

School Board Meeting Agenda
Tuesday, June 16, 2020
5:00 pm
Conducted Remotely Google Meet

Important Note:

The meeting will be closed during item 11: "Evaluation of TPS Committee" 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 June 16, 2020 Agenda:**
4. **Approval of May 19, 2020 Minutes:**
5. **Public Comments:**
6. **Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
 - a. Approval of Financial Reports for May 2020
 - b. Approval of Disbursements for May 2020
7. **Ex Officio Report: (Julie Peterson)**
8. **Student Data Report – Katie Siewart**
9. **Strategic Items**
 - a. Update from task force developing "Hybrid Program" contingency plan
 - b. Review of proposed change to school start time to 8:30 - Second Discussion
 - c. Review of proposed Policy 512 - Student Educational Data Policy - First Reading
 - d. Review of proposed Policy 513 - Protection and Privacy of Student Records - First Reading
 - e. Review of "school values & beliefs" proposal - First reading
 - f. Review of Board evaluation of TPS committee.

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- g. Board Training: (30 min limit)
 - i. Reflection on assigned board training modules in mnchartheboard.com (tabled from May meeting)

10. Action Items

- 11. Evaluation of TPS committee** (The meeting will be closed during this item 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, May 19, 2020
5:00 pm
Conducted Remotely Via Zoom Meeting

Present Remotely Josh MacLachlan, Amy Charpentier, Rachael McNamara, Tennille Warren, LeAnn Lindusky, Nate Winter - CLA (Ex Officio), AAHS TPS Representatives: Julie Peterson, Mallery Hammers, Katie Siewert, David Massey

Absent: Katie Siewart, Tenille Warren

Agenda

1. **Call to Order:**
 - a. Amy Charpentier calls meeting to order at 5:01 p.m.

2. **Conflict of Interest Check:**
 - a. None to report

3. **Approval of May 19, 2020 Agenda:**
 - a. Josh MacLachlan motions to approve the May 19, 2020 agenda with addition of item 9c: review of proposed change to school start time- Amy Charpentier seconds.
 - b. Discussion:
 - i. In future, do supplemental OR required trainings. Not both in a single meeting
 - c. Motion passes with following votes:
 - i. Josh MacLachlan - Aye
 - ii. Rachael McNamara -Aye
 - iii. LeAnn Lindusky - Aye
 - iv. Amy Charpentier - Aye

4. **Approval of April 21, 2020 Minutes:**
 - a. Amy Charpentier motions to approve the April 21, 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
 - iii. LeAnn Lindusky - Aye

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iv. Amy Charpentier - Aye

5. **Public Comments:**

a. No public present

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

a. Approval of Financial Reports for April 2020

i. Josh MacLachlan motions to approve the April 2020 financial reports - Amy Charpentier seconds

ii. Discussion

1. 83% through year.

a. Revenues at 83% of budget

b. Expenditures at 81% of budget

2. Enrollment: 100

3. Working budget ADM: 96 (Report made using working budget)

4. ADM: 96.41

iii. Motion passes with following votes:

1. Josh MacLachlan - Aye

2. Rachael McNamara -Aye

3. David Massey - Aye

4. LeAnn Lindusky - Aye

5. Amy Charpentier - Aye

b. Approval of Disbursements for March 2020

i. Josh MacLachlan motions to approve disbursements for April 2020 - Amy Charpentier 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. LeAnn Lindusky - Aye

5. Amy Charpentier - Aye

David Massey enters meeting at 5:16pm

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7. Ex Officio Report: (Julie Peterson)

- a. Distance Learning Updates
 - i. No school Memorial day
 - ii. Graduation
 - 1. 20 grads - 3 walking
 - 2. Collecting videos with staff reflections for annual graduation video
 - 3. Individual ceremonies in-person to comply with COIVD protocols
- b. Marketing Plan Updates (see marketing committee in section 7c)
- c. Committee Updates:
 - i. TPS Eval completed
 - ii. Personnel: 2 new paras being interviewed/hired
 - iii. Behavior: Only 1 large behavior with distance learning (not surprising)
 - iv. Nutrition program: heard back from MDE that school will be able to leave program. Waiting on specific response on 30 days of clean data before leaving program.
 - v. Marketing: Updated marketing committee. David Gunderman (math) is leading. Updating logo and mascot, brand standards, digital marketing campaign.
 - vi. Curriculum:
 - 1. Updated grading scale to A/B/C/P/NC. P & NC will not affect GPA.
 - 2. Revisiting PBL curriculum
 - 3. Continuing to work with Greg Schnagl for curriculum development
 - vii. SpEd:
 - 1. Continuing to update IEPs for distance learning
 - 2. 9 graduates from transitions program
 - viii. Tiger Team
 - 1. Met with Nalani to review updates to distance learning plan
 - 2. ACNW updated

8. Student Data Report – Josh MacLachlan

- a. Many measures will not be gathered for the 19-20 school year including NWEA and MCA testing. Student survey data will be ready for the June meeting.

9. Strategic Items

- a. Update from task force developing “Hybrid Program”
 - i. “Hybrid Program” will allow students to access curriculum from home.
 - ii. Digital learning, NOT “e-learning”. Not a separate track for students. Simply a way to access curriculum in real-time if students can not be in school.

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- iii. Allows school to better connect with students who have historically had problems with attendance. Also provides school with flexibility in case COVID protocols continue into 20-21 School year.
- b. Board Training: (30 min limit)
 - i. Reflection on assigned board training modules in mnchartheboard.com
 - 1. Tabled until June meeting
- c. Review of proposed change to school start time
 - i. Study from U of M shows significant benefits to having high school start times pushed back to, at the earliest, 8:30am.

10. Action Items

- a. Approval of updates to family leave policy -Third Reading
 - i. Josh motions to approve updates to family leave policy - Rachael Seconds
- b. Approval of updates to religious accommodations policy - Third Reading
 - i. Josh motions to approve updates to religious accommodations policy - David Massey Seconds
 - ii. Discussion
 - 1. No further discussion
 - iii. Motion passes with following votes:
 - 1. Josh MacLachlan - Aye
 - 2. Rachael McNamara -Aye
 - 3. David Massey - Aye
 - 4. LeAnn Lindusky - Aye
 - 5. Amy Charpentier - Aye
- c. Approval of updated Code of Conduct Guidelines - Third Reading
 - i. Amy Charpentier motions to approve updates to religious accommodations policy - Rachael McNamara Seconds
 - ii. Discussion
 - 1. No further discussion
 - iii. Motion passes with following votes:
 - 1. Josh MacLachlan - Aye
 - 2. Rachael McNamara -Aye
 - 3. David Massey - Aye
 - 4. LeAnn Lindusky - Aye
 - 5. Amy Charpentier - Aye
- d. Approval of FY20 revised budget
 - i. Josh MacLachlan motions to approve the FY20 Revised Budget - David Massey seconds
 - ii. Discussion

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1. ADM adjusted to 96 based on projections for rest of year
2. Total expected deficit of ~\$30k due to investments in learning program.

iii. Motion passes with following votes:

1. Josh MacLachlan - Aye
2. Rachael McNamara -Aye
3. David Massey - Aye
4. LeAnn Lindusky - Aye
5. Amy Charpentier - Aye

11. Evaluation of TPS committee

- a. Josh MacLachlan motions to close meeting as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School's TPS Committee- Amy Charpentier seconds seconds

12. **Adjourn**

- a. Rachael McNamara motions to adjourn at 7:04pm



- May 2020 -

Financial Statements

Prepared By:
Nate Winter



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Academic Arts High School Executive Summary

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

** As of month-end, 92% of the year was complete

Enrollment

- Current Approved Budget: 96
- Current School Enrollment: 99
- Current Average ADM: 96.56
- Variance: 1

Statement of Activities

Cash at the end of May was \$205K, which is a \$9K increase from the prior month. The current year estimated state receivable that is owed to the School through month end was \$384K. 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 May:

- Revenues for the month were at 91% of budget:
 - Two IDEAS payments on the 13th and 30th
 - SERVS Draw
- Expenditures for the month were at 90% of budget:
 - Normal monthly payroll and benefits
 - Normal monthly payments of rent, benefits, contracted services, and supplies went out

Other Items of Importance

- The CARES act funding has been distributed. CLA and the AAHS finance committee will meet to discuss the application process and the budget distribution for the allocated funds.

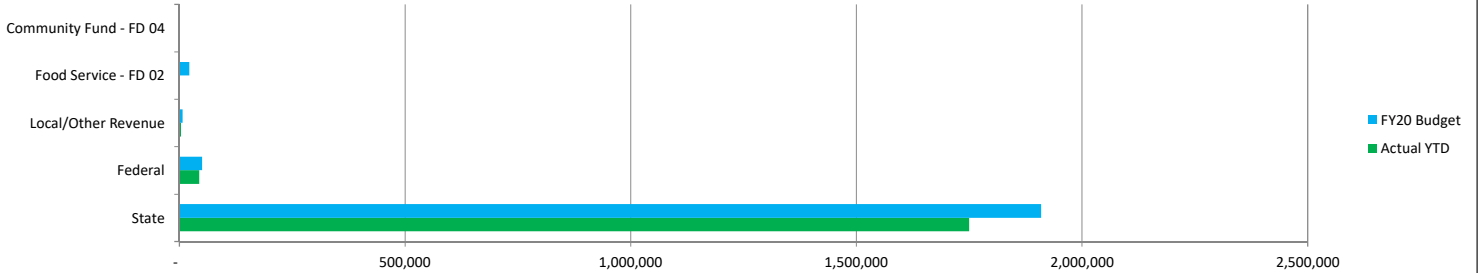
Academic Arts High School Financial Dashboard

May 2020 92% of School Year Complete

REVENUE

<u>Total Revenue this Month</u> \$146,265	<u>Total Revenue YTD</u> \$1,811,213	<u>Budgeted Revenue FY20</u> \$1,990,153	<u>% of Revenue Budget</u> 91%
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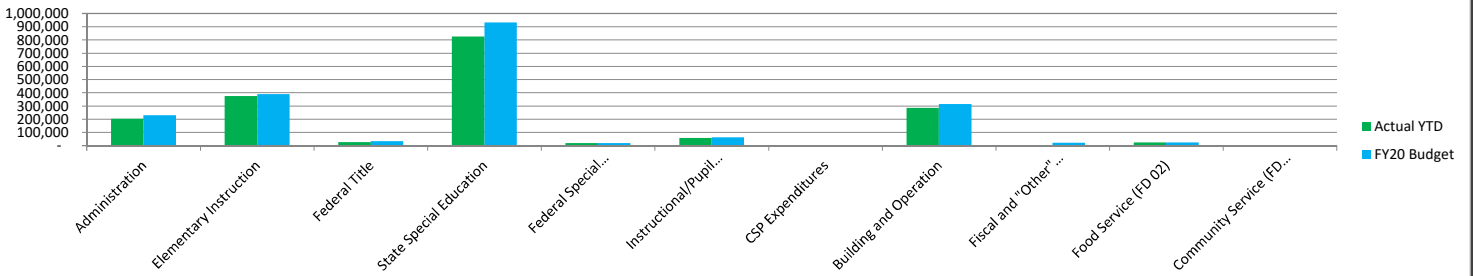
Revenue - Actual vs. Budget



EXPENSE

<u>Total Expense this Month</u> \$161,483	<u>Total Expense YTD</u> \$1,809,463	<u>Budgeted Expense FY20</u> \$2,019,336	<u>% of Expense Budget</u> 90%
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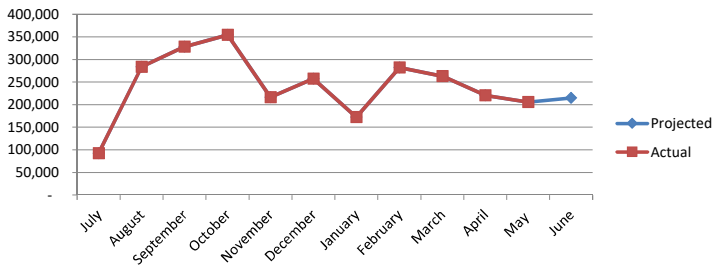
Expense - Actual vs. Budget



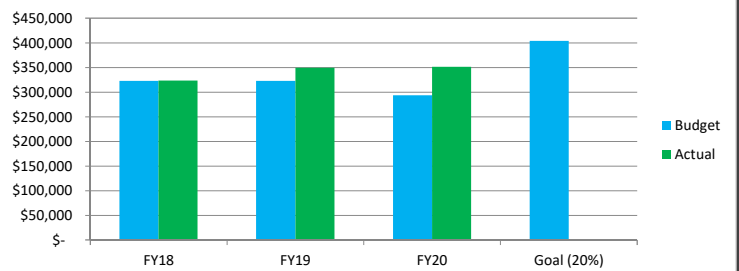
BALANCE SHEET

<u>Cash at End of Month</u> \$205,447	<u>Cash at End of Prior Month</u> \$262,583	<u>Beginning Fund Balance - FY20</u> \$349,075	<u>Budgeted Fund Balance - End of FY20</u> \$293,332
<u>Cash at Beginning of Year</u> \$127,288	<u>Projected Cash Balance- End of FY20</u> \$214,466	<u>Fund Balance at Month End</u> \$350,826	<u>Long-Term Fund Balance Goal (20%)</u> \$403,867

Cash Flow Projection



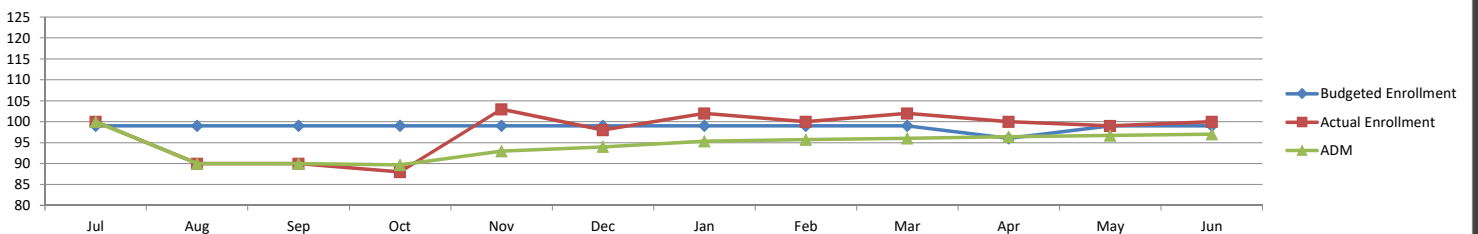
Fund Balance - Budget vs. Actual



ENROLLMENT

<u>Actual Enrollment at Month End</u> 99	<u>Budgeted Enrollment</u> 96	<u>Actual ADM - YTD</u> 97	<u>Actual vs. Budgeted Enrollment Variance</u> 1
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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 May 2020

	<i>Current Month</i>	<i>Prior Month</i>	<i>\$ Change</i>	<i>Audited</i>	<i>YTD \$ Change</i>
	5/31/2020	4/30/2020		6/30/2019	
ASSETS:					
Current Assets:					
Cash	205,447	195,651	9,796	127,288	78,159
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	-	-	-	-	-
Due from MDE - Current Year Estimate	383,959	351,224	32,735	357,399	26,560
Due from Federal	3,276	18,451	(15,175)	17,325	(14,048)
Prepays	7,463	7,463	0	6,916	547
Total Current Assets	600,146	572,789	27,357	508,928	91,218
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	600,146	572,789	27,357	508,928	91,218
LIABILITIES:					
Current Liabilities:					
Salaries Payable	226,952	207,426	19,526	146,091	80,861
Accounts Payable	7,729	1,676	6,054	13,762	(6,033)
Payroll Liabilities	14,639	10,538	4,101	-	14,639
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	249,320	219,639	29,681	159,852	89,467
FUND BALANCE					
Beginning Fund Balance as of July 1, 2019	349,075	349,075	-	322,859	
Net Income, FY2020 to Date	1,750	4,075	(2,325)	26,216	(24,466)
Ending Fund Balance	350,826	353,150	(2,325)	349,075	1,750
TOTAL FUND BALANCE	350,826	353,150	(2,325)	349,075	1,750
TOTAL LIABILITIES AND FUND BALANCE	600,146	572,789	27,357	508,928	91,218

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

Academic Arts High School

Balance Sheet

As of May 2020

	ALL FUNDS	<i>General Fund</i>	<i>Food Service</i>	<i>Community Fund</i>	<i>Capital Assets</i>
	Total	FD 01	FD 02	FD 04	FD 98
ASSETS:					
Current Assets:					
Cash	205,447	227,046	(21,599)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	-	-	-	-	-
Due from MDE - Current Year Estimate	383,959	383,959	-	-	-
	-	-	-	-	-
Due from Federal	3,276	2,224	1,053	-	-
Prepays	7,463	7,463	-	-	-
Total Current Assets	600,146	620,692	(20,547)	-	-
Capital Assets					
Buildings and Equipment					
(Less) Depreciation					
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	600,146	620,692	(20,547)	-	-
LIABILITIES:					
Current Liabilities:					
Salaries Payable	226,952	226,952	-	-	-
Accounts Payable	7,729	7,729	-	-	-
Payroll Liabilities	14,639	14,639	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	249,318	249,320	-	-	-
FUND BALANCE					
Beginning Fund Balance as of July 1, 2019	349,075	348,124	952	-	-
Net Income, FY 2020 to Date	1,750	23,249	(21,498)	-	-
Ending Fund Balance	350,826	371,372	(20,547)	-	-
Investment in Capital Assets	-	-	-	-	-
TOTAL LIABILITIES AND FUND BALANCE	600,146	620,692	(20,547)	-	-

Academic Arts High School
Income Statement - Variance
 As of May 2020

92% of Fiscal Year 2019-2020 Complete

	YTD Actual	YTD Budget	YTD Variance	FY20 Revised Budget	% of Budget
FUND 01					
DISTRICT REVENUE - GENERAL FUND					
Local & Other	4,212	6,875	(2,664)	7,500	56%
State - Gen. Ed. Aid	765,043	775,397	(10,354)	845,888	90%
State - Special Education	572,855	815,577	(242,722)	889,720	64%
State - Lease Aid	8,492	138,759	(130,266)	151,373	6%
State - Other	20,067	20,683	(616)	22,563	0%
<i>Estimated State Holdback Recognized</i>	383,959	-	-	-	N/A
PY Over/Under Accrual	11,528	-	-	-	N/A
Federal - Title	25,317	29,219	(3,902)	31,875	79%
Federal - Special Ed.	18,983	17,401	1,582	18,983	100%
TOTAL DISTRICT REVENUE - GENERAL FUND	1,810,456	1,803,911	6,545	1,967,903	92%
DISTRICT EXPENDITURES - GENERAL FUND					
Administration & District Support Services					
Salary & Benefits	73,146	84,394	(11,247)	92,066	79%
Purchased Services	91,969	91,667	303	100,000	92%
Supplies & Equipment	23,314	22,000	1,314	24,000	97%
Other Fees	13,075	11,917	1,158	13,000	101%
Total Administration & District Support Expenditures	201,505	209,977	(8,472)	229,066	88%
Instructional Expenditures					
Salary & Benefits	350,123	332,404	17,720	362,622	97%
Purchased Services	10,289	13,750	(3,461)	15,000	69%
Supplies & Equipment	13,172	11,458	1,713	12,500	105%
Other Fees	-	-	-	-	0%
Total Instructional Expenditures	373,584	357,612	15,972	390,122	96%
Federal Title					
Salary & Benefits	17,780	17,781	(0)	19,397	92%
Purchased Services	5,792	9,605	(3,813)	10,478	55%
Supplies & Equipment	1,745	-	1,745	2,000	87%
Other Fees	-	-	-	-	0%
Total Federal Title Expenditures	25,317	27,385	(2,068)	31,875	79%
State Special Education					
Salaries/Wages and Benefits	764,495	783,580	(19,085)	854,815	89%
Purchased Services	8,733	12,375	(3,642)	13,500	65%
Supplies & Equipment	3,625	3,960	(335)	4,320	84%
Transportation	48,629	53,497	(4,867)	58,360	83%
Other Fees	-	-	-	-	0%
Total State Special Education Expenditures	825,482	853,412	(27,930)	930,995	89%

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

	YTD Actual	YTD Budget	YTD Variance	FY20 Revised Budget	% of Budget
Federal Special Education					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	17,268	9,167	8,101	10,000	173%
Supplies & Equipment	1,715	8,234	(6,520)	8,983	19%
Other Fees	-	-	-	-	0%
Total Federal Special Education Expenditures	18,983	17,401	1,582	18,983	100%
Instructional/Pupil Support					
Salary & Benefits	35,334	35,334	0	38,546	92%
Purchased Services	21,326	21,083	243	23,000	93%
Supplies & Equipment	70	-	70	-	0%
Other Fees	-	-	-	-	0%
Total Instructional Support Expenditures	56,730	56,417	313	61,546	92%
Building & Operations					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	69,528	68,750	778	75,000	93%
Facilities Lease	205,783	208,548	(2,765)	227,507	90%
Supplies & Equipment	445	917	(472)	1,000	44%
Other Fees	9,850	18,608	(8,758)	9,500	104%
Total Building & Operations Expenditures	285,606	296,823	(11,217)	313,007	91%
Fiscal & Other Fixed Cost Programs					
Purchased Services	-	-	-	-	0%
<i>Transfers to Other Funds</i>	-	-	-	21,492	0%
Total Fiscal & Other Fixed Cost Programs Expend.	-	-	-	21,492	89%
TOTAL DISTRICT EXPENDITURES - GENERAL FUND	1,787,207	1,819,028	(31,821)	1,997,086	89%
GENERAL FUND (01) - NET INCOME	23,249	(15,117)	38,365	(29,184)	
FUND 02					
DISTRICT REVENUE - FOOD SERVICE FUND					
Local & Other	-	-	-	-	0%
State	178	163	15	178	100%
Federal	580	532	48	580	100%
<i>Transfers from Other Funds</i>	-	-	-	21,492	0%
TOTAL DISTRICT REVENUE - FOOD SERVICE FUND	758	695	63	22,250	3%
DISTRICT EXPENDITURES - FOOD SERVICE FUND					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	22,256	20,396	1,860	22,250	100%
Supplies & Equipment	-	-	-	-	0%
TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND	22,256	20,396	1,860	22,250	100%
FOOD SERVICE FUND (02) - NET INCOME	(21,498)	(19,701)	(1,797)	-	
TOTAL REVENUES - ALL FUNDS	1,811,213	1,804,606	6,608	1,990,153	91%
TOTAL EXPENDITURES - ALL FUNDS	1,809,463	1,839,424	(29,961)	2,019,336	90%
NET INCOME (LOSS) - ALL FUNDS	1,750	(34,818)	36,568	(29,184)	
<i>Beginning Fund Balance 7/1/2019</i>	<i>349,075</i>			<i>322,515</i>	
Ending Fund Balance	350,826			293,332	

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

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

District #	Payment #	Check #	Pay Type	Payment Date	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	8123	AB		WX	5/31/2020	1098	PARTY CITY	USD	\$ 86.41	Admin S&E
4119	8124	AB		WX	5/31/2020	1313	Amazon	USD	\$ 119.00	Admin S&E
4119	8125	AB		WX	5/31/2020	1518	Vistaprint	USD	\$ 1,277.49	Admin S&E
4119	8126	AB		WX	5/31/2020	1575	Southview Office CenterLLC	USD	\$ 25,161.90	Rent/Utilities
4119	8126	AB		WX	5/31/2020	1575	Southview Office CenterLLC	USD	\$ 25,013.10	Rent/Utilities
4119	8127	AB		WX	5/31/2020	1831	Customink LLC	USD	\$ 275.50	Instructional S&E
4119	8128	AB		WX	5/31/2020	1883	Alerus	USD	\$ 50.00	Admin Purchased Services
4119	8129	AB		WX	5/31/2020	1883	Alerus	USD	\$ 50.00	Admin Purchased Services
4119	8130	AB		WX	5/31/2020	1883	Alerus	USD	\$ 106.84	Payroll/Benefits
4119	8131	AB		WX	5/31/2020	1883	Alerus	USD	\$ 2,009.00	Payroll/Benefits
4119	8132	AB		WX	5/31/2020	1883	Alerus	USD	\$ 287.00	Payroll/Benefits
4119	8133	AB		WX	5/31/2020	1883	Alerus	USD	\$ 50.00	Admin Purchased Services
4119	8134	AB		WX	5/31/2020	1886	TRA	USD	\$ 4,332.70	Payroll/Benefits
4119	8135	AB		WX	5/31/2020	1886	TRA	USD	\$ 4,226.41	Payroll/Benefits
4119	8136	AB		WX	5/31/2020	1887	PERA	USD	\$ 2,133.36	Payroll/Benefits
4119	8137	AB		WX	5/31/2020	1887	PERA	USD	\$ 2,552.40	Payroll/Benefits
4119	8138	AB		WX	5/31/2020	1888	IRS	USD	\$ 10,393.76	Payroll/Benefits
4119	8139	AB		WX	5/31/2020	1888	IRS	USD	\$ 9,491.41	Payroll/Benefits
4119	8140	AB		WX	5/31/2020	1889	MN Dept of Revenue	USD	\$ 1,500.97	Payroll/Benefits
4119	8141	AB		WX	5/31/2020	1889	MN Dept of Revenue	USD	\$ 1,681.22	Payroll/Benefits
4119	8142	AB		WX	5/31/2020	1906	MN Child Support Center	USD	\$ 618.65	Payroll/Benefits
4119	8143	AB		WX	5/31/2020	1906	MN Child Support Center	USD	\$ 550.61	Payroll/Benefits
4119	8144	AB		WX	5/31/2020	1906	MN Child Support Center	USD	\$ 494.64	Payroll/Benefits
4119	8145	AB		WX	5/31/2020	1908	Graduation Source	USD	\$ 201.95	Instructional S&E
4119	8146	AB		WX	5/31/2020	1886	TRA	USD	\$ 4,395.48	Payroll/Benefits
4119	8118	AB	6479	CH	5/8/2020	1849	Comcast Business	USD	\$ 164.76	Admin Purchased Services
4119	8119	AB	6480	CH	5/8/2020	1907	TeacherCentricity, LLC	USD	\$ 1,181.15	Admin Purchased Services
4119	8120	AB	6481	CH	5/21/2020	1015	DESIGNS FOR LEARNING	USD	\$ 21.25	Admin Purchased Services
4119	8122	AB	6482	CH	5/21/2020	1641	Dick's Sanitation	USD	\$ 64.02	Utilities
4119	8121	AB	6483	CH	5/21/2020	1493	Premium Water Inc	USD	\$ 29.50	Admin Purchased Services
Total:									\$ 98,520.48	

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
1657	4119	AB	CR052C													
05.06.20	SPED Tuition		1832	Credit	A	05/06/20		Wire	1	C1	Misc					
						4119	B 01 121 000				FY18/19 SPED Tuition Billing				4,416.74	0.00
														Receipt Total:	\$4,416.74	\$0.00
														Deposit Total:	\$4,416.74	\$0.00
1658	4119	AB	CR052C													
05.07.20	SERVS Draw		1833	Credit	A	05/07/20		Wire	1	C1	Misc					
						4119	R 01 005 000	433 400 011			FY20 FIN 433 CRS 011				4,813.75	0.00
						4119	R 01 005 000	401 400 000			FY20 FIN 401 CRS 000				10,468.04	0.00
						4119	R 01 005 000	414 400 000			FY20 FIN 414 CRS 000				2,180.65	0.00
						4119	R 01 005 000	414 400 011			FY20 FIN 414 CRS 011				297.74	0.00
														Receipt Total:	\$17,760.18	\$0.00
														Deposit Total:	\$17,760.18	\$0.00
1659	4119	AB	CR052C													
05.15.20	IDEAS Payment		1834	Credit	A	05/15/20		Wire	1	C1	Misc					
						4119	R 01 005 000	000 211 000			FY20 General Education Aid				57,780.96	0.00
						4119	R 01 005 000	740 360 000			FY20 State Special Ed Aid				4,192.44	0.00
														Receipt Total:	\$61,973.40	\$0.00
														Deposit Total:	\$61,973.40	\$0.00
1660	4119	AB	CR052C													
05.20.20	Amazon Smile Donation		1835	Credit	A	05/20/20		Wire	1	C1	Misc					
						4119	R 01 005 000	000 096 000			Amazon Smile Donation				6.17	0.00
														Receipt Total:	\$6.17	\$0.00
														Deposit Total:	\$6.17	\$0.00
1661	4119	AB	CR052C													
05.29.20	IDEAS Payment		1836	Credit	A	05/29/20		Wire	1	C1	Misc					
						4119	R 01 005 000	348 300 000			FY20 Charter School Lease /				8,492.25	0.00
						4119	R 01 005 000	740 360 000			FY20 State Special Ed Aid				53,616.49	0.00
														Receipt Total:	\$62,108.74	\$0.00
														Deposit Total:	\$62,108.74	\$0.00
														Report Total:	\$146,265.23	\$0.00

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 Eleven Months Ended May 31st, 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 May 19th, 2020, 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.

Ex Officio Report
June 2020 Board Meeting (Highlights and To Do)

date

Ex Officio: Julie

TPS Member Present: Heather

Ex Officio Report:

School Events:

- Past- Open House from May
 - 4 families attended via zoom
 - 2 requested enrollment packets
- Jun 4- Graduation was a success
 - 22 Students graduated
 - 2 walked early and will finish a few credits in the fall
 - 23 came to celebration
 - Donations
 - T-shirts for grads
 - Bags for grads
 - Treats for grads
 - CKC \$100 gift cards for grads

Committee Updates:

TPS:

- Distance Learning Plan Reflection Tool w/ ACNW-
 - we have already been doing what they advise (Reflect, Review, Stake holders, Action steps)
 - Need to determine how to show ACNW
- TPS continue to meet at various dates throughout the summer to reflect and plan for next year
 - Conversations around values- racism and social awareness- we want to incorporate this as a part of who we are, not just a conversation we have
- Contingency plans for possible distance learning in the fall
 - Option A- IN ORDER TO MEET ">10 STUDENTS IN BUILDING" REQUIREMENT: Students come into school on a schedule 10 at a time. 10 students in the morning and 10 in the afternoon. 10 students at a time have access to teachers. Teachers check in with students and review content for the week. Teachers don't need to have ALL content posted at the beginning of the week. They will update as the week progresses (add assignments/lectures/resources/etc.). In-person meetings will consist of important things that teachers want to make sure students have access to. Students can follow along on google classroom as they do now.
 - "ABABF schedule"
 - Students should be split according to caseload and potentially behavior groupings

- Could also split into groups based on MCA/NWEA scores to create more focused and differentiated instruction
 - One para and one teacher per classroom with 8 students
 - Not necessarily feasible for students to stay in one room all day, but they should stay in their “pod” and travel to their other classes together....would only work if schedules aligned based on the classes they needed
 - 48 students would be in the building at one time
- In General:
 - Teachers will:
 - Record lectures
 - Update content from classes daily in Google Classroom
 - Make plans for students

Nutrition:

- Moving forward with vending services
 - Plan to pay for free and reduced using vending vouchers
- Discontinuing with federal refund program
- Discontinuing with CKC (Catering)
- Discontinuing with Primero Edge (Pin number tracking)

Marketing:

- Task Force to create Logo and further develop our brand
- Our website reviews have increased dramatically over the spring
 - Thanks to requesting and adding reviews

Enrollment:

- Enrollment #: 82
 - In spring: 99
 - Graduated: -22
 - Plan to Return: 77
 - New for Fall: 5

Curriculum:

- June 11- Grades completed and report cards sent
- Data: Will not alter distance learning grades as they very closely resemble our normal trend

Sped:

- Hired 2 new paras
 - 1 is leaving to complete student teaching
- Hiring new nursing services
 - Old company closed due to covid circumstances

Assignments from Board Mtg:

512 - Student Educational Data Policy

Academic Arts High School

Original Creation Date: May 2020

Last Approved By: Academic Arts High School Board of Directors

Last Approved Date:

Year Reviewed: 2019-2020

PURPOSE

The purpose of this policy is to define education data, to identify various protections afforded to such data, and to establish procedures required by state and federal law.

POLICY STATEMENT

It is the policy of Academic Arts High School to fully comply with state and federal laws regarding the classification, maintenance and use of education data. Education data is governed by state law, Minn. Stat. §13.32. Education data is also governed by federal law, the Family Educational Rights and Privacy Act (FERPA) and its regulations in 34 CFR, Part 99.

DEFINITIONS AND GENERAL PROVISIONS

- A. Education Data. "Education data" means data on students maintained by the school, or by a person acting for the school, which relates to a student.

- B. Eligible Student. "Eligible Student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.
- C. Private Education Data. Unless there is a specific exception providing otherwise, education data is generally classified as "private" under state and federal law. With certain exceptions, (e.g., directory information, health and safety emergencies), education data may only be accessed by the student who is the subject of the data or the student's parent when appropriate and school officials with a legitimate educational interest as determined by the educational agency in accordance with applicable law.
- D. School Official. "School officials" who have access to student education records are those individuals at Academic Arts High School who need to know the contents of a student's education record in order to provide education services to the student. School officials will be allowed access to private education data without the consent of the parent or student if they have a legitimate "need to know".
- E. Directory Information. "Directory information" means education data that is available to anyone in the public. Academic Arts High School will notify parents each year which education data is designated as "directory information." Parents have the right to opt-out of including any of their students' data as directory information.
- F. Parent. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. Academic Arts High School school officials may presume the parent has the authority to exercise the rights provided herein unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.
- G. Responsible Authority. "Responsible Authority" means the person (Superintendent, Executive Director, or Designee) appointed by the Academic Arts High School Board who is ultimately responsible for the collection, use, and dissemination of all Academic Arts High School's data, and for all of the school's data practices decisions. The Responsible Authority must ensure compliance with all of the requirements, duties, and obligations of the Minnesota Government Data Practices Act and accompanying rules.

STATEMENT OF RIGHTS

- A. Rights of Parents and Students. Parents and students have the following rights under this policy:
1. The right to inspect and review the student's education records;
 2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law;
 4. The right to refuse the release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the federal law and the regulations promulgated thereunder;
 6. The right to be informed about rights under the federal law; and
 7. The right to obtain a copy of this policy.
- B. Transfer of Rights to Students Over Eighteen (18). All rights and protections given parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. However, the parents of a student who is also a "dependent student" for federal tax purposes are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of applicable federal regulations.
- C. Right to Inspect and Review Educational Records Procedure
1. Authority to Inspect and Request Procedures
 - a. It is presumed that either parent of the student has authority to inspect or review the educational records of the student unless otherwise stated by law or Academic Arts High School has received evidence of a relevant legally

binding instrument or court order providing to the contrary.

- b. A request to inspect or review an educational record under Section IV(A)(1) of this policy shall meet all of the following requirements: (i) be written; (ii) identify the record or records as precisely as possible (iii) be signed and dated by the requestor; (vi) provide contact information for the requestor.
 - c. The Responsible Authority shall comply with the request for access to education records of the student within a reasonable time after receiving the request not exceeding ten (10) business days.
2. Records containing information on Multiple Students
 - a. If the educational records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about the particular student.
 3. Fees for Copies of Records
 - a. Academic Arts High School shall charge a reasonable fee for providing copies unless the fee effectively prevents a parent or eligible student from exercising their rights or the fee is part of the search for and/or the retrieval of the educational record. The amount of the fee shall be based on the following factors:
 - a. Costs of materials to provide copies;
 - b. Costs of labor to prepare copies
 - c. Any standard copying charges established by Minnesota Law.
 - d. Any special costs are necessary to produce copies from machine-based record-keeping systems including but not limited to computers, but excluding charges for separating public from private data.
 - e. Mailing costs.

D. Right to Amend Educational Record Procedure

1. Amendment Request and Response
 - a. A request to amend an educational record under Section IV(A)(2) of this policy shall meet all of the following requirements: (i) be written; (ii) identify the information

believed to be inaccurate, misleading, or in violation the privacy or other rights of the student (iii) state the reason for this belief; (iv) specify the correction desired for the record by the Responsible Authority; (v) be signed and dated by the requestor; (vi) provide contact information for the requestor.

- b. The Responsible Authority shall decide whether to amend the education records of the student in accordance with the request within a reasonable time after receiving the request.
- c. If the Responsible Authority decides to refuse the request to amend the educational records of the student, it shall inform the Parent or Eligible Student of the refusal and advice the Parent or Eligible Student of the right to request a hearing.

2. Hearing Request & Results

- a. If the Responsible Authority refuses to amend the educational record, Academic Arts High School shall, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- b. If, as a result of the hearing, the Academic Arts High School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing
- c. If, as a result of the hearing, Academic Arts High School decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the school or both. This statement shall be maintained along with the contested part of the record for the life of the educational record, and disclosed whenever the related portion of the record is disclosed.

3. Hearing Conduct

- a. This hearing will be held within a reasonable time after Academic Arts High School receives the request, and the parent or eligible student will be given the date, time, and place of the hearing by the school reasonably in advance of the hearing.
- b. The hearing may be conducted by any individual including an official of Academic Arts High School who does not have a direct interest in the outcome of the hearing.
- c. The parent or eligible student will have a full and fair opportunity to present evidence relevant to the issues raised in the request for a hearing, and may, at their own expense, be assisted or represented by one or more individuals of their choosing including an attorney
- d. Academic Arts High School will make its decision in writing within a reasonable time after the hearing. The decision must be based solely upon the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

WHEN PRIOR INFORMED CONSENT TO RELEASE EDUCATION RECORDS IS NOT REQUIRED

- A. In certain circumstances, Academic Arts High School may release information from the education records of a student without the prior informed consent of the parent of the student if the disclosure is consistent with state and federal laws governing such release. These circumstances include:
 1. Pursuant to a valid subpoena or court order. However, Academic Arts High School must make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action unless the disclosure is in compliance with:
 - a. Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

- b. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - c. An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
- 2. Pursuant to a statute specifically authorizing access to the private data;
- 3. The disclosure is to other school officials, including teachers, if the officials are determined to have legitimate educational interests.
- 4. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- 5. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
- 6. To appropriate school officials to the extent necessary to indicate the extent and content of remedial instruction, including the results of assessment testing and academic performance at a postsecondary institution during the previous academic year by a student who graduated from a Minnesota school district within two years before receiving the remedial instruction;
- 7. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
- 8. To the Commissioner of Education for purposes of an assessment or investigation of a report of alleged maltreatment of a student. Upon request by the Commissioner data that are relevant to a

report of maltreatment and are from the school's investigations of alleged maltreatment of a student must be disclosed to the commissioner, including, but not limited to, the following:

- a. Information regarding the student alleged to have been maltreated;
 - b. Information regarding student and employee witnesses;
 - c. Information regarding the alleged perpetrator; and
 - d. The corrective or protective action was taken, if any, by the school facility in response to a report of maltreatment by an employee or agent of the school or school district.
9. The disclosure is information that Academic Arts High School has designated as "directory information".

HEALTH AND SAFETY EMERGENCIES

Academic Arts High School may disclose personally identifiable information from an education record to appropriate parties, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, Academic Arts High School may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If Academic Arts High School determines that there is an articulable and significant threat to the health or safety of a student or other individuals, the school may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RECEIPT OF RECORDS REGARDING JUVENILE ADJUDICATIONS; SHARING INFORMATION

- A. "Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.
- B. Access by Juvenile Justice System.
 1. Request. Authorities in the juvenile justice system may request data if such data concerns the juvenile justice system and the ability of the system to effectively serve, prior to adjudication, the

student whose records are released. The authorities to whom the data are released must first submit a written request for the data that certifies that the data will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student and the request and a record of the release are maintained in the student's file. All requests must also include an explanation of why access to the data is necessary to serve the student.

2. After a written request under B.1 has been made, Academic Arts High School must disclose the following education data to the juvenile justice system: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
3. After a request under B.1 has been made, the school may also disclose the existence of the following data about a student:
 - Use of a controlled substance, alcohol, or tobacco;
 - Assaultive or threatening conduct that could result in dismissal from school;
 - Possession or use of weapons or look-alike weapons;
 - Theft; or
 - Vandalism or other damage to property.
 - However, the school may not disclose the actual data or other information contained in the student's education record and the school must notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the school within ten days of receiving the certified notice that the parent or guardian objects to the disclosure, the school must not disclose the information. The school must inform the requesting member of the juvenile justice system of the objection. The school must respond to a data request within 14 days if no objection is received from the parent or guardian.
4. Notice to Parents. If Academic Arts High School receives a request to disclose information about a student to the juvenile justice system the school shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of

the request to disclose information before disclosing the information. If the student's parent or guardian notifies the school within ten days of receiving the certified notice that the parent or guardian objects to the disclosure, the school must not disclose the information. The school must inform the requesting member of the juvenile justice system of the objection.

C. Receipt of Records from Juvenile Justice System

1. Disposition Orders.

- Filing. On receipt of a disposition order for a student, the [Chief administrative officer] must transfer the order to the school principal who must place the order in the student's educational record.
- Notification. The principal must immediately notify any counselor directly supervising the student, and any other teacher or administrator who directly supervises the student with a legitimate educational purpose. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student with a legitimate educational purpose.
- A person with a legitimate educational purpose under this part is a person whom the principal believes needs the data to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.
- Notification contents. The notice given by the principal when receiving a disposition order under this part must: (i) identify the student; (ii) outline the offense; and (iii) describe any conditions of probation requiring the school to provide information.
- Destruction. The disposition order must be destroyed from the educational record when the student graduates or at the end of the school year when the student reaches age 23, whichever is earlier.
- Private data. The order for disposition is considered private educational data and may only be disseminated to those with a legitimate educational interest, the student, and the student's parents or otherwise required by law.

2. Probable Cause Notice.

- Filing. If a required probable cause notice for a student is given to the school, the school must then place the notice in the student's educational record.
 - Notification. The principal must immediately notify any teacher, counselor, or administrator who directly supervising the student who has a legitimate educational purpose. The principal may notify other district employees, substitutes, and volunteers who are in direct contact with the student who has a legitimate educational purpose.
 - Notification contents. The notice given by the principal when receiving a disposition order under this part must: (i) identify the student; and (ii) describe the alleged offense.
 - Destruction. The notice must be destroyed after one year if the school does not receive an adjudicated order for disposition related to the probable cause notice.
 - Private data. The data received under this part is considered private educational data and may only be disseminated to those with a legitimate educational interest, the student, and the student's parents or otherwise required by law.
3. Legitimate Educational Interest
- For the purposes of this part only, a person with a legitimate educational purpose is a person whom the principal believes needs the data to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.

DESIGNATION OF DIRECTORY INFORMATION AND RELEASE TO OUTSIDE ORGANIZATIONS

- A. Academic Arts High School has designated the following information as directory information:
1. Student's Name;
 2. Dates of Attendance;
 3. Degrees and Awards received;
 4. Most recent Educational Agency or Institution attended;

5. Participation in officially recognized activities and sports; and
 6. Weight and height of members of athletic teams
- B. Directory information may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
- C. If a parent does not want Academic Arts High School to disclose directory information from a child's education records without prior written consent, parents must notify the school by October 1st. To make this request, the parent should call (763) 712-4200.

RELEASE OF INFORMATION TO MILITARY RECRUITERS

- A. Academic Arts High School shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request. Academic Arts High School shall give parents and students notice of the right to refuse the release of this data to military recruiting officers. Notice may be given by any means reasonably likely to inform the parents and students of the right.
- B. Limits on Use of Information. Data released to military recruiting officers:
1. May be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 2. Shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

WHEN PARENTS MAY BE DENIED ACCESS TO EDUCATION RECORDS

- A. Minor's Requests for Denial of Access. In order to deny parental access to education data regarding a minor student, that student must request that Academic Arts High School deny such access in writing, must set forth the reasons for denying access to the parent and must

sign the request. Upon receipt of such request, the school will determine if honoring the request to deny the parent access would be in the best interest of the minor student. In making this determination, the school will consider the following factors:

1. Whether the minor student is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 2. Whether the personal situation of the minor student is such that denying parental access may protect the student from physical or emotional harm;
 3. Whether there are grounds for believing that the minor student's reasons for precluding parental access are reasonably accurate;
 4. Whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 5. Whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.
- B. Reports under the Maltreatment of Minors Reporting Act. Pursuant to Minn. Stat. §626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school.
- C. Conditions Related to the Release of Investigative Data. Data collected by the school as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as "confidential data" and shall not be provided to individuals not associated with the investigation. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school students, school employees, and/or attorney data as defined in Minn. Stat. §13.393.
1. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

- D. Release of Information Related to Chemical Abuse. To the extent that the school maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

- A. Responsible Authority. The responsible authority shall be responsible for the maintenance and security of student records.
- B. Record Security. The principal of Academic Arts High School shall be the records manager of the school and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.
- C. Plan for Securing Student Records. The principal shall submit to the responsible authority a written plan for securing students records annually each school year. The written plan shall contain the following information:
1. A description of records maintained;
 2. Titles and addresses of person(s) responsible for the security of student records;
 3. Location of student records, by category, in the buildings;
 4. Means of securing student records; and
 5. Procedures for access and disclosure.
- D. Review of Written Plan for Securing Student Records. The responsible authority shall review the plans submitted pursuant to paragraph "C" above for compliance with the law, this policy and the various administrative policies of the school. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall become a part of this policy.
- E. Record Keeping. The Responsible Authority shall, for each request for and each disclosure of personally identifiable information from the

education records of a student, maintain a record with the education records of the student which indicates:

1. The parties who have requested or received personally identifiable information from the education records of the student;
 2. The legitimate interests these parties had in requesting or obtaining the information; and
 3. The names of the state and local educational authorities and federal officials and agencies who may make further disclosures of personally identifiable information from the student's education records without consent.
- F. In the event that Academic Arts High School discloses personally identifiable information from an education record of a student pursuant to this policy, the record of disclosure required under this section shall also include:
1. The names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 2. The legitimate interests of this policy which each of the additional parties has in requesting or obtaining the information; and
 3. A copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in accordance with 34 C.F.R. §99.32 and to whom the school disclosed information from an education record.
- G. The school shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

Legal References:

Minn. Stat. §13.02 (Definitions)

Minn. Stat. §13.05 (Duties of Responsible Authority)

Minn. Stat. §13.32 (Educational Data)

Minn. Stat. §121A.75 (Receipt of Records; Sharing)

Minn. Stat. §260B.171 (Disposition Order & Peace Officer Records - Child)

20 U.S.C. 1232g(b)(1)(l) and (h) (Family Educational and Privacy Rights)

34 C.F.R. Part 99 (Family Education Rights and Privacy Act)

Minn. R. 1205.0500 (Access to Private Data on Minors)

513 – Protection and Privacy of Pupil Records

Academic Arts High School

Original Creation Date: May 2020

Last Approved By: Academic Arts High School Board of Directors

Last Approved Date:

Year Reviewed: 2019-2020

BACKGROUND

Academic Arts High School recognizes its responsibility regarding the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The following policy is adopted according to the requirements of 20 U.S.C. § 1232g, et seq. (Family Educational Rights and Privacy Act), 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and Minn. Rules, Parts 1205.0100 to 1205.2000.

DEFINITIONS

1. **Directory Information:** “Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s).

Directory information does not include:

- a. A student's social security number;
- b. A student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factors is known or possessed only by the authorized user;
- c. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. Personally identifiable data which references religion, race, color, social position, or nationality; or
- e. Data collected from nonpublic school students, other than those who receive shared time educational services, unless the student's parent or guardian gives written consent.

2. **Education Records:**

- a. **What constitutes "education records."** Education records mean those records which: (1) are directly related to a student; and (2) are maintained by the charter school or by a party acting for the charter school.
- b. **What does not constitute an education record.** The term, "education records," does not include:

i. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
- (2) are not accessible or revealed to any other individual except a substitute teacher; and
- (3) are destroyed at the end of the school year.

ii. Records of a law enforcement unit of the charter school, provided education records maintained by the charter school are not disclosed to the unit, and the law enforcement records are:

- (1) maintained separately from education records;
- (2) maintained solely for law enforcement purposes; and
- (3) disclosed only to law enforcement officials of the same jurisdiction.

iii. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

iv. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

v. Records that only contain information about an individual after they are no longer a student at the school district and that are not directly related to the individual's attendance as a student.

3. **Eligible Student:** All rights and protections given parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

4. **Legitimate Educational Interest:** "Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, the discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to: (a) perform an administrative task required in the school or the employee's contract or job description approved by the Board, (b) perform an instructional or supervisory task directly related to a student's education, (c) perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid; or (d) perform a task directly related to responding to a request for data.

5. **Parent:** "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The charter school may presume the parent has the authority to exercise the rights provided herein unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

6. **Personally Identifiable:** "Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct

identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

7. **Responsible Authority:** Means the Executive Director or his or her designee.

8. **Student:** "Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

9. **School Official:** "School official" includes: (a) a person duly elected to the Board; (b) a person employed by the board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the Board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the Board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor. "School official" also includes a police liaison officer when the individual is performing duties as a police liaison officer.

10. **Summary Data:** Means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

11. **Data Practices Compliance Official:** Means the Executive Director or his or her designee. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

12. **General:** State laws provide that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public, private or confidential. State law classifies all educational

data on students other than directory information maintained by a school district as private data. These data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The charter school shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

- a. a specification of the records to be disclosed;
- b. the purpose or purposes of the disclosure;
- c. the party or class of parties to whom the disclosure may be made;
- d. the consequences of giving informed consent; and
- e. if appropriate, the termination date for the consent.

3. When a disclosure is made under this subdivision:

- a. if the parent or eligible student so requests, the charter school shall provide them with a copy of the records disclosed; and
- b. if the parent of a student who is not an eligible student so requests, the charter school shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

- a. identifies and authenticates a particular person as the source of the electronic consent; and
- b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

a. in plain language;

b. dated;

c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

d. specific as to the nature of the information the subject is authorizing to be disclosed;

e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district or charter school that are subject to third-party reimbursement.

B. Prior Consent for Disclosure Not Required

The charter school may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein if the disclosure is:

1. To other school officials, including teachers, within the charter school whom the charter school determines to have a legitimate educational interest in such records.

2. To a contractor, consultant, volunteer, or other parties to whom the charter school has outsourced institutional services or functions provided that the outside party:

a. performs an institutional service or function for which the charter school would otherwise use employees;

b. is under the direct control of the charter school with respect to the use and maintenance of education records, and

c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which a student possessed or used a dangerous weapon, and with proper annual notice, suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act. The records also shall include a copy of any probable cause notice or any disposition or a court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the charter school will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with of this policy.

4. To authorized state and federal officials as provided in federal and/or state statute.

5. In connection with financial aid for which a student has applied or received, if the information is necessary for such purposes as to:

a. determine eligibility for the aid;

b. determine the amount of the aid;

c. determine conditions for the aid; or

d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in a tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To accrediting organizations to carry out their accrediting functions.
7. To organizations conducting studies for educational purposes provided that the studies are conducted in a manner which will not permit the personal identification of students or parents by individuals other than official representatives of the organizations making the studies.
8. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes.
9. To comply with a judicial order or lawfully issued subpoena provided that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding.
10. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In deciding whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students.
11. To military recruiting officers and post-secondary educational institutions in accordance with applicable federal and state law.

12. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

13. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the charter school for students or former students.

14. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

a. The following information about a student must be disclosed: the student's full name, home address, phone number, date of birth, school schedule, attendance record, photographs, if any, and parents' names, home addresses and phone numbers; and

b. The existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Before releasing this information, the program director or executive director of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

c. The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

15. To the principal where the student attends, and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The program director must notify the counselor immediately and must place the disposition order in the student's permanent education record. The program director also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the program director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The program director may also notify other charter school employees, substitutes, and volunteers who are in direct contact with the student if the program director determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the program director must identify the student, outlining the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. The disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

16. To the program director where the student attends if it is information from a peace officer's record of children received by the executive director under Minn. Stat. § 260B.171, Subd. 5. The program director must place the information in the student's education record. The program director also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the program director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The program director may also notify other charter school employees, substitutes, and volunteers who are in direct contact with the student if the program director determines that these individuals need the information to work with the student in an appropriate manner, to avoid

being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the program director must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law. The program director must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

17. To school staff, notification of students with a history of violent behavior, under state law.

Certain records such as those containing child welfare reports pertaining to abused or battered children shall not be made available to parents. Reports made by the charter school under Minn. Stat. § 626.556 shall be accessible only to appropriate welfare and law enforcement agencies. The subject individual may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department as permitted by state law.

The charter school may deny access to parents to their student's education records upon written request of the student if it determines denying parental access would be in the best interests of the student, considering the factors stated in state and federal laws.

Students shall not be entitled to access to private data concerning financial records and statements of the student's parents.

PROCEDURE FOR OBTAINING NON DISCLOSURE OF DIRECTORY INFORMATION

Within thirty (30) days after annual public notice regarding directory information has been provided, the parent's or eligible student's written notice requesting nondisclosure of directory information shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by the student;
4. Parent's legal relationship to the student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

PROCEDURE FOR REFUSING RELEASE OF DATA TO MILITARY RECRUITMENT OFFICERS

To refuse the release of information to military recruiting officers, a parent or eligible student must notify the responsible authority, the appropriate program director, in writing, by October 1 of each school year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by the student;
5. Parent's legal relationship to the student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiters; and
7. Specific category or categories of information which are not to be released to the public, including military recruiters.

A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the school district's release of directory information to the rest of the public, including military recruiting officers. To make any directory information about a student private, the procedures in section 1 of these rules also must be followed. Accordingly, to

the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers.

Data released to military recruitment officers may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military, and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

WRITTEN CONSENT

The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided in charter school policy, or state or federal law. The written consent required by state and federal law must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

1. a specification of the records to be disclosed;
2. the purpose(s) of the disclosure;
3. the party or class of parties to whom the disclosure may be made;
4. The consequences of giving informed consent; and
5. if appropriate, the termination date for the consent.

REDISCLASURE

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the proper written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable

information under this section may use the information, but only for the purposes for which the disclosure was made.

REVIEW OF STORED DATA

The school district shall permit the parent of a student who is or has been in attendance in the school district to inspect and review the education records of the student. The school district shall comply with such a request immediately, if possible, or within ten working days of the date, the request is received, exclusive of Saturdays, Sundays and holidays.

1. The right to responses from school district officials to reasonable requests for explanations and interpretations of the records.
2. The right to obtain copies of the records from the school district where the failure of the school district to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.

The right to inspect and review education records under the preceding paragraph includes:

Parents or eligible students wishing to inspect educational records shall submit to the school district a written request which identifies as precisely as possible the record or records to be inspected.

The school district may presume that either parent of the student has authority to inspect and review the education records of the student unless the school district has been provided with evidence that there is a legally binding instrument, state law or court order governing such matters as divorce, separation or custody, which provides the contrary.

A record of review of education records pursuant to this section shall be recorded on a form attached to the student's file.

The parent or eligible student shall bear the cost of providing copies of records. The responsible authority may waive this fee in whole or in part if they determine that failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review those records. The school district reserves the right to make a charge for copies such as

transcripts it forwards to potential employers or post-secondary educational institutions for employment or admissions purposes.

REQUEST TO AMEND RECORDS: PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records: The parent or guardian of a student or an eligible student who believes that information contained in the education records is inaccurate, incomplete, misleading or violates the rights of a student may request that the charter school amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the charter school to make. The request shall be signed and dated by the requestor
2. The charter school shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the charter school decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing: If the charter school refuses to amend the education records of a student, the charter school, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the charter school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the charter school decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the school district or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

a. be maintained by the charter school as part of the education records of the student so long as the school district maintains the record or contested portion thereof; and

b. if the charter school discloses the education records of the student or the contested portion thereof to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing:

1. The hearing shall be held within a reasonable period of time after the charter school has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the charter school who does not have a direct interest in the outcome of the hearing. The board attorney shall be in attendance to present the board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The charter school shall decide writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed by the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

RECORD SECURITY

A. **Responsible Authority:** The responsible authority shall be responsible for the maintenance and security of student records.

1. Each program director, subject to the supervision and control of the executive director, shall be the record manager for his or her school program and shall have the responsibility for maintaining and securing the privacy of student records according to charter school policy.

B. **Plan for Securing Student Records:** Each program director shall submit to the executive director a written plan for securing student records. The plan shall include:

1. A description of the records maintained.
2. Titles and addresses of a specific person(s) responsible for the security of student records.
3. Location of student records, by category, in the building(s)
4. Means of securing student records.
5. Procedures for access and disclosure.

The Executive Director shall examine all plans and certify in writing that they comply with the law and with this policy. Any proposed changes in plans are subject to approval by the Executive Director.

C. **Record Keeping:** Each program director shall maintain a record of each request for personally identifiable information from the education records of a student. The record shall indicate:

1. The parties who have requested or received personally identifiable information from the education records of the student.
2. the legitimate interests these parties had in requesting or obtaining the information; and
3. the names of the state and local educational authorities and federal officials and agencies listed in this policy that may make further disclosures of

personally identifiable information from the student's education records without consent

The above does not apply to requests by or disclosures to a parent or student, with the written permission of a parent or eligible student, disclosures to appropriate school officials, or disclosures of directory information.

The record of requests and disclosures may be inspected by:

1. The parent of the student or the eligible student.
2. The school official or his or her assistant who is responsible for the custody of the records.
3. Persons authorized by law to audit the charter school's record-keeping procedures.

RIGHTS OF PARENTS AND STUDENTS

Statement of Rights: Parents and eligible students have the following rights under this policy:

1. To inspect and review the student's education records;
2. To consent to disclosures of personally identifiable information contained in the student's education records, except where consent is not required for disclosure;
3. To request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4. To refuse the release of the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. To file a complaint with the U.S. Department of Education for alleged violations of federal law;
6. To be informed about rights under the federal law; and
7. To obtain a copy of this policy at the office of the executive director.

All rights of parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. However, the parents of an eligible student, who is also a

dependent student, retain the right to gain access to the student's education records without first obtaining the student's consent.

The charter school shall respond to any request of a student, an eligible student, or the parent of an eligible student who is also a dependent student to inspect and review education records immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

Annual Notification of Rights: The charter school shall give parents of students in attendance and eligible students in currently in attendance annual notice in a manner reasonably likely to inform the parents and eligible students of their rights to inspect and review the student's education records and the procedure for inspecting and reviewing education records, and the right to seek amendment of the student's education records to ensure the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records.

Complaints about Non-Compliance: Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education. 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. A complaint filed under this section must contain specific allegations of fact giving reasonable cause to believe that a violation of federal law or rule has occurred.

Legal Reference:

Minn. Stat. § 13.32 Minnesota Government Data Practices Act

Minn. Stat. § 124E.03, subd. 5(a)(charter schools must comply with the Minnesota Government Data Practices Act)

20 U.S.C. § 1232g Family Educational Rights and Privacy Act

34 CFR Part 99 Code of Federal Regulations under FERPA

Rationale: *The purpose of this policy is to establish a well-defined system of maintaining and processing student records in conformity with state and federal rules and laws governing data privacy.*

AAHS Values & Beliefs Regarding Institutional & Systemic Racism

AAHS Values/Beliefs *(these need to be edited, discussed, revised, and made official policies if we are to articulate them to our community)*

- American systems and institutions were built by and for white males (white males were only group occupying positions of power for first centuries of America's history)
- Thus, American systems and institutions are historically and systematically racist
- The experience for people of color in America is inherently different and worse than it is for white people. This is unjust.
- White privilege inhibits the ability of white citizens to see racism and its effects on people of color and American society as a whole. Understanding of and honest reflection on racist systems and institutions in America's history that persist today are required in order to address racial inequities and injustice.
- It is a moral, ethical, and civic imperative for AAHS to work toward correcting this state of our society by preparing students with a dynamic, robust, and adaptive worldview that accounts for all relevant variables.
- Staff will seek and participate in continual professional development opportunities from outside the AAHS community to

How do we provide deep context? - Case studies of historical events/people/policies/movements (running list)

- Lynchings/Killings:
 - Jesse Washington - Waco, Texas, 1910
 - Emmitt Till - Mississippi - 1955
 - Eric Garner - 2014
 - Michael Brown - 2014
 - Philando Castile - 2016
- Detroit 1960s
- Watts riots 1960s
- Bronx 1970s
- Angela Davis / Black Panther Party 1960s-1970s
- Rodney King / LA riots 1992
- Ferguson 2014
- Charlottesville 2017
- Minneapolis 2020

PD Opportunites:

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.	M	M	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.	N/A?	N/A	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.	M	M	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.	M	E	<p>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.</p> <p>Board Feedback: The committee has shown great improvement in this area. The team has been agile when working with the data it has and continues to try new and creative ways to meet the needs of students.</p>
The committee plans and executes curriculum that is both appropriate and challenging for the student population.	M	E	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.

			Board Feedback: The team has shown great improvement in this area. The team identified gaps and changed practices to continue to improve on those gaps and grow continually. The team changed course when improvement was possible.
The Special Education Committee develops and implements appropriate IEPs for specifically identified students.	E	E	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. Board Feedback: SpEd team added additional teacher to better meet student needs
There are clear protocols to handle behavior incidents that the staff understands and follows.	M	E	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. Board Feedback: Team has been agile in developing robust tools (e.g. code of conduct violations protocols) that meet needs of students and the school. The team continues to assess practices and adapt them if needed.
STRATEGIC GOAL: "Develop and archive a 3-year rigorous, standards-based curriculum for all subject areas."	M	M	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.
FINANCIAL	TPS	Board	Comments with Specific Examples
The annual financial audit from the previous fiscal year found no significant deficiencies.	M	M	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.	NI	NI	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. Board Request: Propose action steps for PIP
The committee develops and implements creative methods to maintain or boost enrollment.	M	M	The TPS committee has developed and implemented many new methods to maintain and boost enrollment <ul style="list-style-type: none"> ● Transitions program ● Open house nights

			<ul style="list-style-type: none"> • Parent Involvement Committee • Consistent social media presence • Establishment of marketing committee <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.	M	M	<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"> • \$300 Donors Choose • \$100 outside donors • \$200 paper drive • \$250 trip to Walker • \$250 trip to MIA • Pursued restaurant fundraiser • MN Zoo grant <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.	NI	NI	<p>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.</p> <p>Board Feedback: This measure will continue to be “NI” until budget is on track. FY21 budget is a good action step.</p>
The annual budget is developed and submitted on time with oversight of the board of directors and the entire TPS committee.	M	M	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.	M	M	<p>Finance committee has improved oversight of finances:</p> <ul style="list-style-type: none"> • Switched to CLA for financial • Continual budget revision throughout year • Weekly meetings w/ business manager • Quick/thorough payment of invoices
The committee regularly monitors contracted services to ensure that the costs are at or under budget and investigates all alternative solutions.	E	E	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.	M	M	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.	M	NI or N/A?	<p>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.</p> <p>Board Questions: Can we verify CLICS submissions were timely and complete? Board would like a reminder on what was not compliant about the lunch program this year.</p> <p>Board Feedback: this goal is not measuring the right thing. Board wants to know if lunch program is running effectively and compliant. We know it wasn't. What should we be expecting?</p> <p><u>TPS Response:</u></p>
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"	M	M	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.
ORGANIZATIONAL	TPS	Board	Comments with Specific Examples
At least 90% of the staff from the previous school year remained employed at the school this year.	M	M	<p>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.</p> <p>Board Feedback: this goal is not measuring the right thing. Potential change could be "90% of staff that have been offered a position accept it"</p>

Replacing staff members is initiated quickly and positions are filled by quality candidates with oversight from the entire committee.	E	E	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.	M	M	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.	M	M	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.	M	E	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. <i>Board Feedback: Personnel committee has also collected 2 days worth of "emergency" curriculum from each teacher for unexpected absences. TPS should include this in next year's evaluation.</i>
School policies are reviewed regularly, understood, and enforced without favoritism or partisanship.	M	M	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.	M	M	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.	M	M	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.	M	M	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 "	M	E	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"> • Meets daily • Prepares TPS agenda items

			<ul style="list-style-type: none"> Makes a final call on decisions for which TPS are not able to complete in allotted meeting time. <p>Power committees Continued use of and reference to RACI chart</p> <p>Board Feedback: Effectiveness and efficiency is very apparent. Everyone knows exactly what is going. There are no excuses and mistakes are acknowledged and addressed effectively.</p>
COMMUNICATION	TPS	Board	Comments with Specific Examples
Staff and committee meetings are well planned, focused, and individuals effectively follow up on outstanding tasks.	M	M	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.	M	M	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.	E	E	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.	NI	NI	~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.

			Board Feedback: Board appreciates plan for improvement for next year. This plan will be part of the PIP
Teachers communicate with family members using professional language and appropriate methods.	M		<p>Parentsquare for the 19-20 school year. Staff collaborate to create posts. Social media has been used to consistently communicate with families.</p> <p>Board Feedback: These methods are great. Does the TPS committee have any insights on the professionalism of communications. Are there any complaints that the board should be aware of?</p> <p><u>TPS Response:</u> None to note</p>
The committee effectively communicates with the board of directors, having representatives at board meetings who are prepared and attentive.	M	M	<p>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.</p> <p>Board Feedback: Board notices improvement and ...</p>
There are clear protocols to manage, respond to, and communicate about crises that the staff understands and follows.	M	M	<p>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</p> <p>Feedback: Board check in</p>
The committee engages the community to participate in school events.	M		<p>Invited to other agencies and organizations to attend Exhibition Days (MN Zoo, MACS)</p> <p>Invite to school community for 2020 Graduation live stream</p>
The committee effectively uses social, online, and print media to communicate with the community.	M	M	<p>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.</p>
STRATEGIC GOAL: "Streamline communication with all stakeholders of the school"	M	M	<p>When engaging stakeholders we create posts/messages that are shared across multiple platforms to inform stakeholders</p>

			(Parentsquare, Facebook/Instagram, email, website announcements)
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OVERALL PERFORMANCE RATING

Overall Rating:

Rationale: