

**Board of Directors
Math & Science Academy
Monday, December 21st, 2020
Building C (lobby) and Remotely**

<https://youtu.be/lh157zsDI5I>

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:

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

Non-voting:

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

Absent:

3. Approval of Agenda

Conflict of Interest Statement

4. Open Forum

5. Approval of Minutes

- a. **BOD Workshop and Regular Meeting, November 16th, 2020.**

6. Chair's Report

7. Director's Report

8. Student Representative Update

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

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

Board Committees:

Academics (Ms. Kurkoski)

Annual Fund (AFC) (Mr. Bartz)

Communications (Ms. Burggraaff)

Personnel (Ms. Cardenas)

School Expansion Possibilities (Mr. Ellingson)

Policy (Ms. Kurkoski)

Finance (Mr. Schniepp):

Approval of Financials

10. Consent Agenda

- a. **Annual review of Policy 516 Student Medication Policy**

11. Old or Unfinished Business

- a. **Discuss Policy 522 Student Sex Nondiscrimination (Title IX)**
- b. **Discuss Policy 103 Complaints-Students, Employees, Parents, Other Persons**
- c. **Discuss Policy 429 Suspected Misconduct and Dishonesty by Employees and Others**

12. Items for Discussion and Decision

- a. **Discussion of Enrollment Procedures**
- b. **Discussion Board Self Evaluation**
- c. **Solicit Community Members for BOD Election**
- d. **Approve Membership to MACS**
- e. **Review Strategic Plan Progress**
- f. **Discussion/Approval: To change the Personnel Committee purpose statement from - Purpose: The purpose of this committee is 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. TO NEW STATEMENT - Purpose: The purpose of this committee is 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. The Committee will also include a review and oversight of the Diverse Hiring Task force associated with our Authorizer S.A.M. Goals.**
- g. **Discuss Monthly COVID Evaluation**
 - i. **MDH Rating**
 - ii. **ISD 833 Scenario**
 - iii. **Survey Results**
 - iv. **Administrative Recommendations**

13. Future BOD Meeting and Workshop Agenda Items

- a. **BOD Goals**

- i. **Comprehensive Review of Strategic Plan**
- ii. **Finance Training**
- iii. **Expansion End of Year Goal**
- iv. **Committee Purpose Statement**
- v. **Contract Language (Contracted Time vs At Will)**

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

- a. **BOD Strategic Plan Retreat January 11th, 2021 at 6:00 pm**
- b. **BOD Workshop, January 19st, 2021 at 5:00 pm**
- c. **Regularly Scheduled BOD Meeting January 19st, 2021, 6:15 pm**
- d. **BOD Closed Meeting (Director Evaluation) January 25st, 2021 at 5:00 pm**

15. Motion to Adjourn

Submitted:

Approved:

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Board of Directors Workshop Minutes Math & Science Academy Monday, November 16, 2020 Building A (Room 8A) and Remotely 8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Annie Cardenas at 5:00 pm

Members Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Non-Voting:

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

Discussion:

Eugene Piccolo - Contract Law session

- a. BOD role and responsibilities
 - i. Mr. Piccolo shared docs
 - a) Setting direction and planning
 - b) ****check video****
 - c) Policy setting
 - d) Legal and ethical responsibilities
 - ii. Within these are the 10 responsibilities listed on the doc that Mr. Piccolo shared
 - iii. #1: How do we ensure that the mission and vision are carried out, but also that we each make sure that these are 'lived-out' to keep referencing them, what do they mean to us as a school, begin faculty meetings with these, that they are in all of our publications. BOD ensures that it is part of all the communications as the institution. All the stakeholders will associate MSA with its mission and vision
 - iv. #2: how do we support the administrator as BOD representatives? Address things as they arise (talking with admin), clear expectations so that they can meet those expectations (job description and job performance docs), monthly director's report needs review and feedback, monthly meetings to continue to give feedback. As a BOD the product we create is the policies! These are a way to give support to the administrator by giving them the framework by which the school is operated. Resources needed to ensure the staffing, professional development, to the administrator.

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- v. #3: effective planning - policy calendar for annual review, ensure that there is a functional strategic plan and that it is updated, that there is a process to review it, and to hold the school responsible for achieving the strategic goals
 - vi. #4: through committee input, following procedures and policies, BOD job is to set the big things (EX: start a preschool program, add before or after school programming). Assess and monitor by setting benchmarks, then assess via established benchmarks. Our contract with our authorizer is also a way to monitor, without it we can be shut down.
 - vii. #5: ensure adequate resources via setting max enrollment per grade. A BOD should focus on recruitment and retention! These will ensure that there is enough money to continue operations. We also need to ensure that we know what those numbers mean. EX: What % of our budget is federal money? A = 3-5% is federal money. We need to know what our funding sources are. We also need to lobby, this will help us to ensure adequate funding for the school overall (per pupil and levee)
 - viii. #6: oversight of finance - budgeting, monitoring financial reports. Protect assets and provide oversight via annual audit (BOD hires the auditor). School can be penalized if the audit is not completed on time. Financial policies are also a way that the BOD provides oversight.
 - ix. #7: This is the BOD job - recruit, make sure that they are on-boarded effectively, ensure that there is ongoing training, evaluate our own performance as a BOD, evaluate the meetings at the end of each (what did we accomplish), evaluate our individual performance to be a more effective board member.
 - x. #8: legally do not violate these - leave the school in better condition when you leave than when you started (duty of care, duty of loyalty, duty of obedience)
 - xi. #9: BOD are ambassadors for the school, have an 'elevator' speech that is what you want to tell others about the school in 30-45 seconds. Ensure that there is a marketing and communication strategy with our various community members and interested groups.
 - xii. #10: We are the ones held accountable for the terms of the contract, and we can be shut down if there are grievous issues. How to maintain a positive relationship? Our contract includes the number of site visits, reviews, etc. One good thing is to review the contract as a BOD and assess how we are progressing toward those goals. If we ever receive notification of an issue from the authorizer, we must respond. We should figure out a better way to engage the Authorizer via distance, there has been a lag recently.
- b. Contract and operations
- i. Meeting length - shouldn't be more than 2-2.5 hours. If they are going longer than that, we may not be utilizing our committees to the best of our ability. BOD shouldn't be doing all the legwork of an issue, that is where committees and staff become involved. BOD deals with the larger issues of these things (what needs to be done, why are we doing it, will it fulfill our mission and vision, how much will it cost). Be careful of not 'getting into the weeds'.
 - ii. Role of people on the BOD - emphasizing that we are BOD members for all and represent all of our stakeholders. We are part of the three groups legally defined as members who are eligible to be a voting member of the BOD. We are advocates for the common good of the institution, not an advocate of the individual groups. MN is the only state that requires teachers on the BOD. We are one of a few states that require parent members on the BOD. This becomes difficult for members, but especially for teachers. When there is a request for input from the faculty, it is recommended that the administrator bring the input to the BOD, but not that the BOD members who are teachers be the ones to speak to it (in lieu of overall input from staff). Be clear of what the role is in different circumstances.
 - iii. BOD members cannot be an advocate for any particular person, program, or cause. If approached by stakeholders, the reaction should be to direct that person to the chain of communication. BOD members have a dual function as a legislative body (creating policy) and a judicial body (when there is a disciplinary action).

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- iv. Voting on compensation of teachers can be an issue. Not a conflict to vote on salary schedule or benefits that are applicable to all staff. If it is an individual's contract, they shouldn't vote on it.
- v. Issues of conflict of interest - open forum is OK, but there shouldn't be open forum for airing grievances or personal attack.
- vi. Contract language:
 - 1. There are different kinds of employment contracts. By law, charter school employees are categorized as 'at-will'. 'At-will' means that you are employed until you quit or are fired.
 - 2. As a BOF we have the option to move away from at-will to 'term' employment. You can delineate a contracted time period (time-certain individual contract). We can make that choice as a BOD, but we should be aware that we are making that choice as a BOD. This also means that the terms of the contract cannot be changed unless both parties agree to the changes. Currently, we are under a one-year contract time period. Eugene would not recommend signing these because it states that we can be fired without notice. Even 'at-will' are required to give notice. There is language in our contracts that is problematic. What should it say? That would depend on whether we wanted to continue to be contract period or at-will. This is something that we will need to discuss as a BOD, and to be sure that we understand. At-will gives the organization more flexibility, time-certain gives the employee more security. There are a lot of things to think about, and that MACS has more documentation (found online or Mr. Piccolo will send it to John).

Workshop was adjourned at 6:00 pm

Submitted and Approved:

Michelle Kurkoski, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, November 16, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

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

Vision and Mission read by Paula Akakpo.

2. Roll Call of Members

Present:

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

- Non-voting:
- John Gawarecki, Director (ex officio)
- Paula Akakpo, Student Member

Non-member: Dennis Hoogeveen, CliftonLarsonAllen LLP.

Absent:

- Voting:
- Non-voting:
- Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

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

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Annie Cardenas Second: Jeana Albers

Discussion:
Add to Consent Agenda Item 10b: Policy 524 Internet Acceptable Use and Safety Policy

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

Read by Ms. Cardenas:

- Letter from Alicia Okeson** - This parent wanted the Board to address the need to return to in person learning, WIN, and zoom fatigue.
- Letter from Tammy Barnaby** - This parent wanted the Board to reconsider WIN Fridays.

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5. Approval of Minutes.

a. Motion to approve the October 19, 2020 Workshop and Meeting Minutes.

Moved by: Dan Ellingson Second: Adam Bartz

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Motion to approve the October 27, 2020 Special Meeting Minutes.

Moved by: Annie Cardenas Second: Adam Bartz

Discussion:

Change header to "Special Session".

Vote: 9-yes 0-no 0-abstain

The motion carries.

6. Chair's Report

Ms. Cardenas provided a recap of the Workshop. See Workshop minutes.

7. Director's Report

Mr. Gawarecki provided an update on the MDH ratings. Current rate in Washington County is 130.8 and is projected to be 165 by Sunday, November 22. School District 833 will be all distance learning on December 7 (K-12). MSA started distance learning today.

Student Achievement:

MSA is ranked the #1 Middle School in Minnesota according to [Niche](#). MSA's 10th grader, Lynne Inouye was featured on a recent KSTP news article. <https://kstp.com/minnesota-news/high-school-students-make-3000-sandwiches-for-homeless/5897974/?cat=1>

- Utilization of licensure coursework application

Coursework in the Human Relations course required a presentation on change within an organization. I presented on MSA's pivot to our WIN Friday. Slides for the presentation may be found in the packet.

- Evidence of the inclusivity goal application

Inclusion of parents, teachers, board members, and support staff on COVID-19 Liaison Team, expansion of the number of members on the Expansion Committee.

- Evidence that building management decisions correlate with the school's mission, vision and values by including the Administration's meeting notes

Development and implementation of the WIN Friday schedule included involvement from all of our stakeholder members.

- Evidence that when decisions, procedures, or school practices are changed, the rationale for the change needs to be communicated to the original group or committee before being brought to the staff as a whole.

The development and implementation of WIN Friday schedule was reviewed by

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COVID-19 Liaison Team prior to bringing it to the rest of the staff.

- Update the Board about PD application to finance

Began Hamline course GED 8125-01, School Finance, on November 5th. Just started introductory course material. Instructor is from another charter school.

- Monthly update from Expansion committee (this could be from a different board member)

Please see notes from the committee.

- Ensures that all members of IEP and 504 teams are informed of meetings, changes to IEP/504 plans, and have opportunities for input

Procedures for inviting input by teachers and support staff are in place. A review of utilization of the forms will be conducted prior to winter break for any needed adjustments.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate

This information is usually included in the COVID updates or through daily planning. Additional websites for data have been gained along with lessons learned from other schools, i.e., tracing protocols, sharing our distance learning plan.

- Director will update the BOD of any potential concerns or issues raised at the MSA PTO meetings.

The next PTO meeting is scheduled for January 11, 2021.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate
 - Through coursework at Hamline, I have expanded my charter school director network to include Trio Wolf Creek Charter School, Chisago City, and College Prep Elementary in St. Paul.
 - Contributed to the weekly Charter School Admin Support Call hosted by MACS
- Evidence that PD regarding team building and/or conflict management has or will be attended

Human Resources course will be completed on November 15th. Focus was on utilizing human capital to reinforce student achievement and supporting the mission and vision of the school.
- Evidence that PD regarding diversity and sensitivity or cultural competency has or will be attended

Human Resources course will be completed on November 15th. A portion of the course focused on how schools may meet the needs of students even if the staff does not reflect its population composition.
- Finalized employee climate survey may be found in the packet.

Monthly COVID Evaluation

MDH Rating:

Based on October 8th data from MDH, we currently qualify for hybrid learning with a COVID-19 Positivity Rate of 20.96 in Washington county, which is up by 6.51 from

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the last report period. Utilizing a model in which we take into account Dakota, Ramsey, Hennepin, and Washington counties, the rate would correlate to 28.5 as of October 13th.

ISD 833 Scenario: Plan on staying in hybrid through the end of their 1st trimester (November 24th).

Survey Results

Below are the results for the semester 2 registration:

Partially in-person

203 students

Monday and Tuesday: 111

Wednesday and Thursday: 92

Distance Learning

269 students

Not included in the results:

PSEO students - 26 full-time and no classes at MSA

No response - 38 students

Of the students who chose partially in-person, 118 registered for transportation, with approximately half taking the bus on Monday/Tuesday and the other half on Wednesday/Thursday.

Staff survey results are included in the packet.

Motion to discuss the financial audit.

Moved by: Cody Schniepp Second: Dan Ellingson

Discussion:

Mr. Dennis Hoogeveen presented an overview of the audit on June 30, June 2020. The audit gives an opinion of financial statements and issued an unmodified audit opinion. MSA has a healthy end balance. All around, it is a good audit.

Motion to approve financial audit.

Moved by: Cody Schniepp Second: Jennifer Bartle

Vote: 9-yes 0-no 0-abstain

The motion carries.

8. Student Representative Communication and Update

Ms. Akakpo noted that they are working on interest groups: sex ed, mental health, and diverse curriculum. Currently, they are in the research state and will look to work collaboratively with teachers.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted with no discussion.

Annual Fund (Mr. Bartz): No report submitted.

Communications (Ms. Burggraaff): Report submitted with no discussion.

Personnel (Ms. Cardenas): Report submitted with no discussion.

Finance (Mr. Schniepp): Report submitted. Dragons to the Max started this last weekend. Finance of bonds is going through this week. 79% of the CARES are spent. All CARES funds will need to be spent by December 30. Credit card statements are now posted.

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Motion to approve the October 2020 Financial Statement.

Moved by: Cody Schniepp Second: Annie Cardenas

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Ellingson): Report submitted. Mr. Ellingson wanted to point out that the next meeting will be focused on a wish list from teachers and students.

Policy (Ms. Kurkoski): No report submitted.

10. Consent Agenda

- a. Annual review of 514 Bullying Prohibition Policy**
- b. Policy 524 Internet Acceptable Use and Safety Policy**

Motion to approve consent agenda.

Moved by: Annie Cardenas Second: Jeanna Albers

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

- a. Discuss Policy 522 Student Sex Nondiscrimination (Title IX)**

Discussion:

This item is postponed.

- b. Discuss Policy 103 Complaints-Students, Employees, Parents, Other Persons**

Discussion:

This item is postponed.

- c. Discuss Policy 429 Suspected Misconduct and Dishonesty by Employees and Others**

Discussion:

This item is postponed.

- d. Strategic Planning**

Discussion:

Ms. Cardenas provided a reminder to the Board.

12. Items for Discussion and Decision

- a. Approve Financial Audit**

This item was moved earlier in this meeting.

- b. Approve Mid-year Staff Survey**

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Motion to approve mid-year staff survey.

Moved by: Robert Krueger Second: Adam Bartz

Discussion:

Board discussed content and potential combinations of the surveys.

Vote: 9-yes 0-no 0-abstain

The motion carries.

c. Approve World's Best WorkForce

Motion to approve World's Best WorkForce.

Moved by: Annie Cardenas Second: Jeana Albers

Discussion:

Board discussed the World's Best WorkForce quality. Mr. Gawarecki pointed out some corrections in the packet. The unlicensed positions were posted to be able to hire 'high-quality' teachers. On page 190, 7th bullet down, MSA has 3 out of field teachers out of 35 (9%) - not 4 out of license. Missing teacher and student members, we need to get those groups represented.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Discuss Monthly COVID Evaluation

i. MDH Rating

ii. ISD 833 Scenario

iii. Survey Results

iv. Administrative Recommendations

Discussion:

Mr. Gawarecki provided an overview of the information in the board packet. There are five steps in the Safe Learning Plan. MSA is now at step 5 which is monitoring the community and school level impact. All schools are at this step. This step is called the "scalpel approach".

The question now is what would the second semester look like. There have been changes since the start of the school year. Mr. Gawarecki went through the learning scenario provided in the board packet.

Mr. Gawarecki recommended that all activities be suspended because there is a case at MSA and the MDH rates are up. He also recommends distance learning to April 2.

Look at the same criteria as the start of the school year, add some based on current information. Case rate has been increasing, including the counties that MSA is a part of. Rate projections indicate increasing case rates. We do not have rates for other similar symptoms (Influenza, colds) because we are in a distance scenario. We are in DL, thus they have not been part of our tracking and data. Yesterday, there was a staff member testing positive, needed to complete contact tracing, both are in quarantine (two teachers). There are also staff members that are currently quarantining due to exposure to virus. One of our contractors is also in quarantine based on exposure.

833 is in DL effective December 7th. With this, the transportation question arises. 833 is still required to provide transportation, but 833 has suspended all transportation services, which means that MSA will not have access. We would need to find other transportation

MDH safety needs - can we meet them? CDC has changed the definition of 'close contact' from 15 minutes on continuous exposure to cumulative 15 total minutes of exposure in 24 hours. What this means is that they are now focusing on an approach of counting up total minutes in which a student is in contact with another student. This is also contact within a 6 foot radius, if there are individuals who are not within the 6 foot radius, they would not need to be categorized as close

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contact and required to quarantine. This also affects passing time because the cumulative time wouldn't add up to 15 minutes. Ideally, they still want to keep the 6 foot distance, but hallways can be difficult. If we cannot do that, we have to take into account that amount of time in our calculations. Going from building A to building B could take 5 minutes, and if that happened more than three times in a day, they would be considered 'close contact'. Mr. Barzt asks how this data will be collected and aggregated so that we can minimize the contact minutes. Recommendation is to release one at a time as a way to minimize the contacts. Everyone on campus needs to keep a log of contact minutes. Including times in close contact, if there was a student with a mask off (that changes the contact rating).

New guidelines have been developed to formalize and streamline the contact tracing procedures and system.

Staffing demands would also go up. School nurses are contracted for support purposes, not for the number of hours that this would need (about 16 hours per week). Ms. Bartle question - what is the nurse doing? Are there options for utilizing a health aid or other options (possibly less expensive)? Mr. Gawarecki stated that it is mostly for referencing purposes to ensure we are correctly dealing with safety, protocols, and private information. Contact tracing staffing hours would also need to be budgeted for, this would also require additional hours. The new contact tracing system may help to alleviate the amount of time, but still would need more.

IT Support: If we upgrade, we would need to begin a contract (yearly) to upgrade the broadband. Mr. Gehring has additional information about the technology needs that a partial in-person plan would require. The goal of GTTM money is to fund the fiber optic installation. If it is successful, we could get the fiber optic installed by January. This also adds about \$300 per month. Likely the install would be in Building B, which would help Building C and D internet capacity and ability to transmit data. If not successful, we can upgrade for \$10.00 more per month, but we won't know whether this is enough until everyone is on campus to test the system.

Staffing availability: The total staff members total (19) who wouldn't come on campus poses a challenge. MSA can require medical documentation, but then also must afford them the ability to work from home. Pricing for monitors is about \$98.00 per day. Ms. Bartle asked when the teachers would return (what circumstances would allow for it)? Mr. Gawarecki stated that there is a reality to this and is dangerous. We haven't asked whether they would return if there was a vaccine. Do we have the money to pay for the monitors? Currently, we have a small budget surplus, but we would need to reallocate the funds. We cannot just 'spend the general fund', there are restrictions to that, as well as the conditions of our bond agreement.

Budgetary constraints: hanging over all of this is that there are a lot of discussions at the state level about balancing the budget. This has been done by increasing the holdbacks to schools, which is why we need to be careful about using the general fund. Otherwise we would need to use a line of credit (high interest rate). This can also be dangerous unless we are very stable financially. There is also the chance of a revenue freeze - no increase in pupil funding for the following school year. Being financially secure will be challenging in the next few years as the economic consequences of the shift in MN state budget continue to play out.

Success of current learning model: we haven't surveyed recently, waiting to see how a couple of WIN Fridays impact the satisfaction rate. Mr. Bartz asked Ms. Akakpo whether there was any anecdotal evidence of student opinion about WIN Fridays. She shared that she mostly interacts with high school students, but that there is a higher satisfaction with this. The previous model felt like a heavy workload, but this improved things. She also shared that it would vary from person to person.

Activities: Mr. Gawarecki recommends that there not be activities on campus right now. The overall numbers are trending too high to allow for activities meeting to be safe.

Additional factors include the registration numbers for in-person vs DL.

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Mr. Gawarecki stresses that MSA should not be shifting between models frequently, that it is disruptive to learning. Recommendation that at a minimum the BOD would vote on a measure until April 2 (time after spring break in case there are individuals who have traveled or have interacted with others who have traveled).

e. Approve 2nd Semester Learning Scenario.

Continue with Distance Learning with WIN Fridays through April 2nd with a review by the BOD at the March 16th meeting. Inside groups would not meet until county rates are lower than 100 for a two week period of time and no positive cases at MSA are reported.

Moved by: Cody Schniepp Second: Robert Krueger

Discussion:

COVID liaison group will continue with continuous teacher involvement. The decision needs to be determined now because there are a lot of impacts such as transportation. Board will still continue to review, monitor, and discuss updates.

Motion to withdraw the previous motion.

Moved by: Cody Schniepp Second: Robert Krueger

Because Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 on July 30, 2020, and the Safe Learning Plan for 2020-2021, the MSA Director will implement the Distance Learning model with WIN Fridays until April 2, 2021 school year, with monthly evaluations at MSA Board meeting, as well as a final review by the BOD at the March 16th meeting. Within this Distance Learning model, and while MSA qualifies for a less restrictive scenario under MDE guidelines, the MSA Director will use his discretion to approve on campus student support services. Services is a broad term that encompasses both academic and social-emotional needs. This is not to indicate that this is a hybrid learning environment, but as enrichment, 504 and IEP support, and for extracurricular and social-emotional needs.

Moved by: Cody Schniepp Second: Robert Krueger

Discussion:

This motion will give Mr. Gawarecki's discretion on activities.

Because Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 on July 30, 2020, and the Safe Learning Plan for 2020-2021, the MSA Director will implement the Distance Learning model with WIN Fridays until April 2, 2021 school year, with monthly evaluations at MSA Board meeting, as well as a final review by the BOD at the March 16th meeting. Within this Distance Learning model, and while MSA qualifies for a less restrictive scenario under MDE guidelines, the MSA Director will use his discretion to approve on campus student support services. Services is a broad term that encompasses both academic and social-emotional needs. This is not to indicate that this is a hybrid learning environment, but as enrichment, 504 and IEP support, and for extracurricular and social-emotional needs. Inside groups would not meet until county rates are lower than 50 for a two week period of time and no positive cases at MSA are reported.

Moved by: Jeana Albers Second: Maggie Burggraaff

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

DRAFT - NOT YET APPROVED**a. BOD Goals**

- i. Comprehensive Review of Strategic Plan 1/11, 2/22. 3/29
- ii. Expansion End of Year Goal
- iii. Committee Purpose Statement
- iv. Finance Training
- v. Contract Language

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

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

15. Motion to adjourn at 8:55 pm.

Moved by: Annie Cardenas

Second: Maggie Burggraaff

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary

December Director's Report

Student Achievement/Activity:

262 applications have been submitted for AP courses next year.

December 15th was the first day of going live with online enrollment applications for the 2021-2022 school year. We received 124 applications on that day:

Gr 6: 76	Gr 7: 11	Gr 8: 15
Gr 9: 17	Gr 10: 2	Gr 11: 3

- Utilization of licensure coursework application

Coursework in the School Finance has been completed along with the Human Relations course. Both courses emphasized looking at the school's mission and vision to ensure compatibility with the document being worked on. School budget process will begin soon, so this course was timely in that it reinforced several components that MSA does well in the planning process.

- Evidence of the inclusivity goal application

Recruiting Diverse Staff task force will have parents, students, and staff members on the team. Participated in and assisted leading a discussion group during two World's Best Workforce meetings.

- Evidence that building management decisions correlate with the school's mission, vision and values by including the Administration's meeting notes

During the latest staff meeting, we took a vote on if we should modify or adjust our teacher planning time. Result of the discussion and vote was to keep it as it is.

- Evidence that when decisions, procedures, or school practices are changed, the rationale for the change needs to be communicated to the original group or committee before being brought to the staff as a whole.

Discussed why I thought several agenda items on the academics committee agenda should be moved. This was not brought to the staff as a whole.

- Update the Board about PD application to finance

Completed the School Finance course at Hamline. The bonding process has been completed and MSA will begin saving over a hundred thousand dollars annually in the future.

- Monthly update from Expansion committee (this could be from a different board member)

Please see notes from the committee.

- Ensures that all members of IEP and 504 teams are informed of meetings, changes to IEP/504 plans, and have opportunities for input

An audit of teacher involvement into meetings is underway and should be completed over winter break. Key items to be identified are teachers who are not participating in providing feedback and the reason why this is occurring.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate

Governor's announcement will be made concerning elementary attendance. No new money will be coming to schools for the rest of the school year. Any money the state gets for COVID-19 from the federal government will replace money that the state was going to give. "You will be getting the same package, only who is paying for it will change." This should help the overall scenario though as the state deficit will be decreased.

- Director will update the BOD of any potential concerns or issues raised at the MSA PTO meetings.

The next PTO meeting is scheduled for January 11, 2021.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate
 - Attended and collaborated with 8 other charter schools during the MACS Government Affairs Committee during its meeting on December 10th meeting.
 - Contributed to the Tuesday Charter School Admin Support Call hosted by MACS
- Evidence that PD regarding team building and/or conflict management has or will be attended
 - Attended a Charter Leader Support Network meeting on December 17th, hosted by MDE on Building Community and Cultivating Compassion.
- Evidence that PD regarding diversity and sensitivity or cultural competency has or will be attended
 - Human Resources course was completed on November 15th. A portion of the course focused on how schools may meet the needs of students even if the staff does not reflect its population composition.

- Employee climate survey was sent out last week by the BOD Chair.

Monthly COVID Evaluation

MDH Rating:

Based on December 17th data from MDH, we currently qualify for distance learning with a COVID-19 Positivity Rate of 117.88 in Washington county, which is down from 133.555 from the last report period. Utilizing a model in which we take into account Dakota, Ramsey, Hennepin, and Washington counties, the rate would correlate to 100.8 as of December 17th.

ISD 833 Scenario: All grades are in Distance Learning.

Friday Attendance Results:

Prior to WIN Fridays our Friday attendance rate was the lowest of all five days. From the inception of WIN Fridays until now, Fridays have our lowest absence rate of the five days.

Average Total Absences for Days of the Week:

Monday - 45.3 students
 Tuesday - 44.7 students
 Wednesday - 41.1 students
 Thursday - 47.1 students
 Friday - 39.7students

Administrative Recommendations:

The Governor's new guidelines for elementary schools does not impact MSA. We will continue to follow the Safe Learning Plan that has been in effect since the start of the school year.

On campus activities may begin in January if we meet the previously approved Board levels. Currently they do not.

High School Assistant Director

Here are the main things that I have been working on:

- MSHSL Chaos
 - Suspend winter sport schedules
 - Weekly meetings with MSHSL

- Weekly meetings with EMAC
 - Support other ADs
 - Discuss COVID impact on schools
 - COVID safety
 - Future schedules
 - AD burnout
- COVID plans for winter sports
- IEP meetings
- 504 meetings
- Parent meetings - about 2 per week on average
- Student meetings - about 3 per week on average
- Multiple student mental health conversations
 - How do we support students
- Letters of Recommendation
- Started Tutor.com -
 - Started procedure group one
 - Meeting with taskforce
 - Started group two process
- Support Teachers - about 2 per day on average
 - Mental health
 - Classroom support
 - Student support
 - Tom, John and I delivered gift bags to staff members' homes.
- YMCA board of directors meetings
- Committees/task forces
 - Finance Committee
 - COVID-19
 - Academics Committee
 - Personal Committee
 - Tutor.com taskforce
- Gone a week for bereavement.

Middle School Assistant Director

This is a list of the main work I have completed in November and December as we continue with the 2020-2021 school year.

- Participated in the COVID-19 Liaison group meetings
- Attend December Academic Committee meeting
 - Provided feedback regarding WBWF
- Attend December Finance Committee Meeting

- Attend November Personnel Committee meeting
 - Provided input as we continue with the director's job description.
 - Also looked at the various job descriptions available in preparation for the December meeting
- Finalized all work for GTTM
- Facilitated November AFC Meeting
- Worked with the office team on Prospective family open house in January
- Completed theft investigation and filed a report and information with the Woodbury PD
- Worked with Building A office manager to complete GTTM thank you letters
- Distributed December newsletter
- Supported teachers as requested or needed
- Continued to support and follow the progress of students in the second tier of MSA's Student Support Process
- Continued the distribution of hotspots for families and staff as needed
- Attended all IEP meetings as needed
- Participated in Tutor.Com Taskforce
 - Helped approve students for the first round of tutoring
- Completed another substitute teacher training, which included training on Zoom and Google classroom use
- Met directly with students and parents on Zoom to support with distance learning
- Met with Don Helmstetter; MSA's consultant who will be helping the BOD with strategic planning
- Set up and facilitate the completion of Fastbridge testing with MS Counselor
 - Worked with MS Counselor to distribute Fastbridge reports to those that requested them
- Work with policy committee to work on Title IX policy, procedure, and documents
- Facilitated work of WBWF taskforce, which met three times in three weeks. The work will continue after winter break.
- Attended "Mental Health and Suicide Prevention" professional development session

High School Counselor

- Continue to check in with students who may need academic and emotional support.
- Continue to work with parents and families who may be transitioning in/out of MSA for mental health support or may be seeking out additional school support.
- Continue to send out a weekly check in to all high school students to give them the chance to provide feedback and initiate individual meetings.
- Continue to offer meetings with all seniors to assist them with college/career planning.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed including WBWF.
- Planning and coordinating of the spring ACT test.

- Organize and disperse any incoming scholarship information to seniors and eligible students.
- Plan and prepare advisory lessons.
- Assisting in planning, preparing and implementing the [tutor.com](https://www.tutor.com) tutoring program.
- Plan and assist in coordination of fee collection for AP student exam registration.
- Assist in MCA test planning and administration.
- Assist in planning and implementing the MSA open house.
- Work with seniors to submit required school documents through commonapp and other college application platforms.

Middle School Counselor

This month I have:

- Since the last update I have had 10 student meetings.
- I taught all 8th grade advisory classes a lesson on academic integrity
- I joined in for a week and a half of 6th grade study skills to co-teach on organization.
- Although the meetings that I have listed above were all the successful meetings I have had about 15-20 meetings scheduled. The challenge I am facing is students not remembering their appointment with me even with reminders the day of or the night before.
- Aside from meetings I have been working with 10th and 11th graders who took the PSAT to collect their test books as well as sending them their scores if they are not able to access online.
- I am also beginning my early phases of MCA test prep.
- Recently my days have been focused on getting fastbridge data to families as we just finished our winter testing cycle.
- Continued tasks are participating in committee meetings, staff meetings and family meetings.
- I am also still working hard at coming up with usual advisory lessons around social emotional topics and fun lessons to do as a class.

Academics Committee Agenda
 December 14, 2020
 8:00 A.M. -9:00 A.M.

Zoom link:

<https://zoom.us/j/99671539516?pwd=cnBJT3MwcXJtZGp4RWEvTGfRUZCUT09>

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

1. WBWF Updates (Tom) 3 minutes - are there updates this month?

The report for last year was approved by the BOD and submitted. The task force has been meeting over the last two weeks. Two students have joined the group. There are four or five teachers and parents; there are eight-ten people attending per meeting.

Next meeting is 12/15/20.

2. Recruiting Diverse Staff Update (John)
 - a. Member and meeting update
 - b. Current hiring inclusion

Three people have signed up for this taskforce; one is a student. Planning to meet after winter break.

3. Supplemental Online Learning Update (Emily) 1 minutes - are there updates this month?

These are being made on a case by case basis.

4. Course Guide Update (Emily) 3 minutes

All teachers received an email from Emily with the new electronic format of the Course Guide.

All teachers need to look through their courses and see that they are correct. Department heads should remind their departments to check it over and send an email to Emily if there are corrections needed.

5. Tutoring program update - are there updates this month?

The next meeting is Thursday. They will be finalizing the new list of students. This will start up after Winter Break for the second group.

6. Enrollment update (Joell) 3 minutes

Three middle school students have withdrawn from MSA (2 8th graders, 1 6th grader). We are currently looking to fill these spots.

7. Scheduling update (Joell) 5 minutes

The recommendation for staffing changes for next year are:

- Add a .5 for music
- Add a part time math teacher, or two math teachers will need to teach an overload
- One Spanish teacher will need to teach an overload
- Judy's position should be increased to .8

Some recommendations for course changes next year are:

- Art 6 and World of Music should change to semester long courses
- Grade 7 & 8 enrichment classes should be single grade to make classes more balanced
- Study Skills will be for new kids and teacher recommendations

These changes will allow for the band to be scheduled more easily by ability rather than grade.

9th grade is difficult to schedule. It is the most difficult to balance because of new 9th graders.

- Recommend that Maggie teach 5 sections of Lit/Comp and drop Creative Writing and Speech.
- Spanish will need to teach an overload, may need another section of HS Spanish I

8. 2021-2022 Courses and Electives (needed by Monday 12-7-2020)
 - a. All info received?

All info is received

9. AP courses needed before Thanksgiving Break (to get the registration prepared)
(needed by 11-20-2020)
 - a. All info received?

All info is received.

Total of 262 applications.

10 - AP Art

66 - AP Biology

23 - AP Calc AB

11 - AP Calc BC

38 - AP Chemistry

15 - AP Computer Science

14 - AP Human Geography

21 - AP Lit & Comp

17 - AP Physics

21 - AP Psychology

6 - AP Spanish

20 - AP Statistics

10. What is the process to introduce new electives? Potential online electives?
- a. Do we have a process?
 - i. New AP course did not get presented to AC, but new SS course did
 - ii. Previously, departments proposed courses, but what if it is outside a department?
 - b. Options to expand sections?
 - c. Options to allow for MSA credit recovery?
 - d. EX: ASL or other languages as an elective?
 - e. Should we have a more specific process and timeline to introduce new courses (thinking of Joell and the planning and scheduling here)

We need a process for this. Electives have been created based on what was needed for students and by department.

Issues to consider:

- What is the approval timeline so it can be part of scheduling.
- When is the last day we can alert a teacher what they are teaching?

At the March meeting we will start a discussion and begin drafting a skeletal process so these courses can be reviewed.

11. Semester 1 Grades
- a. What to do about the grades?
 - i. Keep it the same?
 - ii. Make changes due to being DL for the semester?

A school wide decision needs to be made about what to do about grading across this board. What allowances do we make for DL. Is this done in classes, or is this done at the administrative level?

Teachers are making accommodations in class. We should keep the grading scale as it is. At the 90%, 80%, 70% format.

There are students who want to drop a class without receiving a W.

What is the specific impact of the W?

- It doesn't affect the GPA.
- Colleges look at it as withdrawal, which colleges use as well. It is understood

this is dependent on the circumstances in the students life. It is up to the student to disclose the information regarding the W when applying to college.

- There is no longer a letter grade alongside the W.
- It would not be equitable to have them withdraw without a W.

For extenuating circumstances, such as illness, there are procedures in place (ie: modified and incomplete).

12. Freshman seminar update - Joell and John

It is a required class for new 9th graders, and for the majority of them it is good. There are typically a few kids who do not need this course.

Is there a way to figure out or to move the students who do not need this course?

- Receiving the old school records sooner/rather than later
- Emily, Lisa, and Shannon should review these records as a group
- Be aware, a lot of our students compete with each other. They may compare themselves to the kids who aren't in this course. Is there a stigma for this class? We don't want kids feeling less about themselves.
- Students who aren't in this class could be placed in Lisa's advisory

13. Behavior Issues

- a. When will there be additional training and PBIS updates?

This group met last Friday. The feedback from staff was to come up with a way to recognize students for positive behavior. This has been put into place already.

Staff was not looking for behavior PD at this time. However, there will need to be training about PBIS before we enter into any type of teaching in the building.

No one asked for online behavior PD.

14. Covid-19 Group liaison update (Noelle) last meeting 11-10-2020

This group met on 12/1/20 - One of the parents is a doctor who works in a COVID unit. This parent felt our procedures for a staff member or a student becoming ill at school are following all the recommended guidelines and are well planned out.

We now have disinfecting sprayers which can be used to clean common areas. If the area is not common, we can let a room sit for seven days prior to cleaning.

The next meeting is 12/17/20.

15. Review and discussion of ___ surveys (will there be results?) - no new surveys

N/A

WIN Friday feedback will be on the next survey in January and will be discussed at the next COVID Liaison team meeting. The shared folder is available to all staff members.

16. Middle School Science Scope and Sequence - informational (Cheri)

Minnesota State Science standards have been updated. Course sequences will need to be changed beginning in the 22-23 school year.

- (School Year 22-23) 6th - Earth, 7th - Earth, 8th - Physical
- (School Year 23-24) 6th - Earth, 7th - Life, 8th - Physical

17. Questions about the scope of the committee:

- a. Items 2, 6, 12, 14, 15, 16 are areas of concern raised by John
- b. Are there agenda items that do not have a connection to our role and the policies attached to this committee?
- c. Are there things that we have been missing?

What is the purpose of this committee? Our attention and time should be focused on certain areas.

Purpose:

- to approve significant changes in the curriculum.
- define/redefine academic excellence
- set annual goals to be presented and approved by the BOD
- to set parameters to measure these goals

There are policies that affect this committee. And, there is information discussed here that is helpful for the department heads.

Where else could some of these topics be distributed?

- #2, Recruiting Diverse Staff Update (John)
 - Member and meeting update
 - Current hiring inclusion

should now be given to personnel.

- #14, Covid-19 Group liaison update (Noelle) last meeting 11-10-2020 should stay with the COVID Liaison team and be updated at the staff meeting
- Discussions about assessments can be moved to the WBWF

Next Meeting: Will be January 11, 2021

Next meeting Items:

- 1) Social Studies new standards and curriculum review cycle (new standards final draft est. May 2021, final stages in 2021-2022 school year). Do we push off the whole curriculum review cycle by one year? Not sure whether any department is really going to be able to maintain it with DL and changing curriculum.
- 2) Update on definition of modified?
 - a) This was a previous subgroup, where are the notes and procedures?
 - b) Do we need to have the group meet again or is the practice established?

Department	Concurrent courses allowed?	Course passing and advancement information
Social Studies	6-9th grade courses, no concurrent enrollment allowed. 10-12th grade courses, concurrent enrollment allowed.	All courses pass with a 60% (D-)
Spanish	no	Students follow the flowchart progression. Students on track to graduate need a 70% (C-) to move on. Students starting at MSA in 9th-12th grade or students not on track to graduate need a 60% (D-) to move on. Advancement Information: Students new to MSA that were placed in the wrong level or were not placement tested may move levels within the first two weeks of school. 1. When school starts, if it is determined

		<p>that the student should have been given a placement test but wasn't, or was placed in the wrong level, the student will be re-tested before determining if they can move up a level.</p> <p>2. This schedule change should happen within the first two weeks of school.</p> <p>Immersion students that test into MS Spanish IA and end the 6th grade school year with above 96% may skip MS Spanish IB if they:</p> <p>3. Accurately complete the MS Spanish IB summer packet</p> <p>4. Successfully complete the placement test prior to teacher workshop week in the summer</p> <p>*The schedule change will happen before school starts in the fall</p> <p>*Immersion students will not be moved up a level in the middle of the year</p>
Band	No	<p>Concert Band - Grade of B+ or higher to progress to Wind Band.</p> <p>Wind Band - 7th Grade remains in Wind Band but can progress to Wind Ensemble at director's</p>

		<p>discretion. 8th grade, Grade of A or higher to progress to Wind Ensemble.</p> <p>New students - Placed in grade level ensemble but moved at directors discretion up to two weeks after starting.</p>
Physical Education (Grades 6-9)	No	All courses pass with a 60% (D-). Do not need to repeat class
Health Education (Grades 7 and 9)	No	All courses pass with a 60% (D-). Do not need to repeat class
Science	No, but may take elective/enrichment courses concurrently	<p>Passing grade of D-, must repeat class if fail.</p> <p>Students must pass 7th grade Earth Science before taking 8th grade Engineering</p>
Math	Only AP Stats and Calculus	<p>In general, if a student has the same number of years left as math classes needed to graduate, the passing grade is a D-. If they have a year of wiggle room, the needed grade is a C- and two years or more of wiggle room, the grade is a B-.</p> <p>This document might be a little more concrete to see how it works: Math grades needed to move on - inserted below</p>
Art	<ul style="list-style-type: none"> -Middle School art no congruent classes High School art -Drawing before painting -DVC1 Before DVC 2 -Sculpture before Ceramics -One year of art with me before taking AP studio 	<ul style="list-style-type: none"> -Pass any course with D- -Must have B+ or higher in a course to take AP Studio the next year

ELA	yes	All courses pass with a 60% (D-)
Questions		<ul style="list-style-type: none"> • if a HS student takes an elective for grad. credit and fails, they w/need to repeat an elective, but not necessarily the one they failed? - is there a process written somewhere? • In the last year, there's been a trend of placing HS SpEd students in classes other than the required classes needed for graduation (ie-science, other?) This has never been discussed with departments or the Academics Committee-is this procedure written down somewhere? Should this be discussed?

Letter Grade Needed to Move to the Next Class							
	6th	7th	8th	9th	10th	11th	12th
Middle School Math 1	D-	not on track to graduate					
Middle School Math 2	C-	D-					
Integrated 1	B-	C-	D-				
Integrated 2		B-	C-	D-			
Integrated 3			B-	C-	D-		
Pre Calculus				B-	C-	D-	
Calculus					B-	C-	D-

AFC Minutes
11/23/2020 @ 4 pm

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

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

- II. Dragons to the Max recap
 - A. MSA raised approximately \$29,000.
 - B. The stream worked very well.
 - C. It was much more challenging not having people on campus to donate in the carpool line or students helping with the process.
 - D. Overall donors were down, likely attributed to almost all virtual giving. However, this means the amount donated per donor is up.

- III. Initial discussion and/or allocation of DTTM funds
 - A. At this time, funds raised are lower than the \$42,500 that is currently allocated to the general fund.
 - B. AFC will meet to allocate funds once our total raised for the year has surpassed the \$42,500 mark.

- IV. Other
 - A. Paypal Giving Fund was discussed. We will look into this further for 2021 GTTM.
 - B. Old National Bank "Choose your Charity"
 1. At this time, the AFC committee does not believe the "voting" process would benefit MSA and is concerned about asking our families to provide their information in order to vote.
 - C. Soup Fundraiser
 1. At this time, AFC does not want to go back on a pledge in which it was stated that Dragons to the Max was going to be the only school wide, AFC driven fundraiser of the year. AFC was also concerned about the amount of money that could be raised relative to the time it would take to organize and run the fundraiser.

- V. Next meeting
 - A. January 20th, 4 pm

- VI. Adjourn
 - A. 4:46 pm

Communications Committee
 Agenda
 Weds., Dec. 9th, 2020 4:30pm - 5:30pm

Meeting ID/Password: <https://zoom.us/j/92905975979?pwd=Nzd1TS9vV2dEcExXeFBhN3I5ZGJpUT09>

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

Purpose of Committee

1. to create and maintain procedures and guidelines relating to MSA's branding, marketing and external communications.
 2. to ensure the effectiveness of communication between different school related groups.
 3. to ensure the effectiveness of communication between school community members.
 4. to review MSA website components for accuracy and standardization.
- I. On-line Press Release Guidelines Update (Joell)
- Joell has not formed a sub group yet, but she is wondering whose job it will be for media release. Cheri has looked at the website and she is concerned that we are missing opportunities because media releases do not seem to be assigned to anyone
 - John says historically press releases have been left up to the activity advisers. There is no one designated person. For example, Mr. Johnston is the chair of AFC, so he would be responsible for press releases for Give to the Max.
 - We need a list of publications that are available:
 - Woodbury Magazine is a paid publication--we have to pay to publish an article.
 - MSA Facebook is a free option. We have learned that Kare 11 is looking and makes inquiries. We also have a MSA parent Facebook page.
 - We need to find a way to get to the broader community also.
 - Girish also recommends that we find a way to use hashtags properly in Twitter and encourage people to follow the hashtags. Justin says Twitter can be mirrored to Facebook.
 - Woodbury Patch is a possibility for publishing student recognition (e.g., Honor Roll).
 - Pioneer Press should also be utilized.
 - We will continue to look for online publication possibilities.
 - Joell will be working over break and looking for a way to encourage parents during Open House to connect to MSA community news platforms.
 - Joell will do research, but we need people who are in charge as the overseers of communicating with the broader community.
 - Heather asked if it makes sense for the people in charge of the website areas/tabs to also be in charge of the press releases.
 - For example: Emily and Kirstin should be in charge of academic news releases; each coach or advisor would be in charge of their specific sport or activity releases and Shannon would be in charge of any releases that are multi-activity or multi-sport.

II. Create procedures for website change

- A. Flow Chart: Heather has made a flow chart re: minor, moderate, and major changes that need to be made to the website based on our meeting last month. The document may be altered to readability, but the flow will remain the same.

https://docs.google.com/document/d/1vTPJ4yNrFetDgFgi1JLe3m-X-mmR4wHyPyd35TNz2_Y/edit?usp=sharing

- B. Responsible Party for Tabs--We will table this for the next meeting (January 13th @ 4:30 PM) since Shannon and Carrie are both not able to be in attendance today.

Next meeting: Wednesday, Jan. 13th 4:30-5:30pm

Personnel Meeting Tentative Agenda

11.18.2020

4:15 pm

Regular Members: Annie C, John G, Shannon F, Tom J, Jessie H, Heather R, Lisa A, Patricia, Jacqueline, Rob K, Jennifer B.

Members Present: Annie, Shannon, Tom, Heather, Lisa, Rob, Jennifer, John

1. Discuss Director's Job Evaluation Process and edits (part of the packet) Lisa
 - Director Evaluation Schedule - If the BOD is having any evaluation discussions, and the Director is present, does the meeting have to be OPEN? Or does the Director have the right to be there, while keeping the meeting CLOSED?
 - Is 46 pages too much? There are templates and sample questions included as well. This is one big packet with everything the BOD and Director needs. Split packets may mean information gets lost in the shuffle.
 - Past BOD members will help future incoming members understand expectations, and may divide work as they see fit.
 - This will be the first time we have all evaluation information in one place, and it will help with transitions in the future.
 - This year's BOD determined goals in June/July 2020.
2. Determine how best "to provide input/feedback so that the Director can create/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs."
 - a. What does the Director need from us?
 - b. What do we need from the Director?
3. Next meeting: December 16, 2020
 - Everyone go through the job descriptions of the Assistant Directors [in this folder](#)
 - John will share the evaluation process for Assistant Directors, we should look at those as well
 - Bring any questions or items of confusion to December meeting

12.16.20 Personnel Agenda & Notes (in red)

4:15 pm

Regular Members: Annie C, John G, Shannon F, Tom J, Jessie H, Heather R, Lisa A, Patricia, Jacqueline, Rob K, Jennifer B. (Members present are in red)

1. Quick Discussion on Academics Committee requesting Personnel Committee to
 - “have the diverse hiring task force and updates as part of the agenda for the Academics Committee. Based on the roles of the committees, it was suggested that this fit more with the Personnel Committee. Will you add that as a regular item for the PC agenda? Hiring more diverse staff is one of our SAM goals, and it is related to academics for students as well, but seems a more direct fit with PC. “
 - This is a task force
 - Current hiring process: John works with the dept chair of the dept who needs to hire someone (and all members of dept are welcome to participate, along with Tom and Shannon as well as parents and students if they express and interest)
 - Lisa - This task force doesn't fit in with the Personnel Committee purpose; also, why does it have to be attached to a BOD committee?
 - John - if the BOD changes MSA's mission and vision to include increasing diversity, then maybe this task force would fit in with Personnel Cmte
 - **Personnel is sending this issue back to the Academics Cmte**
 - Lisa - Will this task force be open to all staff to join?
 - John - Yes; will be sending out an email to all staff about joining
2. Finalize Director Evaluation Process and bring to the board
 - Lisa added in the word “template” to the packet and one spelling error was corrected; page numbers will be added once all corrections have been made
 - Jan. is when this packet will be brought to the BOD (will be introduced by Annie). Might discuss and approve it at this meeting or at Feb. meeting if there are questions or more time is needed
3. Determine how best “to provide input/feedback so that the Director can create/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs.”
 - a. What does the Director need from us?
 - John - would like the Personnel Cmte members to review all staff job descriptions (EAs, Teachers, Admin staff) and help clarify them (so as to have people outside of the administration look at them)
 - b. What do we need from the Director? (see #4)
3. Begin going through the Assistant Director's Job Descriptions
 - Question: Should “competencies” be added (like in the Dir. job description)?
 - Add in chain of communication
4. Next Meeting: **January 20** [Join Zoom Meeting](#) ID: 96492401402 Password: 453987
 - John will share with cmte members editable copies of evaluation process and job descriptions for Asst Dirs
 - **HOMEWORK for cmte:** Read through the 2 Asst Dir job descriptions & compare to evaluation process forms; Make comments on these (don't edit); Think about adding the competencies to the job descriptions

School Expansion Possibilities Committee
December 1, 2020
4:30 p.m.

<https://zoom.us/j/99692023362?pwd=c1d2V3pDcWRXZEpOQUVvZlJDMHJ2Zz09>

Meeting ID: 996 9202 3362
Passcode: 688699

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

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

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

Agenda:

1. Review information about the committee on the website
 No additions to last month's discussion
2. Review staff feedback on the wishlist.
 Done
3. Survey students for their perspective
 Word cloud (below) and detailed spreadsheet completed.



- 4.. Develop buckets for our wishlist with Priorities:

Wish List Summary:

- Bigger space, flexible space and storage. Create groupings/pods for complementary subjects
- Latest technology

- Whiteboards in classroom/ SmartTVs with Tablets to allow for movement through the rooms
- Identify cross-use opportunities for equipment i.e. Digital Lab for Art can be utilized for other purposes
- Natural lighting
- Cross functional space for classroom and extracurricular programs, plus designated storage areas.
- Performance space specific to needs for various programs.
- Auditorium with permanent stadium stage and seating, positioned near classroom
- Green sports fields, multiple gyms, designated locker space for students & guests
- Adequate Parking / bus routes
- Student feedback - cafeteria / hot lunch, sports/sports facilities, library / multimedia center, "space" - hallways classrooms

5. How do we decide whether to buy opportunities as they arise?

We will need to complete our wish list / needs analysis.

We will also need to calculate what we can afford.

Until then, we are not in a good position to purchase opportunities.

6. Other

Dan / John to summarize wishes further

John to invite 2 developers to the January meeting.

7. Future meeting dates: January 7, February 25, March 25, April 29, May 27. All meetings start at 4:30 pm utilizing the same Zoom link as this meeting's link.

Backward planning for a specific move in date.

Schedule for the year:

~~Visits to other schools~~

~~Develop "wish list"~~

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

Confirm design brief for expansion

Determine if we want to go with all three scenarios

Review financial model / options

Choose development partner - Dec/Jan

Topic: Finance meeting

Time: Dec 14, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

Meeting ID: 993 7195 0224

Passcode: 0s6Bjg

Attendees: Cody S., Tom J., Shannon F., John G. Dustin R. Lisa A., Ken L., Sandi O.

- Introductions

- Financials -November
 - Accounts were consolidated at Old National to save on account fees.(CDs)
 - Field trip fees will most likely be zero along with expenses.
 - Reduced Fundraising revenue to \$40,000 from \$45,000.

- Fund Raising
 - GTTM raised just under \$30,000 to date. This year we did not receive a large contribution like the past two years. Actual per giving per donor was up from last year.
 - Recurring donations will continue to come in as the year progresses.

- Budgets Updates
 - Dustin will note changes to budget.

Revenue Changes:

- Fees From Students/Field Trip (35,000)
- Annual Fund (Dragon Dinner) (45,000)
- Donations, Misc., +2,100

Expenditure Changes:

- Field Trip Transportation (11,100)
- Field Trip Admissions (23,200)

- Textbooks and Workbooks (11,000)
- Standardized Texts (7,500)
- Capitalized Technology Software (2,300)
- Furniture and Other Equipment (2,000)
- Technology Hardware (22,900)

- Bond refinancing update
Average interest rate came in at 3.15%, saving for next year will be over \$147K and each year after will have similar savings. (These savings will go into our Repair & Replace Fund.)
- Cares Act update.
All CRF funds are spent (due by December 30th). GEER & ESSER funds are still available (Approximately \$1,400 per month will be needed for hotspots.)

Next meeting will be January 11th at 5:00 pm. A new Zoom link will be sent. Please email Cody if you want to attend.



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

Financial Statements

November 30, 2020

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

Balance Sheet

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

The school's cash and investment balance at November 30th was \$2,187,745.

The Accounts Receivable balance represents a rebate from Xcel Energy for upgrading the School's automation system for better efficiency. The rebate is expected to be received by December of 2020. The current balance is \$7,138.

Prior Year state aids receivable represents the balance of the State Aids for FY20 that are expected to be received by the School during Fiscal Year 2021. The current balance is \$39,143.

Current year state aids receivable represents the estimated amount that the State owes the school for the current fiscal year based on the 10% holdback. The current balance is \$243,517.

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

Prepaid expenditures represent subscriptions and licenses paid in advance for the FY22 school year. The current balance is \$105,321.

Salaries and wages payable represent the amount due to teachers for summer checks as part of the FY21 contracts. These salaries and wages will be earned in FY21, but not paid out until July and August of FY22. The current balance is \$101,973.

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period. The current balance is \$9,745.

Payroll deductions and contributions represents a prepayment of employee benefits. The current balance is \$(52,843).

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

The Working Budget has been updated to reflect a surplus of \$3,732, which would result in an ending fund balance of \$2,150,808 or 35% of total expenditures.

The current preliminary surplus is \$376,912. This figure reflects data through November 30th.

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

"Hot Topics"

- Cash flow is strong with approximately \$2 million in cash. During the bond refinancing project, cash accounts were consolidated. The savings account balance and the balance of the Certificate of Deposit balance were transferred into the Main Checking account at Old National Bank. The intent in consolidating these accounts was to save on monthly fees charged by the bank (account analysis charge).
- As of November 30th, the balance in the Repair & Replacement Fund is approximately \$161K.
- We will continue monitoring potential state funding adjustments for potential revenue or cash flow impacts in future years. The legislature will be working on solving the projected budget deficit in the upcoming biennium created by the COVID 19 economic slowdown. On December 1, the Minnesota Management and Budget office released new budget projections for the State of Minnesota. Currently, the State is expected to have a \$641 million surplus. This is in contrast to a deficit budget that was previously projected.
- We will need to monitor what options the legislature discusses for any impact to our cash flow. Changes in holdback amounts or shifts in revenue recognition could impact our cash position.
- Bond covenant metrics:
 - FY20 – Days cash on Hand: Requirement = 60 Days, Actual = 156
 - FY20 – Debt Service Coverage Ratio: Requirement = 100%, Actual = 135%

 - FY21 Days Cash on Hand: Requirement = 60 Days, Projected = 150
 - FY21 Debt Service Coverage Ratio: Requirement = 100%, Projected = 136%

Supplemental Information for November 2020.

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

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

**Math and Science Academy
Woodbury, MN
Balance Sheet
November 30, 2020**

	Audited June 30, 2020	Balance November 30, 2020
Assets		
Current assets		
Cash and investments	\$ 1,656,426	\$ 2,187,745
Certificates of deposit	152,987	-
Accounts receivable	12,638	7,138
Due From Building Company	40,420	-
Prior year state aids receivable	652,800	39,143
Current year state aids receivable	-	243,517
Federal aids receivable	4,460	-
Prepaid expenditures	193,461	105,321
Total assets	2,713,193	\$ 2,582,863
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 312,576	\$ 101,973
Accounts payable	150,356	9,745
Payroll deductions and contributions	103,184	(52,843)
Total current liabilities	566,116	58,874
Fund balance		
Fund balance 7-1-2020	2,137,380	2,137,380
Assigned fund balance - student activities 7-1-2020	9,697	9,697
Net income to date	-	376,912
Total fund balance	2,147,077	2,523,989
Total liabilities and fund balance	\$ 2,713,193	\$ 2,582,863

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

Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
November 30, 2020

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	42% November YTD 495.55 ADM	Percent of Working Budget
General Fund - 01						
Revenues						
State revenues						
211	General education aid	\$ 3,806,856	\$ 3,938,549	\$ 3,947,277	\$ 1,598,935	40.5%
348-300	Charter school lease aid	805,351	833,076	833,076	282,247	33.9%
317	Long-term facilities maintenance revenue	74,637	76,077	76,077	-	0.0%
740-360	Special education aid	706,857	723,877	712,264	193,869	27.2%
201	Endowment aid	21,795	20,526	20,663	10,332	50.0%
370	Other MN aid (safe schools supplemental aid)	22,846	-	-	-	-
397	Pension revenue	-	15,000	15,000	-	0.0%
	Prior year over (under) accrual	6,916	-	-	-	-
	Current year state aids receivable	-	-	-	243,517	-
	Total state revenues	5,445,258	5,607,105	5,604,357	2,328,899	41.6%
Federal revenues						
419	Federal special education aid	70,527	66,200	67,045	-	0.0%
414	Title II funds	21,427	27,400	9,647	-	0.0%
151,153,154	CARES and CRF Funding	-	-	158,363	111,771	70.6%
	Total federal revenues	91,955	93,600	235,055	111,771	47.6%
Local revenues						
000-050	Fees from patrons: scholastic, AP exam, staff shirts, class fees	22,554	28,000	28,000	6,145	21.9%
920-050	Fees from patrons: study hall	1,810	2,400	2,400	-	0.0%
300-050	Fees from students: field trips	21,282	35,000	-	-	-
372-071	Third party billing	1,944	1,000	1,000	900	90.0%
092	Interest earnings	16,568	20,000	20,000	814	4.1%
265-096	Annual fund/capital campaign/dragon dinner	88,678	85,000	40,000	6,403	16.0%
000-096	Donations and misc. grants	2,759	-	2,000	2,000	100.0%
099/620	Misc. revenues	1,884	-	100	98	98.0%
621	Year book revenues, planners	3,587	3,100	3,100	725	23.4%
C 400's	Student activities revenue	85,579	129,200	129,200	21,195	16.4%
	Total local revenues	246,645	303,700	225,800	38,280	17.0%
Total revenues		\$ 5,783,857	\$ 6,004,405	\$ 6,065,212	\$ 2,478,950	40.9%
		5,783,857	6,004,405	6,065,212	2,478,950	

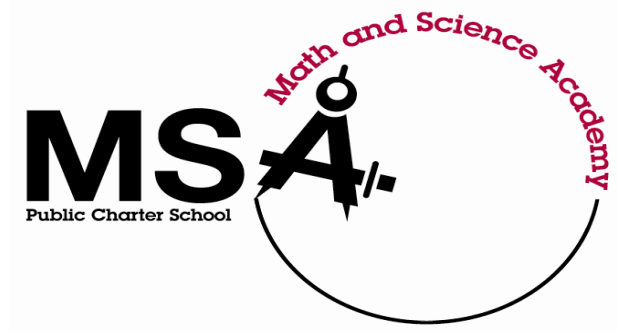
Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
November 30, 2020

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	42% November YTD 495.55 ADM	Percent of Working Budget
Expenditures						
100	Salaries and wages	\$ 2,042,506	\$ 2,228,933	\$ 2,221,114	\$ 765,112	34.4%
200	Employee benefits	815,937	778,074	783,757	237,642	30.3%
Crs 180	Extracurricular activities	192,269	74,678	74,678	-	0.0%
305	Contracted services	203,545	232,160	232,160	96,219	41.4%
315	Repairs and maintenance for computers	36,550	39,700	39,700	17,044	42.9%
320	Communications services	18,564	19,115	19,115	7,111	37.2%
329	Postage	4,989	4,200	4,200	1,281	30.5%
330	Utilities	91,472	108,100	108,100	28,830	26.7%
340	Property and liability insurance	29,705	34,200	34,200	19,387	56.7%
350	Repairs and maintenance	101,701	148,800	148,800	48,511	32.6%
360	Transportation for field trips	7,440	11,100	-	-	-
366/368	Staff training/travel and conferences	22,485	15,000	15,000	10,519	70.1%
369	Field trips admissions	13,209	23,200	-	-	-
370	Building lease	895,045	925,640	925,640	388,478	42.0%
370	Other rentals and operating leases	356	800	800	91	11.4%
380	Computer and tech related hardware rental	32,696	15,501	15,501	12,382	79.9%
401/455/465	General supplies	38,643	31,900	31,900	8,104	25.4%
401	Maintenance supplies	21,658	25,000	25,000	4,280	17.1%
405	Non-instructional computer software and license	20,059	20,525	20,525	18,608	90.7%
406	Instructional software licensing	14,786	14,700	22,450	20,633	91.9%
430/456/466	Instructional supplies	90,768	50,000	42,250	5,773	13.7%
460	Textbooks and workbooks	17,247	26,000	15,000	8,720	58.1%
461	Standardized tests	20,093	22,500	15,000	(228)	-1.5%
490	Food	320	2,000	2,000	-	0.0%
505/506	Capitalized technology software	9,427	12,300	10,000	7,579	75.8%
530	Other equipment/furniture	21,088	12,000	10,000	338	3.4%
555/556	Technology hardware (cap)	6,955	30,000	7,100	-	0.0%
820	Dues and memberships, fees	38,196	40,035	40,035	38,876	97.1%

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
November 30, 2020**

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	42% November YTD 495.55 ADM	Percent of Working Budget
898	Scholarships	-	500	500	-	0.0%
	Annual fund (265)	7,652	42,500	42,500	-	0.0%
	State special education	753,161	774,200	774,200	204,053	26.4%
Fin 372	Third party billing	759	1,000	1,000	756	75.6%
	Federal special education	70,527	66,200	67,045	11,357	16.9%
	Title II funds	21,427	27,400	9,647	943	9.8%
151,153,154	CARES and CRF Funding	-	-	158,363	129,615	81.8%
891	Pension expense	-	15,000	15,000	-	0.0%
	Student activity expense	96,637	129,200	129,200	10,023	7.8%
Total expenditures		\$ 5,757,872	\$ 6,002,161	\$ 6,061,480	\$ 2,102,038	34.7%
		5,757,872	6,002,161	6,061,480	2,102,038	
General fund net income		\$ 25,985	\$ 2,244	\$ 3,732	\$ 376,912	
Fund balances						
Beginning fund balance, all funds		\$ 2,121,091	\$ 2,147,076	\$ 2,147,076		
Projected fund balance, all funds		\$ 2,147,076	\$ 2,149,320	\$ 2,150,808		
		37%	36%	35%		

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

Supplemental Information

November 30, 2020

**Math and Science Academy
ExtraCurricular/Student Activities
November 30, 2020**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
401	Student Council Funds	\$ 276	\$ -	\$ -	\$ 276
402	NHS Funds	407	-	(385)	22
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	809	550	(867)	492
405	Prom	1,788	-	-	1,788
406	Ex-Curr Academic Triathlon	145	-	-	145
407	Ex-Curr Theatre Funds	308	1,000	1,418	2,727
408	Spanish Club Funds	-	-	-	-
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	-	4,175	(2,055)	2,120
414	Asian Club	-	-	-	-
416	Newspaper	32	-	-	32
417	Film Club	-	-	-	-
419	Nordic Ski Team	122	-	-	122
420	Cross Country	-	5,435	(1,621)	3,814
421	Track & Field	-	-	-	-
422	Music Fund	198	480	-	678
423	Boys Basketball	408	-	-	408
424	Baseball	-	-	-	-
427	Math League	-	-	-	-
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	946	1,750	(474)	2,222
432	Athletic Account	313	-	(850)	(537)

**Math and Science Academy
ExtraCurricular/Student Activities
November 30, 2020**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
437	Chess Club	0	-	-	0
440	Badminton	501	-	-	501
441	Trap Team	89	-	-	89
442	Boys Volleyball	90	-	-	90
443	FIRST Tech Challenge (FTC)	-	4,850	(3,190)	1,660
445	Gay Straight Alliance (GSA)	58	-	(75)	(17)
446	Social Justice Club	-	-	-	-
447	Class of 2020	1,760	-	(630)	1,130
449	Soccer	-	1,480	(1,295)	185
450	Football	-	1,475	-	1,475
451	Cheers Volunteer	33	-	-	33
452	SWENext Club	24	-	-	24
453	Class of 2021	550	-	-	550
460	Africa Club	-	-	-	-
Total student activity balances		\$ 8,857	\$ 21,195	\$ (10,023)	\$ 20,029
		\$ 8,857	\$ 21,195	\$ (10,023)	\$ 20,029

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 .

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CHECK	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/03/2020	202000354	XCEL ENERGY	Electric/Gas Usage: 9/8/20-10/7/20 Acct #51-5755815-9	4,786.47
11/05/2020	202000369	ADMIN PARTNERS LLC	Plan and Vendor Set-up Fees	1,600.00
11/05/2020	202000361	ANDERSON, HEATH	Reimbursement: Cross Country Suplies	125.66
11/05/2020	202000371	BLICK ART MATERIALS	MS Art Supplies	145.52
11/05/2020	202000372	BLICK ART MATERIALS	MS Art Supplies	86.19
11/05/2020	202000373	CITY VIEW ELECTRIC INC	ANNUAL ALARM MONITORING: ANNUAL FIRE ALARM INSPECTION	228.00
11/05/2020	202000370	CLIFTONLARSONALLEN LLP	Progress billing on the audit of the School's financial statements for the fiscal year ended Jun 30, 2020	8,400.00
11/05/2020	202000357	COMCAST	Internet: 10/27/20-11/26/20 - Account 8772 10 577 0827141	349.95
11/05/2020	202000359	ESPARZA, PAUL	Reimbursement: Maintenance Supplies and Rental	92.96
11/05/2020	202000364	ESPARZA, PAUL	Reimbursement: Maintenance Supplies and Rental	21.93
11/05/2020	202000365	GAWARECKI, JOHN	Professional Development Reimbursement: Human Relations and School Finance books	116.07
11/05/2020	202000366	GIS BENEFITS	Insurances: Nov 2020	6,819.10
11/05/2020	202000367	HANSEN'S LAWN CARE	Weekly Mowing and Landscaping: Sept 2020	820.00
11/05/2020	202000368	HANSEN'S LAWN CARE	Weekly Mowing and Landscaping: Oct 2020	510.00
11/05/2020	202000374	INDIGO EDUCATION	DAPE Services: Sept 2020	112.50
11/05/2020	202000375	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	11.45
11/05/2020	202000376	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	294.53
11/05/2020	202000360	JOHNSTON, THOMAS	Reimbursement: Postcards for ""Dragon's to the Max!""	54.48
11/05/2020	202000378	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
11/05/2020	202000358	KAISER MANUFACTURING, INC	Clear Vinyl (CRF)	420.00
11/05/2020	202000363	PUNDSACK, JOELL	Vision Reimbursement: Eyeglasses	200.00
11/05/2020	202000356	VERIZON WIRELESS	Phone Service: SEPT 21-OCT 20 and Hotspots (CRF)	807.93
11/05/2020	202000355	VIEAU ASSOCIATES	Phase I Environmental Site Assessment 8430 Woodbury Crossing	2,400.00
11/05/2020	202000362	WEBSTER, DEBORAH	Reimbursement: Indigo Professional Training 10/15/20 (Title II)	107.72
11/05/2020	202000377	ZOOM VIDEO	Zoom Education Annual Proration 57 @ \$90	148.44
11/05/2020	202000426	OLD NATIONAL BANK	BC Service Charge	16.00
11/05/2020	202000352	US BANK	Rent	58,906.25
11/09/2020	201901276	CARDMEMBER SERVICE	Oct 2020 Credit Card	3,273.59
11/09/2020	201901276	QUIZLET.COM	Oct 2020 Credit Card	154.85
11/09/2020	201901276	SURVEYMONKEY	Oct 2020 Credit Card	29.00
11/09/2020	201901276	TARGET	Oct 2020 Credit Card	82.90
11/13/2020	202000398	FURTHER	Payroll accrual	810.42
11/13/2020	202000398	FURTHER	Payroll accrual	461.90
11/13/2020	202000399	INTERNAL REVENUE SERVICE	Payroll accrual	685.00
11/13/2020	202000399	INTERNAL REVENUE SERVICE	Payroll accrual	6,696.68
11/13/2020	202000399	INTERNAL REVENUE SERVICE	Payroll accrual	6,370.64
11/13/2020	202000399	INTERNAL REVENUE SERVICE	Payroll accrual	1,489.88
11/13/2020	202000399	INTERNAL REVENUE SERVICE	Payroll accrual	6,370.64
11/13/2020	202000399	INTERNAL REVENUE SERVICE	Payroll accrual	1,489.88
11/13/2020	202000400	MID ATLANTIC TRUST COMPANY	Payroll accrual	944.00
11/13/2020	202000400	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
11/13/2020	202000400	MID ATLANTIC TRUST COMPANY	Payroll accrual	134.00
11/13/2020	202000400	MID ATLANTIC TRUST COMPANY	Payroll accrual	2,872.00
11/13/2020	202000400	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00

CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
11/13/2020	202000400 MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
11/13/2020	202000401 MINNESOTA DEPT OF REVENUE	Payroll accrual	3,366.45
11/13/2020	202000402 PERA	Payroll accrual	1,403.24
11/13/2020	202000402 PERA	Payroll accrual	1,619.10
11/13/2020	202000403 TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
11/13/2020	202000403 TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,166.50
11/13/2020	202000403 TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,684.51
11/16/2020	202000395 A.J. ALBERTS PLUMBING INC.	Work Order 85776: Install Electric Water Heater and replaced batteries in flushometer	1,245.00
11/16/2020	202000384 BIEDERMANN, KAREN	Reimbursement: Theater Supplies	298.87
11/16/2020	202000380 BLOCK SCHOOL NURSE CONSULTING LLC	Nurse Consult: Nov 2020; 5 hrs GenEd and SPED	400.00
11/16/2020	202000387 BLOCK SCHOOL NURSE CONSULTING LLC	Nurse Consult: Oct 2020 7.5 hrs GenEd and SPED	600.00
11/16/2020	202000381 CARDENAS, ANNE	Reimbursement: 2 USB devices (Board)	26.76
11/16/2020	202000386 CARDENAS, ANNE	Reimbursement: Science Supplies	68.71
11/16/2020	202000382 CHARI, MADHUSUDAN	Reimbursement: FTC Registrations and Supplies	1,023.97
11/16/2020	202000392 ECKROTH MUSIC	School Maintenance & Repair Renewal 6 @ \$99 each	594.00
11/16/2020	202000393 ECKROTH MUSIC	Sound Innovations Ensemble Development Advanced Trumpet 1	8.99
11/16/2020	202000396 ESPARZA, PAUL	Maintenance Service and COVID Services: Oct 2020	3,133.00
11/16/2020	202000390 FAMILY ACHIEVEMENT CENTER, INC	Oct 2020 Speech, OT Services and Physical Therapy and Mileage	11,900.33
11/16/2020	202000385 KNUTSON, KIRSTIN	Vision Reimbursement: Eyeglasses and case	168.81
11/16/2020	202000389 KRAUS-ANDERSON INSURANCE	Practical HR: Dec 2020	250.00
11/16/2020	202000383 LARSON, KASSIE	Reimbursement: Teachers Pay Teachers	7.52
11/16/2020	202000379 MARTIN LAW FIRM PLLC	Legal Services: Oct 2020	583.00
11/16/2020	202000388 MN ASSOC. OF CHARTER SCHOOLS	2021 Associate Membership Dues	7,025.00
11/16/2020	202000391 TRANE U.S. INC.	Annual Scheduled Maintenance and Inspections (3% discount taken)	9,498.43
11/16/2020	202000394 VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning Service: Nov 2020	3,530.00
11/16/2020	202000397 BILL.COM	Fees	161.54
11/21/2020	202000353 BLUE CROSS BLUE SHEILD OF MN	Health Insurance: Dec 2020	43,065.60
11/23/2020	202000409 CASEY-WOLF, THERESA	School Psychologist: Oct 2020 30 hrs	2,700.00
11/23/2020	202000404 COMCAST	Internet & Phone: 11/18/20-12/17/20 Acct# 8772 10 577 0477541	512.04
11/23/2020	202000406 LANGSETH, NOAH	Reimbursement: FTC Controllers	29.98
11/23/2020	202000405 LARSON, KASSIE	Reimbursement: Blooket subscription	35.88
11/23/2020	202000413 METRO SALES INC	Contract Base Rate and Contract Usage Charge	102.64
11/23/2020	202000414 METRO SALES INC	Contract Base Rate and Contract Usage Charge GenEd and SPED	3,029.23
11/23/2020	202000411 METRO VOLLEYBALL OFFICIALS ASSOCIATION	Hmong Academy - Girls Volleyball Varsity Official 11/19 and 11/13/2020	316.00
11/23/2020	202000412 POPP COMMUNICATIONS	Telephone Services: 10/6/20-11/5/20 Account Number: 10003837	58.29
11/23/2020	202000408 ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,381.11
11/23/2020	202000410 TRANE U.S. INC.	Annual Scheduled Maintenance and Inspections	2,934.00
11/23/2020	202000407 WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,463.64
11/25/2020	202000421 ALBERS, JEANA	Reimbursement: Science Supplies for Animals	38.19
11/25/2020	202000423 BLICK ART MATERIALS	HS Art Supplies	102.37
11/25/2020	202000415 CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 9/29/20-10/29/20	78.46

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CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/25/2020	202000416	CITY OF WOODBURY	Water: 8460 Woodbury Xing 9/29/20-10/29/20	42.66
11/25/2020	202000417	CITY OF WOODBURY	Water: 8500 Woodbury Xing 9/29/20-10/29/20	37.04
11/25/2020	202000418	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 9/29/20-10/29/20	31.77
11/25/2020	202000419	HISTORY THEATRE GROUP SALES	Streaming of The Things They Carried Students streaming November 9th through November 22nd	150.00
11/25/2020	202000425	INDIGO EDUCATION	DAPE Services: Oct 2020	22.50
11/25/2020	202000420	LARSON, KASSIE	Reimbursement: Teachers Pay Teachers (Spanish)	22.88
11/25/2020	202000422	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	422.33
11/25/2020	202000424	XCEL ENERGY	Electric/Gas Usage: 10/7/20-11/7/20 Acct #51-5755815-9	5,110.71
11/30/2020	202000428	FURTHER	Payroll accrual	810.42
11/30/2020	202000428	FURTHER	Payroll accrual	461.90
11/30/2020	202000429	INTERNAL REVENUE SERVICE	Payroll accrual	685.00
11/30/2020	202000429	INTERNAL REVENUE SERVICE	Payroll accrual	6,543.36
11/30/2020	202000429	INTERNAL REVENUE SERVICE	Payroll accrual	6,077.52
11/30/2020	202000429	INTERNAL REVENUE SERVICE	Payroll accrual	1,421.36
11/30/2020	202000429	INTERNAL REVENUE SERVICE	Payroll accrual	6,077.52
11/30/2020	202000429	INTERNAL REVENUE SERVICE	Payroll accrual	1,421.36
11/30/2020	202000430	MID ATLANTIC TRUST COMPANY	Payroll accrual	944.00
11/30/2020	202000430	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
11/30/2020	202000430	MID ATLANTIC TRUST COMPANY	Payroll accrual	134.00
11/30/2020	202000430	MID ATLANTIC TRUST COMPANY	Payroll accrual	2,872.00
11/30/2020	202000430	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
11/30/2020	202000430	MID ATLANTIC TRUST COMPANY	Payroll accrual	0.00
11/30/2020	202000431	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,291.62
11/30/2020	202000427	OLD NATIONAL BANK	Service Charge	60.00
11/30/2020	202000432	PERA	Payroll accrual	1,267.94
11/30/2020	202000432	PERA	Payroll accrual	1,463.01
11/30/2020	202000433	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
11/30/2020	202000433	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,126.39
11/30/2020	202000433	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,641.02
Totals for checks				301,246.00

Batch	Post Date	Acct Nbr	Description	Amount
20-50056	11/30/2020	01 R 005 000 265 000 096	Amazon Smile Deposit	172.51
			Totals for 20-50056	172.51
20-50057	11/30/2020	01 R 005 000 000 154 400	CRF - FIN 154	17709.70
			Totals for 20-50057	17709.70
20-50058	11/30/2020	01 R 005 000 000 000 211	FY21 General Education Aid	195683.42
			Totals for 20-50058	195683.42
20-50059	11/30/2020	01 R 005 000 000 000 092	Charles Schwab - Interest Earned	2.12
			Totals for 20-50059	2.12
20-50060	11/30/2020	50 R 005 000 000 000 092	Building Co Interest	0.59
			Totals for 20-50060	0.59
20-50061	11/30/2020	50 A 101 50	BC Waterfall Deposit	2687.50
			Totals for 20-50061	2687.50
20-50063	11/30/2020	01 R 005 000 000 000 092	Interest Deposit	36.81
			Totals for 20-50063	36.81
20-50064	11/30/2020	01 R 005 000 265 000 096	Donation	103.20
20-50064	11/30/2020	01 R 005 000 000 000 621	Planner	345.00
20-50064	11/30/2020	01 R 010 258 000 000 050	Band	2650.00
20-50064	11/30/2020	01 R 010 298 422 000 050	Music - Tri-M	340.00
20-50064	11/30/2020	01 R 010 298 407 000 050	Theater	850.00
20-50064	11/30/2020	01 R 005 000 000 000 050	Jr Scholastic	510.00
20-50064	11/30/2020	01 R 010 260 000 000 050	HS Engineering	90.00
20-50064	11/30/2020	01 R 010 212 000 000 050	HS Art	275.00
20-50064	11/30/2020	01 R 010 298 404 000 050	FLL First Lego - CoderZ	125.00
20-50064	11/30/2020	01 R 010 298 443 000 050	FTC First Tech	150.00
20-50064	11/30/2020	01 R 005 000 000 000 050	Power Tech Adapter	15.00
20-50064	11/30/2020	01 R 005 000 265 000 096	US Bank - Annual Fund - Terlisner 144 Mc	544.44
20-50064	11/30/2020	01 R 005 000 000 000 096	Woodbury Community Foundation Grant for	2000.00
20-50064	11/30/2020	01 R 010 298 449 000 050	Soccer Participation Fees	185.00
20-50064	11/30/2020	01 R 005 000 000 000 050	AP Exam Fee	240.00
20-50064	11/30/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Employer Mat	40.75
20-50064	11/30/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Employee Jor	40.75
20-50064	11/30/2020	01 R 005 000 265 000 096	Blackbaud Giving Fund - Wells Fargo - An	22.86
20-50064	11/30/2020	01 R 005 000 265 000 096	Blackbaud Giving Fund - Best Buy - Annua	45.00
20-50064	11/30/2020	01 R 005 000 000 000 050	AP Exam Fee	60.00
20-50064	11/30/2020	01 E 010 212 000 000 430	Reimburse- Staff Use of HS Art Supplies	10.00
20-50064	11/30/2020	01 R 005 000 000 000 620	Sale of Face Masks	80.00
20-50064	11/30/2020	01 R 005 000 000 000 621	Planner	15.00
20-50064	11/30/2020	01 R 010 258 000 000 050	Band	200.00
20-50064	11/30/2020	01 R 010 298 422 000 050	Music - Tri-M	60.00
20-50064	11/30/2020	01 R 010 298 407 000 050	Theater	50.00
20-50064	11/30/2020	01 R 005 000 000 000 050	Jr Scholastic	20.00
20-50064	11/30/2020	01 R 010 298 413 000 050	FRC First Robotics	175.00
20-50064	11/30/2020	01 R 010 298 443 000 050	FTC First Tech	840.00
20-50064	11/30/2020	01 E 005 110 000 000 305	Check Fee	1.50-
20-50064	11/30/2020	01 E 005 110 000 000 305	PayPal Fees	192.39-
			Totals for 20-50064	9888.11

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Batch	Post Date	Acct Nbr	Description	Amount
20-50065	11/30/2020	01 R 005 000 265 000 096	Give to Max Donations- Annual Fund	3600.00
20-50065	11/30/2020	01 R 005 000 265 000 096	MightyCause Donations- Annual Fund	25.00
20-50065	11/30/2020	01 R 010 298 422 000 050	Music Participation Fees	20.00
20-50065	11/30/2020	01 E 005 110 000 000 305	Admin Partners - refund duplicate paymen	1600.00
20-50065	11/30/2020	01 R 010 298 443 000 050	FTC Participation Fees	175.00
20-50065	11/30/2020	01 R 010 258 000 000 050	Music	50.00
20-50065	11/30/2020	01 R 005 000 000 000 050	AP Test	120.00
20-50065	11/30/2020	01 R 010 298 443 000 050	FTC Fundraiser	435.00
			Totals for 20-50065	6025.00
20-50066	11/30/2020	01 R 005 000 000 000 211	FY21 General Education Aid	173228.40
20-50066	11/30/2020	01 A 121 00	FY20 General Education Aid	814.22
20-50066	11/30/2020	01 R 005 000 000 740 360	FY21 State Special Education	55510.55
20-50066	11/30/2020	01 R 005 000 000 348 300	FY21 Charter School Lease Aid	86568.71
			Totals for 20-50066	316121.88
20-50067	11/30/2020	01 R 005 000 000 372 071	MA IEP Services	1170.78-
20-50067	11/30/2020	01 R 005 000 000 372 071	MA IEP Services COVID	2070.81
			Totals for 20-50067	900.03
20-50068	11/17/2020	01 R 005 000 000 000 092	CD 98133986 Closing Interest	38.36
			Totals for 20-50068	38.36
20-50069	11/05/2020	01 R 005 000 000 154 400	CRF - FIN 154	17709.70-
			Totals for 20-50069	17709.70-
20-50070	11/05/2020	01 R 005 000 000 154 400	CRF - FIN 154	17709.72
			Totals for 20-50070	17709.72
			Total for Cash Receipts	549266.05

Batch	Post Date	Acct Nbr	Description	Amount
20-00013	11/30/2020	01 E 010 211 000 154 305	COVID Maintence Expenses	-1053.00
20-00013	11/30/2020	01 E 005 810 000 154 303	COVID Maintence Expenses	1053.00
20-00013	11/30/2020	01 E 005 810 000 154 350	IAQ Assessment	-6830.00
20-00013	11/30/2020	01 E 005 810 000 154 303	IAQ Assessment	6830.00
20-00013	11/30/2020	01 E 005 110 000 154 401	Various Face Guards and Neck Cuff	-3780.00
20-00013	11/30/2020	01 E 010 211 000 154 401	Various Face Guards and Neck Cuff	3780.00
20-00013	11/30/2020	01 E 010 630 000 154 406	Transaction Fee - classmarker.com	-0.39
20-00013	11/30/2020	01 E 005 110 000 000 305	Transaction Fee - classmarker.com	0.39
20-00013	11/30/2020	01 E 010 211 000 154 320	Move a portion of Hotspot expenses from CRF to GEER	-2511.21
20-00013	11/30/2020	01 E 010 211 000 153 320	Move a portion of Hotspot expenses from CRF to GEER	2511.21
20-00013	11/30/2020	01 E 005 810 000 154 530	6 Recovery Couches @ \$546 each	-3595.32
20-00013	11/30/2020	01 E 010 211 000 154 530	6 Recovery Couches @ \$546 each	3595.32
			Totals for 20-00013	0.00
20-00014	11/24/2020	01 A 101 02	Closed Savings Account - Move funds to Checking Acct	-896186.57
20-00014	11/24/2020	01 A 101 01	Closed Savings Account - Move funds to Checking Acct	896186.57
			Totals for 20-00014	0.00
20-00015	11/17/2020	01 A 101 01	CD 98133986 Closing - transferred to Checking	150001.85
20-00015	11/17/2020	01 A 104 00	CD 98133986 Closing - transferred to Checking	-150001.85
			Totals for 20-00015	0.00
20-00016	11/17/2020	01 A 101 01	CD 98133986 Closing - transferred to Checking	-150001.85
20-00016	11/17/2020	01 A 104 00	CD 98133986 Closing - transferred to Checking	150001.85
			Totals for 20-00016	0.00
20-00017	11/17/2020	01 A 101 01	CD 98133986 Closing - transferred to Checking	153044.85
20-00017	11/17/2020	01 A 104 00	CD 98133986 Closing - transferred to Checking	-153044.85
			Totals for 20-00017	0.00
			Total for Journal Entries	0.00

October 2020 Statement

Open Date: 09/12/2020 Closing Date: 10/14/2020



Visa® Business Card

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service
BUS 30 ELN 8


1-866-552-8855
8


New Balance	\$3,540.34
Minimum Payment Due	\$36.00
Payment Due Date	11/09/2020


Activity Summary

Previous Balance	+	\$7,185.68
Payments	-	\$7,185.68 ^{CR}
Other Credits	-	\$17.81 ^{CR}
Purchases	+	\$3,538.20
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$19.95
Interest Charged		\$0.00
New Balance	=	\$3,540.34
Past Due		\$0.00
Minimum Payment Due		\$36.00
Credit Line		\$30,000.00
Available Credit		\$26,459.66
Days in Billing Period		33

Payment Options:



 Mail payment coupon with a check

 Pay online at myaccountaccess.com

 Pay by phone 1-866-552-8855

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

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

 to pay by phone
 to change your address

000010161 01 SP 000638604871199 P Y

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



Account Number	
Payment Due Date	11/09/2020
New Balance	\$3,540.34
Minimum Payment Due	\$36.00

Amount Enclosed \$ _____

Cardmember Service

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



October 2020 Statement 09/12/2020 - 10/14/2020

Page 2 of 4

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855



Important Messages

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

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

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

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/25	09/24	8504	OFFICESUPPLY.COM 8663025397 WI MERCHANDISE/SERVICE RETURN	\$17.81CR	_____
10/06	10/06	ET	PAYMENT THANK YOU	\$7,185.68CR	_____
TOTAL THIS PERIOD				\$7,203.49CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/14	09/11	1545	SP * NANOWRIMO STORE HTTPSNANOWRIM CA	\$49.94	_____
09/14	09/11	5231	CLASSMARKER.COM NEWCASTLE AU	\$198.00	_____
09/16	09/15	9403	ASCA 703-683-2722 VA	\$129.00	_____
09/18	09/17	8710	QUIZLET.COM HTTPSQUIZLET. CA	\$47.88	_____
09/21	09/19	6176	QUIZLET.COM HTTPSQUIZLET. CA	\$35.99	_____
09/21	09/18	2817	QUIZLET.COM HTTPSQUIZLET. CA	\$35.99	_____
09/22	09/21	0751	BOOM LEARNING WOW.BOOMLEARN WA	\$35.00	_____
09/22	09/21	3055	GIMKIT PRO - 1 YEAR HTTPSWWW.GIMK WA	\$59.88	_____
09/23	09/22	5116	QUIZLET.COM HTTPSQUIZLET. CA	\$34.99	_____
09/23	09/22	1885	OFFICESUPPLY.COM 866-302-5397 WI	\$267.80	_____
09/28	09/25	6579	BREEZIN THRU INC. TORONTO ON	\$780.00	_____
09/29	09/28	3992	CLASSMARKER.COM PLAN NEWCASTLE AU	\$19.95	_____
09/29	09/28	7502	AMZN MktP US*MK8IG4C41 Amzn.com/bill WA	\$241.88	_____
09/30	09/28	9937	HERO CENTER - MOTO 651-458-2800 MN	\$225.00	_____
10/01	10/01	9414	TARGET.COM * 800-591-3869 MN	\$82.90	_____
10/07	10/06	1104	CITY OF COTTAGE GROVE 651-4582880 MN	\$630.00	_____
10/07	10/06	6729	NAFME HTTPSNAFME.OR VA	\$165.00	_____
10/08	10/07	9807	SMK*SURVEYMONKEY.COM 971-2445555 CA	\$29.00	_____
10/13	10/12	4688	PAYPAL *ISCEFCODERZ 402-935-7733 CA	\$345.00	_____
10/13	10/09	8688	VP*HIGH TECH KIDS 612-781-2203 MN	\$125.00	_____
TOTAL THIS PERIOD				\$3,538.20	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/14	09/11	5231	FRGN TRANS FEE-CLASSMARKER.COM NE	\$3.96	_____

Continued on Next Page

October 2020 Statement 09/12/2020 - 10/14/2020
 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

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Cardmember Service ☎ 1-866-552-8855

Transactions

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/28	09/25	6579	FRGN TRANS FEE-BREEZIN THRU INC. TO	\$15.60	_____
09/29	09/28	3992	FRGN TRANS FEE-CLASSMARKER.COM PLAN NE	\$0.39	_____
TOTAL FEES THIS PERIOD				\$19.95	

2020 Totals Year-to-Date	
Total Fees Charged in 2020	\$25.98
Total Interest Charged in 2020	\$0.00

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

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.24%	
**PURCHASES	\$3,540.34	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

October 2020 Statement 09/12/2020 - 10/14/2020

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MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎

1-866-552-8855



Contact Us



Phone

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



Questions

Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon
with a check

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



Online

myaccountaccess.com

End of Statement

MATH&SCIENCE ACADEMY



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to PayPal today!!!

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It's all there for you when you link your card to PayPal.

Link your card in the Mobile App or online today.

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

2020-21
 FD T ORG PRG CRS FIN OBU FYTD Activity

Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
11/30/20	CR	000	096	2,000.00	13	Woodbury Community Foundation		11/12/20	51		-2,000.00
						Grant for Internet Upgrade (Fiber Optics)					
						November					-2,000.00
						*01 R 005 000 000 096					-2,000.00
						*Cash Receipts					-2,000.00
<hr/>											
11/30/20	CR	000	096	6,402.77	1	Amazon Smile Deposit		11/12/20			-172.51
11/30/20	CR	000	096		1	Donation		11/12/20	49		-103.20
11/30/20	CR	000	096		12	US Bank - Annual Fund - Terlisner 144 McManus 120 Okeson 280.44		11/12/20	50		-544.44
11/30/20	CR	000	096		16	CAF America - Annual Fund - Employer Match Jordan		11/12/20	54		-40.75
11/30/20	CR	000	096		17	CAF America - Annual Fund - Employee Jordan		11/12/20	55		-40.75
11/30/20	CR	000	096		18	Blackbaud Giving Fund - Wells Fargo - Annual Fund		11/12/20	56		-22.86
11/30/20	CR	000	096		19	Blackbaud Giving Fund - Best Buy - Annual Fund		11/12/20	57		-45.00
11/30/20	CR	000	096		1	Give to Max Donations- Annual Fund		11/20/20	62		-3,600.00
11/30/20	CR	000	096		2	MightyCause Donations- Annual Fund		11/20/20	63		-25.00
<hr/>											
November											
*01 R 005 000 265 000 096											
*Cash Receipts											
<hr/>											
Grand Revenue Totals											
8,402.77											
<hr/>											
Total for Cash Receipts											
Grand Total											
-6,594.51											
-6,594.51											

Number of Accounts: 2

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

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

Math and Science Academy

Adopted: August 5, 1999
Revised: November 6, 2003
Revised: November 3, 2005
Revised: December 7, 2006
Revised: October 19, 2015
Revised: February 13, 2017
Revised: January 16, 2018
Revised: December 16, 2019
Revised: December ___, 2020

516 STUDENT MEDICATION

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

- A. The administration of prescription or nonprescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that MSA may rely on an oral request until a written request is received.

- B. An “Administering Prescription/Nonprescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- C. Prescription medication must come to school in the original container labeled for the student (labeled by a pharmacist in accordance with law if prescription medication), and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- E. Prescription and nonprescription medications are not to be carried by the student, but will be left with appropriate MSA personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (*See Part J.5. below*), and nonprescription pain relief medications administered as noted in a written agreement between MSA and the parent (*See Part J.7. below*), or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription/Nonprescription Medications form in the health records section of the student’s file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the Director and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by MSA under Minnesota Statutes, section 21A.21).
- J. **If the administration of a drug or medication described in this section requires MSA to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating MSA as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.**

K. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. MSA has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

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

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

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or

- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. **Nonprescription Pain Relief Medication.** A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if MSA has received written authorization from the student’s parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. MSA may revoke a student’s privilege to possess and use nonprescription pain relievers if MSA determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
 8. At the start of each school year or at the time a student enrolls in MSA, whichever is first, a student’s parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

- c. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician’s note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- L. “Parent” for students 18 years old or older is the student.
 - M. MSA may obtain and possess epinephrine auto-injectors to be maintained and administered by MSA personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine autoinjector in accordance with this section is not the practice of medicine.

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

N. Procedure regarding unclaimed drugs or medications.

1. MSA has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, MSA shall make a reasonable attempt to return the unused prescription drug or medication to the student’s parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of MSA
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, MSA will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, MSA or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. MSA must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency’s procedure for transporting drugs.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
 Minn. Stat. § 121A.21 (Hiring of Health Personnel)
 Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto- Injectors; Model Policy)
 Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
 Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
 Minn. Stat. § 152.01 (Definitions)
 Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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

Math and Science Academy

Adopted:

Revised:

522 TITLE IX NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to establish an environment that is free from discrimination on the basis of sex and is in adherence to Title IX of the Education Amendments Act of 1972 and its implementing regulations.

II. POLICY STATEMENT

- A. Math and Science Academy (MSA) does not discriminate on the basis of sex within its education programs and activities. It is required by Title IX of the Education Amendments Act of 1972 and its implementing regulations not to discriminate on the basis of sex. The requirement not to discriminate in MSA's education program or activity extends to admission and employment.
- B. MSA prohibits sexual harassment that occurs within its education programs and activities. This policy shall apply to instances of sexual harassment that occur within MSA's education programs and activities.
- C. MSA will adhere to the requirements of Title IX of the Education Amendments Act of 1972 and has established a Grievance Process for Sexual Harassment Claims, which accompanies this policy. MSA will follow its Grievance Process for Sexual Harassment Claims when a formal complaint of sexual harassment has been filed.
- D. Inquiries about the application of Title IX of the Education Amendments Act and this policy may be referred to MSA's Title IX Coordinator whose name and contact information is published on MSA's website.

Legal References: 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments Act of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: [SCHOOL]'s Grievance Process for Sexual Harassment Claims

Math and Science Academy

Adopted: January ____, 2021

Revised:

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. Math and Science Academy (MSA) does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. MSA is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. MSA prohibits sexual harassment that occurs within its education programs and activities. When MSA has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within MSA's education programs and activities and that is committed by an MSA employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school MSA's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in MSA's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. MSA's Title IX Coordinator(s) is:

John Gawarecki
 8430 Woodbury Crossing, Woodbury, MN, 55125 (mail)
 8490 Woodbury Crossing, Woodbury, MN, 55125 (in-person)
 (651) 578-7507 EXT. 3506

Alternate Title IX coordinator
 still need this info

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United

States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to MSA’s Title IX Coordinator or to any employee of the MSA. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of MSA with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that MSA office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. MSA is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. “Education program or activity” means locations, events, or circumstances for which MSA exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes MSA education programs or activities that occur on or off of MSA property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that MSA investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of MSA with which the formal complaint is filed.

- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in an MSA education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by an MSA employee (conditioning the provision of an aid, benefit, or service of MSA on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other

course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of MSA buildings or property, and other similar measures.

- J. “Title IX Personnel” means any person who addresses, works on, or assists with MSA’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of MSA that coordinates MSA’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be an MSA employee, MSA official, or a third party designated by MSA.
 3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
 4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be an MSA employee, or a third party designated by MSA.
 5. The MSA Director may delegate functions assigned to a specific school MSA employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the Director at any time. MSA may also, in its discretion, appoint suitably qualified persons who are not MSA employees to fulfill any function under this policy, including, but not limited to, Investigator,

Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[NOTE: It is recommended that schools designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. MSA shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. MSA will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. MSA will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

MSA will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a

report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., MSA's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

MSA will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

MSA may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, MSA will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. MSA shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless MSA obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon MSA and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when MSA employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by MSA within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by MSA.
4. MSA will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by MSA.
5. Although MSA strives to adhere to the timelines described above, in each case, MSA may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic

evidence); concurrent law enforcement activity; intervening MSA holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that MSA may provide a complainant and disciplinary sanctions that MSA might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of MSA buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of MSA who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX

Coordinator receiving the person's verbal or written report.

- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, MSA may report the alleged conduct to law enforcement authorities. MSA encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. MSA will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. MSA must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair MSA's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by MSA unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, MSA must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;

5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. MSA may remove a student-respondent from an education program or activity of MSA on an emergency basis before a determination regarding responsibility is made if:
 - a. MSA undertakes an individualized safety and risk analysis;
 - b. MSA determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. MSA determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school MSA policies, including MSBA Model Policy 506 – Student Discipline. MSA must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

MSA may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. MSA must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by MSA at MSA's discretion, but only after a formal complaint has been received by MSA.
- B. MSA may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that an MSA employee sexually harassed a student.
- D. MSA will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. MSA will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, MSA must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in MSA's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. MSA may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by MSA; or

3. Specific circumstances prevent MSA from gathering sufficient evidence to reach a determination.
- C. MSA shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
 - D. Dismissal of a formal complaint or a portion thereof does not preclude MSA from addressing the underlying conduct in any manner that MSA deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by MSA, MSA will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation MSA decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, MSA must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which MSA does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. MSA will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After MSA has sent the investigative report to both parties and before MSA has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of MSA's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions MSA imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by MSA to the complainant; and
 - 6. MSA's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider 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 incident occurred.

- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that MSA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. MSA shall offer the parties an opportunity to appeal a determination regarding responsibility or MSA's dismissal of a formal complaint or any allegations therein, on the following bases:
 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by MSA, MSA will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither MSA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation MSA policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. MSA shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of MSA's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and

evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and

6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
 - C. Materials used to train Title IX Personnel must be posted on MSA's website. If MSA does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, and MSA employees.
- B. MSA shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, or applicants.
- C. MSA must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, with the following:
 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 2. Notice that MSA does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 4. Notice of MSA's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how MSA will respond.

XV. RECORDKEEPING

- A. MSA must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, MSA must document:
1. The basis for MSA's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures MSA has taken that are designed to restore or preserve equal access to MSA's education program or activity; and
 3. If MSA does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. MSA must also maintain for a period of seven calendar years, records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
 Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 34 C.F.R. Part 106 (Implementing Regulations of Title IX)
 20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
 42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and
Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

Math and Science Academy

Adopted: September 6, 2001

Revised: January 6, 2003, [December 7, 2006](#), [August 17, 2005](#), [December XX, 2020](#)

[Revised: December 7, 2006](#)

[Revised: August 17, 2015](#)

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The Math and Science Academy (MSA) takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of MSA, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to MSA. While written reports are encouraged, a complaint may be made ~~orally~~[verbally](#). Any MSA employee receiving a complaint ~~shall~~[must](#) advise the MSA Director (Director) of the receipt of the complaint. The Director ~~wi~~[shall](#) make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the MSA Board of Directors (BOD). A person may file a complaint at any level of MSA; i.e., employee, Assistant Director, Director, or BOD. However, persons are encouraged to file a complaint with the Director when appropriate. [In situations where the Director is the subject of the complaint, the BOD or Board Chair is the recipient of the complaint.](#)
- B. [Allegations which, if all facts alleged are true, would constitute a violation of law or policy will be investigated pursuant to this policy.](#) Depending upon the nature and seriousness of the complaint, the Director ~~wi~~[shall](#) determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations [as determined by the Director, or if the Director is the subject of the complaint](#), the matter shall promptly be referred to the BOD who ~~wi~~[shall](#) determine whether an internal or external investigation should be conducted. In either case, the Director [\(unless the Director is the subject of the complaint, in which case the BOD\)](#) ~~wi~~[shall](#) determine the nature and scope of the investigation and designate the person responsible for [conducting](#) the investigation or follow up relating to the complaint. The designated investigator ~~wi~~[shall](#) ascertain details concerning the complaint and respond promptly to the Director concerning the status or outcome of the matter.

- C. The Director [will](#) respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The BOD [will](#) be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party [will](#) be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law. [The BOD or Board Chair will take the action described in this Section II \(C\) in the event the Director is the subject of the complaint.](#)

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

Cross References: MSA Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSA Policy 413 (Harassment and Violence)
MSA Policy 514 (Bullying Prohibition)

MATH AND SCIENCE ACADEMY

Adopted: May 29, 2003

Revised: February 8, 2016; [December XX, 2020](#)

429. SUSPECTED MISCONDUCT AND DISHONESTY BY EMPLOYEES AND OTHERS

I. PURPOSE

The purpose of this policy is to deter-and investigate suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

II. Definition of Misconduct and Dishonesty

For purposes of this policy, [the term](#) “misconduct and dishonesty” includes but is not limited- to:

- acts which violate the Math and Science Academy’s (MSA’s) Code of Conduct
- theft or other misappropriation of assets, including assets of the school, [the school’s](#) ~~sew~~ customers, suppliers or others with whom ~~we have~~ [the school has](#) a business relationship
- misstatements and other irregularities in school records, including the intentional misstatement of the results of operations
- [wrongdoing](#) [JM1]
- forgery or other alteration of documents [related to school business](#)
- fraud and other unlawful acts
- [any similar acts.](#) [JM2]

MSA specifically prohibits these and any other [inappropriate, unauthorized and/or](#) illegal activities in the actions of its employees, managers, board members, volunteers and others responsible for carrying out the school’s activities.

III. Responsibilities

Reporting

It is the responsibility of every employee, supervisor, manager and board member to immediately report suspected misconduct or dishonesty to the MSA Director (Director).

In the event the Director is suspected of misconduct or dishonesty, such report must be made to the MSA School Board of Directors (BOD) or the Board Chair. Any Reprisal or retaliations against any employee or other reporting individual because that individual, ~~in~~ made a good faith, report ~~ofed~~ a violation is ~~strictly forbidden~~ prohibited, will be investigated and appropriate action taken.

Due to the important yet sensitive nature of ~~the suspected-alleged~~ violations, effective ~~professional~~ follow up is critical in order to maintain the integrity of any investigation. Persons who are not authorized by the Director or the BOD to engage in the investigation of alleged misconduct or dishonesty are prohibited from doing so and must not, under ~~While persons other than the Director appropriately concerned about “getting to the bottom” of such issues, should not in~~ any circumstances perform any investigative actions or other follow up steps on their own. ~~Concerned but uninformed persons represent one of the greatest threats to proper incident handling.~~ All relevant matters, including suspected but unproved ~~nd~~ matters, ~~should~~ must be referred immediately to the Director or to the BOD or Board Chair in the event the Director is the subject of the allegations.

To facilitate the reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, MSA has established an anonymous reporting system.

Additional Responsibilities of the Director

The Director has additional duties related to deterrence and detection ~~duties~~. These additional duties include, but are not limited to:

1. Putting into place protocols so that managers and supervisors in the school maintain vigilant in the detection ~~Become aware of what can goof potential misconduct and dishonesty in the managers’ and supervisors’ wrong in your~~ area(s) of responsibility.
 2. Putting into place protocols intended to ~~and maintain~~ monitoring, review, and control ~~procedures which will curtail and~~ prevent acts ~~of wrongdoing violating this policy.~~
 3. Putting into place protocols and maintain intended to address violations of this policy in the event prevention efforts fail. ~~monitoring, review and control procedures which will detect acts of wrongdoing promptly should prevention efforts fail.~~
- 3.4. The Director is given ~~A~~ authority to carry out these ~~three~~ additional responsibilities ~~is often~~ by delegation ~~ed~~ to subordinates. However, accountability for the ~~ir~~ effectiveness of these additional duties cannot be delegated and will remain with the Director.

Responsibility and Authority for Follow Up and Investigation

Allegations which, if all facts alleged are true, would constitute a violation of law or policy will be investigated pursuant to this policy. The Director has the primary responsibility for all investigations involving ~~the school~~ MSA unless the Director is the subject of the allegations, in which case, the BOD or Board Chair will have primary responsibility. The Director (or BOD or Board Chair, as applicable) may request the assistance of external parties in any investigation, including access to the external auditor's periodic examinations and evaluations of internal controls.

Properly Investigators designated by the Director (or the BOD or Board Chair, as applicable) ~~members of the investigative team~~ will be given have:

1. free and unrestricted access to all MSA records and premises, whether owned or rented; and
2. the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation ~~or~~ related follow up procedures.

All investigations of alleged ~~wrongdoing~~ misconduct and/or dishonesty will be conducted in accordance with applicable laws and school procedures.

Reported Incident Follow Up Procedures Upon Receipt of Allegations of Misconduct and Dishonesty

~~Care must be taken in the follow up of suspected~~ Upon receiving -allegations of misconduct and dishonesty the Director (or BOD or Board Chair, as applicable) must take steps to a) avoid acting on inaccurate or unsupported allegations; ~~to b) avoid prematurely alerting individuals suspected of misconduct and dishonesty individuals that follow up and~~ investigation is underway; and c) to avoid making statements related to the allegations or investigation which could that can adversely affect the school, an employee, or other parties.

Accordingly, the general procedures for follow up and investigation ~~of reported incidents~~ upon receipt of allegations of misconduct and dishonesty are as follows:

1. Employees and others with knowledge of the incident(s) of misconduct and dishonesty must ~~immediately report~~ provide the investigator with all known facts-factual details as indicated above;
2. The Director (or the BOD or Board Chair, as applicable) has the responsibility for follow up and, if appropriate, for the investigation of all ~~reported-alleged~~ incidents;
3. ~~All records related to the reported incident will be retained wherever they reside.~~ 4. Do not communicate with the suspected individuals about the matter under investigation.

3. The Director will ~~also~~ notify the Board Chair of the MSA Board of Directors (BOD) of all reported ~~incidents~~ allegations so that it may be determined whether ~~the~~ this matter should be brought to the attention of the full BOD.
- ~~3.4.~~ If the allegations concern the Director, the Board Chair will notify the BOD of the allegations in a manner consistent with the law;
4. The Director (or the Board Chair or BOD, as applicable) may ~~also~~ obtain the advice of legal counsel at any time throughout the course of an investigation or other follow up activity on any matter related to the ~~allegations~~ report, investigation steps, proposed disciplinary action or any anticipated litigation;:-
- a. Neither the existence or subject matter of the allegations nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively or as required by law;:-
- ~~b.~~ 5. All inquiries from an attorney or any other contacts from outside of the school, including those from law enforcement agencies or from the employee under investigation, ~~should~~ must be referred to the Director (or the Board Chair or BOD, as applicable).

Investigation of allegations ~~ve~~ or other follow up activity will be carried out without regard to the suspected individual's; position or level, or relationship with MSA.

Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Director (or to the Board Chair or BOD, as applicable) who shall be responsible for the administration, revision, interpretation, and application of this policy.



MN ASSOCIATION OF
CHARTER SCHOOLS

Unleashing education from convention' - is more than the MACS motto,
it is a reminder of our purpose, our goals and it serves as a clarion **Call To Action.**

Dear Member,

We are living in an extraordinary moment in time. The daily routines of life have changed dramatically in a matter of days. Our routines now include working from home, social distancing, wearing face masks in public, countless Zoom meetings and Google chats, and distance learning.

Society has been unleashed from convention in ways of operating and doing business. Schools have been unleashed from some of the conventions of providing education to young people. Being unleashed from conventions is not easy. It challenges us to look at what we do, and how we do it, in ways that we never thought we would have to.

Unleashing education from convention has always been the goal of chartered public schools and now, more than ever, chartered public schools have an opportunity to lead the way. The situation we find ourselves in as a result of the pandemic provides the space to explore, develop, and implement new and different methods of teaching, doing assessments, measuring outcomes, and providing professional development and support for educators.

The pandemic has been a clarion Call to Action. As an Association, we have answered our call to action through facilitating opportunities for school leaders to collaborate through ongoing Zoom support calls, providing resource information, and being a liaison with MDE on issues specific to charter schools. Charter school leaders across the state have responded through engagement in learning together, sharing resources, and supporting one another other.

Today, I am writing to you with another Call to Action, the Action of renewing your school membership in the Association for the 2020-2021 school year. Without your school's membership we cannot continue to provide support and services to the charter school community, nor continue the policy work of ensuring the vision of chartered public in Minnesota at the statehouse.

Thank you for your support of our work, and the extraordinary work you are doing during the current situation to educate Minnesota's students in this new and extraordinary time.

Sincerely,

Eugene Piccolo
Executive Director



MN ASSOCIATION OF
CHARTER SCHOOLS

MEMBERSHIP BENEFITS



ADVOCACY

- The Public Policy Voice at the Capitol
- Charter School Day at the Capitol
- Legislative Updates and Action Alerts
- Charter School Representation on State Boards



LEADERSHIP

- State Required Board Training
- Charter Leadership and Board Awards
- Human Resource Management Tools
- Charter Leadership and Compensation Reports



COMMUNITY

- Quarterly Regional School Leaders Meeting
- New Charter Director Cohort
- Innovation Awards Luncheon
- Annual Meeting, Pioneer and Advocate Awards



SERVICES

- Advanced Onsite Board Training
- Review of School Documents: Bylaws, Policies
- Discounted Re-Licensure Service for Teachers and Administrators
- Technical Assistance for Leaders



“Unleashing education from convention”

mncharterschools.org 651.789.3090

Why **MACS**?

In short - we ensure the **enduring vision** of Minnesota's **Charter School Movement**



MACS is **committed** to:

- Supporting education innovation
- Ensuring charter quality and accountability
- Equitable funding for charters
- Fostering community
- Equity for all students



MN ASSOCIATION OF
CHARTER SCHOOLS

Unleashing education from convention

2021 Associate Membership Dues School Year Membership Form

Membership Dues for January 1—December 31, 2021

School Name: Math & Science Academy

Pupil Count: 533 (MDE, October 2019)

2021 Dues: \$7,025.00

Per Pupil Dues: \$18.35

Minimum Dues: \$1,270.00

Maximum Dues: \$7,025.00

Payment Plans *(Select a Plan)*

Plan 1 - Automatic MONTHLY Payment Withdrawal (Ongoing Renewal): \$585.42 (Based on 12 Months)

The school authorizes MACS to automatically renew membership annually and continue ACH payments **until the school provides written notification to MACS to cancel membership**. The school will receive an annual notice of next year's annual dues. Monthly payment withdrawals are made on the 10th of the month.

Plan 2 - Automatic ANNUAL Payment Withdrawal (Ongoing Renewal): \$7,025.00

The school authorizes MACS to automatically renew membership annually and continue ACH payments **until the school provides written notification to MACS to cancel membership**. Single payment withdrawal will be made upon receipt of membership form. The school will receive an annual notice of next year's annual dues.

Starting on January 1, 2021, MACS will no longer accept checks for membership dues. As a cost-saving and safety measure, dues must be paid via ACH on an annual or monthly basis.

Authorization

School Director/Board Chair Name (Print): _____

School Director/Board Chair Signature: _____ Date: _____

Send (1) Membership Dues Form, and (2) ACH Form to:

MN Association of Charter Schools
161 St. Anthony Avenue, Suite 1000
St. Paul, MN 55103

or

mike@mncharterschools.org

For MACS Office use only:

Date Rec'd: _____ Payment Type: _____ Transaction ID: _____