

**Board of Directors
Math & Science Academy
Monday, April 19th, 2021
Building A and Remotely**

Meeting Link: <https://youtu.be/6ToIMv4732U>

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair

Mission:

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

Vision:

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

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

- Paula Akakpo, Student Member
- Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)
- John Gawarecki, Director (ex officio)
- James Martin (ex officio)-Board Attorney

Absent:

3. Approval of Agenda

Conflict of Interest Statement

4. Open Forum

5. **Approval of Minutes**
 - a. **BOD Workshop and Regular Meeting, March 16th, 2021**
 - b. **BOD Special Board Meeting, April 5th, 2021**
 - c. **BOD Special Board Meeting, April 15th, 2021**
6. **Chair's Report**
7. **Director's Report**
8. **Student Representative Update**
9. **Reports from Board Committees and Task Forces (as applicable)**
(Reminder: Reports should be submitted in writing in Board prep packets and included with agenda.)

Board Committees:

Academics (Ms. Kurkoski)
 Annual Fund (AFC) (Mr. Bartz)
 Communications (Ms. Burggraaff)
 Personnel (Ms. Cardenas)
 School Expansion Possibilities (Mr. Ellingson)
 Policy (Ms. Kurkoski)
 Finance (Mr. Schniepp):

Approval of Financials

10. **Consent Agenda**
 - a. **Policy 806 Crisis Management**
11. **Old or Unfinished Business**
 - a. **COVID-19 Coordinator Teacher Status on Board**
12. **Items for Discussion and Decision**
 - a. **Discuss Annual Stakeholder Meeting**
 - b. **Approval of 2021-2022 School Calendar**
 - c. **Review of Staff Handbook**
 - d. **Approval of Annual Budget for Fiscal Year 2022**
 - e. **Discuss BOD In-person Meetings**
 - f. **Approval of BOD Election Results**
 - g. **Approval of YMCA Contract**
 - h. **Approval of Monies for Director Search**
 - i. **Approve the Director's recommendation for contract non renewal**
 - j. **Review Monthly COVID Evaluation**
 - i. **MSA COVID-19 Rating**
 - ii. **On Campus Procedures Update**
13. **Future BOD Meeting and Workshop Agenda Items**
 - a. **BOD Goals**
 - i. **Expansion End of Year Goal**
 - ii. **Committee Purpose Statement**
14. **Dates and Times of Upcoming BOD Workshops and Meetings:**
 - a. **BOD Workshop, May 17th, 2021 at 5:00 pm**

b. BOD Regular Meeting, May 17th, 2021 at 6:15 pm

15. Motion to Adjourn

Submitted:

Approved:

**Board of Directors
Workshop Minutes
Math & Science Academy
Tuesday, March 16, 2021
Building C (Lobby) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Annie Cardenas at 5:00 pm

Members Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Non-Voting:

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

Discussion:

1. Contract Language Update

Survey results:

94% teachers

90% hourly

100% of admin

Voted to keep the current contract language and not move to the new contract language drafted by legal counsel. This will be for the 2021-2022 school year, the issue of revising the contract language will need more time to be updated.

2. Document and Process for Director Evaluation

The BOD will review the process, and determine how these evaluations will be received and completed by the BOD. Last year, each BOD member had a copy of the eval doc of their own that they completed, which was then sent to the Chair. Mr. Krueger will share a copy with each BOD member and complete the evaluation document. These will be sent to Ms. Cardenas and Mr. Krueger.

- Director job description will also be sent with the document.
- SAM goals will be sent with the document (sent 12-17-2020)
- Discussion of the date to be completed (March 23rd will be the date that the results are discussed, from there it was discussed that having the aggregated results before the meeting would be helpful. Continuing the timing backwards, the individual documents will

be sent to BOD members by 3-17, will be due by midnight on Friday 3-19; aggregated results will be shared by Sunday 3-21 at noon)

- Update on goals progress

Workshop was adjourned at 6:00 pm

Submitted and Approved:

Michelle Kurkoski, Secretary

**Board of Directors
Meeting Minutes
Math & Science Academy
Tuesday, March 16, 2021
Building C (lobby) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

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

Vision and Mission read by Paula Akakpo.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Non-voting:

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

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

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Annie Cardenas Second: Adam Bartz

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Ms. Cardenas read two letters from parents:

- Mary Yapp: Thank the teachers. Concerned about communications.
- Jeff Eng: Concerned about funds raised for seniors of 2020 and the use of it.

5. Approval of Minutes.

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

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:
None

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

b. Motion to approve the BOD Special Meeting, February 22, 2021

Moved by: Annie Cardenas Second: Robert Krueger

Discussion:
None

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

c. Motion to approve the BOD Special Meeting, February 26, 2021

Moved by: Annie Cardenas Second: Jeana Albers

Discussion:
None

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

d. Motion to approve the BOD Closed Meeting (Director Evaluation) March 4, 2021

Moved by: Annie Cardenas Second: Maggie Burggraff

Discussion:
None

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

6. Chair's Report

Ms. Cardenas highlighted items at the workshop. See Workshop minutes.

7. Director's Report

Student Achievement/Activity:

10 Nordic Ski participants competed in the sectional races. Greta Hanson qualified to compete in the Nordic Ski State Championship.

MSA Sophomore Aria Peng won Minnesota Music Teacher Association's Senior Young Artist Piano Competition 2nd place in her first year of competition. MMTA Sr. Young Artist is a very competitive event, the highest level piano competition for high schoolers

held by the music organization.

MSA concluded its Spring Break on March 15th. We are now our transition process before MCAs begin on March 22nd.

- Update on Diverse Hiring Taskforce:

We met on March 4th and are updating our template to post jobs. We should complete this and the text to utilize for posting at our next meeting.

- Utilization of licensure coursework application

Current course of 8135 Principal has me re-evaluating the school's current culture and communication systems.

- Evidence of the inclusivity goal application

Completed the Calendar and Pay Scale task force meetings with recommendation to the staff. Held multiple COVID-19 Liaison meetings to update the Spring Planning Guide.

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

Discussed and reviewed information on building procedures for a partial in-person scenario including a "punch list" with the assistant directors prior to having them discussed with the entire staff on March 3rd.

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

Reviewed with the entire staff the upcoming changes that could result if we move to a partial in-person learning scenario.

Discussed the transition week for staff, the proposed changes to the calendar, and the new pay scale with each respective task force before they were brought to the entire staff.

- Update the Board about PD application to finance

Attended the Charter School Day at the Capitol with BOD members Ellingson and Schniepp.

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

At our meeting on February 25th, we met with two developers and discussed their potential services to MSA. I am arranging for additional service providers to present to the committee on March 18th.

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

Revised some procedures to clarify when and how teachers are notified for meetings. Teachers need to prioritize attendance of meetings for individual

students and this reminder will be made at the upcoming all staff meeting.

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

Funding for the second year of the biennium is a concern at the state level due to one-time federal funding.

Almost all charter schools are not planning prom activities this year yet.

The variant outbreak in Carver county is very concerning for MDE, MDH, and reinforces the need to be diligent on safety protocols.

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

Next MSA PTO meeting was moved to March 22nd at 6:30 pm.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate

Worked with SAM on our annual Site Visit on February 24th.

Attended and collaborated with other charter schools during the MACS Legislative Update on March 5th and 12th.

Contributed to the Tuesday Charter School Admin Support Call hosted by MACS by posing questions relating to OFPs, prom, and activities.

Participated in PELSB Tier 1 and OFP Q & Q session on March 9th.

Participated in a MACS Government Affairs Committee meeting on March 12th.

Arranged for and participated in meetings with MN Senator Kent, and MN Representative Sandell during Charter School Day at the Capitol.

- Evidence that PD regarding team building and/or conflict management has or will be attended

- Began GED 8135 (The Principal) course and GED 8126 Additional Leadership Assessment - Current focus is on identifying leadership styles and organizational cultures.

- Evidence that PD regarding diversity and sensitivity or cultural competency has or will be attended

- Employee results of the contract survey are as follows:

- 94% of teachers, 90% of hourly staff, 100% of the administrative staff, and 93% of all staff wanted to stay with the current contract template instead of the updated template.

8. Student Representative Communication and Update

None.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted. Ms. Kurkoski explained the curriculum review cycle.

Annual Fund (Mr. Bartz): Report submitted.

Communications (Ms. Burggraaff): No report submitted.

Personnel (Ms. Cardenas): No report submitted.

School Expansion Possibilities (Mr. Ellingson): No report submitted. Docs were shared with BOD (more detailed). Will school expansion include a virtual academy? Right now they are focused on bringing in developers, but that there have been initial discussions about this, still early in the discussion. There are challenges that will need to be addressed at a legislative level as well. There is a teacher task force about this as an early exploration.

Policy (Ms. Kurkoski): No report submitted.

Finance (Mr. Schniepp): Report submitted.

Motion to approve the February 2021 Financial Statement.

Moved by: Cody Schniepp Second: Annie Cardenas

Discussion:

Ms. Cardenas asked about lawn care.

Vote: 9-yes 0-no 0-abstain

The motion carries.

10. Consent Agenda

~~a. Policy 616 School District Accountability Policy~~

b. Policy 603 Curriculum Development

c. Spring Planning Guide

d. Approval of Retaining Ms. Mary Dobbins

Motion to approve consent agenda.

Moved by: Annie Cardenas Second: Adam Bartz

Discussion:

Remove Policy 616 School District Accountability Policy. It was last amended in 2020.

Motion to revise the consent agenda by removing 10a. Policy 616 School District Accountability Policy.

Moved by: Annie Cardenas Second: Robert Krueger

Discussion:

None

Motion to approve consent agenda.

Moved by: Annie Cardenas Second: Robert Krueger

Vote: 9-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

a. Discuss and Approve Postpone Indefinitely 2020-2021 Strategic Plan

Motion to approve postponing indefinitely 2020-2021 Strategic Plan.

Moved by: Annie Cardenas Second: Jeana Albers

Discussion:

There have been many board meetings and prefer to have a retreat day to focus on the strategic plan.

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Discuss and Approve Contract Templates

Motion to approve last year's contract language for 2021-2022 school year.

Moved by: Annie Cardenas

Second: Maggie Burggraf

Discussion:

Mr. Gawarecki recapped that the contract was presented to the board last meeting. It was broken down by groups. Most wanted to stay with the same contract as last year.

Vote: 9-yes 0-no 0-abstain

The motion carries.

12. Items for Discussion and Decision

a. Approve BOD Election Ballot and Timeline

Motion to approve BOD election ballot and timeline.

Moved by: Adam Bartz Second: Cody Schniepp

Discussion:

Mr. Bartz provided an update. A video was shared with the board. Voting will open on 3/19 and close on 4/9. Write-ins are available. If there are no write ins, then it will remain open. The board may appoint it to fill the vacancy in the future. There are one teacher, two parents, and no community members.

Vote: 9-yes 0-no 0-abstain

The motion carries.

b. Discuss/Approve BOD Process and Document for Director Evaluation

Motion to approve BOD Process and Document for Director Evaluation.

Moved by: Annie Cardenas

Second: Rob Krueger

Discussion:

March 23rd will be the date that the results are discussed, from there it was discussed that having the aggregated results before the meeting would be helpful. The individual documents will be sent to BOD members by 3-17, will be due by midnight on Friday 3-19; aggregated results will be shared by Sunday 3-21 at noon

Vote: 9-yes 0-no 0-abstain

The motion carries.

c. Discuss Resolution 10.19.20/Restating Judy Seeberger to the BOD

Discussion:

Ms. Cardenas read a letter from Ms. Seeberger to the board. Board discussed the criteria and counsel recommendation. Mr. Ellingson and Mr. Gawarecki will follow up and bring back to the April board meeting

Ms. Kurkoski left the meeting at 7:45 pm.

Motion for Mr. John Gawarecki and Mr. Dan Ellingson will inquire with MDE and/or PELSBE to determine if the Covid 19 Coordinator requires a teacher's license. and will be reviewed at the April 19, 2021 Board meeting.

Moved by: Annie Cardenas Second: Dan Ellingson

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

d. 3.4.20 Closed Meeting Summary

Discussion:

Ms. Cardenas read a statement:

Pursuant to section 13D.05., subdivision 3, I will now read the summary of the closed meeting conducted on 3.4.21 where Mr. Gawarecki addressed the Board regarding his mid-year evaluation and any other professional development plan performance plans.

Mr. Gawarecki shared concerns:

- Midyear survey is just one benchmark and 20% of the staff didn't respond. Not many benchmarks to use as a reference, concerned that the information is incomplete.
- Where does the 75% standard for improvement come from? Industry-wide 67% is set as a generally acceptable number. This would require improvement over 10% - this is a high benchmark.
- Concern about other factors that may skew the numbers that may not be represented in the results
- Concern about the validity of the question (visibility during the day)

e. BOD Student Representative Elections

Discussion:

Mr. Ellingson read a letter from Ms. Kurkoski and provided dates of the elections.

BOD Student Representative Schedule:

April 12-16: Announcements for the BOD position and deadlines; blank candidate form will also be posted on the MSA website as well.

April 19-23: Students interested have time to draft their candidate statements

**All candidate statements must be emailed to M Kurkoski by 4/23 at 7:00 pm

April 26th: All candidate statements are viewable to the MSA community (banner on website links to the statements)

April 29th: Election day in Advisory! Students will fill out a Google Form to vote for their preferred candidate. In the past, Mrs. Pundsack has shared a list of students who do not have an advisory and I have emailed them the link individually. If a student is absent, they can still access the link to the form via their Adviser's Google Classroom.

May 4: BOD members and all candidates will be notified of the results.

f. Review Monthly COVID Evaluation

i. MDH Rating

ii. ISD 833 Scenario

iii. Update on Administrative Preparations

Discussion:

Mr. Gawarecki provided information in the board packet.

13. Future BOD Meeting and Workshop Agenda Items

a. BOD Goals BOD Goals

i. Contract Templates

ii. Expansion End of Year Goal

iii. Committee Purpose Statement

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

- a. BOD Closed Meeting March 23, 2021 at 5:30 pm
- b. BOD Closed Meeting April 12, 2021 at 6:00 pm
- c. BOD Workshop, April 19, 2021 at 5:00 pm
- d. BOD Regular Meeting, April 19, 2021 at 6:15 pm

15. Motion to adjourn at 7:56 pm.

Moved by: Annie Cardenas Second: Adam Bartz

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary

**Board of Directors
Special Meeting Agenda
Math & Science Academy
Thursday March 23, 2021 -5:30 pm
Remotely on Zoom**

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair at 5:32 PM

Mission:

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

Vision:

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

2. Roll Call of Members

Present:

Voting:

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

Absent:

Jon Gawarecki
Abbs
Paula

3. Approval of Agenda

Motion: Annie Second: Dan
Yes - 9 No -

4. The BOD Meeting will be closed as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of an individual who is subject to its Authority. **(5:35 PM)**

5. Motion to Adjourn at 7:54

Motion: Adam Second: Dan
Yes - 9 No -

Submitted: Michelle Kurkoski

Approved: Michelle Kurkoski

**Board of Directors
Special Meeting Agenda
Math & Science Academy
Monday April 5, 2021 - 7:00 pm
Remotely on Zoom**

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Chair at 5:32 PM

Mission:

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

Vision:

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

2. Roll Call of Members

Present:

Members Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Cody Schniepp

Non-Voting:

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

3. Approval of Agenda

Motion: Annie Second: Rob

Yes - 8 No -

4. Summary: Evaluation of Jon Gawarecki

Pursuant to Section 13D.05 Subdivision A a public body shall summarize its conclusion regarding the evaluation of someone under its authority at then next open meeting

Summary of the closed meeting conducted on 3.23.21 for the purposes of the final end of year evaluation of John Gawarecki:

The board agreed that Mr. Gawarecki's notable areas of strength include leading bond refinancing, staying current and knowledgeable with MDE and department of Health Covid statutes and statuses, MACS and Charter School issues and laws attendance, maintaining healthy school finances, and he played an active role in expansion and finances.

The Board agreed that areas of growth include communication areas outlined in his 2020-2021 PDP, building culture and trust in areas outlined in his 2020-2021 PDP, and project/task management areas detailed in his 2020-2021 PDP.

At the end of the closed meeting, the board unanimously decided/voted to not renew Mr. Gawarecki's contract for the 2021-2022 School year.

Mr. Gawarecki: to MSA community - it has been a fantastic 6 years at MSA, which is a longer tenure than the average. The major accomplishments that we have achieved can be found in the April newsletter. Wishing nothing but success for MSA and he hopes to see that improvement continue moving forward.

5. Motion that the BOD create a search committee to find a new director:

Motion: Rob Second: Adam

Vote - 8 no -

Discussion: Would be good to have individuals participate who represent the MSA community: parents, teachers, BOD. Volunteers from parent members Rob Krueger and Jennifer Bartle, Jeana Albers, Annie Cardenas volunteers as a teacher member. Search committee will update the BOD regularly.

5. Motion to Adjourn 7:10 pm

Motion: Annie Second: Dan

Yes - 8 No -

Submitted: Michelle Kurkoski

Approved:

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

8430 Woodbury Crossing, Woodbury, MN 55125

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

Mission:

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

Vision:

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

2. Roll Call of Members

Present:

Members Present:

Voting:

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

Non-voting:

Paula Akakpo, Student Member

Absent:

Voting:

Non-Voting:

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

3. Approval of Agenda

Motion: Annie Cardenas Second: Jennifer Bartle

Yes - 9 No -

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

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

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

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

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

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

Committee proposes the idea of an interim Director.

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

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

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

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

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

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

Motion: Dan Ellingson Second: Annie Cardenas

Vote yes - 9 no - 0

Motion to approve the search committee process

Vote yes - 9 no -

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

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

Interim Subcommittee will be created.

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

Motion: Jeana Albers Second: Adam Bartz

Vote yes - 9 no - 0

5. Motion to Adjourn 5:30 pm

Motion: Annie Cardenas Second: Dan Ellingson

Yes - 9 No -

Submitted: Michelle Kurkoski

Approved:

April Director's Report

Student Achievement/Activity:

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

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

Alayna Tan – State Honorable Mention

Karina Dovgodko - State Honorable Mention

Grace Nhan - State Honorable Mention

Nalani Vang – Rising Star

MSA concluded its initial MCA testing.

- Update on Diverse Hiring Taskforce:
We met on April 1st and have completed the template for job postings as well as the process for posting positions to stakeholders.
- Next year's calendar is contained in the BOD packet for approval.
- A copy of the Staff Handbook is included in the packet for review.
- I am recommending that almost all staff be retained for next year. My rationale for retention is to reduce transitional turbulence for the school and because, in keeping with our Grace, Kindness, and Positive Intent theme for the school year, it is my belief that staff who have shown a commitment and dedication to MSA despite a pandemic and all of its unforeseen challenges should be allowed the opportunity to continue their employment for an additional year.
- Based on legal counsel and that the vast majority of counselors in schools statewide follow a teacher's payscale, I am recommending that the school counselors be placed on the teacher pay scale and be given a contract similar to that of the teachers. Each

counselor will have an extended contract to complete additional duties outside of the BOD approved teacher days. The high school counselor will have 15 additional days, and the middle school counselor will have 10 additional days.

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

High School Assistant Director

- Celebrations:
 - Greta's performance at the MN State Nordic Meet on Thursday, March 11th was a school record setting effort. Greta placed 36th overall in a tough classic course that included about a mile long uphill climb. She then turned around and placed 11th in the skate race. Overall, Greta finished 20th overall in the meet, qualifying for All-State honors. She is the first in MSA school history to qualify for All-State in Nordic, and of the top 20 finishers, she moved up the most places during the skate race to land herself in the top 20. This was Greta's 3rd trip to the state meet, and in a year with so many different challenges and obstacles, Greta's grit, perseverance, determination and excellent aptitude and attitude allowed her to reach her goals.
- MSHSL
 - Spring Sports have begun
 - Team Photos taken March 31
 - Baseball and Badminton have started competitions
 - Difficulties finding track meets due to MSHSL limitations
 - Weekly meetings with MSHSL
- EMAC
 - Monthly meetings
 - Difficulties finding venue for conference track meet
- Ineligibility data
 - 129 students on the list.
- IEP meetings
- 504 meetings
- Teacher Observations
 - 3 to finish after break
- COVID Planning
 - Partial In Person began
 - Worked with COVID 19 Coordinator on safety protocols
 - Added a 4 day option to students on ineligibility list with 5 or more classes.
- Graduation Planning
 - Google Form sent to families to vote on the 2 choices of location
 - Gym and Hero Center are both available on June 4th.
 - Cap and gown pictures on April 2nd.
- Tutor.com -
 - Group 4 has begun
 - Meeting with taskforce

- Support Teachers -
 - Mental health - very upset over board's decision
 - Classroom support - adjustments to partial in person
 - Student support
- YMCA board of directors meetings
 - 2 day YMCA workshop on equity training
- Committees/task forces
 - Finance Committee
 - COVID-19
 - Academics Committee
 - Communications
 - Tutor.com taskforce

Middle School Assistant Director

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

- Prepared and implemented the Spring learning plan for return to partial in-person
 - Supported MS Office manager and maintenance contractor in completion of items on the to-do list
 - Cleaned, organized and, and set up the GH for building A lunches
 - Conducted orientation on 3/19 and 4/13/ for classroom monitors
 - Conducted training for substitute teachers on 4/1, 4/6, and 4/12
 - Conducted training for lunch monitors on 3/19
 - Communicated drop off and pick up expectations to the MSA community prior to students' return on 4/5
 - Completed other miscellaneous items on the to-do list
 - Supported MS Office Manager in placing hallways arrows and social distancing stickers
 - Created safety plan powerpoint and videos which were shown to students and families the week of 3/29
- Participated in the COVID-19 Liaison group meetings
- Attend April Academic Committee meeting
 - Researching information on the addition of Dyslexia training for staff in the fall
- Attend April Finance Committee Meeting
 - Looked specifically at AFC funding to help determine allocation of funds
- Distributed April newsletter
- Facilitated the middle school student support process and followed up with staff and families as needed
- Supported teachers as requested or needed
 - Specifically implementing a higher level of support with a student

- Met directly with two teachers to address concerns in their classes
- Continued to support and follow the progress of students in the second tier of MSA's Student Support Process
- Continued to host students on WIN Friday.
 - Approximately 6-8 students came on 3/26/21
 - Purpose was to support with work completion and to provide external accountability
- Attended all IEP/504 meetings as needed
- Met directly with students and parents on Zoom/phone calls to support with distance learning
- Supported material pick up
- With support from the office team, planned and lead on campus orientation on 3/26 for student returning for partial in-person learning
- Supported MS counselor in MCA planning, preparation, and execution of testing
- Acted as administrative support for the PBIS team
- Planned PD with AD-HS for staff on 3/24.
 - PD was centered around the use of data as we continue to look at using data to have conversations and make decisions.
- Supported students who are newly enrolled at MSA in learning their schedules and getting acclimated to MSA
- Planned and facilitated 6th grade information night on 3/23 with other office staff
- Lead March AFC meeting
- Supported bus drivers with bus evacuation drills as required by state law and District 833
- Supported lunch monitor with supervision in the GH for middle school lunches

High School Counselor

- Continue to check in with students who may need academic and emotional support.
- Continue to work with parents and families who may be transitioning in/out of MSA for mental health support or may be seeking out additional school support and/or outside support.
- Continue to send out a weekly check in to all high school students to give them the chance to provide feedback and initiate individual meetings.
- Continue to offer meetings with all seniors to assist them with college/career planning.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed.
- Planned and coordinated the spring ACT test to 11th grade students on March 30th.
- Planning and coordinating AP exams.

- Organize and disperse any incoming scholarship information to seniors and eligible students.
- Plan and prepare advisory lessons- working with the various student groups to coordinate and disperse advisory lesson information.
- Continuing to coordinate the tutor.com tutoring program.
- Assisted in MCA test planning and administration.
- Coordinated staff and student parking.
- Work with seniors to submit required school documents through commonapp and other college application platforms.
- Assist students in the PSEO application process as well as provide the required PSEO application materials in a timely manner.
- Implemented spring college planning workshops on Feb 23rd and March 30th.
- Continue to assist in planning and implementation of student scheduling for the 21-22 school year.
- Coordinate and schedule TAs.
- Hosted Junior Night on April 6th and I am currently coordinating spring junior check-ins and junior informational night.
- Assisting SC and NHS as needed in preparation for mental health awareness month in May.
- Coordinating mental health student group for the month of May.

Middle School Counselor

This month I have:

- This past month my job has been consumed by MCA testing. I have created a schedule, trained staff, gotten materials ready and sent reminder emails the night before reminding families of testing the next day. As I am writing this we only have one more test to administer and we have two make up sessions planned with several students scheduled already
- I have also joined the modified task force group and have hosted two meetings
- Joined one of the OLL task force meetings
- Regularly attending all previous task forces and committee meetings I am a part of while also navigating setting meeting times with students
- Since being back in person I have also helped with traffic both in the mornings and afternoons
- Support in the great hall during lunches and hallways for passing time

Academics Committee Agenda

April 12, 2021

8:00 am-9:00am

Zoom link:

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

1. WBWF Updates (Tom) 3 minutes
 - a. WBWF update (?)
 - No updates/information
2. AFC Grant Request Update (any new info?)
 - No updates/information
 - Can any money be used for PPE?
 - There isn't an equitable way to provide a clothing allowance.
3. Supplemental Online Learning Update (Emily) - (?)
 - No updates/information
 - Does the OLL overlap with this?
4. Tutoring program update

The task force has decided to post this on the MSA website for anyone to use. There are a lot of hours left that can be used this school year.

Any family can request tutoring. Tom will send an update out to families.

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

Our enrollment for 2020-2021 is now is at capacity.

For 21-22 we have some 8th graders and high school students who will not be returning.

The teacher schedule has been shared with the staff, this should not change for next school year.

AP Computer science has two sections, one of these sections is replacing Anatomy.

Creative Writing is being replaced with Alternative Literature and HS Speech.

A survey for incoming families in regards to music for next year, a MS choir and MS orchestra has been requested. Due to COVID shifting enrollment numbers, these courses will be offered during the day next year. This offsets other enrichment classes being overfilled in the past. This will help build the performing arts program.

6. Scheduling and Registration update (Joell) 5 minutes

Joell will make schedules accessible to students by the end of the day today, so they can see if there are any areas that need to be adjusted.

7. MCA testing update (?)(Kirstin)

The majority of testing is finished. The 11th graders will test this Friday 4/16, and it is also a make-up date for students who did not finish testing or missed testing.

Times are from 9:20-12:00 for 11th graders in the gym, and makeup testing begins at 10:00 and will run until 3:00 in Guerra's room and Larson's room. Only a few students have not responded back about testing. They will be contacted this week.

April 30th is the last day for makeup testing. Only two or three students have signed up; possibly, some 11th graders who do not make this Friday's test date or need additional time could be added to this date.

EL Testing is completed.

Attendance should not be taken for students who are testing that day.

8. AP Testing update (?)

Emily will be sending out information to the students and teachers who are directly impacted by AP testing this week.

There is a mixture of paper-in-person and on-line at home.

Testing begins 5/4 and ends 5/25 for paper, but this may be extended into June for online testing. Tests are either from 8:00-12:00, or 12:00-3:00.

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

No updates/information

This will start to be looked into.

10. Curriculum Review Cycle discussion

- a. BOD question - how do we assess efficacy when in the observation and review stage?

This should be brought to department meetings for discussion for what the benchmarks are for the observation and review stages. Michelle K will send this out to

department chairs.

11. Modified TF update (Kirstin)

NOTES FROM 3/29 MEETING:

Pass/fail:

Okay for classes as long as we stick to the grade criteria for the class. Example: math and spanish they need the c- or higher to be considered passing. This would also have a separate grade book if needed.

1. Medical:

- a. Students who have missed 15 days or more.
- b. Student's injuries impact their education and learning long term.
- c. Long term mental health that impacts their ability to learn.
- d. Re-evaluate every semester if need be. For example, if a student needs to do half days they would be pass/fail for that semester rather than the whole year.
- e. We need medical documentation of doctor's recommendations referring to the injury.

2. Transfer students:

- a. New teacher of the student should be able to review the syllabus of the previous class prior to the student starting to see if the student needs pass/fail.
- b. Placement tests will be reviewed and monitored student progress throughout the year.
- c. If a student enters a class after day 10 of the course the student would automatically go to pass/fail for that semester. At the end of that semester the need for Pass/fail will be evaluated by the team to determine if a student is eligible for pass.fail next semester.

3. Schedule change:

- a. If a student or parent request a class change after the first 10 school days they would enter the next class as a pass/fail for that semester. The team could evaluate at the end of the semester to determine if pass/fail is needed for the second semester.
- b. If a student moves down a level in a class by teachers recommendation, the student would receive a W for the class they were pulled from and receive a pass/fail for their new class for the semester.
- c. If a student switches at semester end they would receive the grade they got for that semester, and then the next semester they would be on a pass/fail.

4. Special services:

- a. The students 504 or IEP team would meet to discuss eligibility for Pass/fail.

5. Semester long courses:

- a. If a student withdraws from a semester long course they would receive a W and they would have the opportunity to re-take the course.

Who attends the meetings:

12. Teachers, counselor, administrators, Parents.

13. It is the team's responsibility to determine if that individual student is eligible for pass/fail.

- How does P/F affect GPA?
 - P/F doesn't impact GPA. It counts for the course credit.

There needs to be better instructions if P/F is only for one semester.

According to PACER, you can have "modified" on a transcript, but not identify specifically what it is for.

- What time frame is helpful for setting up the gradebook for P/F?
 - Ideally before the end of the previous school year.
- If there are changes to a student's medical/mental health, do they need documentation?
 - Yes, an extension of the time frame would require another team meeting. This can change, but the documentation is needed.
- Would grades be placed in Skyward in the same manner as they are for other courses, regardless of P/F?
 - If a student comes off of modified, this determination is still for a semester at a time. Skyward will keep track of this. It is still based off of MSA's grading scale.

14. PD Taskforce update?

We have information and a contact with the YMCA Equity Innovation Center to possibly provide equity training next year. They'll be able to work with us to tailor the training to our needs.

15. OLL Taskforce update (Maggie)

OLL has met three times. Work has been divided into five groups (Application, Narrative, Statutes, Academic Standards, Special Education).

We will be meeting with someone from MDE on Thursday 4/15 in hopes many of the questions that have come up can be answered.

Approval is needed from MDE to open up a full OLL school, but it is not needed to offer supplemental OLL courses.

Ideally the application can be completed and submitted by the end of the school year so that approval can be granted for a possible OLL expansion beginning 2022-2023.

Next Meeting: Will be May 10, 2021 8:00 a.m. **stil via Zoom**

Academics Committee Yearly Calendar

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

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

AFC Minutes
3/24/21 @ 4 pm

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

- I. Members present
 - A. Tom Johnston, Justin Gehring, Adam Bartz
- II. Allocation of funds
 - A. \$2000 went unspent after the last allocation
 - 1. Scrubs/Laundry?
 - a) Scrubs cost approx. \$10-20 for a reasonable set
 - b) At this time, the AFC committee has decided to not move forward with purchasing scrubs.
 - 2. Teacher needs for classrooms
 - a) \$1350 in classroom requests have been made at this time for return to partial in-person
 - b) The committee will allocate the other \$650 for tech support under the understanding that items purchased will support learning this spring, but also in the future.
- III. Other
 - A. Coke rewards
 - 1. It appears MSA has some funds in an account, but we're not sure how to access those funds.
 - 2. AFC is leaning towards having the MSA PTO collect the Coke Codes if possible.
 - 3. Funds would be approximately \$100 per year.
 - 4. Tom will follow up with Ken and the MSA PTO.
- IV. Adjourn
 - A. 4:46

Communications Committee

Agenda

Wednesday, April 14th, from 4:30-6:00 pm

Meeting ID/Password:

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

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

Purpose of Committee

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

1. Staff data privacy in regards to the profiles on the website. Discuss specifics of what needs to be on the profiles vs staff being conscientious about updating their bio yearly. (Need for August Training) We did an updated training at the last staff workshop day, but there are questions as to where the lines are as to staff data privacy. Thus, this process is halted until further information can be determined. Justin says there needs to be a determination as to what staff can be required to publish on the website. Heather says we need to determine who the group is that determines the minimum requirements. There have been recommendations, for example, that photos can be replaced with Bitmojis, and points such as this should be looked into to present to the BOD. Heather would like to establish a sub-committee to look into this. Justin referred to policy 206.

Cheri suggested that we bring it up in the May staff meeting. Jessie will conduct a poll, and we will go from there. Justin recommended then that we could make the training for profiles part of the August teacher workshop days.

2. Opt In/Out List (from Justin) Justin shared a spreadsheet entitled "Communications Methods Database" which lists the nine sources that communications/emails come through. The first four are mandated as to how parents access them. The last three of these are "semi-opt-out." They are the "must work" platforms. Others such as the Weekly Update and Daily

Announcements will be automatically sent with opt-out capabilities. The last three platforms will be opt-in options. (See spreadsheet)

3. Update on Skyward messaging from teachers/coaches. Staff, including advisors and coaches who have skyward access, should use skyward for messages that need parent involvement. - Has this been shared with staff?

Shannon says that coaches should not have access to student grades, discipline matters, etc. Justin says that if the rosters are in Skyward, in theory, the access of information could be limited to the message center. Shannon recommended that we begin with badminton, so Justin will look into this. Joell sent out information to teachers about sending skyward messages after the February meeting and the group noted that there have not been as many complaints about not knowing about material pick up.

Tammy brought up the occasional issues of some groups not receiving emails (e.g., all Yahoo emails, random parent emails (recent COVID announcement)).

4. Board Member Request: Can the section of the website that has information about who to contact be updated to include the list of communication order that is in policy 103? This is in the Parent/Student handbook as well, but it would be good to keep it consistent across all media that families and community might reference or look up. (January Meeting - **The High School Manager** will work with Justin on a spreadsheet noting who is in charge of the content for the current families section. For current families, questions or comments on the information should still be sent to info@mnmsa.org - is this done and where is it posted?)

This chain of communication is currently published under current families on the website and was last updated on November 13, 2020. Justin has added it to the top of the Our Staff page.

Heather wants to put it on record that this list was compiled and is in place. She will recommend that if the asker is still not satisfied that the parent be encouraged to reach out to Justin directly.

5. Task forces: Need these started up to be ready for 2021-22 school year. Heather asked if this is a good time to consider these. Shannon said that we usually solicit staff for committees and task forces in the fall. Volunteers?
 1. Website spider/paths (Justin - Jeff, Girish, Heather prior to COVID) Justin says a website-refresh task force is always a good idea, but he is okay if we wait for the fall and look forward to making the changes the following summer.

2. Cultural Calendar (Michelle shared this with John and Heather) (1) A student brought the idea of adding cultural and other significant dates to the MSA calendar during open forum (2019-2020 school year) 2) The BOD agreed that it was a task force item to explore and as a member of the BOD and Communication Committee I said that I would bring it to the committee. 3) As a member of communications, I led the task force. 4) I solicited community input for various proposed items and received input that I added to a spreadsheet 5) In June 2020 I sent Carrie a spreadsheet with the dates and other important information that was a result of the community input 6) As of July 2020 I was no longer a member of the Communications Committee, so there would either be a new leader of that task force (if it needed to be started again) or an individual would be assigned to maintenance as part of their job role.) Cheri recommended that the calendar committee would be the best group to handle this since the calendar committee can take into consideration the holidays that reflect our student population. The calendar committee has already met in March for next year's calendar, so Cheri will field these dates for now.
3. Handbooks/Guides Heather asked if there is anything that we should be doing with these. The answer is that various handbooks are handled by the various groups in charge of them, and we (this committee) do not work on these as a group.
6. Communication challenges: Are there challenges other than those listed here?
 1. Miscommunications
 2. Policy vs Procedure vs Plan
 3. Following timelines provided in writing
 4. Updating info in a timely manner
 5. Sending Information or Requests - timing Cheri asked if there had been complaints made, and Heather said yes. Cheri pointed out that if the communications committee is not in charge of this, what can we help? Jessie clarified by saying, "How can we ensure that people do their jobs?" Cheri reminded us of the chain of command. Heather clarified that the lack of communication is not always the job of the communication committee. However, Joell reflected as to how the committee started and suggested that follow-up be done when the effectiveness of communication falters.

Jen asked if perhaps we consider changing our name.

Maggie pointed out that the things we often want done are really the job of a PR and/or HR person.

Tammy spoke as a parent and added that it is well known that MSA has communication problems and finds herself frustrated and disassociated after trying so many times to get things properly communicated.

Joell recommends that we hire a communications coordinator.

Cheri reminded us that in the beginning of this committee the need for this position was recommended, and now we are coming back around full circle. She recommends that this be brought to the BOD.

Heather summed up that this committee can only make recommendations at this point and wonders how we proceed. As we are hiring a new director and making administrative changes, do we recommend this need to the board.

Joell recommends that we wait for the next year to see how things unfold and reassess the need.

Justin says there is a breakdown in who has authority to make changes (For example, the WIN Friday document is incorrect and Joell says that she was told that we are not allowed to change it without going back to the BOD.) (Heather also brought up the use of the word "plan" and "protocol." Cheri pointed out that this lack of continuity is a problem and is what we are missing. Heather acknowledged that the inability to follow-through is frustrating and that we would like to find a way to resolve issues effectively.

F. COVID Model results the results were shared via email

Next meeting: Wednesday, May 12, 2021 4:30-5:30 (This will be our last meeting for the 2020-21 academic year.)

Note: Cheri and Heather will work together to fix the ZOOM link.

3.17.21 Personnel Agenda & Notes (taken by Heydt)

4:15 pm

[Join Zoom Meeting](#) ID: 96492401402 Password: 453987

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

1. Finalize the Assistant Directors Job Descriptions (based on Shannon's and Tom's updates to make the documents as congruent as possible) - Done.
2. Discuss comparisons between the evaluation process and job descriptions for the Assistant Directors - (see homework)
3. Should the Statue Competencies be added to the Assistant Director's job Descriptions? - Looking at this next year.

HOMEWORK: Asst. Directors will update the AD evaluation process based on the job descriptions that were finished tonight

Next Meeting: April 21, 2021 at 4:15pm

Folder Link again:

[Shared with Personnel](#)

School Expansion Possibilities Committee

April 8, 2021

4:30 p.m.

Join Zoom Meeting

<https://zoom.us/j/91852802651?pwd=K3JMYkNTOUxRWIIdEhRbWJdxcWtzZz09>

Meeting ID: 918 5280 2651

Passcode: 741674

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

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

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

Agenda:

1. Visit with JB Vang on owner's rep relationship information and collect information
Feasibility assessment is done pro bono. Would like to visit the school, go through enrollment, facility needs, future plans to develop a project budget.

Create a "massing" plan.

After this is done, look at current site feasibility and/or need to relocate.

Begin architectural design, financing, closing, and then finally construction.

Meet at 4:30 pm on April 13th, John to invite Kou, Justin, Dan, and Jennifer. ½ hour tour followed up by discussion in 7C.

John to send blueprints along with current student addresses and waitlist student addresses.

2. Other

4. Future meeting dates: April 28, May 27. All meetings start at 4:30 pm utilizing the same Zoom link as this meeting's link.

Backward planning for a specific move in date.

Schedule for the year:

~~Visits to other schools~~

~~Develop "wish list"~~

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

~~Confirm design brief for expansion~~

Determine if we want to go with all three scenarios

Review financial model / options

Choose development partner -

6th - 8 sections = 160 - 200 students

7th - 8 sections = 160 - 200 students

8th - 8 sections = 160 - 200 students

9th - 6 sections = 120 - 150 students

10th - 6 sections = 120 - 150 students

11th - 6 sections = 120 - 150 students

12th - 6 sections = 120 - 150 students

Total = 48 sections 960 - 1200 students

Possible sites:

9025 Tamarack Rd, Woodbury, MN 55125

Military Road, Cottage Grove

References Notes - MNMSA Expansion Committee 2021

JB Vang

Reference (Contact name / details)	MSA Contact	Notes
<p>DaVinci Academy</p> <p>Dan called Holly Fischer (Director of Operations at DaVinci Academy) who has worked with Kou Vang since their build a few years ago. 763-754-6577 ext. 1103.</p>	<p>Dan Ellingson</p>	<p>Kou was a building rep for entire build. Recommend for sure. Helped to choose architect and building company.</p> <p>Kou provided guidance on timelines. Very day to day.</p> <p>Things were not done by 1st day of school. However technically according to contracts they were ready. So a few months of continuing construction that we were not properly prepared for. Perhaps more coaching could have helped.</p> <p>Kou is very good about negotiating prices for changes / additions. Huge process at the end, and he really advocated for the school.</p> <p>Very responsive, communicative.</p> <p>Still working with Kou's nephew on building management.</p> <p>Worked with Rochon as building company - very happy with them.</p> <p>Kou worked into \$150-200,000 in contingencies, with various options.</p>
<p>Community of Peace Academy</p>	<p>John Gawarecki</p>	<p>See comments below (1)</p>

Great River School	Jennifer Yiangou	JY sent email to Sam O'Brien & Stacy Kreger.

DJ Krantz (<https://djkrantz.com/commercial-office/srf-consulting>)
<https://www.srfconsulting.com/contact/>

Reference (Contact)	MSA Contact	Notes
New Life Church & Academy	Holly Rome	
SRF Consulting	Noah Langseth	
Self Esteem Brands/Anytime Fitness Headquarters	Aron Hellner	Jennifer Yiangou has information on this project - All positive feedback.
Maple Grove Hospital - North Memorial Health	Wendell Sletten	See below (3)

NTH, Inc.

Reference (Contact)	MSA Contact	Notes
Dunwoody College of Technology Rich Wagner President (612) 381-3099 rwagner@dunwoody.edu	Dan Ellingson	Email sent
Lake Country School Angela Mullin Office Administrator (612) 827-3707 amullin@lakecountryschool.org	Dan Ellingson	Email sent
MacPhail Center for Music		
Saint Paul Academy	Jennifer	Left message for Pete

	Yiangou	
The Family Partnership Molly Greenman President and CEO (612) 339-9101 mgreenman@thefamilypartnership.org	Dan Ellingson	See response below (2).

Rochon

Reference (Contact)	MSA Contact	Notes
Dan called Holly Fischer (Director of Operations at DaVinci Academy) who has worked with Kou Vang since their build a few years ago. 763-754-6577 ext. 1103.	Dan Ellingson	Holly recommends working with them. Did all the building in 2017. Quality of work was great. They were very helpful in deciding where to spend money. They have done lots of schools, so very familiar with this. Main frustration is that the school projects goes down to the last wire, but very typical. Definitely not done early.

Example questions:

1. What was your relationship with the developer?
2. How long did you work with each other?
3. How would you rate their work?
4. Were they dependable? Did they get to work on time?
5. Did they complete the tasks and assignments given to them?
6. Did they take direction well?
7. What are their strong points?

8. What are their weak points?
9. Do they have good communication and listening skills?
10. Would you hire them again? yes or no If no why not?
11. Did they require a lot of supervision or work well independently?
12. Would you like to add anything else?

(1) JB Vang Feedback from COPA

1.How would you describe your relationship with the developer?

Both professional and friendly.

2.How long did you work with each other?

I worked with JBVang for a year and a half, but they worked with CPA before I started as well. I worked with Kou, Justin, Jason and Blai and I have a great relationship with all four of them.

3. How would you rate their work?

Fantastic.

4. Were they dependable? Did they get to work on time?

No concerns about dependability.

5. Did they complete the tasks and assignments given to them on time?

They were very dependable.

6. Did they take direction well?

We occasionally had issues with Rochon or a sub contractor during the project, but JBVang always had our interests and would always make time to hear our concerns. They were a wonderful advocate for us throughout the project while always listening to our needs.

7. What are their strong points?

Extremely knowledgeable and reliable, friendly and professional.

8. What are their weak points?

None come to mind.

9. Do they have good communication and listening skills?

Yes.

10.Would you hire them again? yes or no If no why not?

Absolutely.

11.Did they require a lot of supervision or work well independently?

While they met with us weekly at least, the majority of their work was done independently.

12.Would you like to add anything else?

Building projects are never easy and I would work with JBVang again anytime. We had a lot of COVID related delays but they were always right there with us, listening and problem solving.

(2) On Wed, Mar 24, 2021 at 11:12 AM Molly Greenman
<MGreenman@thefamilypartnership.org> wrote:

Dan,

I would be happy to give a reference for NTH!

1. What was your relationship with the developer? NTH has been our project rep on a \$23 million capital campaign and project, since 2014. They had done some pro bono work for us, on facility related issues prior to this, but competed successfully over two other entities for the big project. They worked with us from day one, managing the architect (BWBR) and construction firm (Mortenson); finding and purchasing the property; working closely with our campaign consultants, board and staff. The property we wanted was more than we required, so we embarked on a partnership with PPL, and Twin Cities Landbank, which NTH really coordinated. They were with us every step of the way.
2. How long did you work with each other? 7 years and counting (construction was completed at the end of February, and furniture is still coming in). After Mortenson "handed over the keys," NTH has been on site to coordinate vendors and a few contractors, coming in and out.
3. How would you rate their work? Terrific. Everyone on their team (Tina Hoyer, Paul Johnson, Dani Warren) is outstanding.
4. Were they dependable? Did they get to work on time? Absolutely dependable! Not sure that "getting to work on time" is relevant, but I will say, Paul Johnson agreeing to be on site at 7:00 am, the past few weeks, has been much appreciated by TFP staff!
5. Did they complete the tasks and assignments given to them? Absolutely
6. Did they take direction well? Yes, and really they were more often the "guiders." They were really good at laying out timelines, decision points, and helping us think through decisions.
7. What are their strong points? Getting things done, working as a team. They understand nonprofits, and work with board and donors, well.
8. What are their weak points? To be honest the only thing I can think of, is their original "sales pitch," lacked the "pizazz" of the competitors. That was a long time ago, and I suspect that may have changed. But, as an organization that is often referred to as a "workhorse, not a showhorse," NTH really fit with our organizational values.
9. Do they have good communication and listening skills? Yes.

10. Would you hire them again? yes or no If no why not? Absolutely.

11. Did they require a lot of supervision or work well independently? Independently, and as I said, they were great about guiding me, and letting me know when and what needed my attention. This allowed me to continue to focus on running the organization, which is no small task, either.

12. Would you like to add anything else? Partnership is in our name and DNA. As such, I consider myself a good judge of quality – NTH is definitely in the top 5 of our organizational partners.

Happy to talk further, if need be, and best wishes with your project,
Molly

Molly Greenman, MSW

President and CEO

MAIN: 612.729.0340 | **DIRECT:** 612.341.1622

CELL: 612.801.1171 | **FAX:** 612.729.2616

EMAIL: mgreenman@thefamilypartnership.org

[4123 East Lake Street, Minneapolis, MN 55406](#)

THEFAMILYPARTNERSHIP.ORG

(3) From: **Andy Cochrane** <Andy.Cochrane@northmemorial.com>

Date: Wed, Mar 24, 2021 at 2:21 PM

Subject: RE: D.J. Kranz Reference

To: Wendell Sletten <wsletten@mnmsa.org>, dick.howard1950@gmail.com <dick.howard1950@gmail.com>

Wendell,

I am happy to provide responses in support of you engaging DJ Kranz for your project. They have been the easiest and most trustworthy partner I have worked with in my 30+ year career. Please see my responses below:

Were you contracted with D.J. Kranz for the construction of the Maple Grove Hospital? Yes. I came to my role as CEO in late 2008 and DJ was well into their work on the construction of the hospital. We have continued to work with them on other work on both of our hospital campuses.

What role did you play within your relationship with D.J. Kranz? Executive leadership direction and decision making with DJ executives and project team including foreman.

What would you say were D.J. Kranz's strengths? Engagement with our team, follow through on timelines, holding subs accountable, infection prevention, flexibility working around needs of our team.

What would you say were D.J. Kranz's weakness or areas of improvement? Honestly don't have anything that stands out. Initially I was concerned with their size given the scope of our project (5 floors of hospital space attached to an existing ambulatory operation) but that was never a hinderance or challenge.

What was a highlight of working with D.J. Kranz? Besides the project being delivered on time and under budget, I have enjoyed the relationships with the DJ team. They have remained a part of our health care family and have operated as if they have been part of our workforce. They are easy to work with and I trust their team.

On a scale of 1-10, (one being not satisfied and 10 being extremely satisfied) how would you rank your experience with D.J. Kranz? 9 (I find it hard to ever give anyone a 10)

Would you rehire D. J. Kranz for future projects? Why or why not? I would for the reasons listed above.

Best of luck with your project!

Andy

Andy Cochrane

Chief Hospital Officer

3366 Oakdale Avenue North, Suite 450

Robbinsdale, MN 55422

Office: (763) 581-1550 | Cell: (832) 477-6354

andy.cochrane@northmemorial.com

Executive Assistant: Beth Thorson

Office: (763) 581-1554

beth.thorson@maplegrovehospital.org

Topic: Finance meeting

Time: April 12th, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 915 0370 1560

ktmMkZSUT09Passcode: mgQLD3

Attendees: Cody, John, Dustin, Sandi O., Lisa A., Ken L., Tom J. `

- Financials - March

Looking very positive at this point of the year.

ADM is slightly lower than our working budget. Will adjust prior to the upcoming BOD meeting.

Revenues are about right on track (75%).

Expenses are sitting at a very good spot (68%).

There is a girl's basketball line for activities, but nothing has been coded to it yet.

- Budgets Updates

Payroll is being updated to reflect the new pay scale increases.

- Fund Raising

~\$1,900 additional funds are available for distribution.

- Covid related spending

Replenishing as identified to the Building A Office Manager.

Projected to use one canister of wipes per teacher per week.

- Two teachers brought up a concern about the Covid Money and what it was spent on?
- Earlier this spring, staff were allegedly told at a staff meeting that they would not have to take money for PTO if they had to quarantine, but could still teach from

home. However some teachers were sent home because of Covid concerns and were not allowed to teach from home, even though they felt fine.

- The teachers do not believe that this is best practice for students. If a teacher is healthy, they should be allowed to teach from home. It is not best practice to have a sub if a teacher can teach their own students.
- South Saint Paul does not require teachers to take PTO if they can teach from home and have to miss school because of covid-related reasons
- There was also talk earlier this year that if a teacher went home that some of the smaller classes could be combined, so for example, if a teacher has a class with 2 kids, if another teacher has to go home, those classes could be combined. However, there was no system put in place to do this?
- Additionally some teachers feel that they are being taken advantage of because they agreed to give up the stipend money so that teachers who had a medical reason to teach from home could do so, and we understood the need for this. However, the other teachers believe that they should get the same consideration, because they now have a medical reason to do. They are not simply trying to take advantage of the situation.
- Last month, the teachers of this committee were told that the Covid Coordinator was paid from the Covid funds, so we thought this would be the place to bring up our concerns, even though it isn't talking about covid supplies.
- Solar Panels
Cody is looking into the possibility of this on campus. Will work on it over the summer. Residential solar panels typically have a 5 year payback period.

The meeting for next month will be May 10th, at 5:00 pm.

Math and Science Academy
 Monthly Contributions for Board Approval (Date: 03/01/2021 - 03/31/2021)

ED T ORG PRG CRS FIN	OBJ	FYTD Activity	Date	Src . Sub	Batch	Vendor Name/Ref	PO# /Line#	Description	Inv# /Desc2	Inv Date	Chk# /Rec#	Check Date	Amount
01 R 005 000 000 000 096	096	2,660.00	03/18/21	CR	20-50107		29	AP Exam March		03/10/21	132		-160.00
								*01 R 005 000 000 000 096					-160.00
								*Cash Receipts					-160.00
01 R 005 000 265 000 096	096	53,399.19	03/18/21	CR	20-50107		1	Blackbaud Giving Fund - Wells Fargo (Annual Fund)		03/10/21	118		-7.62
03/18/21	CR	20-50107					9	CAF America- 3M- Annual Fund matching gifts		03/10/21	125		-582.17
03/18/21	CR	20-50107					10	CAF America- 3M- Annual Fund		03/10/21	126		-97.02
03/18/21	CR	20-50107					11	CAF America- 3M- Annual Fund		03/10/21	127		-485.15
03/18/21	CR	20-50107					12	Donation		03/10/21	128		-230.38
03/18/21	CR	20-50107					28	MightyCause - Annual Fund		03/10/21	131		-35.00
03/22/21	JE	20-00035					1	GTTM Donation to GSA		03/22/21			300.00
03/30/21	CR	20-50112					1	Mightycause		03/30/21	134		-35.00
03/30/21	CR	20-50112					2	Blackbaud Giving Fund		03/30/21	135		-500.00
03/30/21	CR	20-50112					3	Blackbaud Giving Fund		03/30/21	136		-50.00
03/30/21	CR	20-50112					4	CAF America		03/30/21	137		-138.00
								March					-1,860.34
								*01 R 005 000 265 000 096					-1,860.34
								*Cash Receipts					-2,160.34
								*Journal Entries					300.00
01 R 010 298 413 000 096	096	7,040.00	03/18/21	CR	20-50107		4	FIRST - FRC Robotics - regrant		03/10/21	121		-2,000.00
03/18/21	CR	20-50107					8	CAF America- 3M- FRC First Robotics		03/10/21	124		-1,040.00
								March					-3,040.00
								*01 R 010 298 413 000 096					-3,040.00
								*Cash Receipts					-3,040.00
01 R 010 298 416 000 096	096	200.00	03/18/21	CR	20-50107		13	Donation- Newspaper March		03/10/21	128		-200.00
								*01 R 010 298 416 000 096					-200.00
								*Cash Receipts					-200.00

2020-21
 FYTD Activity

FD T	ORG	PRG	CRS	FIN	OBJ	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01	R	010	298	419	000	096	096	675.00	14	Donation- Nordic Ski March		03/10/21	128		-175.00
										*01 R 010 298 419 000 096					-175.00
										*Cash Receipts					-175.00
01	R	010	298	443	000	096	096	2,540.00	5	FIRST - - FTC First Robotics - regrant		03/10/21	122		-500.00
03/18/21	CR						20-50107								
03/18/21	CR						20-50107			CAF America- Xcel- FTC First Tech		03/10/21	123		-540.00
03/18/21	CR						20-50107			CAF America- 3M- FTC First Tech		03/10/21	124		-1,000.00
03/22/21	JE						20-00035			March *01 R 010 298 443 000 096 *Cash Receipts					-2,040.00
03/22/21	JE						20-00035			GTTM Donation to GSA March *01 R 010 298 445 000 096 *Journal Entries		03/22/21			-300.00
Grand Revenue Totals															66,814.19

Total for Cash Receipts -7,775.34
 Total for Journal Entries 0.00
 Grand Total -7,775.34

Number of Accounts: 7

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

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



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

Financial Statements

March 31, 2021

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

Balance Sheet

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

The school's cash and investment balance at March 31st was \$2,371,299.

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

Prior Year state aids receivable represents the balance of the State Aids for FY20 that are expected to be received by the School during Fiscal Year 2021. The current balance is \$13,226.

Current year state aids receivable represents the estimated amount that the State owes the school for the current fiscal year based on the 10% holdback. The current balance is \$417,061.

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

Prepaid expenditures represent subscriptions and licenses paid in advance for the FY22 school year. The current balance is \$106,721.

Salaries and wages payable represent the amount due to teachers for summer checks as part of the FY21 contracts. This calculation is based on an estimate of salaries/wages earned during the year. These salaries and wages will be earned in FY21, but not paid out until July and August of 2021. The current balance is \$238,469.

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period. The current balance is \$51,884.

Payroll deductions and contributions represents a prepayment of employee benefits. The current balance is \$(16,304). The negative balance represents amounts paid to vendors, but not yet deducted from employee's checks.

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

The Working Budget has been updated to reflect a surplus of \$81,535 which would result in an ending fund balance of \$2,228,611 or 38% of total expenditures.

The current preliminary surplus is \$488,180. This figure reflects data through March 31st.

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

"Hot Topics"

- Cash flow is strong with approximately \$2 million in cash. During the bond refinancing project, cash accounts were consolidated. The savings account balance and the balance of the Certificate of Deposit balance were transferred into the Main Checking account at Old National Bank. The intent in consolidating these accounts was to save on monthly fees charged by the bank (account analysis charge).
- As of March 31st, the balance in the Repair & Replacement Fund is approximately \$175K.
- We will continue monitoring potential state funding adjustments for potential revenue or cash flow impacts in future years. Minnesota Management and Budget office released new budget projections for the State of Minnesota. Currently, the State is expected to have a \$641 million surplus. This is in contrast to a deficit budget that was previously projected. At this time, we do not anticipate any reductions to funding for charter schools.
- Given the \$641 million dollar surplus that the state is projecting, we are not anticipating changes to the FY21 holdback percentages, however, we will be monitoring legislation for future year changes.
- Bond covenant metrics:
 - FY20 – Days cash on Hand: Requirement = 60 Days, Actual = 156
 - FY20 – Debt Service Coverage Ratio: Requirement = 100%, Actual = 135%

 - FY21 Days Cash on Hand: Requirement = 60 Days, Projected = 159
 - FY21 Debt Service Coverage Ratio: Requirement = 100%, Projected = 148%

Supplemental Information for March 2021.

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

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

**Math and Science Academy
Woodbury, MN
Balance Sheet
March 31, 2021**

	Audited June 30, 2020	Balance March 31, 2021
Assets		
Current assets		
Cash and investments - unrestricted	\$ 1,656,426	\$ 1,389,399
Cash and investments - required for Bond Compliance	-	981,900
Certificates of deposit	152,987	-
Accounts receivable	12,638	-
Due From Building Company	40,420	1,000
Prior year state aids receivable	652,800	13,226
Current year state aids receivable	-	417,061
Federal aids receivable	4,460	-
Prepaid expenditures	193,461	106,721
Total assets	2,713,193	\$ 2,909,307
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 312,576	\$ 238,469
Accounts payable	150,356	51,884
Payroll deductions and contributions	103,184	(16,304)
Total current liabilities	566,116	274,050
Fund balance		
Fund balance 7-1-2020	2,137,380	2,137,380
Assigned fund balance - student activities 7-1-2020	9,697	9,697
Net income to date	-	488,180
Total fund balance	2,147,077	2,635,257
Total liabilities and fund balance	\$ 2,713,193	\$ 2,909,307

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, 2021**

		Audited FY20 Actual 485.85 ADM	Revised FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	75% March YTD 492.97 ADM	Percent of Working Budget
General Fund - 01						
Revenues						
State revenues						
211	General education aid	\$ 3,806,856	\$ 3,947,277	\$ 3,947,277	\$ 2,967,296	75.2%
348-300	Charter school lease aid	805,351	833,076	833,076	282,247	33.9%
317	Long-term facilities maintenance revenue	74,637	76,077	76,077	-	0.0%
740-360	Special education aid	706,857	712,264	712,264	504,935	70.9%
201	Endowment aid	21,795	20,663	20,663	20,479	99.1%
370	Other MN aid (safe schools supplemental aid)	22,846	-	-	-	-
397	Pension revenue	-	15,000	15,000	-	0.0%
	Prior year over (under) accrual	6,916	-	-	-	-
	Current year state aids receivable	-	-	-	417,061	-
	Total state revenues	5,445,258	5,604,357	5,604,357	4,192,018	74.8%
Federal revenues						
419	Federal special education aid	70,527	67,045	67,045	-	0.0%
414	Title II funds	21,427	9,647	9,647	2,026	21.0%
151,153,154	CARES and CRF Funding	-	158,401	158,401	148,954	94.0%
	Total federal revenues	91,955	235,093	235,093	150,980	64.2%
Local revenues						
000-050	Fees from patrons: scholastic, AP exam, staff shirts, class fees	22,554	28,000	28,000	16,115	57.6%
920-050	Fees from patrons: study hall	1,810	100	100	100	100.0%
300-050	Fees from students: field trips	21,282	-	-	-	-
372-071	Third party billing	1,944	1,000	1,000	900	90.0%
092	Interest earnings	16,568	1,600	1,600	1,069	66.8%
265-096	Annual fund/capital campaign/dragon dinner	88,678	52,000	53,500	53,399	99.8%
000-096	Donations and misc. grants	2,759	(4,638)	(4,638)	(4,478)	100.0%
099/620	Misc. revenues	1,884	100	217	217	100.0%
621	Year book revenues, planners	3,587	3,100	3,100	640	20.6%
625	Insurance recovery	-	3,400	3,400	3,400	100.0%
C 400's	Student activities revenue	85,579	129,200	50,000	39,068	78.1%
	Total local revenues	246,645	213,862	136,279	110,431	81.0%
Total revenues		\$ 5,783,857	\$ 6,053,312	\$ 5,975,729	\$ 4,453,428	74.5%
		5,783,857	6,053,312	5,975,729	4,453,428	

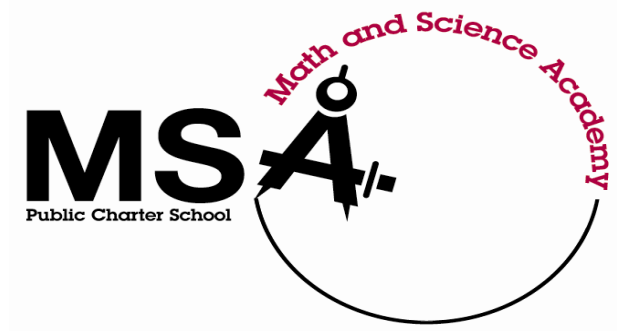
**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
March 31, 2021**

		Audited FY20 Actual 485.85 ADM	Revised FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	75% March YTD 492.97 ADM	Percent of Working Budget
Expenditures						
100	Salaries and wages	\$ 2,042,506	\$ 2,226,087	\$ 2,226,087	\$ 1,601,928	72.0%
200	Employee benefits	815,937	784,571	784,571	499,480	63.7%
Crs 180	Extracurricular activities	192,269	74,678	74,678	-	0.0%
305	Contracted services	203,545	232,160	232,160	167,806	72.3%
315	Repairs and maintenance for computers	36,550	45,000	45,000	35,734	79.4%
320	Communications services	18,564	19,115	19,115	14,404	75.4%
329	Postage	4,989	4,200	4,200	1,807	43.0%
330	Utilities	91,472	80,000	80,000	56,474	70.6%
340	Property and liability insurance	29,705	34,200	34,200	15,207	44.5%
350	Repairs and maintenance	101,701	100,000	100,000	86,190	86.2%
360	Transportation for field trips	7,440	-	-	-	-
366/368	Staff training/travel and conferences	22,485	15,000	15,000	12,264	81.8%
369	Field trips admissions	13,209	-	-	-	-
370	Building lease	895,045	925,640	925,640	626,245	67.7%
370	Other rentals and operating leases	356	800	800	91	11.4%
380	Computer and tech related hardware rental	32,696	28,000	28,000	21,345	76.2%
401/455/465	General supplies	38,643	20,000	20,000	14,628	73.1%
401	Maintenance supplies	21,658	15,000	15,000	12,829	85.5%
405	Non-instructional computer software and license	20,059	20,525	24,000	23,854	99.4%
406	Instructional software licensing	14,786	22,450	22,450	20,815	92.7%
430/456/466	Instructional supplies	90,768	30,000	30,000	9,909	33.0%
460	Textbooks and workbooks	17,247	15,000	15,000	10,713	71.4%
461	Standardized tests	20,093	15,000	15,000	3,838	25.6%
490	Food	320	1,000	1,000	-	0.0%
505/506	Capitalized technology software	9,427	10,000	10,000	7,579	75.8%
530	Other equipment/furniture	21,088	3,500	3,500	338	9.7%
555/556	Technology hardware (cap)	6,955	5,000	5,000	-	0.0%
820	Dues and memberships, fees	38,196	45,500	45,500	45,515	100.0%

**Math and Science Academy
Charter School No. 4043
Statement of Revenues and Expenditures
March 31, 2021**

		Audited FY20 Actual 485.85 ADM	Revised FY21 Budget 495 ADM	Working FY21 Budget 495 ADM	75% March YTD 492.97 ADM	Percent of Working Budget
898	Scholarships	-	500	500	-	0.0%
	Annual fund (265)	7,652	42,500	42,500	-	0.0%
	State special education	753,161	774,200	774,200	469,912	60.7%
Fin 372	Third party billing	759	1,000	1,000	756	75.6%
	Federal special education	70,527	67,045	67,045	22,573	33.7%
	Title II funds	21,427	9,647	9,647	6,419	66.5%
151,153,154	CARES and CRF Funding	-	158,401	158,401	156,893	99.0%
891	Pension expense	-	15,000	15,000	-	0.0%
	Student activity expense	96,637	129,200	50,000	19,701	39.4%
Total expenditures		\$ 5,757,872	\$ 5,969,919	\$ 5,894,194	\$ 3,965,248	67.3%
		5,757,872	5,969,919	5,894,194	3,965,248	
General fund net income		\$ 25,985	\$ 83,393	\$ 81,535	\$ 488,180	
Fund balances						
Beginning fund balance, all funds		\$ 2,121,091	\$ 2,147,076	\$ 2,147,076		
Projected fund balance, all funds		\$ 2,147,076	\$ 2,230,469	\$ 2,228,611		
		37%	37%	38%		

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



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

Supplemental Information

March 31, 2021

**Math and Science Academy
ExtraCurricular/Student Activities
March 31, 2021**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
401	Student Council Funds	\$ 276	\$ -	\$ -	\$ 276
402	NHS Funds	407	740	(385)	762
404	FIRST Lego League (FLL)	809	550	(867)	492
405	Prom	1,788	-	-	1,788
406	Ex-Curr Academic Triathlon	145	-	-	145
407	Ex-Curr Theatre Funds	308	3,083	621	4,012
409	Girls Basketball	-	-	-	-
413	FIRST Robotics Competition (FRC)	-	7,215	(2,592)	4,623
416	Newspaper	32	200	-	232
419	Nordic Ski Team	122	3,300	(876)	2,547
420	Cross Country	-	5,435	(2,666)	2,769
422	Music Fund	198	860	(500)	558
423	Boys Basketball	408	2,840	(1,065)	2,183
431	Girls Volleyball	946	1,750	(1,088)	1,609
432	Athletic Account	313	-	(923)	(609)

**Math and Science Academy
ExtraCurricular/Student Activities
March 31, 2021**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
440	Badminton	501	350	-	851
441	Trap Team	89	-	-	89
442	Boys Volleyball	90	-	-	90
443	FIRST Tech Challenge (FTC)	-	7,625	(5,557)	2,068
445	Gay Straight Alliance (GSA)	58	300	(75)	283
447	Class of 2020	1,760	-	(630)	1,130
449	Soccer	-	1,480	(1,480)	-
450	Football	-	1,475	(1,475)	-
451	Cheers Volunteer	33	50	-	84
452	SWENext Club	24	-	-	24
453	Class of 2021	550	-	-	550
Total student activity balances		\$ 8,857	\$ 39,068	\$ (19,701)	\$ 28,224
		\$ 8,857	\$ 39,068	\$ (19,701)	\$ 28,224

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.*



February 2021 Statement

Open Date: 01/14/2021 Closing Date: 02/10/2021

Account:



Visa® Business Card

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
8

New Balance	\$2,129.65
Minimum Payment Due	\$22.00
Payment Due Date	03/09/2021

Activity Summary

Previous Balance	+	\$1,720.87
Payments	-	\$1,720.87 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,129.26
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.39
Interest Charged		\$0.00
New Balance	=	\$2,129.65
Past Due		\$0.00
Minimum Payment Due		\$22.00
Credit Line		\$30,000.00
Available Credit		\$27,870.35
Days in Billing Period		28

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



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

- to pay by phone
- to change your address

000003831 01 SP 000638721493307 P Y

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



Account Number	
Payment Due Date	3/09/2021
New Balance	\$2,129.65
Minimum Payment Due	\$22.00

Amount Enclosed \$ _____

Cardmember Service

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



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

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at:

Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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

February 2021 Statement 01/14/2021 - 02/10/2021

Page 2 of 3

MATH&SCIENCE ACADEMY
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service



1-866-552-8855



Important Messages

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

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

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

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

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/04	02/04	URE	PAYMENT THANK YOU	\$1,720.87	CR
TOTAL THIS PERIOD				\$1,720.87	CR

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/14	01/13	0766	ASCA 703-683-2722 VA	\$198.00	
01/21	01/20	0279	AMAZON.COM*2R7SK4ZT3 A AMZN.COM/BILL WA	\$31.98	
01/21	01/20	6430	AMZN Mktp US*3B3J42RG3 Amzn.com/bill WA	\$77.90	
01/28	01/27	6016	LAPTOPSCREEN 855630111 778-340-5658 NV	\$722.67	
01/29	01/28	0368	CLASSMARKER.COM PLAN NEWCASTLE AU	\$19.95	
02/01	01/29	0485	AMZN Mktp US*GB5EC2WH3 Amzn.com/bill WA	\$27.99	
02/04	02/03	2628	AMZN Mktp US*G57TJ00Z3 Amzn.com/bill WA	\$79.95	
02/08	02/07	2558	SMK*SURVEYMONKEY.COM 971-2445555 CA	\$29.00	
02/08	02/05	5939	REVROBOTICS 184-425-5226 TX	\$93.06	
02/08	02/05	6323	ANDY MARK INC 7658684779 IN	\$12.96	
02/08	02/05	4197	AMZN Mktp US*LT1ZM7A63 Amzn.com/bill WA	\$124.95	
02/09	02/08	5882	SP * 3DFUEL FILAMENT HTTPS3DFUEL.M ND	\$331.95	
02/09	02/08	0206	ANDY MARK INC 765-868-4779 IN	\$173.18	
02/09	02/08	7944	VEXROBOTICS 903-453-0802 TX	\$205.72	
TOTAL THIS PERIOD				\$2,129.26	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/29	01/28	0368	FRGN TRANS FEE-CLASSMARKER.COM PLAN NE	\$0.39	
TOTAL FEES THIS PERIOD				\$0.39	

February 2021 Statement 01/14/2021 - 02/10/2021
 MATH&SCIENCE ACADEMY
 JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.78
Total Interest Charged in 2021	\$0.00

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

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.24%	
**PURCHASES	\$2,129.65	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us



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



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



Mail payment coupon with a check
 Cardmember Service
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online
myaccountaccess.com

End of Statement

MATH&SCIENCE ACADEMY



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Link your card in the Mobile App or online today.

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

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/04/2021	202000705	A.J. ALBERTS PLUMBING INC.	"Change batteries in non-functioning Sloan flushometers on urinals in boys bath(1st and 2nd floors) Tested units multiple times, flushometers are operating properly."	175.00
03/04/2021	202000699	BABB, JENNA	Professional Development Reimbursement	35.00
03/04/2021	202000704	CASEY-WOLF, THERESA	School Psychologist: Feb 2021 15 hrs @ \$90/hr	1,350.00
03/04/2021	202000695	CENTURY LINK	Monthly Service: FEB 19-MAR 18; Account 651-731-5162 971	129.68
03/04/2021	202000697	CENTURY LINK	MONTHLY SERVICE- Feb 22-Mar 21; Account 651-731-9416 212	256.81
03/04/2021	202000696	COMCAST	Internet: 2/27/21-3/26/21 - Account 8772 10 577 0827141	349.95
03/04/2021	202000700	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	211.92
03/04/2021	202000709	FINN SISU, INC.	Nordic Ski Equipment	35.20
03/04/2021	202000710	FINN SISU, INC.	Nordic Ski Equipment	81.60
03/04/2021	202000702	JOSTENS	Cords for Graduation	174.27
03/04/2021	202000711	JR COMPUTER ASSOCIATES	Monthly Contract	3,050.00
03/04/2021	202000701	MN BCA	Background Checks	24.00
03/04/2021	202000706	RATWIK, ROSZAK & MALONEY, PA	Legal Services: Jan 2021 1 hr @ \$265	265.00
03/04/2021	202000703	TRANE U.S. INC.	contract/call no 21-8735934 PER PROPOSAL 2992598 DATED JANUARY 27 2021: PROVIDED AND INSTALLED NEW MOTOR. (MODEL5001/SN	2,214.00
03/04/2021	202000707	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning Service: 2021 March	3,530.00
03/04/2021	202000708	VERIZON WIRELESS	Phone Service: Jan 21-Feb 20 and Hotspots (GEER)	1,193.24
03/04/2021	202000694	WELLS FARGO VENDOR FINANCIAL SERVICES	RICOH copiers	859.42
03/04/2021	202000698	XCEL ENERGY	Electric/Gas Usage: 1/11/21-2/9/21 Acct #51-5755815-9	7,452.82
03/10/2021	202000726	ACCESS	Monthly Storage Fee	39.99
03/10/2021	202000725	BLICK ART MATERIALS	HS Art Supplies	405.53
03/10/2021	202000712	CULLIGAN	Drinking Water Equipment Service: March 2021 Acct#157-00808535-7	28.95
03/10/2021	202000723	ECKROTH MUSIC	Eastman VL100ST44 Violin Outfit 4/4	524.00
03/10/2021	202000718	ESPARZA, PAUL	Reimbursement: Maintenance Supplies (ESSER)	99.90
03/10/2021	202000727	ESPARZA, PAUL	"Maintenance: Feb 2021 76hrs ESSER, 16.5hrs GenEd"	2,405.00
03/10/2021	202000724	FAMILY ACHIEVEMENT CENTER, INC	"Jan 2021 Speech, OT Services and Physical Therapy and Mileage"	9,439.06
03/10/2021	202000716	GERADS, TRAVIS	Basketball Ref 2/18/21	116.00
03/10/2021	202000719	GIS BENEFITS	Insurances: March 2021	6,700.11
03/10/2021	202000720	HANSEN'S LAWN CARE	Snow Plowing and Snow & Ice Management: Feb 2021	6,715.00
03/10/2021	202000721	JOSTENS	"Graduation Outfits, Caps and Tassels"	1,392.00
03/10/2021	202000714	LEHNER, KENNETH	Basketball Ref 2/25/21	61.00
03/10/2021	202000713	MENTH, MICHAEL	Basketball Ref 2/18/21	116.00
03/10/2021	202000722	PITNEY BOWES GLOBAL FIN. SERV.	Lease: 03/30/2021 - 06/29/2021	257.00
03/10/2021	202000715	VOIT, JORDAN	Basketball Ref 2/25/21	79.00
03/10/2021	202000717	VOIT, TAYLOR	Basketball Ref 2/25/21	79.00
03/12/2021	202000728	MN BCA	Background Checks	40.00
03/15/2021	202000687	FURTHER	Payroll accrual	846.25
03/15/2021	202000687	FURTHER	Payroll accrual	461.90
03/15/2021	202000688	INTERNAL REVENUE SERVICE	Payroll accrual	765.00
03/15/2021	202000688	INTERNAL REVENUE SERVICE	Payroll accrual	6,538.67
03/15/2021	202000688	INTERNAL REVENUE SERVICE	Payroll accrual	6,115.15
03/15/2021	202000688	INTERNAL REVENUE SERVICE	Payroll accrual	1,430.16

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CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
03/15/2021	202000688	INTERNAL REVENUE SERVICE	Payroll accrual	6,115.15
03/15/2021	202000688	INTERNAL REVENUE SERVICE	Payroll accrual	1,430.16
03/15/2021	202000689	MID ATLANTIC TRUST COMPANY	Payroll accrual	944.00
03/15/2021	202000689	MID ATLANTIC TRUST COMPANY	Payroll accrual	134.00
03/15/2021	202000689	MID ATLANTIC TRUST COMPANY	Payroll accrual	2,894.00
03/15/2021	202000690	MINNESOTA DEPT OF REVENUE	Payroll accrual	110.00
03/15/2021	202000690	MINNESOTA DEPT OF REVENUE	Payroll accrual	3,312.93
03/15/2021	202000691	PERA	Payroll accrual	1,233.56
03/15/2021	202000691	PERA	Payroll accrual	1,423.36
03/15/2021	202000692	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,193.99
03/15/2021	202000692	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	6,714.29
03/16/2021	202000693	BILL.COM	Fees	169.14
03/19/2021	202000729	THE ARBITRAGE GROUP INC	Professional services rendered in connection with the preparation of our rebate report for the \$9,765,000 City of Woodbury, Minnesota Charter School Lease Revenue Bonds (MSA Building Company) Series 2012A Final Rebate Calculation For the Period November 2	1,000.00
03/22/2021	202000740	BLICK ART MATERIALS	HS Art Supplies	16.46
03/22/2021	202000741	BSN SPORTS, LLC	CHECK ADJUSTABLE OVER EAR FACE GUARD 100 @\$6.00each (ESSER)	630.00
03/22/2021	202000732	COMCAST	Internet & Phone: 3/18/21-4/17/21 Acct# 8772 10 577 0477541	514.72
03/22/2021	202000733	GAJANETHARAN, NITHIYA	Reimbursement: FTC Supplies	1,541.27
03/22/2021	202000734	HELLNER, ARON	Vision Reimbursement: Eyeglasses	200.00
03/22/2021	202000745	INNOVATIVE OFFICE SOLUTIONS LLC	Wipes and Gloves (ESSER)	1,831.99
03/22/2021	202000746	INNOVATIVE OFFICE SOLUTIONS LLC	Classroom Supplies	1,593.94
03/22/2021	202000747	INNOVATIVE OFFICE SOLUTIONS LLC	Classroom Supplies	85.26
03/22/2021	202000738	JOSTENS	Graduation Diplomas	575.82
03/22/2021	202000739	JOSTENS	Graduation Cap and Tassels	127.12
03/22/2021	202000742	KAISER MANUFACTURING, INC	Gauge Vinyl (ESSER)	399.00
03/22/2021	202000736	KRAUS-ANDERSON INSURANCE	Practical HR: March 2021	250.00
03/22/2021	202000737	KRAUS-ANDERSON INSURANCE	Practical HR: April 2021	250.00
03/22/2021	202000744	LIFETOUCH NSS ACCTS RECEIVABLE	Yearbooks	1,632.40
03/22/2021	202000743	POPP COMMUNICATIONS	Telephone Services: 2/6/21-3/5/21 Account Number: 10003837	58.48
03/22/2021	202000735	REGION 3AA	Section 3 Nordic Ski. \$20.00 per participant (10 participants)	200.00
03/22/2021	202000749	ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,381.11
03/22/2021	202000731	US BANK	Rent	45,596.88
03/22/2021	202000748	WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,463.64
03/23/2021	202000730	BLUE CROSS BLUE SHIELD OF MN	Health Insurance: April 2021	41,368.00
03/26/2021	202000773	A.J. ALBERTS PLUMBING INC.	Can not get toilet to flush, no signs of life in the head. Recommend replacement of head.	596.76
03/26/2021	202000752	ADAMS, PAUL	Boys Basketball Ref 3/9/20	79.00
03/26/2021	202000765	AGUILERA, TERRYN	Ref Boys Basketball 3/11/21	61.00
03/26/2021	202000768	BERGANKDV OUTSOURCED SERVICES LLC	Financial Management and Accounting Services: March 2021	7,330.00
03/26/2021	202000772	BERWALD ROOFING COMPANY, INC	REPAIRED LEAK IN ROOF ON 3/10 AND 3/11/21	1,184.00
03/26/2021	202000753	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 01/28/21-2/25/21	79.72
03/26/2021	202000754	CITY OF WOODBURY	Water: 8460 Woodbury Xing 01/28/2021-2/25/21	46.15
03/26/2021	202000755	CITY OF WOODBURY	Water: 8500 Woodbury Xing 01/28/2021-2/25/21	42.04

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/26/2021	202000756	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 01/28/2021-2/25/21	34.58
03/26/2021	202000774	CITY VIEW ELECTRIC INC	FIRE ALARM ISSUES DUE TO CONNECTIVITY. RETURN VISIT: MET W/ IT TO RECONFIGURE FIRE ALARM SYSTEM VIA INTERNET INSTEAD OF CELLULAR	372.04
03/26/2021	202000775	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: Jan 2021	381.72
03/26/2021	202000776	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: Feb 2021	381.72
03/26/2021	202000777	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: March 2021	381.72
03/26/2021	202000763	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	77.37
03/26/2021	202000761	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	203.32
03/26/2021	202000769	FOLZ, FREEMAN, ERICKSON, INC.	ALTA/NSPS Land Title Survey	5,335.00
03/26/2021	202000766	GAWARECKI, JOHN	Vision Reimbursement:	200.00
03/26/2021	202000778	INNOVATIVE OFFICE SOLUTIONS LLC	Gloves and Wipes (ESSER)	1,179.62
03/26/2021	202000760	JOHNSON, JAY	Ref for Girls Basketball 3/8/21	79.00
03/26/2021	202000762	LABELLE, PAUL	Ref Girls Basketball 3/8/21	79.00
03/26/2021	202000759	LEHNER, KENNETH	Basketball Ref 3/11/21	61.00
03/26/2021	202000770	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment and usage for color impressions	481.93
03/26/2021	202000750	MARTIN LAW FIRM PLLC	Legal Services: Feb 2021	424.00
03/26/2021	202000767	MN BCA	Background Checks	32.00
03/26/2021	202000757	NORDSTROM, LUCY	Reimbursement: Yearbooks for contest winners	80.00
03/26/2021	202000764	ROATH, CATHERINE	Reimbursement: Teacher Seminars (Title II)	125.00
03/26/2021	202000751	ROSEMANN, HEATHER	Reimbursement: AP Lit Curriculum Prestwick House	26.77
03/26/2021	202000771	TRANE U.S. INC.	PER PROPOSAL DATED JANUARY 18 2021: INSTALLED (2) RELIEF VALVES ON BOILERS AND ADDED GLYCOL	2,829.00
03/26/2021	202000758	XCEL ENERGY	Electric/Gas Usage: 2/9/21-3/13/21 Acct #51-5755815-9	4,035.82
03/29/2021	202000780	OLD NATIONAL BANK	Fee: Loan 1103269	100.00
03/31/2021	202000796	A.J. ALBERTS PLUMBING INC.	"Service: All work completed in women's restroom in building C. Replaced flapper on left toilet. Adjusted chain on flapper on right toilet Replaced Moen single handle cartridge on left lav faucet, replaced aerator on right lav faucet."	306.00
03/31/2021	202000795	BLICK ART MATERIALS	HS Art Supplies (AFC Teacher Grant)	68.14
03/31/2021	202000789	BRAULT, ALEXANDER	Reimbursement: Nordic Supplies and Hotel	265.68
03/31/2021	202000784	CENTURY LINK	Monthly Service: MAR 19-APR 18; Account 651-731-5162 971	129.68
03/31/2021	202000786	CENTURY LINK	MONTHLY SERVICE- Mar 22-Apr 21; Account 651-731-9416 212	256.81
03/31/2021	202000788	CHARI, MADHUSUDAN	Reimbursement: FTC Supplies	185.89
03/31/2021	202000785	COMCAST	Internet: 3/27/21-4/26/21 - Account 8772 10 577 0827141	349.95
03/31/2021	202000791	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	105.29
03/31/2021	202000798	FINN SISU, INC.	Nordic Ski Equipment	58.40
03/31/2021	202000799	FINN SISU, INC.	Nordic Ski Equipment	42.40
03/31/2021	202000792	GIS BENEFITS	Insurances: April 2021	6,700.11
03/31/2021	202000787	INNOVATIVE OFFICE SOLUTIONS LLC	Paper for Health and Covid Room Cots (ESSER)	72.59
03/31/2021	202000782	INSTRUMENTALIST AWARDS LLC	Music Pins and Certificates	200.00
03/31/2021	202000793	JOSTENS	Graduation Diplomas	14.98
03/31/2021	202000790	MN BCA	Background Checks	32.00
03/31/2021	202000779	OLD NATIONAL BANK	Service Charge	2,810.00
03/31/2021	202000783	PITNEY BOWES GLOBAL FIN. SERV.	Postage Machine Supplies	259.69

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<u>CHECK</u>	<u>CHECK</u>		<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/31/2021	202000781	RATWIK, ROSZAK & MALONEY, PA	Legal Services: Feb 2021 .3 hr @ \$235/hr	3,971.50
03/31/2021	202000797	VERIZON WIRELESS	Phone Service: Feb 21-Mar 20 and Hotspots (GEER)	1,073.87
03/31/2021	202000794	WELLS FARGO VENDOR FINANCIAL SERVICES	RICOH copiers	859.42
			Totals for checks	252,514.93

Batch	Post Date	Acct Nbr	Description	Amount
20-50106	03/18/2021	01 R 005 000 011 152 400	FIN 152, ESSER 9.5	7598.35
20-50106	03/18/2021	01 R 005 000 011 153 400	FIN 153, GEER	1997.36
			Totals for 20-50106	9595.71
20-50107	03/18/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund - Wells Fargo (Ann	7.62
20-50107	03/18/2021	01 R 010 298 423 000 050	Boys Basketball Participation Fee	175.00
20-50107	03/18/2021	01 R 010 298 419 000 050	Nordic Ski Participation Fee	175.00
20-50107	03/18/2021	01 R 010 298 413 000 096	FIRST - - FRC Robotics - regrant	2000.00
20-50107	03/18/2021	01 R 010 298 443 000 096	FIRST - - FTC First Robotics - regrant	500.00
20-50107	03/18/2021	01 R 010 298 443 000 096	CAF America- Xcel- FTC First Tech	540.00
20-50107	03/18/2021	01 R 010 298 443 000 096	CAF America- 3M- FTC First Tech	1000.00
20-50107	03/18/2021	01 R 010 298 413 000 096	CAF America- 3M- FRC First Robotics	1040.00
20-50107	03/18/2021	01 R 005 000 265 000 096	CAF America- 3M- Annual Fund matching gi	582.17
20-50107	03/18/2021	01 R 005 000 265 000 096	CAF America- 3M- Annual Fund	97.02
20-50107	03/18/2021	01 R 005 000 265 000 096	CAF America- 3M- Annual Fund	485.15
20-50107	03/18/2021	01 R 005 000 265 000 096	Donation	230.38
20-50107	03/18/2021	01 R 010 298 416 000 096	Donation- Newspaper	200.00
20-50107	03/18/2021	01 R 010 298 419 000 096	Donation- Nordic Ski	175.00
20-50107	03/18/2021	01 R 005 000 000 000 621	Planner	25.00
20-50107	03/18/2021	01 R 010 298 402 000 050	NHS	20.00
20-50107	03/18/2021	01 R 010 298 422 000 050	Music	200.00
20-50107	03/18/2021	01 R 005 000 000 000 050	Jr Scholastic	90.00
20-50107	03/18/2021	01 R 010 212 000 000 050	HS Art	40.00
20-50107	03/18/2021	01 R 010 298 423 000 050	Boys Basketball Participation Fees	1575.00
20-50107	03/18/2021	01 R 010 298 419 000 050	Nordic Ski Participation Fees	875.00
20-50107	03/18/2021	01 R 005 000 000 000 050	AP Test	1440.00
20-50107	03/18/2021	01 E 005 110 000 000 305	PayPal Fees	155.34-
20-50107	03/18/2021	01 E 005 110 000 000 305	Check Fee	1.50-
20-50107	03/18/2021	01 E 005 110 000 000 305	Background Check	8.00
20-50107	03/18/2021	01 R 005 000 000 000 099	JR Appliance - Recycle Tech Stuff	118.99
20-50107	03/18/2021	01 R 005 000 622 000 621	Yearbook sale	45.00
20-50107	03/18/2021	01 R 005 000 265 000 096	MightyCause - Annual Fund	35.00
20-50107	03/18/2021	01 R 005 000 000 000 096	AP Exam	160.00
20-50107	03/18/2021	01 E 005 110 000 000 305	Background Check reimbursement	24.00
			Totals for 20-50107	11706.49
20-50108	03/18/2021	01 R 005 000 000 000 211	General Education Aid	186890.51
20-50108	03/18/2021	01 R 005 000 000 740 360	State Special Education	21357.86
20-50108	03/18/2021	01 A 121 00	FY20 Charter School Lease Aid	15526.75
20-50108	03/18/2021	01 R 005 000 000 000 201	Land Endowment	10147.62
			Totals for 20-50108	233922.74
20-50109	03/18/2021	01 A 121 00	FY20 AP Teacher Training	650.00
			Totals for 20-50109	650.00
20-50110	03/18/2021	01 A 121 00	FY20 AP Exams	7219.00
			Totals for 20-50110	7219.00
20-50111	03/30/2021	01 R 005 000 000 740 360	State Special Education	208748.98
			Totals for 20-50111	208748.98
20-50112	03/30/2021	01 R 005 000 265 000 096	Mightycause	35.00
20-50112	03/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund	500.00

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Batch	Post Date	Acct Nbr	Description	Amount
20-50112	03/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund	50.00
20-50112	03/30/2021	01 R 005 000 265 000 096	CAF America	138.00
20-50112	03/30/2021	01 R 010 298 419 000 050	Nordic Participation Fees	350.00
20-50112	03/30/2021	01 R 010 298 421 000 050	Track Participation Fees	1400.00
20-50112	03/30/2021	01 R 005 000 000 000 621	Planner	5.00
20-50112	03/30/2021	01 R 010 298 424 000 050	Baseball Participation Fee	240.00
20-50112	03/30/2021	01 R 010 298 440 000 050	Badminton Participation Fee	350.00
20-50112	03/30/2021	01 R 005 000 000 000 050	Employee Reimbursement for Staff Apparel	20.00
20-50112	03/30/2021	01 E 005 110 000 000 305	Background Check Reimbursement	64.00
20-50112	03/30/2021	01 R 010 298 407 000 060	Broadway on Demand Theater proceeds	230.00
20-50112	03/30/2021	01 E 005 940 000 000 340	AMC Liberty Mutual insurance refund	4209.81
20-50112	03/30/2021	01 R 005 000 000 000 050	Cap and Tassel reimbursement	20.00
20-50112	03/30/2021	01 R 005 000 000 000 621	Planner	10.00
20-50112	03/30/2021	01 R 005 000 000 000 050	Jr Scholastic	20.00
20-50112	03/30/2021	01 R 010 258 000 000 050	Music	150.00
			Totals for 20-50112	7791.81
20-50113	03/31/2021	01 R 005 000 000 000 092	Interest Deposit	52.12
			Totals for 20-50113	52.12
20-50114	03/31/2021	50 R 005 000 000 000 092	Building Co Interest	0.43
			Totals for 20-50114	0.43
20-50115	03/31/2021	01 R 005 000 000 000 092	Charles Schwab - Interest Earned	1.92
			Totals for 20-50115	1.92
			Total for Cash Receipts	479689.20

Batch	Post Date	Acct Nbr	Description	Amount
20-00030	02/22/2021	01 E 005 810 019 000 305	COVID Maintenance (5 hours @ 26/hr)	-130.00
20-00030	02/22/2021	01 E 010 211 019 000 320	Hotspots	-801.18
20-00030	02/22/2021	01 E 010 211 011 153 320	Hotspots	801.18
20-00030	02/22/2021	01 E 005 810 011 152 305	COVID Maintenance (5 hours @ 26/hr)	130.00
			Totals for 20-00030	0.00
20-00031	02/28/2021	01 E 010 211 011 152 466	Laptop Screens	-722.67
20-00031	02/28/2021	01 E 010 630 000 000 466	Laptop Screens	722.67
			Totals for 20-00031	0.00
20-00032	02/22/2021	01 E 005 810 019 000 305	COVID Maintenance (5 hours @ 26/hr)	130.00
20-00032	02/22/2021	01 E 010 211 019 000 320	Hotspots	801.18
20-00032	02/22/2021	01 E 010 211 011 153 320	Hotspots	-801.18
20-00032	02/22/2021	01 E 005 810 011 152 305	COVID Maintenance (5 hours @ 26/hr)	-130.00
			Totals for 20-00032	0.00
20-00033	02/22/2021	01 E 005 810 019 000 305	COVID Maintenance (5 hours @ 26/hr)	-130.00
20-00033	02/22/2021	01 E 010 211 019 000 320	Hotspots	-801.18
20-00033	02/22/2021	01 E 010 211 011 153 320	Hotspots	801.18
20-00033	02/22/2021	01 E 005 810 011 152 303	COVID Maintenance (5 hours @ 26/hr)	130.00
			Totals for 20-00033	0.00
20-00034	02/28/2021	01 E 010 640 000 316 366	National Science Teaching - 2021 Just Meeting Registration	-75.00
20-00034	02/28/2021	01 E 010 204 011 414 366	National Science Teaching - 2021 Just Meeting Registration	75.00
20-00034	02/28/2021	01 E 010 640 000 316 366	Career Development Specialist Training	-198.00
20-00034	02/28/2021	01 E 010 204 011 414 366	Career Development Specialist Training	198.00
20-00034	02/28/2021	01 E 010 640 000 316 366	Books for Counseling	-77.90
20-00034	02/28/2021	01 E 010 204 011 414 366	Books for Counseling	77.90
			Totals for 20-00034	0.00
20-00035	03/22/2021	01 R 005 000 265 000 096	GTTM Donation to GSA	300.00
20-00035	03/22/2021	01 R 010 298 445 000 096	GTTM Donation to GSA	-300.00
			Totals for 20-00035	0.00
20-00036	03/22/2021	01 R 010 298 423 000 050	Reclass Daniel Hardtke basketball fee refund to AP Fees, Theater and H	135.00
20-00036	03/22/2021	01 R 010 298 407 000 050	Reclass Daniel Hardtke basketball fee refund to AP Fees, Theater and H	-50.00

Batch	Post Date	Acct Nbr	Description	Amount
20-00036	03/22/2021	01 R 005 000 000 000 050	Reclass Daniel Hardtke basketball fee refund to AP Fees, Theater and H	-60.00
20-00036	03/22/2021	01 R 010 212 000 000 050	Reclass Daniel Hardtke basketball fee refund to AP Fees, Theater and H	-25.00
			Totals for 20-00036	0.00
			Total for Journal Entries	0.00

MATH AND SCIENCE ACADEMY

Adopted: December 4, 2003
Revised: December 7, 2006
Revised: February 3, 2011
Revised: December 14, 2015
Reviewed: May 15, 2017

806 CRISIS MANAGEMENT POLICY

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for Math and Science Academy (MSA) and the MSA Director (Director), school employees, students, MSA Board of Directors (BOD), and community members to address a wide range of potential crisis situations in MSA. For purposes of this policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this policy will provide guidance to MSA in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. MSA should develop tailored building-specific crisis management plans for each school building, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

MSA will, to the extent possible, engage in ongoing emergency planning within the school and with emergency responders and other relevant community organizations. MSA will ensure that relevant emergency responders in the community have access to MSA’s building-specific crisis management plans and will provide training to school staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

MSA’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that the Director can tailor

a building-specific crisis management plan to meet each building's specific situation and needs.

The Director shall present tailored building-specific crisis management plans to the BOD for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the BOD, such crisis management plans shall be an addendum to this Crisis Management Policy. This policy and the plans will be maintained and updated on an annual basis.

B. Elements of MSA's Crisis Management Policy

1. General Crisis Procedures. MSA's Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The policy designates the individual(s) who will determine when these actions will be taken. These procedures may be modified by the Director or designee when creating building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each MSA building will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the Director or designee. The Director or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. The Director will submit lock-down procedures for each MSA building to the BOD as part of MSA's building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

- b. **Evacuation Procedures.** Evacuations of classrooms and buildings shall be implemented at the discretion of the Director or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Director or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

- c. **Sheltering Procedures.** Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The Director or designee will announce the need for sheltering over the public address system or other designated system. The Director will submit sheltering procedures for each MSA building to the BOD as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. **Crisis-Specific Procedures.** The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These procedures are designed to enable the Director to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. **School Emergency Response Teams**
 - a. **Composition.** The MSA Director will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out MSA's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent

possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the Director or designee. Each MSA building will maintain a current list of school emergency response team members which will be updated annually. The Director, and others as appropriate, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in each MSA building's office.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The Director or designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. School Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of MSA's Crisis Management Policy and their own building's crisis management plan. MSA's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of MSA's Crisis Management Policy and relevant tailored crisis management plans for each MSA school building. MSA's building-specific crisis management plan shall set forth how students and parents are made aware of the plan. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the

building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at each MSA building will be maintained in the Director's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. MSA will have prearranged sites for emergency sheltering and transportation as needed.
8. The Director or designee will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The Director also will designate a staff member to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and

student reunification/release procedures, and planning for student reunification.]

B. Facility Diagrams and Site Plans

All MSA school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, *and utility shut offs*. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the Director and will be easily accessible and on file in each building's office, and other areas deemed appropriate by the Director. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

C. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in each MSA building's office, and updated annually.

MSA employees will receive training on how to make emergency contacts, including 911 calls, when MSA's main telephone number and location is electronically conveyed to emergency personnel instead of the specific MSA building in need of emergency services.

The Director will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to the Director or designee. This communications plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan

include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

D. Warning and Notification Systems

MSA shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for each MSA building. MSA should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The MSA Director shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. MSA's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

E. Early School Closure Procedures

The MSA Director will make decisions about closing MSA or MSA buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening MSA or a MSA building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

F. Media Procedures

The MSA Director has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The Director will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the MSA is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

G. Behavioral Health Crisis Intervention Procedures

Short-term *behavioral health crisis intervention* procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the Director determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. The Director will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

H. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this policy for use when drafting specific crisis management plans. Additional sample procedures

may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the BOD, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team

- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

MSA shall implement procedures mandating visitor sign in and visitors in MSA school buildings.

MSA shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

MSA shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school in another school.

[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 299F.30 (Fire Drill in School)
 Minn. Stat. § 326B.02, Subd. 6 (Powers)
 Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 Minn. Rules Ch. 7511 (Fire Safety)
 20 U.S.C. § 1681, et seq. (Title IX)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSA Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSA Policy 413 (Harassment and Violence)
MSA Policy 501 (School Weapons Policy)
MSA Policy 506 (Student Discipline)
MSA Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSA Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

2021-2022 School Year

Math & Science Academy

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

SUN	MON	TUE	WED	THU	FRI	SAT
September 2021						
			1	2	3 X	4
5	6 H	7	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 2021						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 PD	21 X	22 X	23
24	25	26	27	28	29	30
31					18	39

SUN	MON	TUE	WED	THU	FRI	SAT
November 2021						
	1 C	2 C	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 X	25 H	26	27
28	29	30				
					18	57

SUN	MON	TUE	WED	THU	FRI	SAT
December 2021						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20WB	21WB	22WB	23WB	24 H	25
26	27WB	28WB	29WB	30WB	31 H	
					13	70

SUN	MON	TUE	WED	THU	FRI	SAT
January 2022						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 SE	15
16	17 H	18 W	19	20	21	22
23	24	25OH	26	27	28	29
30	31				19	89

SUN	MON	TUE	WED	THU	FRI	SAT
February 2022						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 PD	19
20	21 H	22	23	24	25	26
27	28					
					18	107

SUN	MON	TUE	WED	THU	FRI	SAT
March 2022						
		1	2	3	4	5
6	7 SB	8 SB	9 SB	10 SB	11 SB	12
13	14 SB	15	16	17	18	19
20	21	22 I	23	24	25	26
27	28	29	30	31		
					17	124

SUN	MON	TUE	WED	THU	FRI	SAT
April 2022						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 X	16
17	18	19	20	21	22	23
24	25 X	26	27	28	29	30
					19	143

SUN	MON	TUE	WED	THU	FRI	SAT
May 2022						
1	2	3	4	5	6	7
8	9 W	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 H	31				
					20	163

SUN	MON	TUE	WED	THU	FRI	SAT
June 2022						
				1	2 L	3 G
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		
					2	165

SUN	MON	TUE	WED	THU	FRI	SAT
July 2022						
					1	2
3	4 H	5	6	7	8	9
10	11	12	13	14	15	16
17	18 H	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 (Jan 13 or 14)
- 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)
- PD** Prof. Dev. Day (No School)
- SB** Spring Break (No School)
- WB** Winter Break (No School)
- C** Parent/Teacher Conferences (5-8pm on 1st, 9am-1pm on 2nd)
- NT** Orientation For New Teachers
- G** June 3rd is graduation.

Number of days in 2021/2022 Calendar:

of Days in 1st Semester = 80
 # of Days in 2nd Semester = 85
 Total # of School Days = 165
Number of teacher days = 176

Last Edit

Approved:



Math and Science Academy Staff Handbook

Approved by the Math and Science Academy Board of Directors for
the 2021-2022 school year. (April 19, 2021)
This Staff Handbook supersedes all previously issued Staff Handbooks.

Each staff member is expected to read this handbook carefully and use it as reference for understanding the job and the organization.

Staff: Please sign and date below that you have received the Staff Handbook. Give a copy of this signed statement to the Director at the time of accepting your contract. The copy will be kept in your personnel file.

Staff Member's Signature and Name

Date

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Introduction

The Math and Science Academy (MSA) is a Minnesota Public Charter School in which any student who lives in the State of Minnesota may enroll.

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

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

Core Values

- **Honesty:** MSA’s community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.
- **Community:** MSA maintains small class sizes and a small school feel.
- **Respect:** MSA’s community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.
- **Teamwork:** MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.
- **Excellence:** MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

Successful MSA Staff

MSA prides itself on hiring the best employees. Successful MSA staff members display the following:

1. Have high expectations for ALL students.
2. Respect each other, MSA families, and MSA student differences.
3. Use a variety of styles in the pursuit of excellence in their fields.
4. Provide a safe learning environment.
5. Uses students’ preferred pronouns and name(s).
6. Pursue their own continued learning.
7. Are team players.
8. Have knowledge of other subjects.
9. Are experts in their own subjects.
10. Are prepared and organized.
11. Have experience with and are comfortable with technology.
12. Are independent thinkers.
13. Are pleasant and act professionally.
14. Are flexible.
15. Are creative.
16. Uphold the Vision, Mission, and Core Values of MSA.
17. Support and follow MSA procedures.

MSA Staff Handbook

General Provisions

Staff include licensed teaching staff, administrative staff, and hourly staff members.

The purpose of this handbook is to acquaint you with the general administrative policies of MSA. It is not meant to be exhaustive but to cover matters of general applicability to staff. If you have questions about any policy outlined within this handbook or about matters not included, please feel free to consult the school Director. MSA reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at its discretion.

Because MSA is an at will employer, no provision in this handbook is intended to create a contract between the Math and Science Academy and any staff member, or to limit the rights of MSA and its staff to terminate the employment relationship at any time, with or without cause. In addition, staff are bound by all applicable laws of the State of Minnesota and all applicable federal laws, any policies adopted by the Board of Directors (BOD), and all procedures established by the School.

Staff are hired for the duration of the contract approved by the BOD, except as provided below. No staff should have an expectation that such contracts will be renewed upon expiration. All staff are employees-at-will and may be terminated or discharged during the contract term or not offered a subsequent contract for any or no reason at all.

A full-time teaching schedule consists of teaching six class periods and one prep period during Monday, Tuesday, and Wednesday. On Thursday and Friday, a full-time teacher will teach seven blocks out of the eight possible blocks. Any change involving more or less time from the normal full time teaching schedule will affect salaries and salary adjustments and will be determined on an individual basis. We are a professional organization, and the expectation is that teachers use their given prep time in a professional manner tied to their job assignments here at MSA.

Licensed teaching staff and administrative staff are expected to work on days noted on the BOD approved MSA School Year Calendar, including professional development days for the applicable school year, subject to any modifications made by the BOD during any given school year and other days as required.

Hourly staff are expected to work on the student contact days as noted on the BOD approved MSA School Year Calendar, and other days as required.

In the event of an E-learning day, all hourly employees will be paid their regular daily pay and are not required to report to school.

Calendars Types and Specifications

Fiscal Year

MSA's fiscal year is from July 1st to June 30th. Items that are dependent on the fiscal year include budgetary items such as school year supplies, textbooks, and activity funding. School resources ordered for the current fiscal year must **arrive on campus** prior to the end of that fiscal year or they will be charged to the next fiscal year's budget.

School Calendar

MSA's school year is governed by the calendar that the Board of Director approves prior to July 1st each year. This calendar contains the contracted number of days that a teacher needs to be present at the school. It also contains the number of student contact days which are also the minimum number of days that Educational Assistants are required to be present. A copy of the school calendar may be found in the Appendix section.

Staff Benefits

Unless otherwise specified in an employee's contract, MSA employee benefits are effective from August 1st through July 31st. Employees new to MSA are eligible for benefits starting the first day of employment.

Please note that medical deductibles are reset on January 1st.

Benefits are available to all staff during a contract term who are 0.5 FTE (licensed teaching and salaried staff) or 20 hours/week (hourly staff members) or more. For a complete listing of employee benefits, please refer to the Staff Benefits Manual for information regarding these benefits. Staff members are provided the benefits described below during a contract term. To receive certain benefits, staff must elect them as defined by the provider within the election period. If benefits are not elected during this election period, staff will be without coverage during the contract term. Determinations of eligibility for insurance coverage of staff shall be made by the provider in accordance with the applicable insurance policy. MSA shall not be responsible for the determinations made by the provider.

Benefits for part-time teaching staff are prorated by classes taught compared to full-time using the following criteria.

1.0 FTE = 6 teaching periods daily = 30 teaching periods (1 block = 1.5 teaching periods)

.5 FTE = 3 teaching periods daily = 15 teaching periods (1 block = 1.5 teaching periods)

Benefits for part-time non-teaching staff are prorated by hours/week worked compared to full-time.

1.0 FTE = 40 hours/week

0.50 FTE = 20 hours/week

The Daily Rate of Pay is calculated using the following calculation.

$$\text{Contracted Yearly Salary} \div \text{Contracted Days} = \text{Daily Rate of Pay}$$

TRA & PERA

MSA will make all legally required State Statute contributions to TRA for all licensed teacher staff and PERA for administrative staff and hourly staff. There are no third party costs related to the TRA and PERA plans.

403(b) Benefit Program

MSA encourages staff to participate in a personal savings program. Extracurricular pay and any additional contract pay and bonuses approved by the BOD through the year are not included in the 403(b) program.

Staff hired prior to June 1st, 2020 may continue their enrollment with Thrivent Financial. All employees hired after this date will enroll with Horace Mann if electing this benefit. Employees hired prior to June 1st, 2020 may choose to transfer their 403(b) plan to Horace Mann.

All staff eligible to take part in the MSA benefits package are eligible to participate in the MSA 403(b) program.

MSA will match 50% of the staff contribution up to a maximum of 2% of the staff's earned contract salary for that fiscal year (not including extracurricular pay, supplemental pay, or any other extra pay) in whatever 403(b) plan is chosen by the staff member. To receive the maximum 403(b) benefit, a staff member should have 4% withheld from their earned salary during the fiscal year. It is recommended that staff members meet with their financial consultant at the beginning of every year to ensure they are maximizing this benefit.

The matching contribution must be within the applicable IRS limits on the maximum amount of contributions that can be made annually, the amount of annual compensation taken into account on which contributions can be based, and the maximum amount that can be taken as a loan from the 403(b) program. All matching contributions will be deposited once a year after the end of the contract year for staff who have fulfilled their contractual obligation. No employer contribution will be made for staff who leave before the end of their contract.

Investment providers who can receive ongoing contributions under the 403(b) program:

Compliance will be a team effort between MSA and its vendors, and it is very important for MSA to partner with strong, capable vendors. MSA may contract for and delegate administrative and compliance duties to a vendor or vendors if documented in the plan and an appropriate contract.

Since MSA will be responsible for coordinating multiple vendors with respect to such things as contribution limits, loans, and hardships distributions, in some cases MSA may narrow vendors to facilitate compliance and reduce their administrative burden to a list approved by the BOD during the specified enrollment period. Current approved 403(b) vendors are Thrivent Financial and Horace Mann.

At a minimum, MSA will eliminate existing vendors under an employee's 403(b) plan that cannot or will not agree in writing to comply with the final 403(b) regulations, accept the delegation of appropriate administrative and compliance responsibilities, abide by the 403(b) plan document, and indemnify the school for failures.

Requirements for an employee to take a distribution from the 403(b) plan and in what form those benefits may be paid out:

Loans and hardship distributions follow the same rules applicable to 401(k) plans. Hardship withdrawals can only be made to the extent that MSA certifies that there is a financial hardship, the amount cannot exceed amounts set by the BOD, and salary deferrals must be suspended for six months following the withdrawal. Loans cannot be made if the participant's total amount of outstanding plan loans exceed stated limits, and loans must be timely repaid or they result in taxable "deemed" distributions. Staff are not permitted to self-certify that these requirements are satisfied.

Plan Termination:

403(b) plans can be terminated, and plan assets can be distributed to and rolled over by participants. MSA can terminate a 403(b) plan so long as the plan satisfies the requirements of the final regulations in operation. The compliance of the 403(b) program will be assigned to the treasurer of the BOD, with final oversight being the responsibility of the BOD.

Medical Insurance

MSA offers medical coverage options for all employees who are at least .50 FTE status or higher. Individual staff medical insurance benefit amounts shall be prorated by each individual's FTE status at the start of the

enrollment period unless otherwise stated in their contract. To receive certain benefits, staff must elect them as defined by the provider within the election period. If benefits are not elected during this election period, staff will be without coverage during the contract term unless a major life event should occur.

Determinations of eligibility for insurance coverage of staff shall be made by the provider in accordance with the applicable insurance policy. MSA shall not be responsible for the determinations made by the provider. *Please note that the deductible amount resets annually on January 1st.*

Vision Reimbursement

MSA will reimburse employees for vision expenses (including dependent(s)) that occur during the fiscal year up to a maximum amount of \$200 per employee for the fiscal year. Vision reimbursement is intended to be used for the benefit of the employee's or dependent(s) health.

Professional Development

Staff are provided up to \$1,000 during each fiscal year to be used in that fiscal year for professional development (accredited courses and seminars), subject to the prior approval of the Director at the Director's sole discretion. Accredited course payments will be on a reimbursable basis. Seminars will be paid directly through the office. Individual staff professional development benefit amounts shall be prorated by each individual's FTE status. All materials from courses paid through the professional development fund such as books and electronics (iPads, etc.) are the property of MSA.

At the end of each school year, staff may request additional funds to reimburse educational expenses. Educational funds not claimed by other employees may be used to honor such requests at the sole discretion of the Finance Committee.

Professional Organizations and Literature

Each staff member may be provided up to \$200 during each fiscal year for professional organization memberships, and professional reading material as permitted by state law. Individual staff professional organizations and literature benefit amounts shall be prorated by each individual's FTE status. Materials purchased using this benefit are school property.

Long Term and Short Term Disability Insurance

Each staff member is covered with both short term and long term disability insurance by MSA. Please contact the Business Manager if you need to utilize either of these benefits.

Group Term Life and Voluntary Term Life Insurance

All MSA employees under the age of 70 with at least an FTE status of 0.50 or higher are given a Group Term Life Insurance of \$50,000 per person. Employees over 70 with at least an FTE status of 0.50 or higher are offered a prorated amount less than \$50,000 depending on the age of the individual covered. Employees with an FTE status of 0.50 or higher are also offered a voluntary term life up to \$100,000 if under the age of 70. For employees over 70 with an FTE status of at least 0.50 FTE, the maximum amount would be less than \$100,000 depending on the age of the individual covered. Voluntary term life insurance is also available for spouses under the age of 70 at a maximum amount of \$30,000. For spouses over the age of 70 the maximum amount would be less than \$30,000 depending on the age of the individual covered.

Y-Care and Before School Study Hall

Staff members may utilize Y-Care (grades 6-8) or before school study hall (grades 9-12) for their MSA student(s) at no cost.

Leave of Absence

All leave of absence applications granted by MSA shall comply with state and federal laws. MSA provides the following types of Leave of Absence. A staff member can make one of the following requests for a day of absence and must submit the proper paperwork to the Business Manager. Copies must be submitted to the school Director if required.

Personal Time Off (PTO) Days

The BOD recognizes that staff members may be faced with personal illness or other urgent situations which cannot be handled except during the normal work day. Examples of such situations include the following: illness of an immediate family member, urgent legal matters, religious or cultural observances, loss of personal property due to fire or theft, etc. MSA makes no distinction between personal time off (PTO) and sick leave utilization. Rather, staff are provided personal days that may be used at their discretion.

All hourly employees are required to have personal leave specified in their contract and are prorated based on their contracted FTE status. All salaried employees that are at least 1.0 FTE will receive 12 days of PTO unless otherwise specified in their contract. All Educational Assistant (EA) PTO hours are prorated based on their contracted FTE status, but receive 10 days. EAs with a 1.0 FTE rate will receive 10 days of PTO based on 8 hours a day.

Permission from the school Director is required for any personal days in excess of 12 per contract year. Personal days in excess of 12 may result in a pay deduction at the employee's daily rate of pay.

In the absence of the school Director, the BOD Chair's permission is required for personal day usage. The school Director shall be responsible for determining if any staff are abusing this benefit. In the case of the school Director requesting extra time off, the BOD Chair's permission is required. The BOD Chair will determine if the school Director is abusing this benefit. Abuse could determine whether pay deductions occur or future contracts are offered.

Transfer of PTO

Staff may transfer unused PTO of their own to another staff member who is in need of additional PTO days if a PTO Transfer Form has been completed. (See appendix)

Teacher Responsibilities when Utilizing PTO

Teachers are responsible for ensuring instruction of their classes continues when they are absent. Teachers are responsible for obtaining their own substitutes and providing lesson plans. It is the responsibility of the teacher to add their substitute to the substitute calendar.

In the case of an emergency in which a staff member is unable to work to find a substitute, they may contact their building administrator, who will find a substitute for them. If the building administrator is unavailable, the staff member should contact the Business Manager and then their building's Office Manager. It is the responsibility of the administrative team to update the substitute calendar in the case of an emergency.

Cashing in PTO

At the end of the contract period, all staff will cash in any unused PTO time for the contract period. Personal days that are cashed in shall be paid at the employee's daily rate of pay except for transferred PTO days, which will be reimbursed at a rate of \$150 per day. As PTO is used, it will be deducted from the PTO that can be cashed in by staff. Transferred PTO days will be deducted only after the staff's original 12 days of PTO have been exhausted.

For PTO payouts, the daily rate for teachers is based on 6 hrs/day with a 7 hour day for overloads. Year-long salary staff is based on an 8 hour day.

Advance notice of PTO use is preferred and the PTO Request form is to be reported to the Business Manager, who will inform the school Director of the absence. When personal leave is being used for reasons unrelated to emergencies or illness, three (3) days prior notice to the Business Manager is preferred. In cases of illness or emergency, advance notice is required prior to the start of the school day.

Teacher's Partial Day PTO use will be determined utilizing the following tables:

Mon-Wed	# Minutes		Thur - Fri	# Minutes	
Before School	20	9:00 - 9:20	Before School	20	9:00 - 9:20
		(8:00 - 9:20 on Wednesday)	Block 1	90	9:20 - 10:50
Period 1	52	9:20 - 10:12	Block 2	95	10:50 - 12:50
Period 2	52	10:12 - 11:04			(minus lunch)
Period 3	52	11:04 - 11:56	Block 3	90	12:50 - 2:20
Period 4	59	11:56 - 1:19	Block 4	100	2:20 - 4:00
		(minus lunch)			
Period 5	52	1:19 - 2:11			
Period 6	52	2:11 - 3:03			
Period 7	57	3:03 - 4:00			

Teachers may have up to 2 hours utilized as PTO if they do not complete their additional hours of service on the day of their absence as determined by the individual teacher's posted office hours. This utilization of PTO will be waived if the teacher opts to make up the office hours.

Required Special Event PTO

If a salaried exempt staff member cannot attend for all, or part of, the special event, they are expected to take the equivalent PTO. Staff should also notify the school Director and their building administrator of their absence.

Salaried Exempt staff are expected to attend the following special events during the year:

Back to School: 1 Day of PTO (est. 12-7 pm)

Conferences: (5-8 pm and 9 am-1 pm)

Open House: (6-7:30 pm)

PROCEDURE for Emergency Coverage During Prep

Expectations for teachers *providing* emergency coverage during their prep time

- Teachers:
 - Are not required to teach a lesson
 - May be required to hand out material and be the supervisor in the room
 - May request students come to their classroom during emergency coverage
 - Will still be able to prep during the time they cover
 - Will not be expected to say “yes” when asked to cover
 - When no teacher coverage is available:
 1. Administrators will be asked to cover.
 2. If all Administrators have meetings during the needed coverage hour(s):
 - a. Students will be required to go to the Building C High School study hall (or, if involving Middle School students, the High School study hall--along with its moderator--will all have to come to the Building A Great Hall).
 3. If students are made to go to study hall there is no expectation that the requesting teacher’s assignments will get completed by students

PROCEDURE

Requesting Teacher:

1. If applicable (e.g. you’re not in the hospital), you have already exhausted any attempts to find your own sub from our sub list and Teaching Temps
2. If unable to find a sub, contact the Office Manager of your building so that they can send out an “all staff” email requesting coverage for you
 - a. Office Manager will immediately send you an email, letting you know they got your request and are looking for coverage
 - b. Office Manager will email you with the coverage plan, once it’s all figured out
 - c. Office Manager will put a sign on your classroom door if your students are expected to go to another teacher’s room for one of more particular class periods
3. Go to the shared “Emergency Coverage” file in Google Docs and find your individual folder
4. If desired, upload any assignments you want your students to complete that day into your DO TODAY folder for your covering teachers to access
5. When you return to work, fill out the Emergency Coverage form for the Business Manager

Covering Teacher:

1. Go to the shared “Emergency Coverage” file in Google Docs where you will find individual folders for each teacher

2. Find the required teacher folder
3. Within each teacher folder there will be an EMERGENCY LESSON folder and a DO TODAY folder
 - a. The EMERGENCY LESSON folder is used only when there is no DO TODAY lesson plan
 - i. Example: Class will just be a study hall for students
 - ii. Example: Students will complete such-and-such assignment (the covering teacher will need to make copies of this to pass out to students)
 - b. The DO TODAY folder may or may not contain assignments that the requesting teacher wrote up specifically for that day
 - i. Example: Students will complete a worksheet during class that the covering teacher will need to print out and give to students
 - ii. Example: Students will watch a movie via the classroom projector and answer questions on a Viewing Guide that the covering teacher will need to print out and give to students
 - iii. Example: Covering teacher needs to collect the previous night's homework
 - iv. Example: Covering teacher needs to give a test
 - v. Example: Covering teacher will need to relay the message to students that they will need their laptops to complete an assignment posted on their teacher's website

Summary of Procedure

1. Requesting teacher must contact their building's Office Manager
2. Office Manager will contact "all staff" via email to ask teachers to cover during their prep time
3. If a teacher says yes to the coverage, that teacher should go to the shared "Emergency Coverage" file (in Google Docs) and open the folder of the teacher they are covering
 - a. Administrators may cover when no teacher is available to cover and will follow the same procedure
4. Covering teacher should first check to see if there are specific lesson assignments to pass out in the DO TODAY folder for the period they are covering
5. If there isn't a DO TODAY lesson plan, go to the EMERGENCY LESSON folder for options
6. Covering teacher/administrator will receive PTO time for emergency prep coverage they do
 - a. Complete Emergency Prep Notification Form located in Appendix.
 - b. All PTO time, if not used by the end of the year, will be cashed out at the teacher/administrators daily rate of pay with a maximum of 14 days being cashed out.

ADDITION: All prep time (both emergency and non-emergency) coverage is reimbursed based on that individual's hourly rate of pay.

Leaving Campus

When staff members need to leave campus during their unpaid lunch, or paid prep period, they must notify their building administrator, or Office Manager. PTO will not be used for these situations.

Professional Development Days

Staff members (both full and part-time) may be granted professional development leave days during a school year without salary deduction. Staff seeking a professional leave day must seek the approval of such leave from the school Director prior to the date of leave. The purpose of the professional leave must be for the

benefit of MSA. The approval for the requested professional leave is at the sole discretion of the school Director.

Bereavement Leave

In the case of the death of a close relative (e.g. spouse, significant other/partner, mother, father, brother, sister, child, grandparent, grandchild, and mother-, father-, son-, daughter-in-law, niece, nephew) each staff member will be provided up to five days paid leave for each occurrence. In the case of the death of a close friend or other more distant relative, staff will be provided up to three days of paid leave.

Maternity/Paternity/Adoption Leave

All full-time staff will be provided Maternity/Paternity/Adoption Leave as required by federal law, state law and statutes, and BOD Policy. All part-time and hourly staff will be provided Maternity/Paternity/Adoption Leave as required by federal law, state law and statutes, and BOD Policy 410.

Military Duty

Any staff member called to active service will be granted leave with pay through the end of the contract period but adjusted for any compensation received while on active military duty, except as otherwise provided under state or federal law. Military leave will be granted within state and federal guidelines.

Jury Duty

Jury Duty will be leave with pay, but the regular salary shall be adjusted for any compensation received while on jury duty, excluding mileage and expenses.

Leave without Pay

A staff member may apply for an extended leave of absence without pay for any reason, including, but not limited to, medical leave. Extended leaves not required by state or federal law that exceed five (5) working days require the BOD's approval, following initial approval by the school Director. If the staff member takes a leave of absence, the school's portion of the insurance premium will be paid through the end of the month during which the leave occurs. If the leave continues through the first of the following month, the staff member must pay COBRA premiums to continue insurance coverage. Dropping the insurance coverage during the leave may require proof of insurability upon the staff's return to work. MSA will abide by any federal and state laws that apply.

Sabbatical/Professional Leave

Sabbatical/Professional Leave (SPL) may be allowed after licensed teaching staff or administrative staff has completed five (5) consecutive contract years of employment at MSA. Because the services of all teachers and administrators are contracted on a yearly basis, SPL is accommodated through the use of a deferred contract. Upon receipt of an offer for continued employment at MSA, a staff member may request SPL, in writing, by asking that the contract offer be deferred for one school year or less.

Such a request must be submitted prior to the meeting at which contracts will be approved. The request must be approved by the BOD and can only be approved for one year or less. The BOD has sole discretion to grant or deny requests for SPL. Such leave is taken without pay. Licensed teaching staff or administrative staff on sabbatical or professional leave may continue to participate in MSA insurance coverage, but at the staff member's full expense according to federal and state laws (COBRA) that may apply. At the end of the SPL, if both MSA and the staff member desire, a new contract may then be drawn up to include such changes as both parties agree. However, MSA is under no obligation to change the terms of the original deferred contract.

Hiring Procedures

Teachers and Employees 0.5 + FTE

When a paid position becomes available or when an open position is anticipated, the following procedure will be followed.

- 1) The position will be posted to the staff internally for 3 days and then posted externally which includes communication with parents/guardians.
- 2) Interviews will be conducted by a selection team composed of the Director, and/or the Director's designee, relevant department or activity members, and/or students/parents involved in the position.
 - a) A situational practice may be included in the interview process (ex. a teacher candidate may be required to teach a lesson to a class of students).
 - b) A pre-employment background check will include criminal history and verification of education, employment, and licensure.
- 3) The position will remain open until filled.

Positions Less than 0.5 FTE

When a paid position becomes available, the following procedure will be followed.

- 4) The position will be posted internally and externally if needed.
- 5) Interviews will be conducted by a selection team composed of the Director, and/or the Director's designee, relevant department or activity members, and/or students/parents involved in the position.
 - a) A situational practice may be included in the interview process (ex. a coaching candidate may be required to meet with members of the team).
 - b) A pre-employment background check will include criminal history and verification of education, employment, and licensure.
- 6) The position will remain open until filled.

Background Checks

All unsupervised adults (teachers, EAs, chaperones, etc.) will have a current background check completed prior to assuming the roles and activities of their position. A current background check is one that has been completed within the past three years, but may be conducted more often at the sole discretion of the BOD. Ongoing background checks include county criminal history and licensure verification. A copy of the background check is kept with the Business Manager who also maintains a current list of completed background checks.

MSA complies with state law in conducting background checks and following through on the results. All employment is conditional upon satisfactory completion of the criminal background check, whether for a job applicant or a current staff member. Staff members must pay for the cost of the background check. Cost of a background check does not apply to volunteers, and instead will be covered by the school.

The Business Manager will notify individuals when a background check is needed and provide the required forms to be completed. Upon receipt of the background check, the Business Manager will notify the Director of the results.

Prior to offering a position to an individual, MSA will conduct a digital reference check on the candidate by checking the internet for any information related to the candidate.

MSA Pay Scale and Stipends

MSA will follow the pay scales found in the appendix to determine the financial compensation for teaching staff who complete a 1.0 FTE workload. Staff working at an FTE level other than 1.0 FTE will have their financial compensation prorated based on their contracted FTE status. Paraprofessionals will be compensated based on the hourly rates in the appendix unless they qualify for overtime. All overtime shall be paid during the current pay period unless compensation time has been agreed upon with the Director prior to the overtime being worked.

Staff may be compensated for completing additional roles based on the stipend rates as listed below:

- 1) Advisers for activities break down into two main categories
 - a) Supervisor: this individual is there for the meetings and to help facilitate, but are able to grade or complete other tasks. This individual is there as an adult presence, but someone else is running the meeting. Supervisors will not be paid a stipend.
 - i) EX: chess club, film club
 - b) Adviser: this individual is there for the meetings, helps facilitate, and is actively involved in the events/activities/projects and is in general organizing and running the activity/club.
 - i) EX: yearbook, National Honor Society

2) Please refer to your activity contract for payment dates for stipends.

3) To determine the pay rate, MSA utilizes the following scale of significant components of clubs/activities.

Students	Events	# meetings
0-10 = 1pt	0= 0 pts	0-15 = 1 pts
11-20 = 2 pts	1-2 = 1 pts	16-25 = 2 pts
> 20 = 3 pts	3 = 2 pts	26-30 = 3 pts
	>4 = 3 pts	>30 = 4 pts
Total points = 10		
0-4 points = \$0		
5-6 points = \$750		
7-8 points = \$1000		
9-10 points = \$1250		

Examples of what would be categorized as events

Events- Has outside of school hours commitment
 Dorkathalon
 Dance (sponsored by the group)

Blood Drive
 Dodgeball Tournament
 Skelograms

Roses	Trick or Canning
Art at Sounds of Hope	Weekend events (fun runs, garage sales, art crawls ...)

4) An annual survey will be completed by the end of the fiscal year to assess the activity stipend for the upcoming year. This survey will be sent out and assessed by the Activities Director. Any change to the stipend will be reviewed with the activity advisor.

Workplace Rules

MSA will take all reasonable steps to ensure that all staff and anyone who has contact with our staff, including students, parents and members of the public, follow our policies prohibiting unlawful and sexual harassment along with, but not limited to, the following policies:

- 103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS
 - 401 EQUAL EMPLOYMENT OPPORTUNITY
- 401.1 WHISTLEBLOWER POLICY
 - 402 DISABILITY NONDISCRIMINATION POLICY
 - 407 EMPLOYEE RIGHT TO KNOW EXPOSURE TO HAZARDOUS SUBSTANCES
 - 410 FAMILY AND MEDICAL LEAVE POLICY
 - 413 HARASSMENT AND VIOLENCE
 - 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE
- 417 CHEMICAL USE AND ABUSE
- 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL
- 419 TOBACCO-FREE ENVIRONMENT
- 429 SUSPECTED MISCONDUCT AND DISHONESTY
- 506 STUDENT DISCIPLINE
- 514 BULLYING PROHIBITION POLICY
- 515 PROTECTION AND PRIVACY OF PUPIL RECORDS
- 516 STUDENT MEDICATION
- 516.1 PEANUT AND NUT FREE ACCOMMODATION
 - 521 STUDENT DISABILITY NONDISCRIMINATION
 - 522 STUDENT SEX NONDISCRIMINATION
 - 524 INTERNET ACCEPTABLE USE AND SAFETY
 - 526 HAZING PROHIBITION
- 610 FIELD TRIPS
- 721.1 EMPLOYEE CONFLICT OF INTEREST
- 806 CRISIS MANAGEMENT
- 807 HEALTH AND SAFETY
- 902.1 FRAGRANCE FREE STATEMENT

A copy of these policies can be found in the attachment section. For a complete listing of MSA policies and to access updated policies, please see the MSA website (<https://www.mnmsa.org/bod/policies/>).

Field Trips

Teachers are encouraged to take their students on field trips and should follow Policy 610 (Field Trips) which will be located at the following link (see below). For students not attending the field trip, teachers will

plan an alternative learning activity that may be completed while the trip occurs. Email Building B Office Manager directly to obtain the paperwork to start the process. Thank you!

Personal Relationships

A staff member who is involved in a personal relationship with another staff member may not work directly for, or supervise, the staff with whom he or she is involved. A personal relationship is defined as a relationship between individuals who have or have had a continuing intimate relationship. The school reserves the right to take prompt action if an actual or potential conflict of interest arises concerning a personal relationship. Supervisors are prohibited from dating any employees and may be disciplined for such actions, up to and including termination.

Personal Information and Personnel Records

It is important that staff keep the school office informed of any changes to address, phone, emergency contact information, or licensure.

MSA will release any information required to be released under state and federal law when a proper data request is received.

Appearance and Grooming

All staff are expected to dress in a manner that appropriately represents the school and their position, contributing to a professional appearance.

Safety and Security

Safety Policy

The school strives to provide a safe and healthful workplace for all staff, students, and visitors in accordance with the Occupational Safety and Health Act of 1970 and relevant state regulations. Each of us has a responsibility to exercise care and perform our work with sound safety practices in mind. Please report any damaged property or seemingly hazardous conditions to the school Director immediately.

Work Injuries

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the school Director, or the office, and seek medical treatment if needed. Complete an Injury/Accident Report and turn it into the school Director.

Facility Security

The school has controlled building access at all entrances to ensure that all employees are able to gain access to the buildings and controls the entrance of nonemployees to help ensure a safe work environment for staff, students, and visitors. Visitors are required to enter through the main entrance of each building and check in at the office.

Firearms Prohibition in the Workplace

MSA prohibits staff from carrying, possessing, or using firearms while on school property or off-site while acting in the course and scope of employment. This policy applies to all staff, students, and visitors, even those who may have a valid permit to carry a handgun. The school has the right to search lockers, handbags, etc. Staff concerned about or aware of a weapon being brought into the school should contact the school Director immediately. Policy 501 allows an exception for firearm safety or marksmanship courses or activities for students or non-students.

Workplace Violence

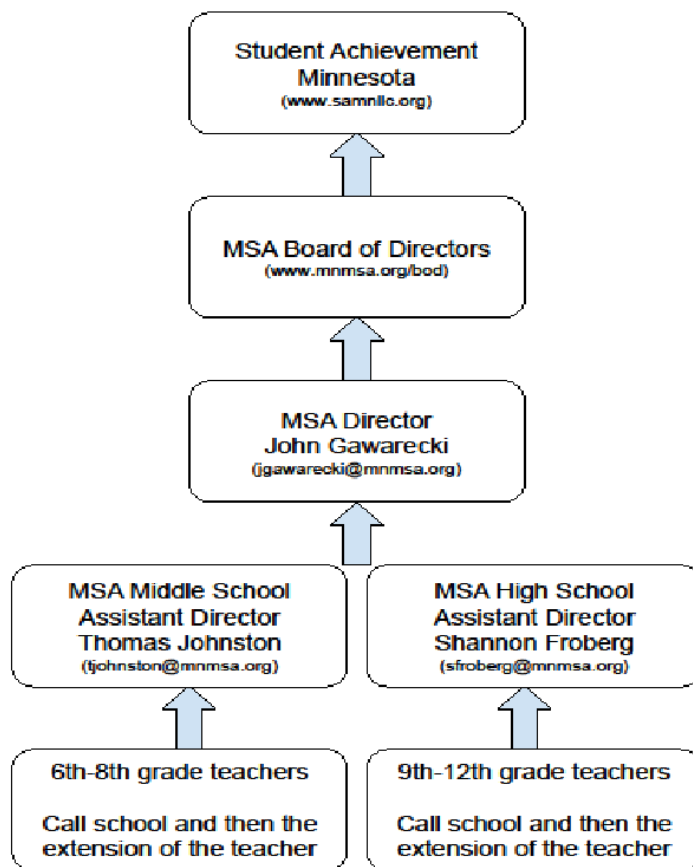
MSA is committed to preventing workplace violence and to maintaining a safe work environment. Conduct that threatens, intimidates, or coerces another employee, visitor, or member of the public will not be tolerated. This prohibition includes all acts of harassment.

Staff who observe or have knowledge of a violation of this policy should immediately report it to the school Director. This includes threats by employees as well as threats by students, parents, vendors, or other members of the public. We will act when unforeseen events occur and look to employees for support of this policy. Staff should directly contact proper law enforcement authorities if they believe there is a serious threat to their safety and inform the school Director immediately. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Complaints - Students, Employees, Parents, Other Persons

MSA takes seriously all concerns or complaints by students, employees, parents or other persons. MSA uses the following communication progression to make certain all questions, concerns and issues are addressed in a professional and timely manner. If your question, issue or concern is not resolved at the lowest level, please proceed to the next level.

2021-2022 MSA General Education Chain of Communication



Conflict Reporting and Resolution

Conflict may occur within the MSA community when employees and school stakeholders with different backgrounds and priorities work together. Conflict can be expressed in numerous ways such as insults, noncooperation, repeated uninvited negative interactions, bullying and anger. Causes can range from personality clashes and misunderstood communication to organizational mismanagement. The negative effects of conflict within the MSA community can include, but are not limited to, work disruptions, decreased productivity, degradation of community relationships, potentially sacrificing the mission and vision of MSA, absenteeism, turnover, and termination. Emotional stress can be both a cause and an effect of workplace conflict.

To manage conflict within MSA's community, actions will include:

- Providing policies and communication that are clear and consistent, and make the rationale for decisions transparent to all parties involved. Degree of transparency will be subject to the confines of

legal statute.

- Ensuring that all employees - not just Administrators - are accountable for resolving conflict.
- Not ignoring conflict, and not avoiding taking steps to prevent it.
- Understanding that there likely are underlying emotions of the employees and/or community members in conflict.
- Being mindful that approaches to resolving conflict may depend on the circumstances of the conflict.

***Reporting of Conflict - When a conflict arises that cannot be resolved and additional assistance is needed to resolve the conflict, a Conflict Resolution Form will be completed and given to the appropriate persons.

The Conflict Resolution Form form may be found [online on the staff dashboard](#).

NOTE: Participants who are disruptive of the process (e.g., using threatening behavior) or refuse to abide by the guidelines established in the policy will forfeit their opportunity to participate in the internal process, which may continue without their active participation.

Investigative Steps:

Dependent upon the severity of the complaint, some early steps may be skipped to address the issue in a timely manner.

1. Open-door policy. This is the first step. It encourages employees to meet with their Building Administrator to discuss and resolve work-related issues. Employees should know that there will be no negative repercussions for voicing a complaint. However, if the claim proves to be false, and of malicious intent, appropriate disciplinary action will be taken. The Building Administrator will reference the reporting individual's completed conflict resolution form to facilitate the investigation.
2. Director review. If the open-door approach does not resolve the conflict or if the conflict is with an Assistant Director, the next step is to have the issue reviewed by the MSA Director. The Director will reference the reporting individual's completed conflict resolution form to facilitate the investigation.

Conflict Resolution:

The following are types of conflict resolution techniques available:

- a. Facilitation. A neutral employee in the organization, agreed to by both parties, acts as a facilitator with the Director, not to judge the merits of the dispute or to render a final decision, but to help both sides decide the best way to settle the dispute. If agreement with regard to the neutral employee cannot be determined, the Director will be the facilitator by default.
 - i. As a result of the investigation, the Director's resolution may include:
 1. A determination of fault, if any can be clearly defined. This determination may or may not be actionable (ie: employee discipline policy)
 2. New communication guidelines between the parties involved
 3. Continued conflict resolution action plan (i.e. additional meetings, skills to be developed, etc)
 4. All records of the investigation will be kept by the Director, and any disciplinary action will be added to the individual's personnel file.
- b. Third Party Investigator. A third party investigator is a neutral third party who helps investigate the conflict and reports the results of that investigation to the Director. Third party investigators should be trained external professionals who have no perceived conflict of interest with the employee(s) and/or community member.
 - i. As a result of the investigation, the Director's resolution may include:
 1. A determination of fault, if any can be clearly defined. This determination may or may not be actionable (ie: employee discipline policy)

2. New communication guidelines between the parties involved
 3. Continued conflict resolution action plan (i.e. additional meetings, skills to be developed, etc)
 4. All records of the investigation will be kept by the Director, and any disciplinary action will be added to the individual's personnel file.
3. Board of Directors. Reporting or an appeal of a decision may be made to the Board of Directors (BOD). The reporting of a conflict with the Director may involve the BOD as a first step. Unless the conflict involves the Director, reporting steps 1 and/or 2 will be followed prior to reporting a conflict to the BOD.
- a. As a result of the investigation, the Director's resolution may include:
 - i. A determination of fault, if any can be clearly defined. This determination may or may not be actionable (ie: employee discipline policy)
 - ii. New communication guidelines between the parties involved
 - iii. Continued conflict resolution action plan (i.e. additional meetings, skills to be developed, etc)
 - iv. All records of the investigation will be kept by the Director, and any disciplinary action will be added to the individual's personnel file.

ADD TITLE IX Coordinator & Coordinator Information

MSA prohibits sexual harassment that occurs within its education programs and activities. If an instance of sexual harassment might occur within MSA's education programs and activities, contact one of the following.

MSA Title IX Coordinator

John Gawarecki

8490 Woodbury Crossing

Woodbury, MN 55125

jgawarecki@mnmsa.org

651-578-7507 Ext. 3506

Or

MSA Alternate Title IX Coordinator

Emily Graveen

8460 Woodbury Crossing

Woodbury, MN 55125

egraveen@mnmsa.org

651-578-7507 Ext. 3508

Electronic Information Systems

Phone and Internet Access

At the full discretion of the BOD, staff may be provided a cell phone and/or a phone in the classroom or school office for facilitating school-related communications. The school Director, in consultation with the BOD Chair, shall define excessive use or abuse of this privilege. Any charges over and above the school's purchased plan will be the responsibility of the staff member. Abuse will result in disciplinary action. The BOD reserves the right to charge staff for use unrelated to school business and/or unnecessary use.

Internet access will be made available on campus to each staff member for school related business. The

school Director, in consultation with the BOD Chair, shall define excessive personal use or abuse of this privilege. Abuse will result in disciplinary action. Staff remain solely responsible for any financial obligations incurred through the use of the internet, including purchases made knowingly or unknowingly on the internet, unless approved in advance and in writing by the school Director. The school Director assumes the same personal responsibility for financial obligations incurred through use of the internet, unless pre-approved by the BOD.

These systems and any information transmitted, received, or stored on them are the property of the school and should be used for school-related business. Staff may not access inappropriate websites or use company systems to harass, discriminate, or conduct offensive behaviors to other staff, students, or others.

The school reserves the right to monitor employee use of the e-mail system or the internet at any time. Staff should not consider their internet usage or email communication to be private. Personal passwords are not an assurance of confidentiality, and the internet itself is not secure.

Security Guidelines are as follows: email and the internet are not entirely secure. Staff must notify the school Director of any potential breaches of security or any potential viruses. Staff members are not permitted to load their own software. Any unauthorized use of another person's computer may result in termination.

Social Media Policy

Staff should not "connect" socially with current students through personal Instagram, Twitter, Facebook, MySpace, or other social networking sites. If these sites are utilized by staff with students, those accounts should only be used for academic purposes. Staff should use discretion and good judgment connecting with parents and past students.

Protecting School and Student Information

Protecting confidential or private information is the responsibility of every staff member, and all staff share a common interest in making sure such information is not improperly or accidentally disclosed. During the course of employment, there may be access to confidential or private information including but not limited to personnel information or information regarding students. This information may only be shared or disclosed in compliance with the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Questions regarding sharing information with staff, students, or the public should be addressed to the school Director.

Visitors

In order to plan and carry out work at the school, visits to staff by non-staff should be limited in length and frequency and be scheduled during break times or off hours. Visitors are required to check in at the school office.

Severe Weather

The possibility of poor weather conditions is a fact in Minnesota. We have an obligation to our students to remain available during normal office hours whenever possible. In those rare instances where this is impossible, notifications of the school closing or delay in opening will be made on the MSA homepage, WCCO, KMSP, KSTP, and through a parent email message as soon as they are determined. **In addition, each staff member is expected to participate in the MSA Staff Emergency Calling Tree as distributed.**

Staff must determine their own ability to safely arrive at work and are responsible for getting a substitute if needed. Staff must email the Director prior to the scheduled start time if they are unable to make it to school due to weather. Personal time will be used, if available, as payment for time missed.

E-learning Days

If the school exceeds the number of built in snow days within the approved school calendar, MSA will announce an E-learning day. Teachers are expected to provide instructions to students following the template found in the appendix for each scheduled class of the E-learning day. Teachers will have these instructions posted on their class websites by 10:00 A.M. and will be available for student phone calls and/or emails until 4:00 P.M. of the E-learning day. Teachers are encouraged to email instructions to students.

MSA Staff Performance Expectations

Performance Expectations

MSA staff performance expectations include but are not limited to the following statements:

- All staff are expected to be prepared daily to perform their work. They must maintain a suitable environment for learning, and they must maintain a positive working relationship with MSA families.
- All staff must work to support each other in a cooperative, team-like manner.
- Newly hired teachers are required to observe MSA or other teachers a minimum of six (6) hours prior to the beginning of Spring Break. This may be done in one day or may be broken down into small segments. Professional Development Leave will be used while the teacher observes MSA or other teachers.

Teacher Development and Evaluation Process

All teachers will participate in the MSA Teacher Development and Evaluation Process, which can be found in the attachments sections of the handbook.

Job Performance Review

Each staff member will be evaluated annually and is expected to fully cooperate with the review process. More frequent reviews may occur as necessary. An employee's job performance will follow the process outlined in the attachments section of the handbook.

Minimum Service Requirements

All Salaried Exempt Staff will be expected to perform the Minimum Service Requirements.

- Chaperone a minimum of two MSA events outside of regular school hours (not including events for which the staff member is an advisor). Staff will sign up for activities at the August Workshop meetings.
 - Salaried Exempt Staff required to attend the 6th grade informational night may count this toward the minimum service requirements.
 - Salaried Exempt Staff attending the 9th grade orientation may count this toward their minimum service requirements.
- Be an active member in at least three school governance activities. Staff will sign up for governance activities at the August Workshop meetings.

Additional Duties

Each teacher has the following additional duties:

- Following the guidelines for the MSA test calendar found in the attachments sections of the handbook.
- Follow the Curriculum Review Cycle requirements
- Complete E-learning lessons for days designated as E-learning days. (See appendix)

- Observe and follow the procedures for communication with the public as well as official MSA Logos and branding guidelines located at <https://www.mnmsa.org/bod/board-committees/communications-committee?dir=%2FCommunication+Procedures+and+Guidelines%2F>
- Update your profile and website following the Standardization of MSA Profiles and MSA Website.
 - Locate the MSA Staff Profiles (About Us Section of Website)
 - MSA requires staff to maintain a profile page on the public port of the MSA website. This page is designed to follow a premade, approved template which includes the staff person's name, basic contact info, and a brief description of the staff member.
 - To set up your profile, please watch the quick training video explaining step by step how to set up your profile provided by our IT contractor.

General Information

Work Hours

All staff whose position is dependent on school hours and student-contact days should refer to the school calendar. A staff member may be assigned a specific work hour schedule and will be expected to begin and end work according to that schedule. In order to accommodate the needs of our school, it may be necessary to change individual work schedules on either a short-term or long-term basis. Work outside of these assigned hours must be pre-approved by the school Director prior to any work completed.

Salaried Exempt Staff are expected to be ready to greet students no later than 9:00 A.M. and are expected to be available for meetings with parents, students, and administrators before and after school as needed.

Salaried Exempt Staff are expected to attend all weekly Wednesday staff meetings from 8:00 am - 9:00 am. If a staff member cannot attend a Wednesday morning meeting, they are to contact the school Director prior to the meeting for approval. If approved, no PTO will be used.

Salaried Exempt Staff are responsible to be present at school until all of their student supervisory duties are completed for the day. Generally this is until 4:00 pm. Staff involved in supervising activities or part-time staff may have an altered schedule.

In addition, Salaried Exempt Staff are expected to be on campus an additional 3 hours beyond the current 9-4 expectations. For consistency, availability, and service to the MSA community, Salaried Exempt Staff are required to be on campus for at least 3 hours (during a 5-day week) beyond their normal teaching schedules - including the one hour spent on Wednesday mornings for weekly meetings, and our already required office hours. This is pro-rated for part time, and it's pro-rated for short school weeks. If staff have a zero hour, the 3 required hours may be adjusted to reflect their schedule.

When Salaried Exempt Staff are absent for a full day of school, one PTO day is deducted. Salaried Exempt Staff do not make up the minutes for that day, since it is deducted from the PTO. Salaried Exempt Staff may choose to spend these hours doing all/or a combination of the following:

- Student Help (Office hours)
 - By appointment or drop in (however you see fit)
- Meetings:
 - Committees and Task Forces
 - Parent meetings
 - 504 Meetings
 - IEP Meetings
- Prep Work (including preparing for events, classes or activities)
- Coaching, Activities, Clubs (paid or non-paid)
- Tutoring

- Hallway Duty

This does not include required IEP, 504, or Medical Health Plan reteaching or testing outside of general office hours, as these duties are paid to whomever is providing this service.

All staff are required to be here from 9-4 on Monday, Tuesday, Thursday and Friday. All **Salaried Exempt Staff** are here from 8-4 on Wednesdays. Salaried Exempt Staff are required to be at school 2 additional hours per week to be determined by the individual staff member. Salaried Exempt Staff determine for themselves how to achieve the 3 additional hours (with the exception of the weekly 1 hour meeting) during a 5-day school week. Salaried Exempt Staff may update their personal schedules as needs change or arise throughout the year.

Salaried Exempt Staff receive 12 PTO Days because of the additional time staff needs to spend on campus.

MSA School Enrollment Preference for Dependent Children of MSA Staff

Priority enrollment shall be extended to dependent children of MSA staff and will follow the School Enrollment Procedures.

Teacher Relicensure

As a teacher in Minnesota, you will need to renew your professional license. Teachers need to keep track of their relicensure year as neither the Minnesota Professional Educator Licensing and Standards Board (PELSB) nor the MSA office will remind you. Currently, MSA teachers work with the South Washington County School's (SWCS) relicensure committee to complete this process.

Prior to the expiration of your teaching license, you should email the relicensure committee contact person, provided by MSA, to let them know you are renewing your license and ask which steps are next. You will be asked to create an account with PELSB (many teachers already have an account set up). You will need to send all materials for relicensure to the relicensure committee for review. It is the responsibility of the teacher to apply for relicensure in a timely manner.

For more information or to start the re-licensure process, go to the SWCS website at:

<http://www.sowashco.org/staff/staff-development-tde/pd-express-help-information>

Payroll Deductions

State and federal laws require that certain deductions, such as Social Security and Medicare taxes, be withheld from your paychecks. Any amount deducted for the income tax depends upon your total pay and the number of exemptions claimed on your W4 form.

Other deductions are taken only if requested by you. These may include such things as health insurance and retirement savings plans. No deductions, other than those required by law, will be made without your written consent.

To view your paystub, staff may log onto Skyward Finance. This will show the deductions for the current pay period. Check these deductions to be certain they are accurate. Each January, you will receive a W2 form that shows your total earnings from MSA and the taxes withheld during the previous year.

Paychecks

Paychecks are issued over the entire year per payroll schedule. The BOD reserves the right to change this schedule. Direct deposit is available to a checking and/or savings account of the staff member's choice.

Timecards

All employees who are hourly Non-Exempt and employees scheduled for payment for hourly duties are required to complete a time card and turn it into the Business Manager in a timely manner. Failure to do so will result in nonpayment for that paycheck period.

Overtime for Hourly Non-Exempt Staff

MSA complies with all federal and state laws in regards to compensation. Any overtime to be worked by an hourly staff member must be pre-approved by the school Director and an agreed upon compensation method (pay or comp days) must be in place prior to the performance of any overtime.

APPENDIX

2021-2022 School Calendar

2021-2022 School Year							Math & Science Academy																				
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
August 2021							September 2021							October 2021							November 2021						
1	2	3	4	5	6	7	5	6 H	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
15	16	17	18 N	19 N	20	21	19	20	21	22	23	24	25	17	18	19	20 P	21 X	22 X	23	21	22	23	24 X	25 H	26	27
22	23	24	25	26 B	27	28	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
29	30	31 F										20	21	31					18	39						18	57
					1	1																					
December 2021							January 2022							February 2022							March 2022						
			1	2	3	4							1			1	2	3	4	5			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7 SB	8 SB	9 SB	10 SA	11 SE	12
12	13	14	15	16	17	18	9	10	11	12	13	14 SA	15	13	14	15	16	17	18 P	19	13	14 SA	15	16	17	18	19
19	20 W	21 W	22 W	23 W	24 H	25	16	17 H	18 W	19	20	21	22	20	21 H	22	23	24	25	26	20	21	22	23	24	25	26
26	27 W	28 W	29 W	30 W	31 H		23	24	25 OH	26	27	28	29	27	28						27	28	29	30	31		
					13	70	30	31				19	89						18	107						17	124
April 2022							May 2022							June 2022							July 2022						
					1	2	1	2	3	4	5	6	7			1	2 L	3 G	4						1	2	
3	4	5	6	7	8	9	8	9 W	10	11	12	13	14	5	6	7	8	9	10	11	3	4 H	5	6	7	8	9
10	11	12	13	14	15 X	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18 H	19	20	21	22	23
24	25 X	26	27	28	29	30	29	30 H	31					26	27	28	29	30			24	25	26	27	28	29	30
					19	143						20	163						2	165	31						

KEY:	I 6th Grade Informational Meeting	Number of days in 2021/2022 Calendar:
F/L First/Last Day of School	W Teacher Work Day (No School)	# of Days in 1st Semester = 80
H Holiday (No School)	PD Prof. Dev. Day (No School)	# of Days in 2nd Semester = 85
X No School Day	SB Spring Break (No School)	Total # of School Days = 185
SE Semester End (Jan 13 or 14)	WB Winter Break (No School)	Number of teacher days = 176
OH Open House (6:00-7:30 pm)	C Parent/Teacher Conferences (5-8pm on 1st, 9am-1pm on 2nd)	
B Back To School Night (1-7 pm)	NT Orientation For New Teachers	Last Edit
	G June 3rd is graduation.	Approved:

REQUEST TO USE PERSONAL TIME OFF (PTO) DAYS

See The Current Year's Staff Handbook For Details On Personal Time Off.

Name _____

Personal Day/s _____ or Time leaving campus _____

Date/s _____

Comments:

Please Return Completed Form To: **Ken La Casse**

Thank you.

REQUEST TO TRANSFER PERSONAL TIME OFF (PTO) DAYS TO ANOTHER STAFF MEMBER

See The Current Year's Staff Handbook For Details On Personal Time Off.

Name of person requesting transfer of PTO days: (Will have PTO days deducted.)

Name of person receiving transferred PTO days: (Will have PTO days added.)

Personal Day/s _____ or Teaching Periods/Hours _____ to be transferred

Comments:

Approved by _____
John Gawarecki - Director

Return completed form to **Ken La Casse**

Thank you.

Emergency Prep Sub Notification

Name _____

Subbed for: _____
(Teacher name)

Period/Hour: _____ Date: _____

Comments:

Please Return Completed Form To: **Ken La Casse**

Thank you.

REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE

See Current Year Staff Handbook For Details On Personal Time Off.

Name _____

Leave for: _____

Of PD Days _____ Date (s) _____

Comments:

Approved by _____
John Gawarecki - Director

Return completed form to **Ken La Casse**

Thank you.

REQUEST TO USE BEREAVEMENT DAYS

See Current Year Staff Handbook For Details On Personal Time Off.

Name _____

Funeral for: _____

Relationship: _____

Of Bereavement Days _____ Date (s) _____

Comments:

Approved by _____
John Gawarecki - Director

Return completed form to **Ken La Casse**

Thank you.

REQUEST FOR LEAVE OF ABSENCE

Name _____

Date of request _____

Requested start date of Leave of Absence: _____

Requested last date of Leave of Absence: _____

Of Leave of Absence Days _____

Explanation and rationale for Leave of Absence Request:

Approved by _____
John Gawarecki - Director

Return completed form to **Ken La Casse**
Thank you.

MSA Teacher Pay Scale (Effective 2021 - 2023)

Step/Lane Completed Years Teaching	BA/BS					MA/MS or BA/BS				
	BA/BS	BA/BS +15	BA/BS +30	BA/BS +45	+ 60	MA/MS +15	MA/MS +30	MA/MS +45	MA/MS+60	
0	35,593	37,823	38,938	40,053	42,283	45,628	46,743	47,858	48,973	
1	36,263	38,493	39,608	40,723	42,953	46,298	47,413	48,528	49,643	
2	36,933	39,163	40,278	41,393	43,623	46,968	48,083	49,198	50,313	
3	37,603	39,833	40,948	42,063	44,293	47,638	48,753	49,868	50,983	
4	38,273	40,503	41,618	42,733	44,963	48,308	49,423	50,538	51,653	
5	38,943	41,173	42,288	43,403	45,633	48,978	50,093	51,208	52,323	
6	39,613	41,843	42,958	44,073	46,303	49,648	50,763	51,878	52,993	
7	41,283	43,513	44,628	45,743	47,973	51,318	52,433	53,548	54,663	
8	41,953	44,183	45,298	46,413	48,643	51,988	53,103	54,218	55,333	
9	43,453	45,683	46,798	47,913	50,143	53,488	54,603	55,718	56,833	
10	44,453	46,683	47,798	48,913	51,143	54,488	55,603	56,718	57,833	
11	45,953	48,183	49,298	50,413	52,643	55,988	57,103	58,218	59,333	
12	46,623	48,853	49,968	51,083	53,313	56,658	57,773	58,888	60,003	
13	47,293	49,523	50,638	51,753	53,983	57,328	58,443	59,558	60,673	
14	47,963	50,193	51,308	52,423	54,653	57,998	59,113	60,228	61,343	
15	48,633	50,863	51,978	53,093	55,323	58,668	59,783	60,898	62,013	
16	49,303	51,533	52,648	53,763	55,993	59,338	60,453	61,568	62,683	
17	49,973	52,203	53,318	54,433	56,663	60,008	61,123	62,238	63,353	
18	50,643	52,873	53,988	55,103	57,333	60,678	61,793	62,908	64,023	
19	51,313	53,543	54,658	55,773	58,003	61,348	62,463	63,578	64,693	
20	51,983	54,213	55,328	56,443	58,673	62,018	63,133	64,248	65,363	
21	52,653	54,883	55,998	57,113	59,343	62,688	63,803	64,918	66,033	
22	53,323	55,553	56,668	57,783	60,013	63,358	64,473	65,588	66,703	
23	53,993	56,223	57,338	58,453	60,683	64,028	65,143	66,258	67,373	
24	54,663	56,893	58,008	59,123	61,353	64,698	65,813	66,928	68,043	
25	55,333	57,563	58,678	59,793	62,023	65,368	66,483	67,598	68,713	
26	56,003	58,233	59,348	60,463	62,693	66,038	67,153	68,268	69,383	
27	56,673	58,903	60,018	61,133	63,363	66,708	67,823	68,938	70,053	
28	57,343	59,573	60,688	61,803	64,033	67,378	68,493	69,608	70,723	
29	58,013	60,243	61,358	62,473	64,703	68,048	69,163	70,278	71,393	
30	58,683	60,913	62,028	63,143	65,373	68,718	69,833	70,948	72,063	
31	59,353	61,583	62,698	63,813	66,043	69,388	70,503	71,618	72,733	
32	60,023	62,253	63,368	64,483	66,713	70,058	71,173	72,288	73,403	
33	60,693	62,923	64,038	65,153	67,383	70,728	71,843	72,958	74,073	
34	61,363	63,593	64,708	65,823	68,053	71,398	72,513	73,628	74,743	
35	62,033	64,263	65,378	66,493	68,723	72,068	73,183	74,298	75,413	
36	62,703	64,933	66,048	67,163	69,393	72,738	73,853	74,968	76,083	
37	63,373	65,603	66,718	67,833	70,063	73,408	74,523	75,638	76,753	
38	64,043	66,273	67,388	68,503	70,733	74,078	75,193	76,308	77,423	
39	64,713	66,943	68,058	69,173	71,403	74,748	75,863	76,978	78,093	
40	65,383	67,613	68,728	69,843	72,073	75,418	76,533	77,648	78,763	

MSA EA Pay Scale (Effective 2021 - 2023)

Years of Educational Experience	EA Hourly Rate of Pay		
	Associate Degree	Bachelor Degree	Master Degree
0	\$16.00	\$17.00	\$18.00
1	\$16.50	\$17.50	\$18.50
2	\$17.00	\$18.00	\$19.00
3	\$17.50	\$18.50	\$19.50
4	\$18.00	\$19.00	\$20.00
5	\$18.50	\$19.50	\$20.50
6	\$19.00	\$20.00	\$21.00
7	\$19.50	\$20.50	\$21.50
8	\$20.00	\$21.00	\$22.00
9	\$20.50	\$21.50	\$22.50
10	\$21.00	\$22.00	\$23.00
11	\$21.50	\$22.50	\$23.50
12	\$22.00	\$23.00	\$24.00
13	\$22.50	\$23.50	\$24.50
14	\$23.00	\$24.00	\$25.00
15	\$23.50	\$24.50	\$25.50
16	\$24.00	\$25.00	\$26.00
17	\$24.50	\$25.50	\$26.50
18	\$25.00	\$26.00	\$27.00
19	\$25.50	\$26.50	\$27.50
20	\$26.00	\$27.00	\$28.00
21	\$26.50	\$27.50	\$28.50
22	\$27.00	\$28.00	\$29.00
23	\$27.50	\$28.50	\$29.50
24	\$28.00	\$29.00	\$30.00
25	\$28.50	\$29.50	\$30.50
26	\$29.00	\$30.00	\$31.00
27	\$29.50	\$30.50	\$31.50
28	\$30.00	\$31.00	\$32.00
29	\$30.50	\$31.50	\$32.50
30	\$31.00	\$32.00	\$33.00
31	\$31.50	\$32.50	\$33.50
32	\$32.00	\$33.00	\$34.00
33	\$32.50	\$33.50	\$34.50
34	\$33.00	\$34.00	\$35.00
35	\$33.50	\$34.50	\$35.50
36	\$34.00	\$35.00	\$36.00
37	\$34.50	\$35.50	\$36.50
38	\$35.00	\$36.00	\$37.00
39	\$35.50	\$36.50	\$37.50
40	\$36.00	\$37.00	\$38.00

E-Learning Day - Lesson Template

For E-learning days, teachers would follow a uniform template for their lesson plans. The following represents what a teacher would be required to post to their students via email and on their webpage. Teachers should have this posted by 10:00 A.M. (Please plan for approximately 30-35 minutes of time for student work.)

E-Learning Date:

Course: _____

Period: _____

Lesson objective:

Lesson activity:

Lesson activity for students without Internet access:

Students in need of a modification/accommodations will be emailed individually.

Office hours:

Contact information:

Phone:

Email:

MSA Teacher Development and Evaluation Process (Three Year Cycle)

Math and Science Academy's (MSA) Strategic Plan is based on our vision to create "well--rounded, lifelong learners and global citizens." To help support MSA's vision, a teacher development and evaluation process has been created to develop, improve, and support qualified teachers and effective teaching practices, improve student learning and success, and provide all enrolled students with improved and equitable access to more effective and diverse teachers. *(The plan has been created in accordance with MN Statute 124E.03, Subd. 2, which also states that the teacher development and evaluation process does not create any additional employment rights for teachers.)*

A 3-year professional review cycle will be established for each teacher that includes an individual growth plan, a peer review process, and at least one summative evaluation performed by the MSA Director and/or designated administrator who is a qualified and trained evaluator.

- For teachers new to MSA, an initial 3-year evaluation process will be completed as required [see below].
- After exiting the initial 3-year evaluation process, teachers who are not evaluated by a qualified and trained evaluator will be evaluated by peer review [see below].

Step 1 - Goal Setting

By the third week of school, the Director will meet with every teacher to set up and/or review teacher individual growth and development plans, which include goals that the individual teacher will work on for that school year. These goals will be written as objectives which need to be met as determined by the Director and/or designated administrator and the teacher.

New Teachers

The Director and/or designated administrator and the new teacher will discuss and determine goals for the year together.

Established Teachers

The goals may be the result of, but are not limited to:

- the previous year's observations.
- teacher-initiated professional goals.
- items in the personnel file.
- other factors that may lead to teacher growth.

If there are any concerns that emerge after the first goal setting meeting, the Director and/or designated administrator may meet with a teacher to add and/or change objectives to the teacher's goals for the academic year.

Step 2 - Observations

Teachers with less than 4 full completed years of prior teaching experience will complete the formal evaluation cycle for their first three years at MSA and once every three years after that. For teachers with 4 or more full completed years of prior teaching experience, the teacher will complete the formal evaluation for their first year and then the administrative team will determine if the teacher moves out of the initial 3 year observation cycle after reviewing past year's observations

and any feedback provided from the department chair and the teacher's mentor. While going through the formal evaluation process, teachers will be observed formally three times in the course of the school year, whenever possible. Additionally, the Director can observe teachers as needed, and teachers can request additional observations, if necessary. The first observation will be scheduled to occur before the last school day in October.

The Director and/or designated administrator can and will observe teachers informally without giving prior notice. All documentation, whether formal or informal, will be shared with the teacher and may be added to their personnel file (see "*Minnesota statute 181.961 Review of Personnel Record by Employee* [www.revisor.mn.gov/statutes/?id=181.961]" for information regarding access to personnel records).

Pre-Observation

Before each of the formal observations, the teacher will fill out a pre-observation form that details the learning objectives and the lesson to be observed; the lesson plan must be submitted to the Director and/or designated administrator at least 24 hours prior to the formal observation.

Post-Observation

After the observation, the teacher and the Director and/or designated administrator will meet to discuss the lesson during a post-observation meeting. Also during the post-observation meeting, the Director and/or designated administrator will discuss any areas of concern for that teacher which would be documented in the employee's personnel file.

If the teacher is evaluated as deficient in any area, he/she may have an additional formal observation within thirty (30) calendar days. (See "*Evaluations and Outcomes, "Teacher Not Making Progress."*")

Step 3 - Teacher Progress

Teacher Making Progress

If the Director and/or designated administrator determines that the teacher is making progress towards meeting their objectives/goals, the teacher will follow the evaluation cycle based on their number of years of employment at MSA

Teacher Not Making Progress

If the Director and/or designated administrator determines that the teacher is not making progress towards meeting their objectives/goals and/or determines that the teacher is not addressing other concerns that were brought up in the post-observation discussions, the teacher may be put on a **Teacher Growth Plan (TGP)**. This step may be necessary prior to the completion of all formal observations and/or following informal observations. The TGP is generally, but not always, an intermediary piece before the more formal **Performance Improvement Plan (PIP)** (see below).

Teacher Growth Plan (TGP) (See "Forms")

The TGP lists all ten Minnesota Standards of Effective Practice for Teachers (MN Administrative Rule 8710.2000). The Director and/or designated administrator will indicate which of the 10 standards need to be met. The Director and/or designated administrator and teacher will develop an action plan which will include measurable goals, specific feedback, and resources available to help the teacher achieve their goals. Unless immediate action is warranted because of serious allegations or significant deficiency, all goals on the TGP should match previously recorded concerns/comments in the teacher's personnel file. The Director and/or designated administrator will place a teacher on the TGP for a period not to exceed 60 calendar days (timeline to be determined by the Director and teacher).

Within the TGP timeframe, the Director and/or designated administrator will assess and critique the teacher's progress and meet with him/her to discuss progress on the TGP and to provide resources and/or opportunities for improvement, as needed. The Director and/or designated administrator may make more classroom observations, formally and informally, as needed.

Additionally, the teacher may request to work with another teacher of their preference who has strengths in the area that the teacher was directed to work on in the TGP. Working with another teacher is completely up to the teacher on the TGP and the teacher with whom he/she requests to work.

After the Director and/or designated administrator determines that the goals on the TGP have been met, the teacher will be notified, and with the Director and/or designated administrator, sign the TGP completion line. The teacher will then follow the procedure outlined under "Teacher Making Progress."

If the teacher has not made progress on their TGP goals as determined by the Director and/or designated administrator, or if significant deficiency or serious allegations warrant it, the teacher will then be placed on the PIP.

Performance Improvement Plan (PIP) (See "Forms")

If the teacher has not made progress on their TGP goals as determined by the Director and/or designated administrator, or if significant deficiency or serious allegations warrant it, the teacher will then be placed on a PIP. Unless immediate action is warranted, all goals on the PIP should match previously recorded concerns/comments in the teacher's personnel file.

The teacher has sixty (60) calendar days to complete the goals on the PIP. Additionally, a teacher who has been placed on the PIP will meet with the Director and/or designated administrator to discuss goals, progress, and deficiencies.

If any objective of the improvement plan is not met during the specified timeline, disciplinary action up to and including termination may occur. A decline in

performance after successfully completing the improvement plan may also result in dismissal without the issuance of another warning or improvement plan.

Appeals

If any teacher who was placed on a TGP or a PIP desires to, he/she may appeal to the Director. If the teacher feels that they cannot appeal to the Director regardless of the reason, they may appeal to the Board of Directors (see MSA Policies 103 and 401.1).

The year-long process for the typical evaluation cycle ends with a meeting with the Director and/or designated administrator for a review summarizing all the components encompassing the teacher's job (see below "Step 3 - Evaluations and Outcomes"). See attached forms representing what will be used in this final review. By the end of the school year, teachers will have completed the evaluation process and will be aware of their next steps in the evaluation cycle.

Step 3 - Evaluations and Outcomes

After the final observation, which is to be completed prior to the last school day in March, the Director and/or designated administrator will meet with the teacher in an end-of-year summative evaluation meeting to review overall performance and goal completion and to discuss individual professional development goals for the following school year.

During the meeting, the teacher may present a portfolio demonstrating evidence of reflection and professional growth, and include the teacher's own performance assessment based on student work samples and demonstration of teaching, which may include video among other examples for the summative evaluation.

***MSA employees shall remain employees-at-will with no rights to ongoing employment and no rights to a subsequent contract with MSA for any given school year, notwithstanding any language in the employee's Evaluations, Teacher Growth Plan or Performance Improvement Plan. This includes, but is not limited to, any language giving an employee a designated period of time to work on the areas needing improvement. MSA employees understand and agree that the MSA Board of Directors' commitment to a sound evaluation process in no way creates additional procedural or substantive rights to employees.**

To the extent there is any conflict between processes established in this document, "Evaluations, TGP and PIP Procedures," and processes referenced in any other MSA documents, the processes established in this document "Evaluations, TGP and PIP Procedures" shall control.*

MSA Annual Job Performance Review Process

The following process will be used to evaluate and determine an employee's employment status annually, at minimum.

1. The employee and Director and/or Building Administrator will collect data concerning the employee's performance during the school year.
2. Employees displaying substandard performance will be communicated with and a corrective action plan will be put in place. This corrective action differs from the Development path that would include a TGP or PIP.
3. The employee and Director and/or Building Administrator will each complete a Job Performance evaluation form and discuss their ratings together.
4. The employee and Director and/or Building Administrator evaluation copies will go into the employee's personnel file.
5. The Director will meet to notify a Teacher or Assistant Director if they are not being retained by the end of April.
6. The Director will meet to notify an Educational Assistant or yearly Administrative Staff if they are not being retained by the end of May.

MSA Discipline, Suspension, and Dismissal of School District Employees Process

The following process will be followed to help promote the effective operation of school programs through the cooperation of all employees under a system of procedures and rules applied fairly and uniformly.

MSA will utilize a disciplinary process that is progressive, where appropriate, to produce positive corrective action. While progressive discipline is the intent of the process, in certain events, such as a serious breach of conduct, the specific form of discipline chosen in a particular case and/or the decision to impose discipline is solely within the discretion of the Director.

Discipline

There are three major reasons that discipline may occur: violation of school laws and rules, substandard performance, and misconduct.

Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing, and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of MSA;

2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

Failure to successfully complete a TGP or PIP may result in disciplinary action (see the Teacher Evaluation and Development Process in the staff handbook).

Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. These include, but are not limited to:

1. unprofessional conduct or neglect of duty;
2. failure to observe core values of the school district and/or directives and orders of supervisors;
3. acts of insubordination
 - a. neglect of duty;
 - b. continuing neglect of duties in spite of oral warnings, written warnings or other forms of discipline;
4. failure to follow the canons of professional and personal ethics;
5. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community as provided by federal and state laws related to human rights;
6. falsification of credentials and experience
7. unauthorized destruction of school district property;

Forms of Discipline

1. Forms of discipline will be followed in a progressive manner when appropriate:
 - a. oral or written counseling;
 - b. oral or written warning;
 - c. written reprimand;
 - d. probation;
 - e. disciplinary suspension, demotion or leave of absence with pay;
 - f. disciplinary suspension, demotion or leave of absence without pay;
 - g. dismissal, termination or non-renewal of employment

2. Other forms of discipline may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school's objective of stopping or correcting the offending conduct and improving the employee's performance.

Procedures for Administering Policy

1. In any instance where any form of discipline is imposed, the employee's supervisor will:
 - a. Advise the employee of any inadequacy, deficiency or conduct which is the cause of discipline either orally or in writing. If given orally, the supervisor will document the fact that oral counseling or an oral warning was given to the employee specifying the date, time and nature of the oral counseling or warning.
 - b. Provide directives to the employee to correct the conduct or performance.
 - c. Specify the expected level of performance or modification of conduct to be required from the employee.
 - d. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 - e. Forward copies of all writings to the director for filing in the employee's personnel file.

2. MSA retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law where applicable.

Appeals

In the event that an employee feels that the job performance review process has not been followed, they can follow the process outlined in MSA's Complaints policy (Policy 103).

Legal References: Minn. Stat. § 122.A.40 (Teachers- Employment;
Contracts; Termination)
Minn. Stat. § 122.A.44 (Contracting with Teachers)
Minn. Stat. § 122.A.58 (Coaches)

Assessment Calendar

To facilitate student learning, MSA makes a serious attempt to limit the amount of tests students take on any one given day. To facilitate this effort, MSA has the following procedures that teachers are expected to follow.

- The purpose of the Assessment Calendar is for teachers to help students schedule their time wisely. This also helps teachers see the totality of what a student is expected to do on any one day. The Assessment Calendar also allows parents and students to see these assessment expectations. It is for the MSA community.

- For each day, students should have no more than two summative assessments and one project/paper/speech/debate due date. *Even if* students were given work time in class, a

project/paper/speech/debate must be included on the calendar. This is a change based on the results of the survey. This *does not mean* three summative assessments. Please identify if your item is a test or project/paper/speech/debate when you put it on the test calendar.

- When adding an item to the calendar, select the grade(s) applicable for your course. To determine which grade(s) that would need to be indicated, select the grade(s) you have in your course that number 25% or greater of the total number of students in that grade. For example, if there are 88 students in 6th grade, you would need to select that grade option in the calendar editor if you have at least 22 6th graders in your course.
- If there are already two summative assessments and one project/paper/speech/debate for a day, then you will have to schedule your assessment or project due date for another day.
- The end of the semester and the school days before Winter and Spring Break are not exceptions to these principles.
- Block days will be counted as individual days. If you have a class that meets on both block days you need to put the event on BOTH block days. If your class meets only on Fridays, and you have a block day event, place the assessment on Friday only. Thus, a student should not have more than 3 assessments on one of these days.
 - For example, if you look at the 7th grade calendar, and there is a Science Test, an English Test, and a History Project listed on BOTH Thursday and Friday then, even if your class only meets on Friday, you cannot add your assessment because there are already 3 assessments on Friday. However, (and we think this can probably only happen in High School because of the smaller classes) if there is an English and History Test on both Thursday and Friday, and there is a Spanish 3 Project listed only on Thursday, you could add another assessment if your class only meets on Friday.

■ **Example 1:** 7th Grade Calendar:

<u>Thursday</u>	<u>Friday</u>
English Test	English Test
Science Test	Science Test
History Project	History Project

Both of these days are full. There can be no more assessments added - even if your class only meets on one of the days.

■ **Example 2:** High School or other Calendar:

<u>Thursday</u>	<u>Friday</u>
English Test	English Test
History Test	History Test
Spanish 4 Project Due (only meets on Thursday)	_____

If your class only meets on the Friday because of the block schedule, you could put your project on Friday because there is an open spot. But, if your class meets on both Thursday and Friday, you cannot have the project due on Thursday because the students already have three assessments for Thursday. Additionally, you cannot put another test on Friday, because there are already two tests.

- Events tied to regular course grades/requirements (e.g. NHD; music concerts, not extra-curricular activities) will be included on the Assessment Calendar, so that teachers can limit the amount of work they ask students to complete on those nights. All other events not tied to a regular course will be removed.

Procedures

1. Go to the Teacher Access dashboard
2. Click on the “Manage Calendar” button
3. Filter by grade
4. Check to make sure there are no more than two summative assessments and one project/paper/speech/debate due on the date you want (if there is, see the alternatives below)
5. Schedule your assessment

Alternatives

If there are already two summative assessments and one project for a day, then you will have to reschedule your assessment. In addition to rescheduling your test, you might also consider some of the following options if you are short on time:

- Reschedule the assessment and allow students to use their notes/worksheets - so you can skip the review day.
- Reschedule the assessment and allow students to work with a partner.
- Reschedule the assessment and allow students to complete the assessment at home.
- Reschedule the assessment to a later date, and just start the next unit before this assessment is complete.



Deposit To MSA Checking Account Deposit Slip #: _____

Receipt Of: Checks _____ Cash _____ Coin _____

Amount : \$ _____ \$ _____ \$ _____

Total Amount Of Deposit: \$ _____ Date: _____

Deposit To: _____

Received From: _____
(Signature)

Deposit Received & Verified By: _____
(Signature)

Comments: _____

Purchase Order Form

All Purchase Orders Must Be Approved By Director Before Any Purchase Is Made. Also Activities Director if Applicable.

**MATH & SCIENCE ACADEMY
PURCHASE ORDER
FY 2019-2020**

PO# _____
Tax Exempt # ES37416

Ship To: Math & Science Academy
8430 Woodbury Crossing
Woodbury, MN 55125

Bill To: Math & Science Academy
8430 Woodbury Crossing
Woodbury, MN 55125
Ph. 651-578-7507 Fax 651-578-7532

PURCHASE FROM (VENDOR)		DATE if phoned in		TOTAL COST	
VENDOR ADDRESS		DATE if faxed in			
PHONE #		DESCRIPTION			
Fax #		QUANTITY	UNIT COST		
ITEM #					

PO REQUESTED BY _____ DATE _____ COMMENTS _____

CHARGE TO ACCOUNT/DEPARTMENT _____

APPROVED BY _____ DATE _____ COMMENTS _____

Authorized Signer: John Sawarecki Approved by Activities Director(if applicable) _____ Date _____

Ordered by _____ Date _____

Total Expenses for Reimbursement Requested

--

Signature of Requester:	Date:
-------------------------	-------

SUBSTITUTE TEACHER REQUEST FORM

STAFF MEMBER NAME / Teacher Requesting Substitute

***Note:** Staff / Teacher must contact substitute teacher.

Teacher/ Staff NAME _____

Sub Required

Sub Not Required

Date Sub is Required/ Not Required _____MM/DD/YY

NAME OF SUBSTITUTE _____

Check one of the Following:

*Personal Day/s

*Sick Day/s

Staff Development

Other

of **Periods** Sub is needed _____

OR

of **Days** Sub is needed _____

Notes: 1) * indicates day will be deducted from personal days.

2) Refer to handbook for procedure when all personal days have been exhausted and a staff member may require additional days.

Turn completed form into **Ken LaCasse**.

Thank you.

Copy of all Policies Referenced to Follow

Math and Science Academy
Long-Range Budget Projection Model
April 13, 2021

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

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

**Math and Science Academy
Long-Range Budget Projection Model
April 13, 2021**

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

**Math and Science Academy
Long-Range Budget Projection Model
April 13, 2021**

	Actual	Adopted	<i>Budget Projections</i>					
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Revenue Summary and Projections								
State Aids								
General Education Revenue	3,780,041	3,908,285	3,917,043	4,053,133	4,206,810	4,419,810	4,570,422	4,663,776
Pension Adjustment Revenue	7,902	11,228	11,853	0	0	0	0	0
LEP Aid	14,098	14,084	14,085	14,084	14,004	14,004	14,004	14,004
Compensatory Revenue	<u>4,815</u>	<u>4,952</u>	<u>4,296</u>	<u>5,119</u>	<u>5,301</u>	<u>5,569</u>	<u>5,855</u>	<u>6,070</u>
Subtotal	3,806,856	3,938,549	3,947,277	4,072,336	4,226,115	4,439,383	4,590,281	4,683,850
Building Lease Aid	805,351	833,076	833,076	853,574	877,226	902,455	915,070	916,646
Long-Term Facilities Maintenance Revenue	74,637	76,077	76,077	77,986	80,203	82,738	84,005	84,163
Prior Year Over/Under accruals/Rounding Adjustment	6,916	0	0	0	0	0	0	0
Special Education Aid	706,857	723,877	712,264	752,862	782,969	814,292	846,830	880,677
Endowment Aid	21,795	20,526	20,663	19,090	19,555	20,095	20,712	21,021
Other MN Aid (Safe Schools Supplemental Aid)	22,846	0	0	0	0	0	0	0
Government Wide Pension Audit Entry	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total State Aids	5,445,258	5,607,105	5,604,357	5,790,847	6,001,069	6,273,962	6,471,897	6,601,356
Federal Revenue								
Federal Special Ed	70,527	66,200	67,045	67,500	68,900	70,300	71,700	73,100
Title II Funds	21,427	27,400	9,647	27,900	28,500	29,100	29,700	30,300
CARES and CRF Funding	0	0	158,401	0	0	0	0	0
Total Federal Revenue	91,955	93,600	235,093	95,400	97,400	99,400	101,400	103,400
Other Revenue								
Fees from Patrons: Milk, Graduation Gear, AP Exam (005-050)	22,554	28,000	28,000	29,300	30,700	32,300	33,400	34,100
Fees From Patrons: Study Hall (920-050)	1,810	2,400	100	2,500	2,600	2,700	2,800	2,900
Fees from Students/ Field Trip (105-050)	21,282	35,000	0	25,800	27,100	28,500	29,600	30,300
Third Party Billing	1,944	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Interest Revenue	16,568	20,000	1,600	20,000	20,000	20,000	20,000	20,000
Annual Fund (255)/Dragon Dinner	88,678	85,000	53,500	75,000	85,000	85,000	85,000	85,000
Donations and Miscellaneous Grants, Tech FR	2,759	0	(4,638)	0	0	0	0	0
Miscellaneous Income/Sale of Equipment	1,884	0	217	0	0	0	0	0
Year Book Revenues	3,587	3,100	3,100	3,200	3,400	3,600	3,700	3,800
Insurance Recovery (625)	0	0	3,400	0	0	0	0	0
Student Activity Revenue/ExtraCurricular	85,580	129,200	50,000	135,000	141,500	148,800	154,000	157,400
Total Other Revenue	246,645	303,700	136,279	291,800	311,300	321,900	329,500	334,500
Total Revenue	5,783,858	6,004,405	5,975,729	6,178,047	6,409,769	6,695,262	6,902,797	7,039,256
	Formula Check	5,783,858	6,004,405	5,975,729	6,178,047	6,409,769	6,695,262	6,902,797
	Per Audit	5,783,856						7,039,256

**Math and Science Academy
Long-Range Budget Projection Model
April 13, 2021**

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

Expenditure Calculations

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

<u>Inflation Assumptions</u>								
Salaries	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

<u>Budget Calculations</u>	39.9%	34.9%	35.2%	35.7%	36.2%	37.2%	38.2%	39.2%
100 Salaries	2,042,506	2,228,933	2,226,087	2,343,685	2,437,100	2,533,300	2,584,000	2,635,700
200 Benefits	815,937	778,074	784,571	837,736	883,312	943,512	988,235	1,034,364
100 Extracurricular Stipends	192,269	74,678	74,678	76,200	77,700	79,300	80,900	82,500
305 Contracted Services	203,545	232,160	232,160	232,600	243,800	256,300	265,300	271,100
315 Repairs and Maintenance for Computers	36,550	39,700	45,000	46,350	48,600	51,100	52,900	54,100
320 Communications Services	18,564	19,115	19,115	20,000	21,000	22,100	22,900	23,400
329 Postage	4,989	4,200	4,200	4,400	4,600	4,800	5,000	5,100
330 Utilities	91,472	108,100	80,000	95,000	96,900	98,800	100,800	102,800
340 Insurance	29,705	34,200	34,200	34,900	35,600	36,300	37,000	37,700
350 Repairs and Maintenance	101,701	148,800	100,000	100,000	104,800	110,200	114,100	86,900
360 Field Trip Transportation	7,440	11,100	0	11,600	12,200	12,800	13,300	13,600
366/368 Travel and conferences (some moved to Stipends)	22,485	15,000	15,000	15,700	16,500	17,300	17,900	18,300
369 Field Trip Admissions	13,209	23,200	0	14,200	14,900	15,700	16,300	16,700
<hr/>								
Lease Payments per Amended Lease (Nov 2012)	707,625	708,344	708,344	707,606	707,158	688,625	689,750	689,396
8490 Woodbury Crossing (Bldg C)	63,654	65,564	67,531	67,531	69,556	71,643	73,792	76,006
8490 Woodbury Crossing Real Estate Taxes (Bldg C)	19,421	20,198	21,006	21,006	21,846	22,720	23,629	24,574
8500 Woodbury Crossing (Bldg D)	97,644	100,573	103,591	103,591	106,698			
Amount to Repair and Replacement Fund/Max Lease Aid	6,701	30,962	25,170	48,683	69,437	219,740	229,573	228,520
<hr/>								
370 Total Lease Expense	895,045	925,640	925,640	948,416	974,696	1,002,728	1,016,744	1,018,496
<hr/>								
370 Other Rentals and Operating Leases	356	800	800	800	800	800	800	800
380 Computer and Tech Related Hardware Rental	32,696	15,501	28,000	33,000	34,600	36,400	37,700	38,500
389 Staff Tuition Reimbursement	0	0	0	0				
401/455/465 General Supplies	38,643	31,900	20,000	35,000	36,700	38,600	40,000	40,900
401 Maintenance Supplies	21,658	25,000	15,000	25,000	26,200	27,500	28,500	29,100

**Math and Science Academy
Long-Range Budget Projection Model
April 13, 2021**

	Actual	Adopted	Budget Projections						
			<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
405 Non-Instructional Computer Software & Licensing	20,059	20,525	24,000	25,100	26,300	27,600	28,600	29,200	
406 Instructional Software Licensing	14,786	14,700	22,450	23,500	24,600	25,900	26,800	27,400	
430/456/466 Instructional Supplies	90,768	50,000	30,000	30,000	31,400	45,000	46,600	47,600	
460 Textbooks and Workbooks	17,247	26,000	15,000	20,000	21,000	22,100	22,900	13,400	
461 Standardized Tests	20,093	22,500	15,000	25,000	26,200	27,500	28,500	29,100	
490 Food	320	2,000	1,000	1,000	1,000	1,100	1,100	1,100	
505/506 Capitalized Technology Software	9,427	12,300	10,000	10,400	10,900	11,500	11,900	12,200	
530 Furniture and Other Equipment	21,088	12,000	3,500	25,000	11,200	10,000	10,400	10,600	
555/556 Technology Hardware (Capitalized)	6,955	30,000	5,000	5,000	5,200	5,500	5,700	5,800	
820 Dues and memberships	38,196	40,035	45,500	41,800	43,800	46,000	47,600	48,600	
898 Scholarships	0	500	500	500	500	500	500	500	
Annual Fund (255)/Capital Campaign	7,652	42,500	42,500	37,500	42,500	42,500	42,500	42,500	
State Special Ed Expenditures / ESY	753,161	774,200	774,200	805,200	837,400	870,900	905,700	941,900	
Third Party Billing	759	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Federal Special Ed Expenditures	70,527	66,200	67,045	67,500	68,900	70,300	71,700	73,100	
Title II Funds	21,427	27,400	9,647	27,900	28,500	29,100	29,700	30,300	
CARES and CRF Funding	0	0	158,401	0	0	0	0	0	
Student Activity Expenses	96,637	129,200	50,000	135,000	141,500	148,800	154,000	157,400	
Pension Expense (Offset by Revenues)	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Total Expenditures	5,757,872	6,002,161	5,894,195	6,170,987	6,406,908	6,687,840	6,872,580	6,996,760	
	Formula Check	5,757,872	6,002,161	5,894,194	6,170,987	6,406,907	6,687,840	6,872,579	6,996,760
	Per Audit	5,757,872							
Annual Surplus	25,986	2,244	81,535	7,060	2,861	7,422	30,218	42,496	
	Per Audit	25,984							
Beginning fund Balance	2,121,091	2,147,077	2,147,077	2,149,321	2,156,381	2,159,242	2,166,664	2,196,882	
Ending Fund Balance	2,147,077	2,149,321	2,228,612	2,156,381	2,159,242	2,166,664	2,196,882	2,239,378	
	Per Audit	2,147,076							
Fund Balance Percentage of Annual Expenditures	37.3%	35.8%	37.8%	34.9%	33.7%	32.4%	32.0%	32.0%	

Elections Committee

12 April 2021 – 16:00

Link: <https://zoom.us/j/91878056880?pwd=aFV4NW1GQ3dhQnVHZ0FLMW8wNnJidz09>

1. Members Present
 - Adam Bartz, Justin Gehring, Cody Schniepp, Amelia La Casse, Carrie Hamm
2. Audit Votes
 - 94 ballots cast
 - 1 invalid ballot (cast after deadline)
3. Summarize Counts
 - Parent
 - **Erik Fair (54)**
 - David John (34)
 - Marques Simmons (1)
 - Teacher
 - **Hannah Kostichka (85)**
 - Wendell Sletten (1)
 - Jeana Albers (1)
 - Community
 - **Jeff Eng (19)**
 - **Jeffery Eng (1)**
 - Judith Darling (7)
 - Ron Kath (1)
 - Adam Bartz (1)
4. Adjourn - 16:10

2021 SUMMER AGREEMENT BETWEEN
THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE GREATER TWIN
CITIES, WOODBURY BRANCH, AND THE MATH AND SCIENCE ACADEMY

TERM: Beginning June 14, 2021 through August 6, 2021 with review by the Director of Math and Science Academy and representatives from The Young Men's Christian Association of the Greater Twin Cities and its Woodbury Branch.

PURPOSE: The Math and Science Academy (MSA) shall provide space for School Age Care activities to The Young Men's Christian Association of the Greater Twin Cities, Woodbury Branch (YGTC).

MUTUAL AGREEMENTS:

1. It is the intent of the YMCA to provide full day summer child care activities over the summer break.
2. MSA shall provide appropriate space as may be determined between the Principal of MSA and the YMCA for a period starting on June 14, 2021 through August 6, 2021. Program hours will be as follows:

Summer Program 7:00 a.m.-6:00 p.m.
3. The YMCA summer program will drop off and set up their program space on Friday, June 11th at a time that MSA administration agrees on.
4. Daily fee schedule and contract terms for participants will be determined yearly by the YMCA.
5. The YMCA reserves the right to cancel the program due to low enrollment. Program capacity will be set at 50 kids maximum per day.
6. YMCA shall provide the normal custodial and maintenance services for the space occupied by the YMCA.
7. The YMCA shall make arrangements directly with the respective lead custodian and Director of MSA for the storage of program materials.
8. The YMCA agrees to reimburse MSA for the cost of repairing any damages caused by negligent use of the building by the YGTC program.
9. The Activities Director of MSA will serve as the school liaison to YGTC programs.
10. Parent evaluations will be conducted at least once a school year.

2021 SUMMER AGREEMENT BETWEEN
THE YOUNG MEN’S CHRISTIAN ASSOCIATION OF THE GREATER TWIN
CITIES, WOODBURY BRANCH, AND THE MATH AND SCIENCE ACADEMY

- 11. MSA will provide the YMCA program with access to wireless. MSA will also allow the YMCA program to use the gymnasium when available. During summer refrigeration may be used.
- 12. MSA will provide the YMCA program with appropriate keys to access the building and storage areas.
- 13. Staff members involved in the operation of the program will be employees of the YMCA. The YMCA agrees to comply with all applicable laws, including insurance liability and workers compensation laws.
- 14. The YMCA agrees to release, hold harmless and indemnify MSA, its individual Board of Education members, all employees, demands, action or causes of action, of any kind; arising out of or resulting from the negligent acts or omissions of the YMCA. To the extent authorized by law, statutes, and constitution of the State of Minnesota, this does not extend to any personal injuries caused by Math and Science Academy as a result of any defect in, condition of, or failure by MSA to provide physical maintenance of its school facilities.

MSA, it's individual Board of Education members, all employees, agrees to release, hold harmless and indemnify the YMCA, its' directors, officers, employees demands, actions or causes if action, of any kind; arising out of or resulting from the negligent acts or omissions of MSA.

The YMCA agrees to provide its own public liability insurance coverage at an amount not less than One Million dollar of liability coverage and the YMCA shall name MSA as an “additional insured” on its insurance policy and, furthermore, shall provide the school with a Certificate of Insurance delineating this contractual provision.

MSA agrees to provide its own public liability insurance coverage at an amount not less than One Million dollar of liability coverage or to provide evidence of self-insurance and MSA shall name the YMCA as and “additional insured” on its insurance delineating this contractual provision. If self-insurance applies, a letter outlining the limit of coverage’s for the third part liability shall be outlined and provided to the YMCA.

By: _____
Its: _____
Date: _____

Authorized Agent
The Math and Science Academy

By: _____
Its: _____
Date: _____

Authorized Agent
Young Men’s Christian Association
of the Greater Twin Cities

April COVID Evaluation

MSA COVID-19 Rating:

MSA had a rating of 61 on April 9th. Learning Model Numbers:

Week of:	Monday	Tuesday	Wednesday	Thursday	TOTAL S	POINTS
April 5, 2021	Staff/Student COVID+ cases: 1	Staff/Student COVID+ cases: 0	Staff/Student COVID+ cases: 0	Staff/Student COVID+ cases: 0	Staff/Student rates: .49%	35
	Staff check-in/check-out compliance: 81%	Staff check-in/check-out compliance: 89.5%	Staff check-in/check-out compliance: 79%	Staff check-in/check-out compliance: 75%	Safety Protocols: 16 points	16
					State Regulation: Some	10
					WashCo Rates: 37 MSA Zip Code Rates:	0

MSA was notified on April 12th that a staff member had tested positive for COVID-19. Appropriate actions were taken and all close contacts were notified and the MSA community was communicated with. No on campus transmission has been reported.

On Campus Procedures Update:

Many positive comments and feedback have been received by parents of students who have returned to campus.

MSA's protocols are working well. No major adjustments have been made to date.

This past week we had two days where our next action would have been to consolidate classrooms due to staff shortages.

The COVID-19 Coordinator has been vital in our ability to remain open.



16 April, 2021

John Gawarecki
 Director
 Math and Science Academy
 8430 Woodbury Crossing
 Woodbury, MN 55125
jgawarecki@mnmsa.org

VIA EMAIL ONLY

Dear Mr. Gawarecki –

I hereby resign my position at MSA, effective April 19, 2021 at 3:00 p.m.

I am truly sorry to be leaving this school and I have many happy memories of my time here. However, I have grave concerns with regard to the direction MSA is headed, and I can no longer work for a school which does not put the needs of every student first.

Teachers and Board Members who:

- refer to special education students as “anomalies;”
- refuse to follow IEP and 504 plans;
- actively seek to exclude struggling students from their classrooms; and
- disproportionately refer students of color for disciplinary action

have no place in public education. Yet these individuals are now poised to control the interests of this school. These practices absolutely do not align with my teaching philosophy, and I cannot be a part of a system which actively works to marginalize students.

I fear that the recent actions taken by the Board, coupled with the intolerance and discrimination shown by those now in power, will lead to the loss of many highly-qualified and talented teachers and staff at MSA. I, for one, cannot and will not work for leaders who do not recognize MSA is a public school, and who do not put the needs of students above their own.

I wish to thank you for your excellent leadership over the years, and I sincerely regret that I am unable to continue to serve the wonderful students of MSA.

Sincerely,

Judy Seeberger
 Teacher on Special Assignment
 COVID-19 Coordinator
 ELA Teacher

