

**Board of Directors
Meeting Agenda
Math & Science Academy
Monday, April 20th, 2020**

Great Hall (3A) and Remotely

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair

Mission:

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

Vision:

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

2. Roll Call of Members

Present:

Voting:

- Lisa Anderson, Chair
- Jeff Eng, Vice Chair
- Noah Langseth, Treasurer
- Judy Seeberger, Secretary
- Ramesh Aki
- Cody Schniepp
- Dan Ellingson
- Michelle Kurkoski
- Adam Bartz

Non-voting:

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

Absent:

3. Approval of Agenda

Conflict of Interest Statement

4. Open Forum

5. Approval of Minutes

- a. BOD Workshop and Regular Meeting, March 17th, 2020
- b. BOD Special Meeting on March 26th, 2020.

- c. BOD Special Meeting on March 30th, 2020.
- d. BOD Special Meeting on April 6th, 2020.

6. Chair's Report

7. Director's Report

8. Student Representative Update

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

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

Board Committees:

Academics (Ms. Anderson)

Annual Fund (AFC) (Mr. Langseth)

Communications (Ms. Kurkoski)

Personnel (Ms. Anderson)

Finance (Mr. Langseth):

Approval of Financials

School Expansion Possibilities (Mr. Eng)

10. Consent Agenda

a. Annual Review

i. Policy 806 Crisis Management Policy

11. Old or Unfinished Business

a. By-Law Change

b. Board Self-Evaluation

12. Items for Discussion and Decision

a. Approve BOD Election Results

b. Approve 2020-2021 Calendar

c. Approve 2020-2021 Budget

d. Approve 990

e. Annual Stakeholder Meeting

f. Graduation

g. Senior Party

h. Performance Goal Stipend

13. Future BOD Meeting and Workshop Agenda Items

a. Strategic Plan Review

b. Eligibility Policy 510.1

c. Leadership for the New Board

i. Officers

ii. Appointment of Parent Member

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

a. BOD Workshop, May 18th, 2020 at 5:00 pm

b. Regularly Scheduled BOD Meeting May 18th, 2020, 6:15 pm

15. Motion to Adjourn

Submitted:

Approved:

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Tuesday, March 17, 2020 Great Hall

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Noah Langseth, Treasurer & Teacher Member
Michelle Kurkoski, Teacher Member
Ramesh Aki, Parent Member

Non-Voting:

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

Discussion:

1. Director evaluation. We are still on track to complete the 360 evaluations by Wednesday. All of us need to fill out our forms and get those back in by March 20, 2020 so the Chair has enough time to compile the data. We need to schedule one more closed meeting. The question was raised how this will be held. The Chair clarified we are not sure yet - we will have to work that out. The closed meeting will be on Monday, April 6, 2020 at 5:30 p.m.
2. Mr. Gawarecki spoke to the "Closure Time Planning for Distance Learning" document. We are closed from March 18-27, during which time schools need to plan what their distance learning will look like. We will not be doing e-learning, but rather will be doing "distance learning." We will most likely do something similar to e-learning. Mr. Gawarecki expects we will be going to an online learning platform, but will still need to incorporate some sort of distance learning because you can't do everything virtually. We will still need to get materials to students for some things. During the closure, there is to be no instructional time per the Governor. This is to be planning time so that on March 30, we are ready to roll out our plan to our students. MDE has gone from a once-per-week communication, to a once-a-day communication with school leaders.

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Mr. Gawarecki clarified that e-learning and distance learning have two different definitions, and from here forward we will be doing distance learning. E-learning is defined by statute and is tied to weather-related closures. Thus, we should start being mindful of how we refer to it and not use the terminology "e-learning," but use "distance learning."

Ramesh Aki joined remotely from 2440 Golf Drive, Woodbury MN 55129 at 5:25

Regarding staffing. The MDE has recommended that during closure all staff members report to school. Mr. Gawarecki is asking that the Board allow him to permit staff to work from home as long as they email him that they are working from home. This is the same thing we do for Teacher Workdays. He believes this will help keep staff as safe as possible. MSA will have an open-door policy and staff can come in and work if they want to, but they don't have to. Mr. Gawarecki plans to be here every day, and someone else will also be here in Buildings A and B during the closure. If teachers do come in, the expectation would be that they not congregate and that they would keep gatherings at 5 people or fewer. Mr. Gawarecki does not think we need a formal motion, but would like it noted in the minutes that the Board recognizes that staff will be using closure days similar to workshop/teacher work days. Mr. Eng suggested we vote on it nonetheless so that there is clear direction from the Board.

The intention is to continue the learning forward so that when students start next year, they can pick up where they were supposed to be had distance learning not occurred. Mr. Gawarecki stated that our rigor will look different because it will have to due to the distance learning component.

As for student care for children under 12, the YMCA has agreed to watch those kids. This also includes children of teachers.

As to communications, Mr. Gawarecki will be sending out staff emails every Monday, Wednesday, and Friday. Parent emails will be Mondays and Fridays. BOD members should also be included on all these emails.

The MCA window will not change. It started March 2 and will end on May 1. MDE is looking to get a waiver. This affects the stipends we had approved for the staff. It is on the agenda to change the performance stipend to tie to graduation rates rather than MCA scores.

The Chair suggested adding something to our closure plan to address AP classes. She also suggested we have a teacher group to address teacher concerns that arise.

Workshop was adjourned at 6:05 pm

Submitted and Approved:

Judy Seeberger, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Tuesday, March 17, 2020
Great Hall and Livestreamed
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 6:16 pm

Vision and Mission read by the Chair, Lisa Anderson

2. Roll Call of Members

Present:

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

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Noah Langseth, Treasurer & Teacher Member
Michelle Kurkoski, Teacher Member
Ramesh Aki, Parent Member

Non-Voting:

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

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

Conflicts of Interest: None

Discussion:

Add: Staff closure days
Add to Finance Report: MCA results

Motion to approve the agenda.

Moved by: Dan Ellingson Second: Jeff Eng

Vote: 6-yes 0-no 0-abstain

The motion carries.

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4. Open Forum

Submitted by Ms. Heather Krisko - If distance learning is going to happen, can older students tutor other students? Parents can help.

5. Approval of Minutes.

a. Motion to approve the February 18, 2020 Workshop and Meeting Minutes.

Moved by: Adam Bartz Second: Cody Schniepp

Discussion:

None

Vote: 5-yes 0-no Jeff Eng (absent at the 2/18/20 meeting) - abstain

The motion carries.

b. Motion to approve Special Meeting on March 2, 2020.

Moved by: Dan Ellingson Second: Cody Schniepp

Discussion:

None

Vote: 6-yes 0-no 0 abstain

The motion carries.

6. Chair's Report

No report. Ms. Anderson wanted to express thanks to the Administration, staff, parents, and everyone for all the work done so far and appreciates the patience from everyone.

7. Director's Report

1. Student Achievement

- a. MSA has met the qualifications to be on the Initial Eligibility list for significant expansion/replication list by MDE. This list is comprised of schools who meet the 2020 High-Quality Charter School Comprehensive Performance Framework. 23 Charter schools in Minnesota made the list.
- b. MSA's FTC Team Rhythm Packed Mechanics (RPM) earned a Division Finalist Award and the Connect Award at their state tournament and advanced to the World Competition in Detroit!
- c. MSA had a senior girl, Lily Swanson, designated as a AAA Award winner by the MSHSL.
- d. MSA's FLL rookie team, "the Aqua Dragons", won 1st Place on the Core Values Category and finished in the Top 25 teams at the FLL State Championship.

2. Create a Facilities Management Plan

- a. Attended the Expansion Committee meeting on February 25th.

3. Communication and Community Relationship

- a. Sent numerous emails to staff and the MSA community concerning coronavirus impacts on the school.
- b. Submitted newsletter article for publication in March newsletter.

4. Human Resources Management

- a. Met with the Personnel committee on February 24th to work on Director Evaluation.
- b. Worked on a regular basis with MDE and MDH to ensure safety of the MSA community.

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5. Ethical and Inclusive Leadership

- a. Provided Professional Development to staff on March 6th which included suicide prevention, gender inclusion, and Cultural Responsive Pedagogy.

Assistant Director (Activities) Goal Update

1. Student Services

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple IEP meetings
- Attended Tier 2 meeting

2. Communication and Interaction

- Working with a working group to update the school web page
- Banner on web page highlighting our wind ensemble excellent rating at MSA's first competition
- Spring registration emails sent out.
- Contacted individuals who did not turn in all forms for spring registration

3. Facility Services

- Overseen building B meetings
- Acknowledged the hard work of staff in building B with fire slips
- Covered in classrooms as needed.
- Overseen building issues over Spring Break

4. Educational Leader

- Held our second official mentoring meeting for new to teaching teachers.
- Supported teachers who needed some support in their classes.
- Attended a cultural relevance workshop on Feb. 18th with 7 MSA staff members
- Working on obtaining a speaker on opportunity gap with staff for fall workshop week.

5. Governance and Policy Development

- Revisit eligibility policy
- Attended credit recovery task force meeting
- Attended Finance Committee
- Attended Communication Committee meeting
- Attended Personnel Committee meeting
- Attended all staff meeting
- Attended building meetings
- Hosting Athletic Conference Meeting
 - o Will be discussing spring sports and tournaments and meets.
 - o Discuss fees for next year
 - o Current membership issues
 - o Behavioral issues for one of our schools members
 - o Discuss plan for turn over of ADs in conference

6. Staff Supervision

- Continuing teacher observations
- Met with Spring coaching staff.
- Made walk through visits in classrooms

7. Activities

- Robotics participated in Duluth competition. Did well but now know what updates are needed to robot
- Spring Registration Complete for Baseball, Badminton, and track.
- 71 runners for track
- 9 of the 14 baseball players are MSA students
- Badminton has 28 students signed up to participate
- Trap team registration is complete March 23rd at noon.
- Winter Sport banquets complete except boys' basketball
- Spring Musical rehearsals are beginning

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- Sounds of Hope Concert on March 19th

8. Academic Improvement

- 140 kids on academic probation - highest number of students in the 6 years I have been doing the report
- Grades will be run again on March 23rd.

9. Financial Management

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

10. Other

- Continued conversation about graduation and lock in.
- Wrote multiple letters of recommendations for students

Assistant Director (Middle School) Goal Update

1. Student Services

- Facilitated winter Fastbridge testing
- Conducted progress monitoring testing when needed
- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Gave numerous tours to prospective students and families
- Supervised lunch

2. Communication and Interaction

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

3. Facility Services

- Leads building A meetings
- Coordinates building A maintenance needs with maintenance contractor • Worked with sub-contracted company to fix exterior doors to ensure security and accessibility
- Have ensured proper snow and ice removal completed during inclement weather for building A

4. Educational Leader

- Completed all required teacher observations per school procedures
- Have completed two formal mentoring sessions and am overseeing informal mentoring sessions. 3rd formal mentoring session is scheduled for March 26th
- Supporting middle school counselor with Friday advisory lessons
- Coordinated Culturally Responsive Curriculum PD on March 6th
- Facilitated 'restorative circle' regarding the achievement gap
- Sent preliminary emails to begin PD planning for the 2020-2021 school year. 1st PD task force met on Feb 21st. Next meeting is April 3rd.

5. Governance and Policy Development

- Chairperson of AFC o Leading Carnival committee to support NHS students
- Attended March Academic committee meetings

6. Staff Supervision

- Provided coaching to staff members if needed
- Distributed CEU's to staff as needed Student Services
- Facilitated winter Fastbridge testing
- Conducted progress monitoring testing when needed

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- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Gave numerous tours to prospective students and families
- Supervised lunch

7. Board of Directors

- Attended February BOD meeting
- Submits monthly AFC meeting minutes for BOD packet

8. Other

- Assisting in planning of 6th grade information night for March 25

High School Counselor Goal Update

- Planned and provided a PSEO Night and a Junior Night in February.
- Will be providing 2-3 college planning workshop between March and April.
- Will be implementing individual Junior Meetings to assist students in senior scheduling, PSEO and post-secondary planning.
- Planning and implementing the ACT test day on March 24th for Juniors.
- Planning and implementing AP testing for early May.
- Continue to prepare and provide advisory lessons to grades 9-11.
- Continue to assist students and families in post-secondary planning as needed.
- Continue to provide social emotional support to students as needed.
- Continue to perform credit checks on upper level grades to ensure progression towards graduation.

Middle School Counselor Goal Update

All goals are the same as last month other than the following:

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place. Brought MCA Dates to staff meeting. I also let staff know of a rough schedule. Teachers will have all times, trainings, and details for MCA testing when they come back from spring break. They will be sent out during spring break.

8. Student Representative Communication and Update

Ms. Wong was unable to attend and submitted nothing for the meeting.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. They discussed the academic eligibility policy dates. They did not come to a conclusion and made a task force to look at academic eligibility more closely. Next meeting is April 6, likely online.

Annual Fund (Mr. Langseth): Report submitted. Mr. Langseth was not at the meeting and he submitted nothing for review by the Board.

Communications (Ms. Kurkoski): Did not meet, nothing submitted.

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Personnel (Ms. Anderson): They are trying to fuse the standards for principals and superintendents along with the job description of the Director. The idea is to have them all in one document. The next meeting is scheduled for the end of the month. It will likely be online.

Finance (Mr. Langseth): Report given by Mr. Gawarecki. Financial Statement and Supplemental Information was provided to the Board. The Finance Committee met just before the BOD meeting. We are at 67% of the year's budget. Our revenues and expenditures are around 63%. We are projected to have a surplus of \$187,000. This could change depending on what happens in the next few months. Our revenue stream is solid, the closures will not affect the revenue stream. Our expenses are on target, and our revenue is coming in as it is supposed to. Maintenance on buildings would be in cost saving mode because not all people are in the building (i.e. papertowel replacement, sporting events - no bus). The fundraiser in May could be in a different form. The deep clean over spring break was under \$1000 and within budget. Custodial would be pared back with distance learning.

Motion to approve the February 2020 Financial Statement and Supplemental Information.

Moved by: Cody Schneipp Second: Adam Bartz

Discussion:
None

Vote: 6-yes 0-no 0-abstain
The motion carries.

Mr. Gawarecki also asked that the performance stipend goal be amended to tie to graduation rather than to MCA scores given the current school closure. Mr. Gawarecki explained that the MCA testing will be affected with distance learning. Mr. Gawarecki would like to amend the stipend goal to not be related to MCA results, but rather to our graduation rate. The graduation rate is still based on the authorizer' goal and it's something we can easily measure. If we tie it to a 95% graduation rate, 57 of our 60 seniors would need to graduate. Historically our rate of graduation is close to 100%.

Motion to amend the performance stipend goal to be awarded upon the graduation of 95% of MSA 12th grade students.

Moved by: Cody Schneipp Second: Judy Seeberger

Vote: 6-yes 0-no 0-abstain
The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. There was a third consultant that presented, Suntime Realty. His background is in real estate. After the meeting, criteria was put together to use for evaluation. An RFP will be put together to send to the 3 groups. It will require items such as their fee, anticipated timeline, and number of employees on the job. Mr. Eng will send the RFP to the committee first. A report was to be submitted at the Annual Stakeholder Meeting but the timeline will be stretched out. The next meeting will be at the end of the month. It may not be needed if communication can be done by email.

10. Consent Agenda

- a. Annual Review
 - i. Policy 616 School District Accountability Policy

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Motion to approve Consent Agenda Item.

Moved by: Judy Seeberger Second: Adam Bartz

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

a. By-Law Change

i. Vice Chair/Chair Progression

Discussion:

Ms. Anderson provided the background. This would also have to go to the teachers too. Recommendation would be to change Vice-chair to include Chair-elect. So that they are working in tandem with the director. Vice-chair can be part of the meetings before becoming Chair. Vice-Chair and Chair have to each be from a different board representative. The idea is that the vice chair would be teed up to be the Chair the next year and they would be involved in discussions and decisions to make the transition to Chair easier. Keep in mind that between the Chair and Vice Chair, one has to be a teacher and one has to be a non-teacher. Mr. Schneipp wonders if this extra change would be too much given everything that's going on. Should we table it until next year? If we do, it wouldn't take effect for 2 years since it would not go into effect with this next election. Board would have to vote twice. Board decided to bring it to the teachers first.

ii. Early June Meeting (2nd Week)

Discussion:

The idea was to move this meeting date so that parent BOD members can continue to serve into June. Once their student graduates, they are no longer eligible to serve on the board. By moving this date up, this meeting would happen before final grades are due. There was discussion about tying this date to graduation given the unique circumstances of the current school closure. What if graduation is pushed out? Will this push out the new Board members terms beyond June? It was decided to bring language to the teachers to hold the June BOD meeting, when the new Board is seated, on "the Monday after graduation, or the third Monday in June, whichever is soonest."

12. Items for Discussion and Decision

a. Approve BOD Election Ballot

Motion to approve BOD Election Ballot.

Moved by: Dan Ellingson Second: Cody Schneipp

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Discussion:

There are 4 candidates each for teacher and parent. Board discussed the possibilities of a candidate withdrawing and decided to move forward with the ballot mailings. Ballots will be mailed out next week with the website information. Candidate statements will be on the website. Candidate statements should also be sent by mail to account for those who may not have internet access. They go out with a stamped return envelope to MSA. The only change will be to include MSA's website on the ballot.

Vote: 6-yes 0-no 0-abstain
The motion carries.

b. Academic School Year / Preparation for Online School

Discussion:

We spent most of today's workshop discussing this. Mr. Gawarecki spoke to the plan for closure. Starting tomorrow, we will be in closure. From March 18-27, it is non-instructional time. There is no requirement for instruction during that time because this period of time is for the school to plan what distance learning will look like. There is no more e-learning, this will now be distance learning. It may look similar to what happened for e-learning today, or what we've done in the past, but what exactly it will be is to be determined. This week has been one of a lot of change. Our goal is to start distance learning on March 30. The last couple of days have been spent getting a plan put together. Parents will receive emails from Mr. Gawarecki on Mondays and Fridays, Staff will receive email updates on Mondays, Wednesdays, and Fridays. Mr. Gawarecki will have daily phone calls and updates from MDE. This is uncharted territory and we need to be flexible. Every school district in Minnesota is in the same boat.

We have identified 18 different areas that the school will be working on. Look for emails in the future asking if you want to be part of one of these teams. The goal is to have most of the plan in place by the 26th to give us time before going live on the 30th with distance learning. One of the things the governor was emphatic on was that distance learning is to be equitable for everyone. There have already been meetings with the Special Education Dept and 504 administrators to ensure distance learning will be equitable. In the coming days, we will be meeting with teams and staff will be present at MSA. Please do not come to MSA unless you are a staff member. There will be some time scheduled for students to come pick up equipment and things if they need to. The pick-up yesterday went very well. We had over 250 families come to pick-up items and supplies yesterday. Look for more communication and information as it becomes available from MDE.

c. Election Procedures

Discussion:

Ms. Anderson brought up two things. The first is that originally Ms. Anderson had some help lined up from the PTO to help get the ballots mailed out. However, due to social distancing, she has cancelled those helpers. Thus, she is asking for leeway to get all the ballots out by Monday rather than Friday. The second issue is that this year we were going to try to do the

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student rep election at the same time as the BOD election. We were going to have the students vote in advisory. But now we want them to have an electronic vote since they will not be here for advisory. The Board agreed to both an extension to Monday to have the ballots mailed, and that the students could vote on the student rep electronically.

d. Staff Closure Days

Discussion:

Mr. Gawarecki stated that MDE had directed that all staff members were to report to school during the closure. MDE stated that if staff did not report to the building, they would either need to take PTO or not be paid. Mr. Gawarecki disagrees with this mandate given health concerns and how this practice may foster the spread of the virus. Mr. Gawarecki asked the Board to adopt the procedure we use for teacher workdays (when no classes are in session but teachers are expected to be working). On teacher workdays, teachers either come to campus, or they work from home if they notify Mr. Gawarecki by email. That way he is able to account for all staff. This has worked well in the past and teachers have gotten just as much done working remotely - if not more - had they been on campus. He is asking the Board to approve this plan, allowing staff to work from home during the closure

Motion to allow MSA staff to work from home during the closure as long as they follow the regular staff work day procedures.

Moved by: Jeff Eng Second: Dan Ellingson

Vote: 6-yes 0-no 0-abstain
The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan Review
- b. Eligibility Policy 510.1
- c. Leadership for the New Board
 - i. Officers
 - ii. Appointment of Parent Member

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

Special Closed Meeting per MN Statute 13D.05, Subd. 3, Para A to evaluate the individual subject under the Board's Authority, March 26, 2020

Special Meeting to discuss school closure and distance learning, March 30, 2020 at 5:00 p.m.

Special Closed Meeting per MN Statute 13D.05, Subd. 3, Para A to evaluate the individual subject under the Board's Authority, April 6, 2020 at 5:30 p.m.

BOD Workshop, April 20, 2020, 5:00 p.m. in Room 10A.

BOD Meeting on April 20, 2020 at 6:15 pm in Room 10A.

15. Motion to adjourn at 7:36 pm.

Moved by: Judy Seeberger Second: Cody Schneipp

Vote: 6-yes 0-no 0-abstain
The motion carries.

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Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary

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**Board of Directors
Special Meeting Minutes
Math & Science Academy
Thursday, March 26, 2020
Great Hall / Electronically
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 5:21 pm

Vision and Mission read by Lisa Anderson.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

Absent:

Voting:

Non-Voting:

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

3. Approval of Agenda:

Discussion:

None.

Ramesh Aki left the meeting at 5:23 p.m.

Ramesh Aki rejoined the meeting at 5:25 p.m.

Motion to approve the agenda.

Moved by: Adam Bartz Second: Michelle Kurkoski

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

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4. Agenda Items

- a. Motion that MSA will move to electronic meetings, due to the declared health pandemic and the declared state of emergency and pursuant to Minnesota Statute 13D.021, until further notice. All school board meetings will be held by teleconference or other electronic means.**

Moved by: Dan Ellingson Second: Cody Schniepp

Discussion:

Ms. Anderson will be recording this meeting in lieu of the Secretary doing so and re-started the recording at this point.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

- b. Motion that MSA will move to Distance Learning and to implement all necessary educational procedures beginning on March 30, 2020, due to the Governor's Executive Order 20-19, issued on March 25, 2020.**

Moved by: Jeff Eng Second by: Adam Bartz

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

- c. Motion to close the meeting per MN Statute 13D.05 Subdivision 3, Paragraph A, to evaluate an individual subject to the Board's authority.**

Moved by: Noah Langseth Second: Michelle Kurkoski

Discussion:

None.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

The meeting went into closed session at 5:29 p.m.

The closed portion of the meeting ended and the meeting went back into open session at 9:07 p.m.

Ramesh Aki left the meeting during the closed portion.

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The closed portion of the meeting was audio recorded. A copy will remain in the office. The motion to go back into open meeting was approved at 9:10. The Board will offer the Director a renewal of contract.

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

- a. **Special Open Meeting for Closure and Return to Learning, on Monday, March 30, 2020 at 5:00 p.m. in the Great Hall and Electronically.**
- b. **Special Closed Meeting per MN Statute 13D.05 Subd 3, Para A to evaluate an individual subject to the Board's Authority, April 6, 2020, 5:30 p.m. in the Great Hall and Electronically.**

6. Motion to adjourn at 9:19 p.m.

Moved by: Michelle Kurkowski Second: Dan Ellingson

A roll-call vote was taken.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted and Approved:

Judy Seeberger, Secretary

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**Board of Directors
Special Meeting Minutes
Math & Science Academy
Monday, March 30 2020
Great Hall / Electronically
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 6:05 pm

Vision and Mission read by Lisa Anderson.

2. Roll Call of Members

Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Noah Langseth, Treasurer & Teacher Member
Cody Schniepp, Community Member
Adam Bartz, Community Member
Jeff Eng, Vice Chair & Parent Member

Non-voting:

Absent:

Voting:

Judy Seeberger, Secretary & Teacher Member
Ramesh Aki, Parent Member
Dan Ellingson, Parent Member
Michelle Kurkoski, Teacher Member

Non-Voting:

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

3. Approval of Agenda:

Discussion:

None.

Motion to approve the agenda.

Moved by: Cody Schniepp Second: Adam Bartz

A roll call vote was taken.

Vote: 5-yes 0-no 0-abstain

The motion carries.

4. Agenda Items

a. Director's Update to the BOD regarding School Closure and Distance Learning

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Discussion:

The Director thanked Jeff Eng, Michelle Richards, Heather Krisko and Lisa Anderson for their help in getting the document completed. He also thanked the teaching and administrative staff for all of their hard work.

The Director discussed a few aspects of the Distance Learning Plan and the idea of when this document will actually be a finalized version. He believes that there will be further revisions that will arise in the near future. And although we will add this to the handbook, as a sort of addendum, he is not quite ready to do so, until we go through the process of online learning for a few weeks to see what, if any elements need to be reviewed.

Jeff Eng explained a little about the process that he went through making the Distance Learning Plan, and explained that he left the description of a few items out, but instead chose to put links to the MSA website, because things were changing so fast. It seemed better to update the information on the website, instead of going to multiple documents to update information. He asked what the school was doing to ensure that problems that came up were being addressed, for example, is there a place where teachers can discuss technology issues, or other issues arise?

The Director replied that teachers could go to the tech personnel and that administration could help with other issues

Lisa Anderson remarked that she offered the staff a google doc to describe academic issues that came up, as the Academics committee is meeting next Monday.

Michelle Kurkoski joined the meeting at 6:10 p.m.

Judy Seeberger joined the meeting at 6:12 p.m.

Michelle Kurkoski questioned how staff could get equipment that they needed at home? For example, if a teacher does not have an office chair, or ergonomically correct seating or desk, what could a teacher do?

The Director replied that they can check out equipment from their classrooms, and if they bought their own equipment and were planning to bring it back to the school when they returned, there would be reimbursement available.

Dan Ellingson joined the meeting at 6:14 p.m. It was noted by both Judy Seeberger and Dan Ellingson that the Zoom link they were trying to use was not the correct link to join the meeting.

Mr. Gawarecki identified two other areas that will need to be put into the plan. The first is an expanded mental health section for staff. We cannot address this now and will likely have to wait three or more weeks so that we can identify issues which might develop. However, the intent is to include this section along with things we are doing to enhance people's mental health. Mr. Gawarecki noted that he is in different groups which are discussing how staff can maintain their health. The other area to address is daily staff hours. Mr. Gawarecki is not sure if we can incorporate that into the final plan due to the updates. This may take 4-5 weeks. However, by 3-4 weeks people should have their office hours set. He noted that the end of May will be much

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different from the beginning of May . The most important part will be that teachers have them posted on their website.

Emily Wong joined the meeting at 6:20 p.m.

The discussion was then opened for any other areas people wanted to comment on. Mr. Ellingson had questions regarding whether the musical would still take place. He has heard different information with regard to whether it was still going to happen. His daughter is in it and wanted him to ask. Mr. Gawarecki noted that this came up for discussion this morning with administration. The thought is they do not want to cancel it unless it must be. He believes that when we are a month out, we need to make the call. Mr. Ellingson wanted to identify the date when we make the call. A month may even be tight - it would be good to have a drop-dead date. This would be for other activities also like prom, etc. Mr. Gawarecki noted that a good general rule would be one month out, but perhaps we need more time for a play or a concert. He believes we're going to lose a lot of activities this year. One thing he has been focusing on is graduation. Most seniors he and other admin have talked to wanted a graduation of some sort and did not want to drag it into July or August. He's talking with other directors for ideas - perhaps a virtual graduation with students and families rotating in and out for pictures in cap and gown. Mr. Eng stated that if graduation does not go well, his wife will kill him, so we have to figure out an alternative. He noted that Mr. Ellingson raised a good topic because in addition to rescheduling, we ought to think hard on alternative ways of doing things. There are many options online with regard to how to handle graduation. Many schools have canceled graduation. There are a lot of things we could learn from that and we should dig in. Japan had a virtual graduation where all students created avatars which walked for their diploma. Mr. Eng does not want to give up on the carnival because it's a fundraiser for us. We'll have to do something to remind everyone we're still a community. Mr. Ellingson noted that he still hears stories of the spread of the illness during events that haven't been canceled. A play does not matter compared to your health and well-being. Neither does graduation, as important as it is. We may have to be more aggressive at canceling things to keep everyone healthy.

Mr. Eng left the meeting at 6:35 p.m.

Mr. Gawarecki asked Ms. Wong to talk about what she's heard regarding graduation. Ms. Wong stated people aren't really a fan of a virtual graduation and suggested we leave this as a last resort. Pushing it out to July is also not a very popular opinion. However, she hasn't heard of any other or better options either. Ms. Kurkowski wants a trunk graduation - students would decorate the trunks of their cars, students can be separated from one another, but they are still able to have their names called. Mr. Schniepp thinks an appointment-based photo op is not a bad idea. A speaker would speak virtually, then students would have an appointment to come in and have their picture taken. He also noted, however, that he cannot remember the last time he looked at his graduation photos, so maybe it's not that important. Mr. Gawarecki noted that a smaller school with 20 seniors did a little 15-second clip for each graduate as they received their diploma so they could leave a message for their classmates. They then tied them all together in one document so every classmate has that in order to feel some of that camaraderie. Ms. Anderson asked whether we wanted to make any decisions about drop-dead dates, or should that be left to the advisors? Mr. Bartz suggested this was better left to the advisors, and Mr. Gawarecki agreed that the advisors would have a better sense of when it would be appropriate. Ms. Anderson suggested we give them guidance of at least a month ahead of time. Mr. Schniepp noted the

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importance of a drop-dead date, recalling how when he was at Inver Hills and classes were dropped with little notice, it was disruptive.

Mr. Gawarecki noted that we were one of the only schools that he knows of which had all their staff involved in the distance learning / closure plan. Other schools had administration create the plan, which was then pushed out to the staff with the directive that they figure out how to implement it. Our process was unique in that staff created a plan that not only would work, but which they could buy into. John is pleased with the participation of the staff, and couldn't ask for better participation. Kudos to our staff.

Mr. Ellingson was wondering if there was any feedback yet from any of the parents? Mr. Gawarecki noted that he had heard from some parents and they were very appreciative of it. He has heard no negative comments about it. While there are probably some out there, by and large everything has been positive. He credits the teachers who are the ones who are fundamentally making the plan work. He wishes there were funds to recognize the teachers for their hard work.

Mr. Ellingson is pleased with how things have been going. He has only noted minor hiccups. He thinks next week will be even smoother.

Ms. Wong noted that her experience was the same as what Mr. Ellingson noticed. It is difficult to hear that graduation may be canceled, but people are accepting that and moving on.

Ms. Anderson noted that the seniors have a lot of money in their lock-in account, but Mr. Eng has left the meeting and he's in charge of that, so we will wait on that discussion. Ms. Kurkoski asked Ms. Wong to let the seniors know that we will try to find ways to make their end-of-year experience meaningful given the circumstances. She does not want the seniors to think we have forgotten about them. Mr. Ellingson wondered if there is a way for seniors to provide feedback on different ideas? Maybe it's not the Board's place to come up with these ideas - it'd be best to get ideas directly from the seniors. Ms. Wong indicated that she could put together a survey to try to gather some ideas. This could also give the seniors some reassurance that something is happening. Mr. Ellingson suggested that if we get some good suggestions, when we come out with our final decision, we can acknowledge the other suggestions just so they know they've been heard. Mr. Gawarecki suggested the survey not go out this week just to give everyone time to adjust, but perhaps next week would be a good time.

Ms. Kurkoski wanted to reiterate that she wanted something within the plan regarding contact hours specifying that for AP classes there may be some variation. Specifically, that some of the ratios and proportions may be different. Ms. Anderson asked for clarification whether she meant minutes of direct instruction, or overall time, because there was a caveat that AP may have different expectations than the 20 min / 60 min. Ms. Kurkoski acknowledged that this was what she was thinking about. She wants to make sure that she hits all the benchmarks so that the students can get credit. We have to comply with their system too. Mr. Schniepp noted that he thought he read that AP was redoing their test. Ms. Kurkoski noted that AP just changed what the test was going to be, and that the changes made the test more stressful. On April 3 there will be an update regarding the test - they sent a survey out to teachers about the test regarding the changes and potential dates to take the test. Ms. Kurkoski would like a generic statement that AP may have different expectations, as long as the language is generic enough to encompass it, that will work.

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

- a. Special Closed Meeting per MN Statute 13D.05 Subdivision 3, Paragraph A to evaluate an individual subject to the Board's Authority, April 6th, 2020, 5:30 in the Great Hall and remotely
- a. BOD Workshop on Monday, April 20, 2020 at 5:00 p.m. in the Great Hall and remotely.
- b. BOD Meeting on Monday, April 20, 2020, at 6:15 p.m. in the Great Hall and remotely.

6. Motion to adjourn at 6:50 p.m.

Moved by: Adam Second: Michelle

Roll Call vote taken

Vote: 7-yes 0-no 0-abstain

The motion carries.

Submitted and Approved:

Judy Seeberger, Secretary

APPROVED

**Board of Directors
Special Meeting Minutes
Math & Science Academy
Monday, April 6, 2020
Great Hall / Electronically
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 5:33 pm

Vision and Mission read by Lisa Anderson.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Ramesh Aki, Parent Member
Michelle Kurkoski, Teacher Member

Non-Voting:

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

3. Approval of Agenda:

Discussion:

None.

Motion to approve the agenda.

Moved by: Adam Bartz Second: Noah Lanseth

A roll-call vote was taken.

Vote: 7-yes 0-no 0-abstain

The motion carries.

4. Agenda Items

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- a. **Motion to close the meeting per MN Statute 13D.05 Subdivision 3, Paragraph A, to evaluate an individual subject to the Board's authority.**

Moved by: Dan Ellingson Second: Cody Schneipp

Discussion:

None.

A roll-call vote was taken.

Vote: 7-yes 0-no 0-abstain

The motion carries.

The meeting went into closed session at 5:35 p.m.

The closed portion of the meeting ended and the meeting went back into open session at 6:56 p.m.

Michelle Kurkoski arrived at the meeting during the closed portion.

The closed portion of the meeting was audio recorded. A copy will remain in the office. The motion to go back into open meeting was approved at 6:56 p.m. The Director received a proficient evaluation and will receive a 1.19% raise to \$110,000 and will continue to receive \$7500 for professional development reimbursement. The Board and the Director will continue to meet to develop goals for the 2020-2021 school year.

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

- a. **BOD Workshop on Monday, April 20, 2020 at 5:00 p.m. in the Great Hall and remotely.**
b. **BOD Meeting on Monday, April 20, 2020, at 6:15 p.m. in the Great Hall and remotely.**

6. **Motion to Adjourn at 6:58 p.m.**

Moved by: Michelle Kutkoski Second: Adam Bartz

A roll-call vote was taken.

Vote: 8 -yes 0-no 0-abstain

The motion carries.

Submitted and Approved:

Judy Seeberger, Secretary

Student Representative Update:
April 20, 2020

Senior Survey: (34/60 Responses as of April 14th)

- Would you be willing to attend a virtual graduation?
 - YES: 58.8%
 - NO: 41.2%
- Is there a certain date where you would no longer want to / are not able to attend a virtual or in-person graduation?
 - AFTER JUNE 5TH: 10.3%
 - July: 27.6%
 - August: 31%
 - Other: (Write in Comments)
 - ANY POINT DURING THE SUMMER: 10.2%
 - NO HARD CUTOFF/ANYTIME: 10.2%
- Any Comments regarding a virtual graduation?
 - I'd prefer delaying the ceremony when we can physically be there than virtually done on time.
 - Not really, though I think I'd be significantly less likely to attend if it was longer.
 - It would be way better to have graduation (no matter how long it is postponed-even up to a year!) than to have a virtual graduation.
 - I personally don't care a lot about having a big ceremony and just want to get my diploma. For me at least, compensating for the lack of an event with a big online thing isn't super important.
 - I would really rather not have a virtual graduation. The point to me is not to graduate, it's to physically be there with my whole class.
 - If possible, I would prefer some sort of in-person graduation as opposed to a virtual graduation.
 - Although the circumstances are difficult, I feel we have all earned to finally get our full graduation even if we have to delay.
 - I don't know if this will even be possible with social distancing, but maybe we could have a graduation ceremony and only a certain number of guests (ex: two) are allowed per student. Then if other people want to see the graduation, they could watch it live at home. That's assuming that the situation with COVID-19 improves by then though.
 - I would rather have a real graduation if possible. Maybe plan on having a graduation during the summer. By the middle of August if the Coronavirus is not cured, then we should turn to a virtual graduation, but the virtual graduation should not be planned for right now.

Student Representative Update:

April 20, 2020

- I personally would not like to have a virtual graduation. I think in a sense it cheats the seniors out of all the hard work we have been putting in to finally receive a diploma. I would like to see that the date of graduation is pushed back.
- I would prefer to not have a virtual graduation, so if it's possible to have it later that would be appreciated.
- I want a real ceremony.
- If it came to it, I would not attend a virtual graduation.
- It doesn't have the same significance online as it would be in person.
- I would rather wait and attend an actual ceremony.
- If we had a virtual or no graduation ceremony would you still want the option to get an MSA provided photograph with your cap and gown?
 - YES: 73.5%
 - NO: 26.5%
- If graduation is canceled do you have any ideas to replace it?
 - Some form of a lock-in during the summer.
 - A virtual meeting together.
 - Minecraft, Poptropica/Club Penguin/Animal Jam, digital options to host a graduation on.
 - Have a graduation ceremony but in small groups to avoid too many people in the room at the same time.
 - Just wait! Everyone is canceling things when we really don't know how long it will last. I think that MSA should stay on alert until July, expecting to have graduation at MSA. If by the end of July they cannot, then a virtual graduation should be organized.
 - Some sort of end-of-year celebration for the seniors. If it needs to be in the summer than it would be fine as long as we know in advance.
 - A more informal delayed graduation ceremony.
 - Assuming the situation does not improve for a long time, maybe we could have a one-year anniversary graduation party or something like that. We could all get together one year after we graduated and celebrate that way. I know it wouldn't be ideal because some students may be moving farther away, but it's just a hypothetical idea.
 - All seniors are given full protective suits and masks and then we can have out graduation with only seniors and teachers allowed to attend. The graduation of that could be streamed online for families and friends to watch.
 - A farewell dinner in August before we move for college.
 - A drive-in graduation.

Student Representative Update:**April 20, 2020**

- If MSA was only able to provide one senior activity what would you want it to be?

(Write-in Question)

- GRADUATION: 18.5%
- LOCK-IN: 22.2%
- PROM: 14.8%
- SENIOR PRANK
- Boating, ice skating indoors at Health East Sports Center, or roller skating at fun zone, kids gym thing at the library.

Academics Committee Meeting Minutes

April 6, 2020

8:00 A.M.

Join the remote meeting at

Members: Lisa Anderson, Maggie Burggraaff, Tom Johnston, Joell Pundsack, Emily Graveen, Cheri Howe, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Angie Haverland, Tara Richert, Noelle Haland, Kassie Larson, Wendell Sletten, John Gawarecki, ~~Jennifer Heydt-Nelson, Valerie Meyer~~, Michelle Kurkoski

A. Current Issues or questions regarding distance learning

I have included all of the issue on the Spreadsheet as of 8:02 P.M. on Sunday night

These are some of the issues that have been coming up after the first week of distance learning. The groups that determined some of these parameters, were just making decisions before distance learning began. Most of these will/can be revisited by the committees and by admin.

Description of the Issue	Possible Solutions
<p>Instructional time- No more than 20 minutes per class with no more than 60 minutes to complete the tasks and homework.</p>	<p>Does this mean 60 minutes total per class, or 80 minutes total per class? The thought behind this from the committee is that it was up to 60 minutes total, including the 20 minutes of instruction. This will be evaluated after a couple of weeks of distance learning. Some teachers felt that it meant 80 minutes total.</p> <p>We want it to be a max of 60 minutes total.</p> <p>We have not decided if/when this will be extended. The committee will meet 4/17 to discuss this again. Admin will reach out to teacher to clarify this.</p>
<p>AP Rigor and expectations</p>	<p>Each class is different and it depends if they are reviewing or learning new concepts</p> <p>According to AP teachers, this looks different to them. Each subject has a different number of tasks to complete</p>

	<p>by the time of the testing. Following the AP Review means there is no time set for how much time is needed to complete the work. It varies significantly depending on the lesson.</p> <p>It was commented that AP requires more time and work above other classes anyway. There are higher expectations, so it makes more sense to have them follow the recommendations from the AP Review that is being put out. The work just means that they are ready for their tests.</p> <p>John has received emails about the AP classes and wants to provide guidance. Many students are worried about the upcoming testing and the work being assigned. We should provide information about this for them.</p> <p>Some of our students are taking more AP courses than they were counseled to take, and they are feeling very overwhelmed.</p> <p>Maybe distribute the videos as they are released, but keep assignments to the days the classes meet?</p> <p>Should this be passed on to the AP teachers to discuss, as they are the ones teaching the courses? Maybe we shouldn't be making this decision for the AP teachers.</p> <p>We recommend the AP teachers meet within the next couple of days to make these decisions for our AP students. Michelle and Lisa will touch base about moving this forward.</p>
<p>Who is responsible for updating the DLP and what is the process for this?</p>	<p>If there are changes, how do they get made, get communicated, where does this go, what is the process for changing or updating the plan? A process would make this clear.</p>

	<p>Is there a point person who communicates to everyone? So there isn't a huge lag of time.</p>
<p>What is the process for the DLP to communicate changes with the rest of the community and to ensure the website is updated as well?</p>	<p>An email is sent from John to the teachers on the day he is made aware of something, and then it would be included in an update to the entire community.</p> <p>The goal is to get our announcements back up and running, so it will be available daily. These updates should be reflected on the website, too. The website should</p> <p>Will the executive plan be updated as well?</p> <p>Yes, but that is more of a committee and a process with those members. That is not coming out in a final form because there is a lot more information that is there, it is a final version, not a living document. We need something to go out quickly with a recap each week for parents.</p> <p>We send the updates to John, who will get them out to the community, and Justin will put them on the website.</p>
<p>TA's and grading</p>	<p>give them a pass</p> <p>Only if a TA was not performing well prior to distance learning, would this be an issue.</p>
<p>How should the gen ed teachers use the special education google classrooms?</p>	<p>They are a place for extra communication. You do not need to double post an assignment. If you are providing a different rubric/assignment, it is a great place to do that.</p> <p>It is a great place for special education teachers and EAs to</p>

	connect with their students.
<p>What are the consequences or implications of repeated absences during distance learning?</p>	<p>Amanda is responsible for this, and last week was a learning curve for everyone. Roughly, between 5-15 kids daily were absent.</p> <p>If kids are absent two days in a row, Amanda will contact the family. If a student doesn't check in/do their work, they are considered absent. And when Amanda checks in with families, she is asking if it is a different issue (internet, computer, etc.). Then teachers will be notified and adjustments can be made. We are following the usual policies for excused and unexcused absences. Parents can call their students in to the attendance line for an excused absence.</p>
<p>How do we know if a student' absence is the reason an assignment was not turned in? Is it possible to see an attendance report, or should we be checking in Skyward? Sometimes a student will email each teacher, but this isn't always the case.</p>	<p>I figured out how to generate a report for my students, but now that we are only taking attendance for our advisory, that is all I can see without checking each student's personal attendance record.</p> <p>You would need to click on the students name in Skyward to determine if the student is absent.</p> <p>Tom can ask Amanda to send out an absence list from the day before so teachers can see who was absent. This would be helpful.</p>
<p>How will eligibility work? Are we going to suspend the enforcement for the rest of the year (most activities aren't meeting)</p>	<p>Should this be eliminated? Should this be something advisory teachers do on Fridays?</p> <p>We are nearing mid-semester, and the office typically sends out letters/notifications to families about students who may not be passing math and Spanish courses for next year. This should be delayed so that it gives teachers/students a chance to get used to distance learning. Joell will contact teachers and will send</p>

	<p>this out after 4/17, instead. Eligibility for the rest of the year will be eliminated.</p>
<p>Will activities be adjusting lettering requirements (important for high school as these are on transcripts)</p>	<p>Yes, these need to be adjusted. MSHSL is not allowing any coaching or coaching expectations to be made (baseball, track, badminton). So spring sports might be out of luck. Coaches must follow MSHSL guidelines. Year long activities should make adjustments so students can still letter and maintain eligibility in the activity. Advisors/coaches need to make sure these changes are sent out to the kids and to the activities director.</p> <p>It is probably not necessary for the activities director to meet with all the advisors/coaches. The process is already in place for each advisor/coach to let the activities director know who qualified to letter. Lettering is not on academic transcripts. And this situation is nationwide, so colleges will be flexible and understanding about what this looks like moving forward. Advisors/coaches should be given a timeline to make these changes. An email should be sent to all participants and coaches that these things are changing. Admin will discuss this today and move forward from there.</p>
<p>Packet pick-up concerns</p>	<p>Cheri has heard from families that do not want to leave their homes to pick up materials. Maybe this shouldn't be a requirement. Should the materials be delivered to them? Should the curriculum be adjusted?</p> <p>A number of volunteers have agreed to drop off materials. There is an option.</p>

	<p>Shannon is a head of this group, and there will be another meeting upcoming.</p> <p>Teachers should contact Shannon if someone needs materials delivered on Friday. This week there is not school on Friday. Contact Shannon with questions or concerns.</p> <p>A teacher should be there for material pick-up. This is not a requirement, but a recommendation.</p> <p>The idea behind one day for pick up was to ease this for families who may need to pick up materials for more than one course.</p> <p>The placement of material pick up should be discussed by the committee, too. A Google Form/Doc to collect this information would help with the coordination of this. Noelle would be happy to head this up. John will add this to the admin meeting for today.</p>
MSA tours	<p>Virtual tour posted to our website or shared with upon request?</p> <p>John wants to use a drone to take video of the interior of the buildings so families can get a sense of what MSA looks like.</p> <p>Can there be a collection of videos from the students be included as well? Justin and Jen may have some already. Other groups may want to participate as well. Individual students may want to participate, too. Could this be a course assignment?</p> <p>Different teachers can let students know about this possibility. There should be a point person for the collection and creation of this. Teresa will contact Mike.</p> <p>We need a coordinator. The Directors will discuss this in their meeting today.</p>

Incoming sixth grade meeting	<p>Either a zoom meeting or presentation</p> <p>This needs to be decided so Joell can contact incoming families. The original meeting was scheduled for 3/25.</p> <p>Would a recording work for this? Who will lead this and how will it look? There is a webinar option on Zoom. Parents could submit questions via chat.</p> <p>This is an easy way to share information.</p> <p>Tom will look into this and help coordinate it.</p>
Math placement exams for incoming students in grades 6-9	<p>This is still being discussed and will be decided at a later date. Maybe this will move to online, though there are concerns with this. They are not sure there is a good option at this time.</p> <p>We should wait and see what happens. Joell agrees. Schedule changes can be made after school begins in the fall as well.</p>
Spanish placement exams for incoming students in grades 6-9	<p>The issue is really with new incoming students. They could all be placed in Spanish 1 and move them if needed after school begins. Adjustments can be made later.</p>
New ninth grade students	<p>Could we organize zoom panel discussions with students?</p> <p>These families are typically looking for more information than 6th grade parents. This needs to be considered. A lot of what is going to be done for the 6th grade families could be done for the 9th grade families as well. We can offer different options for contacting teachers and asking questions. The new 9th graders from this year might be able to help with this as well.</p>
9th Grade Orientation	Zoom mtg or presentation

	<p>This might not be a good idea for the Communications Committee, but there may be people at MSA who are interested in leading this. The Directors will discuss this at today's meeting as well.</p> <p>Joell says there are currently around 10 new 9th graders who are coming to MSA in the fall. This number is likely to go up.</p>
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B. Regular Updates:

1. WBWF Update (Tom)

No updates. The issue moving forward is that we are not taking MCA tests this year, so we will not be able to address many of the goals we set.

2. Academic Eligibility 510.1 Extracurricular Eligibility (Lisa, Shannon and Michelle are meeting on Wed)

They will meet this week.

3. Modified Transcript Update (Lisa)

- a. Did not meet
- b. Will reschedule

4. Diverse Staff Recruitment Taskforce (John)

Next meeting is 4/27. This may need to be moved because it is a non-school day. Working on a survey to send out to parents.

5. Supplemental Online Learning AKA Credit Recovery Update (Emily) - Did not meet yet. Departments have been sent materials to look over.

Another meeting will be scheduled at a later date.

Emily would like to keep a conversation going. A new timeline will be created by Emily and sent out to departments, probably near the beginning of May.

6. Educational Program Policy TF should start to meet about policies #613-620. Did not meet yet, will put on my 'to do' list to set up-CH

What can your teachers do to help you make the most of distance learning?	
(Question I asked my advisory students last week, I said I would pass it on, but didn't know where!-Cheri)	
Zoom meetings help	
Be very detailed with assignments and homework	
make videos to explain the homework	
don't have a bunch of assignments	
Make sure to make all documents are able to be copied or edited.	
maybe submit videos of instructions	
explain things so we don get confused	
Be patient	
Nothing! All of your efforts are greatly appreciated !	
I think that they are doing as well as they can as it is	

Cheri asked her advisory students how teachers can help with distance learning. We may want to survey more students about this.

Emily is scheduling weekly check ins with highschool students. Emily received 150 responses last week. This has been helpful in gaging where our students are at.

Kirstin is doing something similar with the middle school students. Kirstin received 83 responses. Her intention is to put feedback into a Google Doc for middle school teachers moving forward.

Trends will be sent out to the staff. Social-emotional and academic questions are being asked.

Next Academics Committee Meeting: Monday, May 4 at 8:00 A.M. - Room and Date TBD?

- If this is our first day back in school, I would like to move this to either Tuesday, May 5 or Monday, May 11?
- If we are still using distance learning, then this meeting will remain the same.

Communications Committee - Emergency Meeting
Agenda
 Thurs., Mar. 19, 2020, 2 pm
 Room 10A and video conference
 Zoom video conference link: <https://zoom.us/j/514390269>

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

- I. Video conferencing etiquette (Cheri/Justin hosting)
 - Raise hands if you would like to talk.

- II. School Closure Guidance Guidelines for Communications (3-18-20) - Review
 - A. District Communication - When and How?
 1. All communications need to go through the Director before being released to the community. Ready to go in final format before it is sent to the Director. If there are any revisions the group needs to make them before publication.
 2. Monday, Wednesday, Friday - the Director will communicate to staff
 - a) Updates, questions and answers and a link with previous questions and answers
 3. Monday and Friday - parents/students receive communication from the Director.
 - a) Updates
 - B. Website - Where can you find the distance learning plan?
 1. The Communications Committee is working on a webpage to put this on when it is ready.
 - C. Distance Learning - what is the structure?
 1. We are in the creation phase. The goal is to have the distance learning plan completed by Friday, March 27. This will be added to the website. Distance learning is expected to begin on March 30.
 - D. Availability of Educators and School Leaders - when available and how can they be reached?
 1. This needs to be added to the website so parents/students have a place to go to when it is created.
 - a) **The Director will provide information of availability of educators and school leaders and will be put on the website by Monday, March 23 (Cheri Howe will confirm with the Director).**
 - b) This will be a living document. We need to have this now through the closure period. This will be addressed in a parent email which will be sent on Friday, March 20 **Cheri Howe will confirm with the Director).** The vast majority is all email or call them. For distance learning - post when the office hours are.
 - E. Student Expectations (attendance, assignments, hours, due dates, etc.)

1. Right now there are no expectations because we are in closure. The Director will include resources in the email being sent to parents/students on Friday, March 20 (**Cheri Howe will confirm with the Director**). As a school we cannot require the students to do any instructional time.
 - a) Checking your internet providers and computer to be ready.
 - b) Communicate tools to the parents so they know what to get ready for distance learning.
- F. Reminder about Student Information System (Skyward) and how to sign up
1. Contact MSA's tech coordinator if they have forgot their username and password (**will be done by tech coordinator**)
 2. **Discussion turned to how** we relay this, and other information, to families?
 - Broadband task force could help with family internet access and issues.
 - Suggested to create a microsite (one-stop shop) for communication of distance learning/COVID-19 information. This will be a communications portal. Bare minimum functional state, then we should use every communication platform; Skyward, school messenger for a voicemail, snail mail with the communication plan.
 - If it is an urgent communication we will use Skyward. Even if you used all three platforms, someone will say they did not get the information. At least the website portal will have everything there. For someone who does not check their email, we can at least tell them to check this site and portal daily.
 - (a) How difficult is it to get this ready? The quickest way to get this going is to throw this up on Google sites. The Google site will be set up. Who should be responsible for updating this site?
 - (i) Tech coordinator - technical person
 - (ii) Director - point person and approval of information
 - (a) Timeliness
 - (b) There should not be that much information other than what is being sent to the Director.
 - (iii) Distance learning tab and information about coronavirus communication on the website was discussed at the meeting and appears under III. below.
- G. Meals - how to access
1. We do not provide student meals.
 - a) But just because you don't officially qualify for free or reduced lunch, does not mean you aren't food insecure. At some point we have to have a program for students to take advantage of. There are local resources that are providing free meals. The home

school district that has a hot lunch program has been informed that they should not be turning away students. It's up to whatever the district guidelines are for who can have a lunch.

- b) We do have some students who are challenged as far as getting food. You may not qualify but does not mean you are food insecure. Heather Krisko is looking into information about meal access. (District 833 has a sign up on their website and prior to getting a meal they have to sign up. Will need to check with specific districts on their procedures.)

H. Telehealth - how to access

- 1. You need to have access to certain services, such as counseling and wellness check-ins. There is a task force addressing these issues.

I. Best practices around health from MDH - how to access

- 1. An email was sent to staff and students.
 - a) The Director recommends this go on the website so it's easy for students and parents to find that information. See III. below.

III. COVID-19 Webpage Development

A. COVID-19 clearinghouse for information

- 1. Suggested that CDC is the best resource to communicate but the state guidelines want to know how our school community will communicate access to MDH's best practices.
- 2. On the webpage, link to the people/groups who are already providing the information.
 - o MDH website re COVID-19
 - o MSA's school nurse communication
 - o Suggest to create generic references to start and then give us more resources to add to this page and how to handle the stresses that come with this.
- 3. Is this one tab or one button and in the sub pages or where and how do we want to address this? re: COVID-19 - distance learning tab
 - a) Justin put together a sample webpage will share with John for approval
 - b) On page include:
 - o Latest announcements
 - o Pages as we need them for specific information
 - (a) Skyward access
 - (b) Technology concerns
 - (c) Committees/task forces will be generating other tabs
 - (d) Banner - frozen with immediate info -- Justin send to John for approval and upload on Fri. March 20

Who is responsible for approving these minutes and discussions and decisions.

- o The Director said we could implement this through administrative preference authority. The Board is there for policy and guidance for the administration. We can go ahead with this unless there is a policy or higher reaching

guidance that is needed by administration to have this done.

- We suggest a March 25th deadline for all task forces related to distance learning to have their tentative final plans ready to be reviewed before being finalized and posted by March 27.
- c) Website updates and management
 - Responsibilities: Tech Coordinator and Building B Office Manager.
 - Each task force comes up with information they want to communicate about their plan, and sends to the Director for approval. John suggests he compile one large master document, and then the information will be communicated. The plan is posted to the website and the requirement is that it is posted by March 27.
 - There may be pieces that need to be sent out by individual task force groups.

B. Distance Learning - Parent Concerns/Questions

1. How do we see this webpage organized (in order)?
 - a) Statement about distance learning
 - b) Will we have frequently asked questions.
 - Can a parent/student send in a question?
 - We could have a question and response list such as frequently asked questions
 - c) Distance learning plan due by March 27
 - Side tabs with the different things they need to do.
2. We want to get out right now a way to relay news, frequently asked questions, and the COVID-19 resources. If we have these four things populated by Mon. March 23, it can go up on the website. Then a voicemail from Skyward Message Center will be sent on Monday and point them to the website.
 - a) Who is responsible?
 - Tech coordinator will post after the Director approves content.
 - (a) Tech coordinator will put some of the resources together
 - (i) Parent, Heather Krisko will add the meal information.
 - Information to be put on the webpage that can be created and tell parents about this next Monday.
 - (a) Link to MDH, (also CDC?)
 - (b) Parents should be aware of distance learning that is ahead
 - (c) Monday's letter from the Director can go there to start.
 - (d) Tech coordinator will add the technology part.

- (e) COVID-19 will be added by the tech coordinator.
- (f) All will go live on the website by Monday, March 23 in the afternoon at the very latest.
- (g) Banner will go up either March 19 or March 20 saying distance learning initial plan preparation will be made available on Monday, March 23. Watch your Skyward emails and the website for more details.
 - (i) Maybe it is the chairs of all task forces that should create any communication pieces that need to be shared with families (need to send to the Director for approval).
 - (ii) The Director will approve the banner and information.

3. Website

- a) A tab will be added at the top page of the website.

IV. Other Communication Needs

- A. Incoming families and communicating next steps - Joell create an information plan.
 - B. Events- how to communicate cancelled postponements, etc.
- Minutes will be sent to the staff and Board of Directors, after review tonight by the Communications committee.
 - The Director needs to give guidance to leaders of the task forces as to what their expectations are. The Assistant/Activities Director will talk to the Director about this.
 - Next Communications Committee Meeting - See what happens on Monday, March 23 with the information before scheduling our next meeting, but will more than likely be more often for awhile

Communications Committee

Minutes

Weds., April 1, 2020, 4:30 pm

Zoom video conference

link: <https://us04web.zoom.us/j/248722438>

Present: Tammy B., Shannon F., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Michelle K., Joell P., Amanda S., Teresa W.; Lisa A.

I. Distance Learning Communications Update

A. Executive Plan - are parts fluid/need updating?

- Links may be fluid and then have to change in some places. As things change a process will be created to communicate and update as needed
- DL Executive Summary posted 9:30 pm Sun. night.
- Justin has not heard back from any about any changes - he will update microsite as needed with changes (office hours may be changing)
- Materials Pickup - process needed. First week - teachers contact families who need to do a pick up >if families cannot pick up materials for legitimate reasons, they tell teachers who tell Shannon who has a group of volunteers who can drop off (probably not the same day).
- DL plan will be maintained by the group in charge. The DL Plan will be fleshed out more as needed (Not clear which group this is - DL group headed by Shannon? group of 'others'?)

B. Emails Parents - from director 2x/week? will now send a brief email at the end of each week.

C. Emails Staff - from director 3/x week? will now update in email at the end of each week.

D. Newsletter/Announcements?

- The newsletter will begin again at the beginning of May.
- Shannon will ask at Thurs. director's meeting about resuming announcements. Could this help to improve communications and expectations to students? families?

E. Website information (see below)

- Video conference recording with students - the DL Exec. Plan states that students will be in a recorded online classroom. John received legal advice on recording: a recording is OK as long as student data is not present. Though it's legal that only one person (in this case, the teacher) needs to know recording is taking place, it is best practice to say they are recording. 'Zoom bombing' has been an issue in the news.
 - Best-practices information will continue to be given to teachers. Should this be part of our 4/29 teacher PD time?

- Password protections needed. Someone should go through each week making sure passwords are not posted. Shannon will check links once/week.
- Others(?)/(Communications(?)) committee can assist John with communicating to staff that they are putting together guidelines. (Justin, Michelle K, Heather, John(?) will work on putting together guidelines)
- The video conferencing best practice guidelines can be put on the Teacher dashboard along with the Zoom, Google Meets, and other trainings.
- Verify with parents that they consent to students being recorded in virtual classrooms?

II. Distance Learning Microsite

- A. Updates - who's responsible for which updates? Justin is responsible for adding all updates sent to families on the microsite and will get other updates approved by John
- Distance Learning (group?). Group will meet sometime next week to update.
- B. FAQ - where will questions come from?
- Joell has gotten questions regarding student schedules. She will make a list of questions she is getting and the answers and Justin will post as FAQ on DL site. (Postscript - Justin updated microsite with Joell's questions)
 - Teacher collaboration form is what staff should be working on with questions they have.

III. Lessons learned from planning process to better inform future crisis communication planning

- Some parents were confused Monday morning. They thought that school began at 9 am and it would go as a somewhat regular day. They were discovering that students only have to be online with classes that were live or scheduled. What classes are live and can all students attend the live classes?
- DL plan says classes only 2 days a week, when some classes are every day.
- DL Executive plan came out late on Sunday night, too little time for MSA community to absorb and prepare for Monday's start day of school.
- Planning for distance learning could have begun earlier; the committee brought up the question as to what communication plan MSA had in effect for a pandemic in February, but didn't hear.
- Parents and staff wanted earlier communications saying what was being done and wanted a check in to see if they were doing ok

Now that DL plan has begun, what feedback is there?

- students would like more communication from teachers. Not all teachers are posting instructions by 9 am/following DL Exec. Plan; can students get reminders from teachers that classes are coming on; can teachers email students once a day; would daily announcements help with this

- students seeking clarification of 'days' (1,2,6..) and what exactly is happening daily. What are classroom expectations? (know that some teachers are are in communication with students who are reaching out for clarifications on class info)
- the question was asked if assignment due time could be changed to 10 am instead of 9 am so students could ask teacher questions before the deadline. Discussed that many teachers are online well before 9 am to answer questions. Students should feel free to email questions to their teachers-they're open to that. Students don't have to wait for the Zoom class to be online to ask questions.
- Maybe John can convey in his weekly update that teachers are only teaching online certain days/times so that they can converse and help all the various students during the week. Teachers give assignments for the day. Students should be online during live class times, if they are scheduled. The rest of the learning time allotted for each class is for students to complete work.
 - Parent Question: Are there live class times? Most teachers have online hours on the day the class is held, but students can email anytime. DLP says teachers give assignments for the day and assignments are due the next day at 9am.
- How will we communicate events coming up? Remote activities? regarding: enrollment, 6th grade info night, 9th grade orientation,.. what can be communicated to new and incoming families? Academic Committee will discuss at their next meeting.
- Parent input - Parents aren't clear what their student's home schedule should look like for distance learning. Discussed that a family's schedule will look different for different families;
 - Parents are not responsible for teaching their students (that's teacher's responsibility); parent job is to help facilitate the process/organize their learning day
 - Can there be an "expectation letter" go out to parents from John so they clearly understand what the teachers/admin expect from parents during DL?
 - Amanda S. will contact PTO to see if they can help be part of the communication process (specifics?)

III. Other Communication Needs - have 2 meetings left

A. Old Business

1. activities/athletics info that needs to be discussed within admin; info to go in handbooks (work on 2020-21 handbooks is beginning now) Is there a task force for activities/athletics/coaches handbook? Is the handbook being updated for next year? Heather K. willing to be part of a task force.
2. develop global external communications guideline plan - address later Calendar and handbook issues much more pressing at this time.

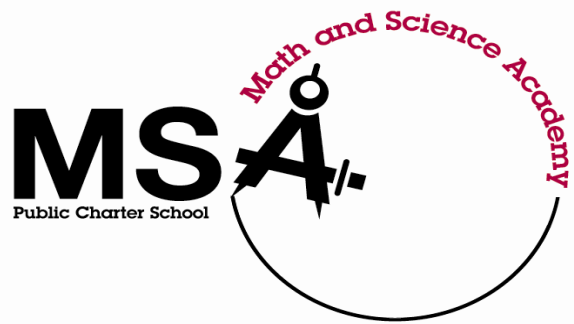
IV. Next meeting: scheduled for Tues., May 12, 4:30 pm

- We should have an update from the governor by this time as to whether classes will be resuming in May and what things will look like.

2019-20
 2019-20
 FYTD Activity
 Vendor Name/Ref 68,723.46

FD T	ORG	PRG	CRS	FIN	OBJ	Sub	Batch	Inv#	Desc2	Inv Date	Chk#	Rec#	Check Date	Amount
Date	Src	Sub	000	096	096	19-10035			Description					
01 R	005	000	265	000	096	096	19-10035	2	Transfer from GTTM to Newspaper	03/19/20				531.00
03/31/20	JE													
03/31/20	CR						19-50148	2	Mightycause - Annual Fund - \$20 Boudjouk, \$10 Anonymous	03/17/20	238			-25.00
03/31/20	CR						19-50149	1	CAF America - Annual Fund - Employees	03/11/20	219			-173.67
03/31/20	CR						19-50149	2	CAF America - Annual Fund - Company match	03/11/20	220			-165.58
03/31/20	CR						19-50149	6	Community Shares of MN - Annual Fund - on behalf of Krista Applebee	03/11/20	223			-100.00
									March					66.75
									*01 R 005 000 265 000 096					66.75
									*Cash Receipts					-464.25
									*Journal Entries					531.00
<hr/>														
01 R	010	298	413	000	096	096	19-50148	1	FRC First Robotics - Sponsorship - Dr Dash Foundation	03/17/20	237			-5,000.00
03/31/20	CR													
03/31/20	CR						19-50148	3	FRC First Robotics - Sponsorship - TSI Inc	03/17/20	239			-3,640.00
									March					-8,640.00
									*01 R 010 298 413 000 096					-8,640.00
									*Cash Receipts					-8,640.00
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01 R	010	298	416	000	096	096	19-10035	1	Transfer from GTTM to Newspaper	03/19/20				-531.00
03/31/20	JE													
									March					-531.00
									*01 R 010 298 416 000 096					-531.00
									*Journal Entries					-531.00
<hr/>														
Grand Revenue Totals													82,394.46	
Total for Cash Receipts													-9,104.25	
Total for Journal Entries													0.00	
Grand Total													-9,104.25	46

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



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

Financial Statements

March 2020

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

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

Balance Sheet

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

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

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

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

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

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

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

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

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

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

The beginning fund balance as of July 1, 2019 is \$2,121,092 or 38%. Our budgeted surplus for the 2019-2020 approved revised budget is \$1,565 which will result in an ending fund balance of \$2,122,657 or 37%.

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

"Hot Topics"

- Cash flow is strong with approximately \$1.9M in cash. This include \$150K in certificates of deposit. With the decrease in interest rates, our savings account is currently paying a higher interest rate. We will continue to monitor interest rates and make adjustments as necessary.
- As of March 31st, the balance in the Repair & Replacement Fund is approximately \$179K.
- We are continuing to work on budget scenarios for the 2020-2021 budget and adjusting based on current information for potential funding or cash flow impacts due to COVID19.
- The 990 is prepared and being finalized for review and presentation at a future board meeting.

Supplemental Information for March 2020

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

Please feel free to contact Steve Wruck at steve.wruck@bergankdv.com, should you have questions related to the financial statements.

**Math and Science Academy
Woodbury, MN
Balance Sheet
March 31, 2020**

	Actual Balance July 1, 2019	Balance March 31, 2020
Assets		
Current assets		
Cash and investments	\$ 1,089,482	\$ 1,778,549
Certificates of deposit	800,002	149,995
Accounts receivable	2,052	-
Interest receivable	4,538	-
Due from other funds	-	-
Prior year state aids receivable	-	2,977
Current year state aids receivable/(deferred revenue)	517,535	505,138
Federal aids receivable	3,836	-
Prepaid expenses and deposits	231,534	109,339
Total assets	\$ 2,648,978	\$ 2,545,997
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 315,892	\$ 234,444
Due to other funds	-	-
Accounts payable	111,182	9,135
Payroll deductions and contributions	100,813	(1,120)
Deferred revenue	-	-
Total current liabilities	527,887	242,459
Fund balance		
Fund balance 7-1-2019	2,102,391	2,102,391
Assigned fund balance - student activities 7-1-2019	18,700	18,700
Net income to date	-	182,447
Total fund balance	2,121,091	2,303,538
Total liabilities and fund balance	\$ 2,648,978	\$ 2,545,997

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
March 31, 2020**

			571.87		75%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	March YTD	Percent of Revised Budget	
General Fund - 01						
Revenues						
State revenues						
211	General education aid	\$ 3,729,578	\$ 3,837,831	\$ 2,870,085	74.8%	
348-300	Charter school lease aid	795,233	812,578	273,285	33.9%	
317	Long-term facilities maintenance revenue	74,274	75,487	-	0.0%	
740-360	Special education aid	552,853	631,203	407,242	58.5%	
201	Endowment aid	19,637	21,582	21,887	101.4%	
370	Other mn aid (safe schools supplemental aid)	2,647	18,250	18,250	100.0%	
397	Pension revenue	11,459	12,500	-	0.0%	
	Prior year over (under) accrual	18,893	-	-	-	
	Current year state aids receivable	-	-	505,138	-	
	Total state revenues	<u>5,204,573</u>	<u>5,409,431</u>	<u>4,095,886</u>	<u>74.9%</u>	
Federal revenues						
419	Federal special education aid	72,201	63,981	32,492	50.1%	
414	Title II funds	5,150	26,857	7,773	28.9%	
	Total federal revenues	<u>77,351</u>	<u>90,838</u>	<u>40,265</u>	<u>43.9%</u>	
Local revenues						
000-050	Fees from patrons: scholastic, ap exam, staff shirts, class fees	24,125	27,000	20,345	76.8%	
920-050	Fees from patrons: study hall	4,795	2,000	2,115	92.0%	
300-050	Fees from students: field trips	33,462	33,400	21,167	136.6%	
372-071	Third party billing	-	1,000	514	51.4%	
092	Interest earnings	27,129	20,000	12,220	61.1%	
265-096	Annual fund/capital campaign/dragon dinner	121,904	85,000	68,723	80.9%	
000-096	Donations and misc. Grants, tech fundraiser	2,754	-	1,654	8.5%	
099/620	Miscellaneous revenues/sale of equipment	894	-	-	-	
621	Year book revenues, planners	1,131	3,000	2,642	88.1%	
625	Insurance recovery	3,860	-	-	-	
C 400's	Student activities revenue	118,621	125,600	98,575	128.0%	
	Total local revenues	<u>338,676</u>	<u>297,000</u>	<u>227,956</u>	<u>91.3%</u>	
	Total revenues	<u>\$ 5,620,600</u>	<u>\$ 5,797,268</u>	<u>\$ 4,364,107</u>	<u>75.1%</u>	
		5,620,600	5,797,268	4,364,107		

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

			571.87	75%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	March YTD	Percent of Revised Budget
Expenditures					
100	Salaries and wages	\$ 2,061,605	\$ 2,139,396	\$ 1,571,605	71.9%
200	Employee benefits	686,747	723,536	530,955	73.8%
Crs 180	Extracurricular activities	78,328	84,366	41,714	56.6%
305	Contracted services	214,390	260,839	169,580	71.5%
315	Repairs and maintenance for computers	36,000	39,400	27,400	69.5%
320	Communications services	21,047	19,025	13,236	69.6%
329	Postage	2,857	3,000	2,980	74.5%
330	Utilities	103,628	105,850	75,656	71.5%
340	Property and liability insurance	33,878	33,500	20,012	59.7%
350	Repairs and maintenance	138,205	144,700	130,095	89.9%
360	Transportation for field trips	10,352	10,800	7,440	87.5%
366/368	Staff training/travel and conferences	42,048	20,000	20,558	102.8%
369	Field trips admissions	21,555	22,600	13,105	84.0%
370	Building lease	887,694	902,864	674,899	75.4%
370	Other rentals and operating leases	771	800	356	44.6%
380	Computer and tech related hardware rental	24,694	22,722	25,679	113.0%
401/455/465	General supplies	51,630	31,000	30,370	98.0%
401	Maintenance supplies	29,415	28,800	15,416	59.8%
405	Non-instructional computer software and license	19,040	19,800	19,537	98.7%
406	Instructional software licensing	13,695	14,300	14,286	99.9%
430/456/466	Instructional supplies	44,763	82,000	77,242	94.2%
460	Textbooks and workbooks	25,501	26,800	13,932	52.0%
461	Standardized tests	20,869	21,900	4,273	19.5%
490	Food	1,887	2,000	920	46.0%
505/506	Capitalized technology software	5,670	12,000	9,427	78.6%
520	Building improvements	-	12,250	-	0.0%
530	Other equipment/furniture	51,717	20,000	14,639	81.3%
555/556	Technology hardware (cap)	68,033	10,100	6,955	68.9%
820	Dues and memberships, fees	35,872	35,835	38,016	96.9%

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

			571.87	75%	
		FY 19 Actual	Revised FY20 Budget (491 ADM, 572 WADM)	March YTD	Percent of Revised Budget
898	Scholarships	-	500	-	0.0%
	Annual fund (265)	65,968	40,000	6,610	16.5%
	State special education	591,138	675,084	490,307	65.9%
Fin 372	Third party billing	-	1,000	-	0.0%
	Federal special education	72,201	63,981	35,828	55.2%
	Title II funds	5,150	26,857	8,420	31.4%
891	Pension expense	11,459	12,500	-	0.0%
	Student activity expense	119,923	125,600	70,212	111.4%
Total expenditures		\$ 5,597,730	\$ 5,795,704	\$ 4,181,661	72.2%
		5,597,730	5,795,704	4,181,661	
General fund net income		\$ 22,870	\$ 1,565	\$ 182,447	
Fund balances					
Beginning fund balance, all funds		\$ 2,098,222	\$ 2,121,092	\$ 2,121,092	
Projected fund balance, all funds		\$ 2,121,092	\$ 2,122,657	\$ 2,303,539	
		38%	37%		

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

**Math and Science Academy
ExtraCurricular/Student Activities
March 31, 2020**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
401	Student Council Funds	\$ 2,547	\$ 340	\$ (954)	\$ 1,933
402	NHS Funds	863	1,265	(1,056)	1,072
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	1,751	2,840	(2,202)	2,389
405	Prom	1,008	780	-	1,788
406	Ex-Curr Academic Triathlon	-	1,045	(900)	145
407	Ex-Curr Theatre Funds	2,869	8,588	(5,816)	5,641
408	Spanish Club Funds	-	115	(38)	77
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	6,707	19,895	(14,708)	11,894
414	Asian Club	-	-	-	-
416	Newspaper	-	563	(354)	209
417	Film Club	-	-	-	-
419	Nordic Ski Team	-	5,657	(5,218)	440
420	Cross Country	594	4,605	(6,139)	(939)
421	Track & Field	-	12,150	(899)	11,251
422	Music Fund	-	869	(671)	198
423	Boys Basketball	-	11,165	(10,700)	465
424	Baseball	-	1,290	(750)	540
427	Math League	-	150	(200)	(50)
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	-	5,463	(4,516)	946
432	Athletic Account	-	3,357	(2,470)	886

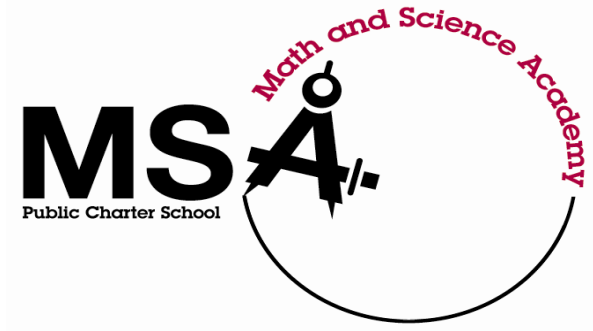
**Math and Science Academy
ExtraCurricular/Student Activities
March 31, 2020**

Course Code	Account Name	July 1, 2019	Revenue	Expense	YTD
437	Chess Club	699			699
440	Badminton	-	4,248		4,248
441	Trap Team	-	746	(657)	89
442	Boys Volleyball	-	90		90
443	FIRST Tech Challenge (FTC)	-	6,579	(6,975)	(396)
445	Gay Straight Alliance (GSA)	693	250	(259)	685
446	Social Justice Club	-			-
447	Class of 2020	419	1,341		1,760
449	Soccer		1,295	(1,480)	(185)
450	Football		2,612	(2,800)	(188)
451	Cheers Volunteer	-	152	(119)	33
452	SWENext Club	-	652	(225)	427
453	Class of 2021	550			550
460	Africa Club		474	(106)	367
Total student activity balances		\$ 18,700	\$ 98,575	\$ (70,212)	\$ 47,063
		<u>\$ 18,700</u>	<u>\$ 98,575</u>	<u>\$ (70,212)</u>	<u>\$ 47,063</u>

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

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

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



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

Supplemental Information

March 2020

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Batch	Post Date	Acct Nbr	Description	Amount
19-50142	02/28/2020	50 R 005 000 000 000 092	Trust Interest Earnings - February 2020	857.95
			Totals for 19-50142	857.95
19-50143	02/28/2020	50 R 005 000 000 000 093	Rent Received from the School - February	58906.25
			Totals for 19-50143	58906.25
19-50144	03/31/2020	01 R 005 000 011 433 400	FIN414	3617.15
			Totals for 19-50144	3617.15
19-50145	03/31/2020	01 A 121 00	FY19 Long-Term Facilities Maintenance	2229.92
19-50145	03/31/2020	01 R 005 000 000 000 201	FY20 Land Endowment Fund	11095.92
19-50145	03/31/2020	01 R 005 000 000 000 211	FY20 General Education Aid	185264.04
19-50145	03/31/2020	01 R 005 000 000 740 360	FY20 State Special Education	11676.55
			Totals for 19-50145	210266.43
19-50147	03/31/2020	01 E 005 110 000 000 305	Background Check Reimbursements	16.00
19-50147	03/31/2020	01 E 005 110 000 000 305	Background Check Reimbursements	8.00
19-50147	03/31/2020	01 R 005 000 105 000 050	Field Trip - Summer of 2021	5850.00
19-50147	03/31/2020	01 R 005 000 105 000 050	Field Trip - Summer of 2021	300.00
19-50147	03/31/2020	01 R 010 298 413 000 050	FRC First Robotics - Team Apparel	76.00
19-50147	03/31/2020	01 R 010 298 413 000 050	FRC First Robotics - Reimburse Lunch and	734.00
19-50147	03/31/2020	01 R 010 298 413 000 050	FRC First Robotics - Reimburse Lunch and	60.00
19-50147	03/31/2020	01 R 010 298 422 000 620	Music - TRI-M Shirt Sales	82.50
19-50147	03/31/2020	01 R 010 298 423 000 060	Basketball Gate Fees 3/3	290.00
19-50147	03/31/2020	01 R 010 298 423 000 620	Basketball Concesssions 3/3	29.00
19-50147	03/31/2020	01 R 010 298 440 000 050	Badminton Participation Fees	200.00
			Totals for 19-50147	7645.50
19-50148	03/31/2020	01 E 010 630 500 000 456	Reimbursement for Charger	15.00
19-50148	03/31/2020	01 R 005 000 265 000 096	Mightycause - Annual Fund - \$20 Boudjouk	25.00
19-50148	03/31/2020	01 R 010 298 413 000 096	FRC First Robotics - Sponsorship - Dr Da	5000.00
19-50148	03/31/2020	01 R 010 298 413 000 096	FRC First Robotics - Sponsorship - TSI I	3640.00
			Totals for 19-50148	8680.00
19-50149	03/31/2020	01 R 005 000 000 000 050	Jr Scholastic	10.00
19-50149	03/31/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Employees	173.67
19-50149	03/31/2020	01 R 005 000 265 000 096	CAF America - Annual Fund - Company matc	165.58
19-50149	03/31/2020	01 R 005 000 265 000 096	Community Shares of MN - Annual Fund - o	100.00
19-50149	03/31/2020	01 R 005 000 622 000 621	Yearbook	45.00
19-50149	03/31/2020	01 R 010 212 000 000 050	High School Art	30.00
19-50149	03/31/2020	01 R 010 260 000 000 050	Middle School Engineering	30.00
19-50149	03/31/2020	01 R 010 260 000 000 050	High School Engineering	50.00
19-50149	03/31/2020	01 R 010 298 404 000 050	FLL First Lego - bought Lego kit	90.00
19-50149	03/31/2020	01 R 010 298 407 000 050	Theater Participation Fee	210.00
19-50149	03/31/2020	01 R 010 298 413 000 050	FRC First Robotics Participation Fees	150.00
19-50149	03/31/2020	01 R 010 298 421 000 050	Track & Field Participation Fees	175.00
19-50149	03/31/2020	01 R 010 298 421 000 050	Track & Field Participation Fee	11375.00
19-50149	03/31/2020	01 R 010 298 421 000 050	Track & Field Participation Fee	175.00
19-50149	03/31/2020	01 R 010 298 422 000 620	Music Shirt	13.00
19-50149	03/31/2020	01 R 010 298 424 000 050	Baseball Participation Fees	235.00
19-50149	03/31/2020	01 R 010 298 424 000 050	Baseball Participation Fee	1055.00
19-50149	03/31/2020	01 R 010 298 440 000 050	Badminton Participation Fee	3150.00
19-50149	03/31/2020	01 R 010 298 440 000 050	Badminton Participation Fee	350.00

Batch	Post Date	Acct Nbr	Description	Amount	59
			Totals for 19-50149	17582.25	
19-50150	03/31/2020	01 R 005 000 000 740 360	FY20 State Special Education	197414.01	
			Totals for 19-50150	197414.01	
19-50151	03/31/2020	01 R 005 000 000 000 092	Interest Deposit	124.07	
			Totals for 19-50151	124.07	
19-50152	03/31/2020	01 R 005 000 000 000 092	Savings Interest Deposit	774.77	
			Totals for 19-50152	774.77	
19-50153	03/31/2020	50 R 005 000 000 000 092	Building Co Interest	2.50	
			Totals for 19-50153	2.50	
19-50154	03/31/2020	01 R 005 000 000 000 092	Charles Schwab - March 2020 Interest Ear	8.49	
			Totals for 19-50154	8.49	
19-50155	03/31/2020	50 A 101 50	BC Waterfall Deposit - March 2019	2687.50	
			Totals for 19-50155	2687.50	
			Total for Cash Receipts	508566.87	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	2,229.92	443,843.75	39.00	446,112.67
50	BUILDING COMPANY - NON REPORTI	2,687.50	59,766.70	0.00	62,454.20
*** Fund Summary Totals ***		4,917.42	503,610.45	39.00	508,566.87

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

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CHECK	CHECK	INVOICE	
DATE	NUMBER VENDOR	DESCRIPTION	AMOUNT
03/05/2020	201900572 US BANK	Rent: March 2020	58,906.25
03/12/2020	201900634 AUGSBURG COLLEGE	Calculus AB Seminar- Mpls Institute: Sandra Overson 7/20-7/23/20 (Title II)	750.00
03/12/2020	201900646 BLUE LINE MEDICAL SERVICES LLC	Trainer Service for Math and Science Academy Basketball: Jan 2020	483.08
03/12/2020	201900654 BUREAU OF EDUCATION RESEARCH	Registration: Practical Strategies for Teaching World Languages - Patricia Haynes-Guerra (Title II)	279.00
03/12/2020	201900637 CANON SOLUTIONS AMERICA, INC.	Toner	149.50
03/12/2020	201900638 CANON SOLUTIONS AMERICA, INC.	Toner	319.92
03/12/2020	201900639 CANON SOLUTIONS AMERICA, INC.	Toner	225.18
03/12/2020	201900640 CANON SOLUTIONS AMERICA, INC.	Paper	328.90
03/12/2020	201900648 CASEY-WOLF, THERESA	School Psychologist: Feb 2020 30 hrs	2,700.00
03/12/2020	201900644 CENTURY LINK	Monthly Service: Feb 19- Mar 18; Account 651-731-5162 971	126.44
03/12/2020	201900679 CENTURY LINK	MONTHLY SERVICE- FEB 22-MAR 21; Account 651-731-9416 212	241.49
03/12/2020	201900668 CITY VIEW ELECTRIC INC	Alarm Monitoring	228.00
03/12/2020	201900670 COMCAST	Internet: 2/27/20-3/26/20 - Account 8772 10 577 0477541	349.95
03/12/2020	201900661 CONTINENTAL CLAY COMPANY	Art Supplies (GTTM grant)	135.95
03/12/2020	201900642 CULLIGAN	Drinking Water Equipment Service: March 2020	118.50
03/12/2020	201900680 ECKROTH MUSIC	Cortex Concert Tom Set (GTTM)	1,015.00
03/12/2020	201900659 ESPARZA, PAUL	Maintenance & Repairs: Feb 2020	2,301.00
03/12/2020	201900650 FLINN SCIENTIFIC INC.	Science Supplies	164.93
03/12/2020	201900641 GIS BENEFITS	Insurances: Mar 2020	6,460.46
03/12/2020	201900675 GRESETH, MARK	Reimbursement: Science Supplies	183.12
03/12/2020	201900672 HANSEN, ERIK	Reimbursement: Nordic - Coaches Hotel Room	106.79
03/12/2020	201900635 HANSEN'S LAWN CARE	Snow Plowing and Ice Management: Feb 2020	2,370.00
03/12/2020	201900663 INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	102.98
03/12/2020	201900651 INSIDE TRACK CLUB	2020 Gopher Classic Track & Field 3/20-3/21/20	500.00
03/12/2020	201900643 INSIGHT STORAGE SOLUTIONS INC	Storage Box: Feb 2020	40.00
03/12/2020	201900652 INSTITUTE FOR EDUCATIONAL DEVELOPMENT	Defusing Anger, Anxiety and Aggression: Mpls Seminar Registration for Michelle Richards (Title II)	279.00
03/12/2020	201900649 INVISION SERVICES, INC	Education and Rehabilitation Services: 7.75 hrs @ \$80/HR	620.00
03/12/2020	201900636 JEFFERSON LINES	Transportation: Music 2/25/20	675.00
03/12/2020	201900660 JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
03/12/2020	201900671 METRO ECSU	PBIS Sustainability Summit 1/28 and 1/29/20	165.00
03/12/2020	201900662 METRO ECSU	Spelling Bee Registration	130.00
03/12/2020	201900571 MIDWEST VENDING INC	Milk (re-issued check 43547)	13.00
03/12/2020	201900676 MN BCA	Background Check: Avery Elles	8.00
03/12/2020	201900678 MN BCA	Background Check: Doug Johnson	8.00
03/12/2020	201900655 MN BCA	Background Check: Cheryl Howe	8.00
03/12/2020	201900665 MUSIC THEATER INTERNATIONAL	Legally Blonde Royalty 5/29-5/30/20	2,365.00
03/12/2020	201900656 PIERCE, TODD	Reimbursement: Theater Supplies for One Act	98.42
03/12/2020	201900658 PSAT/NMSQT	PSAT/NMSQT - Oct 2019 admin -School Code 242739	3,332.00
03/12/2020	201900667 RATWIK, ROSZAK & MALONEY, PA	Legal Services: 1/6/2020 .6 hrs @ \$265/hr	159.00
03/12/2020	201900653 ROATH, CATHERINE	Reimbursement: Mileage and Hotel for MN History Conference	233.21
03/12/2020	201900677 ROATH, CATHERINE	Reimbursement: Flight and Ticket to Museum Event	341.64
03/12/2020	201900645 ROLAND LOZIER	Piano Tuning and Humidifier System Installed	550.00

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/12/2020	201900674	ROSEMANN, HEATHER	Reimbursement: Novels for Classroom and Student Use (GTTM)	823.62
03/12/2020	201900647	SANDBORGH, ANITA	DAPE Direct Services: Feb 2020	361.25
03/12/2020	201900673	SEEBERGER, JUDITH	Reimbursement: USB for BOD Meetings and Shelves	557.88
03/12/2020	201900657	SWANSON, DANIEL	Reimbursement: Trap Team Supplies	657.19
03/12/2020	201900669	TRANE U.S. INC.	Filter and Belts	142.11
03/12/2020	201900666	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning: Mar 2020	6,425.00
03/12/2020	201900664	VERIZON WIRELESS	Phone Service	266.40
03/13/2020	201900575	FURTHER	Payroll accrual	1,025.53
03/13/2020	201900575	FURTHER	Payroll accrual	273.52
03/13/2020	201900576	INTERNAL REVENUE SERVICE	Payroll accrual	570.00
03/13/2020	201900576	INTERNAL REVENUE SERVICE	Payroll accrual	7,008.89
03/13/2020	201900576	INTERNAL REVENUE SERVICE	Payroll accrual	6,877.65
03/13/2020	201900576	INTERNAL REVENUE SERVICE	Payroll accrual	1,608.50
03/13/2020	201900576	INTERNAL REVENUE SERVICE	Payroll accrual	6,877.65
03/13/2020	201900576	INTERNAL REVENUE SERVICE	Payroll accrual	1,608.50
03/13/2020	201900577	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
03/13/2020	201900577	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,470.92
03/13/2020	201900578	PERA	Payroll accrual	1,630.43
03/13/2020	201900578	PERA	Payroll accrual	1,881.24
03/13/2020	201900580	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
03/13/2020	201900580	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,056.60
03/13/2020	201900580	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,395.79
03/13/2020	201900579	THRIVENT FINANCIAL	Payroll accrual	3,588.42
03/13/2020	201900579	THRIVENT FINANCIAL	Payroll accrual	0.00
03/17/2020	201900573	BILL.COM	Service Fee	256.93
03/19/2020	201900746	A.J. ALBERTS PLUMBING INC.	Work Order 83891: Replaced diaphragm on flushometer in building B. Replaced fill valve, flapper, and trip lever on toilet in building D	313.49
03/19/2020	201900732	ADAMS, PAUL	Boys Basketball Ref 2/18/20	116.00
03/19/2020	201900750	ADMIN PARTNERS LLC	Plan and Vendor Set-up Fees	1,600.00
03/19/2020	201900733	AQUARIUS WATER CONDITIONING, INC	COMMERCIAL DIAGNOSTIC FEE	149.00
03/19/2020	201900681	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: March 2020	7,115.00
03/19/2020	201900739	BLICK ART MATERIALS	MS Art Supplies	131.83
03/19/2020	201900729	BRAULT, ALEXANDER	Reimbursement: Nordic Trophies	225.02
03/19/2020	201900747	CANON SOLUTIONS AMERICA, INC.	Paper	328.90
03/19/2020	201900748	CANON SOLUTIONS AMERICA, INC.	Paper	328.90
03/19/2020	201900726	CITY VIEW ELECTRIC INC	Replace Missing Occupancy Sensor in Girls Locker Room Bldg 8460	549.56
03/19/2020	201900720	COMCAST	Internet: 3/18/20-4/17/20 - Account 8772 10 577 0477541	505.98
03/19/2020	201900723	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: March 2020	959.82
03/19/2020	201900727	ELLEFSON, JOANN	Basketball Ref 2/18/20	116.00
03/19/2020	201900743	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	122.53
03/19/2020	201900730	FAMILY ACHIEVEMENT CENTER, INC	Feb 2020 Speech and OT Services	10,577.73
03/19/2020	201900736	FINN SISU, INC.	Reimbursement: Nordic Ski Equipment	1,813.75
03/19/2020	201900744	FIORAVANTI, MARC	Basketball Ref 2/18/20	116.00
03/19/2020	201900751	FLINN SCIENTIFIC INC.	Science Supplies	404.81
03/19/2020	201900738	HENNEPIN HEALTHCARE INC	Nursing Services: Jan 2020	1,115.00
03/19/2020	201900719	HOWE, CHERYL	Professional Development: Title II	127.50
03/19/2020	201900734	KRAUS-ANDERSON INSURANCE	Practical HR: April 2020	250.00
03/19/2020	201900724	MACHA, JESSICA	Reimbursement: Africa Club Concessions from Dance	106.06

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CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/19/2020	201900737	MCDONOUGH'S SEWER SERVICE INC	Work Order 251736 at 8430 Woodbury Crossing - Art Room Sink Running Slow and Needs Cleaned Out	155.80
03/19/2020	201900749	MIDWEST VENDING INC	Milk	15.66
03/19/2020	201900752	MN STATE HIGH SCHOOL LEAGUE	Sectional Basketball Gate Fee	290.00
03/19/2020	201900728	NELSON, THOMAS	Reimbursement: Student Council Supplies	59.59
03/19/2020	201900745	PITNEY BOWES GLOBAL FIN. SERV.	Lease: 3/30/20-6/29/20	257.00
03/19/2020	201900718	POPP COMMUNICATIONS	Telephone Services: 2/6/20-3/5/20	62.54
03/19/2020	201900722	QUALITY LOCKSMITH SERVICE INC	Labor to Install new deadbolt on boys bathroom door	401.00
03/19/2020	201900741	ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,137.00
03/19/2020	201900731	TARTAN HIGH SCHOOL	Split Bus with Tartan and Simley on 1/4/20 Giants Ridge Recreation Area- Nordic Ski	446.27
03/19/2020	201900721	VOIT, JORDAN	Basketball Ref 2/20/20	79.00
03/19/2020	201900753	VOIT, TAYLOR	Basketball Ref 2/18/20	79.00
03/19/2020	201900742	WAPPINGERS FALLS SHOPPERS INC	Printing: Slice of PI Job # 61045	177.00
03/19/2020	201900735	WASHINGTON COUNTY PARKS DIVISION	Nordic Center 12/17/19 and 1/6/20	250.00
03/19/2020	201900725	WINFIELD, STEVE	Basketball Ref 2/20/20	79.00
03/19/2020	201900740	WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,304.50
03/23/2020	201900574	BLUE CROSS BLUE SHEILD OF MN	Health Insurance: April 2020	46,458.20
03/27/2020	201900848	ACS, ROBERT	Refund of Australia trip deposit	150.00
03/27/2020	201900852	ALBERT, PHILLIP	Refund of Australia trip deposit	150.00
03/27/2020	201900850	BAUER, CRYSTAL	Refund of Australia trip deposit	150.00
03/27/2020	201900846	BEARTH, GREG	Refund of Australia trip deposit	150.00
03/27/2020	201900847	BRITTEN, JENNY	Refund of Australia trip deposit	150.00
03/27/2020	201900845	CALDWELL, FREDA	Refund of Australia trip deposit	150.00
03/27/2020	201900857	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 2/5/20-2/27/20	104.21
03/27/2020	201900858	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 2/5/20-2/27/20	31.77
03/27/2020	201900859	CITY OF WOODBURY	Water: 8460 Woodbury Xing 2/5/20-2/27/20	78.11
03/27/2020	201900860	CITY OF WOODBURY	Water: 8500 Woodbury Xing 2/5/20-2/27/20	38.54
03/27/2020	201900853	CITY VIEW ELECTRIC INC	8490 BLDG NEW IP CAMERA SYSTEM and 8500 BLDG PARKING LOT CAMERA (Safe Schools) Final Payment	2,355.00
03/27/2020	201900844	DAMTE, DANIEL	Refund of Australia trip deposit	150.00
03/27/2020	201900843	DEMER, STACIE	Refund of Australia trip deposit	150.00
03/27/2020	201900842	DEWA, MTHUNZI	Refund of Australia trip deposit	80.00
03/27/2020	201900841	DITTRICH, MARK	Refund of Australia trip deposit	150.00
03/27/2020	201900840	ELHASSAN, ELTAYEB	Refund of Australia trip deposit	150.00
03/27/2020	201900839	ESPARZA, PAUL	Refund of Australia trip deposit	150.00
03/27/2020	201900838	FEATHERSTONE, LEAH	Refund of Australia trip deposits (2)	300.00
03/27/2020	201900849	FINDLAY, JILL	Refund of Australia trip deposit	150.00
03/27/2020	201900862	GIS BENEFITS	Insurances: Apr 2020	7,023.64
03/27/2020	201900829	GOFF, KARLA	Refund of Australia trip deposit	150.00
03/27/2020	201900837	HERTEL, KELLY	Refund of Australia trip deposit	150.00
03/27/2020	201900836	ILG, MARY	Refund of Australia trip deposit	150.00
03/27/2020	201900809	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	113.00
03/27/2020	201900856	INSTRUMENTALIST AWARDS LLC	Music Pins and Certificates	65.00
03/27/2020	201900854	JEFFERSON LINES	Transportation: Basketball 12/17/19	650.00
03/27/2020	201900835	JONES, SCOTT	Refund of Australia trip deposit	150.00
03/27/2020	201900834	KRISKO, HEATHER	Refund of Australia trip deposit	150.00
03/27/2020	201900833	LARSON, MICHELLE	Refund of Australia trip deposit	150.00
03/27/2020	201900830	LEE, KONG	Refund of Australia trip deposit	95.00
03/27/2020	201900808	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	969.03

CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
03/27/2020	201900855	MIDWEST VENDING INC	Milk	16.74
03/27/2020	201900832	MUSHERURE, SHARTSI	Refund of Australia trip deposit	150.00
03/27/2020	201900851	NELSON, JESSIE	Refund of Australia trip deposit	150.00
03/27/2020	201900831	NIMERFRO, LANI	Refund of Australia trip deposits (2)	300.00
03/27/2020	201900828	PAULSON, KATHY	Refund of Australia trip deposit	120.00
03/27/2020	201900827	PIERCE, NICOLE	Reimbursement: Theater Supplies	703.22
03/27/2020	201900826	RASHID, OSAMA	Refund of Australia trip deposit	150.00
03/27/2020	201900825	ROEPKE, DOREEN	Refund of Australia trip deposit	150.00
03/27/2020	201900824	SAHR, LISA	Refund of Australia trip deposit	150.00
03/27/2020	201900823	SANCHEZ, PILAR	Refund of Australia trip deposit	60.00
03/27/2020	201900822	SCHMIDT, JENNIFER	Refund of Australia trip deposit	150.00
03/27/2020	201900821	SEEGER, MAX	Basketball Ref 2/6/20	79.00
03/27/2020	201900820	SMITH, ANNETTE	Refund of Australia trip deposit	150.00
03/27/2020	201900819	STOLTMAN, REBEKA	Refund of Australia trip deposit	150.00
03/27/2020	201900818	SWANSON, DANIEL	Reimbursement: Robotics Supplies, Party Room and Pizza	982.26
03/27/2020	201900817	THURLOW, KARI	Refund of Australia trip deposit	150.00
03/27/2020	201900816	VAN OS, KAREN	Refund of Australia trip deposit	150.00
03/27/2020	201900861	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Extra Hours Cleaning	750.00
03/27/2020	201900815	WAHOGO, CHRISTINE	Refund of Australia trip deposit	150.00
03/27/2020	201900814	WALTERS, RICARDO	Refund of Australia trip deposit	150.00
03/27/2020	201900813	WATSON, NUWOE	Refund of Australia trip deposit	150.00
03/27/2020	201900810	XCEL ENERGY	Electric/Gas Usage: 2/10/20-3/11/20	6,623.33
03/27/2020	201900812	ZELLER, TIM	Refund of Australia trip deposit	150.00
03/27/2020	201900811	ZLIMEN, CRAIG	Refund of Australia trip deposit	150.00
03/31/2020	201900581	FURTHER	Payroll accrual	1,025.53
03/31/2020	201900581	FURTHER	Payroll accrual	273.52
03/31/2020	201900582	INTERNAL REVENUE SERVICE	Payroll accrual	570.00
03/31/2020	201900582	INTERNAL REVENUE SERVICE	Payroll accrual	5,883.23
03/31/2020	201900582	INTERNAL REVENUE SERVICE	Payroll accrual	5,743.93
03/31/2020	201900582	INTERNAL REVENUE SERVICE	Payroll accrual	1,343.34
03/31/2020	201900582	INTERNAL REVENUE SERVICE	Payroll accrual	5,743.93
03/31/2020	201900582	INTERNAL REVENUE SERVICE	Payroll accrual	1,343.34
03/31/2020	201900583	MINNESOTA DEPT OF REVENUE	Payroll accrual	25.00
03/31/2020	201900583	MINNESOTA DEPT OF REVENUE	Payroll accrual	2,937.16
03/31/2020	201900587	OLD NATIONAL BANK	Service Fee	60.00
03/31/2020	201900584	PERA	Payroll accrual	1,072.20
03/31/2020	201900584	PERA	Payroll accrual	1,237.15
03/31/2020	201900585	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	0.00
03/31/2020	201900585	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	5,945.72
03/31/2020	201900585	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,278.71
03/31/2020	201900586	THRIVENT FINANCIAL	Payroll accrual	3,688.42
03/31/2020	201900586	THRIVENT FINANCIAL	Payroll accrual	0.00

Totals for checks 307,994.20

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	152,611.12	5,905.00	149,478.08	307,994.20
***	Fund Summary Totals ***	152,611.12	5,905.00	149,478.08	307,994.20

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

Batch	Post Date	Acct Nbr	Description	Amount
19-10034	03/09/2020	01 A 101 01	Transfer from Savings to Checking	350000.00
19-10034	03/09/2020	01 A 101 02	Transfer from Savings to Checking	-350000.00
			Totals for 19-10034	0.00
19-10035	03/31/2020	01 R 010 298 416 000 096	Transfer from GTM to Newspaper	-531.00
19-10035	03/31/2020	01 R 005 000 265 000 096	Transfer from GTM to Newspaper	531.00
			Totals for 19-10035	0.00
19-10036	03/31/2020	01 E 010 605 000 000 380	Lease: 3/30/20-6/29/20	-257.00
19-10036	03/31/2020	01 E 005 110 000 000 329	Lease: 3/30/20-6/29/20	257.00
			Totals for 19-10036	0.00
			Total for Journal Entries	0.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

BOD Self-Evaluation April 2020

Q1. I regularly attend and am on time for Board meetings.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	12.50%	1
3=Superior	75.00%	6

Q2. I prepare for the meetings by reviewing the agenda and reading the minutes and other materials before I attend the meeting.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	75.00%	6
3=Superior	12.50%	1

Q3. I faithfully serve on Board Committees and task forces for which I volunteer or on which I am assigned to serve.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	50.00%	4
3=Superior	37.50%	3

Q4. I actively participate in the discussion of issues and make motions or seconds.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	62.50%	5
3=Superior	37.50%	3

Q5. I actively state my vote on issues, voting in the affirmative when I support a motion and publicly stating opposition and my no vote when not in support of a motion.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	50.00%	4
3=Superior	50.00%	4

Q6. I have a general knowledge of the books and records of the organization.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	75.00%	6
3=Superior	12.50%	1

Q7. I have copies of the articles of incorporation, by-laws, policies and financial reports of the organization.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	50.00%	4
3=Superior	37.50%	3

Q8. I am aware of the what the financial records and audits disclose and have taken active steps to ensure proper internal and financial controls.

Answer Choices	Responses	
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1= Needs Improvement	25.00%	2
2= Proficient	62.50%	5
3=Superior	12.50%	1

Q9. I am aware of the assets of the organization and the investment policies and controls.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	75.00%	6
3=Superior	12.50%	1

Q10. I am actively engaged in assisting in the lobbying for legislation to further the mission of the school.

Answer Choices	Responses	
1= Needs Improvement	87.50%	7
2= Proficient	12.50%	1
3=Superior	0.00%	0

Q11. I am engaged in assisting in raising adequate resources for the school to carry out its mission.

Answer Choices	Responses	
1= Needs Improvement	62.50%	5
2= Proficient	37.50%	3
3=Superior	0.00%	0

Q12. I understand my responsibilities and the process to investigate warning or reports of office thefts, mismanagement, or other sources of legal conduct.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	62.50%	5
3=Superior	25.00%	2

Q13. I understand the difference between governance and management.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	75.00%	6
3=Superior	25.00%	2

Q14. I have read and I understand the conflict of interest policy of the organization.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	75.00%	6
3=Superior	25.00%	2

Q15. I understand that is it my responsibility to inform the Board of potential conflicts of interest.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	62.50%	5
3=Superior	37.50%	3

Q16. I understand that if I do not make full disclosure of a conflict of interest, the burden falls on me to establish that the transaction was fair and reasonable.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	62.50%	5
3=Superior	37.50%	3

Q17. I have read and understand all of the Board's operational policies. (201: Legal Status of the School Board, 201.1: Board of Directors Election, 202: School Board Officers, 203: Operation of the School Board – Governing Rules, 203.1: School Board Procedure; Rules of Order, 203.2: Order of the Regular Board of Director's Meeting, 203.5: School Board Meeting Agenda, 203.6: Consent Agendas, 204: School Board Meeting Minutes, 205: Open Meetings and Closed Meetings, 206: Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, 208: Development, Adoption and Implementation of Policies, 209: Code of Ethics, 210.1: Conflict of Interest and 214: Out-of-State Travel by School Board Members).

Answer Choices	Responses	
1= Needs Improvement	25.00%	2
2= Proficient	50.00%	4
3=Superior	25.00%	2

Q18. I understand that I have a moral and legal obligation not to engage in or benefit from any business opportunity that is available to and suitable for the organization, unless the organization decides not to engage in the opportunity.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	75.00%	6
3=Superior	25.00%	2

Q19. I understand that issues discussed in closed meetings are to be kept confidential.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	25.00%	2
3=Superior	75.00%	6

Q20. I am familiar with the MN Nonprofit Law (MN Statue 317).

Answer Choices	Responses	
1= Needs Improvement	25.00%	2
2= Proficient	62.50%	5
3=Superior	12.50%	1

Q21. I am familiar with the MN Charter School Law (MN Statue 124E).

Answer Choices	Responses	
1= Needs Improvement	37.50%	3
2= Proficient	37.50%	3
3=Superior	25.00%	2

Q22. I am familiar with the following law: MN Open Meeting Law (MN Statue 13D).

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	75.00%	6
3=Superior	12.50%	1

Q23. I am familiar with the MN Employment Law (MN Statue 181).

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	87.50%	7
3=Superior	0.00%	0

Q24. I am familiar with the MN Public School Fee Law.

Answer Choices	Responses	
1= Needs Improvement	37.50%	3
2= Proficient	62.50%	5
3=Superior	0.00%	0

Q25. I am familiar with the MN Human Rights Law (MN Statue 363A).

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	75.00%	6
3=Superior	12.50%	1

Q26. I am familiar with the Pupil Fair Dismissal Law (121A.4-121A.56).

Answer Choices	Responses	
1= Needs Improvement	42.86%	3
2= Proficient	57.14%	4
3=Superior	0.00%	0

Q27. I am familiar with the 501(c) 3 Provisions of IRS Rules (Federal).

Answer Choices	Responses	
1= Needs Improvement	37.50%	3
2= Proficient	50.00%	4
3=Superior	12.50%	1

Q28. I know the deadlines that the corporation must comply with to follow the requirements of the Nonprofit Corporation Status filing with the MN Secretary of States.

Answer Choices	Responses	
1= Needs Improvement	37.50%	3
2= Proficient	62.50%	5
3=Superior	0.00%	0

Q29. I know the deadlines that the corporation must comply with to follow the requirements of the Annual Audit Report to the Commissioner.

Answer Choices	Responses	
1= Needs Improvement	62.50%	5
2= Proficient	37.50%	3
3=Superior	0.00%	0

Q30. I know the deadlines that the corporation must comply with to follow the requirements of the IRS Filings.

Answer Choices	Responses	
1= Needs Improvement	50.00%	4
2= Proficient	37.50%	3
3=Superior	12.50%	1

Q31. I know the deadlines that the corporation must comply with to follow the requirements of the Progress Reports to the Authorizers.

Answer Choices	Responses	
1= Needs Improvement	62.50%	5
2= Proficient	37.50%	3
3=Superior	0.00%	0

Q32. I am familiar with the provisions of the Charter Contract with Authorizer.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	87.50%	7
3=Superior	12.50%	1

Q33. I am familiar with the provisions of the Policies of the Organization.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	62.50%	5
3=Superior	25.00%	2

Q34. I am familiar with the provisions of the By-laws.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	75.00%	6
3=Superior	25.00%	2

Q35. I am familiar with the provisions of the Strategic Plan.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	62.50%	5
3=Superior	25.00%	2

Q36. I am familiar with the provisions of the Mission Statement.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	50.00%	4
3=Superior	50.00%	4

Q37. I am familiar with the provisions of the Vision Statement.

Answer Choices	Responses	
1= Needs Improvement	0.00%	0
2= Proficient	50.00%	4
3=Superior	50.00%	4

Q38. I am aware of who the school's accountant, legal counsel and auditor are.

Answer Choices	Responses	
1= Needs Improvement	12.50%	1
2= Proficient	62.50%	5
3=Superior	25.00%	2

Q39 Identify one or two strategies for your professional development as a board member in the area of Duty of Care (Questions 1-13).

Answered: 7 Skipped: 1

ANSWER CHOICES	RESPONSES	
1.	100.00%	7
2.	57.14%	4

#	1.	DATE
1	Familiarize myself with charter school lobbying efforts	4/19/2020 11:17 AM
2	Make time for understanding policies/procedures	4/18/2020 3:22 PM
3	Increase proficiency in weaker areas (deadline questions)	4/18/2020 3:16 PM
4	Participate in an annual workshop to focus on the financial requirements and investment details (different than a review of monthly financials)	4/17/2020 10:30 AM
5	Inquire more about the financial information about the school and its records.	4/17/2020 9:01 AM
6	Lobbying	4/16/2020 5:27 PM
7	This area is so far OK	4/13/2020 5:09 PM
#	2.	DATE
1	Identify ways to help with obtaining additional resources	4/19/2020 11:17 AM
2	Become more comfortable with financial statements	4/18/2020 3:16 PM
3	Volunteer for committees in order to participate.	4/17/2020 9:01 AM
4	Non-profits	4/16/2020 5:27 PM

Q40 Identify one or two strategies for your professional development as a board member in the area of Duty of Loyalty (Questions 14-19).

Answered: 6 Skipped: 2

ANSWER CHOICES	RESPONSES	
1.	100.00%	6
2.	0.00%	0

#	1.	DATE
1	Periodically review relevant policies	4/19/2020 11:17 AM
2	Collect links in one place for any time references	4/18/2020 3:22 PM
3	Review the practices of closed meeting materials - I know that they are kept locked up on site, but not where. Also where previous closed meeting materials are and how far back those go (how long do we need to keep them?)	4/17/2020 10:30 AM
4	Continue to review the polices of the board to ensure the board is upholding itself to them.	4/17/2020 9:01 AM
5	I am taking a course on Non-Profit Financial Accounting next Summer	4/16/2020 5:27 PM
6	Board's operational policies - need to review during workshop time?	4/13/2020 5:09 PM
#	2.	DATE
	There are no responses.	

Q41 Identify one or two strategies for your professional development as a board member in the area of Duty of Obedience (Questions 20-38).

Answered: 5 Skipped: 3

ANSWER CHOICES		RESPONSES
1.		100.00% 5
2.		40.00% 2

#	1.	DATE
1	Review Public School Fee Law and Pupil Fair Dismissal Law	4/19/2020 11:17 AM
2	Continue reading the laws and applications	4/18/2020 3:22 PM
3	More training on the IRS, the annual report, federal vs. state items for compliance	4/17/2020 10:30 AM
4	Become more familiar with state statutes.	4/17/2020 9:01 AM
5	Review the results of the BOD, and target to address a few of these each year.	4/13/2020 5:09 PM

#	2.	DATE
1	Update and simplify strategic plan -- increase BOD and admin accountability	4/19/2020 11:17 AM
2	Become more familiar with deadlines and documents the school needs to submit to external parties.	4/17/2020 9:01 AM

Board Election Results

Parent Results

Jennifer Bartle will be the new parent representative starting in June 2020.

Candidate	Number of Votes
Jennifer Bartle	92
Bill Lemons	24
Girish Jorapurkar	54
Kari Thurlow	39
Write-In	3

Teacher Results

Maggie Burggraaff and Annie Cardenas will be the two new teacher representatives starting in June 2020.

Candidate	Number of Votes
Maggie Burggraaff	165
Annie Cardenas	133
Wendell Sletten	53
Mariah Smith	68
Write-In	1

Student Results

Paula Akakpo will be the new student representative starting in September 2020.

Candidate	Number of Votes
Paula Akakpo	50
Catherine Larson	37
Raey Ayalew	21
Write-In	1

2020-2021 School Year

Math & Science Academy

SUN	MON	TUE	WED	THU	FRI	SAT
August 2020						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19NT	20NT	21	22
23	24 P	25 P	26 P	27 B	28	29
30	31 F				1	1

SUN	MON	TUE	WED	THU	FRI	SAT
September 2020						
		1	2	3	4 X	5
6	7 H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					20	21

SUN	MON	TUE	WED	THU	FRI	SAT
October 2020						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 P	15 X	16 X	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					19	40

SUN	MON	TUE	WED	THU	FRI	SAT
November 2020						
1	2 C	3 C	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 X	26 H	27 H	28
29	30					
					17	57

SUN	MON	TUE	WED	THU	FRI	SAT
December 2020						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 H	25 H	26
27	28	29	30	31 H		
					14	71

SUN	MON	TUE	WED	THU	FRI	SAT
January 2021						
					1 H	2
3	4	5	6	7	8	9
10	11	12	13	14	15 SE	16
17	18 H	19	20	21	22	23
24	25	26 OH	27	28	29	30
31					19	90

SUN	MON	TUE	WED	THU	FRI	SAT
February 2021						
	1	2	3	4	5	6
7	8 PD	9 X	10	11	12	13
14	15 H	16	17	18	19	20
21	22	23	24	25	26	27
28						
					17	107

SUN	MON	TUE	WED	THU	FRI	SAT
March 2021						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 X	16	17	18	19	20
21	22	23 I	24	25	26	27
28	29	30	31			
					17	124

SUN	MON	TUE	WED	THU	FRI	SAT
April 2021						
				1	2 X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 X	27	28	29	30	
					20	144

SUN	MON	TUE	WED	THU	FRI	SAT
May 2021						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 H				20	164

SUN	MON	TUE	WED	THU	FRI	SAT
June 2021						
		1	2	3	4 L	5
6	7 W	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					4	168

SUN	MON	TUE	WED	THU	FRI	SAT
July 2021						
				1	2	3
4	5 H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

KEY:

- F/L** First/Last Day of School
- H** Holiday (No School)
- X** No School Day
- SE** Semester End
- OH** Open House (6:00-7:30 pm)
- B** Back To School Night (1-7 pm)

- I** 6th Grade Informational Meeting
- W** Teacher Work Day (No School)
- P** Prof. Dev. Day (No School)
- SB** Spring Break (No School)
- WB** Winter Break (No School)
- C** Parent/Teacher Conferences (5-8pm on 2nd, 9am-1pm on 3rd)
- NT** Orientation For New Teachers

June 4th is graduation.

Number of days in 2020/2021 Calendar:

- # of Days in 1st Semester = 81
- # of Days in 2nd Semester = 87
- Total # of School Days = 168
- Number of teacher days = 176

Last Edit

Approved:

120A.41 LENGTH OF SCHOOL YEAR; HOURS OF INSTRUCTION.

State Law 165 Days
 1020 Hours

MSA Calendar: 168 days 2020-2021 Year - First 5 Snow days will be eLearning. (5 maximum).
 1023

Math and Science Academy #4043-07

	Actual	Working Budget	Proposed Budget
Enrollment	2018-2019	2019-2020	2020-2021
Students Grades 6	88	88	88
Students Grades 7	88	88	88
Students Grades 8	88	88	92
Students Grades 9	74	80	80
Students Grades 10	70	66	70
Students (ADM) Grades 11	55	53	56
Students (ADM) Grades 12	21	28	20
Total ADM (not headcount)	484	491	495
Total WADM	563	572	576
	563	572	576

Revenues	2018-2019	2019-2020	2020-2021
General Education Revenue	\$3,729,663	\$3,837,888	\$3,938,549
Building Lease Aid	\$795,233	\$805,892	\$833,076
Long-term Facilities Maintenance	\$74,275	\$75,486	\$76,077
Special Education	\$625,053	\$760,937	\$790,077

Math and Science Academy #4043-07

	Actual	Working Budget	Proposed Budget
Enrollment	2018-2019	2019-2020	2020-2021
Other State Aids & Federal Funds	\$57,701	\$79,132	\$62,926
Fees from Patrons (Milk, Study Hall, Field Trip)	\$62,382	\$44,300	\$65,400
Annual Campaign	\$121,904	\$85,000	\$85,000
Miscellaneous	\$35,768	\$43,500	\$24,100
Student Activity Revenues	\$118,621	\$77,000	\$129,200
Total General Fund Revenues	\$5,620,600	\$5,809,135	\$6,004,405
Total Revenues/Transfers In	\$5,620,600	\$5,809,135	\$6,004,405
	5,620,600	5,809,135	6,004,405

Expenditures	2018-2019	2019-2020	2020-2021
100's Salary	\$2,139,933	\$2,259,519	\$2,303,611
200's Benefits	\$686,747	\$719,707	\$778,074
370 Building Lease	\$887,694	\$895,436	\$925,640
300's Purchased Services	\$649,425	\$651,436	\$651,876
400's Supplies	\$218,400	\$223,600	\$192,625
500's Capital & Technology	\$113,820	\$52,350	\$54,300

Math and Science Academy #4043-07

	Actual	Working Budget	Proposed Budget
Enrollment	2018-2019	2019-2020	2020-2021
Annual Campaign	\$65,968	\$40,000	\$42,500

Math and Science Academy #4043-07

	Actual	Working Budget	Proposed Budget
Enrollment	2018-2019	2019-2020	2020-2021
Student Activity Expenses	\$119,923	\$63,000	\$129,200
Other	\$52,481	\$80,094	\$83,935
Special Ed	\$663,339	\$809,326	\$840,400
Total General Fund Expenditures	\$5,597,730	\$5,794,468	\$6,002,161
	\$5,597,730	\$5,794,468	\$6,002,161

Budget Summary – All Funds	2018-2019	2019-2020	2020-2021
Revenues/Transfers In	\$5,620,600	\$5,809,135	\$6,004,405
Expenditures/Transfers Out	\$5,597,730	\$5,794,468	\$6,002,161
Fund Balance Change	22,870	14,667	2,244

Fund Balance Summary	2018-2019	2019-2020	2020-2021
Beginning Fund Balance	\$2,098,222	\$2,121,092	\$2,135,759
Change in Fund Balance	\$22,870	\$14,667	\$2,244
Ending Fund Balance	\$2,121,092	\$2,135,759	\$2,138,003

Math and Science Academy #4043-07

	Actual	Working Budget	Proposed Budget
Enrollment	2018-2019	2019-2020	2020-2021
	\$2,121,091	\$2,135,758	\$2,138,002
Fund Balance % - Gen Fund	37.9%	36.9%	35.6%
Days Cash on Hand	157	154	150
Debt Service Coverage Ratio	1.47	1.17	1.15

If the Days Cash on Hand is greater than 60 days, the DSC ratio must be at least 1.0. If less than 60 days, the DSC ratio has to be greater than 1.2.

DRAFT - NOT YET APPROVED

student rep election at the same time as the BOD election. We were going to have the students vote in advisory. But now we want them to have an electronic vote since they will not be here for advisory. The Board agreed to both an extension to Monday to have the ballots mailed, and that the students could vote on the student rep electronically.

d. Staff Closure Days

Discussion:

Mr. Gawarecki stated that MDE had directed that all staff members were to report to school during the closure. MDE stated that if staff did not report to the building, they would either need to take PTO or not be paid. Mr. Gawarecki disagrees with this mandate given health concerns and how this practice may foster the spread of the virus. Mr. Gawarecki asked the Board to adopt the procedure we use for teacher workdays (when no classes are in session but teachers are expected to be working). On teacher workdays, teachers either come to campus, or they work from home if they notify Mr. Gawarecki by email. That way he is able to account for all staff. This has worked well in the past and teachers have gotten just as much done working remotely - if not more - had they been on campus. He is asking the Board to approve this plan, allowing staff to work from home during the closure

Motion to allow MSA staff to work from home during the closure as long as they follow the regular staff work day procedures.

Moved by: Jeff Eng Second: Dan Ellingson

Vote: 6-yes 0-no 0-abstain
The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan Review**
- b. Eligibility Policy 510.1**
- c. Leadership for the New Board**
 - i. Officers**
 - ii. Appointment of Parent Member**

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

Special Closed Meeting per MN Statute 13D.05, Subd. 3, Para A to evaluate the individual subject under the Board's Authority, March 26, 2020

Special Meeting to discuss school closure and distance learning, March 30, 2020 at 5:00 p.m.

Special Closed Meeting per MN Statute 13D.05, Subd. 3, Para A to evaluate the individual subject under the Board's Authority, April 6, 2020 at 5:30 p.m.

BOD Workshop, April 20, 2020, 5:00 p.m. in Room 10A.

BOD Meeting on April 20, 2020 at 6:15 pm in Room 10A.

15. Motion to adjourn at 7:36 pm.

Moved by: Judy Seeberger Second: Cody Schneipp

Vote: 6-yes 0-no 0-abstain
The motion carries.