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**Board of Directors
Meeting Agenda
Math & Science Academy
Tuesday, February 18th, 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, January 21st, 2020

6. **Chair's Report**
7. **Director's Report**
8. **Student Representative Update**
9. **Reports from Board Committees and Task Forces (as applicable)**
(Reminder: Reports should be submitted in writing in Board prep packets and included with agenda.)
 - Board Committees:**
 - Academics (Ms. Anderson)
 - Annual Fund (AFC) (Mr. Langseth)
 - Communications (Ms. Kurkoski)
 - Personnel (Ms. Anderson)
 - Finance (Mr. Langseth):
 - Approval of Financials**
 - School Expansion Possibilities (Mr. Eng)
10. **Consent Agenda**
 - a. **Annual Review**
 - i. **Policy 524 (Internet Acceptable Use and Safety)**
11. **Old or Unfinished Business**
 - a. **Policy 710 Extracurricular Transportation (First Reading)**
 - b. **Student Communication Format**
 - c. **By-Law Change**
 - i. **Length of Terms**
 - ii. **Vice Chair/Chair Progression**
 - iii. **Early June Meeting (2nd Week)**
12. **Items for Discussion and Decision**
 - a. **Eligibility Policy Update**
 - b. **Approve Lottery results**
 - c. **BOD Self Evaluation**
 - d. **Achievement Stipend**
 - e. **Recycling and Waste Management**
 - f. **BOD Election Plan**
 - i. **Appoint Election Committee**
 - ii. **Solicit Nominees for 2 Teachers and 1 Parent**
13. **Future BOD Meeting and Workshop Agenda Items**
 - a. **Strategic Plan Review**
 - b. **Director's Evaluation**
14. **Dates and Times of Upcoming BOD Workshops and Meetings:**
 - a. **Special Meeting to approve Term Limit Changes, March 2, 2020, 5:00pm**
 - b. **Special Closed Meeting per MN Statute 13D.05 Subdivision 3, Paragraph A to evaluate the individual subject under the Board's Authority, March 2, 2020, immediately following the Open Meeting**
 - c. **BOD Workshop, March 6 at 12:45 pm in Room 202B Expansion Meeting with Teachers**
 - d. **BOD Workshop, March 17th, 2020, 5:00 pm**

e. Regularly Scheduled BOD Meeting March 17th, 2020, 6:15 pm

15. Motion to Adjourn

Submitted:

Approved:

DRAFT - NOT YET APPROVED

**Board of Directors
Workshop Minutes
Math & Science Academy
Tuesday, January 21, 2020
Room 10
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Lisa Anderson at 5:01 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
Dan Ellingson, Parent Member

Non-voting:

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

Absent:

Voting:

None

Non-Voting:

Emily Wong, Student Member

Discussion:

1. Director Evaluation Schedule for the 19-20 School Year. The Director Evaluation Schedule for the 19-20 School Year was established and dates for closed meetings for the evaluation process were discussed.
2. Parent Survey Questions Regarding the Director. The survey questions that go out to the parents seeking feedback on the Director were reviewed and discussed.
3. Staff Survey Questions Regarding the Director. The survey questions that go out to the staff seeking feedback on the Director were reviewed and discussed.
4. BOD Evaluation of the Director form. A draft form to be used during the Director evaluation was reviewed and discussed. We will aim to finalize the draft at our next meeting.

DRAFT - NOT YET APPROVED

Workshop was adjourned at 6:04 pm

Submitted and Approved:
Judy Seeberger, Secretary

DRAFT - NOT YET APPROVED

**Board of Directors
Meeting Minutes
Math & Science Academy
Tuesday, January 21, 2020
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
Dan Ellingson, Parent Member

Non-voting:

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

Absent:

None

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

Conflicts of Interest: None

Discussion:

Correction:

14 a & b. Change "January 21" to "February 18".

Add to Items for Discussion and Decision:

f. Strategic Plan

Motion to approve the agenda.

Moved by: Judy Seeberger Second: Adam Bartz

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

None

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5. Approval of December 16, 2019 Workshop and Meeting Minutes.

a. Motion to approve the December 16, 2019 Workshop and Meeting Minutes.

Moved by: Michele Kurkoski Second: Lisa Anderson

Discussion:

None

Vote: 9-yes 0-no 0 abstain

The motion carries.

6. Chair's Report

No report.

7. Director's Report

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 grader 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.

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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 the 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 grandes 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

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- 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 CEUs 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 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 like 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.

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- 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 wbut willwor 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.

8. Student Representative Communication and Update

Miss Wong provided an update:

- There will be an open house for prospective students on 1/28. Students will give tours . There will be no activities tables set up.
- Student council will be selling roses Jan 27-Feb 7 during lunches for \$2/each, or \$3 with a message. The money must be turned into Mr. LaCasse
- Our next spirit week will be March 3-6
- Students requested that sidewalk be salted before 9:15. Also, the door inside Building C is slippery and would like a floor mat placed there.

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

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Board Committees:

Academics (Ms. Anderson): Report submitted. Committee is working on the reading goal and implementing specific templates in middle school to help support reading. Remedial summer school for middle school students who are not passing was discussed. They have not looked at any date - it was just a suggestion at this point.

Annual Fund (Mr. Langseth): Report submitted. Committee is considering merging the Dragon Dinner with the carnival and 20th anniversary. The event will be renamed and time is still unknown. The date is May 16.

Communications (Ms. Kurkoski): Report submitted. Reminders are being sent to teachers to complete the weekly updates. This has been helpful. The activities pages are being looked at on how and when they are updated. There will be templates to assist with the activities pages. Advisors would have access and ability to update. Committee is looking at slightly larger digital displays in gym and great hall. The content management task force is looking at who is responsible on accuracy of website content. Currently Justin is doing this but more people should do this in different areas. For special events in the planning stages, early information should be shared with the community. A streamlined system for reservation of space before after school will be created.

Personnel (Ms. Anderson): No meeting was held in December.

Finance (Mr. Langseth): Report submitted. Committee discussed staff stipend of \$2,000/staff assuming 1:1 and would need to adjust if it is any different than that. Judith Darling offered to answer any questions. Everything is running smoothly.

Motion to approve the December 2019 financials statements.

Moved by: Cody Schniepp Second: Jeff Eng

Discussion:

Ms. Darling stated that there are no issues.

Vote: 9-yes 0-no 0-abstain

The motion carries.

Ms. Judith Darling left the meeting at 6:32.

School Expansion Possibilities (Mr. Eng): Report submitted. There was a meeting in December. The next big meeting will be on January 29, including contractors, realtors, and building committee. It will be an open forum to gather information. Will hope to further build out a timeline for expansion and other decisions that will have to be made internally.

10. Consent Agenda

- a. Revision of current policies (Second Reading)
 - i. Policy 516 Student Medication Policy
- b. Annual Review
 - i. Policy 522 Student Sex Nondiscrimination Policy
- c. Approval of ISD 833 as Daily Transportation Provider

Motion to approve Consent Agenda Item.

Moved by: Judy Seeberger Second: Ramesh Aki

Discussion:

None

DRAFT - NOT YET APPROVED

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

11. Old or Unfinished Business

a. Policy 710 Extracurricular Transportation (First Reading)

Discussion:

Ms. Kurkoski provided a review of the changes. The language of the Student Extracurricular Transportation Waiver Form was discussed. Mr. Gawarecki will send the changes for legal review.

b. Student Communication Format

Discussion:

None.

c. By Law Change

- i. 4 Year Terms
- ii. Vice Chair/Chair Progression
- iii. Early June Meeting (2nd week)

Discussion:

Ms. Anderson reviewed the process to approve and make the changes. Authorizer also has to approve.

Board discussed changing terms for board members and different terms for different members. Board suggested 4 years for teachers, 3 years for parents, and 2 years for community members or 4 years for all members or 4 years for teachers, 3 years for parents, and 3 years for community members. Board considered different terms to present to staff.

Vice Chair/Chair progression and early June meeting will be discussed at the next board meeting.

12. Items for Discussion and Decision

a. Australia Biology Trip

Discussion:

Ms. Jeana Albers presented the proposed trip. It will be open for 9th-11th graders and could open it up to 8th graders if there are not enough students going. A good goal would be 20 paying students.

Mr. Jeff Eng left 7:15 pm.

Motion to approve Australia Biology Trip.

DRAFT - NOT YET APPROVED

Moved by: Michelle Kurkoski Second: Dan Ellingson

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

b. Set Student Capacity for Lottery

Discussion:

Mr. Gawarecki provided background and recommendation. If the number of students are kept at the current capacity, then there will be a deficit of \$50,000. MSA therefore must either cut expenses or raise revenue. Mr. Gawarecki does not recommend cutting anything. There is capacity in the classrooms and we have a big enough waiting list to fill additional spots. If the capacity for 8th & 9th grades were increased there would be a longer impact to school and not have to raise the grades every year. The capacity would have to be set before the lottery in February.

Mr. Gawarecki recommends the following:

- 6th & 7th grades = remain at 88 (average 22/class)
- 8th grade = Raise from 88 to 92 (average 22/class to 23/class)
- 9th grade = Raise to 88 (on average class sizes are lower than middle school) close enrollment after the first week of school
- 10th grade = remain at 70
- 11th grade = remain at 60
- 12th grade = remain at 60

If this is increased, the projected surplus would be \$21,000 for next year and would be good up to 2025/26 if students stay at the current rate. Board discussed different options.

Concerns were raised regarding the amount of students this would add to existing classrooms, and it was noted that even though this would result in an average of 22 students per classroom in 8th grade, classes were not balanced so that it is possible there could be 25 in one class and 17 in another. It was noted that the 8th grade teachers raised concerns at the last staff meeting about increasing the cap and had requested a meeting with Mr. Gawarecki to discuss. Various other options were discussed on how this money could be raised. \$40,000 from our Give to the Max fundraising is already factored into the projected budget, and still a shortfall is projected. Mr. Langeth noted that MSA has never had to use these funds before. Rising costs are not due to any one factor, but to increased costs all around. Ms. Seeberger pledged to forego any stipend this year to offset rising costs, recognizing this would not solve the problem.

The last time we raised capacity was three years ago, and this was projected to keep us in the black through this year, so we are on track as projected.

Motion to approve capacity as follows: 6th grade=88, 7th grade=88, 8th grade=92, 9th grade=88, 10th grade=70, 11th grade=60, and 12th grade=60 .

Moved by: Adam Bartz Second: Lisa Anderson

DRAFT - NOT YET APPROVED

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

c. BOD self evaluation

Discussion:

Ms. Anderson provided an overview of the review elements and will send to the board members with final approval of form in February. Ms. Anderson will send final form to the Board by March Board meeting. Board will do self evaluation and return to Ms. Anderson to report and discuss at the April Board meeting.

d. Review School Recycling Program

Discussion:

None

e. Lottery Procedure

Discussion:

Mr. Gawarecki provided background of the issues last year with the glitch on procedures. Fix going forward will have parents reply back by a certain date and change the enrollment time to match business hours.

f. Strategic Plan

Discussion:

Discussed timing of next review of the strategic plan. We should start thinking about taking a new look at the Mission, Vision, and Core Values. Mr. Gawarecki suggested that the next time the Board reviews the Mission, Vision, and Core Values, concepts of diversity & inclusion should be added. There was discussion of whether the current Board or the next Board should address this.

At the next workshop, we will start going through the strategic priorities. Board members are asked to come with their thoughts on the last 3 pages. But keep the 1st page in mind as we look at the other things. Board members are also asked to keep their copy of the Strategic Plan and bring it to future meetings so that copies do not need to be made for each meeting.

13. Future BOD Meeting and Workshop Agenda Items

- a. Director's Survey
- b. Strategic Plan
- c. By Law changes

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

BOD Workshop on Tuesday, February 18, 2020 at 5:00 pm in Room 10A.
BOD Meeting on Tuesday, February 18, 2020 at 6:15 pm in Room 10A.

DRAFT - NOT YET APPROVED

15. Motion to adjourn at 8:20 pm.

Moved by: Adam Bartz

Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary

Director's Report

1. Student Achievement

- a. MSA has been ranked as the 3rd Best Middle School in the United States by The Best Schools. Here is a link to the rankings:
<https://thebestschools.org/features/50-best-middle-schools-grades-7-8-america/>.
- b. The Aqua Dragons advanced to the FLL State Championship on February 22nd. The team won the top Robot Performance Award and Innovative Achievement Award during their competition at Regionals and Sections.
- c. MSA had two Nordic Ski team members qualify for the State Meet.
- d. MSA's Basketball teams played at Target Center on January 31st.

2. Create a Facilities Management Plan

- a. Continued to attend and participate in the Expansion Committee's monthly meeting.

3. Communication and Community Relationship

- a. Results and recommendations from the Climate Survey may be found at the end of this report.
- b. Held our annual Open House on January 28th with over 300 attendees.
- c. Attended the PSEO Night on January 27th.
- d. Attended the basketball games at Target Center on January 31st.
- e. Attended a MACS Legislative Update on February 3rd.
- f. Hosted SAM Site Reviewers for a two day site review on February 4th & 5th.
- g. Observed the One Act plays on February 7th and sent photos to staff to encourage attendance at Saturday's performances.

4. Human Resources Management

- a. Mr. Noah Dombrovski has started as our newest Special Education teacher, beginning his duties on February 10th. Mr. Dombrovski is the head coach of the Academy Force Football team (MSA is a co-op member of the team.)
- b. I continue to hold office hours of 10:00 - 11:00 am on Tuesdays in Building A and from 1:00 - 2:00 pm on Thursdays in Building B.
- c. Attended the GSA Club meeting on February 10th.

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
- Drug dog visited MSA. Did not find anything

2. Communication and Interaction

- Working with a working group to update the school web page
- Banner on web page highlighting our 2 state nordic participants.
- Basketball scores have been put into the announcements.

3. Facility Services

- Overseen building B meetings
- Acknowledged the hard work of staff in building B with bagels
- Welcomed the new SPED teacher
- Covered in classrooms as needed.

4. Educational Leader

- Held our second official mentoring meeting for new to teaching teachers.
- Supported teachers who needed some support in their classes.
- Going to a cultural relevance workshop on Feb. 18th.

5. Governance and Policy Development

- Will need to revisit eligibility policy
- Attended credit recovery task force meeting
- Attended Finance Committee
- Attended building meetings
- Attended Athletic Conference Meeting
 - o We met to discuss budget, winter sport wrap up and tournament and spring sports.
 - Only 30% of the AD's are planning to return next year. The reasons are the lack of support and understanding of what the job entails. The negative feedback from people who do not understand the job. People fail to acknowledge the successes but are quick to comment and complain when something goes wrong. The amount of work for the lack of pay. The number of hours needed to do the job.
 - Only 20% of the AD's have been at their current job for more than 3 years. This results in issues with programming. Keeping the consistency of the leader is essential for the growth of the program. The students suffer with this turn over rate.
 - This turn over rate also results in extra work for those ADs who stay around. They need to mentor and pick up the slack.

6. Staff Supervision

- Continuing teacher observations

7. Activities

- Robotics season is coming close to competitions
- The Target Center game was a great success. MSA and Liberty sold over 500 tickets. It was a great night.
- We have 2 girls going to the State Nordic Meet.
- Basketball conference tournament will be at Hmong Academy on Feb. 22nd..
- Senior night for boys basketball will be Feb 20th..
- One Act Play performed 3 times last weekend.
- Spring sport sign ups to begin week of Feb. 18th
-

8. Academic Improvement

- We found a glitch in our current eligibility policy. The new policy states to run eligibility reports every 4 weeks. The semester break is week 18. This meant a new report was to be run with only 8 days of grades. This did not represent the accurate report. Staff voted and decided that the report would be run in 4 weeks. Which is Feb 18th and letters sent to families then. The policy will need to be revised and brought back to the board.
-

9. Financial Management

- Reviewed the activities budgets. The extra busing fee is impacting budgets.

10. Other

- Continued conversation about graduation and lock in.
- Submitted 2 students for the MNIAA/NIAAA Scholarship

Assistant Director (Middle School) Goal Update

1. Student Services

- Facilitated winter Fastbridge testing
- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Shadowed administration at South Jr. High in St. Cloud to observe their MTSS process. Information will be shared with staff to improve our student support process
- 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 almost all 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 begin PD planning for the 2020-2021 school year. 1st PD task force meeting is Feb 21st

5. Governance and Policy Development

- Chairperson of AFC
- Facilitated the achievement of our MSA's Give to the Max goal
- Attended January Academic committee meetings

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 January BOD meeting
- Submits monthly AFC meeting minutes for BOD packet
- WBWF presentation to the community was held on February 11th.

8. Other

- Assisted with Open house for prospective students in January

High School Counselor Goal Update

- Held a PSEO night on Jan 27th
- Junior night will be held on Feb 24th
- 2 additional college planning workshops are now scheduled for spring
- Xello has been implemented in all grades 9-12. Students have been making progress towards lessons in Xello since the beginning of the school year. Students will continue to use Xello in the 19-20 school year.
- AP exams are ordered and ACT data upload is complete in preparation for both tests in March and May.
- Continue to process college applications and scholarship materials as they are received.
- Continue to work with Joell to ensure students are scheduled for the appropriate classes for the 20-21 school year.
- Continue to work with students and families who are interested in PSEO and AP courses for the 20-21 school year.
- Continue to meet with students regarding mental health on an as needed basis.

Middle School Counselor Goal Update

1. Preventative and Responsive Services

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

2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
 - i. 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. We are back to two staff members and three days. I have not been in touch yet but next week I will visit extended day to see how things are going.
- 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 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.

December 2019 MSA Staff Climate Survey

During the week of December 16th, 2019, an employee climate survey was taken. Of the 54 employees, 39 returned the surveys for a return rate of 72%. There were 20 total questions on the survey with 19 relating to questions concerning direct work climate. The first question concerned how long the employee worked at MSA via year groupings.

Of the 19 questions concerning direct work climate, six questions (32%) had an average rating of over 2.75 on a 3-point scale. These high achieving questions included:

<u>Question #</u>	<u>Question:</u>
2.	Overall, I enjoy working at MSA.
5.	I feel challenged in my current position.
9.	I feel comfortable going to my building administrator with issues and/or concerns.
11.	I understand how to meet expectations in in my position.
18.	I understand MSA s vision.
19.	I feel safe at work.

An additional six question had an average rating of over 2.50 on the 3-point scale. These questions were:

<u>Question #</u>	<u>Question:</u>
7.	I am treated fairly at MSA.
8.	The morale in my department is high.
10.	I am provided honest and useful feedback about my performance.
13.	MSA's total benefits program meets my needs.
14.	Paid time off benefits provided are competitive.
20.	Administration does not tolerate bullying or offensive/harassing behavior.

There were four questions that had an average rating between 2.49 and 2.0. These included:

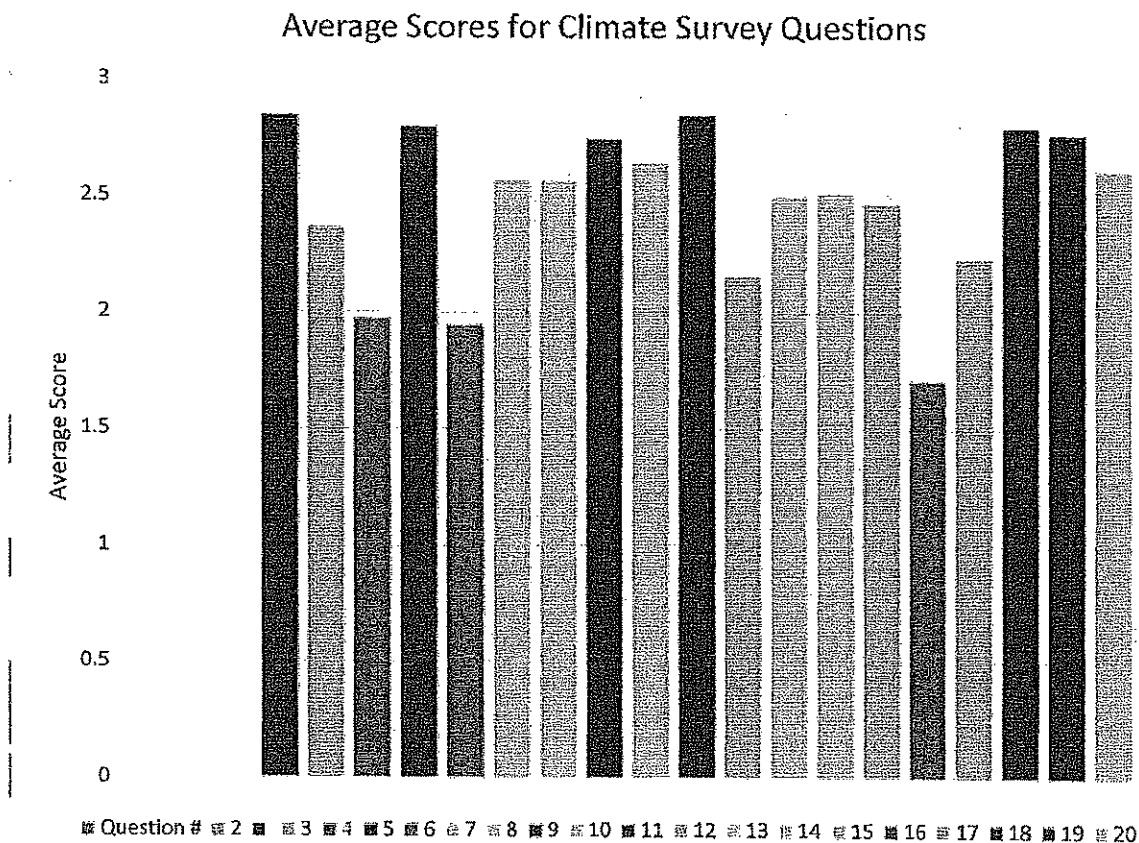
<u>Question #</u>	<u>Question:</u>
3.	I receive the right amount of recognition and acknowledgement.
12.	As an employee, I feel heard and empowered.
15.	Health Insurance provided meets my health needs.
17.	My scheduled hours allow me to balance my work/personal life.

Three question had an average rating that was below the 2.0 level. These were:

- 4. There is effective communication within MSA.
- 6. There is an opportunity for career advancement.
- 16. I am fairly compensated for the work I do.

Question 16 had the lowest average of these three areas, while the other two questions were just below the 2.0 threshold.

The following graph of the results illustrates these groups by the common colors the members of the groups share.



To address the lowest scoring questions, (those below a 2.0 average) the following action plans will be implemented.

For the lowest scoring area (I am fairly compensated for the work I do.) I am recommending that the Board provide a performance stipend if we meet one of our authorizer goals. This will provide an immediate financial adjustment for staff, provided that we meet the goal. From the staff that returned

surveys and have worked at MSA less than 5 years, the average score for this question was 1.60, while the average score for those over 5 years was 1.88. By providing a performance stipend, the group working at MSA less than 5 years will see a bigger percent increase of their combined pay than the over 5 year group, which will still see an increase in their combined pay total, but just not at the same percentage increase.

In addition to this action, I will be investigating the current pay scale for our teachers to ensure that our beginning year salaries are more competitive with industry levels. During the next year there will be a task force launched to revisit the pay scales for both the teachers and the paraprofessionals. During this review, we will focus on increasing the current pay scale which may result in pay increases that employees experience that will be between 5 and 15 percent.

For the next lowest scoring question (There is an opportunity for career advancement.) There may not be as many opportunities to present to the staff due to the nature of the education industry and the size of MSA's staff. We will continue to offer professional development opportunities for staff to take advantage of so that they can progress within their academic field. Offering additional opportunities for staff to fill leadership positions in the form of task force and committee chairs as well as being advisors for activities could fill some of this need.

In addition to these measures, I will survey the staff before the end of the school year to see if there are interest areas from the staff which MSA could provide for them.

The final question which averaged a score under 2.0, although just slightly, (There is effective communication within MSA.) will take more time to address because additional information will need to be collected/reviewed. The staff will be surveyed concerning the question before the end of school so that this information is collected. In order for this item to be addressed properly, a determination will be made concerning where the communication disconnect is originating from and what the expectation to be effective is measuring. From this additional input, a plan will be implemented to target specific items which will increase the effective communication within MSA.

February 18, 2020

Student Representative Communication and Update

Student Communication Process:

What I look for...

- Relevant information (for ongoing projects, events, clubs, and sports) for staff and students to be aware of.

Where I find the information...

- Talking with the Activities Director at least once a week
- Taking notes at student council meetings
- Having communications with club President's
- Checking the MSA calendar and activity calendars for anything else
- (Soon) checking student communications Google Form

Upcoming Events:

- MSA Blood Drive
 - February 21, 2020
 - 4:00 to 8:00 P.M. in the Gym
 - Sign-up Link in the Daily Announcements
- Fighting Calculators 1st Regional of the Season
 - Duluth Entertainment Convention Center
 - March 4 to March 7
 - Livestream Link Will be Sent Out Closer To The Competition

Academics Committee Meeting Agenda
February 3, 2020

Members: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, John Gawrecki, Jen Heydt-Nelson, Wendell Sletten, Teresa Ward, Kirstin Knutson

1. WBWF (Tom)

Working toward multi-year goals rather than one year goals. The community meeting is scheduled for 2/11/20.

In the past ACT composite score was used to determine our students college readiness. There is a portion of the ACT that reports students readiness rather than composite scores, and we will use these in the future to determine our college readiness measurement.

We will keep our 100% graduation goal.

2. Students who go back in math or Spanish and they barely passed the first time, but if they fail when they go back the 2nd time, what goes on their transcript? (Lisa)

There is a student who is doing poorly in a class. They want him to move back one level, but the concern is he may earn a poorer grade than the first attempt at that course. The best grade is the one that will stay on his transcript, and it will be marked as an R for repeat.

3. Academic Eligibility (Lisa)

Issue: When to run eligibility reports for second semester?

Should each semester restart the beginning of the four week cycle for eligibility?

We are struggling with this right now. Should we use first semester grades in place of this, or should we wait two weeks to run the scores?

Our suggestion is to do both. This eligibility report will use first semester grades, but we will run eligibility again in two weeks which will be based off the first four weeks of second semester.

4. Modified Transcript Update (Lisa)

Working on answering questions

5. Reading intervention Update (Lisa)

ELA will be sharing the template with the teachers on 2/5

6. Revisit students who fail MS (not Spanish/Math)/summer recovery (Lisa) - I just have a question...

Tom will bring this data to the staff meeting for discussion.

7. Diverse Staff Recruitment Taskforce (John)

Met last month, and the postings will be revamped to offer a pathway for Tier 1 or Tier 2 licensure candidates to apply for jobs at MSA. There will be new language for our postings. We want to create an ad hoc hiring panel with parents who can help with the process of this. Next meeting 2/24/20 at 8:00.

8. Supplemental Online Learning Update

It will be scheduled later this week by Emily.

9. Academic agreements (Lisa)

John and Jesse are making changes which will be shared with the committee. Joell wants to give these to all students, not just new students.

10. GTTM Grants (Tom) 8:30

Some teachers emailed Tom to ask for their requests to be removed. Some can be funded through other means. Some teachers volunteered to reduce the amount they initially asked for. This grant is for teachers and staff, and the committee decided it should not be open to school groups.

Final decisions will be sent out by Tom.

Next Academics Committee Meeting: Monday, March 2 at 8:00 A.M., Room 12A

Communications Committee
Minutes
Weds., Feb. 12, 2019, 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, Jammy Barnaby, Girish Jorapurka

<p>I. Old Business</p>	<p>A. January Action Follow-up:</p> <ol style="list-style-type: none"> 1. <u>Teacher-Parent Weekly Update</u> - Parent opt-out option: At the start of Semester 2, Justin sent out an opt-out option to parents which changed the "unique opens" from 81 to 226 in the last 3 weeks; only 11 people unsubscribed. 2. <u>MSA Activities Subgroup</u> - item inadvertently skipped over on the agenda, due to the Chair losing their Goggle Communications folder while taking notes during this portion of the agenda; it will be addressed at the next meeting 3. <u>Digital Displays</u> - there are issues of reliability that are being addressed by Computer Club before other displays are installed (overheating or crashing due to memory?) 4. <u>Website Content Management Task Force</u> - haven't met yet 5. <u>Other:</u> <ol style="list-style-type: none"> a. <u>Chatbot Update</u> - Computer Club has been working on for the last few weeks (using RASA and Articulate) b. <u>Digital Signage</u> - working through some Python programming basics to see what we need to do to increase reliability before more displays are installed c. <u>Website Updates</u> - everything is alphabetical d. <u>Online Room Scheduling</u> - Justin and Kevin L. working on coding a format to provide online scheduling of rooms 	<p>Computer Club members investigating</p> <p>Justin sent a Doodle out to plan a meeting within the next 2 weeks</p> <p>Computer Club working on</p> <p>Computer Club working on</p> <p>Kevin and Justin working on</p>
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<p>II. New Business</p>	<p>A. Activities/Athletics</p> <ol style="list-style-type: none"> 1. <u>Pellley Procedure to waive activity fee for student's of parent coach/mentors/activity leaders</u> <ol style="list-style-type: none"> a. according to Activity Director, the fee waiver is only open to <u>coaches of MSHSL activities</u> not open to mentors or activity leaders; procedure is not communicated to parents in any MSA document, though all parent coaches are taking advantage of this 2. <u>Background checks</u> <ol style="list-style-type: none"> a. hard to know if all volunteers are getting background checks; there is no written procedure for who needs a background check, who is responsible to be sure it is conducted; have no control over East Ridge volunteers who work with Robotics team b. what level of background checks are necessary -- person volunteering in a supervised classroom? mento alone with a student? <p>B. Administrative Absence calendar - it was suggested by teachers who receive many emails during the day (including the absence of administrative/office personal) that administrators post their absences on the Google sub calendar or create a tab for Administration/Office staff off campus to let staff know who is present or not; many issues arise during the day, we need to know who is present, and finding emails from up to 6 admin/office personnel regarding their absence is time consuming and not effective.</p> <p>C. Pandemic Communications - considering the proliferation of Influenza B and the recent COVID-19, what communication plans</p>	<p>Shannon will include in coaches/activities handbook</p> <p>Shannon to bring to Admin mtg discussion on how many students of a parent can receive the fee waiver</p> <p>Shannon work with Ken LaCasse to address background check issue; info needs to go in all handbooks</p> <p>Shannon to discuss with Admin team: what are your expectations of various levels of background checks</p> <p>Joell/Shannon to talk with administration about solution to issue</p> <p>Joelle investigate communication plans from the</p>
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	<p>are in effect for a pandemic; we would want to be prepared for any fast-moving communications; Joell said a communication plan is triggered by the State but will check MSA's crisis plan.</p> <p>D. MSA Communications and Procedures Guidelines Review (available under the BOD > Communications Committee)</p> <ol style="list-style-type: none"> 1. After reviewing <u>MSA's Communication Guidelines from 2016</u> several areas need to updated <ol style="list-style-type: none"> a. It was decided that a global external communications guideline plan needs to be developed to communicate to the MSA community as there is not one repository for all of the various guidelines that are listed in various places (or not at all), and some are contradictory 2. <u>Annual communications regarding graduation/seniors</u> - It was brought up that "Graduation and Seniors" responsibilities, which include working with the Woodbury Bulletin, are the responsibility of the position in which Carrie is employed 3. <u>20 year anniversary marketing</u> -- Justin stated that NHS has a detailed plan - overseen by administration and committee members - so the Communications Committee does not need to be involved 	<p>State Health Dept. re: pandemics</p> <p>Cheri do minimal update do Facebook and Press Release Guidelines</p> <p>Committee members to reflect on parameters for external communications procedures to begin draft at next meeting</p> <p>Shannon to work with Carrie</p>
<p>Next Meeting</p>	<p>Weds., March 18, 2020, 4:30 pm, Room 10A</p> <ol style="list-style-type: none"> 1. Brainstorm procedures for a global external communications plan 2. Address Director comments (rec'd after meeting): <ol style="list-style-type: none"> a. Teacher-parent weekly update reminder - teacher usage statistics; how to measure effectiveness? 	

Personnel Committee NOTES

January 27, 2020

4:30-5:30

Room 8C

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

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

Guiding Principles:

Purpose: To create an evaluation process for the Director. And to provide input/feedback so that the Director can create and/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs. We will be creating an evaluation for the position, not a specific person.

Remember: This is a BOD Committee, so we do have to abide by open meeting laws, therefore, agendas and meeting notes will be published. This Committee is open to the public but is not charged with conducting the evaluations of any individuals. We are just creating and/or working with the evaluation processes. So we will try to refer to the positions, and not the people in the positions.

Our list of goals:

1. Every position should have a job description
2. Every position should have some form of goals
3. Every position should have an evaluation process
4. Lastly, look at/rewrite hiring process

The following list is what we will look at first starting with the Director's job, and then moving down through the administration, teachers, staff, EAs and others:

- ~~1. Create timeline for Director's evaluation process~~
- ~~2. Look at Director's job description~~
3. Look at the Director's goals
4. Create surveys for Director's evaluation - Should we do this, or should each BOD figure this out?
5. Align the forms that the BOD completes with the Director's goals and responsibilities

Make a list of questions for the lawyer and schedule a conference call, as needed

For this meeting:

1. Determine a template (process) or a list of Goal Categories
 - a. MSBA's Resource for School Board Members and Superintendents
 - b. Current Goals (these aren't changing this year so we are using them only as a guide/starting point)
 - c. Saint Paul Public School Categories

2. How should the goals be determined?
3. Next Meeting: Feb 24 at 4:30-5:30

This committee is working on a process to give to the BOD to use as they develop the Director Goals for next year.

Lisa: Use the "A Goals- and Standards-Based Superintendent Evaluation" packet to help us write the goals process.

John: Use a process where the goals are part of the evaluation but not the whole evaluation. The other parts would include competencies (see Hamline document but also at the end of the packet Lisa mentioned)

Director GOALS categories:

- A. General
- B. Organizational
- C. Leadership Development
- D. Add in section on "competencies" to include positives? How do we do this?

Evaluation Process questions:

1. Who talks first? Director or BOD?

HOMEWORK for next meeting: Compare the competency document (Hamline) with Director Job Description. Where is there overlap? Is there missing stuff? Etc.?

2019-20

FD T	ORG	PRG	CBS	FIN	OBJ	FYTD	Activity	PO#	Line#	Description	Inv#	Desc2	Inv Date	Chk#	Rec#	Check Date	Amount
Date	Sic	Sub	Batch	Vendor Name/Ref													
01 R	005	000	000	000	096	096			1	Benevity Deposit			01/22/20	82			-95.70
										January							-95.70
										*01 R 005 000 000 000 096							-95.70
										*Cash Receipts							-95.70
01 R	005	000	265	000	096	096	67,891.33		6	CAF America - Employee			01/09/20	149			-173.67
										Donations various							
01/09/20	CR		19-50124						7	CAF America - Company Match			01/09/20	150			-141.32
										various							
01/09/20	CR		19-50124						17	YourCause LLC Wells Frigo -			01/09/20	153			-50.00
										Annual Fund - Heidi Zeller -							
										Employee Match							
01/09/20	CR		19-50124						19	CAF America - Annual Fund -			01/09/20	155			-240.00
										N&S Gajaneharan							
01/16/20	CR		19-50125						2	CAF America - Annual Fund -			01/16/20	164			-165.58
										Co Match various							
01/16/20	CR		19-50125						3	CAF America - Annual Fund -			01/16/20	165			-173.67
										Employee Donations various							
01/16/20	CR		19-50125						4	CAF America - Annual Fund -			01/16/20	166			-165.58
										Co Match various							
01/16/20	CR		19-50125						5	CAF America - Annual Fund -			01/16/20	167			-173.67
										Employee Donations various							
01/16/20	CR		19-50125						6	MightyCause - Annual Fund -			01/16/20	168			-25.00
										Donations various							
01/16/20	CR		19-50125						7	Doreen Roepke Donation			01/16/20	169			-15.00
									11	Boston Scientific - Annual			01/16/20	172			-988.00
01/16/20	CR		19-50125							Fund - Greene							
									1	YourCause- General Mills -			01/23/20	173			-50.00
01/23/20	CR		19-50126							C. Ng							
									2	Kowalski's - Groceries for			01/23/20	174			-197.00
										good causes							
01/23/20	CR		19-50126						4	YourCause- Medtronic- Annual			01/23/20	178			-500.00
										Fund							
01/30/20	CR		19-50127						1	Thomson Reuters - D.			01/30/20	179			-250.00
										Erickson - Employer Match							
01/30/20	CR		19-50127						2	YourCause - Medtronic - H.			01/30/20	180			-400.00
										Peng							

2019-20

FD T ORG PRG CRS FIN OBJ FYTD Activity

01 R 005 000 265 000 096 (continued)

Date	SEC	Sub	Batch	Vendor Name/Ref	FOH/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01/30/20	CR		19-50127		3	BestBuy - Anonymous- Employer Match		01/30/20	181		-63.00
						January					-3,771.49
						*01 R 005 000 265 000 096					-3,771.49
						*Cash Receipts					-3,771.49

01 R 010 298 413 000 096 096				4,500.00							-2,500.00
01/09/20	CR		19-50124		16	Hubbard Broadcasting - FRC		01/09/20	152		
						First Robotics - Sponsorship					-500.00
01/23/20	CR		19-50126		3	Reese ROW - FRC First Robotics sponsorship		01/23/20	175		
						January					-3,000.00
						*01 R 010 298 413 000 096					-3,000.00
						*Cash Receipts					-3,000.00

01 R 010 298 421 000 096 096				250.00							-250.00
01/23/20	CR		19-50126		5	YourCause- Medtronic- Track		01/23/20	178		
						January					-250.00
						*01 R 010 298 421 000 096					-250.00
						*Cash Receipts					-250.00

01 R 010 298 443 000 096 096				2,679.00							-500.00
01/09/20	CR		19-50124		24	FIRST - FRC First tech - regant		01/09/20	159		
						January					-500.00
						*01 R 010 298 443 000 096					-500.00
						*Cash Receipts					-500.00

01 R 010 298 445 000 096 096				250.00							-250.00
01/23/20	CR		19-50126		6	YourCause- Medtronic-GSA		01/23/20	178		
						January					-250.00
						*01 R 010 298 445 000 096					-250.00
						*Cash Receipts					-250.00

Grand Revenue Totals											77,224.73
Total for Cash Receipts											-7,867.19
Grand Total											-7,867.19

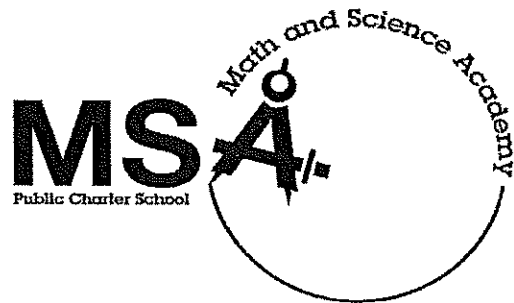
** The report displays only accounts with activity in the date range selected.

2019-20

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

Number of Accounts: 6

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



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

Financial Statements

January 2020

bergankdv | DO MORE.

Prepared by:
Judith Darling, CPA
Finance Manager

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

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

Balance Sheet

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

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

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

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

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

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

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

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

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

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

The beginning fund balance as of July 1, 2019 is \$2,121,092 or 38%. Our budgeted surplus for the 2019-2020 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 January 31st, the balance in the Repair & Replacement Fund is approximately \$173K.
- We are continuing to work on budget scenarios for the 2020-2021 budget.

Supplemental Information for January 2020

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

Please feel free to contact Judith Darling at 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
January 31, 2020**

	Actual Balance July 1, 2019	Balance January 31, 2020
Assets		
Current assets		
Cash and investments	\$ 1,089,482	\$ 1,851,490
Certificates of deposit	800,002	149,995
Accounts receivable	2,052	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	21,095
Current year state aids receivable/(deferred revenue)	517,535	363,117
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	108,589
Total assets	\$ 2,648,978	\$ 2,494,285
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 166,293
Due to other funds	-	-
Accounts payable	111,182	9,481
Payroll deductions and contributions	100,813	(10,252)
Deferred revenue	-	-
Total current liabilities	527,887	165,521
Fund balance		
Fund balance 7-1-2019	2,102,391	2,102,391
Assigned fund balance - student activities 7-1-2019	18,700	18,700
Net income to date	-	207,673
Total fund balance	2,121,091	2,328,764
Total liabilities and fund balance	\$ 2,648,978	\$ 2,494,285

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
 January 31, 2020

	FY 19 Actual	571.87	58%	Percent of Revised Budget
		Revised FY20 Budget (491 ADM, 572 WADM)	January YTD	
General Fund - 01				
Revenues				
State revenues				
211 General education aid	\$ 3,729,578	\$ 3,837,831	\$ 2,322,691	60.5%
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	26.9%
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	-	-	363,117	-
Total state revenues	5,204,573	5,409,431	3,160,159	58.3%
Federal revenues				
419 Federal special education aid	72,201	63,981	32,492	50.8%
414 Title II funds	5,150	26,857	4,156	15.5%
Total federal revenues	77,351	90,838	36,648	40.3%
Local revenues				
000-050 Fees from patrons: scholastic, ap exam, staff shirts, class fees	24,125	27,000	25,916	96.0%
920-050 Fees from patrons: study hall	4,795	2,000	1,965	98.3%
300-050 Fees from students: field trips	33,462	33,400	15,017	45.0%
372-071 Third party billing		1,000	514	
92 Interest earnings	27,129	20,000	9,777	48.9%
265-096 Annual fund/capital campaign/dragon dinner	121,904	85,000	67,891	79.9%
000-096 Donations and misc. Grants, tech fundraiser	2,754	-	1,654	8.5%
099/620 Miscellaneous revenues/sale of equipment	894	-	-	-
621 Year book revenues, planners	1,131	3,000	2,510	83.7%
625 Insurance recovery	3,860	-	-	-
C 400's Student activities revenue	118,621	125,600	63,865	50.8%
Total local revenues	338,676	297,000	189,109	59.8%
Total revenues	\$ 5,620,600	\$ 5,797,268	\$ 3,385,916	58.1%
	5,620,600	5,797,268	3,385,916	

Math and Science Academy
 Charter School No. 4043
 Statement of Revenues and Expenditures
 January 31, 2020

	FY 19 Actual	571.87	58%	January YTD	Percent of Revised Budget
	\$	Revised FY20 Budget (491 ADM, 572 WADM)		\$	
Expenditures					
100 Salaries and wages	2,061,605	2,139,396		1,148,532	52.9%
200 Employee benefits	686,747	723,536		397,109	55.1%
Cr 180 Extracurricular activities	78,328	84,366		32,094	43.5%
305 Contracted services	214,390	260,839		135,154	56.9%
315 Repairs and maintenance for computers	36,000	39,400		21,300	54.1%
320 Communications services	21,047	19,025		10,130	53.2%
329 Postage	2,857	3,000		2,310	77.0%
330 Utilities	103,628	105,850		58,218	55.0%
340 Property and liability insurance	33,878	33,500		20,012	59.7%
350 Repairs and maintenance	138,205	144,700		109,501	75.7%
360 Transportation for field trips	10,352	10,800		6,765	62.6%
366/368 Staff training/travel and conferences	42,048	20,000		17,044	85.2%
369 Field trips admissions	21,555	22,600		11,799	52.2%
370 Building lease	887,594	902,864		530,204	58.7%
370 Other rentals and operating leases	771	800		356	44.6%
380 Computer and tech related hardware rental	24,694	22,722		19,431	85.5%
401/455/465 General supplies	51,630	31,000		23,657	76.3%
401 Maintenance supplies	29,415	28,800		12,916	50.1%
405 Non-instructional computer software and license	19,040	19,800		19,419	98.1%
406 Instructional software licensing	13,695	14,300		14,286	99.9%
430/456/466 Instructional supplies	44,763	82,000		71,927	87.7%
460 Textbooks and workbooks	25,501	26,800		12,995	48.5%
461 Standardized tests	20,869	21,900		(301)	-1.4%
490 Food	1,887	2,000		920	45.0%
505/506 Capitalized technology software	5,670	12,000		9,427	78.6%
520 Building improvements	-	12,250		-	0.0%
530 Other equipment/furniture	51,717	20,000		14,114	94.1%
555/556 Technology hardware (cap)	68,033	10,100		4,600	45.5%
820 Dues and memberships, fees	35,872	35,835		38,016	96.9%
891 Pension expense	11,459	12,500		-	0.0%

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
January 31, 2020**

	571.87	58%	Percent of Revised Budget
	Revised FY20 Budget (491 ADM, 572 WADM)	January YTD	Revised Budget
898			
Scholarships	500	-	0.0%
Annual fund (265)	40,000	2,366	5.9%
State special education	675,084	346,625	50.7%
Third party billing	1,000	-	0.0%
Federal special education	63,981	34,811	54.4%
Title II funds	26,857	6,045	22.5%
Student activity expense	125,600	46,460	37.0%
Total expenditures	\$ 5,795,704	\$ 3,178,243	54.9%
	5,597,730	3,178,243	
	5,597,730	3,178,243	

General fund net income \$ 22,870

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	\$ 2,328,765
	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
January 31, 2020

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
		\$	\$	\$	\$
401	Student Council Funds	2,547	246	(796)	1,997
402	NHS Funds	863	1,265	(1,056)	1,072
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	1,751	2,750	(1,727)	2,774
405	Prom	1,008	300	-	1,308
406	Ex-Curr Academic Triathlon	-	1,045	(900)	145
407	Ex-Curr Theatre Funds	2,869	6,322	(2,210)	6,981
408	Spanish Club Funds	-	115	(28)	88
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	6,707	9,898	(8,287)	8,318
414	Asian Club	-	-	-	-
416	Newspaper	-	32	(177)	(146)
417	Film Club	-	-	-	-
419	Nordic Ski Team	-	5,250	(2,376)	2,874
420	Cross Country	594	4,605	(6,139)	(939)
421	Track & Field	-	425	(269)	156
422	Music Fund	-	440	(671)	(231)
423	Boys Basketball	-	9,710	(4,171)	5,539
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	-	2,721	(2,422)	299

Math and Science Academy
Student Activity Cash Accounts under Board Control
January 31, 2020

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
437	Chess Club	699			699
440	Badminton	-	548		548
441	Trap Team	-	261		261
442	Boys Volleyball	-	90		90
443	FIRST Tech Challenge (FTC)	-	6,579	(5,049)	1,530
445	Gay Straight Alliance (GSA)	693	250	(94)	850
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	-		(225)	(225)
453	Class of 2021	550			550
Total student activity balances		\$ 18,700	\$ 63,865	\$ (46,460)	\$ 36,104
		\$	\$	\$	\$

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

January 2020

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Prepared by:
Judith Darling, CPA
Finance Manager

Batch	Post Date	Acct Nbr	Description	Amount
19-50114	12/31/2019	50 R 005 000 000 000 093	Rent Received from the School - December Totals for 19-50114	58906.25 58906.25
19-50115	12/31/2019	50 R 005 000 000 000 092	Trust Interest Earnings - December Totals for 19-50115	1187.25 1187.25
19-50116	01/31/2020	01 R 005 000 000 000 092	Savings Interest Deposit Totals for 19-50116	1534.88 1534.88
19-50117	01/31/2020	50 R 005 000 000 000 092	Building Co Interest Totals for 19-50117	2.73 2.73
19-50118	01/31/2020	50 A 101 50	BC Waterfall Deposit - Dec 2019 Totals for 19-50118	2687.50 2687.50
19-50119	01/31/2020	01 R 005 000 000 000 092	Charles Schwab - Dec 2019 Interest Earne Totals for 19-50119	12.75 12.75
19-50120	01/31/2020	01 R 005 000 000 000 092	Interest Deposit Totals for 19-50120	125.87 125.87
19-50121	01/15/2020	01 A 121 00	FY19 General Education Aid	101.35
19-50121	01/15/2020	01 R 005 000 000 000 211	FY20 General Education Aid Totals for 19-50121	196469.66 196571.01
19-50122	01/22/2020	01 R 005 000 000 000 096	Benevity Deposit Totals for 19-50122	95.70 95.70
19-50123	01/31/2020	01 R 005 000 000 000 211	FY20 General Education Aid Totals for 19-50123	215780.12 215780.12
19-50124	01/09/2020	01 E 005 110 000 000 305	Background Checks	16.00
19-50124	01/09/2020	01 E 010 298 401 000 401	Student Council Tshirts - Reimburse	15.00
19-50124	01/09/2020	01 E 010 640 267 316 366	Reimbursement Prof Development - M. Ande	33.99
19-50124	01/09/2020	01 L 215 13	Boon-Chapman - COBRA Premium remittance	1346.89
19-50124	01/09/2020	01 R 005 000 000 000 050	Jr Scholastic	10.00
19-50124	01/09/2020	01 R 005 000 000 000 050	Lab Notebook Sales	45.00
19-50124	01/09/2020	01 R 005 000 000 000 050	Milk Money	49.00
19-50124	01/09/2020	01 R 005 000 000 000 621	Planner	5.00
19-50124	01/09/2020	01 R 005 000 265 000 096	CAF America - Employee Donations various	173.67
19-50124	01/09/2020	01 R 005 000 265 000 096	CAF America - Company Match various	141.32
19-50124	01/09/2020	01 R 005 000 265 000 096	YourCause LLC Wells Frgo - Annual Fund -	50.00
19-50124	01/09/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - N&S Gajaneth	240.00
19-50124	01/09/2020	01 R 010 212 000 000 050	Art	120.00
19-50124	01/09/2020	01 R 010 258 000 000 050	Band	50.00
19-50124	01/09/2020	01 R 010 260 000 000 050	MS Engineering	15.00
19-50124	01/09/2020	01 R 010 260 000 000 050	HS Engineering	100.00
19-50124	01/09/2020	01 R 010 298 404 000 050	FLL First Lego Participation Fee	125.00
19-50124	01/09/2020	01 R 010 298 407 000 050	Theater	150.00
19-50124	01/09/2020	01 R 010 298 413 000 050	FRC Participation Fee	175.00
19-50124	01/09/2020	01 R 010 298 413 000 050	FRC First Robotics Participation Fee	175.00
19-50124	01/09/2020	01 R 010 298 413 000 096	Hubbard Broadcasting - FRC First Robotic	2500.00
19-50124	01/09/2020	01 R 010 298 423 000 060	Basketball Game 1/7/20	90.00

Batch	Post Date	Acct Nbr	Description	Amount
19-50124	01/09/2020	01 R 010 298 423 000 620	Basketball Concessions 1/7/20	110.05
19-50124	01/09/2020	01 R 010 298 432 000 060	Basketball Game 1/7/20	90.00
19-50124	01/09/2020	01 R 010 298 432 000 621	BSN Sports - Spiritwear Fundraiser	180.00
19-50124	01/09/2020	01 R 010 298 443 000 096	FIRST - FTC First tech - regrant	500.00
			Totals for 19-50124	6505.92
19-50125	01/16/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Co Match var	165.58
19-50125	01/16/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Employee Don	173.67
19-50125	01/16/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Co Match var	165.58
19-50125	01/16/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Employee Don	173.67
19-50125	01/16/2020	01 R 005 000 265 000 096	MightyCause - Annual Fund - Donations va	25.00
19-50125	01/16/2020	01 R 005 000 265 000 096	Doreen Roepke Donation	15.00
19-50125	01/16/2020	01 R 005 000 265 000 096	Boston Scientific - Annual Fund - Greene	988.00
19-50125	01/16/2020	01 R 010 298 423 000 060	Basketball Game 1/10/20	154.00
19-50125	01/16/2020	01 R 010 298 423 000 060	Basketball Game 1/9/2020	63.90
19-50125	01/16/2020	01 R 010 298 432 000 060	Basketball Game 1/9/2020	63.90
19-50125	01/16/2020	01 R 010 298 432 000 620	Basketball Concessions 1/9/2020	50.00
			Totals for 19-50125	2038.30
19-50126	01/23/2020	01 R 005 000 000 000 050	Jr Scholastic	10.00
19-50126	01/23/2020	01 R 005 000 000 000 621	Planner	5.00
19-50126	01/23/2020	01 R 005 000 265 000 096	YourCause- General Mills - C. Ng	50.00
19-50126	01/23/2020	01 R 005 000 265 000 096	Kowalski's - Groceries for good causes	197.00
19-50126	01/23/2020	01 R 005 000 265 000 096	YourCause- Medtronic- Annual Fund	500.00
19-50126	01/23/2020	01 R 005 000 622 000 621	Yearbook Purchases	320.00
19-50126	01/23/2020	01 R 005 000 920 000 050	Study Hall - Before School	150.00
19-50126	01/23/2020	01 R 010 212 000 000 050	HS Art	120.00
19-50126	01/23/2020	01 R 010 258 000 000 050	Band	250.00
19-50126	01/23/2020	01 R 010 260 000 000 050	MS Engineering	30.00
19-50126	01/23/2020	01 R 010 260 000 000 050	HS Engineering	50.00
19-50126	01/23/2020	01 R 010 298 413 000 096	Reese ROW - FRC First Robotics sponsorsh	500.00
19-50126	01/23/2020	01 R 010 298 421 000 096	YourCause- Medtronic- Track	250.00
19-50126	01/23/2020	01 R 010 298 445 000 096	YourCause- Medtronic-GSA	250.00
			Totals for 19-50126	2682.00
19-50127	01/30/2020	01 R 005 000 000 000 050	Jr Scholastic	40.00
19-50127	01/30/2020	01 R 005 000 000 000 621	Planner	25.00
19-50127	01/30/2020	01 R 005 000 265 000 096	Thomson Reuters - D. Erickson - Employe	250.00
19-50127	01/30/2020	01 R 005 000 265 000 096	YourCause - Medtronic - H. Peng	400.00
19-50127	01/30/2020	01 R 005 000 265 000 096	BestBuy - Anonymous- Employer Match	63.00
19-50127	01/30/2020	01 R 005 000 920 000 050	Stody Hall	730.00
19-50127	01/30/2020	01 R 010 212 000 000 050	HS Art	30.00
19-50127	01/30/2020	01 R 010 260 000 000 050	MS Engineering	15.00
19-50127	01/30/2020	01 R 010 260 000 000 050	HS Engineering	50.00
19-50127	01/30/2020	01 R 010 298 407 000 050	Theater	150.00
19-50127	01/30/2020	01 R 010 298 413 000 050	FRC First Robotics Participation Fee	175.00
19-50127	01/30/2020	01 R 010 298 422 000 050	Music	50.00
19-50127	01/30/2020	01 R 010 298 423 000 060	Basketball Game 1/21/2020	105.50
19-50127	01/30/2020	01 R 010 298 423 000 620	Basketball Concessions 1/21/2020	51.00
19-50127	01/30/2020	01 R 010 298 432 000 060	Basketball Game 1/21/2020	105.50
			Totals for 19-50127	2240.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	1,448.24	426,073.32	64.99	427,586.55
50	BUILDING COMPANY - NON REPORTI	2,687.50	60,096.23	0.00	62,783.73
*** Fund Summary Totals ***		4,135.74	486,169.55	64.99	490,370.28

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

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/02/2020	43593	THRIVENT FINANCIAL	Payroll accrual	3,673.42
01/02/2020	43593	THRIVENT FINANCIAL	Payroll accrual	0.00
01/03/2020	43594	BLICK ART MATERIALS	MS Art Supplies	126.15
01/03/2020	99900106	BLICK ART MATERIALS	MS Art Supplies	126.15
01/03/2020	43594	BLICK ART MATERIALS	MS Art Supplies	-126.15
01/03/2020	99900106	BLICK ART MATERIALS	MS Art Supplies	-126.15
01/06/2020	201900110	US BANK	Rent: Jan 2020	58,906.25
01/08/2020	201900163	A.J. ALBERTS PLUMBING INC.	Replace sloan sensor flushometer in 2nd floor staff men's bathroom in building B with a manual Sloan 11116FIVA flushometer. Pulled urinal for tile removal in boys bathroom in building A.	595.00
01/08/2020	201900163	A.J. ALBERTS PLUMBING INC.	Replaced section of piping for urinal in boys bathroom	251.00
01/08/2020	201900156	BLUE LINE MEDICAL SERVICES LLC	Trainer service for Math and Science Academy basketball: Dec 2019	420.16
01/08/2020	201900152	CANON SOLUTIONS AMERICA, INC.	Bright Copy Paper	319.90
01/08/2020	201900152	CANON SOLUTIONS AMERICA, INC.	Bright Copy Paper	319.90
01/08/2020	201900161	CENTURY LINK	MONTHLY SERVICE-DEC 19 THRU JAN 18; Account 651-731-5162 971	127.38
01/08/2020	201900161	CENTURY LINK	MONTHLY SERVICE-DEC 22 THRU JAN 21; Account 651-735-9416 212	243.37
01/08/2020	201900144	CHROMEBOOKPARTS.COM	Chromebook LCD Panels 10 @ \$35.99	359.90
01/08/2020	201900155	CITY OF WOODBURY	Water Usage: 8460 Woodbury Xing 10/30/19-11/26/19	84.75
01/08/2020	201900155	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 10/30/19-11/26/19	30.58
01/08/2020	201900155	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 10/30/19-11/26/19	110.15
01/08/2020	201900155	CITY OF WOODBURY	Water Usage: 8500 Woodbury Xing 10/30/19-11/26/19	38.73
01/08/2020	201900164	COMCAST	Internet: 12/27/19-1/26/20	349.95
01/08/2020	201900153	CULLIGAN	Drinking Water Equipment Service: Jan 2020	99.60
01/08/2020	201900142	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	160.24
01/08/2020	201900157	GAWARECKI, JOHN	Reimbursement: GED 8142 Course from Hamline	2,182.41
01/08/2020	201900162	HANSEN'S LAWN CARE	Snow Flowing and Ice Management: Dec 2019	3,950.00
01/08/2020	201900158	INSIGHT STORAGE SOLUTIONS INC	Storage Box: Dec 2019	168.25
01/08/2020	201900145	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
01/08/2020	201900151	KRAUS-ANDERSON INSURANCE	Practical HR: Feb 2020	250.00
01/08/2020	201900160	KURKOSKI, MICHELLE	Reimbursement: Course 300 Registration Fee	19.00
01/08/2020	201900143	MCDONOUGH'S SEWER SERVICE INC	Work Order 241788 8430 Woodbury Crossing - Water coming thru the wall	193.50
01/08/2020	201900149	TEACHING TEMPS, INC	Substitute Teacher 12/18/19	210.00
01/08/2020	201900147	THE SHERWIN WILLIAMS CO	Paint	166.20
01/08/2020	201900165	TOP PROMOTIONAL PRODUCTS	"Metal Wall Clock 10" (10 @ \$19.90)"	199.00
01/08/2020	201900148	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Cleaning Service: Jan 2020	6,425.00
01/08/2020	201900146	VERIZON WIRELESS	Phone Service: 10/21/19-12/20/19	267.50
01/08/2020	201900154	WAPPINGERS FALLS SHOPPERS INC	Printing: Slice of PI Job # 60421	177.00
01/08/2020	201900159	WASHINGTON COUNTY	Filing Fee for Notary Registration with the county	20.00
01/08/2020	201900150	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Contract 450-00000301-000: 12/14/19-1/13/20	859.42
01/15/2020	201900192	ALBERS, JEANA	Reimbursement: Science Supplies	24.60
01/15/2020	201900185	BERG, JASON	Ref 1/7/20 JV Boys and Varsity Girls Basketball	116.00
01/15/2020	201900186	CASEY-WOLF, THERESA	School Psychologist: Dec 2019 17 hrs	1,530.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/15/2020	201900191	ESPARZA, PAUL	Reimbursement: Oakdale Rental	356.40
01/15/2020	201900191	ESPARZA, PAUL	Maintenance & Repairs: Dec 2019	2,743.00
01/15/2020	201900197	FAMILY ACHIEVEMENT CENTER, INC	Dec 2019 Speech and OT Services	7,950.47
01/15/2020	201900098	FURTHER	Payroll accrual	942.20
01/15/2020	201900098	FURTHER	Payroll accrual	273.52
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	640.00
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	7,347.27
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	6,894.07
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	1,612.36
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	6,894.07
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	1,612.36
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-102.72
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-106.13
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-24.82
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-106.13
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-24.82
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-21.00
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-24.80
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-5.80
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-24.80
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	-5.80
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	6.20
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	1.45
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	6.20
01/15/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	1.45
01/15/2020	201900190	INVISION SERVICES, INC	Education and Rehabilitation Services: 1/7/20 8 hrs @ \$80/HR	640.00
01/15/2020	201900187	KELLER, DAVID	Ref 1/7/2020 Varsity Boys Basketball	79.00
01/15/2020	201900198	KUBITSCHKE, KEITH	Ref 1/7/2020 Varsity Boys Basketball	79.00
01/15/2020	201900196	KULZER, ERIC	Ref 1/7/2020 JV Boys and Varsity Girls Basketball	116.00
01/15/2020	201900099	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
01/15/2020	201900099	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,643.00
01/15/2020	201900099	MINNESOTA DEPT OF REVENUE	Payroll accrual	-53.13
01/15/2020	201900099	MINNESOTA DEPT OF REVENUE	Payroll accrual	-11.24
01/15/2020	201900184	MN BCA	Background Checks	24.00
01/15/2020	201900195	NORDSTROM, LUCY	Reimbursement: NHD Exhibit Boards	159.66
01/15/2020	201900100	PERA	Payroll accrual	1,344.64
01/15/2020	201900100	PERA	Payroll accrual	1,551.50
01/15/2020	201900200	REGION 4A	Region 4A Large Group Contest 2/25/20	60.00
01/15/2020	201900193	ROSEMANN, HEATHER	Reimbursement: Eyeglasses	82.80
01/15/2020	201900199	SNODDY, JASON	Ref 1/9/2020 JV and Varsity Basketball	116.00
01/15/2020	201900101	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,373.91
01/15/2020	201900101	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,730.85
01/15/2020	201900101	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	-137.85
01/15/2020	201900101	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	-145.57
01/15/2020	201900188	THE LOPPET FOUNDATION	Nordic Passes	1,825.00
01/15/2020	201900102	THRIVENT FINANCIAL	Payroll accrual	3,673.42
01/15/2020	201900102	THRIVENT FINANCIAL	Payroll accrual	-3,673.42
01/15/2020	201900102	THRIVENT FINANCIAL	Payroll accrual	-85.00
01/15/2020	201900102	THRIVENT FINANCIAL	Payroll accrual	85.00
01/15/2020	201900189	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Scrub and Recoat of VCT in Great Hall	700.00
01/15/2020	201900194	WILLIAMS, ANTHONY	Ref 1/9/2020 JV and Varsity Basketball	116.00
01/15/2020	201900111	BILL.COM	Service Fee	89.86
01/22/2020	201900202	THRIVENT FINANCIAL	Payroll Accrual	3,588.42
01/22/2020	201900109	BLUE CROSS BLUE SHEILD OF MN	Health Insurance: Feb 2020	43,145.92

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/23/2020	201900206	ROBERT ENGSTROM COMPANIES	Lease Payment for Building D at 8500 Woodbury Crossing: Feb 2020	8,137.00
01/23/2020	201900205	WOODBURY CROSSING OFFICES, PLLP	Lease payment: Feb 2020 for 8490 Woodbury Crossing	5,304.50
01/30/2020	201900242	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: Jan 2020	7,115.00
01/30/2020	201900257	BOLAND, JERRY	Ref for Boys C Basketball Team 1/13/20	116.00
01/30/2020	201900270	CARLSON, KEATON	Ref for Girls Basketball	116.00
01/30/2020	201900268	CHURCHILL, ADAM	Ref for Girls Basketball 1/10/20	116.00
01/30/2020	201900275	COMCAST	Internet: 1/18/20-2/17/20	503.24
01/30/2020	201900278	DALCO	Building Supplies	1,123.22
01/30/2020	201900281	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: Jan 2020	959.82
01/30/2020	201900276	DRAMATIC PUBLISHING	This is a Test drama script	296.66
01/30/2020	201900263	ECKROTH MUSIC	Repair: Tenor Saxophone	105.00
01/30/2020	201900263	ECKROTH MUSIC	Repair: Accent Tenor Sax Ligature & Cap	91.72
01/30/2020	201900258	ESPARZA, PAUL	Reimbursement: Home Depot Maintenance Supplies	116.99
01/30/2020	201900262	FILTRATION SYSTEMS, INC	Poly Air Filters	189.61
01/30/2020	201900272	GOFF, KARLA	Reimbursement: Basketball concessions	102.31
01/30/2020	201900282	GOPHER SPORT	Dodgeballs	130.95
01/30/2020	201900273	HELLNER, ARON	Reimbursement: PE/Health Posters and Stickers for Project	44.53
01/30/2020	201900259	HENNEPIN HEALTHCARE INC	Nursing Services: Nov 2019	949.00
01/30/2020	201900256	HEYDT, JESSIE	Reimbursement: Social Studies Classroom Supplies	14.99
01/30/2020	201900265	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	38.94
01/30/2020	201900265	INNOVATIVE OFFICE SOLUTIONS LLC	Reimbursement: Classroom Supplies	393.38
01/30/2020	201900261	ISCORP	Skyward Hosting Services: Feb 2020 - Jan 2021	2,400.00
01/30/2020	201900264	J.W. PEPPER & SON INC.	Daily WarmUps for Full Orchestra	60.00
01/30/2020	201900264	J.W. PEPPER & SON INC.	Music	131.20
01/30/2020	201900264	J.W. PEPPER & SON INC.	Music	1,751.99
01/30/2020	201900264	J.W. PEPPER & SON INC.	The Greatest Showman	75.00
01/30/2020	201900264	J.W. PEPPER & SON INC.	CREDIT	-37.99
01/30/2020	201900264	J.W. PEPPER & SON INC.	Music	289.99
01/30/2020	201900266	JEFFERSON LINES	Transportation: Basketball 1/14/20 United Christian School	675.00
01/30/2020	201900266	JEFFERSON LINES	Transportation: Basketball 1/16/20 Community of Peace	625.00
01/30/2020	201900274	KNUTSON, KIRSTIN	Reimbursement: PBIS Mugs for Traveling Mugs	12.83
01/30/2020	201900253	LACASSE, KENNETH JR	Vision Reimbursement	132.32
01/30/2020	201900252	MN BCA	Background Check - E. Graveen	8.00
01/30/2020	201900252	MN BCA	Background Check - S. Xia	8.00
01/30/2020	201900252	MN BCA	Background Check - H. Lin	8.00
01/30/2020	201900252	MN BCA	Background Check - V. Moran	8.00
01/30/2020	201900252	MN BCA	Background Check - L. Deconinck	8.00
01/30/2020	201900252	MN BCA	Background Check - T. Iverson	8.00
01/30/2020	201900279	MSBA	Charter Associate Training: Adam Bartz	195.00
01/30/2020	201900255	POPP COMMUNICATIONS	Telephone Services: 12/6/19-1/5/20	57.52
01/30/2020	201900269	RICHERT, TARA	Reimbursement: Health Supplies	17.05
01/30/2020	201900260	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Field Trip Transportation: Mpls Institute of Arts 12/11/19	435.02
01/30/2020	201900271	STATE OF MINNESOTA	Gambling Permit Fee	100.00
01/30/2020	201900267	VAIL, STEVE	Ref for Boys Basketball C Team 1/13/20	98.00
01/30/2020	201900277	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Carpet Cleaning	250.00
01/30/2020	201900254	WONG, SANDI	Reimbursement: Swenext Supplies	46.96

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/30/2020	201900254	WONG, SANDI	Reimbursement: Swenext Supplies	20.55
01/30/2020	201900280	XCEL ENERGY	Electric/Gas Usage: 12/9/19-1/11/20	9,389.17
01/31/2020	201900103	FURTHER	Payroll accrual	942.20
01/31/2020	201900103	FURTHER	Payroll accrual	273.52
01/31/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	640.00
01/31/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	7,569.19
01/31/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	6,977.60
01/31/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	1,631.85
01/31/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	6,977.60
01/31/2020	201900097	INTERNAL REVENUE SERVICE	Payroll accrual	1,631.85
01/31/2020	201900104	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
01/31/2020	201900104	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,730.18
01/31/2020	201900108	OLD NATIONAL BANK	Service Charge Fee	60.00
01/31/2020	201900105	PERA	Payroll accrual	1,741.56
01/31/2020	201900105	PERA	Payroll accrual	2,009.48
01/31/2020	201900106	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
01/31/2020	201900106	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,529.82
01/31/2020	201900106	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,895.49
01/31/2020	201900107	THRIVENT FINANCIAL	Payroll accrual	3,673.42
01/31/2020	201900107	THRIVENT FINANCIAL	Payroll accrual	0.00
01/31/2020	201900284	WENGER	Adj Cab 76 (2 @ \$1709)	3,838.00
Totals for checks				290,759.36

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	146,761.96	0.00	143,997.40	290,759.36
***	Fund Summary Totals ***	146,761.96	0.00	143,997.40	290,759.36

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

Batch	Post Date	Acct Nbr	Description	Amount
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Totals for 0.00

Total for Journal Entries 0.00

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

School Expansion Possibilities Committee Minutes

Tuesday, December 17, 2019

4:30 pm - 5:30 pm

Room 8C

Members: John G, Shannon F, Tom J (left at 5:15), Ken L, Kirstin K, Sheri W, Emily W, Dan E, Girish J, Jeff E, Noah L and Lisa A (Leadership: Chair, with help from the BOD members and the Director)

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

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

1. Recap BOD Retreat to Discuss Expansion Plans (Tuesday, November 21)
 - a. Jeff will send the notes to everyone on the Expansion Team
 - b. A financial reason is one of the main reasons that we need to expand
 - c. Next year we will probably see a deficit if we do not increase revenues
 - d. How many students do we need to add to have a balanced budget?
 - i. 8-10 students per year
 - ii. Depends on the State funding and spending
 - iii. There is no end to the growth cycle for Charter Schools unless the Legislature changes their funding in a permanent way

2. Review and discuss enrollment, staff, and financial scenarios
 - a. We looked at the MSA Growth Options (from about 3-4 years ago)
 - b. But this document needs to be updated for building options, including the addition of Buildings of C and D
 - c. All of the options in this document were based on slow growth, not to determine whether we need to build a building or not?
 - d. Questions about Option One
 - i. The added students were not all in one grade so that we did not have to add more teachers
 - e. What are the scenarios that we will need to look at to update this document?
 - i. Baseline
 - ii. Option 1: What would be comfortable growth without a new location?
 - iii. Option 2: Transition: Max out this building/location, so that we have a built-in population to fill in the new building. What is the maximum capacity of this building? 200 more students - mostly because every teacher's prep could possibly be another class.
 - iv. Option 3: Increase it by a certain number the first year in the new building

- v. Ideally when we expand, we should have 6 sections of 20 students in each grade in the MS. For example, there would be 120 8th graders, but then only plan for 100 9th graders to remain.
 - 1. How many square feet do we need per student? A builder needs to answer the question.
 - 2. What is the best viewpoint from the teacher's side
 - 3. What size of waiting list do we want? We want one, it should not be zero.
 - 4. How can you split the grades between two different locations?
 - a. One location is probably best
 - vi. Outside of District 833 costs options?
3. Discuss next steps. Develop timeline for the rest of the school year
- a. Talk to Brokers in January, including the JB Vang Realty at the next Expansion Meeting. This should include the Building Company members.
 - b. John will share the information from the Staff Meeting with this group
 - c. John will start to look at the numbers and scenarios with Judith and have them for the next meeting
 - i. 10 years out
 - ii. Use the numbers from the earlier expansion to help us figure out how to expand the student population.
 - d. The High School Student Survey will go out in February after the meeting with the brokers.
 - e. Look at the dates for the Staff meetings and then plan what to do at those meetings.
 - f. Discuss the lease of Buildings C and D at the next meeting

The next meeting Tuesday, January 28 at 4:30 in room 8C

School Expansion Possibilities Committee Minutes

Wednesday, January 29, 2020

4:30 pm - 7:00 pm

Room 8C

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

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

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

4:30 pm - 5:30 pm Regular Meeting

1. Prep for meetings with contractors -- information to be gathered
 - a. Wildamere: finds existing structures to help us fit our needs
 - b. Kou Vang: has worked with charter schools before
 - i. They also offer the maintenance side as well - HVAC, snowplowing..
 - ii. Because they represent many schools, they can get a better deal
 - iii. Will they will do an analysis for us, to include cost, number of students, size - it will be about \$5000 for the report
 - iv. Once you contract with them, then they will provide specific possibilities, but today just informational
 - v. Who provides the collaboration with the city? - We should ask them
 - vi. Does retrofitting this location work? What will we do with this location?
 - vii. Maybe we can stay here... but then we have to add elevators and that is costly
 - viii. The struggle if we stay here, we have to convince the city that traffic will not be worse?
 - ix. Are there any locations in Woodbury? If we buy Buildings C and D, then we can sell them, and they would go back on the tax roll.
 - x. Central location is probably the current location, but our goal is to stay in 833
 - xi. We could lose students in the northern parts (Oakdale, Maplewood), but gain students in the southern metro if we moved to Cottage Grove
 - xii. What/who are all of the people/groups/players that need to be involved? And who do those people represent? Who represents us?
 - xiii. Cyndi Blum might be able to help us with some elements?
 - xiv. Kou Vang worked on 8 other buildings and provided services
 - xv. What type of timeline are we looking at?

- xvi. We have no money to put down to buy property, so to get the bonds we have to have a plan. So how does that work? We probably have to push forward to get it rolling.
- xvii. We can't buy land because we can't prove we can make money off of it? Although the lottery will help prove that we can grow?
- xviii. How quick do we need to spend the bonds, once we get it? Probably 6-12 months
- xix. We don't have to pay on the bond, until we are in the new building. But we will have to overload before to be able to have some money
- xx. Gather steam pretty fast - so we should create a document depository? Most of the documents will be at the BOD level - so they will be public. We can create a team drive?
- xxi. The BOD has decided that we are expanding. Should we communicate to the new students? Maybe we can have a better idea of when this will happen in a few months. We will probably won't move until 3-4 years.
- xxii. 6 grade Information Night - We should provide some information about expansion at the end of March.

2. Review and discuss enrollment, staff, and financial scenarios

a. Scenarios - no new students

- i. Revenues 2%
- ii. Expenditures 3%
- iii. With the current projection, you will have some natural growth so no deficit until the 26-27 school year
- iv. We might have to consider other issues (like accessibility to some of the rooms)
- v. Educational finances in Minnesota could be changed which might mean that we don't need no expand?
- vi. We need to do more marketing for 9th grade
 - 1. We have to expand the base in middle school
 - 2. Then we would not have to spend resources on helping the new 9th graders accumulate
 - 3. Current graduation is 60 and how do we keep the HS students here? But the current model says 80 in the near future if we retain them. But there is a wide variety of 20 students here - which is a lot of money and a wide swing.
 - 4. Look at the exit interviews to determine what we need for the new building to retain them
 - 5. Are there short term fixes that could be done to keep some of the High School students here?
 - 6. Parents need to understand how hard it is here, so some kids leave because they are unable to rise to the occasion. But some

leave just because they want something and we will never be able to keep them here.

7. Starting to see the effect of separate buildings, we need to be intentional about keeping the students together.

- b. For next 5 years with reasonable rates?
- c. When do we hit the ceiling?

3. Develop timeline for the rest of the school year (We did not get to this?)

Part Two of the Meeting:

5:30 pm - 6:00 pm Shawn Smith (Wildamere) (worked at Leadership Academy) Barb Duvall is his partner but she could not be here:

A. Introductions

1. Owner and operator of commercial real estate and some multi-family
2. Started in 2009
3. They helped Golf Galaxy became Eagle Ridge
4. He worked with MDE to help Eagle Ridge
5. Real Estate Company of Colliers International
6. Works with 7 or 8 charter schools - each one is unique
7. THEY have a sister construction company
8. THEY usually bid out the work, and the sister company sometimes wins the bid or not
9. Duvall works with some of the financial aspects as well.
10. They have had a few different types of relationships with the different charter.

B. Jeff: We are looking at expanding - but all options are open. Hopefully one new location. But we are also looking for someone to see what else needs to be done, or what other options you might know of that we have not thought of.

C. Questions:

Q: How long does the process does it usually take?

- Winter plays a role
- Zoning- not a lot of places available in Woodbury, but we do have some other options - but the land with will be expensive. There are a couple of sites in Woodbury that might work, and we should at least look at those options.
- New versus existing charter schools: We are probably better off in that area because we are a known entity.
- Busing will be an issue

Q: Do some of the constraints get easier if you move outside of Woodbury to Cottage Grove, but stay in 833.

- Yes

Q: What does the Timeline look like?

- Conditional use permits, so schools are sometimes allowed in residential areas in Woodbury

- Traffic is the biggest issue that the City faces
- You have to meet with the City for the block maps (probably takes 3 mos to get approval)
- 1 month to get an architect (maybe from the school itself - but he knows some)
- Once you have the land, 3-5 mos for entitlements
- Construction 7-10 mos
- Does not include the site search
- Probably 2-3 years (that does not include financial contingencies)

Q: What unique skills/expertise has your company built with charter schools?

- The company can sometimes step up and provide temporary finances/ownership/Building Company
- They have relationships with architects - so timing
- Work with experts in the field and contractors, but he will still be the face at the meetings.

Q: What Construction company do you usually go with?

Wextford - we usually don't do general contract new construction

6:00 pm - 6:30 pm Kou Vang (JB Realty) with 2 other team members

A. Introductions

- CHarter school work 2002
- Financing, Construction and Facilities management
- Do 70% of Charter School work in the state
- Worked with many charter schools, zoning, bought houses
- Took one charter school away from Wildamere and then added on to it
- But for WLA, they fired us when their BOD turned over, and they went to Wildamere

B. Presentation:

1. Step One: Facilities needs Analysis (Spreadsheet handout)

- 5 years of Growth
- Calculate lease aid (if not, then compentary funds)
- Calculate Bonds
- Calculate size of building

2. Step Two: Budget example (Budget handout)

- This is based on the 16 million option on the spreadsheet (purple right option)
- (\$80 SF for renovation, \$185 for new)

3. Step Three: Geographic Prase (Zip Code Map)

- If we move a mile or less, probably fine
- If we move 4 or more miles, we might have to recruit from scratch
- But we are bifurcated by two school districts
- Woodbury is challenging because they protect their tax bases heavily
- But we are an asset to the community as well.

- Green fields to the south of Woodbury might be a good location, but sanitary and water are only available to to certain areas. South of Bailey does not have water and sanitary. Cottage Grove is probably fine - by the time you get to Jamaica Ave they have it.

C. Questions

Q: What does the Timeframe look like?

- Hopefully 18 months in this location
- Refurb: Money by August, Construction started in October, done by the next August
- Codeunit bonds 90 days purchase
- If you move: think about the bonds that you already bonds... you might have parity bonds instead of refinance bonds? How will you sell this building to someone else? You will probably lose money. It is doable, but might be an issue to consider.

Q: Do you provide end-to-end service? Yes

- There will be some consultants
- But they will tell MSA if there are consultants and we can sit in on any bids and have a say if we wish too.
- They hold weekly contractor meetings, so they make sure that things stay on track.
- They even get people to do the moving!!!!!!

Q: Should the bonds be an important consideration?

- Yes, one of the first steps that you should look at.

KV:

- Once you engage us, our fees are not paid until the closing, except for any 3rd party consulting fees.
- Every one we have worked at, the school has closed so far - 18 in MN, many in Ohio, NM, Arizona and one other...

Q: What are your fees?

- They usually charge a 4% fee.

Q: The 4 Mile radius, how true is that?

- Woodbury is a little more homogeneous because of the demographics and the mobility of the families.
- We should do a scatterplot graph.
- A new shiny building sometimes cause an uptick in enrollment but then fades away.

Q: Will you look at the market area for their test scores and such?

- Yes, and Cottage Grove would love a new charter school
- He knows because of the conversations that he has had for WLA with Cottage Grove.

Q: Something about the Facility Max question (Sorry, I missed it?)

- We are lucky because rates are great right now!
- We have to increase the enrollment by 50 in 3 years to get the federal expansion funds.
- 15% of our kids are from Oakdale, Maplewood

Q: You also do maintenance as well? So how will the current maintenance be factored in as well?

- Usually no escrow for the first 3 years, then \$30,000-60,000, and then every 5 years a capital needs assessment. Sometimes the escrows can be capped.
- They can help us work on those parts.
- Most Charter School buildings are complicated enough to need someone, but not enough to hire a building engineer. So they contract someone to provide for many charter schools. They can access economies of scale that we cannot access.

6:45: Debrief

- What are the next steps?
- Find one more vendor?
- Talk to Woodbury Leadership Academy to see what happened?

MATH AND SCIENCE ACADEMY

Adopted: August 5, 1999

Revised: September 6, 2001

Revised: March 4, 2003

Revised: December 7, 2006

Revised: October 30, 2009

Revised: April 8, 2010

Revised: February 15, 2012

Revised: August 15, 2015

Revised: February 18, 2020

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

MSA is providing students and employees with access to the MSA computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The MSA computer system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the MSA computer system to further educational and personal goals consistent with the mission of MSA and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the MSA computer system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the MSA computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate MSA policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

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

1. Users will not use the MSA computer system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the MSA computer system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the MSA computer system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the MSA computer system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the MSA computer system software, hardware, or wiring or take any action to violate MSA's security system, and will not use the MSA computer system in such a way as to disrupt the use of the MSA computer system by other users.
5. Users will not use the MSA computer system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the MSA computer system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

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

- a. This paragraph does not prohibit the posting of employee contact information on MSA webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by MSA as directory information and verification is made that MSA has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by MSA as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing MSA to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated MSA Director or designee. Users will not attempt to gain unauthorized access to the MSA computer system or any other system through the MSA computer system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the MSA computer system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the MSA computer system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the MSA computer system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of MSA. Users will not use the MSA computer system to offer or provide goods or services or for product advertisement. Users will not use the MSA computer system to purchase goods or services for personal use without authorization from the MSA Director or designee.
 10. Users will not use the MSA computer system to engage in bullying or cyberbullying in violation of MSA’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B.** A student or employee engaging in the foregoing unacceptable uses of the Internet when off MSA premises may be in violation of this policy as well as other MSA policies. Examples of such violations include, but are not limited to, situations where MSA system is compromised or if a MSA employee or student is negatively impacted. If MSA receives a report of an unacceptable use originating from a non- school computer or resource, MSA may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to MSA computer system and the Internet and discipline under other appropriate MSA policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the MSA Director or appropriate MSA official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a MSA employee, the MSA Director.

VI. FILTER

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

ALTERNATIVE NO. 1

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

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

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the MSA computer system, MSA does not relinquish control over materials on the system or contained in files on the MSA computer system. Users should expect only limited privacy in the contents of personal files on the MSA computer system.
- B. Routine maintenance and monitoring of the MSA computer system may lead to a discovery that a user has violated this policy, another MSA policy, or the law.
- C. An individual investigation or search will be conducted if the MSA Director has a reasonable suspicion that the search will uncover a violation of law or MSA policy.
- D. Parents have the right at any time to investigate or review the contents of their student's files and e-mail files. Parents have the right to request the termination of their student's individual account at any time.
- E. MSA employees should be aware that MSA retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, MSA employees should be aware that data and other materials in files maintained on the MSA computer system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. MSA will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with MSA policies conducted through the MSA computer system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the MSA computer system is at the user's own risk. The system is provided on an "as is, as available" basis. MSA will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on MSA diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. MSA is not responsible for the accuracy or quality of any advice or information obtained through or stored on the MSA

computer system. MSA will not be responsible for financial obligations arising through unauthorized use of the MSA computer system or the Internet.

XI. USER NOTIFICATION

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

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act) 17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21
 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56
 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868
 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on
 other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III
 Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
~~*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)~~

Cross References: MSA Policy 406 (Public and Private Personnel Data)
 MSA Policy 505 (Distribution of Nonschool-Sponsored Materials on School
 Premises by Students and Employees)
 MSA Policy 506 (Student Discipline)
 MSA Policy 514 (Bullying Prohibition Policy)
 MSA Policy 515 (Protection and Privacy of Pupil Records)
 MSA Policy 521 (Student Disability Nondiscrimination)
 MSA Policy 522 (Student Sex Nondiscrimination)
 MSA Policy 603 (Curriculum Development)
 MSA Policy 806 (Crisis Management Policy)
 MSA Policy 904 (Distribution of Materials on School District Property by
 Nonschool Persons)

By-Laws
The Math and Science Academy
Board of Directors

I. NAME & OFFICES

The name of this organization shall be the Math and Science Academy Board of Directors, herein called the Board. The principal office of the Math and Science Academy Charter School is 8430 Woodbury Crossing, Woodbury, MN 55125. The Math and Science Academy was organized in Minnesota as a 317A non-profit corporation in accordance with Minnesota Charter School Statute 124D.10.

II. PURPOSE

The Board's purpose is to promote effective education for students at the Math and Science Academy charter school with attention to the areas of curriculum, staffing, policy formulation, community involvement, home-school communication, budget, and other appropriate matters affecting the well-being of the school. The Board's decisions govern the school and the actions of its employees. The BOD is responsible for hiring the MSA Director. The Director is responsible for hiring all staff, with the approval of the Board of Directors. At all times, the Board shall act in conformance with applicable Federal and Minnesota law, rules, and regulations.

III. MEMBERSHIP

Membership on the Board shall be in accord with Minnesota law and consist of three parents (or legal guardians) of enrolled students, four licensed teachers who are employed by MSA at .5 FTE or above, two community members who are not employed by the school and do not have a child enrolled in the school, and one student who must be enrolled in grades 9-12 at MSA. The student representative is a nonvoting member. A teacher employed by MSA, who is also a parent or guardian of a child enrolled at MSA, is eligible for membership as a teacher and is ineligible for membership as a parent member. The Director and the Contracted Financial Officer shall sit on the Board as ex-officio, nonvoting members. No Board member may vote on any matter that could result in personal financial gain or loss, and all voting Board members must be unrelated. The Board member election procedure is to include: 1) presentation of information concerning the Board and the duties of membership, 2) the solicitation and recruitment of candidates, 3) providing information about candidates, and 4) electing the representatives. Parent members and community members must pass a criminal background check before assuming a Board position. Current board members, any staff members who are employed at the school, including teachers providing instruction, and all parents of children enrolled in the school may vote in the election.

IV. TERMS OF BOARD MEMBERS

Terms of Board members shall be ~~three~~ four years. All board terms shall begin and end at the regularly scheduled meeting in June, which shall be the first Monday after graduation. Each seat will be up for election in April prior to its expiration. New members to the Board shall take their office upon being seated at the first meeting in June, whereupon the member(s) whose term is expiring shall step down. The student representative shall serve a one-year term, which shall run concurrent with the academic year (Viz. September-June).

V. OFFICERS After new members are seated at the regularly scheduled meeting in June, the Board shall elect officers. The Board shall elect officers from its voting membership, to serve annual terms for the offices of Chair, ~~Vice ee-Chair-Elect~~, Secretary, and Treasurer. The chair will appoint committee members, call and chair meetings, and serve as the chief spokesperson for the Board. The ~~Vice-Chair-Elect~~ will assist the Chair, ~~and -and-~~ will preside in the absence of the Chair, and prepare to be the Chair in the following year. The Treasurer will work with staff to maintain financial records. The Secretary will be responsible for the minutes of the meeting and provide members with a report of the proceedings. In the instance that the Board ~~chair-Chair~~ is a non-teacher, the ~~vice-Cehair-Elect~~ shall be a teacher, and in the instance that the Board Cehair is a teacher, the ~~vice-Cehair-Elect~~ shall be a non-teacher.

VI. VACANCIES

Vacancies in officer positions shall be filled by election of the Board from its own membership at the call of the Chair within 30 days of the occurrence of the vacancy. Vacancies in membership positions, exclusive of regular elections, shall be filled by a majority vote of the Board. A position may be considered vacant upon three consecutive missed meetings without hearing from the missing Board member, by written resignation, or dismissal for cause. In this instance, the Chair shall appoint a committee for the purpose of soliciting volunteers to be considered for appointment by the Board to the vacant seat or seats. Such appointment shall stand for the remainder of the term for that seat or seats. In the event that a BOD member will need to miss three (3) or more consecutive BOD meetings, a suitable member will be appointed by the BOD as soon as possible after notification to fulfill the duties during the absence.

If the Chair of the Board leaves the Board, the ~~Vice-Chair-Elect~~ will assume the Chair duties, until the Chair's seat can be filled and an officer election conducted. If the membership of the Board ever falls below five due to resignations, a Board of Directors meeting shall not be held until the new membership can be brought to at least five. In such a case when the membership of the Board falls below five, the Chair shall appoint eligible persons to fill the seats in a manner suited to the Chair's best judgment. If the Chair and ~~Vice-Chair-Elect~~ both resign, then the remaining officers shall assume the responsibility of appointing enough people to Board

positions to establish a membership of five. Once that is done, the five members shall hold an officer election, after which the newly elected Chair shall appoint a committee to solicit volunteers to be considered for election by the Board to fill the remaining seats.

VII. MEETINGS

The meeting schedule for the year shall be determined at the first meeting in June. The Board may call additional meetings. Meeting dates may be changed provided adequate and reasonable notice is given. Meetings shall be open except for disciplinary hearings regarding individual students or staff. Any action required by law to be taken at a meeting of the Board requiring immediate action between regularly scheduled Board meetings, may be taken without a meeting if there is consent in writing, setting forth the action to be taken, is signed by a quorum of Board members. The student representative cannot and shall not come to closed sessions.

VIII. COMMITTEES

The Board shall establish committees as needed. Membership of committees may include both Board members and others.

IX. QUORUM

A quorum for meetings shall be a majority of elected members.

X. PARLIAMENTARY PROCEDURE

Meetings shall be governed by Robert's Rules of Order, Revised, as amended by the MSA Board of Directors in these MSA by-laws.

XI. RATIFICATION

These by-laws shall be in force upon a two-thirds vote of the Math and Science Academy Board of Directors.

XII. AMENDMENTS

According to Minnesota Statute, authority to make amendment to these by-laws is granted to the elected members of the permanent Math and Science Academy Board of Directors, and shall require a two-thirds vote of the voting members present. However, the Board may amend its governance model, set forth in Article III, only (1) by a majority vote of the Board and the licensed teachers employed by the school; and (2) with the authorizer's approval. An amendment shall be read and passed at two consecutive board meetings, at which time it will take effect.

Originally ratified: December 3, 1998	
Revised first vote: May 4, 2000	Second vote: May 18, 2000
Revised first vote: September 4, 2003	Second vote: October 2, 2003
Revised first vote: October 3, 2005	Second vote: November 3, 2005
Revised first vote: September 7, 2006	Second vote: October 5, 2006
Revised first vote: October 5, 2006	Second vote: November 2, 2006
Revised first vote: February 1, 2007	Second vote: March 1, 2007
Revised first vote: October 2, 2008	Second vote: November 6, 2008
Revised first vote: November 5, 2009	Second vote: December 10, 2009
Revised first vote: May 17, 2012	Second vote: May 31, 2012
Revised first vote: March 21, 2013	Second vote: April 18, 2013
Revised first vote: September 15, 2014	Second vote: October 20, 2014
Revised first vote: July 8, 2015	Second vote: August 17, 2015
Revised first vote: February 19, 2019	Second vote: March 18, 2019

Math and Science Academy

Adopted: October 2, 2003
 Revised: November 16, 2015
 Revised: March 18, 2019

201.1 BOARD OF DIRECTORS ELECTION

I. PURPOSE

The purpose of this policy is to ensure that the annual Math and Science Academy (MSA) Board of Directors (BOD) election is help in a fair and timely manner.

II. DEFINITIONS

- A. **Electorate:** Any parent/guardian of one or more enrolled students who is listed in official enrollment forms. All staff members and current community members on the board. Any person who meets one or more criteria is entitled to only one ballot.
- B. **MSA BOD:** Currently seated members of the MSA BOD.
- C. **Election committee chair:** One member of the electorate who is not a candidate in the current election and is not related to any candidate in the current election. Appointed by the MSA BOD.
- D. **Election committee members:** Members of the electorate who are not candidates in the current election and are not related to any candidate in the current election. Appointed by MSA BOD.
- E. **Nominated Parent/Guardian Candidates:** Parents/Guardians who have self-nominated within the published time limits. Although provisions will be made for write-in candidates, only these candidates' names will appear on the printed ballots.
- F. **Nominated Teacher Candidates:** MSA staff members with Minnesota Teaching credentials who are employed at 0.5 FTE or above as teachers and who have self-nominated within the published time limits. Although provision will be made for write-in candidates, only these candidates' names will appear on the printed ballots.
- G. **MSA BOD contact person:** A seated member of the MSA BOD who has been selected to answer candidate questions about MSA BOD duties and activities.
- H. **MSA List-Serv:** A school-owned and operated email list of MSA parent/guardians, staff, students, and interested community members.
- I. **MSA Web site:** A school owned Internet publishing service.

III. ELECTION ACTIVITIES

A. MSA BOD initiates election

1. MSA BOD sets the dates for various events
2. MSA BOD names a MSA BOD contact person
3. MSA BOD appoints the election committee

B. Election Committee recruits parent/guardian and community candidates

1. A period of two weeks or more, in February
2. The election committee shall publish information about the number of available election seats, describe MSA BOD duties, encourage self-nomination, and answer the questions of potential candidates. The election committee will publish this information in at least one of the following: MSA List-Serv, MSA Web Site, Postal Mailings, and/or printed handouts.
3. The election committee will publish a self-nomination form. The form will provide space for contact information. Above the signature space, the form will state: "I nominate myself as a candidate for the MSA Board of Directors. I would like my name to appear on the ballot." The election committee will publish this form in at least one of the following: MSA List-Serv, MSA Web Site, Postal Mailings, and/or printed handouts. The election committee may request that MSA staff assist in the collection of incoming nomination forms. Nomination forms will be accepted until the nomination deadline. Forms that arrive after that date will be discarded.

C. Parent/Guardian and Community Candidate nomination deadline

1. The Election Committee will set and publish the deadline for self nominations. This date will be prior to the March MSA BOD meeting
2. On this date, election committee members will collect the nomination forms and create a list of nominated candidates. The election committee will contact each nominee and ensure the validity of each nomination. The list will be delivered to the MSA BOD via email, postal mail, or some other time-stamped means.

D. Administrator provides list of teacher candidates

List provided on or before Parent/Guardian and Community candidate nomination deadline.

E. MSA BOD review of detailed election plan and ballot sample

1. The election committee will present a plan to meet this policy's balloting requirements.

2. This plan will provide details for every step of ballot creation, handling, and tallying.
3. The election committee will present a sample ballot to the MSA BOD for review. This sample will contain the complete candidate list, any instructions, and any other information that will appear on the ballots.

F. Ballot Delivery

1. After the March MSA BOD meeting.
2. The date, time, and details are described in the election committee's plan.

G. Ballot collection

The date, time, and details are described in the election committee's plan

H. Ballot tallying

The date, time, and details are described in the election committee's plan

I. Results Reporting

1. Must occur prior to the April MSA BOD meeting.
2. The date, time, and details are described in the election committee's plan.
3. Upon the completion of ballot tallying, the election committee will report the election results to the MSA BOD via email, postal mail, or some other date/time stamped means.

IV. ELECTION PLAN REQUIREMENTS

A. Overall requirements:

1. The election plan must describe the facilities, materials, and assistance required of the MSA BOD, administration, and staff.
2. If ballots are distributed and collected within one day, provisions for absentee ballots must be made.
3. The plan must describe the steps taken to ensure that individual ballots are anonymous.
4. The plan must describe the steps taken to ensure that balloting materials are distributed only to electorate members.
5. The plan must describe the steps taken to ensure that forged or fraudulent ballots can be identified and excluded from the tally.

6. If the plan makes provisions for distributing or publishing campaign information, the plan must describe how this information will be collected and published.

B. Balloting material requirements:

1. The ballot must provide space for write-in candidates for each seat.
2. The ballot must provide voting and submission instructions.
3. The plan must describe the procedure for creating, distributing, collecting, and tallying the balloting materials. The people, locations, and conditions under which these activities occur must be described.

C. Internet voting requirements: If Internet voting technologies are used in an election plan, the following additional requirements must be addressed:

1. Provisions must be made for members of the electorate who lack Internet access.
2. Two or more competent people appointed by the MSA BOD must review any software source code or commercial software specifications to ensure security.
3. Two or more competent people appointed by the MSA BOD must review any ISP service, networks, servers, and operating system installations to ensure security.
4. Any usernames, passwords, and URLs must be established and tested prior to the beginning of the election cycle. An established password-protected Web site for other school business would be a good vehicle for meeting this requirement.

Legal References: Minn. Stat. § 124E (Charter Schools)
Minn. Stat. § 317A (Nonprofit Corporations)

Election Plan Template

I. Election Committee Appointed in February

- A. The Board of Directors (BOD) approves an overall election plan including key dates.
- B. The BOD appoints members to an Election Committee.
 - 1. The Election Committee shall consist of three or more members of the MSA community.
 - 2. The Election Committee creates a detailed election plan.
 - 3. The Election Committee members are not candidates in the current election and are not related to any candidate in the current election.

II. Candidate Nominations Begin in February

- A. The Election Committee notifies the MSA community of the upcoming election to include:
 - 1. The date and times of the election,
 - 2. The number of positions open on the BOD,
 - 3. A description of the BOD duties,
 - 4. The process of nominating candidates for the election,
 - 5. A nomination form to include a Board Candidate Questionnaire.
- B. Blank nomination forms are placed in the office.
- C. Blank nomination forms are placed in staff member internal mail boxes.
- D. Nomination forms and information are sent home with students.

III. Candidate Nominations End in March

- A. All candidate nomination forms are due in the office by 4:30 pm Friday before the next BOD Meeting (preferably two Fridays before).
- B. The Election Committee prepares a voting guide using the information obtained from the Board Candidate Questionnaire.
- C. The Election Committee creates the ballots, and creates instructions for completing and submitting the ballot.
- D. Election Ballots, the Instructions for Ballot Completion, and Candidate Voting Guides are approved at the March BOD meeting.

IV. Distribution and Collection of Election Materials in March and April

- A. Candidate Voting Guides are updated on line by the office manager and plans for a Candidate Forum are finalized, if desired.
- B. Election materials are distributed the Friday following their approval at the March BOD meeting.

C. Election materials shall include:

1. Outer envelope with the name and address of the eligible voter stamped with "Ballot Material".
2. Inner envelope preaddressed to MSA (both address and return address to ensure anonymity) to be used by the voter to submit the ballot. This envelope shall be stamped with "Ballot Materials" to ensure authenticity.
3. The official MSA BOD ballot. Each ballot shall be stamped with "Ballot Materials" to ensure authenticity.

D. One set of election materials is addressed and mailed (USPS) to each eligible voter not currently on MSA's staff. One set of election materials is addressed and placed in each MSA staff member's internal mail box. Individuals eligible to vote include:

1. Each natural parent, step parent, foster parent, or legal guardian of a student enrolled at MSA shall have one vote.
2. Each paid Staff (teacher and non-teacher) shall have one vote.
3. Each MSA Community BOD member shall have one vote.
4. No person shall receive more than one set of ballot materials, nor shall any person have more than one vote.
5. A list of eligible voters, to whom election materials were sent or delivered, shall be maintained by the election committee. Two members of the election committee shall verify the accuracy of this list.
6. If a person, not on the list of eligible voters, provides evidence supporting placement on the eligible voter list, then this person shall be added to the eligible voter list and shall be provided election materials either in person, through the mail (USPS), or by having the material placed in the internal mail box.

E. There is no provision to provide election materials to eligible voters except as described in these procedures.

F. Submitting and Collecting Ballots

1. Each completed ballot shall be sealed by the voter in the preaddressed ballot envelope (only one ballot per envelope will be accepted and counted) and returned to MSA by USPS, or in person, during the voting period approved by the BOD.
2. All ballot envelopes shall remain sealed until they are counted by the election committee.
3. A ballot box shall be located in the main MSA office during normal school hours.
4. All ballot envelopes shall be placed in the ballot box and remain in the ballot box until counted by the election committee.
5. The ballot box shall be directly monitored at all times. Anytime the ballot box cannot be monitored (i.e. during personal breaks or at the end of the business day) it shall be locked in a secure location.

V. Vote Tallying in April

- A. Vote tallying shall be completed as soon as possible following the close of voting.
- B. Only ballots that are in the ballot box will be counted. All materials shall be removed from the ballot box and the ballot box shall be verified empty by two members of the Election Committee.
- C. Only ballots that are sealed in the approved envelope will be counted.
- D. Loose ballots and ballots in unsealed or unapproved envelopes shall not be counted. These invalid ballots shall be collected, marked to identify the discrepancy, and stored in a container, such as an envelope, clearly labeled as containing invalid ballots. These invalid ballots shall be stored with all other ballots following ballot counting.
- E. Only ballots actually received by the pre-determined deadline will be counted.
- F. Any ballots received after the pre-determined deadline shall not be counted and shall be stored in a container, such as an envelope, clearly labeled as containing ballots received after the deadline. These late ballots shall be stored with all other ballots following ballot counting.
- G. Two Election Committee members (Vote Counters) shall examine each completed Election Ballot and determine who received votes.
 1. If the intent is clearly marked on the ballot sheet and the two Election Committee members both agree on the validity of the ballot, the votes for each candidate are counted.
 2. If the voter's intention is not clear, no candidate will receive a vote. These invalid ballots shall be collected, marked to identify the discrepancy, and stored in a container, such as an envelope, clearly labeled as containing unclear ballots. These ballots shall be stored with all other ballots following ballot counting.
 3. No votes shall be counted for any candidate if too many candidates are marked on a ballot. These invalid ballots shall be collected, marked to identify the discrepancy, and stored in a container, such as an envelope, clearly labeled as containing ballots for improper number of candidates. These invalid ballots shall be stored with all other ballots following ballot counting.
 4. No votes shall be counted for any candidate if more than one ballot is contained in the ballot envelope. These invalid ballots shall be collected, marked to identify the discrepancy, and stored in a container, such as an envelope, clearly labeled for improper number of ballots in the official ballot envelope. These invalid ballots shall be stored with all other ballots following ballot counting.
- H. A running total of the number of votes cast for each candidate shall be maintained by a separate Vote Recorder. The vote count for each candidate shall be continuously projected for all Election Committee members to monitor (provisions for the public to witness the vote tally may be made, but are not required)
- I. A running total of the number of valid ballots is maintained by the Vote Counters and the Vote Recorder.
- J. If periodic comparison of the Vote Counters' running total with the Vote Recorder's running total do not match, the discrepancy must be resolved or vote tallying must start over.

- K. Upon completion of counting and recording, if the Vote Counters' running total matches the Vote Recorder's running total, vote tallying is complete. Otherwise, the discrepancy must be resolved or vote tallying must start over.
- L. All valid ballots shall be collected, marked to identify them as valid ballots, and stored in a container, such as an envelope, clearly labeled as containing valid ballots. These valid ballots shall be stored with all other ballots following ballot counting.

VI. Determination of Election Results in April

- A. Candidates are listed (along with the number of votes) in order from highest vote total to lowest vote total
- B. The teacher candidate(s) with the most votes (is) are declared the winner(s) of the open Teacher Seat(s).
- C. The parent candidate(s) with the most votes (is) are declared the winner(s) of the open Parent Seat(s).
- D. The community member candidate(s) with the most votes (is) are declared the winner(s) of the open Community Member Seat(s).
- E. The Election Committee verifies there are no more than four (4) teachers, no more than three (3) parents, and no more than two (2) community members on the new BOD, including continuing BOD members.
- F. The Election Committee prepares a written report for the BOD that includes all candidates' names, vote totals for each, and declared winners.
- G. The BOD chair and the Director are notified of the results.
- H. All candidates are notified by the BOD chair or the Director of the results.

VII. Elections Results Certified by the BOD in April

- A. The Election Committee shall present its written report to the BOD at the April meeting.
- B. The BOD discusses the report and determines any corrective actions, if necessary.
- C. The BOD votes to accept the election report.
- D. The BOD votes to certify the election results and releases the results to the public.

VIII. New board members are seated at the June meeting

MSA BOD Self-Evaluation
2.18.20 Version

I understand that under MN Nonprofit Law (MN Statutes 317), Nonprofit Board members have three fiduciary duties – the Duty of Care, the Duty of Loyalty and the Duty of Obedience.

Directions: Read each statement and evaluate your knowledge of the indicator, by selecting one of the following measurements:

- 1: Indicates a Need for Improvement where you are not meeting expectations.
- 2: Indicates a Proficient ranking where you regularly meet expectations and are doing an acceptable job.
- 3: Indicates a Superior ranking where you have gone above and beyond expectations.

Duty of Care:

I regularly attend and am on time for Board meetings.

1= Needs Improvement 2= Proficient 3=Superior

I prepare for the meetings by reviewing the agenda and reading the minutes and other materials before I attend the meeting.

1= Needs Improvement 2= Proficient 3=Superior

I faithfully serve on Board Committees and task forces for which I volunteer or on which I am assigned to serve.

1= Needs Improvement 2= Proficient 3=Superior

I actively participate in the discussion of issues and make motions or seconds.

1= Needs Improvement 2= Proficient 3=Superior

I actively state my vote on issues, voting in the affirmative when I support a motion and publicly stating opposition and my no vote when not in support of a motion.

1= Needs Improvement 2= Proficient 3=Superior

I have a general knowledge of the books and records of the organization.

1= Needs Improvement 2= Proficient 3=Superior

I have copies of the articles of incorporation, by-laws, policies and financial reports of the organization.

1= Needs Improvement 2= Proficient 3=Superior

I am aware of the what the financial records and audits disclose and have taken active steps to ensure proper internal and financial controls.

1= Needs Improvement 2= Proficient 3=Superior

I am aware of the assets of the organization and the investment policies and controls.

1= Needs Improvement 2= Proficient 3=Superior

I am actively engaged in assisting in the lobbying for legislation to further the mission of the school.

1= Needs Improvement 2= Proficient 3=Superior

I am engaged in assisting in raising adequate resources for the school to carry out its mission.

1= Needs Improvement 2= Proficient 3=Superior

I understand my responsibilities and the process to investigate warning or reports of office thefts, mismanagement, or other sources of legal conduct.

1= Needs Improvement 2= Proficient 3=Superior

I understand the difference between governance and management.

1= Needs Improvement 2= Proficient 3=Superior

Duty of Loyalty:

I have read and I understand the conflict of interest policy of the organization.

1= Needs Improvement 2= Proficient 3=Superior

I understand that it is my responsibility to inform the Board of potential conflicts of interest.

1= Needs Improvement 2= Proficient 3=Superior

I understand that if I do not make full disclosure of a conflict of interest, the burden falls on me to establish that the transaction was fair and reasonable.

1= Needs Improvement 2= Proficient 3=Superior

I have read and understand all of the Board's operational policies. (201: Legal Status of the School Board, 201.1: Board of Directors Election, 202: School Board Officers, 203: Operation of the School Board – Governing Rules, 203.1: School Board Procedure; Rules of Order, 203.2: Order of the Regular Board of Director's Meeting, 203.5: School Board Meeting Agenda, 203.6: Consent Agendas, 204: School Board Meeting Minutes, 205: Open Meetings and Closed Meetings, 206: Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, 208: Development, Adoption and Implementation of Policies, 209: Code of Ethics, 210.1: Conflict of Interest and 214: Out-of-State Travel by School Board Members)

1= Needs Improvement 2= Proficient 3=Superior

I understand that I have a moral and legal obligation not to engage in or benefit from any business opportunity that is available to and suitable for the organization, unless the organization decides not to engage in the opportunity.

1= Needs Improvement 2= Proficient 3=Superior

I understand that issues discussed in closed meetings are to be kept confidential.

1= Needs Improvement 2= Proficient 3=Superior

Duty of Obedience:**I am familiar with the following laws:**

MN Nonprofit Law (MN Statue 317)

1= Needs Improvement 2= Proficient 3=Superior

MN Charter School Law (MN Statue 124E)

1= Needs Improvement 2= Proficient 3=Superior

MN Open Meeting Law (MN Statue 13D)

1= Needs Improvement 2= Proficient 3=Superior

MN Employment Law (MN Statue 181)

1= Needs Improvement 2= Proficient 3=Superior

MN Public School Fee Law

1= Needs Improvement 2= Proficient 3=Superior

MN Human Rights Law (MN Statue 363A)

1= Needs Improvement 2= Proficient 3=Superior

MN Pupil Fair Dismissal Law (121A.4-121A.56)

1= Needs Improvement 2= Proficient 3=Superior

501(c) 3 Provisions of IRS Rules (Federal)

1= Needs Improvement 2= Proficient 3=Superior

I know the deadlines that the corporation must comply with for the following purposes or know how to find them:

Nonprofit Corporation status filing with the MN Secretary of State

1= Needs Improvement 2= Proficient 3=Superior

Annual Audit Report to the Commissioner

1= Needs Improvement 2= Proficient 3=Superior

IRS Filings

1= Needs Improvement 2= Proficient 3=Superior

Progress Reports to the Authorizers

1= Needs Improvement 2= Proficient 3=Superior

I am familiar with the provision of the following documents:

Charter Contract with Authorizer

1= Needs Improvement 2= Proficient 3=Superior

Articles of Incorporation

1= Needs Improvement 2= Proficient 3=Superior

By-laws

1= Needs Improvement 2= Proficient 3=Superior

Policies of the Organization

1= Needs Improvement 2= Proficient 3=Superior

Strategic Plan

1= Needs Improvement 2= Proficient 3=Superior

Mission Statement

1= Needs Improvement 2= Proficient 3=Superior

Vision Statement

1= Needs Improvement 2= Proficient 3=Superior

Miscellaneous:

I am aware of who the school's accountant, legal counsel and auditor are or know where to find the information.

1= Needs Improvement 2= Proficient 3=Superior

Individual Professional Development Plan

Identify one or two strategies for your professional development as a board member in each of the following areas:

Area	Strategies
Duty of Care	1. 2.
Duty of Loyalty	1. 2.

Duty of Obedience	<ol style="list-style-type: none">1.2.
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Taken from the July 2019 MN Association of Charter Schools Recommendations for Self-Evaluation

