

## **Academic Arts High School School Board Meeting Agenda**

Tuesday, January 17, 2023 | 5:00 pm | Academic Arts High School Room 123  
*Participation Remotely Via Google Meet*

### **Agenda**

- 1. Call to Order:**
- 2. Conflict of Interest Check:**
- 3. Approval of January 17, 2023 Agenda:**
- 4. Approval/Rejection of December 20, 2022 Minutes:**
- 5. Public Comments:**
- 6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
  - a. **Approval/Rejection of December 2023 financial report**
  - b. **Approval of December 2023 disbursements**
- 7. Ex Officio Report: ( Davi Hicks / Danyelle Bennett)**
- 8. Student Data Report: (Josh MacLachlan)**
- 9. Strategic Items:**
  - a. Updates on Reauthorization Evaluation from authorizer (Emily Edstrom Moore)
  - b. Updates from “Community-Teacher Association”
  - c. Board Training:
    - i. Updates on task force to plan board recruitment/training/retreat
    - ii. Training on statutory requirements of board oversight of school leader(s)
  - d. Review policies relevant to board oversight of school leader(s) (Second Reading)
  - e. Review dress code policy (First Reading)
  - f. Review policies relevant to updates in school’s behavior system (First Reading)
  - g. Review walkout policy (Second Reading)
- 10. Action Items:**
  - a. Approve/Reject background check policy (Tabled from December meeting)
  - b. Approve/Reject/Table fund balance policy (Third Reading)
  - c. Approve/Reject/Table land acknowledgement statement (Third Reading)
  - d. Approve/Reject/Table seating of Amber Nelson
- 11. Adjourn:**

## **Academic Arts High School School Board Meeting Agenda**

Tuesday, December 20, 2022 | 5:00 pm | Academic Arts High School Room 123  
*Participation Remotely Via Google Meet*

### **Agenda**

#### **Board Members Present:**

In-person: Josh MacLachlan

Online: Tenille Warren, Rachael McNamara, David Gunderman, David Massey, Christy Dickinson

**Absent:** Brenda Johnson

#### **1. Call to Order:**

- a. Josh MacLachlan calls meeting to order at 5:01 pm

#### **2. Conflict of Interest Check:**

- a. None to note

#### **3. Approval of December 20, 2022 Agenda:**

- a. Josh MacLachlan motions to approve the December 20, 2022 agenda. Tenille Warren seconds.
- b. Discussion:
  - i. Sent board members Audit report
  - ii. No further discussion
- c. Motion passes/fails with following votes:
  - i. David Gunderman - Aye
  - ii. David Massey - Aye
  - iii. Tenille Warren - Aye
  - iv. Christy Dickinson - Aye
  - v. Josh MacLachlan - Aye

#### **4. Approval/Rejection of November 17, 2022 Minutes:**

- a. Josh MacLachlan motions to approve the November 17, 2022 minutes. David Gunderman seconds.
- b. Discussion:

- i. No further discussion
- c. Motion passes with following votes:
  - i. Christy Dickinson - Aye
  - ii. David Gunderman - Aye
  - iii. Rachael McNamara - Aye
  - iv. David Massey - Aye
  - v. Tenille Warren - Aye
  - vi. Josh MacLachlan - Aye

**5. Public Comments:**

- a. Rondi Boudreau:
  - i. Concerned about the Osprey Wild trip
  - ii. There is a lot to learn from Osprey Wilds - Required the parent to get police involved
  - iii. Feels that fight was out of line with consequences
  - iv. Concerned students weren't properly prepared and supervised
  - v. Concerned that
- b. Christy Dickinson:
  - i. Disturbed that students who left early were characterized as "home sick"
  - ii. Child did not feel safe from a mental health frame
- c. Amy Hiekenen:
  - i. Did not have student on Osprey Wilds trip.
- d. Christy Dickinson:
  - i. Notes that OWELC is under new ownership
- e. Rondi Boudreau:
  - i. Important to note that staff didn't have a clear plan for how to respond to

the fight.

f. Christy Dickinson:

i. Request - make sure to check in with host

g. Rachael:

i. Board should be alerted when there is a police report filed

h. Rondi Boudreau:

i. Further explains the severity of assault in the fight

ii. Would like school to review behavior policies that include police reports/charges

iii. Staff have not followed up since - need to connect with staff

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

a. **Approval of November 2022 financial report**

i. Josh MacLachlan motions to approve the November 2022 financial report.

David Gunderman seconds.

ii. Discussion:

1. ADM

a. Current Approved Budget:

b. Current School Enrollment:

c. Current Average ADM:

d. Variance:

2. Cash on hand at end of November: increase/decrease from prior month. Current fund balance at \$523,422

3. 33% of the way through the year.

a. Revenues at 32% of budget.

b. Expenditures at 29% of budget

iii. Motion passes with following votes:

1. Christy Dickinson - Aye
2. David Gunderman - Aye
3. Rachael McNamara - Aye
4. Tenille Warren- Aye
5. David Massey - Aye
6. Josh MacLachlan - Aye

**b. Approval of November 2022 disbursements**

i. Josh MacLachlan motions to approve the November 2022 disbursements.

Christy Dickinson seconds.

ii. Discussion:

1. Nate notes
  - a. Legal fees
  - b. Fin171

iii. Motion passes with following votes:

1. Christy Dickinson - Aye
2. David Gunderman - Aye
3. Rachael McNamara - Aye
4. Tenille Warren- Aye
5. David Massey - Aye
6. Josh MacLachlan - Aye

**c. Financial Audit Presentation (Abdo Eck and Meyers)**

i. Josh MacLachlan motions to approve the FY22 financial audit report-

David Massey seconds.

ii. Discussion:

1. Nate Winter reviews report with board
  - a. “Unmodified opinion”
  - b. Audit is clean
- iii. Motion passes with following votes:
  1. Christy Dickinson - Aye
  2. David Gunderman - Aye
  3. Rachael McNamara - Aye
  4. Tenille Warren- Aye
  5. David Massey - Aye
  6. Josh MacLachlan - Aye

**7. Ex Officio Report:**

- a. School events:
- b. Committee Updates:
  - i. Jay Squad & Personnel: working with a candidate to define potential administrator position
  - ii. TPS: Established monthly meetings. Only had weekly meeting with all staff. Noticed need for focused meeting with TPS only.
  - iii. Behavior: Continued issues with bathrooms. Making push to focus on proper bathroom use.
  - iv. Curriculum: No updates
  - v. SpEd: No updates
  - vi. DEI: Working on land acknowledgement statement

**8. Student Data Report – Josh MacLachlan**

- a. Academic Measures
- b. Environmental Education Measures

- i. Review Journal Data

**9. Strategic Items:**

- a. Updates from “Community-Teacher Association” (Brenda Johnson)
- b. Board Training:
  - i. Updates on task force to plan board recruitment/training/retreat
  - ii. Training/Review of board bylaws relevant to hiring
- d. TPS Evaluation: Organizational Items
- e. Review fund balance policy (Second Reading)
- f. Review land acknowledgement statement (Second Reading)
- g. Review walkout policy (First Reading)
  - i. Defined expectations for student protests during school day
- h. Updates on potential administrator position
  - i. Working with a candidate to potentially bring on as a TPS administrator
  - ii. Has credentials (license, training, experience, etc.)
  - iii. Financially feasible in short term. Depending on potential changes to funding with future legislation at the state level, will need to be reviewed in the longer term.
  - iv. TPS will meet and decide to hire or not on 2/21/2023
- i. Review needed changes to academic calendar and schedule
  - i. Calendar was made with incorrect calculations for total instructional time. To account for the time missed so far this year and to meet statute, changes need to be made to the daily schedule and the end date.

**10. Action Items:**

- a. Approve/Reject updates to behavior protocol (Third Reading)
  - i. Josh Maclachlan motions to approve updates to behavior protocol. David Gunderman seconds.
- b. Approve/Reject updated Experience Policy (Third Reading)
  - i. Josh Maclachlan motions to approve updates to the experience policy. Rachael McNamara seconds.
- c. Approve/Reject background check policy (Third Reading)
  - i. Tabled
- d. Approve/Reject updates to Exhibit D.
  - i. Josh MacLachlan motions to approve updates to Exhibit D in the school’s

contract with the authorizer addressing blended learning. Christy Dickinson Seconds.

ii. Discussion:

1. Language in contract defines the scope of the school's blended learning program as required by statute.
2. Board members agree on following edits to update language:
  - a. Removed: "Direct instruction is not required"
    - i. This statement was confusing. The purpose of adding this was to assure students and families that students will not be required to attend specific synchronous class video calls to be counted present during blended learning times. There are multiple ways to be counted present by making direct connection with staff and class materials in addition to participating in ad hoc and scheduled video calls with staff. Since all of these methods are "direct instruction", this statement was confusing
  - b. Changed: "until the end of the scheduled school day (3:20)" at end of second added paragraph
    - i. Added to clarify when school day formally ends (and when staff will no longer available to help students)

iii. Motions passes with updates noted above with the following votes:

1. Brenda Johnson - Aye
2. David Gunderman - Aye
3. Rachael McNamara - Aye
4. Tenille Warren- Aye
5. Josh MacLachlan - Aye

e. Approve/Reject Calendar/daily schedule Update

- i. Josh Maclachlan motions to approve the following updates to the school calendar and daily schedule:
  1. 15 minutes added to the school day starting January 3, 2023.
  2. 3 Days added to end of school year to end on June 7th, 2023.
  3. Quarter 3 conferences moved to prior week on Wednesday.



Davide Gunderman seconds

- ii. Discussion:
  - 1. No further discussion.
- iii. Motions passes with following votes:
  - 1. Brenda Johnson - Aye
  - 2. David Gunderman - Aye
  - 3. Rachael McNamara - Aye
  - 4. Tenille Warren- Aye
  - 5. Josh MacLachlan - Aye

**11. Adjourn:**

- a. Rachael McNamara motions to adjourn meeting at 7:23pm



- December 2022 -  
Financial Statements

**Prepared By:**  
Nate Winter



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# Academic Arts High School Executive Summary

## ***To accompany the December 2022 financial statements, as presented to the School Board***

\*\* As of month-end, 42% of the year was complete

### **Enrollment**

- Current Approved Budget: 110
- Current School Enrollment: 117
- Current Average ADM: 107.57
- Variance: 7

### **Statement of Activities**

Cash at the end of December was \$497K, which is a \$51K increase from the prior month. The current year estimated state receivable that is owed to the School through month end was \$77K. The preliminary prior year state receivable owed to the school is currently being estimated at \$58K

The beginning fund balance for the year is \$523,422.

### **Schedule of Budget and Actual Revenue and Expenses**

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

- Revenues for the month were at 49% of budget:
  - Two IDEAS payments on the 15<sup>th</sup> and 30<sup>th</sup>.
  - Normally monthly deposits
  - SERVS draws
- Expenditures for the month were at 47% of budget:
  - Normal monthly payments of rent, benefits, contracted services, and supplies went out
  - Driver education, Osprey Wilds field trip

### **Other Items of Importance**

- All beginning balances are finalized with the audit report being presented at the December board meeting.
- The final audit reports were submitted by the 12/31 deadline.
- W2s & 1099s will be submitted to the IRS by the 1/31 deadline.

# Academic Arts High School Financial Dashboard

December 2022    50% of School Year Complete

## REVENUE

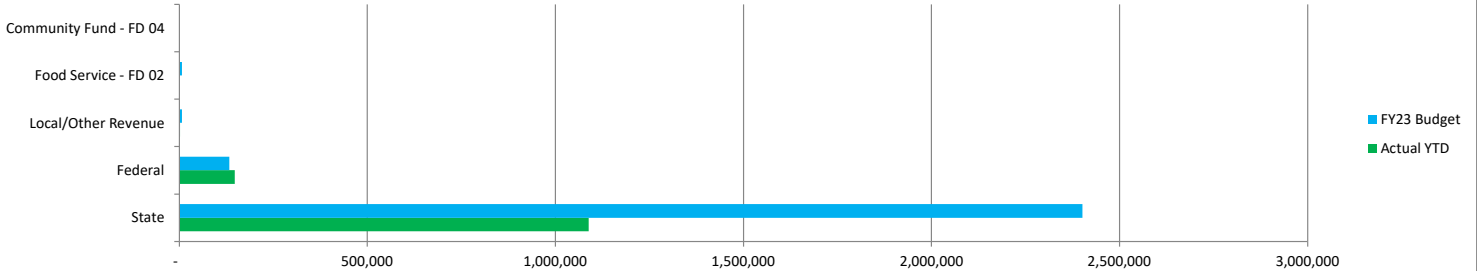
**Total Revenue this Month**  
\$329,369

**Total Revenue YTD**  
\$1,239,372

**Budgeted Revenue FY23**  
\$2,549,167

**% of Revenue Budget**  
49%

### Revenue - Actual vs. Budget



## EXPENSE

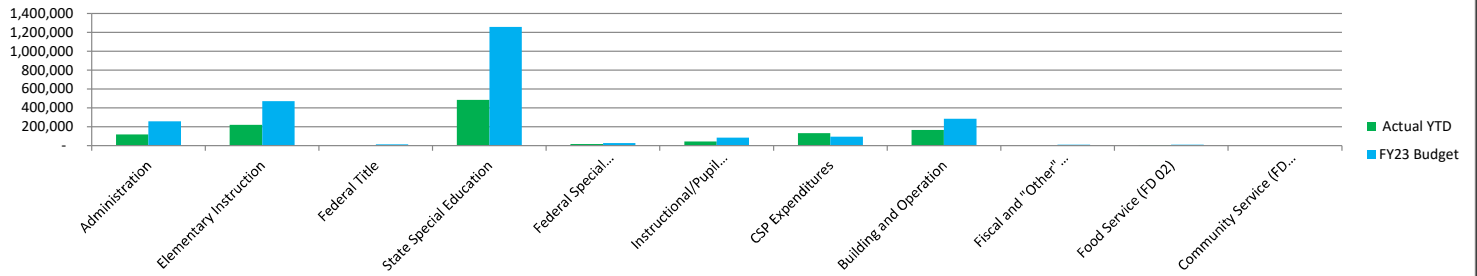
**Total Expense this Month**  
\$262,228

**Total Expense YTD**  
\$1,176,475

**Budgeted Expense FY23**  
\$2,501,281

**% of Expense Budget**  
47%

### Expense - Actual vs. Budget



## BALANCE SHEET

**Cash at End of Month**  
\$496,776

**Cash at End of Prior Month**  
\$445,707

**Beginning Fund Balance - FY23**  
\$523,422

**Budgeted Fund Balance - End of FY23**  
\$571,307

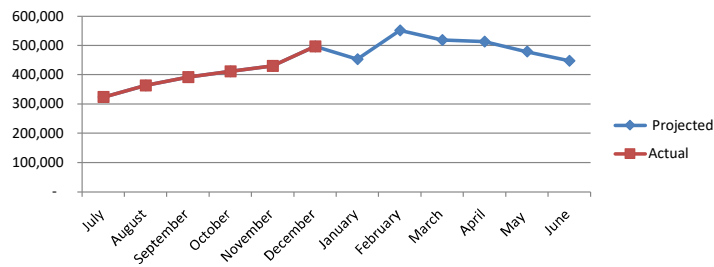
**Cash at Beginning of Year**  
\$269,421

**Projected Cash Balance- End of FY23**  
\$447,610

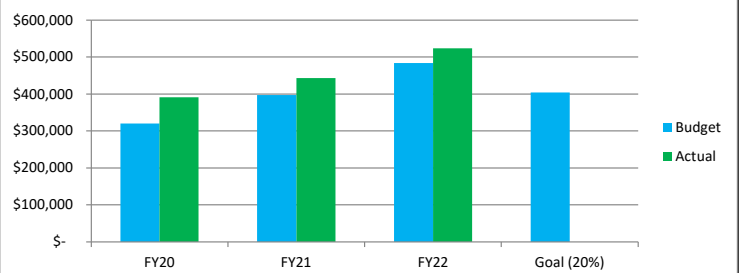
**Fund Balance at Month End**  
\$586,319

**Long-Term Fund Balance Goal (20%)**  
\$403,831

### Cash Flow Projection



### Fund Balance - Budget vs. Actual



## ENROLLMENT

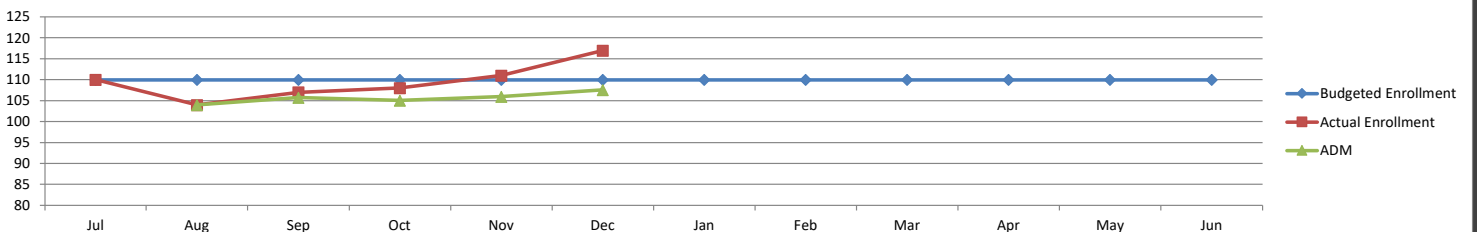
**Actual Enrollment at Month End**  
117

**Budgeted Enrollment**  
110

**Actual ADM - YTD**  
108

**Actual vs. Budgeted Enrollment Variance**  
7

### 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 December 2022

	Current Month	Prior Month	\$ Change	Audited	YTD \$ Change
	12/31/2022	11/30/2022		6/30/2022	
<b>ASSETS:</b>					
Current Assets:					
Cash	496,776	445,707	51,069	269,421	227,355
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	57,779	57,779	(0)	-	57,779
Due from MDE - Current Year Estimate	77,483	128,994	(51,511)	318,272	(240,789)
Due from Federal	55,622	109,927	(54,305)	69,633	(14,011)
Prepays	9,976	9,976	(0)	30,314	(20,338)
<b>Total Current Assets</b>	<b>697,636</b>	<b>752,383</b>	<b>(54,747)</b>	<b>687,639</b>	<b>9,997</b>
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
<b>Total Net Capital Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>697,636</b>	<b>752,383</b>	<b>(54,747)</b>	<b>687,639</b>	<b>9,997</b>
<b>LIABILITIES:</b>					
Current Liabilities:					
Salaries Payable	105,873	88,228	17,645	119,008	(13,135)
Accounts Payable	-	12,467	(12,467)	9,571	(9,571)
Payroll Liabilities	5,444	5,564	(120)	35,639	(30,195)
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>111,317</b>	<b>106,259</b>	<b>5,058</b>	<b>164,218</b>	<b>(52,901)</b>
<b>FUND BALANCE</b>					
Beginning Fund Balance as of July 1, 2022	523,422	523,422	-	442,749	
Net Income, FY2023 to Date	62,897	122,702	(59,805)	80,673	(17,775)
<b>Ending Fund Balance</b>	<b>586,319</b>	<b>646,124</b>	<b>(59,805)</b>	<b>523,422</b>	<b>62,897</b>
<b>TOTAL FUND BALANCE</b>	<b>586,319</b>	<b>646,124</b>	<b>(59,805)</b>	<b>523,422</b>	<b>62,897</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>697,636</b>	<b>752,383</b>	<b>(54,747)</b>	<b>687,639</b>	<b>9,997</b>

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

# Academic Arts High School

## Balance Sheet

As of December 2022

	<b>ALL FUNDS</b>	General Fund	Food Service	Community Fund	Capital Assets
	<b>Total</b>	<b>FD 01</b>	<b>FD 02</b>	<b>FD 04</b>	<b>FD 98</b>
<b>ASSETS:</b>					
Current Assets:					
Cash	496,776	501,174	(4,398)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	57,779	57,779	-	-	-
Due from MDE - Current Year Estimate	77,483	77,483	-	-	-
	-	-	-	-	-
Due from Federal	55,622	55,622	-	-	-
Prepays	9,976	9,976	-	-	-
<b>Total Current Assets</b>	<b>697,636</b>	<b>702,034</b>	<b>(4,398)</b>	-	-
Capital Assets					
Buildings and Equipment					
(Less) Depreciation					
Total Net Capital Assets	-				-
<b>TOTAL ASSETS</b>	<b>697,636</b>	<b>702,034</b>	<b>(4,398)</b>	-	-
<b>LIABILITIES:</b>					
Current Liabilities:					
Salaries Payable	105,873	105,873	-	-	-
Accounts Payable	-	-	-	-	-
Payroll Liabilities	5,444	5,444	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>111,315</b>	<b>111,317</b>	-	-	-
<b>FUND BALANCE</b>					
Beginning Fund Balance as of July 1, 2022	523,422	523,422	-	-	-
Net Income, FY 2023 to Date	62,897	67,295	(4,398)	-	-
<b>Ending Fund Balance</b>	<b>586,319</b>	<b>590,717</b>	<b>(4,398)</b>	-	-
Investment in Capital Assets	-				-
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>697,636</b>	<b>702,034</b>	<b>(4,398)</b>	-	-

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

**Academic Arts High School**  
Income Statement - Variance  
As of December 2022

50% of Fiscal Year 2022-2023 Complete

Approved  
6/22/2022

	YTD Actual	YTD Budget	YTD Variance	FY23 Original Budget	% of Budget
<b>FUND 01</b>					
<b>DISTRICT REVENUE - GENERAL FUND</b>					
Local & Other	2,688	3,700	(1,013)	7,400	36%
State - Gen. Ed. Aid	655,509	530,008	125,500	1,060,017	62%
State - Special Education/ADSSIS	337,557	573,299	(235,742)	1,146,598	29%
State - Lease Aid	-	86,724	(86,724)	173,448	0%
State - Other	18,128	10,609	7,519	21,218	85%
Estimated State Holdback Recognized	77,483	-	-	-	N/A
PY Over/Under Accrual	-	-	-	-	N/A
Federal - ESSER	119,272	-	119,272	94,413	126%
Federal - COVID-19 Testing Grant	13,069	-	13,069	-	0%
Federal - Title	-	6,787	(6,787)	13,574	0%
Federal - Special Ed.	15,666	12,500	3,166	25,000	63%
<b>TOTAL DISTRICT REVENUE - GENERAL FUND</b>	<b>1,239,372</b>	<b>1,223,627</b>	<b>15,745</b>	<b>2,541,667</b>	<b>49%</b>
<b>DISTRICT EXPENDITURES - GENERAL FUND</b>					
<b>Administration &amp; District Support Services</b>					
Salary & Benefits	46,353	58,709	(12,356)	117,418	39%
Purchased Services	57,932	52,500	5,432	105,000	55%
Supplies & Equipment	6,729	9,000	(2,271)	18,000	37%
Other Fees	6,794	8,755	(1,961)	17,510	39%
<b>Total Administration &amp; District Support Expenditures</b>	<b>117,809</b>	<b>128,964</b>	<b>(11,155)</b>	<b>257,928</b>	<b>46%</b>
<b>Instructional Expenditures</b>					
Salary & Benefits	202,303	217,178	(14,875)	434,356	47%
Purchased Services	5,166	6,953	(1,786)	13,905	37%
Supplies & Equipment	10,546	10,750	(204)	21,500	49%
Other Fees	-	-	-	-	0%
<b>Total Instructional Expenditures</b>	<b>218,015</b>	<b>234,881</b>	<b>(16,865)</b>	<b>469,761</b>	<b>46%</b>
<b>Federal Title</b>					
Salary & Benefits	-	-	-	-	0%
Purchased Services	-	4,287	(4,287)	8,574	0%
Supplies & Equipment	-	2,500	(2,500)	5,000	0%
Other Fees	-	-	-	-	0%
<b>Total Federal Title Expenditures</b>	<b>-</b>	<b>6,787</b>	<b>(6,787)</b>	<b>13,574</b>	<b>0%</b>
<b>State Special Education</b>					
Salaries/Wages and Benefits	454,780	586,760	(131,979)	1,173,519	39%
Purchased Services	10,277	20,600	(10,323)	41,200	25%
Supplies & Equipment	-	2,500	(2,500)	5,000	0%
Transportation	16,996	19,055	(2,059)	38,109	45%
Other Fees	-	-	-	-	0%
<b>Total State Special Education Expenditures</b>	<b>482,053</b>	<b>628,914</b>	<b>(146,861)</b>	<b>1,257,828</b>	<b>38%</b>
<b>Federal Special Education/CEIS</b>					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	4,124	7,500	(3,376)	15,000	27%
Supplies & Equipment	11,542	5,000	6,542	10,000	115%
Other Fees	-	-	-	-	0%
<b>Total Federal Special Education Expenditures</b>	<b>15,666</b>	<b>12,500</b>	<b>3,166</b>	<b>25,000</b>	<b>63%</b>
<b>Instructional/Pupil Support</b>					
Salary & Benefits	30,878	30,878	-	61,755	50%
Purchased Services	10,798	10,750	48	21,500	50%
Supplies & Equipment	-	-	-	-	0%
Other Fees	-	-	-	-	0%
<b>Total Instructional Support Expenditures</b>	<b>41,676</b>	<b>41,628</b>	<b>48</b>	<b>83,255</b>	<b>50%</b>
<b>ESSER/COVID19 Funding</b>					

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



	YTD Actual	YTD Budget	YTD Variance	FY23 Original Budget	% of Budget
ESSER	119,272	47,206	72,066	94,412	126%
COVID19 Testing Grant	13,069	-	13,069	-	0%
<b>Total Instructional Support Expenditures</b>	<b>132,341</b>	<b>47,206</b>	<b>85,135</b>	<b>94,412</b>	<b>140%</b>
<b>Building &amp; Operations</b>					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	35,965	34,225	1,739	68,450	53%
Facilities Lease	103,509	103,509	-	207,017	50%
Supplies & Equipment	25,043	150	24,893	300	8348%
Other Fees	-	4,378	(4,378)	8,755	0%
<b>Total Building &amp; Operations Expenditures</b>	<b>164,516</b>	<b>142,261</b>	<b>22,255</b>	<b>284,522</b>	<b>58%</b>
<b>Fiscal &amp; Other Fixed Cost Programs</b>					
Purchased Services	-	-	-	-	0%
Transfers to Other Funds	-	7,500	-	7,500	0%
<b>Total Fiscal &amp; Other Fixed Cost Programs Expend.</b>	<b>-</b>	<b>7,500</b>	<b>(7,500)</b>	<b>7,500</b>	<b>58%</b>
<b>TOTAL DISTRICT EXPENDITURES - GENERAL FUND</b>	<b>1,172,077</b>	<b>1,250,640</b>	<b>(78,564)</b>	<b>2,493,781</b>	<b>47%</b>
<b>GENERAL FUND (01) - NET INCOME</b>	<b>67,295</b>	<b>(27,014)</b>	<b>94,310</b>	<b>47,886</b>	
<b>FUND 02</b>					
<b>DISTRICT REVENUE - FOOD SERVICE FUND</b>					
Local & Other	-	-	-	-	0%
State	-	-	-	-	0%
Federal	-	-	-	-	0%
Transfers from Other Funds	-	3,750	(3,750)	7,500	0%
<b>TOTAL DISTRICT REVENUE - FOOD SERVICE FUND</b>	<b>-</b>	<b>3,750</b>	<b>(3,750)</b>	<b>7,500</b>	<b>0%</b>
<b>DISTRICT EXPENDITURES - FOOD SERVICE FUND</b>					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	4,398	3,750	648	7,500	59%
Supplies & Equipment	-	-	-	-	0%
<b>TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND</b>	<b>4,398</b>	<b>3,750</b>	<b>648</b>	<b>7,500</b>	<b>59%</b>
<b>FOOD SERVICE FUND (02) - NET INCOME</b>	<b>(4,398)</b>	<b>-</b>	<b>(4,398)</b>	<b>-</b>	
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>1,239,372</b>	<b>1,227,377</b>	<b>11,995</b>	<b>2,549,167</b>	<b>49%</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>1,176,475</b>	<b>1,254,390</b>	<b>(77,916)</b>	<b>2,501,281</b>	<b>47%</b>
<b>NET INCOME (LOSS) - ALL FUNDS</b>	<b>62,897</b>	<b>(27,014)</b>	<b>89,912</b>	<b>47,886</b>	
Beginning Fund Balance 7/1/2022	523,422			523,422	
<b>Ending Fund Balance</b>	<b>586,319</b>			<b>571,307</b>	

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

**Academic Arts High School  
December 2022 Payment Register**

District #	Payment #	Bank	Check #	Pay Type	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	10049	AB		WX	12/30/2022	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 68.45	State SPED Transportation
4119	10050	AB		WX	12/30/2022	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 61.68	State SPED Transportation
4119	10051	AB		WX	12/30/2022	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 53.99	State SPED Transportation
4119	10052	AB		WX	12/30/2022	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 62.90	State SPED Transportation
4119	10053	AB		WX	12/30/2022	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 40.27	State SPED Transportation
4119	10054	AB		WX	12/30/2022	1414	City of West St. Paul	USD	\$ 115.00	Admin Purchased Services
4119	10055	AB		WX	12/30/2022	1414	City of West St. Paul	USD	\$ 70.00	Admin Purchased Services
4119	10056	AB		WX	12/30/2022	1414	City of West St. Paul	USD	\$ 75.00	Admin Purchased Services
4119	10057	AB		WX	12/30/2022	1492	BP - Gas	USD	\$ 31.13	State SPED Transportation
4119	10058	AB		WX	12/30/2022	1575	Southview Office CenterLLC	USD	\$ 22,684.29	B/O Building Lease
4119	10059	AB		WX	12/30/2022	1778	Teacherspay teachers	USD	\$ 2.67	Instructional S&E
4119	10060	AB		WX	12/30/2022	1778	Teacherspay teachers	USD	\$ 3.22	Instructional S&E
4119	10061	AB		WX	12/30/2022	1778	Teacherspay teachers	USD	\$ 20.85	Instructional S&E
4119	10062	AB		WX	12/30/2022	1778	Teacherspay teachers	USD	\$ 3.77	Instructional S&E
4119	10063	AB		WX	12/30/2022	1856	CliftonLarsonAllen LLP	USD	\$ 7,459.15	Admin Purchased Services
4119	10063	AB		WX	12/30/2022	1856	CliftonLarsonAllen LLP	USD	\$ 8,378.67	Admin Purchased Services
4119	10064	AB		WX	12/30/2022	1876	USPS	USD	\$ 19.20	Admin Purchased Services
4119	10065	AB		WX	12/30/2022	1883	Alerus	USD	\$ 97.44	Payroll Liabilities
4119	10066	AB		WX	12/30/2022	1883	Alerus	USD	\$ 97.44	Payroll Liabilities
4119	10067	AB		WX	12/30/2022	1883	Alerus	USD	\$ 50.00	Payroll Liabilities
4119	10068	AB		WX	12/30/2022	1886	TRA	USD	\$ 5,298.34	Payroll Liabilities
4119	10069	AB		WX	12/30/2022	1886	TRA	USD	\$ 5,194.02	Payroll Liabilities
4119	10070	AB		WX	12/30/2022	1886	TRA	USD	\$ 6,652.96	Payroll Liabilities
4119	10071	AB		WX	12/30/2022	1887	PERA	USD	\$ 2,397.61	Payroll Liabilities
4119	10072	AB		WX	12/30/2022	1887	PERA	USD	\$ 2,788.94	Payroll Liabilities
4119	10073	AB		WX	12/30/2022	1887	PERA	USD	\$ 2,782.71	Payroll Liabilities
4119	10074	AB		WX	12/30/2022	1888	IRS	USD	\$ 12,195.45	Payroll Liabilities
4119	10075	AB		WX	12/30/2022	1888	IRS	USD	\$ 15,311.34	Payroll Liabilities
4119	10076	AB		WX	12/30/2022	1888	IRS	USD	\$ 11,455.92	Payroll Liabilities
4119	10077	AB		WX	12/30/2022	1889	MN Dept of Revenue	USD	\$ 1,895.00	Payroll Liabilities
4119	10078	AB		WX	12/30/2022	1889	MN Dept of Revenue	USD	\$ 2,002.27	Payroll Liabilities
4119	10079	AB		WX	12/30/2022	1889	MN Dept of Revenue	USD	\$ 2,569.15	Payroll Liabilities
4119	10080	AB		WX	12/30/2022	1924	Skyroam, INC	USD	\$ 99.00	Instructional PS
4119	10081	AB		WX	12/30/2022	1924	Skyroam, INC	USD	\$ 99.00	Instructional PS
4119	10082	AB		WX	12/30/2022	1924	Skyroam, INC	USD	\$ 99.00	Instructional PS
4119	10083	AB		WX	12/30/2022	2040	LA Fitness	USD	\$ 37.66	Instructional PS
4119	10084	AB		WX	12/30/2022	2040	LA Fitness	USD	\$ 37.66	Instructional PS
4119	10085	AB		WX	12/30/2022	2040	LA Fitness	USD	\$ 37.66	Instructional PS
4119	10086	AB		WX	12/30/2022	2040	LA Fitness	USD	\$ 37.66	Instructional PS
4119	10087	AB		WX	12/30/2022	2040	LA Fitness	USD	\$ 52.74	Instructional PS
4119	10088	AB		WX	12/30/2022	2049	Speedway	USD	\$ 65.68	State SPED Transportation
4119	10089	AB		WX	12/31/2022	1101	CUB FOODS	USD	\$ 98.83	Instructional S&E
4119	10090	AB		WX	12/31/2022	1290	Lowes	USD	\$ 25.26	Instructional S&E
4119	10091	AB		WX	12/31/2022	1313	Amazon	USD	\$ 954.19	Instructional S&E
4119	10092	AB		WX	12/31/2022	1313	Amazon	USD	\$ 48.58	Instructional S&E
4119	10093	AB		WX	12/31/2022	1313	Amazon	USD	\$ 284.99	Instructional S&E

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4119	10094	AB		WX	12/31/2022	1313	Amazon	USD	\$	101.00	Federal SPED S&E
4119	10095	AB		WX	12/31/2022	1324	Teachers on Call	USD	\$	262.65	Instructional PS
4119	10096	AB		WX	12/31/2022	1324	Teachers on Call	USD	\$	262.65	Instructional PS
4119	10097	AB		WX	12/31/2022	1324	Teachers on Call	USD	\$	656.63	Instructional PS
4119	10098	AB		WX	12/31/2022	1348	target	USD	\$	180.60	Instructional S&E
4119	10099	AB		WX	12/31/2022	1360	Walgreens	USD	\$	5.65	Admin S&E
4119	10100	AB		WX	12/31/2022	1375	McDonalds	USD	\$	14.18	Instructional S&E
4119	10101	AB		WX	12/31/2022	1444	Little Ceasers	USD	\$	110.03	Instructional S&E
4119	10102	AB		WX	12/31/2022	1579	Blick Art Materials	USD	\$	91.45	Instructional S&E
4119	10103	AB		WX	12/31/2022	1608	Costco	USD	\$	220.03	Federal SPED S&E
4119	10104	AB		WX	12/31/2022	1608	Costco	USD	\$	16.93	COVID-19 Testing Grant
4119	10105	AB		WX	12/31/2022	1608	Costco	USD	\$	136.66	Instructional S&E
4119	10106	AB		WX	12/31/2022	1644	Minneapolis Parking Ramp	USD	\$	8.00	Instructional PS
4119	10107	AB		WX	12/31/2022	1644	Minneapolis Parking Ramp	USD	\$	8.00	Instructional PS
4119	10108	AB		WX	12/31/2022	1644	Minneapolis Parking Ramp	USD	\$	8.00	Instructional PS
4119	10109	AB		WX	12/31/2022	1966	Raising Canes	USD	\$	126.24	Instructional S&E
4119	10110	AB		WX	12/31/2022	2050	Exxon Mobile	USD	\$	5.58	Instructional S&E
4119	10111	AB		WX	12/31/2022	2051	Chick-Fil-A	USD	\$	118.28	Instructional S&E
4119	10112	AB		WX	12/31/2022	2051	Chick-Fil-A	USD	\$	23.55	Instructional S&E
4119	10113	AB		WX	12/31/2022	2052	Dishes by Ka'Ris	USD	\$	226.46	Instructional S&E
4119	10114	AB		WX	12/31/2022	1997	Midwest Insurance Company	USD	\$	613.00	Payroll Liabilities
4119	9941	AB	6878	CH	12/5/2022	1581	Julie Peterson	USD	\$	2,490.00	Admin Purchased Services
4119	9990	AB	6879	CH	12/20/2022	1014	Century Link	USD	\$	557.16	Admin Purchased Services
4119	10007	AB	6880	CH	12/20/2022	2041	Chris Lawler	USD	\$	50.00	Instructional S&E
4119	10007	AB	6880	CH	12/20/2022	2041	Chris Lawler	USD	\$	15.56	Instructional S&E
4119	10007	AB	6880	CH	12/20/2022	2041	Chris Lawler	USD	\$	33.66	Instructional S&E
4119	9992	AB	6881	CH	12/20/2022	1146	cmERDC	USD	\$	2,350.00	Admin Purchased Services
4119	9992	AB	6881	CH	12/20/2022	1146	cmERDC	USD	\$	2,350.00	Admin Purchased Services
4119	9996	AB	6882	CH	12/20/2022	1849	Comcast Business	USD	\$	336.74	Admin Purchased Services
4119	9991	AB	6883	CH	12/20/2022	1015	DESIGNS FOR LEARNING	USD	\$	2,058.00	State SPED PS
4119	10008	AB	6884	CH	12/20/2022	2042	Executive Clean LLC	USD	\$	6,470.00	B/O Purchased Services
4119	10005	AB	6885	CH	12/20/2022	2036	Integrative Therapy	USD	\$	285.00	State SPED PS
4119	10006	AB	6886	CH	12/20/2022	2037	IPitomy Communications LLC	USD	\$	424.29	Admin Purchased Services
4119	10009	AB	6887	CH	12/20/2022	2043	Johnson Fitness & Wellness	USD	\$	16,230.00	FIN 161 Expense
4119	10009	AB	6887	CH	12/20/2022	2043	Johnson Fitness & Wellness	USD	\$	1,697.05	FIN 161 Expense
4119	9997	AB	6888	CH	12/20/2022	1878	Lenovo Financial Services	USD	\$	3,287.07	Instructional S&E
4119	10004	AB	6889	CH	12/20/2022	1997	Midwest Insurance Company	USD	\$	613.00	Payroll Liabilities
4119	9998	AB	6890	CH	12/20/2022	1879	MN PEIP - C/O MMB Fiscal Services	USD	\$	9,125.91	Payroll Liabilities
4119	10001	AB	6891	CH	12/20/2022	1913	Navigate Care Consulting	USD	\$	122.50	I/PS Purchased Services
4119	10001	AB	6891	CH	12/20/2022	1913	Navigate Care Consulting	USD	\$	45.00	I/PS Purchased Services
4119	10001	AB	6891	CH	12/20/2022	1913	Navigate Care Consulting	USD	\$	275.00	I/PS Purchased Services
4119	10001	AB	6891	CH	12/20/2022	1913	Navigate Care Consulting	USD	\$	90.00	I/PS Purchased Services
4119	9993	AB	6892	CH	12/20/2022	1284	Osprey Wilds ELC	USD	\$	6,547.50	FIN 171 Expense
4119	9995	AB	6893	CH	12/20/2022	1493	Premium Water Inc	USD	\$	372.66	Admin Purchased Services
4119	10000	AB	6894	CH	12/20/2022	1909	Ratwik, Roszak & Maloney, P.A.	USD	\$	929.50	Admin Purchased Services
4119	10003	AB	6895	CH	12/20/2022	1953	Stephanie Lonetti	USD	\$	32.40	B/O Supplies & Equipment
4119	10003	AB	6895	CH	12/20/2022	1953	Stephanie Lonetti	USD	\$	408.71	Instructional S&E
4119	10010	AB	6896	CH	12/20/2022	2044	Teachers Retirement Association	USD	\$	498.13	Payroll Liabilities
4119	9999	AB	6897	CH	12/20/2022	1891	The Lincoln National Life Insurance Company	USD	\$	476.44	Payroll Liabilities
4119	9999	AB	6897	CH	12/20/2022	1891	The Lincoln National Life Insurance Company	USD	\$	476.44	Payroll Liabilities

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

4119	9999	AB	6897	CH	12/20/2022	1891	The Lincoln National Life Insurance Company	USD	\$	476.44	Payroll Liabilities	
4119	9994	AB	6898	CH	12/20/2022	1473	US Bancorp Equipment Finance	USD	\$	405.58	I/PS Purchased Services	
4119	10011	AB	6899	CH	12/20/2022	2045	Voigt Motorcoach Travel, INC	USD	\$	2,398.94	I/PS Purchased Services	
4119	10002	AB	6900	CH	12/20/2022	1948	Yummy	USD	\$	576.50	Food Service	
4119	10002	AB	6900	CH	12/20/2022	1948	Yummy	USD	\$	724.00	Food Service	
4119	10002	AB	6900	CH	12/20/2022	1948	Yummy	USD	\$	628.00	Food Service	
4119	10002	AB	6900	CH	12/20/2022	1948	Yummy	USD	\$	538.25	Food Service	
4119	10002	AB	6900	CH	12/20/2022	1948	Yummy	USD	\$	594.50	Food Service	
4119	10046	AB	30420000	CH	12/1/2022	1046	MN BCA	USD	\$	18.00	Admin Purchased Services	
4119	10048	AB	30430000	CH	12/22/2022	1775	Ford	USD	\$	2,500.00	State SPED Transportation	
4119	10047	AB	50040000	CH	12/20/2022	1891	The Lincoln National Life Insurance Company	USD	\$	1,832.04	Payroll Liabilities	
<b>Total:</b>										<b>\$</b>	<b>184,452.28</b>	

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

## Academic Arts High School

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1803	4119	AB	CR1222														
12.06.22 Deposit																	
				1978	Credit	A	12/06/22	Wire	1	c1							
							4119	R	01	005	000	000	096	000	Art Supplies Donation	200.00	0.00
														Receipt Total:	\$200.00	\$0.00	
														<b>Deposit Total:</b>	<b>\$200.00</b>	<b>\$0.00</b>	
1804	4119	AB	CR1222														
12.12.22 Discount Tire Refund																	
				1983	Credit	A	12/12/22	Wire	1	c1							
							4119	E	01	005	760	723	305	000	12.12.22 Discount Tire Refun	202.00	0.00
														Receipt Total:	\$202.00	\$0.00	
														<b>Deposit Total:</b>	<b>\$202.00</b>	<b>\$0.00</b>	
1805	4119	AB	CR1222														
12.12.22 Panda Express Refund																	
				1984	Credit	A	12/12/22	Wire	1	c1							
							4119	E	01	010	211	000	490	000	12.12.22 Panda Express Refi	4.32	0.00
														Receipt Total:	\$4.32	\$0.00	
														<b>Deposit Total:</b>	<b>\$4.32</b>	<b>\$0.00</b>	
1806	4119	AB	CR1222														
12.15.22 IDEAS Payment																	
				1979	Credit	A	12/13/22	Wire	1	c1							
							4119	R	01	005	000	000	211	000	FY23 General Education Aid	77,383.16	0.00
														Receipt Total:	\$77,383.16	\$0.00	
														<b>Deposit Total:</b>	<b>\$77,383.16</b>	<b>\$0.00</b>	
1807	4119	AB	CR1222														
12.19.22 Paypal Transfer																	
				1985	Credit	A	12/19/22	Wire	1	c1							
							4119	R	01	005	000	000	096	000	Donation	120.55	0.00
														Receipt Total:	\$120.55	\$0.00	
														<b>Deposit Total:</b>	<b>\$120.55</b>	<b>\$0.00</b>	
1808	4119	AB	CR1222														
12.21.22 Deposit																	
				1980	Credit	A	12/21/22	Wire	1	c1							
							4119	R	01	005	000	000	096	000	Maren Longbella Donation	50.00	0.00
							4119	R	01	005	000	000	099	000	Drivers Ed- Adam	180.00	0.00
							4119	R	01	005	000	000	099	000	Drivers Ed- Yazmyne Richarc	360.00	0.00
							4119	R	01	005	000	000	096	000	GE Donation	252.00	0.00

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
1808	4119	AB	CR1222													
12.21.22 Deposit																
				1980	Credit	A	12/21/22	Wire	1	c1	Misc					
							4119 E 01 010 211 000 140 000			Chris Lawler Overpayment					1,988.39	0.00
														Receipt Total:	\$2,830.39	\$0.00
														<b>Deposit Total:</b>	<b>\$2,830.39</b>	<b>\$0.00</b>
1809	4119	AB	CR1222													
12.29.22 SERVS Draw																
				1981	Credit	A	12/29/22	Wire	1	c1	Misc					
							4119 R 01 005 000 155 400 012			FY23 FIN 155 CRS 012					17,962.48	0.00
							4119 R 01 005 000 160 400 012			FY23 FIN 160 CRS 012					74,422.66	0.00
														Receipt Total:	\$92,385.14	\$0.00
														<b>Deposit Total:</b>	<b>\$92,385.14</b>	<b>\$0.00</b>
1810	4119	AB	CR1222													
12.30.22 IDEAS Payment																
				1982	Credit	A	12/30/22	Wire	1	c1	Misc					
							4119 R 01 005 000 000 211 000			FY23 General Education Aid					156,230.41	0.00
														Receipt Total:	\$156,230.41	\$0.00
														<b>Deposit Total:</b>	<b>\$156,230.41</b>	<b>\$0.00</b>
1811	4119	AB	CR1222													
12.13.22 Costco Refund																
				1986	Credit	A	12/13/22	Wire	1	c1	Misc					
							4119 E 01 010 211 000 490 000			12.13.22 Costco Refund					12.86	0.00
														Receipt Total:	\$12.86	\$0.00
														<b>Deposit Total:</b>	<b>\$12.86</b>	<b>\$0.00</b>
														Report Total:	\$329,368.83	\$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 Six Months Ended December 31st, 2022 and Year Ending June 30th, 2023**

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

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

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

The effects of these departures have not been determined.

**Summary of Significant Assumptions**

These financial forecasts present, to the best of management's knowledge and belief, the School's expected financial position, results of operations, and cash projection for the forecast periods. Accordingly, the forecasts reflect its judgment as of June 22, 2022 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.

**22-23 January**  
**Board Meeting (Highlights and To Do)**  
Date: 1/17/2023  
Ex Officio: Danyelle Bennett & Davi Hicks

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School Events

- Exhibition day: 1/19/2023
  - Wolf Ridge Trip:
    - Scheduled for February
    - Students will have a much more rigorous “vetting” process before being approved for this trip.
    - Smaller trip, Regular classes in session at school
- 

Committee Updates

TPS:

Personnel: Connecting with potential social worker candidate

Behavior: Implementing new school-wide behavior initiatives (Davi Hicks)

Nutrition: Developing systems to accommodate new system of off campus lunch

Marketing/Enrollment: Currently on waitlist. Word-of-mouth continues to be the best recruitment avenue

Curriculum: Ordering books for advisory reading program. Developing student clubs for advisory, wednesdays, and after school programs.

SpEd: ~45 students with IEPs. Currently evaluating 4

Jay Squad: Continuing to meet with Davi weekly during transitional time

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**Assignments from Board:**

- 1.
  - 2.
  - 3.
- 

**TPS Members attending next meeting:**

- 1.
- 2.
- 3.



## **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 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.

# **AHA School Dress Policy**

## **(From FY23 Student/Parent Handbook)**

### **Dress and Appearance**

Staff members reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications, be provided alternative clothing (when available) or be sent home to change. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated.

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

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

# Code of Conduct Violations and Guidelines

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

## Chemical Infractions

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

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

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

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

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

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

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

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

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

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

#### 4. MEDICATION MISUSE (PRESCRIPTION)

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

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

#### 5. TOBACCO USE OR POSSESSION

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

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

### DANGEROUS AND/OR NUISANCE ITEMS

#### 1. FIREARMS

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

#### 2. FIREWORKS

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

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

### 3. NUISANCE OBJECTS

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

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

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

### 4. POTENTIALLY DANGEROUS ITEMS

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

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

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

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

## DRIVING INFRACTIONS AND TRANSPORTATION

### 1. DRIVING, CARELESS OR RECKLESS

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

1st Offense	2nd Offense	3rd Offense
*** Restorative Assignment	3 day suspension Parking privilege possibly revoked	5 day suspension Parking privilege revoked Police referral

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

### 2. TRANSPORTATION

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

1st Offense	2nd Offense	3rd Offense
Verbal Warning Restorative Assignment	1-3 day suspension	Loss of transportation privileges

## PHYSICAL INFRACTIONS

### 1. ASSAULT

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

1st Offense	2nd Offense	3rd Offense
3 day suspension Restorative Assignment	5 day suspension Social Worker referral	10 day suspension Expulsion Recommendation Police referral

## 2. ASSAULT, AGGRAVATED

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

## 3. FIGHTING

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

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

## 4. PUSHING, SHOIVING, SCUFFLING

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

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

## 5. SEXUAL MISCONDUCT

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

## PROPERTY INFRACTIONS

### 1. ARSON

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

### 2. BREAKING AND ENTERING

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

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

### 3. FIRE EXTINGUISHER, UNAUTHORIZED USE

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

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

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

### 4. ROBBERY OR EXTORTION

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

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



## 5. SECURITY SYSTEM TAMPERING

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

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

## 6. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

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

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

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

## 7. TRESPASSING

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

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

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

8. VANDALISM, MINOR ACTS (LESS THAN \$500)

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

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

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

9. VANDALISM, MAJOR ACTS (MORE THAN \$500)

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

SCHOLASTIC DISHONESTY

1. DISHONESTY, SCHOLASTIC

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

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

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

TECHNOLOGY INFRACTIONS

1. ELECTRONIC DEVICES, MISUSE OF

\*\* See Electronic Policy

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

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

## 2. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

1st Offense	2nd Offense	3rd Offense
1-2 day suspension Restorative Assignment	3-5 day suspension	5 day suspension Loss of electronic usage completely

## 3. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

## THREATENING AND/OR DISRUPTIVE BEHAVIOR

### 1. ABUSE, VERBAL

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

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

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

## 2. BOMB THREAT OR TERRORISTIC THREAT

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

1st Offense
10 day suspension Expulsion Recommendation Police Referral

## 3. BULLYING OR INTIMIDATING BEHAVIOR

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

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

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

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

## 4. DISORDERLY CONDUCT

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

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

## 5. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

1st Offense	2nd Offense	3rd Offense
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*** Restorative Assignment	1-3 day suspension	3-5 day suspension
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(\*\*\*) Indicates disciplinary action assigned by building administration

#### 6. FIRE ALARM, FALSE

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

1st Offense	2nd Offense	3rd Offense
1-3 day suspension Restorative Assignment	5 day suspension Police referral	10 day suspension Possible expulsion recommendation

#### 7. GAMBLING

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

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

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

#### 8. HARASSMENT OR RETALIATION

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

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

1st Offense	2nd Offense	3rd Offense
1-3 day suspension Restorative Assignment	3-5 day suspension Police referral	10 day suspension Possible expulsion recommendation

## 9. HAZING

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

1st Offense	2nd Offense	3rd Offense
1-3 day suspension Restorative Assignment	3-5 day suspension Police referral	10 day suspension Possible expulsion recommendation

## 10. INSUBORDINATION

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

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

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

## 11. THREATENING GROUP ACTIVITY

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

1st Offense	2nd Offense	3rd Offense
1-3 day suspension Restorative Assignment	3-5 day suspension	5-10 day suspension

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

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

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

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

## OTHER BEHAVIOR INFRACTIONS

### 1. DRESS AND APPEARANCE

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

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated.

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

1. Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
2. Wearing clothing promoting products or activities that are illegal for use by minor
3. Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or

approves, advances or provokes any form of prohibited harassment or violence against other individuals as defined in district policy.

4. Wearing clothing or footwear that could damage school property.
5. Wearing masks face paint or grooming that limits or prevents identification of a student.
6. Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
7. Wearing clothing in a manner that displays undergarments.

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

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

## 2. FALSE REPORTING

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

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

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

## 3. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

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

## UNIQUE SITUATIONS

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



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

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

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

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



## **AHA Student Walkout & Demonstrations**

### **AHA Response to Walkouts and Demonstrations Steps**

When staff are aware of a potential student demonstration or walk out staff should alert a member of Jay Squad immediately. Jay Squad will then convene quickly to coordinate the following steps:

- If students are demonstrating in response to a staff or policy concern, the staff in the area of the student concern should take the lead on the situation with support of Jay Squad. If the concern is in response to a community concern, Jay Squad will manage the response.
- If in response to a school related concern staff (lead staff and/or Jay Squad) will immediately communicate with students about their concerns in an attempt to come to a resolution.
- Resolutions may include the use of talking circles or classroom discussion groups. Staff present will be able to communicate school policy and sign out procedures for walkouts.
- If a demonstration continues in the school building, further attempts will be made to place students into talking circles, with help from support staff. Space that could be utilized; available classroom, social work office, multi-purpose room, or first floor space. Students will be encouraged to either address their concerns in these circles or return to class.
- Doors should be left unlocked for students to return to class. Staff will complete sweeps of bathrooms and other areas of the school to ensure safety in the environment.
- Concurrently, one member of Jay Squad will be assigned to check in with each classroom to ensure all teachers are aware of walkout and demonstrations, and address what message would be most appropriate for teachers to communicate to students.
- One Jay Squad member will be assigned point person for contacting parents and caregivers when there is a high possibility of a walkout or demonstration, and will collaborate this effort with front desk staff. This point person will also communicate with parents and caregivers in the aftermath through group email or Parentsquare, and ensure that the board of directors are made aware of all walkouts and demonstrations.
- Efforts will be made in following days to provide students opportunities to have a dialogue through groups organized collaboratively between staff and student senate.

## **Student Voice**

AHA knows our students may be affected by events in our community. Families and caregivers should know that AHA respects students' First Amendment right to free speech and to peacefully assemble. A process should be in place as part of a school wide positive engagement plan for students and families to share concerns without fear of reprisal. Regular meetings should be held for students and administration so the students can feel connected to decisions that impact their education. We understand that at times, students across the city may participate in walkouts or protests.

## **Safety Info for Families and Caregivers**

We do, however, need to maintain some protocols around these actions in order to protect the rights and safety of all staff and students. When AHA is aware of a high possibility of a walk out, families and caregivers are informed so they can help their student choices for their education and their safety. If your child is considering some form of civic action, please speak with them about how they can stay safe and abide by these policies at their school.

**The AHA practice is that if students leave school property, they will not be able to return to the school for the remainder of the day or participate in afterschool activities – and they will receive an unexcused absence, unless there are special circumstances.** If students leave the building, but do not leave the grounds, they can be asked to leave only when their continued presence creates a significant disruption to the educational environment. While the administration will not be disciplining students for protesting/demonstrating, any other infractions that take place during the protest/demonstration will be addressed in accordance with standard practice.

Students wishing to participate in a walkout will be required to follow normal sign-out procedures, which will require a sign out by a parent or previously authorized adult, or written permission in advance from an authorized parent or guardian. If students refuse to comply with the request to follow protocol, parents shall be called prior to students leaving if possible.

## **Resources**

In addition to the [MPS procedures around protests](#), the following may also be helpful:

- [ACLU Protesters' Rights - Know Your Rights](#)
- [Tips for Survivors: Coping with Grief after Community Violence](#)

- Legal Rights Center Resource

*We encourage you to have a conversation with your student(s) regarding this information and reach out to staff if you have any questions. Also, support staff are always available for additional support.*

*Adopted from Minneapolis Public Schools on 6/10/22*

Academic Arts High School Fund Balance Policy (September 2013)

Adopted September 30, 2013

Reviewed and re-approved by the board September 29, 2015

Reviewed November '22 - January '23

Academic Arts High School is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The school's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than 20 percent of General Fund expenditures and other financing uses. This percentage is based on the expectations set forth by the school's authorizer, **Osprey Wilds**.