

**Board of Directors
Meeting Agenda
Math & Science Academy
Monday, December 16th, 2019**

Room 10A

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair

Mission:

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

Vision:

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

2. Roll Call of Members

Present:

Voting:

Lisa Anderson, Chair

Jeff Eng, Vice Chair

Noah Langseth, Treasurer

Judy Seeberger, Secretary

Ramesh Aki

Cody Schniepp

Dan Ellingson

Michelle Kurkoski

Adam Bartz

Non-voting:

Emily Wong, Student Member

Judith Darling BKDA, Contracted Financial Manager (ex officio)

John Gawarecki, Director (ex officio)

Absent:

3. Approval of Agenda

Conflict of Interest Statement

4. Open Forum

5. Approval of Minutes

a. BOD Retreat, November 21st, 2019, 5:00 pm

b. BOD Workshop and Regular Meeting, November 18th, 2019

6. **Chair's Report**
7. **Director's Report**
8. **Student Representative Communication and Update**
9. **Reports from Board Committees and Task Forces (as applicable)**
(Reminder: Reports should be submitted in writing in Board prep packets and included with agenda.)

Board Committees:

Academics (Ms. Anderson)
 Annual Fund (AFC) (Mr. Langseth)
 Communications (Ms. Kurkoski)
 Personnel (Ms. Anderson)
 Finance (Mr. Langseth):

- Approval of Financials**
- Approval of Amended Budget**

School Expansion Possibilities (Mr. Eng)

10. **Consent Agenda**
 - a. **Revision of Current Policies (First Reading)**
 - b. **Revision of Current Policies (Second Reading)**
 - i. **Policy 413 Harassment and Violence Prohibition Policy**
 - ii. **Policy 419 Drug Free Workplace and School**
 - c. **Annual Review**
 - i. **Policy 516 Student Medication Policy**
11. **Old or Unfinished Business**
 - a. **MSA Stakeholder Feedback**
 - b. **Student Communication Format**
12. **Items for Discussion and Decision**
 - a. **Policy 710 Extracurricular Transportation**
 - b. **Enrollment Procedures Update**
 - c. **BOD Self Evaluation**
 - d. **Solicit Parent Members for BOD Election**
 - e. **Approve Membership to MACS**
 - f. **Director's Annual Review Process**
 - g. **January 21st BOD Meeting Date**
13. **Future BOD Meeting and Workshop Agenda Items**
 - a. **Director's Survey**
 - b. **Strategic Plan Review**
 - c. **By-Law Change**
 - i. **4 Year Terms**
 - ii. **Vice Chair/Chair Progression**
 - iii. **Early June Meeting (2nd Week)**

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

- a. BOD Workshop, January 21st, 2020, 5:00 pm
- b. Regularly Scheduled BOD Meeting January 21st, 2020, 6:15 pm

15. Motion to Adjourn

Submitted:

Approved:

DRAFT - NOT YET APPROVED

**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, November 18, 2019
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member

Absent:

Voting:

Ramesh Aki, Parent Member

Non-voting:

Judith Darling, BKDA, Contracted Financial Manager (ex officio)

Discussion:

Strategic Plan - In the past we've talked about strategy. Today we want to focus on who we are as a school so that these can inform our strategic plan. We would like to tailor some of our concepts so that they reflect what makes us unique as a school, and also reflect why people come here. We discussed what makes MSA unique and what MSA is known for.

Workshop was adjourned at 6:03 pm

Submitted and Approved:

Judy Seeberger, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, November 18, 2019
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Emily Wong.

2. **Roll Call of Members**

Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member

Absent:

Voting:

Ramesh Aki, Parent Member

Non-voting:

Judith Darling, BKDA, Contracted Financial Manager (ex officio)

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

Conflicts of Interest: None

Discussion:

Remove from Consent Agenda: Policy 506 Student Discipline and Notice of Suspension.

Move from Consent Agenda to Items for Discussion and Decision:

- e. Policy 413 Harassment and Violence Prohibition Policy
- f. Policy 419 Drug Free Workplace and School

Motion to approve the agenda.

Moved by: Adam Bartz Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED

4. Open Forum

None

5. Approval of October 21, 2019 Workshop and Meeting Minutes.

Discussion:

Add Adam Bartz to roll call.

Michelle Kurkoski's name is misspelled.

Motion to approve the October 21, 2019 Workshop and Meeting Minutes.

Moved by: Jeff Eng

Second: Dan Ellingson

Vote: 8-yes 0-no 0 abstain

The motion carries.

6. Chair's Report

Ms. Lisa Anderson would like to thank Tom Johnston on his work on the Give to the Max. Goals were met.

7. Director's Report

1. Student Achievement

- a. MSA had the state's top average ACT composite score for the 3rd year in a row! MSA had the state's top average ACT scores in Reading, Math, Science, and had the state's second top ACT score in Writing.
- b. MSA had three students qualify for the state Cross Country Championships when Harris Anderson and Greta Hansen won their section race and Jaad Stout finished ninth.
- c. MSA had three volleyball players selected as All-Conference players: Sophie B., Ella C., and Keagan E.
- d. The soccer team had a member named to the All-Conference Team as well, Dylan Goff.
- e. MSA inducted 8 new members into NHS on October 30th.
- f. MSA presented *A Midsummer Night's Dream* on November 8th and 9th.
- g. Two female students were named to the all-conference soccer team.

2. Facilities Management

- a. Met with Trane on multiple dates to investigate the possible replacement of Building A's chiller.
- b. Met with JB Vang to discuss maintenance management possibilities of current buildings as well as future needs.
- c. Met with City View to adjust camera needs so a new quote can be written up.
- d. Returned an agreement to Hansen's Lawncare for final agreement.

3. Communication and Community Relationship

- a. Attended a McKnight Foundation Principles listening session on October 24th.
- b. Attended the MACS Regional Leadership meeting on October 30.
- c. Attended the NHS banquet on October 30.
- d. Provided information to Assistant Director for November Newsletter, as well as NHS information.
- e. Set office hours for Building A and B as follows.
 - i. Building A - 10:00 - 11:00 am Tuesdays.
 - ii. Building B - 1:00 - 2:00 pm Thursdays.

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4. Human Resources Management

- a. Hired Marissa Ward as a new Paraprofessional EA on November 4.
- b. Establish open office hours for staff and faculty to discuss any issues.
- c. Attended a School Law Seminar on November 15.
- d. Participated in a PELSB Webinar on required information reporting.
- e. MSA had two 11th grade students withdraw. Both were not on track to graduate and enrolled in neighboring traditional public school districts.
- f. Our current enrollment is 530:

6th grade - 88	7th grade - 88	8th grade - 88
9th grade - 80 (5 above capacity)	10th grade - 66	
11th grade - 60	12th grade - 60	

Assistant Director (Middle School) 2019-20 Goals

1. Student Services

- Facilitated first round of Fastbridge testing in September
- Facilitated student support process
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Conducted Family night with middle school counselor

2. Communication and Interaction

- Distributing monthly newsletter
- Communicating within 24-48 hours of all contact by parents
- Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA

3. Facility Services

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

4. Educational Leader

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

5. Governance and Policy Development

- Chairperson of AFC
- Attends Academic committee meetings as able
- Completed WBWF report for MDE and submitted to the Academic Committee

6. Staff Supervision

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

7. Board of Directors

- Attended October BOD meeting

8. Other

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- Helped coordinate Back to School Night in August
- Attended 6th grade picnic

Assistant Director (Activities) 2019-20 Goals

1. **Student Services**
 - Completed multiple student investigations
 - Supervised students during lunch
 - Winter Sport Registration almost complete
 - Attended multiple evaluation, IEP and 504 meetings
2. **Communication and Interaction**
 - Working with a working group to update the school web page
 - Updating rosters for winter sports
 - Provide information and pictures for website banners featuring fall sport awards
3. **Facility Services**
 - We had the motor fixed on the north basketball hoop fixed since the motor burnt out.
 - We will be aligning the south main hoop as soon as the part is in.
 - Overseen building B meetings
4. **Educational Leader**
 - Worked with Tom to create our first official mentoring meeting for new to teaching teachers.
 - Supported teachers who needed some support in their classes.
5. **Governance and Policy Development**
 - Work with the transportation policy committee to update the current policy. Many questions came from this meeting and will now be chairing a sub-committee to find out more information before we rewrite the policy.
 - Updating coach/advisor handbook.
6. **Staff Supervision**
 - Started observations with teachers
7. **Activities**
 - Held winter coaches preseason meeting.
 - Nordic and girls basketball started Nov 11
 - Boys basketball tryouts are Nov 18th and 19th.
 - Prepared awards for fall sports banquets
 - Worked at the conference tournament - boys soccer, volleyball and cross country
 - Fall play was a great success
 - Fright night was very well attended
 - Robotics team informational meeting was held to try to recruit new members
 - Hosted the EMAC meeting
 - Refs and trainers are reserved for basketball season
8. **Academic Improvement**
 - Sent out the second set of letters to families of students with at least one grade lower than a C-. 84 letters were sent out.
 - First set of letters were sent out 5 weeks ago. There were over 130 students who received letters.
 - Met with students on Friday during advisory time to create and update academic eligibility.
 - Participated in High School conferences.
9. **Financial Management**
 - Reviewed the activities budgets and am waiting for some additional information from Mr. LaCasse to clarify some items.
10. **Other**
 - Prepared awards for fall end of season banquets.
 - Held first spiritwear shop.
 - Started conversation about graduation and lock in.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. Ms. Anderson provided a review of the report. Committee looked at how to improve reading scores for MCA. A task force was created to look at modified transcripts. Another task force was created to recruit for diversified workforce also on SAM's goals.

Annual Fund (Mr. Langseth): No report submitted. Committee will meet on Wednesday, 11/20/19

Communications (Ms. Kurkoski): Report submitted. Ms. Kurkoski provided a review of the report. Look at activities and administrator access for calendars. Advisor has option to change the calendar. Look at combining community calendar and school calendar.

Personnel (Ms. Anderson): Report submitted. Ms. Anderson provided a review of the report. Job description at the Director. Next workshop will review survey to be sent to the community.

Finance (Mr. Langseth): Report submitted. Mr. Langseth provided a review of the report. Amend the budget half way through the school year based on actual students. Approval of amended budget will be at the next BOD meeting.

Motion to approve the October 2019 financials statements.

Moved by: Noah Langseth Second: Lisa Anderson

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Mr. Eng provided an update to the BOD at the workshop. A summary will be put together. Teacher survey went out and will close tomorrow. This will be part of the meeting at the BOD retreat on Thursday, 11/21/19.

9. Consent Agenda

None

10. Old or Unfinished Business

a. MSA Stakeholder Feedback

Discussion:

No update.

11. Items for Discussion and Decision

a. Policy 710 Extracurricular Transportation

Discussion:

Ms. Anderson provided an update. There was a subcommittee created to look at the legal codes and more in depth. The recommendations will be brought back to BOD in February.

b. Approval of World's Best Workforce Report

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Discussion:

The Board recognizes Mr. Thomas Johnston. Mr. Johnston provided an overview of the report.

Motion to approve World's Best Workforce Report.

Moved by: Michelle Kurkoski Second: Adam Bartz

Vote: 8-yes 0-no 0-abstain

The motion carries.

c. Approval of the closure of the "PayPal" account from Anchor Bank

Discussion:

Mr. Gawarecki noted that this is not a paypal account. It was an account set up to receive payments from paypal and set up to track paypal amounts. MSA has another account that will serve the same purpose and this account is no longer needed.

Motion to approve the closure of the "PayPal" account from Anchor Bank.

Moved by: Jeff Eng Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

d. Student Representative Communication and Update

Discussion:

Ms. Kurkoski provided background. Students don't have a pure voice or easily accessible ways to communicate with the student rep (Emily). BOD discussed different communication options: email, survey, and similar setup to Glaeder. It could be a student council update. Student representative is separate from student council representative. BOD will look at how to make voices known but not overwhelming.

Motion to approve adding to future BOD agenda: Student Representative Report.

Moved by: Lisa Anderson Second: Michelle Kurkoski

Vote: 8-yes 0-no 0-abstain

The motion carries.

e. Policy 413 Harassment and Violence Policy (First Reading)

Discussion:

Ms. Kurkoski reviewed the changes. Red line changes are state mandated changes. BOD discussed the legal definition and requirements. Inappropriate staff behavior and staff to parent - enhance staff handbook to take care of investigation and action to be taken. Remove the additional language of "included but not limited to ...".

Added school sanctioned activities.

Added form for reporting. Take out "bullying" from the form. Add reference to Policy 514 Bullying form.

DRAFT - NOT YET APPROVED**f. Policy 419 Drug Free Workplace and School (First Reading)**

Discussion:

Ms. Kurkoski reviewed the changes. Added the items that BOD discussed at last meeting.

12. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan Review
- b. Review questions on the Director's Survey
- c. Approve amended budget
- d. Update on Student Representative

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

BOD Retreat on November 21, 2019 at 5:00 pm

BOD Workshop on Monday, December 16, 2019 at 5:00 pm in Room 10A.

BOD Meeting on Monday, December 16, 2019 at 6:15 pm in Room 10A.

15. Motion to adjourn at 7:36 pm.

Moved by: Michelle Kurkoski

Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary

MSA Board of Directors
School Expansion Possibilities Committee
Retreat
Meeting Minutes
Thursday, November 21, 2019
5:00 p.m., Room 10A

Call to Order: by Lisa Anderson at 5:02 p.m.

Present:

MSA Board of Directors:

Lisa Anderson, Chair
Jeff Eng, Vice Chair
Noah Lanseth, Treasurer
Judy Seeberger, Secretary
Cody Schniepp
Dan Ellingson
Michelle Kurkowski
Adam Bartz
John Gawarecki, Director (ex officio)
Judith Darling, BergankDV, Contracted Financial
Manager (ex officio)
Emily Wong, Student Member

Expansion Committee Members:

Lisa Anderson
Jeff Eng
Dan Ellingson
Girish Jorapurkar
John Gawarecki
Ken LaCasse
Emily Wong

Agenda

Jeff Eng gave an overview of the agenda for the evening.

1. Introduction/Background of MSA Expansion Committee

Jeff Eng presented information with regard to the history of the Expansion Committee and its efforts so far. The expansion survey that went out was a good conversation-starter. He also noted that we are beginning from a position of staying within District 833.

The process is a slow one so we need to continue moving forward with the discussion. A few years ago MSA was approached with an opportunity to use a vacant school building in Woodbury. For other reasons that did not work out, but given the length of the process, it is a good idea to have many preliminary steps put in place should another opportunity arise in the future.

2. Financials

Judith Darling presented information on things to think about when it comes to funding the purchase or construction of a building. A charter school cannot own a building, the building company must own it. Judith explained the basics of how bonding would work to finance either the purchase or construction of a building. For frame of reference, bonds for Buildings A and B were \$10 million.

The Fund Balance cannot be used for the purchase of property or construction.

Jeff Eng noted that a significant hurdle to purchasing a building that is not currently used as a school is that once a commercial building starts to be used as a school, it is removed from the city's tax rolls. Thus, there is resistance from cities to change buildings from light commercial to a school.

Judith Darling stated that she has heard from others going through the process that you get more value for the money to buy an existing building versus new construction. Moreover, it is difficult to build a quality structure with the funds available from bonding.

If we were to move, Lisa Anderson questioned what would become of MSA's existing space. We would have to get bond-holder approval to sell the buildings. The buildings could be occupied by another school, or Buildings A, C, and D could be converted to office space. Building B could be another school or possibly a church.

There was discussion about whether it would be possible to tear down and reconstruct something bigger on our current site.

Another option to consider is to keep our existing campus and add another campus somewhere else.

Jeff Eng noted that it is useful to figure out our strategy and vision for our school, which should hopefully guide decisions on what makes the most sense for expansion.

Judith Darling stated that bond rates right now are at an all-time low. She also noted that we could continue to be having these conversations 3 years from now, or we could just act. She offered to attend a Building Company meeting and bring a rep with her who has knowledge of properties in this area.

3. Strategy, Mission, and Vision

Jeff Eng initiated a discussion of MSA's Mission and Vision, and whether they reflect where we need to be in terms of expansion. Focusing on the word "innovative," what does that mean and what do we do that makes us innovative? Lisa Anderson noted that, while we have technology, we are not innovative going forward. Other members noted that innovation can take many forms. John Gawarecki noted that things we do, and have done, are innovative in that many other schools do not do what we do. Mr. Gawarecki also noted that in order to be a charter school, we must be innovative as that is a controlling aspect in what makes a charter school. Noah Langseth noted that it is important that we are effective at what we do.

4. Features of Facilities

Jeff Eng led the discussion, asking for some brainstorming. What is it in the facility itself, whether we have it now or not, that we need as a school? What would we wish for?

- Teacher space/lounge/resource space
- Auditorium
- Library/media center
- Cafeteria/hot lunch program/lunch room
- Virtual lab
- Student Commons
- Swimming pool
- Field/athletic field/green space
- Pond
- Storage
- Shop and/or maker space
- Bigger classrooms
- Wider hallways
- Green energy options
- Exercise/weight room/fitness center
- Nurse's office
- Bigger lockers for high schoolers
- Mental health center
- Good pickup and drop off scenario
- Parking
- More student bathrooms
- More staff bathrooms
- Gender neutral bathrooms
- Tables with electrical outlets
- Tables you can move into a circle
- Sit-to-stand tables
- Alternative seating options
- Science labs
- Outlets everywhere.
- Computer labs
- Meeting/conference rooms
- Instrument practice rooms
- Spanish / language lab
- Main floor band room/music room with good acoustics
- Security / safety
- Gymnasium
- Track
- Mini golf course
- Art exhibition space
- Vocational area / life skills (mechanic skills, car skills, etc.)
- Recycling
- Compost
- Hydration stations

- Custodial staff and regular cleaning of spaces
- Green initiatives, water recapturing, solar power, support for electric vehicles
- Bee hives
- Greenhouse
- Gender-neutral locker room
- Outdoor classroom
- Patio
- FFA chapter
- WINDOWS IN EVERY CLASSROOM WITH FUNCTIONING BLINDS
- Sensory space
- Business classroom
- Bicycles
- Bicycle-desk
- Caribou coffee shop with free everything for teachers
- Concession stand for gym/auditorium/field house
- School store
- Student-run store
- Rec room
- Quiet rooms
- Increased special ed rooms and resources
- Open classroom
- Senior lounge
- Modular rooms (expandable space)
- Tiered seating
- More screen technology for classrooms/Smart TVs
- Infrastructure to accommodate new technology/advances in technology
- Sliding white boards
- Elevated teaching platform
- Accessibility
- Neighborhood

What about the configuration of the building? Do we want separate buildings, separating students by age/grade? Jessie Heydt noted that one of the cool things that happened when we were small was the older students modeling behavior for the younger students. Spoke model?

5. Next Steps/Timeline

We are still collecting information. We will follow up with Judith and have some discussions with a broker in order to get some clarity on the bonding and what we need to do.

We hope to have some sort of report/communication for the spring stake-holder meeting.

There is no date yet for the student expansion survey.

We need to consider what permissions/approvals we need (from MDA, SAM, etc.)

Meet again in early 2020.

Identify the decisions that need to be made in the next 3-6 months.

We need to determine how we commit to the purchase of property in light of the bonding process and timeline.

Meeting ended at 7:28 p.m.

Submitted by:

Judy Seeberger, BOD Secretary

Director's Report

1. Student Achievement

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

2. Create a Facilities Management Plan

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

3. Communication and Community Relationship

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

4. Human Resources Management

- a. A 9th grade student withdrew on November 26th due to family relocation.
- b. Weekly Building A hours are from 10-11 am and in Building B from 1-2 pm.

- c. Attended an MDE Webinar for Special Education Compliance on December 11.
- d. Created a flow chart for the scheduling process.

5. Ethical and Inclusive Leadership

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

Assistant Director (Middle School) Goal Update

1. Student Services

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

2. Communication and Interaction

- Distributing monthly newsletter
- Communicating within 24-48 hours of all contact by parents
- Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA

3. Facility Services

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

4. Educational Leader

- Have begun teacher observations per school procedures
- Have completed two formal mentoring sessions and am overseeing informal mentoring sessions

- Supporting middle school counselor with Friday advisory lessons
- Coordinating Culturally Responsive Curriculum PD

5. Governance and Policy Development

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

6. Staff Supervision

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

7. Board of Directors

- Attended October BOD meeting

8. Other

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

Assistant Director (Activities) Goal Update

1. Student Services

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

2. Communication and Interaction

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

3. Facility Services

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

4. Educational Leader

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

5. Governance and Policy Development

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

6. Staff Supervision

- Continuing teacher observations

7. Activities

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

8. Academic Improvement

- Third set of eligibility letters are to be mailed the week of Dec. 16th.

- Met with students on Friday during advisory time to create and update academic eligibility.

9. Financial Management

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

10. Other

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

Middle School Counselor

1. Preventative and Responsive Services

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

2. Academic Counseling

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

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in

every 6th grade advisory class.

- b. Provide an article on respect in the November and April newsletters.
 - i. I missed the november newsletter but will work on it for April.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. Collecting data on what groups would be beneficial. Have met with Emily to work on names of groups and who would be in the group. Planning on hosting groups between winter break and spring break.

4. 504 Plan Coordination

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

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.
 - i. Have tried to attend. I have had inclement weather or have had other meetings during that time. I should be able to make it to much more.
- c. Team teach with the health teachers on mental health units.
 - i. Working on figuring out if it will fit in with the curriculum.
- d. Provide academic departments and director with academic summary results within one month of their release.
 - i. I share all academic testing results with staff when I receive the information.
- e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Bringing the potential for testing dates at the next staff meeting (12/11/2019). I will work on the schedule during winter break so it is ready to share when we come back.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to testing date. I also sent emails home and students leading up to the testing date.

Academics Minutes December 2, 2019 Room 12A at 8:00A.M.

Members present: Lisa, Tom, Joell, Emily, Cheri, Hannah, Noah, John, Jen, Wendell, Angie, Tara, Noelle, Teresa and Kirstin

1. Discussion about school-wide reading goals for departments who do not have specific goals (Lisa)

a. General discussion:

- MCA data have identified deficits in students' nonfiction reading strategies, deficits which were not noticeable in years past. However, what we do not know is the specific deficits we're facing and/or the specific students who experience them. Faculty in various departments want guidance in identifying the NF-reading improvement goals and guidance on implementing specific strategies that each department can use to reinforce these specific skills and strategies.

- Art dept wonders if it's possible to let the English department absorb more of the nonfiction reading focus, which would allow the art dept specialists to focus on other aspects of learning goals that need improvement. It was agreed by the committee that we should continue with some sort of middle-school-wide focus on improving NF-reading skills.

b. The English Teachers have created a template that they will share at the meeting. (Teresa)

- There was some confusion about what was requested at the last Academics meeting. Some thought that Maggie and Teresa would create a single strategy that would be used school-wide (or rather, by all 6-8th grade teachers not teaching English, science or math), but Maggie and Teresa thought they were asked to create a "toolbox" of resources from which teachers could choose according to their needs and circumstances. The latter is what they did create, ie. a "resource packet" of a bunch of ideas for faculty, including question sets & strategies.

c. How long should the other departments have to learn how to use the template?

And how often should they use it this year?

- For a school-wide strategy, teachers would need to learn the strategy in professional development in order to successfully model and teach it to students.

- Unfortunately, the earliest PD day available for this is February 5, 2020, at 8:00am. Teresa and Maggie will teach one strategy at this time for a 30-minute block. All faculty should come to the Feb 5th PD with a nonfiction reading of their choice (one that they would teach to students).

- Teresa and Maggie will meet again this Monday 12/9 as a team and will choose one strategy that they will teach faculty on Feb 5th. They will also

make available to all faculty the resource packet that they've created, which will be made available much sooner (ie. in the next week or two).

- Follow-up after the Feb 5th PD training will need to occur so that we can track the progress and success of the intervention(s). Faculty will do this at the March 25th PD day.

- In the meantime, do we even know which skills are lacking? There was discussion of various ways that faculty can pinpoint specific NF-reading deficits, such as KWL charts, entrance/exit slips, pre- and post-assessments, etc., to get a better understanding of which skills students are actually struggling with.

d. Update on Staff's use of Fastbridge data?

- According to Tom, the info is there, but we will need additional training for teachers to access and interpret specific student data about NF reading skills, training that would likely be optional. Tom will investigate and bring specifics to the next Academics meeting.

2. Update on the Progress of the WBWF Report and GTTM staff grants (Tom)

- WBWF: BOD approved, and John & Tom will get it sent to MDE. They meet tonight for this year's WBWF planning.
- GTTM grant request forms go to teachers today. \$10,000 in total is available for GTTM grants

3. Did all of the Departments send their goals to John? (John)

- All depts had to send in their plans to meet SAM goals (except for art & gym).

4. Modified Transcript Update (Lisa)

- Meeting is set for this month. 5. Electives (Joell)

- Registration forms were due last Tuesday. FINAL TOTALS: students applied for 332 courses. Clearly, decisions will need to be made.

- In future, if an AP class has two sections, they will look very closely to possibly reduce that to one section only, depending on class enrollment. We have had issues of offering two sections of the same AP course, but after final registrations have come in, each section may have only enrolled a small number (eg. under 10 students per section). Going forward, we will be consolidating sections as needed.

- ELECTIVES: All depts received a Google share document that's due Friday 12/6.

- ONE ISSUE: Many committee members agreed that MSA doesn't offer enough high school science electives, eg. Computer Science among others. As we explore the possibility of adding more courses, we will need to readdress coming changes for required courses, eg. Personal Finance will become an MDE-required course in future.

6. IEPs/504s: Should the modifications and accommodations be printed on the Teacher's

Form, so if teachers cannot be at the meeting, they can indicate which ones would be appropriate for that class? (Lisa)

- Sometimes teachers can't be at IEP or 504 meetings, and occasionally, the modifications or accommodations that are agreed to during those meetings are not applicable or implementable in a particular class. QUESTION: Can these meetings produce a list of possible accommodations that any particular teacher can choose from?
- The SPED teachers and 504 coordinator (Emily) shared that it's better to deal with specific changes to modifications and/or accommodations before the meetings since those meetings are where all options are raised, and making changes after the meetings can be difficult for parents since any big changes will require discussion and agreement with parents again.
- POSSIBILITIES: MSA has a maximum of 2 weeks after the meeting to have parents sign off on the plan agreed to in the meeting. Maybe there can be an after-meeting followup with all of a student's teachers to be sure that no changes will be needed. Another meeting with parents may be required.
- NOTE: SPED can call a team meeting (with parent participation) at any point to address any problems with implementing specific accommodations, and not have to wait until the next "official" meeting date.

7. Revisit the weighted or unweighted GPA (Joell)

- Joell and Emily would like to stick with ONLY unweighted for all students, ie. no longer honor special requests to estimate what a student's GPA *might* be if it were weighted. This has been occasionally requested by students in special circumstances such as particular scholarship applications that don't differentiate between weighted and unweighted GPAs. Not only is this special process unsound since we do not offer ANY weighted grades; in addition, doing this for those families savvy enough or "in the know" can create major equity imbalances. It can also be hard to justify when more than one student applies for the same award at the same place and one student offers a theoretical-only weighted GPA while the other does not.
- Because we have already done this once this year, we will still honor any more of these special requests for this year's seniors, but not after this year.

8. Discussion and decision on adding grading category W-M (withdraw-medical) for students who withdraw from a class because of a medical reason (Joell)

- Per the MSA Grading Handbook, if a student withdraws from a course for any reason after the 11th day of the school year, a "W" will be marked on the student's transcript. The grade at the time of withdrawal is only listed on the transcript if the withdrawal happens after week 8. This year, Joell was instructed to change this notation to "WM" for one student who withdrew for medical reasons after pressure from the family.

■ **QUESTIONS:** What do we do if this issue comes up again? Now that we've made this decision for one student, do we need to offer a "WM" as a possibility for other students this year even though our procedures don't give it as an option? Should MSA revisit the issue of adding a "WM" for withdrawal for medical reasons for next year?

■ **DISCUSSION** was varied and animated: Our committee went through a full process to decide on the current procedures. We agreed not to add a notation for medical withdrawal for various reasons, including the fact that we do not have the expertise to judge "appropriate" medical reasons or distinguish between various reasons to withdraw (eg. 'physical' illness, 'mental' illness, bereavement, etc) and the fact that presentation of a medical note in cases like this are not always clear-cut and can be manipulated in various ways. Our decision to simply notate with a "W" make it possible to state the fact of a withdrawal without any judgement as to why. This is published in MSA's Grading Handbook. This decision was made in part with the understanding that students in this position could get support from MSA's counselor to help explain the withdrawal to potential colleges during the college application process, just as students might want to explain to colleges any other unique aspects of their academic record.

■ Various questions were raised about how this particular special case happened, including who made the decision (and directed Joell to make the new notation)? Why does our committee complete weeks/months of policy review to make a decision that was ignored? Is it wise precedent to allow pressure from a particular family to change a procedure that MSA has agreed to follow for their particular student? Doesn't making such exceptions create imbalances of equity so that families with the knowledge, time and/or ability to exert pressure on MSA's administration enjoy privileges that other students do not?

■ **OTHER QUESTIONS:** Do we need to readdress our policy to not list the letter grade at the time of withdrawal (assuming the withdrawal is after week 8)? How does this issue relate to the issue of modified coursework, if at all?

■ **DECISIONS:** The committee decided that MSA will maintain the procedures that we've created, ie. we will NOT note a "WM" for withdrawals for medical reasons. We also decided that this exception was made in error and should be reversed, and our published procedure must be followed for any future cases that may arise.

■ **ACTION:** John G. will lead a followup meeting with the parents and student in this particular case to let them know that MSA will mark the student's transcript with a "W" and not a "WM," per our procedures. The family will be offered help in explaining to potential colleges the reason for the student's withdrawal even though a medical reason will not be notated on the transcript. _____ OUT OF TIME

9. Revisit students who fail MS, (not Spanish/Math) (Joell) 10. Math Graduation Requirements for New 9th graders (Noah) 11. Final date to drop a class? (Joell) 12. Course Guide (Emily) 13. Diverse Staff Recruitment taskforce 14. Overall Yearly Achievement Goal (Lisa)

a. How is the goal determined? b. Who gets paid and how much? 15. Supplemental Online Learning Update (Joell)

Next Meeting Date: Monday, January 6th at 8:00 A.M., room 12A

AFC Minutes
11/20/19, 4:30 pm
Room 5A

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

- II. GTTM Update
 - A. \$55,000+ raised in 5 days
 - B. Thank you cards are being completed in advisory on Friday, Nov. 22
 - C. Will be doing ice cream/popsicles in advisory on Nov. 22
 - D. Mr. Johnston will be dressing up as T-Rex and will spend the day as a student on a date to be determined.
 - E. Students will also get a HW free weekend on Dec. 6-8

- III. Dragon Dinner update
 - A. 20th anniversary?
 1. We will be combining forces with Dragon Dinner and the 20th anniversary celebration
 2. Would the DD have any interest in joining forces with the Carnival?
 3. Next Dragon Dinner meeting is Dec. 5th at 5pm, Room Rm. 4 A. All are welcome

- IV. Technology update from Justin
 - A. Under budget for digital signage as requested by the communication committee
 - B. No update on display screens for GH and/or gymnasium

- V. Other

- VI. Adjourn
 - A. 4:44

Communications Committee
 Meeting Minutes
 Thurs, Dec. 11, 2019 4:30 p.m.
 Room 10A

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

Agenda Heading	Discussion Descriptions	Actions
<p>I. Old Business</p>	<p>A. Teacher-Parent weekly - update (Justin) Has gone out every week since we launched with over 130 families receiving it. About 70% are able to be tracked as unique opens. About 10% are using the email to get somewhere on the MSA website (teacher webpage links for example). Teacher's have been staying on top of it as well.</p> <p>Working on 2 features after the break: Looking to improve it by hopefully adding a "relevant dates" to the end of the message in the coming weeks (already populated by rSchool), as well as a way for parents to "tweak" their own message. Overall it should lessen emails, and could be used for others to send out info-counselors.</p> <p>Requests were made to expand the marketing of it/how to register for it. The following has been done:</p> <ol style="list-style-type: none"> 1. Added a "blurb" to the top of the parent portal pointing people to the right spot for the weekly update. 2. Created a page introducing the weekly update. 3. Drafted an email for Tom to send inviting more parents to join it. <p>B. Culturally Significant Calendar Task Force (Michelle) - haven't met, still trying to schedule.</p>	<p>Email will go out before or after break</p>

C. MSA Activities Sub Group (Justin)

1. We met on Dec. 4th. The following things have been put into action:

- a. A google form has been created for coaches/advisors to update their page. It hasn't been sent yet, but it will be soon
- b. We've added categories to the activities to break them apart a little bit, (Athletics, Activities, Co-ops, Out of Season)
- c. Drop down has been redone to send people to the new page
- d. Rosters are getting updated for future communication (post meeting, will need to have another conversation about School Messenger - no documented procedures available on how to use School messenger - Justin training Carrie to use it.
- e. Cancel issue has been resolved between rSchool and MSA.
- f. Clarification: Coop info is managed by whatever coop is running the activity/managing the schedule.
- g. rSchool training- Dec. 9: Only 2 people registered. It was reported that most want Carrie to do updates. However, teachers at the Communications meeting who run activities don't recall being asked about whether they wanted to update their sites or not. Also meeting was set up too soon in advance of meeting and many already had other commitments so couldn't attend.

h. Question for the group: What goes on the community calendar – Suggested: School wide/public only.

D. Digital Media (Justin)

1. **Digital Signage Project** - Signs are ready to be installed minus some mounts. Building A will get them first. Got approval from John regarding locations.

2. **BOD Profiles** - A profile request form was sent out TODAY to all the BOD reps to fill out. Justin will load the data in as he gets it.

To clarify what rSchool is, how activity facilitators can use it, and if they want to manage their page or not, at the next staff meeting Shannon should roll out what is trying to be accomplished (5 min or less) and let staff know how they can get training to manage websites

Agreed with suggestion

Justin hopes to install the 1st one over winter break

<p>II. New Business</p>	<p>3. Chatbot - No update at this time. It is still on Computer Clubs plan, but probably after the new year before we start really diving into it. (They are still setting up linux boxes)</p> <p>4. BOD Blog Progress - Justin still working on this one. Doesn't have anything to show yet.</p> <p>E. MSA email reduction - observations - none</p> <p>A. Website Content Management Task Force - after discussion on responsibility for oversight on some web pages and sections, it was mentioned that the task force should meet again in January; need to look at mobile version of website Justin has been working on and then bring back to Communications Committee</p>	<p>Website Task Force meeting to be scheduled sometime in January</p> <p>Justin will discuss the document of previously assigned responsibilities with the MSA Activities Sub Group and then bring back to the Communications Committee</p>
<p>III. Next Meeting</p>	<p>B. School Closing Information - members would like to see a school closing link on webpage for information regarding school closings. It was mentioned that it is in the handbook, but still would like to see it on our website</p> <p>C. Graduation Information Page - Carrie H. asking to have a web page for graduation information</p> <p>Weds., Jan. 8, 2019, Room 10A</p>	<p>Justin to confirm with John G. if okay</p> <p>page is already made up, Justin can post</p>

Personnel Committee Agenda (Meeting minutes in red)

Nov. 25, 2019 December meeting cancelled. Next meeting Monday, Jan. 27th, 2020

4:30-5:30

Room 8C

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

Present for meeting: John, G.; Jessie H.; Lisa A.; Heather R.

Guiding Principles:

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

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

Our list of goals:

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

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

1. Create timeline for Director's evaluation process [Completed previously.]
2. Look at Director's job description [Continued updating these, beginning with the "Organizational Management" section until the end of the document (Jessie will type on the updates to the document).]
3. Look at the Director's goals [This is for our next meeting in January.]
4. Create surveys for Director's evaluation [Tabled for now.]
5. Align the forms that the BOD completes with the Director's goals and responsibilities [Tabled for now.]

Agenda:

1. Fix the next meeting date? The usual date would be during the break, and the last Monday (when school is in session) is the BOD meeting? Can we just cancel it for December? Meeting cancelled for December
2. Finish going through the Director's job description Done.

3. Discussed the following during this meeting: Is this process for next year? I am assuming yes, but I just want to discuss this as well for a few reasons:
 - a. There is no current procedure.
 - b. The current BOD also has to come up with questions for the current director's evaluation, but I am assuming that is outside of this committee's jurisdiction for this year.
 - c. None of the current BOD Members on this committee will probably be on the BOD next year to implement this.
 - d. The BOD also has to approve this process and it might not really be fair to the current director to change his current expectations of how this was going to be handled this year.
 - e. Decided that yes, to be fair, these changes and additions we are making are for the next academic year, not the current one. Current BOD members who are leaving will meet with the new members to go over all we have done so as to not reinvent the wheel. MSA will be sure to keep all documentation regarding what the personnel committee decides, again so as to not reinvent the wheel.

4. For the January 2020 meeting: The next thing on the agenda is looking at the Director's goals? I think we should come up with some categories (or a template) for different types of goals that the Director should/could have?

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

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

2019-20

FD T	ORG	PRG	CRS	FIN	OBJ	FYTD	Activity	PO#	Line#	Description	Inv#	Desc2	Inv	Date	Chk#	Rec#	Check	Date	Amount	
Date	Sic	Sub	Batch	Vendor	Name/Ref															
01 R	005	000	265	000	096	096	58,594.24													
11/07/19	CR		19-50088					4		Kowalskis - Annual Fund - Gorceries for Good Causes			11/07/19	71					181.00	
11/07/19	CR		19-50088					6		United Way - Annual Fund			11/07/19	73					304.69	
11/07/19	CR		19-50088					8		Best Buy - Annual Fund			11/07/19	75					63.00	
11/07/19	CR		19-50088					23		Annual Fund - Trap Shoot Fundraiser			11/07/19	85					45.00	
11/07/19	CR		19-50088					24		Annual Fund - Trap Shoot Fundraiser			11/07/19	85					107.00	
11/07/19	CR		19-50089					4		Kowalskis - Annual Fund - Gorceries for Good Causes			11/07/19	71					-181.00	
11/07/19	CR		19-50089					6		United Way - Annual Fund			11/07/19	73					-304.69	
11/07/19	CR		19-50089					8		Best Buy - Annual Fund			11/07/19	75					-63.00	
11/07/19	CR		19-50089					23		Annual Fund - Trap Shoot Fundraiser			11/07/19	85					-45.00	
11/07/19	CR		19-50089					24		Annual Fund - Trap Shoot Fundraiser			11/07/19	85					-107.00	
11/07/19	CR		19-50084					4		Kowalskis - Annual Fund - Gorceries for Good Causes			11/07/19	71					-181.00	
11/07/19	CR		19-50084					6		United Way - Annual Fund			11/07/19	73					-304.69	
11/07/19	CR		19-50084					8		Best Buy - Annual Fund			11/07/19	75					-63.00	
11/07/19	CR		19-50084					23		Annual Fund - Trap Shoot Fundraiser			11/07/19	85					-45.00	
11/07/19	CR		19-50084					24		Annual Fund - Trap Shoot Fundraiser			11/07/19	85					-107.00	
11/12/19	CR		19-50082					1		Amazon Smile Deposit			11/12/19						-127.33	
11/14/19	CR		19-50086					1		Family Fun Shoot Fundraiser			11/13/19	196					-250.00	
11/14/19	CR		19-50086					2		Give to the Maxx Donation			11/13/19	196					-688.01	
11/15/19	CR		19-50087					2		Annual Fund - GTM Donation M. Patton			11/15/19	88					-23,370.14	
11/15/19	CR		19-50087					7		Thomson Reuters - Annual Fund - Diane Erickson			11/15/19	93					-500.00	
11/15/19	CR		19-50087					11		Annual Fund GTM Donations			11/15/19	97					-6,471.79	
11/22/19	CR		19-50094					1		Annual Fund - Give to the Max			11/22/19	134					-7,487.10	
11/22/19	CR		19-50095					2		Annual Fund - GTM Donations			11/22/19	99					-7,287.59	
11/22/19	CR		19-50095					6		YourCause LLC Trustee - Annual Fund November			11/22/19	102					-44.40	
										*01 R 005 000 265 000 096									-46,927.05	
																				-46,927.05

2019-20
 FD T ORG PRG CRS FIN OBJ FYTD Activity
 01 R 005 000 265 000 096 (continued)

Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
											-46,927.05
						*Cash Receipts					
01 R 010 298 405 000 096 096	CR	19-50088		300.00	16	Prom - Movie Night Fundraiser		11/07/19	80		10.00
11/07/19	CR	19-50088			17	Prom - Movie Night Fundraiser		11/07/19	80		290.00
11/07/19	CR	19-50089			16	Prom - Movie Night Fundraiser		11/07/19	80		-10.00
11/07/19	CR	19-50089			17	Prom - Movie Night Fundraiser		11/07/19	80		-290.00
11/07/19	CR	19-50084			16	Prom - Movie Night Fundraiser		11/07/19	80		-10.00
11/07/19	CR	19-50084			17	Prom - Movie Night Fundraiser		11/07/19	80		-290.00
						November					-300.00
						*01 R 010 298 405 000 096					-300.00
						*Cash Receipts					-300.00

01 R 010 298 413 000 096 096	CR	19-50088		1,000.00	3	Organic Climbing - FRC First		11/07/19	70		500.00
11/07/19	CR	19-50088				Robotics - Donation					
11/07/19	CR	19-50089			3	Organic Climbing - FRC First		11/07/19	70		-500.00
						Robotics - Donation					
11/07/19	CR	19-50084			3	Organic Climbing - FRC First		11/07/19	70		-500.00
						Robotics - Donation					
						November					-500.00
						*01 R 010 298 413 000 096					-500.00
						*Cash Receipts					-500.00

01 R 010 298 416 000 096 096	CR	19-50087		31.50	3	Newspaper - Homecoming		11/15/19	89		-31.50
11/15/19	CR	19-50087				Fundraiser					
						November					-31.50
						*01 R 010 298 416 000 096					-31.50
						*Cash Receipts					-31.50

01 R 010 298 443 000 096 096	CR	19-50088		500.00	7	FIRST - FRC First Tech -		11/07/19	74		500.00
11/07/19	CR	19-50088				Regrant					
11/07/19	CR	19-50089			7	FIRST - FRC First Tech -		11/07/19	74		-500.00
						Regrant					
11/07/19	CR	19-50084			7	FIRST - FRC First Tech -		11/07/19	74		-500.00
						Regrant					

2019-20
 FVTD Activity

FD T ORG PRG CRS FIN OBJ FVTD Activity
 01 R 010 298 443 000 096 (continued)
 Date Src Sub Batch Vendor Name/Ref PO#/Line# Description Inv#/Desc2 Inv Date Chk#/Rec# Check Date Amount

01 R 010 298 447 000 096	19-50088	1,341.00	1	11/07/19	CR	Class of 2020 - Fright Night Fundraiser	11/07/19	68	1,341.00
01 R 010 298 443 000 096	19-50089		1	11/07/19	CR	Class of 2020 - Fright Night Fundraiser	11/07/19	68	-1,341.00
01 R 010 298 447 000 096	19-50084		1	11/07/19	CR	Class of 2020 - Fright Night Fundraiser	11/07/19	68	-1,341.00
November									
*01 R 010 298 443 000 096									
*Cash Receipts									
November									
*01 R 010 298 447 000 096									
*Cash Receipts									

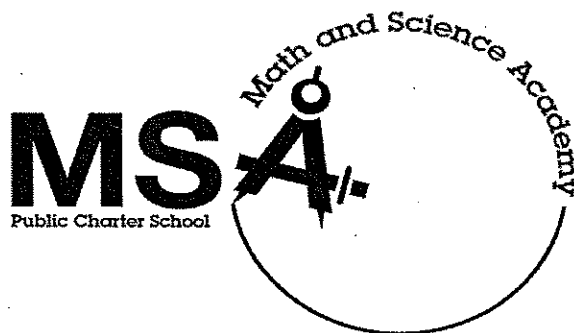
Grand Revenue Totals 61,766.74

Total for Cash Receipts -49,599.55
 Grand Total -49,599.55

Number of Accounts: 6

** 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

Supplemental Information

November 2019

Batch	Post Date	Acct Nbr	Description	Amount
19-50079	10/31/2019	50 R 005 000 000 000 092	Trust Interest Earnings - October 2019	1599.12
			Totals for 19-50079	1599.12
19-50080	10/31/2019	50 R 005 000 000 000 093	Rent Received from the School - October	59056.25
			Totals for 19-50080	59056.25
19-50081	11/15/2019	01 R 005 000 000 348 300	FY20 Charter School Lease Aid	76685.57
19-50081	11/15/2019	01 R 005 000 000 740 360	FY20 State Special Education	119619.44
			Totals for 19-50081	196305.01
19-50082	11/12/2019	01 R 005 000 265 000 096	Amazon Smile Deposit	127.33
			Totals for 19-50082	127.33
19-50083	11/05/2019	50 A 101 50	BC Waterfall Deposit - Nov 2019	2687.50
			Totals for 19-50083	2687.50
19-50084	11/07/2019	01 E 005 110 000 000 305	Boon Chapman- COBRA Admin Fee	11.01-
19-50084	11/07/2019	01 E 010 211 000 000 461	College Board - AP Test Administration R	250.00
19-50084	11/07/2019	01 L 215 13	Boon Chapman - COBRA Premium	561.41
19-50084	11/07/2019	01 R 005 000 265 000 096	Kowalskis - Annual Fund - Groceries for	181.00
19-50084	11/07/2019	01 R 005 000 265 000 096	United Way - Annual Fund	304.69
19-50084	11/07/2019	01 R 005 000 265 000 096	Best Buy - Annual Fund	63.00
19-50084	11/07/2019	01 R 005 000 265 000 096	Annual Fund - Trap Shoot Fundraiser	45.00
19-50084	11/07/2019	01 R 005 000 265 000 096	Annual Fund - Trap Shoot Fundraiser	107.00
19-50084	11/07/2019	01 R 010 298 402 000 050	NHS Participation Fee	20.00
19-50084	11/07/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	10.00
19-50084	11/07/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	290.00
19-50084	11/07/2019	01 R 010 298 407 000 050	Theater Participation Fee	50.00
19-50084	11/07/2019	01 R 010 298 409 000 050	Girls basketball Participation Fees	1225.00
19-50084	11/07/2019	01 R 010 298 409 000 050	Girls basketball Participation Fees	175.00
19-50084	11/07/2019	01 R 010 298 413 000 050	FRC First Robotics Participation Fees	175.00
19-50084	11/07/2019	01 R 010 298 413 000 096	Organic Climbing - FRC First Robotics -	500.00
19-50084	11/07/2019	01 R 010 298 419 000 050	Nordic Ski Participation Fees	4375.00
19-50084	11/07/2019	01 R 010 298 422 000 050	Music - TRI-AM Participation Fee	135.00
19-50084	11/07/2019	01 R 010 298 422 000 050	Music - TRI-AM Participation Fee	165.00
19-50084	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	175.00
19-50084	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	2450.00
19-50084	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	350.00
19-50084	11/07/2019	01 R 010 298 427 000 050	Math League Participation Fee	50.00
19-50084	11/07/2019	01 R 010 298 443 000 050	FTC FIRST Tech Participation Fee	750.00
19-50084	11/07/2019	01 R 010 298 443 000 096	FIRST - FRC First Tech - Regrant	500.00
19-50084	11/07/2019	01 R 010 298 447 000 096	Class of 2020 - Fright Night Fundraiser	1341.00
			Totals for 19-50084	14237.09
19-50085	11/21/2019	01 R 005 000 000 419 400	FY20 FIN 419	32492.07
19-50085	11/21/2019	01 R 010 204 011 433 400	FY19 Title II, FIN 414	1336.67
			Totals for 19-50085	33828.74
19-50086	11/14/2019	01 E 005 110 000 000 305	Fees	31.39-
19-50086	11/14/2019	01 R 005 000 000 000 050	Jr Scholastic	10.00
19-50086	11/14/2019	01 R 005 000 000 000 050	Eagle Bluff Field Trip	75.00
19-50086	11/14/2019	01 R 005 000 265 000 096	Family Fun Shoot Fundraiser	250.00
19-50086	11/14/2019	01 R 005 000 265 000 096	Give to the Maxx Donation	688.01

Batch	Post Date	Acct Nbr	Description	Amount
Totals for 19-50086				991.62
19-50087	11/15/2019	01 R 005 000 265 000 096	Annual Fund - GTTM Donation M. Patton	23370.14
19-50087	11/15/2019	01 R 005 000 265 000 096	Thomson Reuters - Annual Fund - Diane Er	500.00
19-50087	11/15/2019	01 R 005 000 265 000 096	Annual Fund GTTM Donations	6471.79
19-50087	11/15/2019	01 R 010 298 404 000 050	Lego Robotics Participation Fees	250.00
19-50087	11/15/2019	01 R 010 298 407 000 060	Theater - Proceeds from Fall Play	3925.86
19-50087	11/15/2019	01 R 010 298 409 000 050	Girls Basketball Participation Fees	700.00
19-50087	11/15/2019	01 R 010 298 416 000 096	Newspaper - Homecoming Fundraiser	31.50
19-50087	11/15/2019	01 R 010 298 423 000 050	Boys Basketball Participation Fees	875.00
19-50087	11/15/2019	01 R 010 298 427 000 050	Math League Participation Fees	25.00
19-50087	11/15/2019	01 R 010 298 440 000 050	Badminton - Dodgeball Participants	275.00
19-50087	11/15/2019	01 R 010 298 443 000 050	FTC First Tech Robotics Participation Fe	150.00
Totals for 19-50087				36574.29
19-50088	11/07/2019	01 E 005 110 000 000 305	Boon Chapman- COBRA Admin Fee	11.01
19-50088	11/07/2019	01 E 010 211 000 000 461	College Board - AP Test Administration R	250.00-
19-50088	11/07/2019	01 L 215 13	Boon Chapman - COBRA Premium	561.41-
19-50088	11/07/2019	01 R 005 000 265 000 096	Kowalskis - Annual Fund - Groceries for	181.00-
19-50088	11/07/2019	01 R 005 000 265 000 096	United Way - Annual Fund	304.69-
19-50088	11/07/2019	01 R 005 000 265 000 096	Best Buy - Annual Fund	63.00-
19-50088	11/07/2019	01 R 005 000 265 000 096	Annual Fund - Trap Shoot Fundraiser	45.00-
19-50088	11/07/2019	01 R 005 000 265 000 096	Annual Fund - Trap Shoot Fundraiser	107.00-
19-50088	11/07/2019	01 R 010 298 402 000 050	NHS Participation Fee	20.00-
19-50088	11/07/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	10.00-
19-50088	11/07/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	290.00-
19-50088	11/07/2019	01 R 010 298 407 000 050	Theater Participation Fee	50.00-
19-50088	11/07/2019	01 R 010 298 409 000 050	Girls basketball Participation Fees	1225.00-
19-50088	11/07/2019	01 R 010 298 409 000 050	Girls basketball Participation Fees	175.00-
19-50088	11/07/2019	01 R 010 298 413 000 050	FRC First Robotics Participation Fees	175.00-
19-50088	11/07/2019	01 R 010 298 413 000 096	Organic Climbing - FRC First Robotics -	500.00-
19-50088	11/07/2019	01 R 010 298 419 000 050	Nordic Ski Participation Fees	4375.00-
19-50088	11/07/2019	01 R 010 298 422 000 050	Music - TRI-AM Participation Fee	135.00-
19-50088	11/07/2019	01 R 010 298 422 000 050	Music - TRI-AM Participation Fee	165.00-
19-50088	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	175.00-
19-50088	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	2450.00-
19-50088	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	350.00-
19-50088	11/07/2019	01 R 010 298 427 000 050	Math League Participation Fee	50.00-
19-50088	11/07/2019	01 R 010 298 443 000 050	FTC FIRST Tech Participation Fee	750.00-
19-50088	11/07/2019	01 R 010 298 443 000 096	FIRST - FRC First Tech - Regrant	500.00-
19-50088	11/07/2019	01 R 010 298 447 000 096	Class of 2020 - Fright Night Fundraiser	1341.00-
Totals for 19-50088				14237.09-
19-50089	11/07/2019	01 E 010 211 000 000 461	College Board - AP Test Administration R	250.00
19-50089	11/07/2019	01 L 215 13	Boon Chapman - COBRA Premium	550.40
19-50089	11/07/2019	01 R 005 000 265 000 096	Kowalskis - Annual Fund - Groceries for	181.00
19-50089	11/07/2019	01 R 005 000 265 000 096	United Way - Annual Fund	304.69
19-50089	11/07/2019	01 R 005 000 265 000 096	Best Buy - Annual Fund	63.00
19-50089	11/07/2019	01 R 005 000 265 000 096	Annual Fund - Trap Shoot Fundraiser	45.00
19-50089	11/07/2019	01 R 005 000 265 000 096	Annual Fund - Trap Shoot Fundraiser	107.00
19-50089	11/07/2019	01 R 010 298 402 000 050	NHS Participation Fee	20.00
19-50089	11/07/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	10.00
19-50089	11/07/2019	01 R 010 298 405 000 096	Prom - Movie Night Fundraiser	290.00

Batch	Post Date	Acct Nbr	Description	Amount
19-50089	11/07/2019	01 R 010 298 407 000 050	Theater Participation Fee	50.00
19-50089	11/07/2019	01 R 010 298 409 000 050	Girls basketball Participation Fees	1225.00
19-50089	11/07/2019	01 R 010 298 409 000 050	Girls basketball Participation Fees	175.00
19-50089	11/07/2019	01 R 010 298 413 000 050	FRC First Robotics Participation Fees	175.00
19-50089	11/07/2019	01 R 010 298 413 000 096	Organic Climbing - FRC First Robotics -	500.00
19-50089	11/07/2019	01 R 010 298 419 000 050	Nordic Ski Participation Fees	4375.00
19-50089	11/07/2019	01 R 010 298 422 000 050	Music - TRI-AM Participation Fee	135.00
19-50089	11/07/2019	01 R 010 298 422 000 050	Music - TRI-AM Participation Fee	165.00
19-50089	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	175.00
19-50089	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	2450.00
19-50089	11/07/2019	01 R 010 298 423 000 050	Boys basketball Participation Fees	350.00
19-50089	11/07/2019	01 R 010 298 427 000 050	Math League Participation Fee	50.00
19-50089	11/07/2019	01 R 010 298 443 000 050	FTC FIRST Tech Participation Fee	750.00
19-50089	11/07/2019	01 R 010 298 443 000 096	FIRST - FRC First Tech - Regrant	500.00
19-50089	11/07/2019	01 R 010 298 447 000 096	Class of 2020 - Fright Night Fundraiser	1341.00
			Totals for 19-50089	14237.09
19-50090	11/30/2019	01 R 005 000 000 000 092	PayPal Interest Deposit	2.21
			Totals for 19-50090	2.21
19-50091	11/30/2019	01 R 005 000 000 000 092	Savings Interest Deposit	1486.25
			Totals for 19-50091	1486.25
19-50092	11/30/2019	01 R 005 000 000 000 092	Interest Deposit	162.40
			Totals for 19-50092	162.40
19-50093	11/30/2019	50 R 005 000 000 000 092	Building Co Interest	2.58
			Totals for 19-50093	2.58
19-50094	11/22/2019	01 E 005 110 000 000 305	PayPal Fees	233.68-
19-50094	11/22/2019	01 R 005 000 265 000 096	Annual Fund - Give to the Max	7487.10
			Totals for 19-50094	7253.42
19-50095	11/22/2019	01 E 010 211 000 000 461	St Croix Pep - Reimburse outside student	51.00
19-50095	11/22/2019	01 R 005 000 000 000 050	Staff Shirt Reimbursement	18.00
19-50095	11/22/2019	01 R 005 000 265 000 096	Annual Fund - GTTM Donations	7287.59
19-50095	11/22/2019	01 R 005 000 265 000 096	YourCause LLC Trustee - Annual Fund	44.40
19-50095	11/22/2019	01 R 005 000 920 000 050	Study Hall - Before School	10.00
19-50095	11/22/2019	01 R 010 258 000 000 050	Band	50.00
19-50095	11/22/2019	01 R 010 260 000 000 050	HS Engineering	25.00
19-50095	11/22/2019	01 R 010 298 401 000 621	Student Council Fundraiser Skelegrams	21.00
19-50095	11/22/2019	01 R 010 298 409 000 050	Girls Basketball participation fees	285.00
19-50095	11/22/2019	01 R 010 298 409 000 050	Girls Basketball participation fees	65.00
19-50095	11/22/2019	01 R 010 298 419 000 050	Nordic participation fees	525.00
19-50095	11/22/2019	01 R 010 298 422 000 050	Music - TRI-M participation fee	60.00
19-50095	11/22/2019	01 R 010 298 422 000 050	Music - TRI-M participation fee	20.00
19-50095	11/22/2019	01 R 010 298 423 000 050	Boys Basketball participation fees	875.00
19-50095	11/22/2019	01 R 010 298 440 000 050	Badminton - dodgeball tournament	272.55
19-50095	11/22/2019	01 R 010 298 443 000 050	FTC First Tech participation fees	300.00
			Totals for 19-50095	9909.54
19-50096	11/27/2019	01 R 005 000 000 372 071	MA IEP Services	405.27
			Totals for 19-50096	405.27

Batch	Post Date	Acct Nbr	Description	Amount
19-50097	11/29/2019	01 A 121 00	FY19 General Education Aid	4146.90
19-50097	11/29/2019	01 A 121 00	FY19 Long-Term Facilities Maintenance	53.77
19-50097	11/29/2019	01 R 005 000 000 348 300	FY20 Charter School Lease Aid	196599.04
19-50097	11/29/2019	01 R 005 000 000 740 360	FY20 State Special Education	1351.30
			Totals for 19-50097	202151.01
19-50098	11/30/2019	01 R 005 000 000 000 092	Charles Schwab - Nov 2019 Interest Earne	18.26
			Totals for 19-50098	18.26
			Total for Cash Receipts	566797.89

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	4,751.07	498,665.44	35.93	503,452.44
50	BUILDING COMPANY - NON REPORTI	2,687.50	60,657.95	0.00	63,345.45
*** Fund Summary Totals ***		7,438.57	559,323.39	35.93	566,797.89

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/01/2019	43396	THRIVENT FINANCIAL	Payroll accrual	3,673.42
11/01/2019	43396	THRIVENT FINANCIAL	Payroll accrual	0.00
11/01/2019	201900067	MN UI FUND	Unemployment	2,853.00
11/05/2019	201900066	US BANK	Rent: Nov 209	59,056.25
11/06/2019	99900098	AMAZON	Credit Card Oct 2019	2,325.49
11/06/2019	99900098	ANDY MARK, INC.	Credit Card Oct 2019	297.22
11/06/2019	99900098	CARDMEMBER SERVICE	Credit Card Oct 2019	481.91
11/06/2019	99900098	COLLEGE BOARD - DO NOT USE - USE AP EXAMS	Credit Card Oct 2019	235.00
11/06/2019	99900098	LEARNING A-Z	Credit Card Oct 2019	289.90
11/06/2019	99900098	PESI, LLC	Credit Card Oct 2019	214.24
11/06/2019	99900098	QUIZLET.COM	Credit Card Oct 2019	106.97
11/06/2019	99900098	SENDGRID	Credit Card Oct 2019	29.95
11/06/2019	99900098	SURVEYMONKEY	Credit Card Oct 2019	29.00
11/07/2019	43397	ANDERSON, MARKELL	Reimbursement: Prizes	12.78
11/07/2019	43398	BLICK ART MATERIALS	MS Art Supplies	126.15
11/07/2019	43399	CANON SOLUTIONS AMERICA, INC.	Paper	319.90
11/07/2019	43400	CASEY-WOLF, THERESA	School Psychologist: Oct 2019 42.5 hrs @ \$90/hr	3,825.00
11/07/2019	43401	CENTURY LINK	Phone Service: Account Number 651 735-9416 212	243.37
11/07/2019	43401	CENTURY LINK	Phone Service: Account Number 651 731-5162 971	127.38
11/07/2019	43402	CHROMEBOOKPARTS.COM	Chromebook USB and DC Powerboard 10 @ \$17.99	179.90
11/07/2019	43403	COMCAST	Internet: 10/27/19-11/26/19 8430 Woodbury Crossing	349.95
11/07/2019	43404	CULLIGAN	Drinking Water Equipment Service: Nov 2019	200.05
11/07/2019	43405	EAGLE BLUFF ENVIRONMENTAL LEARNING CENTER	Field Trip	11,349.00
11/07/2019	43406	ECKROTH MUSIC	Repair: Bassoon	132.00
11/07/2019	43407	ECKROTH MUSIC	Standards of Excellence	34.75
11/07/2019	43408	ESPARZA, PAUL	Maintenance & Repairs: Oct 2019	1,950.00
11/07/2019	43409	FINN SISU, INC.	Yoko 5400 Series	102.70
11/07/2019	43409	FINN SISU, INC.	Start GLide, Rex Kick Pro, Rex Wax, Rex Synthetic	108.00
11/07/2019	43409	FINN SISU, INC.	Toko LF Hot Wax Blue and Start Glide LF8 Blue	56.00
11/07/2019	43409	FINN SISU, INC.	Refund	-7.48
11/07/2019	43410	GOPHER SPORT	Order#4253118 PE Equipment	3,121.20
11/07/2019	43411	HAVERLAND, ANGELA	Reimbursement: CRT and The Brain, Cultural Proficiency, Leaders of Learning and Leading with Focus	88.74
11/07/2019	43411	HAVERLAND, ANGELA	Reimbursement: Hamline University Tuition	1,000.00
11/07/2019	43412	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	340.12
11/07/2019	43412	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	56.50
11/07/2019	43412	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	36.05
11/07/2019	43413	INSIGHT STORAGE SOLUTIONS INC	Storage Box: Oct 2019	53.04
11/07/2019	43414	INVISION SERVICES, INC	Education and Rehabilitation Services: Oct 2019	560.00
11/07/2019	43415	JOHNSTON, THOMAS	Reimbursement: PBIS Pumpkin Painting Supplies	30.77
11/07/2019	43416	JORDAN PUBLIC SCHOOLS	Cross Country Invitational 10/8/19	150.00
11/07/2019	43417	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
11/07/2019	43418	KRAUS-ANDERSON INSURANCE	Practical HR - Dec 2019	250.00
11/07/2019	43419	KURKOSKI, MICHELLE	Reimbursement: Social Studies Supplies	39.19
11/07/2019	43420	METRO SALES INC	Staple Refill	164.50
11/07/2019	43421	MIDWEST VENDING INC	Milk	31.20
11/07/2019	43422	NATIONAL PRINT + PROMO	Laser AP Checks for Skyward	203.53

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/07/2019	43423	PURCHASE POWER	Postage	503.50
11/07/2019	43424	PUTNAM, ARIC	Professional Development Workshop 8/26/19 (Title II)	450.00
11/07/2019	43425	RAINMAKERS IRRIGATION	Winter Blow Out0 Bldg A,B, C, D	800.00
11/07/2019	43426	SCHINDLER ELEVATOR CORPORATION	Repair Elevator Emergency Light	5,645.00
11/07/2019	43427	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Transportation: Volleyball 10/4/19 North Lakes Academy	567.00
11/07/2019	43427	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Transportation: Collge Fair 10/2/19 Mpls Convention Center	187.32
11/07/2019	43427	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Transportation: Cross Country 10/5/19 Enger Park Golf Course	973.82
11/07/2019	43428	TANG, GUOLAN	Refund Cross Country Participation Fee	175.00
11/07/2019	43429	TEACHER'S DISCOVERY	Spanish Readers	56.73
11/07/2019	43429	TEACHER'S DISCOVERY	Spanish Reader and CD	400.02
11/07/2019	43430	TRANE U.S. INC.	Repair 10/16-10/17/19	2,117.06
11/07/2019	43430	TRANE U.S. INC.	Repair 10/25/19	402.00
11/07/2019	43431	TWIN CITIES ACADEMY HIGH SCHOOL	Boys & Girls Soccer Fees x8	1,480.00
11/07/2019	43432	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Cleaning Service: Nov 2019	6,425.00
11/07/2019	43433	VERIZON WIRELESS	Phone Service: 9/21/19-10/20/19	267.50
11/07/2019	43434	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Contract 450-0000301-000 10/14/19-11/13/19	859.42
11/15/2019	43435	ALBERS, JEANA	Reimbursement: Science Supplies	40.81
11/15/2019	43436	BRAINPOP LLC	BrainPop Teacher Access (Math)	230.00
11/15/2019	43437	CANON FINANCIAL SERVICES, INC.	Copier Contract: Nov 2019 and Meter Usage	2,789.07
11/15/2019	43438	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: Nov 2019	1,383.51
11/15/2019	43439	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	229.67
11/15/2019	43440	FAMILY ACHIEVEMENT CENTER, INC	Oct 2019 Speech Therapy 427.3 units @ \$27.50 plus mileage 58.8 mi @ \$.58 and Occupational Therapy 118 @ \$27.50 plus mileage 5.6 mi @ \$.58	15,055.34
11/15/2019	43441	FRANCONIA SCULPTURE PARK	Franconia Walking 10/21/19 100 students @ \$4	400.00
11/15/2019	43442	HENNEPIN HEALTHCARE	Nursing Services: Sept 2019 .5 @ \$100 and 11.25 @ \$116	1,355.00
11/15/2019	43443	HOWE, CHERYL	Reimbursement: Engineering Supplies	57.25
11/15/2019	43443	HOWE, CHERYL	Reimbursement: Engineering Supplies and Title II Professional Development	303.82
11/15/2019	43445	J.W. PEPPER & SON INC.	Credit: True Colors	-45.00
11/15/2019	43445	J.W. PEPPER & SON INC.	The Lion Sleeps Tonight	29.25
11/15/2019	43445	J.W. PEPPER & SON INC.	Rewrite the Stars and Seasons of Love	47.25
11/15/2019	43445	J.W. PEPPER & SON INC.	A New Home	75.00
11/15/2019	43445	J.W. PEPPER & SON INC.	Dreams and Proclamations Score	52.99
11/15/2019	43445	J.W. PEPPER & SON INC.	Hounds of Spring and Procession of the Nobles	196.99
11/15/2019	43445	J.W. PEPPER & SON INC.	Standard of Excellence Jazz Ensemble: Piano and Drums	55.89
11/15/2019	43445	J.W. PEPPER & SON INC.	Standard of Excellence Jazz Ensemble	357.95
11/15/2019	43446	MARTIN LAW FIRM PLLC	Legal Services: Oct 2019	318.00
11/15/2019	43447	METRO SALES INC	Color Copier Contract	1,756.03
11/15/2019	43447	METRO SALES INC	Color Copier Contracts	2,944.73
11/15/2019	43448	MIDWEST VENDING INC	Milk	13.00
11/15/2019	43448	MIDWEST VENDING INC	Milk	20.80
11/15/2019	43449	PIERCE, TODD	Reimbursement: Theatre Supplies	850.94
11/15/2019	43450	ROATH, CATHERINE	Reimbursement: Social Studies Supplies	46.10
11/15/2019	43451	SANDBORGH, ANITA	DAPE Services: Oct 2019 4 hrs @ \$85/he	340.00
11/15/2019	43452	SCHOOL HEALTH CORPORATION	Blue Easy Sleeve	39.35
11/15/2019	43453	TEACHER'S DISCOVERY	Spanish Readers	74.58

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/15/2019	43454	TRANE U.S. INC.	Repair 8/8/19 4.5 hrs @ \$60	270.00
11/15/2019	43455	UNIVERSITY OF MINNESOTA	2019 Roy Griak Cross Country Invitational 9/28/19	300.00
11/15/2019	201900068	FURTHER	Payroll accrual	942.20
11/15/2019	201900068	FURTHER	Payroll accrual	273.52
11/15/2019	201900069	INTERNAL REVENUE SERVICE	Payroll accrual	640.00
11/15/2019	201900069	INTERNAL REVENUE SERVICE	Payroll accrual	7,399.12
11/15/2019	201900069	INTERNAL REVENUE SERVICE	Payroll accrual	7,033.40
11/15/2019	201900069	INTERNAL REVENUE SERVICE	Payroll accrual	1,644.95
11/15/2019	201900069	INTERNAL REVENUE SERVICE	Payroll accrual	7,033.40
11/15/2019	201900069	INTERNAL REVENUE SERVICE	Payroll accrual	1,644.95
11/15/2019	201900070	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
11/15/2019	201900070	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,646.30
11/15/2019	201900071	PERA	Payroll accrual	1,803.14
11/15/2019	201900071	PERA	Payroll accrual	2,080.56
11/15/2019	201900072	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
11/15/2019	201900072	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,190.22
11/15/2019	201900072	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,536.90
11/18/2019	43456	THRIVENT FINANCIAL	Payroll accrual	3,673.42
11/18/2019	43456	THRIVENT FINANCIAL	Payroll accrual	0.00
11/21/2019	201900073	BLUE CROSS BLUE SHEILD OF MN	Health Insurance: Dec 2019	39,521.05
11/22/2019	43457	A.J. ALBERTS PLUMBING INC.	Cleaned eyewash station aerators and spouts	125.00
11/22/2019	43458	ALBERS, JEANA	Reimbursement: Science Supplies	36.65
11/22/2019	43459	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: Nov 2019	7,115.00
11/22/2019	43460	BLICK ART MATERIALS	Art Supplies	1,049.46
11/22/2019	43461	BRAULT, ERIN	Reimbursement: Cross Country Awards, Photos, Senior Gifts, Supplies for Dragon Olympics and Hotel for Nike Cross Race	476.81
11/22/2019	43462	CANON SOLUTIONS AMERICA, INC.	Copy Paper	255.92
11/22/2019	43462	CANON SOLUTIONS AMERICA, INC.	Copy Paper	159.95
11/22/2019	43463	CITY VIEW ELECTRIC INC	First Partial Billing for Cameras (Safe Schools)	2,000.00
11/22/2019	43464	COMCAST	Internet: 11/18/19-12/17/19 8430 Woodbury Crossing	505.52
11/22/2019	43465	FAIRBAULT HIGH SCHOOL	Cross Country Invite 9/6/19	180.00
11/22/2019	43466	JEFFERSON LINES	Field Trip Transportation to Ramsey City Courthouse 12/17/19	650.00
11/22/2019	43467	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	422.33
11/22/2019	43468	MN STATE HIGH SCHOOL LEAGUE	Basketball, Cross Country, Track & Field, Volleyball and Badminton Rule Books and Scorecards	100.50
11/22/2019	43469	NHAN, PENNY	Reimbursement: SWENext Supplies	20.41
11/22/2019	43470	OUTDOOR PROPERTY MAINTENANCE	Fall Clean Up: Nov 2019	1,100.00
11/22/2019	43471	OVERSON, SANDRA	Reimbursement: Calculator	163.51
11/22/2019	43472	POPP COMMUNICATIONS	Phone Service: 10/6/19-11/5/19	59.37
11/22/2019	43473	QUALITY LOCKSMITH SERVICE INC	Ream out latch on shed door so key turns easily in lock to open door	120.00
11/22/2019	43474	ROBERT ENGSTROM COMPANIES	Lease Payment: Dec 2019 for Bldg D at 8500 Woodbury Crossing	8,137.00
11/22/2019	43475	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Volleyball Transportation to Hiawatha Academics	275.42
11/22/2019	43476	ST.CROIX PREPARATORY ACADEMY	Football Participation Fees for HS, MS and Subsidy	3,800.00
11/22/2019	43477	STEINBRECHER, LISA	Reimbursement: Girls Volleyball Banquet Supplies	149.62

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/22/2019	43478	TEACHING TEMPS, INC	Substitutes 11/12/19	223.38
11/22/2019	43479	WONG, SANDI	Reimbursement: Magnets	17.13
11/22/2019	43480	WOODBURY CROSSING OFFICE, LLP	Lease Payment: Dec 2019 for 8490 Woodbury Crossing	5,304.50
11/26/2019	99900102	AMAZON	Credit Card - Nov 2019	1,650.70
11/26/2019	99900102	ANDY MARK, INC.	Credit Card - Nov 2019	51.70
11/26/2019	99900102	CARDMEMBER SERVICE	Credit Card - Nov 2019	1,113.62
11/26/2019	99900102	HOME DEPOT	Credit Card - Nov 2019	77.53
11/26/2019	99900102	MSBA	Credit Card - Nov 2019	-110.00
11/26/2019	99900102	PESI, LLC	Credit Card - Nov 2019	-14.25
11/26/2019	99900102	QUIZLET.COM	Credit Card - Nov 2019	35.99
11/26/2019	99900102	SENDGRID	Credit Card - Nov 2019	29.95
11/26/2019	99900102	SURVEYMONKEY	Credit Card - Nov 2019	929.00
11/26/2019	99900102	TARGET	Credit Card - Nov 2019	149.99
11/26/2019	99900102	VEX ROBOTICS INC	Credit Card - Nov 2019	681.71
11/26/2019	99900102	VISTAPRINT.COM	Credit Card - Nov 2019	64.26
11/29/2019	201900075	FURTHER	Payroll accrual	942.20
11/29/2019	201900075	FURTHER	Payroll accrual	273.52
11/29/2019	201900076	INTERNAL REVENUE SERVICE	Payroll accrual	640.00
11/29/2019	201900076	INTERNAL REVENUE SERVICE	Payroll accrual	7,331.94
11/29/2019	201900076	INTERNAL REVENUE SERVICE	Payroll accrual	6,931.61
11/29/2019	201900076	INTERNAL REVENUE SERVICE	Payroll accrual	1,621.11
11/29/2019	201900076	INTERNAL REVENUE SERVICE	Payroll accrual	6,931.61
11/29/2019	201900076	INTERNAL REVENUE SERVICE	Payroll accrual	1,621.11
11/29/2019	201900077	METROPOLITAN LIFE INS	Payroll accrual	0.00
11/29/2019	201900078	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
11/29/2019	201900078	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,629.71
11/29/2019	201900074	OLD NATIONAL BANK	Service Fee	60.00
11/29/2019	201900079	PERA	Payroll accrual	1,901.97
11/29/2019	201900079	PERA	Payroll accrual	2,194.58
11/29/2019	201900080	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
11/29/2019	201900080	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,268.81
11/29/2019	201900080	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,619.86
11/06/2019	99900095	CARDMEMBER SERVICE		0.00
11/06/2019	99900096	CARDMEMBER SERVICE		0.00
11/06/2019	99900097	CARDMEMBER SERVICE		0.00
11/26/2019	99900099	CARDMEMBER SERVICE		0.00
11/26/2019	99900100	CARDMEMBER SERVICE		0.00
11/26/2019	99900101	CARDMEMBER SERVICE		0.00
11/15/2019	43444	J.W. PEPPER & SON INC.		0.00
Totals for checks				322,963.17

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	140,694.58	175.00	182,093.59	322,963.17
*** Fund Summary Totals ***		140,694.58	175.00	182,093.59	322,963.17

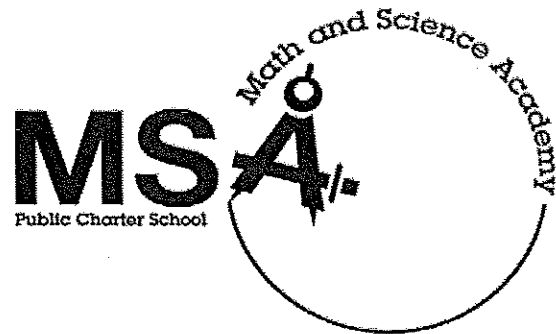
***** End of report *****

Batch	Post Date	Acct Nbr	Description	Amount
19-10021	10/31/2019	01 E 010 204 000 414 366	Move Title II expense to FIN 433 transfer code. (\$279, \$175,	-1321.00
19-10021	10/31/2019	01 E 010 204 011 433 366	Move Title II expense to FIN 433 transfer code. (\$279, \$175,	1321.00
			Totals for 19-10021	0.00
19-10022	10/31/2019	01 E 010 420 000 740 161	Move Menard's full day para sub to OBJ 146 from OBJ 161.	-4000.00
19-10022	10/31/2019	01 E 010 420 000 740 146	Move Menard's full day para sub to OBJ 146 from OBJ 161.	4000.00
			Totals for 19-10022	0.00
19-10023	11/01/2019	01 A 101 05	Transfer from PayPal to Savings	-40000.00
19-10023	11/01/2019	01 A 101 02	Transfer from PayPal to Savings	40000.00
			Totals for 19-10023	0.00
19-10025	11/21/2019	01 E 010 203 000 000 220	Vision	219.76
19-10025	11/21/2019	01 L 215 17	Vision	-219.76
			Totals for 19-10025	0.00
			Total for Journal Entries	0.00

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
01	GENERAL FUND	-219.76	0.00	219.76	0.00
*** Fund Summary Totals ***		-219.76	0.00	219.76	0.00

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



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

Financial Statements

November 2019

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

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Math and Science Academy
Charter School No. 4043
Executive Summary

Balance Sheet

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

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

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

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

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

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

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

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

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

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

The beginning fund balance as of July 1, 2019 is \$2,121,092 or 38%. Our budgeted surplus for the 2019-2020 year is \$1,278 which will result in an ending fund balance of \$2,122,370 or 37%.

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

"Hot Topics"

- Cash flow is strong with approximately \$2.1M in cash. This include \$150K in certificates of deposit. With the decrease in interest rates, our savings account is currently paying a higher interest rate. We will continue to monitor interest rates and make adjustments as necessary.
- Our original budget is based on 487 ADM. We are proposing an updated budget based on 491 ADM. Our proposed budget projects a surplus of \$1,565 which is similar to our original budget. The proposed budget takes into account 4 additional ADM, the Safe Schools Supplemental Aid, an increase in Special Education revenue/expenditures, as well as an increase in our Title II funds. There were a few other adjustments between line items as well but overall no significant changes.
- As of November 30th, the balance in the Repair & Replacement Fund is \$170K.

Supplemental Information for November 2019

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

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

**Math and Science Academy
Woodbury, MN
Balance Sheet
November 30, 2019**

	Actual Balance July 1, 2019	Balance Nov 30, 2019
Assets		
Current assets		
Cash and investments	\$ 1,089,467	\$ 1,942,103
Certificates of deposit	800,002	149,995
Accounts receivable	2,053	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	21,196
Current year state aids receivable/(deferred revenue)	517,535	267,043
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	103,658
Total assets	\$ 2,648,964	\$ 2,483,994
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 98,343
Due to other funds	-	-
Accounts payable	111,167	6,473
Payroll deductions and contributions	100,813	(27,525)
Deferred revenue	-	-
Total current liabilities	527,872	77,292
Fund balance		
Fund balance 7-1-2019	2,102,392	2,102,392
Assigned fund balance - student activities 7-1-2019	18,700	18,700
Net income to date	-	285,611
Total fund balance	2,121,092	2,406,703
Total liabilities and fund balance	\$ 2,648,964	\$ 2,483,994

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
November 30, 2019**

	FY 19 Actual	Original FY20 Budget (487 ADM, 566 WADM)	Proposed FY 20 Budget Amendment (491 ADM, 572 WADM)	November YTD	Percent of Proposed Budget
General Fund - 01			571.87	42%	
Revenues					
State revenues					
211 General education aid	\$ 3,729,578	\$ 3,820,780	3,837,831	1,517,973	39.6%
348-300 Charter school lease aid	795,233	812,578	812,578	273,285	33.6%
317 Long-term facilities maintenance revenue	74,274	74,765	75,487	-	0.0%
740-360 Special education aid	552,853	543,076	631,203	172,025	27.3%
201 Endowment aid	19,637	18,654	21,582	10,791	50.0%
370 Other MN aid (Safe Schools Supplemental Aid)	2,647	-	18,250	18,250	100.0%
397 Pension revenue	11,459	15,000	12,500	-	0.0%
Prior year over (under) accrual	18,893	-	-	-	-
Current year state aids receivable	-	-	-	267,043	-
Total state revenues	5,204,573	5,284,853	5,409,431	2,259,367	41.8%
Federal revenues					
419 Federal special education aid	72,201	65,400	63,981	32,492	50.8%
414 Title II funds	5,150	8,000	26,857	2,981	11.1%
Total federal revenues	77,351	73,400	90,838	35,473	39.1%
Local revenues					
000-050 Fees from patrons: Scholastic, AP Exam, Staff Shirts, Class Fees	24,125	23,600	27,000	24,043	89.0%
920-050 Fees from patrons: study hall	4,795	6,400	2,000	1,085	54.3%
300-050 Fees from students: field trips	33,462	63,900	33,400	13,785	41.3%
372-071 Third Party Billing	-	-	1,000	405	-
092 Interest earnings	27,129	14,250	20,000	6,385	31.9%
265-096 Annual fund/capital campaign/dragon dinner	121,904	85,000	85,000	58,594	68.9%
000-096 Donations and misc. grants, tech fundraiser	2,754	-	-	-	-
099/620 Miscellaneous revenues/sale of equipment	894	-	-	-	-
621 Year book revenues, Planners	1,131	3,700	3,000	1,550	51.7%
625 Insurance recovery	3,860	-	-	-	-
C 400's Student activities revenue	118,621	123,200	125,600	47,124	37.5%
Total local revenues	338,676	320,050	297,000	152,971	51.5%
Total revenues	\$ 5,620,600	\$ 5,678,303	\$ 5,797,268	2,447,811	42.2%
	5,620,600	5,678,303	5,797,268	2,447,811	

Math and Science Academy
 Charter School No. 4043
 Statement of Revenues and Expenditures
 November 30, 2019

	FY 19 Actual	Original FY20 Budget (487 ADM, 566 WADM)	Proposed FY 20 Budget Amendment (491 ADM, 572 WADM)	November YTD	Percent of Proposed Budget
	\$ 2,061,605	\$ 2,121,058	2,139,396	720,248	33.7%
Expenditures					
100 Salaries and wages	686,747	709,058	723,536	251,060	34.7%
200 Employee benefits	78,328	74,064	84,366	15,033	17.8%
CRS 180 Extracurricular activities	214,390	254,195	260,839	102,979	39.5%
305 Contracted services	36,000	39,400	39,400	15,200	38.6%
315 Repairs and maintenance for computers	21,047	22,620	19,025	7,029	36.9%
320 Communications services	2,857	4,300	3,000	1,550	51.7%
329 Postage	103,628	118,465	105,850	33,280	31.4%
330 Utilities	33,878	36,400	33,500	20,012	59.7%
340 Property and liability insurance	138,205	120,600	144,700	76,987	53.2%
350 Repairs and maintenance	10,352	11,100	10,800	6,330	58.6%
360 Transportation for field trips	42,048	29,600	20,000	11,801	59.0%
366/368 Staff training/travel and conferences	21,555	52,800	22,600	11,749	52.0%
369 Field trips admissions	887,694	902,864	902,864	385,508	42.7%
370 Building lease	771	1,100	800	-	0.0%
370 Other rentals and operating leases	24,694	35,300	22,722	17,290	76.1%
380 Computer and tech related hardware rental	51,630	31,000	31,000	19,529	63.0%
401/455/465 General supplies	29,415	28,700	28,800	7,361	25.6%
401 Maintenance supplies	19,040	19,400	19,800	18,301	92.4%
405 Non-instructional computer software and license	13,695	17,400	14,300	14,286	99.9%
406 Instructional software licensing	44,763	36,800	82,000	66,612	81.2%
430/456/466 Instructional supplies	25,501	34,800	26,800	12,557	46.9%
460 Textbooks and workbooks	20,869	23,600	21,900	(301)	-1.4%
461 Standardized tests	1,887	1,000	2,000	920	46.0%
490 Food	5,670	5,600	12,000	9,427	78.6%
505/506 Capitalized technology software	-	-	12,250	-	0.0%
520 Building improvements	51,717	15,000	20,000	10,276	51.4%
530 Other equipment/furniture	68,033	50,200	10,100	4,600	45.5%
555/556 Technology hardware (cap)	35,872	38,200	35,835	34,346	95.8%
820 Dues and memberships, fees	11,459	15,000	12,500	-	0.0%
891 Pension expense					

42%

571.87

Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
November 30, 2019

	FY 19 Actual	Original FY20 Budget (487 ADM, 566 WADM)	Proposed FY 20 Budget Amendment (491 ADM, 572 WADM)	November YTD	Percent of Proposed Budget
898 Scholarships	-	500	500	-	0.0%
Annual fund (265)	65,968	40,000	40,000	2,164	5.4%
State special education	591,138	590,300	675,084	213,303	31.6%
Third Party Billing			1,000	-	0.0%
Federal special education	\$ 72,201	65,400	63,981	34,291	53.6%
Title II funds	5,150	8,000	26,857	4,156	15.5%
Student activity expense	119,923	123,200	125,600	34,316	27.3%
Total expenditures	\$ 5,597,730	\$ 5,677,025	\$ 5,795,704	2,162,200	37.3%
	5,597,730	5,677,025	5,795,704	2,162,200	

General fund net income \$ 22,870 \$ 1,278 \$ 1,565 285,611

Fund balances
Beginning fund balance, all funds

\$ 2,098,222 2,121,092 2,121,092 2,121,092

Projected fund balance, all funds

2,121,092 38% \$ 2,122,370 37% \$ 2,122,657 37% 2,406,703

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

Math and Science Academy
Student Activity Cash Accounts under Board Control
November 30, 2019

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
401	Student Council Funds	\$ 2,547	21	(105)	2,463
402	NHS Funds	863	1,265	(867)	1,261
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	1,751	2,500	(1,452)	2,799
405	Prom	1,008	300	-	1,308
406	Ex-Curr Academic Triathlon	-	1,045	(900)	145
407	Ex-Curr Theatre Funds	2,869	6,016	(658)	8,227
408	Spanish Club Funds	-	2,565	(28)	2,538
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	6,707	1,323	(6,386)	1,644
414	Asian Club	-	-	-	-
416	Newspaper	-	32	-	32
417	Film Club	-	-	-	-
419	Nordic Ski Team	-	5,075	(259)	4,816
420	Cross Country	594	4,605	(6,139)	(939)
421	Track & Field	-	175	(269)	(94)
422	Music Fund	-	380	(100)	280
423	Boys Basketball	-	4,900	100	5,000
424	Baseball	-	-	(750)	(750)
427	Math League	-	150	(200)	(50)
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	-	4,715	(3,979)	736
432	Athletic Account	-	2,022	(2,576)	(554)
433	Speech Team	-	-	-	-
434	Earth Club	-	-	-	-
436	Cooking Club	-	-	-	-
437	Chess Club	699	-	-	699
440	Badminton	-	548	-	548
441	Trap Team	-	-	-	-

Math and Science Academy
Student Activity Cash Accounts under Board Control
November 30, 2019

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
442	Boys Volleyball	-	-	-	-
443	FIRST Tech Challenge (FTC)	-	4,100	(5,237)	(1,137)
444	Harry Potter	-	-	-	-
445	Gay Straight Alliance (GSA)	693	-	(94)	600
446	Social Justice Club	-	-	-	-
447	Class of 2020	419	1,341	-	1,760
449	Soccer	-	1,295	(1,480)	(185)
450	Football	-	2,600	(2,800)	(200)
451	Cheers Volunteer	-	152	-	152
452	SWENext Club	-	-	(139)	(139)
453	Class of 2021	550	-	-	550
Total Student Activity Balances		\$ 18,700	\$ 47,124	\$ (34,316)	\$ 31,507
		<u>18,700</u>	<u>47,124</u>	<u>(34,316)</u>	<u>31,508</u>

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

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

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

Math and Science Academy

Adopted: August 5, 1999
 Revised: November 6, 2003
 Revised: December 7, 2006
 Revised: December 14, 2015
 Revised: February 13, 2017
 Revised: October 15, 2018

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of the MDE.]

MSA's policy (this policy) mostly follows the MSBA model policy]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence, **including, but not limited to being harassed** on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of Math and Science Academy (MSA) is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability. MSA prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability.
- B. MSA prohibits discrimination, harassment, violence, or other offensive behavior by or toward a student and adult non-student, MSA employee, or third party in all MSA environments including all academic, extra-curricular, co-curricular, and MSA-sponsored activities on MSA property, including but not limited to schools, the school bus, school functions, or MSA-sponsored events held at other locations. MSA prohibits retaliation for good faith reporting of such conduct.**
- C. A violation of this policy occurs when any student and adult non-student, teacher, administrator, or other MSA personnel harasses a student and adult non-student, teacher, administrator, or other MSA personnel or group of student and adult non-students and adult non-students, teachers, administrators, or other MSA personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability, as defined by this policy. (For purposes of this policy, school personnel include MSA Board of Director (BOD) members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of MSA.)
- D. A violation of this policy occurs when any student and adult non-student, teacher, administrator, or other MSA personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student and adult non-student, teacher, administrator, or other MSA personnel or group of student and adult non-students and adult non-students, teachers, administrators, or other MSA personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability.
- E. MSA will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability, and to discipline or take appropriate action against any student

and adult non-student, teacher, administrator, or other MSA personnel who is found to have violated this policy.

III. DEFINITIONS

A. Assault; Definition

“Assault” is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. Harassment; Definition

“Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

C. Immediately; Definition

“Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
2. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
5. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
7. **"Affectional orientation" means one's natural preference for a romantic partner of one gender or the other, or the absence of gender preference in a romantic relationship; one's aromantic, biromantic, heteroromantic, homoromantic, or panromantic identity.**
8. **"Affectional orientation" means one's natural preference for a romantic partner of one gender or the other, or the absence of gender preference in a romantic relationship; one's aromantic, biromantic, heteroromantic, homoromantic, or panromantic identity.**
9. **"Gender Identity or Expression" means having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. Student and adult non-students and adult non-students have the right to be addressed by the names and pronouns that correspond to their gender identity. Using the student and adult non-student's preferred name and pronoun promotes the safety and wellbeing of the student and adult non-student. The intentional or persistent refusal to respect the gender identity of an employee or student and adult non-student after notification of the preferred pronoun/name**

used by the employee or student and adult non-student is a violation of this policy (413).

10. "Local commissions" means are agencies of a city, county, groups of counties, unions, or other organizations that have been established by charter or ordinance, or have been formed with a special purpose (i.e. task force, committee, etc.).
11. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

E. Remedial Response; Definition

"Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student and adult non-student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student and adult non-student(s) by teachers, administrators, or other MSA personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, membership or activity on a local commission, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student and adult non-student, teacher, administrator, or other MSA personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student and adult non-student, teacher, administrator, or other MSA personnel or group of student and adult non-students, teachers, administrators, or other MSA personnel should report the alleged acts immediately to an appropriate MSA official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. MSA, hereby designates the MSA Director (Director) as MSA's human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Director, the complaint shall be filed directly with the MSA Board of Directors (BOD).

MSA's Human Rights Officer:
John Gawarecki, MSA Director
8430 Woodbury Crossing
Woodbury, Minnesota 55125
(651) 578-7507
jgawarecki@mnmsa.org

- C. MSA shall conspicuously post the name of its human rights officer, including mailing address and telephone number,
- D. **Individuals may choose to use form ___ as a method of reporting harassment. This form is available on the MSA website under Board of Directors Policies.**
- E. Any adult MSA personnel who receives a report of harassment or violence prohibited by this policy shall inform the Director immediately. The Director shall ensure that this policy

and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- F. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the Director immediately. MSA personnel who fail to inform the Director of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- G. Upon receipt of a report, the Director may request, but may not insist upon, a written complaint. If the report was given verbally, the Director shall personally reduce it to written form within 24 hours. If the complaint involves the Director, the complaint shall be made or filed directly with the BOD.
- H. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- I. Use of formal reporting forms is not mandatory.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MSA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- L. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- M. False accusations or reports of violence or harassment against another person are prohibited.
- N. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with MSA's policies and procedures.

Consequences for student and adult non-students and adult non-students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from MSA property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. Within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, the Director shall undertake or authorize an investigation. The investigation may be conducted by MSA officials or by a third party designated by MSA.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the following should be considered: the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, MSA may take immediate steps, at its discretion, to protect the target or victim, the complainant, and student and adult non-students and adult non-students, teachers, administrators, or other MSA personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The Director shall make a written report upon completion of the investigation. The report shall include a

determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. If the complaint involves the Director, the report will be compiled by the BOD.

VI. MATH AND SCIENCE ACADEMY ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. MSA action taken for violation of this policy will be consistent with requirements of Minnesota and federal law, and applicable MSA policies and regulations.
- B. MSA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student and adult non-student or employee of MSA. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, MSA shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

MSA will discipline or take appropriate action against any student and adult non-student, teacher, administrator, or other MSA personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit MSA from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to student and adult non-students and adult non-students and staff members.
- B. This policy shall be given to each MSA employee and independent contractor who regularly interacts with students and adult non-students and at the time of initial employment with MSA.
- C. This policy shall appear in the student and adult non-student handbooks.
- D. MSA will develop a method of discussing this policy with student and adult non-students and employees.
- E. MSA may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education) Minn.
 Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and
 Violence Policy)

Minn. Stat. § 121A.031 (School Student and adult non-student Bullying Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSA Policy 102 (Equal Educational Opportunity)
 MSA Policy 401 (Equal Employment Opportunity)
 MSA Policy 402 (Disability Nondiscrimination Policy)
 MSA Policy 406 (Public and Private Personnel Data)
 MSA Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSA Policy 506 (Student and adult non-student Discipline)
 MSA Policy 514 (Bullying Prohibition Policy)
 MSA Policy 515 (Protection and Privacy of Pupil Records)
 MSA Policy 521 (Student and adult non-student Disability Nondiscrimination)
 MSA Policy 522 (Student and adult non-student Sex Nondiscrimination)
 MSA Policy 524 (Internet Acceptable Use and Safety Policy)
 MSA Policy 526 (Hazing Prohibition)
 MSA Policy 528 (Student and adult non-student Parental, Family Marital Status Nondiscrimination)

FORM ___ : REPORT OF DISCRIMINATION, HARASSMENT, AND VIOLENCE**Type of Prohibited Conduct Being Reported:**

DISCRIMINATION HARASSMENT VIOLENCE BULLYING RETALIATION

On the Basis of: (check all that apply)

none race creed sex marital status national origin age color religion
 familial status public assistance disability sexual or affectional orientation
 gender identity and expression membership or activity on a local commission

Math and Science Academy (MSA) commits to supporting and maintaining a respectful learning and work environment that is free from discrimination, harassment, violence, and other offensive behavior based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, familial status, or disability.

MSA prohibits discrimination, harassment, violence, or other offensive behavior by or toward a student, MSA employee, or third party in all MSA environments including all academic, extra-curricular, co-curricular, and MSA-sponsored activities on MSA property, including but not limited to schools, the school bus, school functions, or MSA-sponsored events held at other locations. MSA prohibits retaliation for good faith reporting of such conduct.

MSA Policy 413 defines various types of harassment, violence, and other offensive behavior. It also prohibits retaliation and sets forth procedures for reporting violations.

MSA also prohibits bullying against a student, by either an individual or a group. Policy 514 defines bullying and sets forth procedures for reporting violations.

Date of Incident: _____ **Time:** _____ **Place:** _____

REPORTER OR COMPLAINANT

I am a: Student MSA Personnel Other (specify) _____

Name (Print)

Contact Information: Phone: _____ e-mail: _____

If MSA Personnel: Work Phone: _____ Building: _____

Were you the target of the prohibited conduct that you are reporting? Yes No If not, please list below the name of the person who was the target of the prohibited conduct.

TARGET OF PROHIBITED CONDUCT

Name (Print)

The Target is a: Student MSA Personnel Other (specify) _____

Contact Information (if known): Phone: _____ e-mail: _____

ALLEGED OFFENDER(S)

Who engaged in the prohibited conduct? Name: _____

They are a: Student MSA Personnel Other (specify) _____

WITNESSES

Please list and identify any witnesses to the incident.

They are a:

Name: _____ () Student () MSA Personnel () Other (specify) _____

Name: _____ () Student () MSA Personnel () Other (specify) _____

Name: _____ () Student () MSA Personnel () Other (specify) _____

Describe the incident in detail. (Attach additional pages if needed.)

I, _____, am submitting this form to report discrimination, harassment, violence, bullying or other offensive behavior which I witnessed, was the target thereof, or which I received a report or complaint thereof. The information contained in this complaint is true and accurate to the best of my knowledge, belief, and recollection.

Reporter/Complainant Signature

Date

Responsible Administrator

Signature Date Received

.....
This part is to be completed by MSA Administrator:

Was the complaint(s) substantiated? No ___ Yes ___ (please list type of conduct substantiated) _____

This completed form must be filed with the appropriate responsible administrator consistent with Policy 413

Math and Science Academy

Adopted: August 5, 1999
 Revised: December 4, 2003
 Revised: March 4, 2010
 Revised: February 3, 2011
 Revised: August 17, 2015
 Revised: November 19, 2018
 Revised: **October __, 2019**

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. FINDINGS

- A. Tobacco use is the single most preventable cause of death in the United States.ⁱ
- B. The use of tobacco products by the nation's children is a pediatric disease of considerable 5 proportions that results in new generations of tobacco-dependent children and adults.ⁱⁱ
- C. In Minnesota, smoking causes 5,500 deaths annually, and costs nearly \$2 billion in health care costs.ⁱⁱⁱ
- D. Children are exposed to substantial and unavoidable tobacco advertising that leads to favorable beliefs about tobacco use, plays a role in leading young people to overestimate the prevalence of tobacco use, and increases the number of young people who begin to use tobacco.^{iv}
- E. Electronic cigarettes can increase nicotine addiction among young people and may lead children to try other tobacco products that are known to cause disease and lead to premature death.^v
- F. Imitation tobacco products may lead children to use tobacco by desensitizing them to the dangers of tobacco and advancing the false idea of tobacco use as socially acceptable.^{vi}
- G. Evidence has shown anti-tobacco use campaigns sponsored by the tobacco industry do not prevent youth from using tobacco products, and may encourage youth to smoke and create positive associations with the tobacco industry.^{vii}

II. PURPOSE

The purpose of this policy is to maintain learning and working environment that is tobacco free.

III. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the Math and Science Academy (MSA), or person smokes or uses tobacco, tobacco-related devices, or **carries or uses an activated electronic delivery device** in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that MSA owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. **This prohibition also includes personal vehicles of students, staff, and non-student adults.** This prohibition includes all MSA property and all off campus events sponsored by the MSA.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic **delivery devices** in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a MSA owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all MSA property and all off-campus events sponsored by MSA.
- C. MSA will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. MSA will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, **tobacco-related** devices, or electronic ~~cigarettes~~**delivery devices**. MSA will not promote or allow promotion of tobacco products or ~~e-cigarettes~~ **electronic delivery devices** on school property or at school-sponsored events.

IV. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.

- B. **"Tobacco or Tobacco Product"** means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. **Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.**
- C. **"Tobacco-related devices"** means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. **"Imitation tobacco product"** means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. **Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.**
- E. **"Electronic cigarette"** means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- F. **"Smoking"** means inhaling exhaling burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- G. **"Off-campus, school-sponsored event"** means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

- H. **"Staff"** means any person employed by MSA as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by MSA or anyone working on a volunteer basis. This term includes, but is not limited to: faculty, service personnel, volunteers, chaperones, and others working for MSA.
- I. **"Student"** means any person enrolled in MSA's educational system.
- J. **"Visitor"** means any person subject to this policy that: is not a student, staff, or administrator as defined above.

V. EXCEPTIONS

- A. A violation of this policy does not occur when a **Native American** adult lights tobacco on MSA's property as a part of a traditional **Native American** spiritual or cultural ceremony. An **Native American** is a person who is a member of an **Native American** tribe as defined under Minnesota law.
- B. **It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes to be included in instructional or work-related activities in MSA school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise Ingesting the product.**
- C. A violation of this policy does not occur when **a student or** an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. **Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by MSA.**

VI. ENFORCEMENT

- A. **The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. All individuals on school premises including students, staff, administrators, and visitors share in the responsibility for adhering to and enforcing this policy.**
- B. Students who violate this tobacco-free policy shall be subject to MSA's discipline procedures.
- C. MSA directors and other school personnel who violate this tobacco-free policy shall be subject to MSA's discipline procedures (**Policy 504**).

- D. MSA's action taken for violation of this policy will be consistent with requirements of **staff and student handbooks**, Minnesota or federal law, and MSA's policies (**Policy 504**).
- E. Persons who violate this tobacco-free policy may be referred to the director or other MSA supervisory personnel responsible for the area or program at which the violation occurred.
- F. **Visitors who are observed violating this policy shall be asked to comply with MSA's tobacco-free policy. If the visitor fails to comply with the request, his or her violation of the policy may be referred to the building administrator or other MSA supervisory personnel available. The administrator shall make a decision on further action that may include a directive to leave school property, including forfeiture of any fee charged for admission to a school-sponsored event. Repeated violations may result in a recommendation to the Director to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, the police may be called.**
- G. The director may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- H. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. OPPORTUNITIES FOR CESSATION PROGRAMS

- A. **Administrators shall consult with the county health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.**
- B. **Administrators shall identify and offer programs and services for staff that use tobacco products to support them in complying with this policy.**

VIII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. MSA will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSA Policy 506 (Student Discipline)

ⁱ CENTERS FOR DISEASE CONTROL AND PREVENTION, TOBACCO CONTROL STATE HIGHLIGHTS 2010,1-2 (2010), available at http://www.cdc.gov/tobacco/data_statistics/state_data/state_highlights/2010/pdfs/highlights2010.pdf.

ⁱⁱ Substance Abuse and Mental Health Services Administration (SAMHSA), Results from the 2008 National Survey on Drug Use and Health: Detailed Tables (2008), available at <http://www.oas.samhsa.gov/NSDUH/2K8NSDUH/tabs/Sect4peTabs10to11.pdf>.

ⁱⁱⁱ Centers for Disease Control and Prevention, *State-Specific Smoking-Attributable Mortality and Years of Potential Life Lost – United States, 2000-2004*, 58 MORBIDITY AND MORTALITY WKLY. REP 29 (2009), available at <http://www.cdc.gov/mmwr/pdf/wk/mm5802.pdf>; CENTERS FOR DISEASE CONTROL AND PREVENTION SUSTAINING STATE PROGRAMS FOR TOBACCO CONTROL, DATA HIGHLIGHTS, 2006 (2006), available at http://www.cdc.gov/tobacco/data_statistics/state_data/data_highlights/2006/sections/index.htm.

^{iv} Joseph R. DiFranza et al., *Tobacco Promotion and the Initiation of Tobacco Use: Assessing the Evidence for Causality*, 117 PEDIATRICS e1237 (2006) available at <http://pediatrics.aappublications.org/cgi/reprint/117/6/e1237>.

^v U.S. FOOD AND DRUG ADMINISTRATION, FDA WARNS OF HEALTH RISKS POSED BY E-CIGARETTES (2009), available at <http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm173401.htm>.

^{vi} Jonathan D. Klein & Steve St. Clair, *Do Candy Cigarettes Encourage Young People to Smoke?*, 321 BRIT. MED. J. 362 (2000), available at <http://www.bmj.com/cgi/content/full/321/7257/362>.

^{vii} National Cancer Institute, Tobacco Control Monograph No. 19: The Role of the Media in Promoting and Reducing Tobacco Use (2008), available at http://cancercontrol.cancer.gov/tcrb/monographs/19/m19_complete.pdf; AMERICAN LEGACY FOUNDATION, FIRST LOOK REPORT 9: GETTING TO THE TRUTH: ASSESSING YOUTHS' REACTIONS TO THE TRUTH AND „THINK. DON'T SMOKE“ TOBACCO COUNTERMARKETING CAMPAIGNS (2002), available at http://www.legacyforhealth.org/PDFPublications/fl_9.pdf.

Math and Science Academy

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Revised: October 19, 2015
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516 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication and nonprescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

MSA acknowledges that some students may require prescribed drugs or medication during the school day. MSA's licensed school nurse, trained health clerk, MSA Director (Director), or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and MSA procedures.

III. REQUIREMENTS

- A. The administration of prescription or nonprescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that MSA may rely on an oral request until a written request is received.
- B. An "Administering Prescription/Nonprescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for

administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.

- C. Prescription medication must come to school in the original container labeled for the student (labeled by a pharmacist in accordance with law if prescription medication), and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- E. Prescription and nonprescription medications are not to be carried by the student, but will be left with appropriate MSA personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (*See Part J.5. below*), and medications administered as noted in a written agreement between MSA and the parent, or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription/Nonprescription Medications form in the health records section of the student's file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the Director and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by MSA under Minnesota Statutes, section 21A.21).
- J. Specific Exceptions:
 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;

3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. MSA has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. If MSA does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If MSA employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if MSA has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to

selfadminister the medication each school year. MSA may revoke a student's privilege to possess and use nonprescription pain relievers if MSA determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in MSA, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the MSA staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine autoinjectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- c. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

K. "Parent" for students 18 years old or older is the student.

- L. MSA may obtain and possess epinephrine auto-injectors to be maintained and administered by MSA personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine autoinjector in accordance with this section is not the practice of medicine.

MSA may enter into arrangements with manufacturers of epinephrine auto- injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for MSA's supply of epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto- Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSA Policy 418 (Drug-Free Workplace/Drug-Free School)



MN CHARTER SCHOOL BOARD MEMBER SELF-EVALUATION INSTRUMENT

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

DUTY OF CARE

***Circle one of the following options:**

*Never
Fulfill*

*Always
Fulfill*

- | 1 | 2 | 3 | 4 | 5 | |
|---|---|---|---|---|---|
| | | | | | I regularly attend and am on time for Board meetings. |
| | | | | | I prepare for meetings by reviewing the agenda and reading the minutes and other materials before I attend the meeting. |
| | | | | | I faithfully serve on Board committees and task forces for which I volunteer or on which I am assigned to serve. |
| | | | | | I actively participate in the discussion of issues and make motions or seconds. |
| | | | | | I actively state my vote on issues, voting in the affirmative when I support a motion and publicly stating opposition and my no vote when not in support of a motion. |
| | | | | | I have a general knowledge of the books and records of the organization. |
| | | | | | I have a copy of the articles of incorporation, by-laws, policies and financial reports of the organization. |
| | | | | | I am aware of what the financial records and audits disclose and have taken active steps to insure proper internal financial controls. |
| | | | | | I am aware of the assets of the organization and the investment policies and controls. |

DUTY OF CARE (cont'd)

1 2 3 4 5 I am actively engaged in assisting in the lobbying for legislation to further the mission of the school.

1 2 3 4 5 I am engaged in assisting in raising adequate resources for the school to carry out its mission.

1 2 3 4 5 I understand my responsibilities and the process to investigate warnings or reports of office thefts, mismanagement, or other sources of legal misconduct.

1 2 3 4 5 I understand the difference between governance and management

DUTY OF LOYALTY

****Circle one of the following options:***

<i>Never Fulfill</i>				<i>Always Fulfill</i>	
1	2	3	4	5	I have read and I understand the conflict of interest policy of the organization.

1	2	3	4	5	I understand that it is my responsibility to inform the Board of potential conflicts of interest.
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1	2	3	4	5	I understand that if I do not make full disclosure of a conflict of interest, the burden falls on me to establish that the transaction was fair and reasonable.
---	---	---	---	---	---

1	2	3	4	5	I have read and understand all of the Board's operational policies.
---	---	---	---	---	---

1	2	3	4	5	I understand that I have a moral and legal obligation not to engage in or benefit from any business opportunity that is available to and suitable for the organization unless the organization decides not to engage in the opportunity.
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1	2	3	4	5	I understand that issues discussed in closed meetings are to be kept confidential.
---	---	---	---	---	--

DUTY OF OBEDIENCE

***Circle one of the following options:**

Never
Fulfill

Always
Fulfill

I am familiar with the following laws:

1 2 3 4 5

MN Nonprofit Law (MN Statute 317)

1 2 3 4 5

MN Charter School Law (MN Statute 124E)

1 2 3 4 5

MN Open Meeting Law (MN Statute 13D)

1 2 3 4 5

MN Data Practices Law (MN Statute 13)

1 2 3 4 5

MN Employment Law (MN Statute 181)

1 2 3 4 5

MN Public School Fee Law

1 2 3 4 5

MN Human Rights Law (MN Statute 363A)

1 2 3 4 5

MN Pupil Fair Dismissal Law (121A.40 – 121A.56)

1 2 3 4 5

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

I know the deadlines that the corporation must comply with for the following purposes:

1 2 3 4 5

Nonprofit Corporation status filing with MN Secretary of State

1 2 3 4 5

Annual Audit Report to Commissioner

1 2 3 4 5

IRS Filings

1 2 3 4 5

Progress Reports to Authorizers

I am familiar with the provisions of the following documents:

1 2 3 4 5

Charter Contract with Authorizer

DUTY OF OBEDIENCE (cont'd)

- 1 2 3 4 5 Articles of Incorporation
- 1 2 3 4 5 By-laws
- 1 2 3 4 5 Policies of the Organization
- 1 2 3 4 5 Strategic Plan
- 1 2 3 4 5 Mission Statement
- 1 2 3 4 5 Vision Statement

I am aware who the school's accountant, legal counsel and auditor are.

Responsibility for Individual Professional Development Plan

Identify at least one strategy for your professional development as a board member in each of the duty areas:

<u>Area:</u>	<u>Strategies:</u>
DUTY OF CARE	1) 2)
DUTY OF LOYALTY	1) 2)
DUTY OF OBEDIENCE	1) 2)