

**Board of Directors
Math & Science Academy
Monday, May 17th, 2021**

Remotely (Meeting Link: <https://youtu.be/1hiJamOBETc>)

BOD packet on MSA website & paper copies at MSA Great Hall, 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:

Dan Ellingson, Chair
Cody Schniepp, Treasurer
Michelle Kurkoski, Secretary
Jeana Albers
Adam Bartz
Robert Krueger
Jennifer Bartle
Maggie Burggraaff
Annie Cardenas

Non-voting:

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

Absent:

3. Approval of Agenda - 5 min

Conflict of Interest Statement

4. Open Forum - 15 mins allotted

5. Approval of Minutes - 5 min

- a. BOD Special Board Meeting, April 15th, 2021
- b. BOD Workshop and Regular Meeting, April 19th, 2021

c. BOD Special Board Meeting, April 27th, 2021

6. Chair's Report - 5 min

7. Co-Director's Report - 10 min

8. Student Representative Update - 5 min

9. Reports from Board Committees and Task Forces (as applicable)

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

Board Committees:

Academics (Ms. Kurkoski)

Annual Fund (AFC) (Mr. Bartz)

Communications (Ms. Burggraaff)

Personnel (Ms. Cardenas)

School Expansion Possibilities (Mr. Ellingson)

Policy (Ms. Kurkoski)

Director Search (Ms. Albers)

Finance (Mr. Schniepp):

Approval of Financials

10. Consent Agenda - 5 min

a. Approval of staff contracts per budget 2021-22

11. Old or Unfinished Business - 5 min

a. Approve Staff Handbook

i. Approve EA & Sub Rates

ii. Approval of Hourly Rates

12. Items for Discussion and Decision (discussion leader) - Target time (110 min)

a. Approval of Teacher/Staff Contracts (Co-directors) - 5 min

b. Approval of Group Health Choice (Co-directors) - 5 min

c. Approval of Dental Coverage (Co-directors) - 5 min

d. Discussion on summer school (Co-directors) - 5 min

e. Discussion of 2021-22 Learning Model Plans (Co-directors) - 5 min

f. Approve audit firm (Cody) - 5 min

g. Approval of MDE representative (IOwA) (Dan) - 5 min

h. Approval of SAM representative from MSA (Dan) - 5 min

i. Interim Director Update (Lisa Anderson) - 10 min

i. Job Description

ii. Interview Plans

j. Discussion on more "open" Open Forum (Michelle) - 5 min

k. OLL Application for approval from MDE (Maggie) - 5 min

l. June BOD meeting format (Dan) - 5 min

m. Current BOD officer elections (Adam) - 10 min

n. 2021-22 BOD officer elections (Adam) - 5 min

o. Compensation increase for Admins Staff (Cody) 5 min

p. Review Monthly COVID Evaluation (Covid Coordinator) 10 min

i. MSA COVID-19 Rating

ii. On Campus Procedures Update

13. Future BOD Meeting and Workshop Agenda Items - 5 min

a. BOD Goals

- i. Contract Templates**
- ii. Expansion End of Year Goal**
- iii. Committee Purpose Statement**

14. Dates and Times of Upcoming BOD Workshops and Meetings - 5 min

- a. BOD Workshop, June 21st, 2021 at 5:00 pm**
- b. BOD Regular Meeting, June 21st, 2021 at 6:15 pm**

15. Motion to Adjourn

Submitted:

Approved:

**Board of Directors
Special Meeting Agenda
Math & Science Academy
Monday April 15, 2021 - 7:00 pm
Remotely on Zoom**

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair at 5:00 PM

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:

Members Present:

Voting:

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

Non-voting:

Paula Akakpo, Student Member

Absent:

Voting:

Non-Voting:

John Gawarecki, Director (ex officio)
Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

3. Approval of Agenda

Motion: Annie Cardenas Second: Jennifer Bartle

Yes - 9 No -

4. Discussion and Approval of Proposed Director Search and Hiring Process

Search Committee met on 4-12-2021 to discuss and review potential processes and ideas.

Goal: bring three candidates to the BOD, potential interim director (will discuss), subcommittees for various elements of the search, interview, and hiring process.

First step involves appointing a chair of the committee. Lisa Anderson applied to be the chair of the committee. The next steps for the committee would be to solicit volunteers, develop the tasks/roles of the subcommittees, and organize the different groups.

Each subcommittee chair would be a member of the search committee, whether there should be BOD members as the representative from subcommittees needs to be discussed

Goal is to have 10 members of the search committee, representing staff, students, parents, and community.

Committee proposes the idea of an interim Director.

Nancy Dana (MACS) is willing to attend the workshop on 4-19 to share information and answer questions.

Expansion committee? Mr. Ellingson would like to keep that committee going and not delay their work.

There was a bit of shock within the community, Mr. Ellingson wants to emphasize that communication and even overcommunication will be very important.

There is an opportunity to solicit feedback from the community about how they felt about the idea of an interim director.

SAM recommends utilizing MACS and be careful about what the goals of an interim director would be to unify the community and help with transition. Mr. Krueger thinks that the idea of an interim director is a strong move for the BOD, that this is an important decision that we need time to make sure is correct. Mr. Krueger recommends that the interim director be a professional interim, to come in with the intent of unity, helping the school transition, and addressing issues that are internal and external. He also has contacts that can assist in the effort to find an interim director.

Motion to appoint Lisa Anderson as the chair of the search committee

Motion: Dan Ellingson Second: Annie Cardenas

Vote yes - 9 no - 0

Motion to approve the search committee process

Vote yes - 9 no -

Discussion: Jeana Albers - should the interim director be under the search committee? Or should it be part of the BOD committee group? Time is running out, so that makes it being part of the committee more difficult. Mr. Krueger shared that the process can be streamlined, but the question is also where and how to communicate that information. Ms. Albers shared that having it be a part of the committee

would allow for other community volunteers to be part of that process.

Interim Subcommittee will be created.

Motion to pursue the hiring of an interim director based on recommendations from MACS and SAM

Motion: Jeana Albers Second: Adam Bartz

Vote yes - 9 no - 0

5. Motion to Adjourn 5:30 pm

Motion: Annie Cardenas Second: Dan Ellingson

Yes - 9 No -

Submitted: Michelle Kurkoski

Approved:

**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, April 19, 2021
Building A and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Annie Cardenas at 5:00 pm

Members Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Non-Voting:

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

Discussion:

1. Lisa Anderson, Chair of the Director Search Committee (or Task Force?)

- a. Should the search committee meetings be livestreamed?
This might allow the community to be more informed about the process and discussion.
The link could be placed on the website for ease of access
- b. The minutes of the different subcommittees would be included in the search committee file and information online
- c. Rough draft of an interim director advertisement sent to BOD, key information includes dates of hire and end of contract

2. MACS Representative Nancy Dana (MACS)

- a. There are individuals who have been directors and are retired, who are willing to step in as an interim director. Recommend that we pursue the interim route to allow us to access candidates who tend to begin looking in the winter.
- b. Take time with the search, even if it is continuing in the fall, to allow candidates who are leaving schools to be able to wrap things up at their school in an effective manner
- c. Mr. Krueger asked about recommendations for length of contract, and sorts of objectives. If a director starts mid-year, what would be the pro/con of that. Ms. Dana explains that this is a difficult thing for directors to begin mid-year, the challenges of getting to know staff, students, community, etc. would be much greater.
- d. BMI interview - Behavior Management Inventory: gets at the why behind more standard answers that a committee might receive. This allows a greater chance to find a good fit.
- e. Determine what the school is looking for as a priority, as something good, as things that we do not want

- f. When would be a good time for a director to take over (assuming they aren't the interim director)? Recommends that there be some overlap with the interim director. There are also institutions that specifically state that the interim cannot be a candidate. The best plans are to advertise the position in October/November, interview December/January, decide in February, then in April the transition begins in which the new director starts to spend time and begin to learn more about the role.
- g. Mr. Schniepp asked whether there are a lot of individuals who are willing to take a one year position? Answer - not sure if there are a lot, but there are definitely individuals who would do so and be available. They tend to be retired, with experience. Will keep the school running, while not trying to establish a lot of new plans.
- h. What about expansion? It takes a year or more to get into an expansion project - might be a good project for an interim director. Mr. Ellingson shared that the expansion is making good progress and that the expansion is a need of the school, regardless of where MSA is in our director search.
- i. What is the best way to find interim candidates? Ms. Dana has a couple of names, but also to contact MACS to let them know that we are looking for an interim director. We can also use their career section of the MACS website to post the position (without cost because we are a member)
- j. Mr. Bartz asked whether we should use that as the site to advertise for the director, or should we use other external sites? Ms. Dana asked whether we would be focusing on in-state, regional, other?
- k. Ms. Anderson asked if the recommendation was to use only MACS or use others as well? Ms. Dana's reason was that we should also expand the postings to get additional candidates and allow a broader search. Mr. Ellingson also encourages MSA to expand the options to a broader possibility of candidates.
- l. MSA should also think about our total compensation package.
- m. Ms. Cardenas asked if there are any sites that Ms. Dana would recommend? Ms. Dana would be willing to look into this and share sites. Ms. Anderson has also compiled a list of possible sites. Mr. Krueger also shares that we need to evaluate whether there is value in paying for postings - will there be a return on investment? Recommendation is to still think about these as paying on the investment, that it will pay off when we find the correct person.
- n. Ms. Anderson shared that there is an item on the agenda to allow for some money to be allotted to pay for the subscription to post.
- o. Ms. Cardenas asked whether there are interims that are gifted at going into a school with the intent of helping in areas of needed improvement? Do we add that as part of our ad? Ms. Dana shares that this will likely come out as part of the interview process. This is also something to keep in mind with regard to a building project.
- p. Ms. Anderson asked to what degree the community should be involved? Ideally there would be interaction with teachers and students, but is that something that we should still pursue with an interim? Ms. Dana shares that in her opinion this is not as important as with the director, but that is something that the BOD would need to discuss. For the new director, there should be a lot of outreach, as well as opportunities for offering feedback and interaction.
- q. Ms. Anderson asked whether the benefit package would be different for individuals who might be retired? Ms. Dana shares that it can cost less, depending on whether the individual needs benefits, or whether there are variations in hours that the candidate would negotiate. Average starting salary for an interim director is between \$90,000 - \$120,000. The idea of trying to compete with traditional districts is not realistic for charter schools, this is not sustainable and would require looking at enrollment and staff salary. Looking at finances and asking what we can really afford would be important. Look at a 5-year plan and map out what these expenses would be. Add the building project as well. How many students would be needed to make all these things work.
- r. Mr. Kureger asks what resources and how can we leverage the director to be able to offer better salaries? Ms. Dana shared that she has experienced this and the resulting turnover, and that there is also a moment when the salaries won't be able to expand. This is a difficult and ongoing question.
- s. Ms. Albers asked if it is possible or common for the interim to be at a school for longer than a year? Ms. Dana shares that this is less common, but it is possible. She does not

anticipate that MSA will have difficulties finding a new director, especially looking at our successes and strong community.

- t. Mr. Krueger asked how realistic is it to get an interim by July 1? Ms. Dana shared that we will find someone, that we need to do it. If things come up, we will be able to figure out what we need to do.

Workshop was adjourned at 5:57 pm

Submitted and Approved:

Michelle Kurkoski, Secretary

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, April 19, 2021
Building A and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

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

Vision and Mission read by Paula Akakpo.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)
Paula Akakpo, Student Member
James Martin (ex officio) Board Attorney

Absent:

Voting:

Non-voting:

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

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

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Annie Cardenas Second: Jeanna Albers

Discussion:

Add to Items of Discussion and Decision:

12K. Motion to postpone personnel committee work

Remove from Consent Agenda:

A. Policy 806 from Consent Agenda

Motion to approve the changes

Moved by: Robert Krueger Second: Annie Cardenas

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Letters read by Ms. Annie Cardenas:

- a. Deb Webster - Thank you letter.
- b. Jessie Heydt - PTO time required for quarantine and testing requirements (mandatory off-site), asking to create a Covid PTO balance for staff.
- c. Two Senior Students: Prom 2020 guest reconsideration with regard to out of school guests to prom.
- d. Wendell Sletten: concerned about the decision of BOD to not renew the director contract, concern about teacher representatives not representing the teachers as a whole.
- e. Judy Seeberger - letter will be discussed later .

5. Approval of Minutes.

a. Motion to approve the March 16, 2021 Workshop and Meeting Minutes.

Moved by: Annie Cardenas Second: Jennifer Bartle

Discussion:
None

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

b. Motion to approve the BOD Special Meeting, April 5, 2021

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:
None

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

c. Motion to approve the BOD Special Meeting, April 15, 2021

Moved by: Cody Schniepp Second: Rob Krueger

Discussion:
None

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

6. Chair's Report

None

7. Director's Report

Fighting Calculator has qualified for the state championship

Mr. Gawarecki read a resignation letter from Judy Seeberger. Administrator duties have been distributed. Board members offered to help.

Mr. Gawarecki offered to send the unredacted report out. Ms. Albers objects to sending out the unredacted report to be sent out.

Student Achievement/Activity:

Sophomore Greta Hansen placed 11th in the skate race and 36th in the tough classic course at the Minnesota State Nordic Meet on March 11th to finish 20th overall at the meet. She is the first MSA student to qualify for Nordic All-State honors.

These four MSA high school students have been selected as Aspirations in Computing Award Honorees through the National Center for Women and Information Technology (NCWIT) in partnership with the Minnesota Aspirations in Computing Awards (MNAiC) year-round program.

Alayna Tan – State Honorable Mention

Karina Dovgodko - State Honorable Mention

Grace Nhan - State Honorable Mention

Nalani Vang – Rising Star

MSA concluded its initial MCA testing.

- Update on Diverse Hiring Taskforce:

We met on April 1st and have completed the template for job postings as well as the process for posting positions to stakeholders.

- Next year's calendar is contained in the BOD packet for approval.

- A copy of the Staff Handbook is included in the packet for review.

- I am recommending that almost all staff be retained for next year. My rationale for retention is to reduce transitional turbulence for the school and because, in keeping with our Grace, Kindness, and Positive Intent theme for the school year, it is my belief that staff who have shown a commitment and dedication to MSA despite a pandemic and all of its unforeseen challenges should be allowed the opportunity to continue their employment for an additional year.

- Based on legal counsel and that the vast majority of counselors in schools statewide follow a teacher's payscale, I am recommending that the school counselors be placed on the teacher pay scale and be given a contract similar to that of the teachers. Each counselor will have an extended contract to complete additional duties outside of the BOD approved teacher days. The high school counselor will have 15 additional days, and the middle school counselor will have 10 additional days.

- The positions below are being recommended for nonrenewal based on the rationale provided. Non renewed teachers must be notified by the end of April, and all other staff being non renewed must be notified by the end of May.

- Employees A and B - both possess a Tier 2 license, which are school district specific. Best practice is to post the position with the intent of hiring a Tier 3 or 4 licensed teacher. Both employees are encouraged to apply for the posting, as they may be rehired if a more qualified candidate is not found.

- Employee C -

- Employee D -

- Employee E and F - both are in a position where they are teaching with an Out of-Field Permission (OFP) due to their not being licensed in the discipline they are teaching. Both employees are encouraged to apply for the position, but the position must be posted for at least 60 days to meet the requirement for being reassigned to the position

with an additional OFP.

8. Student Representative Communication and Update

Ms. Akakpo noted that they are collaborating with teachers on projects that are student focused. Projects will be this year or next year.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted.

Annual Fund (Mr. Bartz): Report submitted.

Communications (Ms. Burggraaff): Report submitted.

Personnel (Ms. Cardenas): Report submitted.

School Expansion Possibilities (Mr. Ellingson): Report submitted. Mr. Ellingson noted that they are making progress and will share with the broader community. It will be discussed at the annual stakeholder meeting. Right now they are doing investigative work on what can be done at the building site. Doing pro bono work.

Policy (Ms. Kurkoski): No report submitted.

Finance (Mr. Schniepp): Report submitted. Mr. Schniepp noted that the balance sheet now has a line item for cash reserves to ensure bond requirements are met. Money has been returned for the Class of 2020 funds. It was coded wrong.

Motion to approve the March 2021 Financial Statement.

Moved by: Cody Schniepp Second: Jeanna Albers

Vote: 9-yes 0-no 0-abstain

The motion carries.

10. Consent Agenda

None

11. Old or Unfinished Business

a. Discuss PELSB/MDE findings for COVID-19 Coordinator Teacher Status

Discussion:

Mr. Jim Martin provided a summary. Ms. Judy Seeberger asserted that the Board was engaged in illegal activity and opened up to liability for failure to be seated on the Board. A Board member who is seated as a teacher requires a license as a teacher. The Board accepted her leave of absence last year and the replacement was appropriate. The position Ms. Seeberger held until her resignation did not require a license by the state. Therefore she could not be a teacher representative on the Board. The Board would have a greater liability if she was seated as an unauthorized teacher on the Board.

Mr. Martin left the meeting.

12. Items for Discussion and Decision

a. Discuss Annual Stakeholder Meeting

Discussion:

Ms. Cardenas -

- Here are the rankings from U.S. News for high school:
- #1 Minnesota High School
- #32 Charter School in the United States
- #124 best high school in the United States
- 75% of our high school students took at least one AP exam

- In the top 50 schools in the nation for middle school grades 7 and 8, ranked #3:
- #1 of 429 best high school teachers in MN
- #1 of 386 best middle schools in MN
- #1 best high school in MN
- Average ACT score for 2020 for MSA was #1 in the State.
- Average composite score for MSA for 2020 was 28.3

Ms. Burggraff - She has been investigating and comparing online learning as a supplemental or full expansion to the current curriculum. She has met with MDE. Items to consider is how to apply, how it is graded, and course offerings.

Mr. Ellingson - He took a tour last week. Class rooms are crammed and track is practicing on sidewalks and storm drains. There is a need to expand based on numbers and need more space. The committee is looking at options such as buy, lease, or build up. They will be coming back in the coming months to provide more about what can be done.

Mr. Schniepp - He is working on his masters degree and taking finance for nonprofit. Finance committee has a number of positives, including refinancing our bonds. The savings are set aside in the building repair fund for repairs as the buildings age.

Ms. Kurkoski - Covid liaison team has received feedback from parents with survey questions, update information regularly (CDC, MDH) and adapt to those guidelines, has members who have put in a lot of time to create our fall and spring plan documents. Will continue to meet through the school year.

b. Approval of 2021-2022 School Calendar

Motion to approve 2021-2022 School Calendar.

Moved by: Annie Cardenas Second: Maggie Burggraff

Discussion:

School will start before Labor Day to mirror District 833 start date due to the bus schedule.

Vote: 9-yes 0-no 0-abstain

The motion carries.

c. Review of Staff Handbook

Discussion:

Ms. Kurkoski noted that the communications flow chart should match the website with the handbook.

Mr. Krueger asked what the issues were from last year. Some of the board members noted that they didn't recall any issues. It was approved late.

A purpose statement for Policy 103 should be added.

Motion to approve Staff Handbook with non substantive changes.

Moved by: Robert Krueger Second: Dan Ellingson

Discussion:

None

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

d. Approval of Annual Budget for Fiscal Year 2022

Motion to approve Annual Budget for Fiscal Year 2022.

Moved by: Annie Cardenas Second: Cody Schniepp

Discussion:

Mr. Schniepp noted that the budget is based on last year's data. The budgeted interim director salary is starting at \$100,000. The staff raise is 2%. The school expansion is not included in the budget.

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

e. Discuss BOD In-person Meetings

Discussion:

Ms. Cardenas was approached with the question of when the BOD meetings would be in person. Board discussed the purpose, benefit, and safety of in person meetings. There has been more attendance at the virtual meetings. Board will continue to review and discuss this.

f. Approval of BOD Election Results

Motion to approve BOD Election Results.

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:

Participation was low. It was better than the 2014 online elections. Current board members leaving are Robert Krueger, Jeanna Albers, and Adam Bartz.

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

g. Approval of YMCA contract

Motion to approve YMCA contract.

Moved by: Maggie Burggraff Second: Jeanna Albers

Discussion:

MSA allows YMCA to use Building D.

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

H. Approval of Monies for Director Search

Motion to approve Lisa Anderson up to \$1000 for running ads for the director search.

Moved by: Cody Schniepp Second: Adam Bartz

Discussion:

Funds will also be needed for the interim and permanent director search.

Motion rescinded.

Moved by: Cody Schniepp Second: Adam Bartz.

Motion to approve Lisa Anderson up to \$1000 for running ads for the interim director search and up to \$2000 next year for the search for the permanent director position.

Moved by: Cody Schniepp Second: Adam Bartz

Vote: 9-yes 0-no 0-abstain

The motion carries.

I. Approve the Director's recommendation for contract non renewal

Motion to approve the Director's recommendation for contract non renewal.

Moved by: Maggie Burgraff Second: Dan Ellingson

Discussion:

Mr. Krueger wanted clarification on timelines. For the non renewals, the teachers will be notified by the end of April. The others will be at the end of May. Returning teacher's contracts will be signed by the end of May. All other contracts should be signed by the first full week of June.

Proposed to have a review team of a teacher, a community member, and parent to review the investigation and claims before anything else can be done. Then discuss at a closed BOD meeting, pending advice from the legal council.

Motion to Amend the motion to only include Employees A, B, E & F.

Moved by: Robert Krueger Second: Jeanna Albers

Vote: 8-yes 0-no Annie Cardenas-abstain

The motion carries.

Discussion:

Renewal is not based on performance. It is based on policy. These are based on requirements from the state and mandated for E and F. A and B are tier 2, this is part of best practice (would need to apply for a tier 2 at MSA)

Vote: 8-yes 0-no Annie Cardenas-abstain

The motion carries.

Motion to approve the BOD to create a review panel for the recommendations to review the allegations of the nonrenewals for the contract for Employee C & D.

Moved by: Robert Krueger Second: Jeana Albers

Discussion:

Board will have a closed meeting on April 27. Board members volunteered to be on the committee. Mr. Ellingson will chair the meeting.

Vote: 8-yes 0-no Annie Cardenas-abstain

The motion carries.

J. Review Monthly COVID Evaluation

i. MSA Covid Rating

ii. On Campus Procedures Update

Discussion:

Ms. Shannon Froberg will do most of the Covid administration. Rates went up to 62.

K. Motion to postpone personnel committee work

Motion that personnel committee should postpone work until an interim director is hired and the committee is tasked to return to it

Moved by: Annie Cardenas Second: Robert Krueger

Discussion:

A new interim Director will bring a new perspective.

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

13. Future BOD Meeting and Workshop Agenda Items

- a. **BOD Goals**
 - i. **Contract Templates**
 - ii. **Expansion End of Year Goal**
 - iii. **Committee Purpose Statement**

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

- a. BOD Workshop, May 17, 2021 at 5:00 pm
- b. BOD Regular Meeting, May 17, 2021 at 6:15 pm

15. Motion to adjourn at 8:57 pm.

Moved by: Annie Cardenas Second: Adam Bartz

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary

**Board of Directors
Special Meeting Agenda
Math & Science Academy
Tuesday, April 27, 2021 4:30pm**

Room Great Hall and Remote

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Vice Chair at 4:29 pm

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:

Dan Ellingson, Vice Chair

Cody Schniepp, Treasurer - joined at 4:44 pm

Michelle Kurkoski, Secretary

Jeana Albers

Adam Bartz

Robert Krueger

Jennifer Bartle

Non-voting:

Paula Akakpo, Student Member

John Gawarecki, Director (ex officio)

James Martin (ex officio)-Board Attorney

Absent:

Annie Cardenas, Chair

Maggie Burggraaff

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

3. Approval of Agenda

Motion: Dan Ellingson Second: Adam Bartz

Vote yes - 6 no - 0

Conflict of Interest Statement

4. Agenda

a. Review director's recommendations for contract non renewal for two staff members

Three BOD members reviewed documents provided by the Director and completed interviews as well.

Employee C: Based on the lack of documentation that would show letters signed by administration and Employee C documenting discipline for conduct, redirective appropriate

action, or growth plans, we do not support the non-renewal request made by the director. We recommend a detailed Growth Plan be articulated and administered by the Middle School administrator, Tom Johnston. We also recommend a class on sensitivity training be completed within 90 days.

Motion to renew contract for employee C
Move: Rob Krueger Second: Jeana Albers

Vote yes - 6 no -

Employee D: Based on the lack of documentation that would include growth plans and personal improvement plans, we cannot support the non-renewal request made by the director. Employee D was directed by administration to attend training and complete a reflection. This was completed and fulfills the requirements administration laid down for Employee D regarding a filed complaint. We recommend a Growth Plan be articulated and administered by the High School administrator, Shannon Froberg.

Motion to renew contract for employee D
Move: Rob Krueger Second: Adam Bartz

Vote yes - 5 no - abstain -

Question from Michelle Kurkoski: Have each employee been given an opportunity to state whether they are comfortable working with each particular administrator?

Not something that we are voting on, this is the suggestion, but work to do at the administrative level.

b. Approve retention of investigator in response to Authorizer's letter of April 20, 2021

Motion: Dan Ellingson Second: Jennifer Bartle

Yes - 6 no - abstain - 1

Nell Mathews: has not completed an investigation at MSA in the past, recommended by authorizer, and has significant experience. Can provide factual information, but also will be able to make recommendations.

Contact Information
NellMathews20@gmail.com
612-889-5768

Ms. Matthews has requested someone at the school who will help her with scheduling interviews, recommended someone on the BOD or someone on the admin team. Jeana Albers volunteered to assist, will add or change as needed. Dan Ellingson will be the main contact as a representative of the school.

Jennifer Bartle asked if there was a specific timeline, Mr. Martin stated that there was not a time limit on the investigation. The goal will be for there to be an election at the May BOD meeting. This will finish the term until the new seatings in June. This individual will need to be a teacher, based on bylaws.

c. BOD officer assignments

Annie Cardenas has stepped down as BOD Chair, but will remain on the BOD. Dan Ellingson will assume the position of Chair. The goal will be for there to be an election for vice chair at the May

BOD meeting. This will finish the term until the new seatings in June. This individual will need to be a teacher, based on bylaws. Question from Cody Schniepp - do we need to approve here? Does not seem so based on bylaws.

Election of officers will be an item on the May agenda.

Question from Adam Bartz - should there be a review of bylaws for the questions of teacher .5 FTE and whether the position of vice chair. Advised to do so by Mr. Martin.

- d. Administration staffing through June 30**
Requesting a motion to close the meeting pursuant to Minn. Stat. 13D.05, subd. 2(b) for preliminary consideration of allegations or charges against an employee of MSA.
Move: Dan Second: Rob

vote yes - 7 no -

"By the vote of the board, this portion of the meeting is being closed pursuant to Minn. Stat. 13D.05, 2(b) for preliminary consideration of allegations against an employee of MSA."

Student Rep and Mr. Gawarecki left temporarily at 5:02

Motion to return to open session meeting at 5:51 pm
Move: Dan Ellingson Second: Cody Schniepp

Vote yes - 7 no -

Mr. Gawarecki returned to the meeting when it was reopened.

Based on our discussion in closed meeting, Motion to place our Executive Director John Gawarecki on paid administrative leave effective immediately. BOD directs Thomas Johnston and Shannon Froberg to assume these responsibilities jointly. In the event of any immediate guidance, Dan Ellingson will help as intermediary.

Motion: Dan Ellingson Second: Robert Krueger

Vote yes - 7 no -

- 6. Motion to Adjourn at 5:54**
Move: Dan Ellingson Second: Adam Bartz

Vote yes - 7 no -

Submitted: Michelle Kurkoski, Secretary

Approved: Michelle Kurkoski, Secretary

Interim Co-Director Report May 2021

COVID-19

We continued with staff paperwork completion as well as enforcement of MSA's Spring Learning Plan on campus for all people. We began student COVID testing as well as continued staff COVID testing. MSA continues to meet requirements per it's guidelines to stay open for partial in-person learning.

Facilities Management

We have worked with MSA's maintenance contractor to continue with work orders and necessary maintenance around campus. Planning has begun for end of the year and summer maintenance and repairs.

Finance

Attended finance meeting on May 5. We have taken responsibility for signing purchase orders, timecards, and any other financial document that requires an official's signature. We have worked to verify that contract salaries are correct with the BOD approved pay scales.

Human Resources

MSA currently has eight (8) open positions posted. We have received 15 applications for these open positions. Positions will continue to be posted as needed.

Contracts will be given to staff per BOD approval following the May 17 BOD meeting. Staff will be retained per BOD recommendations.

Summer School Planning and Preparation

Plans are underway to invite students on campus after June 4th if they need to repeat a course. Middle school students, if eligible, will work to show mastery/understanding of standards or benchmarks in order to move on in a class. High school students will work with Northern Star Online (NSO) for credit recovery. There are approximately 70 students who may qualify for summer school.

The plan is for summer school to last up to six weeks, approximately 12 hours per week. Pay for staff will be \$30 per hour with an additional two hours of paid prep per week. We currently have seven licensed staff and one office manager that are interested in supporting students for summer school.

The availability of transportation by District 833 is being explored. It is our hope that we can provide transportation to those who need it. Cost to be determined.

Budget considerations are on the next page. Funds will come from summer school funds available to MSA via reimbursement from MDE. Administration will work collaboratively with teachers to create a summer school program. Summer school will be onsite and cannot be virtual. Administration will complete a COVID safety plan specifically for summer school.

Assistant Director Work

In addition to taking on director responsibilities, we have also continued with many/most of our assistant director duties, including but not limited to...

- PD Taskforce
- Student Support Process Taskforce
- Communication Committee
- AFC work
- Student management
- Staff support
- Staff meetings
- Student activities

Middle School Counselor

I have been working hard at wrapping up MCA testing. I can now say that I am officially done with that. I am now helping when needed with AP testing, helping make sure students take fastbridge tests. I have also been the lead on the modified transcript task force where we have worked on proposing a switch from modified transcripts to pass/fail options for students. I also have been attending my usual governance meetings. With May being mental health awareness month I have also been trying to be more visible for students in case they need anything. I also have helped facilitate lessons from various student groups for advisory.

High School Counselor

- Continue to check in with students who may need academic and emotional support.
- Continue to work with parents and families who may be transitioning in/out of MSA for mental health support or may be seeking out additional school support.
- Continue to send out a weekly check in to all high school students to give them the chance to provide feedback and initiate individual meetings.
- Continue to offer virtual and in-person meetings to all high school students and families for academic, social emotional and college/career support.
- Continue to offer meetings with all seniors to assist them with college/career planning.
- Coordinate and assist students in the PSEO application and registration process.
- Continue to monitor progression towards graduation and complete credit checks for all high school students.
- Work with the enrollment coordinator to set up a new Skyward Grad Requirements feature.
- Collect data on class of 2021's postsecondary plans.

- Continue to participate in the monthly academics committee meetings and additional task forces as needed including WBWF.
- Planning and coordinating AP exams.
- Organize and disperse any incoming scholarship information to seniors and eligible students.
- Plan and prepare advisory lessons.
- Work with seniors to submit required school documents through common app and other college application platforms.
- Assisting in planning and implementation of student scheduling for the 21-22 school year.

Academics Committee Agenda

May 10, 2021

8:00 a.m. - 9:00 a.m.

Zoom link:

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

1. WBWF Updates (Tom) - any new info?

No Updates

2. MCA snapshot results available?
 - a. Share with AC and discuss?

These results cannot be shared until August. MDE has had a waiver granted that this year's MCA scores will not be used for school monitoring. The schools may use the scores how they wish.

3. Review PSAT(Dec) and ACT scores (if taken at MSA receive in May-June)
 - a. Do we have these reports?
 - b. [ACT Summary Report](#)
 - c. Share overview docs with AC

A summary of the ACT results is attached to the agenda. Almost all of our students tested, only 3 seniors and 3 juniors chose not to take the test for each session. Because of COVID, this year's seniors tested in the fall, this year's juniors took the test in the spring.

All of the ACT information is located in the teacher resource folder under standardized testing.

We will be utilizing the data for our departments and our SAM contract for next year.

4. Students can see their classes online - have any issues arisen?

Joell will close the view for students due to class changes. It is helpful for the parents and students to see it for registration for next year. The HS schedule is fixed, complete, and finalized.

Engineering will be replaced with Astronomy.

5. Supplemental Online Learning Update (Emily) - any new information?

This is decided case-by-case. We may have students who are at risk of not passing after this year. But it will be revisited next year.

6. Tutoring program update

0 hours have been used in March or April on Tutor.com. There were 1500 hours available, and we have used 26 hours. It is open for any student to get access to.

NHS hours are spotty. Kids do not always sign up when tutors are available. Tutors are not always available. Because it is May, and many students have fulfilled their volunteer hours, there will be even fewer sessions offered for the rest of the school year.

7. Enrollment update (Joell) (update this month?)

We are at BOD capacity for MS.

8. Scheduling and Registration update (Joell) 5 minutes

Joell needs to rearrange the MS schedule based on course changes. The performing arts are offering year long choir and orchestra for MS.

9. AP Testing update (any new information?)

No new information.

10. Policies 603 update - has a task force for the dyslexia requirement started?

A task-force has not been set up. Tom has reached out to The Reading Center. They will be here to do on site training this fall for the staff. 1 1/2 hours of training and a 1/2 hour for q and a (second day of staff week). Moving forward, students need to be screened for dyslexia if there is a reading concern. There will be a place to mark this on the student support form if teachers believe there is a reading issue.

- Who will do the screening?

- We have to look into this further. The Reading Center does screening, but are not sure if this is the way to go. Indigo may have resources as well.

11. Curriculum Review Cycle discussion

- a. Report back from the department heads - how do we assess the efficacy of the curriculum?

SS - based on state standards, beginning and end of year knowledge check to use as a comparison from year to year, alumni surveys (possible though wouldn't be likely initially because of the standards overhaul from state of MN),

Sci - reviewing assessments in curriculum, checking they meet MSA and state standards

Arts - based off of student need and what what students want

Spanish - based off of national standards, look for gaps, assessment scores

Math - adopted new curriculum last year, how does it work with student engagement, access to materials, matches state standards, and MCA scores

ELA - based on state standards, off of ACT/PSAT/MCA scores in reading, writing, grammar

12. Modified TF update (Kirstin)

There is a finalized proposal. Staff should review this for the staff meeting on Wednesday. There are five different criteria for a P/F. It was determined which individuals are part of this team to make this decision.

No other schools locally put their grading policies on line (except St. Croix Prep and NOVA).

P/F is commonly used across the country rather than a modified transcript/gradebook. This is based on student need. P/F would require a different gradebook in Skyward. Students are given the option if they fulfill one or more of the criteria. Once decided, it

will remain until the end of a semester or school year.

- What is the final grade if only one semester is P/F.
 - The final grade is a letter grade of the semester that was graded.
- Will every teacher have a separate grade book?
 - There needs to be a concrete decision, and not teacher choice. If all are separate gradebooks, it takes a lot of extra time and work. That is likely 80+ hours added each year. The teachers need to make a decision overall for everyone. This will be on the Wednesday staff meeting agenda, and a vote will take place after the meeting.
- Is there a way in Skyward to “hide” assignments?
 - Joell will look into it for Wednesday’s staff meeting. These instructions will be shared with the staff.

13. PD Taskforce update?

This task force met on 4/27. They identified four different areas of PD for next year.

1. Support gifted/talented and support struggling students
2. Mental health support.
3. Technology gaps.
4. Equity - utilizing one source we could use for multiple years.

14. OLL Taskforce update (Maggie) - any new information?

OLL will be discussed at the BOD workshop and meeting next week. We are seeking approval to send in the application for the BOD.

We only need to offer one class for the application to get approval through MDE. This gives MSA time to determine if this is a direction we would like to move toward.

15. Department Meetings general calendar?

This would be a good idea for uniformity and general discussion topics. There may be a list already.

16. Summer school/credit recovery - TJ

Tom and Shannon are interested in offering/providing summer school/credit recovery for some students this summer. We have more students poised to not pass or move on in their classes this year as opposed to most years; this is likely due to Distance Learning and COVID. At the BOD workshop, it was mentioned that schools are providing summer programs for these students.

This would be predominantly for MS students. They are suggesting 6 weeks, beginning mid June. Teachers would likely be paid \$30.00 an hour. According to MDE requirements, any licensed teacher, no matter of content or grade level licensure, is eligible to hold these positions. Ideally these teachers are a group of teachers who work together to support all the students.

This year, likely because of DL, we have 11 and 12 year olds who struggled. We need to support these students. DL and COVID are not their fault. They are scoring well on Fastbridge, but failing classes. An example of a student who might qualify for this program is one who earned a final grade at 55%. The teacher can determine if there are specific areas/units that the student could complete to show they have mastery of

those skills, and then they can move on.

Funding will be determined before this is launched.

- If the teacher is not licensed in the area the student has a need, how will they receive the help they need? (ie: math/Spanish) Can they work with a teacher in that content area? It shouldn't be about busywork.
 - For many of these students, we are looking at different ways to assess mastery...not looking at content teaching.
- Will this be in person?
 - That is the hope for the majority of these students. Transportation will be a barrier, so there may be some students who need to continue virtually.
- If we go this route, but a teacher needs consultation from another teacher, can these consultation teachers be paid as well?
 - This has not been discussed, but can be looked at.
- Does Fastbridge show what is being assessed?
 - It shows skills mastered, developing, emerging.
- Can teachers look at the Fastbridge scores? Can grades be adjusted based on Fastbridge? Is there comparable data to use?
 - Unlikely, because with math, it is adaptive, not equivalent to what is being taught in class.
 - Many struggling students may be failing summative, formative, and overall assessments. Students with missing work, but passing tests are in a different category.
- Is this just for this year because of COVID? Is this based on the whole year or just specific units?

Northstar Online could work for credit recovery for HS students. Departments would need to approve these.

This will allow MS students to be on campus.

There may be teachers and students who are unwilling to work on this because of mental health reasons.

- Is this for every student or is it at a teacher discretion? Maybe there are students who clearly need to retake the course. Maybe there are students who only need to make up a small amount of work.
 - This can be adjusted as needed based on student need.

MDE is offering funding for this. For reporting purposes, we need to know which students are taking advantage of this. A program needs to be put together.

Hopefully Cody will have information about this at the Finance meeting today.

Final grade reports will be run today, and this will help determine what the numbers are.

Next Meeting: Will be June 14, 2021 **stil via Zoom**

Academics Committee Yearly Calendar

Month	Description
August	<ul style="list-style-type: none"> Should the first Academics Committee meeting be in August (decide at June mtg) Get BOD SAM Academic Goals, and after determining any additional goals, set a process for meeting those goals
September	<ul style="list-style-type: none"> 1st Fastbridge Inventory MCA results will go to the departments so that each department can determine how to approach their Academic Goals (For the 18-19 school year, this means Goals 1,2 and 5) When and how should they report the changes they made? Share last year's WBWF with SAM for the Annual Report Review - John sends new legislation/standards to the corresponding departments annually
October	<ul style="list-style-type: none"> Annual report due October 1 Review of last year's WBWF report to the Academic Committee
November	<ul style="list-style-type: none"> Review of last year's WBWF report to BOD in November meeting Departments should begin to plan for next year's electives and to detail a back-up plan in case of low enrollment in the elective classes
December	<ul style="list-style-type: none"> WBWF report due to John by Dec 1 and to MDE (mid-Dec) 12/18 Course lists and descriptions due to scheduling office 2nd Fastbridge Inventory
January	<ul style="list-style-type: none"> Office needs a list of classes offered by each department by the middle of the month (including AP and electives) 1/3/18 - AP class schedule available to students PSAT results can go to the departments Review Academic Agreements and Open House Expectations
February	<ul style="list-style-type: none"> Students sign up for their classes WBWF presentation and input from public
March	<ul style="list-style-type: none"> 3rd Fastbridge Inventory before Spring Break Report how AP signup process is proceeding Annual review = Policies 601 and 603

April	<ul style="list-style-type: none"> ● Educational Program Policy committee should review model policies #613-620 ● Professional Development Task force will have data to begin to plan for the following year
May	<ul style="list-style-type: none"> ● MCA snapshot results available ● Review PSAT(Dec) and ACT scores (if taken at MSA receive in May-June) ● Students can see their classes online
June	<ul style="list-style-type: none"> ● Academics and WBWF committee will make recommendations and present them to Board by looking at the MCA snapshots and determine Professional Development for the following school year ● Determine if we should have a meeting in August or September? ● Reflect on goal setting for next school year?
July	

AFC Agenda
4/21/21 @ 4 pm

<https://zoom.us/j/92351800222?pwd=b0hoSXdXNFBnUms4SThpZ0NtS3Q5dz09>

- I. Members present
 - A. Tom Johnston, Justin Gehring, Adam Bartz

- II. Allocation of funds
 - A. \$1900
 - 1. Additional technology support
 - a) SMART Board - \$3000
 - b) WiFi access points - \$3000 start and \$500 per access point
 - 2. We will decide to make a final purchase after the finance meeting on May 10th.

- III. Other
 - A. Coke rewards update
 - 1. Will follow up with Coke to make sure rewards come to MSA. Unfortunately, they cannot go to the MSA PTO as they have to be claimed by the school and an employee of the school. We have not seen a check yet, but we should soon.
 - 2. Once the process has been verified, we will advertise the Coke Rewards to the community.

- IV. Next meeting
 - A. May 12, 4:30 pm

- V. Adjourn
 - A. 4:44 pm

AFC Agenda
5/12/21 @ 4:30 pm

<https://zoom.us/j/92351800222?pwd=b0hoSXdXNFBnUms4SThpZ0NtS3Q5dz09>

- I. Members present
 - A. Tom Johnston, Adam Bartz

- II. Allocation of funds
 - A. \$1900 rollover
 - B. \$2460 additional
 - C. \$4360 available
 - 1. MSA will purchase one more SMART board. Every classroom will now have a SMART board. (Approx. \$3000)
 - 2. Remaining available funds will be offered to staff for classroom or curricular needs for next year. (Approx. \$1360)

- III. Coke rewards
 - A. We have Coke Rewards. Checks will be sent to the school quarterly if amounts exceed \$25. Information has been added to the website under the "Support MSA" tab ---> "Daily giving".

- IV. Other

- V. Adjourn
 - A. 4:40

Communications Committee

Agenda

Wednesday, May 12th, 2021 from 4:30-5:30 pm

Meeting ID/Password:

<https://zoom.us/j/92341533192?pwd=NlFkMVAyY0o2V0wyL3ZUcHh5L3NSUT09>

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

Purpose of Committee

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

- I. Staff data privacy in regards to the profiles on the website. Update on teacher survey and form small group to work on next steps

Jessie shared the results from the survey. There was a tie between the *Bitmoji* or teacher photo option and the "I don't care" option. Cheri would like to see photos if protected since parent-teacher conferences have been restructured, and she feels that it would be good for parents to at least recognize teachers. Jessie asked if we could have the teacher choose the *Bitmoji* or photo as the public option and have the teacher photo accessible to students and parents after logging in (therefore, protected). Justin says this is possible. Heather asked about standardizing the information portion of the teacher staff pages, and Jessie shared hers and Cheri's with us (indicating that she had also included these examples on the survey that was sent out to staff). Justin will plan to assist staff with setting up pages during the August workshops.

- II. BOD Meeting item: add expansion drop-down to website

There was no opposition to this idea. We discussed the placement of this drop-down for information. Examples of information represented is who is on the committee, up-to-date information about the process, etc.

Heather asked if our Online Learning option will be part of this information, and Maggie said it certainly could and should be.

There was concern that the information be kept current, and discussion erupted re: other areas on the website where information is posted. Maggie suggested that we recommend that each committee designate someone who makes sure the information on the website is up-to-date and the documentation (meeting minutes) is submitted to Carrie in a timely manner. Tammy stated that we need to have someone in charge who can ensure this happens. Heather recommended that the minutes and updates that need to be made go to Carrie, Justin, and the Director. The Director would then approve the information or not and the information would already be available to those posting on the website. The information should then be updated accordingly. Tammy's concern was that this process has not been happening. It was discussed that perhaps incoming leadership will be more successful in ensuring that the approved information makes it to the website. Tammy countered that the responsibility is issue-wide and not just the responsibility of the Director. She recommended that there be accountability.

Jessie asked who *can* update the website. Justin said that officially he and Carrie have the capabilities to update and edit updates. Heather asked for clarification of whether we are looking for a *procedure* for updating the website or a *reminder* to update the website. Until leadership is appointed, Heather recommended that this question be brought to the current interim co-directors, Tom and Shannon and suggested that it seems we need to implement a process for “checking” and editing information for accuracy and then uploading information so that it is accurate on the website.

Returning to the agenda item, Heather summed up that we are okay with adding the expansion drop-down to the website per BOD request. Justin said yes, but he would like it to be more than a single page of information before it warrants a tab of its own. In the meantime, he recommends a banner, a section in the “about” information, and/or a section in the parent information. Heather will present the need for a procedure of updating the website to reflect current and correct information.

III. Follow up on idea of rebranding/renaming this committee

Heather asked if committee members feel we have the correct name for our committee? Cheri shared that she has done some research and recommended the name be “Communication Advisory Committee.”

Heather read the description of our role, and some members agreed that the name recommended seems appropriate. There was no opposition, but there was no vote taken. The recommendation to update the name will be brought to the BOD for the June meeting.

IV. In the April Special BOD meeting, it was recommended that the communication committee help with communication for Director search. Will anyone be available on an as-needed basis between now and the August meeting?

Jessie stated that Lisa Anderson has been instrumental in developing committees for this process, but she concurred with the BOD’s recommendation that this committee could help with the communication for the Director search. Heather will update us via email this summer if anything comes up, and response and willingness to be involved will be left up to committee members per individual interest and availability.

V. Other items? Next Year: What are members thinking about their role next year?

Heather recommended that one item to work towards be the bringing of information from this committee to the people who are involved in making that information available on the website. Tammy requested transparency in this process since she feels strongly that the communications committee has struggled with this.

Heather also spoke to the need for effective and accurate communication in our next Director and feels strongly that we are involved in the search process as needed.

Heather encouraged members to return to the committee. There was some discussion as to who may or may not return.

Heather acknowledged that the communication committee’s job is not as rewarding as those committees who work towards results that can be seen and encouraged the committee, reassuring members that the advisory work done is an important role.

Next meeting: August...need to confirm committee members and meeting time...2nd Wednesdays 4:30-5:30?. Heather will plan to create an agenda for the August meeting and will plan on meeting Wednesday, August 11th from 4:30-5:30 unless the BOD recommends a different time. At this meeting the committee will determine a meeting date and time for future meetings and will vote on a committee chair.

School Expansion Possibilities Committee

April 28, 2021

9:00 a.m.

In Attendance (underlined): Dan Ellingson, J. Kou Vang, Tong Khong

Purpose: The purpose of the School Expansion Committee is to research possibilities for expansion. The committee will develop and implement a plan for expansion.

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

Agenda:

Review their financial / school projection document.

1. Two five year plans were shared 924 students or 1232 students
2. Need to focus on five years for bond payments
3. Existing 68,500sqf needs to go to 104,000sqf or 153,000sqf
4. The current proposals are short of \$69,000 or \$89,000 annually, but could be resolved
5. If we want to move in **2022-23 year**, we need to close financing latest by **Sept 2021**

Next steps

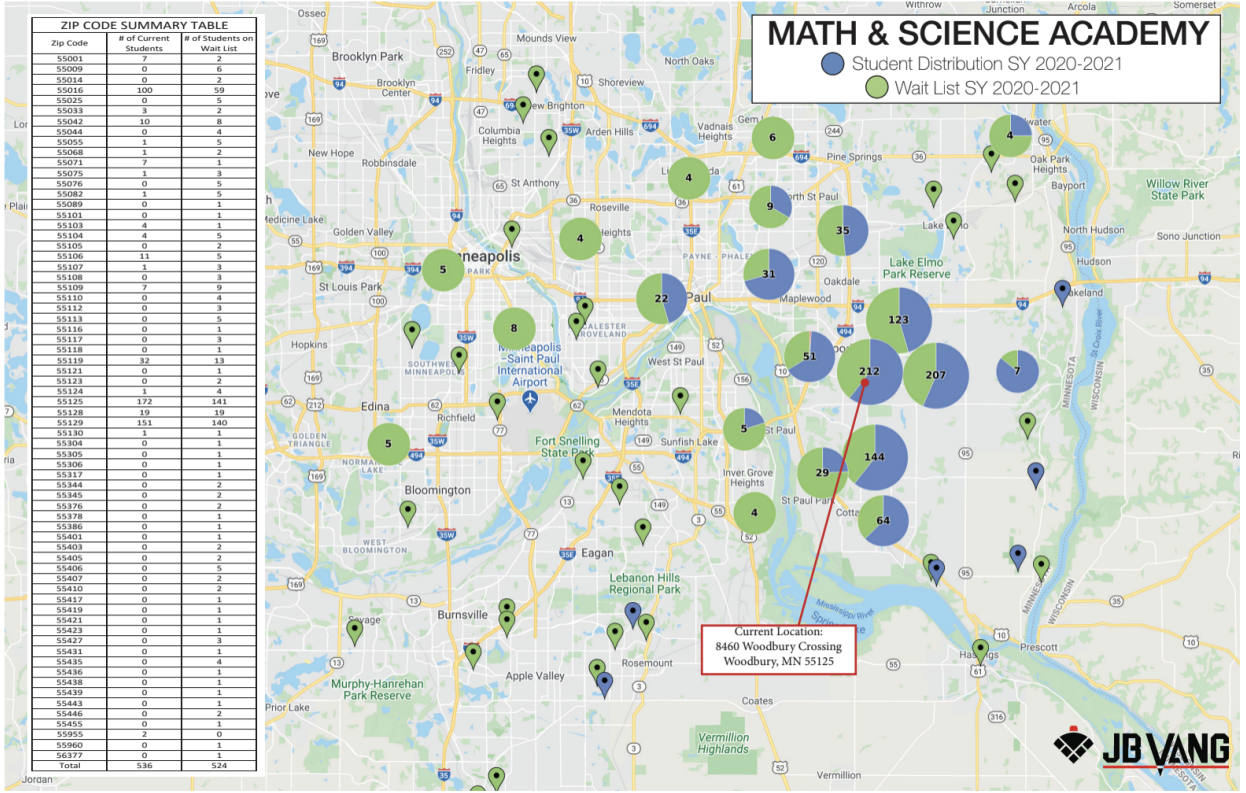
1. J.B. Vang will talk to Ortho about potentially selling their site
2. J.B. Vang will create an architect "massing plan" by May 14th
3. J.B. Vang will create options 1b and 2b with zeroed out funding from gen ops
4. Dan will share information with Expansion Committee and Finance team
5. Next Expansion full committee meeting **May 27th 4:30 PM**

MATH AND SCIENCE ACADEMY

Pre-liminary Project Budget | 4.22.2021

	OPTION 1 Max Rent 924 Students Revenue Bonds New Construction & Renovation		OPTION 2 Max Rent 1,232 Students Revenue Bonds New Construction & Renovation	
1 ACQUISITION COSTS				
2 Acquisition Bldg C	750,000.00		750,000.00	
3 Acquisition Bldg D	852,000.00		852,000.00	
4	1,602,000.00		1,602,000.00	
5				
6 PROJECT HARD CONSTRUCTION COSTS:		Bldg Size (SF)		Bldg Size (SF)
7 Renovation of Existing Building (\$85/SF)	2,720,000.00	32,000	2,720,000.00	32,000
8 New Addition (\$190/SF)	13,680,000.00	72,000	23,013,180.00	121,122
9	Total:	104,000	25,733,180.00	153,122
10	Total Building Size (SF)		104,000	153,122
11				
12 PROJECT SOFT COSTS:				
13 Architects / Engineering Fees (5.00%)	\$820,000.00		\$1,286,659.00	
14 Reimbursables (NTE)	\$25,000.00		\$25,000.00	
15 Land Use Application Fees	\$25,000.00		\$25,000.00	
16 WAC & SAC Charges	\$300,000.00		\$300,000.00	
17 Title Work	\$50,000.00		\$50,000.00	
18 MRT Fee	\$75,000.00		\$75,000.00	
19 Park Dedication Fees	\$25,000.00		\$25,000.00	
20 Construction Inspection Fee	\$25,000.00		\$25,000.00	
21 Project Management Fees	\$962,600.00	4.00%	\$1,416,160.00	4.00%
22 Soil Borings	\$15,000.00		\$15,000.00	
23 Phase I ESA	\$7,500.00		\$7,500.00	
24 Phase II ESA	\$5,500.00		\$5,500.00	
25 RAP	\$5,000.00		\$5,000.00	
26 Haz Mat Assessment	\$7,500.00		\$7,500.00	
27 Soil Mitigation	\$250,000.00		\$250,000.00	
28 ALTA Survey - As Built	\$10,000.00		\$10,000.00	
29 TOTAL PROJECT SOFT COST	\$2,608,100.00		\$3,528,319.00	
30				
31 Project Contingency	\$750,000.00		\$750,000.00	
32 TOTAL CONSTRUCTION COSTS	\$21,360,100.00		\$31,613,499.00	
33				
34 COST OF ISSUANCE				
35 Cost of Issuance (Legal Fees, Forcast, Issuer)	\$350,000.00		\$350,000.00	
36 Underwriter's Discount	\$360,975.00	1.50%	\$531,060.00	1.50%
37 Capitalized Interest	\$782,112.50	12 Months	\$1,150,630.25	12 Months
38 Debt Service Reserve	\$1,161,220.03		\$1,708,366.25	
39 Conduit Issuance Fee	\$50,000.00		\$50,000.00	
40 TOTAL COST OF ISSUANCE	\$2,704,307.53		\$3,790,056.25	
41				
42 TOTAL PROJECT COST	\$24,064,407.53		\$35,403,555.25	
43				
44 FINANCING ASSUMPTIONS:	\$ 24,065,000.00		\$ 35,404,000.00	
45	Amortization:	35		35
46	Non-Rated:	3.25% Arbitrage Yield		3.25% Arbitrage Yield
47	Project Debt Service (P&I):	\$1,161,220.03 No Escrow Amt		\$1,708,366.25 No Escrow Amt
48	Estimated Escrow:	\$0.00		\$0.00
49	Total Debt Service:	\$1,161,220.03 Old & New Bond		\$1,708,366.25 Old & New Bond
50	Max Rent:	\$1,092,079.00 Full Enrollment		\$1,618,847.00 Full Enrollment
51	Funds from Gen Ops:	(\$69,141.03)		(\$89,519.25)
52	Number of Students at Lease Aid:	47 \$1,460/Student		61 \$1,460/Student
53	Number of Students:	7 \$10,000/Student		9 \$10,000/Student
54	S&P Rating:	BBB-		BBB-

6.



7.

School Expansion Possibilities Committee

April 29, 2021

4:30 p.m.

Join Zoom Meeting

<https://zoom.us/j/94159950319?pwd=MnZST0paMWIzSTBralZgR0JxbkFiQT09>

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

Purpose: The purpose of the School Expansion Committee is to research possibilities for expansion. The committee will develop and implement a plan for expansion.

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

Agenda:

1. Review meeting with JB Vang

Reviewed their financial / school projection document.

1. Two five year plans were shared 924 students or 1232 students
2. Need to focus on five years for bond payments
3. Existing 68,500sqf needs to go to 104,000sqf or 153,000sqf
4. The current proposals are short of \$69,000 or \$89,000 annually, but could be resolved
5. If we want to move in **2022-23 year**, we need to close financing latest by **Sept 2021**

Next steps

1. J.B. Vang will talk to Ortho about potentially selling their site
2. J.B. Vang will create an architect "massing plan" by May 14th
3. J.B. Vang will create options 1b and 2b with zeroed out funding from gen ops
4. Dan will share information with Expansion Committee and Finance team
5. Next Expansion full committee meeting **May 27th 4:30 PM**

All meetings start at 4:30 pm utilizing the same Zoom link as this meeting's link.

Backward planning for a specific move in date.

Schedule for the year:

~~Visits to other schools~~

~~Develop "wish list"~~

~~Obtain feedback from staff, parents, students, and community~~

~~Confirm design brief for expansion~~

Determine if we want to go with all three scenarios

Review financial model / options

Choose development partner

Search Committee Meeting #2
4/27/21

Members: Lisa Anderson, Jennifer Bartle, Jeana Albers, and Robert Krueger

1. Arrange a notetaker
 - a. Take notes during meetings- **Jeana will do this**
 - b. Send notes to Carrie to put in the the folder- **Jeana will do this**
 - c. I will send agendas to Carrie to post before the meeting
2. Publicity for this committee
 - a. Send livestream link for this meeting to Carrie- **Jeana will do this**
 - b. Ensure meetings are posted on the MSA webpage at least three business days before the meeting- **Jeana will do this**
 - c. I will email community
3. Make up of this committee and what you want your role to be? **Group of BOD members that help with support. The 3 BOD members are willing to be on subcommittees. Delegate the jobs to the subcommittees, but we will be here for support.**
4. How many final interim candidates do you want brought to the BOD- **Originally had 26 candidates in past search and then brought 3 final candidates to the BOD for the vote. Okay with having two interim candidates.**
5. Length of interim? **Proposed for a year. Bring us back to a community that we desire.**
6. Job Ad (rough draft attached) **When and where should it be posted? Diverse recruiting task force has been working on ad so the interim ad is built off of it. Changed ad requirement to include "current or past administrative licensure."**
 - Board needs to figure out the benefits package (Cody Schniepp is working on ideas).
 - Hoping to have the ad posted by this Friday
 - Goal is to have the end date by Friday, May 21
 - Hiring committee could make sure to meet May 24 to go through resumes and select the candidates
7. Taskforce or subcommittees
 - a. What do we want to call it and why does it matter? **Academics committee had task forces. We will still be transparent with posting of agendas and minutes, but with the time crunch, we might sometimes need to meet immediately or before 3 days.**
 - b. Determine the descriptions (rough draft attached)
 - Interim hiring task force- starts next week (as a goal) and would likely be done by June. Could have members from the Interim hiring task force be on the director hiring task force. Questions used in the past can be utilized and additional questions are being gathered.**
 - Interim transition task force- will also need to write down the process of onboarding so that the procedure can be used in the future. Cheri Howe has a bunch of transition documents that can be utilized.**
 - Director Hiring task force- start in June with a 9-12 month commitment with bringing 3 people to the BOD by the end of February.**

Director transition task force- helping with all of the firsts (ex. First time doing budgets, how to do the first community days, etc).

Value Identification task force- what are the values that the community is looking for. Work most of the summer and be completed in November. Do a community survey. Translate the values into interview questions.

8. Google Form to solicit volunteers for the task forces will go out **ASAP with the goal to be at the end of this week.**
 - a. Should this group create the task forces or do you want me to when we get the results? **Only if the search committee chair needs it. List of people on all task forces need to be sent to the BOD via email. If anyone has an objection, a special meeting or line item on the agenda of a regular meeting will happen to have discussion on it.**
9. Establish a standing meeting time/date for this committee

-Maybe don't need a standing meeting yet until we have chairs of the task forces. Lisa will put out an announcement with the task forces. Send out task force list this week. If people completed it by Monday, May 3, then task forces can receive an email who is interested in being chair. Goal is May 5 at 4 pm (livestreamed and with agenda) for when we meet again to help look over the lists/chairs.

Assignments for next time:

Items for next time (Unless we have time to start today?):

1. Pay/package for interim
2. In addition to the day-to-day operations of the school, what other projects/goals would we like to have the interim work on? Are these part of the pay package, or extra projects/stipends?
 - a. Expansion
 - b. Personnel and Evaluation
 - c. Other ideas?
 - i. **Culture- evaluate and determine the direction of our culture. This could be where the values task force comes in and helps. Help to build the culture that focuses on the mission and vision.**
3. Determine elements that we don't absolutely need in the job description, which committees/task forces does the interim need to be on? **To involve all members of the community, can send out a google form asking them these questions. Need to develop a paragraph as to why we are hiring an interim so that the community understands prior to them providing their ideas.**
4. What type of community/student involvement do you want for the interim interviews, besides participation on the task forces?

Topic: Finance meeting

Time: May 10th, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91503701560?pwd=QitDUkY1ai9JN1IEcGhNZ>

Meeting ID: 915 0370 1560

ktmMkZSUT09Passcode: mgQLD3

Attendees: Cody Schniepp, Tom Johnston, Shannon Froberg, Sandi Overson, Lisa Anderson, Noah Langseth, Ken La Casse, ~~Dustin Reeves~~

- Financials - Apri
 - \$37,000 left unallocated in the budget butl we still have to pay for these things:
 - i. Summer School
 - ii. Admin Staff pay update
 - iii. Investigation by Ms.Matthews
 - If over budget, the authorizer would be the most upset, but the investigation is at their request
- Budgets Updates
 - We did have to issue a new credit card, and Ken La Casse and has custody of the credit card now
 - .5 Math Teacher
 - i. Noah, Mariah and Shannon requested it
 - ii. Not posted yet but it should be posted soon, since we are posting for the other one
 - iii. Same amount of FTE but the .5 would need benefits
 1. \$7000 surplus for next year, right now
 2. But we don't know what the new hires will cost
 - iv. The question was asked to Shannon, if the teachers who were supposed to have an overload, were told that they would not have have an overload and she said that yes, Mariah and Isaac have agreed to a reduction in their FTE
 - v. Cody will meet with Dustin and get back to the Committee about this
- Fund Raising
 - We added Coke Rewards to the website, but very minimal
 - Funds continue to trickle in and there was \$2400 more last month in the AFC funds
 - No discussion about next year's fundraising yet
- Covid related spending
 - Are we trying to get a Covid Coordinator in? The Covid Liaison meeting is on Thursday and Tom will bring the issue there. Schools are required to maintain their Safe School Plans until June 13, and then it expires. So it doesn't really make a lot of sense right now. It is posted, but no one has applied.
 - Summer School- Do we have ESSER Funds? \$10,000 that is available for the next fiscal year, however, we can pull the money back a month.
 - 300 hours that teachers could be paid, 3 hours a day = 100 teacher days at \$30 an hour
 - Discussed summer school at Academics Meeting
 - 25 days total

- Tom will approach AFC as well because there is \$3000 there
- The plan is to try to make it work within the budget
- MS: 49 students at risk of repeating and there are 65 Fs overall
- HS: 44 students at risk of repeating and there are 45 Fs overall
- 35 HS students are failing Core Classes in HS and these are students who have just one F and a lot of students have multiple Fs.
- Summer School would take place for 3 weeks in June (we can use the ESSER money) and 3 weeks in July (and we may take a budget hit next year)
- What can the ESSER funds be used for? Dustin is checking it out for sure, but maybe we can use it for summer school and/or Covid catch-up
- Summer School would be in person and we would like them to be in school because that provides the best support for the student
- We would still strive to keep mask mandates, small classes and social distancing as much as possible
- Transportation will still be a problem
- Summer School students have to be reported to the State
- Do we get extra funding for summer school? Unsure, because we are not a Title 1 school. Cody will discuss with Dustin
- Summer School is on the Workshop Agenda for the BOD meeting
- Are we comfortable with the amount of money (\$10,000 ESRA and \$5000 from next year's budget) spent on this? Possibly the \$3000 from AFC, but Tom will discuss this with AFC next week. We could spend down the general fund and then save the ESSER funds to use next year.
- Will students come? Could we survey those with Fs and see if they are interested or at least notify them of their options.
- We worry we will be too late if we don't act soon, at the May BOD meeting
- How many are at risk of dropping into the F range? Lots...
- What does the curriculum look like? Do we have to buy it? We are not buying curriculum, but students will complete the pieces they are missing to be able to pass. It may be 1 assignment or a combination of standards, or alternative assessments, not the entire curriculum. Hopefully, as the summer goes on, the numbers will decrease as students pass their classes.
- Solar Panels - Community Garden option.
 - Cody Will bring it to the BOD next month. The Community Garden requires a \$100,000 investment and there is a 8 year payback period, so the investment might not be worth it, if we are moving.
 - But we can buy into a solar community farm and we would save about \$6000 a year. We would buy the energy from the farm, instead of Xcel It still comes through Xcel, but through a different path. It is a 25 year commitment, but as long as we are still in the area, it moves with us. There is no investment fee.
- Salary for temporary Co- Interim Directors/Administrative Staff
 - Joell gets overtime for her overtime
 - Dustin said that we can give a stipend
 - The Co-interims have AD, Director and Covid jobs
 - Everyone who is doing something extra should get paid more. For example Michelle is doing graduation, Ken asked for overtime but was denied, someone was doing Covid, Joell is doing additional work, but the Co-interims did not

volunteer for their positions, so supposedly that is the difference as to why they get should paid.

- Take John's salary for the 6 weeks and divide it by 2 so that would be about \$6400 for the rest of this fiscal year
- Summer school will mostly be their job as well, if they choose to teach classes, then they could get paid for teaching classes. But they feel that supervising Summer School falls under their job description.
- There will be some overtime authorized for other administrative staff for summer school and other Director-related issues. Some of this might roll over until next year's budget.

2020-21

FD T	ORG	PRG	CRS	FIN	OBJ	FYTD	Activity	PO#	Line#	Description	Inv#	Desc2	Inv Date	Chk#	Rec#	Check Date	Amount
01	R	005	000	265	000	096	096			55,860.09							
		04/21/21	CR			20-50116		2		Blackbaud Giving Fund (Annual Fund)			04/06/21	149			-7.62
		04/21/21	CR			20-50117		1		Donation (Annual Fund)			04/08/21	151			-50.00
		04/21/21	CR			20-50117		24		CAF America 3M (Annual Fund)			04/08/21	153			-97.02
		04/21/21	CR			20-50117		25		CAF America 3M (Annual Fund)			04/08/21	154			-97.02
		04/21/21	CR			20-50117		26		US Bank (Annual Fund)			04/08/21	155			-1,215.24
		04/21/21	CR			20-50118		2		US Bank (Annual Fund)			04/16/21	158			-624.00
		04/30/21	CR			20-50125		1		CAF America - US Bank 4.23.21 (Annual Fund)			04/23/21	159			-138.00
		04/30/21	CR			20-50125		2		MightyCause (Annual Fund)			04/23/21	160			-35.00
		04/30/21	CR			20-50125		6		United Way (Annual Fund)			04/23/21	164			-97.00
		04/30/21	CR			20-50126		1		Blackbaud Giving Fund - Ecolab 4/28/21			04/28/21	165			-100.00
										April							-2,460.90
										*01 R 005 000 265 000 096							-2,460.90
										*Cash Receipts							-2,460.90
<hr/>																	
Grand Revenue Totals 55,860.09																	
Total for Cash Receipts -2,460.90																	
Grand Total -2,460.90																	

Number of Accounts: 1

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

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



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

Financial Statements

April 30, 2021

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

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the audited actual ending information as of June 30, 2020 while the ending balances reflect the March 31, 2021 balances.

The school's cash and investment balance at April 30th was \$2,279,817.

The Due from Building Company line represents a payment made by the School for The Arbitrage Group for professional services relating to the closing of the Bonds in December 2020. This will be reimbursed from the Building Company.

Prior Year state aids receivable represents the balance of the State Aids for FY20 that are expected to be received by the School during Fiscal Year 2021. The current balance is \$11,715.

Current year state aids receivable represents the estimated amount that the State owes the school for the current fiscal year based on the 10% holdback. The current balance is \$465,181.

Federal aids receivable represents the amount of federal funds that are owed to the school. Federal funds are paid on a reimbursement basis. The current balance is \$0.

Prepaid expenditures represent subscriptions and licenses paid in advance for the FY22 school year. The current balance is \$111,721.

Salaries and wages payable represent the amount due to teachers for summer checks as part of the FY21 contracts. This calculation is based on an estimate of salaries/wages earned during the year. These salaries and wages will be earned in FY21, but not paid out until July and August of 2021. The current balance is \$272,536.

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period. The current balance is \$3,673.

Payroll deductions and contributions represents a prepayment of employee benefits. The current balance is \$(23,749). The negative balance represents amounts paid to vendors, but not yet deducted from employee's checks.

The beginning fund balance as of July 1, 2020 was \$2,147,077 or 37% of total expenditures. Our budgeted surplus for the 2020-2021 approved original budget is \$2,244 which will result in an ending fund balance of \$2,149,320 or 36%.

The Working Budget has been updated to reflect a surplus of \$37,678 which would result in an ending fund balance of \$2,184,754 or 37% of total expenditures.

The current preliminary surplus is \$469,898. This figure reflects data through April 30th.

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

"Hot Topics"

- Cash flow is strong with approximately \$2 million in cash. During the bond refinancing project, cash accounts were consolidated. The savings account balance and the balance of the Certificate of Deposit balance were transferred into the Main Checking account at Old National Bank. The intent in consolidating these accounts was to save on monthly fees charged by the bank (account analysis charge).
- As of April 30th, the balance in the Repair & Replacement Fund is approximately \$179K.
- We will continue monitoring potential state funding adjustments for potential revenue or cash flow impacts in future years. Minnesota Management and Budget office released new budget projections for the State of Minnesota. Currently, the State is expected to have a \$641 million surplus. This is in contrast to a deficit budget that was previously projected. At this time, we do not anticipate any reductions to funding for charter schools.
- Given the \$641 million dollar surplus that the state is projecting, we are not anticipating changes to the FY21 holdback percentages, however, we will be monitoring legislation for future year changes.
- Bond covenant metrics:
 - FY20 – Days cash on Hand: Requirement = 60 Days, Actual = 156
 - FY20 – Debt Service Coverage Ratio: Requirement = 100%, Actual = 135%

 - FY21 Days Cash on Hand: Requirement = 60 Days, Projected = 157
 - FY21 Debt Service Coverage Ratio: Requirement = 100%, Projected = 142%

Supplemental Information for April 2021.

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during April 2021.

Please feel free to contact Dustin Reeves at dustin.reeves@bergankdv.com or 612-357-7324 should you have questions related to the financial statements.

**Math and Science Academy
Woodbury, MN
Balance Sheet
April 30, 2021**

	Audited June 30, 2020	Balance April 30, 2021
Assets		
Current assets		
Cash and investments - unrestricted	\$ 1,656,426	\$ 1,297,917
Cash and investments - required for Bond Compliance	-	981,900
Certificates of deposit	152,987	-
Accounts receivable	12,638	-
Due From Building Company	40,420	1,000
Prior year state aids receivable	652,800	11,715
Current year state aids receivable	-	465,181
Federal aids receivable	4,460	-
Prepaid expenditures	193,461	111,721
Total assets	2,713,193	\$ 2,869,436
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 312,576	\$ 272,536
Accounts payable	150,356	3,673
Payroll deductions and contributions	103,184	(23,749)
Total current liabilities	566,116	252,461
Fund balance		
Fund balance 7-1-2020	2,137,380	2,137,380
Assigned fund balance - student activities 7-1-2020	9,697	9,697
Net income to date	-	469,898
Total fund balance	2,147,077	2,616,975
Total liabilities and fund balance	\$ 2,713,193	\$ 2,869,436

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

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
April 30, 2021**

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	83% April YTD 494.34 ADM	Percent of Working Budget
General Fund - 01						
Revenues						
State revenues						
211	General education aid	\$ 3,806,856	\$ 3,938,549	\$ 3,947,277	\$ 3,176,239	80.5%
348-300	Charter school lease aid	805,351	833,076	833,076	358,509	43.0%
317	Long-term facilities maintenance revenue	74,637	76,077	76,077	-	0.0%
740-360	Special education aid	706,857	723,877	712,264	637,389	89.5%
201	Endowment aid	21,795	20,526	20,663	20,479	99.1%
370	Other MN aid (safe schools supplemental aid)	22,846	-	-	-	-
397	Pension revenue	-	15,000	15,000	-	0.0%
	Prior year over (under) accrual	6,916	-	-	-	-
	Current year state aids receivable	-	-	-	465,181	-
	Total state revenues	5,445,258	5,607,105	5,604,357	4,657,798	83.1%
Federal revenues						
419	Federal special education aid	70,527	66,200	67,045	-	0.0%
414	Title II funds	21,427	27,400	9,647	2,502	25.9%
151,153,154	CARES and CRF Funding	-	-	158,401	156,866	99.0%
	Total federal revenues	91,955	93,600	235,093	159,368	67.8%
Local revenues						
000-050	Fees from patrons: scholastic, AP exam, staff shirts, class fees	22,554	28,000	28,000	17,030	60.8%
920-050	Fees from patrons: study hall	1,810	2,400	100	100	100.0%
300-050	Fees from students: field trips	21,282	35,000	-	-	-
372-071	Third party billing	1,944	1,000	1,000	900	90.0%
092	Interest earnings	16,568	20,000	1,600	1,122	70.1%
265-096	Annual fund/capital campaign/dragon dinner	88,678	85,000	56,000	55,860	99.8%
000-096	Donations and misc. grants	2,759	-	(4,478)	(4,478)	100.0%
099/620	Misc. revenues	1,884	-	6,900	6,836	99.1%
621	Year book revenues, planners	3,587	3,100	3,100	790	25.5%
625	Insurance recovery	-	-	3,400	3,400	100.0%
C 400's	Student activities revenue	85,579	129,200	53,000	51,881	97.9%
	Total local revenues	246,645	303,700	148,622	133,441	89.8%
Total revenues		\$ 5,783,857	\$ 6,004,405	\$ 5,988,072	\$ 4,950,607	82.7%
		5,783,857	6,004,405	5,988,072	4,950,607	

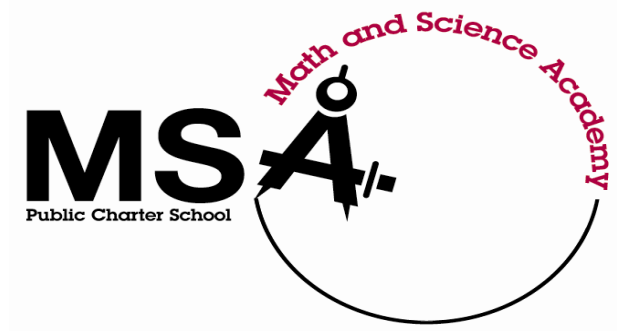
**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
April 30, 2021**

		83%				
		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	April YTD 494.34 ADM	Percent of Working Budget
Expenditures						
100	Salaries and wages	\$ 2,042,506	\$ 2,228,933	\$ 2,226,087	\$ 1,823,438	81.9%
200	Employee benefits	815,937	778,074	784,571	556,613	70.9%
Crs 180	Extracurricular activities	192,269	74,678	74,678	-	0.0%
305	Contracted services	203,545	232,160	269,560	194,295	72.1%
315	Repairs and maintenance for computers	36,550	39,700	45,000	38,784	86.2%
320	Communications services	18,564	19,115	19,115	14,979	78.4%
329	Postage	4,989	4,200	4,200	1,807	43.0%
330	Utilities	91,472	108,100	80,000	66,811	83.5%
340	Property and liability insurance	29,705	34,200	50,000	46,847	93.7%
350	Repairs and maintenance	101,701	148,800	100,000	87,615	87.6%
360	Transportation for field trips	7,440	11,100	-	-	-
366/368	Staff training/travel and conferences	22,485	15,000	15,000	14,393	96.0%
369	Field trips admissions	13,209	23,200	-	-	-
370	Building lease	895,045	925,640	925,640	696,409	75.2%
370	Other rentals and operating leases	356	800	800	91	11.4%
380	Computer and tech related hardware rental	32,696	15,501	28,000	22,205	79.3%
401/455/465	General supplies	38,643	31,900	20,000	14,630	73.1%
401	Maintenance supplies	21,658	25,000	15,000	14,869	99.1%
405	Non-instructional computer software and license	20,059	20,525	24,000	23,883	99.5%
406	Instructional software licensing	14,786	14,700	22,450	22,160	98.7%
430/456/466	Instructional supplies	90,768	50,000	30,000	10,508	35.0%
460	Textbooks and workbooks	17,247	26,000	15,000	10,901	72.7%
461	Standardized tests	20,093	22,500	15,000	3,838	25.6%
490	Food	320	2,000	1,000	-	0.0%
505/506	Capitalized technology software	9,427	12,300	10,000	7,579	75.8%
530	Other equipment/furniture	21,088	12,000	3,200	338	10.6%
555/556	Technology hardware (cap)	6,955	30,000	5,000	-	0.0%
820	Dues and memberships, fees	38,196	40,035	45,800	45,775	99.9%

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
April 30, 2021**

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	83% April YTD 494.34 ADM	Percent of Working Budget
898	Scholarships	-	500	500	-	0.0%
	Annual fund (265)	7,652	42,500	42,500	332	0.8%
	State special education	753,161	774,200	774,200	541,239	69.9%
Fin 372	Third party billing	759	1,000	1,000	756	75.6%
	Federal special education	70,527	66,200	67,045	28,291	42.2%
	Title II funds	21,427	27,400	9,647	7,852	81.4%
151,153,154	CARES and CRF Funding	-	-	158,401	158,382	100.0%
891	Pension expense	-	15,000	15,000	-	0.0%
	Student activity expense	96,637	129,200	53,000	25,092	47.3%
Total expenditures		\$ 5,757,872	\$ 6,002,161	\$ 5,950,394	\$ 4,480,710	75.3%
		5,757,872	6,002,161	5,950,394	4,480,710	
General fund net income		\$ 25,985	\$ 2,244	\$ 37,678	\$ 469,898	
Fund balances						
Beginning fund balance, all funds		\$ 2,121,091	\$ 2,147,076	\$ 2,147,076		
Projected fund balance, all funds		\$ 2,147,076	\$ 2,149,320	\$ 2,184,754		
		37%	36%	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
Charter School No. 4043
Woodbury, MN**

Supplemental Information

April 30, 2021

**Math and Science Academy
ExtraCurricular/Student Activities
April 30, 2021**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
401	Student Council Funds	\$ 276	\$ -	\$ -	\$ 276
402	NHS Funds	407	740	(385)	762
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	809	575	(867)	517
405	Prom	1,788	-	-	1,788
406	Ex-Curr Academic Triathlon	145	-	-	145
407	Ex-Curr Theatre Funds	308	3,333	221	3,862
408	Spanish Club Funds	-	-	-	-
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	-	7,040	(3,990)	3,050
414	Asian Club	-	-	-	-
416	Newspaper	32	200	-	232
417	Film Club	-	-	-	-
419	Nordic Ski Team	122	4,000	(1,867)	2,255
420	Cross Country	-	5,435	(2,666)	2,769
421	Track & Field	-	7,175	-	7,175
422	Music Fund	198	890	(500)	588
423	Boys Basketball	408	3,365	(1,302)	2,471
424	Baseball	-	960	-	960
427	Math League	-	125	(1,878)	(1,753)
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	946	1,750	(1,088)	1,609
432	Athletic Account	313	-	(923)	(609)

**Math and Science Academy
ExtraCurricular/Student Activities
April 30, 2021**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
433	Speech Team	-	-	-	-
434	Earth Club	-	-	-	-
436	Cooking Club	-	-	-	-
437	Chess Club	0	-	-	0
440	Badminton	501	2,275	-	2,776
441	Trap Team	89	3,088	(996)	2,180
442	Boys Volleyball	90	-	-	90
443	FIRST Tech Challenge (FTC)	-	7,625	(5,821)	1,804
444	Harry Potter	-	-	-	-
445	Gay Straight Alliance (GSA)	58	300	(75)	283
446	Social Justice Club	-	-	-	-
447	Class of 2020	1,760	-	-	1,760
449	Soccer	-	1,480	(1,480)	-
450	Football	-	1,475	(1,475)	-
451	Cheers Volunteer	33	50	-	84
452	SWENext Club	24	-	-	24
453	Class of 2021	550	-	-	550
460	Africa Club	-	-	-	-
Total student activity balances		\$ 8,857	\$ 51,881	\$ (25,092)	\$ 35,647
		\$ 8,857	\$ 51,881	\$ (25,092)	\$ 35,647

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.*



March 2021 Statement

Open Date: 02/11/2021 Closing Date: 03/11/2021

Account: 4798 5100 6695 5358



Visa® Business Card

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
8

New Balance	\$4,624.61
Minimum Payment Due	\$47.00
Payment Due Date	04/09/2021

Activity Summary

Previous Balance	+	\$2,129.65
Payments	-	\$2,129.65 ^{CR}
Other Credits	-	\$24.84 ^{CR}
Purchases	+	\$4,649.06
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.39
Interest Charged		\$0.00
New Balance	=	\$4,624.61
Past Due		\$0.00
Minimum Payment Due		\$47.00
Credit Line		\$30,000.00
Available Credit		\$25,375.39
Days in Billing Period		29

Payment Options:



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with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



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

- to pay by phone
- to change your address

000009427 01 SP 000638752532238 P Y

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



Account Number	4798 5100 6695 5358
Payment Due Date	4/09/2021
New Balance	\$4,624.61
Minimum Payment Due	\$47.00

Amount Enclosed \$ _____

Cardmember Service

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



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
 - ▶ Dollar amount: The dollar amount of the suspected error.
 - ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("**DPR**") by the Average Daily Balance ("**ADB**") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation.

2. Payment Information: You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States. We will also accept payment in U.S. Dollars via the Internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. Credit Reporting: We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.

March 2021 Statement 02/11/2021 - 03/11/2021

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MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855



Important Messages

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

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

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

We have added Mobile Authentication and Cellular Phone Contact Policy to and made changes to the Arbitration Agreement in your account agreement. Please visit card.myaccountaccess.com/agreementchanges to review. If you have any questions, call the number on the back of your card.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/24	02/24	ET	PAYMENT THANK YOU	\$2,129.65	CR _____
03/03	03/02	9651	MARKFORGED - 3D PRINTI 6176661935 MA MERCHANDISE/SERVICE RETURN	\$24.84	CR _____
TOTAL THIS PERIOD				\$2,154.49	CR

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/12	02/10	3813	MCMaster-CARR 630-834-9600 IL	\$111.62	_____
02/16	02/15	6463	MUSIC THEATRE INTL 212-5414684 NY	\$400.00	_____
02/16	02/12	0052	ANDY MARK INC 765-868-4779 IN	\$135.42	_____
02/16	02/12	8114	REVROBOTICS 184-425-5226 TX	\$49.34	_____
02/16	02/12	7684	SWYFT ROBOTICS HTTPSSWYFTROB TX	\$12.00	_____
02/16	02/13	5032	MATTERHACKERS.COM 949-613-5838 CA	\$126.00	_____
02/17	02/16	3058	MARKFORGED - 3D PRINTI WWW.MARKFORGE MA	\$373.42	_____
02/19	02/18	0039	MINNESOTA HISTORICAL S 414-2824322 MN	\$1,345.00	_____
02/19	02/18	7618	VEXROBOTICS 903-453-0802 TX	\$158.28	_____
02/22	02/21	7564	AMZN Mktp US*822F14U63 Amzn.com/bill WA	\$78.55	_____
02/22	02/19	1085	ANDY MARK INC 7658684779 IN	\$25.80	_____
02/23	02/22	4666	AMAZON.COM*B81OZ1MR3 A AMZN.COM/BILL WA	\$96.06	_____
02/24	02/23	6833	AMZN Mktp US*J192O9W73 Amzn.com/bill WA	\$11.99	_____
02/26	02/25	9863	Amazon.com*EA93D2YR3 Amzn.com/bill WA	\$56.28	_____
03/01	02/27	5671	HOMEDEPOT.COM 800-430-3376 GA	\$209.30	_____
03/01	02/28	3475	CLASSMARKER.COM PLAN NEWCASTLE AU	\$19.95	_____
03/03	03/02	4917	AMZN Mktp US*PK8B66093 Amzn.com/bill WA	\$467.61	_____
03/03	03/02	5995	DELTAMATH.COM HTTPSDELTAMAT NY	\$45.00	_____
03/04	03/03	4266	AMZN Mktp US*5B8386HK3 Amzn.com/bill WA	\$240.00	_____
03/04	03/03	5342	AMAZON.COM*320JD0RC3 A AMZN.COM/BILL WA	\$57.10	_____
03/04	03/03	1171	PITSCO INC 620-231-0000 KS	\$263.87	_____
03/08	03/07	9600	SMK*SURVEYMONKEY.COM 971-2445555 CA	\$29.00	_____
03/11	03/10	7597	AMZN Mktp US*8M3C58C73 Amzn.com/bill WA	\$319.92	_____

Continued on Next Page

March 2021 Statement 02/11/2021 - 03/11/2021
 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

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Cardmember Service ☎ 1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/11	03/10	4944	AMZN Mktp US*J97YA6QE3 Amzn.com/bill WA	\$17.55	_____
TOTAL THIS PERIOD				\$4,649.06	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/01	02/28	3475	FRGN TRANS FEE-CLASSMARKER.COM PLAN NE	\$0.39	_____
TOTAL FEES THIS PERIOD				\$0.39	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$1.17
Total Interest Charged in 2021	\$0.00

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

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.24%	
**PURCHASES	\$4,624.61	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

March 2021 Statement 02/11/2021 - 03/11/2021

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)



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Contact Us



Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions

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Online

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End of Statement

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

CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/01/2021	201901287	AMAZON	March Credit Card	78.55
04/01/2021	201901287	ANDY MARK, INC.	March Credit Card	135.42
04/01/2021	201901287	CARDMEMBER SERVICE	March Credit Card	111.62
04/01/2021	201901287	HOME DEPOT	March Credit Card	209.30
04/01/2021	201901287	MUSIC THEATER INTERNATIONAL	March Credit Card	400.00
04/01/2021	201901287	SURVEYMONKEY	March Credit Card	29.00
04/01/2021	202000823	WESCHCKE, MICHELLE	Refund Participation Fee Badminton	350.00
04/08/2021	202000824	LIBERTY MUTUAL	Insurance	31,640.00
04/14/2021	202000835	BLICK ART MATERIALS	HS Art Supplies	20.00
04/14/2021	202000825	CASEY-WOLF, THERESA	School Psychologist: March 2021 21.5 hrs @ \$90/hr	1,935.00
04/14/2021	202000828	CULLIGAN	Drinking Water Equipment Service: April 2021 Acct#157-00808535-7	63.30
04/14/2021	202000826	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: April 2021	399.57
04/14/2021	202000833	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	20.78
04/14/2021	202000827	ESPARZA, PAUL	Reimbursement: Shielding Supplies (ESSER)	61.38
04/14/2021	202000841	ESPARZA, PAUL	Maintenance Work 30hrs @ \$26/hr and COVID work 116 hrs @ \$26.90/hr (ESSER)	3,016.00
04/14/2021	202000829	HANSEN'S LAWN CARE	Snow Plowing : March 2021	790.00
04/14/2021	202000840	INDIGO EDUCATION	Director Services - Qtr 4	4,772.50
04/14/2021	202000842	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
04/14/2021	202000839	KAISER MANUFACTURING, INC	Gauge Vinyl (ESSER)	420.00
04/14/2021	202000830	KRAUS-ANDERSON INSURANCE	Practical HR: May 2021	250.00
04/14/2021	202000843	LANDRUM DOBBINS LLC	Legal Services: March 2021 4.9hrs (BOD Chair)	980.00
04/14/2021	202000844	MARTIN LAW FIRM PLLC	Legal Services: March 2021 (BOD legal expenses)	2,305.50
04/14/2021	202000832	THE SHERWIN WILLIAMS CO	Paint	52.51
04/14/2021	202000837	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Additional Cleaning Service: March 2021	1,132.82
04/14/2021	202000838	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning Service: April 2021	6,425.00
04/14/2021	202000831	WASHINGTON COUNTY	MSA 2021 Property Taxes - 1st Half Payment Property ID: 16.028.21.13.0085 8490 Woodbury Crossing Woodbury, MN 55125	10,722.00
04/14/2021	202000834	WASHINGTON COUNTY	MSA BC 2021 Property Taxes - 1st Half Payment Property ID: 16.028.21.24.0095 8430 Woodbury Crossing Woodbury, MN 55125	369.68
04/14/2021	202000836	XCEL ENERGY	Electric/Gas Usage: 2/9/21-3/13/21 Acct #51-5755815-9	3,532.39
04/15/2021	202000806	FURTHER	Payroll accrual	846.25
04/15/2021	202000806	FURTHER	Payroll accrual	461.90
04/15/2021	202000807	INTERNAL REVENUE SERVICE	Payroll accrual	765.00
04/15/2021	202000807	INTERNAL REVENUE SERVICE	Payroll accrual	6,996.66
04/15/2021	202000807	INTERNAL REVENUE SERVICE	Payroll accrual	6,827.99
04/15/2021	202000807	INTERNAL REVENUE SERVICE	Payroll accrual	1,596.86
04/15/2021	202000807	INTERNAL REVENUE SERVICE	Payroll accrual	6,827.99
04/15/2021	202000807	INTERNAL REVENUE SERVICE	Payroll accrual	1,596.86
04/15/2021	202000808	MID ATLANTIC TRUST COMPANY	Payroll accrual	944.00
04/15/2021	202000808	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
04/15/2021	202000808	MID ATLANTIC TRUST COMPANY	Payroll accrual	134.00
04/15/2021	202000808	MID ATLANTIC TRUST COMPANY	Payroll accrual	4,398.23
04/15/2021	202000808	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
04/15/2021	202000808	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
04/15/2021	202000809	MINNESOTA DEPT OF REVENUE	Payroll accrual	110.00
04/15/2021	202000809	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,585.96
04/15/2021	202000810	PERA	Payroll accrual	1,760.36
04/15/2021	202000810	PERA	Payroll accrual	81.25

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CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR		DESCRIPTION	AMOUNT
04/15/2021	202000810	PERA		Payroll accrual	2,031.19
04/15/2021	202000810	PERA		Payroll accrual	93.75
04/15/2021	202000811	TEACHERS RETIREMENT ASSOCIATION		Payroll accrual	0.00
04/15/2021	202000811	TEACHERS RETIREMENT ASSOCIATION		Payroll accrual	0.00
04/15/2021	202000811	TEACHERS RETIREMENT ASSOCIATION		Payroll accrual	6,310.75
04/15/2021	202000811	TEACHERS RETIREMENT ASSOCIATION		Payroll accrual	0.00
04/15/2021	202000811	TEACHERS RETIREMENT ASSOCIATION		Payroll accrual	6,840.84
04/15/2021	202000813	BILL.COM		Fees	142.05
04/20/2021	202000814	US BANK		Rent	45,596.88
04/21/2021	202000812	BLUE CROSS BLUE SHIELD OF MN		Health Insurance: May 2021	41,368.00
04/22/2021	202000846	AMERICAN SCHOOL COUNSELOR ASSOCIATION		Professional National Membership Dues - K. Knutson	129.00
04/22/2021	202000847	BLOCK SCHOOL NURSE CONSULTING LLC		Nurse Consult: 3/29-4/7/21 5.75hrs @ \$80/hr and 2.75hrs @ \$90/hr	707.50
04/22/2021	202000859	CASEY, SEAN		Reimbursement: Clay Target Sales	384.00
04/22/2021	202000851	CASEY, SEAN		Reimbursement: South St Paul Rod and Gun Club Clay Shooting Sales 4/7 and 4/11	404.48
04/22/2021	202000858	DALCO		Hand Towels and Can Liners	1,075.14
04/22/2021	202000853	ESPARZA, PAUL		Reimbursement: Maintenance Supplies	83.91
04/22/2021	202000860	FAMILY ACHIEVEMENT CENTER, INC		"March 2021 Speech, OT Services and Physical Therapy and Mileage"	7,966.90
04/22/2021	202000863	INDIGO EDUCATION		FY22 Director Services Deposit	5,000.00
04/22/2021	202000849	LACASSE, KENNETH JR		Reimbursement: Battery	5.35
04/22/2021	202000848	LARSON, KASSIE		Reimbursement: Augustana 3 Courses	1,000.00
04/22/2021	202000850	MENARD, SHANNON		Reimbursement: Professional Development College Credit	1,000.00
04/22/2021	202000854	MSS SCHOOL NURSE CONSULTATION SERVICES LLC		SPED and GenEd Nurse Consults 2/22-4/5/21	140.00
04/22/2021	202000852	POESCH, SALLY		Physical/Health Disabilities Teacher Services: 1.25 hrs @ \$95/hr Dec-March 2021	118.75
04/22/2021	202000862	POPP COMMUNICATIONS		Telephone Services: 3/4/21-4/3/21 Account Number: 10003837	56.61
04/22/2021	202000845	RATWIK, ROSZAK & MALONEY, PA		Special Education Law & Leadership Conference One (1) Attendee(s) at \$250.00 (Title II)	250.00
04/22/2021	202000857	ROBERT ENGSTROM COMPANIES		Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,381.11
04/22/2021	202000861	VANGUARD CLEANING SYSTEMS OF MINNESOTA		TouchPoint Cleaning: March-April 2021	1,156.52
04/22/2021	202000855	WASHINGTON COUNTY PARKS DIVISION		Nordic Center 2/5/21	125.00
04/22/2021	202000856	WOODBURY CROSSING OFFICES, PLLP		Recurring Bill Rent	5,463.64
04/29/2021	202000822	MN UI FUND		Unemployment	4,312.00
04/30/2021	202000880	BERGANKDV OUTSOURCED SERVICES LLC		Financial Management and Accounting Services: April 2021	7,330.00
04/30/2021	202000870	BOUDHA, RAHUL		Refund of badminton participation fee \$175 minus FLL Fee owed \$25	175.00
04/30/2021	202000871	CASEY, SEAN		Reimbursement: HS Targets	208.00
04/30/2021	202000865	CITY OF WOODBURY		Water Usage: 8430 Woodbury Xing 2/25/21-3/30/21	83.14
04/30/2021	202000866	CITY OF WOODBURY		Water: 8460 Woodbury Xing 2/25/21-3/30/21	128.89
04/30/2021	202000867	CITY OF WOODBURY		Water: 8500 Woodbury Xing 2/25/21-3/30/21	45.47
04/30/2021	202000868	CITY OF WOODBURY		Water Usage: 8490 Woodbury Xing 2/25/21-3/30/21	54.91
04/30/2021	202000864	COMCAST		Internet & Phone: 4/18/21-5/17/21 Acct# 8772 10 577 0477541	518.19
04/30/2021	202000876	ENGELSTAD, MICHELLE		Refund FRC participation fee	175.00
04/30/2021	202000869	ESPARZA, PAUL		Reimbursement: Maintenance Supplies	22.74
04/30/2021	202000889	FINN SISU, INC.		Nordic Ski Equipment	866.40

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CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/30/2021	202000815	FURTHER	Payroll accrual	846.25
04/30/2021	202000882	GIS BENEFITS	Insurances: May 2021	47.00
04/30/2021	202000877	HEYDT (USE), JESSIE	Reimbursement: Professional Development - AM Indian History (Title II)	25.00
04/30/2021	202000878	INDIGO EDUCATION	DAPE Direct Services: March 2021	67.50
04/30/2021	202000879	INDIGO EDUCATION	Training - 2021 Spring Conference 4/15/21 (SPED)	900.00
04/30/2021	202000816	INTERNAL REVENUE SERVICE	Payroll accrual	765.00
04/30/2021	202000816	INTERNAL REVENUE SERVICE	Payroll accrual	7,181.36
04/30/2021	202000816	INTERNAL REVENUE SERVICE	Payroll accrual	6,974.14
04/30/2021	202000816	INTERNAL REVENUE SERVICE	Payroll accrual	1,631.06
04/30/2021	202000816	INTERNAL REVENUE SERVICE	Payroll accrual	6,974.14
04/30/2021	202000816	INTERNAL REVENUE SERVICE	Payroll accrual	1,631.06
04/30/2021	202000884	J.W. PEPPER & SON INC.	Music	187.99
04/30/2021	202000872	LANGSETH, NOAH	Reimbursement: FRC Supplies	158.62
04/30/2021	202000817	MID ATLANTIC TRUST COMPANY	Payroll accrual	944.00
04/30/2021	202000817	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
04/30/2021	202000817	MID ATLANTIC TRUST COMPANY	Payroll accrual	134.00
04/30/2021	202000817	MID ATLANTIC TRUST COMPANY	Payroll accrual	4,398.23
04/30/2021	202000818	MINNESOTA DEPT OF REVENUE	Payroll accrual	110.00
04/30/2021	202000818	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,667.22
04/30/2021	202000875	MN BCA	Background Checks: D. Swanson	8.00
04/30/2021	202000821	OLD NATIONAL BANK	Service Fee	310.00
04/30/2021	202000819	PERA	Payroll accrual	1,585.46
04/30/2021	202000819	PERA	Payroll accrual	1,829.37
04/30/2021	202000886	RATWIK, ROSZAK & MALONEY, PA	Legal Fees: Feb 2021	2,373.50
04/30/2021	202000874	ROUSE, KRISTIN	Music Fee Refund	50.00
04/30/2021	202000887	SCHINDLER ELEVATOR CORPORATION	Elevator Maintenance- Service Call 3/22/21	634.55
04/30/2021	202000820	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
04/30/2021	202000820	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,772.57
04/30/2021	202000820	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	7,341.46
04/30/2021	202000873	TWIN CITY OFFICIALS	Basketball Game Officials: 2 refs on 2/5/21 and 1 ref on 3/9/21	237.00
04/30/2021	202000885	WELLS FARGO VENDOR FINANCIAL SERVICES	RICOH copiers	859.42
04/30/2021	202000881	WOODBURY AREA CHAMBER OF COMMERCE	Nonprofit Organization Renewal	260.00
04/30/2021	202000888	XCEL ENERGY	Electric/Gas Usage: 3/13/21-4/10/21 Acct #51-5755815-9	6,093.39
04/30/2021	202000883	YMCA CUSTOMER SERVICE CENTER	Distance Learning Full Day Care (ESSER)	1,760.00
Totals for checks				339,218.67

Batch	Post Date	Acct Nbr	Description	Amount
20-50116	04/21/2021	01 R 005 000 000 000 099	Refund from Form 941	6612.57
20-50116	04/21/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund (Annual Fund)	7.62
20-50116	04/21/2021	01 R 005 000 000 000 621	Planner	15.00
20-50116	04/21/2021	01 R 010 258 000 000 050	Band	100.00
20-50116	04/21/2021	01 R 010 298 422 000 050	Music - Tri-M	30.00
20-50116	04/21/2021	01 R 010 298 407 000 050	Theater	100.00
20-50116	04/21/2021	01 R 005 000 000 000 050	Jr Scholastic	30.00
20-50116	04/21/2021	01 R 010 260 000 000 050	MS Engineering - prior	15.00
20-50116	04/21/2021	01 R 010 212 000 000 050	HS Art	55.00
20-50116	04/21/2021	01 R 010 298 440 000 050	Badminton	525.00
20-50116	04/21/2021	01 R 010 298 421 000 050	Track	350.00
20-50116	04/21/2021	01 R 010 298 419 000 050	Nordic	175.00
20-50116	04/21/2021	01 R 010 298 423 000 050	Basketball	525.00
			Totals for 20-50116	8540.19
20-50117	04/21/2021	01 R 005 000 265 000 096	Donation (Annual Fund)	50.00
20-50117	04/21/2021	01 R 005 000 000 000 621	Planner	20.00
20-50117	04/21/2021	01 R 010 258 000 000 050	Band	150.00
20-50117	04/21/2021	01 R 010 298 407 000 050	Theater	100.00
20-50117	04/21/2021	01 R 005 000 000 000 050	Jr Scholastic	60.00
20-50117	04/21/2021	01 R 010 298 427 000 050	Math League	125.00
20-50117	04/21/2021	01 R 010 212 000 000 050	HS Art	70.00
20-50117	04/21/2021	01 R 005 000 000 000 050	Diploma	14.98
20-50117	04/21/2021	01 R 010 298 440 000 050	Badminton	1575.00
20-50117	04/21/2021	01 R 010 298 421 000 050	Track	4550.00
20-50117	04/21/2021	01 R 010 298 419 000 050	Nordic	350.00
20-50117	04/21/2021	01 R 010 298 424 000 050	Baseball	480.00
20-50117	04/21/2021	01 E 005 110 000 000 305	Background Check	8.00
20-50117	04/21/2021	01 E 005 110 000 000 305	PayPal Fees	234.20-
20-50117	04/21/2021	01 E 005 110 000 000 305	Check Fee	1.50-
20-50117	04/21/2021	01 R 005 000 000 000 621	Planner	25.00
20-50117	04/21/2021	01 R 010 258 000 000 050	Band	200.00
20-50117	04/21/2021	01 R 005 000 000 000 050	Jr Scholastic	60.00
20-50117	04/21/2021	01 R 010 260 000 000 050	HS Engineering	20.00
20-50117	04/21/2021	01 R 010 212 000 000 050	HS Art	25.00
20-50117	04/21/2021	01 R 010 298 440 000 050	Badminton	350.00
20-50117	04/21/2021	01 R 010 298 421 000 050	Track	350.00
20-50117	04/21/2021	01 R 010 298 424 000 050	Baseball	240.00
20-50117	04/21/2021	01 R 005 000 265 000 096	CAF America 3M (Annual Fund))	97.02
20-50117	04/21/2021	01 R 005 000 265 000 096	CAF America 3M (Annual Fund))	97.02
20-50117	04/21/2021	01 R 005 000 265 000 096	US Bank (Annual Fund))	1215.24
			Totals for 20-50117	9996.56
20-50118	04/21/2021	01 R 010 298 441 000 050	Trap - Payments for purchase of targets	1664.00
20-50118	04/21/2021	01 R 005 000 265 000 096	US Bank (Annual Fund)	624.00
20-50118	04/21/2021	01 R 010 258 000 000 050	Band	50.00
20-50118	04/21/2021	01 R 005 000 000 000 050	Jr Scholastic	10.00
20-50118	04/21/2021	01 R 010 212 000 000 050	HS Art	15.00
20-50118	04/21/2021	01 R 005 000 622 000 621	Yearbook	45.00
20-50118	04/21/2021	01 R 010 298 421 000 050	Track	350.00
20-50118	04/21/2021	01 R 010 298 419 000 050	Nordic	175.00
			Totals for 20-50118	2933.00

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Batch	Post Date	Acct Nbr	Description	Amount
20-50119	04/30/2021	50 R 005 000 000 000 092	Building Co Interest	0.38
			Totals for 20-50119	0.38
20-50120	04/30/2021	01 R 005 000 000 000 092	Interest Deposit	50.83
			Totals for 20-50120	50.83
20-50121	04/30/2021	01 R 005 000 000 000 092	Charles Schwab - Interest Earned	2.12
			Totals for 20-50121	2.12
20-50122	04/30/2021	01 R 005 000 000 000 211	General Education Aid	661.85
20-50122	04/30/2021	01 R 005 000 000 740 360	State Special Education	132453.77
20-50122	04/30/2021	01 R 005 000 000 348 300	Charter School Lease Aid	76262.13
			Totals for 20-50122	209377.75
20-50123	04/30/2021	01 R 005 000 000 000 211	General Education Aid	208281.41
20-50123	04/30/2021	01 A 121 00	State Special Education	1510.06
			Totals for 20-50123	209791.47
20-50124	04/30/2021	01 R 005 000 011 152 400	FIN 152, ESSER 9.5	7746.02
20-50124	04/30/2021	01 R 005 000 011 153 400	FIN 153, GEER	166.58
20-50124	04/30/2021	01 R 005 000 011 414 400	FIN 414, Title II	475.90
			Totals for 20-50124	8388.50
20-50125	04/30/2021	01 R 005 000 265 000 096	CAF America - US Bank 4.23.21 (Annual Fu	138.00
20-50125	04/30/2021	01 R 005 000 265 000 096	MightyCause (Annual Fund)	35.00
20-50125	04/30/2021	01 R 010 298 441 000 050	Trap Team - Payments for Purchase of Tar	1424.00
20-50125	04/30/2021	01 R 010 298 407 000 050	Theater Participation Fee	50.00
20-50125	04/30/2021	01 R 005 000 622 000 621	Yearbook	45.00
20-50125	04/30/2021	01 R 005 000 265 000 096	United Way (Annual Fund)	97.00
			Totals for 20-50125	1789.00
20-50126	04/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund - Ecolab 4/28/21	100.00
20-50126	04/30/2021	01 R 005 000 000 000 050	AP Exam Fee	60.00
20-50126	04/30/2021	01 R 010 260 000 000 050	Engineering	30.00
			Totals for 20-50126	190.00
20-50127	04/30/2021	01 R 005 000 000 000 099	BerganKDV IC Adjust	6.47
			Totals for 20-50127	6.47
			Total for Cash Receipts	451066.27

Batch	Post Date	Acct Nbr	Description	Amount
20-00037	04/15/2021	01 E 010 298 447 000 305	Security for Graduation - City of Cottage Grove	-630.00
20-00037	04/15/2021	01 E 010 211 000 000 305	Security for Graduation - City of Cottage Grove	630.00
			Totals for 20-00037	0.00
20-00038	03/31/2021	01 E 010 211 011 152 320	Hotspots (GEER)	-166.58
20-00038	03/31/2021	01 E 010 211 011 153 320	Hotspots (GEER)	166.58
			Totals for 20-00038	0.00
20-00039	03/31/2021	01 E 010 211 011 152 320	Hotspots (GEER)	166.58
20-00039	03/31/2021	01 E 010 211 011 153 320	Hotspots (GEER)	-166.58
			Totals for 20-00039	0.00
20-00040	04/30/2021	01 E 010 420 000 740 394	Reclass SPED Nursing Services	160.00
20-00040	04/30/2021	01 E 005 720 000 000 305	Reclass SPED Nursing Services	-160.00
			Totals for 20-00040	0.00
20-00041	04/30/2021	01 E 005 810 011 152 303	Maintenance Work @ \$26.90/hr	-1481.37
20-00041	04/30/2021	01 E 005 810 019 000 305	Maintenance Work @ \$26.90/hr	1481.37
20-00041	04/30/2021	01 E 010 211 011 152 401	COVID Non-Instructional Supplies	-852.31
20-00041	04/30/2021	01 E 010 211 019 000 401	COVID Non-Instructional Supplies	852.31
20-00041	04/30/2021	01 E 010 270 011 152 430	COVID Instructional Supplies	-20.34
20-00041	04/30/2021	01 E 010 270 019 000 430	COVID Instructional Supplies	20.34
			Totals for 20-00041	0.00
			Total for Journal Entries	0.00

**Math and Science Academy
Long-Range Budget Projection Model
May 6, 2021**

	Actual	Adopted	Budget Projections					
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Enrollment Projections								
Number of Students Grade 6	88	88	88	88	88	88	88	88
Number of Students Grade 7	88	88	88	90	90	90	90	90
Number of Students Grade 8	88	92	92	90	90	90	90	90
Number of Students Grade 9	78	80	80	85	85	85	85	85
Number of Students Grade 10	64	70	70	78	82	83	83	83
Number of Students Grade 11	48	65	65	67	73	80	81	81
Less Adjustment for Grade 11 PSEO	(12)	(9)	(9)	(9)	(10)	(10)	(10)	(10)
Adjusted ADM for Grade 11	52	56	56	58	63	70	71	71
Number of Students Grade 12	22	60	60	58	63	71	78	79
Less Adjustment for Grade 12 PSEO	(46)	(40)	(40)	(40)	(40)	(40)	(40)	(40)
Adjusted ADM for Grade 12	28	20	20	18	23	31	38	39
Total Enrollment/Headcount	476	543	543	556	571	587	595	596
Total ADM	486	495	495	507	521	537	545	546
Total Number of Current Year Pupil Units (WADM)	565.42	576.34	576.34	590.80	607.60	626.80	636.40	637.60

State Revenue Assumptions and Calculations

General Education Revenue								
State Averages Per Pupil Unit	6,438.00	6,566.76	6,567.00	6,632.43	6,698.75	6,832.73	6,969.38	7,108.77
Inflation Rate Assumption-Basic only	2.0%	2.0%	2.0%	1.0%	1.0%	2.0%	2.0%	2.0%
Basic Excluding Transportation	\$6,138.28	\$6,261.04	\$6,260.44	\$6,323.65	\$6,386.89	\$6,514.63	\$6,644.92	\$6,777.82
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	28.58	29.88	29.00	29.88	29.88	29.88	29.88	29.88
Operating Capital	226.50	226.46	226.34	226.46	226.46	226.46	226.46	226.46
Equity	119.92	116.12	116.33	116.12	116.12	116.12	116.12	116.12
Referendum	144.53	134.04	150.63	150.63	150.63	150.63	150.63	150.63
Transition Allowance	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67
Extended Time	14.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Per Pupil Unit State Revenue	6,685.54	6,781.21	6,796.41	6,860.41	6,923.65	7,051.39	7,181.68	7,314.58
Less Pension Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Per Pupil Unit State Revenue	\$6,685.54	\$6,781.21	\$6,796.41	\$6,860.41	\$6,923.65	\$7,051.39	\$7,181.68	\$7,314.58
Total General Education State Revenue	3,780,150	3,908,285	3,917,043	4,053,133	4,206,810	4,419,810	4,570,422	4,663,776

Math and Science Academy
Long-Range Budget Projection Model
May 4, 2021

	Actual	Adopted	Budget Projections					
	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	4%	4%	4%	4%	4%	4%	4%	4%
Compensatory Revenue	per 9/16/19	estimate	estimate	estimate	estimate	estimate	estimate	estimate
A: Number of Students prior yr. (current year for 1st year)	526	531	533	543	556	571	587	595
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)	22	22	20	23	23	24	25	25
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st yr.)	5	5	6	5	5	5	6	6
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	24.50	24.73	23.00	25.29	25.90	26.60	27.34	27.71
E: Concentration Portion	0.05	0.05	0.04	0.05	0.05	0.05	0.05	0.05
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.06	0.06	0.05	0.06	0.06	0.06	0.06	0.06
G: PU = .6 * D * F	0.86	0.86	0.74	0.88	0.90	0.93	0.96	0.97
H: Initial Revenue	4,792	4,949	4,264	5,119	5,301	5,569	5,855	6,070
Miscellaneous Adjustment (Rounding)	23	3	32					
Calculated Compensatory State Revenue ((A) x (B))	4,815	4,952	4,296	5,119	5,301	5,569	5,855	6,070
Building Lease Aid: Lesser of line a or b below:								
ADM Including PSEO	476	543	543	556	571	587	595	596
WADM Including PSEO	613	634	634	650	668	687	696	698
Lease Aid Expense	<u>895,045</u>	<u>925,640</u>	<u>925,640</u>	<u>948,416</u>	<u>974,696</u>	<u>1,002,728</u>	<u>1,016,744</u>	<u>1,018,496</u>
a) Lease Aid Rev at \$1,314 per pupil unit	805,351	833,076	833,076	853,574	877,226	902,455	915,070	916,646
b) Lease Aid Rev at 90% of Lease Expense	805,540	833,076	833,076	853,574	877,226	902,455	915,070	916,646
Lesser of \$1,314/p.u. or 90% of lease payment	805,351	833,076	833,076	853,574	877,226	902,455	915,070	916,646
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
Total Prorated Building Lease Aid Revenue	804,367	833,076	833,076	853,574	877,226	902,455	915,070	916,646
Lease Aid Revenue per pupil unit (after proration)	1312	1314	1314	1314	1314	1314	1314	1314
Long-Term Facilities Maintenance Revenue								
Revenue per Adjusted Pupil Unit	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>
Total Long-Term Facilities Maintenance Revenue	74,637	76,077	76,077	77,986	80,203	82,738	84,005	84,163
	94.0%	93.5%	92.0%	93.5%	93.5%	93.5%	93.5%	93.5%
Special Education Revenue								
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
State Special Education Aid and Tuition Billing	<u>707,971</u>	<u>723,877</u>	<u>712,264</u>	<u>752,862</u>	<u>782,969</u>	<u>814,292</u>	<u>846,830</u>	<u>880,677</u>
EL Revenue								
	0%	0%	0%	0%	0%	0%	0%	0%
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Prior Year EL Eligible ADM	9	2	1	1	1	1	1	1
Current Year EL Eligible ADM	2	1	1	1	1	1	1	1
ADM Served	486	495	495	507	521	537	545	546
Adjusted EL ADM	4	1	1	1	1	1	1	1
EL Marginal Cost Pupils	20	20	20	20	20	20	20	20
EL Revenue	14,080	14,080	14,080	14,080	14,000	14,000	14,000	14,000
Concentration Portion	0.0041	0.0020	0.0020	0.0020	0.0019	0.0019	0.0018	0.0018
EL Concentration Revenue	18	4	5	4	4	4	4	4
Total EL Aid	14,098	14,084	14,085	14,084	14,004	14,004	14,004	14,004

Math and Science Academy
Long-Range Budget Projection Model
May 4, 2021

	Actual	Adopted	<i>Budget Projections</i>					
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Revenue Summary and Projections								
State Aids								
General Education Revenue	3,780,041	3,908,285	3,917,043	4,053,133	4,206,810	4,419,810	4,570,422	4,663,776
Pension Adjustment Revenue	7,902	11,228	11,853	11,853	0	0	0	0
LEP Aid	14,098	14,084	14,085	14,084	14,004	14,004	14,004	14,004
Compensatory Revenue	4,815	4,952	4,296	5,119	5,301	5,569	5,855	6,070
Subtotal	3,806,856	3,938,549	3,947,277	4,084,188	4,226,115	4,439,383	4,590,281	4,683,850
Building Lease Aid	805,351	833,076	833,076	853,574	877,226	902,455	915,070	916,646
Long-Term Facilities Maintenance Revenue	74,637	76,077	76,077	77,986	80,203	82,738	84,005	84,163
Prior Year Over/Under accruals/Rounding Adjustment	6,916	0	0	0	0	0	0	0
Special Education Aid	706,857	723,877	712,264	752,862	782,969	814,292	846,830	880,677
Endowment Aid	21,795	20,526	20,663	19,090	19,555	20,095	20,712	21,021
Other MN Aid (Safe Schools Supplemental Aid)	22,846	0	0	0	0	0	0	0
Government Wide Pension Audit Entry	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total State Aids	5,445,258	5,607,105	5,604,357	5,802,700	6,001,069	6,273,962	6,471,897	6,601,356
Federal Revenue								
Federal Special Ed	70,527	66,200	67,045	67,500	68,900	70,300	71,700	73,100
Title II Funds	21,427	27,400	9,647	27,900	28,500	29,100	29,700	30,300
CARES and CRF Funding	0	0	158,401	0	0	0	0	0
Total Federal Revenue	91,955	93,600	235,093	95,400	97,400	99,400	101,400	103,400
Other Revenue								
Fees from Patrons: Milk, Graduation Gear, AP Exam (005-050)	22,554	28,000	28,000	29,300	30,700	32,300	33,400	34,100
Fees From Patrons: Study Hall (920-050)	1,810	2,400	100	2,500	2,600	2,700	2,800	2,900
Fees from Students/ Field Trip (105-050)	21,282	35,000	0	25,800	27,100	28,500	29,600	30,300
Third Party Billing	1,944	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Interest Revenue	16,568	20,000	1,600	20,000	20,000	20,000	20,000	20,000
Annual Fund (255)/Dragon Dinner	88,678	85,000	56,000	75,000	85,000	85,000	85,000	85,000
Donations and Miscellaneous Grants, Tech FR	2,759	0	(4,478)	0	0	0	0	0
Miscellaneous Income/Sale of Equipment	1,884	0	6,900	0	0	0	0	0
Year Book Revenues	3,587	3,100	3,100	3,200	3,400	3,600	3,700	3,800
Insurance Recovery (625)	0	0	3,400	0	0	0	0	0
Student Activity Revenue/ExtraCurricular	85,580	129,200	53,000	135,000	141,500	148,800	154,000	157,400
Total Other Revenue	246,645	303,700	148,622	291,800	311,300	321,900	329,500	334,500
Total Revenue	5,783,858	6,004,405	5,988,072	6,189,900	6,409,769	6,695,262	6,902,797	7,039,256
	Formula Check	5,783,858	6,004,405	5,988,072	6,189,900	6,409,769	6,695,262	6,902,797
	Per Audit	5,783,856						

**Math and Science Academy
Long-Range Budget Projection Model
May 4, 2021**

Actual	Adopted	Budget Projections						
<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	

Expenditure Calculations

New Staff Calc - Staff increases based on enrollment increases								
Actual/projected enrollment change from prior year	2	9	0	12	14	16	8	1
Added new teacher FTE's - calculated at 20:1 ratio (rounded)	0.0	0.0	0.0	0.0	1.00	1.0	0.0	0.0
Other Teachers/Non-teachers Added								
Additional staff budget added	0	0	0	0	0	0	0	0
Total new teachers added/subtracted								
Projected new teacher (1FTE) Salary cost	43,860	44,737	45,632	45,632	46,545	47,475	48,425	49,393
Added salary cost - teachers (added FTE's times cost)	0	0	0	0	46,545	47,475	0	0
Added cost - others per above	0	0	0	0	0	0	0	0

Inflation Assumptions								
Salaries	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

Budget Calculations	39.9%	34.9%	35.2%	35.3%	35.8%	36.8%	37.8%	38.8%
100 Salaries	2,042,506	2,228,933	2,226,087	2,343,685	2,437,100	2,533,300	2,584,000	2,635,700
200 Benefits	815,937	778,074	784,571	827,736	872,913	932,703	977,209	1,023,118
100 Extracurricular Stipends	192,269	74,678	74,678	76,200	77,700	79,300	80,900	82,500
305 Contracted Services	203,545	232,160	269,560	242,600	254,300	267,400	276,800	282,900
315 Repairs and Maintenance for Computers	36,550	39,700	45,000	46,350	48,600	51,100	52,900	54,100
320 Communications Services	18,564	19,115	19,115	20,000	21,000	22,100	22,900	23,400
329 Postage	4,989	4,200	4,200	4,400	4,600	4,800	5,000	5,100
330 Utilities	91,472	108,100	80,000	95,000	96,900	98,800	100,800	102,800
340 Insurance	29,705	34,200	50,000	35,000	35,700	36,400	37,100	37,800
350 Repairs and Maintenance	101,701	148,800	100,000	100,000	104,800	110,200	114,100	86,900
360 Field Trip Transportation	7,440	11,100	0	11,600	12,200	12,800	13,300	13,600
366/368 Travel and conferences (some moved to Stipends)	22,485	15,000	15,000	15,700	16,500	17,300	17,900	18,300
369 Field Trip Admissions	13,209	23,200	0	14,200	14,900	15,700	16,300	16,700
Lease Payments per Amended Lease (Nov 2012)	707,625	708,344	708,344	707,606	707,158	688,625	689,750	689,396
8490 Woodbury Crossing (Bldg C)	63,654	65,564	67,531	67,531	69,556	71,643	73,792	76,006
8490 Woodbury Crossing Real Estate Taxes (Bldg C)	19,421	20,198	21,006	21,006	21,846	22,720	23,629	24,574
8500 Woodbury Crossing (Bldg D)	97,644	100,573	103,591	103,591	106,698			
Amount to Repair and Replacement Fund/Max Lease Aid	6,701	30,962	25,170	48,683	69,437	219,740	229,573	228,520
370 Total Lease Expense	895,045	925,640	925,640	948,416	974,696	1,002,728	1,016,744	1,018,496
370 Other Rentals and Operating Leases	356	800	800	800	800	800	800	800
380 Computer and Tech Related Hardware Rental	32,696	15,501	28,000	33,000	34,600	36,400	37,700	38,500
389 Staff Tuition Reimbursement	0	0	0	0				
401/455/465 General Supplies	38,643	31,900	20,000	35,000	36,700	38,600	40,000	40,900
401 Maintenance Supplies	21,658	25,000	15,000	25,000	26,200	27,500	28,500	29,100
405 Non-Instructional Computer Software & Licensing	20,059	20,525	24,000	25,100	26,300	27,600	28,600	29,200

Math and Science Academy
Long-Range Budget Projection Model
May 4, 2021

	Actual	Adopted	Budget Projections					
	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
406 Instructional Software Licensing	14,786	14,700	22,450	23,500	24,600	25,900	26,800	27,400
430/456/466 Instructional Supplies	90,768	50,000	30,000	30,000	31,400	45,000	46,600	47,600
460 Textbooks and Workbooks	17,247	26,000	15,000	31,853	19,400	20,400	21,100	11,600
461 Standardized Tests	20,093	22,500	15,000	25,000	26,200	27,500	28,500	29,100
490 Food	320	2,000	1,000	1,000	1,000	1,100	1,100	1,100
505/506 Capitalized Technology Software	9,427	12,300	10,000	10,400	10,900	11,500	11,900	12,200
530 Furniture and Other Equipment	21,088	12,000	3,500	25,000	11,200	10,000	10,400	10,600
555/556 Technology Hardware (Capitalized)	6,955	30,000	5,000	5,000	5,200	5,500	5,700	5,800
820 Dues and memberships	38,196	40,035	45,500	41,800	43,800	46,000	47,600	48,600
898 Scholarships	0	500	500	500	500	500	500	500
Annual Fund (255)/Capital Campaign	7,652	42,500	42,500	37,500	42,500	42,500	42,500	42,500
State Special Ed Expenditures / ESY	753,161	774,200	774,200	805,200	837,400	870,900	905,700	941,900
Third Party Billing	759	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Federal Special Ed Expenditures	70,527	66,200	67,045	67,500	68,900	70,300	71,700	73,100
Title II Funds	21,427	27,400	9,647	27,900	28,500	29,100	29,700	30,300
CARES and CRF Funding	0	0	158,401	0	0	0	0	0
Student Activity Expenses	96,637	129,200	53,000	135,000	141,500	148,800	154,000	157,400
Pension Expense (Offset by Revenues)	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Expenditures	5,757,872	6,002,161	5,950,395	6,182,940	6,405,509	6,686,531	6,871,354	6,995,614
	Formula Check	5,757,872	6,002,161	5,950,394	6,182,940	6,405,509	6,686,531	6,871,354
	Per Audit	5,757,872						6,995,614
Annual Surplus	25,986	2,244	37,678	6,960	4,259	8,731	31,443	43,642
	Per Audit	25,984						
Beginning fund Balance	2,121,091	2,147,077	2,147,077	2,149,321	2,156,281	2,160,540	2,169,271	2,200,715
Ending Fund Balance	2,147,077	2,149,321	2,184,755	2,156,281	2,160,540	2,169,271	2,200,715	2,244,356
	Per Audit	2,147,076						
Fund Balance Percentage of Annual Expenditures	37.3%	35.8%	36.7%	34.9%	33.7%	32.4%	32.0%	32.1%



BENEFITS OVERVIEW

Prepared by Kraus-Anderson Insurance

PLAN YEAR: 2021/2022



Address

8430 Woodbury Crossing
Woodbury, MN 55125



Phone

Main: 651-578-7507









Online

Website: www.mnmsa.org

CONTACTS

At Math & Science Academy, we are committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a work/life balance. Refer to this list when you need to contact one of our benefit partners. For general information contact Plan Administrator.

Member Service Contact Information

	MEDICAL: BlueCross BlueShield of MN	651-662-8000	www.bluecrossmnonline.com
	DENTAL: Principal	800-621-6280	www.principal.com
	VISION: Ameritas via VSP Network	800-847-5553	www.vsp.com
	LIFE AND AD&D: Principal	800-621-6280	www.principal.com
	SHORT-TERM & LONG-TERM DISABILITY: Principal	800-621-6280	www.principal.com
	HEALTH SAVINGS ACCOUNT (HSA): Further	651-662-5065	www.hellofurther.com
	PLAN ADMINISTRATOR: Ken La Casse	651-578-7507	kenlacasse@mnmsa.org

MEDICAL

Who is eligible and when:

All active full-time employees working 20 or more hours per week are eligible for medical on the first day of employment.

If you are an active employee and elect medical coverage for yourself, you may also cover your eligible dependents. Eligible dependents include your spouse and dependent children under the age of 26.

Plan Information:

Carrier:	BlueCross BlueShield of Minnesota	
Group Number:	<u>Plan 653</u>	<u>Plan 655</u>
	Single/Family: 10191972	Single/Family: 10191973
Plan Year:	August 1, 2021 through July 31, 2022	
Deductible Year:	Calendar, deductible accumulates January through December	
Plan Network:	Current provider listings are available at www.bluecrossmnonline.com	

Plan Options	No Deductible Plan 655 BlueAccess Aware Network		\$2,500 – 100% HSA Plan 653 BlueAccess Aware Network	
	Individual	Family	Individual	Family
Deductible	\$0	\$0	\$2,500	\$5,000
Preventive Care	No charge		No charge	
Coinsurance	20% after deductible		0% after deductible	
Out of Pocket Maximum	\$3,750	\$7,500	\$2,500	\$5,000
Office Visit	Primary care: \$30 Specialist: \$60		0% after deductible	
Prescription Drug Coverage	Tier 1: \$15 Tier 2: \$70 Tier 3: \$150		Tier 1: No charge Tier 2 – 4: 0% after deductible	
	Target / CVS pharmacies are not in-network.			

PLAN COST

For employees enrolled in the \$2,500 HSA plan, Math and Science Academy contributes 100% to the employee's premium and 50% to the dependent's monthly medical premiums. Employees enrolled in the No Deductible Plan will pay \$30 for the employee's premium and 50% of the dependent's premium per month. All portions of employee and dependent premiums are withheld from payroll on a pre-tax basis.

Age	No Deductible Plan 655 BlueAccess Aware Network			\$2,500 – 100% HSA Plan 653 BlueAccess Aware Network		
	Total Monthly Premium	Employee Monthly Premium	Dependent Monthly Premium	Total Monthly Premium	Employee Monthly Premium	Dependent Monthly Premium
0-20	\$422.08	\$30.00	\$211.04	\$379.99	\$0.00	\$190.00
21-24	\$474.25	\$30.00	\$237.13	\$426.95	\$0.00	\$213.48
25	\$476.14	\$30.00	\$238.07	\$428.66	\$0.00	\$214.33
26	\$485.63	\$30.00	\$242.82	\$437.20	\$0.00	\$218.60
27	\$497.01	\$30.00	\$248.51	\$447.44	\$0.00	\$223.72
28	\$515.51	\$30.00	\$257.76	\$464.09	\$0.00	\$232.05
29	\$530.68	\$30.00	\$265.34	\$477.76	\$0.00	\$238.88
30	\$538.27	\$30.00	\$269.14	\$484.59	\$0.00	\$242.30
31	\$549.65	\$30.00	\$274.83	\$494.83	\$0.00	\$247.42
32	\$561.03	\$30.00	\$280.52	\$505.08	\$0.00	\$252.54
33	\$568.15	\$30.00	\$284.08	\$511.49	\$0.00	\$255.75
34	\$575.74	\$30.00	\$287.87	\$518.32	\$0.00	\$259.16
35	\$579.53	\$30.00	\$289.77	\$521.73	\$0.00	\$260.87
36	\$583.32	\$30.00	\$291.66	\$525.15	\$0.00	\$262.58
37	\$587.12	\$30.00	\$293.56	\$528.56	\$0.00	\$264.28
38	\$590.91	\$30.00	\$295.46	\$531.98	\$0.00	\$265.99
39	\$598.50	\$30.00	\$299.25	\$538.81	\$0.00	\$269.41
40	\$606.09	\$30.00	\$303.05	\$545.64	\$0.00	\$272.82
41	\$617.47	\$30.00	\$308.74	\$555.89	\$0.00	\$277.95
42	\$628.38	\$30.00	\$314.19	\$565.71	\$0.00	\$282.86
43	\$643.55	\$30.00	\$321.78	\$579.37	\$0.00	\$289.69
44	\$662.52	\$30.00	\$331.26	\$596.45	\$0.00	\$298.23
45	\$684.81	\$30.00	\$342.41	\$616.52	\$0.00	\$308.26
46	\$711.37	\$30.00	\$355.69	\$640.42	\$0.00	\$320.21
47	\$741.25	\$30.00	\$370.63	\$667.32	\$0.00	\$333.66
48	\$775.39	\$30.00	\$387.70	\$698.06	\$0.00	\$349.03
49	\$809.07	\$30.00	\$404.54	\$728.38	\$0.00	\$364.19
50	\$847.01	\$30.00	\$423.51	\$762.53	\$0.00	\$381.27
51	\$884.47	\$30.00	\$442.24	\$796.26	\$0.00	\$398.13
52	\$925.73	\$30.00	\$462.87	\$833.41	\$0.00	\$416.71
53	\$967.46	\$30.00	\$483.73	\$870.98	\$0.00	\$435.49
54	\$1,012.52	\$30.00	\$506.26	\$911.54	\$0.00	\$455.77
55	\$1,057.57	\$30.00	\$528.79	\$952.10	\$0.00	\$476.05
56	\$1,106.42	\$30.00	\$553.21	\$996.07	\$0.00	\$498.04
57	\$1,155.74	\$30.00	\$577.87	\$1,040.48	\$0.00	\$520.24
58	\$1,208.38	\$30.00	\$604.19	\$1,087.87	\$0.00	\$543.94
59	\$1,234.47	\$30.00	\$617.24	\$1,111.35	\$0.00	\$555.68
60	\$1,287.11	\$30.00	\$643.56	\$1,158.74	\$0.00	\$579.37
61	\$1,332.63	\$30.00	\$666.32	\$1,199.73	\$0.00	\$599.87
62	\$1,362.51	\$30.00	\$681.26	\$1,226.63	\$0.00	\$613.32
63	\$1,399.98	\$30.00	\$699.99	\$1,260.36	\$0.00	\$630.18
64+	\$1,422.75	\$30.00	\$711.38	\$1,280.85	\$0.00	\$640.43

HEALTH SAVINGS ACCOUNT (HSA)

Who is eligible and when:

All active full-time employees working 20 or more hours per week are eligible for HSA on the first day of employment.

Plan Information:

Carrier:	Further
Group Number:	013949
Contribution:	Math & Science Academy will be contributing \$500 into a HSA for each employee that chooses that option.

What is a HSA?

- Health Savings Account is a tax favored account which allows you and your employer to make contributions to pay for qualified medical expenses for you and your dependents.
- The account is owned by the member
- Available with a qualified high deductible health plan (HDHP)
- Contributions to the account are made pre-tax via payroll deduction, direct deposit, or lump sum
- Funds roll over from year to year
- Investment opportunities
- Account is portable
- Contributions can be changed throughout the year, subject to the annual contribution limits

Eligible expenses:

- Deductible, coinsurance, prescription drugs, dental and vision services
- COBRA premiums, some Medicare premiums and portions of long-term care insurance premiums
- For additional information regarding health care expenses recognized by Section 213(d) of the Internal Revenue Code can be found at www.irs.gov.

Tax benefits:

- HSA contributions are excluded from federal income tax
- Interest earnings are tax free
- Withdrawals for eligible expenses are exempt from federal income tax

2021 Maximum Contributions:	2022 Maximum Contributions:
Individual: \$3,600 per calendar year	Individual: \$3,650 per calendar year
Family: \$7,200 per calendar year	Family: \$7,300 per calendar year
55+ may contribute an additional \$1,000 per calendar year	55+ may contribute an additional \$1,000 per calendar year

Reimbursements for Qualified Medical Expenses:

- Withdrawals are tax free for the member and their dependents (up to age 23, even if not covered by the health plan)
- Expenses must be incurred after the HSA is established
- Expenses are reimbursed up to the HSA balance
- There's no time limit on when expenses can be reimbursed
- Member must retain documents to support reimbursement

Reimbursements for Non-Qualified Medical Expenses:

- Withdrawal amount is counted as income
- 20% excise tax applies
- Withdrawals for those 65+ are counted as income and no excise tax applies




The Summary of Benefits and Coverage (SBC) document will help you choose a health [plan](#). The SBC shows you how you and the [plan](#) would share the cost for covered health care services. NOTE: Information about the cost of this [plan](#) (called the [premium](#)) will be provided separately.

This is **only a summary**. For more information about your coverage, or to get a copy of the complete terms of coverage, visit www.bluecrossmnonline.com or call 1-888-279-4210. For general definitions of common terms, such as [allowed amount](#), [balance billing](#), [coinsurance](#), [copay](#), [deductible](#), [provider](#), or other underlined terms see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary> or call 1-888-279-4210 to request a copy.

Important Questions	Answers	Why This Matters:
<p>What is the overall deductible?</p>	<p>\$0/individual medical in-network \$0/family medical in-network \$10,000/individual medical out-of-network \$20,000/family medical out-of-network</p>	<p>Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. This plan has an embedded deductible. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.</p>
<p>Are there services covered before you meet your deductible?</p>	<p>Yes. Well-child care, prenatal care, in-network preventive care and prescription drug services are covered before you meet your deductible.</p>	<p>This plan covers some items and services even if you haven't yet met the deductible amount. But a copay or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/.</p>
<p>Are there other deductibles for specific services?</p>	<p>No.</p>	<p>You don't have to meet deductibles for specific services.</p>
<p>What is the out-of-pocket limit for this plan?</p>	<p>\$3,750/individual medical and drug in-network \$7,500/family medical and drug in-network \$30,000/individual medical and drug out-of-network \$60,000/family medical and drug out-of-network</p>	<p>The out-of-pocket limit is the most you could pay in a year for covered services. This plan has an embedded out-of-pocket limit. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.</p>
<p>What is not included in the out-of-pocket limit?</p>	<p>Premiums, balance-billing charges, and health care this plan doesn't cover.</p>	<p>Even though you pay these expenses, they don't count toward the out-of-pocket limit.</p>

Will you pay less if you use an in-network provider ?	Yes. The Aware network is your in-network. See www.bluecrossmn.com/awarenetwork or call 1-888-279-4210 for a list of in-network providers .	This plan uses a provider network . You will pay less if you use a provider in the plan's network . You will pay the most if you use an out-of-network provider , and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your in-network provider might use an out-of-network provider for some services (such as laboratory work). Check with your provider before you get services.
Do you need a referral to see a specialist ?	No.	You can see the specialist you choose without a referral .

 All [copay](#) and [coinsurance](#) costs shown in this chart are after your [deductible](#) has been met, if a [deductible](#) applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$30 office visit copay ; 20% coinsurance for all other services	50% coinsurance	None
	Specialist visit	\$60 office visit copay ; 20% coinsurance for all other services	50% coinsurance	None
	Preventive care/screening/immunization	No charge	Well child: No charge Adult: 50% coinsurance	You may have to pay for services that aren't preventive . Ask your provider if the services needed are preventive . Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	20% coinsurance	50% coinsurance	None
	Imaging (CT/PET scans, MRIs)	20% coinsurance	50% coinsurance	
If you need drugs to treat your illness or condition. A retail pharmacy is any licensed pharmacy that you can physically enter to obtain a prescription drug. A mail service pharmacy dispenses prescription drugs through the U.S. Mail. More information about prescription drug coverage is available at www.bluecrossmn.com/basicrxindividualsmallgroup2021	Tier 1 prescription drugs	\$15 copay /retail \$45 copay /mail service \$45 copay /90dayRx retail	Not covered	Covers up to a 31-day supply (retail prescription); 93-day supply (mail order prescription and 90dayRx retail prescription). Some over-the-counter drugs can be obtained with a prescription at the preventive level of benefits. Insulin on Tier 1 and Tier 2 of the prescription drug list are covered at zero cost-sharing. The value of drug coupons you use will not count towards cost-sharing or out-of-pocket limits.
	Tier 2 prescription drugs	\$70 copay /retail \$210 copay /mail service \$210 copay /90dayRx retail	Not covered	
	Tier 3 prescription drugs	\$150 copay /retail \$450 copay /mail service \$450 copay /90dayRx retail	Not covered	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Tier 4 prescription drugs: specialty drugs	20% coinsurance	Not covered	Covers up to a 31-day supply (participating specialty drug network supplier prescription).
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	20% coinsurance for outpatient hospital facility services 0% coinsurance for ambulatory surgery center services	50% coinsurance	None
	Physician/surgeon fees	20% coinsurance for outpatient hospital facility services 0% coinsurance for ambulatory surgery center services	50% coinsurance	
If you need immediate medical attention	Emergency room care	\$350 copay /visit	\$350 copay /visit; deductible does not apply	None
	Emergency medical transportation	20% coinsurance	20% coinsurance	
	Urgent care	\$30 physician office visit copay or \$60 specialty office visit copay whichever is applicable; 20% coinsurance for all other services	50% coinsurance	
If you have a hospital stay	Facility fee (e.g., hospital room)	20% coinsurance	50% coinsurance	None
	Physician/surgeon fees	20% coinsurance	50% coinsurance	
If you need mental health, behavioral health, or substance use services	Outpatient services	\$30 office visit copay ; 20% coinsurance for all other services	50% coinsurance	Services for marriage/couples counseling are not covered.
	Inpatient services including residential adult mental health treatment	20% coinsurance	50% coinsurance	
If you are pregnant	Office visits	Prenatal care: No charge Postnatal care: \$30 physician office visit copay or \$60 specialty office visit copay whichever is applicable; 20% coinsurance for all other services	Prenatal care: No charge Postnatal care: 50% coinsurance	Cost sharing does not apply for preventive services . Depending on the type of services, other cost

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Childbirth/delivery professional services	20% coinsurance	50% coinsurance	sharing may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery facility services	20% coinsurance	50% coinsurance	
If you need help recovering or have other special health needs	Home health care	20% coinsurance	Not covered	In-network : 120 visits per person per benefit period.
	Rehabilitation services	20% coinsurance for occupational therapy 20% coinsurance for physical therapy 20% coinsurance for speech therapy	50% coinsurance for occupational therapy 50% coinsurance for physical therapy 50% coinsurance for speech therapy	None
	Habilitation services	20% coinsurance for occupational therapy 20% coinsurance for physical therapy 20% coinsurance for speech therapy	50% coinsurance for occupational therapy 50% coinsurance for physical therapy 50% coinsurance for speech therapy	None
	Skilled nursing care	20% coinsurance	50% coinsurance	Combined in-network and out-of-network : 120 days per person per benefit period.
	Durable medical equipment	20% coinsurance	50% coinsurance	None
	Hospice services	20% coinsurance	Not covered	None
If your child needs dental or eye care	Children's eye exam	No charge	Age 0 through 5: No charge Age 6 through 18: 50% coinsurance	None
	Children's glasses	20% coinsurance	Not covered	Maximum of one standard frame and one pair of lenses or one pair of contact lenses or one year supply of disposable contact lenses per cal year for members age 18 and younger.
	Children's dental check-up	Not covered	Not covered	No coverage for these services

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services .)		
<ul style="list-style-type: none"> Acupuncture (except as specified in plan benefits) Bariatric surgery 	<ul style="list-style-type: none"> Cosmetic surgery (except as specified in plan benefits) Dental care (except as specified in plan benefits) Infertility treatment 	<ul style="list-style-type: none"> Long-term care Routine foot care Weight loss programs
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
<ul style="list-style-type: none"> Chiropractic care Hearing aids for individuals 18 years of age or younger (as required by state law) 	<ul style="list-style-type: none"> Non-emergency care when traveling outside the U.S. 	<ul style="list-style-type: none"> Private duty nursing (as required by state law) Routine eye care (adult)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Minnesota Department of Commerce, Attention: Consumer Concerns/Market Assurance Division, 85 7th Place East Suite 280, St. Paul, MN 55101-2198, or call 1-800-657-3602; for group health coverage subject to ERISA, contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <https://www.dol.gov/agencies/ebsa/about-ebsa/ask-a-question/ask-ebsa>; or, Department of Health and Human Services, Center for Consumer Information and Insurance Oversight at 1-877-267-2323, extension 61565 or <http://www.cms.gov/CCIIO/Resources/Consumer-Assistance-Grants/>. Other coverage options may be available to you too, including buying individual insurance coverage through MNSure/the [Marketplace](#). For more information about MNSure/the [Marketplace](#), visit www.mnsure.org or call 1-855-366-7873.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information to submit a [claim](#), [appeal](#), or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact: Customer Service at www.bluecrossmnonline.com or call 1-888-279-4210 or the Minnesota Department of Commerce by calling (651) 539-1600 or toll-free 1-800-657-3602. For group health coverage subject to ERISA, contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <https://www.dol.gov/agencies/ebsa/about-ebsa/ask-a-question/ask-ebsa>. If you are covered under a [plan](#) offered by the State Health Plan, a city, county, school district, or Service Coop, you may contact the Department of Health and Human Services Health Insurance team at 1-888-393-2789.

Does this [plan](#) provide Minimum Essential Coverage? Yes.

[Minimum Essential Coverage](#) generally includes [plans](#), health insurance available through MNSure/the [Marketplace](#) or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of [Minimum Essential Coverage](#), you may not be eligible for the premium tax credit.

Does this [plan](#) meet Minimum Value Standards? Yes.

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through MNSure/the [Marketplace](#).

-----*To see examples of how this [plan](#) might cover costs for a sample medical situation, see the next section.*-----

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This is not a cost estimator. Treatments shown are just examples of how this [plan](#) might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your [providers](#) charge, and many other factors. Focus on the [cost sharing](#) amounts ([deductibles](#), [copays](#) and [coinsurance](#)) and [excluded services](#) under the [plan](#). Use this information to compare the portion of costs you might pay under different health [plans](#). Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby
(9 months of in-network prenatal care and a hospital delivery)

- The [plan's](#) overall [deductible](#) \$0
- [Specialist copay](#) \$60
- Hospital (facility) [coinsurance](#) 20%
- Other [coinsurance](#) 20%

This EXAMPLE event includes services like:
[Specialist](#) office visits (*prenatal care*)
 Childbirth/delivery professional services
 Childbirth/delivery facility services
[Diagnostic tests](#) (*ultrasounds and blood work*)
[Specialist](#) visit (*anesthesia*)

Total Example Cost	\$12,700
---------------------------	-----------------

In this example, Peg would pay:

<i>Cost Sharing</i>	
Deductibles	\$0
Copays	\$10
Coinsurance	\$2,000
<i>What isn't covered</i>	
Limits or exclusions	\$60
The total Peg would pay is	\$2,070

Managing Joe's type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- The [plan's](#) overall [deductible](#) \$0
- [Specialist copay](#) \$60
- Hospital (facility) [coinsurance](#) 20%
- Other [coinsurance](#) 20%

This EXAMPLE event includes services like:
[Primary care physician](#) office visits (*including disease education*)
[Diagnostic tests](#) (*blood work*)
[Prescription drugs](#)
[Durable medical equipment](#) (*glucose meter*)

Total Example Cost	\$5,600
---------------------------	----------------

In this example, Joe would pay:

<i>Cost Sharing</i>	
Deductibles	\$0
Copays	\$500
Coinsurance	\$200
<i>What isn't covered</i>	
Limits or exclusions	\$20
The total Joe would pay is	\$720

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- The [plan's](#) overall [deductible](#) \$0
- [Specialist copay](#) \$60
- Hospital (facility) [coinsurance](#) 20%
- Other [coinsurance](#) 20%

This EXAMPLE event includes services like:
[Emergency room care](#) (*including medical supplies*)
[Diagnostic test](#) (*x-ray*)
[Durable medical equipment](#) (*crutches*)
[Rehabilitation services](#) (*physical therapy*)

Total Example Cost	\$2,800
---------------------------	----------------

In this example, Mia would pay:

<i>Cost Sharing</i>	
Deductibles	\$0
Copays	\$500
Coinsurance	\$400
<i>What isn't covered</i>	
Limits or exclusions	\$0
The total Mia would pay is	\$900

Notice of Nondiscrimination Practices

Effective July 18, 2016

Blue Cross and Blue Shield of Minnesota and Blue Plus (Blue Cross) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or gender. Blue Cross does not exclude people or treat them differently because of race, color, national origin, age, disability, or gender.

Blue Cross provides resources to access information in alternative formats and languages:

- Auxiliary aids and services, such as qualified interpreters and written information available in other formats, are available free of charge to people with disabilities to assist in communicating with us.
- Language services, such as qualified interpreters and information written in other languages, are available free of charge to people whose primary language is not English.

If you need these services, contact us at 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711.

If you believe that Blue Cross has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or gender, you can file a grievance with the Nondiscrimination Civil Rights Coordinator

- by email at: Civil.Rights.Coord@bluecrossmn.com
- by mail at: Nondiscrimination Civil Rights Coordinator
Blue Cross and Blue Shield of Minnesota and Blue Plus
M495
PO Box 64560
Eagan, MN 55164-0560
- or by telephone at: 1-800-509-5312

Grievance forms are available by contacting us at the contacts listed above, by calling 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711. If you need help filing a grievance, assistance is available by contacting us at the numbers listed above.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights

- electronically through the Office for Civil Rights Complaint Portal, available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
- by telephone at: 1-800-368-1019 or 1-800-537-7697 (TDD)
- or by mail at: U.S. Department of Health and Human Services
200 Independence Avenue SW
Room 509F, HHH Building
Washington, DC 20201

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Language Access Services:

This information is available in other languages. Free language assistance services are available by calling the toll free number below. For TTY, call 711.

Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al 1-855-903-2583. Para TTY, llame al 711.

Yog tias koj hais lus Hmoob, muaj kev pab txhais lus pub dawb rau koj. Hu rau 1-800-793-6931. Rau TTY, hu rau 711.

Haddii aad ku hadasho Soomaali, adigu waxaad heli kartaa caawimo luqad lacag la'aan ah. Wac 1-866-251-6736. Markay tahay dad maqalku ku adag yahay (TTY), wac 711.

နမ့်ကတိကညိကျိန်နိး, တံကဟ့ၣ်နကျိန်တံမၤစၢၤကလိတဖၣ်န့ၣ်လိ. ကိး 1-866-251-6744 လၢ TTYအဂီၢ်, ကိး 711 တက့ၢ်.

إذا كنت تتحدث العربية، تتوفر لك خدمات المساعدة اللغوية المجانية. اتصل بالرقم 1-866-569-9123. للهاتف النصي اتصل بالرقم 711.

Nếu quý vị nói Tiếng Việt, có sẵn các dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Gọi số 1-855-315-4015. Người dùng TTY xin gọi 711.

Afaan Oromoo dubbattu yoo ta'e, tajaajila gargaarsa afaan hiikuu kaffaltii malee. Argachuuf 1-855-315-4016 bilbilaa. TTY dhaaf, 711 bilbilaa.

如果您說中文，我們可以為您提供免費的語言協助服務。請撥打 1-855-315-4017。聽語障專 (TTY)，請撥打 711。

Если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Звоните 1-855-315-4028. Для использования телефонного аппарата с текстовым выходом звоните 711.

Si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le +1-855-315-4029. Pour les personnes malentendantes, appelez le 711.

አማርኛ የሚናገሩ ከሆኑ፣ ነጻ የቋንቋ አገልግሎት እርዳ አለሎት። በ 1-855-315-4030 ይደውሉ ለ TTY በ 711።

한국어를 사용하시는 경우, 무료 언어 지원 서비스가 제공됩니다. 1-855-904-2583 으로 전화하십시오. TTY 사용자는 711 로 전화하십시오.

ຖ້າວ່າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອພາສາໃຫ້ເຈົ້າຟຣີ. ໃຫ້ໂທຫາ 1-866-356-2423 ສໍາລັບ TTY, ໃຫ້ໂທຫາ 711.

Kung nagsasalita kayo ng Tagalog, mayroon kayong magagamit na libreng tulong na mga serbisyo sa wika. Tumawag sa 1-866-537-7720. Para sa TTY, tumawag sa 711.

Wenn Sie Deutsch sprechen, steht Ihnen fremdsprachliche Unterstützung zur Verfügung. Wählen Sie 1-866-289-7402. Für TTY wählen Sie 711.

ប្រសិនបើអ្នកនិយាយភាសាខ្មែរមិន អ្នកអាចរកបានសេវាជំនួយភាសាឥតគិតថ្លៃ។ ទូរស័ព្ទមកលេខ 1-855-906-2583។ សម្រាប់ TTY សូមទូរស័ព្ទមកលេខ 711។

Diné k'ehjí yánílt'i'go saad bee yát'i' éí t'áájíik'e bee níká'a'doowołgo éí ná'ahoot'i'. Kojí éí béésh bee hodíílnih 1-855-902-2583. TTY biniiyégo éí 711 jì' béésh bee hodíílnih.




The Summary of Benefits and Coverage (SBC) document will help you choose a health [plan](#). The SBC shows you how you and the [plan](#) would share the cost for covered health care services. NOTE: Information about the cost of this [plan](#) (called the [premium](#)) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, visit www.bluecrossmnonline.com or call 1-888-279-4210. For general definitions of common terms, such as [allowed amount](#), [balance billing](#), [coinsurance](#), [copay](#), [deductible](#), [provider](#), or other underlined terms see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary> or call 1-888-279-4210 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible ?	\$2,500/single medical and drug in-network \$5,000/family medical and drug in-network \$10,000/single medical and drug out-of-network \$20,000/family medical and drug out-of-network	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. This plan has a non-embedded deductible . If you have other family members on the plan , the overall family deductible must be met before the plan begins to pay. The single deductible applies to single coverage only.
Are there services covered before you meet your deductible ?	Yes. Well-child care, prenatal care and in-network preventive care services are covered before you meet your deductible .	This plan covers some items and services even if you haven't yet met the deductible amount. But a copay or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible . See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan ?	\$2,500/single medical and drug in-network \$5,000/family medical and drug in-network \$30,000/single medical and drug out-of-network \$60,000/family medical and drug out-of-network	The out-of-pocket limit is the most you could pay in a year for covered services. This plan has a non-embedded out-of-pocket limit . If you have other family members on this plan , the overall family out-of-pocket limit must be met. The single out-of-pocket limit applies to single coverage only.
What is not included in the out-of-pocket limit ?	Premiums , balance-billing charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit .

Will you pay less if you use an in-network provider ?	Yes. The Aware network is your in-network. See www.bluecrossmn.com/awarenetwork or call 1-888-279-4210 for a list of in-network providers .	This plan uses a provider network . You will pay less if you use a provider in the plan's network . You will pay the most if you use an out-of-network provider , and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your in-network provider might use an out-of-network provider for some services (such as laboratory work). Check with your provider before you get services.
Do you need a referral to see a specialist ?	No.	You can see the specialist you choose without a referral .

 All [copay](#) and [coinsurance](#) costs shown in this chart are after your [deductible](#) has been met, if a [deductible](#) applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	0% coinsurance	50% coinsurance	None
	Specialist visit	0% coinsurance	50% coinsurance	None
	Preventive care/screening/immunization	No charge	Well child: No charge Adult: 50% coinsurance	You may have to pay for services that aren't preventive . Ask your provider if the services needed are preventive . Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	0% coinsurance	50% coinsurance	None
	Imaging (CT/PET scans, MRIs)	0% coinsurance	50% coinsurance	
If you need drugs to treat your illness or condition. A retail pharmacy is any licensed pharmacy that you can physically enter to obtain a prescription drug. A mail service pharmacy dispenses prescription drugs through the U.S. Mail. More information about prescription drug coverage is	Tier 1 prescription drugs: designated preventive drugs (other than ACA preventive drugs) in the following categories: diabetes, hypertension, cholesterol lowering	No charge/retail No charge/mail service No charge/90dayRx retail	Not covered	Covers up to a 31-day supply (retail prescription); 93-day supply (mail order prescription and 90dayRx retail prescription). Some over-the-counter drugs can be obtained with a prescription at the preventive level of benefits. Insulin on Tier 1 of the prescription drug list are covered at zero cost-sharing. The value of drug coupons you use will not count towards cost-sharing or out-of-pocket limits.
	Tier 2 prescription drugs	0% coinsurance /retail 0% coinsurance /mail service 0% coinsurance /90dayRx retail	Not covered	
	Tier 3 prescription drugs	0% coinsurance /retail 0% coinsurance /mail service 0% coinsurance /90dayRx retail	Not covered	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
available at www.bluecrossmn.com/basicrxsmallgroupgsa2021	Tier 4 prescription drugs	0% coinsurance /retail 0% coinsurance /mail service 0% coinsurance /90dayRx retail	Not covered	
	Tier 5 prescription drugs: specialty drugs	0% coinsurance	Not covered	Covers up to a 31-day supply (participating specialty drug network supplier prescription).
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	0% coinsurance for outpatient hospital facility services 0% coinsurance for ambulatory surgery center services	50% coinsurance	None
	Physician/surgeon fees	0% coinsurance for outpatient hospital facility services 0% coinsurance for ambulatory surgery center services	50% coinsurance	None
If you need immediate medical attention	Emergency room care	0% coinsurance	0% coinsurance	None
	Emergency medical transportation	0% coinsurance	0% coinsurance	
	Urgent care	0% coinsurance	50% coinsurance	
If you have a hospital stay	Facility fee (e.g., hospital room)	0% coinsurance	50% coinsurance	None
	Physician/surgeon fees	0% coinsurance	50% coinsurance	None
If you need mental health, behavioral health, or substance use services	Outpatient services	0% coinsurance	50% coinsurance	Services for marriage/couples counseling are not covered.
	Inpatient services including residential adult mental health treatment	0% coinsurance	50% coinsurance	
If you are pregnant	Office visits	Prenatal care: No charge Postnatal care: 0% coinsurance	Prenatal care: No charge Postnatal care: 50% coinsurance	Cost sharing does not apply for preventive services . Depending on the type of services, other cost sharing may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	0% coinsurance	50% coinsurance	
	Childbirth/delivery facility services	0% coinsurance	50% coinsurance	
	Home health care	0% coinsurance	Not covered	In-network : 120 visits per person per benefit period.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	Rehabilitation services	0% coinsurance for occupational therapy 0% coinsurance for physical therapy 0% coinsurance for speech therapy	50% coinsurance for occupational therapy 50% coinsurance for physical therapy 50% coinsurance for speech therapy	None
	Habilitation services	0% coinsurance for occupational therapy 0% coinsurance for physical therapy 0% coinsurance for speech therapy	50% coinsurance for occupational therapy 50% coinsurance for physical therapy 50% coinsurance for speech therapy	None
	Skilled nursing care	0% coinsurance	50% coinsurance	Combined in-network and out-of-network : 120 days per person per benefit period.
	Durable medical equipment	0% coinsurance	50% coinsurance	None
	Hospice services	0% coinsurance	Not covered	None
If your child needs dental or eye care	Children's eye exam	No charge	Age 0 through 5: No charge Age 6 through 18: 50% coinsurance	None
	Children's glasses	0% coinsurance	Not covered	Maximum of one standard frame and one pair of lenses or one pair of contact lenses or one year supply of disposable contact lenses per calendar year for members age 18 and younger.
	Children's dental check-up	Not covered	Not covered	No coverage for these services.

Excluded Services & Other Covered Services:

Services Your [Plan](#) Generally Does NOT Cover (Check your policy or [plan](#) document for more information and a list of any other [excluded services](#).)

- Acupuncture (except as specified in [plan](#) benefits)
- Bariatric surgery
- Cosmetic surgery (except as specified in [plan](#) benefits)
- Dental care (except as specified in [plan](#) benefits)
- Infertility treatment
- Long-term care
- Routine foot care
- Weight loss programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your [plan](#) document.)

- Chiropractic care
- Hearing aids for individuals 18 years of age or younger (as required by state law)
- Non-emergency care when traveling outside the U.S.
- Private duty nursing (as required by state law)
- Routine eye care (adult)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Minnesota Department of Commerce, Attention: Consumer Concerns/Market Assurance Division, 85 7th Place East Suite 280, St. Paul, MN 55101-2198, or call 1-800-657-3602; for group health coverage subject to ERISA, contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <https://www.dol.gov/agencies/ebsa/about-ebsa/ask-a-question/ask-ebsa>; or, Department of Health and Human Services, Center for Consumer Information and Insurance Oversight at 1-877-267-2323, extension 61565 or <http://www.cms.gov/CCIIO/Resources/Consumer-Assistance-Grants/>. Other coverage options may be available to you too, including buying individual insurance coverage through MNSure/the [Marketplace](#). For more information about MNSure/the [Marketplace](#), visit www.mnsure.org or call 1-855-366-7873.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information to submit a [claim](#), [appeal](#), or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact: Customer Service at www.bluecrossmnonline.com or call 1-888-279-4210 or the Minnesota Department of Commerce by calling (651) 539-1600 or toll-free 1-800-657-3602. For group health coverage subject to ERISA, contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <https://www.dol.gov/agencies/ebsa/about-ebsa/ask-a-question/ask-ebsa>. If you are covered under a [plan](#) offered by the State Health Plan, a city, county, school district, or Service Coop, you may contact the Department of Health and Human Services Health Insurance team at 1-888-393-2789.

Does this [plan](#) provide Minimum Essential Coverage? Yes.

[Minimum Essential Coverage](#) generally includes [plans](#), health insurance available through MNSure/the [Marketplace](#) or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of [Minimum Essential Coverage](#), you may not be eligible for the premium tax credit.

Does this [plan](#) meet Minimum Value Standards? Yes.

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through MNSure/the [Marketplace](#).

-----*To see examples of how this [plan](#) might cover costs for a sample medical situation, see the next section.*-----

PRA Disclosure Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is **0938-1146**. The time required to complete this information collection is estimated to average **0.08** hours per response, including the time to review instructions, search existing data resources, gather data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.



This is not a cost estimator. Treatments shown are just examples of how this [plan](#) might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your [providers](#) charge, and many other factors. Focus on the [cost sharing](#) amounts ([deductibles](#), [copays](#) and [coinsurance](#)) and [excluded services](#) under the [plan](#). Use this information to compare the portion of costs you might pay under different health [plans](#). Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby
(9 months of in-network prenatal care and a hospital delivery)

- The [plan's](#) overall [deductible](#) \$2,500
- [Specialist coinsurance](#) 0%
- Hospital (facility) [coinsurance](#) 0%
- Other [coinsurance](#) 0%

This EXAMPLE event includes services like:

- [Specialist](#) office visits (*prenatal care*)
- Childbirth/delivery professional services
- Childbirth/delivery facility services
- [Diagnostic tests](#) (*ultrasounds and blood work*)
- [Specialist](#) visit (*anesthesia*)

Total Example Cost	\$12,700
--------------------	----------

In this example, Peg would pay:

Cost Sharing	
Deductibles	\$2,500
Copay	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$60
The total Peg would pay is	\$2,560

Managing Joe's type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- The [plan's](#) overall [deductible](#) \$2,500
- [Specialist coinsurance](#) 0%
- Hospital (facility) [coinsurance](#) 0%
- Other [coinsurance](#) 0%

This EXAMPLE event includes services like:

- [Primary care physician](#) office visits (*including disease education*)
- [Diagnostic tests](#) (*blood work*)
- [Prescription drugs](#)
- [Durable medical equipment](#) (*glucose meter*)

Total Example Cost	\$5,600
--------------------	---------

In this example, Joe would pay:

Cost Sharing	
Deductibles	\$2,300
Copay	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$20
The total Joe would pay is	\$2,320

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- The [plan's](#) overall [deductible](#) \$2,500
- [Specialist coinsurance](#) 0%
- Hospital (facility) [coinsurance](#) 0%
- Other [coinsurance](#) 0%

This EXAMPLE event includes services like:

- [Emergency room care](#) (*including medical supplies*)
- [Diagnostic test](#) (*x-ray*)
- [Durable medical equipment](#) (*crutches*)
- [Rehabilitation services](#) (*physical therapy*)

Total Example Cost	\$2,800
--------------------	---------

In this example, Mia would pay:

Cost Sharing	
Deductibles	\$2,500
Copay	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$0
The total Mia would pay is	\$2,500

Notice of Nondiscrimination Practices

Effective July 18, 2016

Blue Cross and Blue Shield of Minnesota and Blue Plus (Blue Cross) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or gender. Blue Cross does not exclude people or treat them differently because of race, color, national origin, age, disability, or gender.

Blue Cross provides resources to access information in alternative formats and languages:

- Auxiliary aids and services, such as qualified interpreters and written information available in other formats, are available free of charge to people with disabilities to assist in communicating with us.
- Language services, such as qualified interpreters and information written in other languages, are available free of charge to people whose primary language is not English.

If you need these services, contact us at 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711.

If you believe that Blue Cross has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or gender, you can file a grievance with the Nondiscrimination Civil Rights Coordinator

- by email at: Civil.Rights.Coord@bluecrossmn.com
- by mail at: Nondiscrimination Civil Rights Coordinator
Blue Cross and Blue Shield of Minnesota and Blue Plus
M495
PO Box 64560
Eagan, MN 55164-0560
- or by telephone at: 1-800-509-5312

Grievance forms are available by contacting us at the contacts listed above, by calling 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711. If you need help filing a grievance, assistance is available by contacting us at the numbers listed above.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights

- electronically through the Office for Civil Rights Complaint Portal, available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
- by telephone at: 1-800-368-1019 or 1-800-537-7697 (TDD)
- or by mail at: U.S. Department of Health and Human Services
200 Independence Avenue SW
Room 509F, HHH Building
Washington, DC 20201

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Language Access Services:

This information is available in other languages. Free language assistance services are available by calling the toll free number below. For TTY, call 711.

Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al 1-855-903-2583. Para TTY, llame al 711.

Yog tias koj hais lus Hmoob, muaj kev pab txhais lus pub dawb rau koj. Hu rau 1-800-793-6931. Rau TTY, hu rau 711.

Haddii aad ku hadasho Soomaali, adigu waxaad heli kartaa caawimo luqad lacag la'aan ah. Wac 1-866-251-6736. Markay tahay dad maqalku ku adag yahay (TTY), wac 711.

နမ့်ကတိကညီကိုင်ခိုး, တံကဟ့်နကိုင်တံမစၢကလိတဖ်န့လိ. ကိ: 1-866-251-6744 လၢ TTYအဂီၢ်, ကိ: 711 တက့ၢ်.

إذا كنت تتحدث العربية، تتوفر لك خدمات المساعدة اللغوية المجانية. اتصل بالرقم 1-866-569-9123. للهاتف النصي اتصل بالرقم 711.

Nếu quý vị nói Tiếng Việt, có sẵn các dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Gọi số 1-855-315-4015. Người dùng TTY xin gọi 711.

Afaan Oromoo dubbattu yoo ta'e, tajaajila gargaarsa afaan hiikuu kaffaltii malee. Argachuuf 1-855-315-4016 bilbilaa. TTY dhaaf, 711 bilbilaa.

如果您說中文，我們可以為您提供免費的語言協助服務。請撥打 1-855-315-4017。聽語障專 (TTY)，請撥打 711。

Если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Звоните 1-855-315-4028. Для использования телефонного аппарата с текстовым выходом звоните 711.

Si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le +1-855-315-4029. Pour les personnes malentendantes, appelez le 711.

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한국어를 사용하시는 경우, 무료 언어 지원 서비스가 제공됩니다. 1-855-904-2583 으로 전화하십시오. TTY 사용자는 711 로 전화하십시오.

ຖ້າເຈົ້າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອພາສາໃຫ້ເຈົ້າພຣີ. ໃຫ້ໂທຫາ 1-866-356-2423 ສ່າລັບ. TTY, ໃຫ້ໂທຫາ 711.

Kung nagsasalita kayo ng Tagalog, mayroon kayong magagamit na libreng tulong na mga serbisyo sa wika. Tumawag sa 1-866-537-7720. Para sa TTY, tumawag sa 711.

Wenn Sie Deutsch sprechen, steht Ihnen fremdsprachliche Unterstützung zur Verfügung. Wählen Sie 1-866-289-7402. Für TTY wählen Sie 711.

ប្រសិនបើអ្នកនិយាយភាសាខ្មែរមិន អ្នកអាចរកបានសេវាជំនួយភាសាឥតគិតថ្លៃ។ ទូរស័ព្ទមកលេខ 1-855-906-2583។ សម្រាប់ TTY សូមទូរស័ព្ទមកលេខ 711។

Diné k'ehjí yáníłt'i'go saad bee yát'i' éi t'áájíík'e bee níká'a'doowołgo éi ná'ahoot'i'. Kojì éi béésh bee hodiíłnih 1-855-902-2583. TTY biniiyégo éi 711 jì' béésh bee hodiíłnih.

2021

MEMBER RESOURCE GUIDE

Small Group



WELCOME

Your Blue Cross and Blue Shield of Minnesota plan gives you access to doctors and hospitals across the state, and benefits when you travel nationwide and around the world. Plus, benefits like fitness incentives and online tools and resources help you manage your overall health and wellbeing.



Explore your plan

Use this guide as a tool to find plan information and resources to make the most of your plan.

Inside you'll find information on:

- Online tools and resources
- Prescription drug coverage
- Preventive care
- Travel coverage
- Health and wellbeing resources
- Where to go for care
- Basic terms and other helpful tips

QUESTIONS? WE'RE HERE TO HELP.



Get more information at
[bluecrossmnonline.com](https://www.bluecrossmnonline.com)



Call the number on the back
of your member ID card

Let's get started.

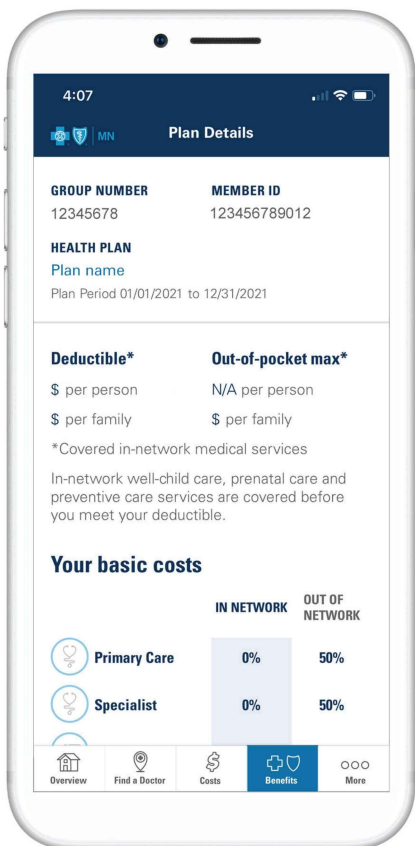
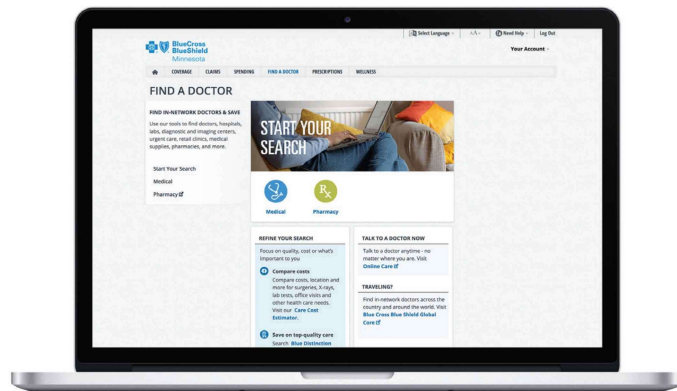
Easy access to plan information

ONLINE MEMBER PORTAL

Access important plan information in one place, 24 hours a day, seven days a week. After registering for an account at bluecrossmnonline.com, you can:

- Find health care providers with the Find a Doctor online tool
- View claims and Explanations of Benefits (EOBs) for medical, dental and vision services
- Set up your medical spending accounts (if applicable)
- Send secure emails to customer service
- View, print, email or order member ID cards
- Access health and wellbeing benefits

Learn more about the member site at bluecrossmn.com/member-site-preview.



Go mobile with Blue Cross

Get convenient, on-the-go access to your health plan with the Blue Cross mobile app. You'll get an overview of important plan information, as well as:

- Deductible and out-of-pocket spending totals
- A digital member ID card that you can share easily with health care providers
- Search capabilities for in-network doctors and care near you
- Medical spending account balances
- Claim status tracking

DOWNLOAD THE APP TODAY

Search for **"BlueCrossMN Mobile"** in your app store.



Prescription drug coverage

STAY IN NETWORK AND SAVE MONEY

Just like you have a network for the doctors you see, there's a network for getting your prescriptions filled as well. The pharmacies in the Classic Pharmacy Network offer the best service at the best price for Blue Cross members. To pay the lowest out-of-pocket cost, it's important to choose a pharmacy that participates in your network.

PHARMACY NETWORK

All plans include coverage for prescriptions filled at pharmacies in the **Classic Pharmacy Network**.

The Classic Pharmacy Network provides access to a large network of pharmacies with top retailers — including Walgreens — and independent pharmacies. (Note: CVS/Target, Sam's Club and a small number of other independent pharmacies are not included in this network.) Find a list of in-network pharmacies at bluecrossmn.com/classicpharmacynetwork.

- **Current members:**

Log in at bluecrossmnonline.com and click on the prescriptions tab to search the list of participating pharmacies

- **New members:**

Call customer service at **1-888-878-0138** to verify the pharmacy is in-network with each plan

Prime Therapeutics LLC is an independent company providing pharmacy benefit management services. Each provider is an independent contractor and is not our agent.

INSULIN COVERAGE

Tier 1 and Tier 2* insulin options for non-HSA plans, and Tier 1 insulin options for HSA plans, are included as a covered benefit with \$0 out-of-pocket cost for members.

MAIL-ORDER PRESCRIPTIONS

Get a convenient 90-day medication supply shipped to your home. It's easy and saves a trip to the pharmacy. Visit express-scripts.com for more information

*Tier 1 and Tier 2 are generally defined as consisting of preferred generic and brand medications available through a plan's drug list or formulary. Express Scripts is an independent company that does not provide Blue Cross products or services and is solely responsible for its pharmacy benefit management services.



Save time and money — Be sure to check if your pharmacy is in-network before filling your prescription. There are no out-of-network pharmacy benefits.

COVERED MEDICATIONS

The **BasicRx Formulary** included with these plans is a comprehensive list of covered generic and brand-name drugs. To view a list of covered medications, visit:

- **HSA PLANS**
bluecrossmn.com/BasicRxSmallGroupHSA2021
- **ALL OTHER PLANS**
bluecrossmn.com/BasicRxIndividualSmallGroup2021

2021 formulary lists will be posted on January 1, 2021.



Preventive care

Annual preventive exams can help identify health issues before they become serious and are typically covered at 100 percent when you see an in-network doctor. This includes immunizations, vision and hearing exams, mammograms and colonoscopies. Visit bluecrossmn.com/preventivecare for more information.

Coverage that travels with you

All plans include the BlueCard® PPO network when traveling outside Minnesota. BlueCard PPO and Global® Core programs provide coverage beyond Minnesota.

OPTIONAL INTERNATIONAL TRAVEL COVERAGE

GeoBlue® takes the worry and “what-ifs” out of international travel with concierge member support 24 hours a day, seven days a week. Coverage includes hospitalization, doctor visits and prescriptions. You can also count on emergency medical evacuation for urgent, unexpected care. Plans can be purchased for short or long term travel. For more information, visit bluecrossmn.com/geoblue.

Each health care provider is an independent contractor and not our agent.

Each Blue Cross and/or Blue Shield plan is an independent licensee of the Blue Cross and Blue Shield Association. Blue Cross Blue Shield Global Core is a registered mark of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and/or Blue Shield plans.

GeoBlue is the trade name of Worldwide Insurance Services, LLC (Worldwide Services Insurance Agency, LLC in California and New York), an independent licensee of the Blue Cross and Blue Shield Association. GeoBlue is the administrator of coverage provided under insurance policies issued by 4 Ever Life International Limited, Bermuda, an independent licensee of the Blue Cross and Blue Shield Association.

Health and wellbeing resources

ALL YOUR HEALTH IN ONE PLACE

Sharecare is a digital health solution that helps you manage all of your health from a smartphone or computer.

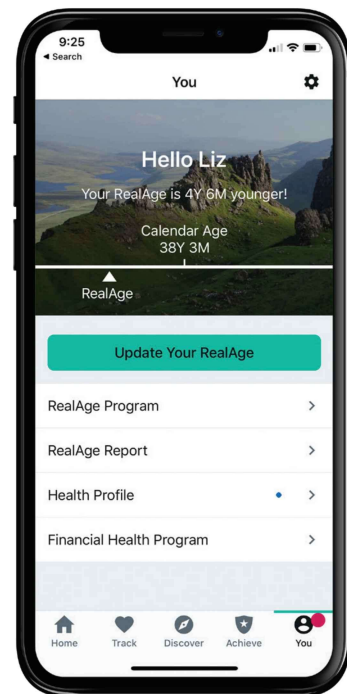
It all begins with the RealAge® test.

Depending on your lifestyle, your body may be older (or younger!) than you think. Once you register for Sharecare, a quick test can show you your RealAge and give you health tips to help you lower it.

Resources include:

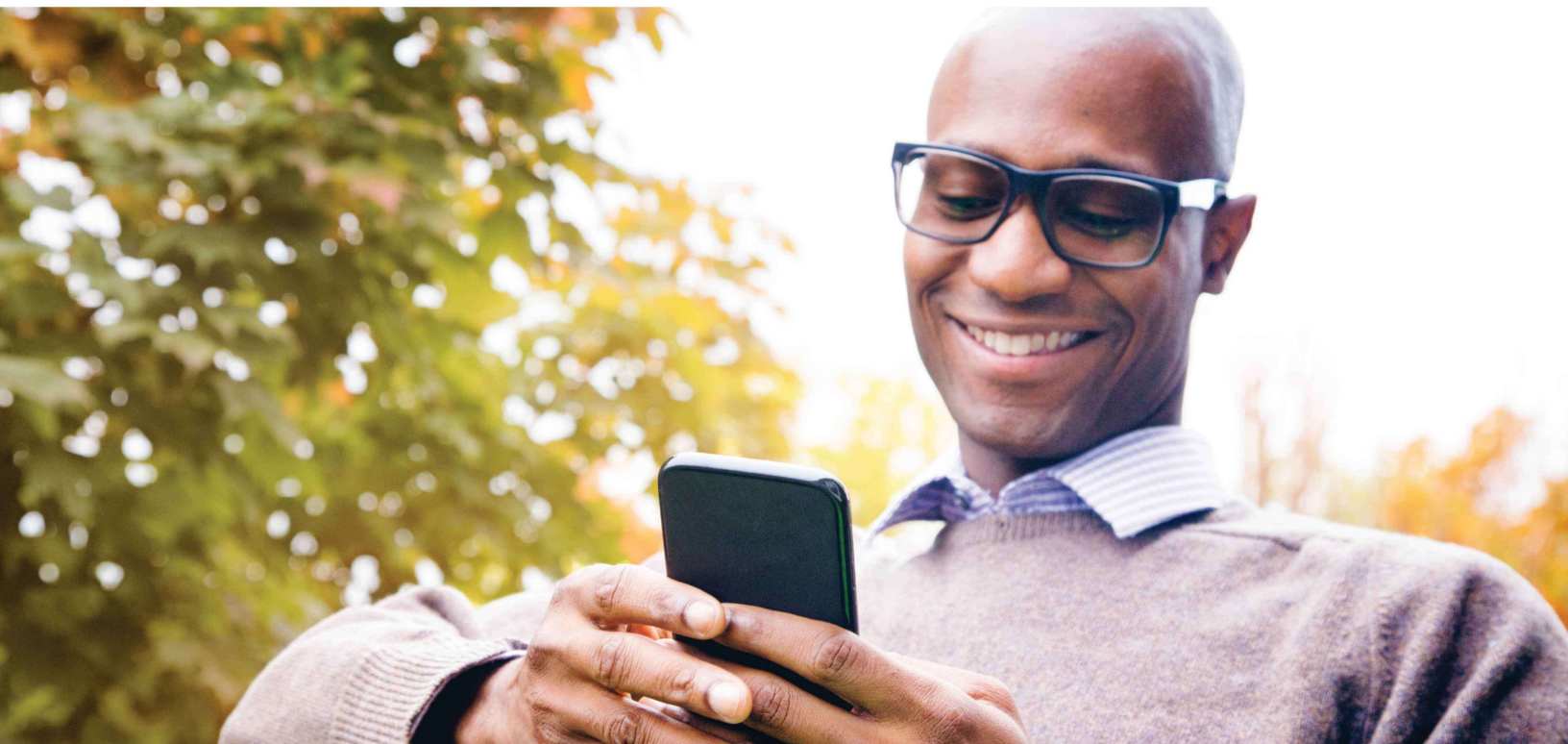
- A dynamic health profile with health history and RealAge results
- Daily tracking to measure progress toward health goals
- Highly personalized health and wellbeing content
- Challenges and incentives to keep you motivated
- AskMD® symptom checker with COVID-19 consultation to help identify risk, symptoms and action steps

RealAge® and AskMD® are registered marks of Sharecare, an independent company providing a health and wellness engagement platform. Offerings subject to change.



GETTING STARTED IS EASY:

1. Visit bluecrossmn.sharecare.com
2. Take the RealAge test
3. Download the mobile app



Better health is within reach

From lowering stress and managing weight to finding the right care or comparing treatment options, this is the place to start.

DECISION RESOURCES	
Find a Doctor tool	Search and compare doctors and hospitals online based on quality and cost. bluecrossmnonline.com
Care cost estimator	Research and compare costs for common procedures and non-emergency services on the BlueCrossMN mobile app or online. bluecrossmnonline.com
CARE OPTIONS	
Online care	See a doctor right on your smartphone, tablet or computer with Doctor On Demand®. Board-certified doctors, psychiatrists and psychologists treat many common conditions. doctorondemand.com/bluecrossmn
Online behavioral health program	Concerned about substance use, stress, insomnia, depression or social anxiety? Learn to Live is an online program that's available anytime to help you work through it. learntolive.com/partners and use code BLUE3
SUPPORT TOOLS	
VIRTUAL SUPPORT	
Health assessment	Discover how old your body thinks it is by taking the RealAge® test, then get personalized steps to help lower it. bluecrossmn.sharecare.com
PERSONALIZED SUPPORT	
Health management	Get help accomplishing your wellness goals or managing a health condition from an experienced case manager. Discover community resources as well as information that can help you succeed. 1-800-961-4758
Maternity management	Have a healthier pregnancy with support and guidance from a maternity case manager. Call 1-866-489-6948 .
Quitting tobacco and vaping	Take advantage of personalized guidance in making a quit plan and receive ongoing support from a wellness coach. 1-888-662-BLUE (2583) ; TTY 711
REWARDS AND DISCOUNTS	
Fitness incentive	Earn an incentive each month for meeting and tracking the minimum physical activity requirement. Beginning January 2021, the RealAge® test is required to get started. bluecrossmn.sharecare.com
Wellness discount marketplace	Get significant savings on products and services that complement your overall health from Blue365®. You'll find discounts on personal care, weight loss programs, gym memberships and more. blue365deals.com/bcbmn

Doctor On Demand® is an independent company providing telehealth services.

Learn to Live, Inc. is an independent company offering online tools and programs for behavioral health support. Learn to Live is an educational program and should not be considered medical treatment.

Blue365® is a registered mark of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and/or Blue Shield plans.

Where to go for care

Choosing the right place for care helps ensure the right level of care is provided. Plus, it can help save time and money.



ONLINE CARE

Medical visits 24/7; mental health visits available by next-day appointment

Minor health issue

Online access 24/7 to board-certified doctors at doctorondemand.com/bluecrossmn

- Cold, cough and flu
- Bladder infection
- Mental health*



Minimal or no wait time



RETAIL CLINIC

Open extended hours (nights/weekends)

Minor health issue

No appointment needed



Short wait time



OFFICE VISIT

Open during regular clinic hours

Preventive/routine care or health concern

Appointments required

- Screenings
- Vaccines
- Care coordination including visits to specialists
- Primary care physician



Wait time varies



URGENT CARE CLINIC

Open extended hours (nights/weekends)

Urgent – not life-threatening

Drop in for medical care, no appointment needed

- Minor cuts, sprains and burns
- Skin rashes
- Fever and flu
- X-rays and lab testing



Wait time varies, typically longer than an office visit



EMERGENCY ROOM (ER)

Open 24/7

Life-threatening

Call 911 or go to the nearest ER

- Chest pain
- Shortness of breath
- Uncontrolled bleeding
- Poisoning or other serious illness/injury



Longer wait time, especially for minor conditions

*Mental health visits are by appointment only 7 a.m. to 10 p.m. local time.

Make sure your doctor and clinic/hospital are in your network before receiving care. This will make sure you receive the highest level of benefits. Each health care provider is an independent contractor and not our agent.

Words to know

Deductible The annual amount paid toward eligible health care services each year before the health plan begins to pay.

- ***Deductible – Embedded***

Each individual in the family pays all costs from providers up to the individual deductible amount before the plan begins to pay, with a maximum combined deductible for the family at the family deductible amount.

- ***Deductible – Non-Embedded***

The family pays all costs from providers up to the family deductible amount before the plan begins to pay. The single deductible applies to single coverage only.

Copay A payment, usually a fixed amount, made on a per-service or per-prescription basis.

Coinsurance The percentage of covered health care paid for after reaching the plan's annual deductible. Example: 20%/80% means a member would pay 20 percent and the plan pays 80 percent of the allowed amount.

Formulary A list of drugs covered by the plan. Formularies are approved by the federal government and have different tiers of drugs that are covered.

Out-of-pocket maximum The most a member will pay each year toward allowed health care and prescription drug costs. Once the out-of-pocket maximum is reached, the health plan pays 100 percent until the end of the calendar or benefit year.

- ***Out-of-pocket maximum – Embedded***

Each individual in the family only pays any applicable cost sharing up to the individual out-of-pocket maximum, and the entire family only pays any applicable cost sharing up to the family out-of-pocket maximum.

- ***Out-of-pocket maximum – Non-Embedded***

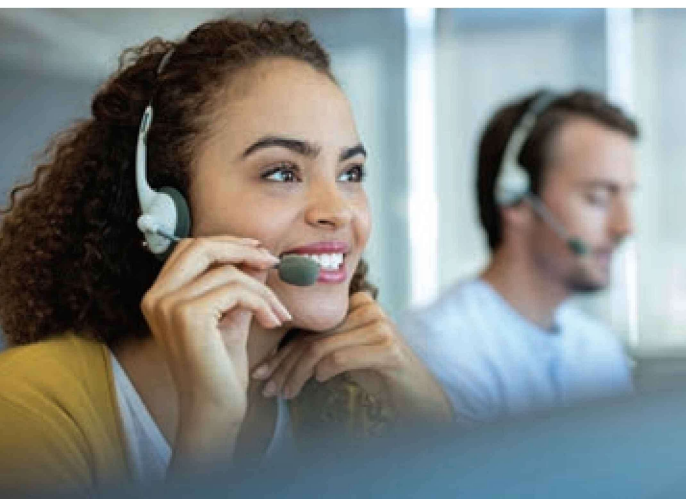
The family pays all applicable cost sharing up to the family out-of-pocket maximum. The single out-of-pocket maximum applies to single coverage only.

Health reimbursement arrangement (HRA)

A financial reimbursement plan funded by the employer. The funds can be used to reimburse out-of-pocket medical expenses, such as deductibles, coinsurance, copays and pharmacy expenses.

Health savings account (HSA)

An account belonging to each employee that works like a bank account with tax advantages. It can be used to cover deductibles, coinsurance, copays and certain noncovered services.



Questions? We're here to help.

For more information, resources and to sign up for any of these programs, visit bluecrossmnonline.com or call the customer service number on the back of your member ID card.

NOTICE OF NONDISCRIMINATION PRACTICES
Effective July 18, 2016

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- Language services, such as qualified interpreters and information written in other languages, are available free of charge to people whose primary language is not English.

If you need these services, contact us at 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711.

If you believe that Blue Cross has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or gender, you can file a grievance with the Nondiscrimination Civil Rights Coordinator

- by email at: Civil.Rights.Coord@bluecrossmn.com
- by mail at: Nondiscrimination Civil Rights Coordinator
Blue Cross and Blue Shield of Minnesota and Blue Plus
M495
PO Box 64560
Eagan, MN 55164-0560
- or by phone at: 1-800-509-5312

Grievance forms are available by contacting us at the contacts listed above, by calling 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711. If you need help filing a grievance, assistance is available by contacting us at the numbers listed above.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights

- electronically through the Office for Civil Rights Complaint Portal, available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
- by phone at:
1-800-368-1019 or 1-800-537-7697 (TDD)
- or by mail at:
U.S. Department of Health and Human Services
200 Independence Avenue SW
Room 509F
HHH Building
Washington, DC 20201

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

This information is available in other languages. Free language assistance services are available by calling the toll free number below. For TTY, call 711.

Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al 1-855-903-2583. Para TTY, llame al 711.

Yog tias koj hais lus Hmoob, muaj kev pab txhais lus pub dawb rau koj. Hu rau 1-800-793-6931. Rau TTY, hu rau 711.

Haddii aad ku hadasho Soomaali, adigu waxaad heli kartaa caawimo luqad lacag la'aan ah. Wac 1-866-251-6736. Markay tahay dad maqalku ku adag yahay (TTY), wac 711.

နမ့်ကတိကညီကိတ်ဒီး, တၢ်ကဟ့ၣ်နၢကိတ်တၢ်မၤစၢၤကလိတဖၣ်န့ၣ်လီၤ. ကိး 1-866-251-6744 လၢ TTY အဂီၢ်, ကိး 711 တက့ၢ်.

إذا كنت تتحدث العربية، تتوفر لك خدمات المساعدة اللغوية المجانية. اتصل بالرقم 1-866-569-9123. اتصل بالرقم 711.

Nếu quý vị nói Tiếng Việt, có sẵn các dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Gọi số 1-855-315-4015. Người dùng TTY xin gọi 711.

Afaan Oromoo dubbattu yoo ta'e, tajaajila gargaarsa afaan hiikuu kaffaltii malee. Argachuuf 1-855-315-4016 bilbilaa. TTY dhaaf, 711 bilbilaa.

如果您說中文，我們可以為您提供免費的語言協助服務。請撥打 1-855-315-4017。聽語障專 (TTY)，請撥打 711。

Если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Звоните 1-855-315-4028. Для использования телефонного аппарата с текстовым выходом звоните 711.

Si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le +1-855-315-4029. Pour les personnes malentendantes, appelez le 711.

አማርኛ የሚናገሩ ከሆነ፣ ነጻ የቋንቋ አገልግሎት እርዳ አለሎት። በ 1-855-315-4030 ይደውሉ ለ TTY በ 711።

한국어를 사용하시는 경우, 무료 언어 지원 서비스가 제공됩니다. 1-855-904-2583 으로 전화하십시오. TTY 사용자는 711 로 전화하십시오.

ຖ້າເຈົ້າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອພາສາໃຫ້ເຈົ້າຟຣີ. ໃຫ້ໂທຫາ 1-866-356-2423 ສໍາລັບ TTY, ໃຫ້ໂທຫາ 711.

Kung nagsasalita kayo ng Tagalog, mayroon kayong magagamit na libheng tulong na mga serbisyo sa wika. Tumawag sa 1-866-537-7720. Para sa TTY, tumawag sa 711.

Wenn Sie Deutsch sprechen, steht Ihnen fremdsprachliche Unterstützung zur Verfügung. Wählen Sie 1-866-289-7402. Für TTY wählen Sie 711.

ប្រសិនបើអ្នកនិយាយភាសាខ្មែរមិន អ្នកអាចរកបានសេវាជំនួយភាសាឥតគិតថ្លៃ។ ទូរស័ព្ទមកលេខ 1-855-906-2583 ។ សម្រាប់ TTY សូមទូរស័ព្ទមកលេខ 711 ។

Diné k'ehjí yáníłt'i'go saad bee yát'i' éi t'áájíík'e bee níká'a'doowołgo éi ná'ahoot'i'. Kojí éi béésh bee hodíłnih 1-855-902-2583. TTY biniiyégo éi 711 jí' béésh bee hodíłnih.

Better together



DENTAL

Who is Eligible and When:

All active full-time employees working 20 or more hours per week are eligible for dental on the first day of employment.

If you are an active employee and elect dental coverage for yourself, you may also cover your eligible dependents. Eligible dependents include your spouse and dependent children under the age of 26.

Math & Science Academy contributes 100% to the employee and 50% to the dependent monthly dental premiums. Eligible dependents may participate in the plan and those costs are the responsibility of the employee.

Plan Information:

Carrier:	Principal Financial
Group Number:	1079450
Plan Year:	August 1, 2021 through July 31, 2022
Plan Network:	Current provider listings are available at www.principal.com

Dental	Principal Financial	
Network	In Network	Out of Network
Individual Deductible	\$50 (waived for preventive)	\$50 (waived for preventive)
Family Deductible	\$150	\$150
Annual Maximum (per person)	\$1,500	
Preventive Services	100%	100%
Basic Services	90%	80%
Major Services	60%	50%
Orthodontia Services (dependent children ages 8-18)	50% to \$1,000 Lifetime Maximum	
Plan Cost	Total Monthly Premium	Employee Monthly Premium
Employee Only	\$54.04	\$0.00
Employee + Spouse	\$108.28	\$27.12
Employee + Child(ren)	\$130.47	\$38.22
Family	\$194.50	\$70.23

Dental PPO Benefit Summary

Predetermination of Benefits: Before treatment begins for inlays, onlays, single crowns, prosthetics, periodontics and oral surgery, you may file a dental treatment plan with Principal Life Insurance Company. Principal Life will provide a written response indicating benefits that may be payable for the proposed treatment.

This chart provides you a brief summary of the key benefits of the dental coverage available from Principal Life Insurance Company. Following the chart, you will find additional information to answer questions you may have. For a complete list of all your dental coverage benefits and restrictions, please refer to your booklet or contact your employer.

Eligibility				
Job Class	All Members			
Benefits Payable				
Network	Dental Preferred Provider Organization (PPO)			
	Calendar Year Deductible		Coinsurance (Policy Pays)	
	In-Network	Non-Network	In-Network	Non-Network
Unit 1 – Preventive	\$0	\$0	100%	100%
Unit 2 – Basic	\$50	\$50	90%	80%
Unit 3 – Major	\$50	\$50	60%	50%
Family Deductible Maximum	3 times the per person deductible amount			
Combined Deductible	In-network deductibles for basic and major procedures are combined. Non-network deductibles for basic and major procedures are combined.			
Combined Maximums	Maximums for preventive, basic, and major procedures are combined. In-network Calendar year maximums are \$1,500 per person. Non-network Calendar year maximums are \$1,500 per person.			
Participating Provider Services	If a member requires treatment or service and cannot reasonably reach a preferred dental provider and the member receives such treatment or service from a non-preferred dental provider, benefits for such treatment or service received will be paid as if the treatment or service had been provided by a preferred dental provider. The member must provide information either with the claim or during an appeal that informs Principal Life there was no participating provider reasonably available.			
Additional Benefits				
	Lifetime Deductible		Coinsurance (Policy Pays)	
	In-Network	Non-Network	In-Network	Non-Network
Unit 4 - Orthodontia · Child Lifetime Maximum: In-Network: \$1,000 Non-Network: \$1,000	\$0	\$0	50%	50%

How Are Dental Procedures Covered?

The list of common procedures shows what unit the procedure is included in and how often they are covered.

Unit 1 – Preventive Procedures	<ul style="list-style-type: none"> • Routine exams - two per calendar year • Routine cleaning (prophylaxis) - two per calendar year (Expectant mothers, diabetics and those with heart disease receive one additional routine or periodontal cleaning within a calendar year.) • Second Opinion Consultation • Fluoride – one treatment each calendar year (covered only for dependent children under age 16) • Space maintainers - covered only for dependent children under age 16; repairs not covered • Sealants – on first and second permanent molars for dependent children under age 16; one each tooth each 36 months • X-rays - Bitewing (one set every calendar year), occlusal, periapical • X-rays – Full mouth survey (one every 60 months), extraoral
Unit 2 – Basic Procedures	<ul style="list-style-type: none"> • Periodontal prophylaxis - if three months have elapsed after active surgical periodontal treatment; subject to Routine cleaning frequency limit (Expectant mothers, diabetics and those with heart disease receive one additional routine or periodontal cleaning within a calendar year.) • Emergency exams – two per calendar year • Harmful Habit Appliance - covered only for dependent children under age 16 • Fillings and stainless steel crowns • General Anesthesia (covered only for specific procedures)/IV Sedation • Simple Oral Surgery • Complex Oral Surgical Procedures • Simple Endodontics (root canal therapy for anterior teeth) • Complex Endodontics (root canal therapy for molar teeth)
Unit 3 – Major Procedures	<ul style="list-style-type: none"> • Non-surgical Periodontics, including scaling and root planing - once each quadrant each 24 months (For expectant mothers, diabetics and those with heart disease, this procedure is provided with no deductible and 100% coinsurance.) • Periodontal Surgical Procedures – one each quadrant each 36 months • Repairs to Partial Denture, Bridge, Crown, Relines, Rebasing, Tissue Conditioning and Adjustment to Bridge/Denture, within policy limitations • Crowns – each 60 months per tooth if tooth cannot be restored by a filling. • Inlays, Onlays, Cast Post and Core, Core Buildup - each 60 months per tooth • Implants – each 60 months • Bridges - Initial placement / Replacement of bridges 60 months old. • Dentures - Initial placement of complete or partial dentures / Replacement of complete or partial dentures over 60 months old
Unit 4 - Orthodontic Procedures	<ul style="list-style-type: none"> • X-rays and other diagnostic procedures, fixed and removable appliances

There is Coordination of Benefits, which is a procedure for limiting benefits from two or more carriers to 100% of the claimant's covered expenses.

Understanding Your Dental Benefits

Am I Eligible For Coverage?

To be eligible for coverage, you must qualify as an eligible member and be considered actively at work.

You must be enrolled for dental coverage before it can be offered to your dependents. Eligible dependents include your spouse and children. Additional eligibility requirements may apply.

An annual enrollment applies. Members can enroll for dental coverage during the annual enrollment period and not be subject to the late entrant waiting period. Certain restrictions apply.

How Do I Find A Participating Provider?

Use the Provider Directory on www.principal.com to locate nearby dentists or see if your dentist participates in your network.

1	Visit www.principal.com/dentist .
2	Begin your search by picking the state where you would like to find a provider. Next, specify a network . Depending on the network chosen, you may be transferred to a partner site.
3	Enter the name of the provider you are looking for (if known). If you are looking for a nearby dentist, enter the city and state and/or ZIP code. Be sure to indicate how far you are willing to travel.
4	Select the desired specialty or use the No Specialty Preference default. Click Continue .
5	Select a language if your preference is other than English. Click Continue .

You may nominate your dentist for inclusion in our network. Please submit the dentist's name, address, phone and specialty by calling 1-800-832-4450, or submit through www.principal.com/refer-dental-provider.

What Are The Restrictions Of My Coverage?

This Benefit Summary is a summary only. For a complete list of benefit restrictions, please refer to your booklet.

Limitations & Exclusions	
Late Entrant Provision	Those members enrolling more than 31 days after becoming eligible will be subject to an individual benefit waiting period, subject to policy guidelines.
Missing Tooth	Benefits for the initial placement of bridges, partials and dentures are not covered if those teeth were missing prior to becoming insured under the Principal Life policy. When the policy replaces coverage under a prior plan, continuous coverage under the prior plan may be applied to the missing tooth provision requirement.
Orthodontia	<p>If there is orthodontia (ortho) treatment in progress on the coverage effective date and you are covered under any prior group coverage for ortho, there will be immediate coverage for treatment if proof is submitted that shows:</p> <ol style="list-style-type: none"> 1) The lifetime maximum under any prior group coverage has not been exceeded, 2) Ortho treatment was started and bands or appliances were inserted while insured under any prior group coverage, and 3) Ortho treatment has been continued while insured under this policy. <p>Principal Life will credit payments made by the prior carrier toward the Principal Life lifetime ortho payment limit.</p> <p>You will not be covered if ortho treatment is in progress prior to the effective date with Principal Life and you are not covered under any prior group coverage for ortho.</p>
Prevailing Charge	When using non-network providers, you pay any amount over the allowable charge. Out-of-network dentists are reimbursed based on the 90th percentile reimbursement rate of an in-network provider.
Other Limitations	There are additional limitations to your coverage. A complete list is included in your booklet.



Principal Life Insurance Company, Des Moines, Iowa 50392-0002, www.principal.com

This is a summary of dental coverage underwritten by or with administrative services provided by Principal Life Insurance Company. This benefit summary is for administrative purposes and is not a complete statement of benefits and restrictions. You'll receive a benefit booklet with details about your coverage. If there is a discrepancy between this summary and your benefit booklet, the benefit booklet prevails.

VISION

Who is Eligible and When:

All active full-time employees working 20 or more hours per week are eligible for vision on the first day of employment.

If you are an active employee and elect vision coverage for yourself, you may also cover your eligible dependents.

Vision is voluntary and 100% paid by the employee.

Plan Information:

Carrier:	Ameritas
Group Number:	010-45592
Plan:	VSP Plan Focus
Plan Year:	August 1, 2021 through July 31, 2022
Plan Network:	Current provider listings are available at www.vsp.com

Vision	Ameritas (In-Network)
Eye Examinations (every 12 months)	\$10 copay
Frames (every 12 months)	\$130 allowance
Lenses (every 12 months)	\$10 copay
Contacts (every 12 months)	\$130 allowance
Members can receive benefit for either glasses OR contacts in a 12-month period, not both.	
Plan Cost	Total Monthly Premium
Employee Only	\$12.56
Employee + Spouse	\$24.80
Employee + Child(ren)	\$22.72
Family	\$34.96

Math & Science Academy

Eye Care Highlight Sheet

Ameritas



Plan 1: Focus® Plan Summary

	VSP Choice Network + Affiliates	Out of Network
Deductibles	\$10 Exam	\$10 Exam
Annual Eye Exam	\$10 Eye Glass Lenses or Frames*	\$10 Eye Glass Lenses or Frames
Lenses (per pair)	Covered in full	Up to \$45
Single Vision	Covered in full	Up to \$30
Bifocal	Covered in full	Up to \$50
Trifocal	Covered in full	Up to \$65
Lenticular	Covered in full	Up to \$100
Progressive	See lens options	NA
Contacts		
Fit & Follow Up Exams	Member cost up to \$60	No benefit
Elective	Up to \$130	Up to \$105
Medically Necessary	Covered in full	Up to \$210
Frames	\$130**	Up to \$70
Frequencies (months)		
Exam/Lens/Frame	12/12/12	12/12/12
	Based on date of service	Based on date of service

*Deductible applies to a complete pair of glasses or to frames, whichever is selected.

**The Costco allowance will be the wholesale equivalent.

Lens Options (member cost)*

	VSP Choice Network + Affiliates (Other than Costco)	Out of Network
Progressive Lenses	Up to provider's contracted fee for Lined Bifocal Lenses. The patient is responsible for the difference between the base lens and the Progressive Lens charge.	Up to Lined Bifocal allowance.
Std. Polycarbonate	Covered in full for dependent children \$33 adults	No benefit
Solid Plastic Dye	\$15 (except Pink I & II)	No benefit
Plastic Gradient Dye	\$17	No benefit
Photochromatic Lenses (Glass & Plastic)	\$31-\$82	No benefit
Scratch Resistant Coating	\$17-\$33	No benefit
Anti-Reflective Coating	\$43-\$85	No benefit
Ultraviolet Coating	\$16	No benefit

*Lens Option member costs vary by prescription, option chosen and retail locations.

Monthly Rates

Employee Only (EE)	\$12.56
EE + Spouse	\$24.80
EE + Children	\$22.72
EE + Spouse & Children	\$34.96

Math & Science Academy

Eye Care Highlight Sheet



Additional Focus® Choice Network Features

Contact Lenses Elective	Allowance can be applied to disposables, but the dollar amount must be used all at once (provider will order 3 or 6 month supply). Applies when contacts are chosen in lieu of glasses. For plans without a separate contact fitting & evaluation (which includes follow up contact lens exams), the cost of the fitting and evaluation is deducted from the allowance.
Additional Glasses	20% off additional complete pairs of prescription glasses and/or prescription sunglasses.*
Frame Discount	VSP offers 20% off any amount above the retail allowance.*
Laser VisionCare	VSP offers an average discount of 15% off or 5% off a promotional offer for LASIK Custom LASIK and PRK. The maximum out-of-pocket per eye for members is \$1,800 for LASIK and \$2,300 for custom LASIK using Wavefront technology, and \$1,500 for PRK. In order to receive the benefit, a VSP provider must coordinate the procedure.
Low Vision	With prior authorization, 75% of approved amount (up to \$1,000 is covered every two years).

Based on applicable laws, reduced costs may vary by doctor location.

eCard

Once you are enrolled in the plan, register for your secure member account at www.ameritas.com. Click on account access (at top right), select Dental/Vision/Hearing, then Secure Member Account. You'll have 24/7 access to your electronic ID card (to print or save to your smartphone), look up your benefits, review your claims, use the dental cost estimator and more! Using online services helps to minimize your risk of identity theft, protect your privacy and get your benefit information faster than through the mail.

Rx Savings

Our valued plan members and their covered dependents can save on prescription medications at over 60,000 pharmacies across the nation including CVS, Walgreens, Rite Aid and Walmart. This Rx discount is offered at no additional cost, and it is not insurance.

To receive this Rx discount, Ameritas plan members just need to visit us at ameritas.com and sign into (or create) a secure member account where they can access and print an online-only Rx discount savings ID card.

Retail Chain Affiliate Providers Available With Focus Plans

Effective January 1, 2012, retail chain affiliate providers, which include Costco® Optical and Visionworks, give members added convenience and additional retail choices. Costco Optical has 400 locations across the country, while Visionworks manages nearly 400 optical stores in 37 states and DC, including well-known stores such as EyeMasters, Visionworks, Dr. Bizer's VisionWorld, Eye DRx, and Hour Eyes, to name a few. Members enjoy a covered-in-full benefit experience with equivalent frame benefit at any of these retail chain locations.

Eye Care Plan Member Service

Focus eye care from Ameritas Group features the money-saving eye care network of VSP. Customer service is available to plan members through VSP's well-trained and helpful service representatives. Call or go online to locate the nearest VSP network provider, view plan benefit information and more.

VSP Call Center: 1-800-877-7195

- Service representative hours: 5 a.m. to 7 p.m. PST Monday through Friday, 6 a.m. to 2:30 p.m. PST Saturday
- Interactive Voice Response available 24/7

Locate a VSP provider at: ameritas.com

View plan benefit information at: vsp.com

Section 125

This plan is provided as part of the Policyholder's Section 125 Plan. Each employee has the option under the Section 125 Plan of participating or not participating in this plan. If an employee does not elect to participate when initially eligible, he/she may elect to participate at the Policyholder's next Annual Election Period.

Math & Science Academy

Eye Care Highlight Sheet



Worldwide Support

When our members travel abroad, they'll have peace of mind knowing that should a dental or vision need arise, help is just a phone call away. Through AXA Assistance, Ameritas offers its dental and vision plan members 24-hour access to dental or vision provider referrals when traveling outside the U.S.

Immediately after a call is made to AXA, an assistance coordinator assesses the situation, provides credible provider referrals and can even assist with making the appointment. Within 48 hours following the appointment, the coordinator calls the member to find out if additional assistance is needed. If all is well, the case is closed. Then, the plan member may submit a claim to Ameritas for reimbursement consideration based on applicable plan benefits. Contact AXA Assistance USA toll free by calling 866-662-2731, or call collect from anywhere in the world by dialing 1-312-935-3727.

Language Services

We recognize the importance of communicating with our growing number of multilingual customers. That is why we offer a language assistance program that gives you access to: Spanish-speaking claims contact center representatives, telephone interpretation services in a wide range of languages, online dental network provider search in Spanish and a variety of Spanish documents such as enrollment forms, claim forms and certificates of insurance.

This document is a highlight of plan benefits provided by Ameritas Life Insurance Corp. as selected by your employer. It is not a certificate of insurance and does not include exclusions and limitations. For exclusions and limitations, or a complete list of covered procedures, contact your benefits administrator.

LIFE AND AD&D AND VOLUNTARY LIFE

Who is Eligible and When:

All active full-time employees working 20 or more hours per week are eligible for life and AD&D and voluntary life on the first day of employment.

Carrier: Principal Financial
Group Number: 1079450

Life and AD&D:

Math & Science Academy provides Group Term Life (GTL) through Principal Financial of 2 times your salary to \$50,000. Eligible employees are automatically enrolled in GTL at no cost and without Evidence of Insurability (EOI).

Basic accidental death and dismemberment (AD&D) insurance of 2 times your salary to \$50,000 is also part of the basic coverage package. Eligible employees are automatically enrolled at no cost and without EOI.

Voluntary Life:

Voluntary Term Life Insurance and Accidental Death and Dismemberment (AD&D) insurance can be purchased by the employee through Principal Financial.

	Voluntary Life and AD&D
Employee Benefit	\$10,000 increments to a max of \$300,000
Spouse Benefit	\$5,000 increments to a max of \$100,000 *not to exceed 100% of Employee's benefit
Child(ren) Benefit	Age 14 days to age 19 (to age 25 if full-time student): \$10,000 Newborn children to age 14 days: \$1,000
Accidental Death and Dismemberment (AD&D)	Included in rates
Guarantee Issue	Employees less than age 70: \$100,000 Spouse less than age 70: \$30,000 Dependent children: \$10,000
Age Reduction	25% benefit reduction at age 65, with an additional 25% reduction at age 70 Age reductions apply to the benefit amount after proof of good health.



Group Term Life Benefit Summary

This chart provides you a brief summary of the key benefits of the life coverage available from Principal Life Insurance Company. Following the chart, you will find additional information to answer questions you may have. For a complete list of all your life coverage benefits and restrictions, please refer to your booklet or contact your employer.

Eligibility	
Job Class	All Members
Benefits Payable	
Employee Life Benefits	
Benefit Amount	200% of your annual salary, rounded to the next higher \$1,000
Minimum	\$1
Maximum	\$50,000
Proof of Good Health	Proof of good health is required for life insurance amounts greater than: If you are Under 70: \$50,000 If you are 70 and older: The lesser of \$50,000 or the amount with the prior carrier
Age Reductions	25% benefit reduction at age 65 with an additional 25% reduction at age 70. Age reductions apply to the benefit amount after proof of good health .
Additional Employee Benefits	
Coverage During Disability	If you become disabled before age 60, coverage will continue and premium may be waived.
Accelerated Death Benefit	If you are terminally ill, you may be able to receive a portion of your life coverage benefit as a lump sum.
Individual Purchase Rights	If you terminate employment, you may be able to convert coverage to an individual policy.
Limitations & Exclusions	
Coverage Outside of the US	Benefits will not be paid if you are outside the United States for certain reasons for more than six months.

Accidental Death & Dismemberment (AD&D) Coverage	
Benefit Amount	<p>Your benefit is equal to your group term life benefit amount if loss is due to accident or injury. If loss is due to exposure to the elements or disappearance, your loss may be covered.</p> <p>You may be paid:</p> <ul style="list-style-type: none"> • Full benefit when you lose: your life / both hands / both feet / sight of both eyes / one hand and sight of one eye / one foot and sight of one eye / one hand and one foot. • Half of the benefit when you lose: one hand / one foot / sight of one eye. • One-fourth of the benefit when you lose the thumb and index finger on the same hand. <p>The loss must occur within 365 days of the accident.</p>
Additional Benefits	
Seatbelt/Airbag	\$10,000 if you are wearing a seatbelt or are protected by an airbag and die in an automobile accident
Education	\$3,000 per year for up to four years for dependent(s) enrolled at an accredited post-secondary school at the time of your death
Repatriation	Up to \$2,000 for preparation and transportation of your body if you die at least 100 miles from your permanent residence
Loss of Use/Paralysis	For total and irrevocable loss of voluntary movement for 12 consecutive months or paralysis that is permanent, complete and irreversible, the benefit is: 100% for quadriplegia; 50% for paraplegia, hemiplegia, loss of use of both hands or both feet, or loss of use of one hand and one foot; or 25% for loss of use of one arm, one leg, one hand or one foot
Loss of Speech and/or Hearing	When loss is irrevocable and continues for 12 consecutive months, the benefit is: 100% for loss of both speech and hearing; 50% for loss of speech or hearing; 25% for loss of hearing in one ear
Public Transportation	100% benefit for covered losses that occur while you are a passenger on a common carrier, such as an airplane, ship, train, subway, bus, taxi or trolley
Helmet	\$10,000 if you are wearing a helmet and die while operating or riding as a passenger on a motorcycle
Limitations & Exclusions	
Other Limitations	The Benefit Summary is a summary only. For a complete list of benefit restrictions, please refer to your booklet.

Understanding Your Life Coverage Benefits

Am I Eligible For Coverage?

To be eligible for coverage, you must qualify as an eligible member and be considered actively at work.

You will be considered actively at work if you are able and available for active performance of all of your regular duties. Short-term absence because of a regularly scheduled day off, holiday, vacation day, jury duty, funeral leave, or personal time off is considered active work provided you are able and available for active performance of all of your regular duties and were working the day immediately prior to the date of your absence.

Spouse and child coverage is not available.

What Additional Benefits Are Included?

Coverage During Disability	If you become totally disabled before age 60, coverage will continue and premium will be waived. You must be totally disabled for 6 months before the waiver begins. Coverage continues without premium payment until you recover or turn age 65, whichever occurs first.
Accelerated Death Benefit	<p>If you are terminally ill you can receive up to 75% of your benefit amount in a lump sum, not to exceed \$250,000, as long as:</p> <ul style="list-style-type: none"> Your life expectancy is 12 months or less (as diagnosed by a physician), and Your death benefit is at least \$10,000. <p>If you use the accelerated benefit, your death benefit is reduced by the accelerated benefit payment. There are possible tax consequences to receiving an accelerated benefit payment. You should contact your tax advisor for details. Receipt of accelerated benefits could also affect eligibility for public assistance. The charge for this benefit is included in the premium.</p>
Individual Purchase Rights	If you terminate employment, you may be able to convert coverage to individual life coverage. Upon coverage termination your employer is required to inform you of your individual purchase rights to convert to an individual policy without proof of good health. The amount you can purchase varies depending on the termination situation. Contact Principal Life for details.
Claim Processing	Principal Life makes claim administration easy and convenient for employers by offering an online life claim form. Once the form is complete, employers submit the information directly over a secure, confidential Web site, expediting the claim review process. The employer can choose to use the online form or a printable version that can be faxed or mailed. Along with the online claim form, Principal Life also provides Express Claim Processing for claims that meet certain criteria. Through the Express Claim Process, decisions are reached within five working days without the employer or beneficiary submitting paperwork.

Voluntary Term Life Benefit Summary

This chart provides you a brief summary of the key benefits of the life coverage available from Principal Life Insurance Company. Following the chart, you will find additional information to answer questions you may have. For a complete list of all your life coverage benefits and restrictions, please refer to your booklet or contact your employer.

Eligibility			
Job Class	All Members		
Eligible Members	All active, full-time employees (except seasonal, temporary or contract workers) who work at least 30 hours per week. If you are covered as an employee, your dependents may also be eligible. Additional eligibility requirements may apply.		
Benefits Payable			
	Employee Life Benefits	Spouse Life Benefits	Child Life Benefits
Benefit Amount	You may choose to purchase benefits in increments of \$10,000	You may choose to purchase benefits in \$5,000 increments	For eligible children 14 days or older, you may choose to purchase a benefit of <ul style="list-style-type: none"> \$10,000 Eligible children under 14 days of age receive \$1,000.
Minimum	\$10,000	\$5,000	Not Applicable
Maximum	\$300,000	\$100,000	Not Applicable
		Cannot exceed 100% of your benefit amount	
Proof of Good Health	Proof of good health is required for life insurance amounts greater than: If you are under age 70: \$100,000 If you are age 70 and over: \$10,000	Proof of good health is required for life insurance amounts greater than: If your spouse is under age 70: \$30,000 If your spouse is age 70 and over: \$10,000	Not Applicable
Age Reductions	25% benefit reduction at age 65, with an additional 25% reduction at age 70 Age reductions apply to the benefit amount after proof of good health.		Not Applicable
Additional Employee Benefits			
Coverage During Disability	If you become disabled before age 60, coverage will continue and premium may be waived for you and your covered dependents.		
Accelerated Death Benefit	If you become terminally ill, you may be able to receive a portion of your life coverage benefit as a lump sum.		

Open Enrollment	If you and your enrolled dependents have existing coverage you may be able to increase coverage one increment per year during your open enrollment period without proof of good health.
Individual Purchase Rights	If you terminate employment, you may be able to convert benefits to an individual policy.
Portability	If you cease to qualify as a member, you may be able to continue coverage for you and your covered dependents.
Limitations & Exclusions	
Suicide Exclusion	Benefits are not paid if you or your dependents commit suicide within the first 24 months of coverage (prior group voluntary life coverage applies towards the 24 month time period).
Coverage Outside of the US	Benefits will not be paid if you or your dependents are outside the United States for certain reasons for more than six months.

Accidental Death & Dismemberment (AD&D) Coverage	
Eligible Members	All active, full-time employees (except seasonal, temporary or contract workers) who work at least 30 hours per week. AD & D coverage does not apply to children.
Benefit Amount	<p>Your employee benefit is equal to your voluntary term life benefit amount, if loss is due to accident or injury.</p> <p>Your spouse's benefit is equal to their voluntary term life benefit amount, if loss is due to accident or injury.</p> <p>Benefits may be paid:</p> <ul style="list-style-type: none"> • Full benefit when you or your spouse lose: your life / both hands / both feet / sight of both eyes / one hand and sight of one eye / one foot and sight of one eye / one hand and one foot. • Half of the benefit when you or your spouse lose: one hand / one foot / sight of one eye. • One-fourth of the benefit when you or your spouse lose the thumb and index finger on the same hand. <p>The loss must occur within 365 days of the accident.</p>
Limitations & Exclusions	
Other Limitations	This Benefit Summary is a summary only. For a complete list of benefit restrictions, please refer to your booklet.

Understanding Your Voluntary Term Life Benefits

Am I Eligible For Coverage?

To be eligible for coverage, you must qualify as an eligible member and be considered actively at work.

You will be considered actively at work if you are able and available for active performance of all of your regular duties. Short term absence because of a regularly scheduled day off, holiday, vacation day, jury duty, funeral leave, or personal time off is considered active work provided you are able and available for active performance of all of your regular duties and were working the day immediately prior to the date of your absence.

Are My Dependents Eligible For Coverage?

If you are covered as a member, your dependents may also be eligible. Additional eligibility requirements may apply.

Eligible dependents include your spouse, if not hospital or home confined and provided they do not elect benefits as an employee, and children.

Special eligibility requirements may exist for step, foster, adopted, legal age or other child relationships. Additional information may be necessary to determine child eligibility.

Additional eligibility requirements may apply.

What Additional Benefits Are Included?

<p>Coverage During Disability</p>	<p>If you become totally disabled before age 60, coverage will continue and premium will be waived for you and your covered dependents. You must be totally disabled for 9 months before the waiver begins. Coverage continues without premium payment until you recover or turn age 65, whichever occurs first.</p>
<p>Accelerated Death Benefit</p>	<p>If you are terminally ill you can receive up to 75% of your benefit amount in a lump sum, not to exceed \$250,000, as long as:</p> <ul style="list-style-type: none"> • Your life expectancy is 12 months or less (as diagnosed by a physician), and • Your death benefit is at least \$10,000. <p>If you use the accelerated benefit, your death benefit is reduced by the accelerated benefit payment. There are possible tax consequences to receiving an accelerated benefit payment. You should contact your tax advisor for details. Receipt of accelerated benefits could also affect eligibility for public assistance. The charge for this benefit is included in your premium.</p>
<p>Open Enrollment</p>	<p>An open enrollment period will be available to you and your enrolled dependents each year during the calendar month prior to the policy anniversary. You and your dependents can request an increase of one benefit increment per year up to the guaranteed coverage amount without proof of good health. Once approved for coverage over the guaranteed coverage amount you can request an increase of one benefit increment per year up to the policy maximum benefit without proof of good health.</p>

Individual Purchase Rights	If you terminate employment, you, your spouse and your children may be able to convert coverage to individual life coverage. Upon coverage termination, your employer is required to inform you of your individual purchase rights to convert to an individual policy without proof of good health. The amount you can purchase varies depending on the termination situation.
Claim Processing	Principal Life makes claim administration easy and convenient for employers by offering an online life claim form. Once the form is complete, employers submit the information directly over a secure, confidential Web site, expediting the claim review process. The employer can choose to use the online form or a printable version that can be faxed or mailed. Along with the online claim form, Principal Life also provides Express Claim Processing for claims that meet certain criteria. Through the Express Claim Process, decisions are reached within five working days without the employer or beneficiary submitting paperwork.
Portability	You may continue benefits for yourself and your covered dependents until age 70 if you cease to qualify as a member. You or your spouse must enroll within 60 days from the date you cease to qualify as a member. Refer to your benefit booklet for maximum age requirements.



Principal Life Insurance Company, Des Moines, Iowa 50392-0002, www.principal.com

This is a summary of life coverage underwritten by or with administrative services provided by Principal Life Insurance Company. This benefit summary is for administrative purposes and is not a complete statement of benefits and restrictions. You'll receive a benefit booklet with details about your coverage. If there is a discrepancy between this summary and your benefit booklet, the benefit booklet prevails.

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DISABILITY

Who is Eligible and When:

All active full-time employees working 20 or more hours per week are eligible for disability on the first day of employment.

Carrier: Principal Financial

Group Number: 1079450

Disability:

Disability insurance is designed to protect employees from income loss and other financial hardship associated with absence from work due to injury, sickness or disease.

Math & Science Academy offers short term and long term disability for those unscheduled life events. Disability coverage can help you remain financially stable should you become injured or ill and cannot work.

Short term and long term disability are offered through Principal Financial and 100% paid by Math & Science Academy.

	Short Term Disability	Long Term Disability
Elimination period	0 days for accident 7 days for illness	90 days of disability
Percentage of Income Replaced	60% of weekly income	50% of monthly income
Maximum Benefits Payable	\$1,000 per week	\$5,000 per month
Maternity Maximum Duration	6 weeks for normal delivery 8 weeks for c-section (includes elimination period)	N/A
Maximum Benefit Duration	13 weeks	Own occupation: 3 years Any occupation: to Social Security Retirement Age

Short-term disability

Short-term disability for all members	
"Or" definition of disability	An employee will be considered disabled if, because of sickness, injury or pregnancy, one of the following applies: <ul style="list-style-type: none"> • Unable to perform a majority of the substantial and material duties of his/her own job; OR • Unable to earn 80% of his/her predisability income while working in his/her own job in a modified capacity or any job.
Elimination period	Benefits begin on: <ul style="list-style-type: none"> • The 1st day for disability due to injury • The 8th day for disability due to sickness
Weekly benefit	Benefit percentage: 60% of predisability earnings Maximum: \$1,000
Minimum weekly benefit	\$15
Maximum benefit duration	13 weeks
Definition of earnings	Base wage Compensation for business owners covers the net profits plus salary, averaged over the prior two calendar years.
Salary continuation	No offset
Preexisting conditions	No limitation applies
Employer contributions	Noncontributory - employer pays 100%
Maternity	Treated the same as any other disability
Work incentive benefit	Applies during the benefit payment period
Coverage for work related disabilities	No
Survivor benefit	3 weeks gross
Mandatory rehabilitation	Yes
Replacement of a prior program	If this policy is replacing coverage under a prior program, replacement of prior plan provisions may apply. If employees are not actively at work on the day coverage would become effective, they may still qualify for benefits if they had STD coverage under a prior program, they are not receiving any benefits under the prior program but would have been entitled to these benefits if the prior program remained in force and no provision other than the actively at work provision would otherwise prohibit benefits from being paid under our policy. Any benefit payable is the lesser of the benefits under our policy or the benefits that would have been paid under the prior program, had it remained in force.

Short-term disability

...continued

<p>Income from other sources</p>	<p>We coordinate disability benefits with income disabled employees receive from other sources. These include all retirement or disability benefits that employees and their dependents receive or could have received from Social Security or other government agencies; Workers' Compensation benefits; income from state disability plans; payments from policies that provide coverage for time away from work, if paid in part by or deducted from payroll by the policyholder; income from other group disability insurance policies; disability or retirement benefits paid by pension plans sponsored by the policyholder; income received from no-fault auto laws; renewal commissions received from the policyholder; severance pay; and all payments for the month that the member receives under state unemployment laws.</p> <p>Other income sources do not include individual disability insurance; profit sharing plans; thrift savings plans; nonqualified deferred compensation plans; 401(k) plans; individual retirement accounts (IRAs); stock ownership plans; Keogh (HR-10) plans; any cost of living increases paid in connection with other sources of income; Social Security or pension plan payments that were being received prior to the current disability; and any income the member receives for services rendered prior to the member's date of disability.</p>
<p>Limitations</p>	<p>The proposed policy contains restrictions and limitations. Before making a purchase decision, review the following limitations and resolve any questions. The following limitations and restrictions are applied as required by state law or as otherwise described in the group policy.</p> <p>No benefits will be paid to employees with disabilities resulting from: willful self injury while sane or insane / war or an act of war / participation in an assault or felony / a new or continuing disability that begins after an employee's benefit payment period has ended, but the employee has not returned to active work / a work-related sickness or injury.</p>

Rehabilitation benefits

<p>Reasonable accommodation benefit</p>	<p>\$500</p>
<p>Rehabilitation incentive benefit</p>	<p>5% increase in the weekly benefit percentage</p>

Short-term disability

Highlights	
Eligible employees	All active, full-time employees living in the United States (except part-time, seasonal, temporary or contract employees) who work at least 20 hours per week.
Integration method	Direct offsets
Social security integration	Primary and family
Re-enrollment of coverage	If employees contribute toward the cost of their STD coverage today and Principal Life has agreed to a re-enrollment of coverage, employees may be required to submit proof of good health depending on the method of re-enrollment.
Proof of good health	Required if fewer than 5 members insured.
Recurring disability	Disabled employees who recover and return to work for 30 days or less during the benefit duration are not required to complete a new elimination period if they become disabled again due to the same or related cause.
Weekly payment limit	Benefits paid are reduced if total income exceeds 100% of predisability earnings. Total income includes: <ul style="list-style-type: none"> • The employee's normal benefit payable • Additional benefits payable under the policy • Return to work earnings • Other income sources defined in the policy • PTO, sick pay, and salary continuance payments (if these income sources are not considered other income sources)
W-2 and FICA services	<p>Upon request, we offer W-2 preparation and FICA services for employees on disability.</p> <ul style="list-style-type: none"> • W-2 - Prepare and mail to employees, report to appropriate governmental agencies and provide employers with reports. • Standard FICA services - Calculate and withhold employees' portions of appropriate taxes, deposit employee tax withholdings with appropriate government agencies, provide employers with reports. • Additional FICA services* - Calculating and depositing the employer FICA match with the appropriate government agency, reporting FICA match on our tax deposits, and issuing W-2's to each individual who received a disability payment during the calendar year. <p>*Employers are still responsible for other tax reporting such as Federal Unemployment Tax Act (FUTA) and State Unemployment Tax Act (SUTA).</p>
State mandated disability benefits	The policy does not provide state mandated disability benefits in CA, NY, NJ, RI or HI
Benefit payment period	In no event will a benefit payment continue beyond the lesser of the maximum benefit duration or if any of the following occur: an employee recovers, ceases to be under the regular and appropriate care of a physician, fails to provide any required proof of disability, fails to submit to a required medical examination, fails to report income from other sources or any other required earnings information, fails to pursue Social Security disability benefits or Workers' Compensation benefits; or dies.

Long-term disability

Long-term disability for all members											
"Or" definition of disability	<p>An employee will be considered disabled if, because of sickness, injury or pregnancy, during the elimination period and own occupation period, one of the following applies:</p> <ul style="list-style-type: none"> • Unable to perform a majority of the substantial and material duties of his/her own occupation; OR • Unable to earn 80% of his/her predisability income while working in his/her own occupation in a modified capacity or any occupation. <p>An employee will be considered disabled if, after completing the elimination period and own occupation period, one of the following applies:</p> <ul style="list-style-type: none"> • Unable to perform a majority of the substantial and material duties of any occupation for which he/she is or may reasonably become qualified based on education, training or experience; OR • Unable to earn 80% of his/her predisability income while working in his/her own occupation or any occupation in a modified capacity. 										
Own occupation period	3 years										
Elimination period	90 days										
Monthly benefit	Benefit percentage: 50% of predisability earnings Maximum: \$5,000										
Minimum monthly benefit	Minimum: The greater of 10% of the primary monthly benefit or \$100.										
Benefit duration	<p>To Social Security normal retirement age</p> <p>For employees who become disabled before age 65, disability benefits are payable until the later of the date they reach Social Security normal retirement age or 36 months after the benefit payment period begins. For employees who become disabled at or after age 65, disability benefits are payable until the later of the date they reach Social Security normal retirement age or the date the benefit payment period reaches the number of months shown below:</p> <table border="0"> <thead> <tr> <th><u>Age disability occurs</u></th> <th><u>Length of benefit payment period</u></th> </tr> </thead> <tbody> <tr> <td>Age 65 - 67</td> <td>24 months</td> </tr> <tr> <td>Age 68 - 69</td> <td>18 months</td> </tr> <tr> <td>Age 70 -71</td> <td>15 months</td> </tr> <tr> <td>Age 72 and over</td> <td>12 months</td> </tr> </tbody> </table> <p>Disability benefits end when employees recover, cease to be under the regular and appropriate care of a physician, fail to provide any required proof of disability, fail to submit to a required medical examination, fail to report income from other sources or any other required earnings information, fail to pursue Social Security disability benefits or Workers' Compensation benefits, or die.</p>	<u>Age disability occurs</u>	<u>Length of benefit payment period</u>	Age 65 - 67	24 months	Age 68 - 69	18 months	Age 70 -71	15 months	Age 72 and over	12 months
<u>Age disability occurs</u>	<u>Length of benefit payment period</u>										
Age 65 - 67	24 months										
Age 68 - 69	18 months										
Age 70 -71	15 months										
Age 72 and over	12 months										

Long-term disability

...continued	
Definition of earnings	Base wage Compensation for business owners covers the net profits plus salary, averaged over the prior two calendar years.
Salary continuation	Offset
Preexisting conditions	3 months prior / 12 months insured
Mental health conditions	24 month benefit limit
Drug and alcohol abuse conditions	24 month benefit limit
Special conditions	24 month benefit limit
Employer contributions	Bonus Up
Integration method	Direct
Social security integration	Primary and family
Work incentive benefit	12 months
Coverage for work related disabilities	Yes
Survivor benefit	3 months gross, with optional accelerated payments
Mandatory rehabilitation	Included If employees do not comply with the rehabilitation plan without good cause, disability benefits may cease.
Integrated STD/LTD	We integrate LTD and STD into a coordinated package with streamlined claims administration and processing and smooth transition from STD to LTD without payment gaps or benefit overlaps.
Income from other sources	<p>We coordinate disability benefits with income disabled employees receive from other sources. These include all retirement or disability benefits that employees and their dependents receive or could have received, from Social Security or other government agencies; salary continuance; personal time off or sick pay; Workers' Compensation benefits; income from state disability plans; payments from policies that provide coverage for time away from work, if paid in part by or deducted from payroll by the policyholder; income from other group disability insurance policies; disability or retirement benefits paid by pension plans sponsored by the policyholder; income received from no-fault auto laws; renewal commissions received from the policyholder; severance pay; and all payments for the month that the member receives under state unemployment laws.</p> <p>Other income sources do not include individual disability insurance; profit sharing plans; thrift savings plans; nonqualified deferred compensation plans; 401(k) plans; individual retirement accounts (IRAs); stock ownership plans; Keogh (HR-10) plans; any cost of living increases paid in connection with other sources of income; Social Security or pension plan payments that were being received prior to the current disability; and any income the member receives for services rendered prior to the member's date of disability.</p> <p>Any income the member receives for services rendered prior to the member's date of disability will not be considered other income sources.</p>

Long-term disability

...continued

Limitations

The proposed policy contains restrictions and limitations. Before making a purchase decision, review the following limitations and resolve any questions. The following limitations and restrictions are applied as required by state law or as otherwise described in the group policy.

No benefits will be paid to employees with disabilities resulting from: willful self injury while sane or insane / war or an act of war / participation in an assault or felony / a new or continuing disability that begins after an employee's benefit payment period has ended, but the employee has not returned to active work.

Treatment of mental health conditions and drug and alcohol abuse conditions and special conditions

A disability is considered due to alcohol, drug or chemical abuse, dependency or addiction or a mental health condition or a special condition if the disability is caused by one of these condition(s) and not by other disabling conditions.

The following maximum benefit payment periods apply:

Mental health conditions: 24 months

Alcohol, Drug or Chemical Abuse Conditions: 24 months

Special conditions: 24 months

The benefit payment period listed above is a lifetime maximum for all periods of disability. All disabilities from conditions with the same maximum benefit payment period contribute toward one lifetime maximum. However, if at the end of the benefit duration, an employee is confined in a hospital or any other type of facility providing treatment for any of these conditions, the benefit payment period may be extended to include the time period an employee remains confined for treatment.

Special conditions are considered to be: thoracic outlet syndrome / headaches, such as functional, migraine, organic, sinus and tension / chronic fatigue syndrome / fibromyalgia / temporomandibular joint (TMJ) / cumulative trauma disorder, overuse syndrome or repetitive stress disorder including carpal tunnel and ulnar tunnel syndrome / environmental allergies and multiple chemical sensitivity / musculoskeletal and connective tissue disorders of the neck and back, including any disease or disorder of the cervical, thoracic and lumbosacral back and surrounding soft tissue, including sprains and strains of joints and adjacent muscles, but not including conditions such as arthritis, ruptured intervertebral discs, scoliosis, spinal fractures, spinal tumors, malignancy or vascular malformations.

Preexisting conditions

A preexisting condition is a sickness or injury, including all related conditions and complications, or pregnancy for which employees received medical treatment, consultation, care or service; or were prescribed or took prescription medications in the three months prior to their effective date under the policy. Benefits are not paid for disabilities resulting from preexisting conditions unless, when employees become disabled, they have been actively at work for one full day after being covered under the policy for 12 consecutive months.

Long-term disability

...continued

Replacement of a prior program

This policy is replacing coverage under a prior program. If employees are not actively at work on the day coverage would become effective or if employees are disabled due to a preexisting condition, they may still qualify for benefits if they had LTD coverage under a prior program or they are not receiving any benefits under the prior program but would have been entitled to these benefits if the prior program remained in force and no provision other than the actively at work or preexisting conditions provisions would otherwise prohibit benefits from being paid under our policy. Any benefit payable is the lesser of the benefits under our policy or the benefits that would have been paid under the prior program, had it remained in force.

Rehabilitation benefits

Reasonable accommodation benefit	\$5,000
Rehabilitation incentive benefit	5% increase in the monthly benefit percentage for 12 months

Optional benefits

Activities of daily living benefit	30% of predisability earnings For the loss of the ability to perform two or more activities of daily living for 12 consecutive months. This benefit is limited to \$5,000 per month.
Return to work child care benefit	100% of actual expenses incurred, up to a maximum of \$250 per month for 12 months. Benefits begin after work incentive payments end.

Highlights

Eligible employees	All active, full-time employees living in the United States (except part-time, seasonal, temporary or contract employees) who work at least 20 hours per week.
Re-enrollment of coverage	If employees contribute toward the cost of their LTD coverage today and Principal Life has agreed to a re-enrollment of coverage, employees may be required to submit proof of good health depending on the method of re-enrollment.
Proof of good health	Required if fewer than 5 members insured.
Recurring disability	Disabled employees who recover and return to work for 6 months or less during the benefit duration are not required to complete a new elimination period if they become disabled again due to the same or related cause.
Monthly payment limit	Benefits paid are reduced if total income exceeds 100% of predisability earnings. Total income includes: <ul style="list-style-type: none"> • The employee's normal benefit payable • Additional benefits payable under the policy • Return to work earnings • Other income sources defined in the policy • PTO, sick pay, and salary continuance payments (if these income sources are not considered direct offsets under other income sources)

Long-term disability

...continued	
W-2 and FICA services	<p>Upon request, we offer W-2 preparation and FICA services for employees on disability.</p> <ul style="list-style-type: none"> • W-2 - Prepare and mail to employees, report to appropriate governmental agencies and provide employers with reports. • Standard FICA services - Calculate and withhold employees' portions of appropriate taxes, deposit employee tax withholdings with appropriate government agencies, provide employers with reports. • Additional FICA services* - Calculating and depositing the employer FICA match with the appropriate government agency, reporting FICA match on our tax deposits, and issuing W-2's to each individual who received a disability payment during the calendar year. <p>*Employers are still responsible for other tax reporting such as Federal Unemployment Tax Act (FUTA) and State Unemployment Tax Act (SUTA).</p>
State mandated disability benefits	The policy does not provide state mandated disability benefits in CA, NY, NJ, RI or HI.

GLOSSARY

Glossary is for benefit general terms, and may not all apply to your plan(s).

Allowed Amount - The highest amount that will cover (pay) a service.

Benefit Period - When services are covered under your plan. It also defines the time when benefit maximums, deductibles and coinsurance limits build up. It has a start and end date. It is often one calendar year for health insurance plans. *Example: You may have a plan with a benefit period of January 1 through December 31 that covers 10 physical therapy visits. The 11th or more session will not be covered.*

Brand - A prescription drug product which is manufactured and marketed under a trademark or name by a specific drug manufacturer, or that is identify as a brand name product.

Coinsurance - A certain percent you must pay each benefit period after you have paid your deductible. This payment is for covered services only. You may still have to pay a copay. *Example: Your plan might cover 80 percent of your medical bill. You will have to pay the other 20 percent. The 20 percent is the coinsurance.*

Coinsurance Limit (or Maximum) - The most you will pay in coinsurance costs during a benefit period.

Condition - An injury, ailment, disease, illness or disorder.

Contract - The agreement between an insurance company and the policyholder.

Copayment (Copay) - The amount you pay to a healthcare provider at the time you receive services. You may have to pay a copay for each covered visit to your doctor, depending on your plan. Not all plans have a copay.

Covered Charges - Charges for covered services that your health plan paid for. There may be a limit on covered charges if you receive services from providers outside your plan's network of providers.

Covered Person - Any person covered under the plan.

Covered Service - A healthcare provider's service or medical supplies covered by your health plan. Benefits will be given for these services based on your plan.

Creditable Coverage - Coverage of a person under any of these:

A group health plan. This includes church and governmental plans.

Health insurance coverage.

Medicare (Part A or Part B of Title XVIII of the Social Security Act).

Medicaid (Title XIX of the Social Security Act, other than coverage consisting only of benefits under Section 1928).

The health plan for active military personnel. This includes TRICARE.

The Indian Health Service or other tribal organization program.

A state health benefits risk pool.

The Federal Employees Health Benefits Program.

A public health plan (as defined in federal regulations).

A health benefit plan under section 5 (c) of the Peace Corps Act.

Any other plan which gives complete hospital, medical and surgical services.

Deductible - The amount you pay for your healthcare services before your health insurer pays. Deductibles are based on your benefit period (typically a year at a time). *Example: If your plan has a \$2,000 annual deductible, you will be expected to pay the first \$2,000 toward your healthcare services. After you reach \$2,000, your health insurer will cover the rest of the costs.*

Dependent Coverage - Coverage for your dependents who qualify.

Emergency Medical Condition - A medical problem with sudden and severe symptoms that must be treated quickly. In an emergency, a person with no medical training and an average knowledge of health/medicine could reasonably expect the problem could:

Put a person's health at serious risk.

Put an unborn child's health at serious risk.

Result in serious damage to the person's body and how his or her body works.

Result in serious damage of a person's organ or any part of the person.

Experimental or Investigational Drug, Device, Medical Treatment or Procedure - These are not approved by the U.S. Food and Drug Administration (FDA) or are not considered the standard of care

Explanation of benefits - the health insurance company's written explanation of how a medical claim was paid. It contains detailed information about what the company paid and what portion of the costs you are responsible for.

Generic - A prescription drug product that is chemically equivalent to a brand-name drug; or that the claims administrator identifies as a generic product based on available data resources.

Health Assessment - A health survey that measures your current health, health risks and quality of life.

Inpatient Services - Services received when admitted to a hospital and a room and board charge is made.

Institution (Institutional) - A hospital or certain other facility.

Legal Guardian - The person who takes care of a child and makes healthcare decision for the child. This person is the natural parent or was made caretaker by a court of law.

Medical Care - Medical services received from a healthcare provider or facility to treat a condition.

Medically Necessary (or Medical Necessity) - Services, supplies or prescription drugs that are needed to diagnose or treat a medical condition. Also, an insurer must decide if this care is:

Accepted as standard practice. It can't be experimental or investigational.

Not just for your convenience or the convenience of a provider.

The right amount or level of service that can be given to you.

Example: Inpatient care is medically necessary if your condition can't be treated properly as an outpatient service.

Medicare - A federal program for people age 65 or older that pays for certain healthcare expenses.

Network Provider/In-network Provider - A healthcare provider who is part of a plan's network.

Non-covered Charges - Charges for services and supplies that are **not** covered under the health plan. Examples of non-covered charges may include things like acupuncture, weight loss surgery or marriage counseling. Consult your plan for more information.

Non-network Provider/Out-of-network Provider - A healthcare provider who is **not** part of a plan's network. Costs associated with out-of-network providers may be higher or not covered by your plan. Consult your plan for more information.

Outpatient Services - Services that do not need an overnight stay in a hospital. These services are often provided in a doctor's office, hospital or clinic.

Out-of-pocket Cost - Cost you must pay. Out-of-pocket costs vary by plan and each plan has a maximum out of pocket (MOOP) cost. Consult your plan for more information.

Per Member Per Month (PMPM) - The average cost or quantity per month based on active membership.

Pre-existing condition - a health problem that has been diagnosed, or for which you have been treated, before buying a health insurance plan.

Preventive Care - Regular care that is generally performed by a primary care physician (e.g. physicals, health screenings).

Primary Care Provider - A physician (M.D. – Medical Doctor or D.O. – Doctor of Osteopathic Medicine), nurse practitioner, clinical nurse specialist or physician assistant, as allowed under state law, who provides, coordinates or helps a patient access a range of health care services.

Provider (Healthcare Provider) - A hospital, facility, physician or other licensed healthcare professional.

Urgent Care Provider - A provider of services for health problems that need medical help right away but are not emergency medical conditions.

Specialist - A physician that specializes in a specific area of medicine.

Waiting period - the period of time that an employer makes a new employee wait before he or she becomes eligible for coverage under the company's health plan. Also, the period of time beginning with a policy's effective date during which a health plan may not pay benefits for certain pre-existing conditions.



SPECIAL NOTICES

PLAN YEAR: 2021/2022

PLAN ADMINISTRATOR	
Contact Name:	Ken La Casse
Phone Number:	651-578-7507
E-mail:	kenlacasse@mnmsa.org
HEALTH INSURANCE PROVIDER	
Health Insurer:	BlueCross BlueShield of MN
Customer Service:	651-662-8000
Website:	www.bluecrossmnonline.com
PRIVACY OFFICER	
Contact Name:	John Gawarecki
Business Address:	8430 Woodbury Crossing
	Woodbury, MN 55125
Phone Number:	651-308-2017
E-mail:	jgawarecki@mnmsa.org
Website:	www.mnmsa.org
MEDICARE PART D	
Creditable:	No Deductible Plan 655
Creditable:	\$2,500-100% HSA Plan 653

The information in this Special Notices is presented is based on information required by law. While every effort was taken to accurately report your benefits, discrepancies, or errors are always possible. In case of discrepancy between the Special Notices and the actual plan documents the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about this summary, contact your plan administrator.

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women’s Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manager determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;

- Surgery and reconstruction of the other breast to produce a symmetrical appearance;

- Prostheses; and

- Treatment of physical complication of mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. Therefore, the following deductibles and coinsurance apply: see your Certificate of Coverage or Summary Plan Description. If you would like more information on WHCRA benefits, call Customer Service at the number on the back of your ID card.

SPECIAL ENROLLMENT NOTICE

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents’ other coverage). However, you must request enrollment within 30 days after your or your dependents’ other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

To request special enrollment or obtain more information contact your plan administrator.

NEWBORN’S ACT DISCLOSURE

Group health plans and health insurance issuers generally may not, under Federal law, restrict for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother’s or newborn’s attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not under Federal law, required that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

AND YOUR HEALTH COVERAGE

General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

(expires 6-30-2023)

YOUR INFORMATION, YOUR RIGHTS, OUR RESPONSIBILITIES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get a copy of your health and claims record	<ul style="list-style-type: none"> You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
Ask us to correct health and claims records	<ul style="list-style-type: none"> You can ask us to correct your health and claims records if you think they are correct or incomplete. Ask us how to do this. We may say “no” to your request, but we’ll tell you why in writing within 60 days.
Request confidential communication	<ul style="list-style-type: none"> You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will consider all reasonable requests and must say “yes” if you tell us you would be in danger if we do not.
Ask us to limit what we use or share	<ul style="list-style-type: none"> You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
Get a list of these with whom we’ve shared information	<ul style="list-style-type: none"> You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
Get a copy of this privacy notice	<ul style="list-style-type: none"> You can ask for a paper copy of this notice at any time, even if you have agreed to receive this notice electronically. We will provide you with a paper copy promptly.
Choose someone to act for you	<ul style="list-style-type: none"> If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.
File a complaint if you feel your rights are violated	<ul style="list-style-type: none"> You can complain if you feel we have violated your rights by contacting us using the Privacy Officer contact information. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

<p>In these cases, you have both the right and choice to tell us to:</p>	<ul style="list-style-type: none"> • Share information with your family, close friends, or other involved in payment for your care • Share information in a disaster relief situations • Contact you for fundraising efforts • If you are not able to tell us your preference, for example if you are unconscious we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.
<p>In these cases we never share your information unless you give us written permission:</p>	<ul style="list-style-type: none"> • Marketing purposes • Sale of your information

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways.

<p>Help manage the health care treatment you receive</p>	<ul style="list-style-type: none"> • We can use your health information and share it with professionals who are treating you. 	<p>Example: A doctor sends us information about your diagnosis and treatment plan so we can arrange additional services.</p>
<p>Run our organization</p>	<ul style="list-style-type: none"> • We can use and disclose your information to run our organization and contract you when necessary. • We are not allowed to use genetic information to decide whether we will give you coverage and the price of that coverage. This does not apply to long term care plans. 	<p>Example: We use health information about you to develop better services for you.</p>
<p>Pay for your health services</p>	<ul style="list-style-type: none"> • We can use and disclose your health information as we pay for your health services 	<p>Example: We share information about you with your dental plan to coordinate payment for your dental work.</p>
<p>Administer your plan</p>	<ul style="list-style-type: none"> • We may disclose your health information to your health plan sponsor for plan administration. 	<p>Example: Your company contacts with us to provide a health plan, and we provide your company with certain statistics to explain the premiums we charge.</p>

How else can we use or share your health information? We are allowed or required to share your information in other ways—usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues	<ul style="list-style-type: none"> • We can share health information about you for certain situations such as: • Preventing disease • Helping with product recalls • Reporting adverse reactions to medications • Reporting suspected abuse, neglect, or domestic violence • Preventing or reducing a serious threat to anyone’s health or safety
Do research	<ul style="list-style-type: none"> • We can use or share your information for health research
Comply with the law	<ul style="list-style-type: none"> • We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.
Respond to organ and tissue donation requests and work with a medical examiner or funeral director	<ul style="list-style-type: none"> • We can share health information about you with organ procurement organizations. • We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
Address workers’ compensation, law enforcement, and other government requests	<ul style="list-style-type: none"> • We can use or share health information about you: • For workers’ compensation claims • For law enforcement purposes or with a law enforcement official • With health oversight agencies for activities authorized by law • For special government functions such as military, national security, and presidential protective services
Respond to lawsuits and legal actions	<ul style="list-style-type: none"> • We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/oct/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our website, and we will mail a copy to you.

GINA DISCLOSURE

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

The Genetic Information Nondiscrimination Act of 2008 (“GINA”) protects employees against discrimination based on their genetic information. Unless otherwise permitted, your Employer may not request or require any genetic information from you or your family members.

MODEL GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS

Introduction

You’re getting this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it. When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan’s Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse’s plan), even if that plan generally doesn’t accept late enrollees.

MENTAL HEALTH & ADDICTION EQUITY ACT DISCLOSURE

The Mental Health Parity and Addiction Equity Act of 2008 generally requires group health plans and health insurance issuers to ensure that financial requirements (such as co-pays and deductibles) and treatment limitations (such as annual visit limits) applicable to mental health or substance use disorder benefits are no more restrictive than the predominant requirements or limitations applied to substantially all medical/surgical benefits. For information regarding the criteria for medical necessity determinations made under the company’s group health plan with respect to mental health or substance use disorder benefits, please contact the plan administrator.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a “qualifying event.” Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you’re an employee, you’ll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

Your hours of employment are reduced, or
Your employment ends for any reason other than your gross misconduct.

If you’re the spouse of an employee, you’ll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

Your spouse dies;
Your spouse’s hours of employment are reduced;
Your spouse’s employment ends for any reason other than his or her gross misconduct;
Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

The parent-employee dies;
The parent-employee’s hours of employment are reduced;
The parent-employee’s employment ends for any reason other than his or her gross misconduct;
The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
The parents become divorced or legally separated; or
The child stops being eligible for coverage under the Plan as a “dependent child.”

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

The end of employment or reduction of hours of employment; Death of the employee; or the employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days the qualifying event occurs. You must provide this notice to the Plan Administrator.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage. Contact the COBRA Administrator immediately or as soon as possible to notify them of this qualification.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

ADA WELLNESS PROGRAM NOTICE

Our wellness program is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening, which will include a blood test. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will receive an incentive. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive the incentive.

Additional incentives may be available for employees who participate in certain health-related activities or achieve certain health outcomes. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting the plan administrator.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health potential risks and may also be used to offer you services through the wellness program. You also are encouraged to share your results or concerns with your own doctor.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and our company may use aggregate information it collects to design a program based on identified health risks in the workplace, we will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is (are) [indicate who will receive information such as "a registered nurse," "a doctor," or "a health coach"] in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. [Specify any other or additional confidentiality protections if applicable.] Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the plan administrator.

WELLNESS PROGRAM DISCLOSURE

Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact your plan administrator and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

PREMIUM ASSISTANCE UNDER MEDICAID AND THE CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2020. Contact your State for more information on eligibility –

<p style="text-align: center;">ALABAMA – Medicaid</p>	<p style="text-align: center;">COLORADO – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)</p>
<p>Website: http://myalhipp.com/ Phone: 1-855-692-5447</p>	<p>Health First Colorado Website: https://www.healthfirstcolorado.com/ Health First Colorado Member Contact Center: 1-800-221-3943/ State Relay 711 CHP+: https://www.colorado.gov/pacific/hcpf/child-health-plan-plus CHP+ Customer Service: 1-800-359-1991/ State Relay 711</p>
<p style="text-align: center;">ALASKA – Medicaid</p>	<p style="text-align: center;">FLORIDA – Medicaid</p>
<p>The AK Health Insurance Premium Payment Program Website: http://myakhipp.com/ Phone: 1-866-251-4861 Email: CustomerService@MyAKHIPPI.com Medicaid Eligibility: http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx</p>	<p>Website: http://flmedicaidprecovery.com/hipp/ Phone: 1-877-357-3268</p>
<p style="text-align: center;">ARKANSAS – Medicaid</p>	<p style="text-align: center;">GEORGIA – Medicaid</p>
<p>Website: http://myarhipp.com/ Phone: 1-855-MyARHIPPI (855-692-7447)</p>	<p>Website: https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp Phone: 678-564-1162 ext 2131</p>

CALIFORNIA – Medicaid	INDIANA – Medicaid
Website: https://www.dhcs.ca.gov/services/Pages/TPLRD_CAU_con t.aspx Phone: 1-800-541-5555	Healthy Indiana Plan for low-income adults 19-64 Website: http://www.in.gov/fssa/hip/ Phone: 1-877-438-4479 All other Medicaid Website: http://www.indianamedicaid.com Phone 1-800-403-0864
IOWA – Medicaid and CHIP (Hawki)	MONTANA – Medicaid
Medicaid Website: https://dhs.iowa.gov/ime/members Medicaid Phone: 1-800-338-8366 Hawki Website: http://dhs.iowa.gov/Hawki Hawki Phone: 1-800-257-8563	Website: http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP Phone: 1-800-694-3084
KANSAS – Medicaid	NEBRASKA – Medicaid
Website: http://www.kdheks.gov/hcf/default.htm Phone: 1-800-792-4884	Website: http://www.ACCESSNebraska.ne.gov Phone: 1-855-632-7633 Lincoln: 402-473-7000 Omaha: 402-595-1178
KENTUCKY – Medicaid	NEVADA – Medicaid
Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website: https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx Phone: 1-855-459-6328 Email: KIHIPP.PROGRAM@ky.gov KCHIP Website: https://kidshealth.ky.gov/Pages/index.aspx Phone: 1-877-524-4718 Kentucky Medicaid Website: https://chfs.ky.gov	Medicaid Website: http://dhcnp.nv.gov Medicaid Phone: 1-800-992-0900
LOUISIANA – Medicaid	NEW HAMPSHIRE – Medicaid
Website: www.medicaid.la.gov or www.ldh.la.gov/lahipp Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)	Website: https://www.dhhs.nh.gov/oii/hipp.htm Phone: 603-271-5218 Toll free number for the HIPP program: 1-800-852-3345, ext 5218
MAINE – Medicaid	NEW JERSEY – Medicaid and CHIP
Website: http://www.maine.gov/dhhs/ofi/public-assistance/index.html Phone: 1-800-442-6003 TTY: Maine relay 711	Medicaid Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/ Medicaid Phone: 609-631-2392 CHIP Website: http://www.njfamilycare.org/index.html CHIP Phone: 1-800-701-0710
MASSACHUSETTS – Medicaid and CHIP	NEW YORK – Medicaid
Website: http://www.mass.gov/eohhs/gov/departments/masshealth/ Phone: 1-800-862-4840	Website: https://www.health.ny.gov/health_care/medicaid/ Phone: 1-800-541-2831

<p align="center">MINNESOTA – Medicaid</p> <p>Website: https://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/programs-and-services/medical-assistance.jsp [Under ELIGIBILITY tab, see “what if I have other health insurance?”] Phone: 1-800-657-3739</p>	<p align="center">NORTH CAROLINA – Medicaid</p> <p>Website: https://medicaid.ncdhhs.gov/ Phone: 919-855-4100</p>
<p align="center">MISSOURI – Medicaid</p> <p>Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005</p>	<p align="center">NORTH DAKOTA – Medicaid</p> <p>Website: http://www.nd.gov/dhs/services/medicalserv/medicaid/ Phone: 1-844-854-4825</p>
<p align="center">OKLAHOMA – Medicaid and CHIP</p> <p>Website: http://www.insureoklahoma.org Phone: 1-888-365-3742</p>	<p align="center">UTAH – Medicaid and CHIP</p> <p>Medicaid Website: https://medicaid.utah.gov/ CHIP Website: http://health.utah.gov/chip Phone: 1-877-543-7669</p>
<p align="center">OREGON – Medicaid</p> <p>Website: http://healthcare.oregon.gov/Pages/index.aspx http://www.oregonhealthcare.gov/index-es.html Phone: 1-800-699-9075</p>	<p align="center">VERMONT– Medicaid</p> <p>Website: http://www.greenmountaincare.org/ Phone: 1-800-250-8427</p>
<p align="center">PENNSYLVANIA – Medicaid</p> <p>Website: https://www.dhs.pa.gov/providers/Providers/Pages/Medical/HIPP-Program.aspx Phone: 1-800-692-7462</p>	<p align="center">VIRGINIA – Medicaid and CHIP</p> <p>Website: https://www.coverva.org/hipp/ Medicaid Phone: 1-800-432-5924 CHIP Phone: 1-855-242-8282</p>
<p align="center">RHODE ISLAND – Medicaid and CHIP</p> <p>Website: http://www.eohhs.ri.gov/ Phone: 1-855-697-4347, or 401-462-0311 (Direct Rite Share Line)</p>	<p align="center">WASHINGTON – Medicaid</p> <p>Website: https://www.hca.wa.gov/ Phone: 1-800-562-3022</p>
<p align="center">SOUTH CAROLINA – Medicaid</p> <p>Website: https://www.scdhhs.gov Phone: 1-888-549-0820</p>	<p align="center">WEST VIRGINIA – Medicaid</p> <p>Website: http://mywvhipp.com/ Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)</p>
<p align="center">SOUTH DAKOTA - Medicaid</p> <p>Website: http://dss.sd.gov Phone: 1-888-828-0059</p>	<p align="center">WISCONSIN – Medicaid and CHIP</p> <p>Website: https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf Phone: 1-800-362-3002</p>
<p align="center">TEXAS – Medicaid</p> <p>Website: http://gethipptexas.com/ Phone: 1-800-440-0493</p>	<p align="center">WYOMING – Medicaid</p> <p>Website: https://wyequalitycare.acs-inc.com/ Phone: 307-777-7531</p>

To see if any other states have added a premium assistance program since January 31, 2020, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email ebsa.opr@dol.gov and reference the OMB Control Number 1210-0137.

OMB Control Number 1210-0137 (expires 1/31/2023)

IMPORTANT NOTICE ABOUT YOUR PRESCRIPTION DRUG COVERAGE AND MEDICARE CREDITABLE

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. We have determined that the prescription drug coverage offered by the company is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When can you join a Medicare drug plan?

- You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.
- However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What happens to your current coverage if you decide to join a Medicare drug plan?

- If you decide to join a Medicare drug plan, your current coverage will not be affected. Please see the Insurance Carrier for additional information regarding plan coverage
- If you do decide to join a Medicare drug plan and drop your current coverage, be aware that you and your dependents will may not be able to get this coverage back.

When will you pay a higher premium (penalty) to join a Medicare drug plan?

- You should also know that if you drop or lose your current coverage and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.
- If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For more information about this notice or your current prescription drug coverage...

Contact the person listed as the plan administrator for further information NOTE: You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage changes. You also may request a copy of this notice at any time.

For more information about your options under Medicare prescription drug coverage...

- More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.
- For more information about Medicare prescription drug coverage: Visit www.medicare.gov.
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.
- If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Grade	Total Students	Repeat Classes	Bubble Classes		Staffing needs	Cost per day*	# of days needed max.	Total Cost Max	# of days predicted	Total Cost predicted
6	10	12	9		2	\$210.00	24	\$5,040.00	16	\$3,360.00
7	10	16	11		2	\$210.00	24	\$5,040.00	20	\$4,200.00
8	10	9	9		2	\$210.00	24	\$5,040.00	12	\$2,520.00
9	11	6	6							
10	15	19	10		2	\$210.00	24	\$5,040.00	24	\$5,040.00
11	8	7	5							
12	4	6	1							
				Total	8	\$840.00		\$20,160.00		\$15,120.00
Total	68									
				Office Manager	1	\$60.00	24	\$1,440.00		
				Transportation		Unknown at this time				
						*Includes 30 minutes of paid prep per day, or two hours per week.				
									Budget Range	\$16.5K - 21.5K



MATH AND SCIENCE ACADEMY RENEWAL FOR FINANCIAL MANAGEMENT SERVICES

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

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Attachments that Require Signature:

Professional Services Agreement Attachment 1

Preparation of Financial Statements Engagement Letter Attachment 2

LETTER OF TRANSMITTAL

John Gawarecki
Math and Science Academy
8430 Woodbury Crossing
Woodbury, MN 55125

Dear John,

On behalf of BerganKDV, I am pleased to submit this renewal to continue providing your Charter School with financial management services for fiscal years ending June 30, 2022 through June 30, 2024. We appreciate the opportunity to continue these services and your consideration of our firm.

The attached provides some information about our firm, our team, the services we will provide to your School and the fees. In addition, we will need to you sign both the attached Professional Services Agreement and Preparation of Financial Statements Engagement Letter.

Our Charter Services team is always looking for ways to become more efficient and effective for our clients. In the past year our leadership team took a step back and analyzed the services we are providing and the way that we are providing those services and implement changes. Sometimes that meant just changing a process, or reassigning who was performing a task, or finding new technology to perform a task. In some cases, we made changes that proved to be home runs and are allowing our staff to provide you with better service. However, in some cases, we realized that the change we wanted to make was not the best for either the client or the staff and therefore we have decided not to continue with that change.

We will, however, continue to be innovative and make sure that we are providing our clients with the best service and providing accurate and complete information. Just know that we are committed to providing clients with a “WOW” experience and ensuring that we meet your needs and expectations.

Here are a few benefits of working with BerganKDV:

- **Charter school experience.** BerganKDV’s dedicated Charter School industry group provides financial management services to approximately 45 schools ranging in size from 50 to 2,200 students. We support our client schools with comprehensive financial management services including budgeting, financial management of state and federal grants, processing monthly accounting information including preparation of comprehensive interim financial statements and preparing accounting records for the annual financial audit.
- **In-depth knowledge of Charter School accounting and tax regulations.** Our team stays abreast of the latest developments in Charter Schools through ongoing third-party continuing education classes and extensive technical literature maintained in-house. Members of our team and firm are involved with MDE, MASBO, and other School supported organizations. We also keep you informed of upcoming regulations and the potential impact on your School, such as FASB’s and GASB’s new financial reporting rules.
- **Effective communication.** BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing

client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines.

- **Innovative thinking and solutions driven.** When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.

If there are any matters not adequately covered in this renewal, please feel free to contact us.

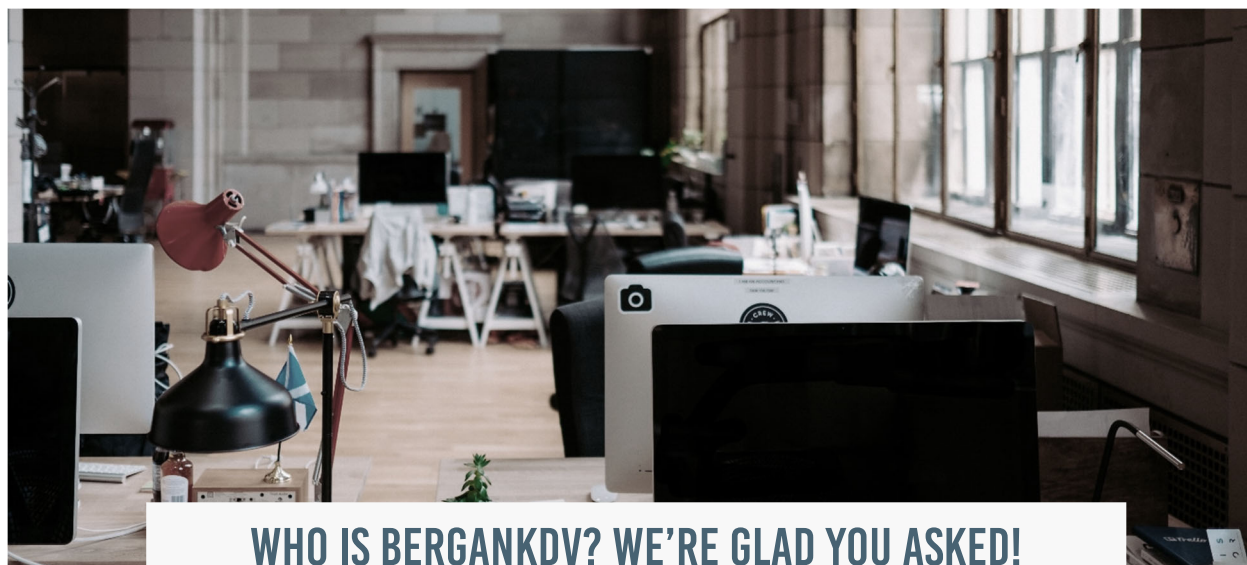
We look forward to the opportunity to continue working with your school. We feel that we can provide a unique combination of budgeting, accounting and audit experience to your school that will enhance the decision-making of your organization.

Upon signing the attached professional services agreements and preparation of financial statements engagement letter, both parties, BerganKDV and Math and Science Academy agree to the terms outlined in this renewal for financial management services.

Sincerely,



Nick Taintor, CPA
Director of School Services
Farmington // 763.229.5854 // nick.taintor@bergankdv.com



WHO IS BERGANKDV? WE'RE GLAD YOU ASKED!

We have an extensive background in working with clients through a strategic approach in all aspects; we do not just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

BergankDV is not in the business of providing one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them.

OUR PEOPLE AND OUR VALUES

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BergankDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

We continually work to align BergankDV team member core values and sense of purpose with our firm's core values and mission. We hire towards our core values and manage performance through real-time feedback corresponding to our core values. We've found that this approach results in more open conversations at BergankDV which positively impacts employee engagement and client care.

PERSONALIZED SERVICE

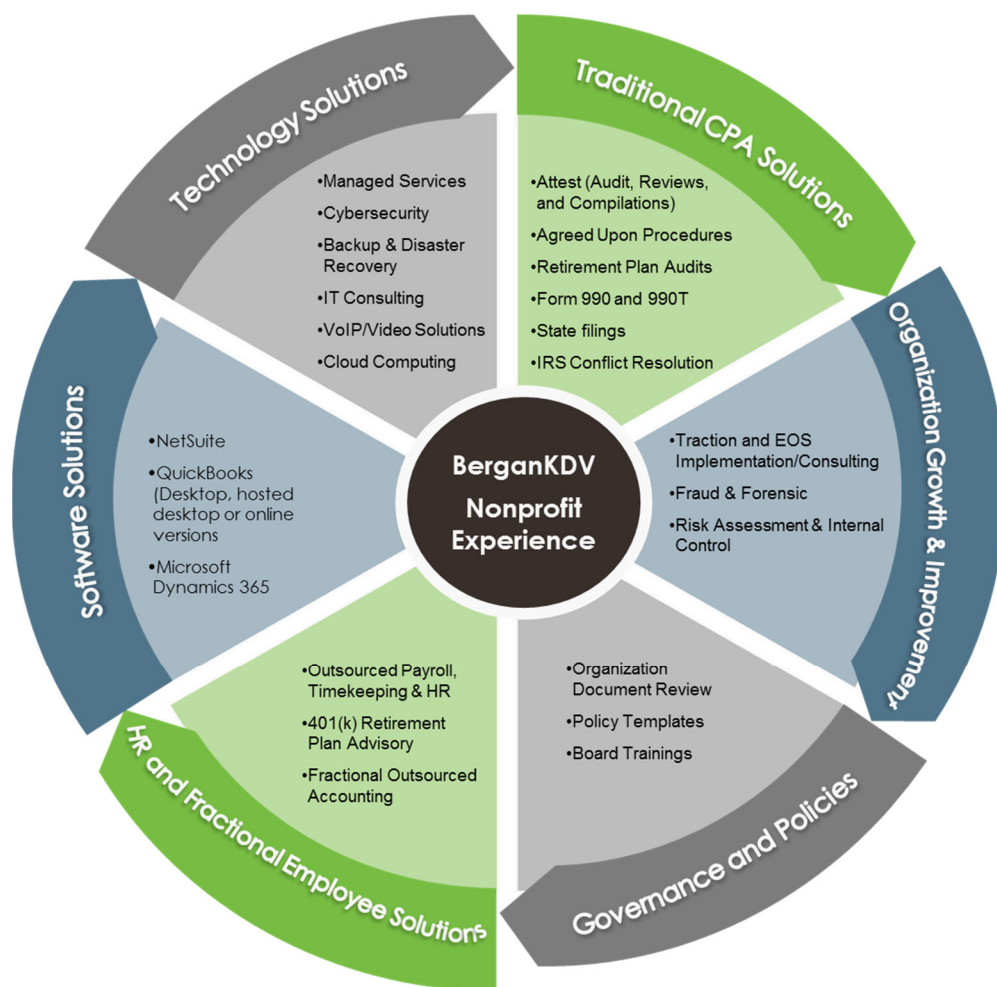
Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable, and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

VALUE ADDED SERVICES

Our goal is to be your first call when you experience organization challenges. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of the Charter School’s mission, programs and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations and deliver results. When you partner with us, you can expect professionals who value trust, integrity and relationships.

BerganKDV is a leading professional services firm with a contagious culture; where growth is fostered and making a difference means something. Our values drive our decisions, and our passion is empowering people and creating a wow experience for our clients. We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions including business planning and consulting, tax, assurance and accounting, technology, wealth management and turnaround management services.

We have an ability to make a greater difference with experience in a variety of services, some of which are listed below.



OUR SERVICES

We have various levels of service that we can perform for your school. These services range from the standard recurring/monthly accounting services to the full suite financial management services. Plus, we offer one-time consulting needs.

STANDARD RECURRING/MONTHLY ACCOUNTING SERVICES

We will assist the School with monthly accounting services, as described below:

- **Grant Management.** Coordinate the financial management of Title funding, Federal Special Education funding, and food service-related funding.
 - **Your expected role:** Provide our team with the program narrative and work with our team on creating a budget. Provide timely signatures when required per grant deadlines. Be available for periodic check-ins and budget updates. Attend trainings for grants through MDE and other providers.
- **Management of SEDRA, SERVS, Title and Special Education.** Verify that the coding in the finance system matches SEDRA and SERVS. This is a critical area to maximize the revenue that is available to your school. Process SERVS payment requests in a timely manner to maximize cash flow for the school.
 - **Your expected role:** Be available to have periodic meetings with our team to review the information we have coded to these areas and provide feedback on changes or adjustments. Provide our team the required access to create budgets and draw funds in the online systems. Provide timely signatures when required per grant deadlines.
- **UFARS Data.** Ensure that UFARS coding is compliant with MDE standards.
 - **Your expected role:** Provide our team the required access to perform this task.
- **Food Service Reporting.** Monitor monthly activity to ensure that claims are made in a timely manner.
 - **Your expected role:** Send CLiCS reports to us on a monthly basis or provide our team the required access to perform this task.
- **Journal Entries.** Calculate year end accruals and enter journal entries into the finance system as applicable and for the annual audit. A journal entry report will be included in the monthly financial report for board approval.
 - **Your expected role:** Ensure the board is provided the journal entry report and approves.
- **Upload UFARS Year-End Reports.** We will take the accounting data and will upload the UFARS accounting data to MDE. Will be done for the unaudited deadline (mid-September) and the audited deadline (end of November).
 - **Your expected role:** Review the monthly financial statements that we prepare and present and inform us if there is anything that looks incorrect so that we can correct timely.
- **Maintain the Schools General Ledger.** We will ensure that all accounts are reconciled monthly and journal entries are posted so that financial statements can be produced each month for board reporting. In addition, we will upload budget information into the accounting system and update when changes are made.

OUTSOURCED CONTROLLER SERVICES

- **Annual budgeting.** We will assist in the development of the annual budget using a unique and proprietary Long-Range Budget Model and provide financial guidance to the school leadership. The long-range budget model is a crucial tool for all our schools. It is a proprietary budget model in an interactive Excel file that allows us to do what-if scenarios for your school. The what-if scenarios will help us answer questions such as what happens to our budget in 3 years if enrollment is 125, 175, 300 or more. What impact will the expansion plans of the school have on its finances? How much can we afford for our lease today and 5 years from now? What about if we want to add another teacher? How about a 1.0 office manager, instead of .75? A one-year budget model will not answer these questions in the long term, but a 5-year long range budget will and that is why we rely so heavily on this model for our budget planning and decision making with our schools.
 - **Your expected role:** Work alongside us in developing the budget. Review and approve the budget before uploading into the accounting system.
- **Comprehensive Financial Reporting.** Prepare a monthly financial report to include the following - executive summary, balance sheet, statement of revenues and expenditures, and cash flow report. Additionally, the statement of revenues and expenditures will include a comparison to the budget which will aid administration to determine any potential issues. We will provide you information that is important to you without overloading you with unnecessary information.
 - **Your expected role:** Review the monthly financial statements that we prepare and present and inform us if there is anything that looks incorrect so that we can correct timely. Obtain board approval each month.
- **Enrollment/ADM Estimates.** In consultation with school staff, submit required ADM estimates in the MDE Web Estimates system (for schools in their fourth year and older). Monitor internal enrollment reports to ensure that data reported is generally reasonable based on projected enrollments.
 - **Your expected role:** Send requested enrollment reports to us in a timely manner, to include: monthly MARSS_15 ADM reports, and semi-annually MARSS_32 EL reports and MARSS_13 PSEO reports. If within the first three years of operations, this enrollment estimates will be submitted to MDE by the School directly (on a quarterly basis per MDE guidelines).
- **Committee and Board Meetings.** Our monthly fee includes our in-person or virtual attendance to one finance committee per month and a board meeting each quarter. We will provide the School's Treasurer with a report to present to the board in our absence. If there is a need for additional in-person or virtual attendance at meetings, we can discuss those needs and additional charges.
 - **Your expected role:** Provide us meeting dates at least one month in advance.
- **Audit Management.** Close out books for previous fiscal year and prepare audit work papers including:
 - Analyze revenues (state and federal aids, local revenues, other grants), create and enter accounts receivable journal entries.
 - Analyze all applicable balance sheet accounts to ensure they are properly accrued at year-end. Create and enter journal entries as necessary.
 - Compare UFARS FIN codes with revenue sources and expenditures. Enter journal entries as needed to assure revenues are maximized.
 - Upload UFARS data to MDE. Will be done by our team for the unaudited deadline (mid-September) and the audited deadline (end of November).

- Track capital assets and construction in process using fixed asset software.
- Work as the school's liaison with the independent auditor.
- **Your expected role:** Provide support to our team during the audit and provide responses to questions and requests for information in a timely manner .
- **Other tasks to be provided.** Assist the school with Secretary of State annual filings. Assist the school with annual or quarterly sales tax returns. Monitor to ensure proper bank collateral coverage.

OUTSOURCED CFO SERVICES

- **Strategic Budget Consulting.** Our CFO group will advise the school on strategic budget forecasting. Is the school contemplating an expansion, replication, move to a different site, etc? Maybe the school is going through a significant change in enrollment? If so, we have the expertise to help you make the right budget forecasts to help make the best financial decisions.
- **Contract Review and Development.** Our CFO group will assist the school in the review of the various contracts it will enter for services including but not limited to their building lease, transportation, catering, and auditing. The advantage to working with numerous schools is that we are familiar with the market rate of the various services and can aid the school in negotiating the best prices.
- **Committee and Board Meetings.** Our monthly fee includes our in-person or virtual attendance to one finance committee per month and a board meeting each quarter. We will provide the School's Treasurer with a report to present to the board in our absence. If there is a need for additional in-person or virtual attendance at meetings, we can discuss those needs and additional charges.
 - **Your expected role:** Provide us meeting dates at least one month in advance.

The following services are included in our renewal fee, however, these services could be performed internally by your school for a reduced fee -

- **Bank statement reconciliation.** Reconcile cash accounts monthly. For the proper segregation of duties, we ensure that this task is being performed by a staff member that is independent of the accounts payable process.
 - **Your expected role:** Allow access to our team to obtain bank statements or send bank statements in a timely manner. Send supporting documentation for bank activity in a timely manner.
- **Process accounts payable.** Receive invoices, process payments with appropriate approvals through Bill.com, enter payment information and activity into the finance system. Our team will perform this task on a bi-weekly basis, if it is necessary to process on a weekly basis, an additional fee may apply. As part of this process, our team will monitor cash flow to ensure there is adequate cash available to pay current obligations. In addition, our team will prepare and file 1099s yearly.
 - **Your expected role:** Provide us copies of all invoices and supporting documentation in a timely manner (at least on a bi-weekly basis). Approve payment through Bill.com. Ensure the board approves monthly a listing of disbursements to follow compliance with

state statute. Obtain a copy of the vendor W-9s for 1099 processing and send to our team.

- **Process credit card/debit card activity.** Receive supporting documentation and enter activity into the finance system.
 - **Your expected role:** Provide us copies of all supporting documentation for credit cards (within one week of the statement close date) and debit cards (at least on a bi-weekly basis). Submit a summary of the credit/debit activity via the BerganKDV approved template. Ensure the board approves monthly a listing of credit/debit card transactions to follow compliance with state statute.
- **Process Accounts Receivable.** Verify MDE funding from IDEAS reports and SERVS statements and enter data into the finance system. Receive copy of deposits of local revenue and enter data into the finance system. The board will approve monthly a listing of receipts to follow compliance with state statute.
 - **Your expected role:** Provide us copies of all local revenue deposits and supporting documentation in a timely manner (at least on a bi-weekly basis).
- **Process Payroll.** Payroll processing is performed through our firm's K-Pay software, Skyward Payroll software, or SMART Payroll software. Payroll processing includes calculating and paying all federal and state income taxes, remitting of the state pension contributions, and administering changes to benefits and deductions. In addition, we will prepare and file quarterly 941's, W-2's, and ACA reporting.
 - **Your expected role:** Utilize a time and labor module or submit hourly staff timesheets using a BerganKDV electronic spreadsheet. Review employee benefit changes and send a summary of changes to our team to update. Review the payroll proofs for accuracy prior to finalizing payroll. Periodically review the employee's benefits to ensure benefits are accurate. Submit all insurance invoices/changes to us monthly. Any late submissions of payroll information that results in an extra payroll check run will incur an additional fee on your next monthly payment.

With the full suite financial management services, you will be assigned a CFO, Controller, Senior Staff Accountant, Accounting Specialist with Payroll Emphasis and an Accounting Specialist with Accounts Payable Emphasis.

Fees

The fees for the years ending June 30, 2022 will be \$7,500 monthly, June 30, 2023 will be \$7,650 monthly, and June 30, 2024 will be \$7,800 monthly, respectively.

If there is a service listed above, that you believe that your School can do internally, let's discuss and as long as segregation of duties can be accomplished, we will look at a different fee per month.

Below is some additional information regarding fees and software agreements.

Software Utilized in Performing Our Services

In addition to the fees above, the Charter School will be invoiced directly from the following software vendors:

- Skyward financial/general ledger management system
- Skyward payroll management system
- Bill.com, accounts payable system

Billing and Collection Expectations

Our fees are paid on the 15th of the month from the IDEAS payments paid by the state for the school for that month. Invoices are delinquent if not paid within 30 days.

ADDITIONAL SERVICES THAT CAN BE PROVIDED

The following services are available to each of our Schools. These services are typically not needed each year by every school and therefore are not part of our “annual agreement”, but instead are billed to the School as the service is needed.

Form 990 Preparation. We are available to complete your Form 990 preparation. Once drafts are prepared, we will deliver to management for their review. Our team is proactive in staying abreast on any current topics regarding nonprofit tax matters and we would keep your Organization informed on those topics. We will also help your Organization comply with policies that are recommended by the Internal Revenue Service.

Bond Issuance Support. Our team will help assist you with bond issuance for a building purchase through a building company (either affiliated or unaffiliated). This service includes attending meetings with the bond issuance team, budget forecast strategic planning, stress test analysis on the forecast, review bond documents and guide school leadership.

Board Training. We will provide annual state mandated financial management training for board members to meet the requirements for newly elected board members and ongoing training for all board members. These trainings can be done on the board’s schedule and are relevant and specific to your school.

Assistance with Special Grants. We will assist with the management of non-recurring grants including, but not limited to, Federal Charter School Program (CSP), ESSER (or other one-time stimulus related grants), Pathways, etc. Typically, these additional services can be paid through the funding program.

Board and School Management Succession Planning. We will work with the School to ensure that you have a board operations and procedures document to ensure the board is functioning in its most efficient manner and each board member understands their roles and responsibilities to the organization. In addition, we help with establishing policies and procedures that ensure that the School identifies new board members and school management in a timely manner and onboarded appropriately.

Office Structure and Reorganization. Our business process analysis helps you identify the detrimental elements in your operation and identify how to overcome obstacles. Working together we can help your teams solve the right problem and switch their processes to become the high-functioning team you need. Our team would interview staff, review your School’s current processes, and present you with a report noting potential deficiencies and suggested areas of improvements. We would then meet with you to discuss and strategize on areas of improvement – discuss best practices to help you redesign current processes and procedures guide. Present you with a workflow analysis with discuss possible better workflow achievements.

Out of Scope Professional Services

We do not surprise bill. If during the year, you request one of the above additional services or another additional service, we will provide a separate engagement letter with the fees and services specified, only after we have verbal communication and agreement. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.

BERGANKDV'S SCHOOL SERVICES LEADERSHIP TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with Charter Schools. This translates into a greater ability to understand your unique organization.

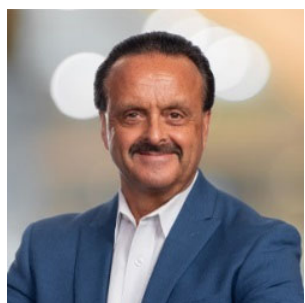
First, all our Charter School clients will interact with a member of our leadership team at least annually. There is no charge to our clients for these meetings. These individuals are instrumental in ensuring that our clients are receiving “WOW” service and having all their needs met.



JODI L. WOODWARD, CPA, SHAREHOLDER, GOVERNMENT MARKET LEADER

Role and Experience: In her role as the Government Market Leader, Jodi is responsible for the School Services division by providing leadership to the division's personnel and managing all aspects of the value creation cycle for our clients and will work with the team members throughout the firm to ensure a wow experience is being delivered.

Jodi is a CPA with more than 25 years of experience in public accounting. She received her bachelor's degree in accounting from Midland University and is active in the American Institute of Certified Public Accountants and is very involved in the Peer Review Program. Jodi is also a member of the Nebraska Society of CPAs, CREW Omaha Metro and a board member of the Omaha Academy of Ballet.



MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Role and Experience: Mike is responsible for growing the client base in the Government Market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor's degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.



NICK TAINTOR, CPA, DIRECTOR OF SCHOOL SERVICES

Role and Experience: Nick helps direct the charter school group at BerganKDV. Prior to taking the Director role, Nick helped charter school clients with strategic budget development and oversight, cash flow analysis, monthly financial reviews, and board trainings. He is especially energized by helping schools strategize when discussing growth, expansion and replication as well as process improvement.

Nick earned his bachelor's degree in accounting from Gustavus Adolphus College. He is the former treasurer of the Minnesota Intercollegiate Soccer Officials Association and is former College Soccer official. When Nick isn't in the office, he enjoys golfing, running, traveling with his family and supporting his kid's sports activities.



JENNY ABBS, OUTSOURCED CFO, SCHOOL SERVICES

Role and Experience: Jenny focuses her attention on helping schools leverage funding source opportunities available to them and leads the internal team who specializes in grant financial management. Jenny's favorite part of her job is training others and helping break down complex topics in a way that all can understand. In her role, she works closely with school board members who may not have a financial background, so her passion for helping others enables everyone involved in the decision-making process to be on the same page.

Jenny holds a bachelor's degree in business management from St. Cloud State University. Outside of work, Jenny is involved with Eagan Athletic Association.



JOLINE RAYMOND, ACCOUNTING SUPERVISOR, SCHOOL SERVICES

Role and Experience: Joline is an experienced accounting supervisor with a demonstrated history of working in the educational accounting industry. Joline's specialty is accounts payable and payroll. She uses her expertise to lead and help her team with daily problem solving and is constantly looking for ways to improve processes and procedures to benefit clients and staff alike. She enjoys working side-by-side with her team to help clients take the worry out of their day-to-day office duties, whether it is accounts payable, payroll, grant management or budgeting which enables them to focus on the students they serve.

Joline holds an associate degree in business administration from Rasmussen College and volunteers for Simley Wrestling and Cannon Falls Mat Rats Wrestling.



ATTACHMENT 1 – PROFESSIONAL SERVICES AGREEMENT

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This Professional Services Agreement (the “**Agreement**”) is made and entered into as of March 26, 2021, by and between the following parties:

“Service Provider:”

BerganKDV
3800 American Blvd West
Suite # 1000
Bloomington, MN 55431
email: nick.taintor@bergan.kdv

“Client:”

Math and Science Academy
Address: 8430 Woodbury Crossing
Woodbury, MN 55125
email: jgawarecki@mnmsa.org

Recitals

The Client desires that Service Provider provide certain services, consultancy, and/or training for Client pursuant to the terms and provisions of this Agreement, and the Service Provider desires to perform such services pursuant to the terms and provisions of this Agreement.

Agreement

In consideration of the recitals above and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties to this Agreement agree as follows

1. Definitions.

The following terms shall have the meaning given below when used in this Agreement.

“Affiliate” means any subsidiary companies of BerganKDV.

“Agreement” means as defined in the preface of this Agreement, and also includes all exhibits, attachments, and worksheets attached hereto, as well as all Service Schedules.

“Client” means as defined in the beginning of this Agreement.

“Confidential Information” means (i) either party’s business or financial information and plans, documents, works in progress, work processes, trade secrets, or other secret or confidential matter related to either party’s business or projects and/or their affiliated or subsidiary companies, including, without limitation, Client’s customer information; and (ii) any other information that either party designates as confidential, or which, under the circumstances of disclosure, should be treated as confidential.

“Intellectual Property Rights” means copyrights, trade and service marks, trade names, rights in logos and get-up, inventions, confidential information, trade secrets, registered designs, design rights, patents, all rights of whatsoever nature in computer software and data, database rights, all rights of privacy and all intangible rights and privileges of a nature similar to any of the foregoing, in every case in any part of the world and whether or not registered, and including all granted registrations and all applications for registration in respect of any of the same.

“Network” means as defined in Section 6.2.

“Service Provider” means as defined in the beginning of this Agreement on page 1.

“Service Provider Materials” means (i) any property of Service Provider including, without limitation, computer hardware or software programs, products, materials or methodologies and reports, studies, data, diagrams, charts, specifications, gateways, bridges and integrations with third party code; (ii) any modifications to Service Provider’ pre-existing software produced on behalf of Client; (iii) works or materials created and developed by Service Provider prior to or independently of the Services; and (iv) residual knowledge and know-how of general applicability resulting from performance of the Services.

“Services” means the work product and services to be provided by Service Provider pursuant to this Agreement and the Service Schedule(s).

“Service Schedule” and **“Service Schedules”** mean as such are discussed and defined in Section 2.

“Term” means as defined in Section 4.1.

Other terms may be defined throughout this Agreement.

2. Services.

2.1. **Service Schedules.** Services to be performed by Service Provider for Client shall be done according to Service Schedules that the parties may agree to from time to time in writing. All such Service Schedules are to contain, in combination with other terms and provisions of this Agreement, all the terms and provisions pursuant to the performance of the Services addressed in the Service Schedule. A Service Schedule under this Agreement is any document, agreed to in writing by the parties, that discusses the terms and provisions of the Services to be rendered, and need not necessarily be labeled “Service Schedule.” No Services will be rendered by Service Provider that are not subject to the terms and provisions of this Agreement.

2.2. **Conflicts between Agreement and Service Schedule.** If there is a conflict of terms and provisions between a Service Schedule and the other terms and provisions of this Agreement, the terms and provisions of the Service Schedule shall control with respect to the conflicting terms and provisions, unless the Service Schedule conflicts with Section 5 or 6 of this Agreement, in which case Sections 5 and 6 of this Agreement shall control with respect to the conflicting terms.

2.3. **Performance by Affiliates.** Service Provider reserves the right to have one or more of its affiliates perform the Services.

2.4. **Services Modifications.** The Services to be provided shall not be modified or changed without the written permission to a change signed by the parties to this Agreement.

3. Payment for Services.

3.1. **Payment Terms for Services Fees.** Fees, rates, expenses, and payment terms for Services are to be set forth in the Services applicable Service Schedule and elsewhere in this Agreement. Payments owed for Services and other expenses and charges pursuant to this Agreement will be invoiced monthly, unless stated to the contrary in the Service Schedule. All payments shall be due within fifteen (30) days of receipt of invoice. Service Provider hereby reserves the right to change all

fees, rates, expenses, and payment terms in any Service Schedule by giving at least 60 days prior written notice to Client with respect to the changes that are to be made.

3.2. **Interest on Past Due Amounts.** If an invoice is not paid by its due date, Service Provider will charge Client and Client will pay an interest charge of one percent (1%) per month on the unpaid balance of an invoice.

3.3. **Certain Remedies for Nonpayment.** If Client fails to pay to Service Provider, within 10 days after Service Provider makes written demand therefor, any past-due amount payable under this Agreement (including interest thereon), then, in addition to all other rights and remedies which Service Provider may have at law or in equity, Service Provider may, in its sole discretion, decide to suspend Client's access to the Services until all undisputed past due amounts are paid in full. Additionally, upon initial notice of payment required, Service Provider shall have the right to place a No Service Hold for support on Client's account. Any withholding of Services or support due to an undisputed failure by Client to pay does not relieve Client from its obligation to pay for the Services during the time the Services and/or support are withheld.

3.4. **Taxes.** Client shall, in addition to the payments required under this Agreement, be responsible for and pay all sales, use, excise, or other taxes, whether state or local, however designated, which are levied or imposed by reason of the transactions contemplated by this Agreement, excluding however, income or franchise or other taxes imposed upon Service Provider.

4. Term of Agreement.

4.1. **Term.** Unless set forth to the contrary in any Service Schedule or unless terminated earlier pursuant to the terms and provisions of this Agreement, the term for the provision of Services pursuant to this Agreement (the "**Term**") shall end upon termination pursuant to Section 4.3.

4.2. **Services Performed After end of Term.** In the event that the Services are provided after a scheduled end of the Term, Client will continue to pay Service Provider for Services rendered after the end of the Term pursuant to this Agreement.

4.3. **Termination.** The Term may be terminated pursuant to the terms and provisions of this Section 4.3 below.

- (a) Service Provider may terminate the Term for any reason by giving Client 90 days' prior written notice.
- (b) Client may terminate the Term for any reason by giving Service Provider 90 days' prior written notice. However, in lieu of providing the advanced written notice, Client may terminate the Term immediately upon written notice if it pays Service Provider an amount equal to the charges for three months of Services that would have been charged under this Agreement with the notice of termination.
- (c) Client may extend the agreement past the terms with a 30 day notice.

4.4. **Enforceability Post-Termination.** Upon the end of the Term, the provision of Services is to stop. All other terms and provisions of this Agreement (i.e., all those that are not for the provision of Services) shall remain in full force and effect after the end of the Term.

4.5. **Procedures Upon Termination.** Upon the end of the Term, Service Provider shall prepare final invoices for Services and provide them to Client, and Client shall pay the same pursuant to the invoice terms.

5. Confidentiality and Certain Restrictive Covenants.

5.1. **Confidentiality.** Each party shall protect the other party's Confidential Information with the same degree of care that it applies to its own similar Confidential Information, but in no event less than a reasonable degree of care, given the nature of the information disclosed. Each party may disclose the Confidential Information to its affiliates, provided that they are bound by the obligations set forth herein. The prior Confidentiality restrictions shall not apply to (a) information generally available to the public; (b) information released by disclosing party generally without restriction; (c) information independently developed or acquired by receiving party without reliance in any way on the protected information of disclosing party; or (d) information approved for the use and disclosure of receiving party by the disclosing party, in writing. Either party may use or disclose the other party's Confidential Information if required by any request or order of any government authority, or otherwise as required by law, or as necessary to establish and enforce that party's rights under this Agreement. Before disclosing the other party's Confidential Information for such purpose, reasonable efforts must be made to notify the other party of the circumstances, if legally allowed, and the parties shall cooperate with each other, at disclosing party's expense, to obtain protection for the confidentiality thereof to the extent available or contest and avoid such disclosure.

5.2. **Non-solicitation of Employees.** Client shall not offer employment to or employ any personnel of Service Provider or its affiliates for a period of one (1) year after the date that provision of Services by Service Provider under this Agreement ends.

6. Warranties and Limitations.

6.1. **General Warranty.** Service Provider warrants that all Services will be provided in a professional and workmanlike manner in accordance with industry standards.

6.2. **Network.** Client understands that the general reliability of the private wide-area-networks, network computers, servers and related systems and the Internet, and of connections to and from the network, (collectively the "**Network**"), may be controlled by factors beyond the control of Service Provider. Because of this it is impossible for Service Provider to guaranty the provision of the Services will be uninterrupted, that the Client will be able to properly access and use the Services or that the Services will be provided without error. Service Provider shall have no obligation to remedy any such interruptions, inabilities or errors.

6.3. **All Obligations Set Forth in This Agreement.** Service Provider shall not be responsible for any delays and Services unavailability of any kind, regardless of cause, except as provided in this Agreement. Client expressly waives any claims against Service Provider for loss, injury, or damage of any kind, directly or indirectly, resulting from Client's use of the Services or from any defects therein, except as otherwise expressly provided in this Agreement.

6.4. **Warranty Limitation.** EXCEPT FOR THE EXPRESS WARRANTIES STATED IN THIS AGREEMENT, SERVICE PROVIDER DISCLAIMS ALL WARRANTIES ON SERVICES FURNISHED UNDER THIS AGREEMENT

INCLUDING WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE; AND THE STATED EXPRESS WARRANTIES ARE IN LIEU OF ALL OBLIGATIONS OR LIABILITIES ON THE PART OF SERVICE PROVIDER ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF SERVICE PROVIDER UNDER THIS AGREEMENT.

6.5. **Third Party Matters.** Notwithstanding anything herein to the contrary, Service Provider makes no warranties or guarantees regarding (a) the Services that are to be provided by third parties that are not a party to this Agreement, or (b) any Services use and utilize the assets, software, or intellectual property of third parties that Service Provider has a contractual right or license to use (the foregoing Services are referred to herein as the “**Third Party Services**”). In the event of a Service issue or failure with respect to any Third Party Services (a) the parties will work together, each at their own cost and expense, to attempt to either solve the matter or obtain a reasonable solution for the parties (to the extent one is available) from the third party; and (b) if Client desires to pursue a claim against the third party in a court of law, and such claim has a reasonable possibility of success, and Service Provider does not desire to participate in such claim, then Client will be permitted to seek such a claim in a court of law at its own cost and expense, and Service Provider will assign any rights it may have with respect to the third party related to the claim. However, Client hereby acknowledges that taking legal action against any such third party may subject it to indemnification obligations pursuant to the immediately following sentence. Client hereby agrees to indemnify, defend, and hold harmless Service Provider from any and all losses, claims, damages, judgments, expenses, and costs that any third party provider of Third Party Services may claim or receive from Services Provider arising from or due, in any way whatsoever, to the action, inaction, or negligence of Client (or its employees or agents). Client acknowledges and agrees that Services Provider will enter into contracts or licenses with third parties from time to time related to the Third Party Services. Service Provider will provide copies of any such contracts or licenses related to the Third Party Services within five days of Client’s written request for the same. Service Provider shall have the right to enter into, amend, rework, or modify any contract or license related to any Third Party Services as it determines from time to time at its sole discretion and without the consent of or notification to Client.

6.6. **Quality Inputs.** Notwithstanding anything herein to the contrary, Client agrees and acknowledges that it assumes all risk, loss, and damage that arises from Client either inputting or providing incorrect data, information, dates, or formulas to Service Provider that are used by Service Provider in the provision of Services. Service Provider makes no representation or warranty with respect to the accuracy or validity of information provided pursuant to the Services that may be based upon faulty or incorrect data, information, dates, or formulas provided by Client. Client hereby agrees that it will immediately notify Service Provider when it becomes aware that it has provided or input incorrect or faulty data, information, dates, or formulas with respect to the Services so that Service Provider can address the matter. Client hereby agrees to indemnify, defend, and hold harmless Service Provider from any and all losses, claims, damages, judgments, expenses, and costs it incurs because Client (or its employees or agents) has provided or input incorrect or faulty data, information, dates, or formulas to Service Provider with respect to the Services.

6.7. **Limitation on Damages.** Notwithstanding anything herein to the contrary, Client acknowledges and agrees that the maximum amount that it can collect from Service Provider or its affiliates for any breach of this Agreement or otherwise, whether pursuant to this Agreement or otherwise under the law, shall be limited to the average monthly amount invoiced under this Agreement during the Term.

6.8. **Waiver of Consequential Damages.** Notwithstanding anything herein to the contrary, in no event shall either party be liable for indirect, special, incidental, or consequential damages, loss or profits, loss of use of data or interruption of business, whether such alleged damages are alleged in tort, contract, or indemnity, even if such party has been advised of the possibility of such damages.

7. Security of Information.

7.1. **Passwords – Client Responsibility.** Client and its employees and agents will protect and keep confidential any passwords related to the Services. If any such password is stolen, acquired, or used by a third party pursuant to the actions, inactions, or negligence of Client or its employees and agents, then, (a) Client assumes all risk of loss with respect to such matter, and (b) Client will indemnify, defend, and hold harmless Service Provider from any and all losses, claims, damages, judgments, expenses, and costs it incurs because Client (or its employees or agents) has breached the terms and provisions of this Section 7.1.

7.2. **General Security.** Service Provider will take reasonable steps consistent with industry standards to protect and secure any personal information of Client and its employees that may be provided pursuant to the provision of the Services. Notwithstanding the foregoing, Client shall be liable and responsible for (and Service Provider has no liability or responsibility for) the security of any personal information of Client and its employees that may be provided pursuant to the provision of the Services (a) that is acquired by some third party through Client's hardware or equipment, or (b) that is acquired by some third party due some action, inaction, or negligence of Client (or employee or agent) that is not consistent with the reasonable actions of an employer that desires to keep such data confidential.

7.3. **HIPAA.** Notwithstanding anything herein to the contrary, (a) Client retains the responsibility for being compliant with any applicable HIPAA laws and regulations that may apply to information provided by Client pursuant to the Services, and (b) Service Provider makes no representation or warranty that the operation of the Services and security of Client information (including employee information) with respect to the Services is compliant with any applicable HIPAA laws and regulations.

8. Intellectual Property Rights and Ownership.

8.1. **Ownership.** Service Provider shall own all Intellectual Property Rights with respect to the Service Provider Materials, and the ownership of such will not transfer to Client.

8.2. **License.** If any Service Provider Materials are delivered to Client as part of the Services, Client shall have a royalty-free, non-exclusive worldwide license to use, copy, modify and distribute internally such Service Provider Materials during the Term.

9. Miscellaneous.

9.1. **Notification.** All notices, requests, demands and other communications which are required or may be given under this Agreement will be in writing and will be deemed to have been duly given when received if personally delivered; when transmitted if transmitted by confirmed facsimile,

electronic or digital transmission method; the day after it is sent, if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice will be sent pursuant to the addresses and notice information for each party on page 1 of this Agreement, provided, however, that any party may change such party's notice information by notice to the other given as set forth above, and such change will be effective when received pursuant to the prior provisions.

9.2. **Force Majeure.** Either party shall be excused from delays in performing or from its failure to perform pursuant to this Agreement to the extent that such delays or failures result from causes beyond the reasonable control of such party; provided that, in order to be excused from delay or failure to perform, such party must act diligently to remedy the cause of such delay or failure. to the extent possible.

9.3. **No Agency.** Service Provider is acting solely as an independent contractor in rendering performance under this Agreement. In no way is Service Provider to be construed as the agent or acting as the agent of Client in any respect.

9.4. **Assignment.** This Agreement may not be assigned by either party without the express written consent of the other party, except that either party may assign or transfer this Agreement, in whole or in part, to any of its affiliates or to any successors to substantially all of that part of Service Provider' business to which this Agreement relates. Subject to the foregoing, any assignee under this Agreement shall be subject to all of the terms, conditions and provisions of this Agreement.

9.5. **Invalidity.** If any provision of this Agreement is held to be invalid, the other provisions will not be affected to the greatest extent possible consistent with the parties' intent.

9.6. **Compliance with Laws.** Each party agrees to comply with all applicable laws, regulations, and ordinances relating to their performance under this Agreement.

9.7. **Waiver.** A waiver by either of the parties of any of the covenants, conditions, or agreements to be performed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained.


9.8. **Governing Law.** This Agreement shall be governed by the laws of Minnesota, without regard to its conflict of law provisions. The federal and state courts in the State of Minnesota shall have exclusive jurisdiction to settle any disputes in connection with this Agreement.

9.9. **Counterparts.** This Agreement may be executed and delivered by original signature, facsimile, or other image capturing technology, and in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.

9.10. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties in relation to the matters addressed in this Agreement and supersedes all prior written or oral communications and representations with respect to the matters addressed in this Agreement.

[Signature Page Follows]

The parties have caused this Agreement to be signed and delivered as of the date set forth in the preface of this Agreement.

<p>BerganKDV</p> <p>signature: </p> <p>name: Nick Taintor</p> <p>title: Director of School Services</p> <p>date: March 29, 2021</p>
<p>Math and Science Academy</p> <p>signature: _____</p> <p>name: John Gawarecki</p> <p>title: Executive Director</p> <p>date: _____</p>

ATTACHMENT 2 – PREPARATION OF FINANCIAL STATEMENTS ENGAGEMENT LETTER

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Summary of Engagement Terms:

Level of Service: Preparation of Financial Statements of the Nonprofit Entity

Financial Statements: Statement of Financial Position and Statement of Activities

Financial Reporting Framework: Accounting Principles Generally Accepted in the United States of America

Management Elects To Omit Substantially All Disclosures: Yes

Period: For the Period July 1, 2021 through June 30, 2024

Frequency: Monthly

Engagement Manager: Dustin Reeves

Fees: These services are included with the financial management services as outlined in the commitment letter with no additional fees.

We appreciate the opportunity to be of service to you and believe this letter **and attached preparation of financial statements engagement agreement** accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter **and as further detailed in the attached preparation of financial statements engagement agreement**, please sign the enclosed copy of this summary of engagement terms and return it to us.

I have read and I agree to the summary of engagement terms listed above and the terms in the attached preparation of financial statements engagement agreement.

Sincerely,

BerganKDV, Ltd.



Nick Taintor
Certified Public Accountant

Acknowledged by:

Signature

Title Date

THANK YOU.

BERGANKDV.COM | 952.563.6800 | INFO@BERGANDKV.COM





MSA BC CONTRACT FOR FINANCIAL MANAGEMENT SERVICES

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

EXECUTIVE SUMMARY

Thank you for the opportunity to partner with MSA BC for the years ending June 30, 2022 through June 30, 2024.

Here are a few benefits we believe you will see when working with BerganKDV:

- **Charter School Building experience.** BerganKDV's dedicated Charter School industry group provides financial management services to not only approximately 45 schools, but we also provide these services to approximately 25 building companies. For each of these charter school buildings we support them with comprehensive financial management services including budgeting, processing monthly accounting information including preparation of comprehensive interim financial statements and preparing accounting records for the annual financial audit. We also have extensive experience assisting these entities with bond covenant compliance.
- **Effective communication.** BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines.
- **Innovative thinking and solutions driven.** When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.

If there are any matters not adequately covered in this proposal, please feel free to contact us. We look forward to meeting with you to further discuss any questions or concerns you may have and thank you for the opportunity to respond to your proposal request.

Sincerely,



Nick Taintor, CPA

Farmington // 763.229.5854 // nick.taintor@bergankdv.com

SERVICES TO BE PROVIDED

Below is a list of the services that are included in our annual pricing:

MONTHLY ACCOUNTING SERVICES

We will assist the Building Company with monthly accounting services, as described below:

- **Financial Statement Reporting and Maintenance of the Building Companies General Ledger.** Provide quarterly financial statements, if requested. We will ensure that all accounts are reconciled monthly and journal entries are posted.
 - **Your expected role:** Review the financial statements and journal entry reports provided and inform us if there is anything that looks incorrect so that we can correct timely. Obtain appropriate board approval.
- **Bank statement/Escrow statement reconciliation.** Reconcile cash accounts monthly. For the proper segregation of duties, this is done by a staff member that is independent of the accounts payable process. Process and correct discrepancies if applicable.
 - **Your expected role:** Allow access to our team to obtain bank statements or send bank statements in a timely manner. Send supporting documentation for bank activity in a timely manner.
- **Management of Accounts Payable.** Receive invoices, process payments with appropriate approvals through Bill.com, enter payment information and activity into the finance system. Our team will perform this task on a bi-weekly basis, if it is necessary to process on a weekly basis, an additional fee may apply. As part of this process, our team will monitor cash flow to ensure there is adequate cash available to pay current obligations. In addition, our team will prepare and file 1099s yearly.
 - **Your expected role:** Provide us copies of all invoices and supporting documentation in a timely manner (at least on a bi-weekly basis). Approve payment through Bill.com. Obtain a copy of the vendor W-9s for 1099 processing and send to our team.

AUDIT MANAGEMENT

Close out books for previous fiscal year and prepare audit work papers including:

- Analyze revenues (rent, interest, etc.), create, and enter accounts receivable journal entries.
- Analyze all applicable balance sheet accounts to ensure they are properly accrued at year-end. Create and enter journal entries, as necessary.
- Compare UFARS FIN codes with revenue sources and expenditures. Enter journal entries as needed to assure revenues are maximized.
- Upload UFARS data to MDE. Will be done by our team for the unaudited deadline (mid-September) and the audited deadline (end of November).
- Track capital assets and construction in process using fixed asset software.
- Work as the school's liaison with the independent auditor.
 - **Your expected role:** Provide support to our team during the audit and provide responses to questions and requests for information in a timely manner.

BOND COVENANT COMPLIANCE

Manage and monitor bond covenant compliance with the Company's Trustee and bondholders. Including investor calls, quarterly and annual reporting, and other items required by the bond documents.

ADDITIONAL SERVICES THAT CAN BE PROVIDED

FORM 990 PREPARATION

We are available to complete your Form 990 preparation. Once drafts are prepared, we will deliver to management for their review. Our team is proactive in staying abreast on any current topics regarding nonprofit tax matters and we would keep your Organization informed on those topics. We will also help your Organization comply with policies that are recommended by the Internal Revenue Service.

BERGANKDV'S SCHOOL SERVICES LEADERSHIP TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with Charter Schools and Building Companies. This translates into a greater ability to understand your unique organization.

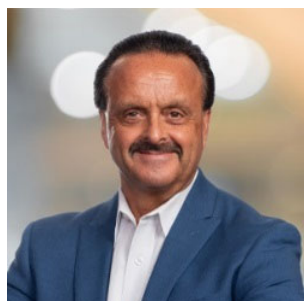
First, all our Charter School/Building Company clients will interact with a member of our leadership team at least annually. There is no charge to our clients for these meetings. These individuals are instrumental in ensuring that our clients are receiving "WOW" service and having all their needs met.



JODI L. WOODWARD, CPA, SHAREHOLDER, GOVERNMENT MARKET LEADER

Role and Experience: In her role as the Government Market Leader, Jodi is responsible for the School Services division by providing leadership to the division's personnel and managing all aspects of the value creation cycle for our clients and will work with the team members throughout the firm to ensure a wow experience is being delivered.

Jodi is a CPA with more than 25 years of experience in public accounting. She received her bachelor's degree in accounting from Midland University and is active in the American Institute of Certified Public Accountants and is very involved in the Peer Review Program. Jodi is also a member of the Nebraska Society of CPAs, CREW Omaha Metro and a board member of the Omaha Academy of Ballet.



MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Role and Experience: Mike is responsible for growing the client base in the Government Market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor's degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.



NICK TAINTOR, CPA, DIRECTOR OF SCHOOL SERVICES

Role and Experience: Nick helps several charter school clients with budget development and oversight, cash flow analysis and monthly financial reviews. Nick gives financial presentations to the client's board of directors to help them understand where the school stands financially. He is especially energized when figuring out how to account for a particularly complicated transaction and enjoys the variety of clients he works with and the diverse nature of the engagements for those clients.

Nick earned his bachelor's degree in accounting from Gustavus Adolphus College. He is the former treasurer of the Minnesota Intercollegiate Soccer Officials Association and is still a current official. When Nick isn't in the office, he enjoys golfing, running, traveling and coaching his kid's sports teams.



JENNY ABBS, OUTSOURCED CFO, SCHOOL SERVICES

Role and Experience: Jenny focuses her attention on helping school districts leverage funding source opportunities available to them and leads the internal team who specializes in grant applications, Jenny's favorite part of her job is training others and helping break down complex topics in a way that all can understand. In her role, she works closely with school board members who may not have a financial background, so her passion for helping others enables everyone involved in the decision-making process to be on the same page.

Jenny holds a bachelor's degree in business management from St. Cloud State University. Outside of work, Jenny is involved with Eagan Athletic Association.



JOLINE RAYMOND, ACCOUNTING SUPERVISOR, SCHOOL SERVICES

Role and Experience: Joline is an experienced accounting supervisor with a demonstrated history of working in the educational accounting industry. Joline's specialty is accounts payable and payroll. She uses her expertise to lead and help her team with daily problem solving and is constantly looking for ways to improve processes and procedures to benefit clients and staff alike. She enjoys working side-by-side with her team to help clients take the worry out of their day-to-day

office duties, whether it is accounts payable, payroll, grant management or budgeting which enables them to focus on the students they serve.

Joline holds an associate degree in business administration from Rasmussen College and volunteers for Simley Wrestling and Cannon Falls Mat Rats Wrestling.



ADDITIONAL INFORMATION AND AGREEMENT

We hope that this proposal outlined our services that BerganKDV would provide to MSA BC. Below is some additional information regarding fees and software agreements.

Software Utilized in Performing Our Services

In addition to the services above, the Charter School will utilize the following software vendors:

- Skyward, financial/general ledger management system

Fees

The annual fees for the above-mentioned services will be for the three years ending June 30, 2022, June 30, 2023, and June 30, 2024, the fees will be \$7,700, \$7,900, and \$8,100, respectively.

Relationship of Parties

It is understood by the parties that BerganKDV is an independent contractor providing professional services to the company and not an agent or employee of the company. The company shall not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of our staff members.

Billing and Collection Expectations

Our fees are paid twice per year, once in December and May.

BerganKDV Commitment for Future Year Increases

We continually review our pricing practices to ensure we are competitive with the market and provide value to our clients for the services and products we offer. We strive to come to an agreement with our continuing clients on a fee that is reasonable, fair, and competitive. You can be assured that we will communicate with you regarding our pricing process. We take pride in our long client relationships, which are founded on principles of trust and mutual respect.

Agreement

We look forward to the opportunity to work with your company. We feel that we can provide a unique combination of budgeting, accounting and audit experience to your school that will enhance the decision-making of your organization.

Upon signing below, both parties, BerganKDV and MSA BC agree to the terms of this commitment letter.

Signature of Authorized Individual for MSA BC

Date



Nick Taintor, CPA
Director of School Services, BerganKDV

March 31, 2021
Date

THANK YOU.

BERGANKDV.COM | 952.563.6800 | INFO@BERGANDKV.COM





NOTE: Please complete the following board resolution language using your organization's letterhead.

Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: _____

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): _____

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us

BOD Agenda Item: J: Interim Director Update (Lisa Anderson)

J.i. Job Description

Issue: At the next Search Committee meeting (May 16), we will need to decide which job description to use for the Interim Director. And we will begin to think about the different packages we may offer to Interims based on any unique situations that may require flexible schedules or other accommodations.

Document 1: The current job description that was in use for this year (I would recommend using the one that was in place for this year, because it is more task-oriented.)

Document 2: The job description that was supposed to be used for next year.

Document 3: The Survey from the community regarding the priorities for the Interims (The survey closes at 9 pm on Wednesday - so I probably will not add the results until Thursday).

Document 4: List of current committees and task forces

Possible Motion: The Interim Director's job description should be based on the 2020-2021 Director's job description, with accommodations as developed by the Search Committee.

J.ii. Interview Process

Issue: What does the BOD want the final interview process to look like?

Recommendation

What: Special BOD Meeting to Interview the Candidates

- Interview part of the meeting should be open and live-streamed
- Discussion by the BOD after the interviews should be closed

Date: Sometime between June 9-17: You should pick a date tonight.

In-Person or via Zoom: I believe that in-person is best for the interview, but you are discussing it later tonight.

Where: I'm not sure which room? Regular BOD room and we can move to the Great Hall if we need more room? Not sure the plastic dividers will be taken off of the tables by then? Or in the gym?

Format:

Option 1: Panel (All three candidates are interviewed at the same time)

Option 2: Candidates are interviewed one after another with a 5 minute break in between

Candidate A	Candidate B	Candidate C	Closed Meeting
4:30	5:30	6:30	7:30

- Does it matter to anyone if the candidates watch the other candidates because it is live-streamed? Or should we just tell them the questions ahead of time?

- Or we can arrange tours and other activities during the other parts of the interview? But to make it consistent would we have to require all of them to be here from 4:30-7:30? Or can Candidate A leave when they are done?

Interview Questions:

Each BOD member submits their own question to me by June 1 and the Hiring TF can provide a few extra?

Document #1

Math and Science Academy **DIRECTOR** Job Description (May 2020)

JOB TITLE: Director

REPORTS TO: MSA Board of Directors

SUPERVISES: Full time staff, part-time contract employees and part-time employees.

SUMMARY: Serves as the chief operating officer of Math and Science Academy (MSA). The Director operates under the policy direction of the MSA Board of Directors (BOD) and in accordance with federal and state laws. The Director provides assistance to the BOD in developing, formulating, and providing guidance in school finance, school program planning, and educational program review. The Director has the authority to specify actions required and to detail how the school will operate. Work is accomplished by providing leadership to school employees and members of the school community through school system management plans that recognize the need to achieve student, staff, and BOD goals. The Director works in conjunction with Assistant Directors and can delegate responsibilities accordingly in order to fulfill the essential duties and responsibilities of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

EDUCATIONAL LEADER

- Pursues the vision and executes the mission of the school.
- Oversees planning and evaluation of the curriculum and instruction.
- Supervises and observes all instructional practices in the school, including coaching and mentoring directly or through other staff.

- Maintains a current knowledge of developments in curriculum and instruction.
- Prepares long and short term goals for the school, including student achievement.
- Develops and implements the rituals, routines, and celebrations that ensure a culture of academic success.
- Participates in professional activities to enhance knowledge and skills, and shares expertise with colleagues.

CHIEF OPERATING OFFICER OF THE SCHOOL

- Implements policies of the BOD. Provides input on policies in accordance with state and federal laws.
- Reports to the BOD about the status of school programs.
- Acts as liaison between the BOD and school staff.
- Informs the BOD about rules and regulations of the Minnesota Department of Education.
- Informs the BOD about current trends and developments in education.
- Serves as an ex-officio member of the BOD.
- Works with the BOD Chair to set agendas and documents for BOD workshops and meetings.
- Attend BOD committee meetings and task force meetings necessary to ensure the effective and efficient running of the school.
- Works with the BOD in developing and overseeing MSA's Strategic Plan.
 - Works with teachers and administrative staff to ensure adequate representation at BOD committee meetings.
 - Invites teacher BOD members to weekly meetings during teacher contracted days.

PERSONNEL MANAGEMENT

- Ensures appropriate staffing and recommends staff contracts to the BOD.
- Ensures administration of human resource policies and programs for all staff.
- Oversees the implementation of a personnel evaluation system.
- Maintains up-to-date job descriptions for all personnel.
- Oversees the planning and evaluation of professional development and learning programs for staff.
- Ensures a professional climate on the school campus.
- Facilitates and monitors staff morale.
- Oversees implementation of mentoring opportunities within the school.
- Oversees employee discipline consistent with BOD policies and employment laws.
- Recommends salary and hourly pay rate changes or dismissal/renewal of staff to the BOD.
- Evaluates benefit package options and makes final recommendations to the BOD.

FACILITIES MANAGEMENT (SECURITY AND SAFETY MANAGEMENT)

- Prepares long- and short-range plans for facilities (all school buildings).
- Works with the MSA Building Company.
- Oversees the maintenance of school property and school grounds.
- Oversees the implementation of policies for safe school facilities including fire, safety, and other inspections.

FINANCIAL MANAGEMENT

- Assists with the preparation of the overall school budget.
- Reviews monthly financial reports and monthly financial estimates with the BOD's Contracted Financial Manager.
- Ensures that the expenditures are within limits approved by the BOD.
 - Works with the BOD's Treasurer and Finance Committee to oversee year-end financial audits.
- Oversees the appropriation of alternative funding sources.

STUDENT SERVICES

- Works with school staff to maintain the integrity and accuracy of student records.
- Oversees annual student registration process and enrollment.
- Implements policies and programs relating to behavior and discipline of students.
- Provides input and assistance on student behavior issues and consequences, as necessary.
- Oversees a student tutoring and mentoring program.
- Visits MSA classrooms in order to ensure the quality of the educational environment.
- Seeks to stay informed about issues and activities in the school that add to, or detract from, the mission and vision of the school.
- Obtains a reasonable level of knowledge regarding the interaction of teachers, staff, students, and parents/guardians.
- Serves as a point of contact for students and families.

ORGANIZATIONAL MANAGEMENT

- Provides leadership for the development of a systematic plan for continuous school improvement.
- Maintains student, personnel, business, and other records according to school policy.
- Ensures filing of all required reports by state and federal law/regulation.
- Collaborates with the Policy Committee to advise the BOD of the need for new and revised policies.
- Reviews and approves all MSA handbooks.
- Makes administrative decisions necessary for the effective and efficient operation of the school, including working with contractors and consultants, as needed.
- Attend, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the school appear on the agenda or are expected to be raised (e.g.

transportation and expansion issues).

- Proposes scheduling for the school year to the BOD.

COMMUNICATION AND INTERACTION

- Conducts a mid-year survey with staff and parents/guardians concerning communication and collaboration in the school.
- Conducts an end of year survey with parents/guardians.
- Ensures that there is a developed and effective system of communication among stakeholders.
- Keeps the school community informed about educational practices and trends as well as the policies, practices, successes, and challenges of the school.
- Responds to and resolves internal and external inquiries from parents/guardians, employees, and outside organizations regarding school operations and policy.

COMMUNITY RELATIONS

- Maintains an effective and strong working relationship with MSA's authorizer.
- Maintains an effective and strong working relationship with the city of Woodbury community.
- Serves as ambassador and advocate of MSA's mission, representing the school at local events, as appropriate.
- Supervises the development and maintenance of relationships with MSA's alumni, the alumni database, and engages alumni in school events.

SPECIAL EDUCATION AND TITLE I PROGRAMS

- Works with the Contracted Special Education Director to ensure compliance with the guidelines established by the Minnesota Department of Education and ensures implementation of administrative procedures for Special Education and Title I programs consistent with state and federal laws.
- Works with the special education staff to ensure consistent implementation of special education services across programs.
- Ensures the Individual Education Plan (IEP) meetings and placement review meetings for special education students are held in accordance with state law.
- Acts as school administrative representative to IEP meetings and evaluations on high-level IEP meetings.
- Ensures the Child Study Team process is in place and implemented in accordance with state and federal guidelines.

REQUIREMENTS

- Education: A four year college degree is required. A Master's degree in Education or similar is preferred.
- Experience: Demonstrated leadership experience working with stakeholders toward achieving goals. Demonstrated success in encouraging parent/guardian involvement. Operations and facilities management experience. Experience working with Special Education and Title I programs and requirements. Experience developing an alumni network and working with alumni. Fundraising experience and an ability to raise funds through alternative sources.
- License: Current and valid school administrator's license is preferred.

EVALUATION

- Performance will be evaluated by the BOD using this job description and pre-established goals.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

KNOWLEDGE/SKILLS

- Knowledge of BOD policies, Minnesota Statutes, as well as policies and procedures of the Minnesota Department of Education, is required.
- Knowledge of curriculum and instructional theory and practices, management principles and financial planning, management information systems, and leadership techniques is essential.
- Managerial, observational, communication, and leadership skills and abilities.
- Ability to read, write, and interpret documents such as curriculum guides, budgets, test results, contracts, grant applications, statutes, and policies.
- Ability to understand and generate written memorandums, employee evaluations, and correspondence with businesses and public contracts.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to individuals and groups.
- Ability to effectively present information and respond to questions from parents, staff, students, and the general public.
- Ability to prepare budgets and the ability to read and interpret fiscal reports.

- Knowledge of popular computer software including MS Office Suite, Google Docs, and a variety of electronic tools (e.g. tablets, smart phones, and interactive whiteboards).
- Capable of correspondence using email and other web-based applications, text messaging, and other social networks.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee is regularly required to: sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds.

Document #2

DIRECTOR'S JOB DESCRIPTION (Supposed to be implemented for the 2021-2022 School Year)

This list of competencies is based on the combination of two legal documents: MN Rules 3512.0510: Program Requirements for All Administrative Licenses, including Principals and others, and Minnesota Statutes Section 124E.12(2)(a) The Evaluation of Administrators. Additionally, the MSA Director has job duties that sometimes fall under both the superintendent category and the principal category, therefore, we have included the statues for both principals and superintendents This document also includes other MSA requirements for a Director, as indicated.

Subpart 1. Core leadership competencies for Minnesota administrative licenses.

A person who serves as a superintendent, principal, director of special education, or director of community education shall demonstrate competence in the following core areas:

A. Leadership by:

- collaboratively assessing and improving culture and climate;
- providing purpose and direction for individuals and groups;
- modeling shared leadership and decision-making strategies;
- demonstrating an understanding of issues affecting education;
- through a visioning process, formulating strategic plans and goals with staff and community;
- setting priorities in the context of stakeholder needs;
- serving as a spokesperson for the welfare of all learners in a multicultural context;
- understanding how education is impacted by local, state, national, and international events;
- demonstrating the ability to facilitate and motivate others;
- demonstrating the ability to implement change or educational reform.

B. Organizational management by:

- demonstrating an understanding of organizational systems;

- defining and using processes for gathering, analyzing, managing, and using data to plan and make decisions for program evaluation
- planning and scheduling personal and organizational work, establishing procedures to regulate activities and projects, and delegating and empowering others at appropriate levels;
- demonstrating the ability to analyze need and allocate personnel and material resources;
- developing and managing budgets and maintaining accurate fiscal records;
- demonstrating an understanding of facilities development, planning, and management;
- understanding and using technology as a management tool;
- completing additional MSA competencies which include:
 - Overseeing annual lottery, annual student registration process, and enrollment;
 - assisting with the preparation of the overall school budget;
 - reviewing monthly financial reports and monthly financial estimates with the BOD's Contracted Financial Manager;
 - ensuring that the expenditures are within limits approved by the BOD;
 - working with the BOD's Treasurer and Finance Committee to oversee year-end financial audits;
 - overseeing the appropriation of alternative funding sources;
 - providing leadership for the development of a systematic plan for continuous school improvement;
 - maintaining student, personnel, business, and other records according to school policy;
 - making administrative decisions necessary for the effective and efficient operation of the school, including working with contractors and consultants, as needed;
 - proposing a schedule for the school year to the BOD.

C. Diversity leadership by:

- demonstrating an understanding and recognition of the significance of diversity, and responding to the needs of diverse learners;
- creating and monitoring a positive learning environment for all students;
- creating and monitoring a positive working environment for all staff;
- promoting sensitivity about diversity throughout the school community;
- demonstrating the ability to adapt educational programming to the needs of diverse constituencies.

D. Policy and law by:

- developing, adjusting, and implementing policy to meet local, state, and federal requirements and constitutional provisions, standards, and regulatory applications;
- recognizing and applying standards of care involving civil and criminal liability for negligence, harassment, and intentional torts;
- demonstrating an understanding of state, federal, and case law governing general education, special education, and community education;
- completing additional MSA competencies which include:
 - ensuring filing of all required reports by state and federal law/regulation;
 - collaborating with the Policy Committee to advise the BOD of the need for new and revised policies;
 - reviewing and approving all MSA handbooks.

E. Political influence and governance by:

- exhibiting an understanding of school districts as a political system, including governance models;
- demonstrating the ability to involve stakeholders in the development of educational policy;
- understanding the role and coordination of social agencies and human services; and
- demonstrating the ability to align constituencies in support of priorities and build coalitions for programmatic and financial support.
- completing additional MSA competencies which include:
 - attending or delegating a representative to attend, meetings of municipal agencies at which matters pertaining to the school appear on the agenda or are expected to be raised (e.g. transportation and expansion issues);

F. Communication by:

- formulating and carrying out plans for internal and external communications;
- demonstrating facilitation skills;
- recognizing and applying an understanding of individual and group behavior in normal and stressful situations;
- facilitating teamwork;
- demonstrating an understanding of conflict resolution and problem-solving strategies;
- making presentations that are clear and easy to understand;
- responding, reviewing, and summarizing information for groups;
- communicating appropriately, speaking, listening, and writing, for different audiences such as students, teachers, parents, community, and other stakeholders;
- understanding and utilizing appropriate communication technology;
- completing additional MSA competencies which include:
 - conducting a mid-year survey with staff and parents/guardians concerning communication and collaboration in the school;
 - conducting an end of year survey with parents/guardians;
 - ensuring that there is a developed and effective system of communication among stakeholders;
 - keeping the school community informed about educational practices and trends as well as the policies, practices, successes, and challenges of the school;
 - responding to and resolving internal and external inquiries from parents/guardians, employees, and outside organizations regarding school operations and policy.

G. Community relations by:

- articulating organizational purpose and priorities to the community and media;
- requesting and responding to community feedback;
- demonstrating the ability to build community consensus;
- relating political initiatives to stakeholders, including parental involvement programs;
- identifying and interacting with internal and external publics;
- understanding and responding to the news media;
- promoting a positive image of schools and the school district;
- monitoring and addressing perceptions about school-community issues;
- demonstrating the ability to identify and articulate critical community issues that may impact local education;
- completing additional MSA competencies which include:
 - maintaining an effective and strong working relationship with MSA's authorizer;

- maintaining an effective and strong working relationship with the city of Woodbury and surrounding community;
- serving as ambassador and advocate of MSA's mission, representing the school at local events, as appropriate;
- supervising the development and maintenance of relationships with MSA's alumni, the alumni database, and engages alumni in school events;
- keeping a pulse on the the interactions between teachers, staff, students, and/or parents/guardians;
- serving as a point of contact for students and families.

H. Curriculum planning and development for the success of all learners by:

- demonstrating the ability to enhance teaching and learning through curriculum assessment and strategic planning for all learners, including early childhood, elementary, middle and junior high school, high school, special education, gifted and talented, and adult levels;
- demonstrating the ability to provide planning and methods to anticipate trends and educational implications;
- demonstrating the ability to develop, implement, and monitor procedures to align, sequence, and articulate curriculum and validate curricular procedures;
- demonstrating the ability to identify instructional objectives and use valid and reliable performance indicators and evaluative procedures to measure performance outcomes;
- appropriately using learning technologies;
- demonstrating an understanding of alternative instructional designs, curriculum, behavior management, and assessment accommodations and modifications;
- demonstrating an understanding of the urgency of global competitiveness.

I. Instructional management for the success of all learners by:

- demonstrating an understanding of research of learning and instructional strategies;
- describing and applying research and best practices on integrating curriculum and resources to help all learners achieve at high levels;
- demonstrating the ability to utilize data for instructional decision making;
- demonstrating the ability to design appropriate assessment strategies for measuring learner outcomes;
- demonstrating the ability to implement alternative instructional designs, curriculum, behavior management, and assessment accommodations and modifications;
- demonstrating the ability to appropriately use technology to support instruction;
- completing additional MSA competencies which include:
 - working with school staff to maintain the integrity and accuracy of student records;
 - overseeing a student tutoring and mentoring program;
 - visiting MSA classrooms in order to ensure the quality of the educational environment;
 - seeking to stay informed about issues and activities in the school that add to, or detract from, the mission and vision of the school;
 - supervising and observing all instructional practices in the school, including coaching and mentoring directly or through other staff.

J. Human resource management by:

- demonstrating knowledge of effective personnel recruitment, selection, and retention;

- demonstrating an understanding of staff professional development to improve the performance of all staff members;
- demonstrating the ability to select and apply appropriate models for supervision and evaluation;
- describing and demonstrating the ability to apply the legal requirements for personnel selection, development, retention, and dismissal;
- demonstrating an understanding of management responsibilities to act in accordance with federal and state constitutional provisions, statutory and case law, regulatory applications toward education, local rules, procedures, and directives governing human resource management;
- demonstrating an understanding of labor relations and, when applicable, collective bargaining;
- demonstrating an understanding of the administration of employee contracts, benefits, financial accounts, and make recommendations to the BOD;
- completing additional MSA competencies which include:
 - ensuring appropriate staffing and recommending staff contracts to the BOD;
 - ensuring a professional climate on the school campus;
 - facilitating and monitoring staff morale;
 - overseeing implementation of onboarding and mentoring opportunities within the school;
 - maintaining current job descriptions for all personnel;
 - overseeing employee discipline consistent with BOD policies and employment laws.

K. Values and ethics of leadership by:

- demonstrating an understanding of the role of education in a democratic society;
- demonstrating an understanding of and model democratic value systems, ethics, and moral leadership;
- demonstrating the ability to balance complex community demands in the best interest of learners;
- helping learners grow and develop as caring, informed citizens;
- demonstrating an understanding and application of the Code of Ethics for School Administrators under part 3512.5200.

L. Judgment and problem analysis by:

- identifying the elements of a problem situation by analyzing relevant information, framing issues, identifying possible causes, and reframing possible solutions;
- demonstrating adaptability and conceptual flexibility;
- assisting others in forming opinions about problems and issues;
- reaching logical conclusions by making quality, timely decisions based on available information;
- identifying and giving priority to significant issues;
- demonstrating an understanding of and utilize appropriate technology in problem analysis;
- demonstrating an understanding of different leadership and decision-making strategies, including but not limited to collaborative models and modeling appropriately their implementation;
- overseeing student behavior and outcomes.

M. Safety and security by:

- demonstrating the ability to develop and implement policies and procedures for safe and secure educational environments;
- demonstrating the ability to formulate safety and security plans to implement security procedures including an articulated emergency chain of command, safety procedures required by law, law enforcement assistance, communication with the public, and evacuation procedures;
- demonstrating the ability to identify areas of vulnerability associated with school buses, buildings, and grounds and formulate a plan to take corrective action;
- demonstrating an understanding of procedural predictabilities and plan variations where possible;
- demonstrating the ability to develop plans that connect every student with a school adult, eliminate bullying and profiling, and implement recommended threat assessment procedures;
- working with MSA Building Company;
- Ensures proper maintenance of school property and grounds.
- Responsibilities for all buildings on Campus
- Directly monitors Buildings C and D

Subpart 2 Additional Competencies from the **Superintendent Statute**

A person who serves as the MSA Director has job duties that fall under both the superintendent category and the principal category, therefore, the following superintendent competencies should also be demonstrated. Furthermore, some of the following categories might seem to be duplicates of the principal categories, but the actual competencies in each category are different. The MSA Director shall demonstrate all core competencies described in subpart 1, and competence in the following specific areas:

A. **Policy and law** by:

- demonstrating an understanding of the role policy plays in school district governance and administration;
- demonstrating knowledge of statutory regulations affecting school board meetings, communications, procedures, and practices;
- demonstrating an understanding of the roles and responsibilities of the school board;
- completing additional MSA competencies which include:
 - Works with the Contracted Special Education Director to ensure compliance with the guidelines established by the Minnesota Department of Education and ensures implementation of administrative procedures for Special Education and Title I programs consistent with state and federal laws.
 - Works with the special education staff to ensure consistent implementation of special education services across programs.
 - Ensures the Individual Education Plan (IEP) meetings and placement review meetings for special education students are held in accordance with state law.
 - Acts as school administrative representative to IEP meetings and evaluations on high-level IEP meetings or delegates as appropriate.
 - Ensures the Child Study Team process is in place and implemented in accordance with state and federal guidelines.
 - Implements policies of the BOD. Provides input on policies in accordance with state and federal laws.
 - Reports to the BOD about the status of school programs.
 - Acts as liaison between the BOD and school staff.
 - Informs the BOD about rules and regulations of the Minnesota Department of Education.

- Informs the BOD about current trends and developments in education.
- Serves as an ex-officio member of the BOD.
- Works with the BOD Chair to set agendas and documents for BOD workshops and meetings.
- Attend BOD committee meetings and task force meetings necessary to ensure the effective and efficient running of the school.
- Works with the BOD in developing and overseeing MSA's Strategic Plan.
- Works with teachers and administrative staff to ensure adequate representation at BOD committee meetings.
- Provides regular meetings with BOD members during the school year (e.g. meets with the teacher representatives prior to each monthly staff meeting).

B. Political influence and governance by:

- demonstrating an understanding of the role the political process plays in public education and the connection between them;
- demonstrating an understanding of how to interact with local and state governments;
- demonstrating an understanding of the roles played by other community leaders in the school district.

C. Communication by:

- demonstrating knowledge of cultivating positive relationships between and with school board members;
- demonstrating an understanding of the importance of communication leadership between the school district and its community.

D. Organization management by demonstrating knowledge of factors that affect school finance, including sources of revenue; expenditure classifications; generally acceptable accounting principles; and local, state, and federal finance calculations.

E. Judgment and problem analysis by demonstrating knowledge of how to balance varied and competing interests to ensure the mission and vision of the school district is carried forward.

Subpart 3: Principal Competencies: A person who serves as a principal must demonstrate all core competencies described in subpart 1 and competence in the specific areas under this subpart as well.

A. To demonstrate competence in instructional leadership, a principal must:

- support teachers and staff in the implementation of state academic standards, coherent systems of culturally responsive curriculum, instruction, and assessment that promote the mission, vision, and core values of the school district to embody high expectations for student learning;
- demonstrate the ability to understand and apply district wide literacy and lead schoolwide literacy efforts in all content areas including numeracy.

B. To demonstrate competence in monitoring student learning, a principal must:

- demonstrate the ability to create a culture that fosters a community of learners;
- demonstrate an understanding of student support systems and services;
- demonstrate the ability to implement and monitor student management data systems;
- implement school wide policies and practices that encourage positive behavior, and respond to student misconduct in a positive, fair, and unbiased manner;

- demonstrate the ability to develop a master instructional schedule;
- demonstrate the ability to meet the diverse learning needs of all students;
- demonstrate the ability to understand and support a comprehensive program of student activities.

C. To demonstrate competence in grade six through grade 12 leadership, a principal must:

- demonstrate an understanding of the articulation and alignment of curriculum from grade six through grade 12;
- demonstrate an understanding of different organizational systems and structures at the middle and high school levels;
- demonstrate the ability to work with children of all ages;
- demonstrate the ability to work with parents, teachers, and other staff in all levels of schooling;
- demonstrate an understanding of the characteristics of effective transitions from one level of schooling to the next;
- demonstrate an understanding of the developmental needs of children of all ages.

REQUIREMENTS

Education: A four year college degree is required. A Master's degree in Education or similar is preferred.

Experience: Demonstrated leadership experience working with stakeholders toward achieving goals. Demonstrated success in encouraging parent/guardian involvement. Operations and facilities management experience. Experience working with Special Education and Title I programs and requirements. Experience developing an alumni network and working with alumni. Fundraising experience and an ability to raise funds through alternative sources.

License: Current and valid school administrator's license is preferred.

EVALUATION

Performance will be evaluated by the BOD using this job description and pre-established goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

KNOWLEDGE/SKILLS

- Knowledge of BOD policies, Minnesota Statutes, as well as policies and procedures of the Minnesota Department of Education, is required.
- Knowledge of curriculum and instructional theory and practices, management principles and financial planning, management information systems, and leadership techniques is essential.
- Managerial, observational, communication, and leadership skills and abilities.
- Ability to read, write, and interpret documents such as curriculum guides, budgets, test results, contracts, grant applications, statutes, and policies.
- Ability to understand and generate written memorandums, employee evaluations, and correspondence with businesses and public contracts.

- Ability to write routine reports and correspondence.
- Ability to speak effectively to individuals and groups.
- Ability to effectively present information and respond to questions from parents, staff, students, and the general public.
- Ability to prepare budgets and the ability to read and interpret fiscal reports.
- Knowledge of popular computer software including MS Office Suite, Google Docs, and a variety of electronic tools (e.g. tablets, smart phones, and interactive whiteboards).
- Capable of correspondence using email and other web-based applications, text messaging, and other social networks.

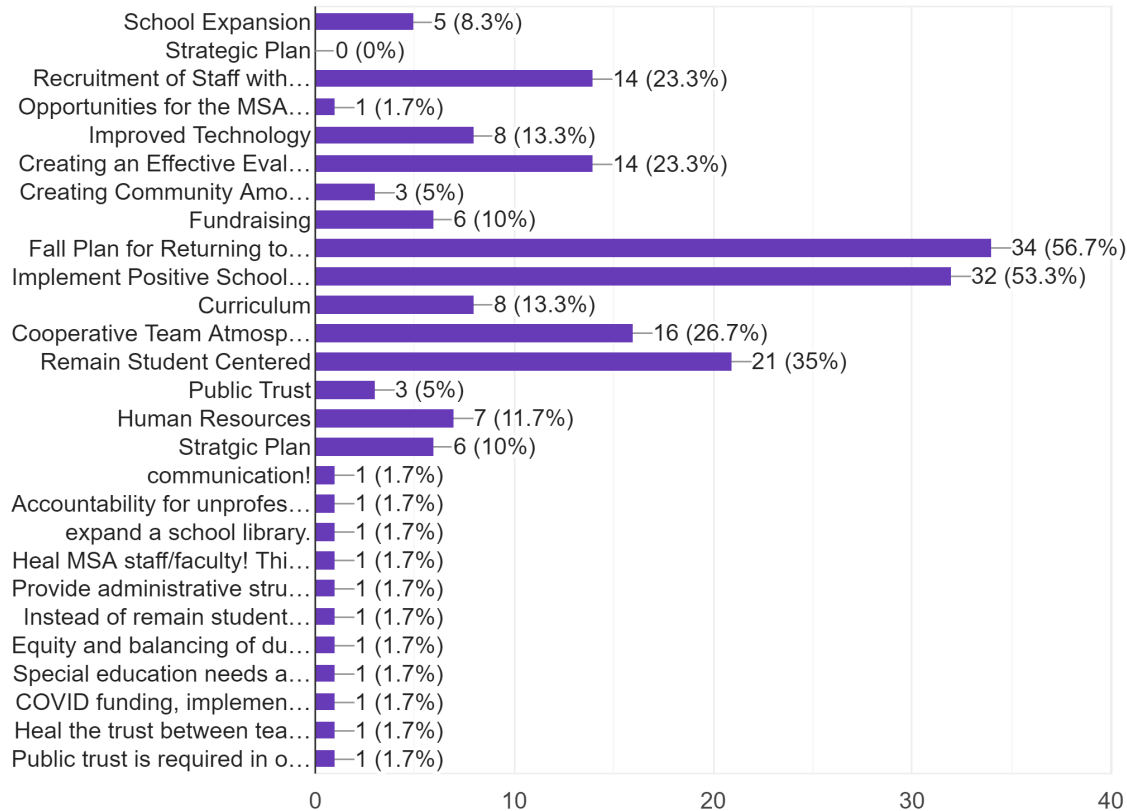
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee is regularly required to: sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 50 pounds.

Document 3: Survey Results:

Select three of the following projects that you believe the BOD and the Search Committee should ask the Interim to prioritize for the 2021-2022 sc...add items that have not been included as examples.

60 responses



Document 4: Committees and Task Forces

ACTIVITY	Frequency	Was the Director on it?
BOD Committees		
Members		Ex Officio
Academics	Monthly	John and Tom
Annual Fund (AFC)	Monthly	no
Building Safety	Quarterly	yes
Communications	Monthly	no
Personnel	Monthly	John, Shannon and Tom
Finance	Monthly	yes

Policy	Monthly	no
School Expansion	Monthly	yes
Technology	Quarterly?	no
Other		
Department Chairs (paid)	Monthly	no
PBIS	Monthly	no
TASK FORCES		
Building Safety	Quarterly	John, Shannon and Tom
Teacher Observation Process	Monthly starting in Oct.	yes
Bullying Prevention	Quarterly	yes
Calendar	Jan/Feb/Mar	yes
Community Building (Staff Apparel)	Alternating Month	no
Conferences	Sep/Oct	yes
Professional Development	Monthly	Tom
Recycling	Quarterly	no
Staff Handbook Update	Dec-Apr	John
MSA Handbook Update	Mar - Jun	John
World's Best Work Force	Oct/Nov/Dec/Jan	no
Grounds Landscaping	Jan/Feb/Mar/Apr/May	John
School Service Activities	Jan/Feb/Mar/Apr/May	John and Shannon
NHS Advisory Counsel	Oct/Nov	no
Equity/Implicit Bias	Oct/Nov	Tom
Recruitment of Staff with Diverse Backgrounds	Monthly	John

Program Narrative

1. Mission Statement:

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

a. What is your program mission statement?

We provide accelerated curricula in all subjects, with an emphasis on math and science, utilizing online teaching and learning tools that support students' needs and learning styles.

b. Explain how the organization will work to ensure the mission statement is understood and drives all of the work.

The focus of the program is on the needs of individual students who may require an alternative approach to education that offers scheduling flexibility. Parents/guardians and students will be presented with orientation materials, including our mission statement, course descriptions, online work expectations, grading parameters, as well as suggestions for time management and the creation of work/study space. Advisory check-ins will ensure students are set up to successfully progress through the curriculum.

c. What outcome data will you collect to inform you about the effectiveness of your mission Statement?

MCA Scores, PSAT scores, ACT Scores, Graduation Rates, surveys

2. Governance:

Governance is provided by the MSA Board of Directors and the Online School Director, counselor, and designated staff members, working with each other to develop policies for programming and staff.

a. Provide an organizational chart listing all key positions and people in those positions (include any roles filled by external contractors):

MSA BOD - Consists of 3 parent members, 4 teacher members, and 2 community members

Virtual Academy Director (ex-officio)

Virtual Academy Counselor

IT Virtual Academy Staff

Virtual Academy Teachers

Virtual Academy Office Staff

Virtual Academy Education Assistants

b. List the responsibilities for each role in the organization.

The Board of Directors (BOD) sets the direction for the school and the staff takes us there. The director and staff run the school's day-to-day operations. The BOD sets policies and curriculum and ensures that MSA meets the requirements of MSA's

authorizer and its charter . The BOD is composed of MSA teachers, parents, community members, a high school student, the director, and a contracted financial manager.

c. What outcome data will you collect to inform you about the effectiveness of your governance structure?

Parent and staff surveys, as well as WBWF and SAM approval.

d. Attach official documents as evidence of approval to the application: (only those that apply to your organization type, i.e. School Board approval, Joint Powers of Authority approval, Consortia approval, Charter School Authorizer approval)

Commented [1]: This is needed so we can send in the application.

3. Leadership and Planning: Governance and leadership work hand-in-hand, developing operational policies for the program and its leadership and staff. Program policies and practice promote equity and support students' ability to access the program. Planning is managed by leadership and staff. Program uses strategic planning, long-range and operational planning along with annual goal setting including alignment with Minnesota Statutes, section 120B.11 (World's Best Workforce).

a. Describe the processes in place for stakeholder feedback and continuous program improvement, including roles and responsibilities for those involved.

Stakeholder feedback process:

Chain of communication

Stakeholder meetings

Information sessions

Surveys

Student Achievement Minnesota (SAM) (www.samnllc.org)

Board of Directors

Virtual Academy Director

Virtual Academy Teachers

Continuous program improvement:

an established Academics Committee

Use MCA/ACT/PSAT scores to address areas of need in curriculum

b. List any enrollment policies or guidelines that are in place. NOTE: Fees and policies that may be discriminatory are not allowed.

MSA is a public school. It is open to any Minnesota student as a free public education.

Registration is required. Enrollment is handled in accordance with the School Enrollment Procedures.

When can students register?

Math and Science Academy had an open application period for each school year.

All grade levels that receive more applicants than spaces available will have a lottery conducted to determine admission for that grade shortly after registration ends.

Any student who applies after the deadline will be placed on the waiting list.

An application must be completed and submitted online for all prospective students in order to be considered. This requirement applies to sibling applicants. Preference will be given to siblings of an enrolled student.

Is there a waiting list?

Yes, MSA has a waiting list. All students who are not accepted for entry are automatically placed on a waiting list in the order of their draw in the lottery. Students remain on this waiting list until accepted for enrollment or until parents have their names removed. Students on the waiting list will have to apply each year. According to Minnesota state statute, each year is a separate enrollment period.

Sibling Preference

Siblings of enrolled students will receive preference for admission if an application is submitted by the deadline.

The Math and Science Academy gives preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before admitting other pupils by lot. If more sibling applications are received than open spaces available at any grade level, a lottery will be conducted among all the applicants who met the deadline. Siblings who are not chosen will be placed on a waiting list and notified when a space becomes available.

Register Online

Once the open application period begins, you can apply online by going to the apply online page on our website.

c. What outcome data will you collect to inform you about the effectiveness of your leadership and planning?

Parent and staff surveys, as well as WBWF and SAM approval.

4. Integrity and Accountability: In a quality online program, leadership is transparent in its management of the program, providing regular and timely information on progress towards attainment of goals, alignment with policies and standards, management of material, financial and human resources, and achievement of student learning outcomes. Data is shared with all stakeholders.

a. Describe accountability systems in place and how they will function to assure program integrity and accountability.

Academic Integrity

Having integrity means doing the right thing, even when no one is looking. As part of MSA's community, students are expected to maintain the highest ethical academic standards. Students can maintain academic integrity by avoiding: cheating; passing off someone else's work as their own; copying the work of others; and using technology for wrongful purposes. Occurrences of unethical academic behavior are handled on a case-by-case basis.

b. Provide the official attendance policy for calculating membership hours and determining truancy.

ATTENDANCE

MSA is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness to class are essential for success in school. Learning that is lost due to absence cannot be adequately replaced. For detailed information on attendance, absences, tardiness, and consequences, please see a summary of Policy 503-Student Attendance under "District Policies," or the complete policy under "Board of Directors" on the MSA website. When a student is not able to attend school, parents/guardians must inform the school by calling the attendance line (651-578-8061) before 10 a.m. A phone call must be made every day that the student is absent unless previous arrangements have been made with the school. Should a student be absent for three (3) consecutive school days for a health-related absence, a doctor's note will be requested in order for the student's absence to be excused. When a student needs to leave school during the day, parents must come into the office to sign out their student (for students in grades 6-8 only), and provide a note from the medical provider upon return. For students in grades 9-12, parents must either call the main office number, email, or bring a note stating that they have permission to leave, and the specifics about the appointment.

Absences

Excused

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

Unexcused

The following are examples of absences which will not be excused unless reviewed by the Director and determined as an excused absence: • truancy • any absence in which the student failed to comply with any reporting requirements of MSA's attendance procedures • work at home • work at a business, except under a school-sponsored work release program • vacations with family, unless a plan is put in place to make up the school work and the plan is approved by the MSA Director at least five school days in advance of the start of the family vacation • personal trips to schools or colleges that exceed the parameters under "Excused Absences) • absences resulting from accumulated unexcused tardies; three (3) tardies equal one unexcused absence • any other absence not included under the attendance procedures set out in this policy. Due

Commented [2]: This may need to change as our first course may only be offered asynchronously.

to School-Sponsored Activities or Programs • School-initiated absences, during or outside the school day, will be accepted and participation permitted. • A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day. • If a student is suspended from any class, he or she may not participate in any activity or program that day. • If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the coach or advisor and the MSA Activities Director before the student participates in the activity or program.

Family Trips

Family trips scheduled when school is in session is discouraged. If the family trip is absolutely necessary, a parent/guardian must complete and submit "503 Unexcused Absence Request" form, which is available in Building A and B offices, and under the 'Printable Forms' web page under "Current Families" on the MSA website. The 13 completed form, with all the required signatures, needs to be returned to the director at least five (5) days prior to the absence. Students must make up all work assigned during the absence.

Tardiness

Students are expected to be in their assigned class and/or area at designated times. Failure to do so constitutes tardiness. Students who are tardy at the start of the school day must be signed into the office by a parent/guardian. The student will receive an admission slip to their first period class.

Excused

Valid excuses for tardiness are: • illness • serious illness in the student's immediate family • a death or funeral in the student's immediate family or of a close friend or relative • medical, dental, orthodontic, or mental health treatment • court appearances occasioned by family or personal action • physical emergency conditions such as fire, flood, storm, etc. • any tardiness for which the student has been excused in writing by an MSA administrator or teacher

Unexcused

• Unexcused tardiness is failing to be in an assigned class and/or area at the designated time a class period commences without a valid excuse. • Consequences of tardiness may include detention after one unexcused tardy. In addition, three (3) unexcused tardies are equivalent to one (1) unexcused absence.

c. Provide a draft fiscal budget.

Fiscal Year

MSA's fiscal year is from July 1st to June 30th. Items that are dependent on the fiscal year include budgetary items such as school year supplies, textbooks, and activity funding. School resources ordered for the current fiscal year must **arrive on campus** prior to the end of that fiscal year or they will be charged to the next fiscal year's budget.

?????SHOULD WE USE A BOD BUDGET FOR THIS?????

d. What outcome data will you collect to inform you about the level of integrity and accountability of your program?

MCA/ACT/PSAT scores, Graduation rates, Stakeholders Surveys

Commented [3]: Cody, is there a draft budget we can use for this?

Commented [4]: @codyschniepp@mnmsa.org

Commented [5]: Yes, these should be a multi year one in the board doc Folder for this month. Its name starts with Financials. Does that help

Teaching and Learning Standards

5. Curriculum and Course Design: A quality online program will have a well-thought-out approach to its curriculum and course design whether it develops its own courses and/or licenses curriculum from other educational providers. The standard and its sub-sets of education goals, student learning, rigor, accommodation of learning styles, requirements for copyright, and accessibility of content are addressed.

a. Describe how your online program offers something unique and value-added to the students it serves. What sets this program apart from other online learning programs? Include information about course offerings, structure of learning program, support, etc. The Math and Science Academy (MSA) opened in the fall of 1999 and serves students in grades six through twelve. MSA has continuously been among Minnesota's top-ranked high schools. MSA has a tradition of offering intense math and science experiences with the added distinction of providing creative and challenging opportunities in the arts and humanities. The MSA standard requires that students achieve beyond the MN state requirements and students are expected to self-advocate to achieve these expectations.

MSA CORE VALUES

- Honesty: MSA's community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.
- Community: MSA maintains small class sizes and a small school feel.
- Respect: MSA's community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.
- Teamwork: MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.
- Excellence: MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

Graduation Requirements: In order to graduate, MSA students must complete the required MSA subject specific requirements as well as a minimum of 21.5 total credits to meet Minnesota state requirements. English → 4 years Social Studies → 4 years Science → 3 years of Science which must include Biology, Chemistry and Physics Math → Progression through Calculus Spanish → Spanish V or progression through Spanish flowchart Fine Arts → 1 year Health/Physical Education → 1 year

Advanced Placement: MSA offers a variety of rigorous courses and encourages students to challenge themselves academically. MSA does have a registration process that students must participate in when seeking to enroll in Advanced Placement courses. Many of our AP courses require prerequisite classes and grade requirements to enroll in the course. The following are AP courses currently offered at MSA: AP Biology · AP

Chemistry • AP Physics • AP Statistics AP Calculus AB • AP Calculus BC • AP Studio Art • AP Psychology AP US History • AP Literature and Composition

Transcripts and Grading: Each year-long course at MSA is worth 1.0 credit for passing and each semester-long course is worth .50 credit for passing. A failing grade will receive no credit and the class must be repeated to pass. Courses assigned a grade mark scale of A-F will receive credit for the class upon a passing grade of at least a minimum of a D- or better. Grade marks, I, W, R, and P are used for grading outside of the A-F scale: I (incomplete), W (withdrawal), R (repeat), P (pass). Grades are calculated on a maximum 4.0 scale and are recorded on a semester basis. MSA does not weight classes or grades. If 25% or more of the assigned curricular content of a course in a given semester is modified for the student, the course will be designated as modified on the transcript for that given semester.

Postsecondary Enrollment Options (PSEO): Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. Students must meet the PSEO eligibility requirements and abide by participation limits. Many MSA students enroll at the following institutions to attend their PSEO program: • Century College • University of Minnesota, Twin Cities • University of Northwestern, St. Paul

Elective Courses: Any course taken above the Minnesota state graduation required courses is considered an elective course. Some elective courses are also supplementary courses which allow students to explore their interests and passions in more depth. Students in grades 9-12 have the opportunity to choose from several elective course options in various subject areas, including AP courses.

Enrichment Courses: Students in grades 6-8 may be placed in enrichment courses. Enrichment courses offer supplemental content and materials that often complements the core curriculum in our required classes. Students greatly benefit from the additional experience, skills, and knowledge they gain from enrichment classes. These benefits may aid students as they work towards mastery in their core subjects. Students are not necessarily able to select specific enrichment courses but may be placed in these courses based on scheduling and academic needs.

Support: MSA offers a range of support for students as they advance through our curriculum. Student support systems include the following: teachers' weekly office hours, check-ins during advisory time, meetings with counselors, check-ins with assistant directors, meetings with the school psychologist, and tutoring provided by NHS students. Students and families may arrange meetings with teachers throughout the year, as challenges arise. MSA offers English as a Second Language (ESL) and special education services to students who qualify.

b. Explain how online courses are designed to be clear, accessible, and engaging and how teachers are able to adapt and modify their courses. (If contracted, third-party vendors provide the course content, explain how statutory requirements of curriculum being assembled by Minnesota licensed teachers are met (Minnesota Statutes, section 124D.095, subdivision 4 e)).

Teachers will use [Google Classroom](#) to post assignments and announcements to students. Email and Skyward will be used to contact and communicate with families. Assignments can be easily adapted and modified and provided to specific/individual students as needed through [Google Classroom](#). Formative and summative assessments will be used to determine these individual student needs.

c. Provide policies and procedures that ensure all courses meet standards, ensure student progress toward graduation and career and college readiness, address various learning styles, and meet copyright and accessibility requirements.

[Graduation Credit Requirements](#): Students meet individually with the high school counselor to ensure they have completed all of the MSA graduation requirements.

[Career and College Readiness](#): MSA offers counseling services as a support and resource for students and families in the areas of academics, college, PSEO, career counseling, and personal/social counseling. Students are welcome to make an appointment anytime, and counselors are available to meet with parents/guardians regarding questions and concerns.

d. What outcome data will you collect to inform you about the effectiveness of curriculum and course design?

[MCA/ACT/PSAT scores](#), [Graduation rate](#)

6. Minnesota K-12 Standards: Districts are required to put state standards into place so all students have access to high-quality content and instruction. Districts must develop local standards for subjects that do not have state standards. Providers must include information on how they meet or exceed Minnesota K-12 Standards.

a. Provide a table listing all courses and which standards are covered.

[High School Physical Education](#)

7. Instruction: A quality online program takes a comprehensive and integrated approach to ensuring excellent online teaching for its students. This process begins with promising practices but is equally committed to continuous improvement and adaptation to student learning needs through professional development. The standard and its sub-sets of instruction grounded in program mission, research, best practices, assessment, student learning styles and cultural differences, levels of interactions with stakeholders, limitations of time and place, requirements for faculty licensure and professional development, and academic integrity are addressed.

a. Provide policies and procedures related to online instruction including communication expectations for teachers and participation guidelines for students and parents (i.e. students must participate in daily live-lesson webinars).

Students are required to:

- Complete all given assignments, quizzes, projects, labs, and tests (varies by the course).
- Respond to email communication from virtual school staff within 48 hours of the time the message was received.
- Schedule time each day to work on the course or join each synchronous course on time.
- Read all information, view all resources, and ask questions for clarification.
- Work closely with the school counselor and administration to plan appropriate course selection and to communicate needs.

b. Describe how teachers incorporate research-based practices, including developing strong student-teacher relationships, using multiple modalities to engage students, and how the organization makes this a priority.

Our program will include:

- **Teachers** who guide students through the curriculum and offer feedback that supports progress and learning from mistakes.
- **Curriculum** that supports students feeling comfortable enough to participate in risk-free self expression, including reflection about how they see connections between curriculum materials and their own lives and cultures. Learning includes social experiences in which ideas are discussed with others.
- **Cognitive and Creative Practices** factored into daily lesson plans. These include critical thinking, problem-solving, generating meaning, developing inferences, and student choice based on values, needs, and strengths. There are multiple ways to demonstrate understanding and mastery of the material.
- **Dragon FIRE:** We continue to update and revise our platform and course designs to make our course materials and communications clear and accessible. Teachers and staff will adhere to the following. We encourage students and parents/families to do the same.

Focus - See and hear what is available.

Integrity - Actively use resources and interact with what is there.

Respect - Offer language that is clear and easy to follow.

Excellence - Ensure all materials support student success; follow through with completion of all tasks.

c. What outcome data will you collect to inform you about the effectiveness of instructional practices?

MCA/ACT/PSAT/Fastbridge scores, semester grades, surveys and student feedback, graduation rates

8. Assessment: A quality online learning program values student academic performance and takes a comprehensive, integrated approach to measuring student achievement. This includes use of multiple assessment measures and strategies that align closely to both program and learner objectives with timely, relevant feedback to all stakeholders. The standard and its subsets of monitoring progress, adapting instruction to meet learner needs, multiple methods of assessment of student performance, feedback loops for instructional practice and course design are addressed.

a. Provide policies and procedures that are in place regarding assessment of student learning, feedback, adapting instruction to meet the needs of learners.

STUDENT SUPPORT SERVICES

MSA offers a range of services to help students discover their individual academic skills, to become self-sufficient, independent, life-long learners, and to support growth in their personal and social skills. Some of the major support services offered include 504 Education Plans, Academic Interventions, Counseling Services, ELL/ESL, and Special Education.

504 Education Plan: MSA complies with all federal civil rights laws. In doing so, MSA will create and implement a 504 Education Plan for students meeting the criteria for having one. Families should contact the Student Support Coordinator. Academic Interventions Students who need additional assistance with their academic endeavors may be individually identified by the teaching staff or administration and offered additional learning opportunities. These may be via our Extended Day Program, or individual help with teachers. Parents wanting more information about these academic interventions should contact the student's teacher, the Middle School Assistant Director (for students in grades 6-8) or the High School Assistant Director (for students in grades 9-12). MSA teaching staff and administration will meet monthly to review student progress and may identify students who are in need of additional help. Parents are expected to participate in and be a positive contributor to the student's team if their child is identified as needing additional assistance.

Special Education: MSA supports the learning needs of all students, especially those who have identified needs and qualify for additional support. Special education services are offered for students with learning disabilities, physical handicaps, and emotional or behavioral problems as allowed by Minnesota State Statutes.

ELL/ESL (English Language Learner/ English as a Second Language): MSA offers support for those students who meet the criteria to be eligible for English Learner (EL)

services. If a student has not previously been identified as an EL, the student will be screened to determine the level of English language proficiency.

b. Describe how timely, relevant feedback is communicated to students, parents, and student support/intervention team members.

Student Reports

- Progress Reports: Families and students will receive two mid-semester progress reports during the school year. One mid-semester progress report for Semester 1 and another mid-semester progress report for Semester 2. These will be in paper form and sent to each student's postal address listed in Family Access.
- Report Cards: Students are mailed one report card per year to the student's postal address listed in Family Access. The final report card is mailed two weeks after the last day of school.

MSA teaching staff and administration will meet monthly to review student progress and may identify students who are in need of additional help. Parents are expected to participate in and be a positive contributor to the student's team if their child is identified as needing additional assistance.

c. What outcome data will you collect to inform you about the effectiveness of assessment practices?

MCA/ACT/PSAT/Fastbridge scores, semester grades, surveys, stakeholder feedback, graduation rates

Support

9. Faculty Support: A quality online program supports the faculty by providing opportunities for them to develop their professional skills, through mentoring, professional development, and technical assistance.

a. Explain how teachers with Minnesota licenses and experience/training in online teaching are hired, trained, reviewed, and developed as professionals. If teachers are hired through a third-party contractor, explain how quality teaching practices will be monitored and ensured by a licensed administrator in the state-approved program.
Hiring- positions are first posted internally, then externally. The interview process includes staff and administration.

Training- yearly Professional Development (PD) is provided to the staff based on need, MDE requirements, and requests, teacher mentoring is provided for new staff members
Review and Development- peer and administrative observations are conducted, reflection and SMART goal setting

b. Explain how appropriate workloads for staff will be maintained.

Overload of one asynchronous course, or teaching periods specifically for synchronous courses

c. What outcome data will you collect to inform you about the effectiveness of your faculty support?

Survey and reflection of the teacher, and survey students-families, observations

10. Student Support: A quality online program has student support services to address the various needs of students at different levels within the organization. The levels of support are appropriate and adequate for a student's success.

a. List the roles and responsibilities for supporting all learners.

Teachers participate in a Student Support Meeting monthly where students are identified and, when needed, supports are put into place to help students succeed. Students being served by an IEP will work with their current case manager, service providers as indicated in the IEP, and possible paraprofessional support as needed per IEP. General education teachers will comply with all accommodations as indicated by 504 and IEP plans.

b. Describe the student support services provided by the program and the procedures in place to ensure that all students are successful including enrollment, onboarding, and during the learning process.

In addition to the supports offered to all general education students (guidance counselors, communication, etc), students on IEPs will have case managers who will be their main support system for support. The case manager will work with students and parents and serve as a liaison with administration / enrollment specialist to ensure that they student has the technology and other necessary accommodations in place. Case managers will work with the students and general education teachers throughout the learning process to make sure that the IEP is being followed and to offer guidance and support to the student and general education teachers.

c. Explain how students receiving special education services will be assessed and evaluated, supported by appropriate interventions and accommodations, and monitored. Specifically address supports in place for students with autism spectrum disorders.

Students receiving special education services will be assessed and evaluated in classes based on the accommodations laid out in their IEPs. Caseload managers will serve as a resource for general education teachers to determine specific requirements, based on IEPs. All supports/interventions/accommodations will be monitored and supported by the case manager.

d. What outcome data will you collect to inform you about the effectiveness of your student support?

Students being served by an IEP are being monitored by caseload managers. Progress monitoring data is collected to monitor the IEP goal and academic progress of the student.

11. Guidance Support: A quality online program has guidance services to support students and parents to ensure success of the online program. Depending on the program, these services are

either directly provided by the program or a service provider, or in the case of supplemental programs these services may be provided by the local school.

- a. List the roles and responsibilities for providing guidance support services to students and/or collaborating with guidance personnel from enrolling districts.

OLL School Counselor

School Counselors support all students in the areas of academic achievement, personal/social development and college and career planning. School Counselors work closely and collaborate with students, parents, teachers, other support staff and administration. They meet with students individually, in small groups as well as within the classroom setting.

- b. Describe the guidance support services provided by the program and the procedures in place to ensure that all students are healthy and ready for career and college pathways. Specifically address how the school is implementing the required use of evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct (Minnesota Statutes, section 121A.031 subdivision 5).

School Counselors work closely and collaborate with students, parents, teachers, other support staff and administration. Counselors create lessons for advisory that are directed at social and emotional needs. The staff is focusing on PD that addresses equity.

- c. What outcome data will you collect to inform you about the effectiveness of your guidance support?

Counselors meet with students individually, in small groups as well as within the classroom setting. Graduation rates and surveys are used to inform about the effectiveness.

12. Organizational Support: A quality online program has organizational support to oversee the instructional learning environment as it is conveyed through technology. Some organization support services may be distributed between the program and other entities, depending on the physical location where the students are taking their online course.

- a. List the roles and responsibilities for providing organizational support services.

Technology Coordinator

Responsible for maintaining all technology

- b. Explain how students are supported with access to technology hardware software, and internet access.

Full time students will be provided with a laptop. Wifi hotspots will be made available if a student needs one for internet access.

- c. Describe the organizational support services provided by the program. For support services provided by third-party contractors, explain how quality of the services will be ensured.

Laptops owned by the school, will be loaned out to students for the school year.

Technology issues will be addressed by the Technology Coordinator.

d. What outcome data will you collect to inform you about the effectiveness of your organizational support services?

[Data collection for issues and maintenance, and surveys.](#)

13. Parent/Guardian Support: Parents/guardians play an integral part in their student's educational life. They work as a team with faculty, administrators, guidance services, and organizational support to ensure a quality educational experience for their students.

a. Describe how parents are actively engaged with enrollment, onboarding, their child's learning process, support and intervention, and development of the program.

[Academic Agreements](#)

[Academic Agreements](#) are for the purpose of alerting families and students to the academic rigor, courses, and expectations at the Math and Science Academy while they attend. As each student progresses towards graduation, their agreement changes every year. This agreement specifies what the students' needs are for the year so that they maintain their progress towards graduation.

- [Grade 6 Academic Agreement](#)
- [Grade 7 Academic Agreement](#)
- [Grade 8 Academic Agreement](#)
- [Grade 9 Academic Agreement](#)
- [Grade 10 Academic Agreement](#)
- [Grade 11 Academic Agreement](#)
- [Grade 12 Academic Agreement](#)

[Grading Handbook](#)

This handbook provides guidance to teachers, students, and parents regarding MSA's grading systems, and credits.

[\[Click To Download\]](#)

[Course Guidebook](#)

Provides a detailed list of MSA Courses and the course progression.

[\[Click To Download\]](#)

[Activities Handbook](#)

All before and after school activities are covered under this handbook. Questions concerning this document should be directed to the Activities Director, Ms. Shannon Froberg.

[\[Click To Download\]](#)

b. What outcome data will you collect to inform you about the effectiveness of your parent/guardian support?

[Surveys, maintaining enrollment](#)

Evaluation

14. Program Evaluation: Evaluation efforts are utilized to both verify the program is meeting its intended purposes and identify where improvements can be made. Continuous improvement processes (CIP) across all aspects of the organization ensure the program is focused on

Commented [6]: Do these need to be included?

accomplishing its mission and vision. CIP linked to the online program, support services connected to stakeholders, and operational planning are addressed.

a. Describe how outcome data will be utilized to evaluate the online program, services for various stakeholders, and operational planning.

WBWF is completed yearly, and used to evaluate our program. WBWF includes various stakeholders and evaluates operational planning.

SAM (Student Achievement Minnesota) is our authorizer. We must adhere to the contract agreement set forth by them.

15. Program Improvement: A quality online program establishes a culture of continual program improvement. It fosters continuous improvement across all aspects of the organization and ensures the program is focused on accomplishing its mission and vision. Program improvement, and its sub-sets of strategic planning, data driven decision making, advancing the program mission and vision, along with internal and external evaluation of its practices, are addressed.

a. Describe the process in place for continuous program improvement connected to the online program, services for various stakeholders and operational planning.

The contract with SAM (Student Achievement Minnesota) identifies specific goals that need to be achieved and maintained to retain our contract. This contract must be renewed every 5 years, requiring an in depth analysis of the school. These findings then determine what adjustments and improvements need to be made in order to continue improving.

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

Name: [Dan Ellingson](#)

Mark One:

- Parent Board Member
 Community Board Member
 Teacher Board Member

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

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

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

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

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

[Hello BOD, I would like to continue the remainder of the 2020-21 school year as the MSA BOD Chair. I have a good understanding of what is required based on my previous role as Vice Chair. I have more recently been involved with our current issues, I have a positive working relationship with the MSA Administration, and really enjoy doing my part to help move MSA forward. Please consider voting for me at our upcoming election during the May BOD meeting.](#)

Additional Notes:

- If the chair is not leaving the board and is interested in running for positions, then the BOD will designate an off-going board member that the forms can go to instead.
- Please return the form electronically to Adam Bartz (adambartz@mnmsa.org) by May 12
- If there are no candidates for some of the positions, then the chair will send out a notification for that position on May 13.
- Completed Self-Nomination forms will go out in the regular Board packet.
- Also, if the May meeting is remote, you will not be able to have a secret ballot for the Officer Elections.

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

Name: Jeana Albers

Mark One:

- Parent Board Member
 Community Board Member
 Teacher Board Member

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

- If you are interested in more than one office you may rank order your choices.
- If the Chair is a teacher, then the Vice Chair shall be a non-teacher. If the Chair is a non-teacher, then the Vice Chair shall be a teacher.
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Please list any information that you would like the other Board members to know about you and your qualifications.

I served on the BOD from 2015-2018, during which I served as secretary from Nov 2016-June 2017, and chair from June 2017-June 2018.

Additional Notes:

- If the chair is not leaving the board and is interested in running for positions, then the BOD will designate an off-going board member that the forms can go to instead.
- Please return the form electronically to Adam Bartz (adambartz@mnmsa.org) by May 12
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Compensation increase for Admins Staff (Cody)

1. Based on the Board's decision on 4/27/2021 to put the Executive Director on paid leave and to shift his responsibilities to the assistant directors and make them Interim Co-Directors, I move to increase the Interim Co-directors compensation by \$6,400 each to cover the extra duties and work required by that decision to be paid as one-lump-sum on June 4th 2021.
2. Based on the Board's decision on 4/27/2021 to put the Executive Director on paid leave, I move to authorize the the Administrative staff, other than the Interim Co-Directors, up to 5 hours of Overtime a week until June 30th to help with extra duties to cover the Director's Leave, as requested and approved by the Interim Co-Directors.