

**Board of Directors
Meeting Agenda
Math & Science Academy
Monday, October 21st, 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

Codi 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. September 16th, 2019 Workshop and Meeting Minutes

6. Chair's Report

7. Director's Report

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

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

Board Committees:

Academics (Ms. Anderson)

Annual Fund (AFC) (Mr. Langseth)

Communications (Ms. Kurkoski)

Personnel (Ms. Anderson)

Finance (Mr. Langseth):

Approval of Financials

School Expansion Possibilities (Mr. Eng)

10. Consent Agenda

a. **Revision of Current Policies (First Reading)**

b. **Annual Review**

11. Old or Unfinished Business

a. **Cruz-Guzman Request**

b. **MSA Stakeholder Feedback**

12. Items for Discussion and Decision

a. **Policy 710 Extracurricular Transportation**

b. **Annual Report**

c. **Termination of Employee**

d. **Approval of Amended Communication Minutes from September 11, 2019.**

e. **Policy 413 Harassment and Violence Prohibition Policy**

f. **Policy 419 Drug Free Workplace and School**

g. **Policy 506 Student Discipline and Notice of Suspension**

13. Future BOD Meeting and Workshop Agenda Items

a. **Strategic Plan Review**

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

a. **BOD Workshop, November 18th, 2019, 5:00 pm**

b. **Regularly Scheduled BOD Meeting November 18th, 2019, 6:15 pm**

15. Motion to Adjourn

Submitted:

Approved:

DRAFT - NOT YET APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, September 16, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Ramesh Aki, Parent Member

Non-voting:

Emily Wong, Student Member

Discussion:

1. Establishing a social presence for the Board of Directors. The idea would be to improve communication with parents. Three ideas were discussed:
 - a. Augmenting the Board of Directors page on the MSA website. One simple idea is to add photographs of the Board members so that they are more recognizable to the MSA community and parents. A blog could also be added.
 - b. Blog. This would be similar to Ask Glaedr. Questions could be inputted which would then be answered.
 - c. Chat Bot. This would be something that would comb through the policies to help answer questions. This would help streamline searches in the policies and make the policies more accessible. It would also provide an opportunity for students to write the program.

Continued work on this by the interested Board members could be part of the Communications Committee. The next meeting of the Communications Committee is October 9, 2019.

DRAFT - NOT YET APPROVED

2. Board of Directors retreat - expansion planning. A representative of the expansion committee could present ideas at a retreat along with brainstorming sessions to avoid becoming locked into a finite set of ideas. The Board discussed the possibility of setting something up to coincide with conferences the first week of November so that parents could have a venue to offer ideas. Prior to that an email could go out via Skyward and in the announcements with questions we are seeking input on. A google form could also be available for parents to submit input if they are not at conferences. We will continue to discuss how this might look. The retreat will be on Thursday, November 21, 2019 from 5:00 p.m. - 7:30 p.m.

3. Three people contacted the Chair, Lisa Anderson, about filling the vacancy in the Board for a community member. She has received 2 statements of interest so far. We will vote to fill the vacancy at the regular Board meeting tonight.

Workshop was adjourned at 5:55 pm

Submitted and Approved:

Judy Seeberger, Secretary

DRAFT - NOT YET APPROVED

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, September 16, 2019
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by the Chair, 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
Codi Schniepp, Community Member
Dan Ellingson, Parent Member
Ramesh Aki, Parent Member
Michele Kurkoski, Teacher Member

Non-voting:

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

Absent:

Voting:

None.

Non-voting:

None.

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

Conflicts of Interest: None

Discussion:

None

Motion to approve the agenda.

Moved by: Michelle Kurkowski Second: Noah Langseth

Vote: 8-yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED

4. Open Forum

None

5. Approval of August 19, 2019 Workshop and Meeting Minutes.

Discussion:

We should fill in Andrew Tretter's name on page 6 as the new PE teacher.

Motion to approve the August 19, 2019 Workshop and Meeting Minutes.

Moved by: Jeff Eng

Second: Judy Seeberger

Vote: 8-yes 0-no 0 abstain

The motion carries.

6. Chair's Report

Nothing to report.

7. Director's Report

a. Student Achievement

See MCA Proficiency Rates (Blue highlight is average for ISD 833, yellow is state average.)

b. Create a Facilities Management Plan

Room 11 is complete,
Working with City View Electric for camera installation.

c. Communication and Community Relationships

September Newsletter published by 10th.

Attended PTO meeting on September 9th.

Attended MACS sponsored training on fundraising September 12th.

MACS Annual Meeting information is included in packet.

Cruz-Guzman court case is important for academic achievement definition as well as school choice in Minnesota.

d. Human Resources Management - Internal Communications

Met with BOD Chair on Mondays at 3:00 pm.

Met with teacher BOD members on September 10th.

Met with administrative staff for weekly meeting on September 10.

e. Human Resources Management - Delegation of Duties

All staff signed up for governance activities during back to school workshop week.

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Staff received new organizational chart during workshop week.

f. Human Resource Management - Visibility and Approachability

Attended the 6th grade Splash Party on August 27th.

Held a Back To School Night for students and parents on August 29th.

g. Human Resource Management - Evaluation

Collecting professional development goals for all staff. (60% turned in so far.)

50% of administrative staff have individual goals completed.

h. Ethical and Inclusive Leadership - Ethics and Professional Behavior

Performance Evaluation Form is in final draft stages.

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

Board Committees:

Academics (Ms. Anderson): Report given by Lisa Anderson; Looking at SAM goals to ensure they are being met.

Annual Fund (Mr. Langseth): Report given by Noah Langseth. Discussed how money from fundraisers was being spent. Next meeting is Wednesday 9/18/2019 at 4:30 p.m.

Communications (Ms. Kurkoski): Report given by Michelle Kurkowski. Discussed addition to website for teachers to update regarding class events. Discussed centralized electronic displays to be added in each building which will scroll activities for the day; computer club would be working on this project. Activities calendar will be addressed to ensure it is accurate.

Personnel (Ms. Anderson): Report given by Lisa Anderson. Has not met, will be meeting on Monday, 9/23/2019 at 4:30 p.m.

Finance (Mr. Langseth): Report given by Noah Langseth. An audit took place which went well. Dennis Hoogeveen from CliftonLarsonAllen spoke to the audit and disseminated financial statements to the Board. They have issued an unmodified opinion, which is as good of an opinion as can be achieved for any charter school. Our cash position continues to be strong. They do not anticipate the withholding of any aid payments. There were no legal compliance findings for MSA. They will provide the reports to MDE and the State Auditor's Office.

August financial statements were reviewed.

Motion to approve the August 30, 2019 financials statements.

Moved by: Lisa Anderson Second: Codi Schniepp

Discussion:

None.

Vote: 8-yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED

School Expansion Possibilities (Mr. Eng): Report given by Jeff Eng. The next meeting will be on 9/26/19 at 4:30 p.m..

9. Consent Agenda

a. Revision of Current Policies (Second Reading)

i. Policy 510.1 Extracurricular Eligibility

b. Annual Review

Discussion:

None, other than to note members to the Policy Committee would be welcomed, Michelle Kurkowski being the only member.

Motion to approve Consent Agenda Item.

Moved by: Lisa Anderson Second: Jeff Eng

Vote: 8-yes 0-no 0-abstain

The motion carries.

10. Old or Unfinished Business

a. Determination of the Name For the Building Safety/Safety Committee (Uniformity Needed)

Discussion:

There is confusion regarding a BOD committee which is reflected on the website as "Building Task Force," but which has information within the tab as a Building Safety Task Force, and further states that one of its purposes is to address MSA physical building needs (e.g. lawn maintenance, janitorial and cleaning services, snow removal, etc.). Notes on the website indicate that it last met in 2016. There is already a task force regarding building safety which is administrative and not a Board Committee. There does not appear to be a need for this Committee, particularly since it is not active and since its main focus centered on issues surrounding Building B when it was new/under construction.

Motion to dissolve Building Safety Board Committee and archive the Building Task Force tab as a Committee on the website

Moved - Lisa Anderson Second - Dan Ellingson

Vote: 8-yes 0-no 0-abstain

The motion carries.

11. Items for Discussion and Decision

a. Approve Financial Audit

Discussion:

Judith Darling clarified that better terminology for the motion is to accept the audit; there is no way to not approve it.

Motion to accept the financial audit.

DRAFT - NOT YET APPROVED

Moved by: Lisa Anderson Second: Jeff Eng

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

b. Appointing Community Member

Discussion:

We have a vacancy on the Board for a community member to fill the vacancy left by the resignation of Alexandra Ledo. The term will end in June of 2021. A community member indicated interest in serving on the Board, but has not confirmed despite Ms. Anderson reaching out to this person. Thus, this person will not be included in the voting. We have two other people who have submitted statements of interest, Adam Bartz and Avery Ellis. Mr. Ellis was unable to be present at the meeting tonight due to a previous commitment. Mr. Bartz appeared and spoke to his interest in serving on the Board. The Board voted by silent ballot.

The vote tally was as follows:

Adam Bartz - 5 votes Avery Ellis - 3 votes

Motion to approve the voting results.

Moved by: Lisa Anderson Second: Dan Ellingson

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

Adam Bartz took the Oath of Office, accepted the appointment, and was seated as a Board Member at 7:39 p.m.

c. Data Practices Law Training

Discussion:

Data Practices Law Training is part of our annual charter school assurances that we must complete per MDE. Everyone on the Board is responsible for complying with the Data Practices Act. John Gawarecki provided training to the Board on Data Practices Law.

d. Policy 419 Drug Free Workplace and School

Discussion:

Michelle Kurkowski and Codi Schniepp will work on the draft to ensure the language encompasses all relevant activity such as vaping, illegal use of prescription drugs, etc. Approval of this policy will be moved to a future Board meeting once it is in final form.

e. Cruz-Guzman Request

Discussion:

A lawsuit is currently pending which challenges open enrollment in Minnesota. A request was made to help fund the legal challenge. Judith Darling cautioned that this may not be permissible. John will contact MACS about this and we will table this until a future meeting.

DRAFT - NOT YET APPROVED

f. Student BOD Representative Election Timeline

Discussion:

The Student BOD Representative Election will follow the same timeline as the regular BOD election.

g. MSA Stakeholder Feedback

Discussion:

This was discussed at the workshop. This will be handled within the purview of the Communications Committee. After Ramesh Aki and Dan Ellingson talk to the Communications Committee, they will come back to the Board with the recommendation of whether it should be part of the Communications Committee or a sub-committee.

h. Approval of Admissions Procedure

Discussion:

Per MDE, there were a few things we needed to change to be in compliance with Charter School law. Certain changes were recommended by John Gawarecki to ensure our admissions procedure is in compliance with state law.

a) Regarding section (5) Race/Ethnicity Reporting - Jeff Eng is opposed to the practice of the "sight count," which is assigning a race to a student based on visual observation if they don't self-identify as any particular race. He finds the practice "reprehensible." John Gawarecki clarified that this is a procedure that must be done per MDE. Michelle Kurkowski suggested we add a cite to the relevant authority while also indicating that this is a state requirement and does not necessarily reflect MSA's values. The MDE site was reviewed and this language and requirement was found on the MDE website.

b) The naming of the procedure as "Admission Policies & Procedures" was noted to be confusing by Michelle Kurkowski.

Motion to approve the changes to the Admissions Procedure.

Moved by: Lisa Anderson Second:Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

i. Approval of March Meeting Date to 17th (Tuesday)

Discussion:

Original date was March 16, which was a date we don't have school.

Motion to approve.

Moved by: Lisa Anderson Second: Ramesh Aki

Vote: 8-yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED

12. Future BOD Meeting and Workshop Agenda Items

- a. **Policy 710 Extracurricular Transportation**
- b. **413 Harassment and Violence Prohibition Policy**
- c. **419 Drug Free Workplace and School Policy**
- d. **Cruz-Guzman Request**
- e. **Status of MSA Stakeholder Feedback Process**
- f. **Strategic Plan**

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

BOD Workshop on Monday, October 21, 2019 at 5:00 pm in Room 10A.

BOD Meeting on Monday, October 21, 2019 at 6:15 pm in Room 10A.

15. Motion to adjourn at : pm.

Moved by: Michelle Kurkowski Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

Adjourn at 8:48 p.m.

Approved:

Judy Seeberger, Secretary

Director's Report

1. Student Achievement

- a. The boys and girls cross country teams won the EMAC Championship trophy on Wednesday, October 16th.
- b. The girls volleyball team won the 3rd place EMAC trophy at their recent conference tournament.

2. Facilities Management

- a. Current facilities updates for this school year include adding cameras in Building D and B along with cameras to cover the Parking Lot. Assuming contractor availability remains stable, this should be accomplished during winter break.
- b. Backflow for Building B has been upgraded to comply with requirements.
- c. Trane was out on October 4th to look at chiller and replacement options.

3. Communication and Community Relationships

- a. Attended the MSA PTO meeting on October 14th. Discussions on modified transcripts and the conference schedule were conducted.
- b. Professional development training for staff on October 16th was conducted. Focus on Culturally Responsive Pedagogy was a focus along with a technology update.
- c. Attended the MACS Annual Meeting on October 3rd, where MSA was recognized for being in existence for 20 years with a plaque.

4. Human Resources Management

- a. Terminated the contract of Andrew Tretter due to violations of several school policies.
- b. Hired Aron Hellner as a long term substitute teacher for PE/Health for the remainder of semester 1.
- c. Posted openings for an Educational Assistant, Special Education Teacher (maternity leave), and a Traffic Control person. Establish a system for keeping staff continually informed of important matters and allowing opportunities for regular input and follow through.
- d. Attended the Senior Night Volleyball game on September 25th, as well as the Cross Country Conference Championships on October 16, 2019.
- e. Attendance at soccer, volleyball, and Earth club were mentioned in the October Newsletter.

Academics Minutes
October 7, 2019
Room 12C at 8:00 A.M.

Members in Attendance: Kassie, Lisa, Maggie, Tom, Joell, Emily, Cheri, Hannah, Teresa, Noah, John, Kristin, Mrs. Meyer, Jen, Wendell,

1. Supplemental Online Learning Update (Joell) 5 minutes

This committee has met twice. The committee went through the schools which are approved for online learning via MDE. One student at MSA is currently taking online courses, and we need a procedure going forward.

The committee reviewed the state statute.

There is a form the family, the online school, and MSA must fill out for any student choosing to take an online course.

The committee is looking into if MSA is required to allow students to take these online courses, or if their requests can be refused.

For now, the contact person for students who are interested:

For middle school = Kirstin

For high school = Emily

This committee will develop a form like the 503 form for students who choose to take online courses. This form will allow a student to leave campus early. Preferably this will occur at the end of the day.

It is the committee's recommendation these students be treated like a PSEO students. The committee is wondering where we will put students who choose online courses if they stay on campus. It is agreed there should be supervision. There is currently no solution for this.

The committee is looking into the possibility of MSA becoming an online school as well. It was questioned if MSA would receive funding for that.

The committee feels there are still many questions to look at.

2. SAM Academic Goals (Lisa) 10 minutes

A. I created a working template for the Departments to use. I have a few questions, but please come with suggestions/ideas on how to improve this document or process. I have attached the document as well. Please come to the meeting with ideas/questions.

B. Should we assign the goals to the departments or let them choose?

C. What about departments who have no goals tied directly to their subject?

D. Are these all goals for the departments? For example are goals 1.4, 2.4 and Goal 3 tied to WBWF or a department?

E. Not that I want more goals, but why isn't there a 3.3 (ESSA) and 3.4 (WBWF) goal for Science, only Math and Reading?

Each department needs to go through the SAM goals. It should be noted these goals are different from last year. This is a new contract with SAM, so there are new goals. The current timeline includes who to go to for more data (MCAs, Fastbridge, PSAT, ACT). The most current MCA data was shared at the last All Staff Meeting.

The departments will determine what the plan(s) will be regarding SAM goals. By Tuesday, November 26th, these plans need to be turned into the Academic Committee.

It is possible that departments could still be working on the same goals as previous years.

Departments which do not have a goal assigned to them have not had to work toward these goals.

Our reading scores are lower than we would like to see. It would be beneficial to know which benchmarks are not being met. John explained that fundamentally we should start at reading, as it is encompassed in all subject areas. It makes sense to focus on bringing reading skills up.

The focus will be better spent focusing on the 6th and 7th grades. We need to get more information about where this focus needs to be. The English department will contact Kristin regarding MCA specific data regarding the middle school scores.

Departments that do not have specific goals will be given extra time to plan what they will do regarding the reading goals.

Fastbridge does not have a science test. Each goal has four components except for science; this is historical.

3. Report on the Progress of the WBWF Report (Tom) 5 minutes

MDE does not have the report out yet. So our calendar needs to be adjusted by one month. Once that data is received, Tom will look for volunteers to work on WBWF. The goal is still to have it out by December 1.

4. Modified Transcript Issues (Lisa) 10 minutes - I have attached a copy of this as well.

- A. Redundancy Modification and what that looks like in different classes (This is also a bigger question as well.)
- B. 15% Threshold: What does this actually refer to?
 - a. Amount of time spent on homework?
 - b. Amount of problems/questions?
 - c. A 15% percent change from MSA Standards or State Standards?
 - d. A combination or something else?
 - e. Days Absent
- C. Communication of the Modified Transcript
- D. Are there any additional issues?

The rollout for Modified Transcripts was not as clear as we wanted it to be. There is confusion over the 15% change to the curriculum. Is this change is to the MSA standards or the state standards?

Is there confusion over what is a modification vs. an accomodation? When we use the word modify for this transcript, it doesn't always mean the same thing.

Apparently, not everyone is on the same page for what constitutes as modified.

According to what was agreed upon last year, kids with modified transcripts are not expected to meet the same MSA standards.

There are some parents who do not know about this event though it is in the handbook and has been emailed home. Maybe this should be covered at the next PTO meeting. It turns out parents of students with IEPs and 504s were not informed last spring about this change.

This type of course should already be in place for kids with 504s and IEPs who need Casemangers of IEPs and 504s are who is responsible for determining modified transcripts.

If it says modified in the IEP or 504, should it be an automatic transcript?

The process was for identifying new kids who needed modified transcripts. The kids who are already receiving modifications should have been placed in these courses already.

We also need a form for parents to sign for 504.

Each teacher should talk to the case manager regarding kids with modifications.

Although this information has already been shared with the MSA community, we should send another message out to the wider community so they are aware of this modified transcript change. The information that was sent out earlier this year was not in depth.

It can be added to the November newsletter. Mid semester is a good time to add additional information regarding modified transcripts.

How this works needs to be explained again at an all staff meeting.

A teacher should be able to determine if modified classrooms in Skyward are individual or grouped together.

5. Use of the Academic Agreements (Lisa) I have attached a copy of the 9th grade Academic Agreement - just so that you could see what one looks like. All parents and students have to sign these at the beginning of each year. My idea is that we use this document at the following meetings, to help provide context for the group to know where we are starting, when we begin to work with parents and students who are struggling. (5-10 minutes)
 - A. Conferences?
 - B. IEPs?
 - C. 504s?

Parents sign these agreements for each student. These should be brought to each meeting (conference, IEP, or 504), to show/remind parents what the expectations are for MSA students.

This could be a good way to start a discussion about modified transcripts. It would be nice to have the document as a talking point. This is the focus of MSA.

Let Joell know of any additions or changes that need to be made to these.

6. Any new legislation that this committee needs to be aware of from the September 23 meeting? (John) 5 minutes

Much of the meeting was about Cruz Guzman and waiting for a definition of academic achievement as defined by law.

There will be a requirement for a semester long personal finance class statewide.

7. Issues for the next meeting?

Information about reading goals

WBWF

Revisit students who fail middle school courses (not including Spanish and math)

Next Meeting Date: Monday, November 4 at 8:00 A.M. in room 12A

AFC Minutes
9/18/19, 4:30 pm
Room 5A

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

- II. Review "asks" for the year
 - A. Two-way radios
 - 1. Purchased \$6000
 - B. Hydration stations
 - 1. Will purchase after GTTM
 - a) Practical use for students who drink water and fits with our vision to be a sustainable school.
 - b) Approx. \$5000
 - C. Teacher grants
 - 1. \$10,000
 - D. Gym projector
 - 1. \$10,000
 - a) Possible projector and screen, or
 - b) Two large displays, almost TV like
 - c) Concerned about lack of use
 - 2. \$5,000 for Great Hall tech upgrade
 - a) Large display
 - b) We felt this would get used more than something in the gym
 - 3. More information to be gathered to determine if we will do a gym projector/screen, great hall projector/screen, both, or neither.
 - E. Window film gym
 - 1. Would like to redo this
 - a) Cost \$300-500 with scissor lift rental
 - F. New network/server?
 - 1. Upgrade wifi?
 - a) Approx. \$15000
 - (1) Not a priority
 - 2. Server
 - a) \$4000
 - b) Not a huge need at this time
 - 3. Will not do these two things at this time.

- III. Family Fun Shoot update
 - A. Registrations are down, but should pick up once Dan Swanson holds his trap team meeting
 - B. Raffle ticket sales appear to be up

- IV. Other

- V. Adjourn
 - A. 5:07

AFC Minutes
10/15/19, 4:30 pm
Room 5A

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

- II. Recap Family Fun Shoot
 - A. Standard turnout
 - B. Brought in \$2200 profit, which is up about \$300 from last
 - C. Sold 100 more tickets than 2018

- III. Dragon Dinner Update
 - A. Looking to combine with 20th anniversary, if possible
 - B. Wanting to stay on campus
 - C. Possibly invite students as well

- IV. GTTM Update
 - A. Save the date postcards ordered
 - B. Emails will begin soon
 - C. Justin has website updated

- V. Un-allocated funds - \$4000
 - A. Transportation support
 1. Approved \$3300 for class, grade, or whole school field trips
 2. Will need to develop a procedure to disburse funds
 - B. Communication support
 1. Digital displays for communication
 - a) \$60 each (Raspberry Pi)
 - b) 11 total requested
(1) \$660 total
 2. AFC approves \$700 for communication support

- VI. Technology "give" - \$10,000
 - A. Review admin feedback
 1. Feedback was limited
 2. We currently have portable projectors
 3. Could possibly get three for \$10,000, but maybe not the best size or maybe not including wiring set up
 4. Justin will research and provide quotes

- VII. Other

- VIII. Adjourn
 - A. 5:06 pm

Communications Committee
Meeting Minutes
Weds. Oct. 9, 2019 4:30 p.m.
Room 10A

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

Agenda Heading	Discussion Descriptions	Actions
<p>I. Committee Member/Agenda Updates</p>	<p>A. Christine Morrison has resigned from the Communications Committee. B. New member Girish Jorapurka joined the committee as an MSA parent of a 6th grade student C. Requested to table items IV. A, B, and C due to administrator absence</p>	<p>Put on November's meeting agenda</p>
<p>II. BOD Communication Improvement Ideas</p>	<p>A. Dan Ellingson spoke to the question how can the BOD get better/more feedback from parents? 3 main ideas: 1. BOD Profiles - put BOD member info on the website like staff profiles - help to promote name/face recognition and promote comfort to approach. 2. Automated chatbot - automated chatbot (newer A technology) that could foster communication within the website (mostly to address FRQ), get easier access to information. Basic knowledge is easier, but getting it to be aware of things going on at MSA is more of a challenge. This would also include the ability to search for things like specific parts of policies as well. B. BOD Blog or some form of social media - would need to establish controls and require MSA log-in to access.</p>	<p>Justin setting up profile template. Info and photos will be added to profiles. Justin and Computer Club will research potential; have something to present at December meeting.. Justin give update at December meeting and possibly have a mock-up to show</p>

- How do we address people who will negatively posting, but meet the needs to those who stated via the survey that they prefer electronic communication? Who manages it? Likely a BOD member would manage the page. Would there be responses or just a place to post ideas/questions/request feedback based on upcoming BOD agenda items? Seems that the latter would be better. Suggestion to add tile to Parent dashboard -- easier access and use to promote communication.
- Would inappropriate comments be deleted? Yes, there would be a statement to the effect that the BOD reserves the right to delete comments or content that is inappropriate.
- What about a general feedback area within this? Suggestion - if a person is giving input, is there a way to make the comments not automatically posted, but some to remain for BOD eyes only? Have links available to send a private message to BOD members?
- Envision as a survey function that the BOD can leverage. This can be difficult to communicate with a BOD member has only one person of contact - may lead to bias or issues. This may be partially resolved by having issues/questions/agenda items tied to different BOD members based on preference/committee/etc.
- Other than Facebook, are there other formats that were researched? Not yet, but this is still in the early stages.
- Disabling the ability to comment or just a statement that there will not be BOD direct responses to these, but that this is a way to bring ideas to the BOD.

<p>III. Old Business</p>	<ul style="list-style-type: none"> • Need to be mindful of this being something that is sustainable, rather than something that start off and gets dropped as BOD membership changes • What about BOD members being able to post a topic to solicit responses. • Are the responses public or private? If they are private, who gets the questions and responses? Suggestion - try to implement a system in which a BOD member can solicit a question and only those who have BOD access can see it. This would be a sort of BOD beta test, if it works we may be ready to roll this out to the parents. <p>A. Website - Teacher and student dashboard updates; announcement request form update</p> <ul style="list-style-type: none"> • Positive feedback so far - a few additional tiles will be installed (announcement request for Listserv, and announcements) <p>B. Professional Development - communication updates</p> <ul style="list-style-type: none"> • Address teacher-parent communication platform, GoGuardian feedback, and additional items <p>C. Digital Signage updates</p> <ul style="list-style-type: none"> • Computer Club used a Raspberry Pi (computer monitor interface) and free Screenly software to create an example digital display. Displays a Google slideshow (easy to put together), can be maintained on any device, and refreshes every 5 mins. • Only cost is \$60 per Raspberry Pi - need 11 to mount with monitors on walls near water fountains in each building (would like to place in 11 locations (most near water fountains due to outlet access). • AFC had a suggestion about getting a permanent display in the Great Hall (a large LCD panel), this could also be hooked into that as well 	<p>Justin to add additional tiles</p> <p>Justin, Cheri and Jessie to present in ¼ hour slot</p> <p>Computer Club/Justin have some sample activity slides mocked up for November meeting</p>
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- Who would be responsible? Likely Carrie, because this is an extension of general community communications. (She has had experience with this previously.)
- Some discussion of the variations of the slide view and the options possible there.
- How to roll it out? Likely not able to do anything until January or so (after GTTM and other fundraising dollars come in); Where will the money to pay for it come from? AFC funding? Could be part of the donate function on the MSA website?

- IV. New Business
- rSchool website tour - moved to next meeting
 - rSchool Calendar and Community Calendar - moved to next meeting
 - MSA website 'Extracurricular Activities - moved to next meeting; this is a serious issue that needs to be updated and has already been delayed. There is frustration with this process and that it is taking so long to resolve this issue.
 - Reducing MSA emails to parents and staff - discussion of observations
 - Teachers - lots of emails coming from office, business; going to people who don't need the update; why are all the students names on the email (there is a check box to stop it from listing all the names, if it isn't checked you will see all the names.); also, admin emails that come throughout the day seem to assume that teachers are checking their email all day. Many are not checked until 4:00.
 - Teachers - some of us are ok with the communication that is happening and do still read what comes out even if it does not directly apply;
 - Parents - there seems to be a lot fewer emails after the first month-may be because of start of school year and additional information items/ early reminders; if the daily announcement could arrive earlier that would be

Cheri connect with Tom Johnson(AFC chair) if Family Fun Shoot funds might be able to fund the project (will discuss at 10/15 AFC meeting); email Michelle to update the BOD about the project and funding

No action, continue discussion later if needed

	<p>good (need time to put in the overnight items); daily announcements have info that is actionable- more time sensitive, others are more PSA and general info. The issue is with actionable things.</p> <ul style="list-style-type: none"> • Parent - mailing lists (daily digest or as it happens). For 'as it happens' getting it out as they happen, the irrelevant information is easier distribution. The forum for this would be possibly better on rSchool? Can these be separated out? There are types of lists, one allows subscribers to determine how people receive information. This is more suited to the blogger style communication, this would also significantly change how we structure the announcements. This would also not factor in Skyward. • Parent - concerned about accuracy with the communication. There seems to be an issue with the daily email vs. the Skyward email, this also created additional redundancies. There is an ebb and flow to the volume, but there is a general need for further organization within the website and organization; could there be a weekly announcement version instead? • Teacher - for announcements, could there be an earlier deadline; could there be a general administrative update instead of the regular updates? • There is a need for more information, not necessarily more or less emails, overall better, timely, and efficient information. • Is there a reason that staff cannot post their own announcements? Previously, they wanted to have these formatted in a certain way, to be approved. 	
	<p><i>It is very important to have all committee members at the next meeting. The things that have been delayed need to be addressed including what the template looks like, what goes in it, and who is responsible.</i></p>	

<p>V. Next Meeting - Nov. 13</p>	<p>Parents shared that these should continue to be worked on in the meantime. The items delayed were not new action items. Accuracy was still an issue, which still needs to be addressed. We should still coordinate this and work on this.</p> <ul style="list-style-type: none"> • Tabled items • staff biographies - who updates, who checks, etc.? 	
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Personnel Committee Agenda and meeting notes (in red)

Sept 23, 2019 (future meetings will be the last Monday of every month)

4:30-5:30

Room 5C

Members: John G, Jeff E, Jessie H, Heather R, Lisa A and Cody S (This committee must include the Director, the Chair, the Vice Chair and others as needed.)

Present for meeting: Lisa; John; Tom; Jeff; Jessie; Heather

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.

1. Select a chair (Lisa)
2. Select a notetaker (Jessie)
3. Get copies of all current job descriptions (John has shared these with everyone)

John: We should be organized in our approach as a committee and look at the big picture and then trickle down to individual job descriptions. First start with Director then administrative team (Asst. Dirs. first) then teachers, EAs, other individual staff members, etc.

Lisa would like to have the job descriptions available to look through. (John shared the various job descriptions and position goals after the meeting.)

John: We have job descriptions for all jobs (the lunch monitor job might be in different format).

Jeff: Philosophically, there did not seem to be a good system for all the job descriptions so we need to make sure they all match up. Would like to start with Director and the two Asst. Dir. job descriptions so would like copies of all job descriptions. With regard to storage of these documents, more than one person should have access to them and we should **denote specific versions** so we know what year they were written/updated.

Lisa: What is the "big picture idea?"

John: Everyone should have a job description; everyone should have some form of goals; everyone should have an evaluation process.

4. Determine a list of task/priorities
 - a. Every position should have a job description
 - b. Every position should have some form of goals
 - c. Every position should have an evaluation process
 - d. Lastly, look at/rewrite hiring process

Here is an initial list of possible tasks, we can add/modify this at the meeting and overtime:

The following list is what we will look at first (Director job):

- Look at Director's job description
- Look at the Director's goals
- Create timeline for Director's evaluation process
- Create surveys for Director's evaluation
- Align the forms that the BOD completes with the Director's goals and responsibilities

FEBRUARY

- 1) After Feb. BOD meeting, week window for BOD members to complete Director survey

MARCH

- 2) BOD completes Director evaluation (includes survey) by mid-March.
- 3) Director completes self-evaluation by mid-March.
- 4) BOD communicates results at a special meeting by the end of March:
 - a) MSA stakeholder survey results
 - b) BOD summary of Director evaluation results
 - c) Director self-evaluation results
- 5) BOD will offer or not offer the job by this special March meeting.

APRIL

- 6) At the regular BOD meeting in April, BOD will discuss compensation and terms of contract, make the offer to candidate.
- 7) One week response time for the candidate so the director candidate has time to respond in writing to something in the contract.
- 8) If candidate approves the offer, then we're good and no special meeting required.

- 9) If candidate doesn't approve then BOD will meet for a special meeting at the end of April to negotiate the contract.

JUNE

- 10) Process should be completed by this point.

The following list from the original agenda is what we will likely look at after we complete the above Director job items (Assistant Director, etc. jobs). We did not get to talking about this during tonight's meeting:

- a. Review and update job descriptions of the Assistant Directors. (John shared the various job descriptions and position goals after the meeting.)
 - b. Create surveys for the Assistant Director's evaluations
 - c. Create new job descriptions by _____ (unless everyone already has one)
 - d. Review and update all job descriptions by _____
 - e. Create a document that will go forward to future BODs, so that they do not have to recreate these structures.
5. Make a list of questions for the lawyer and schedule a conference call, as needed

Finance Committee Meeting

October 14, 2019

Building B, Room 101

4:30 p.m.

Attendees: Judith, Ken, Cody, John, Noah

1. Expense Approval Process
 - a. Currently needs approval from John, but John waits for Ken's approval.
 - b. Look into letting Ken approve expenses since John already approves the POs.
2. Financials - September
3. Next meeting - November 11th at 4:30 pm in Room 101B.

ED I ORG PRG CRS FIN		OBJ		FYTD ACTIVITY		2019-20					
Date	Src	Sub	Batch	Vendor Name/Ref	FO# /Line#	Description	Inv# /Desc2	Inv Date	Chk# /Rec#	Check Date	Amount
01 R	005	000	265	000	096	096	6,287.94				
09/04/19	CR		19-50032		8	Annual Fund - Anonymous Donation		09/04/19	15		-5,000.00
09/05/19	CR		19-50028		1	Give to the Max Donation		09/05/19	99		-75.00
09/27/19	CR		19-50033		11	YourCause LLC Annual Fund - Anonymous Donation \$25.90 and Employee Match \$25.90		09/27/19	24		-51.80
09/27/19	CR		19-50033		12	CAF America Annual Fund - Donation employee \$173.67 and Co Match \$165.58		09/27/19	25		-335.25
09/27/19	CR		19-50033		14	Coca Cola Give - Annual Fund September		09/27/19	27		-25.05
						*01 R 005 000 265 000 096					-5,491.10
						*Cash Receipts					-5,491.10
01 R	010	298	413	000	096	096	500.00				
09/27/19	CR		19-50033		9	FRC Robotics - Gardau Donation		09/27/19	22		-500.00
						*01 R 010 298 413 000 096					-500.00
						*Cash Receipts					-500.00

Grand Revenue Totals 6,787.94

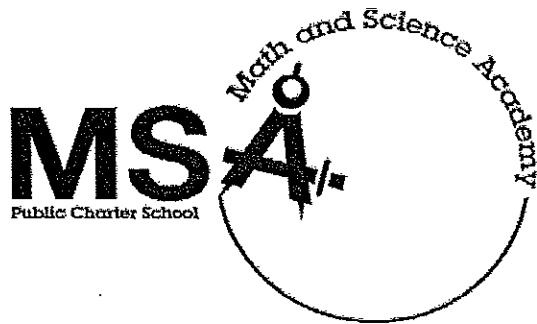
Total for Cash Receipts -5,991.10

Grand Total -5,991.10

Number of Accounts: 2

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

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



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

Financial Statements

September 2019

bergankov | DO MORE.

Prepared by:
Judith Darling, CPA
Finance Manager

**Math and Science Academy
Charter School No. 4043
September 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.M 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. Based on our initial numbers, it appears that our ADM is closer to 493. We have added a working budget based on this ADM. We are continuing to update the working budget based on current information. Two areas that need further review are the extracurricular and the benefits budgets. As information becomes available, we will update these budget areas.
- We have funded various improvement projects including repairs to the roof, HVAC system and installation of speed bumps in the parking lot from the Repair and Replacement fund this fiscal year. As of September 30th, the balance in this fund is \$164K.

Supplemental Information for September 2019

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during September 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
September 30, 2019

	Actual Balance July 1, 2019	Balance Sept 30, 2019
Assets		
Current assets		
Cash and investments	\$ 1,089,467	\$ 1,871,994
Certificates of deposit	800,002	149,995
Accounts receivable	2,053	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	156,437
Current year state aids receivable/(deferred revenue)	517,535	161,096
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	103,658
Total assets	\$ 2,648,964	\$ 2,443,178
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 33,088
Due to other funds	-	-
Accounts payable	111,167	9,128
Payroll deductions and contributions	100,813	(71,820)
Deferred revenue	-	-
Total current liabilities	527,872	(29,603)
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	-	351,690
Total fund balance	2,121,092	2,472,782
Total liabilities and fund balance	\$ 2,648,964	\$ 2,443,179

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. 4D43
 Statement of Revenues and Expenditures
 September 30, 2019

	FY 19 Actual	Original FY20 Budget (487 ADM, 566 WADM)	Working FY20 Budget (498 ADM, 574 WADM)	573.88	25%	Sept YTD	Percent of Working Budget
General Fund - 01							
Revenues							
State revenues							
211 General education aid	\$ 3,729,578	\$ 3,820,780	3,855,535		\$ 1,177,854		30.5%
348-300 Charter school lease aid	795,233	812,578	812,578		-		0.0%
317 Long-term facilities maintenance revenue	74,274	74,765	75,752		-		0.0%
740-360 Special education aid	552,853	543,076	633,514		-		0.0%
201 Endowment aid	19,637	18,654	21,582		10,791		50.0%
370 Other MN aid	2,647	-	-		1,884		-
397 Pension revenue	11,459	15,000	12,500		-		0.0%
Prior year over (under) accrual	18,893	-	-		-		-
Current year state aids receivable	-	-	-		161,096		-
Total state revenues	5,204,573	5,284,853	5,411,461		1,351,624		25.0%
Federal revenues							
419 Federal special education aid	72,201	65,400	66,368		-		0.0%
414 Title II funds	5,150	8,000	26,857		-		0.0%
Total federal revenues	77,351	73,400	93,225		-		0.0%
Local revenues							
000-050 Fees from patrons: milk, graduation gear, AP exam	24,125	23,600	22,600		1,336		5.9%
920-050 Fees from patrons: study hall	4,795	6,400	2,000		925		46.3%
050 Fees from students: field trips	33,462	63,900	33,400		8,773		26.3%
092 Interest earnings	27,129	14,250	22,000		2,742		12.5%
265-096 Annual fund/capital campaign/dragon dinner	121,904	85,000	85,000		6,288		7.4%
000-096 Donations and misc. grants, tech fundraiser	2,754	-	-		0		-
099/620 Miscellaneous revenues/sale of equipment	894	-	-		0		-
621 Year book revenues, Planners	1,131	3,700	3,000		1,455		48.5%
625 Insurance recovery	3,860	-	-		-		-
C 400's Student activities revenue	118,621	123,200	125,600		15,090		12.0%
Total local revenues	338,676	320,050	293,600		36,609		12.5%
Total revenues	\$ 5,620,600	\$ 5,678,303	\$ 5,798,286		\$ 1,388,233		23.9%
	5,620,600	5,678,303	5,798,286		1,388,233		

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

	573.88	25%	Percent of Working Budget
	Original FY20 Budget (487 ADM, 566 WADM)	Working FY20 Budget (493 ADM, 574 WADM)	Sept YTD
	FY 19 Actual	Sept YTD	Percent of Working Budget
Expenditures			
100 Salaries and wages	\$ 2,061,605	\$ 2,121,058	13.3%
200 Employee benefits	686,747	709,058	14.0%
CRS 180 Extracurricular activities	78,328	74,064	7.4%
305 Contracted services	214,390	254,195	24.5%
315 Repairs and maintenance for computers	36,000	39,400	23.1%
320 Communications services	21,047	22,620	20.2%
329 Postage	2,857	4,300	34.9%
330 Utilities	103,628	118,455	23.0%
340 Property and liability insurance	33,878	36,400	55.4%
350 Repairs and maintenance	138,205	120,600	31.8%
360 Transportation for field trips	10,352	11,100	4.6%
366/368 Staff training/travel and conferences	42,048	29,600	29.6%
369 Field trips admissions	21,555	52,800	0.0%
370 Building lease	887,694	902,864	26.6%
370 Other rentals and operating leases	771	1,100	0.0%
380 Computer and tech related hardware rental	24,694	35,300	29.1%
401/455/465 General supplies	51,630	31,000	13.0%
401 Maintenance supplies	29,415	28,700	17.7%
405 Non-instructional computer software and license	19,040	19,400	87.0%
406 Instructional software licensing	13,695	17,400	88.9%
430/456/466 Instructional supplies	44,763	36,800	67.5%
460 Textbooks and workbooks	25,501	34,800	40.5%
461 Standardized tests	20,869	23,600	0.0%
490 Food	1,887	1,000	0.0%
505/506 Capitalized technology software	5,670	5,600	78.6%
520 Building improvements	-	-	-
530 Other equipment/furniture	51,717	15,000	47.6%
555/556 Technology hardware (cap)	68,033	50,200	0.0%
820 Dues and memberships, fees	35,872	38,200	21.2%
891 Pension expense	11,459	15,000	0.0%

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

	FY 19 Actual	Original FY20 Budget (487 ADM, 566 WADM)	Working FY20 Budget (493 ADM, 574 WADM)	25%	Sept. YTD	Percent of Working Budget
898 Scholarships	-	500	500		-	0.0%
Annual fund (265)	65,968	40,000	40,000		170	0.4%
State special education	591,138	590,300	677,556		42,063	6.2%
Federal special education	\$ 72,201	65,400	66,368		30,482	45.9%
Title II funds	5,150	8,000	26,857		1,563	5.8%
Student activity expense	119,923	123,200	125,600		11,657	9.3%
Total expenditures	\$ 5,597,730	\$ 5,677,025	\$ 5,795,765		\$ 1,036,543	17.9%
	5,597,730	5,677,025	5,795,765		1,036,543	
General fund net income	\$ 22,370	\$ 1,278	\$ 2,521		\$ 351,690	

Fund balances						
Beginning fund balance, all funds	\$ 2,098,222	2,121,092	2,121,092	\$ 2,121,092	\$ 2,121,092	
Projected fund balance, all funds	2,121,092	2,122,370	2,123,613	\$ 2,123,613	\$ 2,472,782	
	38%	37%	37%	37%		

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

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

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
401	Student Council Funds	\$ 2,547			2,547
402	NHS Funds	863		(385)	478
403	Parent Team Funds	-			-
404	FIRST Lego League (FLL)	1,751			1,751
405	Prom	1,008			1,008
406	Ex-Curr Academic Triathlon	-	950	193	4,012
407	Ex-Curr Theatre Funds	2,869	115	(21)	94
408	Spanish Club Funds	-			-
409	Girls Basketball	-			-
410	Ex-Curr Art Club Funds	-			-
411	Ex-Curr Ski Club	-			-
413	FIRST Robotics Competition (FRC)	6,707	605	(5,916)	1,395
414	Asian Club	-			-
416	Newspaper	-			-
417	Film Club	-			-
419	Nordic Ski Team	-	175		175
420	Cross Country	594	4,605	(2,462)	2,737
421	Track & Field	-	175	(269)	(94)
422	Music Fund	-			-
423	Boys Basketball	-	175	100	275
424	Baseball	-		(750)	(750)
427	Math League	-		(200)	(200)
429	Computer Club	-			-
430	Debate	-			-
431	Girls Volleyball	-	3,095	(697)	2,398
432	Athletic Account	-	1,500	(1,177)	323
433	Speech Team	-			-
434	Earth Club	-			-
436	Cooking Club	-			-
437	Chess Club	699			699
440	Badminton	-			-
441	Trap Team	-			-

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

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
442	Boys Volleyball	-	-	-	-
443	FIRST Tech Challenge (FTC)	-	-	-	-
444	Harry Potter	-	-	-	-
445	Gay Straight Alliance (GSA)	693	-	-	693
446	Social Justice Club	-	-	-	-
447	Class of 2020	419	-	-	419
449	Soccer	-	1,295	-	1,295
450	Football	-	2,400	-	2,400
451	Cheers Volunteer	-	-	(73)	(73)
452	SWENext Club	-	-	-	-
453	Class of 2021	550	-	-	550
Total Student Activity Balances		\$ 18,700	\$ 15,090	\$ (11,657)	\$ 22,133
		18,700	15,090	(11,657)	22,133

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

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

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



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

Supplemental Information

September 2019

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Prepared by:
Judith Darling, CPA
Finance Manager

Post Date	Acct Nbr	Description	Amount	Batch
08/05/2019	50 R 005 110 000 000 099	BC Waterfall Deposit - August 2019	2687.50	19-50020
09/04/2019	01 R 005 000 265 000 096	Annual Fund - Anonymous Donation	5000.00	19-50032
09/04/2019	01 R 010 298 408 000 621	Spanish - Fundraiser	115.25	19-50032
09/04/2019	01 R 010 298 413 000 621	FRC Robotics - Woodbury Days Findraiser	105.00	19-50032
09/04/2019	01 R 010 298 419 000 050	Nordic	175.00	19-50032
09/04/2019	01 R 010 298 420 000 050	Cross Country	4605.00	19-50032
09/04/2019	01 R 010 298 431 000 050	Girls Volleyball	120.00	19-50032
09/04/2019	01 R 010 298 431 000 050	Girls Volleyball	2975.00	19-50032
09/04/2019	01 R 010 298 449 000 050	Soccer	185.00	19-50032
09/04/2019	01 R 010 298 449 000 050	Soccer	1110.00	19-50032
09/04/2019	01 R 010 298 450 000 050	Football	2400.00	19-50032
09/05/2019	01 E 005 110 000 000 305	Fees	162.99	19-50028
09/05/2019	01 R 005 000 000 000 050	Jr Scholastic	510.00	19-50028
09/05/2019	01 R 005 000 000 000 621	Planner	390.00	19-50028
09/05/2019	01 R 005 000 265 000 096	Give to the Max Donation	75.00	19-50028
09/05/2019	01 R 005 260 000 000 050	HS Engineering	290.00	19-50028
09/05/2019	01 R 005 260 000 000 050	Taste of Science	120.00	19-50028
09/05/2019	01 R 010 212 000 000 050	HS Art	675.00	19-50028
09/05/2019	01 R 010 258 000 000 050	Band	2030.00	19-50028
09/05/2019	01 R 010 260 000 000 050	MS Engineering	225.00	19-50028
09/05/2019	50 A 101 06	BC Waterfall Deposit - July 2019	2687.50	19-50037
09/05/2019	50 A 103 50	BC Waterfall Deposit - July 2019	2687.50	19-50046
09/05/2019	50 A 101 50	BC Waterfall Deposit - July 2019	2687.50	19-50054
09/10/2019	50 A 101 06	BC Waterfall Deposit - Sept 2019	2687.50	19-50038
09/10/2019	50 A 103 50	BC Waterfall Deposit - Sept 2019	2687.50	19-50047
09/10/2019	50 A 101 50	BC Waterfall Deposit - Sept 2019	2687.50	19-50055
09/12/2019	01 E 005 110 000 000 305	Bad Check Fee	11.00	19-50029
09/12/2019	01 R 005 000 000 000 050	Jr Scholastic	490.00	19-50029
09/12/2019	01 R 005 000 000 000 621	Planner	545.00	19-50029
09/12/2019	01 R 005 000 105 000 050	Field Trip	15.00	19-50029
09/12/2019	01 R 005 000 920 000 050	Study Hall - Before School	450.00	19-50029
09/12/2019	01 R 010 212 000 000 050	High School Art	210.00	19-50029
09/12/2019	01 R 010 258 000 000 050	Band	2000.00	19-50029
09/12/2019	01 R 010 260 000 000 050	Middle School Engineering	210.00	19-50029
09/12/2019	01 R 010 260 000 000 050	High School Engineering	125.00	19-50029
09/12/2019	01 R 010 298 407 000 050	Theater	150.00	19-50029
09/13/2019	01 R 005 000 000 000 092	Club Payout - Interest Payment - CD 0000	1222.46	19-50039
09/13/2019	01 R 005 000 000 000 092	Club Payout - Interest Payment - CD 0000	1411.51	19-50040
09/13/2019	01 R 005 000 000 000 092	Club Payout - Interest Payment - CD 0000	877.15	19-50041
09/15/2019	01 R 005 000 000 000 201	FY20 Land Endowment	10790.88	19-50027
09/15/2019	01 R 005 000 000 000 211	FY20 General Education Aid	195971.08	19-50027
09/16/2019	01 R 005 000 000 000 050	Jr Scholastic	180.00	19-50030
09/16/2019	01 R 005 000 000 000 621	Planner	350.00	19-50030
09/16/2019	01 R 005 000 920 000 050	Study Hall - Before School	325.00	19-50030
09/16/2019	01 R 010 212 000 000 050	High School Art	210.00	19-50030
09/16/2019	01 R 010 258 000 000 050	Band	1375.00	19-50030
09/16/2019	01 R 010 260 000 000 050	Middle School Engineering	105.00	19-50030
09/16/2019	01 R 010 260 000 000 050	High School Engineering	25.00	19-50030
09/16/2019	01 R 010 260 000 000 050	Taste of Science	20.00	19-50030
09/16/2019	01 R 010 298 407 000 050	Theater	100.00	19-50030
09/16/2019	01 R 010 298 423 000 050	Boys Basketball	175.00	19-50030
09/27/2019	01 E 010 298 407 000 370	Music Theatre Intl - Refund of what was	192.99	19-50033
09/27/2019	01 E 010 420 000 419 303	Indigo Education - Refund of Overpayment	5000.00	19-50033

Post Date	Acct Nbr	Description	Amount	Batch
09/27/2019	01 R 005 000 000 000 050	Jr Scholastic	100.00	19-50033
09/27/2019	01 R 005 000 000 000 370	Metro ECSU PBIS Grant	1883.60	19-50033
09/27/2019	01 R 005 000 000 000 621	Planner	145.00	19-50033
09/27/2019	01 R 005 000 265 000 096	YourCause LLC Annual Fund - Anonymous Do	51.80	19-50033
09/27/2019	01 R 005 000 265 000 096	CAF America Annual Fund - Donation emplo	339.25	19-50033
09/27/2019	01 R 005 000 265 000 096	Coca Cola Give - Annual Fund	25.05	19-50033
09/27/2019	01 R 005 000 920 000 050	Study Hall - Before School	150.00	19-50033
09/27/2019	01 R 010 212 000 000 050	HS Art	30.00	19-50033
09/27/2019	01 R 010 258 000 000 050	Band	680.00	19-50033
09/27/2019	01 R 010 260 000 000 050	MS Engineering	45.00	19-50033
09/27/2019	01 R 010 298 407 000 050	Theater	650.00	19-50033
09/27/2019	01 R 010 298 413 000 096	FRC Robotics - Gerdau Donation	500.00	19-50033
09/30/2019	01 A 121 00	FY19 General Education Aid	149248.98	19-50031
09/30/2019	01 A 121 00	FY19 State Special Education	16723.89	19-50031
09/30/2019	01 A 121 00	FY19 Charter School Lease Aid	31809.32	19-50031
09/30/2019	01 A 121 00	FY19 Long-Term Facilities Maintenance	2971.01	19-50031
09/30/2019	01 R 005 000 000 000 211	FY20 General Education Aid	196466.04	19-50031
09/30/2019	01 R 005 000 000 000 092	PayPal Interest Deposit	34.45	19-50034
09/30/2019	01 R 005 000 000 000 092	Savings Interest Deposit	1253.74	19-50035
09/30/2019	50 R 005 000 000 000 092	Building Co Interest	2.48	19-50036
09/30/2019	01 R 005 000 000 000 092	Interest Deposit	206.37	19-50043
09/30/2019	50 A 101 06	BC Waterfall Deposit - July 2019	2687.50-	19-50044
09/30/2019	50 A 101 06	BC Waterfall Deposit - Sept 2019	2687.50-	19-50045
09/30/2019	50 A 103 50	BC Waterfall Deposit - July 2019	2687.50-	19-50052
09/30/2019	50 A 103 50	BC Waterfall Deposit - Sept 2019	2687.50-	19-50053
Total for Cash Receipts			654857.81	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	200,753.20	440,998.63	5,041.00	646,792.83
50	BUILDING COMPANY - NON REPORTI	5,375.00	2,689.98	0.00	8,064.98
*** Fund Summary Totals ***		206,128.20	443,688.61	5,041.00	654,857.81

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

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/03/2019	43163	CITY OF WOODBURY	Water Usage: 6/26/19-7/30/19 8430 Woodbury Crossing	78.96
09/03/2019	43163	CITY OF WOODBURY	Water Usage: 6/26/19-7/30/19 8460 Woodbury Crossing	72.89
09/03/2019	43163	CITY OF WOODBURY	Water Usage: 6/26/19-7/30/19 8490 Woodbury Crossing	30.58
09/03/2019	43163	CITY OF WOODBURY	Water Usage: 6/26/19-7/30/19 8500 Woodbury Crossing	38.51
09/03/2019	43164	LOFFLER COMPANIES INC	Copier Lease Konica Minolta C458	422.33
09/03/2019	43165	MN BCA	Background Checks	16.00
09/03/2019	43166	MOLITOR, MOLLY	American Red Cross CPR Training	500.00
09/03/2019	43167	SFM	Work Comp Audit and MN Special Comp Fund Assessment	1,547.00
09/03/2019	43168	XCEL ENERGY	Electric/Gas Usage: 7/10/19-8/10/19	7,730.16
09/05/2019	43169	THRIVENT FINANCIAL	Payroll accrual	3,078.42
09/05/2019	43169	THRIVENT FINANCIAL	Payroll accrual	0.00
09/05/2019	201900037	US BANK	Rent: Sept 2019	59,056.25
09/10/2019	99900088	CARDMEMBER SERVICE		0.00
09/06/2019	43170	ALBERS, JEANA	Reimbursement: Markers and Colored Pencils (Science)	29.87
09/06/2019	43171	ANDERSON, LISA	Reimbursement: Social Studies Supplies	125.61
09/06/2019	43171	ANDERSON, LISA	Reimbursement: Flash Drives for Closed Meetings (Board of Directors)	27.98
09/06/2019	43172	ANDERSON, MARKELL	Professional Development Reimbursement: 2 Graduate Classes	625.00
09/06/2019	43173	BAUER FLOOR COVERING INC	Carpeting: Provide and Install Change in Attitude carpet tile color 12516 Take Action in Classrooms. Includes Tearout of existing carpet and new cove base. Rooms 11 and 13.	5,082.32
09/06/2019	43174	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: August 2019	7,115.00
09/06/2019	43175	BLICK ART MATERIALS	HS Art Supplies	416.11
09/06/2019	43175	BLICK ART MATERIALS	HS Art Supplies	813.57
09/06/2019	43175	BLICK ART MATERIALS	Art Supplies	12.30
09/06/2019	43175	BLICK ART MATERIALS	Art Supplies	975.20
09/06/2019	43176	BURGGRAFF, MARGARET	Vision Reimbursement	200.00
09/06/2019	43177	CENTURY LINK	Phone Service: Account Number 651 731-5162 971	127.16
09/06/2019	43177	CENTURY LINK	Phone Service: Account Number 651 735-9416 212	242.93
09/06/2019	43178	COMCAST	Internet: 8/27/19-9/26/19 8430 Woodbury Crossing	349.95
09/06/2019	43179	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: July 2019	1,414.37
09/06/2019	43179	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: August 2019	959.82
09/06/2019	43180	ESPARZA, PAUL	Reimbursement: Home Depot Maintenance Supplies	150.53
09/06/2019	43180	ESPARZA, PAUL	Reimbursement: Menards and Home Depot Maintenance Supplies	183.91
09/06/2019	43180	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	149.07
09/06/2019	43181	FILLBRANDT, MICHAEL	Reimbursement: English Classroom Supplies	54.83
09/06/2019	43182	FLINN SCIENTIFIC INC.	Science Supplies	170.69
09/06/2019	43183	FROBERG, SHANNON	Reimbursement: IKEA Furniture	179.55
09/06/2019	43184	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	242.44
09/06/2019	43184	INNOVATIVE OFFICE SOLUTIONS LLC	SPED Office Supplies	50.67
09/06/2019	43185	JEFFERSON LINES	Transportation: Cross Country St Catherine University 8/26/19	625.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/06/2019	43186	KOSTICHKA, HANNAH	Reimbursement: 2 Saucer Chairs for Resource Room	69.96
09/06/2019	43187	KRAUS-ANDERSON INSURANCE	Practical HR: Oct 2019	250.00
09/06/2019	43188	LIMINEX, INC	GoGuardian Administrators (537 @ \$5.85) and GoGuardian Teachers (537 @ \$5.85)	6,282.90
09/06/2019	43189	PUNDSACK, JOELL	Reimbursement: Binders for Skyward Teacher Training	61.38
09/06/2019	43190	PURCHASE POWER	Postage	503.50
09/06/2019	43191	QUALITY LOCKSMITH SERVICE INC	Repair: Auto Operators for Bldg B Main Entrance	6,117.22
09/06/2019	43192	ROATH, CATHERINE	Reimbursement: Social Studies Supplies	47.93
09/06/2019	43193	TRANE U.S. INC.	Repair: Chiller	918.86
09/10/2019	99900089	AMAZON	Credit Card: Aug 2019 (amazon)	1,614.46
09/10/2019	99900089	CARDMEMBER SERVICE	Credit Card : August 2019	3,734.54
09/10/2019	99900089	CARDMEMBER SERVICE	Amazon AC Adapters and Charges	-449.88
09/10/2019	99900089	CUB FOODS	Credit Card : August 2019	115.42
09/10/2019	99900089	SAM'S CLUB	Credit Card : August 2019	181.66
09/10/2019	99900089	SENDGRID	Credit Card : August 2019	29.95
09/10/2019	99900089	SMARTSIGN	Credit Card : August 2019	503.11
09/10/2019	99900089	SURVEYMONKEY	Credit Card : August 2019	29.00
09/10/2019	99900089	TARGET	Credit Card : August 2019	19.89
09/10/2019	201900038	US BANK	Rent: July 2019	59,056.25
09/12/2019	43194	ANDERSON, MARKELL	Reimbursement: Spanish Classroom Supplies	101.67
09/12/2019	43195	BECKER FIRE AND SAFETY SERVICES, LLC	Annual Fire Extinguisher Service	2,109.50
09/12/2019	43196	BLICK ART MATERIALS	HS Art Supplies	23.92
09/12/2019	43197	CAROLINA BIOLOGICAL SUPPLY CO	Science Supplies	1,020.77
09/12/2019	43198	CLIFTONLARSONALLEN LLP	Progress Billing on the audit of the School's financial statements for the fiscal year ended June 30, 2019	2,000.00
09/12/2019	43199	CULLIGAN	Drinking Water Equipment Service: Sept 2019	65.85
09/12/2019	43200	DALCO	Building Supplies	1,288.32
09/12/2019	43201	ELSEN, VIRGINIA	Reimbursement: Liquidation Fee - Shell Lake HS	800.00
09/12/2019	43202	ESPARZA, PAUL	Repairs and Maintenance: August 2019 218 hours @ \$26/hr	5,668.00
09/12/2019	43203	FAIR, DENICE	Vision Reimbursement: Glasses	81.58
09/12/2019	43204	GAWARECKI, JOHN	Vision Reimbursement: Contact Lenses	200.00
09/12/2019	43204	GAWARECKI, JOHN	Professional Development Reimbursement: GED 8145 and GED 8150 Hamline	2,342.70
09/12/2019	43204	GAWARECKI, JOHN	Reimbursement: Admin Team Building Lunch with Personality Colors @ Tamarack Village	159.78
09/12/2019	43228	GIS BENEFITS	Insurances: August 2019	4,495.22
09/12/2019	43205	INSIGHT STORAGE SOLUTIONS INC	Storage Box	53.04
09/12/2019	43206	J.W. PEPPER & SON INC.	Music	125.75
09/12/2019	43206	J.W. PEPPER & SON INC.	Music	53.99
09/12/2019	43206	J.W. PEPPER & SON INC.	Music	97.99
09/12/2019	43206	J.W. PEPPER & SON INC.	Music	336.99
09/12/2019	43206	J.W. PEPPER & SON INC.	Music	26.98
09/12/2019	43206	J.W. PEPPER & SON INC.	Music	302.66
09/12/2019	43207	JEFFERSON LINES	Cross Country Transportation: St Olaf College 8/29/19	950.00
09/12/2019	43208	MARTIN LAW FIRM PLLC	Legal Services: August 2019	212.00
09/12/2019	43209	MASSP	Law Conference Registrations - Tom Johnston and Shannon Froberg	410.00
09/12/2019	43210	MIDWEST VENDING INC	Milk	23.40
09/12/2019	43211	MN BCA	Background Check	8.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/12/2019	43212	MN DEPT. OF LABOR & INDUSTRY	Elevator Annual Operation - ELV1013766 and ELV1014210	200.00
09/12/2019	43213	MN JR. HIGH SCHOOL MATH LEAGUE	School Registration - 2 Teams	200.00
09/12/2019	43214	JIM MORRISON PLUMBING INC	Plumbing for Icemaker Bldg B	1,400.00
09/12/2019	43215	ORKIN EXTERMINATING CO, INC.	Pest Control Account #28405195	1,293.95
09/12/2019	43216	OUTDOOR PROPERTY MAINTENANCE	Lawn Maintenance: July 2019	1,000.00
09/12/2019	43216	OUTDOOR PROPERTY MAINTENANCE	Lawn Maintenance: August 2019	1,000.00
09/12/2019	43217	OVERSON, SANDRA	Reimbursement: Calculas Curriculum	417.78
09/12/2019	43218	PARK GROVE ELECTRIC, INC.	Replace Ballasts in Rm 4 and 17 and Repair Loose Outlet in Rm 302	382.00
09/12/2019	43219	PIERCE, TODD	Reimbursement: Band Equipment Storage	125.77
09/12/2019	43220	FITNEY BOWES GLOBAL FIN. SERV.	Postage Lease: 9/30/19-12/30/19	257.00
09/12/2019	43221	ROATH, CATHERINE	Vision Reimbursement: Glasses	200.00
09/12/2019	43221	ROATH, CATHERINE	Reimbursement: Social Studies Supplies	93.78
09/12/2019	43222	ROLAND LOZIER	Piano Services/Repair	230.00
09/12/2019	43223	ST OLAF COLLEGE ATHLETICS	2019 Cross Country Showcase 8/29/19	400.00
09/12/2019	43224	STREET GRAPHX INC	Banner for 2019 Baseball Conference Championship	188.00
09/12/2019	43225	THE SHERWIN WILLIAMS CO	Paint	36.48
09/12/2019	43226	TRANE U.S. INC.	Filter	121.86
09/12/2019	43227	VERIZON WIRELESS	Phone Service: 7/21/19-8/20/19	291.75
09/13/2019	201900030	FURTHER	Payroll accrual	942.20
09/13/2019	201900030	FURTHER	Payroll accrual	231.86
09/13/2019	201900031	INTERNAL REVENUE SERVICE	Payroll accrual	565.00
09/13/2019	201900031	INTERNAL REVENUE SERVICE	Payroll accrual	5,955.43
09/13/2019	201900031	INTERNAL REVENUE SERVICE	Payroll accrual	5,477.07
09/13/2019	201900031	INTERNAL REVENUE SERVICE	Payroll accrual	1,280.94
09/13/2019	201900031	INTERNAL REVENUE SERVICE	Payroll accrual	5,477.07
09/13/2019	201900031	INTERNAL REVENUE SERVICE	Payroll accrual	1,280.94
09/13/2019	201900032	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,160.49
09/13/2019	201900033	PERA	Payroll accrual	1,010.25
09/13/2019	201900033	PERA	Payroll accrual	1,165.65
09/13/2019	201900034	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,749.17
09/13/2019	201900034	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,071.16
09/16/2019	43229	ESPARZA, PAUL	Reimbursement: Maintenance Supplies FY20	216.08
09/16/2019	43230	THRIVENT FINANCIAL	Payroll accrual	3,238.42
09/16/2019	43230	THRIVENT FINANCIAL	Payroll accrual	0.00
09/23/2019	201900039	BLUE CROSS BLUE SHIELD OF MN	Health Insurance Premiums: Oct 2019	34,784.29
09/24/2019	43231	A.J. ALBERTS PLUMBING INC.	Work Order #82747	175.00
09/24/2019	43232	ALBERS, JEANA	Reimbursement: Science Supplies	56.98
09/24/2019	43233	APPLE INC.	iPad Pro (SPED)	949.00
09/24/2019	43234	B.E. PUBLISHING	EduTyping Online Keyboarding Software Renewal	799.20
09/24/2019	43235	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: Sept 2019	7,115.00
09/24/2019	43236	BIO-RAD LABORATORIES, INC	Science Supplies	336.40
09/24/2019	43237	BLICK ART MATERIALS	HS Art Supplies	50.83
09/24/2019	43237	BLICK ART MATERIALS	Life Science Supplies	192.66
09/24/2019	43238	BSN SPORTS, LLC	Athletic Apparel	139.00
09/24/2019	43239	CANON FINANCIAL SERVICES, INC.	Copier Contract: Sept 2019	1,939.00
09/24/2019	43240	CANON SOLUTIONS AMERICA, INC.	Copier Supplies	634.92
09/24/2019	43240	CANON SOLUTIONS AMERICA, INC.	Copier Supplies	205.47
09/24/2019	43241	COMCAST	Internet: 9/18/19-10/17/19 8430 Woodbury Crossing	505.63
09/24/2019	43242	CONTINENTAL CLAY COMPANY	HS Art Supplies	553.47
09/24/2019	43243	DALCO	Sporks	262.60

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/24/2019	43243	DALCO	Hand Towels	30.75
09/24/2019	43244	DEVGUN, AMRIT	Candy for Back to School Night	17.02
09/24/2019	43245	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: Sept 2019	987.31
09/24/2019	43246	ECKROTH MUSIC	Instruments	199.75
09/24/2019	43247	ESPARZA, PAUL	Reimbursement: Home Depot Building Supplies	82.03
09/24/2019	43248	FAMILY ACHIEVEMENT CENTER, INC	August 2019 Speech Therapy 54.3 hrs @ \$27.50 plus mileage 16.8 mi @ \$.58 and Occupational Therapy 6 @ \$27.50	1,667.99
09/24/2019	43249	GIS BENEFITS	Insurances: Sept 2019	6,512.36
09/24/2019	43250	HOWE, CHERYL	Professional Deveopment Reimbursement: NSTA/MnSTA Annual Membership	85.00
09/24/2019	43251	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	63.89
09/24/2019	43251	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	8.49
09/24/2019	43252	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment and Usage for Color Impressions	1,108.31
09/24/2019	43253	METRO SALES INC	Staple Refill	164.50
09/24/2019	43253	METRO SALES INC	Staple Refill	229.26
09/24/2019	43254	MINNESOTA COMPUTERS FOR SCHOOLS	Final Payment for Lenovo T450S	19,400.00
09/24/2019	43255	MN BCA	Background Checks	48.00
09/24/2019	43256	MN STATE HIGH SCHOOL LEAGUE	Coaches Ed Class- Erin Brault	170.00
09/24/2019	43257	OVERSON, SANDRA	Reimbursement: Mesh Crates for Classroom Student Organization	60.09
09/24/2019	43257	OVERSON, SANDRA	Reimbursement: Planner	26.99
09/24/2019	43258	PARTNERS IN LEARNING PROGRAMS, INC	Hallway Sign	64.94
09/24/2019	43259	PEARSON EDUCATION INC	Etext for Biology	42.35
09/24/2019	43260	POPP COMMUNICATIONS	Phone Service 8/6/19-9/5/19 and recurring charges 9/6/19-10/5/19	58.53
09/24/2019	43261	RATWIK, ROSZAK & MALONEY, PA	Legal Services: Aug 2019 and Section 504 Training (Title II)	1,986.00
09/24/2019	43262	ROBERT ENGSTROM COMPANIES	Lease Payment: Oct 2019 for Bldg D at 8500 Woodbury Crossing	8,137.00
09/24/2019	43263	ROSEMANN, HEATHER	Reimbursement: Handmaids Tale Book	31.96
09/24/2019	43264	SHI INTERNATIONAL CORP	Creative Cloud Enterprise	2,525.25
09/24/2019	43264	SHI INTERNATIONAL CORP	Chromebooks (SPED)	2,128.50
09/24/2019	43265	SWANSON, LAURA	Reimbursement: Concessions for Girls Volleyball	93.64
09/24/2019	43266	THE COLLEGE BOARD - MWRO	Continuing Ed - Calculus BC (Title)	235.00
09/24/2019	43267	UNIVERSITY OF OREGON	SWIS Annual License 9/1/19-8/31/20	350.00
09/24/2019	43268	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Credit for 3 Missed Cleans in August 2019	-402.27
09/24/2019	43268	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Credit for 1 Clean in June 2019 - Invoice 66619	-150.00
09/24/2019	43268	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Cleaning Service: Sept 2019	6,425.00
09/24/2019	43269	WONG, SANDI	Reimbursement: Swenext Supplies	72.65
09/24/2019	43270	WOODBURY CROSSING OFFICE, LLP	Lease Payment: Oct 2019 for 8490 Woodbury Crossing	5,304.50
09/24/2019	201900046	FURTHER	Annual Billing Fee	150.00
09/26/2019	43271	WASHINGTON COUNTY	MSA 2019 Property Taxes - 2nd Half Payment Property ID: 16.028.21.13.0085	9,578.00
09/30/2019	43272	ANDERSON, MARKELL	Reimbursement: Quizlet Teacher Subscription	34.99
09/30/2019	43273	BUKKILA, JACOB	Reimbursement: Physics Supplies	58.05
09/30/2019	43274	BUREAU OF EDUCATION RESEARCH	Young Adult Literature Conference 12/11/19 and Best Use of Google Classroom to Strengthen Your English/LA Instruction 1/10/20 (Title)	558.00
09/30/2019	43275	CARDENAS, ANNE	Reimbursement: Taste of Science Supplies	116.06
09/30/2019	43276	CITY OF WOODBURY	Water Usage: 7/30/19-8/28/19 8430 Woodbury	75.91

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/30/2019	43276	CITY OF WOODBURY	Crossing Water Usage: 7/30/19-8/28/19 8460 Woodbury	51.95
09/30/2019	43276	CITY OF WOODBURY	Crossing Water Usage: 7/30/19-8/28/19 8490 Woodbury	30.58
09/30/2019	43276	CITY OF WOODBURY	Crossing Water Usage: 7/30/19-8/28/19 8500 Woodbury	35.83
09/30/2019	43277	DEVGUN, AMRIT	Reimbursement: Spanish Club Supplies	4.14
09/30/2019	43278	ECKROTH MUSIC	Accent Tuba	2,675.00
09/30/2019	43279	GAWARECKI, JOHN	Reimbursement: Books for 1845 Course from Hamline	75.25
09/30/2019	43280	GIS BENEFITS	Insurances: Oct 2019	6,572.36
09/30/2019	43281	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	75.62
09/30/2019	43282	J.W. PEPPER & SON INC.	Music	389.99
09/30/2019	43283	MIDWEST VENDING INC	Milk	18.20
09/30/2019	43283	MIDWEST VENDING INC	Milk	18.20
09/30/2019	43284	MN BCA	Background Checks	72.00
09/30/2019	43285	OUTDOOR PROPERTY MAINTENANCE	Lawn Care: May and June 2019	1,400.00
09/30/2019	43286	PRIOR LAKE ROBOTICS	Registration Fee for Minne Mini-Regional 11/23/19	200.00
09/30/2019	43287	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Transportation: Cross Country 9/12/19 St Catherine University	287.15
09/30/2019	43287	SOUTH WASHINGTON COUNTY SCHOOLS -DIST. 833	Transportation: Volleyball 9/3/19 Hmong Academy	378.00
09/30/2019	43288	WELLS FARGO VENDOR FINANCIAL SERVICES	Ricoh Copiers Contract 450-0000301-000 9/14/19-10/13/19	1,718.84
09/30/2019	43289	XCEL ENERGY	Electric/Gas Usage: 8/10/19-9/9/19	5,399.63
09/30/2019	201900040	FURTHER	Payroll accrual	942.20
09/30/2019	201900040	FURTHER	Payroll accrual	377.67
09/30/2019	201900041	INTERNAL REVENUE SERVICE	Payroll accrual	640.00
09/30/2019	201900041	INTERNAL REVENUE SERVICE	Payroll accrual	6,848.08
09/30/2019	201900041	INTERNAL REVENUE SERVICE	Payroll accrual	6,508.96
09/30/2019	201900041	INTERNAL REVENUE SERVICE	Payroll accrual	1,522.28
09/30/2019	201900041	INTERNAL REVENUE SERVICE	Payroll accrual	6,508.96
09/30/2019	201900041	INTERNAL REVENUE SERVICE	Payroll accrual	1,522.28
09/30/2019	201900042	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
09/30/2019	201900042	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,362.66
09/30/2019	201900045	OLD NATIONAL BANK	Service Fee	73.00
09/30/2019	201900043	PERA	Payroll accrual	1,762.33
09/30/2019	201900043	PERA	Payroll accrual	2,033.44
09/30/2019	201900044	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,808.33
09/30/2019	201900044	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,133.64
Totals for checks				425,106.16

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	140,905.13	0.00	284,201.03	425,106.16
***	Fund Summary Totals ***	140,905.13	0.00	284,201.03	425,106.16

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

Post Date	Acct Nbr	Description	Amount	Batch
07/01/2019	01 E 010 260 000 000 460	MCGRAW-HILL SCHOOL EDChemistry Matter and Change	1175.30	19-10004
07/01/2019	01 E 010 630 500 000 406	TIERNEY BROTHERS, INCSMART Learning Suite - 3 year	760.50	19-10004
07/01/2019	01 E 005 010 000 000 820	MN ASSOC. OF CHARTER SCHOOLS2019 Membership Dues - Full Annual Paymen	3566.00	19-10004
07/01/2019	01 E 005 108 000 000 405	ISCORPSkyward Hosting Services from Feb 2019 - Jan 2020	1400.00	19-10004
07/01/2019	01 E 005 940 000 000 340	Philadelphia Insurance CompaniesSpecialty School Umbrella and Special	20012.17	19-10004
07/01/2019	01 E 005 810 000 000 350	SCHINDLER ELEVATORYearly Elevator Service: 4/1/19-3/31/20	1626.03	19-10004
07/01/2019	01 E 010 630 000 000 406	CARDMEMBER SERVICEFAST Subscription Schl Yr 19-20	2598.00	19-10004
07/01/2019	01 E 005 110 000 000 329	FITNEY BOWES GLOBAL FIN.Postage Lease 6/30/19-9/29/19	257.00	19-10004
07/01/2019	01 E 005 107 000 000 305	KRAUS-ANDERSON INSURANCEPractical HR: July 2019	250.00	19-10004
07/01/2019	01 E 010 420 000 419 303	INDIGO EDUCATIONFY20 Director Services Deposit	5000.00	19-10004
07/01/2019	01 E 010 211 402 000 820	NASSP/NHSFY20 National Honor Society	385.00	19-10004
07/01/2019	01 E 005 108 000 000 405	ISCORPFY20 Skyward Hosting Services	2400.00	19-10004
07/01/2019	01 E 010 640 262 316 366	CATHERINE ROATHProfessional Development - 3 days in FY20	150.00	19-10004
07/01/2019	01 E 010 211 000 000 270	SEWorkWorers Comp	5152.00	19-10004
07/01/2019	01 E 005 108 000 000 405	SKYWARD ACCOUNTING DEPT.FY20 SlyLairt License	918.75	19-10004
07/01/2019	01 E 005 108 000 000 405	SKYWARD ACCOUNTING DEPT.FY20 Annual License Fees	2616.00	19-10004
07/01/2019	01 E 005 108 000 000 405	SKYWARD ACCOUNTING DEPT.FY20 Financial Management Software License	9441.70	19-10004
07/01/2019	01 E 010 640 342 316 366	TERESA WARDProfessional Development 7/1-7/3/19	865.29	19-10004
07/01/2019	01 E 005 850 000 348 370	ROBERT ENGSTROM COMPANIESLease Payment: July 2019 for Bldg D	7900.00	19-10004
07/01/2019	01 E 005 850 000 348 370	WOODBURY CROSSING OFFICE,Lease Payment: July 2019 for 8490 Woodbury C	5304.50	19-10004
07/01/2019	01 E 005 110 000 000 305	GIS Benefits: Fees July 2019	45.00	19-10004
07/01/2019	01 L 215 18	GIS Benefits: July 2019	415.34	19-10004
07/01/2019	01 L 215 17	GIS Benefits: July 2019	229.44	19-10004
07/01/2019	01 L 215 08	GIS Benefits: July 2019	4295.66	19-10004
07/01/2019	01 L 215 12	GIS Benefits: July 2019	1727.04	19-10004
07/01/2019	01 L 215 17	GIS Benefits: August 2019 Corrections	219.76	19-10004
07/01/2019	01 L 215 08	GIS Benefits: August 2019 Corrections	119.59	19-10004
07/01/2019	01 L 215 13	BLUE CROSS BLUE SHEILD OFHealth Insurance Premiums: July 2019	37983.21	19-10004
07/01/2019	01 E 005 630 000 000 506	COMPUTER INTRGRATION TECHNOLOGIES1 yr acad win srv std core lic S/A an	3144.00	19-10004
07/01/2019	01 E 005 010 000 000 366	Cardmember Service, MINNESOTA SCHOOL BOARD FY20 Board Member Training	390.00	19-10004
07/01/2019	01 E 010 298 413 000 820	Cardmember Service, FIRST FOR INSPIRATION FY20 Robotic Registration	5000.00	19-10004
07/01/2019	01 E 010 640 292 316 366	Cardmember Service, AUGSBURG DEPT FY20	650.00	19-10004
07/01/2019	01 E 010 260 000 000 460	MCGRAW-HILL SCHOOL EDPhysics Principles & Problems	722.09	19-10004
07/01/2019	01 E 010 270 000 000 460	MINNESOTA HISTORICAL SOCIETYNorthern Lights E-Book	1057.00	19-10004
07/01/2019	01 E 010 240 000 000 406	SCHOOL SPECIALTYMiddle School PE SPARKfamily.org 3 yr Membership	99.66	19-10004
07/01/2019	01 A 131 00	FY19 Prepaid Reversals	-127876.03	19-10004

Post Date	Acct Nbr	Description	Amount	Batch
08/12/2019	01 E 005 810 000 000 320	Electric/Gas Usage: 6/10/19-7/18/19	-6573.07	19-10008
08/12/2019	01 E 005 810 000 000 330	Electric/Gas Usage: 6/10/19-7/18/19	6573.07	19-10008
09/03/2019	01 E 005 810 000 000 320	Electric/Gas Usage: 7/10/19-8/10/19	-7730.16	19-10007
09/03/2019	01 E 005 810 000 000 330	Electric/Gas Usage: 7/10/19-8/10/19	7730.16	19-10007
09/09/2019	01 E 005 108 000 000 405	Electronic Signature for Skyward Checks	-200.00	19-10005
09/09/2019	01 E 005 110 000 000 305	Electronic Signature for Skyward Checks	200.00	19-10005
09/09/2019	01 E 005 630 000 000 315	Monthly Contract	3000.00	19-10006
09/09/2019	01 E 010 630 000 000 315	Monthly Contract	-3000.00	19-10006
09/17/2019	01 A 104 00	Maturing CD's Liquidated	-650007.19	19-10009
09/17/2019	01 A 101 02	Maturing CD's Liquidated	650007.19	19-10009
09/30/2019	01 E 005 810 000 000 320	Electric/Gas Usage: 8/10/19-9/9/19. Check #43289	-5399.63	19-10010
09/30/2019	01 E 005 810 000 000 330	Electric/Gas Usage: 8/10/19-9/9/19. Check #43289	5399.63	19-10010

Total for Journal Entries 0.00

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
01	GENERAL FUND	-82,885.99	0.00	82,885.99	0.00
*** Fund Summary Totals ***		-82,885.99	0.00	82,885.99	0.00

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

School Expansion Possibilities Committee Agenda

Thursday, September 26, 2019

4:30-5:30

Room 5C

In Attendance: John Gawarecki, Jeff Eng, Girish Jorapurkar, Ken LaCasse, and Lisa Anderson
(Leadership: Chair, with help from the BOD members and the Director)

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

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

1. Confirm date for November retreat (Tuesday, November 21, 5 - 7:30 pm)

MSA BOD retreat is confirmed for Tuesday, November 21, 5:7:30 pm, Room 10B

2. Develop plan to publish the date and solicit participation

BOD Members will be available during Parent Conferences to solicit feedback regarding the possibility of MSA expansion. Jeff will create a summary of current operating assumptions and key questions to be considered by the BOD.

3. Discuss the meeting format, information to be shared, and agenda for the November retreat

Review operating assumptions

Continue to develop key questions

Determine next steps for the remainder of the school year

Report to be created and distributed to MSA stakeholders for the annual stakeholder meeting

4. Draft questions to ask parents at the retreat (by October 28)

Jeff to complete draft questions for discussion at the October 21 BOD Workshop.

5. Expansion Committee will meet in-person or electronically during the week of Nov 11-15 to collate the questions and make final preparations

Meeting date and time TBD.

Math and Science Academy

Adopted: August 17, 2015

MSBA/MASA Model Policy 710

Orig. 1995

Rev. 2012

Rev. 2019

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

~~Transportation to and from all extracurricular activities is the full responsibility of the MSA student and his/her family.~~

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

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

Rules of conduct, discipline, and all other MSA policies applicable to students and employees apply to students and employees while engaged in extracurricular activities.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the Activities Director. All transportation arrangements made by a MSA employee must be approved by the Activities Director or designee. ~~If MSA makes no arrangements for extracurricular transportation, MSA students who wish to participate in extracurricular activities are responsible for arranging for or providing their own transportation.~~

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

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

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

All vehicles used to transport students shall be properly registered and insured. When non-commercial transportation is utilized to transport non-immediate family members, drivers of the non-commercial vehicle will provide proof of insurance that is equal to or greater than \$250,000 individual/\$500,000 group or incident insurance, or a \$1 million dollar umbrella insurance policy. Immediate family members include: children/legal wards, and siblings of the non-commercial vehicle.

Any non-staff member who transports non-immediate family members must provide proof of insurance as stipulated above, including the completion of Proof of Insurance for Extracurricular Transportation Form.

In the event that an adult, non-staff member is transporting non-immediate family members, the passengers must have a complete, current Extracurricular Transportation Waiver Form on file with the Activities Director

V. NO STUDENT TRANSPORTATION OF STUDENTS OR SELF

Students driving themselves to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives his/her self to an activity or event. In the event that a student must drive to an event, their parents/legal guardians must have a complete, current waiver ___ on file with the Activities Director.

Students ~~should not~~ will not drive other students to extracurricular activities, with the exception of a sibling transporting other sibling(s).

VI. EMERGENCY SITUATIONS

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

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

- ~~A. Call 911, if necessary. The student's parent/guardian is responsible for any expenses incurred (i.e. ambulance, hospital, doctor, etc.)~~
- ~~B. Contact the student's parent/guardian if they are not present at the phone number on file for the student.~~
 - ~~1. The parent/guardian is responsible for providing transportation if the student must leave the activity early due to the emergency incident.~~
 - ~~2. If the parent/guardian is unavailable to provide transportation themselves, the parent/guardian must make any necessary arrangements to secure transportation for their student.~~
 - ~~3. MSA is not required to make any transportation arrangements for the student.~~

VII. FEES

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

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

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

Communications Committee

Minutes

Weds., Sept. 11, 2019, 4:30 p.m.

Room 10A

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

Agenda Heading	Discussion Descriptions	Actions
<p>I. Old Business -</p>	<p>A. New Committee members</p> <p>B. Parent Survey actions</p> <ol style="list-style-type: none"> 1. Teacher-Parent Communication Platform update 2. Communication to Parents re: actions in response to surveys update <p>C. Website Content Management Task Force</p> <ol style="list-style-type: none"> 1. teacher dashboard improved 2. tabs on front page updated 3. It was the intention of TF to have most of website data migrated before school begins, which didn't happen, some activity info cannot be accessed 4. Activities and athletics - performance issue who is responsible for getting info on website/updated <ol style="list-style-type: none"> a. activities/athletics still are not correct, calendar incorrect b. sport team here 2 hrs early why? c. Coaches are not on website, important info for coaches did not get into handbook ("it's a given", doesn't need to go in) 	<p>Christine Morrison, parent Tammy Barnaby, parent</p> <p>Roll out beta version by end of week to see if works well, hard roll out Oct. 9 (staff mtg or 16 (prof. dev. date)</p> <p>Will go out this week</p> <p>Put "Activities" tab back on webpage with old pages until info can be migrated to rSchool with accuracy. At the end of the school year, make decision about Activity tab</p> <p>A special meeting will be held next Weds., Sept. 18, 4:30 pm Room 10A - Shannon and Carrie will bring information regards to communication processes, who's responsible for what, where the disconnects are, and to set deadlines for action to get things done, and stop inaccuracies</p>

	<p>D. Teacher Survey actions update</p> <ol style="list-style-type: none"> 1. Update to Teacher dashboard - preview looks good, Justin will activate 2. Communication to teachers about email responses - Cheri will send a communication to teachers about response times <p>E. Important religious holidays (muslim, jewish) on MSA calendar update -</p> <p>F. Student Survey - (conducted May 31, 2019)</p> <ol style="list-style-type: none"> 1. Discuss analysis and how to use to improve communications <ul style="list-style-type: none"> ~ Younger grades participated. ~ Daily Announcements are very important for teachers to read. ~ Bulletin Board or electronic message display - students are really excited about this idea. Computer Club can be responsible for this. There are thirty monitors in storage, we could get wall mounts and raspberry pies. Cost would be low and someone in the office will control the messages. Approximately \$25-50 per display. ~ Front office - great relaying information. ~ Issues resolved through admin - most everyone did not contact the administrators. ~ Administration - most easy to contact and get things resolved ~ Can Shannon Froberg have office hours? How does this happen? 	<p>Michelle talking with some students who are interested in being a part of the task force to look at special days of celebration of other cultures - haven't met yet</p> <p>Computer Club will walk the building and look for ideal sites. Running messages will be on the scroll. How does information get on there and who does it.</p> <p>John Gawarecki will discuss with Shannon in the Directors Meeting; Shannon would have to decide what hours she is available and post these.</p>
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	<p>~ Teachers - everyone communicates well - some issues with Music and Math. ~ Test calendar - doing well with the calendar but students feel that only 50% it's up to date. ~ many comments about E-learning - need to get info online by 10 am</p> <p>~High School Students were not aware they can self-carry medications with an approved authorization from the doctor and parent on file in the office.</p>	<p>~ Cheri communicate to teachers re: test calendar importance ~ Tech Talk at Oct. 16 prof. Dev. - include: teacher-parent communication platform, e-learning procedures, Go Guardian</p>
<p>II. New Business -</p>	<p>A. Committee Goals for school year</p> <ol style="list-style-type: none"> 1. Priority: Activities/Athletic communication improvement 2. Follow up on actions taken from survey - has communication improved in these areas 3. Communicate big events at MSA -- (20th Anniversary, other?) 4. Still too many emails 	
<p>III. Next Meeting</p>	<p>Special Meeting: Weds, Sept. 18, 4:30pm, Room 10A Monthly Meeting: Weds., Oct. 9, 2019, 4:30 pm, Room 10A</p>	

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 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.

There needs to be language included to address workplace harassment that is not related to the above list, but is part of the hostile work environment mentioned later in the policy.

[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 orientation, ~~including~~ gender identity or expression, 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 orientation, ~~including~~ gender identity or expression, or disability.

- B. A violation of this policy occurs when any student, teacher, administrator, or other MSA personnel harasses a student, teacher, administrator, or other MSA personnel or group of 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 orientation, ~~including~~ gender identity or expression, 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.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other MSA personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other MSA personnel or group of 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 orientation, ~~including~~ gender identity or expression, or disability.

- D. 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 orientation, ~~including~~ gender identity or expression, or disability, and to discipline or take appropriate action against any 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 orientation, including gender identity or expression, 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. “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.
2. “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.

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. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

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, ~~or having or being perceived as having a self image or identity not traditionally associated with one's biological maleness or femaleness.~~ "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. **"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. Students have the right to be addressed by the names and pronouns that correspond to their gender identity. Using the student's preferred name and pronoun promotes the safety and wellbeing of the student. The intentional or persistent refusal to respect the gender identity of an employee or student after notification of the preferred pronoun/name used by the employee or student is a violation of this policy (413).**

8. "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.

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 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(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, ~~including~~ 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 orientation, including gender identity or expression, 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, 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, teacher, administrator, or other MSA personnel or group of 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. 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.
- E. 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.
- F. 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.
- G. 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.
- H. Use of formal reporting forms is not mandatory.
- I. 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.
- J. 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.

- K.** Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- L.** False accusations or reports of violence or harassment against another person are prohibited.
- M.** 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 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 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 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, 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 students and staff members.
- B. This policy shall be given to each MSA employee and independent contractor who regularly interacts with students at the time of initial employment with MSA.
- C. This policy shall appear in the student handbook.
- D. MSA will develop a method of discussing this policy with 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 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 Discipline)
MSA Policy 514 (Bullying Prohibition Policy)
MSA Policy 515 (Protection and Privacy of Pupil Records)
MSA Policy 521 (Student Disability Nondiscrimination)
MSA Policy 522 (Student Sex Nondiscrimination)
MSA Policy 524 (Internet Acceptable Use and Safety Policy)
MSA Policy 526 (Hazing Prohibition)
MSA Policy 528 (Student Parental, Family Marital Status Nondiscrimination)

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. PURPOSE

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

II. 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 cigarettes 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 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 cigarettes 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.

Commented [MK1]: What does sponsored mean in this context? Need to have a definition.

Commented [MK2]: We should add that personal vehicles are included as well.

- 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.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in 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 e-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.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. ~~“Electronic cigarette delivery device” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance intended for human consumption, 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 another product name or descriptor~~ 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” 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.
- 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. Tobaccorelated devices include components of tobacco-related devices which may be marketed or sold separately.

D. "Smoking" means inhaling or exhaling smoke from burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated electronic delivery device, a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

E.

Commented [MK3]: We should add definition(s) for adult and visitor. This would make it clear that parents and contractors are still subject to the policy.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian Native American adult lights tobacco on MSA's property as a part of a traditional Indian Native American spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when 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.

Commented [MK4]: This is specifying adult nonstudents, but what about students?

Commented [MK5]: For possession, the discipline is to confiscate it. What if the parent wants it back?

Commented [MK6]: What about teachers who have documents/video/images that include smoking? Add exception language here?

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to 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 applicable collective bargaining agreements, 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.

Commented [MK7]: Should we include statements about discipline (1st offence and 2nd offence)?

- F. 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.
- G. 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.

VI. 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)



Model Policy for a Tobacco-free Environment in Minnesota's K-12 Schools

The use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Under federal law, smoking is prohibited in any kindergarten, elementary or secondary school or library serving children under the age of 18 years if federal funds are used in the school. *20 U.S.C. § 6083(a)*. Furthermore, Minnesota prohibits smoking, chewing, or otherwise ingesting tobacco or tobacco products in public K-12 schools, including all school facilities, whether owned, rented or leased, and in all vehicles that a school district owns, leases, rents, contracts for or controls. *Minn. Stat. § 144.4165*. However, neither state nor federal law covers outdoor school grounds.

In order to promote a tobacco-free environment in primary and secondary schools throughout Minnesota, the Public Health Law Center ("The Center") and the Start Noticing Coalition recommend that school districts adopt a comprehensive policy that includes the following key components:

- ✓ Provides a definition of tobacco products to include current and future tobacco products.
- ✓ Prohibits the following items on campus (inside or outside) and at off-campus, school-sponsored events:
 - tobacco products and tobacco-related devices,
 - imitation tobacco products,
 - lighters, and
 - electronic cigarettes.
- ✓ Prohibits accepting any donations or curriculum from any tobacco-related industry.
- ✓ Prohibits any promotion of tobacco products.

The Center has created two documents to assist school districts in this effort: Model Policy for a Tobacco-free Environment in Minnesota's K-12 Schools and Model Policy for a Tobacco-free Environment in Minnesota's K-12 Schools Q & A, a detailed analysis in question/answer format which explains the reasoning behind the policy language. As with all policy drafting, this model is only to be used as guide. Each school district should consider modifications that reflect local needs and situations. You should review your policy with a legal technical assistance provider to ensure internal consistency, especially if you change terms or delete provisions. For more information about policy drafting, please refer to our website, www.publichealthlawcenter.org and our Policy Drafting Checklists. The Center also offers trainings to certain local communities on drafting effective policies, and may be able to review the draft of your district's Tobacco-free Environment policy. Please check our website at www.publichealthlawcenter.org for the latest version of the model policy. To request assistance or provide suggestions, e-mail publichealthlaw@wmitchell.edu.



MODEL K-12 TOBACCO-FREE ENVIRONMENT POLICY LANGUAGE

I. Findings

- include?
- a. Tobacco use is the single most preventable cause of death in the United States.¹
 - b. The use of tobacco products by the nation's children is a pediatric disease of considerable proportions that results in new generations of tobacco-dependent children and adults.²
 - c. In Minnesota, smoking causes 5,500 deaths annually, and costs nearly \$2 billion in health care costs.³
 - 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.⁴
 - 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.⁵
 - 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.⁶
 - 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.⁷

II. Purpose

A comprehensive 100% tobacco-free policy designed to ensure a safe learning and work environment.

- a. The [DISTRICT NAME] Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The board believes that the use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.
- b. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.
- c. The Board acknowledges that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from

[DISTRICT NAME]'s Tobacco-Free Policy

unwanted smoke and tobacco use for the students, staff, and visitors. Therefore, the Board adopts the following tobacco-free policy.

III. Definitions

include?

- a. "Administrator" means any person who has disciplinary and managerial authority to enforce school policies and penalties in [DISTRICT NAME], including but not limited to principals, vice-principals, or office personnel.
- b. "Any time" means during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
- c. "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.
- d. "Electronic cigarette industry" means manufacturers, distributors or wholesalers of e-cigarettes. This includes parent companies and subsidiaries.
- e. "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.
- f. "Lighter" means a mechanical or electrical device typically used for lighting tobacco products.
- 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.
- i. "Parent/Guardian" means any person that has legal guardian status over a student enrolled in [DISTRICT NAME].
- j. "School" means any public nursery, day care center, child care facility, Head Start program, kindergarten, elementary, secondary school, alternative learning center or adult education center operated under the control of [DISTRICT NAME].
- k. "School property" means all facilities and property, including land, whether owned, rented, or leased by [DISTRICT NAME], and all vehicles owned, leased, rented, contracted for, or controlled by [DISTRICT NAME] used for transporting students, staff, or visitors.
- l. "Signage" means signs declaring that all [DISTRICT NAME] school property is tobacco-free.
- m. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette that

[DISTRICT NAME]'s Tobacco-Free Policy

creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

include?

- n. "Staff" means any person employed by [DISTRICT NAME] as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by [DISTRICT NAME] or anyone working on a volunteer basis. This term includes, but is not limited to: faculty, service personnel, volunteers, chaperones, and others working for the [DISTRICT NAME].
- o. "Student" means any person enrolled in [DISTRICT NAME]'s educational system.
- p. "Tobacco industry" means manufacturers, distributors or wholesalers of tobacco products. This includes parent companies and subsidiaries.
- q. "Tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.
- r. "Tobacco product" means any products containing, made, or derived from tobacco that are 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, cigarettes; cigars; little cigars; cheroots; stogies; periques; 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.
- s. "Tobacco products shop" means a retail establishment with an entrance door opening directly to the outside that derives more than 90 percent of its gross revenue from the sale of loose tobacco, plants or herbs intended for inhalation, cigars, cigarettes, pipes, or other smoking devices for burning tobacco and related smoking accessories in which the sale of other products is merely incidental. This does not include a tobacco department or section of any individual business establishment with any type of liquor, food, or restaurant license.
- t. "Tobacco-related devices" means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.
- u. "Tobacco-related devices industry" means manufacturers, distributors or wholesalers of tobacco-related devices. This includes parent companies and subsidiaries.

[DISTRICT NAME]'s Tobacco-Free Policy

) include

- v. "Visitor" means any person subject to this policy that is not a student, staff, or administrator as defined above. → 1 warning (encourage awareness)

IV. General Statement of Policy

- a. It shall be a violation of this policy for any student of [DISTRICT NAME] to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.
- b. It shall be a violation of this policy for any staff, administrator, or visitor of [DISTRICT NAME] to use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property.
- c. It shall be a violation of the policy for any staff, administrator, or visitor of [DISTRICT NAME] to use, consume, display, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any off-campus, school-sponsored events.
- d. It shall be a violation of this policy for [DISTRICT NAME] to solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco products shop. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by any of the industries listed above.
- e. It shall be a violation of this policy for any person to promote, or for [DISTRICT NAME] to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.
- f. [DISTRICT NAME] shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.
- g. **OPTIONAL:** Instruction to discourage the use of tobacco shall be included in the education provided for all students. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

[DISTRICT NAME]'s Tobacco-Free Policy

V. Exceptions

a. It shall not be a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a federally recognized Indian tribe. *Minn. Stat. § 144.4165*

include?

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 [DISTRICT NAME] 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. It shall not be a violation of this policy to use a 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. ** change to this? **

VI. Opportunities for Cessation Programs

include?

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.

VII. Enforcement

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.

Ex: include pass. discipline measures?

- a. Students
 - i. The first violation shall result in any or all of the following: confiscation of tobacco products, notification of parents, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program, and offering student information about available cessation programs.
 - ii. The second violation shall result in confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, as well as any or all of the following: meeting and assessment with substance

[DISTRICT NAME]'s Tobacco-Free Policy

abuse educator or designated staff with parents or mandatory participation in tobacco education program.

- iii. The third violation shall result in confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, as well as one or more of the following: notification of police, meeting and assessment with substance abuse educator or designated staff, community service or suspension.

b. Staff

- i. The first violation shall result in a verbal warning to the staff member, and an offer of a referral to cessation services.
- ii. The second violation shall result in a written warning to the staff member with a copy placed in his or her district personnel file, and an offer of referral to cessation services.
- iii. The third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

c. Visitors

- i. Visitors who are observed violating this policy shall be asked to comply with [DISTRICT NAME]'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 principal or other school district supervisory personnel available. The supervisor 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 superintendent 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.

VIII. Dissemination of Policy

- a. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities indicating that [DISTRICT NAME] requires a tobacco-free environment.
- b. The school shall notify students and parents/guardians of this policy through student handbooks.
- c. The district shall provide notice of this policy through staff handbooks.
- d. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

[DISTRICT NAME]'s Tobacco-Free Policy

IX. Program Evaluation

- a. The tobacco-free policy shall be assessed by the school district or its designee at regular intervals to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

X. Effective Date

- a. This policy shall take effect in full on [INSERT DATE].

STATUTES ON TOBACCO USE IN SCHOOLS

20 U.S.C. § 6083(a)

Minn. Stat. § 144.4165.

Minn. Stat. § 120A.05, subs. 9, 11, 13.

This document has been made possible by a Tobacco-Free Communities Grant from the Minnesota Department of Health, Tobacco Prevention and Control Program. The Public Health Law Center provides information and technical assistance on issues related to tobacco and public health. The Public Health Law Center does not provide legal representation or advice. This document should not be considered legal advice. For specific legal questions, consult with an attorney. Updated February 23, 2011.

¹ 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.

² 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/Secr4peTabs10to11.pdf>.

³ 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.

⁴ 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>.

⁵ U.S. FOOD AND DRUG ADMINISTRATION, FDA WARNS OF HEALTH RISKS POSED BY B-CIGARETTES (2009), available at <http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm173401.htm>.

⁶ 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>.

⁷ 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.

[DISTRICT NAME]'s Tobacco-Free Policy

Math and Science Academy

Adopted: October 21, 1999
Revised: December 4, 2003
Revised: December 7, 2006
Revised: September 21, 2015
Revised: November 20, 2017
Revised: October ___, 2019

Revised: January 3, 2000
Revised: June 2, 2005
Revised: March 3, 2011
Revised: April 17, 2017
Revised: November 19, 2018

506 STUDENT DISCIPLINE

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

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the Math and Science Academy's (MSA) expectations for student conduct. Such compliance will enhance MSA's ability to maintain discipline and ensure that there is no interference with the educational process. MSA will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The MSA Board of Directors (BOD) recognizes that individual responsibility and mutual respect are essential components of the educational process. The BOD further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of MSA is that a fair and equitable district-wide student discipline policy will contribute to the

quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the BOD, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of MSA.

III. AREAS OF RESPONSIBILITY

- A. **The Board of Directors.** The BOD holds all school personnel responsible for the maintenance of order within MSA and supports all personnel acting within the framework of this discipline policy.
- B. **Director.** The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the BOD for approval and shall be attached as an addendum to this policy. The Director is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final BOD approval. The Director shall give direction and support to all school personnel performing their duties within the framework of this policy. The Director shall consult with parents of students conducting themselves in a manner contrary to the policy. The Director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A Director, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- C. **Teachers.** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. **Other Math and Science Personnel.** All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Director. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- E. **Parents or Legal Guardians.** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected

to cooperate with school authorities and to participate regarding the behavior of their children.

F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A.** For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B.** To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C.** To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D.** To make necessary arrangements for making up work when absent from school;
- E.** To assist the school staff in maintaining a safe school for all students;
- F.** To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G.** To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H.** To be aware of and comply with federal, state, and local laws;
- I.** To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J.** To respect and maintain the school's property and the property of others;
- K.** To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by MSA. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school- sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MSA purposes; the area of entrance or departure from school premises or events; and all school- related functions, school-sponsored activities, events, or trips. MSA property also may mean a student's walking route to or from school for purposes of attending school or schoolrelated functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, MSA does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of MSA or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of MSA's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of MSA's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco related devices, electronic cigarettes, or tobacco paraphernalia, in violation of MSA's Tobacco Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of school's weapons policy;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
18. Violation of any local, state, or federal law as appropriate;
19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
20. Violation of MSA's Internet Acceptable Use and Safety Policy;
21. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including electronic devices;

22. Violation of school bus or transportation rules or MSA's Student Transportation Safety Policy;
23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
25. Violation of MSA's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
26. Possession or distribution of slanderous, libelous, or pornographic materials;
27. Violation of MSA' Bullying Prohibition Policy;
28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
29. Criminal activity;
30. Falsification of any records, documents, notes, or signatures;
31. Tampering with, changing, or altering records or documents of MSA by any method including, but not limited to, computer access or other electronic means;
32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
33. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other MSA personnel;
34. Violation of MSA's Harassment and Violence Policy;
35. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other MSA personnel, or other persons;
36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
38. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
41. Violation of MSA's Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees Policy;
42. Violation of MSA's one-to-one device rules and regulations;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Other acts, as determined by MSA, which are disruptive of the educational process or dangerous or detrimental to the student or other students, MSA personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of MSA or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of MSA is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of MSA. At a minimum, violation of MSA rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. MSA shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by MSA. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, Director, counselor, Building Administrator, or other MSA personnel, and verbal warning;
- B. Confiscation by MSA personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any MSA policy, rule, regulation, procedure, or state or federal law. If confiscated by MSA, the confiscated item, article, object, or thing

will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by MSA.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher

shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, Director, Building Administrator, or other MSA employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including MSA employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the Building Administrator, in consultation with the teacher.

B. Procedures for the Removal of a Student From a Class and Responsibility for and Custody of a Student Removed From Class

1. A student removed from class is the responsibility of the Building Administrator once he/she receives notice from the teacher that the student has been removed from the class.
2. A student removed from class must report directly to the Building Administrator's office and inform the office employees of his/her arrival. Prior to the student's removal from class, the teacher or MSA employee will inform the office employees of the student's removal from class, the reason for the removal, and the time of the removal.
3. The teacher will determine if the student requires a school employee to accompany him/her to the Building Administrator's office, and, if so, make the necessary arrangements.

****Need to review overall because the following aren't separated and do not seem to be addressing all the needs.**

- A. *Procedures for Removal of a Student From a Class.*
1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
 2. *Specify required approvals necessary;*
 3. *Specify paperwork and reporting procedures.*
- B. *Responsibility for and Custody of a Student Removed From Class.*
1. *Designation of where student is to go when removed;*
 2. *Designation of how student is to get to designated destination;*
 3. *Whether student must be accompanied;*
 4. *Statement of what student is to do when and while removed;*
 5. *Designation of who has control over and responsibility for student after removal from class.*
- C. *Procedures for the Return of a Student to a Class from Which the Student Was Removed.*
1. The Building Administrator will complete the appropriate follow-up disciplinary actions and school documentation with the student.
 2. The Building Administrator will re-admit the student pursuant to a readmission plan.
- D. *Procedures for Notification*
1. The Building Administrator will determine if parent/guardian notification is needed. If notification is deemed appropriate; it can be either in written form or by telephone. Additional discussion will occur concerning length of suspension from class, work to be made up, and further consequences. If necessary, the Building Administrator will make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
 2. The Building Administrator will work with the teacher and notify the student of the violation of the rules and resulting disciplinary action.
 3. Notification of student dismissal will include the Building Administrator will provide a Tennessee Warning to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the Tennessee Warning. The Building Administrator will record the notification of the student receiving the Tennessee Warning, including the disciplinary action documentation. Students will be

provided a copy of the Pupil Fair Dismissal Act (Minn. Stat. § 121A.40 -121A.56) when disciplinary action documentation is given to the student and/or parent/guardian.

E. Disabled Students; Special Provisions

Special provisions are made for students with a disability or an IEP. Provisions include input from the case manager and other assessments deemed necessary which may be requested by the Building Administrator.

F. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

The Building Administrator and other MSA employees will follow MSA Policy 417 (Chemical Use and Abuse).

Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

G. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

Students who do not comply with the rules and policies of MSA will face appropriate consequences. Consequences may range from a single reminder, to detention, suspension or expulsion. The severity of the consequence will depend upon the degree and frequency of the student's behavior.

H. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

Parents are encouraged to visit the school often and communicate with their child's teacher. Parents will be notified of their child's behavior and progress via conferences, phone calls, email or written communication from the school.

I. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems

The Building Administrator, school employees, and teachers will develop a plan of intervention for students who are showing signs of at-risk behavior. Interventions are modified as needed after this point.

IX. DISMISSAL

- A. "Dismissal"** means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. MSA

shall not deny due process or equal protection of the law to any student MSA Policy 709 (Student Transportation Safety Policy) involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

MSA shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B.** Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable BOD regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including MSA employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the Director, under rules promulgated by the BOD, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the Director shall provide a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, MSA shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. The Director must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The

Director may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where MSA is in the process of initiating an expulsion, in which case the Director may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten

(10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The Director shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The Director shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, the Director shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After the Director notifies a student of the grounds for suspension, the Director may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. petition the juvenile court that the student is in need of services under Minnesota Statutes, Chapter 260C.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.

8. The Director shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the BOD's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a BOD action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the BOD.
2. "Exclusion" means an action taken by the BOD to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the BOD.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of MSA's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records

before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. MSA shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by MSA, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. MSA shall record the hearing proceedings at MSA's expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. MSA shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The BOD may appoint an attorney to represent MSA in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by MSA. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all MSA records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any MSA employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for MSA.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the BOD and served upon the parties within two (2) days after the close of the hearing.
17. The BOD shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The BOD may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the BOD must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the BOD may appeal the decision to the Commissioner within twenty-one (21) calendar days of BOD action pursuant to Minnesota Statutes, section 121A.49. The decision of the BOD shall be implemented during the appeal to the Commissioner.
19. MSA shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. MSA must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in MSA.

X. ADMISSION OR READMISSION PLAN

The Director shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minnesota Statutes, sections 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, Director, Building Administrator, or other MSA official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of MSA is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable MSA policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, MSA will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that MSA had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, MSA shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

MSA may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. MSA may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

MSA will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the Building Administrator's office.

XVI. REVIEW OF POLICY

The Director and representatives of parents, students and staff shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Director for consideration by the BOD, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

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

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)

Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)

Minn. Stat. § 121A.582 (Reasonable Force)

Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)

Minn. Stat. § 122A.42 (General Control of Schools)

Minn. Stat. § 123A.05 (Area Learning Center Organization)

Minn. Stat. § 123A.42 (General Control of Schools)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.08 (Enrollment in Nonresident District)

Minn. Stat. Ch.125A (Students with Disabilities)

Minn. Stat. Ch. 260A (Truancy)

Minn. Stat. Ch. 260C (Juvenile Court Act)

20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSA Policy 413 (Harassment and Violence)
MSA Policy 501 (School Weapons)
MSA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSA Policy 503 (Student Attendance)
MSA Policy 505 (Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees)
MSA Policy 514 (Bullying Prohibition Policy)
MSA Policy 524 (Internet Acceptable Use and Safety Policy)
MSA Policy 526 (Hazing Prohibition)
MSA Policy 610 (Field Trips)

