

**Board of Directors
Annual Stakeholders Meeting Agenda
Math & Science Academy
Monday, May 18th, 2020**

Great Hall (3A) and Remotely

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:

- Lisa Anderson, Chair
- Jeff Eng, Vice Chair
- Noah Langseth, Treasurer
- Judy Seeberger, Secretary
- Ramesh Aki
- Cody Schniepp
- Dan Ellingson
- Michelle Kurkoski
- Adam Bartz

Non-voting:

- Emily Wong, Student Member
- Steve Wruck, 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, April 20th, 2020

- b. BOD Meeting on April 20th, 2020.
- c. BOD Special Meeting on May 14th, 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. Anderson)

Annual Fund (AFC) (Mr. Langseth)

Communications (Ms. Kurkoski)

Personnel (Ms. Anderson)

Finance (Mr. Langseth):

Approval of Financials

School Expansion Possibilities (Mr. Eng)

10. Consent Agenda

a. Annual Review

- i. Policy 616 School District Accountability
- ii. Policy 601 School District Curriculum and Instruction Goals
- iii. Policy 603 Curriculum Development

11. Items for Discussion and Decision

- a. Approve Staff Handbook
- b. Approve Sub Rates and Hourly Rates of Pay
- c. Approve Staff Contracts
 - i. Teachers
 - ii. Counselors
 - iii. Administrative Support Staff
- d. Graduation Update
- e. Senior Party Update
- f. Covid Update
- g. Fall Planning
- h. Math Curriculum Changes
- i. Approve Self-Nomination Form
- j. Approve New Board Composition Process
- k. Final Board Summaries
- l. Approve Strategic Plan

13. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan Review
- b. Eligibility Policy 510.1

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

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

15. Motion to Adjourn

Submitted:

Approved:

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, April 20, 2020 Great Hall

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Michelle Kurkoski, Teacher Member
Ramesh Aki, Parent Member
Cody Schniepp, Community Member
Adam Bartz, Community Member
Dan Ellingson, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Judy Seeberger, Secretary & Teacher Member

Non-Voting:

Emily Wong, Student Member
Steve Wruck, Contracted Financial Manager (ex officio)

Discussion:

- 1) Strategic Plan (Robust Community)
 - a) Performance indicator #3
 - i) Review what we have in place now
 - ii) No current 8th grade celebration. Used to have a PTO-organized lock-in, stopped doing that. Possibly something to bring up to the PTO?
 - iii) Should we leave these in or cut them?
 - iv) Check in with the counselor to see whether or not there is a way to use the advisory to team up the grades to meet up HS with MS students This is already on the indicator, but this needs to be communicated to the counselors so that they are aware it is their responsibility. John will add this to their job description and communicate with them about it.
 - v) Third indicator EX about teaming HS with 8th grade to have a celebration - cut. Not sure what the intent of this was, but not actionable as it is now.
 - b) #4 - add an idea to continue to focus on reducing waste as well

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- c) #5 - 6th grade picnic (keep)
 - d) #6 - currently there are clubs that create cultural nights, curriculum to focus on diversity learning and celebration
 - e) #7 - Facebook group is active, Justin is the organizer of the database and Facebook page. Justin would have more information about how complete this is, how it is used, management. There are also some grades that have created groups of their own (privately). This is one to keep on (probably add to the new plan next year). Need to check in with Justin about the details of this. Michelle will reach out to Justin to ask him about it. Remove LinkedIn from the plan - does not seem to fit with what the intent is.
 - f) #8 - we are currently part of the Woodbury chamber of commerce. Are we using this effectively? DO we expand (areas like Cottage Grove where we also have a number of students from). There is a small expense in membership, but not significant enough to discontinue. Keep the idea, but take out "Woodbury" to allow for us to expand the relationships to different organizations as needed.
 - g) #9 - volunteer opportunities are happening, but we may not need to increase these opportunities. There are many examples in the document that work and are active. Change the word "increase" to something else. Change to encourage? Activities Director receives information and communicates these opportunities to relevant groups.
- 2) Strategic Plan (Financially Sustainable)
- a) #2 - language is a bit vague and isn't representing a read strategy. EX: balanced budget" isn't a strategy, we have been in operation for 20 years, we need to chif to strategic plans
 - b) #3 - still the same target
 - c) #4 - doing so, may need to have some movement between rooms next year
 - d) #5 - this isn't done. Will need to have a retreat next year to actually make this happen. There is a heavy connection to expansion, so we need a more functional and complete plan to raise money.
 - e) #6 - still using GTTM as the primary fundraiser. Dragon Dinner is in addition
 - f) #7 - marketing - not being addressed. This is something that needs to be done for fiscal responsibility and to help assist in the expansion process as well.
- 3) Elections and Officers 2020-2021
- a) Previously the process for being an officer was more casual, the previous Chair asked those interested in to express interest via email. There was also some statements made that you shouldn't talk to others about a position that you are interested in. This can mean that (if no one responds) that officer positions are sudden and determined at the first new BOD meeting after being seated.
 - b) Should we choose the officers at the end of a meeting? This would allow them to come prepared for the next meeting. This also means that the timing of when each person steps off. Then at the June meeting the new officers would be prepared to run the meeting.
 - c) MACS has a self-nomination form for their BOD officer positions. This may help to avoid the issues and suddenness of the nominations. This can be put out in advance to give people time to think about it. Lisa is willing to start looking at a Self-Nomination form draft.

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- 4) New Board to pick a replacement for Jeff
 - a) Will need to leave at the June meeting because his Children will be graduating.
 - b) This should be done earlier - after the election of the officers, but before any new votes are cast.
 - c) Check the results from the election - may be a good pool of people. Lisa suggested that we contact those who didn't get elected to put their name in. We would also make it open to the community in general as well. What about those who are parents of new students? They wouldn't have information via Skyward as parents of new students until later in August.

Workshop was adjourned at 6:10 pm

Submitted:

Michelle Kurkoski

Approved:

Judy Seeberger, Secretary

APPROVED

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, April 20, 2020
Great Hall and Livestreamed
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 6:20 pm

Vision and Mission read by Emily Wong.

2. Roll Call of Members

Present:

- Lisa Anderson, Chair & Teacher Member
- Jeff Eng, Vice Chair & Parent Member
- Judy Seeberger, Secretary & Teacher Member
- Cody Schniepp, Community Member
- Adam Bartz, Community Member
- Dan Ellingson, Parent Member
- Noah Langseth, Treasurer & Teacher Member
- Michelle Kurkoski, Teacher Member
- Ramesh Aki, Parent Member

Non-voting:

- John Gawarecki, Director (ex officio)
- Emily Wong, Student Member
- Steve Wruck, Contracted Financial Manager (ex officio)

Absent:

Voting:

Non-Voting:

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

Conflicts of Interest: None

Discussion:

Remove Policy 806 to the next BOD meeting. It was not included.

Motion to approve the agenda.

Moved by: Jeff Eng Second: Michelle Kurkoski

A roll-call vote was taken

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

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None

5. Approval of Minutes.

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

Moved by: Dan Ellingson Second: Michelle Kurkoski

Discussion:

None

A roll-call vote was taken

Vote: 9-yes 0-no (absent at the 3/17/20 meeting) - abstain

The motion carries.

b. Motion to approve Special Meeting Minutes on March 26, 2020.

Moved by: Adam Bartz Second: Judy Seeberger

Discussion:

None

A roll-call vote was taken

Vote: 9-yes 0-no 0 abstain

The motion carries.

c. Motion to approve Special Meeting Minutes on March 30, 2020.

Moved by: Judy Seeberger Second: Lisa Anderson

Discussion:

None

A roll-call vote was taken

Vote: 8-yes 0-no Ramesh Aki - abstain

The motion carries.

d. Motion to approve Special Meeting Minutes on April 6, 2020.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

None

A roll-call vote was taken

Vote: 8-yes 0-no Ramesh Aki - abstain

The motion carries.

6. Chair's Report

None

7. Director's Report

MSA's trap team, which is not part of the MSHSL, will run an individual season. The advisor is looking at running a modified schedule, perhaps 2 shooters going to the range at the time, and they will report their individual scores. They can provide individual ranking and individual results.

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This way, 20-25 students from MSA will at least have some kind of an activity this spring they can participate in.

The Chair wondered about the obligation of teachers and staff to respond to emails over the weekend. Mr. Gawarecki stated that distance learning follows the academic calendar. We don't have school on the weekends, so teachers and staff are not expected as a part of their work day to be available on weekends. The Chair questioned whether that was true during the regular school year as it was her understanding teachers had 24 hours to respond to emails. Also, sometimes teachers give homework over the weekend - does this mean we ignore emails about this homework? Mr. Gawarecki clarified that best practice is to be available for your students if you gave homework over the weekend. However, contractually there is no requirement for teachers to be available on weekends. The Chair wondered what the difference is between best-practice and what we're required to do. Shouldn't what we are required to do be best practice? Mr. Gawarecki clarified that the expectation from the school is that you are expected to be available M-F. Mr. Eng wondered about the language stating meetings can be set up with teachers at any time. Are we asking our teachers to be available 24/7? Mr. Gawarecki clarified that is not the intent. Language clarifying this will be added.

Director's Report

1. Student Achievement

- a. Student attendance during distance learning has been 96%.
- b. MCA's have been cancelled for this school year. No composite results will be available for all of our students this year.
- c. The ACT exam has been moved to October. No composite results will be available for all of our students this year.

2. Create a Facilities Management Plan

- a. The water bottle filler stations have been installed in Buildings A and B.
- b. Janitorial services along with garbage and recycling services have been reduced significantly.

3. Communication and Community Relationship

- a. Weekly updates have been sent out on Fridays.
- b. The Announcements will resume on Tuesday, April 21st and go out twice weekly.
- c. The April Newsletter was not distributed due to the amount of information going out concerning COVID-19.
- d. Our Distance Learning Plan has been implemented and is going very well.
- e. A survey concerning the distance learning was sent out on April 17th.

4. Human Resources Management

- a. Contracts for next year are waiting on approval of several BOD documents.
- b. MDE and MDH meetings being attended three times a week to stay abreast of developments.

Assistant Director (Activities) Goal Update

1. Student Services

- Attended multiple IEP meetings
- Student Support Task Force Meeting
- Attended 504 meetings
- Communication and Interaction
- Working with a working group to update the school web page

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- Communication Committee Meetings to work on Distance Learning and the web page.
 - Working with other schools to adjust Spring schedules as necessary
 - Communicating with Spring coaches on current situation
 - Participated in Socializing with Seniors
 - Participated in weekly admin team meetings
 - Participated in daily director meetings
2. Facility Services
- Overseen building B meetings
 - Oversee building B maintenance issues as they arise.
 - Organized student pick up of materials after spring break.
3. Educational Leader
- Held our final official mentoring meeting for new to teaching teachers.
 - Supported teachers who needed some support in distance learning
 - Communicating with speaker on opportunity gap with staff for fall workshop week.
 - Led the Distance Learning Planning Group
 - Participated in The Mental Health and Wellness Group
 - Participated in The Counselor Support Group
 - Participated in the Material Pick Up Group
 - Led the Child Care Group
 - Participated in Safeguarding Student Health While Conducting Distance Learning Workshops part one and two.
 - Participated in the Professional Development task force.
4. Governance and Policy Development
- Revisit eligibility policy
 - Attended Finance Committee
 - Attended Communication Committee meeting
 - Attended all staff meeting
 - Participated in 360 evaluation of director
 - Attended March board meeting
 - Attended virtual Athletic Conference Meeting
 - Discussed spring sports
 - Current membership issues
 - Discussion on how to support students in distance learning
6. Staff Supervision
- Gained access to google classrooms
7. Activities
- Creating fall and winter schedules
 - Monitoring MSHSL decisions
8. Academic Improvement
- Due to distance learning we will not be doing ineligibility reports this Spring.
9. Financial Management
- Reviewed the activities budgets. The extra busing fee is impacting budgets.
 - Discussing refunds for Spring sports
10. Other
- Continued conversation about graduation and lock in.
 - Wrote multiple letters of recommendations for students
 - Participated in YMCA Subcommittee meeting
 - Participated in YMCA board meeting
 - Licences renewed until 2025

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Assistant Director (Middle School) Goal Update

1. Student Services
 - Facilitated student support process
 - Providing support and leadership for PBIS team
 - Attended all 504 meetings and IEP meetings as requested
 - Have begun process to create virtual tours of MSA
 - Facilitated Student Support Process task force for 2020-2021 school year
 - Participated in 8th grade virtual hangout with two teachers and multiple students
 - Addressed questions and concerns from parents and students about distance learning
2. Communication and Interaction
 - Communicating within 24-48 hours of all contact by parents
 - Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA
 - Participated in weekly admin and daily director team meetings
3. Facility Services
 - Leads building A meetings
 - Coordinates building A maintenance needs with maintenance contractor
 - Working to begin the installation of bottle filling stations on campus
4. Educational Leader
 - Completed all required teacher observations per school procedures
 - Attended grade level meetings as necessary
 - Completed final formal mentoring session virtually
 - Supported teachers who had questions or needs regarding distance learning
 - Facilitating the professional development task force for 2020-2021
 - Member of mental health and counselor support work groups for distance learning
 - Lead four work groups for the distance learning plan
 - Attendance data
 - Attendance procedures
 - IEP/504 Support
 - Internet/computer accessibility
 - Working with licensed staff on license renewal procedures and requirements
5. Governance and Policy Development
 - Chairperson of AFC
 - Continued work on the Carnival until it's cancellation
 - Attended April Academic Committee meeting
 - Attended April Finance Committee meeting
6. Staff Supervision
 - Provided coaching to staff members if needed
 - Distributed CEU's to staff for March 6th PD
 - Supported staff via google classroom
7. Board of Directors
 - Attended March BOD meeting virtually
 - Submits monthly AFC meeting minutes for BOD packet as needed
8. Other
 - Assisting in planning of 6th grade information night to be held virtually in May
 - Having discussions with admin team about graduation possibilities

High School Counselor Goal Update

- Completing weekly check ins with all students grades 9-12 and following up virtually

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- as needed.
- Working with outside consultant, Jeff Bria to potentially offer a webinar based college planning night for spring.
- Offering PSEO office hours to answer PSEO questions students may have.
- Planning and implementing individual junior meetings.
- Completing credit checks for high school students and working with Joell to adjust schedules accordingly.
- Continue to follow up, maintain 504 plans and evaluate students for initial 504 plans.
- Continue to attend Academic Committee meetings on a monthly basis and participate in related task forces as applicable.
- Working with seniors to ensure graduation and post secondary planning.
- Planning AP and ACT testing based on COVID-19 adjustments and communicating changes with students and teachers.

Middle School Counselor Goal Update

1. Preventative and Responsive Services

- a. Attend an average of at least three student lunches during the week.
 - i. I have been able to do this for the month.
- b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
 - i. At the SSm meetings teachers are to refer their students to me. I have a conversation of what support I can provide.
 - ii. Arrange and provide an external middle school assembly on mental health by spring break. Had a mental health/social media for parents. Might consider doing one more as the feedback was that parents really liked it and wanted to hear more. This was done on December 3rd.

2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
 - i. The schedule was shared however we are now not having Friday advisory time as we are distance learning.
 - ii. We no longer have extended day this year as we are not in session.
- b. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
 - i. We were not able to provide this as our most recent day of PD was full and we are not in session to provide this opportunity to the staff.

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in every 6th grade advisory class.
- b. Provide an article on respect in the November and April newsletters.
 - i. I missed the november newsletter. I have also missed the April newsletter as I have been adjusting to distance learning.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. I am having a hard time finding the time to fit in a group. Most teachers are unwilling to split their time so finding an effective time outside of friday advisory is tough. Will continue to look at options.

4. 504 Plan Coordination

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- a. Review all 504 plans on an annual basis, based on plan implementation date.
 - i. Have had annual meetings for all 504 plans of those who requested. I have sent home reminders and invitations to all 504 students offering a meeting if they would like.

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.
 - i. I have been able to be consistently attending the meetings both in person and via zoom.
- c. Team teach with the health teachers on mental health units.
 - i. Their mental health units were in the spring and we are not in session so I am unable to complete this.
- d. Provide academic departments and director with academic summary results within one month of their release.
 - i. I share all academic testing results with staff when I receive the information.
- e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place. MCA testing is no longer happening for the year. I have provided updates regarding this after consulting with the director to the staff to keep them updated.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to testing date. I also sent emails home and students leading up to the testing date.

8. Student Representative Communication and Update

Ms. Wong spoke to the results of the senior survey that went out. With regard to graduation, most want an in-person ceremony. However, if that is not possible, then an option for a photograph session received favorable responses. Other ideas included: small-group ceremonies, farewell dinner in August, drive-in graduation. If there were only one senior activity in addition to graduation, the seniors voted for a lock-in, prom, senior prank, and activities.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. Changed from the agenda a little bit to deal with academic issues which had arisen due to distance learning. Issues were discussed with possible solutions. Report was submitted as a part of the packet. May 4 next meeting, assuming it will be remote.

Annual Fund (Mr. Langseth): Report submitted. Did not meet. Dragon dinner and silent auction have been canceled. No further meetings until summer.

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Communications (Ms. Kurkoski): Report submitted. Will not meet again until May. Updating who is doing what and availability. She, Justin, and Mrs. Krisco are trying to put together updates on video security and best practices. Last week Google added Google Meets to Google Classroom. Companies are shifting their security practices. Access - pickups have been going well, Cheri's engineering students had to pick things up. Drop-offs have also been going well. In May will have more information about what they'll need.

Personnel (Ms. Anderson): Did not meet. Will meet next week.

Finance (Mr. Langseth): Report given by Mr. Langseth. Met about budgets, a lot of unknowns at the moment - are we going to spend more or less, we don't know. We will go with what we have and see where we are next month. Steve Wruck spoke to financial statements. We will have to watch and monitor cash flow. The years after 2020 will have to be monitored to see what happens due to the financial impact of all of this. Distance learning itself won't affect cash flow, it's the COVID crisis which will impact the state - the state won't have the funds it needs, so that will affect funding.

Motion to approve the March 2020 Financial Statement and Supplemental Information.

Moved by: Cody Schniepp Second: Jeff Eng

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Rescheduled the March meeting to next week. They plan to pick up where they left off. Talked about re-contacting 3 consultants who made presentations. Will have a general discussion about how COVID situation will discuss what we had planned to do for expansion

10. Consent Agenda

None.

11. Old or Unfinished Business

a. ByLaw Change

Motion to table the ByLaw Change.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

Ms. Anderson noted that it would take 2 months to make the changes and bringing this to teachers now would be too much. Mr. Eng noted that whether it passed or not, it wouldn't have been effective this year since both seats are open this year.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

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b. Board Self-Evaluation

Discussion: The Chair stated the reason for doing this is so next year's Board can look at the document and plan some professional development for the Board.

12. Items for Discussion and Decision

a. Approve BOD Election Results

Motion to approve BOD Election Results.

Moved by: Jeff Eng Second: Dan Ellingson

Discussion:

Results of the election are as follows:

Jennifer Bartle will be the parent representative. Maggie Burggraaff and Annie Cardenas will be the teacher representatives. Paula Akakpo will be the student representative.

Ms. Anderson will email the candidates the results.

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Approve 2020-2021 Calendar

Motion to approve 2020-2021 Calendar.

Moved by: Adam Bartz Second: Michele Kurkowski

Discussion:

The calendar committee met and came up with a few different options and presented it to staff for a vote. About 81% of staff voted for the option presented. The calendar follows the calendar for District 833, and thus there are no no-busing dates. We are also starting before Labor Day, as is District 833. Mr. Ellingson wondered why we were starting before Labor Day. Mr. Gawarecki clarified that since Labor Day is as late as it can possibly be this year, starting before Labor Day would not result in everything getting pushed back. This will not set a precedent for future years. Charter schools do not have to apply for a waiver to start before Labor Day - we could if we wanted to. Our problem is bussing. Our calendar typically mirrors 833's calendar. There is only one deviation from the District 833 calendar: the 21st and 22nd of December- we have a full 2 weeks of winter break, whereas SoWashCo has school on the 21st and 22nd. Ms. Kurkoski wanted to be sure the Board could reevaluate the calendar if our start date gets pushed back in the fall. Mr. Gawarecki confirmed that the Board can amend the calendar. However, the teacher contracts are based off the calendar.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

c. Approve 2020-2021 Budget

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Motion to Approve 2020-2021 Budget with Revenues of \$6,004,405 and Expenditures of \$6,002,161.

Moved by: Noah Langseth Second: Lisa Anderson

Discussion:

Mr. Langseth provided an overview to the Board. In the next 4 years, projected to have a positive budget. Continue to make adjustments to the students and assumptions of projections remain.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Approve Form 990

Motion to Approve Form 990 for the Year Ending June 30, 2019.

Moved by: Noah Lanseth Second: Lisa Anderson

Discussion:

This is a tax form that needs to be filed each year.

A roll-call vote was taken

Vote: 9 -yes 0-no 0-abstain

The motion carries.

e. Annual Stakeholder Meeting

Motion to designate the May Board meeting to be the official Stakeholder Meeting.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

Ms. Anderson and Mr. Gawarecki has discussed and would recommend that the May Board meeting be designated as the official Stakeholder Meeting. With COVID, there are no significant items to be presented other than items in a regular meeting.

A roll-call vote was taken

Vote: 9-yes 0-no 0-abstain

The motion carries.

f. Graduation

Discussion:

Mr. Gawarecki presented the options for graduation. It would be dependent on what will be allowed with social distancing and large group gathering. Options: Eagle Brook (but they don't allow outsiders), East Ridge football field, Drive In theatre, Target Field, smaller gatherings and then create a montage. Also, when should the graduation be held? Responses were that it would need to be done by mid-June. Parents want to be involved. Ms. Anderson will include in her board update.

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g. Senior Party

Discussion:

Mr. Gawarecki noted that it would be dependent on what will be allowed with social distancing and large group gatherings. Also, there would have to be enough staff. Party is usually parent runned. If the party was after June, the school would not be opposed to doing it. Seniors raised the funds and it's for them. It would be challenging to do it in August but could be done.

h. Performance Stipend

Discussion:

Mr. Schniepp proposes to change the target goal. Distance learning is affecting the graduation of special ed students. The current goal is 95% graduation rate which allows 3 seniors to not graduate. 90% graduation allows 6 seniors to not graduate. 93.3% graduation allows 4 seniors to not graduate.

Motion to move the Performance Goal to 90% graduation goal.

Moved by: Judy Seeberger

Ms. Seeberger withdraws the motion.

Motion to move the Performance Goal to 93% graduation goal.

Moved by: Judy Seeberger Second: Jeff Eng

Discussion:

Mr. Gawarecki noted that the only way to give to staff is via a performance stipend. It can't be a bonus.

A roll-call vote was taken.

Vote: 8-yes 1 (Adam Bartz)-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan Review**
- b. Eligibility Policy 510.1, 601, 616, 806**
- c. Leadership for the new Board**
 - i. Officers**
 - ii. Appointment of Parent Member**

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

- a. BOD Workshop, May 18, 2020 at 5:00 pm.
- b. Regularly Scheduled BOD Meeting May 18, 2020 at 6:15 pm

15. Motion to adjourn at 8:14 pm.

Moved by: Michelle Kurkoski Second: Dan Ellingson

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

APPROVED

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary

Director's Report

1. Student Achievement

a. 2020 National Merit Scholarship Corporation Commended Students

5 MSA seniors have been named as commended students in the 2020 National Scholarship Program. They are: Maren Anderson, Keagan Eng, Ben Haland, Shannon Koperski, and Lauren Paulson.

b. MSA has been rated as the top High School in Minnesota for the 3rd year in a row by *U.S. News and World Report!* MSA increased its national ranking from 133 to 124.

c. MSA had for students earning awards from the MNAiC with Breanne Pundsack chosen as a State Winner, Kalani Vang and Karina Dovgodko receiving Certificate of Distinction Awards, and Alayna Tan being recognized with a Rising Star Award.

d. MSA had two students selected as All-State Musicians by the Minnesota Music Educators Association (MMEA). They are Junior Greta Engelstad, French horn, and Freshman Braedon Krisko, Bass.

e. 7th grader Kiley Tatarka advanced to the state competition for her National History Day performance 'The Radium Girls' Fight'!

f. MSA held its first Virtual Science Fair on April 9th with 20 students participating. Top students were:

1st place - Mihira Kanukurthy (6th) *Chemistry in Our Daily Lives*

2nd place - Ketaki Jorpurkar (6th) *The Potential of a Marble*

3rd place - Prisha Rathore (6th) *Investigation of the Antimicrobial Properties of Household Kitchen Ingredients*

2. Create a Facilities Management Plan

a. Facilities work for the summer has been delayed other than for routine painting and summer cleanups due to COVID-19.

3. Communication and Community Relationship

a. Sent numerous emails to staff and the MSA community concerning coronavirus impacts on the school.

- b. Submitted newsletter article for publication in May newsletter.
- c. Announcements were re-introduced on April 21st.

4. Human Resources Management

- a. Met with the Personnel committee on May 7th to work on Self-Evaluation form
- b. Worked on a regular basis with MDE and MDH to ensure safety of the MSA community.
- c. Informed staff of their retention or release at the end of the school year.
- d. Worked with Special Education Director and Special Education department on paraprofessional needs for the 2020-2021 school year. A determination of the number of staff needed will be known towards the end of the month.

5. Ethical and Inclusive Leadership

- a. Conducted two all staff meetings.
- b. Introduced the Self-Evaluation Form to the staff and provided guidance on submission of two individual professional development goals based off of the evaluation.

Assistant Director (Activities) Goal Update

1. Student Services

- Attended multiple IEP meetings
- Student Support Task Force Meeting
- Attended 504 meetings
- Contacted multiple families about students
- Work with SPED relating to student struggles

2. Communication and Interaction

- Working with a working group to update the school web page
- Communication Committee Meetings to work on Distance Learning and the web page.
- Delivered gifts to some seniors from a parent
- Communicating with Spring coaches on current situation
- Collected statements from students for United States Department of Education
- Participated in weekly admin team meetings
- Participated in director meetings

3. Facility Services

- Overseen building B meetings
- Oversee building B maintenance issues as they arise.
- Working with Material Pick Up Group on end of the year drop and pick up of materials

4. Educational Leader

- Supported teachers who needed some support in distance learning
- Communicating with speaker on opportunity gap with staff for fall workshop week.
- Led the Distance Learning Planning Group
- Participated in The Mental Health and Wellness Group
- Participated in The Counselor Support Group
- Participated in the Material Pick Up Group
- Led the Child Care Group

5. Governance and Policy Development

- Revisit eligibility policy
 - Attended Finance Committee
 - Attended Communication Committee meeting
 - Attended all staff meeting
- 6. Staff Supervision**
- Gained access to google classrooms
- 7. Activities**
- Creating fall and winter schedules
 - Monitoring MSHSL decisions
 - Participated in MSHSL Lead workshop
 - We have students invited to the Minnesota state Orchestra or Band.
- 8. Academic Improvement**
- Due to distance learning we will not be doing ineligibility reports this Spring.
- 9. Financial Management**
- Reviewed the activities budgets. The extra busing fee is impacting budgets.
 - Discussed refund/donation form to go to families since spring sports are cancelled
- 10. Other**
- Continued conversation about graduation and lock in.
 - Wrote multiple letters of recommendations for students
 - Participated in YMCA Subcommittee meeting
 - Participated in YMCA board meeting
 - Met with the apparel committee to choose staff wear for next year.
 - Selected as one of the 6 AD's in the state to be spotlighted in the MNIAAA Spring newsletter.

Assistant Director (Middle School) Goal Update

- 1. Student Services**
- Facilitated student support process meetings
 - Providing support and leadership for PBIS team
 - Attended all 504 meetings and IEP meetings as requested
 - Have begun process to create virtual tours of MSA
 - Addressed questions and concerns from parents and students about distance learning
 - Communicated with MS students/families of students at risk of repeating courses
- 2. Communication and Interaction**
- Communicating within 24-48 hours of all contact by parents
 - Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA
 - Participated in weekly admin and daily director team meetings
 - Completed April Newsletter
- 3. Facility Services**
- Coordinates building A maintenance needs with maintenance contractor
 - Working to begin the installation of bottle filling stations on campus
 - Verified installation of bottle filling stations in buildings A and B
- 4. Educational Leader**
- Completed all required teacher observations per school procedures
 - Attended grade level meetings as necessary
 - Supported teachers who had questions or needs regarding distance learning

- Facilitating the professional development task force for 2020-2021
- Member of mental health and counselor support work groups for distance learning
- Lead four work groups for the distance learning plan. Continuing to monitor these plans.
 - Attendance data
 - Attendance procedures
 - IEP/504 Support
 - Internet/computer accessibility
- Working with licensed staff on license renewal procedures and requirements

5. Governance and Policy Development

- Chairperson of AFC
 - Continued work on the Carnival until it's cancellation
 - AFC committee re-disbursed funds raised through GTTM
- Attended May Academic Committee meeting
- Attended May Finance Committee meeting
- Helped complete work for Personnel committee

6. Staff Supervision

- Provided coaching to staff members if needed
- Distributed CEU's to staff for distance learning planning
- Supported staff via google classroom

7. Board of Directors

- Submits monthly AFC meeting minutes for BOD packet as needed

8. Other

- Assisting in planning of 6th grade information night to be held virtually in May
- Having discussions with admin team about graduation possibilities
- Supporting the completion of "Senior Spotlights"

High School Counselor Goal Update

- 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 junior students to discuss senior year, graduation requirements and post-secondary planning.
- Continue to work with and support 504 students as needed.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed.
- Continue to work with senior students as they prepare for post-secondary by collecting post-secondary plans and transcript requests.
- Working with local scholarships and media to highlight senior students.
- Continue to monitor and coordinate AP testing.

Middle School Counselor Goal Update

1. Preventative and Responsive Services

- a. Attend an average of at least three student lunches during the week.
 - i. I have been able to do this for the month.
- b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
 - i. At the SSm meetings teachers are to refer their students to me. I have a conversation of what support I can provide.
 - ii. Arrange and provide an external middle school assembly on mental health by spring break. Had mental health/social media for parents. Might consider doing one more as the feedback was that parents really liked it and wanted to hear more. This was done on December 3rd.

2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
 - i. The schedule was shared however we are now not having Friday advisory time as we are distance learning.
 - ii. We no longer have extended day this year as we are not in session.
- b. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
 - i. We were not able to provide this as our most recent day of PD was full and we are not in session to provide this opportunity to the staff.

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in every 6th grade advisory class.
- b. Provide an article on respect in the November and April newsletters.
 - i. I missed the november newsletter. I have also missed the April newsletter as I have been adjusting to distance learning.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. I am having a hard time finding the time to fit in a group. Most teachers are unwilling to split their time so finding an effective time outside of friday advisory is tough. Will continue to look at options.

4. 504 Plan Coordination

- a. Review all 504 plans on an annual basis, based on plan implementation date.
 - i. Have had annual meetings for all 504 plans of those who requested. I have sent home reminders and invitations to all 504 students offering a meeting if they would like.

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.

- i. I have been able to be consistently attending the meetings both in person and via zoom.
- c. Team teach with the health teachers on mental health units.
 - i. Their mental health units were in the spring and we are not in session so I am unable to complete this.
- d. Provide academic departments and director with academic summary results within one month of their release.
 - i. I share all academic testing results with staff when I receive the information.
- e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place. MCA testing is no longer happening for the year. I have provided updates regarding this after consulting with the director to the staff to keep them updated.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to the testing date. I also sent emails home and students leading up to the testing date.

Academics Agenda

May 4, 2020

8:00 A.M.

Members Present: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Tara Richert, Noelle Haland, Kassie Larson, Wendell Sletten, John Gawarecki, Jennifer Heydt-Nelson

1. A form was sent out to parents/guardians of current 6th and 7th graders to register for band 2020-21. One parent asked if their child, who is retaking English 6 this year, could take both English 7 and English 8 next year as an 8th grader? (Joell)

Joell had a parent request his student take English 7 and 8 at the same time. Joell wanted to see what the committee thought about this. She is concerned about holding middle school students back based on numbers.

A concern was raised about the student being able to keep up if they are already behind. Can this student keep up with two English courses at one time? It will be twice the reading, writing, and the assignments. How will this student do this with a full course load in 8th grade? Also, scope and sequence are a concern.

Is this an issue for other middle school courses?

This is bigger than one or two students. Credit recovery options have been looked at and considered. Credit recovery has not panned out as an option for us.

Joell says there have not been many students previous to this current 7th grade class where more than usual students failed the course.

Teachers feel doubling up will only add more stress to the student. And this will set a precedent for other students in other courses who are failing.

Many feel that this particular group (7th grade) is an anomaly. This is likely not a trend, but what will this look like for high school for some of these students? Will they need to repeat middle school courses?

Who knows what will happen with this particular group after this year. Many kids who struggle in middle school, don't stay. We usually have our largest attrition numbers between 8th and 9th grade.

If this is allowed, what does this do to the elective courses?

Should the student be taking an enrichment course instead? Maybe this student should take study skills.

There should be a separate meeting for this issue. We need a plan to help support these students. There needs to be a long term plan.

A task force will be led by Joell. Emily, Kirstin, and Tom will join. Joell will send out an email to other staff members to join as well. They are hopeful a plan can be put into place soon.

2. What should Distance Learning Grading look like? Everyone

- a. Do we want to make any guidelines/suggestions? Or should we just trust individual teachers? What feedback did you hear from your departments?

Do we want to give guidance to teachers? Do we want teachers to do what is best for individual students? Do we want students to not fail courses? Do we want to let students not go below the grade prior to distance learning?

Is it up to individual teachers?

Some teachers are excusing multiple assignments, but other teachers are not following the same protocol. Some parents may ask why one teacher will do one thing and another teacher won't.

Is this fair? If we do not have a legitimate reason for missing work, is excusing assignments okay?

Should a formal letter be sent out by administration?

Should we be consistent with the same student over all subjects?

MDE says we should hold students harmless...meaning we should not fail students who were passing prior to distance learning. Students who were failing prior to distance learning are different. A D is an acceptable grade. For most courses this is passing. However, math and Spanish requirements might look different. Will the student who is not completing the work now, be successful next year?

What does hold harmless mean for us?

Do they hold the same grade prior to distance learning? Do they receive a D? Hold Harmless is for highschool students and progression towards graduation.

Gradebooks need to be looked at and adjusted for class time and assignments.

Does this dove-tail with the P/F discussion later during this meeting?

Do we forget about letter grades and go to P/F?

Will people work the system so their kids pass?

If we're going to pass every kid, then will teachers put forth the effort to instruct students and plan lessons? What would be the point of doing that if everyone is going to pass? As soon as students hear it is P/F, students may lose motivation to do the work.

We're a rigorous school. The majority of our families would not approve of this. Switching now will upset teachers, too. We've been planning for graded assignments, not P/F work.

We cannot go to P/F without informing the BOD and having a vote.

Next year will look different than it ever has before.

A blanket policy might be needed to ensure fairness and equity.

Maybe grade level teachers meet to discuss specific students. How will this work for families who have students in multiple grade levels?

John wants to trust teachers to give grades as students earn them. In the rare cases where students aren't completing work, but were passing prior to distance learning, lowering the grade one grade level down, up to a D is an option. Make sure teachers are aware that after spring break what has been assigned is worth less than what was assigned prior to that.

If they were failing prior to distance learning, then failure is an option.

That is a good guide for teachers and will be addressed by John to the staff through email.

b. Covid Delineation on the Transcript?

Do we have to put it on there? Doesn't everyone know about distance learning?

These statements need to be on there for future students, three to four years down the line.

Joell is worried about pushback from parents.

Emily feels it should be universal and should be on the transcripts. A reminder will be helpful. This will be applied to everyone.

Does it go on report cards? They are a different issue, and do not necessarily need to contain the statement.

MDE language has been shared with the staff. Joell will use that language to create a statement for the transcripts.

c. PSEO Pass/Fail grades (Emily)

Some colleges are resorting to P/F for all classes, or are letting students choose. Some students are checking with Emily wondering what this will look like on the transcript, for their GPA.

Right now P/F does not affect MSA GPA.

They will receive the credit for a course if they earned a P. There will be no change to the GPA. Individual colleges will determine what to do with the GPA they earn there.

There should be a message sent to families explaining this.

This year especially, a P in a P/F should receive credit.

3. A parent asked what AP students will do after the AP test?
Will there be assignments after the test?
Yes, the teachers will be assigning work.
4. Modified Transcript update (Lisa)
There will be a rough draft at the next meeting.
5. WBWF update (Tom)
No update.
6. Eligibility Policy update (Lisa)
What is a grade that will earn academic probation?
They are looking at changing this to an F.
The issue is that in math or Spanish there are different requirements. Should it be universal or should there be different requirements for different classes?
Students who fall under this are no longer allowed to participate in activities and must create a plan to participate again.

There will be a survey sent out to the staff. The survey should allow for a place to comment.
7. Diverse Staff Recruitment update (John)
There will be a survey going out to parents which will be utilized going forward.
8. Supplemental Online update (Emily)
Each department was supposed to go through the online courses Emily shared. There are some departments which have not completed this yet. Hopefully this can be done over the summer.
This will be more of a focus next fall.
9. Educational Program Policy update (Cheri)
Three years ago there was a major rewrite. Right now the BOD is working on this through the Policy Committee.
10. MSA Tours update (John, Shannon and Tom)
No progress on virtual tours yet.
11. Orientation update (John, Shannon and Tom)
Working on the orientation ideas that include live stream and recorded video. The hope is this will be happening in a couple of weeks for the incoming 6th graders.
No plan for new families in other grades.

12. Placement Exams (keeping on here for placeholder for the June meeting)

This will be put off until summer.

Math has been working on this. There cannot be any testing prior to the end of the school year. Over the summer, maybe they will have groups of 8-9 students at a time who are spaced out for each test. This will take much longer than usual. They are waiting for more protocols to be decided by the state. There will be some students who may refuse to come in and/or be tested. What will happen to them?

Will they just be placed and then possibly moved once school begins?

The math department will continue to discuss this.

The Spanish department is still holding off on any decisions because there are usually only a few students who are affected by this. A decision will be made later.

It was suggested that maybe these students could take both tests on the same day.

13. Planning for next year:

a. Do we want to move to one Learning Platform

Many teachers are using Google Classroom, but not all. How should this be approached?

John thinks the entire staff needs to have this discussion so teachers who are not using Google Classroom can have a say.

It would be nice for families and students to only have one platform to navigate.

Some teachers will have more work to do than others if a decision is made.

This will be on the next staff meeting agenda.

b. Thinking about going back to school in the fall with distance learning or a hybrid of distance learning/instruction: (Cheri)

Are we putting together a transition/planning team? There will be a lot to discuss moving forward.

If we begin the planning process now, we would be better off for the fall.

People (teachers, parents, students) are expecting a plan.

It was suggested these discussions begin in July.

Will this give us enough time to have a full plan? What about student safety?

Are there things we can plan for now?

Social distancing will dictate what happens. Some alternatives work at other schools that will not work for us.

We should have multiple plans.

John has four different skeletal-outlines of action plans based on what could happen or be decided by the state.

There will be calls out to the staff to help plan this. It will take everyone to make this work.

We want to make sure our academics are still rigorous.

Teachers may want to meet earlier than July. Parents would like to know we are working on plans.

- c. middle school engineering does not translate well as a distance learning class unless the whole focus is on computer programming and coding -- my class does not, I'd like to switch to a different subject (not that I want to create something all over again, but oh well. . .)

Certain classes may not be able to be taught in the fall based on this.

Engineering could be changed to something else for middle schoolers.

Art courses will likely need to be altered, as with distance learning, it will not match the course description.

Physical Education courses may need to be altered, too.

This is a large plan that needs to be worked on.

- d. Should we eliminate study halls and instead use this as an opportunity to add enrichment/elective classes?

Can there be a course offered instead?

14. Additional Items?

Next meeting: June 1 at 8:00 A.M.

AFC Minutes 4/29/2020

4:30 pm

<https://zoom.us/j/92426132093?pwd=SHRIVII3OXh6Tm1FTHVUalVyYkhrUT09>

1. Members present
 - a. Tom J, Justin G, Deborah W, Noah L, Liz E
2. Carnival recap
 - a. Ended up cancelling the Carnival due to the Coronavirus.
 - b. We didn't feel it was appropriate to do an online auction during this time as well.
3. Unspent funds
 - a. AFC has \$3300 in unspent funds that was allocated to support classroom field trips.
 - b. We also have \$600 that was allocated to the Carnival that went unspent.
 - i. We could spend some of the funds to add another bottle filling station in building C.
 - ii. Possible technology uses?
 1. Distance learning support?
 2. New server? (\$3000)
 - iii. Some items went unfunded from the staff AFC grant process
 - c. Final Decision
 - i. Technology - \$1500
 1. 1st priority is for teachers to see if there are Distance Learning technology needs - \$1500
 2. Whatever is unspent for distance learning needs will go towards new chromebooks and/or server needs.
 - ii. Fully fund grant requests from the fall -\$2350 (If these are no longer needs, the funds will go to technology.)
 1. Ms. Heydt will receive \$100 for Native American Maps
 2. PBIS will receive \$250
 3. Mr. Sletten will receive \$2000 for new concert bells
4. Other
 - a. None
5. Adjourn
 - a. 5:15pm

Communications Committee

Minutes

Tues., May 12, 2020, 4:30 pm

Zoom video conference

link:

<https://us04web.zoom.us/j/71640442121?pwd=Q0QrUkZNMkpOaVlVMUwrOEoyWEIaUT09>

Present (underlined): Tammy B., Shannon F., John G. Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Michelle K., Joell P., Amanda S., Teresa W.; Lisa A

- Distance Learning Communications Update
 - Distance Learning Website
 - Updated Executive Plan on DL microsite
 - not completed yet; draft needs to go to staff for review, then post on website
 - 'latest updates' for month of April did not get posted on website; Justin found and posted them
 - FAQs
 - questions from families have slowed/stopped, haven't posted any new FAQs
 - Feedback from parents about communications (DL) from school (from DL Planning group)
 - most parents satisfied with DL, no recommendations came from survey
 - teachers got into a routine after several weeks of DL
 - Distance Learning - Remote
 - Video Conference Best Practices Guidelines group
 - Soon after group put together draft of guidelines to address Zoom security concerns, Zoom came out with an update that fixed most of the issues
 - Google Meet/Hangouts making changes this Fri-will need to look at that
 - Group will work on guidelines later to be ready for next school year
 - When video conferencing, may have bandwidth issues if video is 'on', or possibly from using 'backgrounds.'
 - Learning Platform - feedback from staff meeting (put on agenda when thought the meeting was Weds-staff meeting is tomorrow morning)
 - last fall we discussed moving to one learning platform
 - will need to think about how activities/Rschool/other external communications would integrate into that
 - need to make decisions as soon as possible on choosing and moving forward with a learning platform so other pieces can be put into place
 - on the agenda for staff meeting tomorrow

- Communication to families on what's happening with MSA's year-end plans and planning for the next school year
 - parents/students anxious to know about graduation, NHS for next year, materials pickup/dropoff, summer Math/Spanish packets, etc.
 - staff and admin working on plans; DL Materials group to discuss plans at staff meeting tomorrow
 - will communicate planning/plans through announcements/emails
 - next school year planning to be discussed at Director's meeting this Friday; BOD will receive update at meeting next Monday
 - communication to families from Joell regarding info/processes for next school year notes that with the fluidity of the COVID-19 situation, current info/processes may change

II. Other Communication Needs

A. Old Business

1. Weekend Update-teacher reminder (Justin)
 - not sure why it is not going out consistently, need to investigate deeper
 - in the meantime, it is set to go out at noon on Thursdays; Cheri will note if it is not going out, and alert Justin to manually send it
2. Handbooks-activities/athletics/coaches update
 - in draft, other items were suggested to be included in handbook, will discuss items at tomorrow's staff meeting
3. Global external communications guideline plan
 - more discussion next school year after we see what school will look like in the fall, and impacts on communication, including using one learning platform
4. Website Content Management Task Force
 - momentum of TF interrupted by COVID-19; top goal to rid website of invalid information
 - if we don't go back to school as normal, may need to make alterations to the website
 - TF will get together over the summer
5. Activities/Website Communication Working Group - update
 - a. Update website activity pages with description of activities
 - earlier this year activity list created, forms were sent out to activity leaders to complete to update the website - progress made
 - more information needed for activities - new students don't know what some activities are and what age groups can join
 - Group will send out Google form again (5/15) to activity leaders (due 5/22) so they can include a description/more information about their activity
 - No one person is responsible to oversee that activity pages; if you notice errors contact Carrie - need to make MSA community aware of the process for correcting errors - notice in announcements, other communications

- at one point activity leaders were going to have the ability to manage their sections, but ultimately it was decided that the best way to manage this was to have 1 person update (Carrie)
 - if one learning platform is decided on will need to see how to run activities through the platform -- some activities are already going through Google Classroom
 - Activities site on MSA webpage would still be maintained
6. Calendar - Important Religious Holidays - did not discuss

III. Next Meeting: last week in July (after Website Content Mgmt TF, and Activities/Website Communication Working Group)

- FYI - next school year begins before Labor Day on Aug. 31.
- back to school info will be released online and by mail in August, so need to meet before that

Personnel **NOTES** (Next Meeting: Friday, 05/01/2020 at 8:30am (via Zoom))
 4.27.20
 4:30 pm

Members: John G, Jeff E, Jessie H, Heather R, Lisa A, Shannon F, Tom J
 Attendees: John G., Jeff E., Jessie H., Heather R., Lisa A., Tom J.

Actions for the next week for this committee:

- Start working tonight on proofing the “Self Evaluation” forms for: 1) Teachers; 2) Admin staff (includes Administrators); 3) EAs. (Heather converted forms to Google Docs and send them out to everyone on this cmte)
 - Share comments by Wed. 11:59pm
 - **Meet on May 1st at 8:30am** (via Zoom)
- Then need to explain to all staff about this form on **Monday, May 4 (tentatively at 9:30am)**

1. Questions for the end of this year:

- a. What is the process that will be used to evaluate staff this year, and to develop staff for next year, since we didn’t get all of this done?
 - i. John: Still ongoing...
 - ii. Current staff review process: Creation of Smart Goals at the beginning of the school year and review of Smart Goals at the end of each school year. Currently completed by email with little or no meaningful feedback or discussion at any time. Feedback and/or discussion with the staff regarding the Smart Goals do not appear to be mandatory. No formal documentation is retained from year to year regarding Smart Goals or areas in need of improvement. At best, emails regarding Smart Goals are retained but not organized.
 1. “Self Evaluation” form (has to do with showing core values and someone’s personality traits)
 - a. Staff will sit down and go over form with their bldg. admin.
 - b. Staff fills out and admin fills out and then together they compare/contrast the two. Both interpretations go into the staff member’s file (in case there are disagreements between the two people).
 - i. **QUESTION** (Jeff):
 1. **How long is this saved for?** --Cmte needs to research this
 - c. John also says that more will go into the retention or the release of a staff member than just this form itself.
 - i. (Such as the Observation by Admin evals and the Smart goals ... what else?)

- ii. However, as per John, “not all measures are quantifiable” and “some people are just not a good fit for MSA”
 - d. John shared the “Self Evaluation” form with all comte members tonight (not all had seen it previously)
 - e. Currently this form is mentioned on page 31 of this year’s handbook (2019-2020) but there is no copy of the form itself in the handbook.
 - 2. “Observation Process” forms (Formal evaluation and observation of teacher by admin)
 - a. The Observation Process pertains to teachers only and is part of the licensure process.
 - b. **QUESTION** (Jeff):
 - i. **Are these all saved in teachers’ personnel files?** --Cmte needs to research this
 - ii. **How long are the forms saved for?** Follow MN Historical Society rules but Cmte should look into other rules/laws about document retention
 - 3. “Smart Goals” form
 - a. Smart Goals are for professional development purposes only and are not meant as a tool for annual review purposes.
 - b. **Question** (Jeff): **How long are these saved?** --Cmte needs to look into this further
 - iii. **QUESTIONS** (Jeff):
 - 1. **Are we following the rules/laws of HR form retention?** --Cmte needs to research this
 - 2. **What happens to the notes that you make about staff every year?** John: They are in my personal file (informal notes on staff) and destroyed at the end of the year, if they were not disciplined or escalated to a growth plan.
 - 3. **So if there are ongoing issues, you just have to remember them from year to year?** John: There are emails as well.
 - 4. **What about keeping emails?** John: MSA currently does not destroy any emails (talked with Justin about it).
 - 5. Jeff question: **Should we be keeping all those emails indefinitely or destroy some of them at some point?** --Comte needs to look into this further
- b. What is the process that will be used next year to evaluate the staff?
 - i. Need *clearly defining names* of the following three aforementioned forms:

1. "Self Evaluation" form (as mentioned above), but it is currently being tweaked by Personnel Cmte so can share with staff on May 4th
2. "Observation Process" forms
3. "Smart Goals" form (fill out beginning of year and look at it again at end of year)
4. **QUESTION: Should we combine any of the three forms in the future? How long are all the forms saved and where are they saved? --Cmte needs to look into this**

Actions/Tasks for Personnel Cmte for next year:

- Finalizing aforementioned "Self Evaluation Form" -- John says needs to be formalized in Personnel Cmte next year
- Clearly define the titles of the 3 aforementioned evaluation forms for staff (if keeping all three)
- Need to look at document retention policy, other than MN Historical Society rules. Check that we are following rules of HR document retention in general. **See above notes (in purple) where the Personnel Committee needs to do further research.**

-----ENDED HERE (will continue with the below items at next meeting)-----

- c. Other questions?
 2. Finish consolidating the competences list with the MSA Director Job Description.
 3. How will the BOD or this committee use this competency list to create goals and an evaluation document?
 4. What should we do for the next meeting?
 5. Scheduling the next meeting:
 - a. Date: Our next meeting should be on May 25, but that is Memorial Day. So would we like to go earlier to May 18? Or later to May 27? (May 26 is scheduled to be an expansion meeting, so many of us will be at that meeting.)
 - b. Timing: Can we make the meeting a little earlier?

Personnel Agenda **NOTES from meeting are in red.**
 Friday, 05/01/2020 at 8:30am (via Zoom)

NEXT MEETING: Thursday, May 7th at 11am via the Zoom

Members: John G, Jeff E, Jessie H, Heather R, Lisa A, Shannon F, Tom J

Attendees: Lisa A., Jessie H., Jeff E.,, John G., Tom J., Shannon, F., Annie C.

Today:

- Reviewed “Self Evaluation” Forms and made edits directly to forms. John will transfer information to Microsoft Word. Joh will send out the edited forms today for staff to review in preparation for Monday’s staff meeting.
- The Personnel Committee will review these forms in the fall to see if they are still good or need to be modified.
- John will explain the “Self Evaluation” forms at the all staff meeting on **Monday, May 4 (tentatively at 9:30am)**

1. Review the Documents
 - a. Teachers **-Done.**
 - b. EAs **-Done.**
 - c. Administrators and Staff **-Done.**
2. Finalize the Process for this year:
 - a. If it is a self-evaluation process this year? **-Yes**
 - b. Would administrators complete it as well? **-Yes**
 - c. Is a self-evaluation different from a regular evaluation? **???**
 - d. **Questions raised** from the last meeting:
 - i. Staff complete? **-Yes (but no supervisor will fill one out for each staff member THIS year)**
 - ii. Administrators complete? **-Yes (for themselves)**
 - iii. Verification of completing this “Self Evaluation” form will be based off of the 2 or more possible goals the staff member creates for themselves that are **specifically tied to their completed Self Evaluation form.**
 1. Staff member will email these possible goals (not the completed eval form) to their building administrator.
 2. Staff member will use these goals to initiate their SMART Goals at the beginning of the academic year (2020-2021).
 - iv. Staff meet with their building administrator (as their supervisor) and discuss the Self Evaluation form? **-Not this year but will do this when we do it next Spring (2020-2021). This will be using the modified form.**
 - v. Each person gets copies of both completed forms? **-Not this year but yes for next year.**
 - vi. **When we do this next year THOSE next year “Self Evaluation” forms (not the ones completed by staff this year) will Both go in the permanent file**

and stay there while staff members are at MSA. They are destroyed when staff members leave.

- vii. Next fall, use the document to help staff create professional goals for next year? **-Yes, This doesn't match the handbook but the language will be changed to match.**
- viii. Next school year, before spring break(?), both sides complete the form, meet and discuss the form. If people are having their contracts renewed, this would be a good time to tell them as well. **-Yes, but next year will be using the modified form (if changed)**

Next Meeting, Thursday, May 11 at 11 (Lisa will send send out invite)

-----ENDED HERE-----

- 3. What will the process look like next year?
 - a. My interpretation is that the process would be the same?
- 4. What will appear in the handbook for the 2020-2021 school year
 - a. Can all of the conferences be complete in the next two weeks? Then this committee could meet on May 15, and finalize the documents before the Board meeting.
 - b. If not, how should we address it in the handbook?
 - i. Put in what we have and just use it, as is next year, even if we find out by June that some of the language is unclear. I think this is what we decided?
 - ii. Put it in the handbook and then have an addendum or change it later?
 - iii. Not put it in the handbook and just refer to it.
 - c. The process in the handbook is unclear.
 - i. Page 18= two separate processes are listed
 - 1. Teacher Development and Evaluation
 - 2. Job Performance Review (I feel that what I described above fits this?) But if it is then we should change the names so they fit.
 - ii. Pages 31-34 = two separate processes, but mixes elements together
 - 1. Teacher Development and Evaluation; This mixes everything together:
 - a. Goal Setting
 - b. Observation cycle for new and established teachers
 - c. Teacher Growth Plan
 - d. PIP
 - 2. Job Performance Review: Or should the goal setting go here?
 - 3. Does a growth plan come from a lack of development, or you're not a good fit on your Job Performance Review? I think both? Could a person be not invited back because of a poor job performance review, but never have been on a growth plan or PIP? Which one does the 'discipline' come from?

Personnel Agenda **NOTES in red**

Thursday, May 7, 2020 (via Zoom) **NEXT MEETING: Wed., May 27 at 3:00pm (via Zoom)**

Members: John G, Jeff E, Jessie H, Heather R, Lisa A, Shannon F, Tom J

Attendees: John G. Jessie H. Heather r. Lisa A. Tom J. Jeff E. (Annie C.)

A. What will the policy look like in the 2020-2021 handbook?

1. **Changed to:** MSA Teacher Development and Evaluation **(Three Year Cycle)**

B. How does it fit in with the rest of the process?

1. The process in the handbook is unclear.

i. Page 18= two separate processes are listed

1. Teacher Development and Evaluation

a. **Changed to:** MSA Teacher Development and Evaluation **(Three Year Cycle)**

b. **Changed to:** MSA **Annual** Job Performance Review Process

2. Job Performance Review

a. **See changes in actual document (changes are in red and deletions have been deleted).**

-----**ENDED HERE**-----**5/7/2020**

ii. Pages 31-34 = two separate processes, but mixes elements together

1. Teacher Development and Evaluation; This mixes everything together:

a. Goal Setting

b. Observation cycle for new and established teachers

c. Teacher Growth Plan

d. PIP

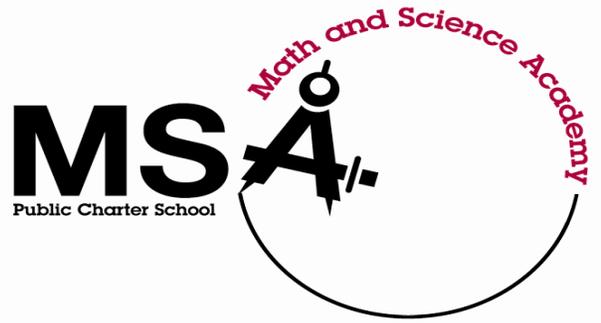
2. Job Performance Review: Or should the goal setting go here?

3. Does a growth plan come from a lack of development, or you're not a good fit on your Job Performance Review? I think both? Could a person be not invited back because of a poor job performance review, but never have been on a growth plan or PIP? Which one does the 'discipline' come from?

4. Side note: 3rd week of April? It was spring break before? Why is it so late for the employees, when the director is the end of March?

C. Where to go next?

D. Next meeting?



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

Financial Statements

April 2020

**Math and Science Academy
Charter School No. 4043
April 2020 Financial Statements**

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

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the actual ending information as of June 30, 2019 while the ending balances reflect the YTD balances.

PY State Aids Receivable represents the amount of the 2018-2019 holdback that is owed to the school at this time. This will be repaid throughout the 2019-2020 fiscal year.

CY State Aids Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year. If this amount is negative that indicates that the State has overpaid the school at this point in time.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at June 30, 2019 and YTD.

Due From Other Funds represents the amount owed to the School by the Math and Science Academy Building Company.

Prepays represent items that have been paid for as of June 30th, but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July. This primarily consists of the "summer paychecks" and related benefits for the teachers.

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

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period.

Accounts Payable, Student Activity Accounts represents the total amount available in the various student activity accounts.

The beginning fund balance as of July 1, 2019 is \$2,121,092 or 38%. Our budgeted surplus for the 2019-2020 approved revised budget is \$1,565 which will result in an ending fund balance of \$2,122,657 or 37%.

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

“Hot Topics”

- Cash flow is strong with approximately \$1.89M in cash. This include \$150K 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 April 30th, the balance in the Repair & Replacement Fund is approximately \$187K.
- 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. There will be may options discussed in the next few weeks as the session closes May 18th. They could end up in a special session to work on this problem.
- 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. The 20-21 General education amount cannot be changed unless the governor unallocated the funds. I believe the last time this was done in the early 80’s.

Supplemental Information for April 2020

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

Please feel free to contact Steve Wruck at steve.wruck@bergankdv.com, should you have questions related to the financial statements.

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

	Actual Balance July 1, 2019	Balance April 30, 2020
Assets		
Current assets		
Cash and investments	\$ 1,089,482	\$ 1,741,194
Certificates of deposit	800,002	149,995
Accounts receivable	2,052	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	7,041
Current year state aids receivable/(deferred revenue)	517,535	557,574
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	109,339
Total assets	\$ 2,648,978	\$ 2,565,142
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 267,936
Due to other funds	-	-
Accounts payable	111,182	-
Payroll deductions and contributions	100,813	14,729
Deferred revenue	-	-
Total current liabilities	527,887	282,664
Fund balance		
Fund balance 7-1-2019	2,102,391	2,102,391
Assigned fund balance - student activities 7-1-2019	18,700	18,700
Net income to date	-	161,387
Total fund balance	2,121,091	2,282,478
Total liabilities and fund balance	\$ 2,648,978	\$ 2,565,142

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
April 30, 2020**

			571.87	83%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	April YTD	Percent of Revised Budget
General Fund - 01					
Revenues					
State revenues					
211	General education aid	\$ 3,729,578	\$ 3,837,831	\$ 3,073,240	80.1%
348-300	Charter school lease aid	795,233	812,578	386,706	48.0%
317	Long-term facilities maintenance revenue	74,274	75,487	-	0.0%
740-360	Special education aid	552,853	631,203	491,391	70.6%
201	Endowment aid	19,637	21,582	21,795	101.0%
370	Other mn aid (safe schools supplemental aid)	2,647	18,250	18,250	100.0%
397	Pension revenue	11,459	12,500	-	0.0%
	Prior year over (under) accrual	18,893	-	-	-
	Current year state aids receivable	-	-	557,574	-
	Total state revenues	<u>5,204,573</u>	<u>5,409,431</u>	<u>4,548,957</u>	<u>83.2%</u>
Federal revenues					
419	Federal special education aid	72,201	63,981	32,492	50.1%
414	Title II funds	5,150	26,857	7,773	28.9%
	Total federal revenues	<u>77,351</u>	<u>90,838</u>	<u>40,265</u>	<u>43.9%</u>
Local revenues					
000-050	Fees from patrons: scholastic, ap exam, staff shirts, class fees	24,125	27,000	20,750	78.3%
920-050	Fees from patrons: study hall	4,795	2,000	2,115	92.0%
300-050	Fees from students: field trips	33,462	33,400	21,167	136.6%
372-071	Third party billing	-	1,000	1,787	178.7%
092	Interest earnings	27,129	20,000	12,682	63.4%
265-096	Annual fund/capital campaign/dragon dinner	121,904	85,000	70,626	83.1%
000-096	Donations and misc. Grants, tech fundraiser	2,754	-	1,654	8.5%
099/620	Miscellaneous revenues/sale of equipment	894	-	-	-
621	Year book revenues, planners	1,131	3,000	2,642	88.1%
625	Insurance recovery	3,860	-	-	-
C 400's	Student activities revenue	118,621	125,600	97,405	126.5%
	Total local revenues	<u>338,676</u>	<u>297,000</u>	<u>230,828</u>	<u>92.4%</u>
	Total revenues	<u>\$ 5,620,600</u>	<u>\$ 5,797,268</u>	<u>\$ 4,820,050</u>	<u>83.0%</u>
		5,620,600	5,797,268	4,820,050	

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

			571.87	83%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	April YTD	Percent of Revised Budget
Expenditures					
100	Salaries and wages	\$ 2,061,605	\$ 2,139,396	\$ 1,777,382	81.3%
200	Employee benefits	686,747	723,536	594,955	82.7%
Crs 180	Extracurricular activities	78,328	84,366	46,779	63.4%
305	Contracted services	214,390	260,839	181,092	76.3%
315	Repairs and maintenance for computers	36,000	39,400	30,450	77.3%
320	Communications services	21,047	19,025	14,783	77.7%
329	Postage	2,857	3,000	3,886	97.2%
330	Utilities	103,628	105,850	81,230	76.7%
340	Property and liability insurance	33,878	33,500	20,012	59.7%
350	Repairs and maintenance	138,205	144,700	131,564	90.9%
360	Transportation for field trips	10,352	10,800	7,440	87.5%
366/368	Staff training/travel and conferences	42,048	20,000	20,762	103.8%
369	Field trips admissions	21,555	22,600	13,105	84.0%
370	Building lease	887,694	902,864	763,791	85.3%
370	Other rentals and operating leases	771	800	356	44.6%
380	Computer and tech related hardware rental	24,694	22,722	27,820	122.4%
401/455/465	General supplies	51,630	31,000	31,308	101.0%
401	Maintenance supplies	29,415	28,800	19,925	77.2%
405	Non-instructional computer software and license	19,040	19,800	19,941	100.7%
406	Instructional software licensing	13,695	14,300	14,435	100.9%
430/456/466	Instructional supplies	44,763	82,000	77,909	95.0%
460	Textbooks and workbooks	25,501	26,800	14,359	53.6%
461	Standardized tests	20,869	21,900	4,273	19.5%
490	Food	1,887	2,000	920	46.0%
505/506	Capitalized technology software	5,670	12,000	9,427	78.6%
520	Building improvements	-	12,250	-	0.0%
530	Other equipment/furniture	51,717	20,000	14,639	81.3%
555/556	Technology hardware (cap)	68,033	10,100	6,955	68.9%
820	Dues and memberships, fees	35,872	35,835	38,251	97.5%

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

			571.87	83%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	April YTD	Percent of Revised Budget
898	Scholarships	-	500	-	0.0%
	Annual fund (265)	65,968	40,000	6,791	17.0%
	State special education	591,138	675,084	567,190	76.2%
Fin 372	Third party billing	-	1,000	-	0.0%
	Federal special education	72,201	63,981	36,314	56.0%
	Title II funds	5,150	26,857	8,159	30.4%
891	Pension expense	11,459	12,500	-	0.0%
	Student activity expense	119,923	125,600	72,459	115.0%
Total expenditures		\$ 5,597,730	\$ 5,795,704	\$ 4,658,663	80.4%
		5,597,730	5,795,704	4,658,663	
General fund net income		\$ 22,870	\$ 1,565	\$ 161,387	
Fund balances					
Beginning fund balance, all funds		\$ 2,098,222	\$ 2,121,092	\$ 2,121,092	
Projected fund balance, all funds		\$ 2,121,092	\$ 2,122,657	\$ 2,282,479	
		38%	37%		

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
ExtraCurricular/Student Activities
April 30, 2020**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
401	Student Council Funds	\$ 2,547	\$ 340	\$ (954)	\$ 1,933
402	NHS Funds	863	1,265	(1,056)	1,072
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	1,751	2,840	(2,202)	2,389
405	Prom	1,008	780	-	1,788
406	Ex-Curr Academic Triathlon	-	1,045	(900)	145
407	Ex-Curr Theatre Funds	2,869	8,588	(5,816)	5,641
408	Spanish Club Funds	-	115	(38)	77
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	6,707	19,950	(15,124)	11,533
414	Asian Club	-	-	-	-
416	Newspaper	-	563	(354)	209
417	Film Club	-	-	-	-
419	Nordic Ski Team	-	5,657	(5,218)	440
420	Cross Country	594	4,605	(6,139)	(939)
421	Track & Field	-	11,100	(2,729)	8,371
422	Music Fund	-	869	(671)	198
423	Boys Basketball	-	11,165	(10,700)	465
424	Baseball	-	1,290	(750)	540
427	Math League	-	150	(200)	(50)
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	-	5,463	(4,516)	946
432	Athletic Account	-	3,357	(2,470)	886

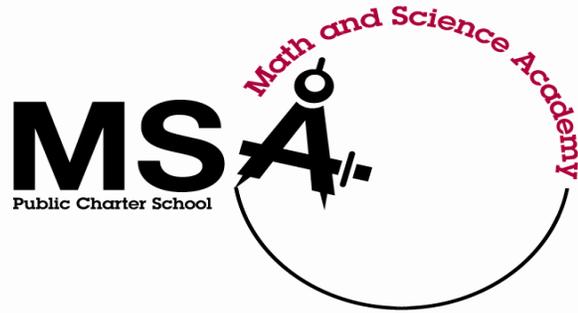
**Math and Science Academy
ExtraCurricular/Student Activities
April 30, 2020**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
437	Chess Club	699			699
440	Badminton	-	4,073		4,073
441	Trap Team	-	746	(657)	89
442	Boys Volleyball	-	90		90
443	FIRST Tech Challenge (FTC)	-	6,579	(6,975)	(396)
445	Gay Straight Alliance (GSA)	693	250	(259)	685
446	Social Justice Club	-			-
447	Class of 2020	419	1,341		1,760
449	Soccer		1,295	(1,480)	(185)
450	Football		2,612	(2,800)	(188)
451	Cheers Volunteer	-	152	(119)	33
452	SWENext Club	-	652	(225)	427
453	Class of 2021	550			550
460	Africa Club		474	(106)	367
Total student activity balances		\$ 18,700	\$ 97,405	\$ (72,459)	\$ 43,646
		<u>\$ 18,700</u>	<u>\$ 97,405</u>	<u>\$ (72,459)</u>	<u>\$ 43,646</u>

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.*



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

Supplemental Information

April 2020

Batch	Post Date	Acct Nbr	Description	Amount
19-50156	04/02/2020	01 E 005 110 000 000 305	PayPal Fees	16.56-
19-50156	04/02/2020	01 R 005 000 000 000 050	Jr Scholastic	30.00
19-50156	04/02/2020	01 R 005 000 000 000 050	Planner	5.00
19-50156	04/02/2020	01 R 005 000 265 000 096	Ecolab (Annual Fund)	150.00
19-50156	04/02/2020	01 R 010 212 000 000 050	HS Art	30.00
19-50156	04/02/2020	01 R 010 258 000 000 050	Band	150.00
19-50156	04/02/2020	01 R 010 260 000 000 050	HS Engineering	150.00
19-50156	04/02/2020	01 R 010 260 000 000 050	Taste of Science	40.00
19-50156	04/02/2020	01 R 010 298 413 000 050	FRC Pizza Reimbursement	30.00
19-50156	04/02/2020	01 R 010 298 413 000 096	MN State Fair	25.00
			Totals for 19-50156	593.44
19-50157	04/17/2020	01 E 010 640 262 316 366	Reimbursement for cancelled Travel and P	341.78
19-50157	04/17/2020	01 R 005 000 265 000 096	US Bank - Annual Fund - A. Okeson	200.00
19-50157	04/17/2020	01 R 005 000 265 000 096	CAF America - 3M - Annual Fund - Company	525.90
19-50157	04/17/2020	01 R 005 000 265 000 096	CAF America - 3M - Annual Fund - Employe	485.15
19-50157	04/17/2020	01 R 005 000 265 000 096	CAF America - 3M - Annual Fund - Employe	40.75
19-50157	04/17/2020	01 R 005 000 265 000 096	YourCause - Wells Fargo - Annual Fund -	300.00
19-50157	04/17/2020	01 R 005 000 265 000 096	Kowalski's markets - Annual Fund - Groce	176.00
19-50157	04/17/2020	01 R 005 000 265 000 096	MightyCause - Annual Fund	25.00
			Totals for 19-50157	2094.58
19-50158	03/31/2020	50 R 005 000 000 000 092	Trust Interest Earnings - March 2020	850.20
			Totals for 19-50158	850.20
19-50159	03/31/2020	50 R 005 000 000 000 093	Rent Received from the School - March 20	58906.25
			Totals for 19-50159	58906.25
19-50160	04/30/2020	50 R 005 000 000 000 092	Building Co Interest	0.51
			Totals for 19-50160	0.51
19-50161	04/30/2020	50 A 101 50	BC Waterfall Deposit - April 2019	2687.50
			Totals for 19-50161	2687.50
19-50162	04/30/2020	01 R 005 000 000 000 092	Savings Interest Deposit	368.18
			Totals for 19-50162	368.18
19-50163	04/30/2020	01 R 005 000 000 000 092	Interest Deposit	91.36
			Totals for 19-50163	91.36
19-50164	04/30/2020	01 R 005 000 000 000 092	Charles Schwab - April 2020 Interest Ear	2.12
			Totals for 19-50164	2.12
19-50165	04/30/2020	01 R 005 000 000 000 211	FY20 General Education Aid	5896.46
19-50165	04/30/2020	01 R 005 000 000 348 300	FY20 Charter School Lease Aid	113421.82
19-50165	04/30/2020	01 R 005 000 000 740 360	FY20 State Special Education	84149.06
			Totals for 19-50165	203467.34
19-50166	04/30/2020	01 A 121 00	FY19 State Special Education	4064.01-
19-50166	04/30/2020	01 R 005 000 000 000 201	FY20 Land Endowment Fund	91.60-
19-50166	04/30/2020	01 R 005 000 000 000 211	FY20 General Education Aid	197258.66
			Totals for 19-50166	193103.05

53

Batch	Post Date	Acct Nbr	Description	Amount
19-50167	04/30/2020	01 R 005 000 000 372 071	MA IEP Services	1272.60
			Totals for 19-50167	1272.60
19-50168	04/30/2020	50 R 005 000 000 000 092	Trust Interest Earnings - April 2020	405.44
			Totals for 19-50168	405.44
19-50169	04/30/2020	50 R 005 000 000 000 093	Rent Received from the School - April 20	64948.25
			Totals for 19-50169	64948.25
			Total for Cash Receipts	528790.82

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	-4,064.01	404,731.46	325.22	400,992.67
50	BUILDING COMPANY - NON REPORTI	2,687.50	125,110.65	0.00	127,798.15
*** Fund Summary Totals ***		-1,376.51	529,842.11	325.22	528,790.82

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

CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	-30.88
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	-30.65
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	-7.17
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	-30.65
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	-7.17
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	30.88
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	30.65
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	7.17
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	30.65
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	7.17
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	415.00
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	7,327.16
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	6,974.52
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	1,631.11
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	6,974.52
02/14/2020	201900922	INTERNAL REVENUE SERVICE	Payroll accrual	1,631.11
02/14/2020	201900923	MINNESOTA DEPT OF REVENUE	Payroll accrual	-16.52
02/14/2020	201900923	MINNESOTA DEPT OF REVENUE	Payroll accrual	16.52
02/14/2020	201900923	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,664.72
02/14/2020	201900924	PERA	Payroll accrual	-27.21
02/14/2020	201900924	PERA	Payroll accrual	-31.40
02/14/2020	201900924	PERA	Payroll accrual	27.21
02/14/2020	201900924	PERA	Payroll accrual	31.40
02/14/2020	201900924	PERA	Payroll accrual	1,890.29
02/14/2020	201900924	PERA	Payroll accrual	-31.85
02/14/2020	201900924	PERA	Payroll accrual	2,181.14
02/14/2020	201900924	PERA	Payroll accrual	-36.75
04/01/2020	99900116	AMAZON	March 2020 Credit Card	2,922.42
04/01/2020	99900116	BARNES & NOBLE INC.	March 2020 Credit Card	1,110.55
04/01/2020	99900116	CARDMEMBER SERVICE	March 2020 Credit Card	3,980.50
04/01/2020	99900116	MUSIC THEATER INTERNATIONAL	March 2020 Credit Card	400.00
04/01/2020	99900116	SENDGRID	March 2020 Credit Card	29.95
04/01/2020	99900116	SURVEYMONKEY	March 2020 Credit Card	29.00
04/01/2020	99900116	TARGET	March 2020 Credit Card	118.43
04/01/2020	99900116	VEX ROBOTICS INC	March 2020 Credit Card	544.47
04/06/2020	201900902	BIZON, AGNIESZKA	Refund of Track Fee (2)	350.00
04/06/2020	201900917	CANON SOLUTIONS AMERICA, INC.	Paper	657.80
04/06/2020	201900907	CASEY-WOLF, THERESA	School Psychologist: Mar 2020 13.5 hrs	1,215.00
04/06/2020	201900919	CENTURY LINK	Monthly Service: Mar 19- Apr 18; Account 651-731-5162 971	126.44
04/06/2020	201900918	CENTURY LINK	MONTHLY SERVICE- MAR 22-APR 21; Account 651-731-9416 212	241.49
04/06/2020	201900920	COMCAST	Internet: 3/27/20-4/26/20 - Account 8772 10 577 0827141	349.95
04/06/2020	201900915	DALCO	Building Supplies	1,330.80
04/06/2020	201900903	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	83.08
04/06/2020	201900911	ESPARZA, PAUL	Maintenance & Repairs: Mar 2020 56.5 hrs @ \$26/hr	1,469.00
04/06/2020	201900912	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	67.92
04/06/2020	201900908	INSIGHT STORAGE SOLUTIONS INC	Storage Box: March 2020	40.00
04/06/2020	201900910	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
04/06/2020	201900904	KOEPKE, KRISTY	Refund of Track Fees (2)	350.00
04/06/2020	201900906	LANGSETH, NOAH	Reimbursement: Hotel and Mileage - Duluth 3/5-3/7/20	393.11
04/06/2020	201900901	PURCHASE POWER	Postage	503.50
04/06/2020	201900905	TAN, LIAN	Reimbursement: Raspberry Pi & Micro SD Card	48.18

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
04/06/2020	201900909	ULINE INC	Building Supplies	814.36
04/06/2020	201900913	VERIZON WIRELESS	Phone Service	266.40
04/06/2020	201900916	VISNESS, BEN	Raspberry Pi cameras	53.74
04/06/2020	201900914	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Contract 450-0000301-000: 3/14/20-4/13/20	859.42
04/06/2020	201900927	US BANK	Rent: April 2020	58,906.25
04/09/2020	201900898	CULLIGAN	Drinking Water Equipment Service: April 2020 Acct#157-00808535-7	103.50
04/09/2020	201900895	DALCO	Building Supplies	939.38
04/09/2020	201900899	FAMILY ACHIEVEMENT CENTER, INC	March 2020 Speech and OT Services	10,789.74
04/09/2020	201900897	INVISION SERVICES, INC	Education and Rehabilitation Services: March 2020 2.25 hrs @ \$80/HR	180.00
04/09/2020	201900896	J.W. PEPPER & SON INC.	Music	90.99
04/09/2020	201900900	LARSON, KASSIE	Reimbursement: Professional Development - Learners Edge Courses	546.00
04/09/2020	201900894	MARTIN LAW FIRM PLLC	Legal Services: March 2020	450.50
04/09/2020	201900893	SANDBORGH, ANITA	DAPE Direct Services: March 2020	276.25
04/09/2020	201900892	WILLIAM V MACGILL & CO	Gloves	133.50
04/15/2020	201900921	FURTHER	Payroll accrual	1,025.53
04/15/2020	201900921	FURTHER	Payroll accrual	273.52
04/15/2020	201900925	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
04/15/2020	201900925	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,305.83
04/15/2020	201900925	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,658.98
04/15/2020	201900926	THRIVENT FINANCIAL	Payroll accrual	4,128.42
04/15/2020	201900926	THRIVENT FINANCIAL	Payroll accrual	0.00
04/15/2020	201900929	BILL.COM	Service Fee	249.30
04/15/2020	201900930	US BANK	Additional Rent for 2020-2021/Repair and Replacement Fund	6,042.00
04/20/2020	201900934	BARTLE, JENNIFER	Refund of participation fee (2)	350.00
04/20/2020	201900936	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: April 2020	7,115.00
04/20/2020	201900932	COMCAST	Internet: 4/18/20-5/17/20 - Account 8772 10577 0477541	505.03
04/20/2020	201900939	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling	323.82
04/20/2020	201900937	HENNEPIN HEALTHCARE INC	Nursing Services: Feb 2020	1,086.00
04/20/2020	201900935	KRAUS-ANDERSON INSURANCE	Practical HR: May 2020	250.00
04/20/2020	201900931	POPP COMMUNICATIONS	Telephone Services: 3/6/20-4/5/20 Account Number: 10003837	57.07
04/20/2020	201900938	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning Service: April 2020	900.00
04/20/2020	201900933	WASHINGTON COUNTY	MSA 2020 Property Taxes - 1st Half Payment Property ID: 16.028.21.13.0085 8490 Woodbury Crossing Woodbury, MN 55125	10,502.00
04/21/2020	201900928	BLUE CROSS BLUE SHEILD OF MN	Health Insurance: May 2020	42,519.82
04/27/2020	99900118	AMAZON	April 2020 Credit Card	71.48
04/27/2020	99900118	CARDMEMBER SERVICE	April 2020 Credit Card	759.12
04/27/2020	99900118	SENDGRID	April 2020 Credit Card	29.95
04/27/2020	99900118	SURVEYMONKEY	April 2020 Credit Card	29.00
04/27/2020	99900118	TEACHER'S DISCOVERY	April 2020 Credit Card	336.74
04/27/2020	99900118	ULINE INC	April 2020 Credit Card	531.64
04/27/2020	99900118	US POSTMASTER	April 2020 Credit Card	440.00
04/27/2020	99900118	VISTAPRINT.COM	April 2020 Credit Card	61.05
04/28/2020	201900948	ALBERS, JEANA	Reimbursement: Science Supplies	194.37
04/28/2020	201900942	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 2/27/20-3/27/20	84.80
04/28/2020	201900943	CITY OF WOODBURY	Water: 8460 Woodbury Xing 2/27/20-3/27/20	58.70
04/28/2020	201900944	CITY OF WOODBURY	Water: 8500 Woodbury Xing 2/27/20-3/27/20	38.54

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CHECK	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/28/2020	201900945	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 2/5/20-2/27/20	70.22
04/28/2020	201900955	DALCO	Building Supplies	809.86
04/28/2020	201900947	HAMM, CARRIE	Vision Reimbursement: Remainder of unused portion	82.30
04/28/2020	201900960	KAMI	Kami Teacher Plan: License for 12 mo subscription (math - distance learning)	99.00
04/28/2020	201900961	LEE, DIANE	Refund of Participation Fee: Badminton	175.00
04/28/2020	201900954	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	422.33
04/28/2020	201900953	NOODLETOOLS, INC	NoodleTools Subscription 4/16/20-4/16/21	345.00
04/28/2020	201900962	RATWIK, ROSZAK & MALONEY, PA	Legal Services: March 2020 8.2 hrs @ \$200/hr	1,640.00
04/28/2020	201900951	ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,137.00
04/28/2020	201900946	SLETTEN, WENDELL	Vision Reimbursement: Eye Exam and Glasses	139.87
04/28/2020	201900956	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Contract 450-00000301-000: 4/14/20- 5/13/20	859.42
04/28/2020	201900950	WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,304.50
04/28/2020	201900959	WOODBURY AREA CHAMBER OF COMMERCE	Nonprofit Organization Renewal	235.00
04/28/2020	201900958	XCEL ENERGY	Electric/Gas Usage: 3/11/20-4/9/20	4,997.28
04/30/2020	201900963	FURTHER	Payroll accrual	1,025.53
04/30/2020	201900963	FURTHER	Payroll accrual	273.52
04/30/2020	201900964	INTERNAL REVENUE SERVICE	Payroll accrual	415.00
04/30/2020	201900964	INTERNAL REVENUE SERVICE	Payroll accrual	6,547.02
04/30/2020	201900964	INTERNAL REVENUE SERVICE	Payroll accrual	6,311.07
04/30/2020	201900964	INTERNAL REVENUE SERVICE	Payroll accrual	1,475.98
04/30/2020	201900964	INTERNAL REVENUE SERVICE	Payroll accrual	6,311.07
04/30/2020	201900964	INTERNAL REVENUE SERVICE	Payroll accrual	1,475.98
04/30/2020	201900965	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,268.46
04/30/2020	201900941	OLD NATIONAL BANK	Service Fee	60.00
04/30/2020	201900966	PERA	Payroll accrual	1,688.99
04/30/2020	201900966	PERA	Payroll accrual	1,948.85
04/30/2020	201900966	PERA	Payroll accrual	-1,294.76
04/30/2020	201900967	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
04/30/2020	201900967	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,942.47
04/30/2020	201900967	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,275.26
04/30/2020	201900968	THRIVENT FINANCIAL	Payroll accrual	4,128.42
04/30/2020	201900968	THRIVENT FINANCIAL	Payroll accrual	0.00
04/01/2020	99900114	CARDMEMBER SERVICE		0.00
04/01/2020	99900115	CARDMEMBER SERVICE		0.00
04/27/2020	99900117	CARDMEMBER SERVICE		0.00
Totals for checks				286,539.94

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	139,325.93	1,225.00	145,989.01	286,539.94
***	Fund Summary Totals ***	139,325.93	1,225.00	145,989.01	286,539.94

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

Batch	Post Date	Acct Nbr	Description	Amount
19-10037	04/07/2020	01 E 005 110 000 000 329	Reclassing SPED postage from general postage 7/01/19-1/14/2	-37.00
19-10037	04/07/2020	01 E 010 420 000 419 329	Reclassing SPED postage from general postage 7/01/19-1/14/20	37.00
			Totals for 19-10037	0.00
19-10038	04/30/2020	01 E 010 298 413 000 401	Inventibles charge on Feb cc - FRC to Engineering Supplies	-78.66
19-10038	04/30/2020	01 E 010 260 000 000 401	Inventibles charge on Feb cc - FRC to Engineering Supplies	78.66
			Totals for 19-10038	0.00
			Total for Journal Entries	0.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

4. Side note: 3rd week of April? It was spring break before? Why is it so late for the employees, when the director is the end of March?
5. What will be rolled out at the staff meeting on Monday? Does everyone know about the staff meeting? Or have other Distance Learning teams already scheduled meetings during that time?
6. Next meeting?

2019-20
 FD T ORG PRG CRS FIN OBJ FYTD Activity

Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 R	005	000	265	000	096	70,626.26					
04/02/20	CR	19-50156			9	Ecolab (Annual Fund)		04/02/20	243		-150.00
04/17/20	CR	19-50157			2	US Bank - Annual Fund - A. Okeson		04/17/20	246		-200.00
04/17/20	CR	19-50157			3	CAF America - 3M - Annual Fund - Company Match		04/17/20	247		-525.90
04/17/20	CR	19-50157			4	CAF America - 3M - Annual Fund - Employees		04/17/20	248		-485.15
04/17/20	CR	19-50157			5	CAF America - 3M - Annual Fund - Employee		04/17/20	249		-40.75
04/17/20	CR	19-50157			6	YourCause - Wells Fargo - Annual Fund - Employer Match		04/17/20	250		-300.00
04/17/20	CR	19-50157			7	Kowalski's markets - Annual Fund - Groceries for good causes		04/17/20	251		-176.00
04/17/20	CR	19-50157			8	MightyCause - Annual Fund April		04/17/20	252		-25.00
*01 R 005 000 265 000 096											
*Cash Receipts											
<hr/>											
01 R	010	298	413	000	096	13,165.00					
04/02/20	CR	19-50156			8	MN State Fair April		04/02/20	242		-25.00
*01 R 010 298 413 000 096											
*Cash Receipts											

Grand Revenue Totals 83,791.26
 Total for Cash Receipts -1,927.80
 Grand Total -1,927.80

Number of Accounts: 2
 ** The report displays only accounts with activity in the date range selected.
 ***** End of report *****

School Expansion Possibilities Committee Agenda

Tuesday, April 28, 2020

4:30 pm - 5:30 pm

Zoom Meeting

Members: ~~John G~~, Shannon F, ~~Tom J~~, Ken L, Emily W, ~~Dan E~~, Girish J, Jeff E, Noah, and Lisa A (Leadership: Chair, with help from the BOD members and the Director)

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.

Remember: This is a BOD Committee, so we do have to abide by open meeting laws, therefore, agendas and meeting notes will be published. This Committee is open to the public.

1. Future MSA enrollment, budget projections, impact of COVID

- A. One question that we should keep in mind and think about how to communicate effectively is: If the reason for expansion is the budget, but our budget is in the black for the next 5 years, then why do we need to expand? We will have to seek ways to effectively communicate this to community
- B. How does Covid impact our strategies?
 - Community building with the incoming 6th graders and 9th graders is an issue but every other school is in the same boat.
 - Maybe more people will want to come because we are a small school, and we might be able to better maintain our rigor.
- C. Does Covid change the conversation regarding our desire to grow?
 - Parents are going to watch how each school is managing distance learning. Many do not understand how big the impact is going to be. But now schools will have a plan for distance learning going forward.
 - So if MSA has a new facility with all the newest technology, parents might believe that MSA is more prepared for distance learning than other schools.
- D. How do we continue to develop our idea about expansion, while at the same time keeping in mind that distance learning might be the new thing?
 - Will we still need all of the space? Many businesses are recognizing that they don't need to require all of their employees to work from the physical building and they can save money.
 - At the same time, we believe that personal relationships are the key to education, so we don't want to just push that off.
- E. What will the fall look like?
 - We don't know what the fall will look like, it will probably be different, but probably not back to normal yet. Harvard is saying schools will not be back to normal until 2021.

- Maybe we can use the survey from parents about Distance Learning to glean some information.
 - The entire country might be coming back in fall, so we might be able to take advantage of the economic situation. There may be more buildings available because of the economic situation. But we might need spaces that look different because of Covid.
 - We will have to continue researching about expansion, but it might look a little different now.
2. Preparations for Annual Stakeholder Meeting
- A. Since there is nothing new to report about expansion, the Stakeholder meeting will just be the regular May Board meeting
 - B. Jeff will take a little more time to talk about expansion at the Board meeting.
3. Next steps and decision timeline
- A. We should put together some questions for the 3 consultants, complete a phone survey and request a RFP, including a summary of how they are paid.
 - B. Do we still have a timeline to find a contractor/consultant?
 - It was supposed to be done before the end of the school year, but will probably be completed this summer.
 - Having a consultant might also be helpful as a symbol to the new and returning parents to signal our intent to expand.
 - C. We will have to seek ways to effectively communicate the idea that although we are in the black for the next 5 years we still need to expand.
 - Next year, we are only \$2300 in the black, so it is very slim.
 - And the following years, the margin is very slim.
 - Although Governor Walz seems to have the intent to fund schools, they are going into the break soon. And Covid has presented many new funding needs for the State. So our budget rides on the fence because of the hold back and we are never quite sure how much the State will hold back or pay us as a charter school.
 - D. Timeline:
 - RFP
 - Choose the consultant by the end of the school year
 - Create an FAQ for next Fall?
 - Mr. G and Jeff and have not had the time to put together the budgetary examples that might help show the justification for why we need to expand.
4. Next Meeting will be May 26 at 4:30

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, means includes, but is not limited to the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds. 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 ~~Graduation~~ 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:

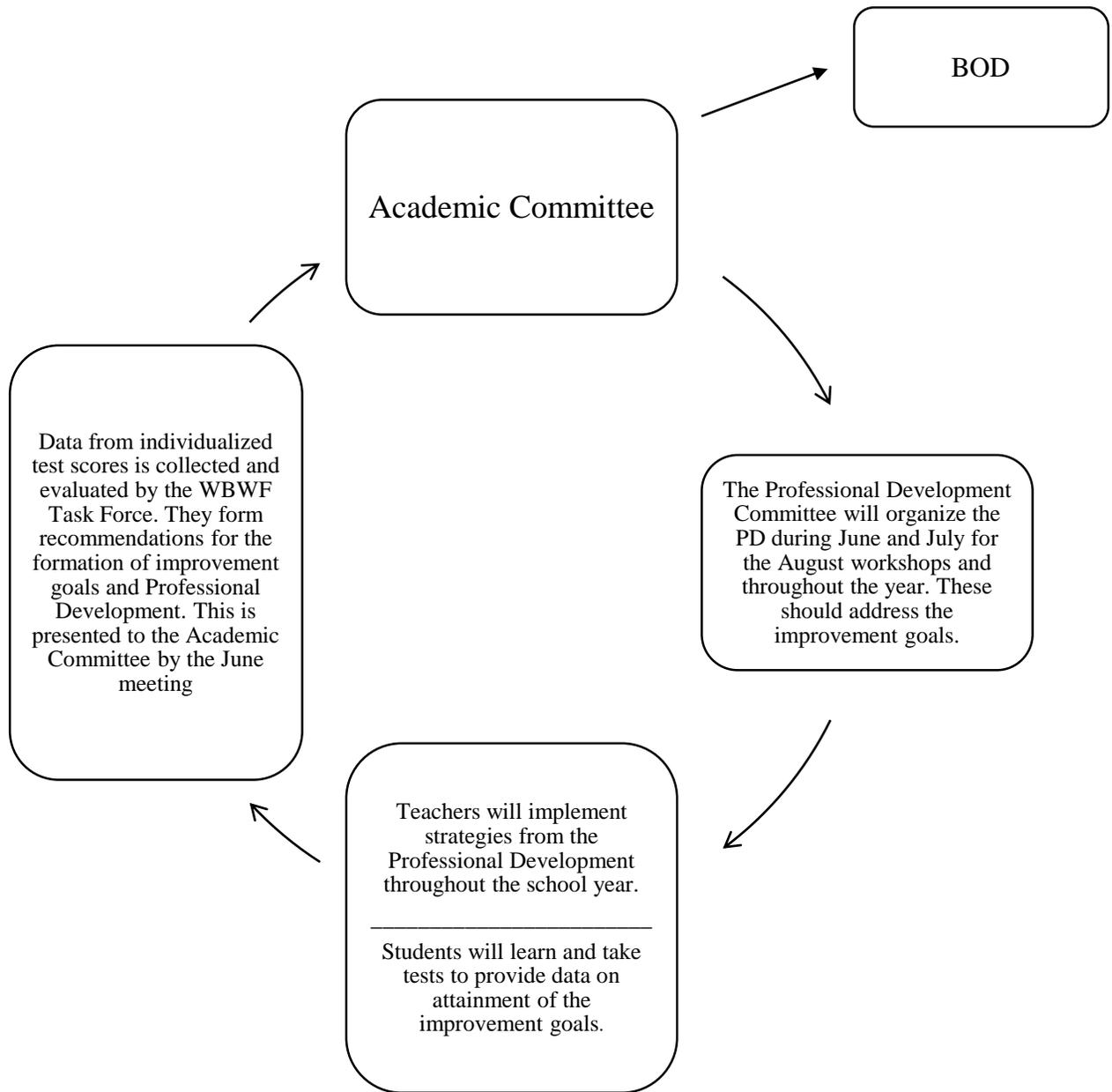
The WBWF will collect and evaluate data from individualized test scores to use in the formation of student improvement and staff professional development goals. The goals will be presented to the Academics Committee by the June meeting (see figure 1).

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



Math and Science Academy

Adopted: June 15, 2015

Revised: April 16, 2018

Revised: May 18, 2020

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

[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 establish broad curriculum parameters for MSA that encompass the Minnesota ~~Graduation~~ Academic Standards and the federal Every Student Succeeds Act (ESSA), and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of MSA is to establish the "world's best workforce" in which all learning in MSA should be directed and for which all MSA learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means MSA adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and MSA academic standards and graduation requirements.
- E. "Performance measures" are measures to determine MSA progress in striving to create the world's best workforce and must include at least the following:
 1. student performance on the National Assessment of Educational Progress where applicable;

2. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 3. student performance on the Minnesota Comprehensive Assessments;
 4. high school graduation rates; and
 5. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F.** "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.
- G.** "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A.** The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:
1. clearly defined MSA goals and benchmarks for instruction and student achievement for applicable student categories identified under ****name**** ESSA and categories of student genders;
- [Note: MSA Policy 601, Section IV.B. and MSA Policy 616 address this requirement.]*
2. a process for assessing and evaluating each student's progress toward meeting state and MSA academic standards and identifying the strengths and weaknesses of instruction in pursuit of student and MSA success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, Director evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

[Note: MSA Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners, if applicable;

[Note: MSA Policy 616 addresses this requirement.]

5. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness, and;
6. an annual budget for continuing to implement MSA's plan.

B. MSA goals shall include the following:

1. All MSA students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]

- a. reading, writing, speaking, listening, and viewing in the English language;
- b. mathematical and scientific concepts;
- c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
- d. creative and critical thinking, decision making, and study skills;
- e. work readiness skills;
- f. global and cultural understanding.

2. Each MSA student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. MSA students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. MSA practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. MSA students will be given the opportunity to acquire human relations skills necessary to:
 - a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;

- c. resolve conflicts with and among others;
- d. function constructively within a family unit;
- e. promote a multicultural, gender-fair, disability-sensitive society.

Legal References: Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)

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.147, Subd. 3 (Principals)

20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)

20 U.S.C. § 6301; *et seq.* (Every Student Succeeds Act)

Cross References: MSA Policy 603 (Curriculum Development)

MSA Policy 616 (School District System Accountability)

Math and Science Academy

Adopted: May 4, 2011

Revised: November 16, 2015

Revised: April 16, 2018

Revised: May 18, 2020

603 CURRICULUM DEVELOPMENT

[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 provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program as detailed in Math and Science Academy's (MSA) contract with its authorizer.

III. RESPONSIBILITY

- A.** The MSA Director (Director) shall be responsible for curriculum development and for determining the most effective way of conducting research on the MSA's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the Director in cooperation with its authorizer which will provide for periodic reviews of each curriculum area.
- B.** The Academics Committee of the MSA Board of Directors (BOD) shall provide assistance at the request of the Director. (See MSA Policy 616 IV. E. for committee membership.)
- C.** Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of courses of study from sixth through grade twelve.
 - 2. Provide for continuing evaluation of programs for the purpose of attaining authorizer contract objectives.
 - 3. Provide a program for ongoing monitoring of student progress.

4. Provide for specific, particular, and special needs of all members of the student community.
 5. Integrate required and elective course standards in the scope and sequence of the MSA curriculum.
 6. Meet all applicable requirements of the Minnesota Department of Education and [Every Student Succeeds Act \(ESSA\)](#).
- D.** The Director shall be responsible for keeping the BOD informed of all state- mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for BOD review and approval.
- E.** The Director shall have discretionary authority to develop guidelines and directives to implement BOD policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Rules Part 3500.0550 (Inclusive Educational Program)
 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 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSA Policy 616 (School District System Accountability)

New Board Composition Process Options for the June Meeting

Option 1

1. Lisa makes a motion to seat the newly elected Board members. Jeff administers the oath. Lisa, Noah, and Ramesh are excused from the meeting by the Board.
2. (Jeff formally announces his resignation at the May board meeting, effective during the June board meeting upon board motion and acceptance of the resignation. The Board can then solicit interested candidates to appear at the June board meeting.)
3. Jeff makes a motion to have Judy preside over the remaining portion of the meeting. New Board makes a motion to accept Jeff's resignation. Jeff is excused from the meeting.
4. New Board entertains statements of interest from candidates and appoints Jeff's replacement.
5. Officer Elections by the New Board. Judy continues to preside over this portion of the meeting until the New Chair is elected.
6. Pick/assign Committees
7. New Board completes the rest of the business.

Option #2

1. Accept Jeff Eng's resignation
2. Seat new Board members (Judy becomes acting chair)
3. Officer Election (only new Board members but not Jeff's replacement)
4. Appoint Jeff's Replacement (only new Board members)
5. Pick/assign Committees
6. New Board completes the rest of the business.

Option #3

1. Accept Jeff Eng's Resignation
2. Appoint Jeff Eng's Replacement (Off-going board members will get to vote on the replacement, instead of only the new members)
3. Seat new Board members
4. Officer Election
5. Pick/assign Committees
6. New Board completes the rest of the business.

Option #4

1. Seat new Board Members (Jeff is now the acting chair)
2. Board Elections (New Board and Jeff gets to vote)
3. Accept Jeff's resignation (New Chair)
4. Appoint Jeff's replacement
5. Pick/assign Committees
6. New Board completes the rest of the business.

A few things to note about the Officer Elections

- The highest remaining board officer will run the elections.
- If the Chair is a teacher, then the Vice Chair shall be a non-teacher. If the Chair is a non-teacher, then the Vice Chair shall be a teacher.
- The elections occur in the following order: Chair, Vice Chair, Treasurer, Secretary

Appointment of Board Replacement

- If the June meeting is remote, you will not be able to have a secret ballot for the appointment of the new Board Replacement.
- And you need to decide what the process will look like.
 - The chair will ask parents to send their statements to the Chair by June 8 so that they can go in the board packets.
 - Do you want them to introduce themselves and be able to answer questions during the board meeting? If so, the chair will invite them to the Zoom meeting.
 - The chair will also collect the self-nomination forms for the Officer positions by June 3, and they will go in the board packets as well.

Math and Science Academy
 Board Officer Elections
 Self-Nomination Form
 2020-2021

Name:

Circle One:

Parent Board Member

Community Board Member

Teacher Board Member

Please check the offices that you are interested in, however, remember the following:

- If you are interested in more than one office you may rank order your choices.
- If the Chair is a teacher, then the Vice Chair shall be a non-teacher. If the Chair is a non-teacher, then the Vice Chair shall be a teacher.
- Also keep in mind that the elections occur in the following order: Chair, Vice Chair, Treasurer, Secretary

_____ Chair: The Chair will appoint committee members, call and chair meetings, and serve as the chief spokesperson for the board. The Chair also meets once a week with the Director to build a relationship and work on creating and implementing common goals for the school. The Chair traditionally sends out a letter to the community after each regular meeting. Besides the monthly board meetings and weekly director meetings, the Chair spends approximately 2-5 hours per week on chair business. However, during the Director Evaluation and Board Elections, it is far more.

_____ Vice Chair: The Vice Chair will assist the Chair as needed and will preside at board meetings in the absence of the Chair. The Vice Chair spends approximately 2-5 hours per week on board business

_____ Treasurer: The Treasurer will work with the director, business manager and contracted financial firm to oversee school finances. The treasurer will conduct finance committee meetings to examine financial reports and consider other financial matters to prepare for the monthly board meetings.

_____ Secretary: The Secretary will be responsible for keeping the minutes of board meetings and providing members with a report of the proceedings. The Secretary will also preserve all documents and records belonging to the school, and will give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and Board Committees. In addition to my time serving on the Board, acting as Secretary takes an additional 1-2 hours per month on average. Obviously, it is more if we have more meetings in a month.

Please list any information that you would like the other Board members to know about you and your qualifications.

Final notes

- Please return the form electronically to the chair by: June 3
- If the chair is not leaving the board and is interested in running for positions, then the BOD will designate an off-going board member that the forms can go to instead.
- If there are no candidates for some of the positions, then the chair will send out a notification for that position on June 4.
- Completed Self-Nomination forms will go out in the regular Board packet.
- Also, if the June meeting is remote, you will not be able to have a secret ballot for the Officer Elections.