

Academic Arts High School School Board Meeting Agenda

Tuesday, February 21, 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/Rejection of February 21, 2023 Agenda:**
- 4. Approval/Rejection of January 17, 2022 Minutes:**
- 5. Public Comments:**
- 6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
 - a. **Approval/Rejection of January 2023 financial report**
 - b. **Approval of January 2023 disbursements**
- 7. Ex Officio Report: (Danyelle Bennett & Davi Hicks)**
- 8. Student Data Report (Josh MacLachlan)**
- 9. Strategic Items:**
 - a. Updates on Reauthorization Process
 - b. Updates from “Community-Teacher Association”
 - c. Review updates to board bylaws relevant to board oversight of school leader(s)
(Second Reading)
 - d. Review dress code policy (Second Reading)
 - e. Review policies relevant to updates in school’s behavior system (Second Reading)
- 10. Action Items:**
 - a. Approve/Reject walkout policy (Third Reading)
 - b. Approve/Reject/Table background check policy (Tabled from December meeting)
 - c. Approve/Reject/Table land acknowledgement statement (Third Reading)
 - d. Approve change of IOwA from Shoua Yang to Davi Hicks
 - e. Approve/Reject/Table administrator calendar
 - f. Approve/Reject/Table updates to school calendar
- 11. Adjourn:**

Academic Arts High School School Board Meeting Agenda

Tuesday, January 17, 2022 | 5:00 pm | Academic Arts High School Room 123
Participation Remotely Via Google Meet

Agenda

Board Members Present:

In-person: Josh MacLachlan

Online:

Absent:

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 January 17, 2023 Agenda:

- a. Josh motions to approve the January 17, 2023 agenda with the addition of items 9h, “board election results”, and 10e, “recognition of resignation of Tenille Warren”. David Gunderman seconds.
- b. Discussion:
 - i. 9h, “board election results”:
 1. Verified: All votes from voting members
 2. Tenille Warren: Re-elected community member with 5 votes
 3. Brenda Johnson: Elected community member with 6 votes
 - ii. 10e, “recognition of resignation of Tenille Warren”:
 1. Submitted resignation
- c. Motion passes with following votes:
 - i. David Gunderman - Aye
 - ii. Christy Dickinson - Aye
 - iii. Josh MacLachlan - Aye
 - iv. Brenda Johnson - Aye

4. Approval/Rejection of December 20, 2022 Minutes:

- a. Christy Dickinson motions to approve the December 20, 2022 minutes. Brenda Johnson seconds.
- b. Discussion:
 - i. Strike 5b ii - commenter request removal
 - ii. Strike 5a v - Not complete: remove
- c. Motion passes with following votes:
 - i. David Gunderman - Aye
 - ii. Christy Dickinson - Aye
 - iii. Josh MacLachlan - Aye
 - iv. Brenda Johnson - Aye

5. Public Comments:

- a. Amber Nelson
 - i. Interested in being on the board
 - ii. Graduate of River Heights Charter School (former name of AHA)

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

- a. **Approval/Rejection of December 2022 financial report**
 - i. Josh MacLachlan motions to approve the December 2022 financial report.
David Gunderman seconds.
 - ii. Discussion:
 - 1. ADM
 - a. Current Approved Budget: 110
 - b. Current School Enrollment: 117
 - c. Current Average ADM: 107.57
 - d. Variance: -2

2. Cash on hand at end of December: increase/decrease from prior month. Current fund balance at \$523422
3. 42% of the way through the year.
 - a. Revenues at 49% of budget.
 - b. Expenditures at 47% of budget
4. Items of importance:
 - a. Drivers' education expense came in in December
 - b. OW retreat expenses came in in December
 - c. All beginning balances are finalized with the audit report being presented at the December board meeting.
 - d. The final audit reports were submitted by the 12/31 deadline.
 - e. W2s & 1099s will be submitted to the IRS by the 1/31 deadline.

iii. Motion passes with following votes:

1. David Gunderman - Aye
2. Christy Dickinson - Aye
3. Josh MacLachlan - Aye
4. Brenda Johnson - Aye

b. Approval of December 2022 disbursements

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

Brenda Johnson seconds.

ii. Discussion:

1. Questions about specific purchases
 - a. LA fitness purchase → IEP funding

b. Johnson fitness → FIN161 purchase for before/after school
mental health programing

iii. Motion passes with following votes:

1. David Gunderman - Aye
2. Christy Dickinson - Aye
3. Josh MacLachlan - Aye
4. Brenda Johnson - DROPPED CONNECTION

7. Ex Officio Report: (Danyelle Bennett & Davi Hicks)

a. Introduction of new FY23 TPS members:

- i. Davi Hicks (TPS Administrator)
- ii. Angela Yoswa (Administrative Assistant)

b. School events: UPDATE

i. February 22-24 trip to Wolf Ridge ELC

1. Smaller group (10 students currently applied, 3 staff)
2. Students complete application process before they are approved to go on trip.
 - a. Application
 - b. Staff Sponsor
 - c. Attend minimum of 2 planning meetings
 - d. Academic/Behavioral expectations and contract
3. Brenda Johnson asks about staffing
 - a. Will there be enough staff?
 - i. Parents of students who are going will be contacted directly about plan for trip

c. Committee Updates:

- i. Jay Squad: Continuing to work with Davi during transition
- ii. TPS: Scheduled update - Meeting every other week on Fridays
- iii. Personnel:
 1. Social worker candidate interview scheduled for Thursday 1/19
- iv. Behavior:
 1. Davi working with Pat to develop clearer and consistent behavior plan for school
 - a. Expectations have been unclear
 - b. Students are struggling with being held accountable.
 - c. Off campus lunch is being addressed in updated behavior systems
 - d. Students need structure
- v. Nutrition: Davi looking into an additional system for sending updates to parents via text
- vi. Marketing (Finance): See finance section
- vii. Enrollment (Finance): See finance section
- viii. Curriculum:
 1. Daily schedule has classes that are too long. Need shorter and more classes.
 - a. Student Clubs:
 - i. Cooking, Theater, exercise, yearbook, plant, Pride, student council etc.
- ix. SpEd:
 1. Currently at ~45 students
 2. Davi noticing potential need for updates in:

- a. RTI system
 - b. PBIS system
- x. DEI:
- 1. Assignments for staff encouraging forward movement in our own biases
 - 2. Davi: Intercultural Development Inventory

8. Student Data Report – Josh MacLachlan

- a. Academic Measures
- b. Environmental Education Measures
 - i. Review Journal Data from OW trip

9. Strategic Items:

- a. Updates on Reauthorization Evaluation from Authorizer
- 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)
 - 1. Statute 124E
 - 2. Employment
 - 3. Davi’s role in conducting formal evaluations for teachers
 - a. Danielson Framework:
 - i. Used to evaluate teachers
 - ii. Four domains
 - 1. Prep/Planning
 - 2. Professional Responsibilities
 - 3. Classroom Environment
 - 4. Instruction
 - 4. OW has a training coming up in February 7th on Zoom.
 - 5. How can board ensure we’re addressing areas of deficiency through training? Other options that are available.
 - 6. Can the board meet in person to get to know each other.

- d. Review policies relevant to board oversight of school leader(s) (First Reading)
 - i. Reviewed current language that references “TPS committee”. Updated language should, at minimum, replace “TPS committee” with “school administrator”.
- 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)
- h. Review of election results: See discussion in section 3:approval of January 17, 2023 agenda

10. Action Items:

- a. Approve/Reject background check policy (Tabled from December meeting)
 - i. Tabled to February meeting. No progress made since December.
- b. Approve/Reject/Table fund balance policy (Third Reading)
 - i. Josh MacLachlan Motions to Approve the Fund Balance Policy. Christy Dickinson Seconds
 - ii. Discussion: No further discussion
 - iii. Motion passes with following votes:
 - 1. Christy Dickinson
 - 2. David Gunderman
 - 3. Josh MacLahchlan
 - 4. Brenda Johnson
- c. Approve/Reject/Table land acknowledgement statement (Third Reading)
 - i. Tabled to February meeting. No further progress.
- d. Approve/Reject/Table seating of Amber Nelson
 - i. Josh MacLachlan Motions to approve seating of Amber Nelson to the board as a community member. Christy Dickinson seconds.
 - ii. Discussion:
 - 1. Excited to join!
 - 2. River heights graduate
 - a. Knew Bill Z (founder of school)
 - 3. Lot’s of experience in life coaching
 - 4. Cognitive skills facilitator
 - 5. Race equity policy

6. Board Chair will verify nepotism policy and statute before seating at next meeting

iii. Motion passes with following votes:

1. Christy Dickinson
2. David Gunderman
3. Josh MacLahchlan
4. Brenda Johnson

11. Adjourn:

- a. Christy Dickinson motions to adjourn meeting at 7:16 pm



- January 2023 -
Financial Statements

Prepared By:
Nate Winter



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Academic Arts High School Executive Summary

To accompany the January 2023 financial statements, as presented to the School Board

** As of month-end, 58% of the year was complete

Enrollment

- Current Approved Budget: 110
- Current School Enrollment: 116
- Current Average ADM: 109.38
- Variance: 6

Statement of Activities

Cash at the end of January was \$491K, which is a \$6K decrease from the prior month. The current year estimated state receivable that is owed to the School through month end was \$91K. The prior year state receivable owed to the school is at \$22K.

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 January:

- Revenues for the month were at 56% of budget:
 - Two IDEAS payments on the 15th and 30th.
 - Normally monthly deposits
 - Holdback included
- Expenditures for the month were at 56% of budget:
 - Normal monthly payments of rent, benefits, contracted services, and supplies went out
 - Authorizer fees

Other Items of Importance

- AAHS and CLA are currently in the process of putting together a working revised budget draft.
- W2s & 1099s were submitted to the IRS by the 1/31 deadline.

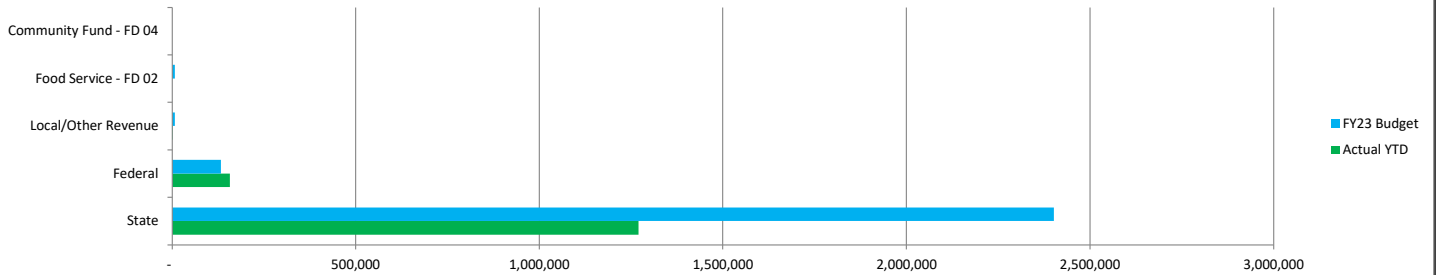
Academic Arts High School Financial Dashboard

January 2023 58% of School Year Complete

REVENUE

<u>Total Revenue this Month</u> \$204,718	<u>Total Revenue YTD</u> \$1,430,545	<u>Budgeted Revenue FY23</u> \$2,549,167	<u>% of Revenue Budget</u> 56%
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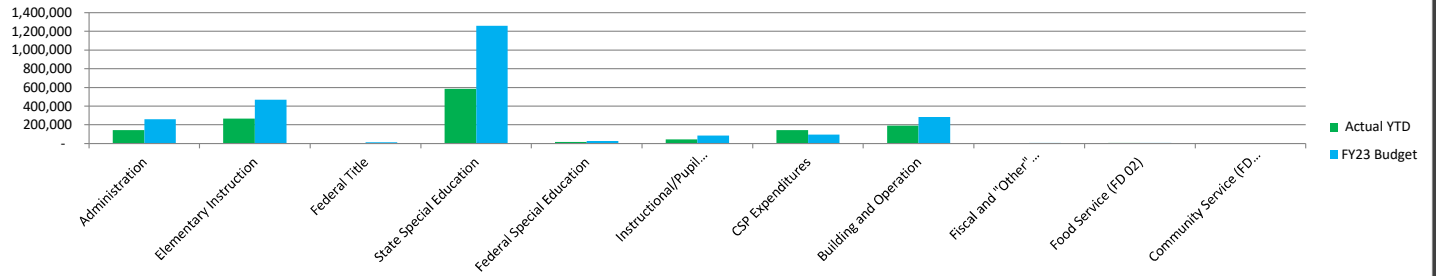
Revenue - Actual vs. Budget



EXPENSE

<u>Total Expense this Month</u> \$210,561	<u>Total Expense YTD</u> \$1,391,674	<u>Budgeted Expense FY23</u> \$2,501,281	<u>% of Expense Budget</u> 56%
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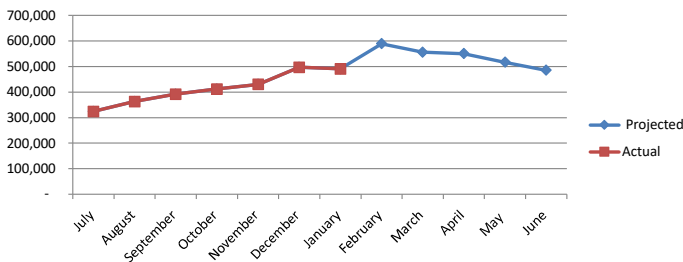
Expense - Actual vs. Budget



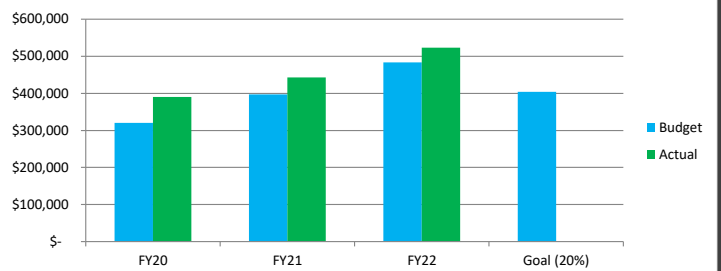
BALANCE SHEET

<u>Cash at End of Month</u> \$490,933	<u>Cash at End of Prior Month</u> \$496,776	<u>Beginning Fund Balance - FY23</u> \$523,422	<u>Budgeted Fund Balance - End of FY23</u> \$571,307
<u>Cash at Beginning of Year</u> \$269,421	<u>Projected Cash Balance- End of FY23</u> \$485,146	<u>Fund Balance at Month End</u> \$562,292	<u>Long-Term Fund Balance Goal (20%)</u> \$403,831

Cash Flow Projection



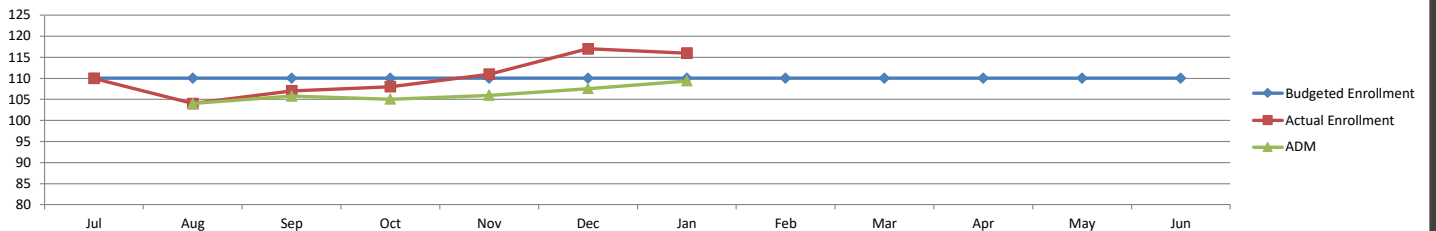
Fund Balance - Budget vs. Actual



ENROLLMENT

<u>Actual Enrollment at Month End</u> 116	<u>Budgeted Enrollment</u> 110	<u>Actual ADM - YTD</u> 109	<u>Actual vs. Budgeted Enrollment Variance</u> 6
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Actual vs. Budgeted Enrollment



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

Academic Arts High School

Comparative Balance Sheet - All Funds

As of January 2023

	Current Month	Prior Month	\$ Change	Audited	YTD \$ Change
	1/31/2023	12/31/2022		6/30/2022	
ASSETS:					
Current Assets:					
Cash	490,933	496,776	(5,843)	269,421	221,512
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	22,490	57,779	(35,289)	-	22,490
Due from MDE - Current Year Estimate	90,878	77,483	13,395	318,272	(227,394)
Due from Federal	65,349	55,622	9,727	69,633	(4,284)
Prepays	9,976	9,976	(0)	30,314	(20,338)
Total Current Assets	679,626	697,636	(18,010)	687,639	(8,014)
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	679,626	697,636	(18,010)	687,639	(8,014)
LIABILITIES:					
Current Liabilities:					
Salaries Payable	111,969	105,873	6,096	119,008	(7,039)
Accounts Payable	-	-	0	9,571	(9,571)
Payroll Liabilities	5,365	5,444	(79)	35,639	(30,274)
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	117,334	111,317	6,017	164,218	(46,884)
FUND BALANCE					
Beginning Fund Balance as of July 1, 2022	523,422	523,422	-	442,749	
Net Income, FY2023 to Date	38,871	62,897	(24,026)	80,673	(41,802)
Ending Fund Balance	562,292	586,319	(24,027)	523,422	38,871
TOTAL FUND BALANCE	562,292	586,319	(24,027)	523,422	38,871
TOTAL LIABILITIES AND FUND BALANCE	679,626	697,636	(18,010)	687,639	(8,014)

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

Academic Arts High School

Balance Sheet

As of January 2023

	ALL FUNDS	<i>General Fund</i>	<i>Food Service</i>	<i>Community Fund</i>	<i>Capital Assets</i>
	Total	FD 01	FD 02	FD 04	FD 98
ASSETS:					
Current Assets:					
Cash	490,933	495,331	(4,398)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	22,490	22,490	-	-	-
Due from MDE - Current Year Estimate	90,878	90,878	-	-	-
	-	-	-	-	-
Due from Federal	65,349	65,349	-	-	-
Prepays	9,976	9,976	-	-	-
Total Current Assets	679,626	684,024	(4,398)	-	-
Capital Assets					
Buildings and Equipment (Less) Depreciation					
Total Net Capital Assets	-				-
TOTAL ASSETS	679,626	684,024	(4,398)	-	-
LIABILITIES:					
Current Liabilities:					
Salaries Payable	111,969	111,969	-	-	-
Accounts Payable	-	-	-	-	-
Payroll Liabilities	5,365	5,365	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	117,332	117,334	-	-	-
FUND BALANCE					
Beginning Fund Balance as of July 1, 2022	523,422	523,422	-	-	-
Net Income, FY 2023 to Date	38,871	43,269	(4,398)	-	-
Ending Fund Balance	562,292	566,690	(4,398)	-	-
Investment in Capital Assets	-				-
TOTAL LIABILITES AND FUND BALANCE	679,626	684,024	(4,398)	-	-

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

Academic Arts High School
Income Statement - Variance
As of January 2023

58% of Fiscal Year 2022-2023 Complete

Approved
6/22/2022

	YTD Actual	YTD Budget	YTD Variance	FY23 Original Budget	% of Budget
FUND 01					
DISTRICT REVENUE - GENERAL FUND					
Local & Other	2,688	4,317	(1,629)	7,400	36%
State - Gen. Ed. Aid	685,572	618,343	67,229	1,060,017	65%
State - Special Education/ADSSIS	475,544	668,849	(193,304)	1,146,598	41%
State - Lease Aid	-	101,178	(101,178)	173,448	0%
State - Other	18,128	12,377	5,751	21,218	85%
Estimated State Holdback Recognized	90,878	-	-	-	N/A
PY Over/Under Accrual	-	-	-	-	N/A
Federal - ESSER	128,528	-	128,528	94,413	136%
Federal - COVID-19 Testing Grant	13,069	-	13,069	-	0%
Federal - Title	-	7,918	(7,918)	13,574	0%
Federal - Special Ed.	16,137	14,583	1,554	25,000	65%
TOTAL DISTRICT REVENUE - GENERAL FUND	1,430,545	1,427,565	2,980	2,541,667	56%
DISTRICT EXPENDITURES - GENERAL FUND					
Administration & District Support Services					
Salary & Benefits	56,788	68,494	(11,706)	117,418	48%
Purchased Services	63,320	61,250	2,070	105,000	60%
Supplies & Equipment	7,299	10,500	(3,201)	18,000	41%
Other Fees	15,934	10,214	5,720	17,510	91%
Total Administration & District Support Expenditures	143,341	150,458	(7,117)	257,928	56%
Instructional Expenditures					
Salary & Benefits	244,460	253,374	(8,914)	434,356	56%
Purchased Services	6,425	8,111	(1,686)	13,905	46%
Supplies & Equipment	14,943	12,542	2,401	21,500	70%
Other Fees	-	-	-	-	0%
Total Instructional Expenditures	265,829	274,027	(8,198)	469,761	57%
Federal Title					
Salary & Benefits	-	-	-	-	0%
Purchased Services	-	5,002	(5,002)	8,574	0%
Supplies & Equipment	-	2,917	(2,917)	5,000	0%
Other Fees	-	-	-	-	0%
Total Federal Title Expenditures	-	7,918	(7,918)	13,574	0%
State Special Education					
Salaries/Wages and Benefits	540,854	684,553	(143,698)	1,173,519	46%
Purchased Services	19,423	24,033	(4,610)	41,200	47%
Supplies & Equipment	-	2,917	(2,917)	5,000	0%
Transportation	25,801	22,230	3,571	38,109	68%
Other Fees	-	-	-	-	0%
Total State Special Education Expenditures	586,079	733,733	(147,654)	1,257,828	47%
Federal Special Education/CEIS					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	4,484	8,750	(4,266)	15,000	30%
Supplies & Equipment	11,653	5,833	5,820	10,000	117%
Other Fees	-	-	-	-	0%
Total Federal Special Education Expenditures	16,137	14,583	1,554	25,000	65%

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
Instructional/Pupil Support					
Salary & Benefits	36,024	36,024	-	61,755	58%
Purchased Services	8,950	12,542	(3,592)	21,500	42%
Supplies & Equipment	-	-	-	-	0%
Other Fees	-	-	-	-	0%
Total Instructional Support Expenditures	44,973	48,565	(3,592)	83,255	54%
ESSER/COVID19 Funding					
ESSER	128,528	55,074	73,454	94,412	136%
COVID19 Testing Grant	13,069	-	13,069	-	0%
Total Instructional Support Expenditures	141,597	55,074	86,523	94,412	150%
Building & Operations					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	41,397	39,929	1,468	68,450	60%
Facilities Lease	120,760	120,760	0	207,017	58%
Supplies & Equipment	27,163	175	26,988	300	9054%
Other Fees	-	5,107	(5,107)	8,755	0%
Total Building & Operations Expenditures	189,320	165,971	23,349	284,522	67%
Fiscal & Other Fixed Cost Programs					
Purchased Services	-	-	-	-	0%
Transfers to Other Funds	-	7,500	-	7,500	0%
Total Fiscal & Other Fixed Cost Programs Expend.	-	7,500	(7,500)	7,500	69%
TOTAL DISTRICT EXPENDITURES - GENERAL FUND	1,387,276	1,457,830	(70,554)	2,493,781	56%
GENERAL FUND (01) - NET INCOME	43,269	(30,266)	73,535	47,886	
FUND 02					
DISTRICT REVENUE - FOOD SERVICE FUND					
Local & Other	-	-	-	-	0%
State	-	-	-	-	0%
Federal	-	-	-	-	0%
Transfers from Other Funds	-	4,375	(4,375)	7,500	0%
TOTAL DISTRICT REVENUE - FOOD SERVICE FUND	-	4,375	(4,375)	7,500	0%
DISTRICT EXPENDITURES - FOOD SERVICE FUND					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	4,398	4,375	23	7,500	59%
Supplies & Equipment	-	-	-	-	0%
TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND	4,398	4,375	23	7,500	59%
FOOD SERVICE FUND (02) - NET INCOME	(4,398)	-	(4,398)	-	
TOTAL REVENUES - ALL FUNDS	1,430,545	1,431,940	(1,395)	2,549,167	56%
TOTAL EXPENDITURES - ALL FUNDS	1,391,674	1,462,205	(70,531)	2,501,281	56%
NET INCOME (LOSS) - ALL FUNDS	38,871	(30,266)	69,137	47,886	
Beginning Fund Balance 7/1/2022	523,422			523,422	
Ending Fund Balance	562,292			571,307	

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

**Academic Arts High School
January 2023 Payment Register**

District #	Payment	Bank	Check #	Pay Type	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	10125	AB		WX	1/31/2023 0:00	1101	CUB FOODS	USD	\$ 10.47	Instructional S&E
4119	10126	AB		WX	1/31/2023 0:00	1313	Amazon	USD	\$ 14.48	Federal SPED S&E
4119	10127	AB		WX	1/31/2023 0:00	1313	Amazon	USD	\$ 14.99	Instructional S&E
4119	10128	AB		WX	1/31/2023 0:00	1328	Dollar tree	USD	\$ 2.69	Instructional S&E
4119	10129	AB		WX	1/31/2023 0:00	1348	target	USD	\$ 103.21	Instructional S&E
4119	10130	AB		WX	1/31/2023 0:00	1348	target	USD	\$ 16.11	Federal SPED S&E
4119	10131	AB		WX	1/31/2023 0:00	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 62.88	State SPED Transportation
4119	10132	AB		WX	1/31/2023 0:00	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 66.50	State SPED Transportation
4119	10133	AB		WX	1/31/2023 0:00	1416	UPS	USD	\$ 137.50	Admin Purchased Services
4119	10134	AB		WX	1/31/2023 0:00	1444	Little Ceasers	USD	\$ 45.14	Instructional S&E
4119	10135	AB		WX	1/31/2023 0:00	1570	Marathon Gas Station	USD	\$ 69.30	State SPED Transportation
4119	10136	AB		WX	1/31/2023 0:00	1575	Southview Office CenterLLC	USD	\$ 22,684.29	B/O Building Lease
4119	10137	AB		WX	1/31/2023 0:00	1579	Blick Art Materials	USD	\$ 58.94	Instructional S&E
4119	10138	AB		WX	1/31/2023 0:00	1594	Squarespace	USD	\$ 10.76	Instructional S&E
4119	10139	AB		WX	1/31/2023 0:00	1775	Ford	USD	\$ 697.19	State SPED Transportation
4119	10140	AB		WX	1/31/2023 0:00	1775	Ford	USD	\$ 1,173.46	State SPED Transportation
4119	10141	AB		WX	1/31/2023 0:00	1778	Teacherspay teachers	USD	\$ 2.16	Instructional S&E
4119	10142	AB		WX	1/31/2023 0:00	1778	Teacherspay teachers	USD	\$ 3.22	Instructional S&E
4119	10143	AB		WX	1/31/2023 0:00	1778	Teacherspay teachers	USD	\$ 8.04	Instructional S&E
4119	10144	AB		WX	1/31/2023 0:00	1778	Teacherspay teachers	USD	\$ 6.43	Instructional S&E
4119	10145	AB		WX	1/31/2023 0:00	1829	Dunkin Donuts	USD	\$ 38.18	Instructional S&E
4119	10146	AB		WX	1/31/2023 0:00	1833	Old National Bank	USD	\$ 11.75	Admin Purchased Services
4119	10147	AB		WX	1/31/2023 0:00	1866	MN Association of Charter Schools	USD	\$ 1,663.80	Admin Other Fees
4119	10148	AB		WX	1/31/2023 0:00	1878	Lenovo Financial Services	USD	\$ 8,640.59	Instructional S&E
4119	10149	AB		WX	1/31/2023 0:00	1878	Lenovo Financial Services	USD	\$ 530.74	Instructional S&E
4119	10150	AB		WX	1/31/2023 0:00	1883	Alerus	USD	\$ 97.44	Payroll Liabilities
4119	10151	AB		WX	1/31/2023 0:00	1883	Alerus	USD	\$ 97.44	Payroll Liabilities
4119	10152	AB		WX	1/31/2023 0:00	1883	Alerus	USD	\$ 50.00	Payroll Liabilities
4119	10153	AB		WX	1/31/2023 0:00	1886	TRA	USD	\$ 5,607.70	Payroll Liabilities
4119	10154	AB		WX	1/31/2023 0:00	1886	TRA	USD	\$ 5,702.12	Payroll Liabilities
4119	10155	AB		WX	1/31/2023 0:00	1887	PERA	USD	\$ 2,281.15	Payroll Liabilities
4119	10156	AB		WX	1/31/2023 0:00	1887	PERA	USD	\$ 2,409.44	Payroll Liabilities
4119	10157	AB		WX	1/31/2023 0:00	1888	IRS	USD	\$ 11,570.47	Payroll Liabilities
4119	10158	AB		WX	1/31/2023 0:00	1888	IRS	USD	\$ 11,753.76	Payroll Liabilities
4119	10159	AB		WX	1/31/2023 0:00	1889	MN Dept of Revenue	USD	\$ 1,925.34	Payroll Liabilities
4119	10160	AB		WX	1/31/2023 0:00	1889	MN Dept of Revenue	USD	\$ 1,944.61	Payroll Liabilities
4119	10161	AB		WX	1/31/2023 0:00	1924	Skyroam, INC	USD	\$ 99.00	Instructional PS
4119	10162	AB		WX	1/31/2023 0:00	1924	Skyroam, INC	USD	\$ 99.00	Instructional PS
4119	10163	AB		WX	1/31/2023 0:00	1924	Skyroam, INC	USD	\$ 99.00	Instructional PS
4119	10164	AB		WX	1/31/2023 0:00	1957	Renewal Support	USD	\$ 49.00	Admin Other Fees
4119	10165	AB		WX	1/31/2023 0:00	1974	Safeway Driving School	USD	\$ 360.00	Federal SPED PS
4119	10166	AB		WX	1/31/2023 0:00	1988	AutoZone	USD	\$ 86.06	State SPED Transportation
4119	10167	AB		WX	1/31/2023 0:00	2017	Sierra	USD	\$ 53.54	Instructional S&E
4119	10168	AB		WX	1/31/2023 0:00	2040	LA Fitness	USD	\$ 43.04	Instructional PS
4119	10169	AB		WX	1/31/2023 0:00	2040	LA Fitness	USD	\$ 37.66	Instructional PS

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

4119	10170	AB		WX	1/31/2023 0:00	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10171	AB		WX	1/31/2023 0:00	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10172	AB		WX	1/31/2023 0:00	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10172	AB		WX	1/31/2023 0:00	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10172	AB		WX	1/31/2023 0:00	2046	Texas State Disbursement Unit	USD	\$	(211.50)	Payroll Liabilities
4119	10172	AB		WX	1/31/2023 0:00	2046	Texas State Disbursement Unit	USD	\$	(211.50)	Payroll Liabilities
4119	10173	AB		WX	1/31/2023 0:00	2050	Exxon Mobile	USD	\$	59.25	State SPED Transportation
4119	10174	AB		WX	1/31/2023 0:00	2051	Chick-Fil-A	USD	\$	19.52	Federal SPED S&E
4119	10175	AB		WX	1/31/2023 0:00	2053	Square Inc	USD	\$	0.01	Admin Purchased Services
4119	10176	AB		WX	1/31/2023 0:00	2054	Yeti	USD	\$	60.58	Federal SPED S&E
4119	10177	AB		WX	1/31/2023 0:00	2055	CriCut	USD	\$	20.21	B/O Supplies & Equipment
4119	10178	AB		WX	1/31/2023 0:00	2056	Continental	USD	\$	185.59	Instructional S&E
4119	10179	AB		WX	1/31/2023 0:00	1368	HOLIDAY STATIONSTORES, LLC	USD	\$	(1.00)	State SPED Transportation
4119	10180	AB		WX	1/31/2023 0:00	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10181	AB		WX	1/31/2023 0:00	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10118	AB	6901	CH	1/26/2023 0:00	1297	Abdo	USD	\$	4,500.00	Admin Purchased Services
4119	10118	AB	6901	CH	1/26/2023 0:00	1297	Abdo	USD	\$	78.00	Admin Purchased Services
4119	10116	AB	6902	CH	1/26/2023 0:00	1115	DEMCO, INC.	USD	\$	8,068.59	FIN 160 Expense
4119	10115	AB	6903	CH	1/26/2023 0:00	1015	DESIGNS FOR LEARNING	USD	\$	4,410.00	State SPED PS
4119	10121	AB	6904	CH	1/26/2023 0:00	2036	Integrative Therapy	USD	\$	202.50	State SPED PS
4119	10121	AB	6904	CH	1/26/2023 0:00	2036	Integrative Therapy	USD	\$	127.50	State SPED PS
4119	10121	AB	6904	CH	1/26/2023 0:00	2036	Integrative Therapy	USD	\$	307.50	State SPED PS
4119	10122	AB	6905	CH	1/26/2023 0:00	2037	IPitomy Communications LLC	USD	\$	428.11	Admin Purchased Services
4119	10119	AB	6906	CH	1/26/2023 0:00	1581	Julie Peterson	USD	\$	1,860.00	Admin Purchased Services
4119	10123	AB	6907	CH	1/26/2023 0:00	1879	MN PEIP - C/O MMB Fiscal Services	USD	\$	17,001.92	Payroll Liabilities
4119	10120	AB	6908	CH	1/26/2023 0:00	1913	Navigate Care Consulting	USD	\$	145.20	I/PS Purchased Services
4119	10120	AB	6908	CH	1/26/2023 0:00	1913	Navigate Care Consulting	USD	\$	623.70	I/PS Purchased Services
4119	10120	AB	6908	CH	1/26/2023 0:00	1913	Navigate Care Consulting	USD	\$	10.80	I/PS Purchased Services
4119	10117	AB	6909	CH	1/26/2023 0:00	1284	Osprey Wilds ELC	USD	\$	7,427.14	Admin Other Fees
4119	10124	AB	6910	CH	1/26/2023 0:00	1015	DESIGNS FOR LEARNING	USD	\$	2,891.00	State SPED PS
4119	10184	AB	30460000	CH	1/25/2023 0:00	1046	MN BCA	USD	\$	8.00	Admin Purchased Services
4119	10185	AB	30470000	CH	1/24/2023 0:00	1770	Inver Grove Ford	USD	\$	6,592.15	State SPED Transportation
4119	10182	AB	304400000	CH	1/25/2023 0:00	1046	MN BCA	USD	\$	8.00	Admin Purchased Services
4119	10183	AB	304500000	CH	1/25/2023 0:00	1046	MN BCA	USD	\$	8.00	Admin Purchased Services
Total:										\$135,979.18	

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
1812	4119	AB	CR0123													
01.13.23 IDEAS Payment				1987	Credit	A	01/13/23	Wire	1	c1	Misc					
															30,063.91	0.00
															54,065.61	0.00
Receipt Total:														\$84,129.52	\$0.00	
Deposit Total:														\$84,129.52	\$0.00	
1813	4119	AB	CR0123													
01.18.23 Custom Ink Refund				1988	Credit	A	01/18/23	Wire	1	c1	Misc					
															1,374.40	0.00
Receipt Total:														\$1,374.40	\$0.00	
Deposit Total:														\$1,374.40	\$0.00	
1814	4119	AB	CR0123													
01.20.23 SquareInc Acct Verify				1989	Credit	A	01/20/23	Wire	1	c1	Misc					
															0.01	0.00
Receipt Total:														\$0.01	\$0.00	
Deposit Total:														\$0.01	\$0.00	
1815	4119	AB	CR0123													
01.30.23 IDEAS Payment				1990	Credit	A	01/30/23	Wire	1	c1	Misc					
															1.29	0.00
															35,287.35	0.00
															83,921.54	0.00
Receipt Total:														\$119,210.18	\$0.00	
Deposit Total:														\$119,210.18	\$0.00	
1816	4119	AB	CR0123													
01.31.23 Square Inc Fee				1991	Credit	A	01/31/23	Wire	1	c1	Misc					
															3.95	0.00
Receipt Total:														\$3.95	\$0.00	
Deposit Total:														\$3.95	\$0.00	
Report Total:														\$204,718.06	\$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 Seven Months Ended January 31st, 2023 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 February
Board Meeting (Highlights and To Do)

Date: 2/21/2023

Ex Officio: Davi Hicks

School Events

- Wolf ridge trip: Feb 22-24
 - Conferences: Feb 16
-

Committee Updates

TPS:

Personnel:

Resignation: Shoua Yang (administrative Manager)

Angela Yoswa taking on role

Sage Lindusky (para) taking over front desk duties

Behavior:

Finance:

Beginning development of 23-24 budget

Looking into pay scales that incentivize “full licensure”

Nutrition:

Payment system in use

Marketing:

Enrollment:

118, no families on waiting list

2 students in PSEO, May go to 120 to compensate for ADM

Curriculum:

Teachers using A,B,C,D,NC grading

SpEd:

Jay Squad:

Meeting weekly to identify issues needing addressing and providing recommendations to Davi

Assignments from Board (to be brought back to TPS):

- 1.
 - 2.
 - 3.
-

TPS Members attending next meeting:

- 1.
- 2.
- 3.

Proposed update to board bylaws relevant to TPS/Administrator

Current Language

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.

Proposed Update

ARTICLE VI EXECUTIVE DIRECTOR

Section 1. Designation of: Designation of: The Board shall select and employ an Executive Director for AAHS. The duties of the Executive Director are:

- 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 Executive Director or designates of the Executive Director.
- 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

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

*** 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

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



60 Marie Avenue E Suite 220, West Saint Paul, MN 55118
(651) 457-7427 | academicarts.org

Background Check Policy

I. Purpose

Academic Arts High School (AHA) is committed to the safety of its students and staff. In order to maintain a safe and healthful environment, the district should be assured that all employees and others having contact with students do not have criminal histories or engage in criminal behavior that threatens that well-being.

II. General Statement of Policy

A. Academic Arts High School will seek a criminal history background check for all individuals who will have the potential to be in a one-to-one environment with students. Such individuals include, but may not be limited to: job applicants who receive an offer of employment, individuals who provide student services, volunteers, independent contractors and subcontractors, regardless of whether any compensation is paid or other background checks have been conducted.

B. Applicants for AHA positions as employees or as persons offering children's services, including after-school child care providers and after school AHA sponsored programs, must disclose as part of their application any criminal conviction in their history, or any currently pending criminal charge against them.

C. The offer of any employment or the offer of an opportunity to provide services to AHA students shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, AHA.

D. AHA specifically reserves any and all rights it may have to conduct criminal or other background checks regarding current employees, applicants, or service providers without the consent of such individuals.

E. Adherence to this policy by AHA shall in no way limit the school's right to require additional information or to use procedures to gain additional background information concerning

employees, applicants, volunteers, service providers, independent contractors, and student employees. These persons are put on notice that the District may review social media created by or concerning the individual to gather background information.

III. Procedures

A. Normally an individual will not commence employment or provide services until AHA receives the results of the criminal history background check. AHA may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be comprehensive in nature including, but not limited to check including a BCA, National Sex Offenders Registry, FBI Criminal Index, and a Social Security Cross Check. The BCA shall conduct the background check by retrieving criminal history data as defined in *Minnesota Statutes section 13.87*.

B. In order for an individual to be eligible for employment, provide student services, serve as an unsupervised volunteer, board member, independent contractor, or subcontractor, the individual must sign a criminal history consent form which provides permission for AHA to conduct a criminal history background check. The cost of the background check will be at the expense of the school for job applicants and employees. All other individuals will assume the cost of the check unless the school elects to pay the cost for a volunteer, independent contractor, subcontractor, student teacher, or interns in the school.

C. AHA, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.

D. AHA, in its discretion, may elect not to request a criminal history background check on an individual who is enrolled in an accredited higher education program that conducts background checks of its enrollees.

E. AHA will contact the Board of Teaching to determine whether the board has taken disciplinary action against a teacher at the time the school district conducts the criminal background check of any individual it offers to employ as a teacher. The school district must require the individual to provide information in the employment application regarding all current and previous disciplinary actions in Minnesota and other states taken against the individual's teaching license, and the school district will notify the teacher that intentionally submitting false or incomplete information is a ground for dismissal.

F. The individual will be informed of the results of the criminal background check(s) to the extent required by law.

G. At the beginning of each school year or when a student enrolls, AHA will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school may include this notice in its student handbook, a school policy guide, or other similar communication.

