

School Board Meeting Agenda
Tuesday, November 20, 2018
5:00 pm
AAHS Classroom 122

Present: Amy Charpentier, Deah Ehalt, Jill Heroff, Josh MacLachlan, Katie Siewert, Rachael McNamara, Eric Hove, David Massey, LeAnn Lindusky, Dean Walczak (business manager, ex-officio), AAHS TPS Representative (ex-officio)

Absent:

Agenda

1. Call to Order
2. Approval of November 2018 Agenda
3. Approval of October 16, 2018 Minutes
4. Approval of October 25, 2018 Minutes
5. Public Comments
6. Financial Report—
 - a. Approval of updated September 2018 Financial Report
 - b. Approval of updated September 2018 Disbursements
 - c. Approval of October 2018 Financial Report
 - d. Approval of October 2018 Disbursement
7. TPS Report—
 - a. Enrollment:
 - b. ADM:
 - c. School Events:
 - d. TPS Accountability Manager:
 - e. Staffing:
 - f. Committees:
 - i. TPS:
 - ii. PerCom:
 - iii. Evaluation Task Force:
 - iv. Curriculum:
 - v. Financial:
 - vi. PLC Committee:
 - vii. ESSA Task Force:

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8. Student Data—Katie Siewert

9. Strategic Items

- a. Audit Summary
- b. Policy Review:
 - i. 3.12 through 3.14 – First Reading
 - ii. 3.5 through 3.11 – Second Reading
- c. Board Bylaws Review:
 - i. Article V – First Reading
 - ii. Article VI – First Reading
 - iii. Article VII – First Reading
- d. RACI Team Update

10. Action Items

- a. Approval of revisions to Policy 7.3 Procedures for Handling Complaints
- b. Approval of revisions to Bylaws Section IV.
- c. Approval of Revised Budget for 2018-2019
- d. Approve student half-days for staff professional development, curriculum development, staff training, and grading on the following dates:
 - i. December 11, 2018;
 - ii. January 23, 2019;
 - iii. February 22, 2019;
 - iv. March 22, 2019;
 - v. April 26, 2019;
 - vi. May 3, 2019; and
 - vii. June 3, 2019.

11. Adjourn

School Board Meeting Minutes
Tuesday, October 16, 2018
5:00 pm
AAHS Classroom 122

Present: Amy Charpentier, Jill Heroff, Josh MacLachlan, Katie Siewert, Eric Hove, Shoua Yang (ex-officio)

David Massey and Rachael McNamara arrived at 5:12 pm, during the financial report, prior to the vote.

Absent: Deah Ehalt, LeAnn Lindusky, Dean Walczak (business manager, ex-officio),

Minutes

1. Amy Charpentier calls the meeting order at 5:03 pm.
2. Approval of October 2018 Agenda
 - a. Josh MacLachlan motions to approve the October 2018 Agenda with revisions. Eric Hove seconds.
 - b. Revisions to the October 2018 Agenda were proposed as follows:
 - i. Removal of Action Item D (approval of Revised 2018-2019 Budget) to table the matter to the November 2018 Board Meeting.
 - ii. Addition of Action Item H (Approval of AAHS Teacher Professional Development Plan).
 - c. Motion passes as amended: Unanimous
3. Approval of September 2018 Minutes
 - a. Katie Siewert motions to approve the September 2018 Minutes. Josh MacLachlan seconds.
 - b. Discussion: None.
 - c. Motion passes: Unanimous
4. Public Comments
 - a. No comments
5. Financial Report—
 - a. Approval of September 2018 Financial Report
 - i. Amy Charpentier motions to approve the September 2018 Financial Report. Jill Heroff seconds.
 - ii. Discussion:
 1. Josh MacLachlan discussed changes to the financial report in response to meeting with representatives from Audubon Center of the North

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Woods (ANCW). ACNW had a template and finance committee decided to implement it.

2. Board continues to express questions regarding formatting. Board requests zeroes and nulls be inserted in the necessary places.
 3. Board questioned the amount shown in General Fund 01 of \$171,107.00 and the composition of that revenue. Josh MacLachlan said he would contact Dean for clarification.
 4. Board questioned the total expenditures shown—21.2% of the way through the budgeted amount. Some members of the Board thought this seemed low. Josh MacLachlan said he would contact Dean for clarification.
 5. Board requested that Dean attend the November 2018 to give a thorough walkthrough of the financial report.
 6. Josh MacLachlan reported that Dean suggested that AAHS should seek terms on a potential line of credit soon (when the cash-on-hand balance is ample) to avoid a potential liquidity crunch. Josh said he would inquire with Dean about steps that need to be taken to accomplish this.
- iii. Motion fails: Unanimous. September 2018 Financial Report was not approved by the Board and will be revisited at the November 2018 Board Meeting.

b. Approval of September 2018 Disbursements

- i. Katie Siewert motions to approve the September 2018 Disbursements. Amy Charpentier seconds.
- ii. Discussion:
 1. Several purchases without a purchase order (PO). Josh reported that most of those were attributable to a single staff member. That staff member has been retrained on the PO process.
 2. Josh stated that he and the other members of the TPS finance committee will figure out the remaining missing POs.
 3. Josh will set up scheduled dates with Dean to pick up financial documentation from his mailbox.
 4. The Board suggested revisions to the disbursement report including an additional column showing what budget item each purchase aligns with (a category column).
 5. A question was raised about \$1,163.71 spent on a replacement key to the SPED van. Board wondered about the circumstances around the loss of the original key, and what steps will be taken to prevent such loss in the future. No answer immediately available.
- iii. Motion fails: Unanimous. September 2018 Disbursements was not approved by the Board and will be revisited at the November 2018 Board Meeting.

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6. TPS Report—

- a. Enrollment: 97
- b. ADM: 85
- c. School Events: Halloween Party will be held on 10/26/2018
- d. TPS Accountability Manager:
- e. Staffing: Monica has personal leave until mid-November; Elana is subbing. Maria hired for long term art and music. Contracted through December. Staff will be observed three times-once by peer; twice by Rod
- f. Committees:
 - i. TPS:
 - ii. PerCom:
 - iii. Evaluation Task Force:
 - iv. Curriculum:
 - v. Financial:
 - vi. PLC Committee: Jessica from NWEA to provide training to AAHS staff on how to interpret NWEA testing data.
 - vii. ESSA Task Force: A meeting has been scheduled with AAHS's ESSA field representatives for 11/09/2018. There is a school improvement plan due by March 1, 2019.

7. Student Data—Katie Siewert

- a. Presentation of data dashboard and summary of data for:
 - i. Presentation quality (8.2)
 - 1. One presentation. At 100%.
 - ii. Overnight experiences quality (8.3)
 - 1. First overnight experience will be in early November
 - iii. Attendance rate (10.1)
 - 1. 88.6%
 - iv. Individual attendance (10.2) measures
 - 1. 60.02% have been in school 90% of the time
 - v. Q1 attendance (same as 10.2)
- b. Discussion:
 - i. Katie created a dashboard in ClickSense, a data visualization platform. Katie will send a screenshot of data to Eric Hove when she has new items to show the Board. Katie is also distributing access to this dashboard to the staff so they may utilize it as a resource and update information as needed.

8. Strategic Items

- a. Policy Review:
 - i. 3.5 through 3.11 – First Reading

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1. Minor edits suggested to 3.5 School Hours, to include:
 - a. Friday hours: 7:30am to 2:35pm
 2. Minor edits suggested to 3.6 Lunch Periods, to include:
 - a. "Students have an open campus lunch from 11:25am – 11:55am."
 - b. Revise the appropriate sentence to read: "Some staff may be scheduled to work during the lunch period, but all staff will get a duty-free lunch."
 3. Minor edits to 3.7 Break Periods, to include:
 - a. Removal of the last sentence: "Any abuse of this break policy will fall under the Corrective Action Policy."
 4. Minor edits to 3.8 Personnel Files, to include:
 - a. Change occurrences of "Office Manager" to "Administrative Manager."
 - b. Board wondered if staff should also be allowed to obtain a copy of their personnel file.
 5. Minor edits to 3.9 Personnel Data Changes, to include:
 - a. Change occurrences of "Office Manager" to "Administrative Manager."
 6. Discussion of edits to 3.10 Inclement Weather/Emergency Closings, to include:
 - a. TPS will draft an updated version of this policy for the Board's consideration.
 - b. The Board proposed the policy read as follows:

"At times, emergencies such as severe weather, fires, or power failures can disrupt School operations. If any of St. Paul, Minneapolis, or Mendota Heights school districts are closed due to inclement weather, the school will also be closed. For all other emergency closings, when the decision is made to close, members will receive official notification via email or text."
 7. TPS will provide a revised version of 3.11 Professional Development Plan and Peer Evaluation that reflects current practice.
- ii. 7.3 Procedures for Handling Complaints – Second Reading
 1. The Board had no further edits. A vote was scheduled for November 2018.
 - iii. Bylaw Review: Section IV – Second Reading

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1. The Board had no further edits. A vote was scheduled for November 2018.
- b. Review of Board Self-evaluation Results
 - i. Discussion:
 1. Josh MacLachlan presented the results of the Board self-evaluation and the evaluation of the Board completed by members of the TPS committee. Primary reflections included: a need by the Board to focus on training and improving communication with the TPS committee.
- c. RACI Team Update
 - i. No update.

9. Action Items

- a. Approval of revisions to Policy 7.1 (Staff Meetings)
 - i. Eric Hove motions to approve revisions to Policy 7.1 (Staff Meetings). David Massey seconds.
 - ii. Discussion: none.
 - iii. Motion passes: Unanimous
- b. Approval of revisions to Policy 7.2 (Email)
 - i. Josh MacLachlan motions to approve revisions to Policy 7.2 (Email). Jill Heroff seconds.
 - ii. Discussion: none.
 - iii. Motion passes: Unanimous.
- c. Certification of List of Candidates for Annual School Board Election
 - i. Eric Hove motions to certify the list of candidates for the annual school board election. Amy Charpentier seconds.
 - ii. Discussion:
 1. Members of the executive committee (Josh MacLachlan, Amy Charpentier, and Eric Hove) confirmed that no one else had contacted any of them to express a desire to stand for election to the Board and that they had no additional names to add.
 2. No member of the public proposed their own candidacy.
 - iii. Motion passes: Unanimous.
- d. Approval of Revised Budget for 2018-2019
 - i. Tabled to November 2018 as noted above.
- e. Approval of Calendar Changes requested by TPS
 - i. Katie Siewert motions to approve calendar changes requested by TPS. Amy Charpentier seconds. Calendar changes considered are:
 1. Student half-days for the following dates: 11/01/2018, 12/10/2018, 01/22/2019, 02/21/2019, 03/21/2019, 04/25/2019, and 05/31/2019.
 2. Rescheduling of conferences to 11/20/2018 and 11/21/2018
 - ii. Discussion:

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1. Some members of the Board expressed concern with when the proposed student half-days were scheduled to occur.
2. TPS plans to use these student half-days to provide uninterrupted grading time prior to report cards going out to families, and to provide professional development.
- iii. Katie Siewert rescinds her motion, and then motions to approve calendar changes proposed for November [student half-day for 11/01/2018 and conferences dates to 11/20/2018 and 11/21/2018] only with a request for more clarification on other dates from TPS. Amy Charpentier seconds.
- iv. Motion passes: Unanimous.
- f. Approval of AAHS School Leader Qualifications Policy
 - i. Josh MacLachlan motions to approve AAHS School Leader Qualifications Policy. Katie Siewert seconds.
 - ii. Discussion:
 1. Board proposed the following changes:
 - a. Replace “minimum 3 years relevant experience” under 1(c) and 1(d) with “preferred 3 years relevant experience”
 - b. Tasked Josh MacLachlan with adding some preferred qualifications under 1(a).
 - iii. Josh MacLachlan rescinds his original motion, and then motions to approve the AAHS School Leader Qualifications Policy with the changes proposed by the Board. Katie Siewert seconds
 - iv. Motion passes: Unanimous
- g. Approval of Annual Report
 - i. Josh MacLachlan motions to approve the Annual Report. Katie Siewert seconds
 - ii. Discussion:
 1. The report is due by 11/01/2018.
 2. Several Board members expressed concerns approving a document that still appeared to be a working draft.
 - iii. Josh MacLachlan rescinded his original motion and proposed to table approval of the Annual Report to November 2018 pending further review. Katie Siewert seconds.
- h. Approval of AAHS Teacher Professional Development Plan
 - i. Josh MacLachlan motion to approve the AAHS Teacher Professional Development Plan. Jill Heroff seconds.
 - ii. Discussion: None.
 - iii. Motion passes: Unanimous.

10. Adjourn

- a. Rachael McNamara motions to adjourn meeting at 7:05pm.

School Board Special Meeting Minutes
Thursday, October 25, 2018
5:00 pm
AAHS Classroom 122

Present: Amy Charpentier, Eric Hove, Josh MacLachlan, Jill Heroff, LeAnn Lindusky, Katie Siewert, and Caley Vickerman (teacher, ex-officio).

Absent: David Massey, Dean Walczak (business manager, ex-officio), Deah Ehalt, and Rachael McNamara

Minutes

1. Call to Order
 - a. Amy Charpentier calls meeting to order at 5:00 pm.
2. Approval of 10-25-2018 Special Meeting Agenda
 - a. Josh MacLachlan motions to approve the 10-25-2018 Special Meeting Agenda. Seconded by Amy Charpentier.
 - b. Motion passes: Unanimous.
3. Public Comments
 - a. A guardian of a current student came to observe the meeting; offered no other comments.
4. Action Items
 - a. Approval of Annual Report due to ACNW by 11/01/2018
 - i. Josh MacLachlan motions to approve the annual report due to ACNW by 11/01/2018 pending edits to the Board Training section, and minor edits suggested by the Board. Katie's Siewert seconds
 - ii. Discussion:
 1. Board offered several minor grammatical, typographical, and spelling edits.
 2. Board suggested changing the 2018-2019 estimated enrollment from 105 students to 95 students, more in line with current known enrollment.
 3. Board provided the information that was missing from the report regarding dates when various members joined or left the Board.
 - iii. Motion passes: Unanimous
 - b. Approval of Calendar Changes requested by TPS

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- i. Katie Siewert motions to approve the calendar changes requested by TPS. Jill Heroff seconds. The changes requested in the original motion were:
 1. Change of approved student half-day for Exhibition Day from November 1, 2018, to November 2, 2018.
 2. Approve student half-days for parent-teacher conferences on the following dates:
 - a. March 6, 2019; and
 - b. March 7, 2019.
 3. Approve student half-days for staff professional development, curriculum development, staff training, and grading on the following dates:
 - a. December 11, 2018;
 - b. January 23, 2019;
 - c. February 22, 2019;
 - d. March 22, 2019;
 - e. April 26, 2019;
 - f. May 3, 2019; and
 - g. June 3, 2019.
- ii. Discussion:
 1. Eric Hove raised concerns about the amount of half-days requested in item i.3 above because of the amount of instructional time lost; and that the amount of professional development time afforded the staff under the current calendar already exceeds that of St. Paul Public Schools.
 2. Caley Vickerman explained that many of AAHS staff are new and would benefit from additional staff development, and that TPS considered the amount of half-days requested something that would not be repeated in subsequent academic years.
 3. Josh MacLachlan and Caley Vickerman asserted that the half-days requested under item i.3 above corresponded with existing Exhibition Days when staff already find it difficult to have adequate instructional time when the morning is filled with Exhibition Days activities.
 4. Eric Hove called the Board's attention to the current academic calendar and showed that several of the half-days requested in i.3 above do not correspond with currently scheduled Exhibition Days.
 5. Caley Vickerman and Josh MacLachlan suggested that further review of instructional time when compared to other school, the purpose of these half-days, and the proposed dates may be required.
- iii. Katie Siewert rescinded her original motion, and then motioned to approve the calendar changes listed below and to table the changes requested in i.3 above to the November 2018 meeting

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1. Change of approved student half-day for Exhibition Day from November 1, 2018, to November 2, 2018.
2. Approve student half-days for parent-teacher conferences on the following dates:
 - a. March 6, 2019; and
 - b. March 7, 2019.

Jill Heroff seconds.

- iv. Motion Passes: Unanimous

5. Adjourn

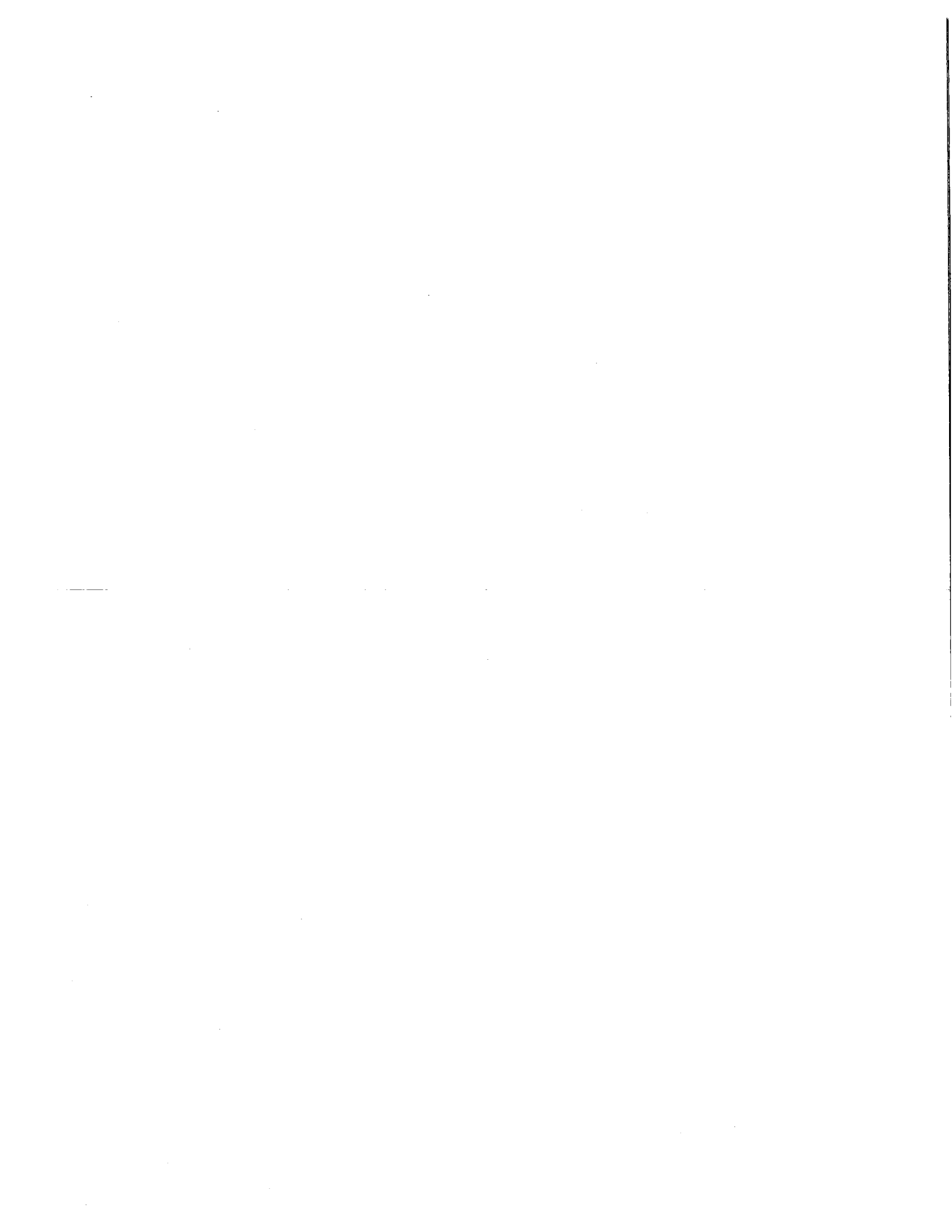
- a. Josh motions to adjourn at 5:34 pm.

6. Josh MacLachlan motions to reopen the meeting at 5:35 pm to advise the Board about several financial matters.

- a. The Financial Committee has suspended all discretionary spending pending approval of a revised 2018-2019 budget. Review of a revised 2018-2019 budget is scheduled for the November 2018 Board meeting.
- b. Several cost-cutting measures were discussed, including:
 - i. Finding retired teachers who may be willing to volunteer their services to provide staff evaluation instead of paying a contracted provider to evaluate staff. Amy Charpentier said she would inquire with some retired teachers to see if she could find any who might be willing to assist.

7. Adjourn

- a. Josh motions to adjourn at 5:40 pm



SCHOOL NAME: Academic Arts High School.
 Month ending 30-Sep-18

Description	General Fund 01	Food Service Fund 02	Community Service Fund 04	Total Funds
ASSETS				
Cash - checking	274,960	(18,403)	0.00	256,557
Cash - savings	-	-	0.00	0
Investments	-	-	0.00	0
Accounts Receivable - due from MDE	87,676	-	0.00	87,676
Accounts Receivable - due from other	8,808	-	0.00	8,808
Prepays	-	-	0.00	0
Other (specify and add rows as needed)				
TOTAL ASSETS	371,444			371,444
LIABILITIES & FUND BALANCE				
Liabilities				
Accounts Payable	-	-	0.00	0
Payroll Liabilities	(125,594)	-	0.00	0
Deferred Revenue	-	-	0.00	0
Due to Other	-	-	0.00	0
Short Term Debt	-	-	0.00	0
Total Liabilities	-	-	0.00	0
Fund Balance				
Unassigned Fund Balance - Previous YE	258,220	-	-	258,220
Net Income/(Loss) - Current YTD	171,107	-	-	171,107
Total Fund Balance	429,327			429,327
TOTAL LIABILITIES & FUND BALANCE				429,327



SCHOOL NAME:
Month Ending:

Academic Art High School
9/30/2018

GENERAL FUND - 01	Approved Budget	Year -to-Date Activity	Percent of Budget
REVENUES			
State Revenues			
General Education Aid	884,871	338,184	38.2%
Facilities Lease Aid	157,680	10,363	6.6%
Special Education Aid	612,146	176,217	28.8%
Other misc - student receipts		-	
Total State Revenues	1,654,697	524,764	31.7%
Federal Revenues			
Title I	1,832	-	0.0%
Title II	2,084	-	
Fed special Education	20,000	1,230	6.2%
Food Service	-	-	
Total Federal Revenues	23,916	1,230	5.1%
Local Revenues			
Student Activity	5,400	-	0.0%
Gift	1,000	-	0.0%
Interest	100	-	
Miscellaneous (specify and add rows as need)	1,000	-	0.0%
Total Local Revenues	7,500	-	0.0%
TOTAL REVENUES	1,686,113	525,994	31.2%
EXPENDITURES			
Administration			
Salaries	64,538	13,549	21.0%
Benefits	36,244	4,780	13.2%
Purchased Services	74,444	20,039	26.9%
Other	22,800	5,723	25.1%
Total Administration	198,026	44,091	22.3%
District Support Services			
Salaries	-	-	#DIV/0!
Benefits	-	-	#DIV/0!
Purchased Services	-	-	#DIV/0!
Supplies and Materials	-	-	0.0%
Capital Expenditures	-	-	0.0%
Total District Support Services	-	-	#DIV/0!
Elementary and Secondary Regular Instruction			
Salaries	264,763	57,896	21.9%
Benefits	81,075	15,520	19.1%
Purchased Services	27,296	3,921	14.4%
Supplies and Materials	22,050	4,719	21.4%
Capital Expenditures	-	-	0.0%
Other Expenditures	-	-	0.0%
Total Elementary and Secondary Regular Instruction	395,184	82,056	20.8%
State Special Education			
Salaries	475,985	79,258	16.7%
Benefits	164,517	32,666	19.9%
Purchased Services	12,000	-	0.0%
Supplies and Materials	4,320	-	0.0%
Total State Special Education	656,822	111,924	17.0%
Federal Special Education			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Purchased Services	10,000	1,420	14.2%
Supplies and Materials	10,000	5,713	57.1%
Total Federal Special Education	20,000	7,133	35.7%
Title I			
Salaries			0.0%

Benefits			0.0%
Purchased Services	-	-	0.0%
Supplies and Materials		-	0.0%
Title Programs	-	-	0.0%
Title II			
Salaries		-	0.0%
Benefits			0.0%
Purchased Services			0.0%
Supplies and Materials			0.0%
Other Federal Programs	-	-	0.0%
Instructional Support Services			
Salaries			0.0%
Benefits			0.0%
Purchased Services	5,500	165	3.0%
Supplies and Materials			0.0%
Total Instructional Support Services	5,500	165	3.0%
Pupil Support Services			
Salaries	26,563	2,538	9.6%
Benefits	9,607	566	5.9%
Purchased Services	56,390	3,645	6.5%
Supplies and Materials		103	0.0%
Pupil Support Services	92,560	6,852	7.4%
Sites and Buildings			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Facilities Lease	219,332	72,547	33.1%
Purchased Services (Repairs, maintenance, u	72,260	22,420	31.0%
Supplies and Materials	1,000	66	6.6%
Capital Expenditures			0.0%
Total Sites and Buildings	292,592	95,033	32.5%
Fiscal and Other Fixed Costs			
Purchased Services	9,500	7,633	80.3%
Interfund Transfer			
Total Fiscal and Other Fixed Costs	9,500	7,633	80.3%
TOTAL EXPENDITURES	1,670,184	354,887	21.2%
GENERAL FUND 01 - NET INCOME	15,929	171,107	1074.2%
FOOD SERVICE FUND - 02	Approved Budget	Year -to-Date Activity	
REVENUES			
State Revenues			0.0%
Federal Revenues	8,000	-	0.0%
Sale of Lunches and Other Local Revenue			
Transfer from General Fund			
TOTAL REVENUES	8,000	-	0.0%
EXPENDITURES			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Purchased Services	-	-	0.0%
Supplies and Materials	14,000	-	0.0%
Other	-	-	0.0%
TOTAL EXPENDITURES	14,000	-	
FOOD SERVICE FUND 02 - NET INCOME	(6,000)	-	
Fund Balance at Beginning of Year	258,220	258,220	
Net Income Year to Date	9,929	171,107	
Ending Fund Balance	268,149	429,327	

Check #	Type	Date	Vendor	Amount	Description
6112	CH	9/11/2018	Century Link	\$ 309.44	telephone
6113	CH	9/11/2018	Comcast	\$ 160.92	internet
6114	CH	9/11/2018	DEAN WALCZAK	\$ 2,975.00	Fin mgmt aug 2018
6115	CH	9/11/2018	Dick's Sanitation	\$ 57.30	compost
6116	CH	9/11/2018	NWEA	\$ 1,225.00	FY 18 - Testing
6117	CH	9/11/2018	Premium Waste Services	\$ 25.50	sept
6118	CH	9/11/2018	South Central Service Cooperative	\$ 294.00	infinite campus support
6119	CH	9/11/2018	Taxi Servcies	\$ 7,062.00	FY 18 - Transport
6120	CH	9/11/2018	US Bank Plaza parking	\$ 417.44	July , Aug, Sept
6121	CH	9/25/2018	CKC Good Food	\$ 1,724.64	Food Service
6122	CH	9/25/2018	Instructional Designs Inc	\$ 1,836.00	consulting services
6123	CH	9/25/2018	Metro Sales	\$ 169.71	contract charge, color copy charge
6124	CH	9/25/2018	Southview Office CenterLLC	\$28,063.58	Oct Lease
6125	CH	9/25/2018	Teachers on Call	\$ 331.50	math, science Sub
6126	CH	9/25/2018	Tierney	\$ 4,998.75	Smart Board
9052018	WX	9/30/2018	Ford	\$ 44.75	sped van
9062018	WX	9/30/2018	Amazon	\$ 129.99	MS office
9102018	WX	9/30/2018	Amazon	\$ 195.64	crisis team supplies
9112018	WX	9/30/2018	CRTI	\$ 20.60	curriculum
9132018	WX	9/30/2018	Costco	\$ 142.76	Gen ed food, behaviour, Sped
9152018	WX	9/30/2018	EDVISIONS COOPERATIVE	\$83,236.06	Sept payroll
9182018	WX	9/30/2018	Ford	\$ 461.38	sped van
9202018	WX	9/30/2018	Amazon	\$ 119.95	state sped - coping skills
9282018	WX	9/30/2018	ANCHOR BANK	\$ 24.10	bank fee
20181655	CH	9/3/2018	Southview Office CenterLLC	\$23,076.17	Aug Lease
20181656	CH	9/30/2018	SpEd FORMS	\$ 1,420.10	Sped Forms
20181658	CH	#####	Southview Office CenterLLC	\$23,076.17	Sept Lease
20181660	CH	9/30/2018	Costco	\$ 120.00	membership renewal
20181661	CH	9/30/2018	Costco	\$ 230.18	open house food
20181662	CH	9/30/2018	Bureau Criminal Apprehension	\$ 48.00	background check
90520183	WX	9/30/2018	Walmart	\$ 27.52	gen maint - keys
91120182	WX	9/30/2018	Amazon	\$ 5.03	curriculum
91820182	WX	9/30/2018	Ford	\$ 1,163.71	van key replacement
92020183	WX	9/30/2018	Walmart	\$ 24.94	gloves - serving lunch
92520185	WX	9/30/2018	Amazon	\$ 40.62	no PO art supplies
92620182	WX	9/30/2018	Amazon	\$ 47.07	no po art supplies
90420173	WX	9/30/2018	Amazon	\$ 18.52	no purchase order math classroom supplies
9252018	WX	9/30/2018	CUB FOODS	\$ 17.98	no PO social studies classroom supplies
92420186	WX	9/30/2018	CUB FOODS	\$ 17.98	no PO social studies classroom supplies
9192018	WX	9/30/2018	IKEA	\$ 1,376.50	no po transition supplies - fed funds
92620183	WX	9/30/2018	Indeed	\$ 174.14	no po summer job posting - state sped
90520184	WX	9/30/2018	target	\$ 50.96	no PO binders for math class
9242018	WX	9/30/2018	Walmart	\$ 41.02	no po social studies classroom supplies
9262018	WX	9/30/2018	Walmart	\$ 35.79	no po social studies classroom supplies
9272018	WX	9/30/2018	Walmart	\$ 17.17	no po social studies classroom supplies
92520184	WX	9/30/2018	Walmart	\$ 34.55	no po social studies classroom supplies



SCHOOL NAME: Academic Arts High School
 Month ending 31-Oct-18

Description	General Fund 01	Food Service Fund 02	Community Service Fund 04	Total Funds
ASSETS				
Cash - checking	273,706	(3,799)	0.00	269,907
Cash - savings	-	-	0.00	0
Investments	-	-	0.00	0
Accounts Receivable - due from MIDE	62,592	-	0.00	62,592
Accounts Receivable - due from other	8,808	-	0.00	8,808
Prepays	-	-	0.00	0
Other (specify and add rows as needed)	-	-	-	-
TOTAL ASSETS	345,106	(3,799)	0.00	341,307
LIABILITIES & FUND BALANCE				
Liabilities				
Accounts Payable	-	-	0.00	0
Payroll Liabilities	(125,594)	-	0.00	0
Deferred Revenue	-	-	0.00	0
Due to Other	-	-	0.00	0
Short Term Debt	-	-	0.00	0
Total Liabilities	(125,594)	-	0.00	(125,594)
Fund Balance				
Unassigned Fund Balance - Previous YE	322,000	-	-	322,000
Net Income/(Loss) - Current YTD	191,274	(3,799)	-	187,475
Total Fund Balance	513,274	(3,799)	-	509,475
TOTAL LIABILITIES & FUND BALANCE	345,106	(3,799)	0.00	341,307



Academic Arts
 Disbursement Listing
 Ending Oct 2018

page 7

Check #	Type	Date	Vendor	Amount	Description
6127	CH	10/12/2018	Century Link	\$ 305.86	phones
6128	CH	10/12/2018	CKC Good Food	\$ 1,942.34	lunches
6129	CH	10/12/2018	Comcast	\$ 150.92	internet
6130	CH	10/12/2018	DEAN WALCZAK	\$ 2,975.00	Fin mgmt sept 2018
6131	CH	10/12/2018	METRO TRANSIT	\$ 5,000.00	bus tokens
6132	CH	10/12/2018	QUILL CORPORATION	\$ 298.36	supplies
6133	CH	10/12/2018	Scott's Home Delivery	\$ 132.00	milk
6134	CH	10/12/2018	Taxi Servcies	\$ 4,587.00	transport
10012018	WX	10/31/2018	Dollar tree	\$ 29.64	Sped - state
10022018	WX	10/31/2018	Amazon	\$ 6.99	van materials
10032018	WX	10/31/2018	Pearson	\$ 140.00	BASC
10052018	WX	10/31/2018	IKEA	\$ 234.54	Transitions supplies
10082018	WX	10/31/2018	Amazon	\$ 19.98	@HDMI adapters - smartboard
10112018	WX	10/31/2018	Lowes	\$ 21.63	plywood for smartboard
10112019	WX	10/31/2018	Amazon	\$ 20.98	school props
10122018	WX	10/31/2018	Dunkin Donuts	\$ 10.00	giftcard for student
10152018	WX	10/31/2018	Amazon	\$ 22.99	Science Supplies
10162018	WX	10/31/2018	EDVISIONS COOPERATIVE	\$97,829.41	payroll oct 2018
10182018	WX	10/31/2018	Amazon	\$ 23.98	Science Supplies
10222018	WX	10/31/2018	Amazon	\$ 29.99	ethernet cables
10242018	WX	10/31/2018	EDVISIONS COOPERATIVE	\$11,000.29	payroll oct 2018
10292018	WX	10/31/2018	Ford	\$ 1,163.71	sped van
10302018	WX	10/31/2018	Ford	\$ 461.38	sped van
10312018	WX	10/31/2018	ANCHOR BANK	\$ 25.56	bank fee
10312019	WX	10/31/2018	target	\$ 16.28	Math classroom
20181663	CH	10/31/2018	Holiday Gas Station	\$ 164.14	van gas
20181665	CH	10/31/2018	DVS Renewal	\$ 444.00	tabs van
20181666	CH	10/31/2018	Holiday Gas Station	\$ 72.63	Gas card payment
20181667	CH	10/31/2018	Elena Lavorato	\$ 931.00	receptionist sub
20181668	CH	10/31/2018	MN BCA	\$ 16.00	background checks
20181669	CH	10/31/2018	Elena Lavorato	\$ 763.00	receptionist sub
20181670	CH	10/31/2018	Southview Office CenterLLC	\$23,491.76	lease
100120183	WX	10/31/2018	Petco	\$ 48.40	language arts
100520182	WX	10/31/2018	CUB FOODS	\$ 17.98	Science supplies
100820182	WX	10/31/2018	Amazon	\$ 65.77	projector light bulb
100820183	WX	10/31/2018	\$ 5 Pizza	\$ 145.00	pizza testing NWEA
101220183	WX	10/31/2018	CUB FOODS	\$ 10.62	social studies supplies
101820182	WX	10/31/2018	Amazon	\$ 857.84	art supplies
102920186	WX	10/31/2018	Planbook	\$ 94.50	Classroom supplies
103120182	WX	10/31/2018	target	\$ 17.98	Math classroom
103120183	WX	10/31/2018	target	\$ 17.80	Math classroom
103120186	WX	10/31/2018	Dollar tree	\$ 25.71	student incentives



SCHOOL NAME:
Month Ending:

Academic Art High School
10/31/2018

GENERAL FUND - 01	Approved Budget	Year -to-Date Activity	Percent of Budget
REVENUES			
State Revenues			
General Education Aid	884,871	408,256	46.1%
Facilities Lease Aid	159,257	12,396	7.8%
Special Education Aid	612,146	256,839	42.0%
Other misc - student receipts		-	
Total State Revenues	1,656,274	677,491	40.9%
Federal Revenues			
Title 1	1,832	-	0.0%
Title II	2,084	-	
Fed special Education	20,000	17,825	89.1%
	-	-	
Food Service	-	-	
Total Federal Revenues	23,916	17,825	74.5%
Local Revenues			
Student Activity	5,400	-	0.0%
Gift	1,000	-	0.0%
Interest	100	-	
Miscellaneous (specify and add rows as need	1,000	-	0.0%
Total Local Revenues	7,500	-	0.0%
TOTAL REVENUES	1,687,690	695,316	41.2%
EXPENDITURES			
Administration			
Salaries	64,538	17,195	26.6%
Benefits	36,244	6,482	17.9%
Purchased Services	74,444	29,368	39.4%
Other	22,800	5,723	25.1%
Total Administration	198,026	58,768	29.7%
District Support Services			
Salaries	-	-	#DIV/0!
Benefits	-	-	#DIV/0!
Purchased Services	-	-	#DIV/0!
Supplies and Materials	-	-	0.0%
Capital Expenditures	-	-	0.0%
Total District Support Services	-	-	#DIV/0!
Elementary and Secondary Regular Instruction			
Salaries	264,763	80,422	30.4%
Benefits	81,075	21,443	26.4%
Purchased Services	27,296	4,072	14.9%
Supplies and Materials	22,050	6,438	29.2%
Capital Expenditures	-	-	0.0%
Other Expenditures	-	-	0.0%
Total Elementary and Secondary Regular Instruction	395,184	112,375	28.4%
State Special Education			
Salaries	475,985	134,397	28.2%
Benefits	164,517	46,310	28.1%
Purchased Services	12,000	-	0.0%
Supplies and Materials	4,320	-	0.0%
Total State Special Education	656,822	180,707	27.5%
Federal Special Education			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Purchased Services	10,000	1,420	14.2%
Supplies and Materials	10,000	5,713	57.1%
Total Federal Special Education	20,000	7,133	35.7%
Title I			
Salaries			0.0%

Benefits			0.0%
Purchased Services	750	-	0.0%
Supplies and Materials		-	0.0%
Title Programs	750	-	0.0%
Title II			
Salaries		-	0.0%
Benefits			0.0%
Purchased Services	2,084		0.0%
Supplies and Materials			0.0%
Other Federal Programs	2,084	-	0.0%
Instructional Support Services			
Salaries			0.0%
Benefits			0.0%
Purchased Services	5,500	165	3.0%
Supplies and Materials			0.0%
Total Instructional Support Services	5,500	165	3.0%
Pupil Support Services			
Salaries	26,563	3,453	13.0%
Benefits	9,607	635	6.6%
Purchased Services	56,390	15,301	27.1%
Supplies and Materials		347	0.0%
Pupil Support Services	92,560	19,736	21.3%
Sites and Buildings			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Facilities Lease	219,332	89,434	40.8%
Purchased Services (Repairs, maintenance, u	72,260	28,025	38.8%
Supplies and Materials	2,000	66	3.3%
Capital Expenditures			0.0%
Total Sites and Buildings	293,592	117,525	40.0%
Fiscal and Other Fixed Costs			
Purchased Services	9,500	7,633	80.3%
Interfund Transfer			
Total Fiscal and Other Fixed Costs	9,500	7,633	80.3%
TOTAL EXPENDITURES	1,673,268	504,042	30.1%
GENERAL FUND 01 - NET INCOME	14,422	191,274	1326.3%
FOOD SERVICE FUND - 02	Approved Budget	Year -to-Date Activity	
REVENUES			
State Revenues			0.0%
Federal Revenues	8,000	-	0.0%
Sale of Lunches and Other Local Revenue			
Transfer from General Fund			
TOTAL REVENUES	8,000	-	0.0%
EXPENDITURES			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Purchased Services	-	-	0.0%
Supplies and Materials	20,000	3,799	19.0%
Other	-	-	0.0%
TOTAL EXPENDITURES	20,000	3,799	
FOOD SERVICE FUND 02 - NET INCOME	(12,000)	(3,799)	
Fund Balance at Beginning of Year	258,220	258,220	
Net Income Year to Date	2,422	187,475	
Ending Fund Balance	260,642	445,695	

Academic Arts High School Academic Performance

Values

Indicator

Measure

Indicator	Measure	Value	Points Earned	Points Possible	Last Reported
Overall Performance			25.75	45	Nov 2018
1: Mission Related Outcomes			1.5	3	Oct 2018
2: English Language Learners	Not Applicable		0	0	
3: Reading Growth	100.0%		10	10	Nov 2018
4: Math Growth	Not Applicable		0	0	
5: Reading Proficiency	100.0%		5	5	Sep 2018
6: Math Proficiency			2.5	5	Sep 2018
7: Science Proficiency and Growth	0.0%		0	10	Nov 2018
8: Other Proficiency or Growth			3.75	6	Oct 2018
9: Post-Secondary Readiness	Not Applicable		0	0	
10: Attendance			3	6	Oct 2018

7.2 Lab Report Quality

From FY19 to FY21 (through December 2020), the aggregate percentage of lab reports produced by students taking science classes that earn a score of 80% or higher will be at least 70.0%.

Trending

No Baseline Exists

Current Value: Does Not Meet

29.5%

Next Milestone: Approaches
+30.5 Points

Exceeds
(80.0%)

Meets
(70.0%)

Approaches
(50.0%)

FY19-FY21 Contract by Fiscal Year

Fiscal Year	Number of student-produced reports earning at least 80%	Total number of student-produced lab reports	Percentage of student-produced lab reports
Totals	13	44	29.5%
2019	13	44	29.5%

Value

29.5%

12:00 pm 10/31/2018 6:00 pm 11/1/2018 12:00 am 11/1/2018 6:00 am 12:00 pm

Reported Date

Detail (expand to view)

3.12-3.14 (FIRST READING)

3.12 OUTSIDE EMPLOYMENT

Members may hold outside jobs as long as the member meets the performance standards of their job description with EdVisions Cooperative. Unless the Teacher Professional Partnership has approved an alternative work schedule, members will be subject to the School's scheduling demands, regardless of any existing outside work assignments.

EdVisions Cooperative's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

EdVisions Cooperative/Academic Arts High School holds each of its members to certain work rules and Standards of Conduct (see Section 4). When a member deviates from these rules and standards, EdVisions Cooperative expects the member's school Teacher Professional Partnership to take corrective action.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by a member
- **Termination** – involuntary employment termination
- **Layoff** – involuntary employment termination initiated by EdVisions Cooperative or the Academic Arts High School

When a non-exempt/hourly member intends to terminate his/her employment with EdVisions Cooperative, he/she shall give the Teacher Professional Partnership at least two (2) weeks written notice. Exempt/salaried members shall give at least four (4) weeks written notice. The notice should be submitted to the Personnel Committee.

Since employment with EdVisions Cooperative is based on mutual consent, both the member and EdVisions Cooperative have the right to terminate employment at will, with or without cause.

The payroll check date should be considered for all terminations. Should the member not work after the 20th and receive a check for the full month, the member will be required to return to the School the appropriate amount for the time not worked.

Any member who terminates employment with EdVisions Cooperative/Academic Arts High School shall return all files, employment manual, records, keys, and any other equipment or materials that are property of Academic Arts High School or EdVisions Cooperative. The cost of

replacing non-returned items may be deducted from the member's final paycheck. Any outstanding financial obligations owed to EdVisions Cooperative or the School may also be deducted from the member's final check.

Member's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the member's expense (See Section 6, Benefits) if the member elects to do so. The member will be notified of their COBRA benefits that may be continued and of the terms, conditions, and limitations.

3.5-3.11 SECOND READING (REVISIONS MADE)

3.5 SCHOOL HOURS

Academic Arts High School is open from 7:30 a.m. to 3:45 p.m., Monday – Thursday and 7:30 a.m. to 2:35 p.m. Friday when school is in session (see school calendar). Advisors will maintain a staggered schedule to fill these hours.

The standard work week is 40 hours of work (see Section 5.3, Overtime). In the computation of various member benefits, the member work week is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless the Teacher Professional Partnership makes prior other arrangements with the member.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018

3.6 LUNCH PERIODS

Students have an open campus lunch from 11:25a.m. – 11:55a.m. If a staff member would like to take lunch off campus, they must ensure a minimum of three other staff members will remain on campus during the lunch period. Some staff may be scheduled to work during the lunch period, but all staff will get a duty-free lunch. Staff is to keep an understanding that lunches are a great opportunity to interact with students outside of academic work and that certain emergencies may require staff involvement.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018

3.7 BREAK PERIODS

Staff are expected to be available for students during the school day. Breaks can be taken as needed with the understanding that extended time away from students is not meeting the advising duties required of all staff.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018

3.8 PERSONNEL FILES

Member personnel files may include the following working documents: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and working documents related to member performance reviews, coaching, and mentoring.

Personnel files are the property of EdVisions Cooperative, and access to the information is restricted. Management personnel of EdVisions Cooperative and Academic Arts High School who have a legitimate reason to review the file are allowed to do so.

Members who wish to review their own file should contact the Administrative Manager. With reasonable advance notice, the member may review his/her personnel file in the school office and in the presence of another Teacher Professional Partnership member.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each member to promptly notify the Administrative Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

A member's personnel data should be accurate and current at all times.

It is the responsibility of each member to maintain and update the license/certification required for their position.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt School operations. If any of St. Paul, Minneapolis, or Mendota Heights school districts are closed due to inclement weather, the school will also be closed. For all other emergency closings, when the decision is made to close, members will receive official notification via email or text.

Time off from scheduled work due to emergency closings will be unpaid for all *non-exempt* members. However, if members would like to be paid, they are permitted to use paid-time-off, if it is available to them.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018

3.11 PROFESSIONAL DEVELOPMENT PLAN AND PEER EVALUATION

Professional Development Plan: Each staff member is required to have a Professional Development Plan (PDP) for the school year (the forms and process will be provided for new staff). PDP's are completed by staff in the same project format that students follow. All staff act as the project team and must approve all PDP's before they begin. Completion of the PDP will be a significant piece of the Yearly Review for each staff member. All staff will act as the evaluation team for each project.

Peer Evaluation: Each staff member has a Peer Partner (some partners are off-site). Partners have monthly meetings to review PDP's, address concerns and questions, and to promote communication between staff. Peer partners also assist each other in preparation for the Yearly Review meeting. The peer partner is both an advocate for the staff member as well as a means to address concerns before they become too large.

Yearly Review: Each staff member has a Yearly Review meeting at the end of each school year. This involves staff, parent, and student evaluations, the completed Professional Development Plan, and a discussion of any outstanding work or corrective action that occurred throughout the year.

Compensation Review: When all Yearly Reviews have taken place, the full staff will complete a compensation review together in which changes in salary will be discussed. The outcome of the Yearly Review and the status of the school budget will play major roles in the salary discussions.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Third Reading: 12/18/2018



vote of a majority of all remaining Members of the Board. Failure to attend three (3) consecutive meetings shall constitute cause.

a. AAHS employee/Board Member: If a Board Member is an employee of AAHS, and their employment is terminated for any reason, they will be automatically removed from the Board. However, the Board may elect, at the next meeting, to reinstate the terminated employee to serve the remainder of the academic/fiscal term.

Section 10. Filling Vacancies: Vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Member by the affirmative vote of a majority of the remaining Members, even if less than a quorum is present. A Member filling a vacancy shall hold office until the next annual meeting of the Members, or until their successor has been duly elected and qualified, subject to their earlier death, disqualification, resignation, or removal.

Section 11. Compensation: Board Members shall not receive compensation for their services as a Board Member.

Section 12. Presence at Meetings: Members of the Board of Directors or of any committee, as applicable, must be present to participate in making decisions.

Section 13. Committees of Board: Committees and Subcommittees shall be designated as needed per ongoing and ad hoc requirements at the Board's discretion. The Board may assign other committees for singular purposes. The Board will provide the Committee with a statement of purpose, and the assigned responsibilities of the Committee. The Board will assign a Chair for each Committee and reserves the right to approve its Members. Committee members do not need to be Board Members.

a. Limitation on Authority of Committees: Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision, ratification or alteration by the Board of Directors. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. Notice of all meetings of any committee shall be given to all members of that committee as required by the Minnesota Open Meeting Law.

Section 14. Conflict of Interest: Each Board Member must complete a conflict of interest statement from review by the Board's Authorizer within thirty (30) days of their election, and shall annually complete such a statement on the anniversary of their election or on such an annual date that the Board may select.

ARTICLE V OFFICERS AND EMPLOYEES

Section 1. Number; Election: The officers of the Board shall be elected for one (1) year terms by the Board of Directors, and shall consist of a Board Chair, Treasurer, Secretary and such other

officers as the Board shall determine from time to time.

Section 2. Vacancies: A vacancy in any office of this Board occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board of Directors.

Section 3. Board Chair: The Board Chair shall:

3.1 See that the resolutions and directives of the Board are carried into effect, and in general, shall discharge all duties incident to the office of Chair as prescribed by the Board.

3.2 Preside at all meetings of the Board except when this authority is temporarily designated to another member by the Board as a result of the Chair's absence.

3.3 Be a voting ex-officio member of all Board Committees. Although the Chair is not required to attend or vote in Committee Meetings, the Chair may exercise this right at any time.

Section 4. Treasurer: The Treasurer shall:

4.1 Be responsible for the preparation of the proposed annual budget as well as serve as Chair of the Finance Committee.

4.2 Ensure the keeping of financial records and documents belonging to AAHS.

4.3 Present a finance report at the Annual Meeting and shall make other reports to the Board as required.

Section 5. Secretary: The Secretary shall:

5.1 Attend all Board Meetings and, when requested, Committee Meetings.

5.2 Record all proceedings and voting records of the Board in minutes and maintain them in a book to be kept at AAHS for public review. If the Secretary is unable to attend a Meeting, the Board will designate another person to take minutes and to forward to the Secretary (this person may or may not be a current Board Member).

5.3 Ensure the keeping of all agendas, minutes, books, correspondence, Committee minutes, and other papers relating to the business of the Board, except those that are the responsibility of the Treasurer.

5.4 Give or cause to be given, all notices of Board Meetings and other notices as required by law of of these bylaws.

Section 7. Removal of Office: Any officer ~~who~~ may be removed at any time, with or without cause, by the vote of a majority of a quorum of the Board of Directors at any regular meeting or at a special meeting called for that purpose.

Section 8. Resignation: Any officer may resign at any time. Such resignation shall be made in writing to the Board Chair or Secretary and shall take effect at the time specified therein or, if not time be specified, at the time of its receipt by the Board Chair or Secretary. The acceptance

of a resignation shall not be necessary to make it effective.

ARTICLE VI TEACHER POWERED SCHOOL (TPS) COMMITTEE

Section 1. Designation of: The Board shall approve a committee of employees to serve on the TPS Committee to fulfill the executive roles as follows:

- 6.1 Be responsible for providing professional advice and assistance to the Board, and to provide information about relevant issues that arise in school operations.
- 6.2 Hire and release advisors and staff who shall report directly to the TPS Committee.
- 6.3 Administer, delegate and assess the work of the school's mission *including*:
 - a. Advisors and staff
 - b. Subcontractors and other vendors
- 6.4 Monitor and manage student life.
- 6.5 Serve as a positive interface with the community.
- 6.6 Responsibly manage the school's resources.
- 6.7 Perform other duties as authorized by the Board.

ARTICLE VII FISCAL MANAGEMENT

Section 1. Execution of AAHS Document: The Board may authorize any Board Officers, the TPS Committee, or delegate of the Committee, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of AAHS. Such authority is confined to specific instances as approved by the Board. The Policy and Procedure Manual of AAHS, as approved by the Board, shall serve as the authority for specifics.

Section 2. Loans: No loans shall be contracted on behalf of AAHS, nor evidences of indebtedness shall be issued in its name unless authorized by Board resolution.

Section 3. Deposits: All AAHS funds not otherwise employed shall be deposited in a timely manner to the credit of AAHS in a bank or financial institution as the Board elects.

Section 4. Checks, Drafts, etc: All checks, drafts, or other orders for payment of funds will be signed by Board Officers, TPS Signatories, or other persons designated and approved by the Board.

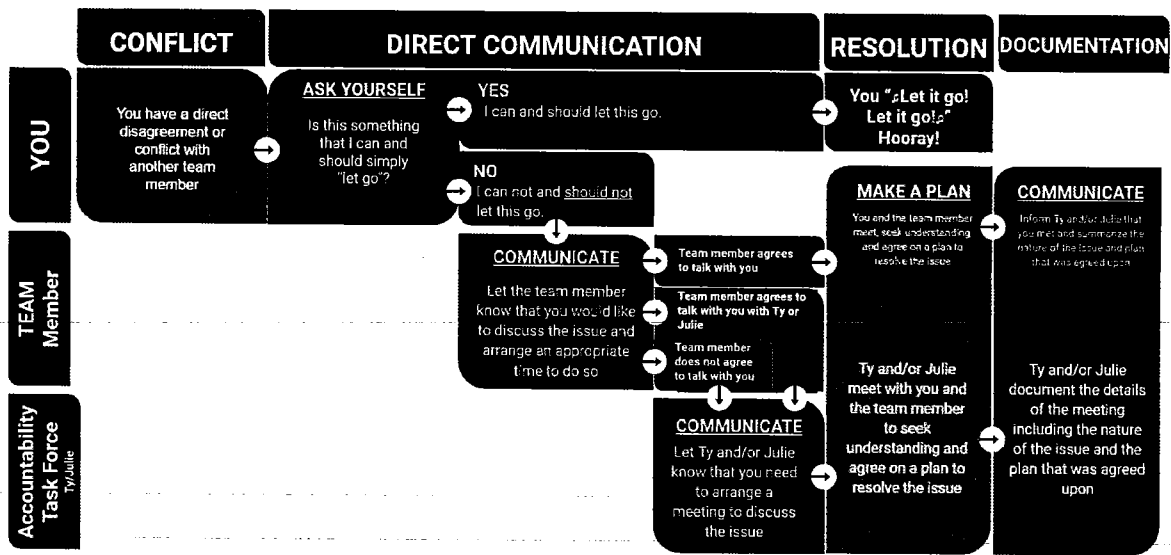
Section 5. Petty Cash: The TPS Committee may be authorized to administer a Petty Cash Fund. The size of this fund shall not exceed \$100 USD unless authorized by Board resolution.

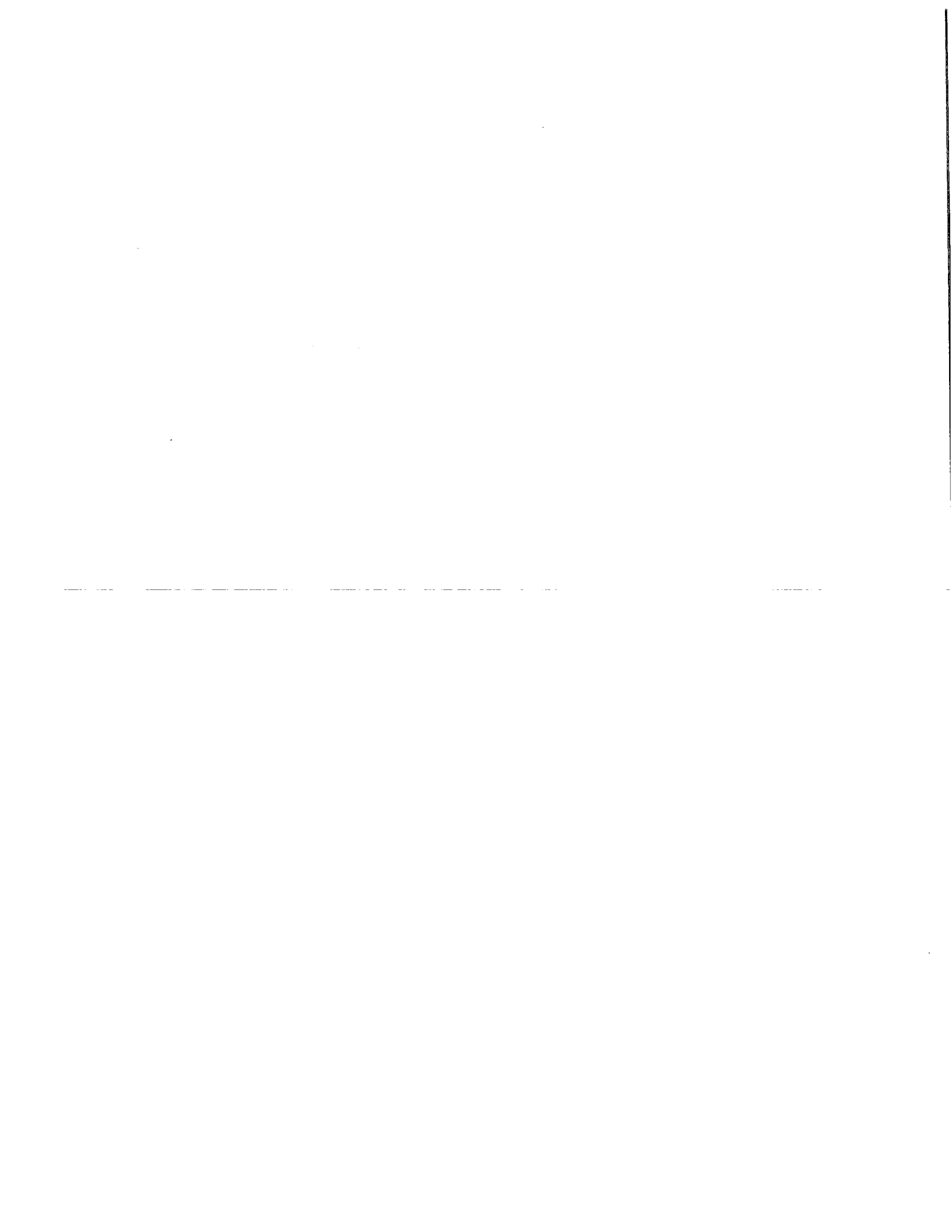


REVISED TEXT FOR BOARD APPROVAL

7.3 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the appropriate person or peer partner. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If this discussion does not solve the problem, employees should consult the flowchart below to determine next steps. This process addresses an order of events that must occur for serious complaints and concerns. In the event of a major conflict, the Accountability Task Force will inform EdVisions Cooperative and the Academic Arts High School Board of any corrective action that has serious legal concerns and/or may lead to the termination of an employee.





REVISED FOR BOARD APPROVAL

ARTICLE IV: BOARD OF DIRECTORS

Section 1. General Powers: The Board shall have all the powers and duties necessary or appropriate for governance regarding the overall policy and direction of AAHS which are not prohibited by law or these bylaws.

Section 2. Number, Tenure and Qualifications: The charter school board of directors shall be composed of at least five non-related members, with a maximum of nine members, and include: (i) at least one licensed teacher employed as a teacher at the school or providing instruction under contract between the charter school and a cooperative; (ii) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (iii) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school. The board may include a majority of teachers described in this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio non-voting board members. Each Board Member shall hold office for a three (3) year term or until a successor has been duly elected and qualified, or until the Board Member dies, resigns, is removed or the term otherwise expires. The election of the Board of Directors shall be in compliance with Section 124D.10 of the Minnesota Statutes.

a. Nomination Process: Qualified candidates for the Board of Directors shall be nominated at least thirty (30) days prior to the annual meeting. The Board of Directors will compile a list of nominees and notify Board Members of the nominees for each position fifteen (15) days prior to the annual meeting.

Section 3. Regular Meetings: The Board shall meet monthly at a regularly scheduled time and place. All meetings of the Board or committees shall be conducted in compliance with Minnesota Open Meeting Law, Section 13D of Minnesota Statutes. Dates will be published on the Academic Arts High School website and posted in the entryway of the school premises. Board meetings may be canceled with notice by email to members and by posting the notice of cancellation on the school website and in the front entryway of the school premises.

Section 4. Special Meetings: The Board Chair may call Special Meetings of the Board of Directors at any time, for any purpose. The Board Chair shall call a special meeting of the Board of Directors upon the written or verbal request of one third (1/3) of the members of the Board. Notice of every special meeting of the Board of Directors shall be posted on the Academic Arts High School website at least three (3) days before the day on which the meeting is to be held.

Section 5. Emergency Meetings: The Board Chair may call an Emergency Meeting for circumstances that require immediate consideration that does not allow for the three (3) day minimum notification of a Special Meeting. Notice of an Emergency Meeting shall be given to each Board Member and each Board Member must respond that they have received the notice. The subject or reason for the Emergency Meeting shall be included in the notification, but will protect the privacy of a minor student, enrolled student's family, and staff performance evaluation.

Section 6. Closed Meetings: A meeting of the Board of Directors may only be closed for specific circumstances, and shall be subject to notification as described in Minnesota Statute 13D, Minnesota Open Meeting Law. The purpose of a Closed Meeting is to hear student expulsion, other student disciplinary issues, and staff evaluation results. All meetings will be in compliance with the Minnesota Fair Pupil Dismissal Act.

Section 7. Quorum and Adjourned Meeting: A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such quorum shall not be present at any such meeting, the Board Chair or Members present shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum is convened, and later enough members withdraw from the meeting so that less than a quorum remains, the remaining Members shall continue to transact business, short of voting, until adjournment.

Section 8. Voting: Each member of the Board of Directors shall have the power to exercise one (1) vote on all matters to be decided by resolution of the Board. The affirmative vote of a majority of a quorum of Board Members shall constitute a duly authorized action of the Board.

Section 9. Resignation and Removal: Board Members may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair or the Secretary of the Board. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A Board Member may be removed at any time, with or without cause, by a two-thirds (2/3) vote of a majority of all remaining Members of the Board. Failure to attend three (3) consecutive meetings shall constitute cause.

a. AAHS employee/Board Member: If a Board Member is an employee of AAHS, and their employment is terminated for any reason, they will be automatically removed from the Board. However, the Board may elect, at the next meeting, to reinstate the terminated employee to serve the remainder of the academic/fiscal term.

Section 10. Filling Vacancies: Vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Member by the affirmative vote of a majority of the remaining Members, even if less than a quorum is present. A Member filling a vacancy shall hold office until the next annual meeting of the Members, or until their successor has been duly elected and qualified, subject to their earlier death, disqualification, resignation, or removal.

Section 11. Compensation: Board Members shall not receive compensation for their services as a Board Member.

Section 12. Presence at Meetings: Members of the Board of Directors or of any committee, as applicable, must be present to participate in making decisions.

Section 13. Committees of Board: Committees and Subcommittees shall be designated as needed per ~~ongoing and ad-hoc requirements at the Board's discretion. The Board may assign other committees for~~ singular purposes. The Board will provide the Committee with a statement of purpose, and the assigned responsibilities of the Committee. The Board will assign a Chair for each Committee and reserves the right to approve its Members. Committee members do not need to be Board Members.

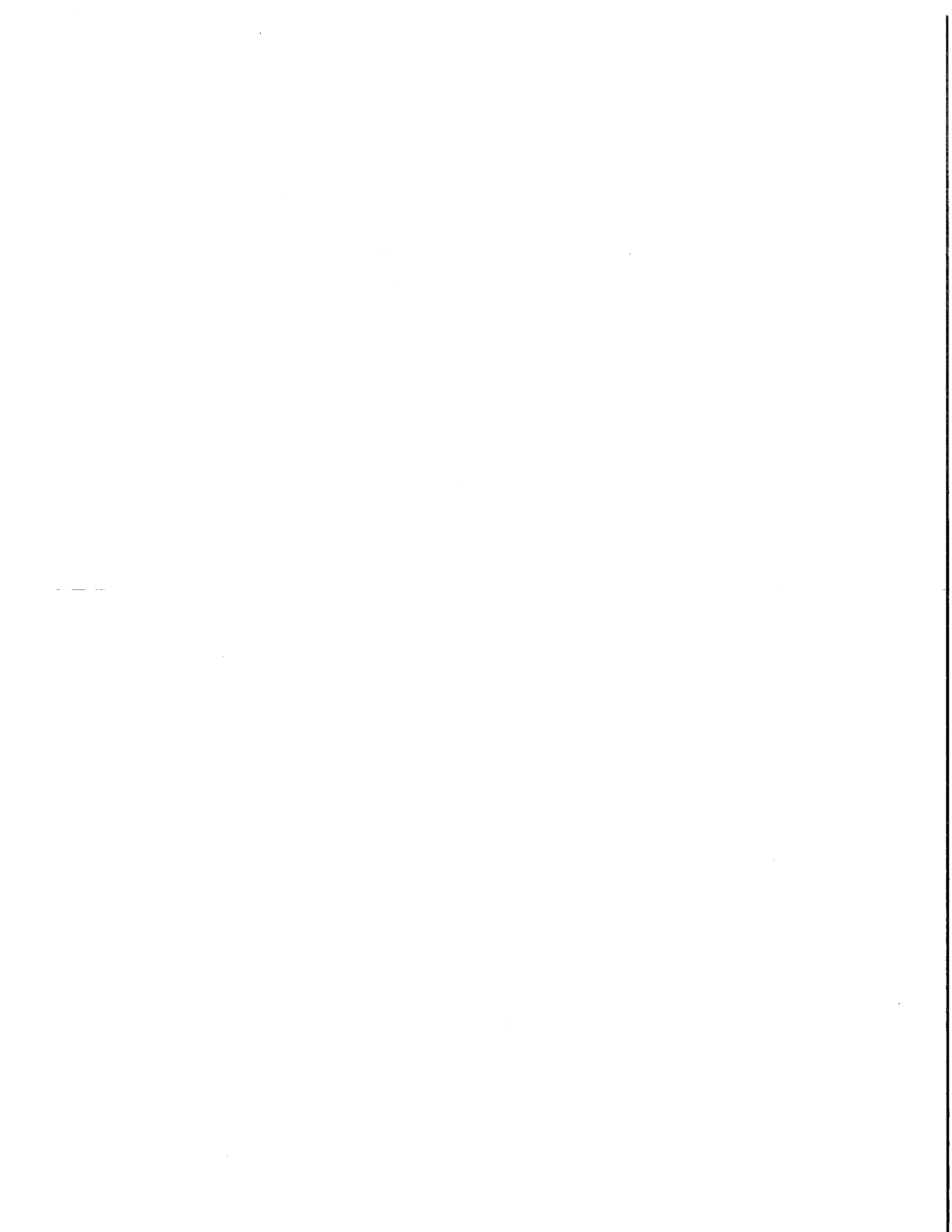
a. Limitation on Authority of Committees: Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision, ratification or alteration by the Board of Directors. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. Notice of all meetings of any committee shall be given to all members of that committee as required by the Minnesota Open Meeting Law.

Section 14. Conflict of Interest: Each Board Member must complete a conflict of interest statement from review by the Board's Authorizer within thirty (30) days of their election, and shall annually complete such a statement on the anniversary of their election or on such an annual date that the Board may select.

ADM		Expense	Revenue	Net	Projected Fund Balance
95	art to June	\$1,677,671	\$1,661,984	\$ (15,687)	17.75%
95	art to dec	\$1,647,293	\$1,661,984	\$ 14,691	19.92%
100	art to June	\$1,677,671	\$1,702,481	\$ 24,810	20.16%
100	art to dec	\$1,647,293	\$1,702,481	\$ 55,188	22.38%

Total recorded costs for insurance.

Insurance FY 15	\$ 89,674
Insurance Fy 16	\$ 105,866
Insurance FY 17	\$ 108,160
Insurance FY 18	\$ 134,121



Budget Summary

	2018-2019	2017-2018
Administration	\$ 193,867	\$ 189,664
Salaries	\$ 64,537	\$ 64,537
benefits	\$ 36,086	\$ 27,883
Purchased Services	\$ 73,444	\$ 74,444
Supplies	\$ 6,800	\$ 6,800
Equipment	\$ -	\$ -
Dues	\$ 13,000	\$ 16,000
Financing	\$ -	\$ -
Instructional	\$ 335,865	\$ 385,869
Salaries	\$ 224,951	\$ 260,559
benefits	\$ 69,618	\$ 77,014
Purchased Services	\$ 27,296	\$ 27,296
Supplies	\$ 14,000	\$ 21,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Fed Title 1	\$ 1,832	\$ 19,276
Salaries	\$ -	\$ 15,000
benefits	\$ -	\$ 2,444
Purchased Services	750.00	750.00
Supplies	\$ 1,082	\$ 1,082
Fed Title 2	\$ 2,084	\$ 2,084
Purchased Services	2084.00	2084.00
Fed Special Education	\$ 20,000	\$ 20,000
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ 10,000	\$ 10,000
Supplies	\$ 10,000	\$ 10,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
State Special Education	\$ 675,181	\$ 564,674
Salaries	\$ 491,773	\$ 432,325
benefits	\$ 167,089	\$ 116,030
Purchased Services	\$ 12,000	\$ 12,000
Supplies	\$ 4,320	\$ 4,320
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Instructional Support	\$ -	\$ 5,500
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ -	\$ 5,500
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Student Support	\$ 95,371	\$ 40,352
Salaries	\$ 30,426	\$ 16,563
benefits	\$ 10,555	\$ 6,399
Purchased Services	\$ 54,390	\$ 17,390
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Lease and Maintenance	\$ 303,092	\$ 280,190
Purchased Services	\$ 72,260	\$ 62,713
Lease	\$ 219,332	\$ 210,478
Supplies	\$ 2,000	\$ 2,000
Equipment	\$ -	\$ -
Financing	\$ -	\$ -
Insurance	\$ 9,500	\$ 5,000
Reserve transfer	\$ -	\$ -
total	\$ 1,627,293	\$ 1,507,609

Revenue		2018-2019	2017-2018
Gen Ed Aid	101 Adm	\$ 325,110	\$ 303,945
Gen Ed endowment		\$ 3,721	\$ 3,721
Gen Ed facilities		\$ 6,000	\$ 6,000
Lease Aid	95 ADM	\$ 340,710	\$ 340,710
Special Education Aid	90% of state exp	\$ 100,331	\$ 101,491
Sped Ed Transport		\$ 78,389	\$ 78,389
misc		\$ 1,100	\$ 1,100
Gifts		\$ 1,000	\$ 1,000
student activity		\$ 5,400	\$ 5,000
Fed SPED		\$ 20,000	\$ 20,000
Fed Title 1		\$ 1,832	\$ 19,276
Fed Title 2		\$ 2,084	\$ 2,084
total		\$ 1,653,984	\$ 1,546,723

Food Service		\$ 20,000	\$ 20,000
	salaries		
	benefits		
	purchased	\$ -	\$ -
	supplies	\$ 20,000	\$ 20,000
	equipment		
	dues		
Total Revenue		\$ 8,000	\$ 8,000
Revenue transfer		\$ 8,000	\$ 8,000
Lunch Program net		\$ (12,000.00)	\$ (12,000.00)
Special Assessments			
		\$ 14,691	\$ 27,113
For Economic Benefits			
Total Net		\$ 14,691	\$ 27,113

Budget Summary

	2018-2019	2017-2018
Administration	\$ 194,018	\$ 189,664
Salaries	\$ 64,537	\$ 64,537
benefits	\$ 36,236	\$ 27,883
Purchased Services	\$ 73,444	\$ 74,444
Supplies	\$ 6,800	\$ 6,800
Equipment	\$ -	\$ -
Dues	\$ 13,000	\$ 16,000
Financing	\$ -	\$ -
Instructional	\$ 366,093	\$ 385,869
Salaries	\$ 247,351	\$ 260,559
benefits	\$ 77,446	\$ 77,014
Purchased Services	\$ 27,296	\$ 27,296
Supplies	\$ 14,000	\$ 21,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Fed Title 1	\$ 1,832	\$ 19,276
Salaries	\$ -	\$ 15,000
benefits	\$ -	\$ 2,444
Purchased Services	750.00	750.00
Supplies	\$ 1,082	\$ 1,082
Fed Title 2	\$ 2,084	\$ 2,084
Purchased Services	2084.00	2084.00
Fed Special Education	\$ 20,000	\$ 20,000
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ 10,000	\$ 10,000
Supplies	\$ 10,000	\$ 10,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
State Special Education	\$ 675,181	\$ 564,674
Salaries	\$ 491,773	\$ 432,325
benefits	\$ 167,089	\$ 116,030
Purchased Services	\$ 12,000	\$ 12,000
Supplies	\$ 4,320	\$ 4,320
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Instructional Support	\$ -	\$ 5,500
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ -	\$ 5,500
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Student Support	\$ 95,371	\$ 40,352
Salaries	\$ 30,426	\$ 16,563
benefits	\$ 10,555	\$ 6,399
Purchased Services	\$ 54,390	\$ 17,390
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Lease and Maintenance	\$ 303,092	\$ 280,190
Purchased Services	\$ 72,260	\$ 62,713
Lease	\$ 219,332	\$ 210,478
Supplies	\$ 2,000	\$ 2,000
Equipment	\$ -	\$ -
Financing	\$ -	\$ -
Insurance	\$ 9,500	\$ 5,000
Reserve transfer	\$ -	\$ -
total	\$ 1,657,671	\$ 1,507,609

Revenue		
Gen Ed Aid	101 Adm	\$ 22,781
Gen Ed endowment		\$ 5,412
Gen Ed facilities		\$ 1,000
Lease Aid	95 ADM	\$ 14,710
Special Education Aid	90% of state exp	\$ 12,111
Sped Ed Transport		\$ 20,000
misc		\$ 1,100
Gifts		\$ 1,000
student activity		\$ 5,400
Fed SPED		\$ 20,000
Fed Title 1		\$ 1,832
Fed Title 2		\$ 2,084
total		\$ 1,653,984

\$ 1,546,723

Food Service		\$ 20,000	\$ 20,000
	salaries		
	benefits		
	purchased	\$ -	\$ -
	supplies	\$ 20,000	\$ 20,000
	equipment		
	dues		
Total Revenue		\$ 8,000	\$ 8,000
Revenue transfer		\$ 8,000	\$ 8,000
Lunch Program net		\$ (12,000.00)	\$ (12,000.00)

OPERATIONAL REVENUE	\$ 27,113	\$ 27,113
OPERATIONAL EXPENSES	\$ (15,687)	\$ (15,687)
Total Net	\$ (15,687)	\$ 27,113

Budget Summary

	2018-2019	2017-2018
Administration	\$ 194,060	\$ 189,664
Salaries	\$ 64,537	\$ 64,537
benefits	\$ 36,279	\$ 27,883
Purchased Services	\$ 73,444	\$ 74,444
Supplies	\$ 6,800	\$ 6,800
Equipment	\$ -	\$ -
Dues	\$ 13,000	\$ 16,000
Financing	\$ -	\$ -
Instructional	\$ 374,729	\$ 385,869
Salaries	\$ 253,751	\$ 260,559
benefits	\$ 79,682	\$ 77,014
Purchased Services	\$ 27,296	\$ 27,296
Supplies	\$ 14,000	\$ 21,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Fed Title 1	\$ 1,832	\$ 19,276
Salaries	\$ -	\$ 15,000
benefits	\$ -	\$ 2,444
Purchased Services	750.00	750.00
Supplies	\$ 1,082	\$ 1,082
Fed Title 2	\$ 2,084	\$ 2,084
Purchased Services	2084.00	2084.00
Fed Special Education	\$ 20,000	\$ 20,000
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ 10,000	\$ 10,000
Supplies	\$ 10,000	\$ 10,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
State Special Education	\$ 675,181	\$ 564,674
Salaries	\$ 491,773	\$ 432,325
benefits	\$ 167,089	\$ 116,030
Purchased Services	\$ 12,000	\$ 12,000
Supplies	\$ 4,320	\$ 4,320
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Instructional Support	\$ -	\$ 5,500
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ -	\$ 5,500
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Student Support	\$ 95,371	\$ 40,352
Salaries	\$ 30,426	\$ 16,563
benefits	\$ 10,555	\$ 6,399
Purchased Services	\$ 54,390	\$ 17,390
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Lease and Maintenance	\$ 303,092	\$ 280,190
Purchased Services	\$ 72,260	\$ 62,713
Lease	\$ 219,332	\$ 210,478
Supplies	\$ 2,000	\$ 2,000
Equipment	\$ -	\$ -
Financing	\$ -	\$ -
Insurance	\$ 9,500	\$ 5,000
Reserve transfer	\$ -	\$ -
total	\$ 1,666,350	\$ 1,507,609

Revenue

Gen Ed Aid	101 Adm	\$ 194,060	\$ 189,664
Gen Ed endowment		\$ -	\$ -
Gen Ed facilities		\$ -	\$ -
Lease Aid	95 ADM	\$ 54,390	\$ 17,390
Special Education Aid	90% of state exp	\$ 20,000	\$ 20,000
Sped Ed Transport		\$ 20,000	\$ -
misc		\$ 1,100	\$ 1,100
Gifts		\$ 1,000	\$ 1,000
student activity		\$ 5,400	\$ 5,000
Fed SPED		\$ 20,000	\$ 20,000
Fed Title 1		\$ 1,832	\$ 19,276
Fed Title 2		\$ 2,084	\$ 2,084
total		\$ 1,694,481	\$ 1,546,723

Food Service		\$ 20,000	\$ 20,000
	salaries		
	benefits		
	purchased	\$ -	\$ -
	supplies	\$ 20,000	\$ 20,000
	equipment		
	dues		
Total Revenue		\$ 8,000	\$ 8,000
Revenue		\$ 8,000	\$ 8,000
transfer			
Lunch Program net		\$ (12,000.00)	\$ (12,000.00)

Total Net		\$ 16,131	\$ 27,113
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Budget Summary

	2018-2019	2017-2018
Administration	\$ 193,867	\$ 189,664
Salaries	\$ 64,537	\$ 64,537
benefits	\$ 36,086	\$ 27,883
Purchased Services	\$ 73,444	\$ 74,444
Supplies	\$ 6,800	\$ 6,800
Equipment	\$ -	\$ -
Dues	\$ 13,000	\$ 16,000
Financing		
Instructional	\$ 335,865	\$ 385,869
Salaries	\$ 224,951	\$ 260,559
benefits	\$ 69,618	\$ 77,014
Purchased Services	\$ 27,296	\$ 27,296
Supplies	\$ 14,000	\$ 21,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Fed Title 1	\$ 1,832	\$ 19,276
Salaries	\$ -	\$ 15,000
benefits	\$ -	\$ 2,444
Purchased Services	\$ 750.00	\$ 750.00
Supplies	\$ 1,082	\$ 1,082
Fed Title 2	\$ 2,084	\$ 2,084
Purchased Services	\$ 2,084.00	\$ 2,084.00
Fed Special Education	\$ 20,000	\$ 20,000
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ 10,000	\$ 10,000
Supplies	\$ 10,000	\$ 10,000
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
State Special Education	\$ 675,181	\$ 564,674
Salaries	\$ 491,773	\$ 432,325
benefits	\$ 167,089	\$ 116,030
Purchased Services	\$ 12,000	\$ 12,000
Supplies	\$ 4,320	\$ 4,320
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Instructional Support	\$ -	\$ 5,500
Salaries	\$ -	\$ -
benefits	\$ -	\$ -
Purchased Services	\$ -	\$ 5,500
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Student Support	\$ 95,371	\$ 40,352
Salaries	\$ 30,426	\$ 16,563
benefits	\$ 10,555	\$ 6,399
Purchased Services	\$ 54,390	\$ 17,390
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
Dues	\$ -	\$ -
Lease and Maintenance	\$ 303,092	\$ 280,190
Purchased Services	\$ 72,260	\$ 62,713
Lease	\$ 219,332	\$ 210,478
Supplies	\$ 2,000	\$ 2,000
Equipment	\$ -	\$ -
Financing	\$ -	\$ -
Insurance	\$ 9,500	\$ 5,000
Reserve transfer	\$ -	\$ -
total	\$ 1,627,293	\$ 1,507,609

Revenue

Gen Ed Aid	101 Adm	\$ 15,371	\$ 15,371
Gen Ed endowment		\$ 3,000	\$ 3,000
Gen Ed facilities		\$ 1,941	\$ 1,941
Lease Aid	95 ADM	\$ 15,400	\$ 15,400
Special Education Aid	90% of state exp	\$ 47,111	\$ 47,111
Sped Ed Transport		\$ 2,000	\$ 2,000
misc		\$ 1,100	\$ 1,100
Gifts		\$ 1,000	\$ 1,000
student activity		\$ 5,400	\$ 5,000
Fed SPED		\$ 20,000	\$ 20,000
Fed Title 1		\$ 1,832	\$ 19,276
Fed Title 2		\$ 2,084	\$ 2,084
total		\$ 1,694,481	\$ 1,546,723

Food Service		\$ 20,000	\$ 20,000
	salaries		
	benefits		
	purchased	\$ -	\$ -
	supplies	\$ 20,000	\$ 20,000
	equipment		
	dues		
Total Revenue		\$ 8,000	\$ 8,000
Revenue		\$ 8,000	\$ 8,000
transfer			
Lunch Program net		\$ (12,000.00)	\$ (12,000.00)

Total Net		\$ 55,188	\$ 27,113
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District 4119
 60 E Marie Ave Suite 220
 West Saint Paul, MN 55118
 PH: 651.457-7427

Board Approved 6/19/2018
 UPDATED 11/06/2018

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August
 27-30 Staff Development

February
 7-8 No School/MAAP Conference
 15 Open House
 18 No School/Presidents Day
 22 Exhibition Day

February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September
 4 First day of school
 5 Start of quarter 1

March
 6 Half Day/Parent/Teacher/Student Conferences
 7 Parent/Teacher/Student Conferences (8am-11:30)
 8 No School/Ed Visions Conversation day
 22 End of Quarter 3
 22 Exhibition Day

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October
 2 Exhibition Day
 9 & 10 NWEA
 18&19 No School/MEA
 25-29 No School/Spring Break
 25 & 26 STARS Leadership

April
 1 Start of Quarter 4
 26 Exhibition day
 29-May 1 Audubon Trip
 29-May 3 SPRING Term

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November
 2 Exhibition Day/ Half Day
 5 Half day of school
 5 End of quarter 1
 5-9 Fall Term
 7-9 Audubon Trip
 12 Start of Quarter 2
 20 Half Day/Parent/Teacher/Student Conferences
 21 Parent/Teacher/Student Conferences(8am-11:30am)
 22-23 Holiday/No School

May
 3 Exhibition Day
 27 Memorial Day

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December
 11 Exhibition Day
 24-Jan 4 Winter Break

No School/Holiday
Start of Quarter
Testing
Audubon Trip
Parent/Teacher Conferences
Parent Info Night
Open House

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January
 21 No School/MLK Day
 23 Exhibition Day
 23 End of Quarter 2
 24 Start of Quarter 3

Block 1: 9/05 to 10/02
Block 2: 10/03 to 11/02
FALL Term: 11/05 to 11/09
Block 3: 11/12 to 12/11
Block 4: 12/12 to 01/23

Block 5: 01/24 to 02/22
Block 6: 02/25 to 03/22
Block 7: 04/01 to 04/26
SPRING Term: 04/29 to 05/03
Block 8: 05/06 to 06/03

Daily Schedule
 8:00am-2:35pm

Advisory: 8:00-8:40
 Period 1: 8:50-9:40
 9:40-10:30
 Period 2: 10:35-11:25
 * LUNCH 11:25-11:55
 Period 2: 12:00-12:50
 Period 3: 12:55-1:45
 1:45-2:35

