

**Board of Directors
Math & Science Academy
Monday, October 19th, 2020**

Building A (Room 8A) and Remotely

<https://youtu.be/NSWDY5umOEA>

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair

Mission:

We provide accelerated curricula in all subjects, with an emphasis on math and science.

Vision:

To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

2. Roll Call of Members

Present:

Voting:

- Annie Cardenas, Chair
- Dan Ellingson, Vice Chair
- Cody Schniepp, Treasurer
- Michelle Kurkoski, Secretary
- Judy Seeberger
- Adam Bartz
- Robert Krueger
- Jennifer Bartle
- Maggie Burggraaff

Non-voting:

- Paula Akakpo, Student Member
- Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)
- John Gawarecki, Director (ex officio)

Absent:

3. Approval of Agenda

Conflict of Interest Statement

4. Open Forum

5. Approval of Minutes

- a. **BOD Workshop and Regular Meeting, September 21st, 2020.**

6. Chair's Report**7. Director's Report****8. Student Representative Update****9. Reports from Board Committees and Task Forces (as applicable)**

(Reminder: Reports should be submitted in writing in Board prep packets and included with agenda.)

Board Committees:

Academics (Ms. Kurkoski)

Annual Fund (AFC) (Mr. Bartz)

Communications (Ms. Burggraaff)

Personnel (Ms. Cardenas)

Finance (Mr. Schniepp):

Approval of Financials

School Expansion Possibilities (Mr. Ellingson)

Policy (Ms. Kurkoski)

10. Consent Agenda

- a. Approval of Australia Trip to be changed to June 2022
- b. 506 Student Discipline
- c. 616 School District System Accountability

11. Old or Unfinished Business

- a. Discuss Policy 522 Student Sex Nondiscrimination (Title IX)

12. Items for Discussion and Decision

- a. Approval of Board Member Leave of Absence Resolution
- b. Appointment of Leave of Absence Personnel
- c. Discuss Policy 103 Complaints-Students, Employees, Parents, Other Persons
- d. Discuss Policy 429 Suspected Misconduct and Dishonesty by Employees and Others
- e. Approve Policy 524 Internet Acceptable Use and Safety
- f. Approve Reimbursement Intent Resolution
- g. Set time/date for Closed Meeting in January to discuss Climate/mid-year staff surveys.
- h. Discuss Monthly COVID Evaluation
 - i. MDH Rating
 - ii. ISD 833 Scenario
 - iii. Survey Results
 - iv. Administrative In Person Preparations
- i. Discussion of Distance Learning Adjustment

13. Future BOD Meeting and Workshop Agenda Items

- a. BOD Goals
 - i. Comprehensive Review of Strategic Plan
 - ii. Expansion End of Year Goal
 - iii. Committee Purpose Statement
 - iv. MACS Contract Language Discussion - November
 - v. Finance Training

14. Dates and Times of Upcoming BOD Workshops and Meetings:

- a. BOD Workshop, November 16th 2020 at 5:00 pm
- b. Regularly Scheduled BOD Meeting November 16th 2020, 6:15 pm

15. Motion to Adjourn

Submitted:

Approved:

**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, September 21, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Annie Cardenas at 5:00 pm

Members Present:

Voting:

Annie Cardenas, Chair & Teacher Member
Dan Ellingson, Vice Chair & Parent Member
Michelle Kurkoski, Secretary & Teacher Member
Jennifer Bartle, Parent Member
Robert Krueger, Parent Member
Adam Bartz, Community Member
Cody Schniepp, Treasurer & Community Member
Judy Seeberger, Teacher Member
Maggie Burggraaff, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)
Paula Akakpo, Student Member

Absent:

Voting:

Non-Voting:

Discussion:

Discussion:

1. Update: Dan Ellingson will run the workshop for months of October and November, there will be training on contracts and contract language in December and January
2. Strategic plan: We need some outside help with regard to the Strategic Plan. Looking for individuals who are able to and have time to lead us through the update and planning. Mr. Krueger asked whether there would be an opportunity to seek a professional to assist with a stipend or honorarium. Mr. Gwearecki stated that we did do that a few years ago, and the amount was somewhere in the \$7,000 range. Mr. Krueger offered to ask colleagues and Mr. Schniepp offered to ask colleagues. Ms. Cardenas asked Mr. Krueger and Mr. Schniepp to work together to find a person. Ms. Cardenas also asked whether we prefer to rework it or to review it for this year, postponing the more detailed review until 2021-2022 school year. Those dates were part of a previous discussion, we might need a motion. Ms. Cardenas will look back at the notes to check whether a motion is needed or not. The dates that were established are: 10/26, 1/11, 2/22
3. BOD Packet: Please be sure to get items in on Thursdays before meetings. If there are later items needed, they will be put at the back of the packet so that the other items stay in order. Also, there will be some training to get the page numbers of the packet into the items.
4. BOD drive: Ms. Hamm will maintain the drive and train the BOD on how things should be added, when, etc. so that the items in the drive are organized correctly.

5. August BOD motion: The way that this motion was phrased, it did not allow students to be in the buildings. There is an updated motion to allow for a modification of the original resolution that will allow students to be allowed on site for specified reasons. Additionally, the administration comes up with guidelines to allow this (for students in classes, activities, IEP and 504 support, etc.).
6. **Proposed Motion:** Because Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 on July 30, 2020, and the Safe Learning Plan for 2020-2021, the MSA Director will implement the Distance Learning model for the first semester of the 2020-21 school year, with monthly evaluations at MSA Board meetings. Within this Distance Learning model, and while MSA qualifies for a less restrictive scenario under MDE guidelines, the MSA Director will use his discretion to approve on campus student support services. Services is a broad term that encompasses both academic and social-emotional needs. This is not to indicate that this is a hybrid learning environment, but as enrichment, 504 and IEP support, and for extracurricular and social-emotional needs.
7. Review of BOD committee purpose/goals: the committees have a BOD defined purpose, which allows committees to maintain purpose.
 - a. Academics: accurate purpose and organization; still needed
 - b. Annual Fund: need to eliminate parent team (no longer in existence), update titles to correspond to the current organizational chart, remainder of purpose and organization is accurate; still needed
 - i. This is a committee that could use more people to be a part of it. There are also ideas about hiring a person whose job it is to fundraise. The committee will continue to work on ways to fundraise and to increase membership
 - c. Communications: purpose and organization; still needed
 - i. Are there areas that are indicated under its description that are really admin? What about the website and its maintenance?

Workshop was adjourned at 6:03 pm

Submitted and Approved:
Michelle Kurkoski, Secretary

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, September 21, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Annie Cardenas at 6:15 pm

Vision and Mission read by Paula Akakpo.

2. Roll Call of Members

Present:

Voting:

Annie Cardenas, Chair & Teacher Member
Dan Ellingson, Vice Chair & Parent Member
Michelle Kurkoski, Secretary & Teacher Member
Jennifer Bartle, Parent Member
Robert Krueger, Parent Member
Adam Bartz, Community Member
Cody Schniepp, Treasurer & Community Member
Maggie Burggraaff, Teacher Member
Judy Seeberger, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
Paula Akakpo, Student Member

Absent:

Voting:

Non-voting:

Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

3. Approval of Agenda (note any board member conflicts of interest)

Conflicts of Interest: None

Discussion:

None

Motion to approve the agenda.

Moved by: Cody Schniepp Second: Adam Bartz

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Read by Ms. Cardenas:

Letter from Elizabeth Andretta - This parent would like BOD to change policy on procedures to make adjustments on attendance to accommodate for hurdles in appointments and COVID changes.

Letter from Hung Vo - This parent would like BOD to pay attention to academic excellence during COVID. 10th graders are not offered PSAT and would like this to be reconsidered.

Letter from Jessica Koftis - This student is struggling emotionally and socially. She feels isolated and anxious. The BOD had said they were going to work for students to be on campus in small groups. Why is 833 in hybrid and not MSA? Please reconsider distance learning.

Letter from Kim Jensen - This parent heard that PSAT was only offered to 11 graders. Then heard that the decision has been reversed. Encourage BOD and administration to continue as much as normal and appreciates the survey on distance learning.

Letter from Mary Yapp - This parent questions the sharing of personal emails and would like to see BOD adopt a policy and be in the handbook. The parents and student received email notifications from the third party photographer.

5. Approval of Minutes.

a. Motion to approve the August 17, 2020 Workshop and Meeting Minutes.

Moved by: Dan Ellingson

Second: Maggie Burggraaff

Discussion:

Page 13 - Change date from Sept 15 to Sept 21.

Vote: 8-yes 0-no Cody Schniepp - abstain

The motion carries.

6. Chair's Report

Ms. Cardenas provided a recap of the Workshop. See Workshop minutes.

7. Director's Report

Mr. Gawarecki provided an update on the MDH rating. For the week ending September 17, Washington County is 17.21, Ramsey County is 16.57 down from 19.3, and Dakota County is 21.19 down from 23.91.

Mr. Gawarecki gave updated numbers for Covid-19 infection rates. September 28th is the date of the St. Croix Prep visit. Ms. Cardenas asked about the Covid-19 liaison team meeting and asked what this team is. Purpose is to send out surveys and communicate, evaluate our plan. Ms. Cardenas asked whether the Assistant Director Covid updates were current. Mr. Krueger asked what the goal of the St. Croix Prep visit was. Mr. Gawarecki stated that it is fact-finding, funding, and seeing their campus to start to get ideas of what works and what does not.

Correction to the date in the director's report - the St. Croix Prep meeting is Sept 28 @ 4:30. This visit is to visit their campus to gather information on their expansion lessons learned.

The COVID-19 Liaison team is a team that looks at the surveys, updates the plans, and makes recommendations. It is composed of board members, parents, administrators, directors, and teachers. This will be communicated to the community on the website. A survey will be sent out on Oct 1. This will give the team time to look at the data and give recommendations to the board. BOD will look at what they will do for the second semester. The MN Department of Education wants schools to have committees like this.

There are three new teachers who are all former MSA staff: Math (Amanda Froberg), Spanish (Jenna Babb), Special Education (Julianne Farrell)

September Director's Report

- Utilization of licensure coursework application

At this time, the fall semester courses that I've signed up for have not started.

This summer, I refined some leadership techniques that included giving more responsibility to the assistant directors and restructuring the organizational chart for the school. We now have a more defined Middle School and High School organizational structure.

- Evidence of the inclusivity goal application

At the beginning of the school year, staff signed up for 3 governance activities which allows numerous leadership opportunities for many staff members.

- Evidence that building management decisions correlate with the school's mission, vision and values by including the Administration's meeting notes

While meeting with Assistant Directors, the question of how our decisions support the mission (accelerated curricula) and vision (academic excellence and like long learners) is discussed. During staff meetings, working with grace, kindness and positive intent are reiterated.

- Evidence that when decisions, procedures, or school practices are changed, the rationale for the change needs to be communicated to the original group or committee before being brought to the staff as a whole.

At our most recent staff meeting, procedures for meetings and reporting of the meeting results were discussed and will be finalized at our next meeting. The COVID-19 Liaison team began to meet to review our current learning plan.

- Update the Board about PD application to finance

I am currently enrolled in a School Finance class which begins on October 1.

- Monthly update from Expansion committee (this could be from a different board member)

Please see the committee minutes. I have arranged for a tour of St. Croix Prep for September 22nd.

- Ensures that all members of IEP and 504 teams are informed of meetings, changes to IEP/504 plans, and have opportunities for input

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Rearranged the job duties for additional support for 504 students and SPED students. MSA now has a Student Support Coordinator and a Special Education Coordinator. As more meetings occur, reports of participation will become available.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate

No regional director meetings have occurred yet.

- Director will update the BOD of any potential concerns or issues raised at the MSA PTO meetings.

At the September meeting, the PTO will be focussing on getting parents connected and supporting teachers. The PTO will be looking for a parent directory, which the MSA administration will be compiling for utilization by them and other groups looking to connect with each other.

- Establishing and maintaining relationships and networking with neighboring

school districts to foster collaboration and build community relationships, as appropriate

Arranged for a tour with St. Croix Prep and visited with Eagle Ridge's Executive Director about their expansion and bond refinancing.

Monthly COVID Evaluation

MDH Rating:

We currently qualify for hybrid learning with a COVID-19 Positivity Rate of 22.46 (as of September 10) slightly down from 22.70

ISD 833 Scenario:

The South Washington County Schools (SoWashCo) Incident Command Team met for the first time on Friday, Sept. 11 to review the latest data for keeping schools open to students. The team determined that all schools will continue in the hybrid learning model for at least the next two weeks.

Survey Results

Summary results from three surveys conducted from September 11-14 are at the end of this document. Individual responses have been withheld. If you would like to see the over 700 comments, please contact me and I can provide them to you. Due to the way the survey collector tabulated information into graphs, the graphs that were provided were mostly confusing and did not represent needed information in a usable format.

A common theme from the surveys was that the majority of survey takers (77% of students, 88% of parents, and 86% of staff) felt that they were satisfied with how distance learning has taken place so far.

The major challenge of distance learning that was identified in the survey was a concern about Zoom fatigue. This was the number one concern on all three surveys and was prevalent in all three groups in their comments.

An area of concern by parents and students that occurred fairly regularly was the amount of time being spent on the computer. During a discussion with staff members, it was pointed out that the middle school students were spending more time on the computer than usual because of the need to teach students new platforms and technology needs and uses.

Another takeaway from the surveys was that there were not many learning pods occurring at MSA. During a discussion with the MSA PTO at its recent meeting ideas were shared and discussed about how the PTO could assist with getting families connected with each other.

As expected, a concern over mental health due to COVID-19 and pre-existing conditions was also a common concern.

The October survey will be conducted starting on October 1 so that the COVID-19 Liaison has time to review comments in a more indepth manner. During the upcoming survey, areas of focus will include drilling down on screen time and time spent in a synchronous mode, homework time, and paper copies.

Administrative Support Ideas

Recommend that the BOD approve the administration's ability to allow students into buildings for academic support and in person activity meetings. Criteria for student meetings would be to comply with all social distancing and mask wearing criteria while maintaining accurate rosters of members coming into buildings.

Transparent barriers are continuing to be placed in classrooms based on teacher preference for them in the classroom.

Each building has at least one touch free hand sanitizer dispenser at the entrance of the building.

Options for supporting teachers during Advisory time are being explored so that the SEL needs are met for both staff and students.

High School Assistant Director

Here are the main things that I have been working on:

- MSHSL Chaos
- Participated in Social Emotional Learning Group
- 16 Completed Back To School night
- Scheduling picture retake day
- Meetings with students
- Meetings with parents
- Front Desk Coverage 2 weeks
- Fall MSHSL activities
- MSA will host Cross Country
- 33 Participants
- MSA will Coop with Twin Cities Academy for Soccer
- 10 participants
- MSA will host Fall Trap
- Will start soon
- 20 clubs/Activities will start this fall - most are virtual
- Participated in bimonthly MSHSL Meetings
- Participated in weekly EMAC meetings
- Working with High School Office Manager on updating MSA website
- Created COVID protocol starting document for activities
- Updated activities handbook and coach/advisor handbook for COVID
- Small group communication committee meeting
- Participated in Communication Committee meetings
- Participated in Finance Committee Meeting
- Working with SPED to support students
- Met with multiple staff members to discuss teaching ideas
- Working with coaches and ADs on schedules
- Working with coaches on COVID protocols

Middle School Assistant Director

This is a list of the main work I have completed in August and September as we continue with the 2020-2021 school year.

- Participated in the Social/Emotional needs planning group
- Participated in the COVID-19 Liaison group meetings
- Attend September Academic Committee meeting
- Attend September Finance Committee Meeting
- Lead September AFC meeting
- Worked with MSA maintenance contractor to facilitate repairs in building A
- Participated in PBIS group meeting
- Completed Parent/Guardian academy for families new to MSA
- Distributed August and September newsletters
- Supported teachers as requested or needed
- Communicated with families regarding fall schooling
- Facilitated distribution of hotspots for families
- Participated in material pickup and meet/greet for 6th grade students

- Attended all IEP meetings as needed
- Participated in interviews for open positions
- Lead and supported staff week sessions
- Facilitated Student Support Process review and implementation
- Completed substitute teacher training for three substitute teachers

High School Counselor

- Continue to check in with students who may need academic and emotional support.
- Continue to send out a weekly check in to all high school students to give them the chance to provide feedback and initiate individual meetings.
- Continue to offer meetings with all seniors to assist them with college/career planning.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed.
- Plan and implement the ACT test for seniors.
- Plan, prepare and implement College Planning Workshops virtually.
- Plan and prepare advisory lessons.
- Plan and coordinate fee collection for AP student exam registration.
- Coordinate and plan virtual college rep visits.

Middle School Counselor

This month I have worked closely with my planning groups to make sure we are doing alright in the areas of equity/family needs, and social emotional needs and learning. I have been working hard to organize advisory lessons for middle school advisory teachers. I have the lessons put in through the month October. I am also working on sorting out details for the PSAT test that will be given in a month to juniors on campus.

8. Student Representative Communication and Update

Ms. Akakpo announced that the student council meeting will start next week. Student advisory council's purpose is to bring proposals and updates to the BOD about student issues, equity, and other social issues.

9. Reports from Board Committees, Activities Director and Task Forces

Board Committees:

Academics (Ms. Kurkoski): Report submitted. Committee will be changing meeting times to the second week of the month. Survey showed that $\frac{2}{3}$ would go with MSA's decision and $\frac{1}{3}$ say they would stick with distance learning.

Annual Fund (Mr. Bartz): Report submitted. Parents discussed the United Weight campaign to leverage through their employers. It varies from employer to employer.

Communications (Ms. Burggraaff): Report submitted. The committee reviewed information that went out to the community. Students were able to get to where they needed to be.

Personnel (Ms. Cardenas): No report submitted. Committee did not meet in August.

Finance (Mr. Schniepp): Report submitted.

Motion to approve the August 2020 Financial Statement.

Moved by: Adam Bartz Second: Cody Schniepp

Discussion:

The deficit is down to \$35,040. This will be fine for bond governance. There is CARES Act funding that will cover some of the COVID costs. Ms. Cardenas asked about the insufficient funds charges from our bank, that this is adding up. Also, are we reducing our expenditure, is there an offset that will allow us to hire more help in the needs of a hybrid model?

Vote: 9-yes 0-no 0-abstain
The motion carries.

School Expansion Possibilities (Mr. Ellingson): Report submitted. There was good turnout at the meeting. There are a lot of community members that have experience in expansion. Committee discussed setting up a schedule for the year on what to accomplish. There will be another meeting this week.

Policy (Ms. Kurkoski): No report submitted. There were no formal meetings. Policy on masks was updated. Annual policy reviews were updated. Policy 522 will be reviewed. Ms. Kurkoski will send a link of the video to the board to review.

10. Consent Agenda

a. None

11. Old or Unfinished Business

a. Policy 802 Disposition of Obsolete Equipment and Material With Additional Procedures Required

Discussion:
Board has reviewed it twice.

Motion to approve Policy 802 Disposition of Obsolete Equipment and Material With Additional Procedures Required.

Moved by: Annie Cardenas Second: Jennifer Bartle

Discussion:
None

Vote: 9-yes 0-no 0-abstain
The motion carries.

b. Policy 808 Covid-19 Face Covering

Motion to approve Policy 808 Covid-19 Face Covering.

Moved by: Annie Cardenas Second: Adam Bartz

Discussion:
None

Vote: 9-yes 0-no 0-abstain
The motion carries.

c. Review of Job Description Access for Stakeholders

Discussion:
Mr. Gawarecki provided an overview of the staff descriptions broken out by District Office, Middle School, and High School. Overview of positions included in the packet, major areas of responsibility included. Mr. Krueger asked whether we are going toward a traditional "Superintendent-Principal" model. Mr. Gawarecki said that as we expand, we will look more similar to a traditional school organizational structure. There is a gap in the description with regard to the proofreading and updates of documents. Missing the new SpEd/504 coordinator in these descriptions. Mr. Gawarecki intends to post the information on the website in a couple of locations (not yet determined). Will be posted and live by the next BOD meeting. Board discussed other roles and will add a special education coordinator to the district level. This will be posted on the website under different areas that will reference the same information.

d. Approve Reworked Student/Parent Handbook

Motion to approve Student/Parent Handbook.

Moved by: Annie Cardenas Second: Robert Krueger

Discussion:

Board discussed whether parents needed to sign the handbook again. Mr. Krueger asked for clarification whether the parents who signed based on the old version need to sign the new version as well. Mr. Gawarecki stated that as long as the school communicates that there were errors that we have changed and that the updated version is on the website. John will send a Skyward email alert to all families. Ms. Cardenas asked for the Covid-19 update language. Mr. Gawarecki indicated that he added language indicating where to find Covid information and that there is a committee to review the plan. Ms. Cardenas pointed out that the building office hours should be clearly labeled with In-person or Hybrid plans. Ms. Kurkoski added the medications policy is not the current version. Ms. Kurkoski also suggested that the tobacco policy should be more detailed because we have made significant changes this year

Additions and updates to be done:

Add COVID-19 Liaison team under COVID plan.

Add that building hours are during hybrid and in school learning.

Update student medication policy.

Provide more emphasis on tobacco policy.

Vote: 9-yes 0-no 0-abstain

The motion carries.

12. Items for Discussion and Decision

a. Approval of Australia Trip to be changed to June 2022

Motion to approve the Australia Trip to be changed to June 2022.

Moved by: Maggie Burggraaff Second: Robert Krueger

Discussion:

Ms. Cardenas read a memo from Jeana Albers. Families have been notified and no money will be lost.

Motion to approve the Australia Trip to be changed to June 2021.

Moved by: Maggie Burggraaff Second: Robert Krueger

Motion to table the Australia Trip to the next Board meeting.

Moved by: Robert Krueger Second: Maggie Burggraaff

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Discuss Personnel Committee Membership Needs

Discussion:

Ms. Cardenas noted that this committee requires three full board members on that committee. Robert Krueger and Jennifer Bartle will join the committee.

Discussion on CARES Act:

Mr. Schniepp provided information on the CARES Act. MSA is receiving \$127,066 from the CARES Act. This will need to be spent by 12/30/20. Expenses eligible are related to COVID and would not be normal expenses. Internet upgrade is not eligible.

Mr. Gawarecki provided additional guidelines. If the cost is more than \$5,000, then it requires MDE approval. MSA had considered the fiber optic installation but the CARES Act specifically states that construction can only be done on property owned by the LEA. Charter schools don't own property. The Building Company owns the property and MSA leases it from the Building Company. Therefore, installation of the fiber optic is ineligible. This cost would need to come out of general funds or Give to the Max. Mr. Gawarecki is still waiting for a response from MDE but it will most likely not qualify.

Another use is to update computers for staff. There would be 40 new laptops. The quote for 15" laptops are at \$54,000.

Another use is to provide tutor support to compensate for the loss of face to face education. Bids were collected and the recommendation is Tutor.com. They also provide AP classes. This would be good for one year.

Motion to approve the use of CARES Act funds to go towards staff laptops at \$54,000.

Moved by: Cody Schniepp Second: Annie Cardenas

Discussion:
None

Vote: 9-yes 0-no 0-abstain
The motion carries.

Motion to approve \$36,000 for a year contract with Tutor.com for 1750 sessions using the CARES Act funds.

Moved by: Cody Schniepp Second: Robert Krueger

Discussion:

MSA would buy a number of sessions. It comes with an app to track usage. Sessions could be 45 min to an hour. It is available 24 hours and 7 days a week. If there is a large surplus at the end of the year, then it can be opened up to other students. It should be utilized by the end of the school year and will be reviewed in the second semester. Initially it will be available to students who are on academic probation or academic ineligibility. Academics committee should be involved in defining details of who can use it. Possible options include teachers to have the ability to make recommendations and departments to be allocated a number of hours.

Vote: 9-yes 0-no 0-abstain
The motion carries.

c. Approval of Craig Kepler as Legal Counsel for Bonds

Motion to approve Craig Kepler as Legal Counsel for Bonds.

Moved by: Cody Schniepp Second: Annie Cardenas

Discussion:

Mr. Gawarecki provided the background on MSA bonds. It is eligible for refinancing. There are two options:

1. Take the original bond and refinance it keeping the due dates the same. The total captured savings would total approximately \$1M. The savings up front is less at the beginning.
2. Take the bond and reissue it to a 30 year bond. The savings is not as much as option 1 for the total life but the savings up front would be more.

Mr. Kepler works for Best and Flannigan and had worked in 2012 on the bonds. He is familiar with MSA and bonds. The Building Company is the owner of the bonds but the Building Company would do what MSA wants.

Mr. Kepler will review the options and the Board decides what is in MSA's best interest.

Vote: 9-yes 0-no 0-abstain
The motion carries.

d. Approve Annual Report

Motion to approve the Annual Report.

Moved by: Annie Cardenas Second: Maggie Burggraaff

Discussion:

Mr. Gawarecki noted some grammatical corrections. The date under the section Governance related to resignation will be corrected.

Vote: 9-yes 0-no 0-abstain
The motion carries.

e. Discuss Policy 522 Student Sex Nondiscrimination (Title IX)

Discussion:

Ms. Kurkoski changed the format with reference to MSA. There are three positions that will require it to be a different person. They are the investigator, coordinator, and appeals person. Each person would need to be trained in Title IX. Mr. Gawarecki will meet with the Policy Committee to draft and review the position. It will then be provided to the attorney to review before bringing it to the Board. This policy will be retroactive to August 2020. This policy will be brought back to the Board in October.

f. Discuss Monthly COVID Evaluation

i. MDH Rating

ii. ISD 833 Scenario

iii. Survey Results

iv. Administrative Support Ideas

Discussion:

Mr. Gawarecki provided this information in the Director's report and reviewed it with the Board.

- i. MDH rating is in the Director's Report and provided in the update above.
- ii. ISD 833 is still in hybrid. They will be revisiting this again on 9/29.
- iii. Survey results are provided in the board packet.

Comments and Themes:

- The graphs were not helpful and will be redone for the next survey.
- While 77-80% were satisfied with distance learning, 12% are not and this will be reviewed to see what can be made better.
- Zoom fatigue is the biggest challenge. What can be done to minimize? Teachers are making sure to build enough time at the end of the period to have students get up and move.
- Concern about the amount of time spent on the computer. Middle schools had more time spent on the computer than high school. This is due to additional time teaching technology such as logging in and submitting. Another consideration is providing paper copy to students.
- 0% of parents said they are not involved in learning pods. This shows a connection issue. PTO will help. It is not formalized learning by the school. School can enhance or promote this such as putting together a directory of other parents who want to connect.
- Concern on mental health due to COVID-19
- Another survey will be sent out 10/1

iv. Administrative support ideas are provided in the board packet. It is supportive to make it available to students that want to come on campus. Board discussed other ideas such as having trifold barriers around student desks and airborne ventilation where there are no windows. TRANE

had done an air quality test and recommended an upgrade in the air filter. Upgrades were expensive with minimal benefits. Still waiting for quotes from TRANE.

MSA is still on the list for health assistance from the state to come and visit to provide recommendations on hybrid models. There are over 100 schools on the list and the wait may be long.

g. Approve Amendment to the August 6th Motion to Include Supports

Motion to approve amendment to the August 6th motion to include supports.

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:

Because Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 on July 30, 2020, and the Safe Learning Plan for 2020-2021, the MSA Director will implement the Distance Learning model for the first semester of the 2020-21 school year, with monthly evaluations at MSA Board meetings. Within this Distance Learning model, and while MSA qualifies for a less restrictive scenario under MDE guidelines, the MSA Director will use his discretion to approve on campus student support services. Services is a broad term that encompasses both academic and social-emotional needs. This is not to indicate that this is a hybrid learning environment, but as enrichment, 504 and IEP support, and for extracurricular and social-emotional needs.

Vote: 9-yes 0-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- a. BOD Goals
 - i. Comprehensive Review of Strategic Plan
 - ii. Expansion End of Year Goal
 - iii. Committee Purpose Statement
 - iv. Review MACS Contract Language
 - v. Finance Training

14. Dates and Times of Upcoming BOD Workshops and Meetings:

- a. BOD Workshop, October 19, 2020 at 5:00 pm.
- b. Regularly Scheduled BOD Meeting October 19, 2020 at 6:15 pm

15. Motion to adjourn at 9:09 pm.

Moved by: Adam Bartz Second: Cody Schniepp

Vote: 9-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary

October Director's Report

Student Achievement:

MSA senior Abigail Musherure was highlighted in a woodburymag.com [article](#) .

MSA had three students recognized as Semifinalists by the National Merit Scholarship Program and three additional students recognized as Commended Students.

The Girls Soccer team are EMAC Conference Champions! MSA cooperates with TCA and Great River School.

Greta Hansen won the Region 4A Cross Country Championship race on October 13th.

MSA is ranked the #2 High School in Minnesota according to [Niche](#). We were ranked the top Charter High School again.

- Utilization of licensure coursework application

Human Relations course started last week. Focus of the course so far is looking at Mission and Vision and Strategic Plan and how it relates to the culture of the school. Which is timely in that we are looking at our Strategic Plan at the Board level.

- Evidence of the inclusivity goal application

All staff were invited to the COVID-19 Liaison Team meeting on October

Staff survey given to determine the most desired mode of communication of meeting minutes.

- Evidence that building management decisions correlate with the school's mission, vision and values by including the Administration's meeting notes

At the last Director's meeting, it was discussed how we should incorporate our teacher evaluations given the current learning environment and limitations that exist so that we support the Mission and Vision of the school. We also discussed how we will need to adjust our process to comply with changes in state statutes.

- Evidence that when decisions, procedures, or school practices are changed, the rationale for the change needs to be communicated to the original group or committee before being brought to the staff as a whole.

During the last all staff meeting (Oct 7), information was shared with staff concerning the need to pivot our Friday activities. Staff were allowed to comment

and provide additional information prior to a survey being conducted to determine which path the staff preferred.

- Update the Board about PD application to finance

Our first meeting for the Finance Course (GED 8125) is scheduled for October 28th.

- Monthly update from Expansion committee (this could be from a different board member)

Please see our minutes for our September meeting. I also arranged a visit to SCPA, which 9 committee members were able to attend.

- Ensures that all members of IEP and 504 teams are informed of meetings, changes to IEP/504 plans, and have opportunities for input

An additional training on the Child Find process and our student support process was conducted during the October 14th PD day.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate

Regional meetings have not occurred yet but a statewide MACS Director's meeting is held weekly. The major take away from the past week is that COVID rates are increasing and most schools are anticipating to go to a distance learning model. An alternative school modeling website was shared and is being utilized to track daily COVID rates and trends.

- Director will update the BOD of any potential concerns or issues raised at the MSA PTO meetings.

No major issues were raised at the MSA PTO meeting held on October 12th. The PTO plans on hosting an Afton Apple Orchard outing for families.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate

Visited and toured the SCPA campus and spent additional time discussing school expansion issues with their Director.

Working with multiple people to ensure that the bond issuance occurs on time so MSA may save additional funds this year are following years.

Monthly COVID Evaluation

MDH Rating:

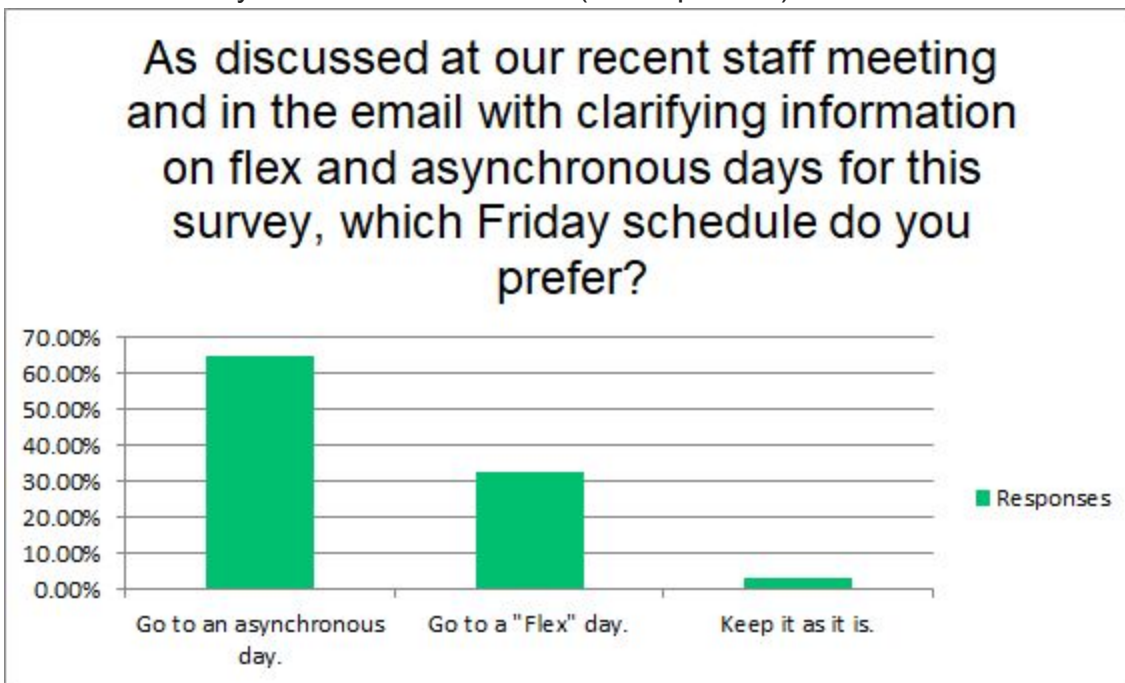
Based on October 8th data from MDH, we currently qualify for hybrid learning with a COVID-19 Positivity Rate of 20.96 in Washington county, which is up by 6.51 from the last report period. Utilizing a model in which we take into account Dakota, Ramsey, Hennepin, and Washington counties, the rate would correlate to 28.5 as of October 13th.

ISD 833 Scenario: Plan on staying in hybrid through the end of their 1st trimester (November 24th).

Survey Results

93% of staff favor keeping a flex or asynchronous day on Friday rather than on Wednesday. Switching the asynchronous day to Wednesday would also be problematic because of busing. ISD 833's currently does not do busing on Fridays under their hybrid plan.

Other staff survey results are as follows: (34 responses)



The following definitions were given to the staff for a flex and asynchronous day.

Flex Day -

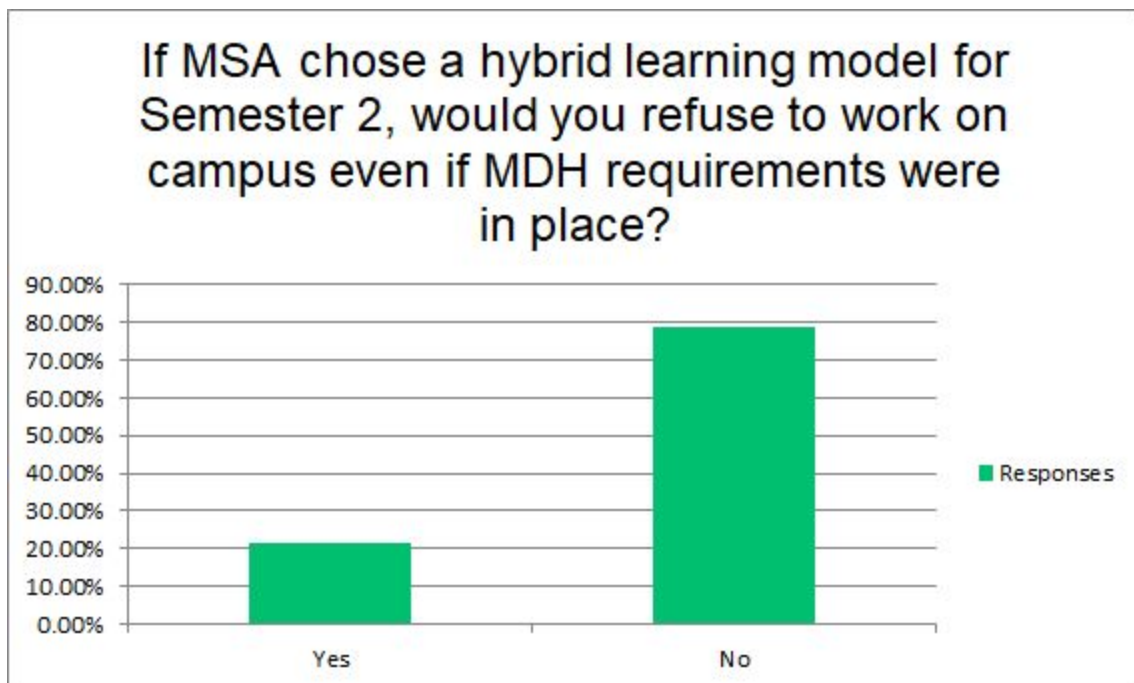
“Flex means no new content or graded material. Attendance in the morning, teachers have office hours for the remainder of the day, and students are able to check in (or do optional labs/activities) “

- Student attendance is taken by checking in with the 1st hour teacher between 9:20 and 10:00 am. (This can be done by email, Google Form, or virtually.)
- Teachers are available for assistance during office hours
- Enrichment activities if desired by the teacher (not graded) posted by 10:00 am
- AP classes meet with students as needed during their normal class times.

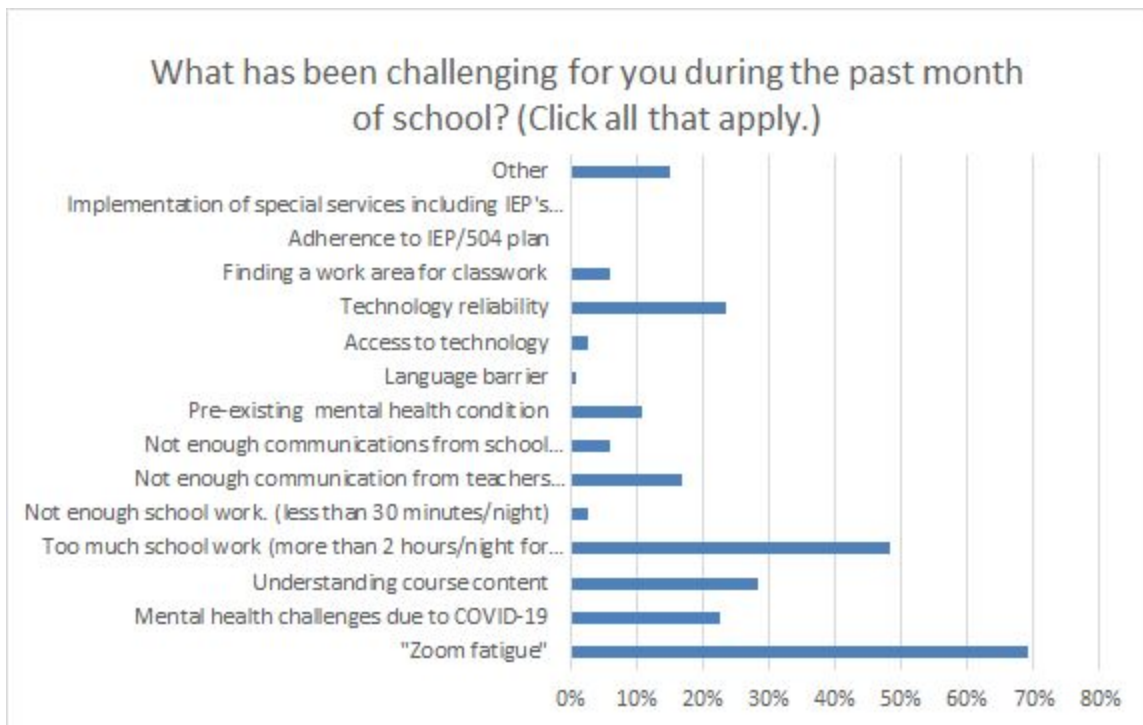
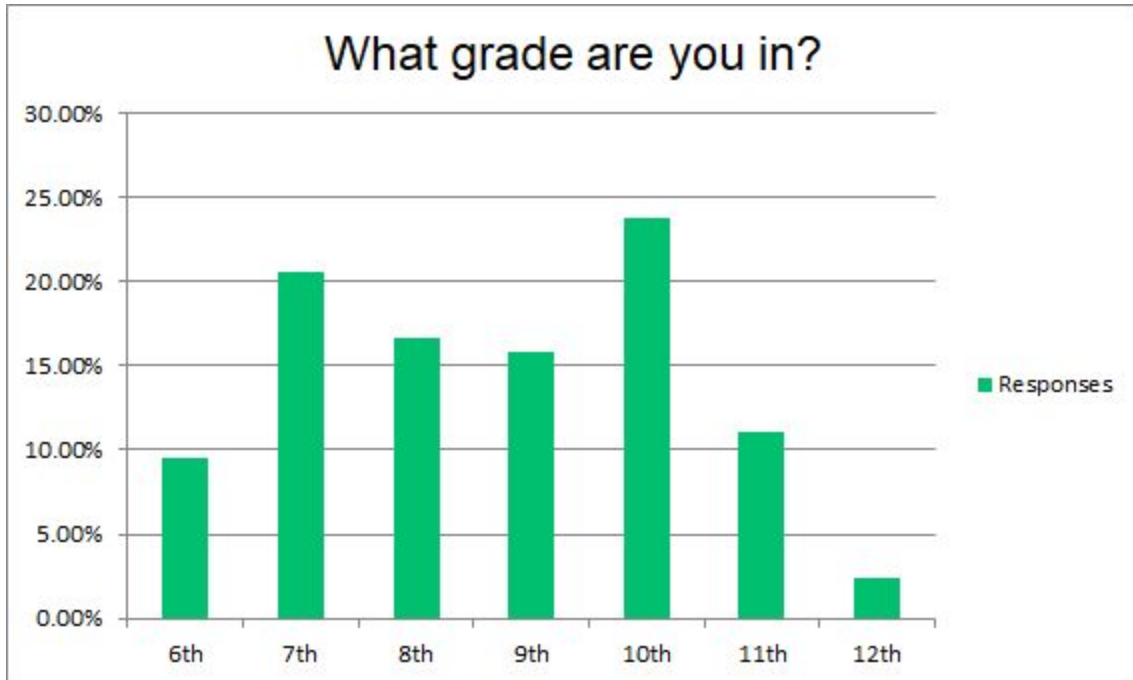
Asynchronous Day-

“Asynchronous means moving forward with content, but it must be available on G Class by 9:20 for students to do on their own. (Like virtual learning snow days.) “

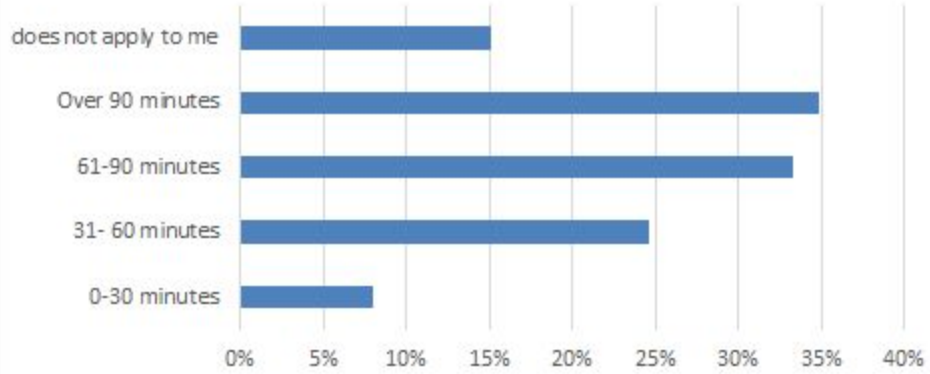
- Plan for an asynchronous activity for a maximum of 45 minutes
- Student attendance is taken by checking in with the 1st hour teacher between 9:20 and 9:40 am. (This can be done by email, Google Form, or virtually.)
- Optional activity sign up for students to be on campus up to 90 minutes
 - Must be optional as no transportation is provided
 - Must follow the [On Campus COVID-19 Plan](#).
- Post class activity by 9:20am
- Assignments/enrichment activities due dates are at the teacher’s discretion
- AP does what is needed asynchronously within the time allotted for the class.



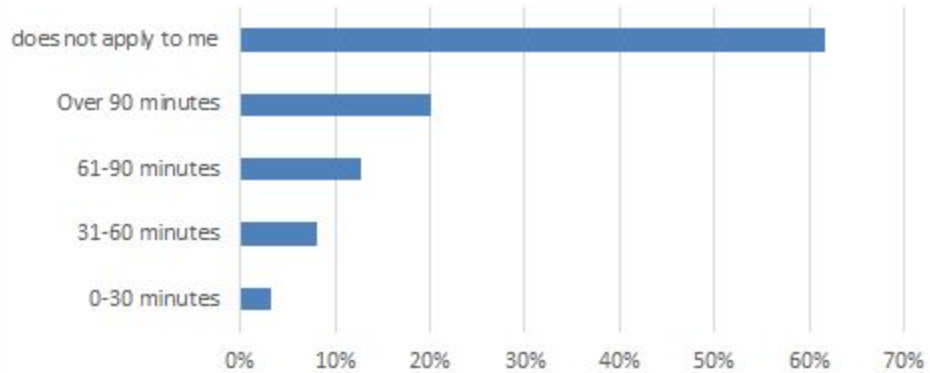
Summary student results indicated the following.

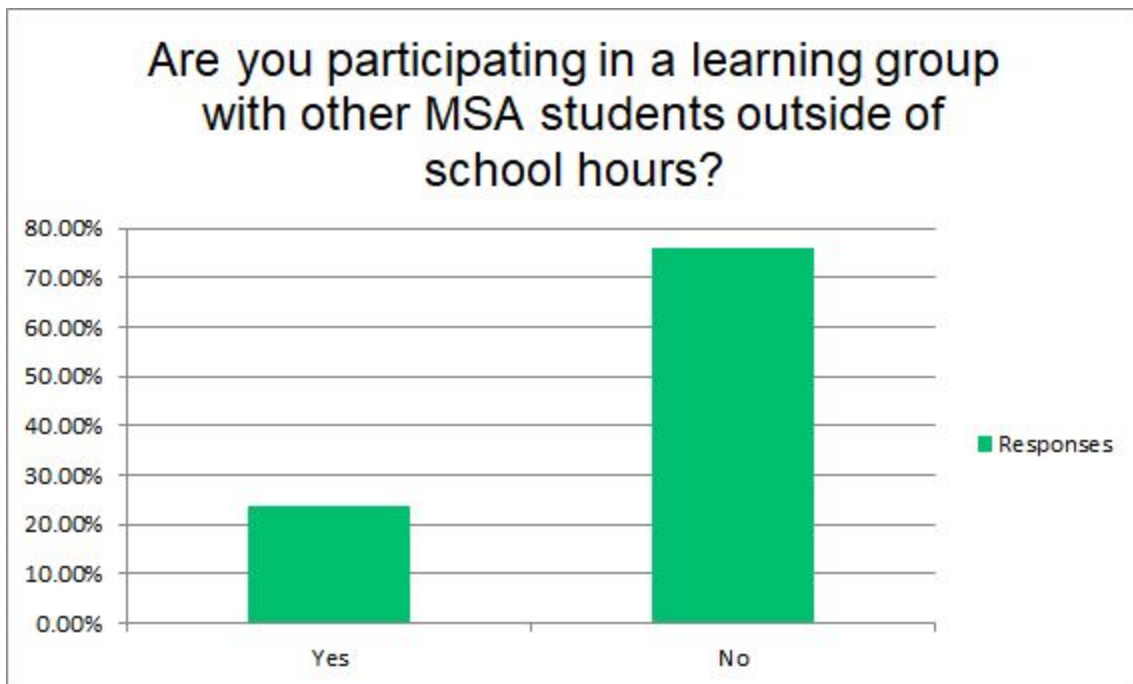
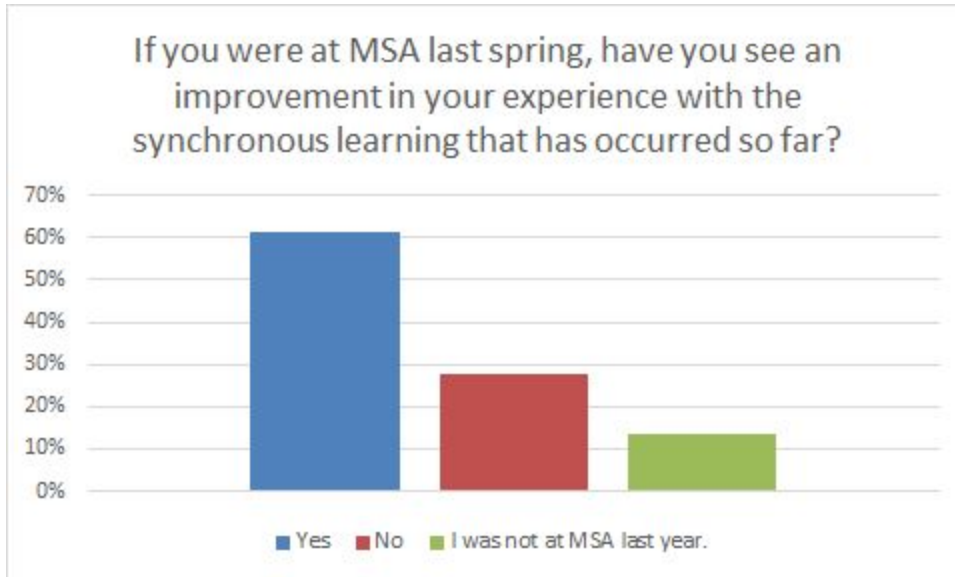


Has the amount of non-AP class time spent on the computer (including zoom instruction and classwork) been:

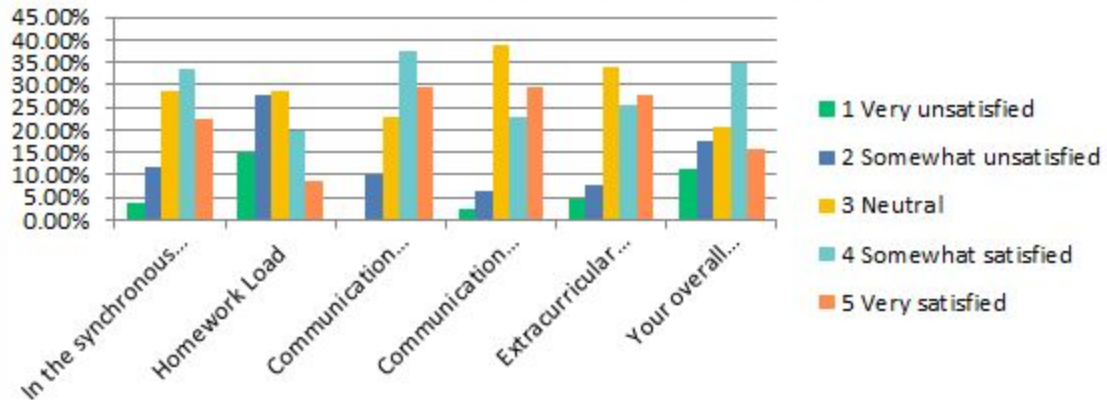


Has the amount of AP class time spent on the computer(Including zoom instruction and classwork) been:

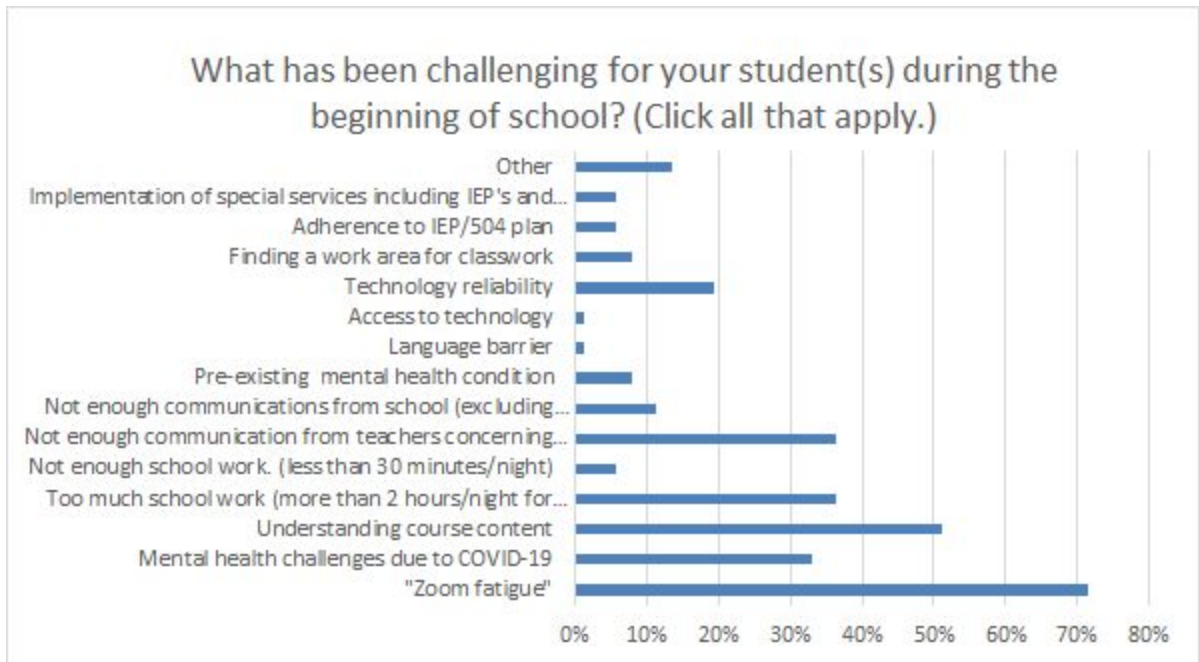
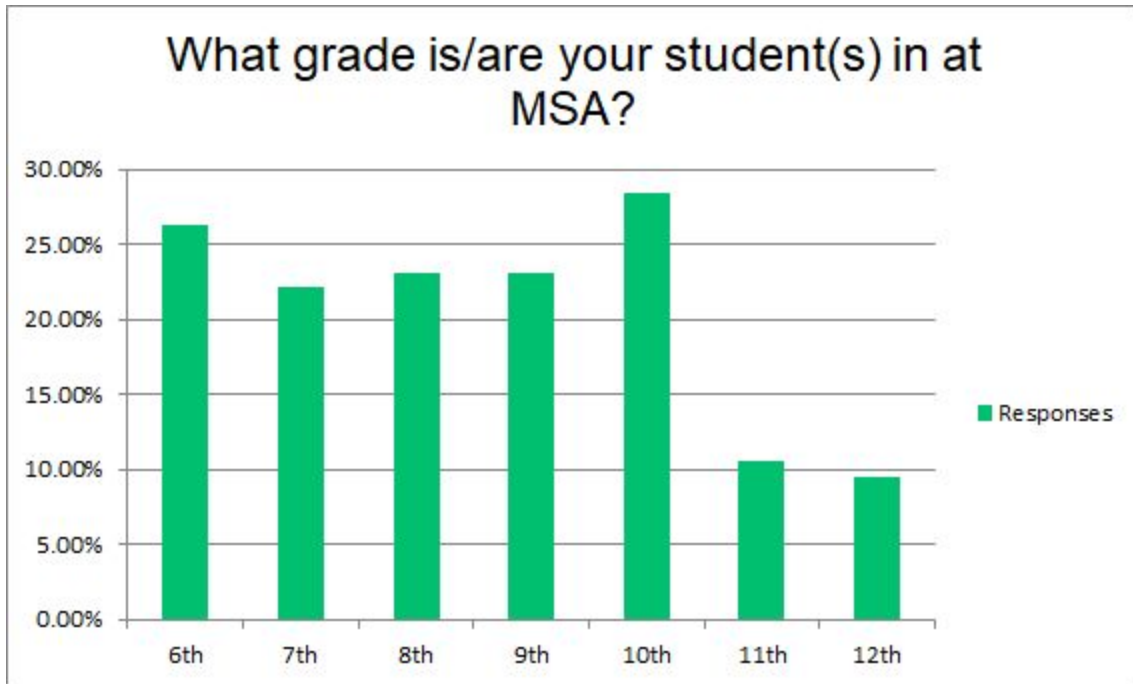


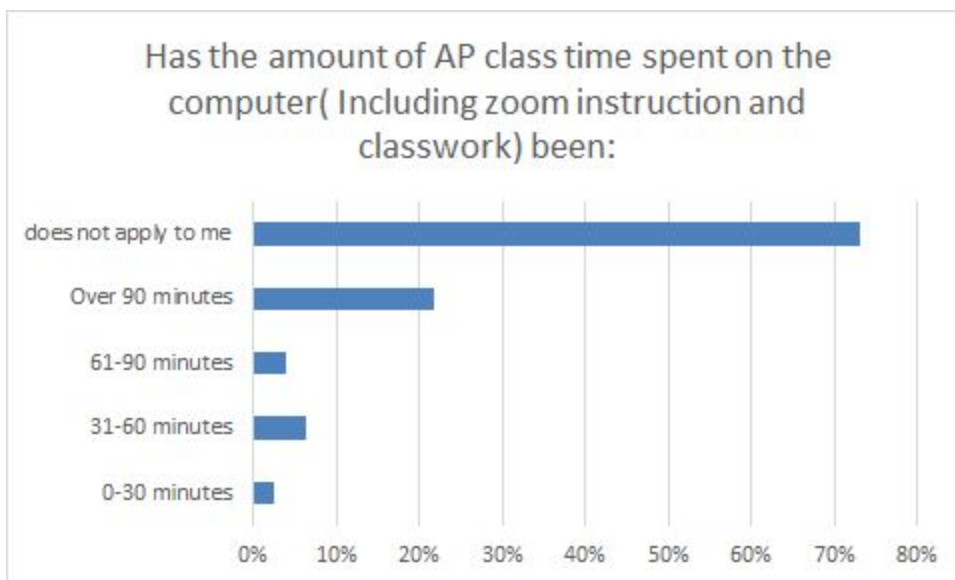
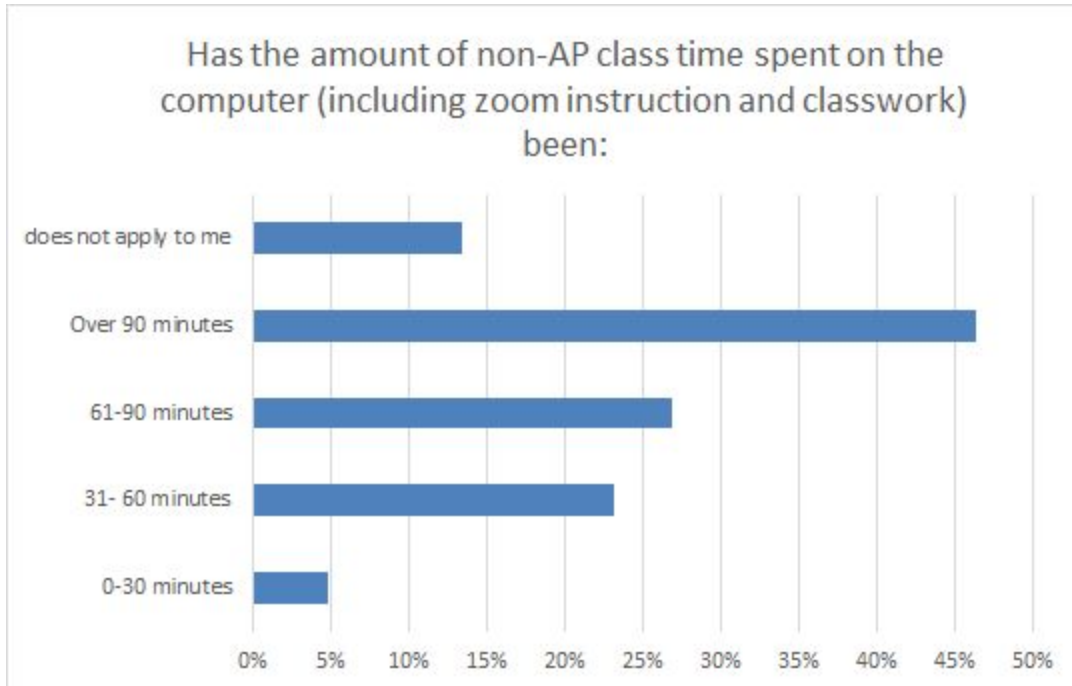


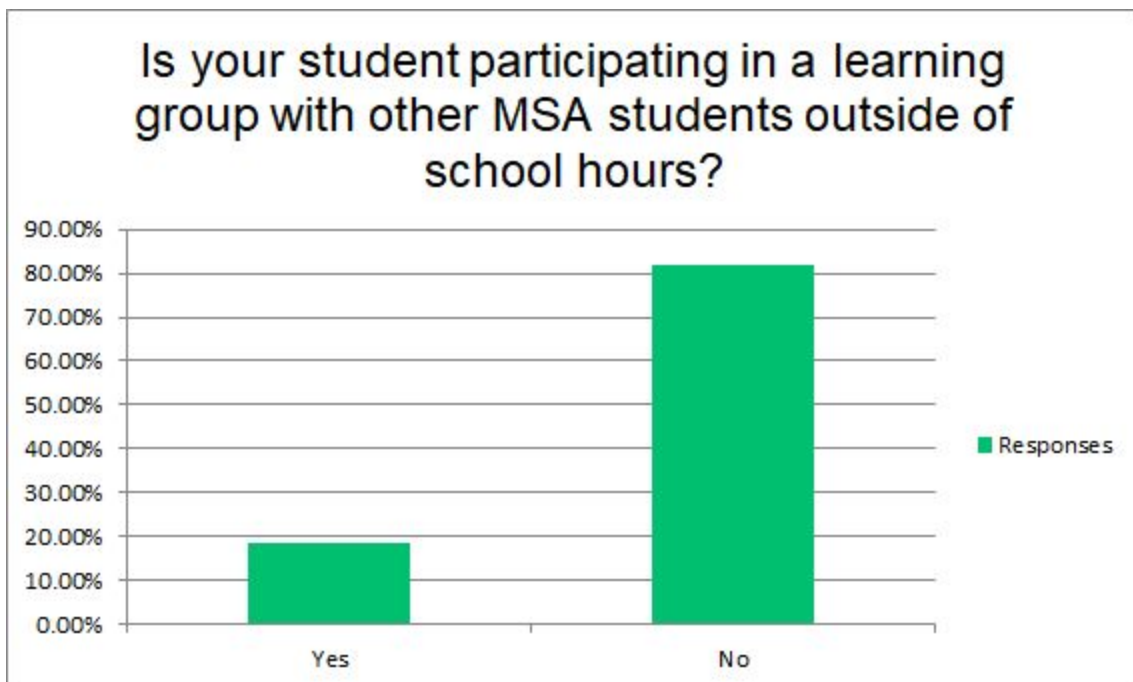
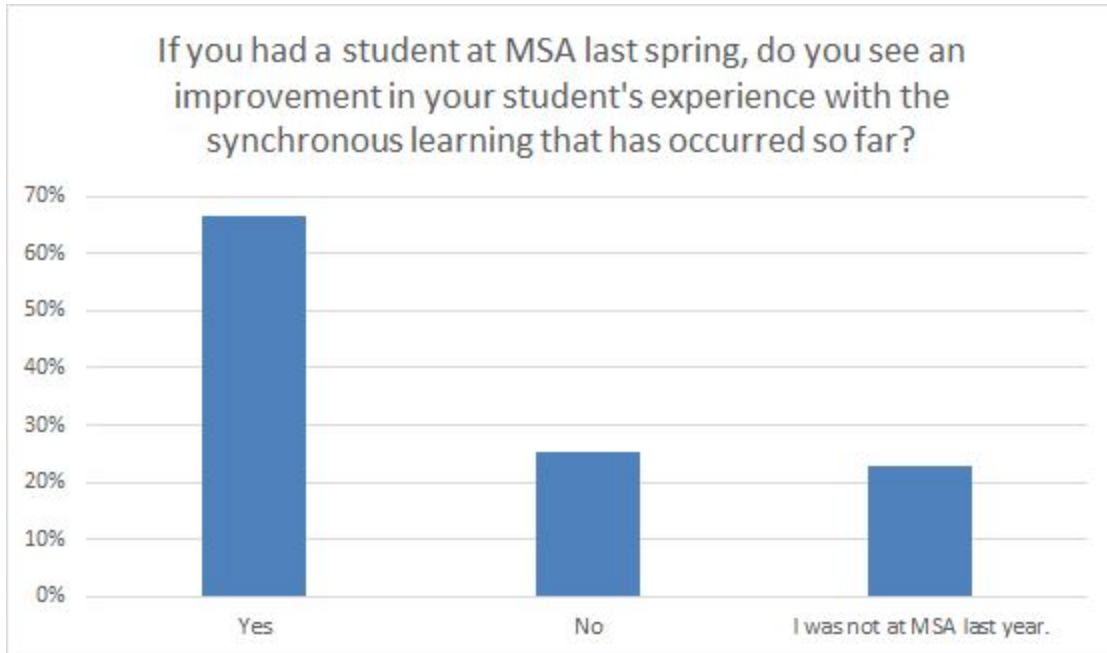
On a scale of 1-5 with 1 being very unsatisfied and 5 being very satisfied, how would you rate your satisfaction with the distance learning taking place?

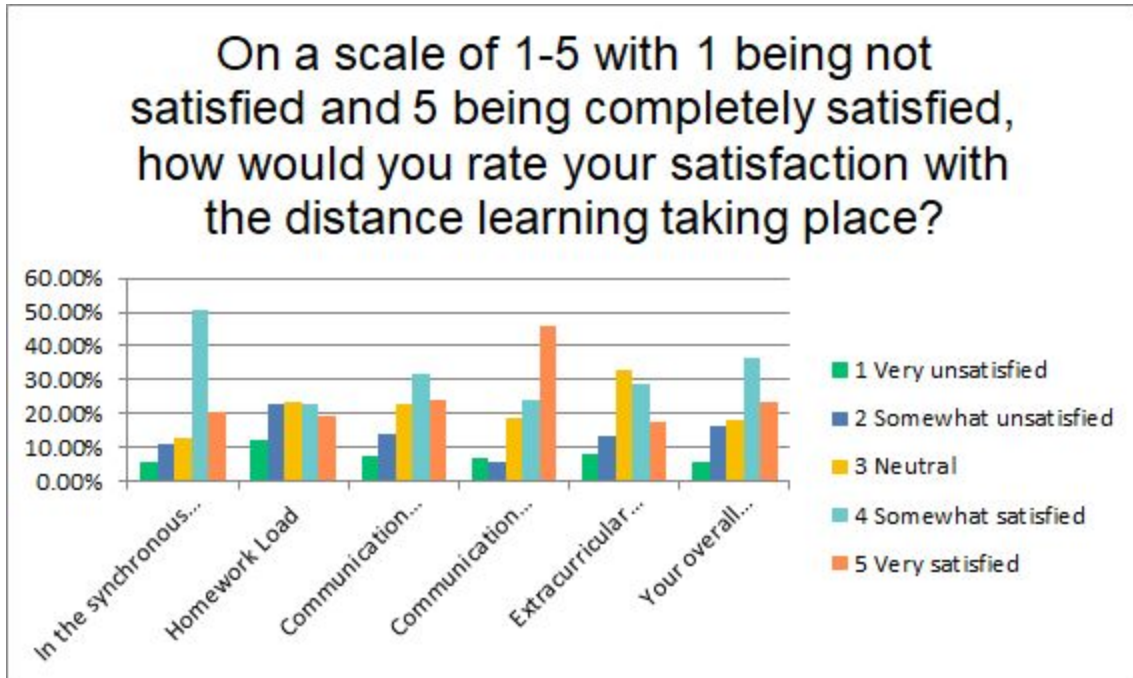


Summary parent/guardian results indicated the following.









Individual comment data is available to Board members upon request. Summary information from the individual comments mirrored the summary graphical information for the most part. There was a majority of comments related to Zoom fatigue, too much screen time, and burnout by Fridays. Another sentiment was to have more opportunities for students to interact with other students.

Administrative Support Ideas

Recommending a pivot for Friday activities. Please see separate WIN Friday Protocols. Fridays would become an Asynchronous day (Staff preferred this by over a 2 to 1 ratio to a different model.)

The need for a pivot is reflective of the parent, student, and staff call for a change in our approach due to Zoom fatigue and burnout by the end of the week. In addition to this, our Friday attendance has a substantial decrease as compared to the attendance of classes Monday through Thursday. (An average of 9 students absent M-Th, and 16 students absent on Friday.)

Working with the Regional Support Team on possible changes for more students to be on campus.

Published a COVID-19 Pandemic Screening Questionnaire and MSA Facility Use Guidelines document with staff so more students can be on campus.

LEARNING MODES OF CHARTER SCHOOLS AS OF OCTOBER 5th

- **14% of charters are In-person Learning Mode**
- **30% of charters are in Hybrid Learning Mode**
- **34% of charters are in Remote Learning Mode**
- **22% of charters have a Combination of Learning Modes**

High School Assistant Director

Here are the main things that I have been working on:

- MSHSL Chaos
- CC teams went to sectionals. Greta Hansen won. No state meet scheduled at this point in time.
- Girls soccer team are conference champions for the EMAC
- Fall sports photos scheduled for Oct 20th
- Volleyball set up for spectators.
- Football AD meetings
- Create new basketball schedules for boys and girls due to changes by MSHSL
- IEP meetings
- Parent meetings
- Student meetings
- Letters of Recommendation
- Support PSAT preparation
- Preparation for Tutor.com
- Support Teachers
- EMAC weekly meetings
- MSHSL bimonthly meetings
- YMCA board of directors meetings
- Committees/task forces
 - Finance Committee
 - COVID-19
 - Academics Committee
 - Personal Committee
 - Communication Committee
 - Conference Task Force

Middle School Assistant Director

This is a list of the main work I have completed in September and October as we continue with the 2020-2021 school year.

- Participated in the Social/Emotional needs planning group
- Participated in the COVID-19 Liaison group meetings
- Attend October Academic Committee meeting

- Attend October Finance Committee Meeting
- Attend September Personnel Committee meeting
- Facilitated Give to the Max meetings and work
- Worked with MSA maintenance contractor to facilitate repairs in building A
- Distributed October newsletter
- Supported teachers as requested or needed
- Communicated with families regarding schooling
- Facilitated distribution of hotspots for families
- Attended all IEP meetings as needed
- Worked to fill open spot left by teacher on leave
- Worked on conferences for November
- Planned and supported professional development for staff
- Worked to help students complete Fastbridge testing and analyzed basic data for aid in the SSP
- Facilitated Student Support Process review and implementation
- Collaborated with middle school counselor to support students/families in need

High School Counselor

- Continue to check in with students who may need academic and emotional support.
- Continue to send out a weekly check in to all high school students to give them the chance to provide feedback and initiate individual meetings.
- Continue to offer meetings with all seniors to assist them with college/career planning.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed.
- Administered the ACT to seniors on October 6th.
- Assisting with administration of the PSAT.
- Plan, prepare and implement College Planning Workshops virtually.
- Plan and prepare advisory lessons.
- Plan and coordinate fee collection for AP student exam registration.
- Coordinate and plan virtual college rep visits.

Middle School Counselor

This month I have been working on meeting with students individually to help with organizational needs. I have also helped in putting together the paperwork for the SSM meetings so they are prepared and ready to go with important information at the start of the meeting. Most recently I have been organizing the PSAT test. I have created a registration form, sent out individual emails letting students and families know where to

go and when to show up. (Tomorrow, the day of the test) I will be packaging up all testing materials to get it sent in the mail.

September Student Summary Survey (111 participants)

Q1 What grade will you be in this fall at MSA?

Answer Choices	Responses	
6th	3.60%	4
7th	22.52%	25
8th	11.71%	13
9th	11.71%	13
10th	27.93%	31
11th	13.51%	15
12th	9.01%	10

Q2 What is your race/ethnicity?

Asian or Asian American	26.13%	29
American Indian/Alaska Native	0.90%	1
Black or African American	13.51%	15
Hispanic or Latino	0.90%	1
Native Hawaiian or other Pacific Islander	0.00%	0
White	46.85%	52
Two or more races	4.50%	5
I prefer not to answer.	7.21%	8

Q3 What has been challenging for you during the beginning of school? (Click all that apply.)

"Zoom fatigue"	66.34%	67
Mental health challenges due to COVID-19.	13.86%	14
Understanding course content.	24.75%	25
Too much school work.	41.58%	42
Not enough school work.	2.97%	3
Not enough communication from teachers.	15.84%	16
Not enough communications from school (excluding teacher communications).	7.92%	8
Pre-existing mental health condition.	8.91%	9
Language barrier	0.99%	1
Access to technology.	0.99%	1
Technology reliability.	24.75%	25
Finding a work area for classwork.	5.94%	6
Other	12.87%	13

Q4 If you checked an item in Q3, please explain the challenge(s) here. (95 responses)

Q5 What comments do you have regarding your classes? (98 responses)

Q6 What improvement(s) would you make to MSA's distance learning? (96 responses)

Q7 Has the amount of non-AP class time spent on the computer been:

too little	2.73%	3
about right	41.82%	46
too much	39.09%	43

does not apply to me	16.36%	18
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Q8 Has the amount of AP class time spent on the computer been:

too little	0.91%	1
about right	20.91%	23
too much	20.00%	22
does not apply to me	58.18%	64

Q9 If you were at MSA last spring, do you see an improvement in your experience with the synchronous learning that has occurred so far?

Yes	66.67%	74
No	27.93%	31
I was not at MSA last year.	5.41%	6

Q10 What activities are you participating in this fall? (106 responses)

Q11 What additional activities would you like to see offered? (92 responses)

Q12 What are you most concerned about for the next month? (99 responses)

Q13 Are you participating in a learning pod with other MSA students?

Yes	15.89%	17
No	84.11%	90

Q14 If you could pick one thing you are most proud of since the start of school, what would it be? (97 responses)

Q15 What is your favorite thing you enjoy about distance learning? (103 responses)

Q16 Overall, are you satisfied with the distance learning that has taken place so far?

Yes	77.06%	84
No	22.94%	25

September Parent/Guardian Summary Survey (141 participants)

Q1 What grade is/are your student(s) in at MSA?

6th	25.53%	36
7th	26.95%	38
8th	21.28%	30
9th	19.15%	27
10th	20.57%	29
11th	14.18%	20
12th	9.22%	13

Q2 What is your race/ethnicity?

Asian or Asian American	17.73%	25
American Indian/Alaska Native	0.00%	0
Black or African American	8.51%	12
Hispanic or Latino	0.00%	0
Native Hawaiian or other Pacific Islander	0.00%	0
White	56.74%	80
Two or more races	3.55%	5
I prefer not to answer.	13.48%	19

Q3 What has been challenging for your student(s) during the beginning of school? (Click all that apply.)

	Student A	Student B	Student C	Total
"Zoom fatigue"	55	55	2	112
Mental health challenges due to COVID-19.	25	25	0	50
Understanding course content.	21	21	1	43
Too much school work.	27	27	1	55
Not enough school work.	10	10	0	20
Not enough communication from teachers.	15	15	0	30
Not enough communications from school (excluding teacher communications).	7	7	0	14
Pre-existing mental health condition.	15	15	0	30
Language barrier	1	1	0	2
Access to technology.	4	4	0	8
Technology reliability.	25	25	1	51
Finding a work area for classwork.	9	9	1	19
Other	23	23	0	46

Q4 If you checked an item in Q3, please explain the challenge(s) here. (96 responses)

Q5 What comments do you have regarding your student's classes? (96 responses)

Q6 What improvement(s) would you make to MSA's distance learning? (97 responses)

Q7 Has the amount of non-AP class time spent on the computer been:

	Student A	Student B	Student C	Total
too little	1	3	1	5
about right	66	28	3	97
too much	26	10	0	36
does not apply to me	34	10	1	45

Q8 Has the amount of AP class time spent on the computer been:

	Student A	Student B	Student C	Total
too little	0	2	0	2
about right	23	12	2	37
too much	6	3	0	9
does not apply to me	85	28	3	116

Q9 If you had a student at MSA last spring, do you see an improvement in your student's experience with the synchronous learning that has occurred so far?

	Student A	Student B	Student C	Total
Yes	86	33	6	125
No	20	7	1	28
I was not at MSA last year.	29	10	0	39

Q10 What activities are your student(s) participating in this fall? (124 responses)**Q11 What additional activities would you like to see offered? (85 responses)**

Q12 What are you most concerned about for the next month? (107 responses)

Q13 Are you participating in a learning pod with other MSA families?

Yes	0.00%	0
No	100.00%	138

Q14 If you could pick one thing you are most proud of since the start of school, what would it be? (123 responses)

Q15 What is your favorite thing you enjoy about distance learning? (115 responses)

Q16 Overall, are you satisfied with the distance learning that has taken place so far?

Yes	87.59%	120
No	12.41%	17

September Staff Summary Survey (37 participants)

Q1 What has been challenging for you during the beginning of school? (Click all that apply.)

"Zoom fatigue"	80.00%	28
Mental health challenges due to COVID-19.	28.57%	10
Providing course content information to students.	28.57%	10
Determining how much school work to assign.	31.43%	11
Not enough communication with other teachers.	22.86%	8
Not enough communications from school staff (excluding other teacher communications).	8.57%	3
Pre-existing mental health condition.	5.71%	2
Learning new technology.	40.00%	14
Access to technology.	8.57%	3
Technology reliability.	28.57%	10
Finding a work area.	20.00%	7
Taking mental health breaks (I find it difficult to disengage during non-school hours.)	54.29%	19
Other	14.29%	5

Q2 If you checked an item in Q1, please explain the challenge(s) here. (37 responses)

Q3 What comments do you have regarding your classes? (30 responses)

Q4 What are you most concerned about for the next month? (33 responses)

Q5 What improvement(s) would you make to MSA's distance learning? (32 responses)

Q6 My administrators could best support me by...(30 responses)

Q7 How much time during a typical block period do you spend in a synchronous setting for the following?

	I do not have this type of class.	up to 15 minutes	16-30 minutes	31-45 minutes	46-60 minutes	61-75 minutes	Over 75 minutes
middle school class	9	1	4	6	9	2	2
non-AP high school class	7	0	5	9	6	3	1
AP Class	19	0	1	1	4	0	1
Advisory	3	4	14	10	0	2	0

Q8 Would you attend an after school event at school with students if social distancing and masking requirements are adhered to?

Yes	32.43%	12
Maybe	48.65%	18
No	18.92%	7

Q9 Would you attend an after school event with other staff members if social distancing and masking requirements are adhered to?

Yes	43.24%	16
Maybe	40.54%	15
No	16.22%	6

Q10 If you could pick one thing you are most proud of since the start of school, what would it be? (36 responses)

Q11 What is your favorite thing you enjoy about distance learning? (35 responses)

Q12 Overall, are you satisfied with the distance learning that has taken place so far?

Yes	86.49%	32
No	13.51%	5

Math and Science Academy Employee Climate Survey

By completing the survey below, you are able to provide anonymous, but specific feedback to the leadership team at Math and Science Academy. Please be as specific as possible in your answers. **Please send your survey to Mr. Gawarecki via inter-office mail by December 23, 2020. Thank You!**

1. How many full years have you been employed at MSA?	0-2 Years	3-5 Years	6-10 Years	11+ Years
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Overall, I enjoy working at MSA.	Agree	Neutral	Disagree	Not Applicable
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I receive the right amount of recognition and acknowledgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is effective communication within MSA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I feel challenged in my current position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There is an opportunity for career advancement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am treated fairly at MSA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The morale in my department is high .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I feel comfortable going to my building administrator with issues and/or concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I am provided honest and useful feedback about my performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I understand how to meet expectations in in my position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. As an employee, I feel heard and empowered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. MSA's total benefits program meets my needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Paid time off benefits provided are competitive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Health Insurance provided meets my health needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I am fairly compensated for the work I do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. My scheduled hours allow me to balance my work/personal life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I understand MSA s vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I feel safe at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Administration does not tolerate bullying or offensive/harassing behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. If you could be the Director, what would you do or change?				
22. Comments				

Thank you for taking the time to complete and return the Employee Satisfaction Survey. Honest and specific feedback is greatly appreciated!

Academics Committee Agenda
 September 14, 2020
 8:00 A.M.-9:00 A.M.

Zoom link:

<https://zoom.us/j/95750661005?pwd=Y0d2NzdnUTNEWnBUenF4aGVjdWU5UT09>

Members: Michelle Kurkoski, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, ~~Cheri Howe~~, Jeana Albers, Hannah Kostichka, ~~Noah Langseth~~, Teresa Ward, Kirstin Knutson, Tara Richert, Noelle Haland, Kassie Larson, Wendell Sletten, John Gawarecki, Jennifer Heydt-Nelson, Angie Haverland, Rob Krueger, ~~Jennifer Bartle~~, ~~Paula Akakpo~~, ~~David Pushparaj John~~, Jill Findlay, Courtney Gregar, Mariah Smith, Shannon Froberg, Ken LaCasse, ~~Paula Akakpo~~

1. BOD committee review update

Our BOD description is still accurate.

2. WBWF Updates (Tom) 3 minutes - are there updates this month?

No updates.

3. Recruiting Diverse Staff Update (John) 2 minutes - are there updates this month?

No updates. There are no planned meetings. The goals the task force was created to work on were completed.

There was added language to job openings and more places were added to recruit more diverse staff. We are in a heavily competitive world when marketing to a diverse staff. It becomes difficult to attract these potential employees. We are taking the "grow your own" path. That doesn't mean we will not pursue other areas to hire diverse staff.

This group will meet again during the second semester.

4. Supplemental Online Learning Update (Emily) 3 minutes - are there updates this month?

Emily has learned that summer classes are now free for high school students to take. Emily will reach out to departments in December or January to discuss next year's courses and what summer courses will fulfill missing credit needs.

5. Enrollment update (Joell) 3 minutes
 - a. Withdrawal discussion

Two high school students and one middle school student are withdrawing from MSA. Two are citing they want an in-person experience. One cited wanting more support.

6. Scheduling update (Joell) 5 minutes
 - a. Rosters
 - i. Issue with overload - can those classes happen?
 - b. Transportation

November is a key month to make these decisions as the BOD will need to make a decision about the second semester.

Sections and transportation will be very difficult to configure. The earlier we begin this process, the better.

First, we need the numbers of families who will be choosing Distance Learning for the entire year even if we have an opportunity to implement Hybrid Learning. We need to develop a way to allow families to let us know if they will be committing to distance learning for the year.

Currently there are 428 classes. Twenty-one of them would be over capacity with 6 foot social distancing. This is at 50% capacity.

Measurements were determined by six foot distancing required by MDH, not the 50% capacity based on the fire marshals recommendations. The actual capacity is looking at a six foot separation between students in classrooms and includes teachers and EAs. Some classrooms may need to be rearranged. This is less than ideal. This is based off of actual classrooms. Potentially overflow spaces could be used for some of these larger sections.

Another important element to figure out is movement in the hallways.

Joell has heard back from transportation. According to policy, 833 is not required to provide transportation on Fridays because they are not providing transportation for 833 on these days. They would like to know in November if we will be needing

transportation, so then, they can begin setting up bussing for these students.

The goal is to hire someone for the second semester to cover the ELA classes that are currently being covered by a substitute and another teacher. The goal is to hire someone for the second semester at a .66 position. This posting should go up soon so we are prepared ahead of time.

7. Covid-19 Group liaison update (Noelle) 5 minutes

This task force would like to incorporate a flex day/asynchronous day once a week. A subgroup is trying to figure out how to potentially have optional in person small group learning experiences on these Fridays as well as trying to figure out how hybrid learning would work at MSA, hallways, room capacities, etc.

A survey was sent to the staff last Wednesday, but a large number of the staff is waiting for clarification before taking the survey. The staff is confused about the difference between asynchronous and flex. This needs to be cleared up before asking what their preferences are. This needs to be completed as soon as today.

The notes from these meetings will be shared with the staff, moving forward. John will also send out a staff invite to upcoming meetings.

Review and discussion of September surveys

- a. Parent survey
- b. Student survey
- c. Teacher survey
- d. Next steps

Are there ways to make this information actionable?

The questions that are being asked may need to be changed because these answers will vary between middle school and high school. A lot of questions are not specific enough in order for us to make decisions about anything.

COVID Liaison team will add members, this will have more people vetting these questions.

Our data is skewed because of a lack of definitions.

8. Department updates (DL issues/questions/successes)
 - a. Science class transcripts (adding Honors indicator) (Jeana)

Jeana would like to look into implementing Biology and Chemistry as honors courses. Is there a procedure for this? These kids deserve this opportunity to have honors on their transcript. It may not just be science who wants to offer honors courses.

Emily will check to see if this is a possibility. There may need to be an alternative for students as they cannot be forced to take an advanced course. For example, you cannot only offer an AP option for a course, and this may be the same in regards to honors courses. Currently, on student transcripts, Emily indicates that we do not have honors courses. However, the school profile lets them know our classes are advanced. When kids transfer into another school do they look at the title or the course description? Could Jeana add the advanced nature of her course to her course descriptions?

Unless we are barred by the state, we should make this change. This should be looked into to see if it is still the case that you can/can't offer this.

Jeana will begin her research by emailing Eugene Piccolo to ask a few questions.

Modified transcripts will need to be altered as well.

Investigation will be done before the next meeting.

Next Meeting: Will be November 9, 2020 8:00 A.M.

Next meeting Items:

- How are teachers feeling about hybrid learning? If a large number of teachers are uncomfortable about working on campus, it would throw away all of the work towards hybrid planning. There were staff members who said they were unwilling to be on campus before school started. This survey has not been taken by the staff again. This could pit teachers against parents, and it could be a staffing issue. We should figure this out now as it cannot wait more than a day or two. If the staff is asked in the next day or two, there are concerns that other questions are not yet answered in order for them to make a solid decision (ie: safety and guidelines for being on campus). Possibly, department chairs would need to figure out how to handle this situation if teachers are unwilling to come in. We need to know ASAP if teachers would be

present for hybrid scenarios. In some cases, the teacher is still at home. This could change teachers' decisions.

- Look at hybrid learning in other districts to see how it works to see what we can do. Can we teach synchronous digital teaching during hybrid? Teachers are not in the building, but kids are with a substitute or an EA. In most cases, during hybrid learning the curriculum is greatly lessened. Getting more information from 833 would be a start. There are parents of East Ridge students who are unhappy with the communication around hybrid. Had they known, they would have done distance. They are planning on distance for the next trimester.
- Can we even be open? Do our buildings allow for students to be in the building. MDH will not come out on site. They do not do onsite visits. They will do a virtual meeting over the phone. We need their guidance. Currently, if we don't get a change with the six foot distancing in the hallways, we cannot meet. Students standing in the parking lot while we change classes is not a viable option. Any staff/students need to know safety protocols.
- It would be good to know what we are doing by conferences.

Communications Committee
 Agenda
 Weds., Oct 7th, 2020 4:30pm - 5:30pm

Zoom link: <https://zoom.us/j/92905975979?pwd=Nzd1TS9vV2dEcExXeFBhN3I5ZGJpUT09>

Present (underlined): Tammy B., Maggie B., Shannon F., John G., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Amelia L., Michael L., Joell P., Amanda S., Teresa W., Shannon M., Mariah S.

Note: At the board meeting it was determined that this committee will remain a board committee as we have provided communication solutions that have benefitted MSA including the teacher/parent weekly update which has proven to be invaluable during DL. The communication board is not responsible for making the updates needed as those are assigned by administrative staff therefore once we review the effectiveness of the communication and provide our findings to the admin on the communication committee, it is up to administration to follow through to ensure it is completed.

Note: Neither of the Communication Committee admin was able to be present for the meeting. The purpose of this meeting was to discuss the purpose and goals of the communication committee for the October BOD meeting and the BOD representative agreed this meeting could and should occur as planned so as to not fall behind and no admin decisions were requested.

I. 2020-21 Committee Purpose Statement

See Attached

https://docs.google.com/document/d/1mTP8UMP-ugSW_-QX0KHziFsWDyYYkgGHpMK_PLmSTwE/edit

The communication committee's job is to create online guidelines for press releases and not to communicate the news with the public. Joell suggests that we could also put together a list of recommended items about which press releases could/should be written. **It is up to the BOD and/or administration to determine who is responsible for writing the releases.**

Cheri suggests that we begin the initial process of establishment of contacts and resources where we can recommend community communication opportunities.

Girish clarifies our purpose: Are we serving the administration or the Board?

Heather says we are steered toward the Board and supporting their mission. We are ensuring effectiveness, reviewing and providing our findings to admin so that admin can follow through. The Board wants us to represent them.

Maggie confirms this.

Justin recommends that we change the language of our purpose to say "to create and maintain procedures and guidelines relating to MSA's branding, marketing, and external communications."

Girish recommends that the lines of communication be between this committee and the Board, rather than from the committee to the admin and then from the admin to the Board.

Heather states that this is indeed our goal: To present our purpose and proposals to the Board and be representative of the different groups by making sure things are getting done.

II. 2020-21 Committee Goals*

See Attached

https://docs.google.com/document/d/1mTP8UMP-ugSW_-QX0KHziFsWDyYYkgGHpMK_PLmSTwE/edit

Goal 1: User Groups:

Prospective Students--This group is receiving communication, but Joell does have concerns based on the current state of the world.

Joell says we need a point person and some guidelines re: how things are communicated to the public because there is currently not that one person to take charge of this.

Tact 2: Jessie states that surveys remain a recommended source of communication and means of determining the pulse of the community before big problems arise.

Once again, Girish recommends that the language be changed to include that **the committee communicates directly to the Board rather than to administration.**

Strategy 2, Tactic 1: Training:

Justin recommends that the language be changed to include that the committee recommends additional training of various platforms but not provide the training.

Note: Heather wonders if we should bring the knowledge that the R-School training may need to be repeated for staff.

Goal 2: Website Maintenance

Justin recommends that we change Strategy 1 to be Goal 2.

Justin clarified that his job description is loosely written for a reason--so that he can do what he needs to do. However, he is not the first point person if something on the website needs to be changed. For example: The committee could recommend to the Board that the website be rebranded. Then if the website needs to be rebranded, the Board would recommend that the committee do research and bring a recommendation back.

For now, this committee will come up with procedures so that if inaccuracies occur when checking the website for accuracy, recommended changes can be made directly to Justin.

Strategy 2: This is clear as stated and continues to be a strategy.

III. Create Electronic Press Release Guidelines using previous press release guidelines as guide discussion

<https://docs.google.com/document/d/1MnsLWVXcMMB7aQApSZXJz317Cxcw-QApU19Zocuoyk8/edit?usp=sharing>

Joell recommends that a smaller committee be created to address this issue. Carrie says that she has not been asked to send out any press releases.

Heather and Joell will be part of this committee. Maggie and Cheri would also like to be involved. Cheri has examples of prior releases written when Bob Kreischer was Director.

IV. Parent Directory

This has not been yet approved by Mr. G, but the plan is to turn off the current directory. Then invite families to join and then be distributed. Name, email, and phone number has been requested. A concern is that Skyward does not allow the directory to be released only to families who are willing to be part of the parent directory.

V. Updates from Task Forces

No updates were brought forth at this time

*use last years report for reference while creating goals

https://docs.google.com/document/d/1Ic9PxWJlfDSXyASeoUMHG_LKT5DCVHm3L4WtvUJIPe4/edit

Next meeting: Wednesday, Nov. 11th 4:30pm

Heather will compile this meeting's notes and prepare them for the next Board meeting.

Next meeting: Nov. 11 at 4:30--same Zoom link

Meeting was adjourned at 5:33 PM

2020-21 BOD Communications Committee Goals

Purpose of Committee

1. to create and maintain procedures and guidelines relating to MSA's branding, marketing and external communications.
2. to ensure the effectiveness of communication between different school related groups.
3. to ensure the effectiveness of communication between school community members.
4. to review MSA website components for accuracy and standardization.

Goal 1: Create and maintain procedures and guidelines relating to MSA's branding, marketing and external communications

Strategy 1: Create online guidelines for online press releases

Tactic 1: Review current guidelines for press releases and update for online use.

Tactic 2: Create a list of recommended items about which press releases could/should be written.

Tactic 3: Create an initial list of contacts and resources to recommend community communication opportunities.

Goal 2: Ensure the effectiveness of communications between different school-related groups, and school community members ('user groups', 'stakeholders'). *(began Fall 2018)*

Strategy 1: Identify user groups (including content managers) and their needs, and best modes of communication

Tactic 1: Research and create a list of MSA's key user groups.

User Groups

- Parents/Guardians (Families)
- Students
- Teachers
- Board of Directors (BOD) members
- Administrative Staff (directors, student data coordinator, business manager, office manager, counselor, receptionist, technology consultant)
- School support staff (paraprofessionals, nurse, maintenance)
- Activities
- Athletics
- Alumni

- Potential students
- Potential employees
- Community members
- Persons with disabilities (ie-deaf/blind/cognitive/learning)

Content Managers

- Technology consultant/webmaster
- MSA office manager
- Teachers

Tactic 2: Develop and administer communication needs survey to selected user groups every other year (at a minimum). *(conducted between Feb. 2019 and May 2019)*

Survey Groups

1. Families
2. Students
3. Incoming (new to MSA) families
4. Teachers

Tactic 3: Analyze data collected and recommend actions to the MSA Board of Directors for communications improvements. *(began January 2019 - ongoing)*

Strategy 2: Identify and optimize other preferred communication modes to meet user needs (ie-Google Classroom, Facebook, rSchool)

Tactic 1: Recommend staff training on various platforms to the Board of Directors.

Tactic 2: Optimize surveys (across the board), develop survey standards, and identify best survey platforms.

Goal 3: Review MSA website components for accuracy and standardizaion and make recommendations for improvement

Strategy 1: Create procedures for website changes.

Tactic 1: Communicate minor corrections and inaccuracies to staff responsible for website updates.

Tactic 2: Reccomend website changes and major updates to the Board of Directors.

Strategy 2: Review ADA accessibility requirements and make changes *(began January 2019)*

Tactic 1: Continue to work toward making website ADA-compliant, fully accessible.

- Research the scope and requirements of web accessibility
- Perform an ADA audit
- Appoint a web accessibility coordinator
- Incorporate accessibility into website

Personnel Meeting Tentative Agenda
 9.23.2020
 4:15 pm

Regular Members: Annie C, John G, Shannon F, Tom J, Jessie H, Heather R, Lisa A, Patricia, Jacqueline, Rob K, Jennifer B.

Present: Annie C., John G., Shannon F., Tom J., Jessie H., Heather R., Lisa A., Patricia G., Jacqueline M., Jennifer B., Rob K.

1. Determine Notetaker = Jessie
2. Determine regular meeting dates = The Wednesdays after the regular BOD meeting would be: October 21, November 18, Dec 16, January 20, February 17, March 17, April 21, May 19
 - a. **NOTE:** Committee members will submit documents a week before the meeting so members have time to review the documents.
3. Finalize Director's Job Description (included in the packet). Please come with any final questions or comments: Lisa (During this meeting, Lisa provided background information on this committee and what has happened here so far)
 - a. Review of comments/suggestions to move items to different sections. We made it through page 2 of the packet.
 - b. We will finish this job description at the next meeting (pp. 1-10)
 - i. **HOMEWORK:** new members to familiarize themselves with the packet, specifically pp. 1-10 of the packet. **DUE** one week before the next meeting.
 - ii. **HOMEWORK:** old members will answer any questions new members post. **DUE** one week before the next meeting.
4. Finalize the rest of the Director's Job Evaluation process (part of the packet). Please come with any final questions or comments: Annie and Lisa (Tabled for the next meeting.)
5. Determine how best "to provide input/feedback so that the Director can create/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs." -John (Tabled for the next meeting.)

Finance Committee Meeting

October 12th, 2020

5:00 pm

Time: Oct 12, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96646375587?pwd=UkE3YldKU2Uwd3JZUzc3U3gxeS9YQT09>

Meeting ID: 966 4637 5587

Passcode: G3CsG7

Attendees: John Gawarecki, Cody Schniepp, Ken La Case, Dustin Reeves, Shannon Froberg, Thomas Johnston

- Introductions

- Financials - September
 - Strong Cash Balance
 - Added credit card statement for viewing
- Fund Raising
- Give to the Max planning underway

- Budgets Updates
 - No updates, Dustin ensured that all staff's salaries were properly updated for budgeting purposes.

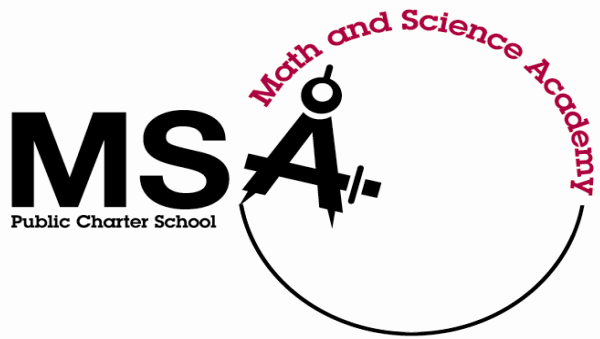
- Bond refinancing update
 - Refinancing is on schedule.

- Audit update.
 - Audit complete. No final date for report, but hoping for around November 1st.

- Cares Act update.
 - Funds are allocated and on track to be used by December 30th.

- Phishing information sheet.

Committee reviewed document and made changes, will be send out to other board members privately to protect protocols.



**Math and Science Academy
Charter School No. 4043
Woodbury, MN**

Financial Statements

September 30, 2020

**Math and Science Academy
Charter School No. 4043
Executive Summary**

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary (unaudited) actual ending information as of June 30, 2020 while the ending balances reflect the September 30, 2020 balances.

The school's cash and investment balance at September 30th was \$1,861,323 as well as \$152,987 held in a CD.

The Accounts Receivable balance represents a rebate from Xcel Energy for upgrading the School's automation system for better efficiency. The rebate is expected to be received by December of 2020.

Prior Year state aids receivable represents the balance of the State Aids for FY20 that are expected to be received by the School during Fiscal Year 2021.

Current year state aids receivable represents the estimated amount that the State owes the school for the current fiscal year based on the 10% holdback.

Federal aids receivable represents the amount of federal funds that are owed to the school. Federal funds are paid on a reimbursement basis.

Prepaid expenditures represent subscriptions and licenses paid in advance for the FY21 school year.

Due to Other Funds represents the amount that the School owes the Building Company at year end.

Salaries and wages payable represent the amount due to teachers for summer checks as part of the FY21 contracts. These salaries and wages will be earned in FY21, but not paid out until July and August of FY22.

Payroll deductions and contributions represents a prepayment of employee benefits.

The beginning fund balance as of July 1, 2020 was \$2,127,690 or 37% of total expenditures. Our budgeted surplus for the 2020-2021 approved original budget is \$2,244 which will result in an ending fund balance of \$2,122,415 or 35%. The Working Budget has been updated to reflect a surplus of \$1,495, which would result in an ending fund balance of \$2,129,185 or 35% of total expenditures.

The current preliminary net income is \$403,289. This figure reflects data through September 30th.

**Math and Science Academy
Charter School No. 4043
Executive Summary**

"Hot Topics"

- Cash flow is strong with approximately \$1.9M in cash. This includes \$152K in certificates of deposit. With the decrease in interest rates, our savings account is currently paying a higher interest rate. We will continue to monitor interest rates and make adjustments as necessary.
- As of September 30th, the balance in the Repair & Replacement Fund is approximately \$153K.
- We will continue monitoring potential state funding adjustments for potential revenue or cash flow impacts in future years. The legislature will be working on solving the projected budget deficit in the upcoming biennium created by the COVID 19 economic slowdown.
- We will need to monitor what options the legislature discusses for any impact to our cash flow. Changes in holdback amounts or shifts in revenue recognition could impact our cash position.
- Bond covenant metrics:
 - FY20 – Days cash on Hand: Requirement = 60 Days, Actual = 155
 - FY20 – Debt Service Coverage Ratio: Requirement = 100%, Actual = 106%

 - FY21 Days Cash on Hand: Requirement = 60 Days, Projected = 150
 - FY21 Debt Service Coverage Ratio: Requirement = 100%, Projected = 109%

Supplemental Information for September 2020.

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during September 2020.

Please feel free to contact Jenny Abbs at jenny.abbs@bergankdv.com, or 952-563-6835 should you have questions related to the financial statements.

**Math and Science Academy
Woodbury, MN
Balance Sheet
September 30, 2020**

	Unaudited June 30, 2020	Balance September 30, 2020
Assets		
Current assets		
Cash and investments	\$ 1,656,426	\$ 1,861,323
Certificates of deposit	152,987	152,987
Accounts receivable	12,638	7,138
Due From Building Company	40,420	-
Prior year state aids receivable	652,800	162,287
Current year state aids receivable	-	213,842
Federal aids receivable	4,460	-
Prepaid expenditures	174,074	101,809
Total assets	2,693,807	\$ 2,499,385
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 312,576	\$ 33,991
Accounts payable	150,356	3,673
Payroll deductions and contributions	103,184	(69,259)
Total current liabilities	566,116	(31,594)
Fund balance		
Fund balance 7-1-2020	2,117,993	2,117,993
Assigned fund balance - student activities 7-1-2020	9,697	9,697
Net income to date	-	403,289
Total fund balance	2,127,691	2,530,979
Total liabilities and fund balance	\$ 2,693,807	\$ 2,499,385

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.

Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
September 30, 2020

		Unaudited FY20	Original FY21	Working FY21	25%	
		Actual	Budget	Budget		Percent of
		485.85 ADM	495 ADM	495 ADM	September YTD	Original Budget
General Fund - 01						
Revenues						
State revenues						
211	General education aid	\$ 3,806,856	\$ 3,938,549	\$ 3,947,277	\$ 1,034,773	26.2%
348-300	Charter school lease aid	805,351	833,076	833,076	-	0.0%
317	Long-term facilities maintenance revenue	74,637	76,077	76,077	-	0.0%
740-360	Special education aid	706,857	723,877	712,264	138,358	19.4%
201	Endowment aid	21,795	20,526	20,526	10,332	50.3%
370	Other MN aid (safe schools supplemental aid)	22,846	-	-	-	-
397	Pension revenue	-	15,000	15,000	-	0.0%
	Prior year over (under) accrual	6,916	-	-	-	-
	Current year state aids receivable	-	-	-	213,842	-
	Total state revenues	5,445,258	5,607,105	5,604,220	1,397,305	24.9%
Federal revenues						
419	Federal special education aid	70,527	66,200	66,200	-	0.0%
414	Title II funds	21,427	27,400	27,400	-	0.0%
151,153,154	CARES and CRF Funding	-	-	158,363	-	0.0%
	Total federal revenues	91,955	93,600	251,963	-	0.0%
Local revenues						
000-050	Fees from patrons: scholastic, AP exam, staff shirts, class fees	22,554	28,000	28,000	1,465	5.2%
920-050	Fees from patrons: study hall	1,810	2,400	2,400	-	0.0%
300-050	Fees from students: field trips	21,282	35,000	35,000	-	0.0%
372-071	Third party billing	1,944	1,000	1,000	-	0.0%
092	Interest earnings	16,568	20,000	20,000	568	2.8%
265-096	Annual fund/capital campaign/dragon dinner	88,678	85,000	85,000	1,064	1.3%
000-096	Donations and misc. grants	2,759	-	-	82	-
099/620	Misc. revenues	1,884	-	-	18	-
621	Year book revenues, planners	3,587	3,100	3,100	295	9.5%
C 400's	Student activities revenue	85,579	129,200	129,200	9,495	7.3%
	Total local revenues	246,645	303,700	303,700	12,986	4.3%
Total revenues		\$ 5,783,857	\$ 6,004,405	\$ 6,159,883	\$ 1,410,291	22.9%
		5,783,857	6,004,405	6,159,883	1,410,291	

Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
September 30, 2020

		Unaudited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	25% September YTD	Percent of Original Budget
Expenditures						
100	Salaries and wages	\$ 2,042,506	\$ 2,228,933	\$ 2,221,114	\$ 351,991	15.8%
200	Employee benefits	815,937	778,074	783,757	104,534	13.3%
Crs 180	Extracurricular activities	192,269	74,678	74,678	-	0.0%
305	Contracted services	203,545	232,160	232,160	61,360	26.4%
315	Repairs and maintenance for computers	36,550	39,700	39,700	9,150	23.0%
320	Communications services	18,564	19,115	19,115	3,984	20.8%
329	Postage	4,989	4,200	4,200	778	18.5%
330	Utilities	91,472	108,100	108,100	17,772	16.4%
340	Property and liability insurance	49,092	34,200	34,200	-	0.0%
350	Repairs and maintenance	101,701	148,800	148,800	24,993	16.8%
360	Transportation for field trips	7,440	11,100	11,100	-	0.0%
366/368	Staff training/travel and conferences	22,485	15,000	15,000	9,474	63.2%
369	Field trips admissions	13,209	23,200	23,200	-	0.0%
370	Building lease	895,045	925,640	925,640	242,976	26.2%
370	Other rentals and operating leases	356	800	800	-	0.0%
380	Computer and tech related hardware rental	32,696	15,501	15,501	6,808	43.9%
401/455/465	General supplies	38,643	31,900	31,900	6,662	20.9%
401	Maintenance supplies	21,658	25,000	25,000	3,800	15.2%
405	Non-instructional computer software and license	20,059	20,525	20,525	17,101	83.3%
406	Instructional software licensing	14,786	14,700	22,450	22,245	99.1%
430/456/466	Instructional supplies	90,768	50,000	42,250	3,505	8.3%
460	Textbooks and workbooks	17,247	26,000	26,000	6,952	26.7%
461	Standardized tests	20,093	22,500	22,500	22	0.1%
490	Food	320	2,000	2,000	-	0.0%
505/506	Capitalized technology software	9,427	12,300	12,300	7,579	61.6%
530	Other equipment/furniture	21,088	12,000	12,000	-	0.0%
555/556	Technology hardware (cap)	6,955	30,000	30,000	-	0.0%
820	Dues and memberships, fees	38,196	40,035	40,035	9,095	22.7%

Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
September 30, 2020

		Unaudited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	25% September YTD	Percent of Original Budget
898	Scholarships	-	500	500	-	0.0%
	Annual fund (265)	7,652	42,500	42,500	-	0.0%
	State special education	753,161	774,200	774,200	56,723	7.3%
Fin 372	Third party billing	759	1,000	1,000	-	0.0%
	Federal special education	70,527	66,200	66,200	11,962	18.1%
	Title II funds	21,427	27,400	27,400	943	3.4%
151,153,154	GEER/ESSER/CRF Funds	-	-	158,363	23,186	14.6%
891	Pension expense	-	15,000	15,000	-	0.0%
	Student activity expense	96,637	129,200	129,200	3,407	2.6%
Total expenditures		\$ 5,777,259	\$ 6,002,161	\$ 6,158,388	\$ 1,007,002	16.4%
		5,777,259	6,002,161	6,158,388	1,007,002	
General fund net income		\$ 6,599	\$ 2,244	\$ 1,495	\$ 403,289	
Fund balances						
Beginning fund balance, all funds		\$ 2,121,091	\$ 2,127,690	\$ 2,127,690		
Projected fund balance, all funds		\$ 2,127,690	\$ 2,129,934	\$ 2,129,185		
		37%	35%	35%		

Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information. No CPA provides any assurance on these financial statements.



**Math and Science Academy
Charter School No. 4043
Woodbury, MN**

Supplemental Information

Credit Card Statements

July and August 2020



July 2020 Statement

Open Date: 06/11/2020 Closing Date: 07/13/2020

Account:



Visa® Business Card

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
8

New Balance	\$12,623.69
Minimum Payment Due	\$127.00
Payment Due Date	08/09/2020

Activity Summary

Previous Balance	+	\$14,840.21
Payments	-	\$14,840.21 ^{CR}
Other Credits	-	\$20.29 ^{CR}
Purchases	+	\$12,628.98
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$15.00
Interest Charged		\$0.00
New Balance	=	\$12,623.69
Past Due		\$0.00
Minimum Payment Due		\$127.00
Credit Line		\$30,000.00
Available Credit		\$17,376.31
Days in Billing Period		33

Payment Options:



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24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000011176 01 SP 000638518885451 P Y

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI
8430 WOODBURY XING
WOODBURY MN 55125-9433



Account Number	
Payment Due Date	8/09/2020
New Balance	\$12,623.69
Minimum Payment Due	\$127.00

Amount Enclosed \$ _____

Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408



July 2020 Statement 06/11/2020 - 07/13/2020

Page 2 of 4

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/30	06/30	URE	PAYMENT THANK YOU	\$14,840.21	CR _____
07/10			CHARGE OFF	\$0.00	CR _____
07/10		3329	PROV FR CR AMZN Mktp US*8N1RC4 # 5790 CREDIT ADJUSTMENT	\$20.29	CR _____
TOTAL THIS PERIOD				\$14,860.50	CR

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/11	06/10	2083	SCHOOL OUTFITTERS 513-619-5336 OH	\$1,054.93	_____
06/11	06/10	4985	AMZN Mktp US*MY2SE4HT2 Amzn.com/bill WA	\$136.49	_____
06/11	06/10	2024	CUSTOMINK LLC 800-293-4232 VA	\$454.08	_____
06/11	06/10	4742	CUSTOMINK LLC 800-293-4232 VA	\$516.48	_____
06/11	06/10	3442	AMAZON.COM*MY6H25S80 A AMZN.COM/BILL WA	\$13.49	_____
06/12	06/11	0896	FULL COMPASS SYS VT 608-831-7330 WI	\$2,563.36	_____
06/12	06/11	1096	AMZN MKTP US*MY9PL0QY2 AMZN.COM/BILL WA	\$303.98	_____
06/12	06/11	5540	AMZN MKTP US*MY52A0882 AMZN.COM/BILL WA	\$198.00	_____
06/12	06/11	4230	Amazon.com*MY86P8QX2 Amzn.com/bill WA	\$14.87	_____
06/12	06/11	4745	AMZN Mktp US*MY1W54QS2 Amzn.com/bill WA	\$229.00	_____
06/12	06/11	6176	CUSTOMINK LLC 800-293-4232 VA	\$497.64	_____
06/12	06/11	8278	AMZN MKTP US*MY93D1R61 AMZN.COM/BILL WA	\$140.97	_____
06/15	06/13	1266	AMZN Mktp US*MY1IP5WF0 Amzn.com/bill WA	\$199.98	_____
06/15	06/13	4789	AMZN Mktp US*MY2G92WD0 Amzn.com/bill WA	\$37.99	_____
06/15	06/13	4587	Amazon.com*MY50T52I2 Amzn.com/bill WA	\$71.96	_____
06/15	06/13	9699	AWL*PEARSON EDUCATION PRSONCS.COM NJ	\$189.74	_____
06/15	06/14	3575	AMAZON.COM*MY1R67K22 A AMZN.COM/BILL WA	\$109.99	_____
06/15	06/14	7458	AMAZON.COM*MS22G5421 A AMZN.COM/BILL WA	\$622.67	_____
06/15	06/14	9020	AMAZON.COM*MY8WF29X2 A AMZN.COM/BILL WA	\$339.99	_____
06/15	06/14	0070	AMZN Mktp US*MY2WM59P2 Amzn.com/bill WA	\$613.98	_____
06/15	06/12	3869	TEACHER'S DISCOVERY 248-3407210 MI	\$84.99	_____
06/15	06/13	1657	AMZN Mktp US*MS3UR4OS1 Amzn.com/bill WA	\$85.00	_____
06/16	06/15	0244	AMAZON.COM*MS99504S0 A AMZN.COM/BILL WA	\$15.99	_____
06/16	06/15	1837	Amazon.com*MS0044O50 Amzn.com/bill WA	\$38.39	_____
06/16	06/15	3057	Amazon.com*MS3XH0O70 Amzn.com/bill WA	\$57.15	_____
06/17	06/16	4090	CANON DIRECT 631-330-3000 NY	\$480.00	_____
06/18	06/17	0999	AMZN Mktp US*MS0KZ4FT2 Amzn.com/bill WA	\$163.92	_____
06/19	06/18	6619	AMZN Mktp US*MS24V9PD1 Amzn.com/bill WA	\$39.16	_____

Continued on Next Page

July 2020 Statement 06/11/2020 - 07/13/2020
 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

Page 3 of 4
 Cardmember Service ☎ 1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/19	06/18	7348	SP * AWB SHOP HTTPSAWBSHOP. CA	\$198.00	_____
06/22	06/20	3640	LEGO EDUCATION 860-749-2291 CT	\$782.75	_____
06/22	06/21	0769	AMZN Mktp US*MS0IQ0BP1 Amzn.com/bill WA	\$152.48	_____
06/22	06/21	4890	AMAZON.COM*MS1O12G90 A AMZN.COM/BILL WA	\$40.57	_____
06/22	06/19	3548	NEWEGG INC 800-390-1119 CA	\$203.53	_____
06/22	06/19	5252	PSYCHOLOGICAL ASSESSME 8139683003 FL	\$385.56	_____
06/24	06/23	7434	SQ *VETERAN SHREDDING Woodbury MN	\$329.00	_____
06/25	06/24	5163	AMZN Mktp US*MS32P5KN1 Amzn.com/bill WA	\$399.90	_____
07/01	06/30	0126	USF TAMPA BAY EDUCATIO 813-974-8442 FL	\$720.00	_____
07/02	07/01	4348	PAYPAL *MNCHARTERS 402-935-7733 CA	\$114.00	_____
07/08	07/07	7832	SMK*SURVEYMONKEY.COM 971-2445555 CA	\$29.00	_____
TOTAL THIS PERIOD				\$12,628.98	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/10	07/10		RUSH CARD FEE this fee was removed	\$15.00	_____
TOTAL FEES THIS PERIOD				\$15.00	

2020 Totals Year-to-Date	
Total Fees Charged in 2020	\$21.03
Total Interest Charged in 2020	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.24%	
**PURCHASES	\$12,623.69	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

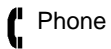
July 2020 Statement 06/11/2020 - 07/13/2020

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)



Page 4 of 4
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Contact Us



Phone
Voice: 1-866-552-8855
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Fax: 1-866-807-9053



Questions
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August 2020 Statement

Open Date: 07/14/2020 Closing Date: 08/13/2020

Page 1 of 4

Account:


Visa® Business Card

MATH&SCIENCE ACADEMY

JOHN D GAWARECKI (CPN 000046616)

Cardmember Service

BUS 30 ELN

8

1-866-552-8855

8

New Balance	\$5,562.82
Minimum Payment Due	\$56.00
Payment Due Date	09/09/2020

Activity Summary

Previous Balance	+	\$12,623.69
Payments	-	\$12,608.69 ^{CR}
Other Credits	-	\$200.00 ^{CR}
Purchases	+	\$5,762.82
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$15.00 ^{CR}
Interest Charged		\$0.00
New Balance	=	\$5,562.82
Past Due		\$0.00
Minimum Payment Due		\$56.00
Credit Line		\$30,000.00
Available Credit		\$24,437.18
Days in Billing Period		31

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CPN 000046616



24-Hour Cardmember Service: 1-866-552-8855

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☎ . to change your address

000010930 01 SP 000638547240982 P Y

 MATH&SCIENCE ACADEMY
JOHN D GAWARECKI
8430 WOODBURY XING
WOODBURY MN 55125-9433


Account Number	
Payment Due Date	9/09/2020
New Balance	\$5,562.82
Minimum Payment Due	\$56.00

Amount Enclosed \$ _____

Cardmember Service

 P.O. Box 790408
St. Louis, MO 63179-0408


August 2020 Statement 07/14/2020 - 08/13/2020

Page 2 of 4

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855



Important Messages

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Speed through checkout with the added security and convenience of PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/22	07/17	1928	MHC BOX OFFICE SAINT PAUL MN MERCHANDISE/SERVICE RETURN	\$200.00CR	_____
07/31	07/31	URE	PAYMENT THANK YOU	\$12,608.69CR	_____
TOTAL THIS PERIOD				\$12,808.69CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/16	07/15	0391	PAYPAL *RATWIKROSZA 402-935-7733 CA	\$350.00	_____
07/20	07/20	6937	AMZN Mktp US*MV8ZF5H11 Amzn.com/bill WA	\$497.98	_____
07/20	07/17	2489	EASYKEYSCOM INC 877-839-5397 NC	\$18.76	_____
07/22	07/21	3416	ST CROIX CLEANERS 651-3511656 MN	\$345.00	_____
07/22	07/21	1667	VISTAPR*VistaPrint.com 866-8936743 MA	\$56.99	_____
07/22	07/21	6113	AMZN Mktp US*MV34G3Q31 Amzn.com/bill WA	\$373.00	_____
07/22	07/09	1050	SendGrid 1-877-969-864 877-9698647 CO	\$29.95	_____
07/24	07/22	5934	MENARDS COTTAGE GROVE 715-876-6378 MN	\$562.90	_____
07/28	07/27	8400	AMZN Mktp US*MF8W05OL1 Amzn.com/bill WA	\$238.00	_____
07/30	07/28	0164	TCU EXTENDED ED 817-257-7832 TX	\$545.00	_____
07/30	07/28	0172	TCU EXTENDED ED 817-257-7832 TX	\$545.00	_____
08/04	08/04	3692	Amazon.com*MF7TZ65T1 Amzn.com/bill WA	\$21.99	_____
08/06	08/05	6759	PAYPAL *MNCHARTERS 402-935-7733 CA	\$30.00	_____
08/06	08/05	1484	PAYPAL *RATWIKROSZA 402-935-7733 CA	\$900.00	_____
08/10	08/07	8577	SMK*SURVEYMONKEY.COM 971-2445555 CA	\$29.00	_____
08/10	08/07	8531	SP * TOTE-BAG-FACTORY TOTEBAFACTOR CA	\$173.45	_____
08/10	08/07	0127	AMAZON.COM*MF05647D1 A AMZN.COM/BILL WA	\$438.89	_____
08/10	08/08	8635	AMZN Mktp US*MF48547G1 Amzn.com/bill WA	\$144.93	_____
08/12	08/11	9849	PAYPAL *MNCHARTERS 402-935-7733 CA	\$48.00	_____
08/12	08/11	7015	AMAZON.COM*MF2BD6DE2 A AMZN.COM/BILL WA	\$148.87	_____
08/13	08/12	5584	USPS PO 2683560024 SAINT PAUL MN	\$220.00	_____
08/13	08/12	6948	AMZN Mktp US*MF8YG8SO0 Amzn.com/bill WA	\$45.11	_____
TOTAL THIS PERIOD				\$5,762.82	

August 2020 Statement 07/14/2020 - 08/13/2020
 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

Page 3 of 4
Cardmember Service ☎ 1-866-552-8855

Transactions

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/16	07/16		RUSH CARD FEE REVERSAL	\$15.00CR	_____
TOTAL FEES THIS PERIOD				\$15.00CR	

2020 Totals Year-to-Date	
Total Fees Charged in 2020	\$6.03
Total Interest Charged in 2020	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.24%	
**PURCHASES	\$5,562.82	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

August 2020 Statement 07/14/2020 - 08/13/2020

Page 4 of 4

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎

1-866-552-8855



Contact Us



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Fax: 1-866-807-9053



Questions

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St. Louis, MO 63179-0408



Online

myaccountaccess.com

End of Statement

MATH&SCIENCE ACADEMY

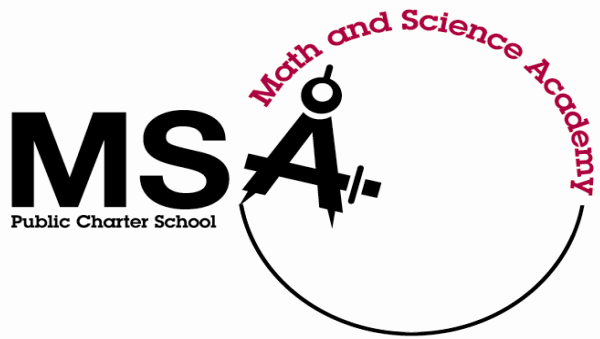


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Recent updates to your account may impact your eligibility to enroll in PayPal.



**Math and Science Academy
Charter School No. 4043
Woodbury, MN**

Supplemental Information

September 30, 2020

**Math and Science Academy
ExtraCurricular/Student Activities
September 30, 2020**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
401	Student Council Funds	\$ 276	\$ -	\$ -	\$ 276
402	NHS Funds	407	-	(385)	22
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	809	-	-	809
405	Prom	1,788	-	-	1,788
406	Ex-Curr Academic Triathlon	145	-	-	145
407	Ex-Curr Theatre Funds	308	-	-	308
408	Spanish Club Funds	-	-	-	-
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	-	4,000	-	4,000
414	Asian Club	-	-	-	-
416	Newspaper	32	-	-	32
417	Film Club	-	-	-	-
419	Nordic Ski Team	122	-	-	122
420	Cross Country	-	4,385	(100)	4,285
421	Track & Field	-	-	(1,652)	(1,652)
422	Music Fund	198	-	-	198
423	Boys Basketball	408	-	-	408
424	Baseball	-	-	-	-
427	Math League	-	-	-	-
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	946	-	-	946
432	Athletic Account	313	-	(850)	(537)

**Math and Science Academy
ExtraCurricular/Student Activities
September 30, 2020**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
437	Chess Club	0	-	-	0
440	Badminton	501	-	-	501
441	Trap Team	89	-	-	89
442	Boys Volleyball	90	-	-	90
443	FIRST Tech Challenge (FTC)	-	-	-	-
445	Gay Straight Alliance (GSA)	58	-	(75)	(17)
446	Social Justice Club	-	-	-	-
447	Class of 2020	1,760	-	-	1,760
449	Soccer	-	1,110	-	1,110
450	Football	-	-	-	-
451	Cheers Volunteer	33	-	-	33
452	SWENext Club	24	-	-	24
453	Class of 2021	550	-	(345)	205
460	Africa Club	-	-	-	-
Total student activity balances		\$ 8,857	\$ 9,495	\$ (3,407)	\$ 14,945
		\$ 9,697	\$ 9,495	\$ (3,407)	\$ 15,785

Note: Accounts with negative balances indicate that more money has been spent than has been collected

Treatment of Accounts with Balances at Year End: As of July 1, 2019, there is a requirement for all student activities to be under board control. MSA student activities have always been under board control. In addition, at year-end, the balance in the student activity accounts must be restricted fund balance .

*Management has elected to omit substantially all disclosures and the Government-Wide Financial Statements.
No CPA provides any assurance on these financial statements.*

CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
09/03/2020	202000173 ALBERS, JEANA	Reimbursement: Science Supplies	133.68
09/03/2020	202000177 AMERICAN FLAGPOLE AND FLAG CO.	1 5 X 8 Ft Polyester US Flag	69.95
09/03/2020	202000172 CARDENAS, ANNE	Reimbursement: Printer Ink (Board Supply)	121.03
09/03/2020	202000167 CENTURY LINK	Monthly Service: AUG 19-SEPT 18; Account 651-731-5162 971	127.72
09/03/2020	202000170 CENTURY LINK	MONTHLY SERVICE- AUG 22-SEP21; Account 651-731-9416 212	252.89
09/03/2020	202000169 COMCAST	Internet: 8/27/20-9/26/20 - Account 8772 10 577 0827141	349.95
09/03/2020	202000176 GIS BENEFITS	Insurances: Aug 2020	6,192.92
09/03/2020	202000175 GIS BENEFITS	Insurances: Sept 2020	6,509.13
09/03/2020	202000174 HAVERLAND, ANGELA	Reimbursement: Continuing Ed - St. Mary's (Title II)	980.00
09/03/2020	202000168 INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	40.66
09/03/2020	202000178 KAMI	Kami School Plan: License for School Year to 7/31/21 (GEER)	2,925.00
09/03/2020	202000171 LACASSE, KENNETH JR	Reimbursement: Striping Paint	28.90
09/03/2020	202000166 LARSON, KASSIE	Reimbursement: Boom Learning Ultimate Subscription	35.00
09/03/2020	202000183 SCHINDLER ELEVATOR CORPORATION	Elevator Maintenance	2,783.88
09/03/2020	202000180 SCHOOL HEALTH CORPORATION	6 Recovery Couches @ \$546 each (ESSR)	3,595.32
09/03/2020	202000179 TRANE U.S. INC.	Labor and Materials to complete IAQ Assessment (ESSER)	6,830.00
09/03/2020	202000184 VERIZON WIRELESS	Phone Service: July 21-AUG 20	261.05
09/03/2020	202000181 WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Contract 450-0000301-000: 8/14/20- 9/13/20	859.42
09/03/2020	202000182 XCEL ENERGY	Electric/Gas Usage: 7/11/20-8/8/20 Acct #51-5755815-9	5,443.68
09/08/2020	202000247 OLD NATIONAL BANK	BC Incoming wire transfer	16.00
09/08/2020	202000162 US BANK	Rent: Sept 2020	58,906.25
09/09/2020	99900162 CARDMEMBER SERVICE		0.00
09/09/2020	99900163 CARDMEMBER SERVICE		0.00
09/09/2020	99900164 AMAZON	Credit Card Payment AP Invoice.	1,908.77
09/09/2020	99900164 CARDMEMBER SERVICE	Credit Card Payment AP Invoice.	1,505.21
09/09/2020	99900164 MENARDS	Credit Card Payment AP Invoice.	562.90
09/09/2020	99900164 RATWIK, ROSZAK & MALONEY, PA	Credit Card Payment AP Invoice.	1,250.00
09/09/2020	99900164 SENDGRID	Credit Card Payment AP Invoice.	29.95
09/09/2020	99900164 SURVEYMONKEY	Credit Card Payment AP Invoice.	29.00
09/09/2020	99900164 US POSTMASTER	Credit Card Payment AP Invoice.	220.00
09/09/2020	99900164 VISTAPRINT.COM	Credit Card Payment AP Invoice.	56.99
09/10/2020	202000192 BLICK ART MATERIALS	MS Art Supplies	453.71
09/10/2020	202000186 BLOCK SCHOOL NURSE CONSULTING LLC	Services: July 2020 and Training	670.00
09/10/2020	202000193 CITY VIEW ELECTRIC INC	ANNUAL ALARM MONITORING: ANNUAL FIRE ALARM INSPECTION	622.50
09/10/2020	202000190 CPM EDUCATIONAL PROGRAM	"Core Connections, Course 1Teacher Edition BundleMINNESOTA EDITION, Compressed Grade 7Teacher Bundle w/ 8 yr eBook, 2 Compressed Grade 8 Integrated ITeacher, Bundle w/ 8 yr eBook Core Connections, Integrated IIITeacher Edition Bundle"	2,392.97
09/10/2020	202000188 CULLIGAN	Drinking Water Equipment Service: Sept 2020 Acct#157-00808535-7	27.95
09/10/2020	202000199 ESPARZA, PAUL	Maintenance Service: Aug 2020	2,899.00
09/10/2020	202000189 GREAT RIVER OFFICE PRODUCTS INC	Hand Sanitizer (ESSER)	449.50
09/10/2020	202000187 HANSEN'S LAWN CARE	Weekly Mowing and Landscaping: Aug 2020	1,197.00
09/10/2020	202000195 INDIGO EDUCATION	Director Services- Quarter 1	4,772.50

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CHECK	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
09/10/2020	202000196	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	248.17
09/10/2020	202000200	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
09/10/2020	202000185	LACASSE, KENNETH JR	Reimbursement: Striping Paint	28.90
09/10/2020	202000198	NEARPOD INC	Nearpod District Edition License 9/1/20-8/31/21 (GEER/ESSER)	5,500.00
09/10/2020	202000191	ORKIN EXTERMINATING CO, INC.	"FY21 Pest Control Services 8430 Woodbury Xing St Paul, MN"	1,353.95
09/10/2020	202000201	SCHOOL DATEBOOKS	Student and Teacher Planners	1,932.24
09/10/2020	202000197	UNIVERSITY OF OREGON	SWIS Annual License	350.00
09/10/2020	202000194	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning Service: Sept 2020	3,530.00
09/11/2020	202000163	OLD NATIONAL BANK	Incoming Wire Transfer Fee	16.00
09/15/2020	202000206	BLOCK SCHOOL NURSE CONSULTING LLC	Nurse Consult: 8/28/20 and 8/31/20	240.00
09/15/2020	202000202	BLOCK SCHOOL NURSE CONSULTING LLC	Nurse Consult: 9/8/20	80.00
09/15/2020	202000214	BSN SPORTS, LLC	CHECK ADJUSTABLE OVER EAR FACE GUARD 50 @\$6.50each (ESSER)	341.25
09/15/2020	202000210	CPM EDUCATIONAL PROGRAM	III Student 8yr eBook (18 @ \$80) and Int II Student 1yr eBook (15 @ \$20)	1,740.00
09/15/2020	202000212	FLINN SCIENTIFIC INC.	Science Supplies	22.46
09/15/2020	202000207	FLR SANDERS, INC	Project: Annual Gymnasium Resurfacing at MN Math and Science Academy	4,306.57
09/15/2020	202000156	FURTHER	Payroll accrual	810.42
09/15/2020	202000156	FURTHER	Payroll accrual	230.95
09/15/2020	202000157	INTERNAL REVENUE SERVICE	Payroll accrual	715.00
09/15/2020	202000157	INTERNAL REVENUE SERVICE	Payroll accrual	6,176.88
09/15/2020	202000157	INTERNAL REVENUE SERVICE	Payroll accrual	5,771.25
09/15/2020	202000157	INTERNAL REVENUE SERVICE	Payroll accrual	1,349.71
09/15/2020	202000157	INTERNAL REVENUE SERVICE	Payroll accrual	5,771.25
09/15/2020	202000157	INTERNAL REVENUE SERVICE	Payroll accrual	1,349.71
09/15/2020	202000208	KRAUS-ANDERSON INSURANCE	Practical HR: Oct 2020	250.00
09/15/2020	202000211	LIFETOUCH NSS ACCTS RECEIVABLE	Yearbooks	1,272.91
09/15/2020	202000217	LIMINEX, INC	GoGuardian Suite 1 yr	4,050.00
09/15/2020	202000158	MID ATLANTIC TRUST COMPANY	Payroll accrual	386.83
09/15/2020	202000158	MID ATLANTIC TRUST COMPANY	Payroll accrual	4,617.00
09/15/2020	202000159	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,093.87
09/15/2020	202000215	MN DEPT. OF LABOR & INDUSTRY	Elevator Annual Op ELV-1014210 and ELV-1013766	200.00
09/15/2020	202000209	OLYMPUS LOCKERS AND STORAGE PRODUCTS, INC	Master Locks	1,354.00
09/15/2020	202000160	PERA	Payroll accrual	911.03
09/15/2020	202000160	PERA	Payroll accrual	1,051.18
09/15/2020	202000213	PITNEY BOWES GLOBAL FIN. SERV.	Lease: 9/30/20-12/30/20	257.00
09/15/2020	202000203	ROATH, CATHERINE	Reimbursement: Sunglasses	200.00
09/15/2020	202000216	SHI INTERNATIONAL CORP	Creative Cloud for Enterprise 525 @ \$5	2,625.00
09/15/2020	202000161	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
09/15/2020	202000161	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,126.56
09/15/2020	202000161	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,641.20
09/15/2020	202000204	WASHINGTON COUNTY	"MSA 2020 Property Taxes - 2nd Half Payment Property ID: 16.028.21.13.0085 8490 Woodbury Crossing Woodbury, MN 55125"	10,502.00
09/15/2020	202000205	WASHINGTON COUNTY	"MSA 2020 Property Taxes - 2nd Half Payment Property ID: 16.028.21.24.0095 8430 Woodbury Crossing Woodbury, MN 55125"	376.65
09/15/2020	202000164	BILL.COM	Fee	159.00
09/21/2020	202000225	ALBERS, JEANA	Reimbursement: Sunglasses	32.21
09/21/2020	202000222	ANDERSON, MARKELL	Reimbursement: Gimkit Subscription renewal	59.88
09/21/2020	202000229	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: Sept 2020	7,330.00

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CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
09/21/2020	202000219 COMCAST	Internet & Phone: 9/18/20-10/17/20 Acct# 8772 10 577 0477541	501.77
09/21/2020	202000223 ESPARZA, PAUL	Maintenance Supplies	149.20
09/21/2020	202000226 HEYDT (USE), JESSIE	Reimbursement: Online Test Platform (due to distance learning)	25.00
09/21/2020	202000220 LARSON, KASSIE	Reimbursement: Teachers Pay Teachers	33.29
09/21/2020	202000218 MARTIN LAW FIRM PLLC	Legal Services: Aug 2020	1,086.50
09/21/2020	202000232 MID ATLANTIC TRUST COMPANY	403b Sept 2020 Plan AD001629	5,003.83
09/21/2020	202000233 MSBA	Council of School Attorneys Newsletter Renewal	50.00
09/21/2020	202000221 NORDSTROM, LUCY	Reimbursement: APUSH Curriculum	214.20
09/21/2020	202000228 NOVA CLASSICAL ACADEMY	Timer for Cross Country Race 9/17/20	100.00
09/21/2020	202000227 ROATH, CATHERINE	Reimbursement: Professional Development - Strengthening Online Social Studies Instruction	279.00
09/21/2020	202000231 ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,381.11
09/21/2020	202000224 SMITH, MARIAH	Reimbursement: Fall Tuition	932.00
09/21/2020	202000230 WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,463.64
09/22/2020	202000165 BLUE CROSS BLUE SHEILD OF MN	Health Insurance: Oct 2020	38,323.47
09/28/2020	202000234 CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 7/29/20-8/31/20	76.95
09/28/2020	202000235 CITY OF WOODBURY	Water: 8460 Woodbury Xing 7/29/20-8/31/20	49.00
09/28/2020	202000236 CITY OF WOODBURY	Water: 8500 Woodbury Xing 7/29/20-8/31/20	65.79
09/28/2020	202000237 CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 7/29/20-8/31/20	31.77
09/28/2020	202000243 CPM EDUCATIONAL PROGRAM	Int III Student lyr eBook (5 @\$ 20) and Int II Student lyr eBook (3 @ \$20)	160.00
09/28/2020	202000241 ESPARZA, PAUL	Maintenance Supplies	68.93
09/28/2020	202000239 HEYDT (USE), JESSIE	Reimbursement: ClassMarker test credits (CRF)	25.00
09/28/2020	202000240 HEYDT (USE), JESSIE	Reimbursement: ClassMarker test credits (CRF)	25.00
09/28/2020	202000242 INSIGHT STORAGE SOLUTIONS INC	Storage Fee: Aug 2020	40.00
09/28/2020	202000244 LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment and usage for color impressions	732.53
09/28/2020	202000246 POPP COMMUNICATIONS	Telephone Services: 8/6/20-9/5/20 Account Number: 10003837	58.35
09/28/2020	202000238 RAINMAKERS IRRIGATION	"Fix Line, replace valve"	200.00
09/28/2020	202000245 XCEL ENERGY	Electric/Gas Usage: 8/11/20-9/8/20 Acct #51-5755815-9	5,713.10
09/30/2020	202000249 FURTHER	Payroll accrual	810.42
09/30/2020	202000250 INTERNAL REVENUE SERVICE	Payroll accrual	715.00
09/30/2020	202000250 INTERNAL REVENUE SERVICE	Payroll accrual	6,688.89
09/30/2020	202000250 INTERNAL REVENUE SERVICE	Payroll accrual	6,363.44
09/30/2020	202000250 INTERNAL REVENUE SERVICE	Payroll accrual	1,488.19
09/30/2020	202000250 INTERNAL REVENUE SERVICE	Payroll accrual	6,363.44
09/30/2020	202000250 INTERNAL REVENUE SERVICE	Payroll accrual	1,488.19
09/30/2020	202000251 MID ATLANTIC TRUST COMPANY	Payroll accrual	715.88
09/30/2020	202000251 MID ATLANTIC TRUST COMPANY	Payroll accrual	-386.83
09/30/2020	202000251 MID ATLANTIC TRUST COMPANY	Payroll accrual	267.95
09/30/2020	202000251 MID ATLANTIC TRUST COMPANY	Payroll accrual	4,382.00
09/30/2020	202000252 MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
09/30/2020	202000252 MINNESOTA DEPT OF REVENUE	Payroll accrual	3,338.79
09/30/2020	202000248 OLD NATIONAL BANK	Service Charge	60.00
09/30/2020	202000253 PERA	Payroll accrual	1,416.78

CHECK			INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION		AMOUNT
09/30/2020	202000253	PERA	Payroll accrual		1,634.75
09/30/2020	202000254	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual		6,146.24
09/30/2020	202000254	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual		6,662.54
				Totals for checks	327,891.51

Batch	Post Date	Acct Nbr	Description	Amount
20-50020	08/31/2020	01 R 005 000 000 000 092	Charles Schwab - Aug 2020 Interest Earne	2.12
			Totals for 20-50020	2.12
20-50021	09/18/2020	01 E 005 110 000 000 305	Refund overdraft fee	76.00
20-50021	09/18/2020	01 R 005 000 265 000 096	CAF America - 3M (Annual Fund) Employer	40.75
20-50021	09/18/2020	01 R 005 000 265 000 096	CAF America - 3M (Annual Fund) Employee	40.75
20-50021	09/18/2020	01 R 005 000 265 000 096	MightyCause (Annual Fund)	25.00
			Totals for 20-50021	182.50
20-50022	09/30/2020	01 R 005 000 000 000 211	General Education Aid	29387.94
20-50022	09/30/2020	01 R 005 000 000 000 201	Land Endowment Fund	10331.65
20-50022	09/30/2020	01 R 005 000 000 740 360	State Special Education	138358.43
			Totals for 20-50022	178078.02
20-50023	09/30/2020	01 A 121 00	FY20 Charter School Lease Aid	37949.41
20-50023	09/30/2020	01 R 005 000 000 000 211	FY21 General Education Aid	347021.44
20-50023	09/30/2020	01 A 121 00	FY20 State Special Education	23391.13
20-50023	09/30/2020	01 A 121 00	FY20 General Education Aid	159804.40
20-50023	09/30/2020	01 A 121 00	FY20 Long-Term Facilities Maintenance	2985.47
			Totals for 20-50023	571151.85
20-50024	09/29/2020	01 R 005 000 000 000 050	Planner	335.00
20-50024	09/29/2020	01 R 010 258 000 000 050	Band	280.00
20-50024	09/29/2020	01 R 010 260 000 000 050	MS Engineering	15.00
20-50024	09/29/2020	01 R 005 000 000 000 050	Jr Scholastic	180.00
			Totals for 20-50024	810.00
20-50025	09/30/2020	01 R 005 000 000 000 092	Savings Interest Deposit	95.47
			Totals for 20-50025	95.47
20-50026	09/30/2020	50 R 005 000 000 000 092	Building Co Interest	0.58
			Totals for 20-50026	0.58
20-50027	09/30/2020	01 R 005 000 000 000 092	Interest Deposit	35.01
			Totals for 20-50027	35.01
20-50028	09/30/2020	50 A 101 50	BC Waterfall Deposit	2687.50
			Totals for 20-50028	2687.50
20-50029	09/30/2020	01 R 005 000 000 000 092	Charles Schwab - Aug 2020 Interest Earne	2.12
			Totals for 20-50029	2.12
20-50030	09/30/2020	01 R 005 000 000 000 096	CAF America - 3M employer Match - Jordan	40.75
20-50030	09/30/2020	01 R 005 000 000 000 096	CAF America - 3M - Employee-Jordan (Annu	40.75
20-50030	09/30/2020	01 R 010 298 413 000 096	FIRST - FRC First Robotoics -- Regrant	4000.00
20-50030	09/30/2020	01 R 005 000 265 000 096	MightyCause (Annual Fund) - \$20 Boudjouk	25.00
20-50030	09/30/2020	01 R 005 000 265 000 096	YourCause (Annual Fund) - \$100 Ellingson	150.00
20-50030	09/30/2020	01 R 005 000 265 000 096	US Bank (Annual Fund)	635.18
20-50030	09/30/2020	01 R 010 298 420 000 050	Cross Country Participation Fees	4035.00
			Totals for 20-50030	8926.68
20-50031	09/30/2020	01 A 118 00	Disbursement from R&R Fund - Request 202	8926.68
			Totals for 20-50031	8926.68

Batch	Post Date	Acct Nbr	Description	Amount
20-50032	09/30/2020	01 A 118 00	Disbursement from R&R Fund - Request 202	8926.68-
			Totals for 20-50032	8926.68-
20-50033	09/30/2020	01 A 118 00	Disbursement from R&R Fund - Request 202	40420.33
			Totals for 20-50033	40420.33
20-50034	09/28/2020	01 R 005 000 500 000 099	Apply bill.com return of \$18 to owed bal	18.00
			Totals for 20-50034	18.00
			Total for Cash Receipts	802410.18

Batch	Post Date	Acct Nbr	Description	Amount
20-00003	08/13/2020	01 A 101 01	Transfer from Savings to Checking	75000.00
20-00003	08/13/2020	01 A 101 02	Transfer from Savings to Checking	-75000.00
Totals for 20-00003				0.00
20-00004	09/24/2020	01 E 010 211 000 000 490	Yared Tadesse did not cash 2 checks that were mailed out for reimburse	-18.00
20-00004	09/24/2020	01 R 005 000 500 000 099	Yared Tadesse did not cash 2 checks that were mailed out for reimburse	18.00
Totals for 20-00004				0.00
20-00005	07/01/2020	01 E 010 630 500 000 406	TIERNEY BROTHERS INC SMART Learning Suite - 3	760.50
20-00005	07/01/2020	01 E 010 260 000 000 460	MCGRAW-HILL SCHOOL ED Physics Principles & Pr	722.09
20-00005	07/01/2020	01 E 010 270 000 000 460	MINNESOTA HISTORICAL SOCIETY Northern Lights	277.00
20-00005	07/01/2020	01 E 005 010 000 000 820	MN ASSOC. OF CHARTER Jan-Dec 2020 Associate M	3531.00
20-00005	07/01/2020	01 E 005 108 000 000 405	ISCORP Skyward Hosting Services: Jan2020-Jan	1400.00
20-00005	07/01/2020	01 E 010 211 402 000 820	NASSP/NHS FY21 National Honor Society Affilia	385.00
20-00005	07/01/2020	01 E 010 420 000 419 303	INDIGO EDUCATION FY21 Director Services	5000.00
20-00005	07/01/2020	01 E 005 108 000 000 405	ISCORP FY21 Skyward Hosting Services - Financ	2400.00
20-00005	07/01/2020	01 E 005 107 000 000 305	KRAUS-ANDERSON INSURANCE Practical HR: July 2	250.00
20-00005	07/01/2020	01 E 005 110 000 000 329	PITNEY BOWES GLOBAL FIN. Lease: 6/30/20-9/29/	257.00
20-00005	07/01/2020	01 E 010 640 291 316 366	HEATHER ROSEMANN Reimbursement: AP Summer Ins	550.00
20-00005	07/01/2020	01 E 010 640 318 316 366	BUREAU OF EDUCATION Strengthening Online Soc	279.00
20-00005	07/01/2020	01 E 005 850 000 348 370	WOODBURY CROSSING Rent - July 2020	5463.64
20-00005	07/01/2020	01 E 005 850 000 348 370	ROBERT ENGSTROM COMPANIES Lease Payment - Jul	8381.11
20-00005	07/01/2020	01 L 215 13	BLUE CROSS BLUE SHEILD OF Health Insurance: J	42519.82
20-00005	07/01/2020	01 A 131 00	MCGRAW-HILL SCHOOL ED Chemistry Matter and Ch	-1175.81
20-00005	07/01/2020	01 A 131 00	TIERNEY BROTHERS INC SMART Learning Suite - 3	-760.50
20-00005	07/01/2020	01 A 131 00	MCGRAW-HILL SCHOOL ED Physics Principles & Pr	-722.09
20-00005	07/01/2020	01 A 131 00	MINNESOTA HISTORICAL SOCIETY Northern Lights	-277.00
20-00005	07/01/2020	01 A 131 00	MN ASSOC. OF CHARTER Jan-Dec 2020 Associate M	-3531.00
20-00005	07/01/2020	01 A 131 00	ISCORP Skyward Hosting Services: Jan2020-Jan	-1400.00
20-00005	07/01/2020	01 A 131 00	NASSP/NHS FY21 National Honor Society Affilia	-385.00
20-00005	07/01/2020	01 A 131 00	INDIGO EDUCATION FY21 Director Services	-5000.00
20-00005	07/01/2020	01 A 131 00	ISCORP FY21 Skyward Hosting Services - Financ	-2400.00
20-00005	07/01/2020	01 A 131 00	KRAUS-ANDERSON INSURANCE Practical HR: July 2	-250.00
20-00005	07/01/2020	01 A 131 00	PITNEY BOWES GLOBAL FIN. Lease: 6/30/20-9/29/	-257.00
20-00005	07/01/2020	01 A 131 00	HEATHER ROSEMANN Reimbursement: AP Summer Ins	-550.00
20-00005	07/01/2020	01 A 131 00	BUREAU OF EDUCATION Strengthening Online Soc	-279.00

Batch	Post Date	Acct Nbr	Description	Amount
20-00005	07/01/2020	01 A 131 00	WOODBURY CROSSING Rent - July 2020	-5463.64
20-00005	07/01/2020	01 A 131 00	ROBERT ENGSTROM COMPANIES Lease Payment - Jul	-8381.11
20-00005	07/01/2020	01 A 131 00	BLUE CROSS BLUE SHEILD OF Health Insurance: J	-42519.82
20-00005	07/01/2020	01 E 010 260 000 000 460	MCGRAW-HILL SCHOOL ED Chemistry Matter and Change	1175.81
			Totals for 20-00005	0.00
20-00007	09/24/2020	01 E 010 211 000 000 490	Yared Tadesse did not cash 2 checks that were mailed out for reimburse	18.00
20-00007	09/24/2020	01 R 005 000 500 000 099	Yared Tadesse did not cash 2 checks that were mailed out for reimburse	-18.00
			Totals for 20-00007	0.00
			Total for Journal Entries	0.00



August 2020 Statement

Open Date: 07/14/2020 Closing Date: 08/13/2020



Visa® Business Card
 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

Account: [REDACTED]

Cardmember Service ☎ 1-866-552-8855
 BUS 30 ELN 8 8

New Balance	\$5,562.82
Minimum Payment Due	\$56.00
Payment Due Date	09/09/2020

Activity Summary		
Previous Balance	+	\$12,623.69
Payments	-	\$12,608.69 ^{CR}
Other Credits	-	\$200.00 ^{CR}
Purchases	+	\$5,762.82
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$15.00 ^{CR}
Interest Charged		\$0.00
New Balance	=	\$5,562.82
Past Due		\$0.00
Minimum Payment Due		\$56.00
Credit Line		\$30,000.00
Available Credit		\$24,437.18
Days in Billing Period		31

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Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 000046616



24-Hour Cardmember Service: 1-866-552-8855

☎ . to pay by phone
 ☎ . to change your address

000010930 01 SP 000638547240982 P Y

MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI
 8430 WOODBURY XING
 WOODBURY MN 55125-9433



Account Number	[REDACTED]
Payment Due Date	9/09/2020
New Balance	\$5,562.82
Minimum Payment Due	\$56.00

Amount Enclosed \$ _____

Cardmember Service

P.O. Box 790408
 St. Louis, MO 63179-0408



John D. Gawarecki
 9/1/2020



August 2020 Statement 07/14/2020 - 08/13/2020

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 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

Cardmember Service (1-866-552-8855



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Speed through checkout with the added security and convenience of PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/22	07/17	1928	MHC BOX OFFICE SAINT PAUL MN MERCHANDISE/SERVICE RETURN	\$200.00CR	_____
07/31	07/31	URE	PAYMENT THANK YOU	\$12,608.69CR	_____
TOTAL THIS PERIOD				\$12,808.69CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/16	07/15	0391	PAYPAL *RATWIKROSZA 402-935-7733 CA	\$350.00	_____
07/20	07/20	6937	AMZN Mktp US*MV8ZF5H11 Amzn.com/bill WA	\$497.98	_____
07/20	07/17	2489	EASYKEYSCOM INC 877-839-5397 NC	\$18.76	_____
07/22	07/21	3416	ST CROIX CLEANERS 651-3511656 MN	\$345.00	_____
07/22	07/21	1667	VISTAPR*VistaPrint.com 866-8936743 MA	\$56.99	_____
07/22	07/21	6113	AMZN Mktp US*MV34G3Q31 Amzn.com/bill WA	\$373.00	_____
07/22	07/09	1050	SendGrid 1-877-969-864 877-9698647 CO	\$29.95	_____
07/24	07/22	5934	MENARDS COTTAGE GROVE 715-876-6378 MN	\$562.90	_____
07/28	07/27	8400	AMZN Mktp US*MF8W05OL1 Amzn.com/bill WA	\$238.00	_____
07/30	07/28	0164	TCU EXTENDED ED 817-257-7832 TX	\$545.00	_____
07/30	07/28	0172	TCU EXTENDED ED 817-257-7832 TX	\$545.00	_____
08/04	08/04	3692	Amazon.com*MF7TZ65T1 Amzn.com/bill WA	\$21.99	_____
08/06	08/05	6759	PAYPAL *MNCHARTERS 402-935-7733 CA	\$30.00	_____
08/06	08/05	1484	PAYPAL *RATWIKROSZA 402-935-7733 CA	\$900.00	_____
08/10	08/07	8577	SMK*SURVEYMONKEY.COM 971-2445555 CA	\$29.00	_____
08/10	08/07	8531	SP * TOTE-BAG-FACTORY TOTE BAG FACTOR CA	\$173.45	_____
08/10	08/07	0127	AMAZON.COM*MF05647D1 A AMZN.COM/BILL WA	\$438.89	_____
08/10	08/08	8635	AMZN Mktp US*MF48547G1 Amzn.com/bill WA	\$144.93	_____
08/12	08/11	9849	PAYPAL *MNCHARTERS 402-935-7733 CA	\$48.00	_____
08/12	08/11	7015	AMAZON.COM*MF2BD6DE2 A AMZN.COM/BILL WA	\$148.87	_____
08/13	08/12	5584	USPS PO 2683560024 SAINT PAUL MN	\$220.00	_____
08/13	08/12	6948	AMZN Mktp US*MF8YG8SO0 Amzn.com/bill WA	\$45.11	_____
TOTAL THIS PERIOD				\$5,762.82	

Continued on Next Page



August 2020 Statement 07/14/2020 - 08/13/2020

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MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855

Transactions

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/16	07/16		RUSH CARD FEE REVERSAL	\$15.00CR	_____
TOTAL FEES THIS PERIOD				\$15.00CR	

2020 Totals Year-to-Date

Total Fees Charged in 2020	\$6.03
Total Interest Charged in 2020	\$0.00

Company Approval

(This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

** APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.24%	
**PURCHASES	\$5,562.82	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Continued on Next Page

2020-21

FD T ORG PRG CRS FIN	OBJ	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 R 005 000 000 000 096 096	20-50030	81.50		1	CAF America - 3M employer		09/04/20	5		-40.75
09/30/20 CR	20-50030				Match - Jordan (Annual Fund)					
09/30/20 CR	20-50030			2	CAF America - 3M -		09/04/20	6		-40.75
					Employee-Jordan (Annual Fund)					
					September					-81.50
					*01 R 005 000 000 000 096					-81.50
					*Cash Receipts					-81.50
01 R 005 000 265 000 096 096	20-50021	1,064.01		2	CAF America - 3M (Annual		09/18/20	13		-40.75
09/18/20 CR	20-50021				Fund) Employer Match - Jordan					
09/18/20 CR	20-50021			3	CAF America - 3M (Annual		09/18/20	14		-40.75
					Fund) Employee Match - Jordan					
09/18/20 CR	20-50021			4	MightyCause (Annual Fund)		09/18/20	16		-25.00
09/30/20 CR	20-50030			4	MightyCause (Annual Fund) -		09/04/20	8		-25.00
					\$20 Boudjouk, \$10 Anonymous,					
					\$5 Fee					
09/30/20 CR	20-50030			5	YourCause (Annual Fund) -		09/04/20	9		-150.00
					\$100 Ellingson, \$50 employer					
					match					
09/30/20 CR	20-50030			6	US Bank (Annual Fund)		09/04/20	10		-635.18
					September					-916.68
					*01 R 005 000 265 000 096					-916.68
					*Cash Receipts					-916.68
01 R 010 298 413 000 096 096	20-50030	4,000.00		3	FIRST - FRC First Robotoics		09/04/20	7		-4,000.00
09/30/20 CR	20-50030				-- Regrant					
					September					-4,000.00
					*01 R 010 298 413 000 096					-4,000.00
					*Cash Receipts					-4,000.00

Grand Revenue Totals 5,145.51
 Total for Cash Receipts -4,998.18
 Grand Total -4,998.18

2020-21

FD T ORG PRG CRS FIN OBJ FYTD Activity
 Date Src Sub Batch Vendor Name/Ref PC#/Line# Description Inv#/Desc2 Inv Date Chk#/Rec# Check Date Amount

Number of Accounts: 3

** The report displays only accounts with activity in the date range selected.

***** End of report *****

School Expansion Possibilities Committee

September 24, 2020

4:30 p.m.

Zoom link: <https://zoom.us/j/95513634848?pwd=eHc4R2ZnMExjaHJkVlVwRkJjRmxWdz09>

Meeting ID: 955 1363 4848

Passcode: 705358

In Attendance (underlined): Jennifer Yiangou, Holly Rome, Krishna Vishnubhatla, Alex Santos, Dan Ellingson, John Gawarecki, Robin Solid, Ken LaCasse, Noah Langseth, Satya Veluri, Lilian Vu, Aron Hellner, Annette Smith, Annie Cardenas, Wendell Sletten

Purpose: The purpose of the School Expansion Committee is to research possibilities for expansion. If the determination is made to expand, the committee will have to develop and implement a plan for expansion.

In previous committee meetings, it was determined that MSA will expand.

Agenda:

1. Identify a Chair and recorder.

Dan will be the Chair and John will be the recorder.

2. Develop a "wish list" for the new site.

Include items from each academic department - Academics Committee

Lunchroom

Gymnasium/auditorium - Aron & Wendell

Drop off areas

Parking lots

Technology (global)

Each Academic department

Administrative offices - John

Meets CDC/MDH requirements.

Facility needs - multileveled or 1 level - Jennifer

Security

Air quality

Gathering spaces - collaborative spaces

Robotics/STEM lab

School store

Art gallery -

Location

Develop buckets for our wish list with Priorities:

For each item on the wish list answer:

- What do you like about your space?
- What do you dislike about your space?
- What would enhance your space better accommodate my curricular needs?

Survey students for their perspective.

3. St. Croix Prep visit (September 28th, 4:30 pm at SCPA).
 Meet at 4:25 to go in together. Wear a mask.
 Bring some questions - How expansion took place, physical layout...
4. Determine how many students we will build for.
4. Other?
5. Next Meeting - October 29, 2020, 4:30 pm.
 Future meeting dates: December 3, January 7, February 25, March 25, April 29, May 27.

Schedule for the year:

Develop "wish list"

Determine if we want to go with all three scenarios

Review financial model / options

Visits to other schools

Choose development partner

Obtain feedback from staff, parents, students, and community

Confirm design brief for expansion

Math and Science Academy

Adopted: October 21, 1999
 Revised: December 4, 2003
 Revised: December 7, 2006
 Revised: September 21, 2015
 Revised: November 20, 2017
 Revised: October 14, 2019

Revised: January 3, 2000
 Revised: June 2, 2005
 Revised: March 3, 2011
 Revised: April 17, 2017
 Revised: November 19, 2018

506 STUDENT DISCIPLINE

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the Math and Science Academy's (MSA) expectations for student conduct. Such compliance will enhance MSA's ability to maintain discipline and ensure that there is no interference with the educational process. MSA will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The MSA Board of Directors (BOD) recognizes that individual responsibility and mutual respect are essential components of the educational process. The BOD further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of MSA is that a fair and equitable district-wide student discipline policy will contribute to the

quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the BOD, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of MSA.

III. AREAS OF RESPONSIBILITY

- A. **The Board of Directors.** The BOD holds all school personnel responsible for the maintenance of order within MSA and supports all personnel acting within the framework of this discipline policy.
- B. **Director.** The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the BOD for approval and shall be attached as an addendum to this policy. The Director is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final BOD approval. The Director shall give direction and support to all school personnel performing their duties within the framework of this policy. The Director shall consult with parents of students conducting themselves in a manner contrary to the policy. The Director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A Director, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- C. **Teachers.** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. **Other Math and Science Personnel.** All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Director. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- E. **Parents or Legal Guardians.** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected

to cooperate with school authorities and to participate regarding the behavior of their children.

F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A.** For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B.** To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C.** To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D.** To make necessary arrangements for making up work when absent from school;
- E.** To assist the school staff in maintaining a safe school for all students;
- F.** To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G.** To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H.** To be aware of and comply with federal, state, and local laws;
- I.** To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J.** To respect and maintain the school's property and the property of others;
- K.** To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by MSA. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school- sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MSA purposes; the area of entrance or departure from school premises or events; and all school- related functions, school-sponsored activities, events, or trips. MSA property also may mean a student's walking route to or from school for purposes of attending school or schoolrelated functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, MSA does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of MSA or the safety or welfare of the student, other students, or employees.
 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Violation of MSA's Hazing Prohibition Policy;
 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 6. Violation of MSA's Student Attendance Policy;
 7. Opposition to authority using physical force or violence;
 8. Using, possessing, or distributing tobacco, tobacco related devices, electronic cigarettes, or tobacco paraphernalia, in violation of MSA's Tobacco Free Environment Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of school's weapons policy;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
18. Violation of any local, state, or federal law as appropriate;
19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
20. Violation of MSA's Internet Acceptable Use and Safety Policy;
21. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including electronic devices;
22. Violation of school bus or transportation rules or MSA's Student Transportation Safety Policy;

23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
25. Violation of MSA's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
26. Possession or distribution of slanderous, libelous, or pornographic materials;
27. Violation of MSA' Bullying Prohibition Policy;
28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
29. Criminal activity;
30. Falsification of any records, documents, notes, or signatures;
31. Tampering with, changing, or altering records or documents of MSA by any method including, but not limited to, computer access or other electronic means;
32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
33. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other MSA personnel;
34. Violation of MSA's Harassment and Violence Policy;
35. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other MSA personnel, or other persons;
36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

38. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
41. Violation of MSA's Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees Policy;
42. Violation of MSA's one-to-one device rules and regulations;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Other acts, as determined by MSA, which are disruptive of the educational process or dangerous or detrimental to the student or other students, MSA personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of MSA or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of MSA is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of MSA. At a minimum, violation of MSA rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. MSA shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by MSA. Disciplinary action may include, but is not limited to, one or more of the following:

- A.** Student conference with teacher, Director, counselor, Building Administrator, or other MSA personnel, and verbal warning;
- B.** Confiscation by MSA personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any MSA policy, rule, regulation, procedure, or state or federal law. If confiscated by MSA, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by MSA.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, Director, Building Administrator, or other MSA employee to prohibit a

student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including MSA employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the Building Administrator, in consultation with the teacher.

B. Procedures for the Removal of a Student From a Class and Responsibility for and Custody of a Student Removed From Class

1. A student removed from class is the responsibility of the Building Administrator once they receives notice from the teacher that the student has been removed from the class.
2. A student removed from class must report directly to the Building Administrator's office and inform the office employees of his/her arrival. Prior to the student's removal from class, the teacher or MSA employee will inform the office employees of the student's removal from class, the reason for the removal, and the time of the removal.
3. The teacher will determine if the student requires a school employee to accompany him/her to the Building Administrator's office, and, if so, make the necessary arrangements.

C. Procedures for the Return of a Student to a Class from Which the Student Was Removed.

1. The Building Administrator will complete the appropriate follow-up disciplinary actions and school documentation with the student.

2. The Building Administrator will re-admit the student pursuant to a readmission plan.

D. Procedures for Notification

1. The Building Administrator will determine if parent/guardian notification is needed. If notification is deemed appropriate; it can be either in written form or by telephone. Additional discussion will occur concerning length of suspension from class, work to be made up, and further consequences. If necessary, the Building Administrator will make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
2. The Building Administrator will work with the teacher and notify the student of the violation of the rules and resulting disciplinary action.
3. Notification of student dismissal will include the Building Administrator will provide a Tennessee Warning to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the Tennessee Warning. The Building Administrator will record the notification of the student receiving the Tennessee Warning, including the disciplinary action documentation. Students will be provided a copy of the Pupil Fair Dismissal Act (Minn. Stat. § 121A.40 -121A.56) when disciplinary action documentation is given to the student and/or parent/guardian.

E. Disabled Students; Special Provisions

Special provisions are made for students with a disability or an IEP. Provisions include input from the case manager and other assessments deemed necessary which may be requested by the Building Administrator.

F. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

The Building Administrator and other MSA employees will follow MSA Policy 417 (Chemical Use and Abuse).

G. Establishment of teacher reporting procedures to Administration as the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

Students who do not comply with the rules and policies of MSA will face appropriate consequences. Consequences may range from a single reminder, to detention, suspension or expulsion. The severity of the consequence will depend upon the degree and frequency of the student's behavior.

I. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.

Parents are encouraged to visit the school often and communicate with their child’s teacher. Parents will be notified of their child’s behavior and progress via conferences, phone calls, email or written communication from the school.

J. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems

The Building Administrator, school employees, and teachers will develop a plan of intervention for students who are showing signs of at-risk behavior. Interventions are modified as needed after this point.

IX. DISMISSAL

- A. “Dismissal”** means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. MSA shall not deny due process or equal protection of the law to any student MSA Policy 709 (Student Transportation Safety Policy) involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

MSA shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B.** Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable BOD regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including MSA employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the Director, under rules promulgated by the BOD, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the Director shall provide a reason for the longer term of suspension. This definition does not apply to

dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, MSA shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. The Director must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The Director may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where MSA is in the process of initiating an expulsion, in which case the Director may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The Director shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected

to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The Director shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, the Director shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After the Director notifies a student of the grounds for suspension, the Director may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. petition the juvenile court that the student is in need of services under Minnesota Statutes, Chapter 260C.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.

8. The Director shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the BOD's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a BOD action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the BOD.

2. "Exclusion" means an action taken by the BOD to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the BOD.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of MSA's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. MSA shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by MSA, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. MSA shall record the hearing proceedings at MSA's expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. MSA shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The BOD may appoint an attorney to represent MSA in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by MSA. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all MSA records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any MSA employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for MSA.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the BOD and served upon the parties within two (2) days after the close of the hearing.
17. The BOD shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The BOD may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the BOD must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the BOD may appeal the decision to the Commissioner within twenty-one (21) calendar days of BOD action pursuant to Minnesota Statutes, section 121A.49. The decision of the BOD shall be implemented during the appeal to the Commissioner.
19. MSA shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. MSA must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The

report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in MSA.

X. ADMISSION OR READMISSION PLAN

The Director shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minnesota Statutes, sections 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, Director, Building Administrator, or other MSA official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of MSA is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable MSA policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, MSA will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that MSA had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, MSA shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

MSA may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. MSA may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

MSA will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the Building Administrator's office.

XVI. REVIEW OF POLICY

The Director and representatives of parents, students and staff shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Director for consideration by the BOD, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.26 (School Preassessment Teams)
 Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 Minn. Stat. § 121A.582 (Reasonable Force)
 Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
 Minn. Stat. § 122A.42 (General Control of Schools)
 Minn. Stat. § 123A.05 (Area Learning Center Organization)
 Minn. Stat. § 123A.42 (General Control of Schools)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 Minn. Stat. Ch.125A (Students with Disabilities)
 Minn. Stat. Ch. 260A (Truancy)
 Minn. Stat. Ch. 260C (Juvenile Court Act)
 20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSA Policy 413 (Harassment and Violence
 MSA Policy 501 (School Weapons)
 MSA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 MSA Policy 503 (Student Attendance)
 MSA Policy 505 (Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees)
 MSA Policy 514 (Bullying Prohibition Policy)
 MSA Policy 524 (Internet Acceptable Use and Safety Policy)
 MSA Policy 526 (Hazing Prohibition)
 MSA Policy 610 (Field Trips)

Math and Science Academy

Adopted: May 4, 2011

Revised: November 16, 2015

Revised: May 21, 2018

Revised: May 20, 2019

Revised: May 18, 2020

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSA Policies 601, 603, and 616 address these statutory requirements]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the Every Student Succeeds Act (ESSA).

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and ESSA will require a new level of accountability for MSA. MSA also will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. MSA will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. **"Credit"** means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. **"Graduation (Academic) Standards"** means the credit requirements and Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. **"World's best workforce" (WBWF)** means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- D. **"Cultural competence"** for purposes of statewide accountability, includes, but is not limited to the ability and will to interact effectively with people of different racial,

cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. MSA Goals

1. The MSA Board of Directors (BOD), through the contract with its authorizer, has established school-wide goals which provide broad direction for MSA. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and ESSA. The goals shall be reviewed annually and approved by the BOD and its authorizer. The BOD shall adopt the goals based on the recommendations of the BOD's Academics Committee.
2. The Academics Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The improvement goals should address recommendations identified by MSA's authorizer and the BOD's Academics Committee.

B. System for Reviewing All Instruction and Curriculum.

Incorporated in the process will be analysis of MSA's sustained achievement of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Instruction and Curriculum Cycle here. See MSA Policy 603 III.A.]

C. Implementation of Graduation Requirements

1. The MSA Director (Director), and the BOD's Academics Committee, shall advise the BOD on implementation of the state and local graduation requirements, including 6-12 curriculum, assessment, student learning opportunities, and other related issues, as needed. Recommendations shall be published annually to the MSA community. The BOD shall receive public input and comment and shall adopt or update this policy at least annually.
2. The BOD, through the Academic Committee, shall annually review and determine if student achievement levels at MSA meet federal expectations (ex-PSAT/ACT scores). If the BOD determines that student achievement levels at MSA do not meet state school performance expectations, the Director and Academics Committee of the BOD shall work with its authorizer to adopt a plan to raise student achievement levels

to meet state expectations. The Director and Academics Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the BOD to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or district-wide assessments.

D. Academics Committee's and WBWF's Role in the Continuous Improvement of Student Achievement

1. By June 1st of each year, the Academics Committee will meet to advise and assist MSA in the implementation of the school's system accountability and comprehensive continuous improvement process as represented in the WBWF plan.
2. The Academics Committee, working in cooperation with MSA's authorizer, will provide active community participation in:
 - a. Reviewing MSA's instructional and curriculum plan, including the implementation of the State Standards;
 - b. Identifying annual improvement goals for recommendation to the BOD;
 - c. Making recommendations to the BOD regarding the evaluation process that will be used to measure MSA's progress toward its goals;
 - d. Advising the BOD about development of the annual budget.
3. A taskforce of the Academics Committee will develop a professional development plan during June and July based on the recommendations of the WBWF. It will be brought to the August BOD meeting, and implementation will begin at the August Teacher workshop.
4. To the extent possible, the Academics Committee shall reflect the diversity of MSA and include teachers, parents, support staff, students, and other community residents. Included in its membership should be: The Academics Committee shall, when possible, be comprised of:
 - a. Director
 - b. All MSA department chairs.
 - c. BOD Member, as chair
 - d. Parents and/or community members
 - e. Academics Guidance Counselor

5. Translation services will be provided to the extent appropriate and practicable.
6. Annually, the Academics Committee shall meet and complete the following:
 - a. Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the BOD.
 - b. Agree on the process to be used. Become familiar with the instruction and curriculum cycle of the content area.
 - c. Review evaluation results and prepare recommendations.
 - d. Present recommendations to the BOD for its input and approval.

E. The WBWF District Advisory Committee

The committee shall develop a plan for assessment of student progress toward the Academic Standards, as well as program evaluation data for use by the Academics Committee to review instruction and curriculum, cultural competencies (including cultural awareness and cross-cultural communication), and student achievement. This plan shall annually be approved by the BOD.

The Advisory Committee shall, when possible, be comprised of two-thirds parents and community resident representatives and shall reflect the diversity of the MSA community. Included in its membership should be:

- a. Administrator
- b. Teachers
- c. Parents
- d. Support staff
- e. Students
- f. Other community residents

F. Reporting.

Consistent with Minn. Stat. § 120B.36, Subd. 1, the BOD shall publish a report on the MSA website. The BOD shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and cultural competency, and to review school success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the WBWF. The BOD must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. MSA shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with the school. MSA shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

G. To meet the Continuous Improvement Goals:

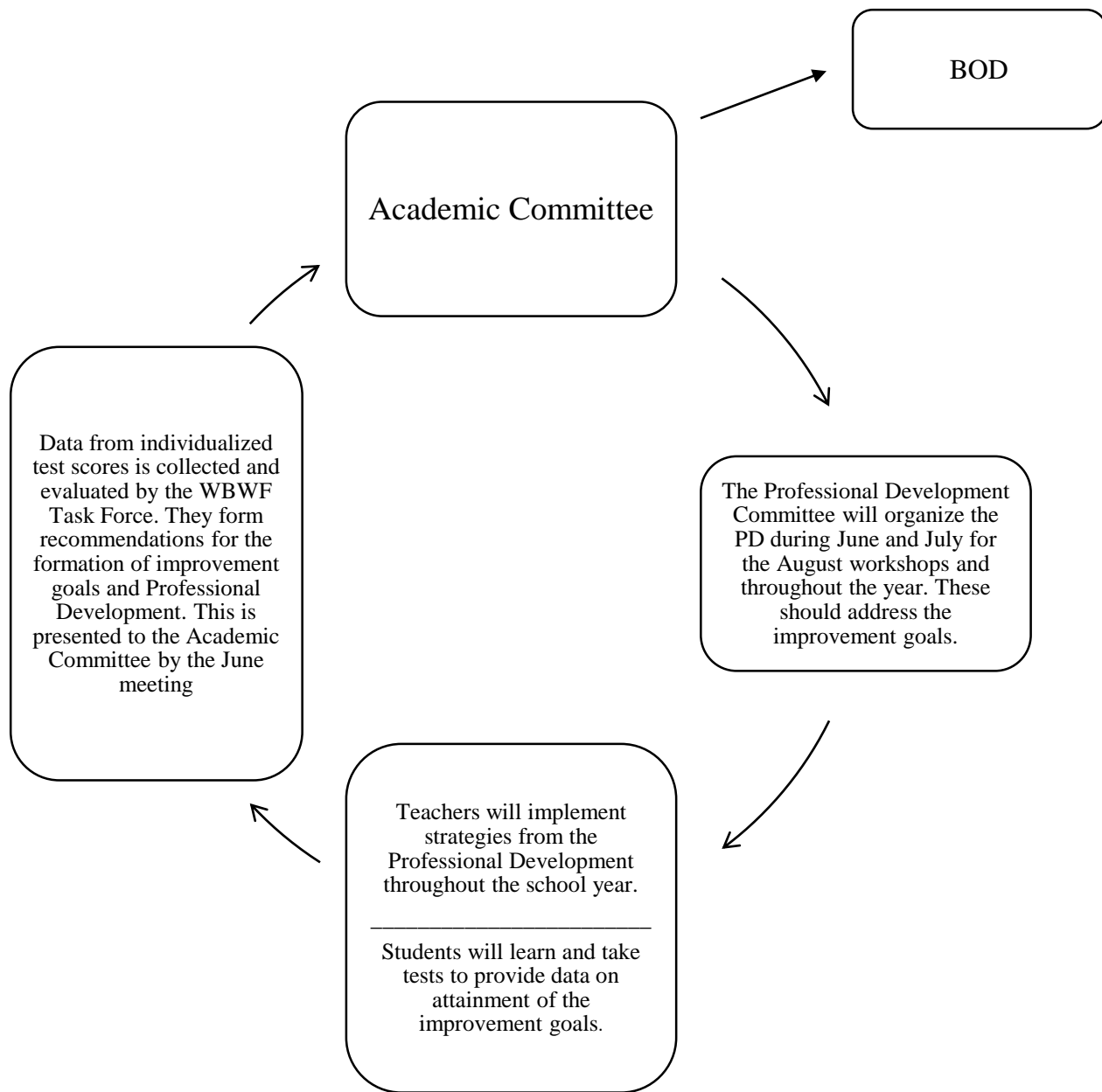
The WBWF will collect and evaluate data from individualized test scores to use in the formation of student improvement and staff professional development goals. The goals will be presented to the Academics Committee by the June meeting (see figure 1).

1. The Academics Committee will receive the WBWF information for review and input and presents to the BOD at its June meeting.
2. During June and July, a professional development task force of the Academics Committee will organize staff training for the August workshops and throughout the school year. The professional development should address the improvement goals.
 - a. Teachers will implement strategies from the Professional Development throughout the school year.
 - b. Students will learn and take tests to provide data on attainment of the improvement goals.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
 Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.35 (Student Achievement Levels)
 Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123B.04 (Site Decision Making Agreement)
 Minn. Stat. § 123B.147, Subd. 3 (Principals)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
Minn. Rules Part 8710.0310 (Definitions and Geeral Rules fo Teaching Licenses)

Cross References: MSA Policy 601 (School District Curriculum and Instruction Goals)
 MSA Policy 603 (Curriculum Development)

Figure 1 Policy 616 Continuous Improvement Goals



RESOLUTION OF THE BOARD OF MATH & SCIENCE ACADEMY TO
ADDRESS BOARD MEMBER LEAVE OF ABSENCE

10-19-20

WHEREAS, the Board of Math & Science Academy Charter School has been notified that one of its teacher members, Judy Seeberger, is taking a leave of absence from her teaching duties at Math & Science Academy and that said leave of absence from her teaching assignment will be in effect for at least three (3) or more consecutive meetings of the Math & Science Academy Board; and

WHEREAS, unlike other members of the MSA Board who are members of the Board due to their status as a parent of an MSA student or as a community member, Judy Seeberger is on the board because of her status as a teacher at MSA.

WHEREAS, pursuant to the Bylaws of Math & Science Academy and MSA Policy a teacher member must be “employed by MSA at .5 FTE or above”. (Article III MSA Bylaws; MSA Policy 201). Currently Judy Seeberger’s status is that of a teacher on leave.

WHEREAS, Article VI of the Bylaws of Math & Science Academy entitled “Vacancies” provides:

“In the event that a BOD member will need to miss three (3) or more consecutive BOD meetings, a suitable member will be appointed by the BOD as soon as possible after notification to fulfill the duties during the absence.

NOW THEREFORE, the Board of Math & Science Academy:

1. Judy Seeberger’s status as a “teacher on leave” makes her ineligible to serve on the Board of Math & Science Academy as a teacher member while she is on a leave of absence from her job as a teacher at Math & Science Academy.
2. Judy Seeberger’s leave of absence will result in her being ineligible to serve on the Board of Math & Science Academy for at least three (3) or more consecutive meetings.
3. Because Judy Seeberger will be ineligible to serve on the board as a teacher member for at least three (3) or more consecutive board meetings, the Board of Math & Science Academy is authorized to appoint a suitable member to fulfill Judy Seeberger’s duties as a board member during her leave of absence. (Article VI, Bylaws of Math & Science Academy).
4. The Board of Math & Science Academy names Jeana Albers to serve on the Board of Math & Science Academy during Judy Seeberger’s leave of absence; and

5. Upon completion of her leave of absence, Judy Seeberger will resume her duties as a teacher member of the Board of Math & Science Academy at the first meeting of the Board of Math & Science Academy of any type following the date of completion of her leave of absence and Jeana Albers will no longer have authority to serve on the Board pursuant to this resolution.

Seconded: _____

Vote: Aye: _____

Nay: _____

Dear Board of Directors,

My name is Jeana Albers, and I am submitting this letter in interest of serving as an interim teacher member. I want to serve so that I can help to represent the teachers and fulfill the duties of a board member until Mrs. Seeberger returns from leave.

I have been active in the MSA community since the fall of 2013 when I began my employment as its biology teacher. I have served on many different committees and task forces throughout the last seven years, as well as advised student clubs and chaperoned activities. I enjoy attending school events like all of the amazing theater productions, games, and band/choir events like Jazz Coffee House. I have also led multiple high school biology trips to Belize, and am hoping to lead one to Australia in the upcoming future. I love our MSA community and all those who are part of it and make it the place that it is.

In regard to experience that I would bring to the board, I did serve as an MSA board member for a full term from June 2015 to June 2018. During my time on the board, we hired a second assistant director, acquired buildings C and D, and developed and approved an updated strategic plan. As a board member, I served on the communications and finance committees, participated on the building company, and served on numerous board task forces. I also held two officer positions during my term. In November of 2016, I took over as secretary, and in June of 2017, I was elected as board chair. Due to the experience gained with these various roles and time served, I feel I can contribute to your board.

Thank you for your consideration,

Jeana Albers

Math and Science Academy

Adopted: September 6, 2001

Revised: January 6, 2003, December 7, 2006, August 17, 2005, October XX, 2020

~~Revised: December 7, 2006~~

~~Revised: August 17, 2015~~

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The Math and Science Academy (MSA) takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of MSA, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to MSA. While written reports are encouraged, a complaint may be made ~~orally~~verbally. Any MSA employee receiving a complaint ~~shall~~must advise the MSA Director (Director) of the receipt of the complaint. The Director ~~wi~~shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the MSA Board of Directors (BOD). A person may file a complaint at any level of MSA; i.e., employee, Assistant Director, Director, or BOD. However, persons are encouraged to file a complaint with the Director when appropriate. In situations where the Director is the subject of the complaint, the BOD or Board Chair is the recipient of the complaint.
- B. Depending upon the nature and seriousness of the complaint, the Director ~~wi~~shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations as determined by the Director, or if the Director is the subject of the complaint, the matter shall promptly be referred to the BOD who ~~wi~~shall determine whether an internal or external investigation should be conducted. In either case, the Director (unless the Director is the subject of the complaint) ~~wi~~shall determine the nature and scope of the investigation and designate the person responsible for conducting the investigation or follow up relating to the complaint. The designated investigator ~~wi~~shall ascertain details concerning the complaint and respond promptly to the Director concerning the status or outcome of the matter.
- C. The Director ~~wi~~shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The BOD ~~wi~~shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party

wishall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law. The BOD or Board Chair will take the action described in this Section II (C) in the event the Director is the subject of the complaint.

~~103-1~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSA Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSA Policy 413 (Harassment and Violence)
MSA Policy 514 (Bullying Prohibition)

103-2

MATH AND SCIENCE ACADEMY

Adopted: May 29, 2003

Revised: February 8, 2016; October XX, 2020

429. SUSPECTED MISCONDUCT AND DISHONESTY BY EMPLOYEES AND OTHERS

I. PURPOSE

The purpose of this policy is to deter-and investigate suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

II. Definition of Misconduct and Dishonesty

For purposes of this policy, the term “misconduct and dishonesty” includes but is not limited to:

- acts which violate the Math and Science Academy’s (MSA’s) Code of Conduct
- theft or other misappropriation of assets, including assets of the school, the school’s customers, suppliers or others with whom the school has a business relationship
- misstatements and other irregularities in school records, including the intentional misstatement of the results of operations
- ↓
- forgery or other alteration of documents related to school business
- fraud and other unlawful acts
- ↓

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MSA specifically prohibits these and any other inappropriate, unauthorized and/or illegal activities in the actions of its employees, managers, board members, volunteers and others responsible for carrying out the school’s activities.

III. Responsibilities

Reporting

It is the responsibility of every employee, supervisor, manager and board member to immediately report suspected misconduct or dishonesty to the MSA Director (Director).

In the event the Director is suspected of misconduct or dishonesty, such report must be made to the MSA School Board of Directors (BOD) or the Board Chair. Reprisal or retaliations against any employee or other reporting individual made a good faith report of a violation is prohibited, will be investigated and appropriate action taken.

Due to the important yet sensitive nature of alleged violations, effective follow up is critical in order to maintain the integrity of any investigation. Persons who are not authorized by the Director or the BOD to engage in the investigation of alleged misconduct or dishonesty are prohibited from doing so and must not, under any circumstances perform any investigative actions or other follow up steps on their own. All relevant matters, including suspected but unproven matters, must be referred immediately to the Director or to the BOD or Board Chair in the event the Director is the subject of the allegations.

To facilitate the reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, MSA has established an anonymous reporting system.

Additional Responsibilities of the Director

The Director has additional duties related to deterrence and detection. These additional duties include, but are not limited to:

1. Putting into place protocols so that managers and supervisors in the school maintain vigilant in the detection of potential misconduct and dishonesty in the managers' and supervisors' area(s) of responsibility.
2. Putting into place protocols intended to monitor, review, curtail and prevent acts violating this policy.
3. Putting into place protocols intended to address violations of this policy in the event prevention efforts fail.
4. The Director is given authority to carry out these additional responsibilities by delegation to subordinates. However, accountability for the effectiveness of these additional duties cannot be delegated and will remain with the Director.

Responsibility and Authority for Follow Up and Investigation

The Director has the primary responsibility for all investigations involving ~~the school~~ MSA unless the Director is the subject of the investigation, in which case, the BOD or Board Chair will have primary responsibility. The Director (or BOD or Board Chair, as applicable) may request the assistance of external parties in any investigation, including access to the external auditor's periodic examinations and evaluations of internal controls.

Investigators designated by the Director (or the BOD or Board Chair, as applicable) will be given:

1. free and unrestricted access to all MSA records and premises, whether owned or rented; and
2. the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation or related follow up procedures.

All investigations of alleged misconduct and/or dishonesty will be conducted in accordance with applicable laws and school procedures.

Procedures Upon Receipt of Allegations of Misconduct and Dishonesty

Upon receiving allegations of misconduct and dishonesty the Director (or BOD or Board Chair, as applicable) must take steps to a) avoid acting on inaccurate or unsupported allegations; b) avoid prematurely alerting individuals suspected of misconduct and dishonesty that investigation is underway; and c) avoid making statements related to the allegations or investigation that can adversely affect the school, an employee, or other parties.

Accordingly, the general procedures for follow up and investigation upon receipt of allegations of misconduct and dishonesty are as follows:

1. Employees and others with knowledge of the incident(s) of misconduct and dishonesty must provide the investigator with all known facts;
2. The Director (or the BOD or Board Chair, as applicable) has the responsibility for follow up and, if appropriate, for the investigation of all alleged incidents;
3. The Director will notify the Board Chair of all reported allegations so that it may be determined whether the matter should be brought to the attention of the full BOD.
4. If the allegations concern the Director, the Board Chair will notify the BOD of the allegations in a manner consistent with the law;
5. The Director (or the Board Chair or BOD, as applicable) may obtain the advice of legal counsel at any time throughout the course of an investigation or other follow up activity on any matter related to the allegations, investigation steps, proposed disciplinary action or any anticipated litigation; Neither the existence or subject matter of the allegations nor the results of investigation or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively or as required by law; All inquiries from an attorney or any other contacts from outside of the school, including those from law enforcement agencies or from the employee under investigation, must be referred to the Director (or the Board Chair or BOD, as applicable).

Investigation on of allegations or other follow up activity will be carried out without regard to the suspected individual's position or level, or relationship with MSA.

Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Director (or to the Board Chair or BOD, as applicable) who shall be responsible for the administration, revision, interpretation, and application of this policy.

**RESOLUTION DECLARING REIMBURSEMENT INTENT IN CONNECTION WITH A
PROJECT UNDERTAKEN BY MATH & SCIENCE ACADEMY AND THE ISSUANCE
OF TAX-EXEMPT BONDS TO PROVIDE FINANCING THEREFOR**

WHEREAS, Math & Science Academy, a Minnesota nonprofit corporation (the “**School**”), is an organization described in Section 501(c)(3) of the Internal Revenue Code, exempt from the payment of income taxes under Section 501(a) of the Code; and

WHEREAS, the School has determined to undertake a project (the “**Project**”) pursuant to Minnesota Statutes, Sections 469.152 to 469.1651, as amended, consisting of the acquisition of a school facility located at in the City of Woodbury, Minnesota (the “**City**”); and

WHEREAS, to provide financing for the Project, MSA Building Company (the “**Company**”) expects to borrow proceeds of tax-exempt revenue bonds (the “**Bonds**”); and

WHEREAS, the School has agreed to make certain rental payments to the Company pursuant to a Lease Agreement (the “**Lease Agreement**”) between the School and the Company; and

WHEREAS, the School has made and will be advancing payment of certain costs of the Project in advance of the issuance of the Bonds and desires that proceeds of the Bonds be applied to the reimbursement of any of such prior expenditures and desires to express an official reimbursement intention with respect to all such expenditures to be reimbursed from the proceeds of the Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE SCHOOL, AS FOLLOWS:

1. It is desirable that certain expenditures for or relating to the Project be incurred and paid prior to the issuance of the Bonds;
2. The School reasonably expects to reimburse the above-described expenditures with the proceeds of the Bonds; and
3. No funds (from sources other than the Bonds) are, or are reasonably expected to be, allocated on a long-term basis, reserved or otherwise set aside pursuant to the School’s budget or financial policies for such expenditures at this time.

I, the undersigned, being a duly qualified and acting officer of Math & Science Academy, a Minnesota nonprofit corporation (the “**School**”), hereby certify that attached hereto is a compared, true and correct copy of a corporate resolution duly adopted on _____, 2020, by the Board of Directors of the School, at a meeting of the Board of Directors duly called and held, and that said resolution has not been modified, amended, rescinded or revoked and has been in full force and effect since its adoption and at all times thereafter, to and including the date hereof.

WITNESS my hand this ____ day of _____, 2020.

Secretary

MATH AND SCIENCE ACADEMY

Adopted: August 5, 1999

Revised: September 6, 2001

Revised: March 4, 2003

Revised: December 7, 2006

Revised: October 30, 2009

Revised: April 8, 2010

Revised: February 15, 2012

Revised: August 15, 2015

Revised: February 18, 2020

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Math and Science Academy (MSA) computer system (system) and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

MSA is providing students and employees with access to the MSA computer system. **The MSA computer system includes, but is not limited to, school-issued laptops, cameras, and other technological devices and which also** includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The MSA computer system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the MSA computer system to further educational and personal goals consistent with the mission of MSA and school policies. Uses

which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the MSA computer system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the MSA computer system or the Internet 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 MSA policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the MSA computer system and Internet resources or accounts are considered unacceptable:

1. Users will not use the MSA computer system 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.
2. Users will not use the MSA computer system 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 the MSA computer system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the MSA computer system 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 MSA computer system software, hardware, or wiring or take any action to violate MSA's security system, and will not use the MSA computer system in such a way as to disrupt the use of the MSA computer system by other users.
5. Users will not use the MSA computer system 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. **REVIEW** Users will not use the MSA computer system to post 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.

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on MSA 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:
 - i. such information is classified by MSA as directory information and verification is made that MSA has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by MSA 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 accordance with Policy 515.

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 MSA Director.

- c. **REVIEW** These prohibitions specifically prohibit a user from utilizing MSA to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated MSA Director or designee. Users will not attempt to gain unauthorized access to the MSA computer system or any other system through the MSA computer 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. **Check with Mr. G = Change language to indicate that MSA Director or designees can gain access to all used accounts?**
 8. Messages and records on the MSA computer system may not be encrypted without the permission of appropriate school authorities.
 9. Users will not use the MSA computer system 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.
 10. Users will not use the MSA computer system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of MSA. Users will not use the MSA computer system to offer or provide goods or services or for product advertisement. Users will not use the MSA computer system to purchase goods or services for personal use without authorization from the MSA Director or designee.
 11. Users will not use the MSA computer system to engage in bullying or cyberbullying in violation of MSA’s Bullying Prohibition Policy (MSBA/MASA Model 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.** A student or employee engaging in the foregoing unacceptable uses of the Internet when off MSA premises may be in violation of this policy as well as other MSA policies. Examples of such violations include, but are not limited to, situations where **the** MSA system is compromised or if a MSA employee or student is negatively impacted. If MSA receives a report of an unacceptable use originating from a non- school computer or resource, MSA 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 MSA computer system and the Internet and discipline under other appropriate MSA 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 the MSA Director or appropriate MSA official. 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 MSA employee, the MSA Director.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether MSA is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use “other effective methods” to restrict student access to such materials.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the MSA computer system and use of the Internet shall be consistent with MSA policies and the mission of MSA.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the MSA computer system, MSA does not relinquish control over materials on the system or contained in files on the MSA computer system. Users should expect only limited privacy in the contents of personal files on the MSA computer system.
- B. Routine maintenance and monitoring of the MSA computer system may lead to a discovery that a user has violated this policy, another MSA policy, or the law.
- C. An individual investigation or search will be conducted if the MSA Director or designee has a reasonable suspicion that the search will uncover a violation of law or MSA policy.
- D. Parents have the right at any time to investigate or review the contents of their student's files and email files. Parents have the right to request the termination of their student's individual account at any time. **THIS LAST SENTENCE NEEDS REVIEW. IF WE FOLLOW THROUGH WE WOULDN'T BE ABLE TO PROVIDE EQUAL ACCESS.**
- E. MSA employees should be aware that MSA retains the right at any time to investigate or review the contents of their files and email files. In addition, MSA employees should be aware that data and other materials in files maintained on the MSA computer system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. MSA 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 MSA policies conducted through the MSA computer system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of MSA.
- 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 the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for MSA employees must be signed by the employee. The forms must be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the MSA computer system is at the user's own risk. The system is provided on an "as is, as available" basis. MSA will not be responsible for any damage users may suffer, including,

but not limited to, loss, damage, or unavailability of data stored on MSA diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. MSA is not responsible for the accuracy or quality of any advice or information obtained through or stored on the MSA computer system. MSA will not be responsible for financial obligations arising through unauthorized use of the MSA computer system or the Internet.

XI. USER NOTIFICATION **Check if the full version needs to be in the handbooks (partial in the student handbook)**

- A. All users shall be notified of MSA policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with MSA policies.
 - 2. Disclaimers limiting MSA's liability relative to:
 - a. Information stored on MSA diskettes, hard drives, or servers.
 - b. Information retrieved through MSA computers, networks, or online resources.
 - c. Personal property used to access MSA computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of MSA 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 MSA may use technical means to limit student Internet 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 the Internet, 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 MSA'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.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the MSA computer system and of the Internet if the student is accessing the MSA computer system from home or a remote location.
- B. Parents will be notified that their students will be using MSA resources/accounts to access the Internet and that MSA will provide parents the option to request alternative activities not requiring Internet access. **Based on DL and our 1:1, is the previous sentence still viable? It is still part of the MSBA policy. Ok to keep as a generic option because DL isn't permanent?** 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 Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that MSA's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. MSA administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the Board of Directors (BOD) for approval. Upon approval by the BOD, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The MSA administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. MSA Internet 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 the Internet, the BOD shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act) 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSA Policy 406 (Public and Private Personnel Data)
 MSA Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSA Policy 506 (Student Discipline)
 MSA Policy 514 (Bullying Prohibition Policy)
 MSA Policy 515 (Protection and Privacy of Pupil Records)
 MSA Policy 521 (Student Disability Nondiscrimination)
 MSA Policy 522 (Student Sex Nondiscrimination)
 MSA Policy 603 (Curriculum Development)
 MSA Policy 806 (Crisis Management Policy)

MSA Policy 904 (Distribution of Materials on School District Property by
Nonschool Persons)

WIN Friday Protocols

October 19, 2020

Introduction:

The beginning of the 2020-2021 school year saw MSA open up in distance learning scenario. Within this plan, which the MSA School Board approved on August 6th, it was determined that MSA would follow a block schedule with a period day on Fridays when we have 5 class days in a week. Teachers utilize the Google Learning Management System platform.

During monthly Board of Director meetings the following areas have been revisited:

- 1) MDH Rating
- 2) ISD 833 learning scenario
- 3) Survey results from
 - a) Staff
 - b) Parent
 - c) Students
- 4) Administrative comments/ideas

From the survey results and administrative comments and ideas, the following information in this document captured the protocols needed to be followed so that additional on site activities may occur.

Purpose: Ensure that every MSA student receives an equitable education and has equal access to learning and instruction during the 2020-2021 school year while staying true to our Mission and Vision within our distance learning scenario.

Requirements for WIN Fridays and MSA Facility Use During Distance Learning:

The following are required to an host in-person class or activity:

1. SCHEDULING:
 - a. Teacher, advisor or coach will use a shared sign-up document to schedule any on-campus activity. (This document is still being developed and will be similar to the "Test Calendar" already in use by staff.)

- b. During Distance Learning, students are allowed on campus only for pre-scheduled WIN Friday or other specific classes or events, and only if the student has pre-registered and completed the required health screening. (This does not apply to students participating in daily sports practices or activities.)

2. ATTENDANCE, SCREENING AND CONTACT TRACING

- a. Each teacher, advisor or coach will maintain an accurate attendance list which will be shared with administrators (to be used in the event of the need for contact tracing per MDH guidelines).
- b. All participants must complete the [activity registration form](#) prior to arriving on campus no more than 24 hours before WIN Friday classes or other special events or activities. Teachers, advisors and coaches will email the link to students or post it in their Google Classrooms.
- c. Students and visitors are only allowed on campus if they answer “no” to all four check-in questions.
- d. Additional attendance procedures are not required as attendance can be verified via your Google form if needed.
- e. For daily activities such as daily sports practices, coaches or advisors will record daily attendance and ask each student the health screening questions at each meeting, in lieu of individual students completing the activity registration form each day.

3. SAFETY REQUIREMENTS

- a. Masks
 - i. All students and visitors must wear a face mask or other facial covering which covers the nose and mouth at all times, both inside and outside all MSA buildings. (A face shield alone is not sufficient.)
 - ii. MSA staff working alone in their contained classroom or workspace may remove their masks but must have it readily available to put on again if another person enters the area.
 - iii. If someone forgets their facial covering, a disposable mask will be provided to them.
 - iv. Any exceptions to these masking requirements must have prior administrative approval.
- b. Occupancy and 6-foot social distancing
 - i. Adhere to occupancy limit requirements per [this document](#), using a 6-foot social distancing requirement.
 - ii. If your intended group has more people than allowed per room for the activity, please contact MS or HS Assistant Director to find an alternate location before using the signup document.
 - iii. All people on campus must maintain at least a 6-foot distance from others as much as possible.

- iv. Students and visitors may not go to any location on campus other than where they have signed up to be.
- v. Masking, 6-foot distancing and adult supervision of students will still be required for any outdoor classes or activities.
- c. Food and beverages
 - i. Only personal beverages are allowed. No sharing of beverages
 - ii. No using drinking fountains.
 - iii. Bottle-filling stations may be used provided you are using your own refillable bottle.
 - iv. No food allowed, except under limited circumstances with prior approval from school administration
- d. Personal hygiene practices
 - i. Hand sanitizer will be available in any class or activity space, as well as at building entrances.
 - ii. Wash hands for at least 20 seconds with soap and water when possible.
 - iii. Minimize the need to share items as much as possible. Students must bring their own materials (eg. writing implements, calculators, etc).
 - iv. Clean or sanitize products before and after use.
- e. Restrooms
 - i. Restroom breaks will be staggered as much as possible in order to have few students present at once. (In building A, the maximum number is 2 students at a time. In buildings B, C and D, the maximum number is 1 student at a time.)
 - ii. Students are expected to keep restroom visits as short as possible and observe all signage and hygiene guidelines.
- f. Student medications
 - i. Students will provide their teacher, advisor, or coach with a Medical Release form which must be signed by their parent/guardian for any medications they will be bringing on campus.
 - ii. Students will carry any required medications on their person while participating in an activity.

4. ADMITTANCE AND DISMISSAL PROCEDURES

- a. An MSA office or administrative staffer will admit students in a “metered” way to ensure a 6-foot minimum of space between students on their way to their class or activity space.
- b. An MSA office or administrative staffer will supervise student dismissal.
- c. Teacher, advisor or coach will supervise students in the class or activity space to help insure 6-foot social distancing.
- d. If meeting outside of regular school hours, the teacher, advisor or coach is responsible for admitting students or guests into the building.

5. MOVEMENT THROUGH MSA BUILDINGS AND SIGNAGE

- a. Signage
 - i. All people in all MSA buildings must follow all posted signage, floor markings and other indicators for traffic control.
 - ii. Seats and tables in each classroom will be marked for acceptable use.
- b. Offices, lobbies and restrooms
 - i. Traffic in and out of all MSA offices, lobbies and restrooms will be kept to a minimum.
 - ii. Students may not loiter in hallways, offices, lobbies or restrooms and must remain in their designated classroom or activity space unless given prior permission to travel elsewhere in the building by the teacher, advisor or coach.
- c. Classrooms: If a room has two doors, one will be labeled and used as “enter only” and one will be labeled as “exit only.”
- d. Building A
 - i. Entry & exit
 - 1. The main entrance door is for entry/admittance only.
 - 2. The door in the far northwestern hallway (by Mrs. Richards’ and Mr. Fillibrandt’s classrooms) is for exit/dismissal only.
 - ii. Hallways
 - 1. Traffic will flow CLOCKWISE using the Great Hall as a throughway to move to classrooms #5 through 10.
 - 2. Traffic moving to classrooms #11 and higher will turn right from the main entrance.
 - 3. Traffic moving to classrooms #1 and 2 will turn left from the main entrance.
- e. Building B
 - i. Entry & exit
 - 1. Entry/admittance is through the EAST door only.
 - 2. Exit/dismissal is through the WEST door only.
 - ii. Stairwells
 - 1. East stairwell is UP only; the west stairwell is DOWN only.
 - 2. * The exception is travel to the basement, where the east flight down to the basement is DOWN only, and the west flight up from the basement is UP only.
 - iii. Hallway traffic will be marked down the middle so that the NORTH side of hallways is travelling WEST, and the SOUTH side of hallways is travelling EAST.
 - iv. Locker rooms will be locked and only used under limited circumstances and only with prior approval by administration.
- f. Building C: Entry only through the west door, and exit only through the southeast/patio door.
- g. Building D: Entry only through the west door, and exit only through the east door.

6. CLEANING

- a. Teacher, advisor or coach will clean any shared surfaces or high-touch objects with approved and provided cleaning supplies before and after class or activity.

7. TRANSPORTATION

- a. MSA will not provide transportation to or from any enrichment/optional activities.
- b. Students should be dropped off no earlier than 5 minutes prior to the start of the event.
- c. Students should be picked up within 15 minutes of the conclusion of the activity.