

**Board of Directors  
Meeting Agenda  
Math & Science Academy  
Tuesday, January 21st, 2020  
Room 10A**

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
- Judith Darling 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, December 16th, 2019

6. **Chair's Report**
7. **Director's Report**
8. **Student Representative Communication and 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. **Revision of Current Policies (First Reading)**
  - b. **Revision of Current Policies (Second Reading)**
    - i. **Policy 516 Student Medication Policy**
  - c. **Annual Review**
    - i. **Policy 522 Student Sex Nondiscrimination Policy**
  - d. **Approval of ISD 833 as Daily Transportation Provider**
11. **Old or Unfinished Business**
  - a. **Policy 710 Extracurricular Transportation (First Reading)**
  - b. **Student Communication Format**
  - c. **By-Law Change**
    - i. **4 Year Terms**
    - ii. **Vice Chair/Chair Progression**
    - iii. **Early June Meeting (2nd Week)**
12. **Items for Discussion and Decision**
  - a. **Australia Biology Trip**
  - b. **Set Student Capacities for Lottery**
  - c. **BOD Self Evaluation**
  - d. **Review School Recycling Program**
  - e. **Lottery Procedures**
13. **Future BOD Meeting and Workshop Agenda Items**
  - a. **Director's Survey**
  - b. **Strategic Plan Review**
  - c.
14. **Dates and Times of Upcoming BOD Workshops and Meetings:**
  - a. **BOD Workshop, January 21st, 2020, 5:00 pm**

b. Regularly Scheduled BOD Meeting January 21st, 2020, 6:15 pm

15. Motion to Adjourn

Submitted:

Approved:

**DRAFT - NOT YET APPROVED**

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, December 16, 2019  
Room 10  
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  
Judy Seeberger, Secretary & Teacher Member  
Cody Schniepp, Community Member  
Michelle Kurkoski, Teacher Member  
Adam Bartz, Community Member  
Ramesh Aki, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)  
Judith Darling, BKDA, Contracted Financial Manager (ex officio)

**Absent:**

Voting:

Dan Ellingson, Parent Member

Non-Voting:

Emily Wong, Student Member

**Discussion:**

1. Director Evaluation Process. A tentative schedule was discussed for the Director Evaluation for the 19-20 School Year. The Parent and Staff Surveys from last year were reviewed.
2. Proposed changes to the By-Laws were discussed. This will be back before the Board for further discussion, but the process of reviewing the proposed changes was begun.

**Workshop was adjourned at 6:09 pm**

**Submitted and Approved:**

Judy Seeberger, Secretary

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**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Monday, December 16, 2019  
Room 10  
8430 Woodbury Crossing, Woodbury, MN 55125**

1. **Call to Order** by Lisa Anderson at 6:15 pm

Vision and Mission read by Emily Wong.

2. **Roll Call of Members**

**Present:**

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)  
Emily Wong, Student Member  
Judith Darling, BKDA, Contracted Financial Manager (ex officio)

**Absent:**

Voting:

Dan Ellingson, Parent Member

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

Conflicts of Interest: None

Discussion:

Move from Consent Agenda to Items for Discussion and Decision:

Policy 516 Student Medication (Annual Review)

Add to Items for Discussion and Decision:

h. Training on Open Meeting Laws

**Motion to approve the agenda.**

Moved by: Michelle Kurkoski      Second: Ramesh Aki

Vote: 8-yes      0-no      0-abstain

The motion carries.

4. **Open Forum**

None

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### 5. Approval of November 18, 2019 Workshop and Meeting Minutes and November 21, 2019 BOD Retreat.

#### a. Motion to approve the November 21, 2019 BOD Retreat.

Moved by: Jeff Eng                      Second: Cody Schniepp

Discussion:

None

Vote: 8-yes                      0-no      0 abstain

The motion carries.

#### b. Motion to approve the November 18, 2019 Workshop and Meeting Minutes.

Moved by: Adam Bartz                      Second: Ramesh Aki

Discussion:

Correction to spelling: Michelle Kurkoski.

Vote: 8-yes                      0-no      0 abstain

The motion carries.

### 6. Chair's Report

No report.

### 7. Director's Report

Mr. Gawarecki highlighted portions of an article from MACS about the importance of focusing on student achievement at BOD meetings, and noted that he does include that as a part of his Director's Report.

#### 1. Student Achievement

- a. MSA was ranked as the 5th best High School in Minnesota according to Niche. (MSA was the top charter school listed.)
- b. MSA was ranked as the 388 best STEM High School in the country (#5 in Minnesota) by *Newsweek*.
- c. The RPM (Rhythm Packed Mechanics) team advanced to the State Tournament at their second qualifier event. They also earned the Think Award and took second place in the Alliance Award.
- d. The MFT (My Favorite Team) team won the Collins Innovation Award at their first qualifier event for their unique intake design.
- e. On December 8th, the Wireless Warriors FLL team earned a Judges Award and advanced to the Sectional Tournament to be held in January.
- f. MSA's Academic Triathlon Team, "The Nerds", took first place at their meet on December 6th.
- g. There were over 330 AP course requests by MSA students during the recent internal AP interest survey.
- h. The MSA basketball teams will play at Target Center on January 17th against Liberty Classical Academy

#### 2. Create a Facilities Management Plan

- a. Adjusted contract for snow removal with new vendor.
- b. Negotiating with vendor concerning a liquid leak in boys bathroom in Bldg A.

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### 3. Communication and Community Relationship

- a. Participated in an AP Stats classroom activity on November 21st.
- b. Attended an ACT webinar on December 5th related to their new Access Program.
- c. Participated in a PELSB webinar on December 6th.
- d. Distributed a MSA climate survey for staff on December 16, 2019.
- e. Completed director's message for December newsletter.

### 4. Human Resources Management

- a. A 9th grade student withdrew on November 26th due to family relocation.
- b. Weekly Building A hours are from 10-11 am and in Building B from 1-2 pm.
- c. Attended an MDE Webinar for Special Education Compliance on December 11.
- d. Created a flow chart for the scheduling process.

### 5. Ethical and Inclusive Leadership

- a. Revised the all staff meeting format for the December 11th meeting.
- b. Met with BerganKDV on December 12 to review activities and the bonding process and contractor information.
- c. Attended three meetings concerning home based instruction for an MSA student.

## Assistant Director (Middle School) Goal Update

### 1. Student Services

- Facilitated first round of Fastbridge testing in September and second round in December
- Facilitated student support process
- Completed tier 2 intervention meeting for 2 students with another meeting scheduled
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Conducted Family night with middle school counselor
- Attended all 504 meetings and IEP meetings as requested
- Began scheduling process with scheduling coordinator for the 2020-2021 school year

### 2. Communication and Interaction

- Distributing monthly newsletter
- 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

### 3. Facility Services

- Leads building A meetings
- Coordinates building A maintenance needs with maintenance contractor

### 4. Educational Leader

- Have begun teacher observations per school procedures
- Have completed two formal mentoring sessions and am overseeing informal mentoring sessions
- Supporting middle school counselor with Friday advisory lessons
- Coordinating Culturally Responsive Curriculum PD

### 5. Governance and Policy Development

- Chairperson of AFC
- Facilitated the achievement of our MSA's Give to the Max goal
- Attends Academic committee meetings as able
- Completed WBWF report and submitted to MDE on December 2nd, 2019

### 6. Staff Supervision

- Provided coaching to staff members if needed
- Supporting licensed staff with relicensure requirements
- Distributed CEU's to staff as needed

### 7. Board of Directors

- Attended October BOD meeting

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### 8. Other

- Helped coordinate Back to School Night in August and Family Academy on Dec. 3rd
- Attended 6th grade picnic

### Assistant Director (Activities) Goal Update

#### 1. Student Services

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple evaluation, IEP and 504 meetings
- Attended Tier 2 meeting

#### 2. Communication and Interaction

- Working with a working group to update the school web page
- Pictures of winter sports taken and banners are up on 1st floor hallway in building B.
- Basketball scores have been put into the announcements.

#### 3. Facility Services

- Overseen building B meetings
- 3rd floor office is cleaned out and should be ready for Mrs. Graveen to move in over break.
- Visited Athlos Academy in St. Cloud to look at the facility. Beautiful!!

#### 4. Educational Leader

- Worked with Tom to create our second official mentoring meeting for new to teaching teachers.
- Supported teachers who needed some support in their classes.

#### 5. Governance and Policy Development

- Work with the transportation policy committee to update the current policy. New information for our lawyer has made this policy less difficult. There should be a reading at the January board meeting.
- Coach/advisor handbook is updated
- Working on updating activities handbook

#### 6. Staff Supervision

- Continuing teacher observations

#### 7. Activities

- The winter seasons have begun.
- The boys basketball team has had 3 home games - The teams are doing great.
- We have 3 Boys teams this year.
- The girls basketball team has had 3 games.
- We have enough girls for 2 teams.
- Fall sports banquets are complete.
- Music concert is on Thursday December 19th.
- Blood drive is Wednesday December 18th.
- We have a **January 17th** date set for a Target Center basketball set of games. All of our teams will hopefully be playing. More details to come as the date approaches.
- One Act Play tryouts are complete.
- Academic Tri competition was held in building B on Dec 6th.
- The second spirit week will be the week of Dec 16th.
- The dorkathalon will be on Dec 20th at the end of the day in the gym.

#### 8. Academic Improvement

- Third set of eligibility letters are to be mailed the week of Dec. 16th.
- Met with students on Friday during advisory time to create and update academic eligibility.

#### 9. Financial Management

- Reviewed the activities budgets and am waiting for some additional information from Mr. LaCasse to clarify some items.

#### 10. Other

- First spiritwear shop items have been delivered.
- Started conversation about graduation and lock in.



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### Middle School Counselor

#### 1. Preventative and Responsive Services

- a. Attend an average of at least three student lunches during the week.
  - i. I have been on average attending 2 lunches per day.
- b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
  - i. Have incorporated an informal system with the student support meeting. Still working on how to make it a more uniform and formal process.
- c. Arrange and provide an external middle school assembly on mental health by spring break.
  - i. On December 3rd, I hosted a night for families about mental health and social media.

#### 2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
  - i. I have shared the Friday advisory schedule and send out emails every week on what we are doing that week.
- b. Provide instructional material for Friday Advisory time to advisers at least one week in advance of each lesson.
  - i. I share materials for external lessons one week prior. Every Wednesday I share what we are doing for the week. If an external lesson is coming up I share those documents as well.
- c. Check in with extended day volunteers monthly and go into extended day at least once a month.
  - i. I have frequent communication with the extended day staff to see how it is going. I have sent two reminder emails to NHS leaders recruiting for volunteers.
- d. Provide a professional development staff training on personality traits and their role in relationships by March 7th.

#### 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 but will work on it for April.
- 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. Collecting data on what groups would be beneficial. Have met with Emily to work on names of groups and who would be in the group. Planning on hosting groups between winter break and spring break.

#### 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. Have tried to attend. I have had inclement weather or have had other meetings during that

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time. I should be able to make it to much more.

- c. Team teach with the health teachers on mental health units.
    - i. Working on figuring out if it will fit in with the curriculum.
  - 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. Bringing the potential for testing dates at the next staff meeting (12/11/2019). I will work on the schedule during winter break so it is ready to share when we come back.
  - 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

Miss Wong provided an update and reported that Student Council is planning Dorkathlon. There will be a new grand prize - the winners of the events will have a special advisory with a pizza party and video games.

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

#### Board Committees:

Academics (Ms. Anderson): Report submitted. MCA data for middle school have low scores for nonfiction reading. There are interventions being developed. Surveys on electives went out but has not yet been reported to the Academics Committee. Committee also discussed weighted and unweighted grades. MSA uses unweighted grades.

Annual Fund (Mr. Langseth): Report submitted. \$55,000 was raised during Give to the Max. Thank you cards were sent to those who donated. The Dragon Dinner will be combined with the 20th year anniversary. The next meeting is on Wednesday.

Communications (Ms. Kurkoski): Report submitted. The committee met at the end of last week. The committee is reviewing the location and positions of information screens to be installed in each building. The cultural calendar is still being developed. The parent/teacher weekly update has been successful with 130 families receiving it. Next year there will be an option to opt out versus this year's opt in. The committee is also looking at keeping the website up to date for current and accurate data, and to add a webpage specific to graduation information.

Mr. Aki left the meeting at 6:36 pm.

Chair recognized a student in the audience. Student inquired on the graduation date and if it can be changed. Response was that the date cannot be changed.

Personnel (Ms. Anderson): Report submitted. The next meeting is at the end of January. The committee is working on the schedule for the Director's evaluation. The committee finished the Director's job description and will look at the formal process. Eventually, other positions will follow the process.

Finance (Mr. Langseth): Report submitted.

#### Motion to approve the November 2019 financials statements.

Moved by: Noah Langseth      Second: Cody Schniepp

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Discussion:

Ms. Darling reviewed portions of the financial statements.

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Motion to approve the amended budget with revenues of \$5,797,268 and expenses of \$5,795,704.**

Moved by: Noah Langseth

Second: Adam Bartz

Discussion;

Ms. Darling provided an update. The surplus is not changing. There were items moved in between line items. There will be payouts of performance base pay.

Vote: 7-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Meeting was held on Nov 12.

There will be a meeting tomorrow. In January, the committee will look at timelines and next steps.

### 10. Consent Agenda

- a. Revision of current policies (Second Reading)
  - i. Policy 413 Harassment and Violence Prohibition
  - ii. Policy 419 Drug Free Workplace and School

**Motion to approve Consent Agenda Item.**

Moved by: Michelle Kurkoski Second: Jeff Eng

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

### 11. Old or Unfinished Business

#### a. MSA Stakeholder Feedback

Discussion:

No update.

#### b. Student Communication Format

Discussion:

No update.

### 12. Items for Discussion and Decision

## **DRAFT - NOT YET APPROVED**

### **a. Policy 516 Student Medication (Annual Review)**

#### **Motion to approve Policy 516 Student Medication.**

Moved by: Michelle Kurkoski Second: Jeff Eng

#### Discussion:

BOD discussed clarifying Section E of the policy to address high school students being allowed to carry OTC pain medication, per exclusion J(7).

Vote: 7-yes 0-no 0-abstain  
The motion carries.

### **b. Enrollment Procedures Update**

#### Discussion:

Enrollment was opened on 12/15/19. Mr. Gawarecki wanted to review the enrollment procedures to ensure it is done accurately. The enrollment procedures were updated when the contract was renewed. Staff was previously defined as 0.5 FTE but was changed to include any employee at MSA.

Mr. Gawarecki discussed and clarified that an excused absence of 15 consecutive school days will withdraw the student, but MSA cannot unenroll the student. The only reasons that a student may be unenrolled is at a student's request or by expulsion.

The enrollment period closes on 2/1/20, followed by a lottery to admit students.

### **c. BOD self evaluation**

#### Discussion:

Ms. Anderson provided background on self evaluation and options to conduct the self evaluation. Ms. Anderson could not find documentation from past evaluations. She found a draft evaluation form from MACS, which was provided to begin the discussion process. BOD will further discuss and determine evaluation process and form.

Mr. Aki returned to the meeting at 7:07 pm.

### **d. Solicit Parent Members for BOD election**

#### Discussion:

Ms. Anderson indicated that, in addition to a Parent Member, we will also need Teacher Members for the next election. There was discussion on how to go about this. Ms. Anderson will send out a letter asking parents and teachers if they are interested in being on the Board. We will need to decide how to address the issue of potential terms increasing to four years. Hopefully we will know this by February.

### **e. Approve membership to MACS**

**Motion to approve membership to MACS.**

## DRAFT - NOT YET APPROVED

Moved by: Lisa Anderson      Second: Jeff Eng

Discussion:

Mr. Gawarecki indicated there are many benefits from being part of this organization, though membership is not required. We've been a member for many years and the benefits we receive are well worth the amount of dues that we pay. Ms. Kurkoski agreed with the value of the benefits provided by the organization. Mr. Schniepp also noted the value of their advocating for charter schools.

Vote: 8-yes 0-no 0-abstain  
The motion carries.

### **f. Director's Annual Review process**

Discussion:

Ms. Anderson provided background. BOD discussed at the workshop and have a path for next month.

### **g. January 21st BOD meeting dates**

Discussion:

There is no school on 1/21/20. BOD discussed if enough members will be available. Meeting date will remain.

### **h. Training on Open Meeting Laws**

Discussion:

Mr. Gawarecki disseminated some materials on the Open Meeting Law. Any emails sent by the Chair should be sent such that members cannot "reply all." Members must also be mindful about not replying all to any email communication that goes to all Board members.

## **12. Future BOD Meeting and Workshop Agenda Items**

- a. Director's Survey**
- b. Strategic Plan Review**
- c. By Law Change:**
  - i. Four Year Terms**
  - ii. Vice Chair/Chair progression**
  - iii. Early June meeting (2nd week)**
- d. Policy 710 Extracurricular Transportation**

## **13. Dates and Times of Upcoming BOD Workshops and Meetings:**

BOD Workshop on Monday, January 21, 2020 at 5:00 pm in Room 10A.  
BOD Meeting on Monday, January 21, 2020 at 6:15 pm in Room 10A.

## **15. Motion to adjourn at 7:32 pm.**

Moved by: Adam Bartz      Second: Michelle Kurkoski

Vote: 8-yes 0-no 0-abstain  
The motion carries.

**DRAFT - NOT YET APPROVED**

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Judy Seeberger, Secretary

## Director's Report

### 1. Student Achievement

- a. The Hot Coco 7th grade FLL team advanced to the sectional tournament. They won the Core Values award at their recent regional competition.
- b. The Girls Varsity, Boys Varsity, Boys JV, and Boys C teams were scheduled to play basketball at Target Center on January 17th but the game has been moved to January 31st.

### 2. Create a Facilities Management Plan

- a. Visited Athlos Academy in St. Cloud on January 3rd. The facility layout of the school could be used to MSA's needs.
- b. Reviewed 5 year Capital Improvement Plan and updated progress of the plan with BergankDV. Major improvement for this summer will be landscaping of school grounds.

### 3. Communication and Community Relationship

- a. A MSA staff climate survey was conducted prior to winter break. Summary results will be presented next month to the staff and BOD.
- b. Sent a communication to parents on January 8th concerning the Math resignation and subsequent change in the Special Education Department.
- c. Attended a MDE sponsored MAPES Cohort 1 training on January 8th.
- d. Inform the community as a whole with appropriate, regular communications on a variety of topics.
- e. MSA had two sophomores withdraw from MSA over winter break, preliminary indications are due to not meeting math graduation requirements. There was also a freshman withdraw due to activities (hockey and golf). We also had a seventh grade student withdraw.
- f. Attended the MSA PTO meeting on January 6th.
- g. SAM site visit is set for February 4th and 5th.
- h. MDE SPED site visit is set for January 29th.

### 4. Human Resources Management

- a. Replaced Accompanist Stacey Julson, who resigned effective December 21 with Mary Gustafson, who started on January 6th.
- b. Accepted the resignation of Sheri White, math teacher, effective January 20th, 2020 and posted for a replacement.
- c. Submitted paperwork to PELSB for an Out of Field Permission for Mr. Hellner

so that he may continue to teach PE & Health through the remainder of the school year.

- d. Hired Mariah Smith to fill the vacant Math position effective January 21st.
- e. Posted and actively recruiting for a replacement for the Special Education position.
- f. Terminated a paraprofessional 504 contract due to lack of need, effective January 20th.
- g. Conducted interviews for the open SPED position with an offer pending.
- h. Covered the Athletic Director's duties during her absence from January 8th through January 16th.
- i. Attended the Boys JV and Varsity Basketball games against AFSA on January 9th.
- j. Watched the Boys C team Basketball game on January 13th.
- k. Visited a physical science and Taste of Science lab during the weeks of December 16th and January 6th.
- l. Attended the winter concert on December 19th.

## **5. Ethical and Inclusive Leadership**

- a. Conducted a parent survey on conferences, and both assistant directors.

### **Assistant Director (Activities) Goal Update**

#### **1. Student Services**

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple evaluation, IEP and 504 meetings
- Attended Tier 2 meeting
- Scheduled Drug Dog.

#### **2. Communication and Interaction**

- Working with a working group to update the school web page
- Pictures of winter sports taken and banners are up on 1st floor hallway in building B.
- Basketball scores have been put into the announcements.

#### **3. Facility Services**

- Overseen building B meetings
- New banners were hanged in the gym over break
- Gym storage rooms have been painted grey - To show the school colors.



**4. Educational Leader**

- Held our second official mentoring meeting for new to teaching teachers.
- Supported teachers who needed some support in their classes.

**5. Governance and Policy Development**

- Work with the transportation policy committee to update the current policy.
- Coach/advisor handbook is updated
- Activities handbook is updated for 2020/2021

**6. Staff Supervision**

- Continuing teacher observations

**7. Activities**

- Robotics season has begun. The kick off day was well attended as always
- The Target Center game has been rescheduled for January 31st due to weather.
- All winter teams have begun competition. They are doing great.
- The basketball games against TCA at TCA will have a cure for cancer theme.
- GSA and African club are both working on future dances
- Battle of The Books competition will be held in the gym on Jan 31st.
- One Act play rehearsal has begun.

**8. Academic Improvement**

- Fourth set of eligibility grades will be run January 31st..
- Met with students on Friday during advisory time to create and update academic eligibility.

**9. Financial Management**

- Reviewed the activities budgets. The extra busing fee did cause the budget to be over in CC.

**10. Other**

- Started conversation about graduation and lock in.
- Submitted an MSA student for the Triple A award for MSHSL

**Assistant Director (Middle School) Goal Update**

### **1. Student Services**

- Facilitated winter Fastbridge testing
- Facilitated student support process
- Completed two tier 2 intervention meetings for four 6th grade students
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Completed preliminary scheduling for 2020-2021 with scheduling coordinator and director
- Gave numerous tours to prospective students and families
- Supervised lunch

### **2. Communication and Interaction**

- Distributing monthly newsletter
- 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 director team meetings

### **3. Facility Services**

- Leads building A meetings
- Coordinates building A maintenance needs with maintenance contractor
- Helped coordinate building A bathroom repairs
- Have ensured proper snow and ice removal completed during inclement weather

### **4. Educational Leader**

- Completed approximately ½ of required teacher observations per school procedures
- Have completed two formal mentoring sessions and am overseeing informal mentoring sessions
- Supporting middle school counselor with Friday advisory lessons
- Coordinating Culturally Responsive Curriculum PD
- Sent preliminary emails to being PD planning for the 2020-2021 school year
- Completed WBWF plan with parent and staff task force

## 5. Governance and Policy Development

- Chairperson of AFC
- Facilitated the achievement of our MSA's Give to the Max goal
- Attends Academic committee meetings as able

## 6. Staff Supervision

- Provided coaching to staff members if needed
- Met and discussed teaching license renewal with staff in need
- Distributed CEU's to staff as needed

## 7. Board of Directors

- Attended October BOD meeting
- Submits monthly AFC meeting minutes for BOD packet

### High School Counselor Goal Update

- Conduct at least one PSEO informational night before spring break - schedule for Monday, Jan 27th.
- Conduct 5 separate College Planning Nights by the end of the school year - working with Jeff Bria to schedule spring College Planning Workshops.
- Hosts at least 5 postsecondary opportunity visits by winter break - completed.
- Meet at least once with each 9th grade transfer student by the end of 1st semester - completed.
- Scheduled and in the process of planning Junior Informational Night and Junior Meetings

### 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 made it to about three student lunches during the week. I have had to spread it out more so I pop into to each lunch for a few minutes.
- 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. I have shared the Friday advisory schedule and send out emails every week on what we are doing that week. Emails continue to go out weekly.
- b. Provide instructional material for Friday Advisory time to advisers at least one week in advance of each lesson.
  - i. I share materials for external lessons one week prior. Every Wednesday I share what we are doing for the week. If an external lesson is coming up I share those documents as well.
- c. Check in with extended day volunteers monthly and go into extended day at least once a month.
  - i. Communication has been down with extended day staff however it was down to one teacher so we discussed if anything came up she would let me know. Communication for this is on an as needed basis.
- d. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
  - i. We are looking at what time this would fit in nicely. We have what we will do now just working out the when.

## **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 but will work on it for April.
- 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. Have tried to attend. I have had inclement weather or have had other meetings during that time. I should be able to make it to much more.
- c. Team teach with the health teachers on mental health units.
  - i. Working on figuring out if it will fit in with the curriculum.
- 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.
- 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.



## Academics Committee Meeting Minutes

### January 6, 2020

Members Kassie Larson, Lisa Anderson, Maggie Burggraaff (abs), Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, John Gawrecki, Jen Heydt-Nelson, Wendell Sletten, Angie Haverland (abs), Tara Richert, Noelle Haland (abs), Teresa Ward, Valerie Meyer (abs), Kirstin Knutson

1. Update/changes about school-wide reading goals for departments who do not have specific goals (Lisa and Teresa/Maggie)  
Lisa confirmed the following and made sure there was not anything else from the group to add:
  - a. The English Teachers have created a template that they will share with the staff at the Feb. 5 staff meeting.
  - b. Staff will try to implement it once by the March 26.
  
2. Overall Yearly Achievement Goal (Lisa)
  - a. How is the goal determined?
    - i. Every person who contributes to MSA should receive the stipend. Is this what we want to continue? How should we divide up the money?
    - ii. The goal is taken out of the authorizer goals and a goal is picked and we go from there. In the past we picked a goal that was right in the middle of our trends so it was more achievable. An achievable goal would be to compare our MCA scores to the state average. We would use the baseline against the state average for this year's goal. If we do not meet this then there are some serious issues with teaching.
  - b. There has been some pushback from teachers saying the stipend should be teachers only. It used to be a four to one or three to one teacher ratio, but now it is at a 2 to 1 ratio. A few comments were that everyone should be in on the stipend.
    - i. A teacher voiced that this should be a 1:1 because support staff support the teachers. Also, the EA position is doing more one on one with the student.
  - c. Who gets paid and how much? Currently it is 2:1 for the teachers, should it be evenly divided?
  - d. This will be added to the staff meeting agenda. Present pros and cons and then vote online. Everyone will get a chance to vote.  
Please let Lisa know if you have any comments. Lisa wants to make sure everyone has their chance to be heard.
  
3. Teacher schedule Update (Joell)
  - a. Draft teacher schedule

- i. Working on the draft teacher schedule. Will be shared next week.
  - b. Teacher Assistants
    - i. Teachers completed a Google doc indicating how many TAs they would like for 2020-21. This will be part of the choices when students register online (Skyward) in the next few weeks. Once the students are completed with online scheduling, the students will then pick up a TA form from Mrs. Graveen for the teacher, Emily, and John to approve.
  - c. Advanced Placement (AP) courses
    - i. All students received their AP approval or denial form. The students who were approved have until January 16 to return the signed AP agreement form. Anyone who did not turn in their form by the due date will not be allowed to register for the course. Seniors will be the exception because of not knowing their plans for the next school year. However, there has to be room in the AP class for the student to register, and the teacher needs to approve.
4. Revisit students who fail MS (not Spanish/Math) (Joell)
- A few in the group are looking into a summer school option at MSA for credit recovery. The majority of our families want to do some sort of credit recovery. It's difficult to find credit recovery outside of the school.
- a. Financially can we afford this? The Board of Directors would need to approve. This may come out of the general fund.
  - b. A good amount of students would be utilizing this credit recovery.
  - c. Next staff meeting Tom will present the number of students who have failed a course in middle school for the past few years.
  - d. We will have a vote on whether MSA wants to offer a summer school credit recovery.
5. Math Graduation Requirements for New 9th graders (Noah)
- a. Noah has a few ninth graders who are not up to the standards. Considering what those options are, a summer program would be helpful.
  - b. Math department is likely doing some sort of curriculum change to support the teachers a little better. It will change at the semester break. With the curriculum change, there may be a chance to double up next year. Sheri White is leaving at the end of the semester. Math department - Mariah is taking over Noah's classes and Noah is taking over Sheri's classes.
  - c. How about summer school for high school as well?
  - d. Ninth grade orientation evening is a good time to encourage all parents/guardians and students to attend to review the graduation standards, especially math.
6. Course Guide (Emily) Sent out course guide - make any changes needed. Deadline is January 15.



7. Diverse Staff Recruitment Taskforce (John)  
Next meeting - Monday, January 13 at 8:00 a.m. in Room 8C
  
8. Modified Transcript Update (Lisa)
  - a. Lisa did not have an update from the last meeting.
  - b. A teacher brought up a conversation on modified transcripts she had with a school lawyer at a conference she attended. The lawyer recommended that we do not have a modified transcript.
  
9. Supplemental Online Learning Update (Joell)
  - a. No update.
  - b. Meeting will be sometime in the next month. Calendar invite will be sent to the members.
  
10. World's Best Workforce (Tom)
  - a. Closing the gap on standardized testing, giving a realistic leeway in making this an achievable goal. It's unrealistic to make this a 10-12 percent jump.
  - b. College and career readiness as far as ACT goal. Will be taking a closer look at ACT score data and what the average truly is - do we have a few low ACT and high scores over 32 ACT to make the average score?
  - c. Goal - one hundred percent of MSA students graduate

Next Academics Committee Meeting: Monday, February 3 at 8:00 a.m., Room 12A

AFC Minutes  
1/15/2020, 4:30 pm  
Room 5A

- I. Members present
  - A. Tom Johnston, Deborah Webster, Noah Langseth, Justin Gehring
  
- II. Carnival/20th Anniversary Celebration Update
  - A. Still working out the name of the event
  - B. May 16th
  - C. Working to get auction items
  - D. Food/Concession
    1. Maui Wai?
    2. Mini doughnuts?
    3. Pizza?
  
- III. Technology update - Justin
  - A. Quote requested for Tierney Bros. for gym displays
  - B. \$2500 for great hall display
  - C. Possible need for a few Chromebooks
  
- IV. Other
  - A. Merge AFC and D:20 meetings for the remainder of the year until May.
  
- V. Adjourn
  - A. 5:02pm

**Communications Committee**  
Meeting Minutes  
Weds, Jan. 8 2020 4:30 p.m.  
Room 10A

**Members Present** (underlined): Michelle Kurkoski, Jeff Eng, Cheri Howe, John Gawarecki, Shannon Froberg, Carrie Hamm, Joell Pundsack, Amanda Stout, Justin Gehring, Jenn Heydt-Nelson, Jessie Heydt, Teresa Ward, Heather Krisko, Tammy Barnaby, Girish Jorapurka;

Agenda Heading	Discussion Descriptions	Actions
<p>I. Old Business</p>	<p>A. December Actions - followup</p> <ol style="list-style-type: none"> <li>1. Teacher Parent weekly update The system is still not sending out the reminder to staff. It is fixable, Justin will take care of it. They are holding off on the reminder email to sign up the updates until after the second semester.</li> </ol> <p>2. MSA Activities Subgroup</p> <ul style="list-style-type: none"> <li>• Just sent out coach's form - will be used to update the pages for activities (both coaches and advisers). Rosters are all in Skyward as of today, now we can move into the next phase of using them.</li> <li>• School messenger - there is a desire to not use that, instead of using rSchool to do that. This will help with simplicity as ease of use. There was discussion of how to get that implemented. As part of that, the parents will need to opt-in for these alerts and rSchool. Carrie is also adding in the school calendar events to rSchool so that we can move into a one-stop shop for that information.</li> <li>• Q: Is it possible to bring rSchool to a staff meeting to show everyone the page and give an overview of the features and responsibilities? John said it is possible to add to the February staff meeting.</li> <li>• Q: Can advisers edit the page? Not yet, there is a separate tool and database for this page, so there is more that will</li> </ul>	<p>Justin fix</p> <p>add to Feb. staff meeting agenda</p>
<p>II. New Business</p>		

need to be trained and go into being able to edit the pages ourselves.

- Q: Will we schedule the rSchool training with Justin or rSchool? That will be with rSchool, will update about that soon.

3. A. Digital Displays

- Three displays are up, the remainder are either waiting parts or just need installation. Set-up and information procedures will also need to be developed. The information will go through Shannon and Carrie, more specific information TBA.
- Q: What about a bigger display in the lunch rooms so that the students can see the information easily while they eat. AFC wants to add a larger display to the Great Hall to replace the screen. Money hasn't been fully allocated (still in proposal stages). There is also an idea to add larger screens to the Gym to replace projector use, but this is still in the wish list stage, nothing definite yet.
- Q: Student feedback? There should be an announcement sent out so that the students know what these are and what sorts of information that will be displayed. Also, need to send out the information to advisers and coaches with regard to how to send information to be added to the screen slides.

B. Blog/Chatbot - No updates on the blog or chatbot at this time.

4. Website Content Management Task Force

The members on it previously are no longer here, but not sure what the purpose of the task force will be or if there are interested individuals. The design and development of the site itself was the original goal, Justin, Girish, and Heather expressed interest in being on the task force. This would be a group meeting in the

Info for digital displays will go through Shannon and Carrie, more info to follow

Cheri will put a blurb in the announcements

Justin to set a date for group to meet: so far includes Justin (point person), Girish, and Heather

summer to review and possibly update the site. Justin agrees to be the chair of the task force.

Q: Is part of this task force also to be who is responsible for which parts of the website information?

Q: What about staff members to be on this task force to be sure we have representation from all the groups?

Q: What is on the website? What is appropriate for the website? Etc. These could also be appropriate for a BOD member to be part of? Typically at district schools, this is the responsibility of the communications director, for now, it seems that John would be a good individual to have because all the items will still go through John.

Justin will look over the list of who is supposed to be responsible for the different sections, schedule a meeting, can start a general rotating meeting schedule.

5. School Closing/Graduation info - the info has been posted to the site.

- Can the tab lists be alphabetized? Justin says yes.

III. New Business

A. Event Communication Confusion

- Past event - need to sell tickets in order to have an event happen. Previously with a choir concert, now also with the basketball team playing at the Target Center. There is not a communication that the tickets need to be purchased in order to make the event happen. Whomever is in charge of this needs to be more clear so that the community knows that the event won't happen if these tickets are not sold.

B. BOD Communication Committee - Revisit Purpose/Draft Plan

- Cheri made copies of the committee documents (overview and implementation plan). Committee reviewed the implementation document with regard to what has been completed, what may be ongoing improvements, what still remains to be done.

Justin to alphabetize lists

John to pass on this information to person posting info

Justin to work on?

- Q: What about the MSA room/space reservations? There isn't a form to reserve the Great Hall and other public spaces. This needs to go through someone, but should be a single form to fill out, as well as a single spreadsheet with nested tabs so that we can see the reservations and availability. Possibly have a spreadsheet with comment options so that we could reserve or ask questions about who has 'standing reservation' to see whether they are actually using it that day?
- Q: Can we change the documentation so that it is searchable? Justin is working on it, but needs to be communicated to those who produce public facing PF documents. Justin will keep an eye on this in the short run, will continue to improve this as possible.
- Establish a media relations procedure is a final goal, but still blank. This is something to keep in mind as we think of expansion, 20th anniversary, just think about it for next meeting (possible ways to promote and communicate, things to be wary of, etc.). Try to have a more organized effort at marketing and public relations. There were procedures that had been put together that are in the communications guidelines folder, but these are a bit older. There was also an idea of having an article submitted monthly to the Woodbury Bulletin, but that has also not continued. First step would be to review and follow-up with the Woodbury Bulletin so that the releases we contribute now (GPA, other profile stories), continue.

Weds., Feb. 12, 4:30 pm, Room 10A

IV. Next Meeting

**Finance Committee Minutes****December 9, 2019****Building B, Room 101****4:30 p.m.****Attendees:**

1. Financials - November
2. Adjusted budget to bring to the board
  - Will bring adjusted budget up for a vote at the December board meeting.
  - It looks like we have a surplus at the moment, but it is simply a timing issue of income versus expenditures.
  - We will vote to approve performance stipends for staff at the January board meeting.
3. Next meeting - January 13th at 4:30 pm in Room 101B.

2019-20

FD T ORG	PRG	CRS	FIN	OBJ	FYTD Activity	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 R	005	000	000	096	096	1,558.70	1	Benevity Deposit December *01 R 005 000 000 000 096 *Cash Receipts		12/24/19	82		-1,558.70 -1,558.70 -1,558.70 -1,558.70
01 R	005	000	265	000	096	64,119.84	5	Money Earned Selling Raffle Tickets - Change from Annual fund to various activities		12/20/19			942.00
12/30/19	CR	19-50106					20	MightyCause Donations (Annual Fund)		12/20/19	144		-5,097.60
12/30/19	CR	19-50107					2	Your Cause - Wells Fargo		12/12/19	111		-50.00
12/30/19	CR	19-50107					3	Your Cause - Ecolab		12/12/19	112		-100.00
12/30/19	CR	19-50107					4	Your Cause - Wells Fargo (H. Zeller)		12/12/19	113		-300.00
12/30/19	CR	19-50107					5	HB Fuller (Annual Fund)		12/12/19	114		-500.00
12/30/19	CR	19-50107					6	Early Warning Services -Company Match (Annual Fund)		12/12/19	115		-100.00
12/30/19	CR	19-50107					7	Schwab Charitable (Annual Fund)		12/12/19	116		-200.00
12/30/19	CR	19-50107					9	S. Gajjanetharan - Annual Fund December *01 R 005 000 265 000 096 *Cash Receipts *Journal Entries		12/12/19	118		-120.00 -5,525.60 -5,525.60 -6,467.60 942.00
01 R	010	298	405	000	096	300.00	31	Prom - Movie Night Fundraiser December *01 R 010 298 405 000 096 *Journal Entries		12/20/19			300.00 300.00 300.00 300.00
12/20/19	JE	19-10028	multiple										
01 R	010	298	405	301	096	300.00	32	Prom - Movie Night Fundraiser December *01 R 010 298 405 301 096 *Journal Entries		12/20/19			-300.00 -300.00 -300.00 -300.00
12/20/19	JE	19-10028	multiple										



FD T	ORG	PRG	CRS	FIN	OBJ	FYTD	Activity	PC#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
Date	Src	Sub	Batch	Vendor Name/Ref	Batch	Vendor Name/Ref								
12/20/19	JE		19-10029		19-10029	6.00		10	Money Earned Selling Raffle Tickets - Change from Annual fund to various activities December *01 R 010 298 407 000 096 *Journal Entries		12/20/19			-6.00
12/30/19	CR		19-50106		19-50106	1,500.00		6	3M Foundation Donation (FRC) December *01 R 010 298 413 000 096 *Cash Receipts		12/20/19	135		-500.00 -500.00 -500.00 -500.00
12/20/19	JE		19-10028		19-10028	31.50		29	Newspaper - Homecoming Fundraiser December *01 R 010 298 416 000 096 *Journal Entries		12/20/19			31.50 31.50 31.50
12/20/19	JE		19-10028		19-10028	31.50		30	Newspaper - Homecoming Fundraiser December *01 R 010 298 416 301 096 *Journal Entries		12/20/19			-31.50 -31.50 -31.50
12/20/19	JE		19-10029		19-10029	573.00		6	Money Earned Selling Raffle Tickets - Change from Annual fund to various activities December *01 R 010 298 431 000 096 *Journal Entries		12/20/19			-573.00 -573.00 -573.00
12/20/19	JE		19-10029		19-10029	261.00		9	Money Earned Selling Raffle Tickets - Change from Annual		12/20/19			-261.00



2019-20

FD T	ORG	PRG	CRS	FIN	OBJ	EYTD	Activity	PO#/Line#	Description	Inv#	Desc2	Inv Date	Chk#	Rec#	Check Date	Amount
Date	Src	Sub	Batch	Vendor Name/Ref												
01 R	010	298	450	000	096	096	12.00	8	Money Earned Selling Raffle Tickets - Change from Annual fund to various activities December			12/20/19				-12.00
									*01 R 010 298 450 000 096							-12.00
									*Journal Entries							-12.00

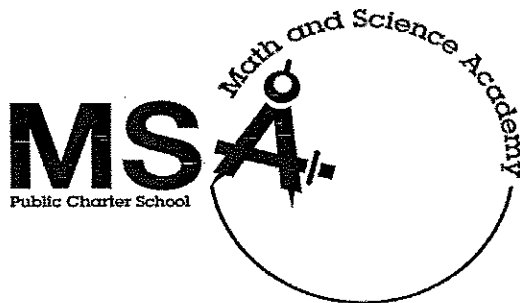
Grand Revenue Totals 71,972.04

Total for Cash Receipts -10,205.30  
 Total for Journal Entries 0.00  
 Grand Total -10,205.30

Number of Accounts: 15

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

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



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

**Financial Statements**

**December 2019**

*Prepared by:*  
**Judith Darling, CPA  
Finance Manager**

**Math and Science Academy  
Charter School No. 4043  
December 2019 Financial Statements**

**Table of Contents**

Executive Summary	1
Balance Sheet	3
Statement of Revenues and Expenditures	4
Student Activity Account Balances	7

**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 30<sup>th</sup> 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 30<sup>th</sup> 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 year is \$1,278 which will result in an ending fund balance of \$2,122,370 or 37%.

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

**"Hot Topics"**

- Cash flow is strong with approximately \$2.0M 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 December 31st, the balance in the Repair & Replacement Fund is \$172K.
- We are beginning to work on budget scenarios for the 2020-2021 budget.

**Supplemental Information for December 2019**

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during December 2019.

Please feel free to contact Judith Darling at [judith.darling@bergankdv.com](mailto:judith.darling@bergankdv.com) or 952-563-6889 should you have questions related to the financial statements.

**Math and Science Academy  
Woodbury, MN  
Balance Sheet  
December 31, 2019**

	Actual Balance July 1, 2019	Balance Dec 31, 2019
<b>Assets</b>		
Current assets		
Cash and investments	\$ 1,089,467	\$ 1,874,729
Certificates of deposit	800,002	149,995
Accounts receivable	2,053	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	21,196
Current year state aids receivable/(deferred revenue)	517,535	322,798
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	107,189
<b>Total assets</b>	<b>\$ 2,648,964</b>	<b>\$ 2,475,906</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 131,009
Due to other funds	-	-
Accounts payable	111,167	6,726
Payroll deductions and contributions	100,813	(24,836)
Deferred revenue	-	-
<b>Total current liabilities</b>	<b>527,872</b>	<b>112,898</b>
Fund balance		
Fund balance 7-1-2019	2,102,392	2,102,392
Assigned fund balance - student activities 7-1-2019	18,700	18,700
Net income to date	-	241,916
<b>Total fund balance</b>	<b>2,121,092</b>	<b>2,363,008</b>
<b>Total liabilities and fund balance</b>	<b>\$ 2,648,964</b>	<b>\$ 2,475,906</b>

*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  
 December 31, 2019

		571.87	50%		Percent of Revised Budget
	FY 19 Actual	Revised FY20 Budget (491.ADM, 572 WADM)	December YTD		
<b>General Fund - 01</b>					
Revenues					
State revenues					
211 General education aid	\$ 3,729,578	\$ 3,837,831	\$ 1,910,441		49.8%
348-300 Charter school lease aid	795,233	812,578	273,285		33.6%
317 Long-term facilities maintenance revenue	74,274	75,487	-		0.0%
740-360 Special education aid	552,853	631,203	172,025		27.3%
201 Endowment aid	19,637	21,582	10,791		50.0%
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	-	-	322,798		-
Total state revenues	<u>5,204,573</u>	<u>5,409,431</u>	<u>2,707,590</u>		<u>50.1%</u>
Federal revenues					
419 Federal special education aid	72,201	63,981	32,492		50.8%
414 Title II funds	5,150	25,857	4,156		15.5%
Total federal revenues	<u>77,351</u>	<u>90,838</u>	<u>36,648</u>		<u>40.3%</u>
Local revenues					
000-050 Fees from patrons: scholastic, ap exam, staff shirts, class fees	24,125	27,000	24,932		92.3%
920-050 Fees from patrons: study hall	4,795	2,000	1,085		54.3%
300-050 Fees from students: field trips	33,462	33,400	15,017		45.0%
372-071 Third party billing	-	1,000	514		51.4%
92 Interest earnings	27,129	20,000	8,103		40.5%
265-096 Annual fund/capital campaign/dragon dinner	121,904	85,000	64,120		75.4%
000-096 Donations and misc. Grants, tech fundraiser	2,754	-	1,559		-
099/620 Miscellaneous revenues/sale of equipment	894	-	-		-
621 Year book revenues, planners	1,131	3,000	2,155		71.8%
625 Insurance recovery	3,860	-	-		-
C 400's Student activities revenue	118,621	125,600	57,801		46.0%
Total local revenues	<u>338,676</u>	<u>297,000</u>	<u>175,285</u>		<u>59.0%</u>
<b>Total revenues</b>	<u>\$ 5,620,600</u>	<u>\$ 5,797,268</u>	<u>\$ 2,919,524</u>		<u>50.4%</u>
	5,620,600	5,797,268	2,919,524		

Math and Science Academy  
 Charter School No. 4043  
 Statement of Revenues and Expenditures  
 December 31, 2019

	FY 19 Actual	571.87 Revised FY20 Budget (491 ADM, 572 WADM)	50% December YTD	Percent of Revised Budget
<b>Expenditures</b>				
100 Salaries and wages	\$ 2,061,605	\$ 2,139,396	\$ 933,754	43.7%
200 Employee benefits	686,747	723,536	329,275	45.5%
Crs 180 Extracurricular activities	78,328	84,366	15,033	17.8%
305 Contracted services	214,390	260,839	118,992	45.6%
315 Repairs and maintenance for computers	36,000	39,400	18,250	46.3%
320 Communications services	21,047	19,025	8,581	45.1%
329 Postage	2,857	3,000	2,310	77.0%
330 Utilities	103,628	105,850	47,604	45.0%
340 Property and liability insurance	33,878	33,500	20,012	59.7%
350 Repairs and maintenance	138,205	144,700	104,372	72.1%
360 Transportation for field trips	10,352	10,800	6,330	58.6%
366/368 Staff training/travel and conferences	42,048	20,000	12,380	61.9%
369 Field trips admissions	21,555	22,600	11,799	52.2%
370 Building lease	887,694	902,864	457,856	50.7%
370 Other rentals and operating leases	771	800	-	0.0%
380 Computer and tech related hardware rental	24,694	22,722	18,572	81.7%
401/455/465 General supplies	51,630	31,000	22,030	71.1%
401 Maintenance supplies	29,415	28,800	10,717	37.2%
405 Non-instructional computer software and license	19,040	19,800	18,360	92.7%
406 Instructional software licensing	13,695	14,300	14,286	99.9%
430/456/466 Instructional supplies	44,763	82,000	68,678	83.8%
460 Textbooks and workbooks	25,501	26,800	12,584	47.0%
461 Standardized tests	20,869	21,900	(301)	-1.4%
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	10,276	51.4%
555/556 Technology hardware (cap)	68,033	10,100	4,600	45.5%
820 Dues and memberships, fees	35,872	35,835	37,996	106.0%
891 Pension expense	11,459	12,500	-	0.0%

Math and Science Academy  
 Charter School No. 4043  
 Statement of Revenues and Expenditures  
 December 31, 2019

		571.87	50%	Percent of Revised Budget
	FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	December YTD	
898	Scholarships	-	-	0.0%
	Annual fund (265)	65,968	2,366	5.9%
	State special education	591,138	283,978	42.1%
	Third party billing	-	-	0.0%
Fin 372	Federal special education	72,201	34,705	54.2%
	Title II funds	5,150	4,810	17.9%
	Student activity expense	119,923	37,056	29.5%
	<b>Total expenditures</b>	<b>\$ 5,597,730</b>	<b>\$ 2,677,608</b>	<b>46.2%</b>
		5,597,730	2,677,608	

**General fund net income** \$ 22,870 \$ 1,565

**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 \$ 2,363,008  
 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**  
**Student Activity Cash Accounts under Board Control**  
**December 31, 2019**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
401	Student Council Funds	\$ 2,547	\$ 246	(105)	\$ 2,688
402	NHS Funds	863	1,265	(1,056)	1,072
403	Parent Team Funds	-	2,625	(1,727)	2,649
404	FIRST Lego League (FLL)	1,751	300	-	1,308
405	Prom	1,008	1,045	(900)	145
406	Ex-Curr Academic Triathlon	-	6,022	(1,913)	6,978
407	Ex-Curr Theatre Funds	2,869	115	(28)	88
408	Spanish Club Funds	-	-	-	-
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	6,707	6,373	(5,713)	7,367
414	Asian Club	-	32	-	32
416	Newspaper	-	-	-	-
417	Film Club	-	-	-	-
419	Nordic Ski Team	-	5,250	(551)	4,699
420	Cross Country	594	4,605	(6,139)	(939)
421	Track & Field	-	175	(269)	(94)
422	Music Fund	-	390	(100)	290
423	Boys Basketball	-	9,136	(1,281)	7,855
424	Baseball	-	-	(750)	(750)
427	Math League	-	150	(200)	(50)
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	-	5,463	(4,516)	946
432	Athletic Account	-	2,232	(2,422)	(190)

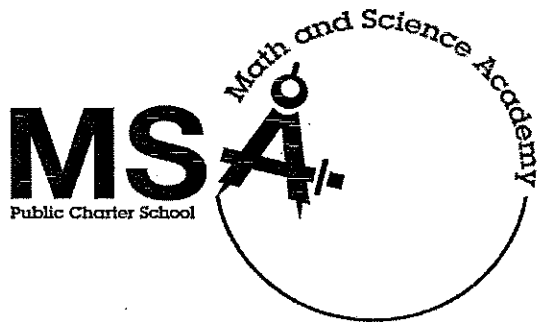
**Math and Science Academy**  
**Student Activity Cash Accounts under Board Control**  
**December 31, 2019**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
433	Speech Team	-	-	-	-
434	Earth Club	-	-	-	-
436	Cooking Club	-	-	-	-
437	Chess Club	699	548	-	699
440	Badminton	-	261	-	548
441	Trap Team	-	90	-	261
442	Boys Volleyball	-	-	-	90
443	FIRST Tech Challenge (FTC)	-	6,079	(4,737)	1,342
444	Harry Potter	-	-	-	-
445	Gay Straight Alliance (GSA)	693	-	(94)	600
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	-	-	(158)	(158)
453	Class of 2021	550	-	-	550
<b>Total student activity balances</b>		<b>\$ 18,700</b>	<b>\$ 57,801</b>	<b>\$ (37,056)</b>	<b>\$ 39,444</b>
		<b>\$ 18,700</b>	<b>\$ 57,801</b>	<b>\$ (37,056)</b>	<b>\$ 39,445</b>

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**

**December 2019**

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*Prepared by:*  
**Judith Darling, CPA**  
**Finance Manager**

Batch	Post Date	Acct Nbr	Description	Amount
19-50099	11/30/2019	50 R 005 000 000 000 092	Trust Interest Earnings - November 2019	1375.56
			Totals for 19-50099	1375.56
19-50100	11/30/2019	50 R 005 000 000 000 093	Rent Received from the School - November	59056.25
			Totals for 19-50100	59056.25
19-50101	12/30/2019	01 R 005 000 000 000 096	Benevity Deposit	1558.70
			Totals for 19-50101	1558.70
19-50102	12/30/2019	01 R 010 204 011 433 400	FIN 433	1175.00
			Totals for 19-50102	1175.00
19-50103	12/30/2019	01 R 005 000 000 000 211	FY20 General Education Aid	195998.50
			Totals for 19-50103	195998.50
19-50104	12/30/2019	01 R 005 000 000 372 071	MA IEP Services	108.72
			Totals for 19-50104	108.72
19-50105	12/30/2019	01 R 005 000 000 000 211	FY20 General Education Aid	196469.66
			Totals for 19-50105	196469.66
19-50106	12/30/2019	01 R 005 000 000 000 050	Pre ACT test fees	408.00
19-50106	12/30/2019	01 R 005 000 000 000 050	Pre ACT test fees	252.00
19-50106	12/30/2019	01 R 005 000 105 000 050	Ramsey county Field Trip 12/17/19	190.00
19-50106	12/30/2019	01 R 005 000 105 000 050	Ramsey county Field Trip 12/17/19	340.00
19-50106	12/30/2019	01 R 005 000 265 000 096	MightyCause Donations (Annual Fund)	5097.60
19-50106	12/30/2019	01 R 010 298 401 000 050	Student Council Tshirts (reimburse)	135.00
19-50106	12/30/2019	01 R 010 298 401 000 050	Student Council Tshirts (reimburse)	90.00
19-50106	12/30/2019	01 R 010 298 413 000 050	FRC First Robotics participation fees	4550.00
19-50106	12/30/2019	01 R 010 298 413 000 096	3M Foundation Donation (FRC)	500.00
19-50106	12/30/2019	01 R 010 298 423 000 050	Basketball participation fees	1100.00
19-50106	12/30/2019	01 R 010 298 423 000 060	Basketball game 12/16/19	70.62
19-50106	12/30/2019	01 R 010 298 423 000 060	Basketball Game 12/10/19	75.50
19-50106	12/30/2019	01 R 010 298 423 000 060	Basketball Game 12/12/19	170.50
19-50106	12/30/2019	01 R 010 298 423 000 620	Basketball game concessions 12/16/19	30.00
19-50106	12/30/2019	01 R 010 298 423 000 620	Basketball Concessions 12/10/19	47.75
19-50106	12/30/2019	01 R 010 298 423 000 620	Basketball Concessions 12/12/19	173.50
19-50106	12/30/2019	01 R 010 298 432 000 060	Basketball game 12/16/19	70.63
19-50106	12/30/2019	01 R 010 298 432 000 060	Basketball Game 12/10/19	75.50
19-50106	12/30/2019	01 R 010 298 432 000 060	Basketball Game 12/12/19	170.50
19-50106	12/30/2019	01 R 010 298 443 000 096	3M Foundation Donation (FTC)	500.00
			Totals for 19-50106	14047.10
19-50107	12/30/2019	01 E 010 298 413 000 820	FIRST - FRC First Robotics - Refund	1000.00
19-50107	12/30/2019	01 E 010 298 443 000 820	FIRST - Invoice 12032019-15230 - FIRST R	500.00
19-50107	12/30/2019	01 R 005 000 000 000 050	National History Day boards	103.50
19-50107	12/30/2019	01 R 005 000 000 000 050	National History Day boards	55.50
19-50107	12/30/2019	01 R 005 000 000 000 050	Jr Scholastic	10.00
19-50107	12/30/2019	01 R 005 000 000 000 621	Planner	5.00
19-50107	12/30/2019	01 R 005 000 105 000 050	MIA Field Trip	468.00
19-50107	12/30/2019	01 R 005 000 105 000 050	MIA Field Trip	234.00
19-50107	12/30/2019	01 R 005 000 265 000 096	Your Cause - Wells Fargo	50.00
19-50107	12/30/2019	01 R 005 000 265 000 096	Your Cause - Ecolab	100.00

Batch	Post Date	Acct Nbr	Description	Amount
19-50107	12/30/2019	01 R 005 000 265 000 096	Your Cause - Wells Fargo (H. Zeller)	300.00
19-50107	12/30/2019	01 R 005 000 265 000 096	HB Fuller (Annual Fund)	500.00
19-50107	12/30/2019	01 R 005 000 265 000 096	Early Warning Services -Company Match (A	100.00
19-50107	12/30/2019	01 R 005 000 265 000 096	Schwab Charitable (Annual Fund)	200.00
19-50107	12/30/2019	01 R 005 000 265 000 096	S. Gajjanetharan - Annual Fund	120.00
19-50107	12/30/2019	01 R 005 000 622 000 621	Yearbook Purchases	440.00
19-50107	12/30/2019	01 R 005 000 622 000 621	Yearbook Purchases	160.00
19-50107	12/30/2019	01 R 010 212 000 000 050	High School Art	60.00
19-50107	12/30/2019	01 R 010 298 404 000 050	FLI First Lego Participation Fees	125.00
19-50107	12/30/2019	01 R 010 298 419 000 050	Nordic Participation Fee	175.00
19-50107	12/30/2019	01 R 010 298 422 000 050	TRI-M Participation Fees	10.00
19-50107	12/30/2019	01 R 010 298 423 000 060	Boys Basketball Game 12/9/19	68.50
19-50107	12/30/2019	01 R 010 298 423 000 620	Boys Basketball Concessions 12/9/19	49.50
19-50107	12/30/2019	01 R 010 298 432 000 060	Boys Basketball Game 12/9/19	68.50
19-50107	12/30/2019	01 R 010 298 443 000 050	FTC First Tech participation fees	300.00
19-50107	12/30/2019	01 R 010 298 443 000 096	FTC First Tech Donations	334.00
19-50107	12/30/2019	01 R 010 298 443 000 096	FTC First Tech Donations - CFAC Fundrais	520.00
19-50107	12/30/2019	01 R 010 298 443 000 096	FTC First Tech -Fundraiser - Metro Dinin	325.00
			Totals for 19-50107	6381.50
19-50108	12/31/2019	01 R 005 000 000 000 092	Interest Deposit	167.07
			Totals for 19-50108	167.07
19-50109	12/31/2019	50 R 005 000 000 000 092	Building Co Interest	2.75
			Totals for 19-50109	2.75
19-50110	12/05/2019	50 A 101 50	BC Waterfall Deposit - Dec 2019	2687.50
			Totals for 19-50110	2687.50
19-50111	12/09/2019	01 R 005 000 000 000 092	PayPal Interest Deposit	1.56
			Totals for 19-50111	1.56
19-50112	12/31/2019	01 R 005 000 000 000 092	Savings Interest Deposit	1537.41
			Totals for 19-50112	1537.41
19-50113	12/31/2019	01 R 005 000 000 000 092	Charles Schwab - Dec 2019 Interest Earne	12.36
			Totals for 19-50113	12.36
			Total for Cash Receipts	480579.64



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	415,957.58	1,500.00	417,457.58
50	BUILDING COMPANY - NON REPORTI	2,687.50	60,434.56	0.00	63,122.06
*** Fund Summary Totals ***		2,687.50	476,392.14	1,500.00	480,579.64

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/02/2019	43481	BLICK ART MATERIALS	Art Supplies	9.16
12/02/2019	43481	BLICK ART MATERIALS	Art Supplies	94.05
12/02/2019	43482	DALCO	Building Supplies	1,536.16
12/02/2019	43483	ECKROTH MUSIC	Clean and Repair Student French Horn	149.00
12/02/2019	43484	ECKROTH MUSIC	School Maintenance and Repair Warranty - Renews Annually on 10/1/20 Account #201816	99.00
12/02/2019	43485	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	511.14
12/02/2019	43486	FLINN SCIENTIFIC INC.	Science Supplies	67.82
12/02/2019	43486	FLINN SCIENTIFIC INC.	Science Supplies	160.52
12/02/2019	43487	J.W. PEPPER & SON INC.	Music Supplies	94.99
12/02/2019	43487	J.W. PEPPER & SON INC.	Music Supplies	27.95
12/02/2019	43487	J.W. PEPPER & SON INC.	Music Supplies	83.79
12/02/2019	43487	J.W. PEPPER & SON INC.	Music Supplies	5.40
12/02/2019	43488	KRAUS-ANDERSON INSURANCE	Practical HR: Jan 2020	250.00
12/02/2019	43489	MALONE, ERIN	Game Official: Girls Volleyball 9/24/19	92.00
12/02/2019	43490	METRO SALES INC	Staples	110.50
12/02/2019	43491	MIDWEST VENDING INC	Milk	18.20
12/02/2019	43492	MN BCA	Background Check	8.00
12/02/2019	43505	MN BCA	Background Check	8.00
12/02/2019	43504	MN JR. HIGH SCHOOL MATH LEAGUE	School Registration - 2 Teams	200.00
12/02/2019	43493	OVERSON, SANDRA	Reimbursement: AP Stats Casino Day Materials	92.67
12/02/2019	43494	PAULSON, KATHY	Reimbursement: NHS Supplies	120.78
12/02/2019	43495	PUNDSACK, JOELL	Vision Reimbursement: Eyeglasses	200.00
12/02/2019	43496	PURCHASE POWER	Postage and Postage Overage Fee	503.50
12/02/2019	43497	QUALITY LOCKSMITH SERVICE INC	Adjust panic bar and strike on Bldg D, repair lock on storage shed, repair lock on women's bathroom stahl	170.00
12/02/2019	43498	SANDBORGH, ANITA	DAPE Services: Nov 2019 9 hrs @ \$85/hr	765.00
12/02/2019	43499	SFM	Workers Comp	12,105.00
12/02/2019	43500	TRANE U.S. INC.	Gas Leak	528.00
12/02/2019	43501	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Contract 450-0000301 11/14/19-12/12/19	859.42
12/02/2019	43502	WETZEL, JASON	Game Official: Girls Volleyball 9/24/19	122.00
12/02/2019	43503	XCEL ENERGY	Electric/Gas Usage: 10/10/19-11/6/19	4,806.75
12/02/2019	43213	MN JR. HIGH SCHOOL MATH LEAGUE	School Registration - 2 Teams	-200.00
12/04/2019	43506	THRIVENT FINANCIAL	Payroll accrual	3,673.42
12/04/2019	43506	THRIVENT FINANCIAL	Payroll accrual	0.00
12/05/2019	201900088	US BANK	Rent: Dec 2019	58,906.25
12/27/2019	99900103	CARDMEMBER SERVICE		0.00
12/27/2019	99900104	CARDMEMBER SERVICE		0.00
12/09/2019	43507	BRAULT, ALEXANDER	Reimbursement: Nordic Supplies	291.59
12/09/2019	43508	CANON SOLUTIONS AMERICA, INC.	Copier Paper	319.90
12/09/2019	43509	CENTURY LINK	Phone Service: Account Number 651 735-9416 212	243.37
12/09/2019	43509	CENTURY LINK	Phone Service: Account Number 651 731-5162 971	127.38
12/09/2019	43510	CITY OF WOODBURY	Water Usage: 9/30/19-10/30/19 8430 Woodbury Crossing	110.15
12/09/2019	43510	CITY OF WOODBURY	Water Usage: 9/30/19-10/30/19 8460 Woodbury Crossing	84.75
12/09/2019	43510	CITY OF WOODBURY	Water Usage: 9/30/19-10/30/19 8490 Woodbury Crossing	67.71
12/09/2019	43510	CITY OF WOODBURY	Water Usage: 9/30/19-10/30/19 8500 Woodbury Crossing	38.73
12/09/2019	43511	COMCAST	Internet: 11/27/19-12/26/19 8430 Woodbury Crossing	349.95

CHECK DATE	CHECK NUMBER VENDOR	INVOICE DESCRIPTION	AMOUNT
12/09/2019	43512 CULLIGAN	Drinking Water Equipment Service: Dec 2019	63.90
12/09/2019	43513 DALCO	Hand Towels	195.78
12/09/2019	43514 DEMPSEY, BETH	Reimbursement: Theater Supplies	978.16
12/09/2019	43515 DRAMATISTS PLAY SERVICE, INC.	Performance License	150.00
12/09/2019	43516 EMBI TEC	DNA Finerprinting MiniLab	153.00
12/09/2019	43517 ESPARZA, PAUL	Maintenance & Repairs: Nov 2019	1,859.00
12/09/2019	43518 HALDEMAN HOMME, INC.	Repair Hoop Winch	850.00
12/09/2019	43519 HANSEN, JEFFERY	Reimbursement: Girls Volleyball food for banquet	165.99
12/09/2019	43520 HANSEN'S LAWN CARE	Snow Plowing and Snow and Ice Management: 11/27/19-12/2/19	3,555.00
12/09/2019	43521 HARPER, CAITLIN	Vision Reimbursement: Prescription Sunglasses	158.25
12/09/2019	43521 HARPER, CAITLIN	Vision Reimbursement: Prescription Sunglasses and 3 pairs Glasses	178.75
12/09/2019	43522 HENNEPIN HEALTHCARE	Nursing Services: Oct 2019	2,786.00
12/09/2019	43523 INSIGHT STORAGE SOLUTIONS INC	Storage Box and Retrieve Box: Nov 2019	173.64
12/09/2019	43524 INSTITUTE FOR EDUCATIONAL DEVELOPMENT	Seminar: Patricia Haynes-Guerra - 12/2/19 World Language Instruction (Title II)	279.00
12/09/2019	43525 INVISION SERVICES, INC	Education and Rehabilitation Services: Dec 2019	1,260.00
12/09/2019	43526 JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
12/09/2019	43527 MIDWEST VENDING INC	Milk	18.20
12/09/2019	43528 MNIAAA	Professional Membership 2019-20	130.00
12/09/2019	43529 RADANKE, JASON	Reimbursement: Theater Supplies	54.59
12/09/2019	43530 TEACHING TEMPS, INC	Substitute Teacher 11/22/19	216.69
12/09/2019	43531 VANGUARD CLEANING SYSTEMS OF MINNESOTA	Cleaning Service: Dec 2019	6,425.00
12/09/2019	43532 VERIZON WIRELESS	Phone Service: 10/21/19-11/20/19	267.50
12/12/2019	43533 A.J. ALBERTS PLUMBING INC.	Work Order #83302 11/26/19	491.24
12/12/2019	43534 CANON BUSINESS SOLUTIONS, INC.	Copy Paper	319.90
12/12/2019	43535 CASEY-WOLF, THERESA	School Psychologist: Nov 2019 31 hrs @ \$90/hr	2,790.00
12/12/2019	43536 DALCO	Building Supplies	237.90
12/12/2019	43537 DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: Dec 2019	959.82
12/12/2019	43538 DOVGODKO, LISA	Reimbursement: Tie Blanket Supplies (NHS)	68.32
12/12/2019	43539 DRAMATISTS PLAY SERVICE, INC.	Theater Script	72.45
12/12/2019	43540 ECKROTH MUSIC	French Horn Cleaned and Parts Replaced	162.00
12/12/2019	43541 ECKROTH MUSIC	Maintenance & Repair Plan for 2 instruments	165.00
12/12/2019	43542 ESPARZA, PAUL	Reimbursement: Maintenance Supplies	61.88
12/12/2019	43543 FAMILY ACHIEVEMENT CENTER, INC	November 2019 Speech and OT Services plus Mileage and Speech Tests	8,384.83
12/12/2019	43544 GOFF, KARLA	Reimbursement: Basketball Concessions	79.70
12/12/2019	43545 INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	330.10
12/12/2019	43546 JOHNSTON, THOMAS	Reimbursement: GTM Treats (AFC)	202.14
12/12/2019	43547 MIDWEST VENDING INC	Milk	13.00
12/12/2019	43548 MUSIC FILING SOLUTIONS	Furniture (to be reimbursed by SAM)	4,450.00
12/12/2019	43549 PITNEY BOWES GLOBAL FIN. SERV.	Postage Lease 12/30/19-3/29/20	257.00
12/12/2019	43550 ROATH, CATHERINE	Reimbursement: MN History Center Conference (Title II)	375.00
12/12/2019	43550 ROATH, CATHERINE	Reimbursement: Social Studies Supplies	164.46
12/12/2019	43550 ROATH, CATHERINE	Reimbursement: Social Studies Supplies - Flocabulary Subscription	120.00
12/13/2019	201900082 FURTHER	Payroll accrual	942.20
12/13/2019	201900082 FURTHER	Payroll accrual	273.52
12/13/2019	201900083 INTERNAL REVENUE SERVICE	Payroll accrual	640.00
12/13/2019	201900083 INTERNAL REVENUE SERVICE	Payroll accrual	6,700.09

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/13/2019	201900083	INTERNAL REVENUE SERVICE	Payroll accrual	6,335.44
12/13/2019	201900083	INTERNAL REVENUE SERVICE	Payroll accrual	1,481.68
12/13/2019	201900083	INTERNAL REVENUE SERVICE	Payroll accrual	6,335.44
12/13/2019	201900083	INTERNAL REVENUE SERVICE	Payroll accrual	1,481.68
12/13/2019	201900084	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
12/13/2019	201900084	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,314.03
12/13/2019	201900085	PERA	Payroll accrual	1,565.57
12/13/2019	201900085	PERA	Payroll accrual	1,806.43
12/13/2019	201900086	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
12/13/2019	201900086	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,939.69
12/13/2019	201900086	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,272.34
12/17/2019	43551	THRIVENT FINANCIAL	Payroll accrual	3,673.42
12/17/2019	43551	THRIVENT FINANCIAL	Payroll accrual	0.00
12/20/2019	43552	A.J. ALBERTS PLUMBING INC.	Work Order #83369 12/9/19	175.00
12/20/2019	43553	ALBERS, JEANA	Reimbursement: Science Supplies	24.60
12/20/2019	43554	ANDERSON, MARKELL	Reimbursement: Professional Development - Century Course - Interpreting Skills	375.00
12/20/2019	43555	BARTLE, BRIAN	Reimbursement: First Lego League Tournaments	275.00
12/20/2019	43556	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: Dec 2019	7,115.00
12/20/2019	43557	BROWN, BRUCE	Game Official: Boys Basketball 12/12/19 2 games	116.00
12/20/2019	43558	CAPOCASA, WILLIAM	Game Official: Boys Basketball 12/12/19 2 games	116.00
12/20/2019	43559	COMCAST	Internet: 12/18/19-1/17/20 8430 Woodbury Crossing	505.52
12/20/2019	43560	DALCO	Ice Melt	556.15
12/20/2019	43561	ELLEFSON, JOANN	Game Official: Boys Basketball 12/10/19	116.00
12/20/2019	43562	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	189.23
12/20/2019	43562	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	67.80
12/20/2019	43563	ESSIEN, FRANK	Game Official: Boys Basketball 12/12/19	79.00
12/20/2019	43564	GOFF, KARLA	Reimbursement: Basketball Concessions	23.91
12/20/2019	43564	GOFF, KARLA	Reimbursement: Basketball Concessions	13.70
12/20/2019	43565	JOSTENS	Diplomas	595.52
12/20/2019	43566	KUBITSCHKEK, KEITH	Game Official: Boys Basketball 12/12/19	79.00
12/20/2019	43567	LYLE, THOMAS	Game Official: Boys Basketball 12/10/19	79.00
12/20/2019	43568	MIDWEST VENDING INC	Milk	17.16
12/20/2019	43569	MN ASSOC. OF CHARTER SCHOOLS	2020 Associate Membership Dues	7,062.00
12/20/2019	43570	MN BCA	Background Checks	64.00
12/20/2019	43571	PALESH, BRANDON	Game Official: Boys Basketball 12/10/19	79.00
12/20/2019	43572	POPP COMMUNICATIONS	Phone Service: 11/6/19-12/5/19	57.98
12/20/2019	43573	ROBERT ENGSTROM COMPANIES	Lease Payment: Jan 2020 for Bldg D at 8500 Woodbury Crossing	8,137.00
12/20/2019	43574	ROSGA, DAVE	Game Official: Boys Basketball 12/10/19	116.00
12/20/2019	43575	RUSS RIDER HOME IMPROVEMENTS	Removed wall between 2 classrooms and repairs to sheet rock and ceiling	2,800.00
12/20/2019	43576	SANDBORGH, ANITA	DAPE Services: Dec 2019 5.25 hrs	446.25
12/20/2019	43577	STEINBRECHER, LISA	Reimbursement: Girls Volleyball Trophies and Bakery Items	157.82
12/20/2019	43578	TEACHING TEMPS, INC	Substitute Teacher 12/9/19	223.38
12/20/2019	43579	TRANE U.S. INC.	Annual Maintenance Inspection - 8430 Woodbury Crossing (with 3% discount)	5,639.58
12/20/2019	43579	TRANE U.S. INC.	Annual Maintenance Inspection - 8460 Woodbury Crossing (with 3% discount)	6,056.68
12/20/2019	43580	VOIT, TAYLOR	Game Official: Boys Basketball 12/9/19	116.00
12/20/2019	43581	WILLIAMS, ANTHONY	Game Official: Boys Basketball 12/9/19	116.00

CHECK DATE	CHECK NUMBER VENDOR	INVOICE DESCRIPTION	AMOUNT
12/20/2019	43582 WONG, SANDI	Reimbursement: SWENEXT Supplies	18.74
12/20/2019	43583 WOODBURY CROSSING OFFICE, LLP	Lease Payment: Jan 2020 for 8490 Woodbury Crossing	5,304.50
12/23/2019	201900087 BLUE CROSS BLUE SHEILD OF MN	Health Insurance: Jan 2020	40,914.85
12/27/2019	43584 A.J. ALBERTS PLUMBING INC.	Replace push bar on drinking fountain in Bldg D	235.00
12/27/2019	99900105 AMAZON	December 2019 Credit Card	1,431.04
12/27/2019	99900105 CARDMEMBER SERVICE	December 2019 Credit Card	750.59
12/27/2019	43585 GIS BENEFITS	Insurances: Dec 2019	6,802.25
12/27/2019	43585 GIS BENEFITS	Insurances: Jan 2020	6,544.91
12/27/2019	43586 LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	422.33
12/27/2019	43587 MENTH, MICHAEL	Game Official: Basketball 2 games 12/16/19	116.00
12/27/2019	99900105 MINNEAPOLIS INSTITUTE OF ARTS	December 2019 Credit Card	50.00
12/27/2019	43588 MN BCA	Background Check	8.00
12/27/2019	99900105 SENDGRID	December 2019 Credit Card	29.95
12/27/2019	43589 STRAND, JAMEY	Reimbursement: Scorebooks for Basketball	19.33
12/27/2019	99900105 SURVEYMONKEY	December 2019 Credit Card	29.00
12/27/2019	99900105 VEX ROBOTICS INC	December 2019 Credit Card	98.44
12/27/2019	43590 VOIT, TAYLOR	Game Official: Basketball 12/16/19 2 games	116.00
12/27/2019	43591 XCEL ENERGY	Electric/Gas Usage: 11/6/19-12/9/19	8,256.70
12/27/2019	43592 ZLIMEN, SARAH	Reimbursement: Fleece for making tie blankets - Donating to Doris Day Center (Cheers for Volunteers)	119.06
12/31/2019	201900091 FURTHER	Payroll accrual	942.20
12/31/2019	201900091 FURTHER	Payroll accrual	273.52
12/31/2019	201900092 INTERNAL REVENUE SERVICE	Payroll accrual	640.00
12/31/2019	201900092 INTERNAL REVENUE SERVICE	Payroll accrual	7,044.72
12/31/2019	201900092 INTERNAL REVENUE SERVICE	Payroll accrual	6,710.18
12/31/2019	201900092 INTERNAL REVENUE SERVICE	Payroll accrual	1,569.37
12/31/2019	201900092 INTERNAL REVENUE SERVICE	Payroll accrual	6,710.18
12/31/2019	201900092 INTERNAL REVENUE SERVICE	Payroll accrual	1,569.37
12/31/2019	201900093 MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
12/31/2019	201900093 MINNESOTA DEPT OF REVENUE	Payroll accrual	3,479.02
12/31/2019	201900089 OLD NATIONAL BANK	Service Charge	68.50
12/31/2019	201900094 PERA	Payroll accrual	1,896.91
12/31/2019	201900094 PERA	Payroll accrual	2,188.70
12/31/2019	201900095 TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
12/31/2019	201900095 TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,944.02
12/31/2019	201900095 TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,276.89
Totals for checks			335,467.27

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	153,429.04	0.00	182,038.23	335,467.27
*** Fund Summary Totals ***		153,429.04	0.00	182,038.23	335,467.27

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

Batch	Post Date	Acct Nbr	Description	Amount
19-10026	12/10/2019	01 E 010 605 000 000 380	Moving late charges from Loffler Companies to OBJ 305	-42.23
19-10026	12/10/2019	01 E 005 110 000 000 305	Moving late charges from Loffler Companies to OBJ 305	42.23
19-10026	12/10/2019	01 E 010 605 000 000 390	Moving usage for color impressions from Loffler Companies to	-643.75
19-10026	12/10/2019	01 E 005 110 000 000 401	Moving usage for color impressions from Loffler Companies to	643.75
			Totals for 19-10026	0.00
19-10027	11/30/2019	01 E 010 204 000 414 366	Move Title II expense to FIN 433 transfer code. (\$450, \$250,	-1175.00
19-10027	11/30/2019	01 E 010 204 011 433 366	Move Title II expense to FIN 433 transfer code. (\$450, \$250,	1175.00
			Totals for 19-10027	0.00
19-10028	12/20/2019	01 E 010 298 408 000 490	Reimbursement: Donuts and Honey for Bolivian Food	-6.59
19-10028	12/20/2019	01 E 010 298 408 301 490	Reimbursement: Donuts and Honey for Bolivian Food	6.59
19-10028	12/20/2019	01 E 010 298 445 000 401	Reimbursement: Q-Quest Festival Conference Tickets for GSA C	-74.88
19-10028	12/20/2019	01 E 010 298 445 301 401	Reimbursement: Q-Quest Festival Conference Tickets for GSA C	74.88
19-10028	12/20/2019	01 E 010 298 445 000 401	Reimbursement: 3 tickets to Q-quest 2019	-18.72
19-10028	12/20/2019	01 E 010 298 445 301 401	Reimbursement: 3 tickets to Q-quest 2019	18.72
19-10028	12/20/2019	01 E 010 298 408 000 401	Candy for Back to School Night	-17.02
19-10028	12/20/2019	01 E 010 298 408 301 401	Candy for Back to School Night	17.02
19-10028	12/20/2019	01 E 010 298 408 000 401	Reimbursement: Spanish Club Supplies	-4.14
19-10028	12/20/2019	01 E 010 298 408 301 401	Reimbursement: Spanish Club Supplies	4.14
19-10028	12/20/2019	01 E 010 298 401 000 401	Cardmember Service, PARTY CITY, Student Council Supplies	-104.68
19-10028	12/20/2019	01 E 010 298 401 301 401	Cardmember Service, PARTY CITY, Student Council Supplies	104.68
19-10028	12/20/2019	01 E 010 298 402 000 401	Reimbursement: NHS Supplies	-120.78
19-10028	12/20/2019	01 E 010 298 402 301 401	Reimbursement: NHS Supplies	120.78
19-10028	12/20/2019	01 E 010 298 402 000 401	Reimbursement: Tie Blanket Supplies (NHS)	-68.32
19-10028	12/20/2019	01 E 010 298 402 301 401	Reimbursement: Tie Blanket Supplies (NHS)	68.32
19-10028	12/20/2019	01 E 010 298 401 000 401	Cardmember Service: PARTY CITY, Student Council Supplies	-81.11
19-10028	12/20/2019	01 E 010 298 401 301 401	Cardmember Service: PARTY CITY, Student Council Supplies	81.11
19-10028	12/20/2019	01 E 010 298 401 000 401	Cardmember Service - Student Council Supplies	-62.21
19-10028	12/20/2019	01 E 010 298 401 301 401	Cardmember Service - Student Council Supplies	62.21
19-10028	12/20/2019	01 R 010 298 401 000 621	Student Council Fundraiser Skelegrams	21.00
19-10028	12/20/2019	01 R 010 298 401 301 621	Student Council Fundraiser Skelegrams	-21.00
19-10028	12/20/2019	01 R 010 298 408 000 621	Spanish Fundraiser	115.25
19-10028	12/20/2019	01 R 010 298 408 301 621	Spanish Fundraiser	-115.25
19-10028	12/20/2019	01 R 010 298 451 000 621	Cheers for Volunteers - Fundraiser	152.22
19-10028	12/20/2019	01 R 010 298 451 301 621	Cheers for Volunteers - Fundraiser	-152.22

Batch	Post Date	Acct Nbr	Description	Amount
19-10028	12/20/2019	01 R 010 298 447 000 096	Class of 2020 - Fright Night Fundraiser	1341.00
19-10028	12/20/2019	01 R 010 298 447 301 096	Class of 2020 - Fright Night Fundraiser	-1341.00
19-10028	12/20/2019	01 R 010 298 416 000 096	Newspaper - Homecoming Fundraiser	31.50
19-10028	12/20/2019	01 R 010 298 416 301 096	Newspaper - Homecoming Fundraiser	-31.50
19-10028	12/20/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	300.00
19-10028	12/20/2019	01 R 010 298 405 301 096	Prom - Movie Night Fundraiser	-300.00
			Totals for 19-10028	0.00
19-10029	12/20/2019	01 R 010 298 432 000 050	Correction for Girls Volleyball Incorrectly posted to Athlet	175.00
19-10029	12/20/2019	01 R 010 298 431 000 050	Correction for Girls Volleyball Incorrectly posted to Athlet	-175.00
19-10029	12/20/2019	01 E 010 298 432 000 401	Diploma Inv 23569508	-14.94
19-10029	12/20/2019	01 E 010 211 000 000 401	Diploma Inv 23569508	14.94
19-10029	12/20/2019	01 R 005 000 265 000 096	Money Earned Selling Raffle Tickets - Change from Annual fun	942.00
19-10029	12/20/2019	01 R 010 298 431 000 096	Money Earned Selling Raffle Tickets - Change from Annual fun	-573.00
19-10029	12/20/2019	01 R 010 298 442 000 096	Money Earned Selling Raffle Tickets - Change from Annual fun	-90.00
19-10029	12/20/2019	01 R 010 298 450 000 096	Money Earned Selling Raffle Tickets - Change from Annual fun	-12.00
19-10029	12/20/2019	01 R 010 298 441 000 096	Money Earned Selling Raffle Tickets - Change from Annual fun	-261.00
19-10029	12/20/2019	01 R 010 298 407 000 096	Money Earned Selling Raffle Tickets - Change from Annual fun	-6.00
19-10029	12/20/2019	01 E 010 298 432 000 401	StaffWear- School Supply not Athletics	-139.00
19-10029	12/20/2019	01 E 010 211 000 000 401	StaffWear- School Supply not Athletics	139.00
19-10029	12/20/2019	01 R 010 298 409 000 050	Girls Basketball combined into 1 account under Boys Basketba	2450.00
19-10029	12/20/2019	01 R 010 298 423 000 050	Girls Basketball combined into 1 account under Boys Basketba	-2450.00
			Totals for 19-10029	0.00
19-10030	12/09/2019	01 A 101 01	PayPal Account Closing - Transferred Balance to Checking	8835.81
19-10030	12/09/2019	01 A 101 05	PayPal Account Closing - Transferred Balance to Checking	-8835.81
			Totals for 19-10030	0.00
19-10031	12/27/2019	01 E 010 212 307 000 394	Guided Tour - Mpls Inst Arts	-50.00
19-10031	12/27/2019	01 E 010 212 000 000 369	Guided Tour - Mpls Inst Arts	50.00
			Totals for 19-10031	0.00
			Total for Journal Entries	0.00



FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
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 \*\*\*\*\*

## *Math and Science Academy*

Adopted: August 17, 2015

*Orig. 1995  
Revised 2012  
Revised 2020*

### 710 EXTRACURRICULAR TRANSPORTATION

#### I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff Math and Science Academy's (MSA) policy regarding transportation for extracurricular activities. ~~that occur outside of school hours (before or after school).~~

#### II. GENERAL STATEMENT OF POLICY

Transportation to and from all extracurricular activities is the full responsibility of the MSA student and ~~his/her~~ **their family. MSA will not be held liable for incidents that occur while a student is being transported to an event, if that student is not using MSA provided transportation. Annually, all MSA families must fill out a Student Extracurricular Transportation Waiver Form for each student enrolled at MSA.**

~~MSA families are not prohibited from arranging carpools independent of MSA.~~

The determination as to whether to provide **school** transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by MSA's **administration. Activities Director (Activities Director).** This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by **MSA's administration the Activities Director** as to the transportation arrangements made, if any.

Rules of conduct, discipline, and all other MSA policies applicable to students and employees apply to students and employees while engaged in extracurricular activities, **as well as all state and federal laws.**

#### III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by **the an MSA Director or Assistant Director. Activities Director.** All

transportation arrangements made by a MSA employee must be approved by **an MSA Director.** ~~the Activities Director.~~

If MSA makes no arrangements for extracurricular transportation, **the families of MSA** students who wish to participate in extracurricular activities are responsible for arranging for or providing their own transportation.

#### **IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An MSA employee must not use a personal vehicle to transport one or more students except as provided herein. Employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance but are not required to do so (*See Section VI*).

In a nonemergency situation, an employee must get prior, written approval from ~~the Activities Director~~ **an MSA Director or Assistant Director** before transporting a student in a personal vehicle. **An MSA Director or Assistant Director** ~~The Activities Director~~ has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

All vehicles used to transport students shall be properly registered and insured.

#### **V. TRANSPORTATION BY STUDENT DRIVERS ~~NO STUDENT TRANSPORTATION OF STUDENTS OR SELF~~**

Students driving ~~themselves~~ to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives ~~his/her self~~ to an activity or event.

~~Students should not drive other students to extracurricular activities.~~ \_\_\_\_\_

#### **VI. EMERGENCY SITUATIONS**

In the event of an emergency situation during an extracurricular activity, an MSA employee or activity leader will do the following:

- A. Call 911, if necessary. The student's parent/guardian is responsible for any expenses incurred (i.e. ambulance, hospital, doctor, etc.)
- B. Contact the student's parent/guardian if they are not present at the phone number on file for the student.
  1. The parent/guardian is responsible for providing transportation if the student must leave the activity early due to the emergency incident.

2. If the parent/guardian is unavailable to provide transportation themselves, the parent/guardian must make any necessary arrangements to secure transportation for their student.
3. MSA is not required to make any transportation arrangements for the student.

**C. If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the MSA Activities Director as soon thereafter as practicable.**

## **VII. FEES**

In its discretion, MSA may charge fees for transportation of students to and from extracurricular activities conducted at locations other than MSA, where attendance is optional.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

**Cross References:** MSBA/MASA Model Policy 610 (Field Trips)  
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
 MSBA Service Manual, Chapter 2, Transportation