

**Board of Directors  
Math & Science Academy  
Monday, August 16th, 2021**

**Building A (Room 10A) - Virtually ( [https://youtu.be/R\\_9tGdHL5ns](https://youtu.be/R_9tGdHL5ns) )**

BOD packet on MSA website

**1. 5:00PM - 6:00PM Workshop Agenda**

- a. Discussion on Permanent Director (Anderson)
- b. Open Meeting Law opinion on BOD Committees (Ellingson)
- c. Break

**2. 6:15PM BOD Meeting 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.

**3. Roll Call of Members**

Voting:

Dan Ellingson, Chair	Jennifer Bartle, Secretary	Michelle Kurkoski
Maggie Burggraaff, Vice Chair	Erik Fair	Annie Cardenas
Cody Schniepp, Treasurer	Jeff Eng	Sandi Overson

Non-voting:

Paula Akakpo, Student Member

**4. Approval of Agenda - 5 min**

Conflict of Interest Statement

**4. Open Forum - 15 mins allotted**

**5. Approval of Minutes - 5 min**

- a. BOD Workshop and Regular Meeting, June 21, 2021 (Bartle)

**6. Chair’s Report - 5 min (Ellingson)**

**7. Executive Director’s Report - 15 min (Dodge)**

- a. Fall Plan: Discussion on Administration Decisions (COVID Task Force)

**8. Student Representative Update - 5 min (Akakpo)**

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

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

**Board Committees:**

2021 Search Committee (Anderson)  
 2021 Election Committee (Schneipp)  
 Annual Fund (AFC) (Schneipp)  
 Communications Advisory Committee (Burggraaff)  
 Personnel (Cardenas)  
 Policy (Kurkoski)  
 School Expansion Possibilities (Ellingson)  
 Academics (Kurkoski)  
 Finance (Schneipp):

**Approval of Financials**

**Approval of revised budget**

**10. Consent Agenda - 5 min (discussion leader)**

- A. Approve Policy 531
- B. Approve revised staff handbook (calendar error)
- C. Special education contracts, 2021-22
  - a. Miniapple Health consultants, Licensed School Nurse, Carly Smitkowski
  - b. Sally Poesch, Special Education Teacher with Licensure in Low Incidence Disabilities
  - c. Invision Services, Inc. Services for students with visual impairments, orientation & mobility
  - d. Theresa Casey-Wolf, consultant, as MSA Special Education Coordinator
- D. JR Computer Associates
- E. Reading Center, one-time professional development on dyslexia, August 24, 2021
- F. other

**11. Old or Unfinished Business - 5 min**

- A. **Approve Contract with Indigo for special education director services**

**12. Items for Discussion and Decision (discussion leader) - 30 min (Ellingson)**

- A. Approve Permanent Director Hiring Timeline (Ellingson / Anderson)
- B. Approve new cleaning contract (Dodge)
- C. Discussion of highlights of Minnesota School Board Association (MSBA) training

**13. Future BOD Meeting and Workshop Agenda Items - 5 min**

- A. Governance Training (Fall 2021)
- B. Strategic Plan Review (required every three years)
- C. Approval of staff contract format
- D. Diversity, Equity and Inclusion (focus area for 2021-22 year)

**14. Next meeting September 20th, 2021. Workshop 5PM and Meetings 6:15PM**

**15. Motion to Adjourn**

**Submitted:**

**Approved:**

## DRAFT - NOT YET APPROVED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, July 19, 2021  
Building A and Remotely  
8430 Woodbury Crossing, Woodbury, MN 55125**

**Call to Order** by Dan Ellingson at 5:00 pm

**Members Present:**

Voting:

Dan Ellingson, Chair  
Maggie Burggraaff, Vice Chair  
Cody Schniepp, Treasurer  
Jennifer Bartle, Secretary  
Michelle Kurkoski  
Annie Cardenas  
Jeff Eng  
Erik Fair

Non-voting:

Cecilia Dodge, Interim Director

**Absent:**

Voting:

Non-Voting:

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

**Discussion:**

**1. BOD Governance (Fair)**

Carver governance model is mostly used in the non-profit sector. What can and can't be done by BOD members. The importance of the BOD and the governance of the BOD ensures the BODs long term sustainability. Dan likes the idea of carving out what our BOD focus is....streamline our role and let Administration do their role. Should we address our committees and refine them. Do we need all of them?

Q: How does this BOD governance impact the existing policies? We would need help with this. Do we hire a consultant? Do we use our attorney?

Q: What comes first - strategic plan (mission statement revision) or Governance review? They can be both done at the same time.

Q: What does this mean for the teacher, student and parent at MSA? Discussion should take place about this.

Eric put together a quick document for us to review.

Q: Do we want to wait for the permanent director, or get started with the interim director? Cecelie believes it would be beneficial to MSA to get started now. Eric states that it doesn't matter who the director is, we should do this independently of the director search.

## **DRAFT - NOT YET APPROVED**

Q: Are there other governance models out there? Jeff thinks we should look at a few models to compare. Maybe take a few months to assess before we move forward. The Carver governance model is very straightforward and is easy for new BOD members to adapt.

### **2. BOD Goals / Strategy Plans (Ellingson)**

What's the best way to review the Goals and Strategic Plan?

Annie - We spent a few hours in the Fall with Don Helmstetter to discuss goals and our mission. This was put on hold through Covid. Don is able to come back in the Fall to help revisit this. Do this plan on a Saturday, 8-5 - a full day? Review, work on the mission and vision and have the final product at the end.

Q: How does this play into WFW? Would it have measurable objectives? Cecelia wants to get to a place where the goals and plans help her guide the staff.

Q: Timeline? Should we have these goals and plans completed before a permanent director is hired?

Q: These goals and plans are a part of our SAM contract?

Q: Should we use Don?

Q: What's the timing? Late Fall?

Q: What is the cost of the person that Cecelia has in mind? Cecelia will look into these questions.

### **3. Covid plan for 2021-22 school year (Burggraaff)**

Covid Task Force met on July 2 and discussed the summer plan. A new meeting is scheduled for July 27, at 2:00 PM. This is a Task Force. We don't have a Covid Coordinator. This group will look at the fall plan and modify it for the 21/22 fall term. Cecelia believes the Director and the asst directors should be the covid coordinators. Cecelia will put this update in the directors report each month. MSA will be in person at this point. A one page decision tree would be helpful regarding outbreaks. After July 27, there should be an update provided to parents.

Q: Do policies need to be modified regarding e-learning days? Does MDE agree for the elearning days?

Cecelia is working with MACs and 833 and 622 about the covid fall plan.

Q: What if a child wants to stay? What if a teacher wants to remain virtual?

**Workshop was adjourned at 6:00 pm**

**Submitted and Approved:**  
Jennifer Bartle, Secretary

## DRAFT - NOT YET APPROVED

### Board of Directors Meeting Minutes Math & Science Academy Monday, July 19, 2021 Building A and Remotely 8430 Woodbury Crossing, Woodbury, MN 55125

#### 1. Call to Order by Dan Ellingson at 6:15 pm

Vision and Mission read by Maggie Burggraaff.

#### 2. Roll Call of Members

##### Present:

##### Voting:

Dan Ellingson, Chair  
Maggie Burggraaff, Vice Chair  
Cody Schniepp, Treasurer  
Jennifer Bartle, Secretary  
Michelle Kurkoski  
Annie Cardenas  
Jeff Eng  
Erik Fair

##### Non-voting:

Cecilia Dodge, Interim Director

##### Absent:

##### Voting:

##### Non-voting:

Paula Akakpo, Student Member  
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: Cody Schniepp                      Second: Annie Cardenas

##### Discussion:

Move in the Consent Agenda to Items for Discussion and Decision:

- 10A. Approval of New Hires listed in the Director's Report
- 10C. Approval of IT contract for services
- 10H. Approve Indigo Education as MSA's Special Education Director for MDE

##### Remove:

- 10G. Designate MDE Title Grant Authorized Representative
- 12E. Annual BOD training of Data Privacy

Vote: 8-yes              0-no              0-abstain

The motion carries.

#### 4. Open Forum

## **DRAFT - NOT YET APPROVED**

None

### **5. Approval of Minutes.**

#### **a. Motion to approve the BOD Workshop and Meeting, June 21, 2021.**

Moved by: Cody Schniepp                      Second: Maggie Burggraaff

Discussion:

Mr. Ellingson clarified that the Chairs Report in June, and made this paragraph change:

Mr. Ellingson gave a recap of the Staff and Student Withdrawal Survey Results. There were five staff responses out of nine requested. The survey was to gather feedback on why they are leaving. The staff loved the teamwork, great students, and appreciated the diverse students. Comments on things to change was the need for a more diverse group of parent representatives and more diverse teachers and administration. There was frustration on how some things are handled such as when the BOD is sought out when the item should be handled by administration, treating all students fairly, and Covid wore them out. There were not many student's who were leaving, but those who responded to the survey mainly focused on wanting to go to a bigger school and have more social interactions or activities.

Vote: 8-yes                      0-no                      0-abstain

The motion carries.

### **6. Chair's Report**

Mr. Ellingson provided a recap of the workshop. Covid plans are being managed by a task force. They are reviewing in person vs not and mask vs not. This will be figured out later in July and subject to change based on CDC guidelines.

### **7. Director's Report**

1. Educational Leader – Making progress on the backlog of spring and summer administrative tasks, such as hiring, approving Department and teacher budget requests, and planning for back to school and opening week events.

2. Personnel Management –

- a. Hired two new Assistant Directors and other teachers.
- b. Will bring a consultant contract to you in Aug for the Special Education Coordinator
- c. Positions remaining to be filled:
  - i. Special education teachers
  - ii. JV and Varsity Volleyball coaches
  - iii. Part time music/choir
  - iv. PE/health

3. Facilities Management –

- a. Conducting a request for proposals for cleaning services
- b. Arranging for deep cleaning of hallways and common spaces, sprucing up of outdoor spaces to create a welcoming atmosphere for coming back to school post-pandemic.

4. Financial Management –Familiar with the budget, monthly expenses, in process of reviewing all fiscal processes including processes in place regarding collection of student fees.

5. Student Services – Visited the summer school classes; met with a number of teachers.

6. Special Education and Title I – Connected with our special education director and former school

## **DRAFT - NOT YET APPROVED**

psychologist. Have begun to put a plan in place for fall that maximizes staff and space. Making progress towards assuring quality services.

### 7. Organizational Management –

- a. Met with office staff as individuals and as a group.
- b. Addressed some immediate needs with organizational functioning including meeting with office staff to understand current job descriptions, address concerns, and in some cases, have already reassigned some duties where there was shared agreement.
- c. Finalized and submitted disciplinary incident report on time.

### 8. Communication and Interaction –

- a. In process to give the MSA website landing page a refresh, including a place for me to provide updates to our community, front and center.
- b. Beginning to address some concerns shared by the BOD and its Committees such as improving communication, the online payment of student fees, and improving the cleanliness of the buildings.
- c. Meet and greet Tuesday evening, 7/20
- d. One regular update has gone out and another will go out Tuesday
- e. Have made it a priority to be visible in the buildings.

9. Community Relations – Attended Woodbury area chamber of commerce meeting, MACs Directors call

### 8. Student Representative Communication and Update

None

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

#### **Board Committees:**

2021 Search Committee (Anderson): Report submitted.  
 2021 Election Committee (Schneipp): No report submitted.  
 Annual Fund (AFC) (Schneipp): No report submitted.  
 Communications Advisory Committee (Burggraaff): No report submitted.  
 Personnel (Cardenas): Report submitted.  
 Policy (Kurkoski): Report submitted.  
 School Expansion Possibilities (Ellingson): Report submitted.  
 Academics (Kurkoski): No report submitted.  
 Finance (Schneipp): No report submitted.

#### Discussion:

Mr. Schneipp explained that they are still working on the year end, June report, and July report. All of these will be brought to the Board in August.

#### **Motion to approve the credit card statement.**

Moved by: Cody Schneipp      Second: Annie Cardenas

Vote: 8-yes 0-no 0-abstain

The motion carries.

### 10. Consent Agenda

- A. Approve membership to MSBA and MSHSL
- B. Approval of YMCA Agreement
- C. Authorize Director and Financial Manager to:
  - a. Approve collateral changes

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- b. Granting of Administrative Authority
- D. Authorize Board Chair, Director, and Finance Manager access to school attorney(s) Jame Martin, and Ratwik, Roszak and Maloney

### **Motion to approve consent agenda.**

Moved by: Maggie Burggraaff    Second: Dan Ellingson

Discussion:  
None

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

## **11. Old or Unfinished Business**

- a. None

## **12. Items for Discussion and Decision**

### **A. Interim teacher BOD position**

Discussion:  
Mr. Schniepp introduced Ms. Sandi Overson. She was the only candidate. Mr. Ellingson conducted the reading of the oath to Ms. Overson.

### **Motion to approve Sandi Overson as interim Teacher BOD position until the election to be held in September, 2021.**

Moved by: Cody Schniepp    Second: Jeff Eng

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

### **B. Discuss Permanent Director Job Description**

Discussion:  
Ms. Cardenas provided an overview. Board discussed the community ambassador and whether the director can be the president of the building company. Ms. Dodge will ask MACS.

### **Motion to approve permanent director job description.**

Moved by: Annie Cardenas    Second: Maggie Burggraaff

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

### **C. Adopt MSA policy plan for reviewing and approving MSA policies**

Discussion:  
Ms. Kurkoski explained the process of the policy review and approval. Approvals will be updated.  
  
The mask policy will eventually need to be rescinded.

### **D. Decide on External BOD Training date and topic (BOD)**

Discussion:  
Board discussed needed topics and the timeframe of the training.

## **DRAFT - NOT YET APPROVED**

### **Motion to explore governance, goals, and strategic plan for a Board retreat in mid to late October.**

Moved by: Dan Ellingson      Second: Erik Fair

Discussion:  
Michelle,

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

### **E. Formation of Alternative Learning Format Committee**

Discussion:  
Mr. Schniepp noted that on line can't be done now and there is the summer emergent program.

#### **Motion to form an Alternative Learning Format Committee.**

Moved: Cody Schniepp      Second by: Maggie Burggraaff

Discussion:  
Board discussed the overlap of this with the Academics Committee. It was recommended that a task force would be created under the Academic Committee.

#### **Motion to withdraw.**

Moved by: Cody Schniepp      Second: Maggie Burggraaff

Board recess: 7:22 pm  
Board resumed: 7:30 pm

### **F. Review Student/Parent Handbook**

Discussion:  
The calendar was incorrect and will be replaced.

Position titles will replace specific names. Policies are referenced but there are a couple of policies that always come up: dress code and transportation. The dress code is already in there and transportation will be added.

The bullying policy will be referenced. Currently the policy requires the student to say "no" for it to be recognized as bullying. The Board will update the policy to remove this .

#### **Motion to approve Student/Parent Handbook subject to the changes provided by the BOD members and the Director.**

Moved by: Jeff Eng      Second: Dan Ellingson

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

### **G. Approval of new hires listed in Director's Report**

Discussion:  
Contract language stayed the same as previous Asst. Directors.  
Discussed a teacherayscale review.

Board discussed how this impacts the budget, bonuses, signing contracts, spending, training, retention, and recruitment.

## **DRAFT - NOT YET APPROVED**

### **Motion to approve new hires listed in Director's Report.**

Moved by: Annie Cardenas                      Second: Cody Schniepp

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

#### **H. IT contract for services**

Discussion:

Ms. Dodge explained that the contract had expired in 2019 and is currently on a month to month term. Ms. Dodge will follow up on a longer term contract and bring it back to the board.

#### **I. Approve Indigo Education as MSA's Special Education Director for MDE**

Discussion:

Board discussed indemnification language. Ms. Dodge will follow up with the attorney.

### **13. Future BOD Meeting and Workshop Agenda Items**

#### **a. 2021-22 BOD Goals**

- i. Governance Training**
- ii. Strategic Plan Update**
- iii. Contract template approval (target October 2021)**
- iv. Diversity & Inclusion Goal - to be specific**

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

- a. BOD Workshop, August 16, 2021 at 5:00 pm
- b. BOD Regular Meeting, August 16, 2021 at 6:15 pm

### **15. Motion to adjourn at 8:32 pm.**

Moved by: Erik Fair                      Second: Annie Cardenas

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

#### **Submitted:**

Ia Xiong, Board Recorder

#### **Approved:**

Jennifer Bartle, Secretary

## 7. Interim Executive Director's Report August 16, 2021

### Fall Plan, COVID-Related:

- Survey results
- Return in person
- Cleaner buildings
- Vaccines strongly recommended
- Masks required for all
- Three feet of social distancing when possible
- No full time online option
- Expect changes

### Contingency Plan, COVID-Related:

- COVID-related staff paid time off
- Substitute teachers
- Student attendance policy

### Back to School!

- Supporting staff - focus on improving culture and practice, healing, and preventing burnout
  - Norms of collaborative work, creating a brave/safe space
  - Diversity, equity and inclusion in a rigorous educational environment
    - Professional development on dyslexia, culturally responsive teaching, equitable grading, and data privacy
  - Clear expectations from administration; teacher evaluation rubric
- Special education program structure, ongoing assessment of how students with disabilities are served at MSA and what changes are needed
- Supporting students -
  - Assess learning and social/emotional needs
  - Provide relevant learning opportunities
  - Honor student experiences and concerns
  - Offer opportunities to share, flexible, supportive environment

### Highlights since July

1. Educational Leader
  - a. Planned/planning August events: new teacher orientation, teacher in-service week, back to school night
  - b. Adapted Charlotte Danielson's Framework for Teaching to provide a rubric for the current MSA teacher evaluation.
  - c. Reviewed and modified processes and documents, such as the online registration system, the master schedule, and shift the responsibility for scheduling students to counselors and assistant directors

2. Personnel Management
  - a. Hired:
    - i. Long-term substitute, Art (offer extended, pending acceptance)
    - ii. Special education teacher (one of three positions filled)
    - iii. Music/choir teacher, .5 FTE (offer extended, pending acceptance)
    - iv. Physical Education/Health teacher
  - b. Began an assessment of the office staff job descriptions
  - c. Building office staff capacity to carry out necessary functions and support the administration of the school
3. Facilities Management
  - a. Assessed use of space and have begun to make some shifts to improve efficiency and function
  - b. Joined the expansion committee
4. Financial Management
  - a. Proposing budget modification to meet critical areas of need
  - b. Developing internal controls and tracking procedures for MSA purchases
5. Student Services
  - a. Adjusted fall COVID plan based on new guidance from CDC, MDH, and MDE
6. Special Education and Title I
  - a. Managed requests from the external investigator
  - b. Continued restructuring
  - c. Reviewed IEP files
7. Organizational Management
  - a. Consolidated copier contracts with one company to save money and get better machines
  - b. Assessed the cleanliness of the buildings, conducted a request for proposals to select a new cleaning company, selected new cleaning company
8. Communication and Interaction
  - a. Informed stakeholders of adjustments in fall COVID plan based on new guidance from CDC, MDH, and MDE
9. Community Relations
  - a. Attend PTO meeting
  - b. Website mini-facelift in process

**Upcoming weeks:**

Focused on improved communication with the MSA community, getting the school year launched, continuing to assess the organizational function, and continuing to assist the investigator.

Search Committee Meeting #5  
6.16.21 Agenda

Members Present: Rob Krueger, Jennifer Bartle, Jeana Albers, Lisa Anderson, Jeff Eng, Cecelia Dodge

1. Transition Update (Jeff) **a committee of Joell and Sandi, Jeff have been meeting and compiling a list of tasks to be considered. Collecting documents and building out a calendar of tasks to be completed by fall, with the focus of tasks built around the goal of opening for fall. Jeff would like to know Cecilia's availability prior to her start date so the onboarding process can begin.**
2. Job Descriptions for ADs (the latest ones are attached to the email)
  - a. Should we even change them at this point? Or do we use the current ones with the understanding that part of the organizational assessment will include a re-working of these positions? We will also have to tell the potential candidates as well. **Postpone sharing job descriptions for now. Want to remain flexible and make sure the candidates know that the year's tasks may change in future years.**
  - b. If we want to make changes? What should be changed and why? **No changes for now.**
  - c. Is it more important to hire what the description says, or change the description based on the talents of those we hire?
    - i. In my mind, this is part of that issue of MSA moving toward a bigger school. As a smaller school we were flexible in moving pieces of descriptions around, or having committees/TFs pick up pieces of descriptions, but at some point we may want to start to more strictly define these roles and responsibilities. **Noted.**
    - ii. But we are also in a time crunch. **Noted.**
  - d. Other questions about the job descriptions?
3. Should we hire them jointly, or the MS AD first and then the HS AD?
  - a. MS AD First Option (this is the fastest I think that we could get it done)
    - i. June 11: Job posted
    - ii. June 17: Letter goes out to the community asking for volunteers for the Hiring AD taskforce (parents, teachers, staff and sometimes students)
    - iii. June: 21: Posting originally set to close, but I think that we could move it back. I suggest we move it to the 23rd. **Lisa will change it on the website to the 23rd.**
    - iv. June 24: Hiring TF meets to determine who they want to invite for interviews. **Cecelia would like to be involved with the screening of applicants. Cecelia will be able to meet via zoom.**
    - v. June 24-25: Arrange Interviews- **Cecelia will develop questions but collaboratively with the search committee. Cecelia would like stakeholders involved. Cecelia would like to be at the interviews. Develop a process for input to be shared from stakeholders and Cecilia will also be transparent in why the person was/was not selected.**

- vi. June 29 and June 30: Interviews and offer a position (if we keep these dates, then we do not need to change anything and can have high school individuals to interview at that time).
- vii. Start Date: ASAP, but probably not until July 12(ish) depending on how long the background check takes?
- b. HS AD Second Option- will have it also happen where candidates can be invited for June 28/29 interviews.
  - i. June 14: Job posted
  - ii. July 5: Posting closes
  - iii. July 6: Hiring TF (hopefully we can just use the same people from the MS AD hiring TF) meets to determine candidates
  - iv. July 7: Arrange Interviews
  - v. July 12/13: Interviews and offer a position.
  - vi. Start Date: ASAP, but probably not until July 26 (ish) depending on long the background check takes?
- c. Joint Hiring Option: Pick either the MS or HS Option or is there another option?
- 4. AD Salaries? (Finance is going to discuss this at their meeting on Monday) Check out large, fast-growing charter schools that are successful and what they pay to make sure we are competitive. MACS has shared that the average low end for assistant director salary is 70K. Nancy Dana (consultant with MACS) might have some competitive wage advice. Cecelia is going to research more on PTO days for assistant directors in other districts and will get back to the search committee.
- 5. AD Contracts Changes?
  - a. Should these be changed this year before we hire new ones or is this a part of the organizational assessment? Cecelia will research.
  - b. I don't have copies of these, but I believe BOD members do?
- 6. Who will update the Director's Job Description and when? Need to decide which one to use- is it the former one from last year or the one being worked on by the personnel committee? Is it the BOD? Search committee? Bring the personnel committee into it? Values task force will survey the community to see if anything needs to be changed in the job description.
- 7. Permanent Director's Hiring Update - The three TFs will have their first meetings next Wednesday. BOD will approve the timeline in August. Agendas for meetings have been emailed out.
- 8. Anything else?
- 9. Next Meeting? In August, group might choose to meet again if needed for salaries.

Search Committee #6 7.26.21

Minutes

Room 5C

4 pm

Members: Jennifer Bartle, Lisa Anderson, Jennifer Levitt, Heather Krisko, ~~Joel Pundsack~~, Jeff Eng

1. Introductions
2. We need a new Notetaker - We'll take turns.
3. (Interim Director) Transition TF Update (Jeff)
 

Mostly completed transition. Last task completed but needs follow up : short term needs (3 months out) - shared with directors and assistant directors. Sports, hiring, before school events, etc are being covered but these tasks may be interchanged within administration based on need and timing. Unification among stakeholders is a goal the BOD gave Mrs. Dodge in addition to the "checklists".
4. Hiring TF Update (Jennifer)
 

Waiting on Values Identification survey results. Application questions as well as follow up questions based on stakeholders results. Interview evaluation tools.
5. (Permanent Director) Transition TF (Joell)
  - a. They had one meeting, but will not meet again until October.
  - b. They would like to meet with the Interim Director and the Interim Director Transition TF in October to discuss what went well with the transition, and how to make it more effective.
6. Values Identification TF Update (Heather)
 

September 8th Staff and Parents will receive a survey. Students will receive a survey September 10th to complete during advisory class. BOD is discussing mission and vision and values at the end of October; statements are shared with stakeholders in the survey based on current mission, vision and values. Survey results will be shared with the board prior to their October meeting to assist in conversation about stakeholders thoughts. Statements will be given on a 5 point scale with an open ended question or two available.
7. Job Description Update (Lisa)
 

BOD approved in July Meeting and will go to the hiring task force. Hiring task force may give additional recommendations. May be brought back to the BOD if there are changes.
8. Discuss and Approve Timeline (Lisa)
 

Already done with or working towards completion of June and July action items. Adding a joint meeting with Values and Identification TF and Hiring TF at the end of September. Timeline is tight to give an offer by the end of February. Any changes to the timeline will affect all task force timelines and the hiring timeline. BOD needs to determine if they want to take on any of the action items on this timeline or accept the recommendations by the task forces. If the BOD or

administration is taking on any action items they need to be determined before the timeline is approved.

9. Are there any issues that didn't go smoothly with the hiring process, that we should plan to fix/change for the hiring of the permanent Director? (Lisa)

Communication between task forces and BOD need to improve and recommendations need to be discussed.

The Day at MSA Community responses need to be put together before the BOD interviews - and they will be, because they will be on separate days, unlike the Interim Hiring Process.

10. Set next meeting date

Depends on whether the BOD approves the timeline or not, and how the BOD wants to proceed on some of the items on the timeline. Otherwise not until the end of September.

Topic: Finance meeting

Time: August 09, 2021 05:00 PM Central Time (US and Canada)

Location Room 5C, Lisa Anderson's Room

Cody Schniepp is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/99258141469?pwd=S2p4UHNYM0lxdGo4aFBnVkdZbzdLZz09>

Meeting ID: 992 5814 1469

Passcode: RY270P

Attendees: Sandi, Cody, Cecelia, Lisa, Ken, and Kate

1. Year End Financials (Link - [Financials](#) |Link - [Supplemental Info](#))

- How much did we underspend on summer school in lieu of the Cares Act: Dustin will answer this for the next meeting
- Supplemental Info
  - Included both June and July, since we didn't meet last month
  - We carried over a lot of the balances from last year for the student activities and it is indicated as a separate line item on the balance sheet
  - Who should have their name on the credit card? Put on next month's agenda\*

2. Re-visit a couple of decisions from last spring about extra pay for teachers taking on extra duties

- Maggie, Michelle, Ken, Joell, (Traffic - Jacob and Aron? - Not exactly sure who did traffic this year?)
  - Only 1 person submitted a form for the pay and they were already paid.
  - Some others were denied overtime pay
  - Some did not submit a form
- Where did the hourly rate come from?
  - People could only get paid if the job was on someone's job description, then it was determined that someone should get paid for. Since the Assistant Directors were getting paid to do part of the Director's duties, then staff who took on parts of the Assistant Directors' duties should also get paid.
  - The salary rate was 1.5 their rate per hourly rate
  - In the future, we need to come up with a formula for hourly pay\*. Should it be based on the daily pay divided by 6 hours or 8 hours? This should be added to the handbook and would address duties such as professional development, curriculum writing, and summer school, but not for PTO payout.

3. Current Financials - these will resume starting in September with August 2021 Data.

4. Current Budget ([Link](#))

- No change to the student count

- 2.45% revenue from the state was a change
- No adjustments to the expenditures as of a date
- 34.7% fund balance
- With the salary changes there is still a \$6207 balance left. The salaries for staff still not hired are already included.

5. Discuss request to revise budget (Cecelia) ([Link](#))

- The link details all of the requests and will be included in the BOD packet.
- The Director would like to hire a new executive assistant and adjust the job descriptions between the 5 administrative staff, per the BOD's goals for the Interim.
- How will we pay for this increase?
  - We have been overstaffing special education and will not rehire all of the Special Education positions. However, because the state pays for 90% of special education staffing, the cut to special education will not provide a lot of money.
  - We will appropriate funding from last year to utilize some of the fund balance. This would reduce our fund balance to 32.1%
- Some of these items are one year costs and some are recurring.
- Concerns:
  - The new administrative assistant should not be getting paid more than the MARSS Coordinator.
  - Will it still fit in what we have to cover for our bonds, because that was always the reason that was given as to why we could not spend our fund balance in the past.
    - Yes
  - Did the Authorizer approve all of this?
    - Yes, she thought it was good for MSA to invest in MSA.
    - The Interim will bring a statement from the authorizer to share with the BOD.

6. For the Next Meeting:

- Who should have their name on the credit card?
- In the future, we need to come up with a formula for hourly pay. Should it be based on the daily pay divided by 6 hours or 8 hours? This should be added to the handbook and would address duties such as professional development, curriculum writing, and summer school, but not for PTO payout.
- How much did we underspend on summer school in lieu of the Cares Act? Dustin will answer this for the next meeting.

# Budget Revision Request

# MSA 2021-2022

Presentation to the Board of Directors

August 16, 2021

# Interim Director Goals

- Serve as chief academic and operations officer of MSA
- BOD-directed tasks:
  - Implement a positive school culture, which will include many aspects, one of which will be an organizational assessment.
  - Facilitate the shift in mindset to a growth model, in preparation for expansion.
  - Reevaluate policies and procedures to ensure that our school follows and reflects the ideas represented in our policies, which are consistent with our mission and vision.
- Other – be visible in and out of the school

# Increases requested

- New position – executive assistant, • \$44,909 salary & benefits
- Investigation, estimated cost • \$40,000
- Instructional supplies, textbooks • \$30,000
- Hiring bonuses, hard to fill, est. • \$14,000
- Improved cleaning services • \$10,000
- Increased maintenance needs • \$5,000
- Increase computer consulting rate • 1,800
- Equipment • \$1,000
- **Total** • **\$147,780**

# Cost savings to offset:

- Reduce Special Education Expenditures
  - Utilize funds that had been set aside
  - **Total**
- Net savings \$3,000
  - \$8,300
  - **\$11,300**
- 
- **Net increase requested**
- **\$136,480**

Estimated Net Surplus from FY2021	\$ 114,052.00
Estimated Beginning Fund Balance From FY20	\$ 2,147,077.00
<b>Estimated Total Fund Balance as of July 1, 2021 (FY22)</b>	<b>\$ 2,261,129.00</b>

Estimated Annual Net Surplus (Deficit) for FY22	\$ (129,732.00)
Estimated Ending Fund Balance After Adjustments	\$ 2,131,397.00
Estimated Ending Fund Balance as % After Adjustments	33.7%

**Cost savings expected in 2022-2023 to balance the budget**

Reduce special education expenditures	\$ 3,000.00
Gain efficiencies in office processes	\$ 40,000.00
Other efficiencies	\$ 40,000.00
<b>Total:</b>	<b>\$ 83,000.00</b>

**Math and Science Academy  
Long-Range Budget Projection Model  
August 9, 2021**

	Adopted	Revised	Adopted	Working	<u>Budget Projections</u>				
	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>
<b>Enrollment Projections</b>									
Number of Students Grade 6	88	88	88	88	88	88	88	88	88
Number of Students Grade 7	88	88	90	90	90	90	90	90	90
Number of Students Grade 8	92	92	90	90	90	90	90	90	90
Number of Students Grade 9	80	80	85	85	85	85	85	85	85
Number of Students Grade 10	70	70	78	78	82	83	83	83	83
Number of Students Grade 11	65	65	67	67	73	80	81	81	81
Less Adjustment for Grade 11 PSEO	(9)	(9)	(9)	(9)	(10)	(10)	(10)	(10)	(10)
Adjusted ADM for Grade 11	<b>56</b>	<b>56</b>	<b>58</b>	<b>58</b>	<b>63</b>	<b>70</b>	<b>71</b>	<b>71</b>	<b>71</b>
Number of Students Grade 12	60	60	58	58	63	71	78	79	79
Less Adjustment for Grade 12 PSEO	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)
Adjusted ADM for Grade 12	<b>20</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>23</b>	<b>31</b>	<b>38</b>	<b>39</b>	<b>39</b>
<b>Total Enrollment/Headcount</b>	<b>543</b>	<b>543</b>	<b>556</b>	<b>556</b>	<b>571</b>	<b>587</b>	<b>595</b>	<b>596</b>	<b>596</b>
<b>Total ADM</b>	<b>495</b>	<b>495</b>	<b>507</b>	<b>507</b>	<b>521</b>	<b>537</b>	<b>545</b>	<b>546</b>	<b>546</b>
<b>Total Number of Current Year Pupil Units (WADM)</b>	576.34	576.34	590.80	590.80	607.60	626.80	636.40	637.60	637.60

<b>State Revenue Assumptions and Calculations</b>									
<b>General Education Revenue</b>									
State Averages Per Pupil Unit	6,566.76	6,567.00	6,665.26	6,727.65	6,862.20	6,999.44	7,139.43	7,282.22	7,427.86
Inflation Rate Assumption-Basic only	2.0%	2.0%	1.5%	2.45%	2.0%	2.0%	2.0%	2.0%	2.0%
Basic Excluding Transportation	\$6,261.04	\$6,260.44	\$6,354.96	\$6,414.44	\$6,482.06	\$6,611.70	\$6,743.93	\$6,878.81	\$7,016.39
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	29.88	29.00	29.88	29.88	29.88	29.88	29.88	29.88	29.88
Operating Capital	226.46	226.34	226.46	226.46	226.46	226.46	226.46	226.46	226.46
Equity	116.12	116.33	116.12	116.12	116.12	116.12	116.12	116.12	116.12
Referendum	134.04	150.63	150.63	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	0.67
Extended Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Per Pupil Unit State Revenue	6,781.21	6,796.41	6,891.72	6,951.20	7,018.82	7,148.46	7,280.69	7,415.57	7,553.15
Less Pension Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Per Pupil Unit State Revenue</b>	<b>\$6,781.21</b>	<b>\$6,796.41</b>	<b>\$6,891.72</b>	<b>\$6,951.20</b>	<b>\$7,018.82</b>	<b>\$7,148.46</b>	<b>\$7,280.69</b>	<b>\$7,415.57</b>	<b>\$7,553.15</b>
<b>Total General Education State Revenue</b>	<b>3,908,285</b>	<b>3,917,043</b>	<b>4,071,628</b>	<b>4,106,768</b>	<b>4,264,634</b>	<b>4,480,654</b>	<b>4,633,433</b>	<b>4,728,169</b>	<b>4,815,887</b>

**Math and Science Academy  
Long-Range Budget Projection Model  
August 9, 2021**

	Adopted	Revised	Adopted	Working	<b>Budget Projections</b>				
	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>
	4%	4%	4%	4%	4%	4%	4%	4%	4%
	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>
<b>Compensatory Revenue</b>									
A: Number of Students prior yr. ( current year for 1st year)	531	533	543	543	556	571	587	595	596
B: Number of Free Lunch Students prior yr. ( or current year for 1st yr.)	22	20	23	23	23	24	25	25	25
C: Number of Reduced Lunch Students prior yr. ( current yr. for 1st yr.)	5	6	5	5	5	5	6	6	6
<b>D: Adjusted Counts = 100% Free, 50% Reduced - (A)</b>	<b>24.73</b>	<b>23.00</b>	<b>25.29</b>	<b>25.29</b>	<b>25.90</b>	<b>26.60</b>	<b>27.34</b>	<b>27.71</b>	<b>27.76</b>
E: Concentration Portion	0.05	0.04	0.05	0.05	0.05	0.05	0.05	0.05	0.05
F: Concentration Factor ( lesser of 1 or Conc. Portion/ .8)	0.06	0.05	0.06	0.06	0.06	0.06	0.06	0.06	0.06
G: PU = .6 * D * F	0.86	0.74	0.88	0.88	0.90	0.93	0.96	0.97	0.97
H: Initial Revenue	4,949	4,264	5,148	5,203	5,449	5,724	6,018	6,238	6,390
Miscellaneous Adjustment (Rounding)	3	32		(55)					
<b>Calculated Compensatory State Revenue ((A) x (B))</b>	<b>4,952</b>	<b>4,296</b>	<b>5,148</b>	<b>5,148</b>	<b>5,449</b>	<b>5,724</b>	<b>6,018</b>	<b>6,238</b>	<b>6,390</b>

<b>Building Lease Aid: Lesser of line a or b below:</b>									
ADM Including PSEO	543	543	556	556	571	587	595	596	596
WADM Including PSEO	634	634	650	650	668	687	696	698	698
Lease Aid Expense	<u>925,640</u>	<u>925,640</u>	<u>948,416</u>	<u>948,416</u>	<u>974,696</u>	<u>1,002,728</u>	<u>1,016,744</u>	<u>1,018,496</u>	<u>1,018,496</u>
a) Lease Aid Rev at \$1,314 per pupil unit	833,076	833,076	853,574	853,574	877,226	902,455	915,070	916,646	916,646
b) Lease Aid Rev at 90% of Lease Expense	833,076	833,076	853,574	853,574	877,226	902,455	915,070	916,646	916,646
<b>Lesser of \$1,314/p.u. or 90% of lease payment</b>	<b>833,076</b>	<b>833,076</b>	<b>853,574</b>	<b>853,574</b>	<b>877,226</b>	<b>902,455</b>	<b>915,070</b>	<b>916,646</b>	<b>916,646</b>
<b>Estimated Proration of Lease Aid Revenue</b>	<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>	<u>100.0%</u>
<b>Total Prorated Building Lease Aid Revenue</b>	<b>833,076</b>	<b>833,076</b>	<b>853,574</b>	<b>853,574</b>	<b>877,226</b>	<b>902,455</b>	<b>915,070</b>	<b>916,646</b>	<b>916,646</b>
Lease Aid Revenue per pupil unit (after proration)	1314	1314	1314	1314	1314	1314	1314	1314	1314

<b>Long-Term Facilities Maintenance Revenue</b>									
Revenue per Adjusted Pupil Unit	132	132	132	132	132	132	132	132	132
<b>Total Long-Term Facilities Maintenance Revenue</b>	<b>76,077</b>	<b>76,077</b>	<b>77,986</b>	<b>77,986</b>	<b>80,203</b>	<b>82,738</b>	<b>84,005</b>	<b>84,163</b>	<b>84,163</b>

93.5%    92.0%    93.5%    93.5%    93.5%    93.5%    93.5%    93.5%    93.5%

<b>Special Education Revenue</b>									
	<u>Estimate</u>								
State Special Education Aid and Tuition Billing	<b>723,877</b>	<b>712,264</b>	<b>754,732</b>	<b>707,982</b>	<b>784,933</b>	<b>816,349</b>	<b>848,980</b>	<b>882,921</b>	<b>918,264</b>

	0%	0%	0%	0%	0%	0%	0%	0%	0%
	<u>Estimate</u>								
<b>EL Revenue</b>									
Prior Year EL Eligible ADM	2	1	1	1	1	1	1	1	1
Current Year EL Eligible ADM	1	1	1	1	1	1	1	1	1
ADM Served	495	495	507	507	521	537	545	546	546
Adjusted EL ADM	1	1	1	1	1	1	1	1	1
EL Marginal Cost Pupils	20	20	20	20	20	20	20	20	20
<b>EL Revenue</b>	<b>14,080</b>	<b>14,080</b>	<b>14,080</b>	<b>14,080</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
Concentration Portion	0.0020	0.0020	0.0020	0.0020	0.0019	0.0019	0.0018	0.0018	0.0018
<b>EL Concentration Revenue</b>	<b>4</b>	<b>5</b>	<b>4</b>						
<b>Total EL Aid</b>	<b>14,084</b>	<b>14,085</b>	<b>14,084</b>	<b>14,084</b>	<b>14,004</b>	<b>14,004</b>	<b>14,004</b>	<b>14,004</b>	<b>14,004</b>

**Math and Science Academy  
Long-Range Budget Projection Model  
August 9, 2021**

	Adopted	Revised	Adopted	Working	<u>Budget Projections</u>				
	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>
<b>Revenue Summary and Projections</b>									
<b>State Aids</b>									
General Education Revenue	3,908,285	3,917,043	4,071,628	4,106,768	4,264,634	4,480,654	4,633,433	4,728,169	4,815,887
Pension Adjustment Revenue	11,228	11,853	11,853	11,853	0	0	0	0	0
LEP Aid	14,084	14,085	14,084	14,084	14,004	14,004	14,004	14,004	14,004
Compensatory Revenue	<u>4,952</u>	<u>4,296</u>	<u>5,148</u>	<u>5,148</u>	<u>5,449</u>	<u>5,724</u>	<u>6,018</u>	<u>6,238</u>	<u>6,390</u>
<b>Subtotal</b>	<b>3,938,549</b>	<b>3,947,277</b>	<b>4,102,713</b>	<b>4,137,853</b>	<b>4,284,087</b>	<b>4,500,382</b>	<b>4,653,455</b>	<b>4,748,411</b>	<b>4,836,281</b>
Building Lease Aid	833,076	833,076	853,574	853,574	877,226	902,455	915,070	916,646	916,646
Long-Term Facilities Maintenance Revenue	76,077	76,077	77,986	77,986	80,203	82,738	84,005	84,163	84,163
Prior Year Over/Under accruals/Rounding Adjustment	0	0	0	0	0	0	0	0	0
Special Education Aid	723,877	712,264	754,732	707,982	784,933	816,349	848,980	882,921	918,264
Endowment Aid	20,526	20,663	19,090	19,090	19,555	20,095	20,712	21,021	21,059
Other MN Aid (Safe Schools Supplemental Aid)	0	0	0	0	0	0	0	0	0
Government Wide Pension Audit Entry	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
<b>Total State Aids</b>	<b>5,607,105</b>	<b>5,604,357</b>	<b>5,823,094</b>	<b>5,811,485</b>	<b>6,061,004</b>	<b>6,337,018</b>	<b>6,537,222</b>	<b>6,668,161</b>	<b>6,791,413</b>
<b>Federal Revenue</b>									
Federal Special Ed	66,200	67,045	67,500	67,500	68,900	70,300	71,700	73,100	74,600
Title II Funds	27,400	9,647	27,900	27,900	28,500	29,100	29,700	30,300	30,900
CARES and CRF Funding	0	158,401	0	0	0	0	0	0	0
<b>Total Federal Revenue</b>	<b>93,600</b>	<b>235,093</b>	<b>95,400</b>	<b>95,400</b>	<b>97,400</b>	<b>99,400</b>	<b>101,400</b>	<b>103,400</b>	<b>105,500</b>
<b>Other Revenue</b>									
Fees from Patrons: Milk, Graduation Gear, AP Exam (005-050)	28,000	28,000	29,300	29,300	30,700	32,300	33,400	34,100	34,800
Fees From Patrons: Study Hall (920-050)	2,400	100	2,500	2,500	2,600	2,700	2,800	2,900	3,000
Fees from Students/ Field Trip (105-050)	35,000	0	25,800	25,800	27,100	28,500	29,600	30,300	30,900
Third Party Billing	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Interest Revenue	20,000	1,600	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Annual Fund (255)/Dragon Dinner	85,000	57,000	75,000	75,000	85,000	85,000	85,000	85,000	85,000
Donations and Miscellaneous Grants, Tech FR	0	(4,478)	0	0	0	0	0	0	0
Miscellaneous Income/Sale of Equipment	0	6,900	0	0	0	0	0	0	0
Year Book Revenues	3,100	3,100	3,200	3,200	3,400	3,600	3,700	3,800	3,900
Insurance Recovery (625)	0	3,400	0	0	0	0	0	0	0
Student Activity Revenue/ExtraCurricular	129,200	57,000	135,000	135,000	141,500	148,800	154,000	157,400	160,500
<b>Total Other Revenue</b>	<b>303,700</b>	<b>153,622</b>	<b>291,800</b>	<b>291,800</b>	<b>311,300</b>	<b>321,900</b>	<b>329,500</b>	<b>334,500</b>	<b>339,100</b>
<b>Total Revenue</b>	<b>6,004,405</b>	<b>5,993,072</b>	<b>6,210,294</b>	<b>6,198,685</b>	<b>6,469,704</b>	<b>6,758,318</b>	<b>6,968,122</b>	<b>7,106,061</b>	<b>7,236,013</b>
Formula Check	6,004,405	5,993,072	6,210,294	6,198,685	6,469,704	6,758,318	6,968,122	7,106,061	7,236,013
Per Audit									

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	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>

**Expenditure Calculations**

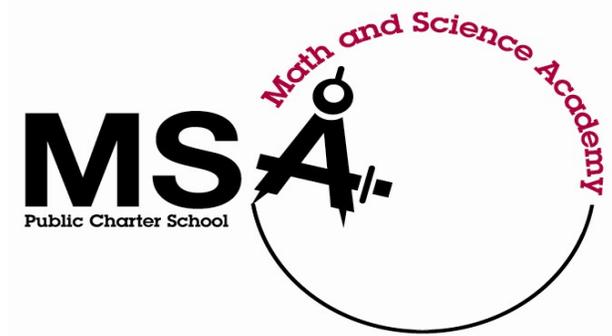
<b><u>New Staff Calc - Staff increases based on enrollment increases</u></b>									
Actual/projected enrollment change from prior year	9	0	12	12	14	16	8	1	0
Added new teacher FTE's - calculated at 20:1 ratio ( rounded)	0.0	0.0	0.0	0.0	1.00	1.0	0.0	0.0	0.0
<b><u>Other Teachers/Non-teachers Added</u></b>									
Additional staff budget added	0	0	0	0	0	0	0	0	0
<b><u>Total new teachers added/subtracted</u></b>									
Projected new teacher ( 1FTE ) Salary cost	44,737	45,632	45,632	46,545	46,545	47,475	48,425	49,393	50,381
Added salary cost - teachers ( added FTE's times cost)	0	0	0	0	46,545	47,475	0	0	0
Added cost - others per above	0	0	0	0	0	0	0	0	0

<b><u>Inflation Assumptions</u></b>									
Salaries	2.0%	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%	2.0%

<b><u>Budget Calculations</u></b>	<b>34.9%</b>	<b>34.8%</b>	<b>34.8%</b>	<b>33.5%</b>	<b>35.3%</b>	<b>36.3%</b>	<b>37.3%</b>	<b>38.3%</b>	<b>39.3%</b>
100 Salaries	2,228,933	2,240,379	2,377,049	2,482,236	2,471,100	2,568,000	2,619,400	2,671,800	2,725,200
200 Benefits	778,074	780,763	827,736	831,862	872,842	932,749	977,612	1,023,887	1,071,603
100 Extracurricular Stipends	74,678	74,678	76,200	76,200	77,700	79,300	80,900	82,500	84,200
305 Contracted Services	232,160	269,560	242,600	292,600	254,300	267,400	276,800	282,900	288,600
315 Repairs and Maintenance for Computers	39,700	45,000	46,350	46,350	48,600	51,100	52,900	54,100	55,200
320 Communications Services	19,115	19,115	20,000	20,000	21,000	22,100	22,900	23,400	23,900
329 Postage	4,200	4,200	4,400	4,400	4,600	4,800	5,000	5,100	5,200
330 Utilities	108,100	80,000	89,000	89,000	90,800	92,600	94,500	96,400	98,300
340 Insurance	34,200	50,000	35,000	35,000	35,700	36,400	37,100	37,800	38,600
350 Repairs and Maintenance	148,800	100,000	100,000	80,000	104,800	110,200	114,100	86,900	58,900
360 Field Trip Transportation	11,100	0	11,600	11,600	12,200	12,800	13,300	13,600	13,900
366/368 Travel and conferences (some moved to Stipends)	15,000	20,000	15,700	20,700	16,500	17,300	17,900	18,300	18,700
369 Field Trip Admissions	23,200	0	14,200	14,200	14,900	15,700	16,300	16,700	17,000
Lease Payments per Amended Lease (Nov 2012)	708,344	708,344	707,606	707,606	707,158	688,625	689,750	689,396	689,396
8490 Woodbury Crossing (Bldg C)	65,564	67,531	67,531	69,556	69,556	71,643	73,792	76,006	78,286
8490 Woodbury Crossing Real Estate Taxes (Bldg C)	20,198	21,006	21,006	21,846	21,846	22,720	23,629	24,574	25,557
8500 Woodbury Crossing (Bldg D)	100,573	103,591	103,591	106,698	106,698	0	0	0	0
<b><u>Amount to Repair and Replacement Fund/Max Lease Aid</u></b>	<b>30,962</b>	<b>25,170</b>	<b>48,683</b>	<b>42,709</b>	<b>69,437</b>	<b>219,740</b>	<b>229,573</b>	<b>228,520</b>	<b>225,257</b>
<b>370 Total Lease Expense</b>	<b>925,640</b>	<b>925,640</b>	<b>948,416</b>	<b>948,416</b>	<b>974,696</b>	<b>1,002,728</b>	<b>1,016,744</b>	<b>1,018,496</b>	<b>1,018,496</b>
370 Other Rentals and Operating Leases	800	800	800	800	800	800	800	800	800
380 Computer and Tech Related Hardware Rental	15,501	28,000	33,000	30,000	34,600	36,400	37,700	38,500	39,300
401/455/465 General Supplies	31,900	20,000	35,000	30,000	36,700	38,600	40,000	40,900	41,700
401 Maintenance Supplies	25,000	15,750	25,000	15,000	26,200	27,500	28,500	29,100	29,700
405 Non-Instructional Computer Software & Licensing	20,525	24,000	25,100	26,900	26,300	27,600	28,600	29,200	29,800
406 Instructional Software Licensing	14,700	22,450	23,500	23,500	24,600	25,900	26,800	27,400	27,900

**Math and Science Academy  
Long-Range Budget Projection Model  
August 9, 2021**

	Adopted	Revised	Adopted	Working	<b>Budget Projections</b>					
	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>	
430/456/466 Instructional Supplies	50,000	30,000	30,000	45,000	31,400	45,000	46,600	47,600	48,600	
460 Textbooks and Workbooks	26,000	15,000	31,853	84,853	19,400	20,400	21,100	11,600	1,800	
461 Standardized Tests	22,500	15,000	25,000	15,000	26,200	27,500	28,500	29,100	29,700	
490 Food	2,000	1,000	1,000	1,000	1,000	1,100	1,100	1,100	1,100	
505/506 Capitalized Technology Software	12,300	10,000	10,400	10,400	10,900	11,500	11,900	12,200	12,400	
530 Furniture and Other Equipment	12,000	3,500	12,500	5,000	13,100	10,000	10,400	10,600	10,800	
555/556 Technology Hardware (Capitalized)	30,000	5,000	5,000	5,000	5,200	5,500	5,700	5,800	5,900	
820 Dues and memberships	40,035	46,000	41,800	41,800	43,800	46,000	47,600	48,600	49,600	
898 Scholarships	500	500	500	500	500	500	500	500	500	
Annual Fund (255)/Capital Campaign	42,500	42,500	37,500	37,500	42,500	42,500	42,500	42,500	42,500	
State Special Ed Expenditures / ESY	774,200	774,200	807,200	757,200	839,500	873,100	908,000	944,300	982,100	
Third Party Billing	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Federal Special Ed Expenditures	66,200	67,045	67,500	67,500	68,900	70,300	71,700	73,100	74,600	
Title II Funds	27,400	9,647	27,900	27,900	28,500	29,100	29,700	30,300	30,900	
CARES and CRF Funding	0	158,401	0	0	0	0	0	0	0	
Student Activity Expenses	129,200	57,000	135,000	135,000	141,500	148,800	154,000	157,400	160,500	
Summer School	0	10,000	0	0	0	0	0	0	0	
Pension Expense (Offset by Revenues)	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
<b>Total Expenditures</b>	<b>6,002,161</b>	<b>5,981,129</b>	<b>6,199,804</b>	<b>6,328,417</b>	<b>6,437,338</b>	<b>6,717,277</b>	<b>6,903,157</b>	<b>7,028,483</b>	<b>7,153,999</b>	
	Formula Check Per Audit	6,002,161	5,981,129	6,199,804	6,328,417	6,437,337	6,717,277	6,903,157	7,028,483	7,153,999
<b>Annual Surplus</b>	<b>2,244</b>	<b>11,943</b>	<b>10,490</b>	<b>(129,732)</b>	<b>32,366</b>	<b>41,041</b>	<b>64,965</b>	<b>77,578</b>	<b>82,014</b>	
	Per Audit									
<b>Beginning fund Balance</b>	<u>2,147,077</u>	<u>2,147,077</u>	<u>2,159,020</u>	<u>2,159,020</u>	<u>2,029,288</u>	<u>2,061,654</u>	<u>2,102,695</u>	<u>2,167,660</u>	<u>2,245,238</u>	
<b>Ending Fund Balance</b>	<u>2,149,321</u>	<u>2,159,020</u>	<u>2,169,511</u>	<u>2,029,288</u>	<u>2,061,654</u>	<u>2,102,695</u>	<u>2,167,660</u>	<u>2,245,238</u>	<u>2,327,252</u>	
	Per Audit									
<b>Fund Balance Percentage of Annual Expenditures</b>	<b>35.8%</b>	<b>36.1%</b>	<b>35.0%</b>	<b>32.1%</b>	<b>32.0%</b>	<b>31.3%</b>	<b>31.4%</b>	<b>31.9%</b>	<b>32.5%</b>	



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

**Financial Statements**

**June 30, 2021  
Preliminary Data**

**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 June 30, 2021 balances.

The school's cash and investment balance at June 30<sup>th</sup> was \$2,170,583.

The accounts receivable balance of \$976 represents items that were deposited in July 2021 for Fiscal Year 2021 revenues.

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. The balance is currently \$1,000.

Current year state aids receivable represents the estimated amount that the State owes the school for the fiscal year 2021 based on the 10% holdback. The current balance is \$430,923, based on preliminary calculations.

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 \$37,492.

Prepaid expenditures represent subscriptions and licenses paid in advance for the FY22 school year, and Security Deposits on the School Buildings. The current balance is \$178,828.

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 \$342,857.

Accounts Payable represent amounts due for invoices received but not paid as of the end of the period. The current balance is \$148,960.

Payroll deductions and contributions represents a prepayment of employee benefits. The current balance is \$66,856.

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 Revised Budget has been updated to reflect a surplus of \$11,943 which would result in an ending fund balance of \$2,159,019 or 36% of total expenditures.

The current preliminary surplus is \$114,052. This figure reflects data through June 30<sup>th</sup>, 2021. This preliminary data is subject to change, and is based on preliminary year-end calculations.

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

**"Hot Topics"**

- Cash flow is strong with approximately \$2.2 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 June 30<sup>th</sup>, the balance in the Repair & Replacement Fund is approximately \$186K.
- 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 = 154
  - FY21 Debt Service Coverage Ratio: Requirement = 100%, Projected = 138%

**Supplemental Information for June and July 2021.**

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

Please feel free to contact Dustin Reeves at [dustin.reeves@bergankdv.com](mailto: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  
June 30, 2021**

	Audited June 30, 2020	Balance June 30, 2021
<b>Assets</b>		
Current assets		
Cash and investments - unrestricted	\$ 1,656,426	\$ 1,188,683
Cash and investments - required for Bond Compliance	-	981,900
Certificates of deposit	152,987	-
Accounts receivable	12,638	976
Due From Building Company	40,420	1,000
Prior year state aids receivable	652,800	-
Current year state aids receivable	-	430,923
Federal aids receivable	4,460	37,492
Prepaid expenditures	193,461	178,828
<b>Total assets</b>	<b>2,713,193</b>	<b>\$ 2,819,802</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and wages payable	\$ 312,576	\$ 342,857
Accounts payable	150,356	148,960
Payroll deductions and contributions	103,184	66,856
Total current liabilities	566,116	558,673
Fund balance		
Fund balance 7-1-2020	2,137,380	2,122,171
Assigned fund balance - student activities 7-1-2020	9,697	24,907
Net income to date	-	114,052
Total fund balance	2,147,077	2,261,129
<b>Total liabilities and fund balance</b>	<b>\$ 2,713,193</b>	<b>\$ 2,819,802</b>

*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  
June 30, 2021**

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Revised FY21 Budget 495 ADM	100% June YTD 493.60 ADM	Percent of Revised Budget
<b>General Fund - 01</b>						
Revenues						
State revenues						
211	General education aid	\$ 3,806,856	\$ 3,938,549	\$ 3,947,277	3,944,005	99.9%
348-300	Charter school lease aid	805,351	833,076	833,076	721,302	86.6%
317	Long-term facilities maintenance revenue	74,637	76,077	76,077	75,872	99.7%
740-360	Special education aid	706,857	723,877	712,264	696,509	97.8%
201	Endowment aid	21,795	20,526	20,663	20,479	99.1%
370	Other MN aid (safe schools supplemental aid)	22,846	-	-	7,869	-
397	Pension revenue	-	15,000	15,000	-	0.0%
	Prior year over (under) accrual	6,916	-	-	471	100.0%
	Current year state aids receivable	-	-	-	-	-
	Total state revenues	<u>5,445,258</u>	<u>5,607,105</u>	<u>5,604,357</u>	<u>5,466,507</u>	<u>97.5%</u>
Federal revenues						
419	Federal special education aid	70,527	66,200	67,045	29,983	44.7%
414	Title II funds	21,427	27,400	9,647	9,138	94.7%
151,153,154	CARES and CRF Funding	-	-	158,401	160,103	101.1%
	Total federal revenues	<u>91,955</u>	<u>93,600</u>	<u>235,093</u>	<u>199,224</u>	<u>84.7%</u>
Local revenues						
000-050	Fees from patrons: scholastic, AP exam, staff shirts, class fees	22,554	28,000	28,000	17,430	62.2%
920-050	Fees from patrons: study hall	1,810	2,400	100	100	100.0%
300-050	Fees from students: field trips	21,282	35,000	-	-	-
372-071	Third party billing	1,944	1,000	1,000	900	90.0%
092	Interest earnings	16,568	20,000	1,600	1,226	76.6%
265-096	Annual fund/capital campaign/dragon dinner	88,678	85,000	57,000	57,885	101.6%
000-096	Donations and misc. grants	2,759	-	(4,478)	(4,328)	96.7%
099/620	Misc. revenues	1,884	-	6,900	7,036	102.0%
621	Year book revenues, planners	3,587	3,100	3,100	2,190	70.6%
625	Insurance recovery	-	-	3,400	3,400	100.0%
C 400's	Student activities revenue	85,579	129,200	57,000	58,560	102.7%
	Total local revenues	<u>246,645</u>	<u>303,700</u>	<u>153,622</u>	<u>144,399</u>	<u>94.0%</u>
	<b>Total revenues</b>	<u>\$ 5,783,857</u>	<u>\$ 6,004,405</u>	<u>\$ 5,993,072</u>	<u>\$ 5,810,131</u>	<u>96.9%</u>
		5,783,857	6,004,405	5,993,072	5,810,131	

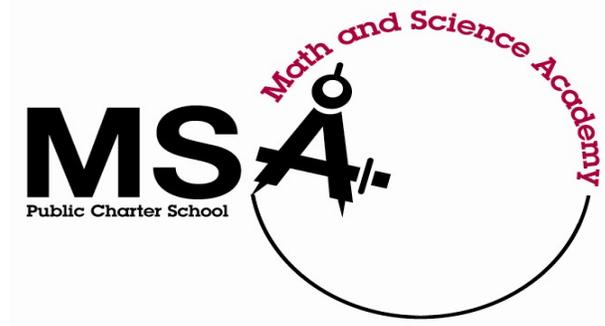
**Math and Science Academy  
Charter School No. 4043  
Statement of Revenues and Expenditures  
June 30, 2021**

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Revised FY21 Budget 495 ADM	100% June YTD 493.60 ADM	Percent of Revised Budget
Expenditures						
100	Salaries and wages	\$ 2,042,506	\$ 2,228,933	\$ 2,240,379	\$ 2,166,831	96.7%
200	Employee benefits	815,937	778,074	780,763	835,112	107.0%
Crs 180	Extracurricular activities	192,269	74,678	74,678	95,158	127.4%
305	Contracted services	203,545	232,160	269,560	252,354	93.6%
315	Repairs and maintenance for computers	36,550	39,700	45,000	44,884	99.7%
320	Communications services	18,564	19,115	19,116	22,669	118.6%
329	Postage	4,989	4,200	4,200	2,450	58.3%
330	Utilities	91,472	108,100	80,000	80,838	101.0%
340	Property and liability insurance	29,705	34,200	50,000	46,847	93.7%
350	Repairs and maintenance	101,701	148,800	100,000	99,688	99.7%
360	Transportation for field trips	7,440	11,100	-	-	-
366/368	Staff training/travel and conferences	22,485	15,000	20,000	24,007	120.0%
369	Field trips admissions	13,209	23,200	-	-	-
370	Building lease	895,045	925,640	925,640	801,447	86.6%
370	Other rentals and operating leases	356	800	800	91	11.4%
380	Computer and tech related hardware rental	32,696	15,501	28,000	28,228	100.8%
401/455/465	General supplies	38,643	31,900	20,000	25,207	126.0%
401	Maintenance supplies	21,658	25,000	15,750	16,016	101.7%
405	Non-instructional computer software and license	20,059	20,525	24,000	24,330	101.4%
406	Instructional software licensing	14,786	14,700	22,450	22,196	98.9%
430/456/466	Instructional supplies	90,768	50,000	30,000	16,334	54.4%
460	Textbooks and workbooks	17,247	26,000	15,000	11,810	78.7%
461	Standardized tests	20,093	22,500	15,000	19,335	128.9%
490	Food	320	2,000	1,000	-	0.0%
505/506	Capitalized technology software	9,427	12,300	10,000	7,579	75.8%
530	Other equipment/furniture	21,088	12,000	3,500	2,320	66.3%
555/556	Technology hardware (cap)	6,955	30,000	5,000	380	7.6%
820	Dues and memberships, fees	38,196	40,035	46,000	48,405	105.2%

**Math and Science Academy  
Charter School No. 4043  
Statement of Revenues and Expenditures  
June 30, 2021**

		Audited FY20 Actual 485.85 ADM	Original FY21 Budget 495 ADM	Revised FY21 Budget 495 ADM	100% June YTD 493.60 ADM	Percent of Revised Budget
898	Scholarships	-	500	500	-	0.0%
	Annual fund (265)	7,652	42,500	42,500	829	2.0%
	State special education	753,161	774,200	774,200	757,075	97.8%
Fin 372	Third party billing	759	1,000	1,000	756	75.6%
	Federal special education	70,527	66,200	67,045	29,983	44.7%
	Title II funds	21,427	27,400	9,647	9,138	94.7%
151,153,154	CARES and CRF Funding	-	-	158,401	160,103	101.1%
891	Pension expense	-	15,000	15,000	-	0.0%
	Summer School	-	-	10,000	-	0.0%
	Student activity expense	96,637	129,200	57,000	43,680	76.6%
<b>Total expenditures</b>		<b>\$ 5,757,872</b>	<b>\$ 6,002,161</b>	<b>\$ 5,981,129</b>	<b>\$ 5,696,079</b>	<b>95.2%</b>
		5,757,872	6,002,161	5,981,129	5,696,079	
<b>General fund net income</b>		<b>\$ 25,985</b>	<b>\$ 2,244</b>	<b>\$ 11,943</b>	<b>\$ 114,052</b>	
<b>Fund balances</b>						
<b>Beginning fund balance, all funds</b>		<b>\$ 2,121,091</b>	<b>\$ 2,147,076</b>	<b>\$ 2,147,076</b>		
<b>Projected fund balance, all funds</b>		<b>\$ 2,147,076</b>	<b>\$ 2,149,320</b>	<b>\$ 2,159,019</b>		
		37%	36%	36%		

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**

**June 30, 2021  
Preliminary Data**

**Math and Science Academy  
ExtraCurricular/Student Activities  
June 30, 2021**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
401	Student Council Funds	\$ 276	\$ -	\$ -	\$ 276
402	NHS Funds	407	740	(1,074)	73
403	Parent Team Funds	-	-	-	-
404	FIRST Lego League (FLL)	809	575	(1,443)	0
405	Prom	1,788	2,485	(2,008)	2,264
406	Ex-Curr Academic Triathlon	145	-	-	145
407	Ex-Curr Theatre Funds	308	4,579	(4,738)	150
408	Spanish Club Funds	-	448	7	455
409	Girls Basketball	-	-	-	-
410	Ex-Curr Art Club Funds	-	-	-	-
411	Ex-Curr Ski Club	-	-	-	-
413	FIRST Robotics Competition (FRC)	-	7,040	(5,962)	1,078
414	Asian Club	-	-	-	-
416	Newspaper	32	200	(177)	55
417	Film Club	-	-	-	-
419	Nordic Ski Team	122	4,000	(3,038)	1,085
420	Cross Country	-	5,435	(2,666)	2,769
421	Track & Field	-	8,750	(1,248)	7,502
422	Music Fund	198	940	(665)	473
423	Boys Basketball	408	4,065	(1,679)	2,794
424	Baseball	-	960	(960)	-
427	Math League	-	125	-	125
429	Computer Club	-	-	-	-
430	Debate	-	-	-	-
431	Girls Volleyball	946	1,750	(1,088)	1,609
432	Athletic Account	313	-	(1,422)	-

**Math and Science Academy  
ExtraCurricular/Student Activities  
June 30, 2021**

Course Code	Account Name	July 1, 2020	Revenue	Expense	YTD
433	Speech Team	-	-	-	-
434	Earth Club	-	-	-	-
436	Cooking Club	-	-	-	-
437	Chess Club	0	-	-	0
440	Badminton	501	2,450	(1,299)	1,652
441	Trap Team	89	3,088	(2,900)	276
442	Boys Volleyball	90	-	-	90
443	FIRST Tech Challenge (FTC)	-	7,625	(6,539)	1,086
444	Harry Potter	-	-	-	-
445	Gay Straight Alliance (GSA)	58	300	(75)	283
446	Social Justice Club	-	-	-	-
447	Class of 2020	1,760	-	(1,511)	249
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	-	(240)	310
460	Africa Club	-	-	-	-
<b>Total student activity balances</b>		<b>\$ 8,857</b>	<b>\$ 58,560</b>	<b>\$ (43,680)</b>	<b>\$ 24,907</b>
		\$ 8,857	\$ 58,560	\$ (43,680)	\$ 24,907

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.*



**June 2021 Statement**

Open Date: 05/13/2021 Closing Date: 06/10/2021

Account:



**Visa® Business Card**

MATH&SCIENCE ACADEMY  
JOHN D GAWARECKI (CPN 000046616)

**Cardmember Service**  
BUS 30 ELN 45 8

**1-866-552-8855**  
8

<b>New Balance</b>	<b>\$64.34</b>
<b>Minimum Payment Due</b>	<b>\$10.00</b>
<b>Payment Due Date</b>	<b>07/09/2021</b>

**Activity Summary**

Previous Balance	+	\$6,400.02
Payments	-	\$5,915.90 <sup>CR</sup>
Other Credits	-	\$500.00 <sup>CR</sup>
Purchases	+	\$79.83
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.39
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$64.34</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$30,000.00
Available Credit		\$29,935.66
Days in Billing Period		29

**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

000004915 01 SP 000638845527011 P Y

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



<b>Account Number</b>	
<b>Payment Due Date</b>	7/09/2021
<b>New Balance</b>	\$64.34
<b>Minimum Payment Due</b>	\$10.00

**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.

June 2021 Statement 05/13/2021 - 06/10/2021

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](http://card.myaccountaccess.com/agreementchanges) to review. If you have any questions, call the number on the back of your card.

Account Security is very important to you and to us. When you use your Card to make a purchase, particularly over the phone or online, you may be asked to provide a card security code, sometimes called a CVV. This information is used to help confirm that it is you using the Card and that the Card is authentic.

**Transactions**

**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/20	05/19	8112	DAKOTA COUNTY PARKS MN 9528917991 MN MERCHANDISE/SERVICE RETURN	\$500.00CR	_____
06/01	06/01	ET	PAYMENT THANK YOU	\$5,915.90CR	_____
<b>TOTAL THIS PERIOD</b>				<b>\$6,415.90CR</b>	

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/17	05/16	4270	AMZN Mktp US*2L51F96R2 Amzn.com/bill WA	\$7.99	_____
05/25	05/24	2617	AMZN Mktp US*2R29V26J1 Amzn.com/bill WA	\$7.89	_____
06/01	05/28	8098	CLASSMARKER.COM PLAN NEWCASTLE AU	\$19.95	_____
06/08	06/07	7155	SMK*SURVEYMONKEY.COM 971-2311154 CA	\$44.00	_____
<b>TOTAL THIS PERIOD</b>				<b>\$79.83</b>	

**Fees**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/01	05/28	8098	FRGN TRANS FEE-CLASSMARKER.COM PLAN NE	\$0.39	_____
06/10			ANNUAL MEMBERSHIP FEE	\$0.00	_____
<b>TOTAL FEES THIS PERIOD</b>				<b>\$0.39</b>	

<b>2021 Totals Year-to-Date</b>	
Total Fees Charged in 2021	\$2.34
Total Interest Charged in 2021	\$0.00

Continued on Next Page

June 2021 Statement 05/13/2021 - 06/10/2021  
 MATH&SCIENCE ACADEMY  
 JOHN D GAWARECKI (CPN 000046616)

Page 3 of 3  
**Cardmember Service** ☎ 1-866-552-8855

**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	\$64.34	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

**Contact Us**

☎ Phone

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

❓ Questions

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



Mail payment coupon with a check

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



Online

myaccountaccess.com

End of Statement

MATH&SCIENCE ACADEMY

## Use Plastiq to pay suppliers even if they don't take cards.

Plastiq is a convenient payment service that allows you to use your Business Credit Card to pay your bills and invoices even when cards are not accepted.

**Enroll at [plastiq.com/efsinsert](http://plastiq.com/efsinsert)**

Elan Financial Services is not responsible for the products and services provided by Plastiq. By registering with Plastiq you are agreeing to Plastiq's terms of service and privacy pledge. Some restrictions apply. Refer to [plastiq.com/efsinsert](http://plastiq.com/efsinsert) for details.



**May 2021 Statement**

Open Date: 04/13/2021 Closing Date: 05/12/2021

Account:



**Visa® Business Card**

MATH&SCIENCE ACADEMY  
JOHN D GAWARECKI (CPN 000046616)

**Cardmember Service**  
BUS 30 ELN 78

**1-866-552-8855**  
8

<b>New Balance</b>	<b>\$6,400.02</b>
<b>Minimum Payment Due</b>	<b>\$65.00</b>
<b>Payment Due Date</b>	<b>06/09/2021</b>

**Activity Summary**

Previous Balance	+	\$10,809.97
Payments	-	\$10,809.97 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$6,399.63
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.39
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$6,400.02</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$65.00</b>
Credit Line		\$30,000.00
Available Credit		\$23,599.98
Days in Billing Period		30

**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

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



<b>Account Number</b>	
<b>Payment Due Date</b>	6/09/2021
<b>New Balance</b>	\$6,400.02
<b>Minimum Payment Due</b>	\$65.00

**Amount Enclosed** \$ \_\_\_\_\_

**Cardmember Service**

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



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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.

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**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.

May 2021 Statement 04/13/2021 - 05/12/2021

Page 2 of 4

MATH&SCIENCE ACADEMY  
JOHN D GAWARECKI (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855



**Important Messages**

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

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

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

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](http://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
05/06	05/06	ET	PAYMENT THANK YOU	\$10,809.97	CR
<b>TOTAL THIS PERIOD</b>				<b>\$10,809.97</b>	<b>CR</b>

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/15	04/13	0207	THE MASTER TEACHER 800-669-9000 KS	\$194.85	
04/15	04/14	0047	PURELAND SUPPLY LLC 800-664-6671 PA	\$309.80	
04/15	04/14	8095	AMAZON.COM*QZ2P906I3 A AMZN.COM/BILL WA	\$4.99	
04/16	04/14	9108	AMZN MktP US*841B97W73 Amzn.com/bill WA	\$95.31	
04/16	04/15	3243	CUSTOMINK LLC 800-293-4232 VA	\$592.23	
04/16	04/15	5174	AMERICAN RED CROSS 800-733-2767 DC	\$404.98	
04/19	04/18	7843	AMZN MktP US*GF1KQ5883 Amzn.com/bill WA	\$23.95	
04/19	04/16	0169	Amazon.com*SP06V7AP3 Amzn.com/bill WA	\$152.50	
04/22	04/21	6193	Amazon.com*2Q88G1I22 Amzn.com/bill WA	\$1,830.00	
04/22	04/21	4122	TONERWORLD.COM 877-368-8953 CA	\$379.99	
04/22	04/21	9388	AMAZON.COM*KS88Z2DA3 A AMZN.COM/BILL WA	\$18.82	
04/22	04/21	5794	VEXROBOTICS 903-453-0802 TX	\$1,309.31	
04/23	04/22	0062	ANDY MARK INC 765-868-4779 IN	\$576.50	
04/29	04/28	7038	TEACHER'S DISCOVERY 248-3407210 MI	\$332.22	
04/29	04/28	0570	CLASSMARKER.COM PLAN NEWCASTLE AU	\$19.95	
04/30	04/29	9153	AMZN MktP US*1E4WP6VL3 Amzn.com/bill WA	\$86.23	
05/10	05/07	8890	SMK*SURVEYMONKEY.COM 971-2311154 CA	\$29.00	
05/12	05/11	3655	NATGEO MAG 8006475463 800-6475463 DC	\$39.00	
<b>TOTAL THIS PERIOD</b>				<b>\$6,399.63</b>	

**Fees**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/29	04/28	0570	FRGN TRANS FEE-CLASSMARKER.COM PLAN NE	\$0.39	

Continued on Next Page

May 2021 Statement 04/13/2021 - 05/12/2021  
 MATH&SCIENCE ACADEMY  
 JOHN D GAWARECKI (CPN 000046616)

Page 3 of 4  
 Cardmember Service ☎ 1-866-552-8855

**Transactions**

**Fees**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>TOTAL FEES THIS PERIOD</b>				<b>\$0.39</b>	

<b>2021 Totals Year-to-Date</b>	
Total Fees Charged in 2021	\$1.95
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	\$6,400.02	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Continued on Next Page

May 2021 Statement 04/13/2021 - 05/12/2021

MATH&SCIENCE ACADEMY  
JOHN D GAWARECKI (CPN 000046616)



Page 4 of 4  
Cardmember Service  1-866-552-8855

## Contact Us



Phone

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



Questions

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



Mail payment coupon  
with a check

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



Online

[myaccountaccess.com](http://myaccountaccess.com)

*End of Statement*

MATH&SCIENCE ACADEMY

## Use Plastiq to pay suppliers even if they don't take cards.

Plastiq is a convenient payment service that allows you to use your Business Credit Card to pay your bills and invoices even when cards are not accepted.

**Enroll at [plastiq.com/efsinsert](http://plastiq.com/efsinsert)**

Elan Financial Services is not responsible for the products and services provided by Plastiq. By registering with Plastiq you are agreeing to Plastiq's terms of service and privacy pledge. Some restrictions apply. Refer to [plastiq.com/efsinsert](http://plastiq.com/efsinsert) for details.





**May 2021 Statement**

Open Date: 04/13/2021 Closing Date: 05/12/2021

Account:



**Visa® Business Card**

MATH&SCIENCE ACADEMY  
KEN LA CASSE (CPN 000046616)

**Cardmember Service**  
BUS 30 ELN 678

**1-866-552-8855**  
8

<b>New Balance</b>	<b>\$265.22</b>
<b>Minimum Payment Due</b>	<b>\$10.00</b>
<b>Payment Due Date</b>	<b>06/09/2021</b>

**Activity Summary**

Previous Balance		\$0.00
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$265.22
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$265.22</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$30,000.00
Available Credit		\$29,734.78
Days in Billing Period		30

**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

000004582 01 SP 000638814863718 P

MATH&SCIENCE ACADEMY  
KEN LA CASSE  
8430 WOODBURY XING  
WOODBURY MN 55125-9433



<b>Account Number</b>	
<b>Payment Due Date</b>	6/09/2021
<b>New Balance</b>	\$265.22
<b>Minimum Payment Due</b>	\$10.00

**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.

May 2021 Statement 04/13/2021 - 05/12/2021

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MATH&SCIENCE ACADEMY  
KEN LA CASSE (CPN 000046616)

Cardmember Service ☎ 1-866-552-8855



**Welcome!**

As a valued cardmember, you'll receive best-in-class benefits and outstanding service on your new Visa® Business Card. If you have any questions about your account, please call Cardmember Service at the number listed on this statement. We appreciate your business!

**Important Messages**

Federal law requires us to give you a notice regarding negative credit reporting. Please refer to the reverse of your statement for this important notice.

**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.

ACCOUNT SECURITY is very important to you and to us. When you use your Card to make a purchase, particularly over the phone or online, you may be asked to provide a card security code, sometimes called a CVV. This information is used to help confirm that it is you using the Card and that the Card is authentic.

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](http://card.myaccountaccess.com/agreementchanges) to review. If you have any questions, call the number on the back of your card.

**Transactions**

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/10	05/09	1552	AMZN Mktp US*2L1JE1AU0 Amzn.com/bill WA	\$65.34	_____
05/11	05/10	3780	AMAZON.COM*2L69A9D31 A AMZN.COM/BILL WA	\$26.99	_____
05/12	05/11	0701	AMAZON.COM*2L9FS2KT1 A AMZN.COM/BILL WA	\$172.89	_____
<b>TOTAL THIS PERIOD</b>				<b>\$265.22</b>	

**Fees**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/12			ANNUAL MEMBERSHIP FEE	\$0.00	_____
<b>TOTAL FEES THIS PERIOD</b>				<b>\$0.00</b>	

<b>2021 Totals Year-to-Date</b>	
Total Fees Charged in 2021	\$0.00
Total Interest Charged in 2021	\$0.00

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

Continued on Next Page

**May 2021 Statement** 04/13/2021 - 05/12/2021  
 MATH&SCIENCE ACADEMY  
 KEN LA CASSE (CPN 000046616)

Page 3 of 3  
**Cardmember Service** ☎ 1-866-552-8855

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	\$265.22	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

**Contact Us**



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



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



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



**Online**  
 myaccountaccess.com

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CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	-68.98
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	-16.13
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	-68.98
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	-16.13
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	765.00
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	8,501.04
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	7,662.98
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	1,792.17
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	7,662.98
02/26/2021	202000975	INTERNAL REVENUE SERVICE	Payroll accrual	1,792.17
06/01/2021	202000997	CENGAGE LEARNING	AP Chem Supplies	473.00
06/01/2021	202000980	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 3/30/21-4/29/21	84.86
06/01/2021	202000981	CITY OF WOODBURY	Water: 8460 Woodbury Xing 3/30/21-4/29/21	58.00
06/01/2021	202000982	CITY OF WOODBURY	Water: 8500 Woodbury Xing 3/30/21-4/29/21	92.76
06/01/2021	202000983	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 3/30/21-4/29/21	36.29
06/01/2021	202000992	DALCO	LINEN FRESH 4CA MICROBURST 9000 AIR CARE	183.18
06/01/2021	202000993	DALCO	"GP 12798 ENVISION 9"" 8X1000 2PLY TOILET TISSUE"	163.15
06/01/2021	202000986	ESPARZA, PAUL	Reimbursement: Maintenance Supplies	126.96
06/01/2021	202000998	FINN SISU, INC.	Nordic Ski Equipment	703.00
06/01/2021	202000989	GIS BENEFITS	Insurances: June 2021	6,769.84
06/01/2021	202000991	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment and late Fee	464.56
06/01/2021	202000988	MN HIGH SCHOOL BADMINTON ASSOC	Entry Fee State Badminton Tournament	175.00
06/01/2021	202000990	MSBA	FY22 Charter Associate Fees and Policy Services Renewal	2,630.00
06/01/2021	202000984	OVERSON, SANDRA	Reimbursement: Math Supplies- Calculator	117.25
06/01/2021	202000985	PURCHASE POWER	Late Fee and Finance Charge	54.24
06/01/2021	202000995	RATWIK, ROSZAK & MALONEY, PA	Legal Fees: April 2021	47.00
06/01/2021	202000987	REINKE, ADAM	Sound and Lighting for Spring Play	500.00
06/01/2021	202000994	WELLS FARGO VENDOR FINANCIAL SERVICES	RICOH copiers	859.42
06/01/2021	202000996	XCEL ENERGY	Electric/Gas Usage: 4/10/21-5/10/21 Acct #51-5755815-9	5,845.68
06/02/2021	201901291	AMAZON	Ken's May 2021 Credit Card	265.22
06/03/2021	201901293	AMERICAN RED CROSS	John's May 2021 Credit Card	404.98
06/03/2021	201901293	ANDY MARK, INC.	John's May 2021 Credit Card	576.50
06/03/2021	201901293	CARDMEMBER SERVICE	John's May 2021 Credit Card - Amazon - stinky pads	15.88
06/03/2021	201901293	CARDMEMBER SERVICE	John's May 2021 Credit Card	4,465.09
06/03/2021	201901293	CARDMEMBER SERVICE	John's May 2021 Credit Card - CREDIT- Dakota County Parks MN - Prom	-500.00
06/03/2021	201901293	CUSTOMINK	John's May 2021 Credit Card	592.23
06/03/2021	201901293	SURVEYMONKEY	John's May 2021 Credit Card	29.00
06/03/2021	201901293	TEACHER'S DISCOVERY	John's May 2021 Credit Card	332.22
06/04/2021	202001010	A.J. ALBERTS PLUMBING INC.	Replaced T&P valve on water heater in boiler room	215.00
06/04/2021	202001002	BABB, JENNA	Reimbursement: Prof development - Tuition- Term 1	1,000.00
06/04/2021	202000999	CENTURY LINK	Monthly Service: MAY 19-JUNE 18; Account 651-731-5162 971	130.00
06/04/2021	202001001	CENTURY LINK	MONTHLY SERVICE- May 21-June 21; Account 651-735-9416 212	257.45
06/04/2021	202001000	COMCAST	Internet: 5/27/21-6/26/21 - Account 8772 10 577 0827141	349.95

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
06/04/2021	202001014	DICK'S/LAKEVILLE SANITATION INC	Trash & Recycling: June 2021	555.52
06/04/2021	202001005	HAMM, CARRIE	Eyewear Reimbursement	65.29
06/04/2021	202001006	INDIGO EDUCATION	DAPE Direct Services: April 2021	45.00
06/04/2021	202001015	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	541.61
06/04/2021	202001008	JOSTENS	Graduation Diplomas	578.48
06/04/2021	202001003	KOSTICHKA, HANNAH	Vision Reimbursement	200.00
06/04/2021	202001012	NASSP/NHS	"National Honor Society Affiliation July 01, 2021 - June 30, 2022"	385.00
06/04/2021	202001007	NOODLETOOLS, INC	NoodleTools Subscription 4/16/21-4/16/22	345.00
06/04/2021	202001004	RICHERT, TARA	Reimbursement: End of Year Celebration (Badminton)	19.82
06/04/2021	202001011	VANGUARD CLEANING SYSTEMS OF MINNESOTA	Monthly Cleaning: June 2021	3,150.00
06/04/2021	202001013	VERIZON WIRELESS	Phone Service: Apr 21-May 20 and Hotspots (CRF)	1,081.08
06/04/2021	202001009	WAPPINGERS FALLS SHOPPERS INC	Printing: Slice of PI Job # 62614	177.00
06/07/2021	202001017	HALVERSON, THOR	Reissue old payroll check 10.15.19 that has not been cashed yet. Old check #21993.	64.38
06/07/2021	202001016	TYLER, MELISSA	Re-issue payroll check#43601 dated 2.14.2020 that was never cashed	381.89
06/11/2021	202001040	ACCESS	Monthly Storage Fee	40.00
06/11/2021	202001023	ANDERSON, MARKELL	Reimbursement: Professional Development	1,000.00
06/11/2021	202001037	ARBOR SCIENTIFIC	Science Supplies	72.00
06/11/2021	202001026	BIEDERMANN, KAREN	Reimbursement: Theater Supplies	371.17
06/11/2021	202001021	BRAULT, ALEXANDER	Reimbursement: Track Supplies	277.34
06/11/2021	202001025	BURGGRAFF, MARGARET	Reimbursement: ELA Curriculum	91.73
06/11/2021	202001020	CASEY, SEAN	Reimbursement: Trap	912.00
06/11/2021	202001032	CULLIGAN	Drinking Water Equipment Service: June 2021 Acct#157-00808535-7	70.90
06/11/2021	202001019	DALAL, MAYA	Reimbursement: Theater Supplies	46.68
06/11/2021	202001022	DEMPSEY, BETH	Choreographer for Spring Musical	2,500.00
06/11/2021	202001044	ESPARZA, PAUL	Maintenance: May 2021	1,534.00
06/11/2021	202001038	FAMILY ACHIEVEMENT CENTER, INC	"May 2021 Speech, OT Services and Physical Therapy and Mileage"	10,493.45
06/11/2021	202001041	GOPHER SPORT	PE Supplies	907.23
06/11/2021	202001042	GOPHER SPORT	PE Supplies	286.20
06/11/2021	202001030	ISCORP	FY22 Skyward Hosting Services	2,400.00
06/11/2021	202001027	KATARE, SHILPA	"Badminton Refund minus Music Fees, Yearbook, Jr Scholastic and Class of 2021"	50.00
06/11/2021	202001033	KRAUS-ANDERSON INSURANCE	Practical HR: July 2021	250.00
06/11/2021	202001029	KURKOSKI, MICHELLE	Reimbursement: Professional Development	22.37
06/11/2021	202001036	LIFETOUCH NSS ACCTS RECEIVABLE	Yearbooks	1,991.63
06/11/2021	202001018	MARTIN LAW FIRM PLLC	Legal Services: May 2021	2,014.00
06/11/2021	202001031	MCGRAW-HILL SCHOOL ED HOLDINGS, LLC.	Chemistry Books	202.50
06/11/2021	202001034	PITNEY BOWES GLOBAL FIN. SERV.	Lease: 06/30/2021 - 09/29/2021	257.00
06/11/2021	202001024	RICHERT, TARA	Reimbursement: RedCross Training	24.00
06/11/2021	202001035	TRANE U.S. INC.	Filters	270.46
06/11/2021	202001039	WARD, TERESA	Reimbursement: Professional Development	379.00
06/11/2021	202001028	WARD, TERESA	Reimbursement: EL & English Supplies	837.56
06/11/2021	202001043	XELLO	FY22 Xello for HS - Per Site	2,800.00
06/15/2021	202000974	FURTHER	Payroll accrual	846.25
06/15/2021	202000974	FURTHER	Payroll accrual	461.90
06/15/2021	202000976	MID ATLANTIC TRUST COMPANY	Payroll accrual	944.00
06/15/2021	202000976	MID ATLANTIC TRUST COMPANY	Payroll accrual	134.00
06/15/2021	202000976	MID ATLANTIC TRUST COMPANY	Payroll accrual	3,134.00
06/15/2021	202000977	MINNESOTA DEPT OF REVENUE	Payroll accrual	187.00
06/15/2021	202000977	MINNESOTA DEPT OF REVENUE	Payroll accrual	4,261.15

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CHECK			INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
06/15/2021	202000978	PERA	Payroll accrual	1,731.86
06/15/2021	202000978	PERA	Payroll accrual	-1,731.86
06/15/2021	202001076	PERA	Payroll accrual	1,731.86
06/15/2021	202000978	PERA	Payroll accrual	134.35
06/15/2021	202000978	PERA	Payroll accrual	-134.35
06/15/2021	202001076	PERA	Payroll accrual	134.35
06/15/2021	202000978	PERA	Payroll accrual	1,998.30
06/15/2021	202000978	PERA	Payroll accrual	-1,998.30
06/15/2021	202001076	PERA	Payroll accrual	1,998.30
06/15/2021	202000978	PERA	Payroll accrual	155.85
06/15/2021	202000978	PERA	Payroll accrual	-155.85
06/15/2021	202001076	PERA	Payroll accrual	146.85
06/15/2021	202000979	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	7,305.40
06/15/2021	202000979	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual	7,919.07
06/15/2021	202001073	BILL.COM	Fees	189.66
06/17/2021	202001045	MN BCA	Background Checks	32.00
06/21/2021	202001077	US BANK & TRUST	Principal Payment	159,425.00
06/21/2021	202001077	US BANK & TRUST	interest Payment	2,406.25
06/21/2021	202001075	US BANK	Rent	45,596.88
06/22/2021	202001047	ROBERT ENGSTROM COMPANIES	Recurring Bill Lease Payment for Bldg D at 8500 Woodbury Crossing	8,632.54
06/22/2021	202001046	WOODBURY CROSSING OFFICES, PLLP	Recurring Bill Rent	5,627.55
06/23/2021	202001059	ACT	DISTRICT CHOICE STATE TESTING - ACT PLUS WRITING TEST - Spring 2021	3,094.00
06/23/2021	202001053	ANDERSON, HEATH	Reimbursement: Track & Field Supplies	121.02
06/23/2021	202001064	AUGSBURG UNIVERSITY	July Augsburg University APSI - AP Computer Science Principles Online - Augsburg University APSI	650.00
06/23/2021	202001057	BERGANKDV OUTSOURCED SERVICES LLC	Financial management and accounting services for June 2021	7,330.00
06/23/2021	202001049	BIEDERMANN, KAREN	Reimbursement: Theater Supplies	452.75
06/23/2021	202001062	CASEY-WOLF, THERESA	School Psychologist: May 2021 42 hrs @ \$90/hr	3,780.00
06/23/2021	202001051	COMCAST	Internet & Phone: 6/18/21-7/17/21 Acct# 8772 10 577 0477541	518.33
06/23/2021	202001058	COMCAST 3396	Internet: 5/25/21-6/30/21 Acct# 931093396	1,225.87
06/23/2021	202001071	COMCAST 3396	Bldg Co Custom Installation Charge - One Time Acct# 931093396	13,004.98
06/23/2021	202001068	EAGLE RIDGE ACADEMY	"Track & Field Registration May 6 & May 24, 2021"	500.00
06/23/2021	202001063	EXPLORE LEARNING	EL Science Department License Renewal- 500 students for 12 months	2,375.00
06/23/2021	202001066	INNOVATIVE OFFICE SOLUTIONS LLC	Health Supplies	151.74
06/23/2021	202001067	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	37.50
06/23/2021	202001055	KURKOSKI, MICHELLE	Vision Reimbursement: Eyeglasses	200.00
06/23/2021	202001060	MCDONOUGH'S SEWER SERVICE INC	Work Order 290272 at 8430 Woodbury Crossing - Floor Drain backing up in Rm9	352.80
06/23/2021	202001056	MN BCA	Background Check	8.00
06/23/2021	202001054	NELSON, MICAH	Reimbursement: NHS Supplies	374.28
06/23/2021	202001048	POESCH, SALLY	Physical/Health Disabilities Teacher Services: 1 hr @ \$95/hr Apr-May 2021	95.00
06/23/2021	202001050	POPP COMMUNICATIONS	Telephone Services: 5/4/21-6/3/21 Account Number: 10003837	61.31
06/23/2021	202001069	QUALITY LOCKSMITH SERVICE INC	Rekeyed New finance office and made 4 keys per request.	182.00
06/23/2021	202001070	QUALITY LOCKSMITH SERVICE INC	Adjust door rods on two Fire Doors	148.75

CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
06/23/2021	202001065	THE COLLEGE BOARD - MWRO	Used AP Exams	12,300.00
06/23/2021	202001061	VETERAN SHREDDING	Standard (30) pound banker boxes	213.00
06/23/2021	202001052	WALZER, LYNN	Reimbursement: Class of 2021 Supplies	176.15
06/23/2021	202001074	BLUE CROSS BLUE SHIELD OF MN	Health Insurance: July 2021	44,114.15
06/30/2021	202001072	OLD NATIONAL BANK	Service Charge	310.00
07/01/2021	201901297	ACCESS	Monthly Storage Fee	40.00
07/01/2021	201901298	AMERICAN RED CROSS	Adult and Child CPR/AED Challenge	24.00
07/01/2021	201901299	BLOCK SCHOOL NURSE CONSULTING LLC	Nurse Consult: 5/11/21-6/1/21 SPED (3.5hr@\$90 and 5.5@\$80) and GenEd (2.25@\$90 and 2.25@\$80)	1,137.50
07/01/2021	201901300	BRAULT, ALEXANDER	Reimbursement: Nordic Supplies - roller skis	367.50
07/01/2021	201901300	BRAULT, ALEXANDER	Reimbursement: Track Supplies	174.04
07/01/2021	201901301	CANON SOLUTIONS AMERICA, INC.	Paper	341.40
07/01/2021	201901302	CITY OF WOODBURY	Water Usage: 8430 Woodbury Xing 4/29/21-5/26/21	94.99
07/01/2021	201901302	CITY OF WOODBURY	Water: 8460 Woodbury Xing 4/29/21-5/25/21	58.00
07/01/2021	201901302	CITY OF WOODBURY	Water: 8500 Woodbury Xing 4/30/21-5/29/21	42.04
07/01/2021	201901302	CITY OF WOODBURY	Water Usage: 8490 Woodbury Xing 4/29/21-5/26/21	36.29
07/01/2021	201901303	INNOVATIVE OFFICE SOLUTIONS LLC	Office Supplies	154.70
07/01/2021	201901304	KEMMETMUELLER PHOTOGRAPHY INC	FY21 Athletic Banners	250.00
07/01/2021	201901304	KEMMETMUELLER PHOTOGRAPHY INC	Cap/Gown Collage Frame and Graduation Coverage	850.00
07/01/2021	201901305	KURKOSKI, MICHELLE	Reimbursement: Board Supplies	15.08
07/01/2021	201901306	LACASSE, KENNETH JR	Reimbursement: Postage	19.25
07/01/2021	201901307	LOFFLER COMPANIES INC	Konica Minolta C458 Copier Standard Payment	422.33
07/01/2021	201901308	MN BCA	Background Checks	16.00
07/01/2021	201901309	OVERSON, SANDRA	Vision Reimbursement: Eyeglasses	200.00
07/01/2021	201901310	VANGUARD CLEANING SYSTEMS OF MINNESOTA	TouchPoint Cleaning & Disinfecting: June 1st - June 11th 2021	388.64
07/01/2021	201901311	WARD, TERESA	Reimbursement: Professional Development Reading	199.21
07/01/2021	201901312	WELLS FARGO VENDOR FINANCIAL SERVICES	RICOH copiers	859.42
07/01/2021	201901313	XCEL ENERGY	FY21 Electric/Gas Usage: 5/10/21-6/10/21 Acct #51-5755815-9	6,498.88
07/07/2021	201901296	ANDY MARK, INC.	Ken's June 2021 credit card	1,293.83
07/07/2021	201901314	APPERSON	100 MC A-E/20 MATCHING & 15 COMPLETION	103.21
07/07/2021	201901315	BERWALD ROOFING COMPANY, INC	REPAIRED LEAK IN CORNER OF SKYLITE 5/24/21	674.00
07/07/2021	201901296	CARDMEMBER SERVICE	Ken's June 2021 credit card	2,985.92
07/07/2021	201901294	CARDMEMBER SERVICE	John's June 2021 Credit Card	64.34
07/07/2021	201901316	CENTURY LINK	Monthly Service: JUNE 19-JULY 18; Account 651-731-5162 971	130.00
07/07/2021	201901316	CENTURY LINK	MONTHLY SERVICE- June 21-July 21; Account 651-735-9416 212	257.45
07/07/2021	201901317	DEMPSEY, BETH	Reimbursement: Class of 2020 Supplies	311.62
07/07/2021	201901318	ENG, EILEEN	Reimbursement: Class of 2020 supplies	1,088.03
07/07/2021	201901323	FURTHER	Payroll accrual	846.25
07/07/2021	201901319	HANSEN'S LAWN CARE	Lawn Maintenance: June 2021	1,877.00
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	765.00
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	21,695.76
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	15,408.18
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	3,603.56
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	15,408.18
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	3,603.56
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	217.00
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual	50.75

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CHECK			INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION		AMOUNT
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual		217.00
07/07/2021	201901324	INTERNAL REVENUE SERVICE	Payroll accrual		50.75
07/07/2021	201901320	JR COMPUTER ASSOCIATES	Monthly Contract- June 2021		3,050.00
07/07/2021	201901321	MATHEWS LAW PLLC	Professional Services rendered in May 2021		9,238.00
07/07/2021	201901325	MID ATLANTIC TRUST COMPANY	Payroll accrual		944.00
07/07/2021	201901325	MID ATLANTIC TRUST COMPANY	Payroll accrual		134.00
07/07/2021	201901325	MID ATLANTIC TRUST COMPANY	Payroll accrual		3,134.00
07/07/2021	201901326	MINNESOTA DEPT OF REVENUE	Payroll accrual		187.00
07/07/2021	201901326	MINNESOTA DEPT OF REVENUE	Payroll accrual		10,224.25
07/07/2021	201901327	PERA	Payroll accrual		1,692.81
07/07/2021	201901327	PERA	Payroll accrual		1,953.25
07/07/2021	201901322	PURCHASE POWER	Postage		129.84
07/07/2021	201901328	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual		8,361.06
07/07/2021	201901328	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual		9,063.36
07/15/2021	201901329	ESPARGA, PAUL	FY21 Maintenance: June 2021		2,132.00
07/15/2021	201901330	MARTIN LAW FIRM PLLC	FY21 Legal Services: June 2021		742.00
07/15/2021	201901331	MINNESOTA COACHES, INC.	FY21 June Summer School Buses		1,938.30
07/15/2021	201901332	MUSIC THEATER INTERNATIONAL	FY21: 5/20/21-5/22/21 THE 25TH ANNUAL PUTNAM COUNTY SPELLING BEE		2,750.77
07/15/2021	202100002	FURTHER	Payroll accrual		617.08
07/15/2021	202100002	FURTHER	Payroll accrual		336.92
07/15/2021	202100003	INTERNAL REVENUE SERVICE	Payroll accrual		220.00
07/15/2021	202100003	INTERNAL REVENUE SERVICE	Payroll accrual		9,165.79
07/15/2021	202100003	INTERNAL REVENUE SERVICE	Payroll accrual		7,581.06
07/15/2021	202100003	INTERNAL REVENUE SERVICE	Payroll accrual		1,772.99
07/15/2021	202100003	INTERNAL REVENUE SERVICE	Payroll accrual		7,581.06
07/15/2021	202100003	INTERNAL REVENUE SERVICE	Payroll accrual		1,772.99
07/15/2021	202100004	MID ATLANTIC TRUST COMPANY	Payroll accrual		559.00
07/15/2021	202100004	MID ATLANTIC TRUST COMPANY	Payroll accrual		134.00
07/15/2021	202100004	MID ATLANTIC TRUST COMPANY	Payroll accrual		2,962.00
07/15/2021	202100004	MID ATLANTIC TRUST COMPANY	Payroll accrual		33,261.58
07/15/2021	202100005	MINNESOTA DEPT OF REVENUE	Payroll accrual		110.00
07/15/2021	202100005	MINNESOTA DEPT OF REVENUE	Payroll accrual		4,450.13
07/15/2021	202100006	PERA	Payroll accrual		306.95
07/15/2021	202100006	PERA	Payroll accrual		354.18
07/15/2021	202100007	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual		5,726.39
07/15/2021	202100007	TEACHERS RETIREMENT ASSOCIATION	Payroll accrual		6,207.39
07/22/2021	201901333	FAMILY ACHIEVEMENT CENTER, INC	June 2021 Speech and Physical Therapy and Mileage		4,256.27
07/22/2021	201901334	POPP COMMUNICATIONS	FY21 Telephone Services Account Number: 10003837		60.45
07/22/2021	201901335	PUNDSACK, JOELL	FY21 Reimbursement - Class of 2020 Beverages		36.01
07/22/2021	201901336	WEBSTER, DEBORAH	FY21 Reimbursement: Cake for Class of 2020 Party		75.00
07/23/2021	201901337	VERIZON WIRELESS	FY21 Phone Service: May 20-Jun 20 and Hotspots (CRF)		1,221.75
				Totals for checks	663,390.05

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Batch	Post Date	Acct Nbr	Description	Amount
21-00001	07/16/2021	01 A 122 00	FY21 FIN 414	1,884.00
			Totals for 21-00001	1,884.00
21-00002	07/16/2021	01 R 005 000 000 000 211	FY22 General Education Aid	179,264.99
			Totals for 21-00002	179,264.99
21-00003	07/16/2021	01 A 115 00	CAF America - US Bank 7.16.21 (Annual Fu	138.00
21-00003	07/16/2021	01 A 115 00	Basketball Participation Fees	175.00
21-00003	07/16/2021	01 A 115 00	Balckbaud Giving Fund (Annual Fund)	7.62
21-00003	07/16/2021	01 A 115 00	CAF America - 3M (Annual Fund)	97.02
21-00003	07/16/2021	01 A 115 00	Benevity - MSA Building Co - Travelers	10.00
21-00003	07/16/2021	01 A 115 00	United Way (Annual Fund)	16.63
			Totals for 21-00003	444.27
21-00006	07/20/2021	01 A 115 00	CAF America - 3M (annual fund)	97.02
21-00006	07/20/2021	01 A 115 00	MightyCause (annual fund)	35.00
21-00006	07/20/2021	01 A 115 00	Kowalski's (annual fund)	400.00
			Totals for 21-00006	532.02
			Total for Cash Receipts	182,125.28

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Batch	Post Date	Acct Nbr	Description	Amount
20-50149	06/30/2021	50 R 005 000 000 000 092	Building Co Interest	0.32
			Totals for 20-50149	0.32
20-50150	06/30/2021	01 R 005 000 000 000 092	Charles Schwab - Interest Earned	2.12
			Totals for 20-50150	2.12
20-50151	06/30/2021	01 R 005 000 000 000 092	Interest Deposit	48.19
			Totals for 20-50151	48.19
20-50152	06/30/2021	01 R 005 000 011 414 400	Title II, FIN 414	829.00
			Totals for 20-50152	829.00
20-50153	06/30/2021	01 A 121 00	FY20 Charter School Lease Aid	704.42
20-50153	06/30/2021	01 R 005 000 000 348 300	FY21 Charter School Lease Aid	208281.42
			Totals for 20-50153	208985.84
20-50154	06/30/2021	01 R 005 000 000 000 317	FY21 Long-Term Facilities Maintenance	68618.88
20-50154	06/30/2021	01 R 005 000 000 348 300	FY21 Charter School Lease Aid	140163.21
			Totals for 20-50154	208782.09
20-50155	06/30/2021	01 R 005 000 622 000 621	Yearbook sale	900.00
20-50155	06/30/2021	01 R 005 000 265 000 096	CAF America - 3M Matching Gift (Annual F	97.02
20-50155	06/30/2021	01 R 005 000 265 000 096	CAF America - 3M (Annual Fund)	97.02
20-50155	06/30/2021	01 R 010 298 423 000 050	Basketball Participant Fees	175.00
20-50155	06/30/2021	01 R 005 000 000 000 099	Reimburse Lost Computer	200.00
20-50155	06/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund - Ecolab (Annual F	150.00
20-50155	06/30/2021	01 R 010 298 407 000 620	Theater Guild - sweat pant sales	160.00
20-50155	06/30/2021	01 R 010 298 405 000 050	Prom	45.00
20-50155	06/30/2021	01 R 005 000 000 000 621	Planner	15.00
20-50155	06/30/2021	01 R 010 258 000 000 050	Band	50.00
20-50155	06/30/2021	01 R 010 298 422 000 050	Music - Tri-M	20.00
20-50155	06/30/2021	01 R 005 000 000 000 050	Jr Scholastic	20.00
20-50155	06/30/2021	01 R 010 260 000 000 050	HS Engineering	30.00
20-50155	06/30/2021	01 R 005 000 622 000 621	Yearbook	50.00
20-50155	06/30/2021	01 R 010 298 421 000 050	Track	350.00
20-50155	06/30/2021	01 R 010 298 423 000 050	Basketball	175.00
			Totals for 20-50155	2534.04
20-50156	06/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund - Best Buy (annual	42.00
20-50156	06/30/2021	01 R 010 298 421 000 050	Track Fees	350.00
20-50156	06/30/2021	01 R 010 212 000 000 050	Art Fees	25.00
20-50156	06/30/2021	01 R 005 000 265 000 096	Coca Cola (annual Fund)	28.04
20-50156	06/30/2021	01 R 005 000 265 000 096	MightyCause (annual Fund)	185.00
20-50156	06/30/2021	01 R 010 298 421 000 050	Track Participation Fees	175.00
20-50156	06/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fund - Best Buy (annual	21.00
20-50156	06/30/2021	01 R 005 000 265 000 096	CAF America -US Bank (annual fund)	207.00
20-50156	06/30/2021	01 R 005 000 622 000 621	Yearbook Sales	100.00
20-50156	06/30/2021	01 R 010 298 405 000 050	Prom	45.00
20-50156	06/30/2021	01 R 010 298 422 000 050	Music Tri-M	10.00
20-50156	06/30/2021	01 R 005 000 000 000 050	Jr Scholastic	10.00
20-50156	06/30/2021	01 R 010 298 453 000 060	Class of 2021	351.60
20-50156	06/30/2021	01 R 005 000 622 000 621	Yearbook	50.00
20-50156	06/30/2021	01 R 010 298 421 000 050	Track & Field	350.00

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Batch	Post Date	Acct Nbr	Description	Amount
20-50156	06/30/2021	01 R 005 000 000 000 096	Donation	50.00
20-50156	06/30/2021	01 E 005 110 000 000 305	PayPal Fees and Check Fee	32.06-
			Totals for 20-50156	1967.58
20-50157	06/30/2021	50 R 005 000 000 000 092	Trust Interest Earnings - April-June 202	13.38
			Totals for 20-50157	13.38
20-50158	06/30/2021	50 R 005 000 000 000 093	Rent Received from the School - April-Ju	136790.64
			Totals for 20-50158	136790.64
			Total for Cash Receipts	559953.20

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Batch	Post Date	Acct Nbr	Description	Amount
20-00043	06/04/2021	01 E 010 204 000 414 366	LGBTQ 101 Training Cancelled - check not cashed - Void from PY	-200.00
20-00043	06/04/2021	01 A 101 01	LGBTQ 101 Training Cancelled - check not cashed - Void from PY	200.00
			Totals for 20-00043	0.00
20-00044	06/04/2021	01 A 101 01	Original Payroll check 21993 not cashed - Void from PY. Re-issued in	64.38
20-00044	06/04/2021	01 E 010 203 000 000 145	Original Payroll check 21993 not cashed - Void from PY. Re-issued in	-64.38
			Totals for 20-00044	0.00
20-00045	06/04/2021	01 A 101 01	Original Payroll check 43601 not cashed - Void from PY. Re-issued in	381.89
20-00045	06/04/2021	01 E 010 203 000 000 145	Original Payroll check 43601 not cashed - Void from PY. Re-issued in	-381.89
			Totals for 20-00045	0.00
20-00046	06/04/2021	01 A 101 01	Original check 42992 not cashed 6.24.19- Reissued in bill.com on 6.23.	6.72
20-00046	06/04/2021	01 E 010 298 408 000 401	Original check 42992 not cashed 6.24.19- Reissued in bill.com on 6.23.	-6.72
			Totals for 20-00046	0.00
20-00047	06/04/2021	01 A 101 01	Original check 42879 not cashed 6.24.19- Reissued in bill.com on 6.23.	70.18
20-00047	06/04/2021	01 E 010 298 402 000 401	Original check 42879 not cashed 6.24.19- Reissued in bill.com on 6.23.	-70.18
			Totals for 20-00047	0.00
20-00048	06/30/2021	01 R 005 000 999 000 211	FY20 General Education Over-Under Accrual	-1272.20
20-00048	06/30/2021	01 A 121 00	FY20 General Education Over-Under Accrual	1272.20
20-00048	06/30/2021	01 R 005 000 999 740 360	FY20 General Education Over-Under Accrual	801.24
20-00048	06/30/2021	01 A 121 00	FY20 General Education Over-Under Accrual	-801.24
			Totals for 20-00048	0.00
20-00049	06/30/2021	01 R 005 000 000 000 370	AP Exam Reimbursements	-7869.00
20-00049	06/30/2021	01 A 121 00	Reclass AP Exam Deposits	7869.00
			Totals for 20-00049	0.00
20-00050	06/30/2021	01 E 010 420 000 419 329	Reclass SPED postage	9.27
20-00050	06/30/2021	01 E 005 110 000 000 329	Reclass SPED postage	-9.27
			Totals for 20-00050	0.00
20-00051	06/30/2021	01 E 010 640 328 316 366	USF Tampa Bay Education - Online PD	-720.00
20-00051	06/30/2021	01 E 010 204 011 414 366	USF Tampa Bay Education - Online PD	720.00

Batch	Post Date	Acct Nbr	Description	Amount
Totals for 20-00051				0.00
20-00052	06/30/2021	01 A 115 00	FY21 Deposit Items rec'd in FY22	434.27
20-00052	06/30/2021	01 R 005 000 265 000 096	CAF America - US Bank (Annual Fund)	-138.00
20-00052	06/30/2021	01 R 010 298 423 000 050	Basketball Participation Fees	-175.00
20-00052	06/30/2021	01 R 005 000 265 000 096	Blackbaud Giving Fun (Annual Fund)	-7.62
20-00052	06/30/2021	01 R 005 000 265 000 096	CAF America - 3M (Annual Fund)	-97.02
20-00052	06/30/2021	01 R 005 000 265 000 096	United Way (Annual Fund)	-16.63
20-00052	06/30/2021	50 R 005 000 000 000 099	Benevity - MSA Bldg Co - Travelers	-10.00
20-00052	06/30/2021	50 A 115 00	Benevity - MSA Bldg Co - Travelers	10.00
Totals for 20-00052				0.00
20-00053	06/30/2021	01 A 115 00	FY21 Deposit 7/20/21	532.02
20-00053	06/30/2021	01 R 005 000 265 000 096	CAF America - 3M (annual fund)	-97.02
20-00053	06/30/2021	01 R 005 000 265 000 096	MightyCause (annual fund)	-35.00
20-00053	06/30/2021	01 R 005 000 265 000 096	Kowalski's (annual fund)	-400.00
Totals for 20-00053				0.00
20-00054	06/30/2021	50 A 115 00	Move 115 from Fund 01 to 50 for 7/16/21 Deposit	-10.00
20-00054	06/30/2021	01 A 115 00	Move 115 from Fund 01 to 50 for 7/16/21 Deposit	10.00
20-00054	06/30/2021	01 A 101 01	Move 115 from Fund 01 to 50 for 7/16/21 Deposit	-10.00
20-00054	06/30/2021	50 A 101 06	Move 115 from Fund 01 to 50 for 7/16/21 Deposit	10.00
Totals for 20-00054				0.00
Total for Journal Entries				0.00

Batch	Post Date	Acct Nbr	Description	Amount	
				Totals for	0.00
No Entries for July 2021					
				Total for Journal Entries	0.00

**2021-2022 Budget Request for August BOD Meeting**

	<b>Additional amount needed</b>
<b>Request to increase the budget for one year:</b>	
New Position - Executive Assitant (Salary/Benefits)	\$ 44,909.00
Investigation, Estimated Cost	\$ 40,000.00
Intstructional supplies, textbooks	\$ 30,000.00
Hiring Bonuses, hard to fill, est.	\$ 15,071.00
Improved cleaning services	\$ 10,000.00
Increased maintenance needs	\$ 5,000.00
Increase computer consulting rate	\$ 1,800.00
Equipment	\$ 1,000.00
<b>Total:</b>	<b>\$ 147,780.00</b>
<b>Cost savings to offset:</b>	
Reduce special education expenditures (net expenses)	\$ 3,000.00
Utilize funds that had been set aside	\$ 8,300.00
<b>Total:</b>	<b>\$ 11,300.00</b>
<b>Net increase in available funds requested:</b>	<b>\$ 136,480.00</b>

<b>Estimated Net Surplus from FY2021</b>	<b>\$ 114,052.00</b>
<b>Estimated Beginning Fund Balance From FY20</b>	<b>\$ 2,147,077.00</b>
<b>Estimated Total Fund Balance as of July 1, 2021 (FY22)</b>	<b>\$ 2,261,129.00</b>

<b>Estimated Annual Net Surplus (Deficit) for FY22</b>	<b>\$ (129,732.00)</b>
<b>Estimated Ending Fund Balance After Adjustments</b>	<b>\$ 2,131,397.00</b>
<b>Estimated Ending Fund Balance as % After Adjustments</b>	<b>33.7%</b>

<b>Cost savings expected in 2022-2023 to balance the budget</b>	
Reduce special education expenditures	\$ 3,000.00
Gain efficiencies in office processes	\$ 40,000.00
Other efficiencies	\$ 40,000.00
<b>Total:</b>	<b>\$ 83,000.00</b>

Math and Science Academy

Adopted: September 4, 2003

Revised:

**531 THE PLEDGE OF ALLEGIANCE**

**I. PURPOSE**

The Board of Directors (BOD) recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in the Math and Science Academy (MSA) shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted with their teacher's permission at a place and time designated in the student handbook.

**III. ANNUAL REVIEW**

The BOD, by a majority vote taken annually, may waive the requirement to recite the pledge of allegiance. If the BOD does not waive the requirement, recitation is required by statute. A statement in the student handbook or a policy addressing exceptions to participation in recitation of the pledge of allegiance to the flag is also required by statute beginning with the 2004-2005 school year.

**IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.



## 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.

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Staff Member's Signature and Name

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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 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:**

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

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

Art at Sounds of Hope

Trick or Canning

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

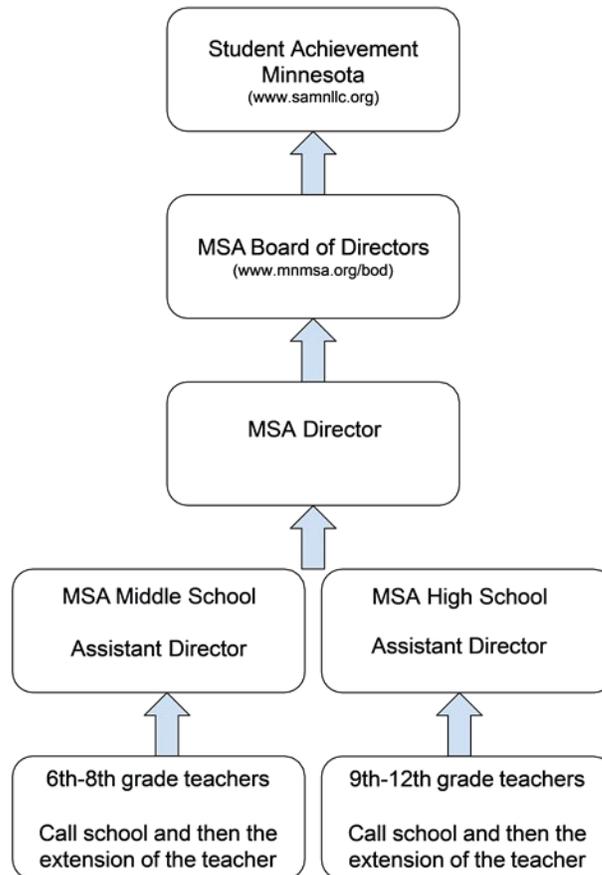
threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

### **Complaints - Students, Employees, Parents, Other Persons**

The Math and Science Academy (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. Please do not jump levels, as this causes inefficiencies to occur. A flow chart representing the proper flow of communication at MSA for General Education and Special Education questions, issues and concerns follows. Proceeding to the next step in the progression should not occur until the contact person involved in the current step has had adequate time to address the issue at hand. This time period is typically two school days between steps.

1. Student contacts teacher/staff.
2. Parent contacts teacher/staff.
3. Student contacts building administrator
4. Parent contacts building administrator.
5. Parent contacts School Director.
6. Parent contacts Board of Directors (BOD).

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 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  
 Executive Director  
 8490 Woodbury Crossing  
 Woodbury, MN 55125  
 cdodge@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.

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 Re-licensure**

As a teacher in Minnesota, you will need to renew your professional license. Teachers need to keep track of their re-licensure 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) re-licensure committee to complete this process.

Prior to the expiration of your teaching license, you should email the re-licensure 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 re-licensure to the re-licensure committee for review. It is the responsibility of the teacher to apply for re-licensure 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
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	18PD	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 W	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	164

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	166

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
- 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 = 175**

Last Edit **July 21, 2021**  
 Approved: **May 17, 2021**

# 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 \_\_\_\_\_  
Executive 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 \_\_\_\_\_  
Executive 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 \_\_\_\_\_  
Executive 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 \_\_\_\_\_  
Executive Director

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

## MSA Teacher Pay Scale (Effective 2021 - 2023)

Step/Lane Completed Years Teaching	BA/BS	BA/BS +15	BA/BS +30	BA/BS +45	MA/MS or BA/BS + 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](http://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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## **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.

**All policies referenced in this handbook can be found in the Board of Directors section of the MSA website.**

**LICENSED SCHOOL NURSE CONSULTATION VISITS  
2021-2022 AGREEMENT**

THIS AGREEMENT made and entered into by and between Miniapple Health Consultants (Miniapple Health Inc.), a Minnesota corporation, 5009 Sheridan Ave S, Minneapolis, MN 55410, and Math and Science Academy, hereinafter referred to as "Client" and collectively as the "PARTIES."

**Witnesseth:**

WHEREAS Client is seeking School Nurse Consultation Services.

WHEREAS, the PARTIES agree that the School Nurse Consultation Services offered by Miniapple Health Inc. are suitable to the needs of the Client; and

WHEREAS the PARTIES need to define their respective rights and responsibilities;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the PARTIES agree as follows:

1. TERM OF THE AGREEMENT

Miniapple Health Inc. agrees to furnish services to the Client during the period commencing: July 1, 2021 and terminating on June 30, 2022. The PARTIES may agree to renew or extend the length of this agreement subject to an annual review of terms and conditions, requiring the approval of both PARTIES.

2. SERVICES TO BE PROVIDED

Miniapple Health Inc. will offer School Nurse Consultation Services, to be provided at a minimum of once per month during the academic year. Frequency of nurse services range from weekly to monthly depending on the school size and needs and can be varied within the school year depending on needs and capacities.

Miniapple Health Inc. will provide services as more fully described in the attached Exhibit(s), incorporated herein by this reference, if selected and initialed by Client below.

Exhibit A – General Nursing Consultation

Exhibit B – Special Education Consultation

Client  
Initial Here

ST  
ST

3. PAYMENT FOR SERVICES

Miniapple Health Inc. shall invoice for services as described in the corresponding Exhibit(s) selected and initialed by Client herein. Invoices will be sent bi-weekly or monthly after the service/s has been provided. Payment terms are NET 30 days. Client agrees that any amount not paid within 30 days of invoice will carry the lesser interest rate of 1.5% per month or the greatest amount permissible by law, whichever is less. Additionally, Client will pay all costs, including reasonable attorney fees, incurred to recover payments owed to Miniapple Health Inc. by Client.

4. INDEPENDENT CONTRACTOR

Miniapple Health Inc. is and shall remain an independent contractor for all services performed under this Agreement. Miniapple Health Inc. shall secure at its own expense all personnel required to perform services under this Agreement. All personnel will maintain appropriate licensure to perform services under this Agreement.

5. INDEMNIFICATION

Each PARTY agrees that it will be responsible for its own acts and omissions and the results therefrom to the extent authorized by law and shall not be responsible for the acts or omissions of the other party or the results therefrom. Each PARTY agrees to defend, indemnify, and hold harmless the other PARTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of that PARTY, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of that PARTY to perform any obligation under this Agreement.

6. INSURANCE

- A. Client agrees to maintain general liability insurance that meets reasonable industry standards.
- B. Miniapple Health Inc. agrees to maintain general liability and professional liability insurance that meets reasonable industry standards.
- C. Duty to Notify. Client shall promptly notify Miniapple Health Inc. of any claim, action, cause of action or litigation brought against Client, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement. Client shall also notify Miniapple Health Inc. whenever Client has a reasonable basis for believing that Client and/or its employees, officers, agents or subcontractors, and/or Miniapple Health Inc., might become the

subject of a claim, action, cause of action, criminal arrest, criminal charge or litigation arising out of and/or related to the services contained in this Agreement. Failure to provide the notices required by this section is a material violation of the terms and conditions of this Agreement.

7. CONFIDENTIAL INFORMATION

- A. PARTIES acknowledge that during the term of this Agreement, PARTIES may have access to trade secrets, proprietary information, and confidential information. PARTIES agree to protect and preserve the confidential and proprietary nature of each other's confidential and/or proprietary information and shall not disclose such information to any other person or entity, except to the extent required to carry out the duties and responsibilities set forth in this Agreement, or as may be otherwise required by law.
- B. Miniapple Health Inc. agrees to comply with all of the provisions and requirements of Client's data privacy policies. Any data or materials prepared by the contractor during the execution of the contract for Client shall be the property of Client. Any such data and materials shall be remitted to the district upon completion or termination of the contract.
- C. Miniapple Health Inc. recognizes it may be subject to requirements set forth in federal, state and local laws govern the provision of data privacy practices.

8. TERMINATION

This Agreement may be canceled with or without cause by either party upon thirty (30) days' written notice.

9. MISCELLANEOUS

- A. SUCCESSOR: Miniapple Health Inc. binds itself, its partners, successors, assigns and legal representatives to Client for all covenants, agreements and obligations contained in the contract documents.
- B. MERGER AND MODIFICATION: It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.
- C. AMENDMENT: Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties.
- D. SURVIVAL OF PROVISIONS: Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to: PAYMENT FOR SERVICES; INSURANCE; CONFIDENTIAL

INFORMATION; DEFAULT AND CANCELLATION; PROMOTIONAL LITERATURE; and GOVERNING LAW.

- E. **CONTRACT SUPERVISION & NOTICES:** In order to coordinate the needs of Client with the activities of Miniapple Health Inc. so as to accomplish the purposes of this Agreement, the individual identified below, or his or her successor, shall supervise this Agreement on behalf of Miniapple Health Inc.

Liaison for Miniapple Health Inc:

Name: Carly Smitkowski  
 Title: Licensed School Nurse Consultant  
 Address: 5009 Sheridan Ave S  
 Minneapolis, MN 55410  
 E-mail: carly@miniapple.org  
 Phone: (612) 437-6478

Liaison for Math and Science Academy:

Name: Shannon Froberg  
 Title: Co Interim Direct  
 Address: 8460 Woburnbury Xing  
Woburnbury MA  
 E-mail: sfroberg@mnmsa.org  
 Phone: 651-353-2316  
 Fax: \_\_\_\_\_

- F. **COMPLIANCE WITH LAWS:** The PARTIES shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances in connection with this Agreement.
- G. **CONFLICT OF INTEREST:** PARTIES affirm that to the best of PARTIES' knowledge, PARTIES' involvement in this Agreement does not result in a conflict of interest with any party or entity that may be affected by the terms of this Agreement. PARTIES agree that, should any conflict or potential conflict of interest become known to either PARTY, such PARTY will immediately notify the other PARTY of the conflict or potential conflict.

- H. **PROMOTIONAL LITERATURE:** Client agrees, to the extent applicable, to not use the term "Miniapple Health" or any derivative in any promotional literature, advertisements of any type or form or client lists without the express prior written consent of Miniapple Health Inc.
- I. **GOVERNING LAW:** The Laws of the State of Minnesota without giving effect to its conflict of law principles govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. Rules of interpretation based on which party drafted this Agreement shall not apply. The appropriate venue and jurisdiction for any litigation will be those courts located within Hennepin County, State of Minnesota or in the appropriate federal court within the State of Minnesota.
- J. **SEVERABILITY:** If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions are not affected or impaired in any way.

### Math and Science Academy

The Client certifies that the person who executed this Agreement is authorized to do so on behalf of the Client as required by applicable articles, bylaws, resolutions or ordinances.

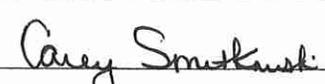
Liason Signature: 

Liason Printed Name: Shannon Froberg

Title: Co Interim Director

Date: 6/2/24

### Miniapple Health Inc.

Liason Signature: 

Liason Printed Name: Carly Smittkowski

Title: Licensed School Nurse

Date: 6/2/24

## Exhibit A General Nursing Consultation

### Services Offered:

The Licensed School Nurse (LSN) consultant guides schools in providing and promoting a safe and healthy learning environment with such services as:

1. Assessment of the school health program and best practice recommendations in administration and management of the school health services. This will be completed at the start of services with us and at least once during the school year.
2. The Licensed School Nurse will work with school administrations to assist them with:
  - First Aid and minor illness management
  - Identification of students and health planning for students with chronic and/or potentially life-threatening health conditions (individual health plans, emergency plans, 504 plans)
  - Filing state immunization reports (as needed/requested by the school)
  - Participation in special education process
  - Referral to community resources
  - Staff training is available in areas of emergency medication administration and OSHA/ Employee Right-to-Know; other training may be available per request (see below).

As a consultation service, the LSN provides guidance; we do not provide ongoing direct nursing care, nor do we delegate, monitor or supervise nursing tasks that have been assigned to the school. We may provide intermittent (monthly, quarterly, yearly) direct or indirect nursing care.

### On-Site Classes Offered: (Highly recommended to be scheduled at the beginning of each school year)

General staff training in areas of:

- Emergency Medication Administration
- OSHA/Blood-Borne Pathogens/Employee Right-to-Know

\*Classes require a signed letter of understanding of the services being provided in order to reserve the date and time requested.

### Pricing:

**Site Visit Consultations:** \$90.00/hour. If on-site services requested total less than two (2) hours for the day, travel time to and from the LSN's office will be billed at the regular hourly rate. Additional time will be billed in 15-minute increments.

**Off-Site Consultation:** \$80.00/hour will be billed in 15-minute increments.

**On-Site Classes:** \$200.00 for each class. No class size restrictions.

## **Exhibit B**

### **Special Education Consultation**

#### **Services Offered:**

The Licensed School Nurse (LSN) consultant will participate in the special education process which may include (as needed):

- Review of available health information
- Vision and hearing screening
- Parent and/or student health interview or questionnaire
- Participation in select meetings (particularly evaluation or IEP meetings as possible and arranged for students with complex health needs)
- Creating, documenting and general training on health plans
- Provision of periodic (annual, quarterly or monthly) direct or indirect nursing-related services per Individual Education Plan (IEP)

As a consultation service, the LSN provides guidance; we do not provide ongoing direct nursing care, nor do we delegate, monitor or supervise nursing tasks that have been assigned to the school. As outlined above, we may provide intermittent (monthly, quarterly, yearly) direct or indirect nursing care.

#### **Pricing:**

**Site Visit Consultations:** \$90.00/hour. If on-site services requested total less than two (2) hours for the day, travel time to and from site from the LSN's office will be billed at the regular hourly rate. Additional time will be billed in 15-minute increments.

**Off-Site Consultation:** \$80.00/hour will be billed in 15-minute increments.

**On-Site Classes:** \$200.00 for each class. No class size restrictions.

The total cost of this Statement of Work shall not exceed ten thousand (\$10,000) or a total of eighty (80) hours of services performed; Miniapple Health Inc. shall not bill Client in excess of these totals without prior written consent of Client. Miniapple Health Inc. understands that if the maximum expenditure is reached without a mutually agreed upon addendum, Miniapple Health Inc. assumes these costs at its own risk and expense.

#### **On-Site Classes Offered: (Highly recommended to be scheduled at the beginning of each school year)**

General staff training in areas of:

- Emergency Medication Administration
- OSHA/Blood-Borne Pathogens/Employee Right-to-Know

\*Classes require a signed letter of understanding of the services being provided in order to reserve the date and time requested.

**School Year 2021-2022**  
**Miniapple Health Inc.**  
**School Nurse Consulting**  
*Contact info and anticipated needs*

*Please complete the following information and return with your contract:*

**School Name:** \_\_\_\_\_ **State District #** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**School phone:** \_\_\_\_\_ **School fax:** \_\_\_\_\_

**Director Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person for School Nurse Consultant** (person(s) to contact when arranging visits, sharing general program or health information):

**Name/role:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name/role:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Person(s) to get billing and service statements:**

**Name/email:** \_\_\_\_\_

**Name/email:** \_\_\_\_\_

**Grades served by your school:** \_\_\_\_\_

**Anticipated total enrollment:** \_\_\_\_\_

**Anticipated needs for on-site visit length and frequency:**

\_\_\_ hours per on-site visit (2 hours is the minimum visit time) with the frequency of:

- \_\_\_ two times per week;
- \_\_\_ weekly;
- \_\_\_ every other week
- \_\_\_ every month
- \_\_\_ other; please explain \_\_\_\_\_

**Additional information that may be helpful in planning for your needs:**

*Back to School Night 8/26/21*

## Letter of Understanding for On-Site Staff Training/ Classes 2021-2022 Miniapple Health Consultants Inc.

School Name: Math-Science Academy

**Both PARTIES agree that Miniapple Health Nursing Staff will provide On Site (or virtual) Class Training for:**

Please Check the below:

Emergency Medication Administration (1 hour -\$200, no class size limit). There's a concentration on Emergency/Rescue Medications—when and how to use them— appropriate for all staff who have direct student responsibilities.

OSHA/Blood-Borne Pathogens/Employee Right-to-know (.5 to 1 hr- \$200/hr, no class size limit). This class is designed to meet OSHA Bloodborne Pathogen required training for all staff with student contact.

Date(s) Requested (please list 2 options):	Time:	Class(es) needed
<u>August 23 2021</u>	_____	_____
<u>August 24 2021</u>	_____	_____

Projected number in attendance? \_\_\_\_\_ (to help us provide materials)

**PURCHASER NAME**  
 By: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Printed Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**PROVIDER NAME**  
 By: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Printed Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Independent Consultation Agreement

**Provider:**

**Sally Poesch**

4041 Brooklyn Park, MN 55443

Email: [sallyipoesch@gmail.com](mailto:sallyipoesch@gmail.com)

Cell: 612-524-9078

**Client:**

**Math and Science Academy**

8430 Woodbury Crossing

Woodbury, MN 55125

Sally Poesch and Math and Science Academy agree to the terms described below for the provision of physical/health disabilities teacher services rendered by Sally Poesch.

**1. Terms of Agreement:** This agreement will be for the term of **2021-2022 school year**.

**2. Credentials:** Sally Poesch will maintain licensure through the Minnesota Department of Education (MDE) as a physical/health disabilities teacher with License Number 296585. Full-time licenses include Pre K-12 Physical and Health Disabilities, K-12 Physically Handicapped, K-12 Mild to Moderate Mentally Handicapped, and K-12 Moderate to Severe Mentally Handicapped.

**3. Services:** Sally Poesch agrees to perform the services described below:

Responsible for providing special education services in licensure area of Physically Impaired (PI), which may include cooperative planning; consultation; modification and adaptation of the environment, curriculum, materials or equipment; problem-solving and providing resources as requested, participation in evaluation and IEP meetings for students; student observation, and providing services per Individual Education Program (IEP), consultation and recommendations on goals and objectives and working individually with students on educationally related issues.

The consultant may collaborate with multiple instructional team(s) in order to support student achievement. These services may include, but are not necessarily limited to the following: review of educational and medical records of selected students, attendance at meetings, communication (phone calls, emails), documentation, report-writing, and travel time.

Services may also be provided for students within the categories of Severely Multiply Impaired (SMI), Other Health Disabilities (OHD), Traumatic Brain Injury (TBI), or DCD (Developmental Cognitive Delay) when it is determined and agreed upon by IEP teams that the physical/health disabilities teacher will be a member of the student evaluation or IEP team.

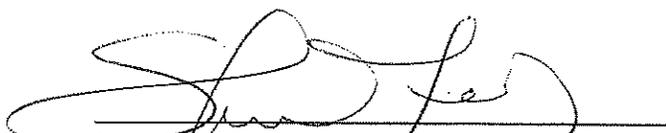
**5. Compensation:** The consultant will provide the agreed to services at a **rate of \$95.00 per hour**. In addition, a **rate of .56 per mile round trip** from home to the designated site will be included in the billing invoice. The agreement will occur during the school year, or for the duration of student IEP. It is the responsibility of the consultant to submit an invoice for payment, and **this invoice will be submitted four times during the school year if services occurred during the time period (November, January, March, June)**. Payment to the consultant is due **30 days from receipt of billing invoice**. Maximum expenditure for the school shall not exceed \$3,500. If this contract maximum is exceeded without prior approval, the consultant does so at her own risk and expense.

**7. Taxes:** Sally Poesch will act as an independent contractor to Math and Science Academy in performance of the duties under this agreement. Sally Poesch will, therefore, be responsible for claiming earnings arising out of or related to Sally Poesch's work for Math and Science Academy.

**8. Data:** Sally Poesch agrees to comply with all the provisions and requirements of the district's data privacy policies. Any data or materials, including but not limited to reports, studies, photographs, or other documents prepared by the consultant in the performance of the consultant's obligations under this agreement shall be the exclusive property of the district, and any such data and materials shall be remitted to the district by the consultant upon completion or termination of the agreement.

**8. Liability Insurance:** Sally Poesch maintains liability insurance. The policy is with Richard F. Jones, Jr., Agent/Broker, % Forrest T. Jones and Company, Inc.

**9. Termination:** Sally Poesch will provide Math and Science Academy with 30 days notice prior to termination of this contract agreement. In turn, Math and Science Academy will provide Sally Poesch 30 days notice prior to termination of this contract agreement.

  
 Representative of Math and Science Academy

5/3/21  
 Date



Sally Poesch, Physical/Health Disabilities Teacher

**5/5/2021**

Date

## Independent Consultation Agreement

**Provider:**

Theresa Casey-Wolf, M.S.E.  
2324 Spruce Place  
White Bear Lake, MN 55110

**Client:**

Math and Science Academy  
8430 Woodbury Crossing  
Woodbury, MN 55125

Theresa Casey-Wolf and Math and Science Academy (MSA) agree to the terms described below for the provision of special education coordination services rendered by Ms. Casey-Wolf.

**1: Terms of Agreement:** This agreement will be for the term of July 20, 2021-June 30, 2022. Ms. Casey-Wolf and MSA administrative team agree that this contract is a one-year interim position and a transition plan for long-term special education coordination services will be developed over the course of the 21-22 school year.

**2: Services:** Special education coordination services will be provided district wide. Services will include the following:

- Assist the MSA administrative team with the hiring and onboarding of special educators.
- Establish and maintain the Child Study Team (CST) process based on Total Special Education System of Support (TSES).
- Establish and maintain communication and consultation with MSA administrative team related to the provision of special education services.
- Provide guidance on due process and required special education documentation to special and general education teachers to ensure compliance with Minnesota Department of Education (MDE) Special Education Rules and Regulations.
- Supervise the due process clerk.
- Supervise related services personnel.
- Provide guidance to special educators on directing the work of Educational Assistants.
- Provide guidance and consultation to the Assistant Directors on the supervision and training of Educational Assistants.
- Provide guidance and consultation related to section 504 Accommodation Plans to assigned 504 coordinators, including establishing eligibility and developing a plan.
- Provide guidance and consultation to grade level problem-solving teams in consultation with the administrative team.
- Develop a transition plan for special education coordination services beginning August 2022 in consultation with MSA administrative team.

Other special education coordination services will be provided according to the needs of the school and mutually agreed upon between Math and Science Academy administration and Ms. Casey-Wolf, Independent Contractor.

**3. Credentials:** Ms. Casey-Wolf will maintain licensure through the Minnesota Department of Education (MDE) as a school psychologist (License #293754).

**4. Compensation:** Math and Science Academy agrees to pay Ms. Casey-Wolf at the hourly rate of **\$95.00** for services provided for the term of this contract agreement. Math and Science Academy agrees to cover professional development expenses up to \$1000.00 as necessary for Ms. Casey-Wolf to perform her duties. No other benefits are to be provided. Annual earnings for this contract will not exceed \$72,000.00.

**5. Hours:** Special education coordination services will be provided up to **20 hours** per week; the majority of which will be on-site, according to the needs of the school and mutually agreed upon by Ms. Casey-Wolf and Math and Science Academy administration. Ms. Casey-Wolf will provide a weekly schedule to the administrative team.

**6. Invoicing:** Services will be documented on an invoice provided by Ms. Casey-Wolf on a bi-monthly basis. Math and Science Academy will pay the amounts agreed to in this agreement upon receipt of invoices provided by Ms. Casey-Wolf.

**7. Taxes:** Ms. Casey-Wolf will act as an independent contractor to Math and Science Academy in performance of the duties under this agreement. Ms. Casey-Wolf will, therefore, be responsible for claiming earnings rising out of or related to Ms. Casey-Wolf's work for Math and Science Academy. Math and Science Academy will provide Ms. Casey-Wolf with a 1099 reporting form.

**8. Liability Insurance:** Ms. Casey-Wolf maintains liability insurance. A copy of the policy is attached to this contract.

**9. Termination:** Ms. Casey-Wolf will provide Math and Science Academy with a 30-day notice prior to termination of this contract agreement. In turn, Math and Science Academy will provide Ms. Casey-Wolf a 30 day notice prior to termination of this contract agreement.

Cecelia Dodge

Representative: Math and Science Academy

7-26-2021

Date

Theresa Casey-Wolf

Provider: Theresa Casey-Wolf

7/26/2021

Date

Account Number: MN CAST 2320

Date: 2/16/21 Initials: LROSS

**CERTIFICATE OF INSURANCE**

ALLIED WORLD INSURANCE COMPANY  
 C/O: American Professional Agency, Inc.  
 95 Broadway, Amityville, NY 11701  
 800-421-6694

This is to certify that the insurance policies specified below have been issued by the company indicated above to the insured named herein and that, subject to their provisions and conditions, such policies afford the coverages indicated insofar as such coverages apply to the occupation or business of the Named Insured(s) as stated.

**THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE(S) AFFORDED BY THE POLICY(IES) LISTED ON THIS CERTIFICATE.**

Name and Address of Named Insured:

THERESA C CASEY-WOLF  
 2324 SPRUCE PLACE  
 WHITE BEAR LAKE MN 55110

Additional Named Insureds:

Type of Work Covered: MENTAL HEALTH COUNSELOR

Location of Operations: N/A

(If different than address listed above)

**Claim History:**

Retroactive date is 03/01/2015

Coverages	Policy Number	Effective Date	Expiration Date	Limits of Liability
PROFESSIONAL/ LIABILITY	5003-9273	3/01/21	3/01/22	1,000,000 3,000,000

\_\_\_\_\_  
 THERESA C CASEY-WOLF  
 2324 SPRUCE PLACE  
 Address: WHITE BEAR LAKE MN 55110

APA 00138 00 (06/2014)

  
 \_\_\_\_\_  
 Authorized Representative

## Math and Science Academy 2021 - 2022 TVI O&M Contract

**PROVIDER:**

Invision Services, Inc.  
PO Box 253  
St. Joseph, MN 56374  
Federal Tax ID#: 56-1787241

**AGENCY:**

Math and Science Academy  
8430 Woodbury Crossing  
Woodbury, MN 55125

### A. CONTRACT AGREEMENT

This agreement is hereby entered between Invision Services, Inc., hereafter referred to as the PROVIDER and Math and Science Academy, hereafter referred to as the AGENCY. As used in this Contract, the term "Client" means a student of the AGENCY to whom the PROVIDER provides services.

### B. PROVISIONS

1. This agreement shall be in effect July 1, 2021 to June 30, 2022.
2. Type of service provided: Teacher of the Visually Impaired and Orientation & Mobility Specialist
3. Service rates:
  - a. \$83.00 per hour for face-to-face instruction, lesson preparation, documentation, consultation, evaluation, Individualized Education Program development, tactile material production, and portal-to-portal travel to AGENCY service location(s) from regional staff office
  - b. \$95.00 per hour for all virtual instruction including lesson planning and preparation
  - c. \$55.00 per hour plus shipping for bulk Braille material production completed and delivered from regional staff office
  - d. \$125.00 per hour for Assistive Technology Evaluations or other requested special services
  - e. Cost plus shipping for mobility canes and related items as needed
4. Total contract cost maximum: \$ 6,400.00
5. The cost maximum shall not be exceeded without written approval from both the AGENCY and PROVIDER. If the contract maximum is exceeded without prior approval from both parties, the PROVIDER does so at its own risk and expense.

### C. PROVIDER agrees to:

1. Provide the services stipulated in the type of service indicated under B.2.
2. Furnish documentation of services rendered in the form of Monthly Invoices submitted by email no later than the 7th day of the month after the month services are rendered.
3. Keep confidential any information about a Client, which is shared by AGENCY staff, Client, or parents, and to share such information only with persons authorized by law or by written release executed by Client's parent(s) or legal guardian(s), to receive such information.
4. Comply with all State Licensing Standards, all applicable accrediting standards, and any written standards or criteria established by the AGENCY to assure quality services.
5. Maintain appropriate program records and appropriate case files to document the provision of the agreed upon services to clients.
6. Comply with the equal opportunity employment standards and policies dedicated to a policy of non-discrimination in the provision of said services to clients regardless of race, creed, color, age, sex, religion, national origin, marital or veteran status, medical condition, or disability.
7. Conduct annual background checks from a national database. No individuals shall be assigned to work at the AGENCY until a criminal background check has been completed and returned with satisfactory results. The PROVIDER and AGENCY prohibit any personnel listed on any Sex Offender Registry from having direct interaction with students.
8. Any information and data received by the PROVIDER during the term of this agreement shall be treated and maintained by the PROVIDER in accordance with all applicable federal, state and local laws, rules and regulations governing same, including, but not limited to, the provision of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The PROVIDER also agrees to comply with all of the provisions and requirements of AGENCY's data privacy policies. Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the PROVIDER in the performance of the PROVIDER's obligations under this agreement shall be the exclusive property of the AGENCY, and any such data and materials shall be remitted to the AGENCY by the PROVIDER upon completion or termination of the agreement.
9. Provide face-to-face instruction rather than virtual instruction at all times when PROVIDER has a suitable teacher available within 1.5 hours of the school district (except when virtual instruction is required by law for public health

reasons). If instruction is virtual, PROVIDER will notify the school when a suitable teacher is hired and becomes available, and convert to face-to-face instruction at the applicable rate specified above. If instruction is face-to-face but the teacher becomes unavailable during the contract term (e.g., disability, moves away, or employment ends), PROVIDER will notify the school and convert to virtual instruction at the applicable rate specified above. Conversions shall occur automatically upon notice from PROVIDER.

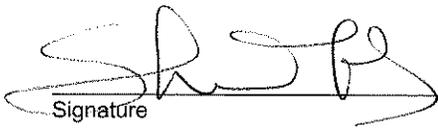
D. The AGENCY agrees to:

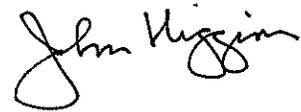
1. Send to the PROVIDER the AGENCY accounts payable email address to which monthly PROVIDER invoices are sent and received by the AGENCY for reimbursement of services.
  2. Pay the PROVIDER for services rendered Due Upon Receipt of the PROVIDER'S Monthly Invoice.
  3. Inform the PROVIDER of scheduled holidays and any variations in the agreed upon schedule.
    - a. PROVIDER will bill for and receive payment for all scheduled lessons unless PROVIDER receives notice from parents or school personnel of a lesson cancellation at least 24 hours in advance of the lesson start time.
  4. Give assistance, direction, and information to the PROVIDER as needed to assure compliance of the PROVIDER with any and all applicable federal state laws, standards, and regulations governing service providers.
  5. Not engage or employ (or attempt to engage or employ) PROVIDER's employees or independent contractors to provide services similar to those in Section B.2. of this agreement while this agreement is in effect and continuing for a period of one (1) year after the termination or expiration of this agreement. AGENCY acknowledges and agrees that any breach of the Section D.5. by AGENCY will cause irreparable damage to PROVIDER incapable of measurement and for which money damages alone would be an insufficient remedy. Therefore, in the event of such breach or a threatened breach, PROVIDER, in addition to any other remedies available at law or in equity, shall be entitled to enforce the provisions of this agreement by temporary, preliminary and permanent injunction, without the need to post bond or similar security, to (i) restrain any violation by AGENCY, and (ii) to compel specific performance of the terms and conditions of this agreement. Nothing contained in this agreement shall limit, abridge or modify the rights of PROVIDER under any law or regulation.
  6. During virtual instruction, the AGENCY is required to:
    - a. Provide an onsite staff person (paraeducator, e-helper) to be available to assist with student during virtual instruction, which will occur in student's assigned placement as designated in the IEP.
    - b. Provide all technology (computer, microphone, camera, etc.) required for sessions. PROVIDER will notify school in advance of these requirements.
    - c. Provide a working space for virtual instruction with minimal outside interruptions.
- E. The PROVIDER and the AGENCY agree to be responsible for their own liabilities. To the extent permitted by applicable law, each party shall indemnify and hold harmless the other from any claims, damages, or expenses incurred as a result of the negligence or intentional act or omission of the party.
- F. The PROVIDER shall maintain insurance coverage consistent with Minnesota Statutes, Chapter 466 and shall name the AGENCY as an additional insured on such policy.
- G. Termination: Either party may terminate this agreement, with or without cause, with written notice 30 days prior to the termination date. Notices shall be sent to PROVIDER at the address at the top of this Agreement, and to AGENCY at the address listed for AGENCY on page one, by hand delivery, by nationally recognized overnight courier, or by certified mail. Either party may change its notice address by giving written notice of the same to the other party, along with the effective date of the change. In the event of termination pursuant to this section, AGENCY shall pay PROVIDER for those services rendered through the date of termination.
- H. In the event PROVIDER is unable to find a suitable teacher to fulfill the contract for the start of a school term, both PROVIDER and AGENCY may continue to look for a suitable teacher to fill that need; in that event, the parties will stay in close communication to facilitate cooperation in their efforts and to prevent duplication of work or of hiring.

In witness whereof, the parties acting through their duly authorized officials have executed this agreement on the dates listed below:

For Math and Science Academy:

For Invision Services, Inc.:

 5/19/21  
Signature Date

  
April 27, 2021  
\_\_\_\_\_  
John Higgins, Founding Director Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

## SERVICES AGREEMENT

This Agreement is entered into this 1st day of August 2021, by and between JR Computer Associates, Inc., a Minnesota corporation, and the client, Math and Science Academy [MSA], a Minnesota public charter school, for professional and related services to be provided to MSA.

### I SCOPE OF SERVICES

JR Computer Associates and its employees agree to complete the following tasks under the scope of this contract:

- Provide on-call and regular System Administration services.
- Provide computer consulting services for client.
- Provide network consulting services for the client.
- Provide hardware maintenance services for client's computer and technology hardware.
- Provide website design and development services for client.
- Serve as Technology Coordinator for the school, and attend technology meetings as needed.
- Serve as a point of contact for parents, students, and staff with regards to technology issues arising from MSA's technology program
- Work to train students to help maintain the MSA Network.
- MCA Testing hardware setup and assistance.
- Up to 40 hours per month of JR Time included under this contract. During the school year, a JR employee will be on site and available at least 3 days a week.
- This contract does not include the cost for any parts or materials that may be needed in the repair or service of MSA's technology.

### II FEES FOR SERVICES

For services provided by JR Computer Associates, Inc. fees will be billed on a retainer basis. Payment will be made at a rate of \$3200/month. Should JR exceed 48 hours in a given month as detailed above, and it can be demonstrated as such to the director, the director may approve additional hours at a discounted hourly rate of \$60.00/hour prior to the work being done. These hours are to be distributed ideally via regularly scheduled weekly visits.

### III BILLING AND PAYMENT

Invoices will be sent via e-mail or postal mail at a rate of 1 every month. Payment is due upon receipt of the invoice. Should payment not be received within 30 days of notice, project work will may be halted and an interest rate of 1.5 per month, 18% per annum, or the maximum lawful rate,

whichever is less, will be charged. Should payment not be received within 90 days, this contract will be considered terminated.

#### **IV TERMINATION OF AGREEMENT**

Unless otherwise terminated as provided herein, this Agreement can be terminated by either party at any point with 1 months' notice, or upon which it may be renewed by agreement of both parties. The contract will renew automatically monthly until either a new contract replaces it, or a party terminates it.

#### **V TIME IS OF THE ESSENCE**

JR Computer Associates acknowledges and agrees that time is of the essence in the eyes of the client; therefore it shall render its services to client in a prompt and diligent manner. The client acknowledges though, that at times, small corporations face overwhelming levels of work, which may cause significant delays, and "immediate" service may not always be possible.

#### **VI INDEMNIFICATION**

Each party shall indemnify and hold harmless the other party, its directors, officers, affiliates, agents, and employees from and against any and all liability, claims, demands, damages, losses, and expenses, including but not limited to attorney's fees, resulting from the indemnifying party's negligent acts, errors, omissions, or willful misconduct, whether active or passive, or the negligent acts of the indemnifying party's directors, managers, partners, agents, employees, and subcontractors in performance of services required by this Agreement.

#### **VII OWNERSHIP OF DATA, INFORMATION, AND DOCUMENTS**

All code and other information developed, written, prepared, or contributed by JR Computer Associates pursuant to this Agreement shall be held under a dual copyright between JR Computer Associates and MSA. Any trademarks or copyrights held by the client shall remain the property of the client.

#### **VIII STANDARD OF WORKMANSHIP**

All work performed under this Agreement by JR Computer Associates shall meet current professional standards for accuracy and quality as defined by relevant professional organizations, societies, or other recognized experts, and shall be performed in accordance with all applicable laws.

**IX  
SUCCESSORS IN INTEREST**

This Agreement shall be binding on, and inure to the benefit of, each party's successors in interest, including their heirs, legatees, assignees, and legal representatives.

**X  
ASSIGNMENT**

Neither party shall transfer or assign its rights nor delegate its duties under this agreement, in whole or in part, without the written consent of the other party, which consent shall not be unreasonably withheld. Any attempt to effect an assignment, transfer, or delegation made without such written consent shall be null and void and confer no right on any third party.

**XI  
WAIVER**

Any waiver at any time by either party of its rights with respect to a default under this Agreement, or with respect to any other matters arising in connection with this Agreement, shall not be deemed a waiver with respect to any subsequent default or other matter.

**XII  
SEVERAL OBLIGATIONS**

Except where specifically stated in this Agreement to be otherwise, the duties, obligations, and liabilities of the parties are intended to be several and not joint or collective. Nothing contained in this Agreement shall be construed to create an association, trust, partnership, or joint venture or impose a trust or partnership duty, obligation, or liability on or with regard to either party. Each party shall be individually and severally liable for its own obligations under this Agreement.

**XIII  
AMENDMENT**

All changes or modifications to this Agreement shall be in writing and signed by both parties.

**XIV  
GOVERNING LAW**

This Agreement shall be construed and interpreted according to, and the rights of the parties shall be governed by the laws of the State of Minnesota. Venue for any legal actions between the parties arising from this Agreement shall be in any state or federal court of competent jurisdiction located in Washington County, Minnesota.

**XV**  
**ATTORNEY'S FEES**

If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the prevailing party shall be entitled to reasonable attorney's fees, costs and expenses, in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

**XVI**  
**ENTIRE AGREEMENT**

This Agreement constitutes the complete and final expression of the agreement of the parties and is intended as a complete and exclusive statement of the terms of their agreements and supersedes all prior and contemporaneous offers, promises, representations, negotiations, discussions, communications, and agreements which may have been made in connection with the subject matter hereof.

**XVII**  
**SEVERABILITY**

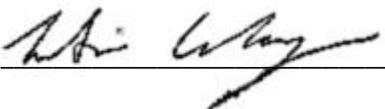
If any provision of this Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of this Agreement and shall not cause the remainder to be invalid or unenforceable. In such event, the parties shall reform this Agreement to replace such stricken provision with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

XIX

SIGNATURE CLAUSE

The signatories hereto represent that they are authorized to enter into this Agreement on behalf of the party for whom they sign.

JR Computer Associates, Inc.

By:  \_\_\_\_\_

Justin Gehring  
President

By: \_\_\_\_\_

Dated: \_\_\_\_\_ 8/1/2021 \_\_\_\_\_

Dated: \_\_\_\_\_



## The Reading Center

DYSLEXIA INSTITUTE OF MN

### School District Presentation Agreement

Math and Science Academy wishes to engage The Reading Center/Dyslexia Institute of Minnesota to present information about dyslexia to staff.

A representative from The Reading Center will present to staff at **Math and Science Academy (MSA)** on **August 24, 2021**. The two-hour presentation will consist of approximately 1.5 hours of information about dyslexia and 0.5 hour for Q & A. The presentation can be done virtually or in-person. The cost for the professional development to MSA is \$500 payable to The Reading Center. In-person presentations will have additional costs for travel at a rate of \$0.55/mile. The maximum mileage billed would be roundtrip travel from Rochester to Woodbury (approximately 78 miles).

#### Payment info:

By signing below, MSA agrees to pay the amount billed within 10 days of the presentation. If a purchase order is required, MSA will contact Gade Grinnell to arrange for payment needs, at 507-288-5271 or [ggrinnell@thereadingcenter.org](mailto:ggrinnell@thereadingcenter.org).

Signature

Date: April 22, 2021

Printed Name: John Gawarecki

Title: Director

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School Name: Math and Science Academy

Address: 8430 Woodbury Crossing, Woodbury, MN 55125

Email and Phone: [jgawarecki@mnmsa.org](mailto:jgawarecki@mnmsa.org) 651-578-7507 Ext. 3506

Name and contact information of individual responsible for payment:  
Ken LaCasse (651-578-7507 Ext. 3502) [klacasse@mnmsa.org](mailto:klacasse@mnmsa.org)  
The Reading Center/Dyslexia Institute of Minnesota

Signature

Cindy Russell

Printed Name

Executive Director

Title

April 19, 2021

Date

**DIRECTOR OF SPECIAL EDUCATION PROFESSIONAL SERVICES AGREEMENT  
 BETWEEN INDIGO EDUCATION AND MATH AND SCIENCE ACADEMY**

This Professional Services Agreement (the "Agreement") is made this April 9, 2021, by and between Innovative Special Education Services, d/b/a INDIGO Education, a Minnesota nonprofit corporation, located at 451 Lexington Pkwy, Suite 1700, St. Paul, MN 55104 ("INDIGO Education"), and Math and Science Academy (the "School") located at 843 Woodbury Crossing, Woodbury, MN, 55125. INDIGO Education and the School shall be referred to collectively herein as the "Parties."

**In consideration of the promises and the mutual obligations of the Parties hereto, each of them does hereby covenant and agree with the other as follows:**

**1. GENERAL AGREEMENT AND TERM**

- A. INDIGO Education agrees to furnish the Director of Special Education professional services to the School for direct and/or indirect time, commencing on July 1, 2021, and expiring on June 30, 2022, (the "Agreement Term") unless terminated earlier in accordance with the provisions of this Agreement. The Parties may mutually renew the Agreement at the end of the Agreement Term, but neither party shall be obligated to do so.
- B. Non-discrimination. INDIGO Education is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, sex, national origin, age, marital status, familial status, disability, public assistance status, veteran status, sexual orientation, gender identity, or any other status protected by law. INDIGO Education is committed to transacting business only with firms who follow these practices. INDIGO Education will apply every good faith effort to ensure implementation of this policy in their practices of employment, upgrade, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. By accepting this Contract, the School certifies that it complies with all applicable federal and state laws as well as policies related to non-discrimination, equal employment opportunity, and affirmative action.

**2. SERVICES TO BE PROVIDED**

A. INDIGO Education will perform the duties and assume the role of the School's Director of Special Education (the "Director") for the duration of the Agreement Term. INDIGO Education shall appoint a person to serve as the Director who will be responsible for the duties outlined in the position description (the "Services"), attached as Exhibit A hereto and incorporated herein. The Parties may mutually amend the scope of the Services by supplemental writings signed by both Parties.

B. In addition, INDIGO Education shall appoint a person to support the Director who will be responsible for the duties outlined in the position description (the “Services”), attached as Exhibit A hereto and incorporated herein. The Parties may mutually amend the scope of the Services by supplemental writings signed by both Parties.

C. INDIGO Education retains the right to solely determine the specific duties of the Director and their supports, so long as they are consistent with the Services outlined in Exhibit A. If, during the Agreement Term the School’s needs as related to its Director, and their supports exceed the services identified in Exhibit A, INDIGO Education will use its best efforts to provide for increased staffing. However, INDIGO Education is not obligated to find nor does it guarantee the availability of additional staff. In this case, the Agreement and compensation schedule will be modified.

D. The School acknowledges that the Director has certain responsibilities pursuant to state and federal law and regulations and, in furtherance of those responsibilities, the School acknowledges that it has a duty to cooperate with the Director.

E. The School further agrees to make its business or fiscal manager available to meet with the Director no less than quarterly for the purpose of providing the Director with information regarding the financial management and operations of the School. The School agrees to provide the Director and their team at INDIGO Education “read-only access” to data collection systems created by the Minnesota Department of Education (Special Education Data Reporting Application (SEDRA) and Special Education Record View and Submission (SERVS)).

### **3. BACKGROUND INVESTIGATIONS**

INDIGO Education shall conduct criminal background investigations on all of its employees that are to perform the Services who may come into contact with the School’s students prior to the commencement of those person(s) performing any of the Services.

### **4. CONFIDENTIALITY**

INDIGO Education and its employees, consultants, and contractors shall maintain all records and information arising out of the provision of the Services in accordance with applicable federal, state, and local laws, rules, regulations, ordinances, directives, guidelines, policies, and procedures relating to the confidentiality of student education data. It shall be the responsibility of the School to provide INDIGO Education with any of its own guidelines, policies, or procedures relating to confidentiality that it wishes for INDIGO Education to comply with pursuant to this paragraph.

### **5. PAYMENT FOR SERVICES**

The School shall compensate INDIGO Education for providing the Services as outlined in the compensation schedule, attached as Exhibit B hereto and incorporated herein.

## **6. PROFESSIONAL CREDENTIALS AND MANDATED REPORTER**

A. The Director and all associated service providers will maintain appropriate Minnesota licensure according to their role.

B. The Parties acknowledge and agree that the Director and all associated service providers are mandated reporters pursuant to Minnesota Statutes, Section 626.556.

## **7. INDEPENDENT CONTRACTOR**

A. INDIGO Education shall select the means, method, location, and manner of performing the Services. Nothing in this Agreement is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the Parties or as constituting INDIGO Education as an agent, representative, or employee of the School for any purpose. INDIGO Education is and shall remain an independent contractor for all Services performed under this Agreement.

B. INDIGO Education shall secure at its own expense all personnel required to perform the Services. INDIGO Education's personnel, while engaged in the performance of any work or services required by the School pursuant to this Agreement, will have no contractual relationship with the School and shall not be considered an employee(s) of the School.

C. INDIGO Education shall not be responsible for any claims that arise out of the employment or alleged employment under the Minnesota Unemployment Insurance Law or the Workers' Compensation Act of the State of Minnesota on behalf of any school personnel, including, without limitation, claims of discrimination against the School, its officers, agents or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from INDIGO Education including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

## **8. INDEMNIFICATION**

A. To the fullest extent permitted by law, the Parties agree to defend, indemnify, and hold harmless each other, their officials, officers, agents, volunteers, and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expense. This includes reasonable attorney's fees, resulting directly or indirectly from any act or omission of either Party, anyone directly or indirectly employed by either Party, or anyone for whose acts or omissions, or both, may be liable in the delivery of education services, or any combination thereof, and against all loss by reason of the failure of either Party or its employees to adhere to any applicable state and federal law. For clarification and not limitation, this obligation to defend, indemnify and hold

harmless includes, but is not limited to, any liability, claims, or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of School or INDIGO Education personnel, the unlawful disclosure or use of protected data, or both, or other noncompliance with the requirements of the data privacy provisions of this Agreement. This provision shall not be deemed as a waiver of any statutory immunities or liability limits available to any Party under the law.

B. A Party shall promptly notify the other indemnifying Party of any claim, action, cause of action, or litigation brought against the Party, its employees, officers, agents, which arises out of the Services provided or received under this Agreement. A Party shall also notify other indemnifying Party whenever a Party has a reasonable basis for believing that the Party or its employees, officers, agents or any combination thereof, or the Party, or both, might become the subject of a claim, action, cause of action, criminal arrest, criminal charge, or litigation arising out of or related to the Services contained in this Agreement. Failure to provide notices required by this section is a material violation of the terms and conditions of this Agreement.

## 9. INSURANCE

A. The School will maintain insurance coverage for Workers Compensation (statutory limits), General Liability, Professional Liability, and Excess or Umbrella Liability in an amount of not less than \$1,000,000.00 (one million dollars and no/100) per occurrence (except with regard to Professional Liability, which will be written on a claims-made basis) and will provide information as to specific limits upon the Parties' execution of this Agreement. Such certificate of Liability insurance shall list INDIGO Education as an additional insured, with the exception of Worker's Compensation and Professional Liability certificates, and contain a statement that such policies of insurance shall not be canceled or amended unless 30 days' written notice is provided to INDIGO Education, or 10 days' written notice in the case of non-payment. If the school receives notice of cancellation or termination from an insurer, the School shall provide a copy of the notice to INDIGO Education within two business days of the School's receipt of the notice.

B. INDIGO Education maintains insurance coverage with minimum limits as follows:

- Commercial/General Liability
  - Combined Single Limit \$1,000,000.00
  - Personal Injury Limit \$1,000,000.00
  - Products Completed Operations \$2,000,000.00
  - General Aggregate \$2,000,000.00
  - Professional Liability Insurance with limits of \$2,000,000.00 each occurrence, \$2,000,000.00 aggregate

C. The above establishes minimum insurance requirements. It is the sole responsibility of the School to determine the need for and to procure additional insurance that it may need.

D. The Parties shall provide updated certificates during the term of this Agreement as insurance policies expire. If a party fails to furnish proof of insurance coverage the other party may pursue any other right or remedy allowed under the contract, law, equity, or statute, or all. Each party does not waive any rights or assume any obligations by not strictly enforcing the requirements set forth in section nine.

D. Each party waives all rights against the other party, including the other party's officials, officers, agents, volunteers, and employees, for recovery of damages to the extent that damages are covered by the party's own insurance coverages.

## 10. DATA PRACTICES

A. INDIGO Education understands that the School, its officers, agents, owners, partners, employees, and volunteers must abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations, and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) adopted as part of the American Recovery and Reinvestment Act of 2009. INDIGO Education understands that if it creates, collects, receives, stores, uses, maintains, or disseminates data because it performs functions of the School pursuant to this Agreement, then INDIGO Education must comply with the requirements of the MGDPA as if it were a government entity.

B. The School agrees to promptly notify INDIGO Education if it becomes aware of any potential claims, or facts giving rise to such claims under the MGDPA. The terms of section ten shall survive the expiration, cancellation, or termination of this Agreement.

## 11. MERGER AND MODIFICATION

A. Entire Agreement. The entire agreement between the Parties is contained herein and supersedes all oral agreements and negotiations between the Parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, then the terms of this Agreement shall prevail.

B. Modification. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties.

## 12. TERMINATION

A. Either party may terminate this Agreement, with or without cause, with 30 days' written notice to the other party. If the Agreement is terminated and the School does not have a Director of Special Education under contract as of the date the Agreement ends, the Parties

acknowledge that INDIGO Education will be required by law to report and it will report the School's failure to provide a Director of Special Education to the Minnesota Department of Education.

- B. The School's administrator and the Director of Special Education are required by the Minnesota Department of Education to sign the Statement of Assurances annually. These Assurances require the school to follow all State and Federal laws regarding special education due process and fiscal compliance under the direction of a licensed Director.
- C. The Director will provide the School with guidance that is timely, accurate, and ethical. Should the School elect to not follow this guidance, the following steps will be implemented:
  - a. The Director will outline the concerns in writing and request a meeting to discuss the concerns with the School's Director.
  - b. The Director and the School Director will meet, discuss concerns and establish a plan of resolution within a mutually agreed-upon timeframe.
  - c. If, after two failed attempts to schedule a meeting with the School Director, the Director will request a meeting including the School's board chair and the authorizer.
  - d. After meeting with the School Director, board chair, and authorizer, the concerns are not resolved, INDIGO Education will provide notice of termination of services (as outlined in Section 12A of this agreement) to the School.

### 13. WAIVER

Either party's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

### 14. SURVIVAL OF PROVISIONS

- A. Provisions that by their nature are intended to survive the Agreement Term and/or the termination of this Agreement include the following: SERVICES TO BE PROVIDED; CONFIDENTIALITY; INDEMNIFICATION; INSURANCE; DATA PRACTICES; TERMINATION; and MINNESOTA LAW GOVERNS.
- B. Force Majeure. Neither party shall be held responsible for any delay or failure in performance of any part of this agreement to the extent such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, an act of God, or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will notify the other party in writing

within ten (10) days after the beginning of any such cause that would affect its performance. Notwithstanding, if a party's performance is delayed for a period exceeding thirty (30) days from the date the other party receives notice under this paragraph, the non-affected party will have the right without any liability to the other party, to terminate this agreement.

## **15. NOTICES**

Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the party at the address stated in the opening paragraph of this Agreement, or such other address as either party may provide to the other by notice given in accordance with this provision. The Parties agree that notices permitted or required by this Agreement may be made by email when also made contemporaneously by United States mail as set forth in this paragraph.

## **16. MINNESOTA LAWS GOVERN**

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the Parties and their performance.

## **17. ASSIGNMENT**

The Parties agree that neither party may assign any interest in this Agreement without the written consent of the other party.

## **18. SEVERABILITY**

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

## **19. THIRD-PARTY RIGHTS**

The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

[signature pages to follow]



SERVICE  
LEADERSHIP  
INTEGRITY

**IN WITNESS WHEREOF**, the Parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

**THE SCHOOL:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**INDIGO EDUCATION:**

By: \_\_\_\_\_

Its: Executive Director \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### DESCRIPTION OF SERVICES

**POSITION TITLE:** Director of Special Education (the “Director”)

**SUPERVISOR:** Executive Director of INDIGO Education

#### **Position Summary**

As a member of the INDIGO Education team, the Director will provide programmatic and financial oversight of the School's special education programs.

#### **The essential functions of the Director shall include the following:**

- Diligently execute the Statement of Assurances and uphold the Code of Ethics for School Administrators (MN Rule 3512.5200)
- Assist contracted schools in complying with federal and state rules/regulations pertaining to students with disabilities
- Collaborate with school staff members to monitor programs regarding compliance with all laws, policies, regulations, and guidelines pertaining to special education as mandated by the state of Minnesota and the federal government
- Provide training and mentoring to teachers, administrators, and paraprofessionals regarding broad and specific concepts in the field of special education
- Maintain knowledge of legal and ethical requirements related to the special education programs
- Ensure that an adequate educational structure is in place to meet the emotional, physical, and cognitive needs of learners with Individualized Education Programs (IEPs)
- Oversee special education expenditures and revenue and third party reimbursement
- Review data entry within the following systems SEDRA / SERVS / UFARS / STAR / MARSS
- Provide guidance to school staff regarding the Tuition Acknowledgement process

- Provide training to client schools as they develop Procurement Procedures related to special education finance, thus meeting fiscal compliance standards as stated in UGG:
- Personnel (time and effort reporting)
- Equipment tracking
- Third-Party Billing
- Procurement Policies (Conflict of Interest, Record Retention, Nepotism, Nondiscrimination)
- Special Transportation
- Participate in local, state, and regional special education meetings as necessary
- Interpret and complete, in a timely manner, special education applications and other essential forms as -required by the state and federal government
- Facilitate meetings pertaining to student-specific and district-level meetings
- Other job-related duties as assigned by INDIGO Education's Executive Director.

**The Director shall be selected based on the following guidelines relating to experience, knowledge, characteristics, and abilities:**

- Current Minnesota license as a Director of Special Education.
- Minimum of five years working within the field of special education as a special education teacher.
- Minimum of one year working in a school leadership position.
- Excellent verbal and nonverbal communication skills.
- Knowledge and understanding of Minnesota K-12 Academic Standards, learning theory, and practice, curriculum, interventions, and programming.
- Demonstrate the ability to prioritize and respond to needs across multiple settings.
- Exhibit the ability to work both independently and within a group structure.
- Resolve conflict with keen problem-solving skills.
- Maintain a professional demeanor in difficult and/or emotional situations.
- Appreciate diversity and strive for cultural competency.

- Intersect the mission and vision of a school with the non-negotiable rules and regulations that drive special education.
- Demonstrate the ability to organize and synthesize verbal and written data.
- Respond quickly to a variety of stakeholder requests.
- Work cooperatively and effectively in a multi-disciplinary environment with various staff and related service providers.
- Analyze financial reports created by the Minnesota Department of Education.
- Report errors and provide solutions within financial systems to the Director of Special Education and appropriate school staff
- Provide guidance regarding the implementation and maintenance of Third Party Billing programming
- Review special education documentation in accordance with State/Federal guidelines

## **EXHIBIT B**

### **COMPENSATION SCHEDULE**

1. In exchange for the Services provided under this Agreement, the School agrees to compensate INDIGO Education \$25,000.00 (the "Fee") for Services provided over 47 weeks between July 1, 2021, and June 30, 2022. The hourly rate for Services is \$133.00. The Fee will not exceed the aforementioned amount unless agreed upon by the Executive Director of INDIGO Education and the School's Director (via a modified Agreement).

2. Within 10 days of execution of the Agreement by both Parties, the School shall provide an initial, non-refundable payment of \$5,000.00 to INDIGO Education. This initial payment shall apply toward the Fee.

3. The remainder of the Fee will be paid in quarterly increments, per the schedule detailed below. However, in no event shall any amount of the Fee be paid after June 1, 2022.

- a. Payment One - by September 1, 2021
- b. Payment Two - by December 1, 2021
- c. Payment Three - by March 1, 2022
- d. Payment Four - by May 1, 2022

4. INDIGO Education agrees to furnish the Director of Special Education professional services to the School for four (4) HOURS PER WEEK for direct and/or indirect time.

5. In the event that the Agreement is terminated by INDIGO Education, INDIGO Education shall be entitled to the prorated balance of the Fee (minus the non-refundable deposit of \$5,000.00) as of the last day of the month that the Agreement terminates.

6. In the event that the Agreement is terminated by the School on or before December 31, 2021, INDIGO Education shall be entitled to the prorated balance of the Fee (minus the non-refundable deposit of \$5,000.00) as of the last day of the month that the Agreement terminates. In the event the Agreement is terminated by the School after December 31, 2021, INDIGO Education shall be entitled to the entire Fee.

7. In the event that the School is delayed in paying for services outlined in this Agreement, the following steps will be taken:

- a. A payment plan will be established with approval by the Executive Director of INDIGO Education, its business manager, and the Director of the School.
  - i. A notice will be provided to the School if the payment is 30 days late.
  - ii. The School will pay a service fee of 1.5% of the past due amount ([MN Statute 471.425](#))
- b. If payment is not received within 45 days of the due date or in accordance with the agreed-upon payment plan, notice will be provided to the School, board chair, authorizer, and the Minnesota Department of Education (MDE).
- c. If payment or payment according to the agreed-upon payment plan is not received within 60 days, INDIGO Education will issue a termination of services notice to the School.
  - i. INDIGO Education will inform the School's board, authorizer, and MDE of the termination of the partnership.

### Permanent Director Tentative Hiring Timeline

Approved by Search Committee on 7.26.21

Who	Date(s)	Action	Completed
All three permanent TFs meet	June 23	<ul style="list-style-type: none"> <li>• Determine chairs and notetakers</li> <li>• Go through timeline</li> <li>• Determine next meeting dates</li> <li>• Share Folder with members</li> </ul>	yes
Values Identification TF	June and July	<ul style="list-style-type: none"> <li>• Research how to best reach out to the entire MSA community to identify the values that a new Director should have</li> <li>• Determine what to ask the community (parents, students, staff and teachers)</li> </ul>	yes
Hiring TF	June-July	<ul style="list-style-type: none"> <li>• Each member should contribute ideas/questions/tools to the shared google documents, for the Interview questions, Day at MSA, and interview evaluation tools</li> </ul>	yes
Personnel Committee	July	<ul style="list-style-type: none"> <li>• Approve Job Description</li> </ul>	yes
BOD	July	<ul style="list-style-type: none"> <li>• Approve Job Description</li> </ul>	yes
Values Identification TF	August	<ul style="list-style-type: none"> <li>• Create survey</li> </ul>	yes
Hiring TF	August	<ul style="list-style-type: none"> <li>• Begin Planning Day at MSA               <ul style="list-style-type: none"> <li>○ Create a google form to ask teachers if the candidates can come to visit rooms during the Day at MSA</li> <li>○ Determine how we will pick students to take the candidates on tours</li> <li>○ Determine how each group of stakeholders will have an opportunity to be involved</li> <li>○ Create a list of tasks that need to be done to make the Day at MSA happen and assign them to members of the group (such as creating the google form, communications for the community, working with Justin to ensure tech is available for the</li> </ul> </li> </ul>	In-progress

		<p>panel discussion...)</p> <ul style="list-style-type: none"> <li>● Begin to create 5 documents to evaluate candidates <ul style="list-style-type: none"> <li>○ 1. Resumes</li> <li>○ 2. Initial interviews</li> <li>○ 3. Second Round of Interviews</li> <li>○ 4. Social Media Checks</li> <li>○ 5. Reference Checks</li> </ul> </li> </ul>	
Search Committee	July/August	<ul style="list-style-type: none"> <li>● Approve Timeline</li> </ul>	yes
BOD	August	<ul style="list-style-type: none"> <li>● Approve Timeline</li> </ul>	
Values Identification TF	August	<ul style="list-style-type: none"> <li>● Publicize survey</li> </ul>	
Values Identification TF	Early September	<ul style="list-style-type: none"> <li>● Send survey to the community to collect results</li> </ul>	
Values Identification TF	September 15ish	<ul style="list-style-type: none"> <li>● Survey ends</li> </ul>	
Hiring TF and Values Identification TF	End of September	<ul style="list-style-type: none"> <li>● Meet and share recommendations as to the top skills/goals that the Community wants in a Permanent Director, broken down by stakeholder group</li> <li>● Compare the results of the survey to the job description and update</li> <li>● Compare the results of the survey to the ad and update</li> </ul>	
Transition TF	October	<ul style="list-style-type: none"> <li>● Meet with Interim and the Interim Transition TF to see what worked and what needs to be changed</li> <li>● Plan any necessary changes/updates</li> <li>● Plan a new timeline with an expected start date of June 2022, although we will not know the Start Date until we actually hire the Director in February.</li> <li>● Determine when you need to meet</li> </ul>	
Search Committee	Early October	<ul style="list-style-type: none"> <li>● Creates a job contract, include salary schedule, PTO, benefits</li> </ul>	
Hiring TF	Early October	<ul style="list-style-type: none"> <li>● Finish Ad and Job Description and bring to the BOD for approval if necessary</li> <li>● Finish evaluation tools, ensure that all of</li> </ul>	

		these match the mission/vision and values	
BOD	October	<ul style="list-style-type: none"> <li>• Approves Ad</li> <li>• Approves any Job Description changes</li> <li>• Approves contract, PTO and salary</li> </ul>	
Hiring TF	November	<ul style="list-style-type: none"> <li>• Ensure that the interview questions match the mission/vision/values and community recommendations</li> <li>• Determine which questions are for the initial interviews and which questions are for the second round of interviews</li> </ul>	
Lisa Anderson	December	<ul style="list-style-type: none"> <li>• Post the job internally</li> <li>• Post the job externally</li> </ul>	
Hiring TF	December	<ul style="list-style-type: none"> <li>• Determine which TF members will complete which parts of the interview process, i.e., who will be in charge of the interviews, who will arrange interviews, who will do social media checks, who will arrange the rooms, who will make copies, who will ask which questions, who will call references, who will greet candidates...Which members will complete the Initial Reviews and the Secondary Reviews?</li> <li>• Finalize Interview Questions</li> <li>• Begin to read resumes using evaluation tools</li> <li>• Block off time in January for meetings, initial interviews and second rounds interviews</li> <li>• Work with the BOD to determine Day at MSA date</li> </ul>	
BOD	December	<ul style="list-style-type: none"> <li>• Plan how to run their interviews</li> <li>• Come up with a tool to evaluate the finalists if you send this to Lisa, she will make copies</li> <li>• Send interview questions to Lisa</li> <li>• Work with the Hiring TF to determine the dates for the Day at MSA and the BOD Interviews</li> </ul>	
Hiring TF	January	<ul style="list-style-type: none"> <li>• Meet to pick candidates</li> <li>• Conduct initial interviews</li> <li>• Conduct second round interviews to narrow to 3-4 finalists</li> <li>• Finish planning Day at MSA</li> </ul>	

		<ul style="list-style-type: none"> <li>• Complete Reference and Social Media Checks on the 3-4 finalists</li> </ul>	
Hiring TF	Early February	<ul style="list-style-type: none"> <li>• Share resumes, reference checks, and social media checks for the 3-4 finalists with the BOD</li> <li>• Host Day at MSA in February (BOD members divide the different events and attend so they can report back what they see in the final interview)</li> <li>• Collect and consolidate input from the Day at MSA participants and share that with the BOD members before the interviews</li> <li>• Host BOD Interviews in February</li> </ul>	
BOD	End of February	<ul style="list-style-type: none"> <li>• Extend offer based on BOD approved contract, salary, PTO, benefits</li> <li>• Completes background check</li> <li>• Announcement to the MSA Community</li> <li>• Determine a start date</li> </ul>	
Transition TF	After Contract has been extended	<ul style="list-style-type: none"> <li>• Send initial reading documents to the finalist</li> <li>• Begin the onboarding schedule with the Director</li> </ul>	

**Agreement for Cleaning Services Between**  
**Blue Ribbon Cleaning, Inc.**  
**And**  
**Woodbury Math and Science Academy**  
**2021-2022**

This Agreement for cleaning services is made by and between Blue Ribbon Cleaning, Inc., and Woodbury Math and Science Academy. Blue Ribbon Cleaning, Inc. agrees to provide cleaning services Woodbury Math and Science Academy as defined and outlined in the Agreement.

**I. General Information**

Blue Ribbon Cleaning, Inc. has an inspection program that is agreed upon with each customer. Two levels of inspection are used.

First, employees use a daily check list to complete each cleaning task. This will be reviewed by the Supervisor daily to ensure work is satisfactory. If there are any questions and/or concerns, Blue Ribbon Cleaning, Inc.'s Supervisor will meet with the representative Woodbury Math and Science Academy.

Second, Blue Ribbon Cleaning, Inc.'s Operations Manager visits the facility monthly. Inspections are performed using a detailed evaluation customized to the individual client's needs. Each aspect of the work is inspected. Areas that are not satisfactory are brought to the attention of Blue Ribbon Cleaning, Inc.'s Supervisor, along with our workers, so that improvements can be immediately implemented. This monthly inspection will also provide the opportunity for scheduling any regular floor maintenance.

**II. Provision of Services**

Blue Ribbon Cleaning, Inc. will provide the necessary supervision, labor, and cleaning supplies (hand soap, hand towels, toilet paper, sanitary protection and all other non-cleaning specific consumable products can be purchased upon request) to perform routine cleaning of Woodbury Math and Science Academy on a regular basis. Services and procedures specifically included in routine cleaning are defined and presented in the Cleaning Services Addendum.

Routine cleaning service will be provided to Woodbury Math and Science Academy and will occur between the hours of 5PM to 5AM Monday thru Friday.

Additional services beyond those presented in the Cleaning Services Addendum may be required by Woodbury Math and Science Academy. Requests can be specified by Woodbury Math and Science Academy. For additional work that can not be completed within regular cleaning hours, said work will be performed on a time and materials basis.

Specific non-routine cleaning services may include stripping and refinishing vinyl floor covering and/or carpet cleaning. The specific procedures of each are outlined in the Cleaning Service Addendum.

The services outlined in the Cleaning Service Addendum are intended to be an outline of the cleaning services necessary to keep the Woodbury Math and Science Academy site clean, attractive, and conducive to employee functioning. The schedule of these services may be altered from time to time as necessary to concentrate efforts in the areas requiring intensive cleaning due to unforeseen circumstances or events. The ongoing cleaning schedule may be altered over time based on experience, through mutual agreement by both parties to such alterations.

The intent of this contract is to provide quality cleaning services to Woodbury Math and Science Academy based on a high level of customer service. The satisfactory execution of this contract shall require ongoing discussions and communication by both parties, so that a high level of mutual satisfaction is maintained by both parties.

### **III. Term of Agreement**

The term of this agreement shall be twelve (12) months, commencing on the date on which Blue Ribbon Cleaning, Inc. commences furnishing services under this agreement. This contract will renew yearly unless changes are made in the price or scope of services. A 30-day written notice may be given by either party, at any time during this one-year agreement if either party wishes to terminate the agreement.

#### **IV. Insurance**

Blue Ribbon Cleaning, Inc. has and will maintain insurance throughout the contract. This policy covers commercial general liability, bonding, and workers compensation coverage for three million dollars (\$3,000,000.00). Copy of insurance will be faxed upon acceptance of this agreement.

#### **V. Fees For 2021-2022 school year.**

Woodbury Math and Science Academy shall pay the following fees to Blue Ribbon Cleaning, Inc. for the routine cleaning services for the Woodbury Math and Science Academy, presented in the Cleaning Services Addendum.

- A. Specified cleaning services will be provided to Woodbury Math and Science Academy Monday thru Friday between the hours of 5:00 PM to 5:00 AM. \$7,240.00 will be issued on the first of the month for services rendered that month. Invoices are payable within 30 days. Late payment will result in 1.5% interest per month.
- B. Monthly cost is \$7,240.00

#### **VI. Reduced Rate for June, July and August**

Woodbury Math and Science Academy shall pay the following fees to Blue Ribbon Cleaning, Inc. for the routine cleaning services for the Woodbury Math and Science Academy, presented in the Cleaning Services Addendum. Services to include restroom cleaning, light office cleaning, light classroom cleaning and trash and recycling removal

- A. Reduced cleaning services will be provided to Woodbury Math and Science Academy Monday thru Friday between the hours of 5:00PM to 5:00AM during summer hours. \$3,987.00 will be issued on the first of the month for services rendered that month. Invoices are payable within 30 days. Late payment will result in 1.5% interest per month.
- B. June, July, and August monthly cost are \$3,987.00

**Additional services Blue Ribbon Cleaning offers but are not part of the contract:**

1. Scrub & Recoat all VCT main hall tiles with 2 coats of wax at \$.20 per square foot.
2. Strip and Wax all VCT tile with 4 coats of wax at .40 per square foot.
3. Carpet cleaning with pre-spot, shampoo, & extraction at .25 per square foot.
4. The cleaning of all glass, exterior. Quote available on request.
5. Cleaning and sealing the grout in restrooms. Quote available on request
6. Gym floor refinishing. Quote is available upon request

## **Woodbury Math and Science Academy Copy**

### **Contract**

This agreement is signed Woodbury Math and Science Academy representative, who has the authority to enter into such an agreement and has read and agrees to all terms of this agreement.

**Woodbury Math and Science Academy**

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Signature and date

**Blue Ribbon Cleaning, Inc.**

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Signature and date

## **Blue Ribbon Cleaning, Inc. Copy**

### **Contract**

This agreement is signed by a Woodbury Math and Science Academy representative, who has the authority to enter into such an agreement and has read and agrees to all terms of this agreement.

**Woodbury Math and Science Academy**

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Signature and date

**Blue Ribbon Cleaning, Inc.**

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Signature and date