

AAHS School Board Meeting Agenda & Minutes  
Tuesday, May 19, 2020  
5pm

This meeting will be conducted remotely via Google Meetings in order to comply with social distancing protocols.

The meeting will be closed during the “Evaluation of TPS Committee” section as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School’s TPS Committee

**Agenda**

1. **Call to Order:**
2. **Conflict of Interest Check:**
3. **Approval of May 19, 2020 Agenda:**
4. **Approval of April 21, 2020 Minutes:**
5. **Public Comments:**
6. **Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
  - a. Approval of Financial Reports for April 2020
  - b. Approval of Disbursements for April 2020
7. **Ex Officio Report: (Julie Peterson)**
8. **Student Data Report –Katie Siewart**
9. **Strategic Items**
  - a. Update from task force developing “Hybrid Program”
  - b. Board Training: (30 min limit)
    - i. Reflection on assigned board training modules in mncharterboard.com
    - ii. Assign training modules for next board meeting
    - iii. Training - Insights on Marketing/Branding (10 minutes)
10. **Action Items**
  - a. Approval of updates to family leave policy - Third Reading

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- b. Approval of updates to religious accommodations policy - Third Reading
- c. Approval of updated Code of Conduct Guidelines - Third Reading
- d. Approval of FY20 revised budget

**11. Evaluation of TPS committee**

- a. The meeting will be closed during this evaluation as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School's TPS Committee

**12. Adjourn**

School Board Meeting Agenda  
Tuesday, April 21, 2020  
5:00 pm  
AAHS Classroom 122

**Present:** Josh MacLachlan

**Present Remotely** (via Zoom meeting):, Rachael McNamara, Tennille Warren, Katie Siewert, Nate Winter - CLA (Ex Officio), AAHS TPS Representatives: Aimee Plueger

**Absent:** David Massey, LeAnn Lindusky, Amy Charpentier

**Agenda**

1. **Call to Order:**
  - a. Amy Charpentier calls meeting to order at 5:00 p.m.
  
2. **Conflict of Interest Check:**
  - a. None to report
  
3. **Approval of April 21, 2020 Agenda:**
  - a. Josh MacLachlan motions to approve the April 21, 2020 agenda with addition of item 6c, “Review of FY 21 budget proposal”, and removal of the typo in item 11a - Rachael McNamara seconds
  - b. Discussion:
    - i. No further changes
  - c. Motion passes with following votes:
    - i. Josh MacLachlan - Aye
    - ii. Rachael McNamara -Aye
    - iii. Tenille Warren - Aye
    - iv. Katie Siewart - Aye
  
4. **Approval of March 17, 2020 Minutes:**
  - a. Katie Siewart motions to approve the March 17, 2020 Minutes - Rachael McNamara seconds
  - b. Discussion:
    - i. No further changes to note
  - c. Motion passes with following votes:
    - i. Josh MacLachlan - Aye
    - ii. Rachael McNamara -Aye

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- iii. Katie Siewart - Aye
- iv. Tenille Warren - Aye

**5. Public Comments:**

- a. Nalani McCutchen from Osprey Wilds (formerly ACNW) present remotely to observe meeting
- b. Kaitlin (landlord) present remotely to observe meeting

**6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**

- a. Approval of Financial Reports for March 2020
  - i. Katie Siewart motions to approve the March 2020 financial reports - Rachael McNamar seconds
  - ii. Discussion
    - 1. Revenues at 78% for year, expenditures at 82% for year. Overages seen from benefits and payroll changes. Consistent with expectations.
    - 2. Will include reports referencing working budget (ADM 95 moving forward)
  - iii. Motion passes with following votes:
    - 1. Josh MacLachlan - Aye
    - 2. Rachael McNamara -Aye
    - 3. Tenille Warren - Aye
    - 4. Katie Siewart - Aye

Amy Charpentier arrives via Zoom at 5:26 pm

Amy Charpentier drops from meeting at 5:27 pm (technical issues)

- b. Approval of Disbursements for March 2020
  - i. Katie Siewart motions to approve disbursements for March 2020 - Josh MacLachlan seconds
  - ii. Discussion
    - 1. No issues to note
  - iii. Motion passes with following votes:
    - 1. Josh MacLachlan - Aye
    - 2. Rachael McNamara -Aye
    - 3. Tenille Warren - Aye
    - 4. Katie Siewart - Aye

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- c. Review of FY21 budget proposal
  - i. Uses ADM of 99
  - ii. No raises for staff
  - iii. Accounts for all line items and costs not formerly budgeted for including
    - 1. Marketing
    - 2. Technology
    - 3. Misc food
    - 4. Etc.
  - iv. Increases fund balance
  - v. Concern: 99ADM was original FY20 budget but school did not meet this goal
    - 1. Marketing committee established
    - 2. Comprehensive marketing plan & marketing budget focused on increasing enrollment
    - 3. Persuing hybrid options to increase enrollment
    - 4. Continuing open houses, mailings, and other initiatives that have helped enrollment

**7. Ex Officio Report: (Julie Peterson)**

- a. School Events:
  - i. Distance Learning Updates
    - 1. Daily 9am meetings to manage issues related to distance learning
    - 2. Questions:
      - a. Attendance
    - 3. Surveys sent to students families to analyze needs/satisfaction with distance learning program
    - 4. Nalani McCoutchen given the floor:
      - a. ELP Data - Hold harmless
      - b. Academic Data - Hold harmless
  - ii. Marketing Plan Updates
    - 1. Working with consultant (pro bono) to conduct SWOT analysis and focus marketing strategies to specific potential students/families.

**8. Student Data Report –Katie Siewart**

- a.

**9. Strategic Items**

- a. TPS PIP Review
  - i. Item 1 can be moved to complete
  - ii. Item is still in progress and we will continue to evaluation

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- iii. Survey item moved to complete
- b. Review of TPS FY20 Evaluation Narrative from TPS
  - i. Eval needs to be finished for next board meeting
  - ii. Covid context
  - iii. TPS can always do better. NI is indication of major deficiency.
  - iv. Board wants TPS to prove how they are making pre
    - 1. Example - Finances: What specifically has changed? “Committee meets X times per month and has implemented Y”
- c. Update from task force developing “Hybrid Program”
  - i. Met with Stacy bender for CCS
  - ii. Considerations/goals
    - 1. Provide best set of learning options for students
    - 2. Allow for maintaining and increasing ADM
    - 3. Possible to have physical and online pathways
- d. Updates to family leave policy - Second Reading
  - i. No additional notes
- e. Updates to religious accommodations policy - Second Reading
  - i. No additional notes
- f. Updated Code of Conduct Guidelines - Second Reading
  - i. No additional notes
- g. Board Training: (30 min limit)
  - i. Reflection on assigned board training modules in mncharteboard.com
    - 1. Financial management:
      - a. Provided better context for “Pupil units”
      - b. “Working budget” is something board can add to financial reports
    - 2. Develop a board development plan
      - a. Training can be focused
      - b. Self-evaluation is useful tool to help board improve.
    - 3. Evaluating school leadership
      - a. Rubrics examples were detailed and helpful. Josh and Rachael will review
  - ii. Assign training modules for next board meeting
    - 1. Finish financial management modules (2-3)
    - 2. Marketing training at the next meeting

**10. Action Items**

- a. Approval of FY21 budget

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- i. Josh MacLachlan motions to approve the FY21 proposed budget - Katie Siewart seconds
- ii. Discussion
  - 1.
- iii. Motion passes with following votes:
  - 1. Amy Charpentier - Aye
  - 2. Josh MacLachlan - Aye
  - 3. Rachael McNamara -Aye
  - 4. Tenille Warren - Aye

**11. Adjourn**

- a. Rachael McNamara Motions to adjourn at 6:52PM



- April 2020 -

# Financial Statements

Prepared By:  
Nate Winter





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# Academic Arts High School Executive Summary

*To accompany the April 2020 financial statements, as presented to the School Board*

\*\* As of month-end, 83% of the year was complete

## Enrollment

- Current Approved Budget: 96
- Current School Enrollment: 100
- Current Average ADM: 96.41
- Variance: 0

## Statement of Activities

Cash at the end of April was \$196K, which is a \$42K decrease from the prior month. This was due to next year's insurance being paid and quarterly software fees. The current year estimated state receivable that is owed to the School through month end was \$385K. The full prior year state receivable owed to the School has been received.

The beginning fund balance for the year is \$349,075.

## Schedule of Budget and Actual Revenue and Expenses

The % of Budget column is where the School was for the month of April:

- Revenues for the month were at 83% of budget:
  - Two IDEAS payments on the 13<sup>th</sup> and 30<sup>th</sup>
- Expenditures for the month were at 81% of budget:
  - Normal monthly payroll and benefits
  - Normal monthly payments of rent, benefits, contracted services, and supplies went out
  - Yearly insurance

## Other Items of Importance

- The working revised budget has been included in the financials and the % of budget is based off the revised budget. You will see a large increase in the bottom line due to the estimated state receivable being calculated based off the revenue numbers from the revised budget.

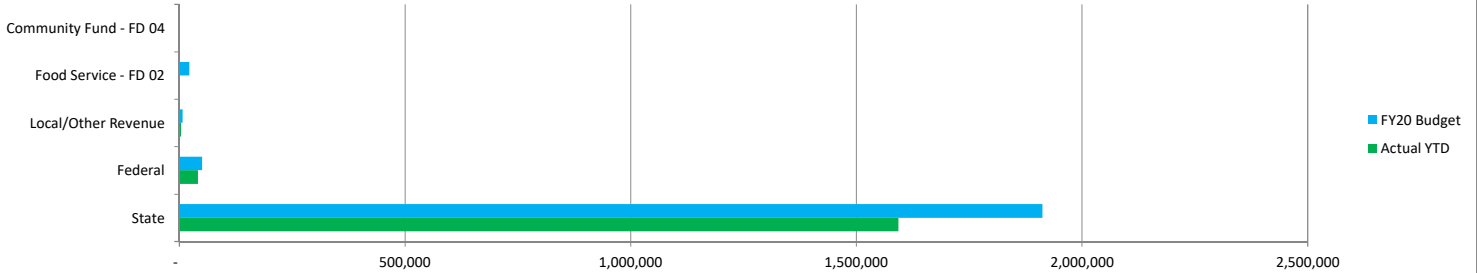
# Academic Arts High School Financial Dashboard

April 2020    83% of School Year Complete

## REVENUE

<u>Total Revenue this Month</u> \$143,291	<u>Total Revenue YTD</u> \$1,647,387	<u>Budgeted Revenue FY20</u> \$1,992,927	<u>% of Revenue Budget</u> 83%
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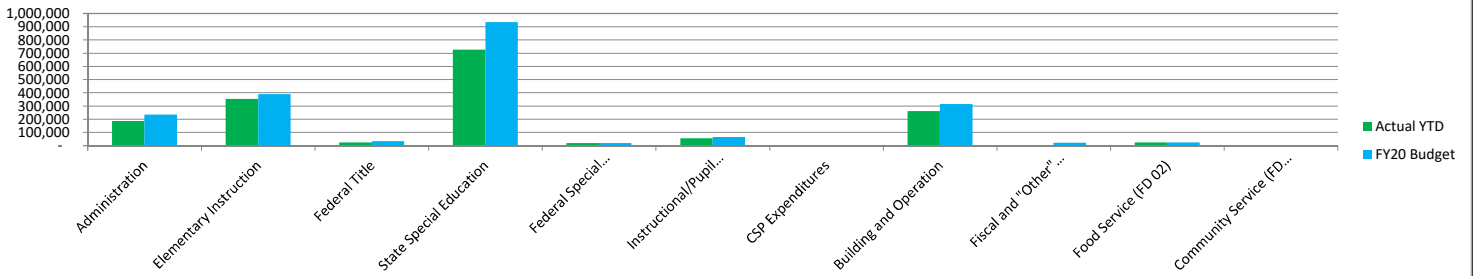
### Revenue - Actual vs. Budget



## EXPENSE

<u>Total Expense this Month</u> \$185,209	<u>Total Expense YTD</u> \$1,643,313	<u>Budgeted Expense FY20</u> \$2,029,169	<u>% of Expense Budget</u> 81%
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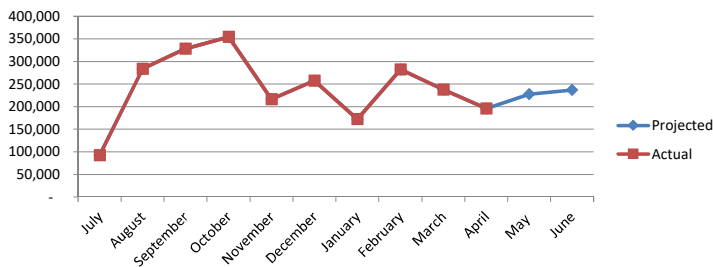
### Expense - Actual vs. Budget



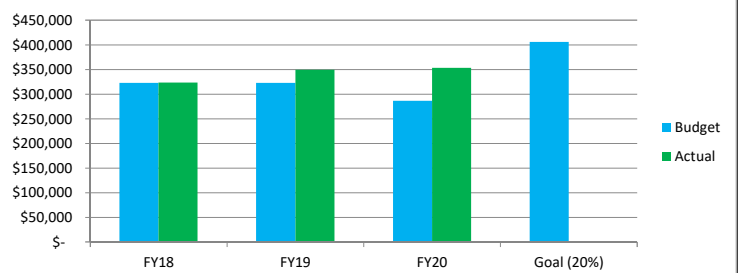
## BALANCE SHEET

<u>Cash at End of Month</u> \$195,651	<u>Cash at End of Prior Month</u> \$237,570	<u>Beginning Fund Balance - FY20</u> \$349,075	<u>Budgeted Fund Balance - End of FY20</u> \$286,273
<u>Cash at Beginning of Year</u> \$127,288	<u>Projected Cash Balance- End of FY20</u> \$236,616	<u>Fund Balance at Month End</u> \$353,150	<u>Long-Term Fund Balance Goal (20%)</u> \$405,834

### Cash Flow Projection



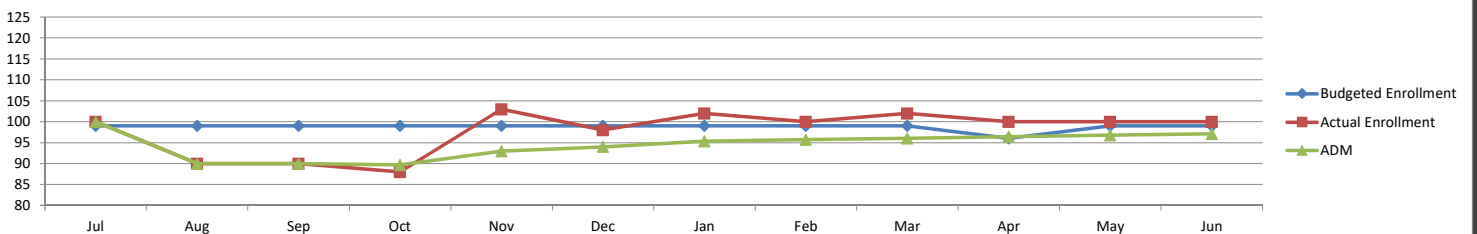
### Fund Balance - Budget vs. Actual



## ENROLLMENT

<u>Actual Enrollment at Month End</u> 100	<u>Budgeted Enrollment</u> 96	<u>Actual ADM - YTD</u> 96	<u>Actual vs. Budgeted Enrollment Variance</u> 0
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### Actual vs. Budgeted Enrollment



No assurance is provided on these financial statements and supplementary information. See selected information.

# Academic Arts High School

## Comparative Balance Sheet - All Funds

As of April 2020

	<i>Current Month</i>	<i>Prior Month</i>	<i>\$ Change</i>	<i>Audited</i>	<i>YTD \$ Change</i>
	<i>4/30/2020</i>	<i>3/31/2020</i>		<i>6/30/2019</i>	
<b>ASSETS:</b>					
Current Assets:					
Cash	195,651	237,570	(41,919)	127,288	68,363
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	-	10,599	(10,599)	-	-
Due from MDE - Current Year Estimate	351,224	207,193	144,031	357,399	(6,175)
Due from Federal	18,451	19,681	(1,231)	17,325	1,126
Prepays	7,463	-	7,463	6,916	547
<b>Total Current Assets</b>	<b>572,789</b>	<b>475,044</b>	<b>97,745</b>	<b>508,928</b>	<b>63,861</b>
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
<b>Total Net Capital Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>572,789</b>	<b>475,044</b>	<b>97,745</b>	<b>508,928</b>	<b>63,861</b>
<b>LIABILITIES:</b>					
Current Liabilities:					
Salaries Payable	207,426	182,623	24,803	146,091	61,335
Accounts Payable	1,676	8,816	(7,140)	13,762	(12,086)
Payroll Liabilities	10,538	8,370	2,168	-	10,538
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>219,639</b>	<b>199,808</b>	<b>19,831</b>	<b>159,852</b>	<b>59,787</b>
<b>FUND BALANCE</b>					
Beginning Fund Balance as of July 1, 2019	349,075	349,075	-	322,859	
Net Income, FY2020 to Date	4,075	(73,839)	77,914	26,216	(22,142)
<b>Ending Fund Balance</b>	<b>353,150</b>	<b>275,236</b>	<b>77,913</b>	<b>349,075</b>	<b>4,074</b>
<b>TOTAL FUND BALANCE</b>	<b>353,150</b>	<b>275,236</b>	<b>77,913</b>	<b>349,075</b>	<b>4,074</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>572,789</b>	<b>475,044</b>	<b>97,745</b>	<b>508,928</b>	<b>63,861</b>

No assurance is provided on these financial statements and supplementary information. See selected information.

# Academic Arts High School

## Balance Sheet

As of April 2020

	<b>ALL FUNDS</b>	<i>General Fund</i>	<i>Food Service</i>	<i>Community Fund</i>	<i>Capital Assets</i>
	<b>Total</b>	<b>FD 01</b>	<b>FD 02</b>	<b>FD 04</b>	<b>FD 98</b>
<b>ASSETS:</b>					
Current Assets:					
Cash	195,651	217,250	(21,599)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	-	-	-	-	-
Due from MDE - Current Year Estimate	351,224	351,224	-	-	-
	-	-	-	-	-
Due from Federal	18,451	17,398	1,053	-	-
Prepays	7,463	7,463	-	-	-
<b>Total Current Assets</b>	<b>572,789</b>	<b>593,336</b>	<b>(20,547)</b>	<b>-</b>	<b>-</b>
Capital Assets					
Buildings and Equipment					
(Less) Depreciation					
<b>Total Net Capital Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>572,789</b>	<b>593,336</b>	<b>(20,547)</b>	<b>-</b>	<b>-</b>
<b>LIABILITIES:</b>					
Current Liabilities:					
Salaries Payable	207,426	207,426	-	-	-
Accounts Payable	1,676	1,676	-	-	-
Payroll Liabilities	10,538	10,538	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>219,637</b>	<b>219,639</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE</b>					
Beginning Fund Balance as of July 1, 2019	349,075	348,124	952	-	-
Net Income, FY 2020 to Date	4,075	25,573	(21,498)	-	-
<b>Ending Fund Balance</b>	<b>353,150</b>	<b>373,696</b>	<b>(20,547)</b>	<b>-</b>	<b>-</b>
Investment in Capital Assets	-	-	-	-	-
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>572,789</b>	<b>593,336</b>	<b>(20,547)</b>	<b>-</b>	<b>-</b>

**Academic Arts High School**  
**Income Statement - Variance**  
 As of April 2020

83% of Fiscal Year 2019-2020 Complete

	YTD Actual	YTD Budget	YTD Variance	Original FY20 Budget	Working FY20 Revised Budget	% of Budget
<b>FUND 01</b>						
<b>DISTRICT REVENUE - GENERAL FUND</b>						
Local & Other	4,205	6,250	(2,045)	7,500	7,500	56%
State - Gen. Ed. Aid	707,262	704,907	2,356	872,174	845,888	84%
State - Special Education	515,046	743,745	(228,699)	698,022	892,494	58%
State - Lease Aid	-	126,144	(126,144)	149,796	151,373	0%
State - Other	20,067	18,803	1,264	-	22,563	0%
<i>Estimated State Holdback Recognized</i>	351,224	-	-	-	-	N/A
PY Over/Under Accrual	7,111	-	-	-	-	N/A
Federal - Title	22,731	26,563	(3,831)	3,916	31,875	71%
Federal - Special Ed.	18,983	15,819	3,164	20,000	18,983	100%
<b>TOTAL DISTRICT REVENUE - GENERAL FUND</b>	<b>1,646,630</b>	<b>1,642,231</b>	<b>4,399</b>	<b>1,751,407</b>	<b>1,970,677</b>	<b>84%</b>
<b>DISTRICT EXPENDITURES - GENERAL FUND</b>						
<b>Administration &amp; District Support Services</b>						
Salary & Benefits	65,961	79,889	(13,928)	77,304	95,867	69%
Purchased Services	85,278	83,333	1,945	73,444	100,000	85%
Supplies & Equipment	21,832	20,000	1,832	6,800	24,000	91%
Other Fees	13,075	10,833	2,242	13,000	13,000	101%
<b>Total Administration &amp; District Support Expenditures</b>	<b>186,146</b>	<b>194,056</b>	<b>(7,910)</b>	<b>170,548</b>	<b>232,867</b>	<b>80%</b>
<b>Instructional Expenditures</b>						
Salary & Benefits	329,615	302,185	27,430	346,924	362,622	91%
Purchased Services	11,789	12,500	(711)	27,296	15,000	79%
Supplies & Equipment	10,584	10,417	167	19,800	12,500	85%
Other Fees	-	-	-	-	-	0%
<b>Total Instructional Expenditures</b>	<b>351,987</b>	<b>325,102</b>	<b>26,886</b>	<b>394,020</b>	<b>390,122</b>	<b>90%</b>
<b>Federal Title</b>						
Salary & Benefits	15,194	16,164	(970)	-	19,397	78%
Purchased Services	5,792	8,732	(2,940)	2,834	10,478	55%
Supplies & Equipment	1,745	-	1,745	1,082	2,000	87%
Other Fees	-	-	-	-	-	0%
<b>Total Federal Title Expenditures</b>	<b>22,731</b>	<b>24,896</b>	<b>(2,165)</b>	<b>3,916</b>	<b>31,875</b>	<b>71%</b>
<b>State Special Education</b>						
Salaries/Wages and Benefits	665,397	714,859	(49,462)	735,926	857,831	78%
Purchased Services	8,475	11,250	(2,775)	12,000	13,500	63%
Supplies & Equipment	3,625	3,600.00	25	4,320	4,320	84%
Transportation	48,629	48,633	(4)	-	58,360	83%
Other Fees	-	-	-	-	-	0%
<b>Total State Special Education Expenditures</b>	<b>726,125</b>	<b>778,343</b>	<b>(52,217)</b>	<b>752,246</b>	<b>934,011</b>	<b>78%</b>

	YTD Actual	YTD Budget	YTD Variance	Original FY20 Budget	Working FY20 Revised Budget	% of Budget
<b>Federal Special Education</b>						
Salaries/Wages and Benefits	-	-	-	-	-	0%
Purchased Services	17,268	8,333	8,935	10,000	10,000	173%
Supplies & Equipment	1,715	7,486	(5,771)	10,000	8,983	19%
Other Fees	-	-	-	-	-	0%
<b>Total Federal Special Education Expenditures</b>	<b>18,983</b>	<b>15,819</b>	<b>3,164</b>	<b>20,000</b>	<b>18,983</b>	<b>100%</b>
<b>Instructional/Pupil Support</b>						
Salary & Benefits	33,743	34,635	(892)	40,981	41,562	81%
Purchased Services	20,891	19,167	1,725	54,390	23,000	91%
Supplies & Equipment	70	-	70	-	-	0%
Other Fees	-	-	-	-	-	0%
<b>Total Instructional Support Expenditures</b>	<b>54,705</b>	<b>53,802</b>	<b>903</b>	<b>95,371</b>	<b>64,562</b>	<b>85%</b>
<b>Building &amp; Operations</b>						
Salaries/Wages and Benefits	-	-	-	-	-	0%
Purchased Services	62,800	62,500	300	72,260	75,000	84%
Facilities Lease	187,285	189,589	(2,304)	219,332	227,507	82%
Supplies & Equipment	445	833	(388)	2,000	1,000	44%
Other Fees	9,850	16,917	(7,066)	9,500	9,500	104%
<b>Total Building &amp; Operations Expenditures</b>	<b>260,380</b>	<b>269,839</b>	<b>(9,459)</b>	<b>303,092</b>	<b>313,007</b>	<b>83%</b>
<b>Fiscal &amp; Other Fixed Cost Programs</b>						
Purchased Services	-	-	-	-	-	0%
Transfers to Other Funds	-	-	-	-	21,492	0%
<b>Total Fiscal &amp; Other Fixed Cost Programs Expend.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,492</b>	<b>81%</b>
<b>TOTAL DISTRICT EXPENDITURES - GENERAL FUND</b>	<b>1,621,057</b>	<b>1,661,856</b>	<b>(40,799)</b>	<b>1,739,193</b>	<b>2,006,919</b>	<b>81%</b>
<b>GENERAL FUND (01) - NET INCOME</b>	<b>25,573</b>	<b>(19,625)</b>	<b>45,198</b>	<b>12,214</b>	<b>(36,243)</b>	
<b>FUND 02</b>						
<b>DISTRICT REVENUE - FOOD SERVICE FUND</b>						
Local & Other	-	-	-	-	-	0%
State	178	148	30	-	178	100%
Federal	580	483	97	8,000	580	100%
Transfers from Other Funds	-	-	-	-	21,492	0%
<b>TOTAL DISTRICT REVENUE - FOOD SERVICE FUND</b>	<b>758</b>	<b>631</b>	<b>126</b>	<b>8,000</b>	<b>22,250</b>	<b>3%</b>
<b>DISTRICT EXPENDITURES - FOOD SERVICE FUND</b>						
Salaries/Wages and Benefits	-	-	-	-	-	0%
Purchased Services	22,256	18,542	3,714	20,000	22,250	100%
Supplies & Equipment	-	-	-	-	-	0%
<b>TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND</b>	<b>22,256</b>	<b>18,542</b>	<b>3,714</b>	<b>20,000</b>	<b>22,250</b>	<b>100%</b>
<b>FOOD SERVICE FUND (02) - NET INCOME</b>	<b>(21,498)</b>	<b>(17,910)</b>	<b>(3,588)</b>	<b>(12,000)</b>	<b>-</b>	
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>1,647,387</b>	<b>1,642,862</b>	<b>4,525</b>	<b>1,759,407</b>	<b>1,992,927</b>	<b>83%</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>1,643,313</b>	<b>1,680,398</b>	<b>(37,085)</b>	<b>1,759,193</b>	<b>2,029,169</b>	<b>81%</b>
<b>NET INCOME (LOSS) - ALL FUNDS</b>	<b>4,075</b>	<b>(37,535)</b>	<b>41,610</b>	<b>214</b>	<b>(36,243)</b>	
<i>Beginning Fund Balance 7/1/2019</i>	<i>349,075</i>			<i>322,515</i>	<i>322,515</i>	
<b>Ending Fund Balance</b>	<b>353,150</b>			<b>322,730</b>	<b>286,273</b>	

No assurance is provided on these financial statements and supplementary information. See selected information.

**Academic Arts High School  
April 2020 Payment Register**

District #	Payment #	Bank	Check #	Pay Type	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	8094	AB		WX	4/30/2020	1005	BEST BUY	USD	\$ 76.53	Instructional S&E
4119	8095	AB		WX	4/30/2020	1005	BEST BUY	USD	\$ 53.93	Instructional S&E
4119	8096	AB		WX	4/30/2020	1575	Southview Office CenterLLC	USD	\$ 25,608.30	Rent/Utilities
4119	8097	AB		WX	4/30/2020	1594	Squarespace	USD	\$ 192.00	Instructional Other Fees
4119	8098	AB		WX	4/30/2020	1775	Ford	USD	\$ 1,163.71	SPED Transportation
4119	8099	AB		WX	4/30/2020	1775	Ford	USD	\$ 461.38	SPED Transportation
4119	8100	AB		WX	4/30/2020	1833	Old National Bank	USD	\$ 102.00	Admin Purchased Services
4119	8101	AB		WX	4/30/2020	1856	CliftonLarsonAllen LLP	USD	\$ 3,091.85	Admin Purchased Services
4119	8102	AB		WX	4/30/2020	1876	USPS	USD	\$ 165.00	Admin Purchased Services
4119	8103	AB		WX	4/30/2020	1883	Alerus	USD	\$ 50.00	Admin Purchased Services
4119	8104	AB		WX	4/30/2020	1883	Alerus	USD	\$ 50.00	Payroll
4119	8105	AB		WX	4/30/2020	1883	Alerus	USD	\$ 50.00	Payroll
4119	8106	AB		WX	4/30/2020	1887	PERA	USD	\$ 1,930.96	Payroll
4119	8107	AB		WX	4/30/2020	1887	PERA	USD	\$ 2,372.16	Payroll
4119	8108	AB		WX	4/30/2020	1888	IRS	USD	\$ 10,211.43	Payroll
4119	8109	AB		WX	4/30/2020	1888	IRS	USD	\$ 9,887.98	Payroll
4119	8110	AB		WX	4/30/2020	1888	IRS	USD	\$ 9,422.42	Payroll
4119	8111	AB		WX	4/30/2020	1889	MN Dept of Revenue	USD	\$ 1,496.40	Payroll
4119	8112	AB		WX	4/30/2020	1889	MN Dept of Revenue	USD	\$ 1,579.20	Payroll
4119	8113	AB		WX	4/30/2020	1889	MN Dept of Revenue	USD	\$ 1,641.95	Payroll
4119	8114	AB		WX	4/30/2020	1906	MN Child Support Center	USD	\$ 606.44	Payroll
4119	8115	AB		WX	4/30/2020	1887	PERA	USD	\$ 2,196.65	Payroll
4119	8116	AB		WX	4/30/2020	1886	TRA	USD	\$ 4,395.48	Payroll
4119	8117	AB		WX	4/30/2020	1886	TRA	USD	\$ 4,395.48	Payroll
4119	8071	AB	6459	CH	4/9/2020	1014	Century Link	USD	\$ 312.07	Admin Purchased Services
4119	8079	AB	6460	CH	4/9/2020	1737	CKC Good Food	USD	\$ 86.30	Food Service
4119	8073	AB	6461	CH	4/9/2020	1146	cmERDC	USD	\$ 3,225.00	Admin Purchased Services
4119	8073	AB	6461	CH	4/9/2020	1146	cmERDC	USD	\$ 94.87	Admin Purchased Services
4119	8073	AB	6461	CH	4/9/2020	1146	cmERDC	USD	\$ 525.00	Admin Purchased Services
4119	8073	AB	6461	CH	4/9/2020	1146	cmERDC	USD	\$ 1,187.50	Admin Purchased Services
4119	8073	AB	6461	CH	4/9/2020	1146	cmERDC	USD	\$ 26.75	Admin Purchased Services
4119	8080	AB	6462	CH	4/9/2020	1857	CST MN- BIN # 170065	USD	\$ 4,590.00	SPED Transportation
4119	8083	AB	6463	CH	4/9/2020	1015	DESIGNS FOR LEARNING	USD	\$ 522.50	State SPED Purchased Services
4119	8083	AB	6463	CH	4/9/2020	1015	DESIGNS FOR LEARNING	USD	\$ 285.00	State SPED Purchased Services
4119	8078	AB	6464	CH	4/9/2020	1641	Dick's Sanitation	USD	\$ 64.42	Utilities
4119	8075	AB	6465	CH	4/9/2020	1368	Holiday Gas Station	USD	\$ 60.94	SPED Transportation
4119	8081	AB	6466	CH	4/9/2020	1879	MN PEIP - C/O MMB Fiscal Services	USD	\$ 12,298.23	Payroll/Benefits
4119	8082	AB	6467	CH	4/9/2020	1905	North Shore Coaching & Consulting LLC	USD	\$ 1,500.00	Title Purchased Services
4119	8077	AB	6468	CH	4/9/2020	1493	Premium Water Inc	USD	\$ 14.55	Admin Purchased Services
4119	8074	AB	6469	CH	4/9/2020	1324	Teachers on Call	USD	\$ 221.00	Instructional Purchased Services
4119	8076	AB	6470	CH	4/9/2020	1473	US Bancorp Equipment Finance	USD	\$ 223.07	I/PS Purchased Services
4119	8088	AB	6471	CH	4/23/2020	1737	CKC Good Food	USD	\$ 775.00	Food Service
4119	8088	AB	6471	CH	4/23/2020	1737	CKC Good Food	USD	\$ 690.40	Food Service

No assurance is provided on these financial statements and supplementary information. See selected information.



4119	8088	AB	6471	CH	4/23/2020	1737	CKC Good Food	USD	\$	863.00	Food Service
4119	8088	AB	6471	CH	4/23/2020	1737	CKC Good Food	USD	\$	43.00	Food Service
4119	8089	AB	6472	CH	4/23/2020	1849	Comcast Business	USD	\$	164.76	Admin Purchased Services
4119	8090	AB	6473	CH	4/23/2020	1857	CST MN- BIN # 170065	USD	\$	255.00	SPED Transportation
4119	8084	AB	6474	CH	4/23/2020	1015	DESIGNS FOR LEARNING	USD	\$	63.75	Admin Purchased Services
4119	8086	AB	6475	CH	4/23/2020	1642	Metro Sales	USD	\$	624.12	I/PS Purchased Services
4119	8085	AB	6476	CH	4/23/2020	1324	Teachers on Call	USD	\$	1,326.00	Instructional Purchased Services
4119	8087	AB	6477	CH	4/23/2020	1656	The Hanover Insurance Group	USD	\$	10,397.56	Insurance/Prepaid
4119	8093	AB	6478	CH	4/29/2020	1891	The Lincoln National Life Insurance Company	USD	\$	546.80	Payroll/Benefits
4119	8093	AB	6478	CH	4/29/2020	1891	The Lincoln National Life Insurance Company	USD	\$	542.39	Payroll/Benefits
<b>Total:</b>										<b>\$122,730.23</b>	

No assurance is provided on these financial statements and supplementary information. See selected information.

## Academic Arts High School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1655	4119	AB	CR042C													
04.15.2020	IDEAS Payment		1829	Credit	A	04/15/20		Wire	1	C1	Misc					
															1,771.11	0.00
															61,938.39	0.00
														<b>Receipt Total:</b>	<b>\$63,709.50</b>	<b>\$0.00</b>
														<b>Deposit Total:</b>	<b>\$63,709.50</b>	<b>\$0.00</b>
1656	4119	AB	CR042C													
04.30.2020	IDEAS Payment		1830	Credit	A	04/30/20		Wire	1	C1	Misc					
															17,710.79	0.00
															61,966.56	0.00
														<b>Receipt Total:</b>	<b>\$79,677.35</b>	<b>\$0.00</b>
04.30.20	IDEAS Adjustment		1831	Debit	A	04/30/20		Wire	1	C1	Misc					
															(95.90)	0.00
														<b>Receipt Total:</b>	<b>(\$95.90)</b>	<b>\$0.00</b>
														<b>Deposit Total:</b>	<b>\$79,581.45</b>	<b>\$0.00</b>
														<b>Report Total:</b>	<b>\$143,290.95</b>	<b>\$0.00</b>

No assurance is provided on these financial statements and supplementary information. See selected information.

**Academic Arts High School**  
**Historical and Forecasted Financial Statements**  
**Selected Information**  
**For the Ten Months Ended April 30th, 2020 and Year Ending June 30th, 2020**

The school presents governmental fund financial statements using the current financial resources measurement focus and the modified accrual basis of accounting. As required by state statute, the school operates as a nonprofit corporation under Minnesota Statutes §317A. However, state law also requires that the school comply with Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) which mandates the use of a governmental fund accounting structure.

The accompanying historical financial statements and forecasted financial statements include the following departures from accounting principles generally accepted in the United States of America and the guidelines for presentation of a forecast established by the AICPA:

- The historical and forecasted financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- The financial statements are not a complete presentation of governmental fund financial statements in accordance with the above standards.

The effects of these departures have not been determined.

**Summary of Significant Assumptions**

These financial forecasts present, to the best of management's knowledge and belief, the School's expected financial position, results of operations, and cash projection for the forecast periods. Accordingly, the forecasts reflect its judgment as of June 18th, 2019, the date of these forecasts, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

**Balance Sheet & Cash Projection Assumptions**

1 Due from MDE	90 Days
2 Payables are expected to be paid at net	120 Days
3 Payroll Payables are expected to be paid at net	30 Days

**Statement of Operations Assumptions**

1 Revenue is expect to grow at a rate of	9%
2 Salaries, benefits, and taxes are expected to increase by	9%
3 All other expenses are expected to increase	7%

No assurance is provided.

**May**

**Board Meeting (Highlights and To Do)**

date

Ex Officio: Julie

TPS Member Present:

**Ex Officio Report:**

School Events:

- No School Memorial Day 5/25/2020
- Virtual Open House for prospective students- 5/26/2020 6pm
- Graduation- 6/4/2020
  - 20 graduates (additional 3 area walking this year and finishing 6 or less cr next year)
  - Virtual ceremony w/video and staff memories
  - Drive through celebration- individual students given times, all will remain in their cars to honk and cheer for the graduates

Committee Updates:

TPS:

- Finished up TPS Eval for Board to review

Personel:

- Staffing updates: 1 para planning on leaving to go into student teaching in the fall, so hiring 1 paraprofessional for 20-21

Behavior:

- Behavior lead is on Parental Leave due to birth of child
- Only 1 large behavior involving smoking posted to classroom (deleted immediately and suspended per the code of conduct)

Finance:

- Revising / approving our budget
- Reviewing April finances
- Waiting direction for proper use of COVID-19 special funds (\$12,000)

Nutrition:

- Still waiting on response from MDE as to if we can withdraw from program and what we can do to turn in 30 days clean reports
- Continuing to get set with Primero (Pin Numbers and \$ mgt for lunch)
- Meeting with vendors and looking for more affordable options
- Need to sign contract with CKC by June 1st- so new plan needed by then

Marketing:

- Increasing social media presence
- New logo creation
- Developing official brand standards
- Planing overall digital marketing campaign, which includes targeted email blasts, website reviews, and geotargeted online advertising.

- Working with volunteer- Jim McLaughlan *SVP Sales, Marketing & CX*

Enrollment:

- Enrollment #: 100
- ADM: 96.35

Curriculum:

- Updates to grading for Q4:
  - Letter grades A,B, and C, will be awarded as usual
  - D will now become a P (Pass)
  - F will now become NC (No Credit)
  - P and NC do not have an affect on GPA
  - A note will be included on transcripts to note that these grades were during the COVID-19 Distance Learning Pandemic
- Revisiting our definition of PBL in our school (we have strayed a bit and want to bring it back into our conversations)
- 1 on 1 Meetings with Schnags for individualized guidance/resources/support for distance learning
- Data: Tracking and monitoring attendance daily with all staff visual so as to reach out to students

Sped:

- New IEPs for distance learning
- 15 graduates!
- 9 from transitions programs

Tiger Team:

- Met with Nalani from ACNW on 5/13/2020 to hear about updates to our distance learning plan

**Assignments from Board Mtg:**

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**ACNW - Charter School Board Meeting Observation Form**

<b>School Name:</b> Academic Arts High School	<b>Scheduled Start Time:</b> 5 p.m.
<b>Date of Board Meeting:</b> 04.21.2020	<b>Actual Start Time:</b> 5:04 p.m.
<b>Type of Meeting (Regular, Special, Emergency):</b> Regular	<b>End Time:</b> 6:52 p.m.
<b>Observation by:</b> Nalani	
<b>Board member attendance:</b> 4 of 7 = 57.1%	<b>Ex-Officio Members present:</b> Nate Winter, Aimee Plueger (TPS Team)
<b>Others in attendance:</b> Kaitlin Simmet	

A "YES" or "NO" below indicates whether or not the following were evident at the board meeting. Evaluation framework indicator areas are identified in the left column. O = Operations Performance Framework; F = Financial Performance Framework.

<b>Key Contractual Performance Areas</b>		<b>YES/NO</b>	<b>Notes</b>
<b>O.2.2</b>	Academic Performance related to charter contract goals is reviewed and discussed.	Yes	The team has a dashboard that they report data from. The reported on data that was new from last review based on Indicators in Exhibit G.
<b>O.2.2</b>	Environmental Education Performance related to charter contract Goals/Environmental Literacy Plan (ELP) is reviewed and discussed.	No	
<b>F.1.1</b>	The School's Financial Performance for the current school year, including current enrollment in relation to budgeted enrollment, is reviewed and discussed.	Yes	Budgeted/Actual Enrollment: 99/95. Board discussed the working budget which is based on 95 ADM. Working to make sure that expenses for distance learning are included and then will be approving a budget revision in May. Board requested that the financials include the working budget column.
<b>O.2.1</b>	Board training & development happens at the meeting or meaningful discussion/reflection occurs related to recent training attended by one or more board members.	Yes	Used the Charter Boards.com training and reflected on a module. Board discussed what they learned. Also checked in to make sure that new Board members were on track to complete training required by statute.
<b>O.2.2</b>	The meeting complies with MN Open Meeting Law (See below)	Yes	
<b>Compliance Elements - Evident at Each Meeting</b>		<b>YES/NO</b>	<b>Notes</b>
<b>O.2.2</b>	MN Open Meeting Law:		
<b>O.2.2</b>	Meeting time and place posted properly on school website and/or onsite at school.	Yes	

O.2.2	If meeting includes board member participation via interactive TV (e.g. Skype), it is done so consistent with MN Stat. 13D. The fact that someone will be participating via interactive TV is indicated on the agenda, including the location of the individual(s), and all board members can see and hear one another during the meeting.	Yes	Posting complied with Open Meeting Law during a pandemic. There was a staff member at the school site if any public had wished to participate physically in the meeting.
O.2.2	A quorum is present when a the board meeting is convened and/or any item on the agenda is being considered.	Yes	
O.2.2	One set of board materials is available for public inspection	Yes	Board packet was shared throughout the meeting, but there was not a packet available via the website. It is recommended that the Board packet be placed on the website for public to review.
O.2.2	If closed, meeting is closed in accordance with MN Stat. 13D: agenda and minutes show statutory authority to close the meeting, and minutes (either at this meeting or next) summarize actions taken during the closed meeting.	N/A	
O.2.2	Actions taken by board, including description of any amendments, are clearly articulated. (Board members are clear what they are voting on.)	Yes	
O.2.2	It is clear who made motion and who seconded the motion.	Yes	
O.2.2	Result of the vote is articulated by the board chair, including number of votes for and against if other than unanimous.	N/A	All votes were unanimous.
O.2.2	Performance Improvement Plan (if applicable) consistent with Exhibit S of the charter contract is reviewed and discussed.	Yes	The Board has a dashboard document to monitor work towards this.
O.2.2	Meeting follows approved agenda ( <i>If no, provide detail</i> ).	Yes	
O.2.2	Board meeting packet includes all materials relevant to the meeting agenda. ( <i>Note any that were missing as appropriate</i> ).		Ex-Officio report was not included in the packet.
<b><u>General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaw Changes, Policy Actions, etc.)</u></b>			

- \* Board asked questions about ADM targets for the FY21 budget, and the assumptions that accompanied that projection. Moving to increase the fund balance is very prudent.
- \* The Board has developed a robust system for monitoring progress toward academic goals found in Exhibit G. The use of this dashboard is excellent for guiding Board discussion.
- \* The Board actively reviewed the school's PIP. Board seems lost in how to work through the PIP for this year and move to next year's plan. It is unclear how the results from this year will inform the plan for next year to continue to work towards the targets.
- \* The Board is asking excellent questions in evaluating the TPS evaluation report.
- \* It was great to hear that the board training the board engaged in resulted in some of the questions related to financials and the request for the working budget to be identified on the financials.

**Required Follow-Up:**

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## **Contract Extension Offer from Osprey Wilds (ACNW)**

Email Correspondance from Erin Anderson- Wed, Apr 22, 6:52 AM

Hi Amy and Josh,

*As you know, the school is up for renewal during the next school year, 2020-21. However, ACNW would like to offer AAHS a one-year contract extension due to the impacts from COVID-19 (e.g. suspension of statewide testing, implementation of distance learning, etc.). It is important to us that we have at least three years of academic data to consider when the school is next in renewal, which is the major factor in this extension. Since there was no statewide testing this year, and the school is likely not administering growth assessments, a one-year extension (going from a three year contract to a four year contract) will allow us to look at three years of data when making the next renewal decision.*

*This means you will not have to complete the renewal application this spring / summer. (It will be pushed to summer 2021.) We will reach out early next school year to extend the contract and goals. Please share this information with the board and relevant staff, and let me know what questions you have.*

*Sincerely,  
Erin*

*Erin E. Anderson  
Director of Charter School Authorizing  
Audubon Center of the North Woods  
43 Main Street SE, Suite 507  
Minneapolis, MN 55414  
Cell: (651) 788-3500*

Email Correspondance from Josh MacLachlan- Apr 24, 2020, 12:15 PM

*Erin,*

*Thank you for the update. A one-year contract extension makes sense in these circumstances. We have sent this information to the board and Tiger team. We will also share this with the rest of the TPS committee and review it at the next board meeting.*

*We do have a question on which we could use some clarification. Currently, the board's contract with ACNW is a 3-year contract with a stipulation that the contract can be terminated after each respective year if ACNW finds that academic indicators (among other measures) are insufficient. The board and the TPS committee have not yet received documented confirmation that the third year of the contract, school year 2020-2021, is being approved. We assume that the offer for a one-year contract extension is confirmation that the third year of our current contract has been approved. The board and TPS committee would like documented confirmation that the third year of the contract, school year 2020-21, is being approved.*

*Again, the board is interpreting ACNW's offer of a one-year contract extension as de facto confirmation that the current contract has been approved to continue into its third year based on ACNW's annual assessment emphasizing academic measures. Can we verify this interpretation?*

*Let us know. Stay safe. Stay in touch.*

*Thanks,  
Josh & Amy*

Email Correspondance from Erin Anderson-May 1, 2020, 6:31 PM

*Hi Josh,*

*Thanks for checking in, and I am very sorry that in the haze of this spring we did not clearly articulate our intentions regarding the school. Please accept my apology.*

*We're still working on the performance evaluation, but based on the school's progress on all areas of the contractual performance improvement plan and faithful implementation of the school remediation plan submitted in response to the NOD, ACNW will extend the contract through the end of FY22. However, our expectations remain the same regarding the board's continued focus on academic achievement, high expectations for student engagement, effective instructional strategies, rigorous standards-aligned curriculum, and professional development and teacher evaluation.*

*Please let me know what questions you have.*

*Sincerely,  
Erin*

*Erin E. Anderson  
Director of Charter School Authorizing  
Audubon Center of the North Woods  
43 Main Street SE, Suite 507  
Minneapolis, MN 55414  
Cell: (651) 788-3500*

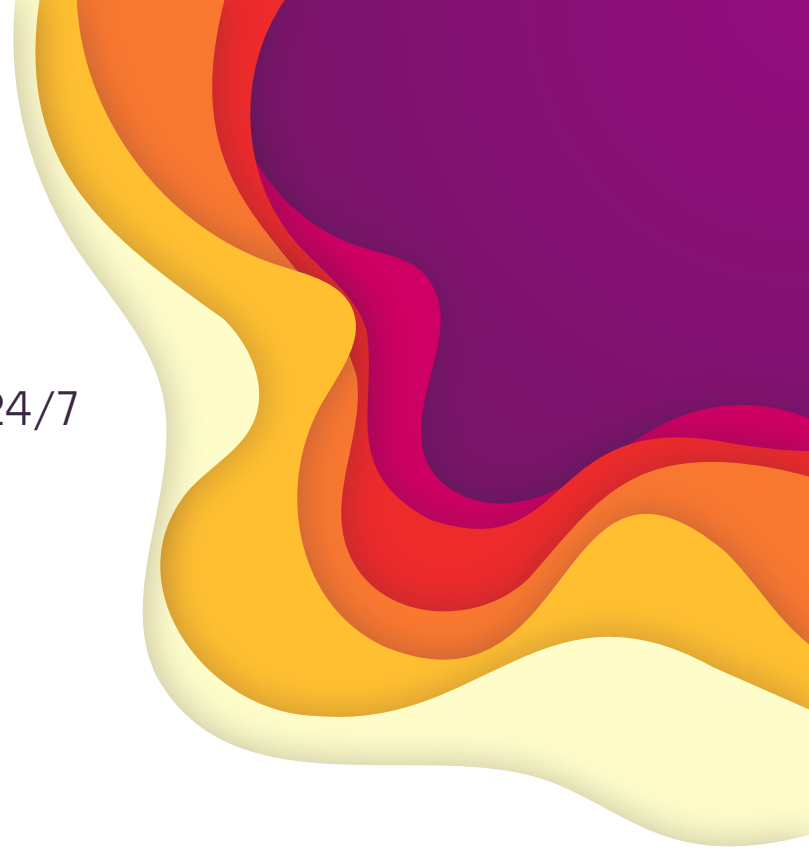
# Cutting Edge Digital Learning

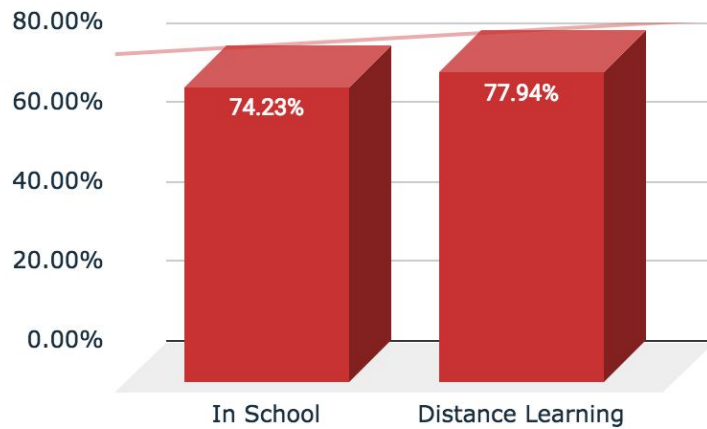
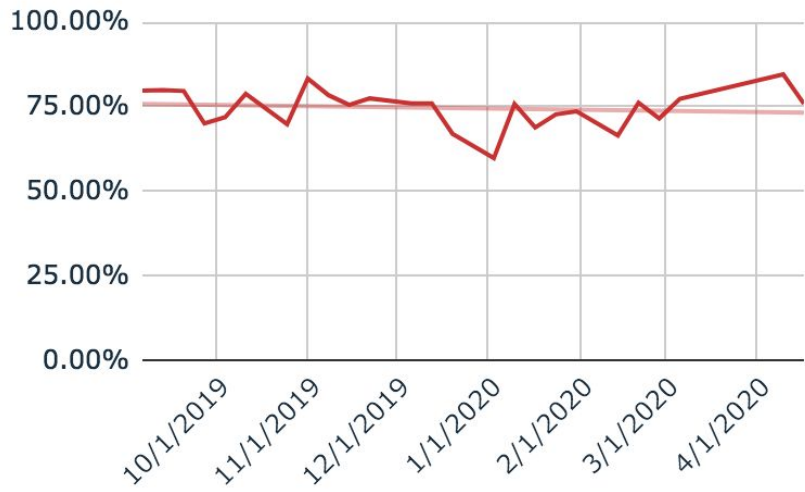
AAHS Hybrid Model



# What Will It Look Like?

- Same as now with more flexibility
- NO MDE application necessary
- Hybrid model where all students will have 24/7 access to our curriculum through Google Classroom
  - Digital Fridays
    - Office hours
    - Appointments
  - Weekly Hyperdoc Agendas
  - Enable more flexibility for student learning and attendance





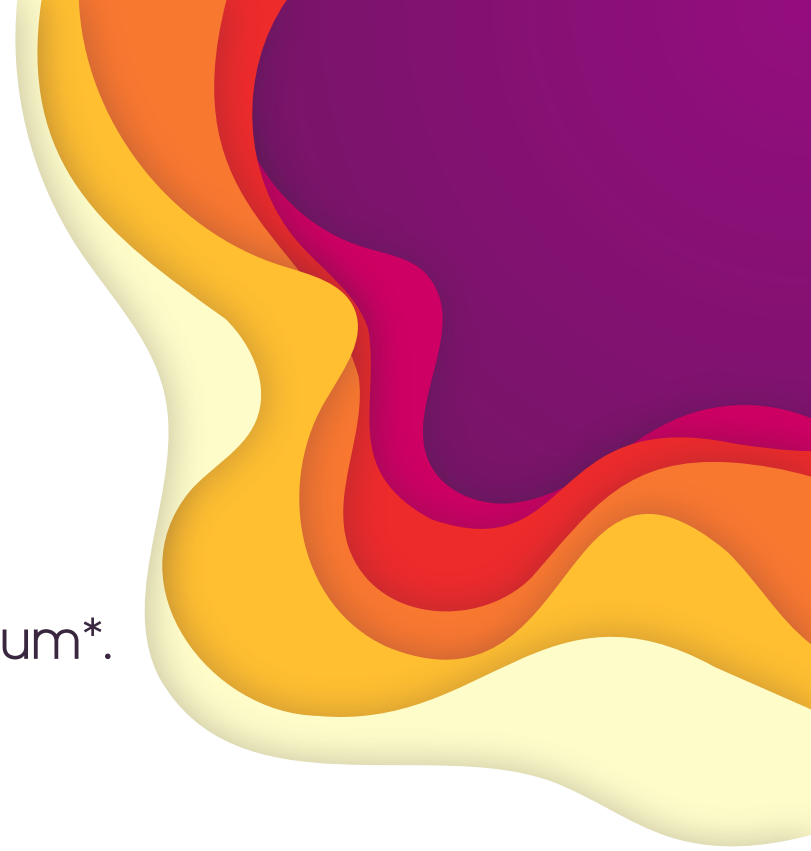
Friday Attendance Data 2019-2020 School Year

# What this is NOT

## ~~“ONLINE Program”~~

- We don't serve students that are not enrolled in our school.
- No separate “Online program” vs “In-school Program
- Not a prescribed, independent curriculum\*.
  - Khan Academy
  - IXL
  - ALEKS Math
  - Etc

\**Though we can still use these as tools in our learning program*

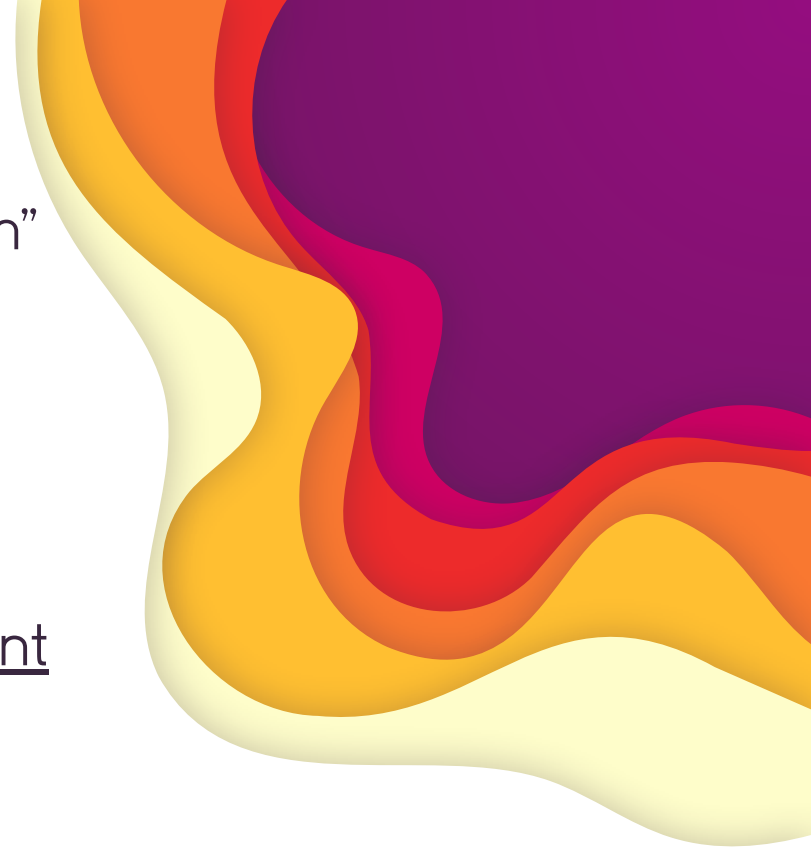


# What this IS

“24 Hour Access To OUR Learning Program”

- All students are in the same learning program\*, Students are IN SCHOOL. Students interact with teachers.
- If students can't be in school, they can still access curriculum and we can count them present
- Gives us flexibility to reach students (*students don't choose to learn from home but we now have a tool to keep them continue learning if they aren't in*)

\*Transitions  
Program



# Pros

- Financial
  - Save on food cost
  - Potential to increase ADM
- Environmental
  - Less driving
- Student/Staff
  - Potential to increase attendance
  - More focused time in REACH
  - Students with jobs will appreciate flexibility
  - More time open to work 1:1 with students on Fridays
  - Students with poor attendance could still access their work and complete it to be counted present
  - Can open the school for students to come in during Office Hours or use our internet





# Cons

- Students/Staff

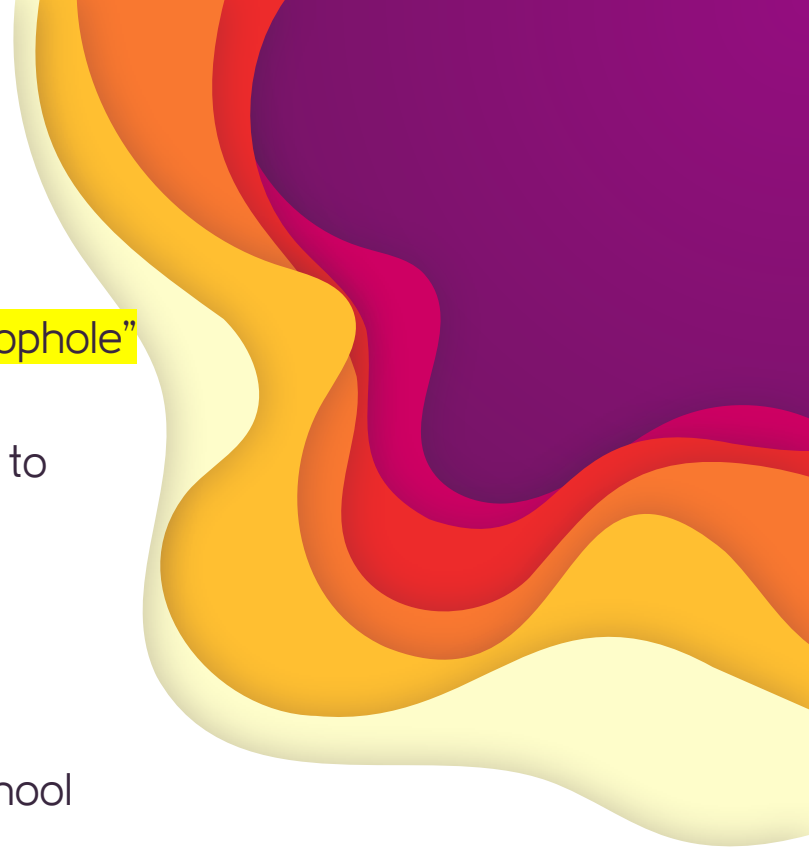
- Potential lack of attendance on Fridays
- Spotlight - moved to Thursdays
- Kids could catch on to the attendance “loophole” and stop showing up altogether
- Need staff available at building on Fridays to monitor/assist students

- Parents

- May not like this model
  - No parental supervision at home:
    - Like to know students are at school

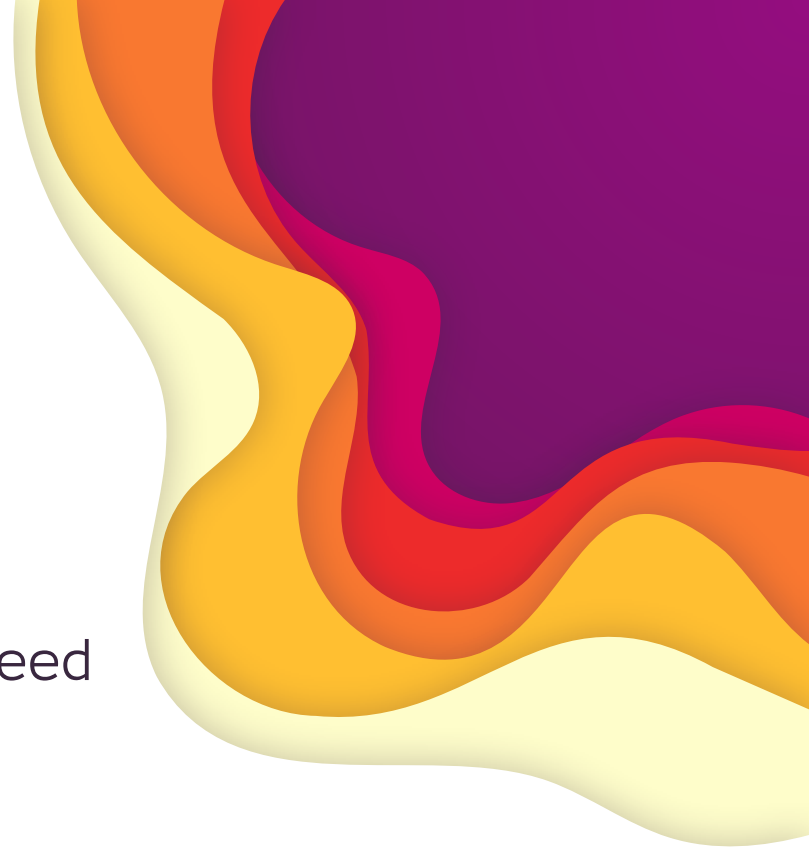
- Internet/Device Access

- Some families may not have stable access to internet/device
- Could lose some of our loaned devices



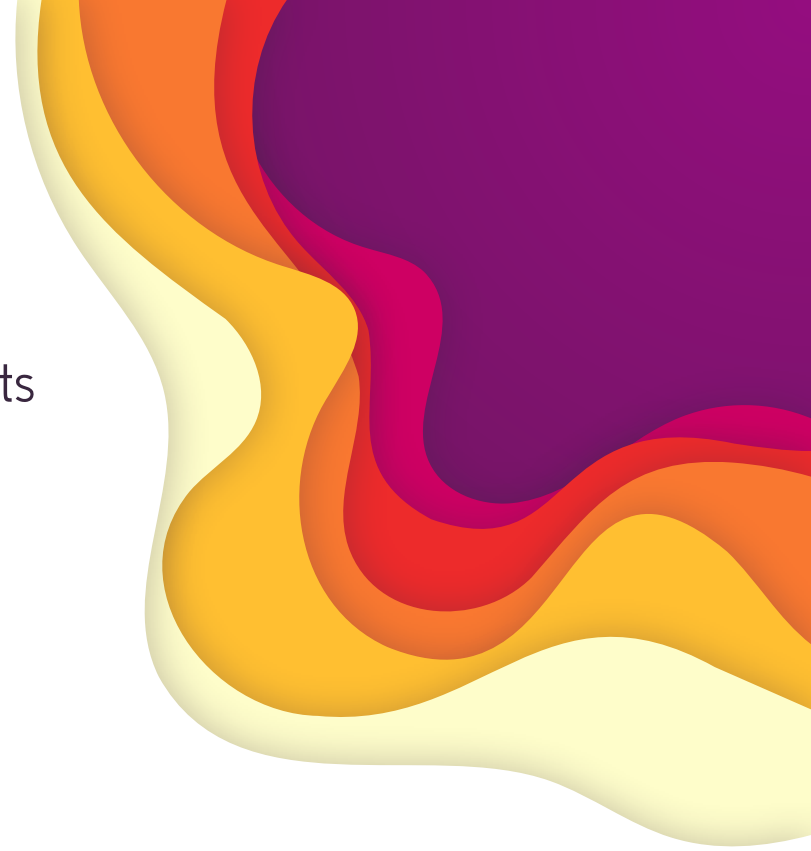
# Things we still need to do / figure out

- Computer / internet access for all students. “Optional” could fix this..
- Verify verbiage with MDE
  - Distance learning plan already covers most requirements we need
  - “Online Program” has specific definitions
  - “Digital Fridays” may have implications



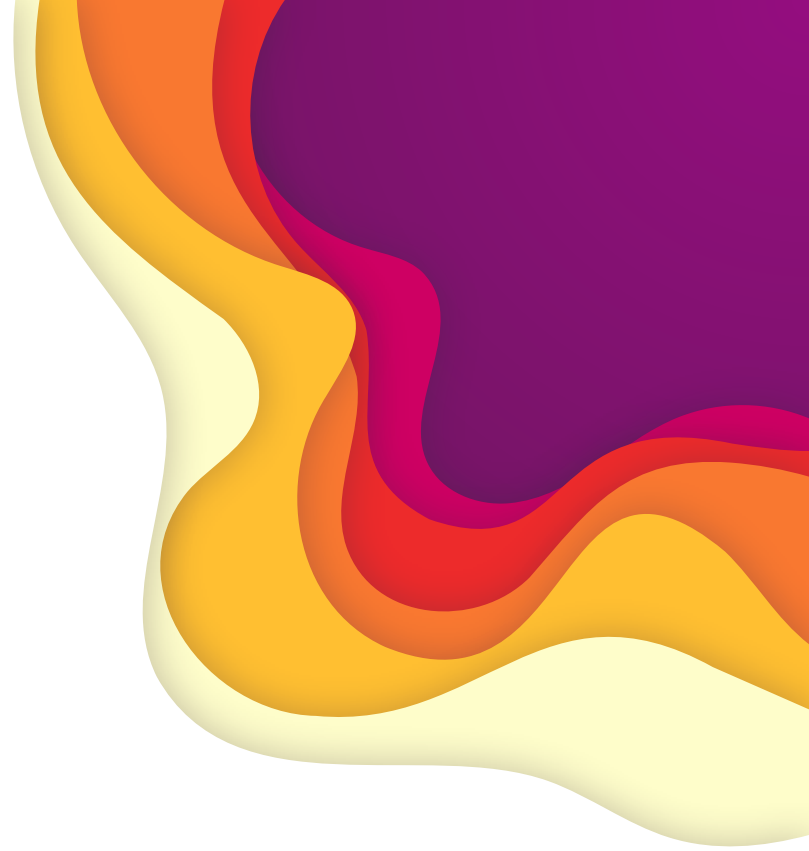
## Things to Figure Out cont.

- How to best communicate with students on Fridays. Counting them present?
  - GC to message kids missing
    - Can then go back and mark present after response



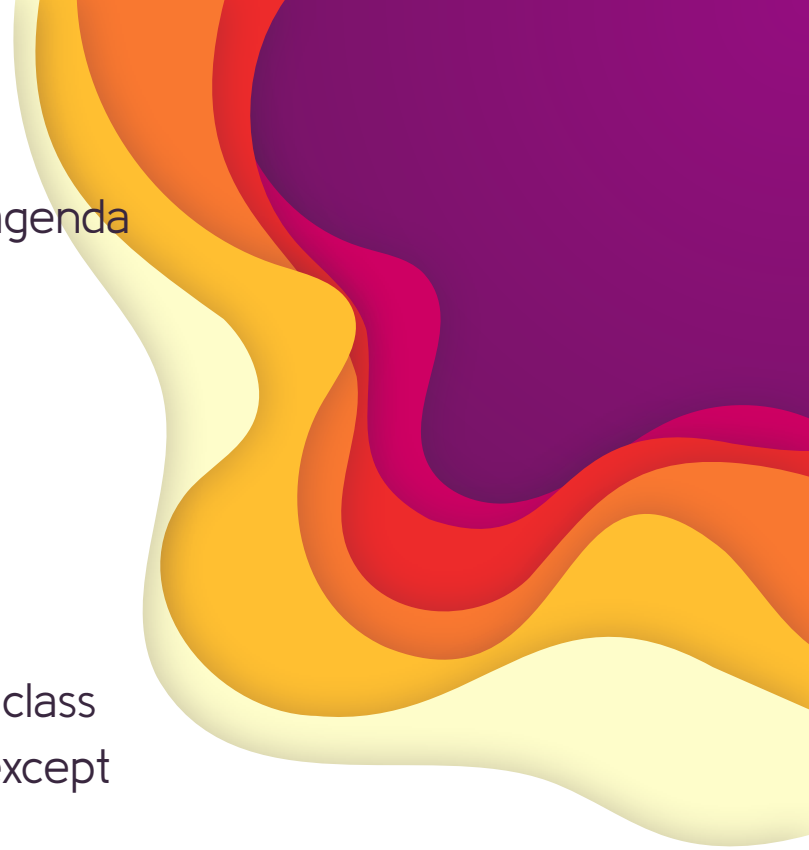
# Discussion

- Questions?
- Holes?
- Ideas?



# Teacher Protocols

- PREVIOUS FRIDAY - Share detailed weekly agenda with CurCom/SpEd.
  - Slideshows
  - Assignment docs
  - Assessments
  - Project deadlines/critiques/etc.
  - IXL/Khan Academy units
- MONDAY - Post weekly agenda on google classroom (vague agenda)
- DAILY - Post class resources day-of, before class
- FRIDAY - EXACTLY LIKE THE COVID TIMES...except
  - We will be in school building
  - We can ALSO help students IRL if they choose to come in
  - We can ALSO schedule parent meetings / circles / etc.
- “ACT DAYS” - EXACTLY LIKE THE COVID TIMES



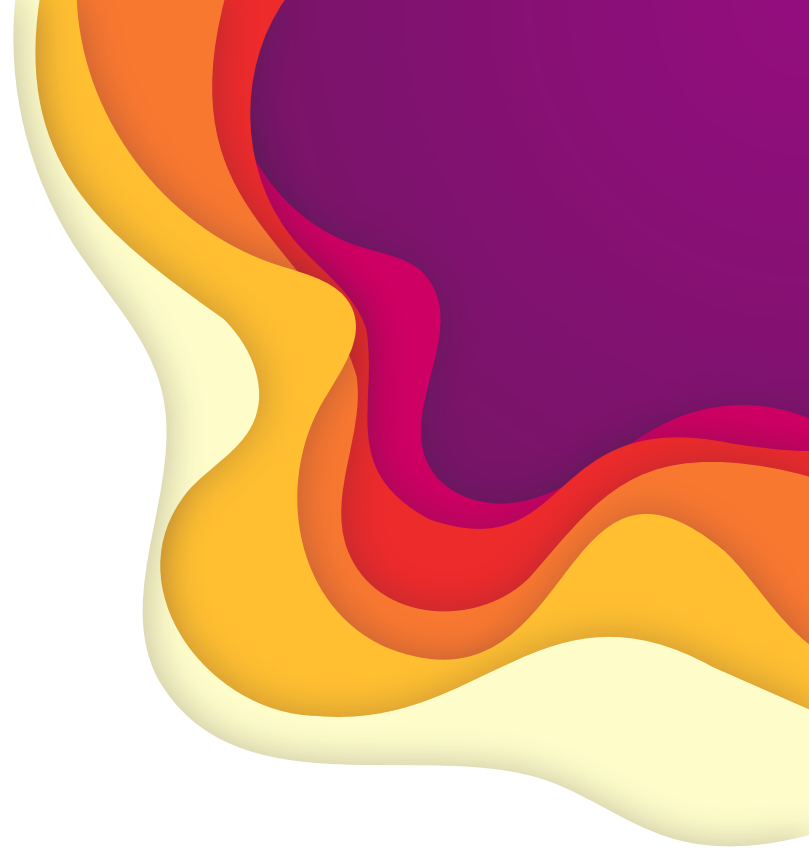
# Chromebooks

MELINDA - Prescott,

JOSH - Cross Lake, Rivers Edge, TCA

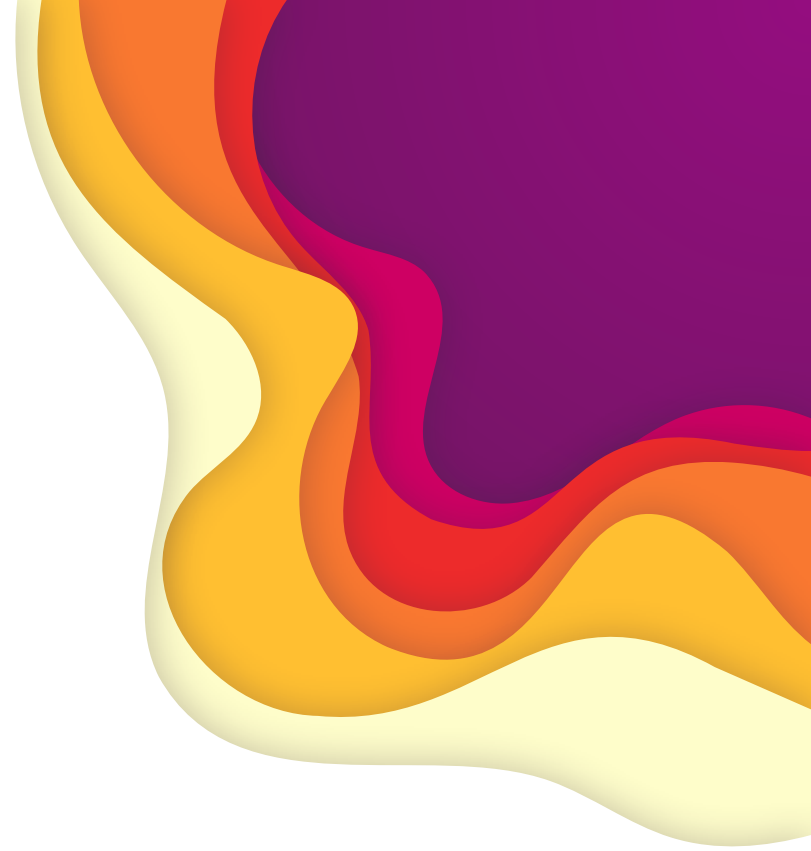
AIMEE - ISD 197 + SSPS

SOPHIE - ISD 484



**5/4/20**

- Detention
- Appointments for students



**Changes in red are ready for board approval**  
**Edits in green being edited by TPS/Tiger/CLA and will be sent to board**

**Parental Leave**

Parental leaves are to affirm Academic Arts High School's commitment to children and families. Academic Arts High School staff will provide its staff members with support and assistance in reviewing and selecting the most appropriate options available to them. For AAHS Parental Leave Policy Visual, see Appendix A

**PAID LEAVE**

*Academic Arts 6 Week Family Leave Policy*

All employees at Academic Arts High School will be afforded the opportunity to take advantage of 4-6 weeks paid leave, depending on their personal circumstances. Salaried employees who are birth mothers qualify for 4 weeks at 40% pay, in addition to the Short Term Disability pay. Short Term Disability is available to qualified employees and approved at the discretion of the insurer. Short Term Disability will typically cover 60% pay for 4 weeks and is not available until the employee has missed 10 consecutive work days. For birth mothers, leave must begin the day after birth and cannot be split into different periods of leave time. This policy must be used in conjunction with Short Term Disability coverage for birth mothers. They may also use any PTO to supplement their time off. Salaried employees who are adoptive parents and fathers qualify for 4 weeks at 60% pay. They may also use any PTO to supplement their time off.

If, given their circumstances, employees would like to break up their unused existing PTO time in order to cover the remaining unpaid 40-60% time off, this will be granted by the Personnel Committee, in collaboration with Human Resources, following a written request. If the employee is interested in condensing their paid time off for 100% coverage, this is also granted by the Personnel Committee, in collaboration with Human Resources, following a written request.

Those taking family leave are not responsible for the duties that fall under their job description, including accessing or responding to emails during the period of family leave. Visits to the school are allowed to be arranged with current staff on the school site.

There is not a 10 day maximum on the number of PTO days used in conjunction with family leave, but a written request should be made to the Personnel Committee prior to the need arising. The employee will be required to let the Personnel Committee know of their planned time off no less than 12 weeks before a biological child birth. Adoptive parents should inform the Personnel Committee as soon as they are given a final adoption date.



## UNPAID LEAVE

### *MN Parental Leave Act*

The Minnesota Pregnancy and Parental Leave Act (MN Stat. Sec. 181.941) requires covered employers to provide up to 12 weeks of unpaid leave for the birth or adoption of a child or to female employees for prenatal care, pregnancy, childbirth, or related health conditions.

Refer to further information and guidelines under Minnesota Parental Leave Act and contact the Personnel Committee/HR for more information. This leave, when combined with use of the Academic Arts 6 Week Family Leave Policy, shall total no more than 12 weeks leave.

### Extended Personal Leave

There may be a situation that arises that does not fit in one of the above categories. If that is the case the employee should contact Academic Arts High School to determine options for an unpaid personal leave up to 4 weeks. Contact the Academic Arts High School for the Leave Request Form.

- Personal mental health leave
- Birth of the employee's child
- Placement of an adopted or foster child with the employee;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition

# **Current Policies Relevant to 124E.06 Subdivision 3 from student handbook**

## **ATTENDANCE POLICY: A GUIDE FOR PARENTS AND STUDENTS**

### **What counts as an excused absence?**

Absences will be excused for the following reasons.

- Illness
- Medical or dental appointments (a doctor's note is required)
- Serious illness in the immediate family
- Death in the immediate family
- Religious instruction (3 hours per week)
- Physical emergencies (flood, tornado, storm, etc.)
- Suspension

## **BEHAVIOR EXPECTATIONS**

### **Dress and Appearance**

Students are encouraged to dress appropriately for school activities and in keeping with community standards. This responsibility is both the student's and the student's parent(s) or guardian(s). When a member of the community is offended by another member's clothing, that individual could call for a mediation to discuss how to resolve the issue. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane. Students may be asked to turn shirts inside out or to cover up that which is inappropriate.

## **SCHOOL-SPONSORED STUDENT PUBLICATIONS**

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. Academic Arts High School does not intend, however, to create a public forum for expression.

Students producing official school publications shall be under the supervision of a staff member. Official publications shall be subject to the guidelines set forth below.

A. Freedom of expression in school-sponsored publication shall not be contrary to:

1. Development of student responsibility
2. Consideration by faculty of the maturity level of the students and of appropriate standards of journalistic taste; or
3. Care for the development of skills of written expression among students.

B. Expression in an official school publication is prohibited when the material is:

1. Obscene to minors;
2. libelous or slanderous;
3. pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted for minors by law;
5. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
6. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
7. distributed or displayed in violation of time, place and manner regulations; or
8. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Students who violate the provisions of this policy shall be subject to disciplinary action as appropriate.

Students who believe their right of free expression has been unreasonably restricted in an official student publication may seek review of the decision of the Board Chair. The Board Chair shall issue a decision no later than five (5) school days after the review is requested.

### **NON-SCHOOL-SPONSORED STUDENT PUBLICATIONS**

The purpose of this policy is to protect the exercise of students' and staff members' free speech rights, taking into consideration the educational objectives and responsibilities of the school. The school recognizes that students and staff have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

A. Requests for distribution of non-school-sponsored materials will be reviewed by the staff on a case-by-case basis. However, distribution of the materials listed below is always prohibited.

Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted for minors by law;
5. advocates violence or other illegal conduct;
6. expresses or advocates sexual, racial, religious or other protected class harassment or violence or prejudice;
7. constitutes insulting or fighting words, the very expression of which injures or harasses other people
8. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

B. Any student or staff wishing to distribute non-school-sponsored material must first submit for approval a copy of the material to the TPS Committee at least five days in advance of the desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request.
2. Date(s) and time(s) of day of intended display or distribution.
3. Location where material will be displayed or distributed.
4. If intended for students, the grade(s) of students to whom the display or distribution is intended.

If the person submitting the request does not receive a response within three school days, the person shall contact the staff to verify that the lack of response was not due to an inability to locate the person. If the person is dissatisfied with the decision of the TPS Committee, the person may submit a written request for appeal to the Board Chair. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the Board Chair to verify that the lack of response is not due to an inability to contact the person. Permission or denial of permission to

distribute material does not imply approval or disapproval of its contents by the school, the staff, the AAHS Board, or the individual reviewing the material submitted.

## **UPDATED POLICY IN REVIEW** **PROCESS**

### **RELIGIOUS ACCOMMODATION**

Academic Arts High School abides by Federal and State law and guidelines regarding religious accommodation, including, but not limited to the information referenced at [http://www2.ed.gov/policy/gen/guid/religionandschools/prayer\\_guidance.html](http://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html).

Also, any request for equal access or religious observances by students shall be submitted in writing to the TPS committee for review, comment and approval of the Academic Arts High School board if required. The Academic Arts High School board shall consider any such request at the first regularly scheduled board meeting following submission and will approve or reject the request not later than 60 days after submission

**Prayer During Non Instructional Time** Students may pray when not engaged in school activities or instruction, subject to the same rules designed to prevent material disruption of the educational program that are applied to other privately initiated expressive activities. Among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non instructional time to the same extent that they may engage in nonreligious activities. While school authorities may impose rules of order and pedagogical restrictions on student activities, they may not discriminate against student prayer or religious speech in applying such rules and restrictions.

**Organized Prayer Groups and Activities** Students may organize prayer groups, religious clubs, and "see you at the pole" gatherings before school to the same extent that students are permitted to organize other non-curricular student activities groups. Such groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination because of the religious content of their expression. School authorities possess substantial discretion concerning whether to permit the use of school media for student advertising or announcements regarding non-curricular activities. However, where student groups that meet for nonreligious activities are permitted to advertise or announce their meetings—for example, by advertising in a student newspaper, making announcements

on a student activities bulletin board or public address system, or handing out leaflets—school authorities may not discriminate against groups who meet to pray. School authorities may disclaim sponsorship of non-curricular groups and events, provided they administer such disclaimers in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

**Teachers, Administrators, and other School Employees** When acting in their official capacities as representatives of the state, teachers, school administrators, and other school employees are prohibited by the Establishment Clause from encouraging or discouraging prayer, and from actively participating in such activity with students. Teachers may, however, take part in religious activities where the overall context makes clear that they are not participating in their official capacities. Before school or during lunch, for example, teachers may meet with other teachers for prayer or Bible study to the same extent that they may engage in other conversation or nonreligious activities. Similarly, teachers may participate in their personal capacities in privately sponsored baccalaureate ceremonies.

**Moments of Silence** If a school has a "minute of silence" or other quiet periods during the school day, students are free to pray silently, or not to pray, during these periods of time. Teachers and other school employees may neither encourage nor discourage students from praying during such time periods.

**Accommodation of Prayer During Instructional Time** It has long been established that schools have the discretion to dismiss students to off-premises religious instruction, provided that schools do not encourage or discourage participation in such instruction or penalize students for attending or not attending. Similarly, schools may excuse students from class to remove a significant burden on their religious exercise, where doing so would not impose material burdens on other students. For example, it would be lawful for schools to excuse Muslim students briefly from class to enable them to fulfill their religious obligations to pray during Ramadan. Where school officials have a practice of excusing students from class on the basis of parents' requests for accommodation of nonreligious needs, religiously motivated requests for excusal may not be accorded less favorable treatment. In addition, in some circumstances, based on federal or state constitutional law or pursuant to state statutes, schools may be required to make accommodations that relieve substantial burdens on students' religious exercise. Schools officials are therefore encouraged to consult with their attorneys regarding such obligations.

**Religious Expression and Prayer in Class Assignments** Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. Thus, if a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards (such as literary quality) and neither penalized nor rewarded on account of its religious content.

**Student Assemblies and Extracurricular Events** Student speakers at student assemblies and extracurricular activities such as sporting events may not be selected on a basis that either favors or

disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious (or anti-religious) content. By contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or other specifically religious (or anti-religious) content. To avoid any mistaken perception that a school endorses student speech that is not in fact attributable to the school, school officials may make appropriate, neutral disclaimers to clarify that such speech (whether religious or nonreligious) is the speaker's and not the school's.

**Prayer at Graduation** School officials may not mandate or organize prayer at graduation or select speakers for such events in a manner that favors religious speech such as prayer. Where students or other private graduation speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, however, that expression is not attributable to the school and therefore may not be restricted because of its religious (or anti-religious) content. To avoid any mistaken perception that a school endorses student or other private speech that is not in fact attributable to the school, school officials may make appropriate, neutral disclaimers to clarify that such speech (whether religious or nonreligious) is the speaker's and not the school's.

**Baccalaureate Ceremonies** School officials may not mandate or organize religious ceremonies. However, if a school makes its facilities and related services available to other private groups, it must make its facilities and services available on the same terms to organizers of privately sponsored religious baccalaureate ceremonies. In addition, a school may disclaim official endorsement of events sponsored by private groups, provided it does so in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

# Code of Conduct Violations and Guidelines

PLEASE NOTE: All code of conduct violations will go through our Restorative Justice Program

## Chemical Infractions

### 1. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotics, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a school-sponsored activity, or traveling in a school vehicle.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
3 day suspension Parent/guardian meeting	5 day suspension Police Referral	10 day suspension Expulsion recommendation Police referral

### 2. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotics, illegal substance or controlled substance on school property, participating in a school-sponsored activity, or traveling in a school vehicle is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
5 day suspension Police referral	10 day suspension Expulsion Recommendation Police Referral	

### 3. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over the counter” medication must do so in a manner consistent with school policy (see Medication Administration Policy). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over the counter” medication is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension	5 day suspension Police Referral	10 day suspension Expulsion recommendation Police referral



#### 4. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with school policy (see Medication Administration Policy). Selling, distributing, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

1st Offense	2nd Offense	3rd Offense
3-5 day suspension	5 day suspension Police Referral	10 day suspension Expulsion recommendation Police referral

#### 5. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substance. Students who congregate in an area where tobacco use has recently occurred (e.g. bathroom stall) will each be considered to have been using tobacco.

1st Offense	2nd Offense	3rd Offense
1 day suspension	2-3 day suspension	3-5 day suspension Police referral

### DANGEROUS AND/OR NUISANCE ITEMS

#### FIREARMS

Minnesota state law requires that school boards must expel for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C 921.

1st Offense
10 day suspension Expulsion Recommendation Police Referral

#### FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items.”

1st Offense	2nd Offense	3rd Offense
5 day suspension	5-10 day suspension	10 day suspension Expulsion recommendation

## NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, etc.

1st Offense	2nd Offense	3rd Offense
***	1 day suspension	3 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

## POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with school policy.

1st Offense	2nd Offense	3rd Offense
1 day suspension	3 day suspension	5 day suspension

## WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3d printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited.

1st Offense
10 day suspension Expulsion Recommendation Police Referral

*DRIVING INFRACTIONS AND TRANSPORTATION*

**DRIVING, CARELESS OR RECKLESS**

Driving any motorized or non-motorized vehicle on school property in such a manner as to endanger people or property is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	3 day suspension Parking privilege possibly revoked	5 day suspension Parking privilege revoked Police referral

(\*\*\*) Indicates disciplinary action assigned by building administration

**TRANSPORTATION**

All rules that apply to building and classroom behavior apply while riding any transportation related to a school-sponsored event. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with school policy. Students endangering persons or property may lose transportation privileges immediately and for an indefinite period. Students who commit a fourth offense, will be suspended from school transportation for the remainder of the school year.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Verbal Warning	1-3 day suspension	Loss of transportation privileges

*PHYSICAL INFRACTIONS*

**ASSAULT**

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
3 day suspension	5 day suspension Social Worker referral	10 day suspension Expulsion Recommendation Police referral

### ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

1st Offense
10 day suspension Expulsion Recommendation Police Referral

### FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

1st Offense	2nd Offense	3rd Offense
3 day suspension	5 day suspension	10 day suspension Expulsion recommendation Police referral

### PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

1st Offense	2nd Offense	3rd Offense
1-3 day suspension	3-5 day suspension	5-10 day suspension Possible expulsion recommendation

### SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

1st Offense
10 day suspension Expulsion Recommendation Police Referral

## PROPERTY INFRACTIONS

### ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

<b>1st Offense</b>
10 day suspension Expulsion Recommendation Police Referral

### BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>
5 day suspension Police referral	10 day suspension Expulsion recommendation Police Referral

### FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

(\*\*\*) Indicates disciplinary action assigned by building administration

### ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
3-5 day suspension Police referral	5-10 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

### SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

### THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension ***	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

(\*\*\*) Indicates disciplinary action assigned by building administration

### TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or attending a school-sponsored event. Any student on suspension who goes to a school location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of school employees is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension ***	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

(\*\*\*) Indicates disciplinary action assigned by building administration

VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the school or other individuals/entities is prohibited. Vandalism is prohibited.

1st Offense	2nd Offense	3rd Offense
1-3 day suspension ***	5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

(\*\*\*) Indicates disciplinary action assigned by building administration

VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the school or other individuals/entities is prohibited. Vandalism is prohibited.

1st Offense
10 day suspension Expulsion Recommendation Police Referral

SCHOLASTIC DISHONESTY

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

1st Offense	2nd Offense	3rd Offense
1 day suspension ***	1-3 day suspension	3-10 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

TECHNOLOGY INFRACTIONS

ELECTRONIC DEVICES, MISUSE OF

\*\* See Electronic Policy

1st Offense	2nd Offense	3rd Offense
***	1 day suspension	3 day suspension Loss of electronic usage completely

(\*\*\*) Indicates disciplinary action assigned by building administration

**PHOTOGRAPHIC OR RECORDING DEVICE MISUSE**

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-2 day suspension	3-5 day suspension	5 day suspension Loss of electronic usage completely

**TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE**

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

<b>1st Offense</b>
10 day suspension Expulsion Recommendation Police Referral

**THREATENING AND/OR DISRUPTIVE BEHAVIOR**

**ABUSE, VERBAL**

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	1-3 day suspension	5 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration



### BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

1st Offense
10 day suspension Expulsion Recommendation Police Referral

### BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

\*\*See Bullying, Harassment and Violence, Hazing and Non-Discrimination Policies at [www.academicarts.org](http://www.academicarts.org)\*\*

1st Offense	2nd Offense	3rd Offense
*** Incident Report Filed	1-3 day suspension Incident Report Filed	5-10 day suspension Incident Report Filed

(\*\*\*) Indicates disciplinary action assigned by building administration

### DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

1st Offense	2nd Offense	3rd Offense
1 day suspension	2-5 day suspension	10 day suspension Possible expulsion recommendation

### DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

1st Offense	2nd Offense	3rd Offense
***	1-3 day suspension	3-5 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

### FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension	5 day suspension Police referral	10 day suspension Possible expulsion recommendation

### GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	1-3 day suspension	3-5 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

### HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in the school policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

\*\*See Bullying, Harassment and Violence, Hazing and Non-Discrimination Policies at [www.academicarts.org](http://www.academicarts.org)\*\*\*

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension	3-5 day suspension Police referral	10 day suspension Possible expulsion recommendation

## HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Student Hazing Policy. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension	3-5 day suspension Police referral	10 day suspension Possible expulsion recommendation

## INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	1-3 day suspension	3-5 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

## THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
1-3 day suspension	3-5 day suspension	5-10 day suspension

## THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

1st Offense	2nd Offense
3-5 day suspension based upon severity ***	5-10 day suspension Possible expulsion recommendation

(\*\*\*) Indicates disciplinary action assigned by building administration

## OTHER BEHAVIOR INFRACTIONS

### DRESS AND APPEARANCE

Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:

Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual.

Examples of such clothing include “short shorts,” bra-straped tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.

1. Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
2. Wearing clothing promoting products or activities that are illegal for use by minor
3. Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or approves, advances or provokes any form of prohibited harassment or violence against other individuals as defined in district policy.
4. Wearing clothing or footwear that could damage school property.
5. Wearing masks face paint or grooming that limits or prevents identification of a student.
6. Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
7. Wearing clothing in a manner that displays undergarments.

*Staff members reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day*

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	***	1-3 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

#### FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	1-3 day suspension	3-5 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

#### RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
***	1-3 day suspension	3-5 day suspension

(\*\*\*) Indicates disciplinary action assigned by building administration

#### UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at school may call for an adjustment in the discipline policies to meet the school's needs.

By signing below, you have received, read and understand the Code of Conduct Violations and Guidelines for Academic Arts High School.

Please return this page to Sam Kvilhaug by September 6, 2019.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Arts High School		
		Updated 05.04.20
	Board Approved	CLA Updated
	FY20	FY20
<b>Enrollment Assumptions</b>		
ADM	99	96
Pupil Units	118.80	115.20
<b>General Fund 01</b>		
<b>Revenues</b>		
<b>State Aids</b>		
General Education Aid	872,174	845,888
Charter School Lease Aid	149,796	151,373
State Special Ed Aid	677,021	836,915
State Sped Transportation	21,000	52,524
Safe Schools Aid	0	3,385
Endowment Revenue	0	3,972
Other State Aids (Ft Maint.)	0	15,206
<b>Total State Revenues</b>	<b>1,719,991</b>	<b>1,909,264</b>
<b>Federal Aids</b>		
Title	3,916	31,875
Federal Special Ed	20,000	18,983
Federal CSP	0	0
Other	0	0
<b>Total Federal Revenues</b>	<b>23,916</b>	<b>50,858</b>
<b>Local Revenues</b>		
Student Activities	5,400	5,400
Gifts & Bequests	1,000	1,000
Miscellaneous	1,100	1,100
<b>Total Local Revenues</b>	<b>7,500</b>	<b>7,500</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$1,751,407</b>	<b>\$1,967,622</b>
<b>Expenditures</b>		
<b>Administration &amp; District Support</b>		
Salaries	48,761	72,627
Benefits	28,543	23,241
Purchased Services	73,444	100,000
Supplies & Materials	6,800	22,000
Capital Expenditures	0	0
Dues & Memberships	13,000	13,000
<b>Total Administration &amp; District Support</b>	<b>170,548</b>	<b>230,867</b>
<b>Regular Instruction</b>		
Salaries	265,351	274,714
Benefits	81,573	87,908
Purchased Services	27,296	15,000
Supplies & Materials	16,000	8,700
Capital Expenditures	3,800	3,800
<b>Total Regular Instruction</b>	<b>394,020</b>	<b>390,122</b>
<b>State Special Education</b>		
Salaries	552,345	649,872
Benefits	183,581	207,959
Purchased Services	12,000	13,500
Transportation	0	58,360
Supplies & Materials	4,320	1,000
<b>Total State Special Education</b>	<b>752,246</b>	<b>930,691</b>

Academic Arts High School		
		Updated 05.04.20
	Board Approved	CLA Updated
	FY20	FY20
<b>Enrollment Assumptions</b>		
ADM	99	96
Pupil Units	118.80	115.20
<b>Federal Special Education</b>		
Salaries	0	0
Benefits	0	0
Purchased Services	10,000	10,000
Supplies & Materials	10,000	8,983
Capital Expenditures	0	0
<b>Total Federal Special Education</b>	<b>20,000</b>	<b>18,983</b>
<b>Title Programs</b>		
Salaries	0	19,397
Benefits	0	0
Purchased Services	2,834	10,478
Supplies & Materials	1,082	2,000
<b>Total Title Programs</b>	<b>3,916</b>	<b>31,875</b>
<b>Instructional &amp; Pupil Support</b>		
Salaries	30,426	31,486
Benefits	10,555	10,076
Purchased Services (Transportation Included)	54,390	22,000
Supplies & Materials	0	0
<b>Total Instructional/Pupil Support Services</b>	<b>95,371</b>	<b>63,562</b>
<b>Sites &amp; Buildings</b>		
Salaries	0	0
Benefits	0	0
Purchased Services (Includes Utilities)	72,260	75,000
Facilities Lease	227,507	227,507
Supplies & Materials	2,000	1,900
Capital Expenditures	0	0
Other Fees (Insurance)	9,500	9,500
<b>Total Sites &amp; Buildings</b>	<b>311,267</b>	<b>313,907</b>
<b>Fiscal &amp; Other Fixed Costs</b>		
Purchased Services	0	0
Interfund Transfer	0	19,242
<b>Total Fiscal &amp; Other Fixed Costs</b>	<b>0</b>	<b>19,242</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$1,747,368</b>	<b>\$1,999,249</b>
<b>GENERAL FUND 01 - NET INCOME</b>	<b>\$4,039</b>	<b>(\$31,627)</b>



Academic Arts High School			Updated 05.04.20
	Board Approved	CLA Updated	
	FY20	FY20	
<b>Enrollment Assumptions</b>			
ADM	99	96	
Pupil Units	118.80	115.20	
<b>Food Service Fund 02</b>			
<b>Revenues</b>			
State Revenues	500	178	
Federal Revenues	7,500	580	
Sale of Lunches	0	0	
Transfer from General Fund	0	19,242	
<b>TOTAL FOOD SERVICE REVENUES</b>	<b>\$8,000</b>	<b>\$20,000</b>	
<b>Expenditures</b>			
Salaries	0	0	
Benefits	0	0	
Purchased Services	0	0	
Supplies & Materials	20,000	20,000	
Other	0	0	
<b>TOTAL FOOD SERVICE EXPENDITURES</b>	<b>\$20,000</b>	<b>\$20,000</b>	
<b>FOOD SERVICE FUND 02 - NET INCOME</b>	<b>(\$12,000)</b>	<b>(\$0)</b>	
TOTAL REVENUES - ALL FUNDS	\$1,759,407	\$1,987,622	
TOTAL EXPENDITURES - ALL FUNDS	\$1,767,368	\$2,019,249	
<b>NET INCOME - ALL FUNDS</b>	<b>(\$7,961)</b>	<b>(\$31,627)</b>	
Beginning Fund Balance 7/1	\$322,515	\$349,075	
<b>ENDING FUND BALANCE - ALL FUNDS</b>	<b>\$314,554</b>	<b>\$317,448</b>	
<i>Fund Balance as a Percentage of Annual Expenditures</i>	<b>17.80%</b>	<b>15.72%</b>	

# TPS Evaluation

## OBJECTIVE

The function of this document is to evaluate the performance of the Teacher Powered School Committee (TPS) at leading the school and directing daily operations. The evaluation process allows the board to engage with the TPS committee to reward achievements, discuss challenges, address concerns, and when necessary, develop performance improvement plans.

## PROCEDURE

Standards are grouped by functional area. Both TPS and the board evaluate TPS's performance using the following ratings:

- **NI** - Needs Improvement
- **M** - Meets the expectations of the standard
- **E** - Exceeds the expectations of the standard

The following is the timeline for completing the evaluation:

- **August/September** - The board and TPS committee work together to establish strategic goals for the committee for the school year. The goals should be specific and related to the school's strategic mission and vision for the school. The goals should align with each of the functional areas: Academic, Financial, Organizational, and Communication.
- **January** - The board and TPS discuss progress halfway through the school year, and adjust goals if necessary.
- **April/May** - The TPS committee begins its self-evaluation, documenting a rating for each standard/goal in the *TPS* column and providing comments with specific examples that support the rating. The board also sends a short electronic survey to selected staff to review TPS's performance. The board reviews the TPS self-evaluation and survey results and documents a rating for each standard in the *Board* column, adding comments when applicable or when the ratings differ from TPS. The board completes the evaluation by the end of May and distributes it to TPS.
- **June** - During the June board meeting, the TPS committee and the board discuss the final evaluation. Representatives from TPS address issues or concerns and ask questions. The board and TPS discuss plans to improve any areas that need improvement. Then the board meets in a closed session to discuss the evaluation privately.

## EVALUATION FORM

School Year: 2019-2020

**TPS Committee Members:** Julie Peterson, Ty Cody, Heather Fjelstad, Josh MacLachlan, Sam Kvilhaug, Shoua Yang, Sophie Fischer, Aimee Plueger, Ryan Bauer, David Gunderman, Melinda Haas, Danyelle Bennett, Mallery Hammers, Stephanie Bade

ACADEMIC	TPS	Board	Comments with Specific Examples
The school is on track to have an overall academic performance of at least 75%, according to academic measures in the current contract with the authorizer.	<b>M</b>		Not currently on track to be at 75%. However, school has made consistent, measurable improvements on gathering, using student data in real time to improve overall academic performance. The school is over the 50% threshold for academic measures
There is no academic indicator that falls far below of the goal, according to academic measures in the current contract with the authorizer.	<b>N/A?</b>		Graduation rates and state proficiency testing scores have been consistently below goal. Due to COVID-19, proficiency testing was not conducted in the 19-20 school year.
The committee submits timely and complete data for academic measures to the board for analysis and trending.	<b>M</b>		Committee has demonstrated significant improvements on this goal from the 18-19 school year. The Curriculum committee and TPS committee review data submission weekly with a spreadsheet. Point people are assigned to specific goals.
The committee regularly reviews and uses academic measure and/or test data to plan curriculum improvement strategies.	<b>M</b>		Both the curriculum committee and TPS committee as a whole use student data weekly to plan and inform decisions. Examples of student data reviewed include NWEA data, attendance data, student survey data, presentation data, etc. Examples of decisions informed by data include revising presentation rubric and training curriculum, using NWEA and IEP data to schedule students in classes, and making changes to the daily schedule.
The committee plans and executes curriculum that is both appropriate and challenging for the student population.	<b>M</b>		The curriculum committee, working in conjunction with a curriculum consultant, meets twice weekly to review and plan curriculum. The school has built a curriculum portfolio that has aligned all courses with state standards and ensures that students have access to all credits they need to graduate. The committee has also sought out and completed training in evidence-based ("high leverage") practices to improve student achievement.
The Special Education Committee develops and implements appropriate IEPs for specifically identified students.	<b>E</b>		The school's SpEd department is a keystone of the school's learning program. This team continually maintains the highest levels of compliance regarding IEPs, especially considering the size of the population of special education students. This team also began a self-review audit during the 19-20 school year to ensure high levels of compliance.

There are clear protocols to handle behavior incidents that the staff understands and follows.	<b>M</b>		The behavior committee has developed and implemented a clear set code of conduct violations protocols. The committee has effectively utilized these protocols often throughout the 2019-2020 school year. The committee also completed an updated code of conduct in the 2019-2020 school year. TPS's behavior committee also developed and began implementation of a PBIS program though complete implementation was stopped due to budget issues.
STRATEGIC GOAL: "Develop and archive a 3-year rigorous, standards-based curriculum for all subject areas."	<b>M</b>		The school is on track for this strategic goal. It is one year into the 3-year curriculum development cycle as defined with curriculum consultant.
<b>FINANCIAL</b>	<b>TPS</b>	<b>Board</b>	<b>Comments with Specific Examples</b>
The annual financial audit from the previous fiscal year found no significant deficiencies.	<b>M</b>		The financial audit from Abdo Eck and Meyers was "clean" and found no significant deficiencies.
The school maintains an average daily enrollment at or above the budgeted amount.	<b>NI</b>		The school continues to struggle with maintaining stable enrollment. ADM is consistently 2-4 units below ideal budget goals requiring budget revisions for the past two school years.
The committee develops and implements creative methods to maintain or boost enrollment.	<b>M</b>		<p>The TPS committee has developed and implemented many new methods to maintain and boost enrollment</p> <ul style="list-style-type: none"> <li>● Transitions program</li> <li>● Open house nights</li> <li>● Parent Involvement Committee</li> <li>● Consistent social media presence</li> <li>● Establishment of marketing committee</li> </ul> <p>The TPS committee and marketing committee have also begun development of a comprehensive marketing development plan which includes strategies for brand development and targeted/digital marketing.</p>
The school pursues and is awarded funding grants to increase revenues.	<b>M</b>		<p>The school pursues and was awarded a number of new grants in the 19-20 school year:</p> <ul style="list-style-type: none"> <li>● \$300 Donors Choose</li> <li>● \$100 outside donors</li> <li>● \$200 paper drive</li> <li>● \$250 trip to Walker</li> <li>● \$250 trip to MIA</li> <li>● Pursued restaurant fundraiser</li> <li>● MN Zoo grant</li> </ul> <p>Winning larger grants that could more significantly impact investment in the learning program should be a goal.</p>

The fund balance is on track to be at least 20% of annual budgeted expenditures as of the end of the fiscal year.	<b>NI</b>		Fund balance is near 15% and has been decreasing for the previous 4 years. The school has been investing in its learning program by hiring more staff. The school must begin to put funds back into the fund balance. The proposed FY21 budget accomplishes this.
The annual budget is developed and submitted on time with oversight of the board of directors and the entire TPS committee.	<b>M</b>		Annual budget proposal from TPS was approved at the April 2020 board meeting, well ahead of schedule.
The committee monitors finances regularly, and quickly and thoroughly answers any questions that arise.	<b>M</b>		Finance committee has improved oversight of finances: <ul style="list-style-type: none"> <li>• Switched to CLA for financial</li> <li>• Continual budget revision throughout year</li> <li>• Weekly meetings w/ business manager</li> <li>• Quick/thorough payment of invoices</li> </ul>
The committee regularly monitors contracted services to ensure that the costs are at or under budget and investigates all alternative solutions.	<b>E</b>		In the past year, in conjunction with the board, the TPS committee has reviewed and changed financial management services, health benefits, HR services, and payroll administration.
The committee has effective policies to keep expenditures at or under budget and to eliminate unapproved or unassigned expenditures.	<b>M</b>		Past budgets have not accounted for required costs that happen every year. The 2020 budget development process includes a complete analysis of all line items. New budget accounts for all expenditures. Finance committee continued purchasing protocols developed in FY19: purchase request protocols, invoice processing protocols, etc. The finance committee also intervened with a spending freeze when it was clear that budget projections were falling short.
Submissions to CLICS are timely and complete, and students are regularly evaluated for the free and reduced lunch program.	<b>M</b>		Both parts of this goal, CLICS submissions and student eligibility, have consistently been completed in the 2019-2020 school year. However, it is important to note that the school will not be participating in the free and reduced nutrition program during the 2020-2021 school year though student eligibility will continue to be determined.
STRATEGIC GOAL: "Review financial service providers to ensure school is getting best services. Switch providers if needed. Provide board with current, accurate, clear, and useful narrative of school finances"	<b>M</b>		The finance committee, in conjunction with the board, vetted and contracted with CLA. Nate Winter from CLA attends all board meetings and provides the board with "current, accurate, clear, and useful narrative of school finances". He also accommodates changes in financial reports requested by the board.
<b>ORGANIZATIONAL</b>	<b>TPS</b>	<b>Board</b>	<b>Comments with Specific Examples</b>
At least 90% of the staff from the previous school year remained employed at the school this year.	<b>M</b>		Four staff (1 licensed staff and 3 paraprofessionals) from the previous year did not return for the 19-20 school year. This is a retention rate of less than 90%. However, the retention rate of licensed staff was above 90%. Additionally, the school hired 4

			new teaching staff (hiring some from within). Furthermore, all employees, aside from one who is participating in student teaching in a middle school, have been offered work agreements for the 2010-2021 school year.
Replacing staff members is initiated quickly and positions are filled by quality candidates with oversight from the entire committee.	<b>E</b>		No replacements have been required in the 19-20 school year. The personnel committee succeeded in fully staffing the teaching team (6 GenEd and 4 SpEd teachers) consistent with long-term plans for the school's learning program
The staff is completely up-to-date on all teacher and administrative staff evaluations.	<b>M</b>		All evaluations are up to date. Our curriculum consultant is also able to conduct teacher and administrative staff evaluations. Last year TPS created an evaluation task force that has evolved into a permanent overseer of the evaluation process from start to completion each year.
All staff members have professional development goals documented and progress toward goals is evaluated.	<b>M</b>		All TPS members created a SMART goal at the start of the school year and worked with a curriculum consultant and tracked progress during evaluation meetings.
Staff leaves of absence do not interrupt daily operations because there is adequate coverage and understanding of all staff duties.	<b>M</b>		Prior to staff leaves of absence, said staff member provides a briefing of duties that will need to be covered during their absence. TPS discusses duties as a group to ensure that a person or committee that will take over and absorb duties until their return.
School policies are reviewed regularly, understood, and enforced without favoritism or partisanship.	<b>M</b>		When policies need to be created or changed, either the TPS Committee or Tiger team create them. TPS approves the final decision through a vote
Submissions to the Minnesota Department of Education are timely and complete.	<b>M</b>		Administrative Manager & School's IOWA manage submissions, delegate tasks  TPS Committee Communicates with board as needed (e.g. religious accommodations policy need)
Submissions to the authorizer are timely and complete.	<b>M</b>		Submissions >90% complete & accurate. Submissions known to be late are communicated to the authorizer ahead of time.
All required staff licensures will remain valid and up-to-date.	<b>M</b>		Our personnel committee is responsible for overseeing licensure and reviews information on a continuous basis. Staff members who have overlooked renewal dates have been informed and required to complete the renewal process. All licensed staff members are up-to-date.
STRATEGIC GOAL: "Further streamline the TPS committee for improved functionality and responsiveness as the school "	<b>M</b>		Tiger team new for 19-20 to maintain oversight on primary initiative (curriculum development) and help communicate with Audubon. <ul style="list-style-type: none"> <li>● Meets daily</li> <li>● Prepares TPS agenda items</li> <li>● Makes a final call on decisions for which TPS are not able to complete in allotted meeting time.</li> </ul>

			Power committees Continued use of and reference to RACI chart
<b>COMMUNICATION</b>	<b>TPS</b>	<b>Board</b>	<b>Comments with Specific Examples</b>
Staff and committee meetings are well planned, focused, and individuals effectively follow up on outstanding tasks.	<b>M</b>		TPS has created minute docs for each committee to use in their meetings and they are linked into our TPS agenda. Each committee is listed on the TPS agenda and gives a weekly update. Agendas for each meeting are shared with the individual committees a few days prior to the meetings so that they can be prepared.
Staff, student, and family surveys are conducted regularly and the results are used to create goals for making improvements.	<b>M</b>		Yes, we have regularly conducted Google surveys throughout the 19/20 school year. Data from the surveys has been used to guide decisions regarding: school start times, distance learning, REACH planning, Spring student survey sent out in mid May annually (staff review results in the summer to analyze)
The school's website and social media accounts are regularly updated to include new information.	<b>E</b>		As part of our marketing plan, there have been specific individuals assigned to updating the website and creating content for social media posts. Throughout the year staff has collectively created videos and posts to promote engagement with students and families. As members of the board, please join us on social media and visit our website! In addition to social media and our website, we are also using ParentSquare to communicate regularly with families. Members of our marketing team have also been reaching out to various school rating websites to update information and leave positive reviews.
Parent / Teacher conferences are well-attended and teachers are prepared for them.	<b>NI</b>		~30% parent attendance for Oct 2019 conferences. Committee is gathering and analyzing data to determine demand and effectiveness of conferences as they are currently conducted. School is considering changing how conferences are conducted, referencing other schools, research and data.
Teachers communicate with family members using professional language and appropriate methods.	<b>M</b>		Parentsquare for the 19-20 school year. Staff collaborate to create posts. Social media has been used to consistently communicate with families.
The committee effectively communicates with the board of directors, having representatives at board meetings who are prepared and attentive.	<b>M</b>		For 19-20, we assigned one TPS member (Julie) to be ex-officio for all board meetings in the interest of consistency. An additional TPS member also joins each month and brings a completed ex-officio document that acts as an update to the board from TPS. The ex-officio also brings a board meeting report/notes back to TPS after each meeting. TPS creates a

			schedule at the beginning of each school year of which TPS member will be joining each month.
There are clear protocols to manage, respond to, and communicate about crises that the staff understands and follows.	<b>M</b>		All board approved crisis procedures and team structure outlined in a document shared with all staff. Crisis team meets during a crisis and assigns duties to other staff as needed. Crisis team debriefs staff following a crisis to ensure the whole staff team is informed
The committee engages the community to participate in school events.	<b>M</b>		Invited to other agencies and organizations to attend Exhibition Days (MN Zoo, MACS) Invite to school community for 2020 Graduation live stream
The committee effectively uses social, online, and print media to communicate with the community.	<b>M</b>		Committee utilizes social media the most and is working to create more print and other media to market and reach out to the community. Posts to social media are made at least once per week. ParentSquare is also utilized to inform the community of important events and updates. All staff have created professional profiles on LinkedIn in order to network with community organizations / groups.
STRATEGIC GOAL: "Streamline communication with all stakeholders of the school"	<b>M</b>		When engaging stakeholders we create posts/messages that are shared across multiple platforms to inform stakeholders (Parentsquare, Facebook/Instagram, email, website announcements)

## OVERALL PERFORMANCE RATING

**Overall Rating:**

**Rationale:**