	1	1067	PERA		Yes	Yes	Yes	03/31/2024	0.00
PARK		20738		Wire	1	1067	PERA		No	Yes	No	03/31/2024	13,773.61
PARK		20739		Wire	1	1067	PERA		No	Yes	No	03/31/2024	12,045.71
PARK		20740		Wire	1	1068	MN DEPT OF REV		No	No	No	03/31/2024	11,505.90
PARK		20741		Wire	1	1068	MN DEPT OF REV		No	Yes	No	03/31/2024	11,950.40
PARK		20742		Wire	1	1156	CARDMEMBER SERVICE		No	Yes	No	03/31/2024	9,255.08
PARK		20743		Wire	1	1156	CARDMEMBER SERVICE		No	Yes	No	03/31/2024	10,196.95
PARK		20744		Wire	1	1485	Sunrise / Park Midway Bank, N.A.		No	Yes	No	03/31/2024	150.40
PARK		20745		Wire	1	1485	Sunrise / Park Midway Bank, N.A.		No	Yes	No	03/31/2024	1,611.11
PARK		20746		Wire	1	1485	Sunrise / Park Midway Bank, N.A.		No	Yes	No	03/31/2024	300,000.00
PARK		20747		Wire	1	1506	Medica		No	Yes	No	03/31/2024	132,144.10
PARK		20748		Wire	1	1506	Medica		No	Yes	No	03/31/2024	132,144.10
PARK		20749		Wire	1	1710	AXA Equitable		No	Yes	No	03/31/2024	3,160.67
PARK		20750		Wire	1	1710	AXA Equitable		No	No	No	03/31/2024	3,163.17
PARK		20751		Wire	1	1835	Further / Select Acct		No	Yes	No	03/31/2024	5,497.17
PARK		20752		Wire	1	1835	Further / Select Acct		No	No	No	03/31/2024	5,393.00
PARK		20753		Wire	1	1835	Further / Select Acct		No	Yes	No	03/31/2024	111.00
PARK		20754		Wire	1	2034	Pitney Bowes Global Financial Svcs LLC		No	Yes	No	03/31/2024	92.28
PARK		20755		Wire	1	2034	Pitney Bowes Global Financial Svcs LLC		No	Yes	No	03/31/2024	100.00
PARK		20756		Wire	1	2043	Centerpoint Energy		No	Yes	No	03/31/2024	409.81
PARK		20757		Wire	1	2043	Centerpoint Energy		No	Yes	No	03/31/2024	1,062.44
PARK		20758		Wire	1	2044	Xcel Energy		No	Yes	No	03/31/2024	11,703.84
PARK		20759		Wire	1	2059	US Bank Trust - Rent		No	Yes	No	03/31/2024	78,376.04
PARK		20760		Wire	1	2059	US Bank Trust - Rent		No	Yes	No	03/31/2024	78,376.04
PARK		20761		Wire	1	2059	US Bank Trust - Rent		No	Yes	No	03/31/2024	847.46
PARK		20762		Wire	1	2155	Matrix/MG Trust		No	No	No	03/31/2024	3,358.56
PARK		20763		Wire	1	2155	Matrix/MG Trust		No	Yes	No	03/31/2024	4,181.41
PARK		20764		Wire	1	2503	Square Inc.		No	Yes	No	03/31/2024	75.00
PARK		20765		Wire	1	2561	First Dakota Indemnity Company		No	Yes	No	03/31/2024	2,183.00
PARK		20766		Wire	1	2562	EMC Insurance Companies		No	Yes	No	03/31/2024	5,326.26
PARK		20767		Wire	1	1067	PERA		No	Yes	No	03/31/2024	(1,474.47)
PARK		20615	111872	Check	1	2721	Minnesota Orchestra Young Peoples		Yes	No	Yes	03/15/2024	(375.00)
PARK		20672	111892	Check	1	2760	4Mativ Technologies Inc		Yes	Yes	No	03/19/2024	110,404.83
PARK		20673	111893	Check	1	2051	Academy of Holy Angels		Yes	Yes	No	03/19/2024	61,217.00
PARK		20674	111894	Check	1	2051	Academy of Holy Angels		Yes	Yes	No	03/19/2024	61,217.00

Seven Hills Classical Academy Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
PARK		20675	111895	Check	1 1146		CEDAR VALLEY CHURCH		Yes	Yes	No	03/19/2024	79,402.50
PARK		20676	111896	Check	1 2048		Scott Polstein		Yes	Yes	No	03/19/2024	612.00
Bank Total: \$1,380,473.91													
Report Total: \$1,380,473.91													

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
3951	4159 PARK CR0324	Credit A	03/01/24			Wire	1 c1	Misc						
	03.01.24 Verizon Wireless			4159 R 01 005 000 000 093 000				03.01.24 Verizon Wireless				2,913.00		0.00
												Receipt Total:	\$2,913.00	\$0.00
												Deposit Total:	\$2,913.00	\$0.00
3952	4159 PARK CR0324	Credit A	03/05/24			Wire	1 c1	Misc						
	03.05.24 SquareInc Deposit			4159 R 01 005 000 000 050 000				03.05.24 SquareInc Deposit				77.38		0.00
												Receipt Total:	\$77.38	\$0.00
												Deposit Total:	\$77.38	\$0.00
3953	4159 PARK CR0324	Credit A	03/05/24			Wire	1 c1	Misc						
	03.05.24 USAC ERATE Deposit			4159 R 01 005 000 000 099 150				03.05.24 USAC ERATE Dept				25,587.30		0.00
												Receipt Total:	\$25,587.30	\$0.00
												Deposit Total:	\$25,587.30	\$0.00
3954	4159 PARK CR0324	Credit A	03/06/24			Wire	1 c1	Misc						
	03.06.24 SquareInc Deposit			4159 R 01 005 000 000 050 000				03.06.24 SquareInc Deposit				2,523.39		0.00
												Receipt Total:	\$2,523.39	\$0.00
												Deposit Total:	\$2,523.39	\$0.00
3955	4159 PARK CR0324	Credit A	03/07/24			Wire	1 c1	Misc						
	03.07.24 SquareInc Deposit			4159 R 01 005 000 000 050 000				03.07.24 SquareInc Deposit				679.40		0.00
												Receipt Total:	\$679.40	\$0.00
												Deposit Total:	\$679.40	\$0.00
3956	4159 PARK CR0324	Credit A	03/11/24			Wire	1 c1	Misc						
	03.11.24 SquareInc Deposit			4159 R 01 005 000 000 050 000				03.11.24 SquareInc Deposit				155.06		0.00
												Receipt Total:	\$155.06	\$0.00
												Deposit Total:	\$155.06	\$0.00

Seven Hills Classical Academy Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3957	4159	PARK CR032	Credit	A	03/11/24		Wire	1 c1	Misc						
		03.11.24 SquareInc Deposit			4159	R 01 005 000 000 050 000			03.11.24 SquareInc Deposit				270.38		0.00
													Receipt Total:	\$270.38	\$0.00
													Deposit Total:	\$270.38	\$0.00
3958	4159	PARK CR032	Credit	A	03/12/24		Wire	1 c1	Misc						
		03.12.24 SquareInc Deposit			4159	R 01 005 000 000 050 000			03.12.24 SquareInc Deposit				2,285.80		0.00
													Receipt Total:	\$2,285.80	\$0.00
													Deposit Total:	\$2,285.80	\$0.00
3959	4159	PARK CR032	Credit	A	03/13/24		Wire	1 c1	Misc						
		03.13.24 SquareInc Deposit			4159	R 01 005 000 000 050 000			03.13.24 SquareInc Deposit				77.38		0.00
													Receipt Total:	\$77.38	\$0.00
													Deposit Total:	\$77.38	\$0.00
3960	4159	PARK CR032	Credit	A	03/14/24		Wire	1 c1	Misc						
		03.14.24 SquareInc Deposit			4159	R 01 005 000 000 050 000			03.14.24 SquareInc Deposit				454.42		0.00
													Receipt Total:	\$454.42	\$0.00
													Deposit Total:	\$454.42	\$0.00
3961	4159	PARK CR032	Credit	A	03/14/24		Wire	1 c1	Misc						
		03.14.24 CLICS Deposit			4159	R 02 005 770 701 300 000			FY24 State Lunch				17,526.19		0.00
					4159	R 02 005 770 705 300 000			FY24 State Breakfast				7,815.95		0.00
					4159	R 02 005 770 701 472 000			FY24 Free/Reduced Lunch				9,654.85		0.00
					4159	R 02 005 770 705 476 000			FY24 Breakfast CFDA				9,650.59		0.00
					4159	R 02 005 770 701 471 000			FY24 HHFKA Lunch CFDA				547.04		0.00
					4159	R 02 005 770 701 471 000			FY24 Lunch CFDA				2,735.20		0.00
													Receipt Total:	\$47,929.82	\$0.00
													Deposit Total:	\$47,929.82	\$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	
3962	4159	PARK	CR0324	Credit	A	03/15/24		Wire	1	c1	Misc				193.90	0.00	
							4159	R	01	005	000	050	000	03.15.24	SquareInc Deposit		
															Receipt Total:	\$193.90	\$0.00
															Deposit Total:	\$193.90	\$0.00
3963	4159	PARK	CR0324	Credit	A	03/15/24		Wire	1	c1	Misc				35,592.97	0.00	
							4159	R	01	005	000	201	000	FY24	Land Endowment		
							4159	R	01	005	000	211	000	FY24	General Education Aid		
															Receipt Total:	\$525,625.18	\$0.00
															Deposit Total:	\$525,625.18	\$0.00
3964	4159	PARK	CR0324	Credit	A	03/18/24		Wire	1	c1	Misc				28.83	0.00	
							4159	R	01	005	000	050	000	03.18.24	SquareInc Deposit		
															Receipt Total:	\$28.83	\$0.00
															Deposit Total:	\$28.83	\$0.00
3965	4159	PARK	CR0324	Credit	A	03/18/24		Wire	1	c1	Misc				144.45	0.00	
							4159	R	01	005	000	050	000	03.18.24	SquareInc Deposit		
															Receipt Total:	\$144.45	\$0.00
															Deposit Total:	\$144.45	\$0.00
3966	4159	PARK	CR0324	Credit	A	03/19/24		Wire	1	c1	Misc				154.76	0.00	
							4159	R	01	005	000	050	000	03.19.24	SquareInc Deposit		
															Receipt Total:	\$154.76	\$0.00
															Deposit Total:	\$154.76	\$0.00
3968	4159	PARK	CR0324	Credit	A	03/22/24		Wire	1	c1	Misc				131,542.72	0.00	
							4159	R	01	005	000	169	400	000	FY24	FIN 169	
															Receipt Total:	\$131,542.72	\$0.00
															Deposit Total:	\$131,542.72	\$0.00

Seven Hills Classical Academy Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
3969	4159	PARK CR032<														
	03.25.24	SquareInc Deposit	4008	Credit	A	03/25/24	Wire	1	c1	Misc						
					4159	R	01	005	000	050	000	03.25.24	SquareInc Deposit		1,076.91	0.00
													Receipt Total:	\$1,076.91	\$0.00	
													Deposit Total:	\$1,076.91	\$0.00	
3970	4159	PARK CR032<														
	03.25.24	SquareInc Deposit	4009	Credit	A	03/25/24	Wire	1	c1	Misc						
					4159	R	01	005	000	050	000	03.25.24	SquareInc Deposit		1,976.30	0.00
													Receipt Total:	\$1,976.30	\$0.00	
													Deposit Total:	\$1,976.30	\$0.00	
3971	4159	PARK CR032<														
	03.26.24	SquareInc Deposit	4010	Credit	A	03/26/24	Wire	1	c1	Misc						
					4159	R	01	005	000	050	000	03.26.24	SquareInc Deposit		28.83	0.00
													Receipt Total:	\$28.83	\$0.00	
													Deposit Total:	\$28.83	\$0.00	
3972	4159	PARK CR032<														
	03.27.24	SUB Pay 2/14/20	4011	Credit	A	03/27/24	Wire	1	c1	Misc						
					4159	R	01	005	000	300	000	03.27.24	SUB Pay 2/14/20		50.00	0.00
													Receipt Total:	\$50.00	\$0.00	
													Deposit Total:	\$50.00	\$0.00	
3973	4159	PARK CR032<														
	03.27.24	LOC Draw	4012	Credit	A	03/27/24	Wire	1	c1	Misc						
					4159	B	01	202	000							
													Receipt Total:	\$100,000.00	\$0.00	
													Deposit Total:	\$100,000.00	\$0.00	
3974	4159	PARK CR032<														
	03.28.24	CLICS Deposit	4013	Credit	A	03/28/24	Wire	1	c1	Misc						
					4159	R	02	005	770	703	300	000	FY24 State Milk		115.20	0.00
					4159	R	02	005	770	701	300	000	FY24 State Lunch		17,417.29	0.00
					4159	R	02	005	770	705	476	000	FY24 Breakfast CFDA		7,819.90	0.00
					4159	R	02	005	770	701	472	000	FY24 Free/Reduced Lunch		13,770.55	0.00
					4159	R	02	005	770	701	471	000	FY24 HHFKA Lunch CFDA		627.68	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
3974	4159 PARK CR0324	Credit A	03/28/24		Wire	1 c1	Misc						
03.28.24	CLICS Deposit			4159 R 02 005 770	701 471 000	FY24 Lunch CFDA					3,138.40		0.00
											Receipt Total:	\$42,889.02	\$0.00
											Deposit Total:	\$42,889.02	\$0.00
3975	4159 PARK CR0324	Credit A	03/29/24		Wire	1 c1	Misc						
03.29.24	IDEAS Payment			4159 R 01 005 000	000 211 000	FY24 General Education Aid					114,330.10		0.00
				4159 R 01 005 000	317 300 000	FY24 ENGL Learner Cross					4,269.74		0.00
				4159 R 01 005 000	740 360 000	FY24 Spec Education Aid					1,374,004.78		0.00
				4159 R 01 005 000	312 300 000	FY24 LIT Incentive Aid					45,387.66		0.00
											Receipt Total:	\$1,537,992.28	\$0.00
											Deposit Total:	\$1,537,992.28	\$0.00
											Report Total:	\$2,424,656.51	\$0.00

Date	transactio	Name	Employee	Amount	C. Program	D. Budget Area	Description of Purchase
		FACEBK MB2FXX3DQ2 650-5434800 CA	6485CAROLYN H FARRELL;	50.00		non instructional	Marketing for new school
		FACEBK ACSFH2QCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	50.00		non instructional	Marketing for new school
2/9/2024	DEBIT	FACEBK RC47MYXCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	50.00	ES & MS	non instructional	Marketing for new school
2/12/2024	DEBIT	FACEBK QRFUL2QCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	175.00	ES & MS	non instructional	Marketing for new school
2/12/2024	DEBIT	FACEBK 9Q8EA3UCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	125.00	ES & MS	non instructional	Marketing for new school
2/12/2024	DEBIT	ADOBE INC. 408-536-6000 CA	6485CAROLYN H FARRELL;	21.69		non instructional	reoccurring charge
2/12/2024	DEBIT	FACEBK V4TMXY3CQ2 650-5434800 CA	6485CAROLYN H FARRELL;	75.00		non instructional	Marketing for new school
2/13/2024	DEBIT	Mailchimp 678-9990141 GA	1402BARBARA M MATTSON;	54.00			Emails to Families
2/13/2024	DEBIT	FACEBK ENMJRYXCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	250.00		non instructional	Marketing for new school
2/14/2024	DEBIT	FEDEX OFFICE 800000836 800-4633339 T	6485CAROLYN H FARRELL;	126.00		non-instructional	advertisements for new school
2/14/2024	DEBIT	FEDEX OFFICE 800000836 800-4633339 T	6485CAROLYN H FARRELL;	125.38		non-instructional	advertisements for new school
2/14/2024	DEBIT	FEDEX OFFICE 800000836 800-4633339 T	6485CAROLYN H FARRELL;	267.10		non-instructional	Banner - New School
2/14/2024	DEBIT	TARADEL 804-364-8444 VA	6485CAROLYN H FARRELL;	3,356.32		non-instructional	advertisements for new school
2/14/2024	DEBIT	ADMIT ONE PRODUCTS 714-4423888 CA	4492MONICA R WOOD;	456.90		Non-Instructional	Eagle Bucks & Torch Tickets
2/15/2024	DEBIT	BTS*QUILL 609-245-0672 MI	1402BARBARA M MATTSON;	579.90			Copy paper
2/15/2024	DEBIT	FACEBK 8R3XP27CQ2 650-5434800 CA	6485CAROLYN H FARRELL;	95.42		non instructional	Marketing for new school
2/15/2024	DEBIT	FACEBK F7DVE3UCQ2 650-5434800 CA	6485CAROLYN H FARRELL;	204.97		non instructional	Marketing for new school
2/20/2024	DEBIT	AMZN MKTP US*R191T2T2 SEATTLE WA	4492MONICA R WOOD;	39.23		Non-Instructional	Health Office supplies
2/20/2024	DEBIT	AMZN MKTP US*R162Q0S82 SEATTLE WA	4492MONICA R WOOD;	34.88			
2/21/2024	DEBIT	COSTCO WHSE #0377 SAINT LOUIS P MN	6485CAROLYN H FARRELL;	84.31		Non Instructional	Supplies for Bloomington's Open House
2/22/2024	DEBIT	FEDEX OFFICE 8000006221 EDINA MN	6485CAROLYN H FARRELL;	102.93		Non Instructional	Marketing for new school
2/22/2024	DEBIT	JOANN STORES #2026 EDINA MN	6485CAROLYN H FARRELL;	7.61		Non Instructional	Mounting tape
2/22/2024	DEBIT	FACEBK B3DWY27CQ2 650-5434800 CA	6485CAROLYN H FARRELL;	400.00		Non instructional	marketing for new school
2/22/2024	DEBIT	CUB FOODS #3128 EDINA MN	6485CAROLYN H FARRELL;	48.83		Non Instructional	Refreshments for meeting for new school
2/23/2024	DEBIT	MN ORCHESTRA WB 612-3715610 MN	6485CAROLYN H FARRELL;	375.00			
2/26/2024	CREDIT	POINTS REDEEMED FOR STATEMENT CREDIT	;;;;;	(400.00)			
2/26/2024	DEBIT	FACEBK 75GVG23CQ2 6505434800 CA	6485CAROLYN H FARRELL;	600.00		non instructional	marketing for new school
2/28/2024	DEBIT	AMZN Mktp US*R200B74P2 Amzn.com/bill WA	6485CAROLYN H FARRELL;	24.99	Technology	non-instructional	Speakers for Carolyn
2/28/2024	DEBIT	AMZN MKTP US*R29U872UO SEATTLE WA	4492MONICA R WOOD;	29.50		Non-Instructional	Health Office supplies
2/28/2024	DEBIT	AMZN MKTP US*RZ1B9LH2 SEATTLE WA	4492MONICA R WOOD;	244.44		Non-Instructional	Health Office supplies
3/1/2024	DEBIT	AMZN Mktp US*RW9N3191 Amzn.com/bill WA	6485CAROLYN H FARRELL;	12.99	ES	Non Instruction	Univeral Projector Remote
3/4/2024	DEBIT	SIPTRUNK INC 770-282-7206 GA	6485CAROLYN H FARRELL;	420.88	Facilities	Non Instruction	Fax ATA Renewal
3/5/2024	DEBIT	BALLPARK MN TWINS 4 800-3389467 MN	6485CAROLYN H FARRELL;	1,380.00	ES	Fieldtrip	Twins Game
3/5/2024	DEBIT	GRAINGER 877-2022594 IL	4492MONICA R WOOD;	390.34		Non Instructional	Air Filters
3/6/2024	DEBIT	AMAZON RET* ES SPECIAL WWW.AMAZON.CO WA	4492MONICA R WOOD;	19.99		Non Instructional	Laminating Sheets
3/6/2024	DEBIT	AMZN Mktp US*RN3KH4910 Amzn.com/bill WA	4492MONICA R WOOD;	16.99		Non Instructional	Acrylic Sign Holders
3/8/2024	DEBIT	AMZN Mktp US*RZ7RX7W01 Amzn.com/bill WA	6485CAROLYN H FARRELL;	11.38		Non Instruction	Coffee for Marketing Meeting
3/8/2024	DEBIT	AMAZON.COM*R600J6FDD SEATTLE WA	4492MONICA R WOOD;	110.16		Non Instructional	Laminating Sheets
3/8/2024	DEBIT	AMAZON.COM*RN45B3PD2 SEATTLE WA	4492MONICA R WOOD;	179.82			Book Club - Their Vicious Games Books
03/28 Payment				10,196.95			

Date	Transaction	Name	Employee	Amount	C. Program	D. Budget Area	Description of Purchase
2/2/2024	DEBIT	SIPTRUNK INC 770-282-7206 GA	4003BARB MATTSON;	420.88			Work From Iteontech
2/2/2024	DEBIT	Indeed 88414495 800-4625842 TX	3139CAROLYN H FARRELL	361.64		Non Instructional	January 2024 Sponsered Jobs
2/5/2024	DEBIT	Amazon.com*R27CG7GQ1 Amzn.com/bill WA	2077WALKER,MARTINE	827.43		Non Instructional	White Boards
2/5/2024	DEBIT	AMZN Mktp US*R25E03GG0 Amzn.com/bill WA	9723KATE DOCKEN;	28.18		Non Instructional	Candy
2/5/2024	DEBIT	AWL*PEARSON EDUCATION PRSONCS.COM NJ	9723KATE DOCKEN;	76.25			
2/5/2024	DEBIT	AMAZON.COM*R253H7NG1 SEATTLE WA	9723KATE DOCKEN;	39.96		Instructional	"This Appearing House", book
2/5/2024	DEBIT	MALL OF AMERICA BLOOMINGTON MN	9490JOANIE JEFFREY;	1,560.00			Field Trip
2/5/2024	DEBIT	AMAZON RET* 114-282886 WWW.AMAZON.CO WA	7133RYAN D GRUTSCH;	5.78			
2/7/2024	DEBIT	AMZN Mktp US*R22CA37M1 Amzn.com/bill WA	9490JOANIE JEFFREY;	19.52			Curriculum
2/7/2024	DEBIT	AMZN Mktp US*RBS188VGO Amzn.com/bill WA	7133RYAN D GRUTSCH;	110.63			
2/7/2024	DEBIT	AMZN Mktp US*R89OC35Z0 Amzn.com/bill WA	7133RYAN D GRUTSCH;	12.74	Special Ed.	Non Instructional	Hanging Organize File Folder
2/8/2024	DEBIT	AMZN MKTP US*R84TJ6QM0 SEATTLE WA	9723KATE DOCKEN;	26.15	Special E.	Non Instructional	Ear plugs
2/8/2024	DEBIT	AMZN Mktp US*R83J191N2 Amzn.com/bill WA	9723KATE DOCKEN;	10.73	Special E.	Instructional	Wooden letters board
2/8/2024	DEBIT	AMZN Mktp US*R85CP68X0 Amzn.com/bill WA	7133RYAN D GRUTSCH;	29.49	Special Ed.	Non Instructional	Hanging Organize File Folder
2/8/2024	DEBIT	Amazon.com*RB2K42DP0 Amzn.com/bill WA	7133RYAN D GRUTSCH;	17.71	Elementary	Non Instructional	Teacher Supplies
2/8/2024	DEBIT	DD DOORDASH CHICK-FIL 855-973-1040 CA	0141PETERSON,BRENT	29.80		N Instructional	Food Delivery
2/9/2024	DEBIT	AMZN Mktp US*R88K97G0 Amzn.com/bill WA	9723KATE DOCKEN;	16.45	Special E.	Non Instructional	Spin Master game
2/9/2024	DEBIT	AMZN Mktp US*R83XD59M0 Amzn.com/bill WA	9723KATE DOCKEN;	22.17	Special E.	Non Instructional	Crystal Page Ups
2/12/2024	DEBIT	FRGN TRANS FEE-LABELMAKER PA	746090540400000144217	0.59			
2/12/2024	DEBIT	UBER EATS HELP.UBER.COM CA	2077WALKER,MARTINE	38.06		Non Instructional	Food for meeting
2/12/2024	DEBIT	UBER EATS HELP.UBER.COM CA	2077WALKER,MARTINE	3.85		Non Instructional	Food for meeting
2/12/2024	DEBIT	APPLE.COM/BILL 866-712-7753 CA	9723KATE DOCKEN;	7.59	Special E.	Non Instructional	Apple Arcade renewal
2/12/2024	DEBIT	LABELMAKER PARIS FR	4003BARB MATTSON;	29.99			
2/12/2024	DEBIT	AMZN Mktp US*R88CU2X91 Amzn.com/bill WA	7133RYAN D GRUTSCH;	25.49	Special Ed.	Non Instructional	Hanging Organize File Folder
2/16/2024	DEBIT	PAYPAL *MBARNETT 4029357733 CA	9490JOANIE JEFFREY;	20.00		Instructional	Curriculum
2/20/2024	DEBIT	J.W. PEPPER 800-345-6296 PA	4003BARB MATTSON;	30.65		Instructional	Books
2/20/2024	DEBIT	J.W. PEPPER 800-345-6296 PA	4003BARB MATTSON;	19.79		Instructional	Books
2/20/2024	DEBIT	TEACHERSPAYTEACHERS.CO 646-588-0910 NY	9490JOANIE JEFFREY;	9.43		Instructional	
2/20/2024	DEBIT	PAYPAL *HACKETT PUB 317-635-9250 IN	7133RYAN D GRUTSCH;	13.00			
2/20/2024	DEBIT	AMZN Mktp US*RIOPF9U42 Amzn.com/bill WA	7133RYAN D GRUTSCH;	30.55	Facilities	maintenance	Floor Sweeper
2/20/2024	DEBIT	WEB*NETWORKSOLUTIONS 888-6429675 FL	0448MONICA WOOD;	77.97		Non-Instructional	Re-occurring charge
2/20/2024	DEBIT	AMZN Mktp US*RI63O4LA1 Amzn.com/bill WA	3139CAROLYN H FARRELL;	15.00			
2/20/2024	DEBIT	AMZN Mktp US*RI3S084V1 Amzn.com/bill WA	3139CAROLYN H FARRELL;	25.92		Non Instructional	MCA Rewards
2/21/2024	DEBIT	AMZN Mktp US*RW18K7Z82 Amzn.com/bill WA	9723KATE DOCKEN;	131.89		Non Instructional	Reading books, bracelets, stickers
2/21/2024	DEBIT	PAR Inc. 800-3318378 FL	9723KATE DOCKEN;	134.13			
2/21/2024	DEBIT	PAR Inc. 800-3318378 FL	9723KATE DOCKEN;	164.96		Non Instructional	Brief2 Parent/Teacher score report
2/21/2024	DEBIT	PAR Inc. 800-3318378 FL	9723KATE DOCKEN;	603.62		Non Instructional	Brief2 Parent/Teacher forms
2/21/2024	DEBIT	AMZN Mktp US*RI7856BL1 Amzn.com/bill WA	3139CAROLYN H FARRELL;	313.56		Non Instructional	MCA Rewards
2/22/2024	DEBIT	BUREAU OF EDUCATION AN 800-7362136 WA	9723KATE DOCKEN;	279.00		Prof. Development	Workshop for D. DiPalermo
2/22/2024	DEBIT	BUREAU OF EDUCATION AN 800-7362136 WA	9723KATE DOCKEN;	279.00		Prof. Development	Workshop for D. DiPalermo
2/22/2024	DEBIT	WEB*NETWORKSOLUTIONS 888-6429675 FL	4003BARB MATTSON;	16.99		N Instructional	Web Forwarding
2/22/2024	DEBIT	SQ *ENVIRONMENTAL TEST Minneapolis MN	3139CAROLYN H FARRELL;	1,375.00	Facilities	Non Instructional	Mold Testing
2/22/2024	DEBIT	WEB*NETWORKSOLUTIONS 888-6429675 FL	3139CAROLYN H FARRELL;	9.99	Admin.	Non Instructional	Reoccurring Charge
2/23/2024	DEBIT	AMZN Mktp US*RI5OQ0KG1 Amzn.com/bill WA	9490JOANIE JEFFREY;	51.93		N Instructional	
2/23/2024	DEBIT	LUNDS&BYERLYS EDENP EDEN PRAIRIE MN	9490JOANIE JEFFREY;	65.79		N Instructional	Cake for Barb
2/26/2024	CREDIT	POINTS REDEEMED FOR STATEMENT CREDIT	;;;;;	{175.00}			
2/26/2024	DEBIT	AMZN Mktp US*RZ73C1MW0 Amzn.com/bill WA	2077WALKER,MARTINE	10.83		Non Instructional	Wall Clock
2/26/2024	DEBIT	AMAZON.COM*RW21C2KN2 SEATTLE WA	9723KATE DOCKEN;	6.99		Non Instructional	Candy
2/26/2024	DEBIT	PARTY CITY 1141 BLOOMINGTON MN	9490JOANIE JEFFREY;	50.46			Supplies
2/26/2024	DEBIT	Amazon.com*RI29O1RO1 Amzn.com/bill WA	7133RYAN D GRUTSCH;	304.02		Non Instructional	Books for Book Club
2/26/2024	DEBIT	ADOBE INC. 408-536-6000 CA	0448MONICA WOOD;	32.55		Non-Instructional	Re-occurring charge
2/26/2024	DEBIT	WEB*NETWORKSOLUTIONS 888-6429675 FL	0448MONICA WOOD;	15.99		Non-Instructional	Re-occurring charge
2/27/2024	DEBIT	IN *COLLIDE THEATRICAL 651-3957903 MN	3139CAROLYN H FARRELL;	1,575.00		Non Instructional	Duplicate Payment - Check being returned.
3/1/2024	DEBIT	WEB*NETWORKSOLUTIONS 888-6429675 FL	0448MONICA WOOD;	44.99			Reoccurring
3/28 Payment				9,255.08			

Richfield Campus Principal's Report to the School Board
Date: Thursday May 2nd, 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:

- We have completed Math and Reading MCAs and will wrap our Science MCA (8th) this week.
 - We are very excited to share our scores with you. Our preliminary results are **very** encouraging and they appear to support our DDI initiatives.
- Middle School teachers have started to complete year end inventories and taks. Our PD on Friday allowed us time to brainstorm coaching and data analysis for 24-25.

School Culture

- May is a wonderful month in middle school. Year-end reteaching occurs prior to our finals weeks. The 8th grade will have their finals week starting on 5/13 the week before their Capstone Trip. This year's Washington DC is the first time we will fly our students to DC.
 - Ms. Eastling (Capstone Coordinator) and her team have worked very hard to keep the trip on budget. It appears that the trip may be completely self-supporting this year with a generous contribution from our PTA to afford student scholarships for those students in need.
- Ms. Walker and the Civitas Committee hosted a wonderful event last Friday and it is a highlight of our academic year.

Submitted by Ryan Grutsch, Middle School Principal

Bloomington Campus Principal's Report to the School Board

Date: Thursday, May 2nd, 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

- MCA testing: Nearly completed for 3rd - 5th grade Math, Reading and Science. Only make up testing to finish.
- Staff PD on April 26 - staff made roster recommendations for next year's classes
- 2nd Grade students will take the CogAT in the coming week or two as part of the screening process for the Gifted and Talented Program.

STAFFING

- Katie Krentz, our Administrative Assistant, has accepted an offer to fill the Office Manager position vacated by Barb Mattson
- Rachel Rosenblum and Kris Smith will both teach part time with the EL program next year.
- Administrative Assistant and 2nd Grade position is in process of being interviewed for and filled.
-

CULTURE

- RC vs BC Battle of the Books - Winner to the Friends of Education Schools challenge
-

Submitted by Brent Peterson,

Bloomington Campus Principal

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

Date: Thursday, May 2, 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

- Friends of Education 5 year contract renewal for years 2024-2029. Draft of goals provided.

Facilities

- Academy of Holy Angels Bussing Contract
- 4Mativ Bussing Contract Rates
- Site Name for Burnsville, Organization Number remains the same

Finance

- Calendar Update for 24-25 School Year

School Culture

- Staff and parent satisfaction surveys will be going out this May 1, 2024
- Nepotism Policy

Staffing (Richfield Elementary and Middle School)

• Ms. Parra no longer works for Seven Hills. Ms. Stephanie Moreno will be a long term substitute in her classroom for the remainder of the school year.

Enrollment Update:

Richfield Elementary

Grade Level	Sept Target	Budget (Oct 1 Min.)	Current Enrollment	Seats	In Process	Wait List (current)

K	52	50	48	Open 2	0	0
1st	52	50	51	Full	0	8
2nd	52	50	50	Full	0	6
3rd	52	50	51	Full	0	7
4th	50	50	50	Full	0	28
5th	50	50	50	Full	0	32
Totals	308	300	300	Open 2	0	81

RICHFIELD CAMPUS 24-25	
GRADE	WAIT LISTS
KG	17
1ST	24
2ND	54

3RD	46
4TH	52
5TH	55

Bloomington Elementary

Grade Level	Sept Target	Budget (Oct 1 Min.)	Current Enrollment	Seats	In Process	Wait List (current)
K	104	100	76	Open 24	0	0
1st	104	100	99	Full*	0	4
2nd	104	100	88	Open 12	0	1
3rd	100	95	98	Full	0	1
4th	92	92	91	Open 1	0	13
5th	81	81	81	Full	0	29
Totals	585	568	533	Open 37	0	48

NEW CAMPUS 24-25	
GRADE	WAIT LIST
KG	1
1ST	1
2ND	24
3RD	1
4TH	22
5TH	4

Richfield Middle

Grade Level	Sept Target	Budget (Oct 1 Min.)	Current Enrollment	Seats	In Process	Wait List (current 2023-2024)
6th	110	105	109	Full+4	0	38
7th	100	95	101	Full+6	0	35
8th	85	80	91	Full+1 1	0	16

Totals	295	280	301	Full+2 1	0	89
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Wait List (Next School year 2024-20 25)
6th-47
7th-15
8th-7
Total-42

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

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

Draft for Board Approval

SHPA Facilities Committee Meeting – Apr 17, 2024 ✓_

✓Chris Lamprecht (Chair)

_ Wes Whalberg

✓Carolyn Farrell

✓Lisa Barnidge

✓Ryan Grutsch

✓Brent Peterson

✓Janeen Raaen

✓Kate Docken

✓Stephanie Graczak

✓Marcos Barrios

✓Martine Walker

Also Attending: Steve Shepherd (yes),
Shawn Smith(yes)

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

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.

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

Agenda Items:

Shawn Agenda - Latest bonding figures. Current plan in place.

Next Steps Planning (What needs to be done?)

Current Communications and next communication

Progress towards closing BV Campus building

Majority *Planning for Town Hall (May 14th now)

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

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

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

6 - 5's

1 - 4.79

Recommendations to SHPA Board of Directors

1. Recommend approval of the April 17, 2024 Facilities Committee meeting minutes.

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SHPA Finance Committee Meeting – April 29, 2024
Via Google Hangouts video conference

x Mike Meyer-chair
x Kate Docken
x Wes Whalberg

x Brent Peterson
x Carolyn Farrell
x Ryan Grutsch
Renson Anjere

Other Attendees: none

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.

Finance Committee Charter

The Finance committee is a committee of the School Board of Directors. The purpose of this committee is to review the financial performance of the school, ensure that the school does not operate in a statutory deficit position, strive to achieve and maintain a 25% fund balance, and recommend and manage to an annual budget that accomplishes these goals and accounts for the long-term financial stability and health of the school. The committee shall be chaired by the SHPA School Board Treasurer and meet at a frequency as determined by its chair as necessary to accomplish its goals. This committee shall strive to secure membership on the committee of volunteers with financial management experience. This committee will also perform periodic reviews of the managerial controls regarding the handling of public funds and the record keeping of these activities.

1. The committee reviewed the March financial statements. Notwithstanding our slow start revenue-wise, Nichole is confident that we will make our projected profit for the year.
2. The committee reviewed the draft budget for the 24-25 fiscal year. Found it acceptable.
3. The committee reviewed the alleged mistake made by our CFO in reporting the DCOH for last year. It was determined that the Director, Wes and I would meet with her when she returns to MN next week to get her side of the story.
4. Executive director items:

- Status of Bloomington campus move. FOE is reviewing the new proposed bond structure for possible approval. We expect to hear soon on that.
- Reviewed possible delay to the start of the school year in Burnsville. No action taken.

5. Board calendar items—none

Recommendations to SHPA Board of Directors for action at the May 2, 2024 meeting:

1. Recommend approving the minutes of the April 29, 2024, Finance Committee meeting.

FINANCIAL MANAGMENT PLAN

SEVEN HILLS PREPARATORY ACADEMY

The Board is trained in financial oversight. The Board treasurer and finance committee members receive additional training to ensure comprehensive understanding of charter school finance and oversight.

The Board monitors and evaluates the School's recordkeeping, controls, and financial position. Specifically: (1) the Business Manager reports at all Board meetings regarding the School's financial position, including current and forecast positions, and makes related recommendations; (2) the Board Treasurer reports at all Board meetings regarding all disbursements made, cash flow, balance, additional relevant financial data, and its monitoring of the School's recordkeeping and control processes; and (3) the Board Treasurer and Executive Director meet regularly with the Business Manager to monitor school finances on a regular and ongoing basis. Significant developments that adversely impact the School are immediately brought before the Board.

The School agrees to provide site-based and consolidated financial statements to Friends on a monthly and annual basis and that each School site will have sufficient enrollment to support 100% of the operations of such School site.

The Board retains an external auditor on an annual basis to review the School's internal controls and processes. The Board initiates and monitors corrective action to ensure that noted deficiencies, if any, are addressed and will not result in repeat findings in subsequent audits.

SHPA Governance Committee Meeting – April 22, 2024

Draft for board approval

Attendees:

x	Lisa Barnidge		Teron Buford
	<u>Kate Docken</u>	x	<u>Carolyn Farrell</u>
	<u>Ryan Grutsch</u>	x	<u>Michael Meyer</u>
x	<u>Allison Peterson</u>		<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. Discussed policies
 - Necessary changes to Bylaws
 - Policies reviewed by Amy Mace
 - i. Policy 514 - Lisa
 - i. Policy 524 - Allison
 - ii.
 - Policy 104 - Wes
 - i. Classical Education

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2. Fist of 5

- Ones -
- Twos -
- Threes -
- Fours -
- Fives - Five

Recommendation to SHPA board of directors

1. Recommend approval of Bylaws.
2. Recommend approval of Policy 514 - Bullying Prohibition.
3. Recommend approval of Policy 524 - Electronic Technology Acceptable Use and Safety.
4. Recommend approval of April 22, 2024 Governance committee meeting minutes.

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SHPA Executive Committee Meeting – April 3, 2024

Draft for Board Approval

Attendees:

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

Guest:

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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

1. Discussed updates from Finance Committee with respect to Cash Days on Hand
2. Discussed plan to work with our Authorizer to approve our move based on how our bonds are being refinanced.
3. Discussed board election and appointed roles and intent to manage workload of the board.
4. Discussed forming a contract for Carolyn as Executive Director.
- 5.

Recommendation to SHPA board of directors:

1. Recommend approval of April 29, 2024 Executive committee meeting minutes.

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

POLICY 524: ELECTRONIC TECHNOLOGY ACCEPTABLE USE AND SAFETY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to and use of Electronic Technology.

II. DEFINITION

For purposes of this policy, the term “Electronic Technology” means all electronic systems, equipment, and devices that are owned, leased, or supplied by the school, or are otherwise under the control of the school, including, but not limited to, computers, computer systems, networks, hardware, software, electronic devices, electronic programs, electronic storage media, databases, systems used to supply or facilitate Internet access, and Internet access provided by or gained through any school service, system, device, or equipment.

III. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to and use of Electronic Technology, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to Electronic Technology enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while communicating with people around the world. The school expects that faculty will blend thoughtful use of Electronic Technology throughout the curriculum and will provide guidance and instruction to students in their use.

IV. LIMITED EDUCATIONAL PURPOSE

The school is providing students and employees with access to Electronic Technology for educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Electronic Technology to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on Electronic Technology, which is owned, operated, or provided by the school for a limited purpose.

V. USE OF SYSTEM IS A PRIVILEGE

Access to and use of Electronic Technology is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable

use of Electronic Technology may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

VI. UNACCEPTABLE USES

A. ~~The~~ While not an exhaustive list, the following uses of Electronic Technology are considered unacceptable:

1. Users will not use Electronic Technology to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
 - f. materials that present a risk of harm to students, staff, Electronic Technology, or any school property.
2. Users will not use Electronic Technology to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use Electronic Technology to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use Electronic Technology to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use

Electronic Technology in such a way as to disrupt the use of the system by other users.

5. Users will not use Electronic Technology to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use Electronic Technology to post or provide private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school as directory information and verification is made that the school has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information; or
 - (2) such information is not classified by the school as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing Electronic Technology to post personal information about a user or

another individual on social networks, including, but not limited to, Facebook, Twitter, Instagram, Snapchat, TikTok, Reddit, and similar websites or applications.

7. Users are responsible for complying with school password security procedures. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use Electronic Technology to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use Electronic Technology for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use Electronic Technology to offer or provide goods or services or for product advertisement. Users will not use Electronic Technology to purchase goods or services for personal use without authorization from the appropriate school official.
10. Users will not use Electronic Technology to engage in bullying or cyberbullying in violation of the school's Bullying Prohibition Policy (Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. ~~This policy applies to the use of Electronic Technology regardless of whether or not the user is physically present on school property and regardless of whether or not the user is attending a school sponsored event or activity. The school has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet or Electronic Technology when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals; threats aimed at teachers or other students; failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities; and breaches of school security devices, including material maintained within school computers. If the school receives a report of an unacceptable use originating from a non-school computer or resource, the school~~

may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to Electronic Technology, the school computer system, and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.
- D. Any student who witnesses unacceptable use of Electronic Technology is encouraged to report this unauthorized use to the appropriate school official. Any school employee who witnesses unacceptable use of Electronic Technology shall report this unauthorized use to the appropriate school official.

VII. FILTER

- A. The School will monitor the online activities of minors and adults when those activities occur using Electronic Technology, and employ technology protection measures during any use of such Electronic Technology by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the executive director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - D. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - E. The school will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
 - F. The use of a “Proxy” server or service to bypass the filtering technology is not allowed and is a violation of this policy. Defeating or bypassing the filtering technology is also a violation of CIPA (Children's Internet Protection Act, [Federal Act, 2000]).

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of Electronic Technology shall be consistent with school policies and the mission of the school.

IX. NO EXPECTATION OF PRIVACY

- A. By authorizing use of Electronic Technology, the school does not relinquish control over materials on the system or contained in files on the system. Users have no reasonable expectation of privacy in the contents of any data, including personal files, that are accessed, reviewed, uploaded, downloaded, stored, maintained, printed, posted, transmitted, or distributed using Electronic Technology.
- B. Routine maintenance and monitoring of the Electronic Technology may lead to a discovery that a user has violated this policy, another school policy, or the law.
- C. An investigation or search related to employee use will be conducted when authorized by an administrator, supervisor or other person authorized by the executive director. An investigation or search related to student use will be conducted when authorized by the building principal or assistant principal, an administrator, supervisor or other person authorized by the executive director.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and email files. Parents have the right to request the termination of their child’s access to or use of Electronic Technology at any time.

- E. School employees should be aware that data and other materials in files maintained on or through the use of Electronic Technology may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.
- G. The school retains full ownership, authority, and control over its Electronic Technology. To the full extent permitted by law, the school may monitor and inspect the use of Electronic Technology, including, but not limited to, any data that are accessed, reviewed, uploaded, downloaded, stored, maintained, printed, posted, transmitted, or distributed using Electronic Technology. Such monitoring and inspection may occur as authorized by an administrator, supervisor or other person authorized by the executive director, without any notice to the user.

X. ELECTRONIC TECHNOLOGY USE AGREEMENT

- A. The proper use of Electronic Technology, and the educational value to be gained from proper Electronic Technology use, is the joint responsibility of students, parents and employees of the school.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access Electronic Technology.
- C. The Electronic Technology Use Agreement form for students must be read and signed by the student user and the parent or guardian. The Electronic Technology Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

XI. LIMITATION ON SCHOOL LIABILITY

Use of Electronic Technology is at the user's own risk. Electronic Technology is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misedeliveries or nondeliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on Electronic Technology. The school will not be responsible for financial obligations arising through unauthorized use of Electronic Technology.

XII. USER NOTIFICATION

- A. All users shall be notified of the school policies relating to Electronic Technology

use.

B. This notification shall include the following:

1. Notification that use of Electronic Technology is subject to compliance with school policies.
2. Disclaimers limiting the school's liability relative to:
 - a. Information stored on school diskettes, hard drives or servers.
 - b. Information retrieved through school computers, networks or online resources.
 - c. Personal property used to access school computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school may use technical means to limit student Electronic Technology access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via Electronic Technology, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XIII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT ELECTRONIC TECHNOLOGY USE

- A. Outside of school, parents bear responsibility for the same guidance of Electronic Technology use as they exercise with information sources such as television, phones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of Electronic Technology if the student is accessing Electronic Technology from home or a remote location.
- B. Parents will be notified that their students will be using school resources/accounts to access Electronic Technology and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Electronic Technology Use Agreement must be signed by the student user and the parent or guardian prior to use by the student.
 - 5. A statement that the school's acceptable use policy is available for parental review.

XIV. IMPLEMENTATION; POLICY REVIEW

- A. The school administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school Electronic Technology policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of Electronic Technology, the school board shall conduct an annual review of this policy.

ADOPTED BY THE BOARD ON: March 2008

REVISED BY THE BOARD ON: February 2, 2017; February 12, 2018; July 15, 2019; June 4, 2020

News #PA Foundation
member

SHANA WEAVER HOFFER

CONTACT

☎ 612-386-4686

✉ shanaoffer@gmail.com

📍 Richfield, MN

SKILLS SUMMARY

- Grants Management
- Strategic Collaborator
- Creative Problem Solver
- Relationship Builder
- Clarity in Communications

TECHNICAL SKILLS

Grantmaking Portals:
CyberGrants, Benevity, YourCause,
SmartSimple, Grant Interface

CRM Database:
Salesforce, Raiser's Edge

Microsoft 365:
Word, Excel, PowerPoint, Outlook,
OneDrive, SharePoint, Teams

Social Media:
Facebook, Instagram, LinkedIn,
Twitter, Pinterest, Slack

Additional:
Google Workspace, Zoom, Canva,
SurveyMonkey, Doodle, Asana,
PDF editing software

EXPERIENCE

* 2.5 million budget
BESTPREP, BROOKLYN PARK, MN

Vice President of Development

09/2022 - Present

Director of Development

09/2019 - 09/2022

Development Manager

04/2015 - 09/2019

* Grant Writer

03/2013 - 04/2015

Grants & Reporting

Oversee all aspects of grants processes, with grant funding comprising 75% of organization's budget; lead successful annual fundraising appeals; prepare reports and presentations for Board of Directors, CEO, and funders

Leadership & Strategy

Board Liaison

Member of Executive Team, guiding organizational planning; work alongside CEO in partnership strategy development; supervise development staff; serve as staff liaison to board subcommittees; collaborate with senior staff on CEO-assigned projects

Process Improvement

Increased cross-departmental project planning; consultant to program staff on program objectives and evaluation; initiated multiple customizations of Salesforce CRM to enhance grant/data management processes

Research & Writing

Research sources of funding and volunteers; collect data on youth education to support proposals, meetings, and external communications; develop text for digital/print materials, CEO communications, newsletters, and social media

HAZELDEN BETTY FORD FOUNDATION, ST. PAUL, MN

Donor Relations Officer

05/2011 - 01/2013

Donor Relations

Coordinated donor acknowledgements; collaborated with team to improve recognition procedures; identified prospects for Major Gifts Officer

Communications/Promotions

Created donor solicitations and campaign communications and text; improved collection of constituent feedback for use in promotional materials

Database Management

Streamlined data tracking between two databases



SHANA WEAVER HOFFER

CLIFTON STRENGTHS

- Ideation
- Adaptability
- Relator
- Developer
- Positivity

THE BASILICA OF ST. MARY, MINNEAPOLIS, MN
Research & Advancement Coordinator 07/2007 - 05/2011

Research

Conducted major donor analysis and prospect research supporting a successful \$17 million capital campaign; created detailed donor profiles and request recommendations for senior staff; developed donor cultivation strategies

Communications

Produced promotional materials, appeal letters and newsletter articles; oversaw development of new website including writing website copy; supported The Basilica Landmark rebranding campaign, working closely with graphic designer and web developers

Database Management & Reporting

Created queries and reports in Raiser's Edge; established procedures to improve data and prospect management

Volunteers & Events

Planned volunteer events, including a Centennial brunch for 1,000 guests; worked with volunteer groups and committees; established system for utilizing weekly office volunteers, including scheduling and supervision

EDUCATION

Master of Public Administration (2007)

Distinguished Graduate

St. Mary's University, San Antonio, TX

Bachelor of Arts, Sociology (2003)

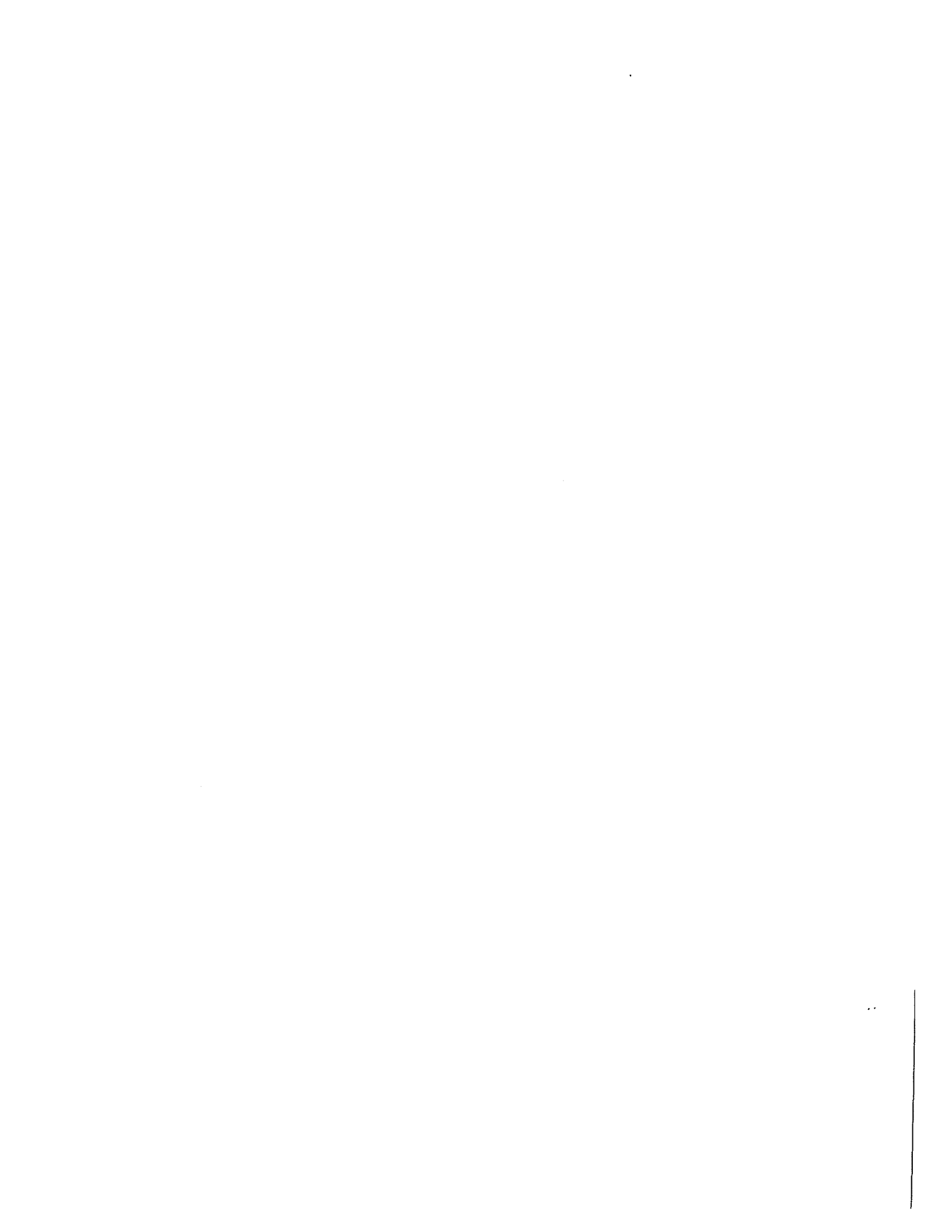
Trinity University, San Antonio, TX

New Strategies Nonprofit Leadership Program Certificate (2015)
Georgetown University, Washington D.C.

Institute of European Studies (2002)

Semester Abroad

Vienna, Austria



4/3/24, 8:43 AM

Seven Hills Classical Academy Mail - Re: Seven Hills, Foundation board member

Foundation

SEVEN HILLS BOARD MEMBER
PREPARATORY ACADEMY

→ voting power - yes

Carolyn Farrell <cfarrell@shpamn.org>

Re: Seven Hills, Foundation board member

1 message

Tue, Apr 2, 2024 at 8:08 PM

Shana <shanahoffer@gmail.com>

To: Carolyn Farrell <cfarrell@shpamn.org>

501(316)

↳ she will come

to next Craig mtg

I'll be there, thanks.

On Tue, Apr 2, 2024, 6:33 AM Carolyn Farrell <cfarrell@shpamn.org> wrote:

Good morning, I would like to meet in person so that would be our Richfield Campus at 1401 W. 76th St. When we create a Google meet, it automatically generates a virtual link. And we will meet in my office. Our facilities manager, Marcus Barrios, will be present, and two of our current foundation members, Mr. Grutsch, and Ms. Ryks. It will be more informal, but we will want to learn more about your fundraising experience and your work as a VP. A brief résumé would be helpful. And then we will definitely give you time to ask questions, also.

Ms. Farrell

Sent from my iPhone

On Apr 1, 2024, at 6:14 PM, Shana <shanahoffer@gmail.com> wrote:

I just responded to the invitation. The meeting location is listed as your office, but there's also a Google meet link. Do you have a preference?

Please let me know if there is any information you'd like me to have prepared for the meeting.

Thanks,
Shana

On Tue, Mar 26, 2024, 9:03 AM Shana <shanahoffer@gmail.com> wrote:
Thanks, I would be interested in connecting next week to learn more. April 2 & 3 are busy days in the office but I'm available from 8:30-10:00 on Apr 2 and 8:30-10:30 on Apr 3. Apr 4 and 5 are wide open right now. Are you hoping to meet in-person or virtually?

Thanks!

-Shana

On Mon, Mar 25, 2024, 1:45 PM Carolyn Farrell <cfarrell@shpamn.org> wrote:

Hi Shana, thank you for reaching out. The Foundation has just been formed. We are looking for someone with fundraising experience and/or experience in managing funds for a nonprofit organization, although experience is not required. Our office is closed this week but if you would like to talk more, we can check in early next week. Let me know what your availability is for Tuesday or Wednesday (April 2nd/3rd). I have also copied our Interim Foundation Chair on this email, Courtney Ryks. Thanks!

Ms. Farrell

Carolyn Farrell

Interim Executive Director

Principal Richfield Elementary School

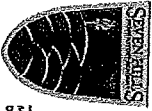
Seven Hills Preparatory Academy

1401 West 76th Street

Richfield, MN 55425

Phone: (612)314-7602

Fax: (612)314-6709



Moderate Praise, And Moreover,
Disciplined Learning, Responsible Citizenship.

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

On Thu, Mar 21, 2024 at 11:45 AM Shana <sharahoffer@gmail.com> wrote:
Hi Ms. Farrell,

My daughter is a 2nd grader at Seven Hills. I have seen the call for a board member at the Seven Hills Foundation with fundraising experience and am interested in learning more. I've worked in nonprofit fundraising for more than 15 years, currently as the VP of Development for BestPrep, an organization specializing in youth education.

4/3/24, 8:43 AM

Seven Hills Classical Academy Mail - Re: Seven Hills, Foundation board member

Can you share some additional information about what you are looking for in this board member role and what would be required? I'm open to a phone call if that would be more efficient for you.

Thanks for your time!

- Shana Hoffer



EXHIBIT C

Revised: February 4, 2021

Bylaws

Seven Hills Preparatory Academy

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

ARTICLE I - PURPOSE

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

ARTICLE II - OFFICES

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

ARTICLE III - MEETINGS OF THE BOARD

Section 1. Regular Meetings.

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

Section 2. Special Meetings.

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

Section 3. Emergency Meetings.

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

Section 4. Quorum and Adjourned Meeting.

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

Section 5. Voting.

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

Section 6. Confidentiality.

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

ARTICLE IV - BOARD OF DIRECTORS

Section 1. General Powers.

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

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

Section 2. Number.

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

Section 3. Designation & Change of Governance Structure.

a) Designation of Governance Structure.

The Board of Directors shall adhere to a parent/guardian ~~adhere a parent to a non-teacher~~ majority Governance Structure with a minimum of three licensed teacher members required and maximum determined by the size of the board. ~~The teacher members may not serve in a partial administrative role for the school.~~ Also required is at least one teacher member from each of the two campuses. The board will have at least one parent or legal guardian of a student enrolled in the school who is not an employee of the school, and at least one community member. A community member serving on the board must reside in Minnesota, must not have a child enrolled in the school, and must not be an employee of the charter school.

b) To serve as a licensed teacher, an individual must:

- 1) be employed by the school or provide at least 720 hours of service under a contract between the school and a teacher cooperative;
- 2) be a qualified teacher as defined under section 122A.16, either serving as a teacher of record in a field in which the individual has a field license, or providing services to students the individual is licensed to provide; and
- 3) not serve in an administrative or supervisory capacity for more than 240 hours in a school calendar.

~~b~~c) 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.

ed) 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) A director may not serve more than three terms or a total of nine years.

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 disband any established committee as it sees fit, regardless of whether the committee is a standing committee or an ad hoc committee. An ad hoc committee is considered disbanded once its designated task has been completed.

a) Authority of Committees.

Except as authorized by the Board of Directors, each committee is advisory only, such that it has no decision-making authority. If the Board authorizes a committee to have decision-making authority or the committee consists of a quorum or more of Directors, the meetings of that committee must be posted and held in accordance with the Open Meeting Law. A committee that has decision-making authority may exercise that authority only through the affirmative vote of a majority of the total members of the committee.

b) Procedures for Conducting Committee Meetings.

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

c) Limitation on Authority of Committees.

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

d) Requirement of Committee Chairs.

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

ARTICLE V - CONFLICTS OF INTEREST

Section 1. Conflicts of Interest Prohibited.

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

Section 2. Compensation.

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

ARTICLE VI - OFFICERS AND EMPLOYEES

Section 1. Officers and Terms.

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

Section 2. Vacancies.

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

Section 3. Chair.

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

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

Section 4. Vice-Chair.

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

Section 5. Treasurer.

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

Section 6. Secretary.

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

Section 7. Removal of Officer.

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

Section 8. Resignation.

Any officer may resign from office at any time by giving written notice to the Board of Directors. Resignation as an officer does not automatically remove the officer from the board. Such resignation will be effective upon delivery of the notice to any other officer of the Corporation, unless a later effective date is specified in the written notice. The Board is not required to accept a resignation in order for it to become effective. An election or appointment of a replacement officer will occur.

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

ARTICLE VII - DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets.

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

Section 2. Cessation and Distribution.

When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets in accordance with

all applicable laws. Notice of intent to dissolve shall be filed with the Secretary of State as required by law.

ARTICLE VIII - INDEMNIFICATION

Section 1. Indemnification.

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

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

Section 2. Insurance.

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

ARTICLE IX - AMENDMENTS

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

ARTICLE X - FINANCIAL MATTERS

Section 1. Contracts.

By majority vote of a quorum, the Board of Directors may authorize officers or agents of the Corporation to enter into any contract or to execute and deliver any

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

Section 2. Loans and Pledges.

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

Section 3. Authorized Signatures.

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

Section 4. Deposits.

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

Section 5. Corporate Seal.

The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office.

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

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

Section 7. Accounting System and Audit.

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

ACADEMIC & NON-ACADEMIC OUTCOMES / GOALS SEVEN HILLS PREPARATORY ACADEMY

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

Goal 1: State Assessments (50% weight)

Sub Goal 1.1: Absolute Proficiency.

- At the conclusion of FY2028, the LEA's third-grade proficiency rates (students who meet or exceed standards) for the most recent four years will average no less than 10 points higher than the state average in reading.
- Each year through FY2028, the LEA proficiency rates will exceed the state-average proficiency rates for the same grades served by the LEA in math, reading, and science.

Sub Goal 1.2: Comparative Proficiency – District. Each year through FY2028, the LEA will demonstrate higher School-wide proficiency rates than each of the Bloomington, Burnsville, and Richfield school districts, for the same grades served, for each reading, math, and science.

Sub Goal 1.3: Growth. Each year through FY2028, as published by the Minnesota Department of Education in its North Star Accountability System for each reading and math, the LEA's percentage of students who maintained or improved achievement levels at Partially-Meets or higher will exceed the state-average.

Sub Goal 1.4: Achievement Gap Reduction.

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

- For each year through FY2028, for each student subgroup other than English Learners for which the School has publicly-reportable counts, the average number of progress points generated by such School student subgroups based on changes in their achievement levels, as published by the Minnesota Department of Education, will exceed the state average for the subgroup.
- English-Learners: As published by the Minnesota Department of Education, for each year through FY2028 for which the School has publicly-reportable counts of English-Learner students:

- the School's English Learners will average higher progress towards target than the statewide average, and
- the School's percentage of English Learners who met or exceeded their targets will exceed the statewide average.

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

World's Best Workforce Charter Contract Target: All students are ready for career and college.

Each year through FY2028, the LEA will administer a nationally-normed assessment in at least 5th and 8th grades, and the LEA's percentage of 5th and 8th grade students who meet or exceed the national comparison group average for their respective grade, will exceed 50%.

Goal 3: Ready for School (20% weight)

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

Each year through FY2028, by February 1st, 60% of all LEA's kindergarten students continuously enrolled since the first day of school will be able to identify all 26 upper and lower case letters and generate all sounds of the first 26 phonograms, and 80% will be able to count to 32.

Goal 4: School Culture (10% Weight)

Sub-Goal 4.1: Professional Development. At least 100% of all staff employed for at least one academic year shall receive professional development each year through FY2028, as demonstrated by LEA records.

Sub-Goal 4.2: Stakeholder Satisfaction. Each year through FY2028, the LEA will administer both a staff and parent survey, and at least 80% of staff and parents returning the survey will indicate overall satisfaction with the School.

Sub-Goal 4.3: Attendance. Each year through FY2028, the LEA will achieve a higher rate of consistent attendance than the state average. Consistent Attendance means students who attend more than 90 percent of the time the student is enrolled.

IMPLEMENTATION OF PURPOSE/MISSION SEVEN HILLS PREPARATORY ACADEMY

The School's identified three statutory purposes and the methods it will use to achieve them are:

- 1. Improve All Pupil Learning & All Student Achievement:**
To improve all pupil learning and all student achievement, the School will implement the core knowledge sequence, which has been demonstrated to improve student achievement. The School will also implement Math in Focus: Singapore Math which has similarly been demonstrated to improve student achievement. In addition, the School will implement Latin, and foreign language instruction has been demonstrated to improve student achievement.
- 2. Measure Learning Outcomes and Create Different and Innovative Forms of Measuring Outcomes**
All students are assessed at least annually in math and reading with a national assessment approved by the Board. The School annually provides a national assessment for students in grades 5 and 8. In addition, the School utilizes standards-based interim assessments focused on reading and math. Analysis of assessment results assist in identification of strengths and weaknesses informing the teacher on the instructional disconnect. Teachers then re-teach effectively what students must learn. This use of data is a clearly defined and effective pathway to academic achievement, and when correctly applied, leads to dramatic gains in student performance.
- 3. Create New Professional Opportunities for Teachers**
The School establishes learning communities which organize staff into school-based learning teams focused on using data to establish annual student performance goals that are aligned with state standards. In addition, the School provides time and resources for teachers to attend conferences in their specific content areas. Teachers also write multi-year individual professional growth plans aimed at increased content and skills knowledge.

The School will report its implementation of these purposes in its annual report.

SCHOOL PROGRAMS SEVEN HILLS PREPARATORY ACADEMY

This Exhibit E has two pages.

In-School Time Programs:

K – 8 Academic Program:

1. 90% Implementation of the Core Knowledge Sequence applicable to grades K-8
2. Implementation of Math in Focus: Singapore Math program, training and professional development..
3. Implementation of the science of reading model, training, coaching, and professional development.
4. Implementation of foreign language instruction, with Latin instruction by grade 5.
5. Academic programming implemented via Paideia instruction methodologies: Didactic, Coaching, and Socratic Seminars.
6. Implementation of the Classical education model.
7. Middle school implementation of core knowledge for Classical literature, analytical grammar, Classical roots-based vocabulary development, and *Strategies for Writers* for writing instruction.
8. Implementation of differentiated instruction both support for remediation and acceleration for the profoundly gifted student

Narrative:

As a Classical academy, Seven Hills motivates and develops the full potential of all its students. The Academy's name represents the seven hills of Rome and the seven liberal arts. Seven Hills sets a high standard for academic excellence. It features a disciplined learning environment geared for students willing to be inspired and challenged. Seven Hills also focuses on character education, stressing mutual respect and promoting a strong value system that embraces cooperation, assertion, responsibility, empathy, and self-control (CARES) at the elementary level and Trustworthy, Open-minded, Respectful, Compassionate, and Honorable (TORCH) at the middle level.

Using the core knowledge sequence as a foundation for its curriculum, the School uses the following guiding principles in implementing its education:

- Intellectual rigor and mental discipline with the goal of wisdom and eloquence
- Character development through a focus on truth, goodness, and core virtues with the purpose of cultivating strong citizenship
- In-depth study of the origin of Western Civilization but not to the exclusion of other cultures or to the global culture
- High standards of academic excellence
- A community of learners where everyone is engaged in life-long learning
- A spirit of inquiry and intellectual curiosity

The Middle School provides a rigorous academic program which promotes critical-thinking and community service. The School delivers instruction through the Classical model. Middle-School students are generally moving through the classical logic stage and, for this reason, the School requires all middle school students to take both formal logic and debate courses. Latin is also required for all students, as is Art, Music, and Physical Education. The curriculum is aligned to provide for integration of content areas as provided by the core knowledge sequence.

Out-of-School Time Programs

Homework Club: The Middle School offers an after-school Homework Club, staffed by middle school teachers, two days a week for 45 minutes after school. Homework Club provides a quiet classroom for students, on a voluntary basis, to use the time to work on assignments and receive assistance as needed. Students must pre-register to participate. Homework Club provides no direct instruction and collects no performance data.

Homework Club is free to the student; cost of staff is encompassed within the staff employment agreement.

ADMISSION POLICIES & PROCEDURES SEVEN HILLS PREPARATORY ACADEMY

This Exhibit G has three pages.

The School establishes the following admissions policy and procedures for each campus: application to one campus does not apply or transfer to other campuses but applicants may apply to all campuses.

POLICY STATEMENT: Admission to Seven Hills Preparatory Academy is open to all students, without regard to ability, race, religion, or any other factors, other than the capacity of the program, class, grade level, or building.

- (1) Each school year, the Board:
 - a. establishes by October 1st the open enrollment period applicable to the following school year's admissions.
 - b. publishes by October 1st :
 - (i) Seven Hills Preparatory Academy's enrollment application applicable to the following school year, and
 - (ii) this Admissions and Lottery Policy.
 - c. establishes and publishes by February 1st, the Available Enrollment by Grade applicable to the following school year.
- (2) Notice to Currently Admitted Students & Staff Employed at the School: Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents and staff so that siblings of currently admitted students, foster children of parents of currently admitted students, and children of staff may submit a timely application.
- (3) Currently Admitted Students – Intent to Return: Prior to the beginning of the open enrollment period, the school asks families to complete an "Intent to Return" form if the student is not returning to the School.
- (4) Application Processing. Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date.
- (5) Admissions. All applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery; however, siblings of currently admitted students, foster children of parents of currently admitted students, and children of staff employed in school have preference.
- (6) Siblings of Admitted Students ("Siblings") and Foster Children of Parents of Currently Admitted Students ("Foster Siblings"): Siblings and Foster Siblings, who submit an

application before the expiration of the open enrollment period, of currently admitted students are automatically admitted unless the number of Sibling and Foster Sibling applications exceed the available enrollment established by the Board for the applicable grade(s). If the number of Sibling and Foster Sibling combined applications exceeds available enrollment in any grade, a Sibling and Foster Sibling lottery is held for each such grade. Siblings and Foster Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by Siblings and/or Foster Siblings, the Sibling and Foster Sibling lottery continues and establishes the Sibling and Foster Sibling waiting list, which has preference over both the staff-children waiting list and the general waiting list.

- (7) Children of Staff Employed at Seven Hills Preparatory Academy: Children of staff employed at the school who submit an application before the expiration of the open enrollment period, are automatically admitted provided that all Siblings and Foster Siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of staff exceeds the available enrollment established by the Board for any grade (and after all Siblings and Foster Siblings (of admitted students) who submitted a timely application are admitted), a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by children of staff, the staff-children lottery continues to establish the staff-children waiting list for each such grade.
- (8) General Lottery: If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade (and after Siblings and Foster Siblings (of admitted students) who submitted timely applications are already admitted or establish a Sibling and Foster Sibling waiting list, and after all children of staff employed at the school who submitted a timely application are already admitted or establish a staff-children waiting list), the school conducts a general lottery. All applications for each such grade(s) (excluding applications from Siblings and Foster Siblings of already admitted students and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s). If all available enrollment in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).
- (9) Applications received after the open enrollment period expires are automatically admitted as long as there is available enrollment as established by the Board in the applicable grade, in the order received. If, or once, there is no available enrollment in any grade, applications are added to the applicable waiting list for each such grade, in the order received.
- (10) The School conducts all lotteries through a method of random selection.

General Admission Procedures:

- (1) **Order of Admission:** Siblings and Foster Siblings of Already Admitted Students, then Children of Staff Employed at the School, then General Admissions.
- (2) **No waiting list carry over from year to year:** Each waiting list is subject to a lottery and redrawn during each admission process each year.
- (3) **Multiple births** (twins, triplets, etc): Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.
- (4) **Lottery Grade Order:** Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.

**GOVERNANCE AND MANAGEMENT PLAN
SEVEN HILLS PREPARATORY ACADEMY**

The School shall be operated by a School Board elected in accordance with its bylaws.

The School Board delegates the day-to-day management of the School to an administrator who is hired and supervised by the School Board.

The School Board shall employ and contract with necessary teachers, as defined by Minn. Stat. 122A.15, Subd. 1, who hold valid licenses to perform the particular service for which they are employed at the School.

Teachers employed at the School shall be treated by the School as public school teachers for the purposes of Minn. Stat. chapters 354 and 354A.

The School Board may employ necessary employees who are not required to hold teaching licenses to perform duties other than teaching and may contract for other services.

The School Board may discharge teachers and non-licensed employees.

The School Board shall decide matters relating to operations of the School including, but not limited to, budgeting, curriculum programming, personnel, and operating procedures. The School Board delegates to the school administrator implementation of the operational decisions made by the School Board.

The School Board shall adopt personnel evaluation policies and practices that comply with Minn. Stat. 124E.03 Subd. 2(h) and 124E.12 Subds. 1 & 2.

The School Board shall implement a governance plan whereby it regularly, but no less than annually, evaluates: academics -- whether the school is improving student achievement; finances -- whether the school is fiscally sound; and operations - whether the school is well-managed and legally compliant; and shall include summaries of its evaluations in board minutes.

The School Board shall adopt a policy, plan, budget and process consistent with Minn. Stat. 120B.11 to review curriculum, instruction, student achievement, and strive for the world's best workforce.

The School Board shall review its strategic plan annually. As part of its strategic plan the School Board will implement a financial plan to establish a 25% fund balance within four operating years.

ADMINISTRATION AND OPERATIONS PLAN SEVEN HILLS PREPARATORY ACADEMY

Executive Director:

The Board hires an Executive Director who manages the day-to-day operations of the School. Responsibilities include: (1) implementing the mission and philosophy of the School; (2) Maintaining the academic integrity of the school; (3) Managing the operations of the School, administration, faculty, and staff; (4) Ensuring the curriculum furthers the mission of the School; (5) Oversee the Principals responsible for observing the classrooms and coaching the teachers; and (5) Supervising students.

The Executive Director is a leader. The Executive Director ensures the culture and mission of the School are clear to all stakeholders. The Executive Director also facilitates development of the School's culture. The Executive Director reports to the Board.

The Executive Director is a learning coach for the Principals. The Principals conduct classroom visits at least weekly and provides written feedback, and ensures that that faculty reviews are also conducted by both peer and outside evaluators.

Faculty:

The faculty teaches the curriculum as set forth and approved by the Administration and the Board of Directors. Multiple classes in any grade will follow the same curriculum map to ensure consistency from class to class and consistent expectations. Any deviation from the approved curriculum must be approved by both the Executive Director and the Board. The faculty reports to the Principals who report to the Executive Director.

Business Manager:

The School contracts with a business manager who is responsible for all financial matters at the School. The business manager has a strong background in school finance and reporting and oversees the budget and preparation of necessary reports. The Business Manager reports to the Board.

Management Organization.

The School shall not engage or contract with a charter management organization or an education management organization.



4/10/2024

**Contract Amendment to the 1-24-19 Agreement for Transportation Services
Between Academy of Holy Angels and Seven Hills Preparatory Academy**

Per paragraph 5 of the 1-24-19 signed contract between SHPA and AHA, both parties agree to extend the contract through the 2024-2025 school year. For the 2024-2025 school year, SHPA agrees to pay \$626,949 for Eleven (11) AM and PM school routes based on 173 school days. Nine equal payments of \$69,661 will be made beginning September 1, 2024, through May 1, 2025.

The SHPA address for school year 2024-25 will be 4101 Southcross Drive, Burnsville, MN, 55378.

No other contractual terms or agreements are changed by this amendment.

David Devine
CFO
Academy of Holy Angels

Date

Carolyn Farrell
Executive Director
Seven Hills Preparatory Academy

Date

APPENDIX B

SEVEN HILLS PREPARATORY ACADEMY – POLICY NUMBER: _____
NEPOTISM POLICY

I. PURPOSE

The purpose of this policy is to comply with MN Statutes 124D.10 Sub 11(c) that requires charter schools to have a nepotism policy regarding employment.

II. GENERAL STATEMENT OF POLICY

In order to avoid a variety of personnel problems (the perception of favoritism, awkward workplace situations, difficult work environments, employee morale, and job satisfaction issues), a transparent policy regarding nepotism in the workplace is desirable.

III. DEFINITIONS

A. Nepotism – Favoritism applied without regard to merit through authority or influence by someone in a position of power toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving treatment in any employment action to family members and others as defined in the policy.

B. Employment Action – Hire, promote, reclassify, supervise, direct, evaluate, make a compensation recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.

C. Family Member – Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and any who stood in loco parentis to the employee as a child.

D. Alternative Arrangements – Removing the responsibility to hire, promote, reclassify, supervise, direct, evaluate, or make a compensation recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment for the family member, and recusing oneself from influencing employment-related decision. This includes relationships that are post-hire. If alternative arrangements are not possible, employment is not feasible.

IV. PROCEDURES

A. Individuals must notify the Executive Director if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy. The Executive Director must notify the Board Chair if any of his/her family members apply for a position.

B. In considering the employment of an employee's family member, the school must ensure that:

- i. The relative has the appropriate education and credentials for the job;
- ii. The position is an existing position with a published job description and determined pay and performance expectations.
- iii. The position is posted and the potential candidates are vetted in accordance with

APPENDIX B

the procedures of the school.

C. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.
Policy #492

D. Internal and external applicants who have family members who work at the school must have an approved alternative arrangement in place prior to being approved for employment if the family member is involved in any employment actions regarding the applicant.

E. If a conflict of interest cannot be eliminated through alternative arrangements, the hire will not be approved.

F. All employees hired who have family members working at the school must have on file an approved Family Relationship Disclaimer with an approved alternate arrangement if necessary.

G. Individuals who do not notify the Head of School and who do not have the necessary alternative arrangements are in violation of school policy and will be subject to corrective action.

V. ACCOUNTABILITY

Individuals violating this policy will be held accountable with consequences up to and including termination.

References

MN Statues 124E.06

Approved: _____

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

POLICY 514: BULLYING PROHIBITION

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teachers' ability to educate students in a safe environment. The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
- a. on school premises, on school property, or at school-related functions or activities, or on school transportation;
 - b. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - c. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning of school environment.;
- B. This policy applies:
- a. not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying;;
 - b. ~~This policy also applies~~ to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the ~~local educational agency~~ school or the safety or welfare of the student; or other students, or employees materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges; ~~Cyberbullying also may constitute an act of bullying. This~~

~~policy also applies~~

- c. a school-aged child who voluntarily participates in a school activity, such as a cocurricular or extracurricular activity;
 - d. to an act of cyberbullying regardless of whether such acts are act is committed on or off local educational agency school property and/or with or without the use of school resources;
 - e. to sexual exploitation.
- C. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.
- D. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying.
- E. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- F. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- G. False accusations or reports of bullying against another student are prohibited.
- H. A person ~~student~~ who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including the school's discipline policy. ~~A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false report of bullying shall be subject to disciplinary action.~~ The school may take into account the following factors:
1. The developmental age and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying or other prohibited conduct may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school ~~district~~ shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring

violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events.

- G. The school will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
- a. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - b. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” specifically includes “cyberbullying” as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than ~~one school day~~ 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

- a. causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
- b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
- c. is directed at any student or students, including those based on a personal actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school property, ~~or at school-related functions or activities,~~ or on school transportation" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for ~~local educational agency school~~ purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

G. ~~"Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:~~

~~¶~~

~~a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;~~

~~¶~~

~~b. Violates Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or~~

~~¶~~

~~c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status,~~

~~physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.~~

- H. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- I. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- J. “Student” means a student enrolled in the school.

IV. REPORTING PROCEDURE

- A. ~~Any student person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall~~ report the alleged acts immediately to an appropriate school official designated by this policy. A student person may report bullying anonymously. However, ~~the school’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited~~ the school may not rely solely on an anonymous report to determine discipline or other remedial responses. Any teacher, administrator, volunteer, contractor, or other employee of the school with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school official.
- B. The school encourages the reporting party or complainant to submit a complaint in writing but oral reports shall be considered complaints as well.
- C. ~~The executive director or designee (hereinafter the~~ The “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. At the Bloomington Campus, the Bloomington Campus Principal shall be the building report taker, and at the Richfield Campus, the Richfield Campus Principal shall be the building report taker. Any person may report bullying or other prohibited conduct directly to a school human resources officer or the Executive Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director or the school 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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the

investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, witnesses, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the ~~executive director~~ building report taker immediately. School personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school 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's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school shall undertake or authorize an investigation by ~~school officials~~ the building report taker or a third party designated by the school.
- B. The building report taker or other appropriate school officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, reporter, students, or others pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determined that bullying or other prohibited conduct has occurred, the school 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~~ conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school policies; and applicable regulations.
- E. The school 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. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of the remedial or disciplinary action taken, to the extent permitted by law, ~~based on a confirmed report.~~
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

VI. REPRISAL

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, or against any person who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. ~~The school annually will provide information and any applicable training to local educational agency staff regarding this policy. The school shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. The school shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school. The school or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.~~
- B. The school annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. ~~Newly employed school personnel must receive the training within the first year of their employment with the district or school. A district or school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance.~~
- C. The administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- D. The school will ~~may~~ implement violence prevention and character development education programs to prevent ~~and or~~ 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, and resourcefulness.
- E. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

- F. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

- G. The school shall inform affected students and their parents or guardians of rights they may have ~~rights~~ under state and federal data practices laws to obtain access to data related to an incident and to contest the accuracy or completeness of the data.

VIII. NOTICE

- A. The school will give annual notice of this policy to students, parents or guardians, and staff, and ~~reference to~~ this policy shall appear in the parent-student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school ~~district~~ and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students, at the time of initial employment with the school.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy must be available to all parents and other school community members in an electronic format in the languages appearing on the ~~district or~~ school Web site, consistent with the ~~district~~ school policies and practices.
- F. The school shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the Board shall, on a cycle consistent with other school

policies, review and revise this policy. The policy shall be consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

ADOPTED BY THE BOARD ON: March 2008

REVISED BY THE BOARD ON: February 2, 2017

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

SEVEN HILLS PREPARATORY ACADEMY

Budget Projections through FY29 - LEA Wide Enrollment

	Original FY23-24	Projections							
		FY24-25	FY25-26	FY26-27	FY27-28	FY28-29			
Enrollment									
HK	8	8	8	8	8	8	8	8	8
K	142	120	134	144	144	144	144	144	144
1	150	128	142	152	152	152	152	152	152
2	150	145	142	152	152	152	152	152	152
3	145	144	142	147	147	147	147	147	147
4	135	141	135	135	142	142	142	142	142
5	135	139	135	125	131	131	131	131	131
6	105	115	115	115	115	115	115	115	115
7	95	105	105	105	105	105	105	105	105
8	80	100	100	100	100	100	100	100	100
Enrollment by State Pupil Unit Weightings:									
Total Students Grade K	150	128	142	152	152	152	152	152	152
Total Students Grades 1-3	445	417	426	451	451	451	451	451	451
Total Students Grades 4-6	375	395	385	375	388	388	388	388	388
Total Students Grades 7-12	175	205	205	205	205	205	205	205	205
Total Students for Budgeting	1,145	1,145	1,158	1,183	1,196	1,196	1,196	1,196	1,196
Total Pupil Units for State Funding	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00	1237.00	1237.00	1237.00



Budget Assumptions through FY29 - Burnsville Campus Enrollment

Enrollment	Bloomington		Burnsville		Burnsville		Burnsville		Burnsville	
	Original	Projections	Projections	Projections	Projections	Projections	Projections	Projections	Projections	Projections
	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29				
HK	5	5	5	5	5	5				
K	95	71	85	95	95	95				
1	100	76	90	100	100	100				
2	100	93	90	100	100	100				
3	95	92	90	95	95	95				
4	85	91	85	85	85	92				
5	85	89	85	75	81	81				
6	0	0	0	0	0	0				
7	0	0	0	0	0	0				
8	0	0	0	0	0	0				

Enrollment by State Pupil Unit Weightings:

Total Students Grade K	100	76	90	100	100	100
Total Students Grades 1-3	295	261	270	295	295	295
Total Students Grades 4-6	170	180	170	160	173	173
Total Students Grades 7-12	0	0	0	0	0	0
Total Students for Budgeting	565	517	530	555	568	568
Total Pupil Units for State Funding	565.00	517.00	530.00	555.00	568.00	568.00

SEVEN HILLS PREPARATORY ACADEMY

Budget Assumptions through FY29 - Richfield Campus Enrollment

Enrollment	Original	Projections				Projections			
	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29			
HK	3	3	3	3	3	3			
K	47	49	49	49	49	49			
1	50	52	52	52	52	52			
2	50	52	52	52	52	52			
3	50	52	52	52	52	52			
4	50	50	50	50	50	50			
5	50	50	50	50	50	50			
6	105	115	115	115	115	115			
7	95	105	105	105	105	105			
8	80	100	100	100	100	100			

Enrollment by State Pupil Unit Weightings:

Total Students Grade K	50	52	52	52	52	52
Total Students Grades 1-3	150	156	156	156	156	156
Total Students Grades 4-6	205	215	215	215	215	215
Total Students Grades 7-12	175	205	205	205	205	205
Total Students for Budgeting	580	628	628	628	628	628
Total Pupil Units for State Funding	615.00	669.00	669.00	669.00	669.00	669.00

SEVEN HILLS

PREPARATORY ACADEMY

Total Revenues - District Wide

	Original FY23-24	Projections				Projections FY28-29
		FY24-25	FY25-26	FY26-27	FY27-28	
Enrollment Assumptions						
ADM	1145	1145	1158	1183	1196	1196
Pupil Units	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00
Revenues						
State Aids						
General Education Aid	9,572,722	10,015,140	10,296,722	10,674,146	10,965,214	11,156,383
Charter School Lease Aid	1,550,520	1,557,609	1,572,863	1,587,038	1,603,688	1,602,000
State Special Ed Aid (Less Transportation)	1,865,285	1,824,093	1,821,175	1,877,542	1,935,643	1,995,532
SPED/HHM Transportation Aid	166,500	173,993	330,602	338,867	347,338	356,022
Endowment Revenue	45,513	45,744	46,245	47,210	47,711	47,711
Q-Comp Aid	293,601	307,191	293,601	296,934	303,345	306,678
Literacy Incentive	123,300	123,300	123,300	123,300	123,300	123,300
Other State Aids	180,760	181,552	183,268	186,568	188,284	188,284
Total State Revenues	13,798,200	14,228,622	14,667,775	15,131,604	15,514,523	15,775,911
Federal Aids						
Title	165,316	170,275	175,383	180,645	186,064	191,646
Federal Special Ed	168,779	173,842	179,057	184,429	189,962	195,661
ESSER (CARES/CRF)	386,455	0	0	0	0	0
ADSS Grant	464,183	479,779	494,172	508,997	524,267	539,995
Total Federal Revenues	1,184,733	823,896	848,612	874,071	900,293	927,302
Other Revenues						
Field Trips & Other Fees	162,200	165,000	165,000	165,000	165,000	165,000
Gifts & Bequests	40,000	40,000	40,000	40,000	40,000	40,000
Miscellaneous	78,200	80,000	80,000	80,000	80,000	80,000
Food Service Revenue	503,505	506,610	524,169	540,194	556,700	573,701
Total Other Revenues	783,905	795,610	809,169	825,194	841,700	858,701
TOTAL REVENUES	\$15,766,837	\$15,846,128	\$16,325,556	\$16,830,869	\$17,256,516	\$17,561,913



Total Expenditures - District Wide

	Original FY23-24	Projections					Projections FY28-29
		FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	
Enrollment Assumptions							
ADM	1145	1145	1158	1183	1196	1196	1196
Pupil Units	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00	1237.00
	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Inflation Assumptions							
Salaries	4,925,050	4,536,917	4,627,656	4,720,209	4,814,613	4,910,905	4,910,905
Benefits	1,674,517	1,270,337	1,573,403	1,604,871	1,636,968	1,669,708	1,669,708
ADSS Expenditures	776,341	799,631	823,620	846,329	873,778	899,992	899,992
Q-Comp	293,601	307,191	293,601	296,934	303,345	306,678	306,678
Contracted Services	551,985	568,545	585,601	603,169	621,264	639,902	639,902
Communication Services	44,150	45,475	46,839	48,244	49,692	51,182	51,182
Postage	6,304	6,493	6,687	6,888	7,095	7,308	7,308
Utilities	276,966	285,275	293,833	302,648	311,727	321,079	321,079
Property & Liabilities Insurance	89,301	91,980	94,739	97,582	100,509	103,524	103,524
Maintenance, Repairs, & Janitorial	157,590	162,318	167,187	172,203	177,369	182,690	182,690
Contracted Transportation	892,471	1,195,062	1,224,939	1,280,061	1,337,664	1,397,858	1,397,858
SPED & HHM Transportation	193,325	367,335	376,518	385,931	395,580	405,469	405,469
Building Lease Cost							
Current Building Lease - Bloomington (Cedar Valley)	744,600	0	0	0	0	0	0
Refinance and one bond payment	0	1,730,677	1,747,625	1,763,375	1,781,875	1,780,000	1,780,000
New Bond Issue - Principal & Interest - Burnsville	0	0	0	0	0	0	0
Bond Issue Principal & Interest - Richfield ABC	940,573	0	0	0	0	0	0
Debt Service Related Expenses - Richfield ABC	10,000	0	0	0	0	0	0
Add Lease Cost for Future Capital Improvements - Richfield ABC	27,627	0	0	0	0	0	0
Total Building Lease Cost	1,722,800	1,730,677	1,747,625	1,763,375	1,781,875	1,780,000	1,780,000

SEVEN HILLS PREPARATORY ACADEMY

Total Expenditures - District Wide

	Original FY23-24	Projections				Projections FY28-29
		FY24-25	FY25-26	FY26-27	FY27-28	
Enrollment Assumptions						
ADM	1145	1145	1158	1183	1196	1196
Pupil Units	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00
ESSER (CARES/CFR) - Non Salaries	136,455	0	0	0	0	0
Expenses Supported by Donations/Gifts	16,074	16,556	17,053	17,565	18,092	18,634
Loan Principal & Interest	0	0	0	0	0	0
Dues and Memberships	48,008	49,448	50,932	52,460	54,034	55,655
Staff Training, Travel, and Conferences	21,745	22,398	23,070	23,762	24,475	25,209
Student Field Trips	46,508	47,903	49,340	50,821	52,345	53,915
Capstone Fees	60,000	60,000	60,000	60,000	60,000	60,000
Other Rentals & Operating Leases	60,760	62,583	64,461	66,395	68,386	70,438
Non-Instructional Supplies	108,719	111,981	115,340	118,800	122,364	126,035
Instructional Supplies	66,765	68,768	70,831	72,956	75,145	77,399
Textbooks, Workbooks, and Assessments	70,000	80,000	80,000	80,000	80,000	80,000
Library Books	214	221	227	234	241	248
Furniture & Equipment	16,000	10,000	10,000	10,000	10,000	10,000
Technology Equipment	16,000	60,000	60,000	60,000	60,000	60,000
Activities	0	15,000	15,000	15,000	15,000	15,000
State Special Ed. Expenditures	2,220,809	2,287,433	2,356,056	2,426,738	2,499,540	2,574,526
Federal Special Ed. Expenditures	168,779	173,842	179,057	184,429	189,962	195,661
Federal Title Funds - Title I	104,650	107,789	111,023	114,354	117,784	121,318
Federal Title Funds - Title II	31,717	32,669	33,649	34,659	35,698	36,769
Federal Title Funds - Title III	16,237	16,724	17,226	17,743	18,275	18,823
Federal Title Funds - Title IV	12,711	13,093	13,485	13,890	14,307	14,736
Food Service Expenditures	503,505	518,610	534,169	550,194	566,700	583,701
Moving Expenses	0	100,000	0	0	0	0
One time expenses (for new building)	0	100,000	0	0	0	0
Total Expenditures	15,330,059	15,322,254	15,723,168	16,100,441	16,493,825	16,874,363
Annual Surplus/Deficit						
	FY24	FY25	FY26	FY27	FY28	FY29
Annual Surplus/Deficit	436,778	523,874	602,388	730,428	762,690	687,550
Beginning Fund Balance	2,377,117	2,813,895	3,337,769	3,940,158	4,670,586	5,433,276
Ending Fund Balance	2,813,895	3,337,769	3,940,158	4,670,586	5,433,276	6,120,826
Fund Balance Percentage	18%	22%	25%	29%	33%	36%

Seven Hills Preparatory Academy

Schedule of Debt Service Coverage Projections - General Fund, Food Service Fund, and Community Fund

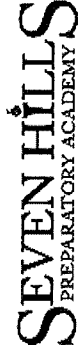
	Actual Balance June 30, 2023	Estimated Balance June 30, 2024	Estimated Balance June 30, 2025	Estimated Balance June 30, 2026	Estimated Balance June 30, 2027	Estimated Balance June 30, 2028	Estimated Balance June 30, 2029
Annual Surplus	234,630	436,778	523,874	602,388	730,428	762,690	687,550
Additions							
Principal & Interest Costs	932,825	940,573	1,730,677	1,747,625	1,763,375	1,781,875	1,780,000
Lease Expense	744,600	744,600	0	0	0	0	0
Deposit to Capital Improvement Reserves	10,170	10,170	21,250	21,250	21,250	21,250	21,250
Capitalized Assets	110,429	98,200	95,000	95,000	95,000	95,000	95,000
Net Income Available for Debt Service	2,032,654	2,230,321	2,370,801	2,466,263	2,610,053	2,660,815	2,583,800
Debt Service/Lease Payments							
Principal Costs	240,000	255,000	40,000	190,000	220,000	255,000	270,000
Interest Costs	692,825	685,573	1,690,677	1,557,625	1,543,375	1,526,875	1,510,000
Lease Expense	744,600	744,600	0	0	0	0	0
Total Debt Service & Lease Payments	1,677,425	1,685,173	1,730,677	1,747,625	1,763,375	1,781,875	1,780,000
Debt Service & Lease Coverage Ratio	1.21	1.32	1.37	1.41	1.48	1.49	1.45
Proforma Maximum Annual Debt Service Analysis							
Net Income Available for Debt Service	2,032,654	2,230,321	2,370,801	2,466,263	2,610,053	2,660,815	2,583,800
Maximum Annual Debt Service & Lease Expense							
Lease Expense	744,600	744,600	0	0	0	0	0
Maximum Principal & Interest	940,694	940,573	1,785,000	1,785,000	1,785,000	1,785,000	1,785,000
Total Max. Annual Debt Service & Lease Expense	1,685,294	1,685,173	1,785,000	1,785,000	1,785,000	1,785,000	1,785,000
MADS Coverage Ratio	1.21	1.32	1.33	1.38	1.46	1.49	1.45

Seven Hills Preparatory Academy

Schedule of Days Cash on Hand Projections

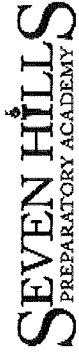
	Actual Balance June 30, 2023	Estimated Balance June 30, 2024	Estimated Balance June 30, 2025	Estimated Balance June 30, 2026	Estimated Balance June 30, 2027	Estimated Balance June 30, 2028	Estimated Balance June 30, 2029
Cash and Investments (not including state aid receivables**)	1,103,355	1,968,656	2,001,236	2,156,412	2,314,569	2,451,489	2,514,114
Expenditures per Day Total Operating Expenditures Based on 365 days per year	15,576,402 365	15,330,059 365	15,322,254 365	15,723,168 365	16,100,441 365	16,493,825 365	16,874,363 365
Total Expenditures per Day	42,675.07	42,000.16	41,978.78	43,077.17	44,110.80	45,188.56	46,231.13
Days Cash on Hand Calculation	26	47	48	50	52	54	54
Cash and Investments State Receivables	1,103,355 2,457,354	1,968,656 1,785,000	2,001,236 1,849,721	2,156,412 1,906,811	2,314,569 1,967,109	2,451,489 2,016,888	2,514,114 2,050,868
Cash and Cash Equivalents	3,560,709	3,753,656	3,850,957	4,063,223	4,281,678	4,468,377	4,564,982
Expenditures per Day Total Operating Expenditures Based on 365 days per year	15,576,402 365	15,330,059 365	15,322,254 365	15,723,168 365	16,100,441 365	16,493,825 365	16,874,363 365
Total Expenditures per Day	42,675.07	42,000.16	41,978.78	43,077.17	44,110.80	45,188.56	46,231.13
Days Cash on Hand Calculation	83.44	89.37	91.74	94.32	97.07	98.88	98.74

Window Project Included



Budget Projections through FY29 - LEA Wide Enrollment

Enrollment	Original	Projections	Projections	Projections	Projections	Projections	Projections
	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	
HK	8	8	8	8	8	8	8
K	142	120	134	144	144	144	144
1	150	128	142	152	152	152	152
2	150	145	142	152	152	152	152
3	145	144	142	147	147	147	147
4	135	141	135	135	142	142	142
5	135	139	135	125	131	131	131
6	105	115	115	115	115	115	115
7	95	105	105	105	105	105	105
8	80	100	100	100	100	100	100
Enrollment by State Pupil Unit Weightings:							
Total Students Grade K	150	128	142	152	152	152	152
Total Students Grades 1-3	445	417	426	451	451	451	451
Total Students Grades 4-6	375	395	385	375	388	388	388
Total Students Grades 7-12	175	205	205	205	205	205	205
Total Students for Budgeting	1,145	1,145	1,158	1,183	1,196	1,196	1,196
Total Pupil Units for State Funding	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00	1237.00



Budget Assumptions through FY29 - Burnsville Campus Enrollment

	Bloomington		Burnsville		Burnsville		Burnsville		Burnsville	
	Original FY23-24	Projections FY24-25	Projections FY25-26	Projections FY26-27	Projections FY27-28	Projections FY28-29	Projections FY23-24	Projections FY24-25	Projections FY25-26	Projections FY26-27
Enrollment										
HK	5	5	5	5	5	5	5	5	5	5
K	95	71	85	95	95	95	95	95	95	95
1	100	76	90	100	100	100	100	100	100	100
2	100	93	90	100	100	100	100	100	100	100
3	95	92	90	95	95	95	95	95	95	95
4	85	91	85	85	85	85	85	85	85	85
5	85	89	85	75	81	81	81	81	81	81
6	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0

Enrollment by State Pupil Unit Weightings:

Total Students Grade K	100	76	90	100	100	100	100
Total Students Grades 1-3	295	261	270	295	295	295	295
Total Students Grades 4-6	170	180	170	160	173	173	173
Total Students Grades 7-12	0	0	0	0	0	0	0
Total Students for Budgeting	565	517	530	555	568	568	568
Total Pupil Units for State Funding	565.00	517.00	530.00	555.00	568.00	568.00	568.00

SEVEN HILLS PREPARATORY ACADEMY

Budget Assumptions through FY29 - Richfield Campus Enrollment

	Original	Projections			Projections			Projections		
	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY27-28	FY28-29	FY28-29	
Enrollment										
HK	3	3	3	3	3	3	3	3	3	
K	47	49	49	49	49	49	49	49	49	
1	50	52	52	52	52	52	52	52	52	
2	50	52	52	52	52	52	52	52	52	
3	50	52	52	52	52	52	52	52	52	
4	50	50	50	50	50	50	50	50	50	
5	50	50	50	50	50	50	50	50	50	
6	105	115	115	115	115	115	115	115	115	
7	95	105	105	105	105	105	105	105	105	
8	80	100	100	100	100	100	100	100	100	

Enrollment by State Pupil Unit Weightings:

Total Students Grade K	50	52	52	52	52	52	52	52	52
Total Students Grades 1-3	150	156	156	156	156	156	156	156	156
Total Students Grades 4-6	205	215	215	215	215	215	215	215	215
Total Students Grades 7-12	175	205	205	205	205	205	205	205	205
Total Students for Budgeting	580	628	628	628	628	628	628	628	628
Total Pupil Units for State Funding	615.00	669.00	669.00	669.00	669.00	669.00	669.00	669.00	669.00



Total Revenues - District Wide

	Original FY23-24	Projections				Projections	
		FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	
Enrollment Assumptions							
ADM	1145	1145	1158	1183	1196	1196	
Pupil Units	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00	
Revenues							
State Aids							
General Education Aid	9,572,722	10,015,140	10,296,722	10,674,146	10,965,214	11,156,383	
Charter School Lease Aid	1,550,520	1,558,404	1,575,486	1,608,336	1,625,418	1,625,418	
State Special Ed Aid (Less Transportation)	1,865,285	1,824,093	1,821,175	1,877,542	1,935,643	1,995,532	
SPED/HHM Transportation Aid	166,500	173,993	330,602	338,867	347,338	356,022	
Endowment Revenue	45,513	45,744	46,245	47,210	47,711	47,711	
Q-Comp Aid	293,601	307,191	293,601	296,934	303,345	306,678	
Literacy Incentive	123,300	123,300	123,300	123,300	123,300	123,300	
Other State Aids	180,760	181,552	183,268	186,568	188,284	188,284	
Total State Revenues	13,798,200	14,229,416	14,670,399	15,152,903	15,536,254	15,799,329	
Federal Aids							
Title	165,316	170,275	175,383	180,645	186,064	191,646	
Federal Special Ed	168,779	173,842	179,057	184,429	189,962	195,661	
ESSER (CARES/CRF)	386,455	0	0	0	0	0	
ADSS Grant	464,183	479,779	494,172	508,997	524,267	539,995	
Total Federal Revenues	1,184,733	823,896	848,612	874,071	900,293	927,302	
Other Revenues							
Field Trips & Other Fees	162,200	165,000	165,000	165,000	165,000	165,000	
Gifts & Bequests	40,000	40,000	40,000	40,000	40,000	40,000	
Miscellaneous	78,200	80,000	80,000	80,000	80,000	80,000	
Food Service Revenue	503,505	508,610	524,169	540,194	556,700	573,701	
Total Other Revenues	783,905	793,610	809,169	825,194	841,700	856,701	
TOTAL REVENUES	\$15,766,837	\$15,846,922	\$16,328,180	\$16,852,167	\$17,278,246	\$17,585,331	



Total Expenditures - District Wide

	Original FY23-24	Projections				Projections FY28-29
		FY24-25	FY25-26	FY26-27	FY27-28	
Enrollment Assumptions						
ADM	1145	1145	1158	1183	1196	1196
Pupil Units	1180.00	1186.00	1199.00	1224.00	1237.00	1237.00
	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Inflation Assumptions						
Salaries	4,925,050	4,536,917	4,627,656	4,720,209	4,814,613	4,910,905
Benefits	1,674,517	1,270,337	1,573,403	1,604,871	1,636,968	1,669,708
ADSS Expenditures	776,341	799,631	823,620	848,329	873,778	899,992
Q-Comp	293,601	307,191	293,601	296,934	303,345	306,678
Contracted Services	551,985	568,545	585,601	603,169	621,264	639,902
Communication Services	44,150	45,475	46,839	48,244	49,692	51,182
Postage	6,304	6,493	6,687	6,888	7,095	7,308
Utilities	276,966	285,275	293,833	302,648	311,727	321,079
Property & Liabilities Insurance	89,301	91,980	94,739	97,582	100,509	103,524
Maintenance, Repairs, & Janitorial	157,590	162,318	167,187	172,203	177,369	182,690
Contracted Transportation	892,471	1,195,062	1,224,939	1,280,061	1,337,664	1,397,858
SPED & HHM Transportation	193,325	367,335	376,518	385,931	395,580	405,469
Building Lease Cost						
Current Building Lease - Bloomington (Cedar Valley)	744,600	0	0	0	0	0
Refinance and one bond payment	0	1,778,984	1,797,188	1,813,688	1,837,938	1,835,938
New Bond Issue - Principal & Interest - Burnsville	0	0	0	0	0	0
Bond Issue Principal & Interest - Richfield ABC	940,573	0	0	0	0	0
Debt Service Related Expenses - Richfield ABC	10,000	0	0	0	0	0
Acad Lease Cost for Future Capital Improvements - Richfield ABC	27,627	0	0	0	0	0
Total Building Lease Cost	1,722,800	1,778,984	1,797,188	1,813,688	1,837,938	1,835,938

Total Expenditures - District Wide

	Original FY23-24	Projections				Projections FY28-29
		FY24-25	FY25-26	FY26-27	FY27-28	
Enrollment Assumptions						
ADM	1145	1145	1158	1183	1196	1196
Pupil Units	1180.00	1186.00	1195.00	1224.00	1237.00	1237.00
ESSER (CARES/CFR) - Non Salaries	136,455	0	0	0	0	0
Expenses Supported by Donations/Gifts	16,074	16,556	17,053	17,565	18,092	18,634
Loan Principal & Interest	0	0	0	0	0	0
Dues and Memberships	48,008	49,448	50,932	52,460	54,034	55,655
Staff Training, Travel, and Conferences	21,745	22,398	23,070	23,762	24,475	25,209
Student Field Trips	46,508	47,903	49,340	50,821	52,345	53,915
Capstone Fees	60,760	60,000	60,000	60,000	60,000	60,000
Other Rentals & Operating Leases	108,719	111,981	115,340	118,800	122,364	126,035
Non-Instructional Supplies	66,765	68,768	70,831	72,956	75,145	77,399
Instructional Supplies	70,000	80,000	80,000	80,000	80,000	80,000
Textbooks, Workbooks, and Assessments	214	221	227	234	241	248
Library Books	16,000	10,000	10,000	10,000	10,000	10,000
Furniture & Equipment	16,000	60,000	60,000	60,000	60,000	60,000
Technology Equipment	0	15,000	15,000	15,000	15,000	15,000
Activities	2,220,809	2,287,433	2,356,056	2,426,738	2,499,540	2,574,526
State Special Ed. Expenditures	168,779	173,842	179,057	184,429	189,962	195,661
Federal Special Ed. Expenditures	104,650	107,789	111,023	114,354	117,784	121,318
Federal Title Funds - Title I	31,717	32,669	33,649	34,659	35,698	36,769
Federal Title Funds - Title II	16,237	16,724	17,226	17,743	18,275	18,823
Federal Title Funds - Title III	12,711	13,093	13,485	13,890	14,307	14,736
Federal Title Funds - Title IV	503,505	518,610	534,169	550,194	566,700	583,701
Food Service Expenditures	0	100,000	0	0	0	0
Moving Expenses	0	100,000	0	0	0	0
One time expenses (for new building)	0	100,000	0	0	0	0
Total Expenditures	15,330,059	15,370,561	15,772,730	16,150,753	16,549,888	16,930,301
Annual Surplus/Deficit						
	FY24	FY25	FY26	FY27	FY28	FY29
	436,778	476,361	555,449	701,414	728,358	655,030
Beginning Fund Balance	2,377,117	2,813,895	3,290,257	3,845,706	4,547,120	5,275,479
Ending Fund Balance	2,813,895	3,290,257	3,845,706	4,547,120	5,275,479	5,930,509
Fund Balance Percentage	18%	21%	24%	28%	32%	35%

Seven Hills Preparatory Academy

Schedule of Debt Service Coverage Projections - General Fund, Food Service Fund, and Community Fund

	Actual Balance June 30, 2023	Estimated Balance June 30, 2024	Estimated Balance June 30, 2025	Estimated Balance June 30, 2026	Estimated Balance June 30, 2027	Estimated Balance June 30, 2028	Estimated Balance June 30, 2029
Annual Surplus	234,630	436,778	476,361	555,449	701,414	728,358	655,030
Additions							
Principal & Interest Costs	932,825	940,573	1,778,984	1,797,188	1,813,688	1,837,938	1,835,938
Lease Expense	744,600	744,600	0	0	0	0	0
Deposit to Capital Improvement Reserves	10,170	10,170	21,250	21,250	21,250	21,250	21,250
Capitalized Assets	110,429	98,200	95,000	95,000	95,000	95,000	95,000
Net Income Available for Debt Service	2,032,654	2,230,321	2,371,596	2,468,887	2,631,352	2,682,546	2,607,218
Debt Service/Lease Payments							
Principal Costs	240,000	255,000	25,000	180,000	210,000	250,000	265,000
Interest Costs	692,825	685,573	1,753,984	1,617,188	1,603,688	1,587,938	1,570,938
Lease Expense	744,600	744,600	0	0	0	0	0
Total Debt Service & Lease Payments	1,677,425	1,685,173	1,778,984	1,797,188	1,813,688	1,837,938	1,835,938
Debt Service & Lease Coverage Ratio	1.21	1.32	1.33	1.37	1.45	1.46	1.42
Proforma Maximum Annual Debt Service Analysis							
Net Income Available for Debt Service	2,032,654	2,230,321	2,371,596	2,468,887	2,631,352	2,682,546	2,607,218
Maximum Annual Debt Service & Lease Expense							
Lease Expense	744,600	744,600	0	0	0	0	0
Maximum Principal & Interest	940,694	940,573	1,837,938	1,837,938	1,837,938	1,837,938	1,837,938
Total Max. Annual Debt Service & Lease Expense	1,685,294	1,685,173	1,837,938	1,837,938	1,837,938	1,837,938	1,837,938
MADS Coverage Ratio	1.21	1.32	1.29	1.34	1.43	1.46	1.42

Seven Hills Preparatory Academy

Schedule of Days Cash on Hand Projections

	Actual Balance June 30, 2023	Estimated Balance June 30, 2024	Estimated Balance June 30, 2025	Estimated Balance June 30, 2026	Estimated Balance June 30, 2027	Estimated Balance June 30, 2028	Estimated Balance June 30, 2029
Cash and Investments (not including state aid receivables**)	1,103,355	1,968,656	2,001,236	2,156,412	2,314,569	2,451,489	2,514,114
Expenditures per Day Total Operating Expenditures Based on 365 days per year	15,576,402 365	15,330,059 365	15,370,561 365	15,772,730 365	16,150,753 365	16,549,888 365	16,930,301 365
Total Expenditures per Day	42,675.07	42,000.16	42,111.13	43,212.96	44,248.64	45,342.16	46,384.39
Days Cash on Hand Calculation	26	47	48	50	52	54	54
Cash and Investments	1,103,355	1,968,656	2,001,236	2,156,412	2,314,569	2,451,489	2,514,114
State Receivables	2,457,354	1,785,000	1,849,824	1,907,152	1,969,877	2,019,713	2,053,913
Cash and Cash Equivalents	3,560,709	3,753,656	3,851,060	4,063,564	4,284,446	4,471,202	4,568,027
Expenditures per Day Total Operating Expenditures Based on 365 days per year	15,576,402 365	15,330,059 365	15,370,561 365	15,772,730 365	16,150,753 365	16,549,888 365	16,930,301 365
Total Expenditures per Day	42,675.07	42,000.16	42,111.13	43,212.96	44,248.64	45,342.16	46,384.39
Days Cash on Hand Calculation	83.44	89.37	91.45	94.04	96.83	98.61	98.48

**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

