

School Board Meeting Agenda

Tuesday, January 19, 2021

5:00 pm

Conducted Remotely Via Google Hangouts Meeting

Agenda

- 1. Call to Order:**
- 2. Conflict of Interest Check:**
- 3. Approval of January 19, 2021 Agenda:**
- 4. Approval of December 20, 2020 Minutes:**
- 5. Public Comments:**
- 6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
 - a. Approval of December 2020 Financial Report
 - b. Approval of December 2020 Disbursements
- 7. Ex Officio Report: (Ty Cody)**
- 8. Student Data Report – Katie Siewert**
- 9. Strategic Items**
 - a. Board Training: “Transitions Program” - Melinda Haas
 - b. Updates from building lease task force (David Massey)
 - c. Updates to school’s safe learning plan
 - d. Initial review of group health insurance policy
 - e. Board input on Tiger Team membership requirements
 - f. Nomination of officers
- 10. Action Items**
 - a. Appointment of Officers
- 11. Adjourn**

School Board Meeting Agenda

Tuesday, December 15, 2020

5:00 pm

Conducted Remotely Via Google Hangouts Meeting

Board Members Present Remotely: Josh MacLachlan,, David Massey, Tennille Warren, Katie Siewert, Rachael McNamara, Amy Charpentier

Others Present: Nate Winter - CLA (Ex Officio), AAHS TPS Representatives: David Gunderman (Ex Officio),

Absent: Tenille Warren, Rachael McNamara

Agenda

1. Call to Order:

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

2. Conflict of Interest Check:

- a. None to report

3. Approval of December 15, 2020 Agenda:

- a. Josh MacLachlan motions to approve the December 15, 2020 agenda with the addition of items 9e: “Review of Notice of Deficiency Closeout email from OW” and 9f: “Recognition of resignation of Amy Charpentier” , Katie seconds.

- b. Discussion:

- i. Amy has resigned

- c. Motion passes with following votes:

- i. Rachael McNamara - Aye
 - ii. Josh MacLachlan - Aye
 - iii. Katie Siewert - Aye
 - iv. Tenille Warren - Aye

4. Approval of November 17, 2020 Minutes:

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- a. Josh MacLachlan motions to approve the November 17, 2020 minutes, Tenille Warrenseconds.
- b. Discussion:
 - i. No further discussion
- c. Motion passes with following votes:
 - i. Rachael McNamara - Aye
 - ii. Josh MacLachlan - Aye
 - iii. David Massey - Aye
 - iv. Katie Siewert - Aye
 - v. Tenille Warren - Aye

5. Public Comments:

- a. Melinda Haas present

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

- a. Approval of November 2020 Financial Report
 - i. Josh MacLachlan motions to approve the November 2020 financial report, Tenille seconds.
 - ii. Discussion:
 - 1. 42% through year
 - Revenues at 38% of budget
 - Expenditures at 35% of budget
 - 2. Enrollment
 - Current Approved Budget: 99 (working budget: 94)
 - Current School Enrollment: 94
 - Current Average ADM: 90
 - Variance: -9
 - 3. Other Notes
 - FY20 balances finalized and audit complete
 - Finalizing allocation of CRF funds by 12/30

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- Drafting revised budget to be presented to board at February meeting.
 - iii. Motion passes with following votes:
 - 1. Rachael McNamara - Aye
 - 2. Josh MacLachlan - Aye
 - 3. David Massey - Aye
 - 4. Katie Siewert - Aye
 - 5. Tenille Warren - Aye
 - b. Approval of November 2020 Disbursements
 - i. Katie Siewert motions to approve the November 2020 disbursements, David Massey seconds.
 - ii. Discussion:
 - 1. IC purchase - functionality for syncing grades between Google Classroom and Infinite Campus
 - iii. Motion passes with following votes:
 - 1. Rachael McNamara - Aye
 - 2. Josh MacLachlan - Aye
 - 3. David Massey - Aye
 - 4. Katie Siewert - Aye
 - 5. Tenille Warren - Aye
 - c. Audit presentation (Abdo, Eck and Meyers)
 - i. AEM provides a “clean” or “unmodified” opinion
 - ii. Noticed no compliance issues
 - iii. Per student spending increased in FY19 (~\$20K) due to low ADM and investment in learning program. Decreased to ~\$18k in FY20.

7. Ex Officio Report: (Bauer)

- a. Update on Virtual Learning Roadmap

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- b. TPS:
 - i. Evals completed and check-in meetings conducted with each TPS member.
 - ii. Starting review of mission/vision
- c. Personnel:
 - i. no updates
- d. Restorative Justice/ SEL / Anti-Bias
 - i. Purchasing posters for common language in schools
- e. Behavior:
 - i. Continuing to focus on attendance
 - ii. Tracking AHA! day participation
- f. Finance:
 - i. See financial report section for more details
 - ii. Focusing on chromebook for CRF funds
 - iii. David on lease
- g. Nutrition:
 - i. No updates
- h. Marketing:
 - i. Updating signage on east and north walls with new AHA! logo
 - ii. Bonfire sales are being sent out
- i. Enrollment:
 - i. At 96
 - ii. ADM at 90.57
- j. Curriculum
 - i. Focusing on clarifying AHA! day
 - ii. Identifying how to use extra days given b
- k. Tiger team
 - i. Planning February virtual staff retreat

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1. SpEd

- i. Transitions program is growing:
 - 1. 17 students currently enrolled
 - 2. Melinda Hass given the floor
 - Program for students with IEP
 - Teach life skills
 - Helpful for students who are working and/or may otherwise drop out

8. Student Data Report – Katie Siewert

- a. Math data
 - i. Need narrative from David
- b. Reading data
 - i. Still need
- c. Presentation data
 - i. Still need
- d. Updates on plan for overnight experience measures during distance learning
 - i. No updates on this. Have not yet inquired with OW on these goals.

9. Strategic Items

- a. Board Training: From mncharterboard.com
 - i. Develop an Effective Relationship with the Authorizer
 - 1.
 - 2. mncharterboards.com
 - Material is helpful and relevant. Method is dry
 - Very good for new board members
 - ii. Negotiate the Charter Contract
 - iii. Rachael proposes:
 - 1. Continue to use mncharterboards.com but don't spend extra
 - 2. Request trainings
 - Transitions program
 - Leases?

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- Curriculum development
- Racial justice and equity in curriculum: How are we going to do it?
- SEL and distance learning

David leaves meeting at 6:11pm

- b. Updates from building lease task force (David Massey)
 - i. Continuing discussions with landlord
 - ii. Will bring current proposal to board for review to determine if board should seek representation from CW.
- c. Updates on revisions to school's safe learning plan
 - i. Task force working on it and
- d. Review of results of board elections from the annual meeting
 - i. 4 votes cast
 - ii. Verified from emails
- e. Recognition of resignation of Amy Charpentier
 - i. resigned in an email
 - ii. Her presence on board will be missed
 - iii. Nalani given floor....

10. Action Items

- a. Approval of MSHSL membership
 - i. Katie Siewert motions to approve the membership of AAHS to MSHSL, Rachael McNamara seconds.
 - ii. Discussion:
 - 1. Josh will be
 - iii. Motion passes with following votes:
 - 1. Rachael McNamara - Aye
 - 2. Josh MacLachlan - Aye
 - 3. David Massey - Aye

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4. Katie Siewert - Aye
 5. Tenille Warren - Aye
- b. Approval of annual membership renewal to the Minnesota Association of Charter Schools (MACS)
- i. Josh MacLachlan motions to approve the renewal of membership to MACS, Rachael McNamara seconds.
 - ii. Discussion:
 1. Annual cost is \$1651.50
 - iii. Motion passes with following votes:
 1. Rachael McNamara - Aye
 2. Josh MacLachlan - Aye
 3. David Massey - Aye
 4. Katie Siewert - Aye
 5. Tenille Warren - Aye
- c. Seating of new board member Melinda Haas
- i. Josh MacLachlan motions to seat Melinda Haas as a teacher board member, Tenille Haas seconds.
 - ii. Discussion:
 1. 2nd year at school
 2. SpEd Teacher
 3. Inspired by November board meeting.
 4. Interested in becoming secretary - will be nominated for next meeting
 - iii. Motion passes with following votes:
 1. Rachael McNamara - Aye
 2. Josh MacLachlan - Aye
 3. David Massey - Aye
 4. Katie Siewert - Aye
 5. Tenille Warren - Aye

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11. Adjourn

- a. David Massey motions to adjourn at 6:34pm



- December 2020 -
Financial Statements

Prepared By:
Nate Winter



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Academic Arts High School Executive Summary

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

** As of month-end, 50% of the year was complete

Enrollment

- Current Approved Budget: 99
- Current School Enrollment: 95
- Current Average ADM: 91.13
- Variance: -8

Statement of Activities

Cash at the end of December was \$326K, which is a \$36K decrease from the prior month. The current year estimated state receivable that is owed to the School through month end was \$161K. The prior year state receivable owed to the School is being estimated as \$18K.

The beginning fund balance for the year is \$390,558.

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 46% of budget:
 - Two IDEAS payments on the 15th and 30th. Holdback included.
 - CRF Deposit
 - Dakota County CARES Deposit
- Expenditures for the month were at 44% of budget:
 - Normal monthly payments of rent, benefits, contracted services, and supplies went out
 - CRF purchases, legal services

Other Items of Importance

- AAHS and CLA are in the process of updating the budget based off the updated child count and any additional CRF/CARES funding.
- The CRF award has been completely drawn and expensed as of 12/30.
- An additional round of ESSER funding was signed into law at the end of December. CLA will update the school and board with additional information once it is made available.

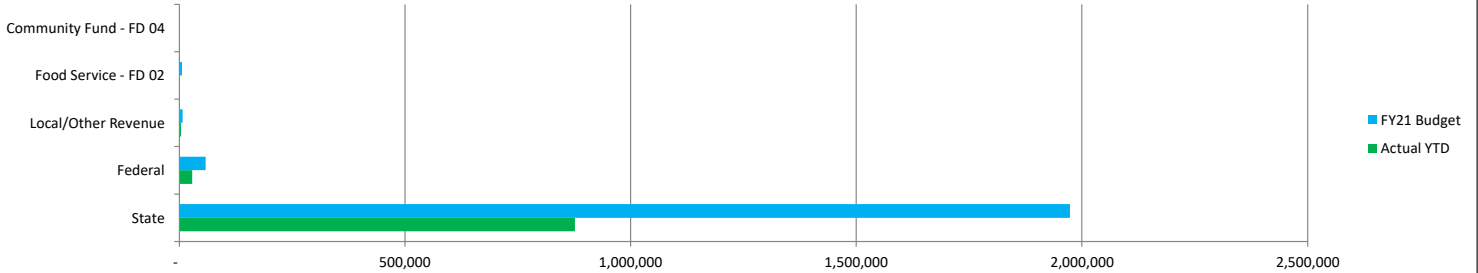
Academic Arts High School Financial Dashboard

December 2020 50% of School Year Complete

REVENUE

Total Revenue this Month \$139,356	Total Revenue YTD \$935,668	Budgeted Revenue FY21 \$2,046,048	% of Revenue Budget 46%
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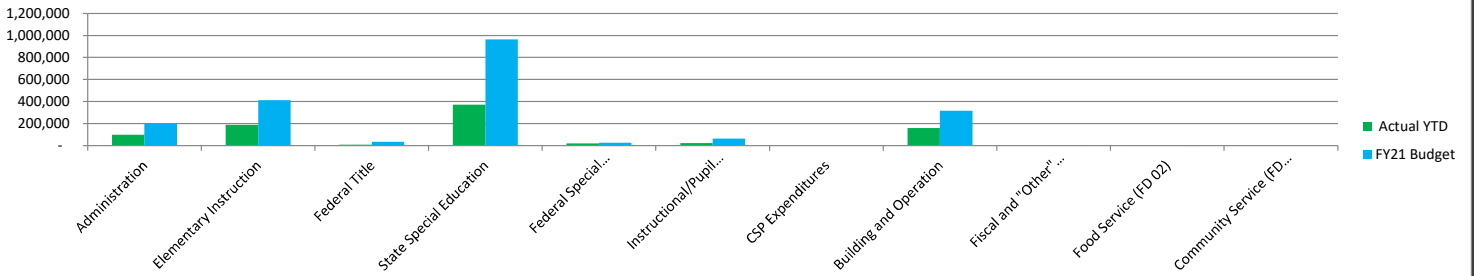
Revenue - Actual vs. Budget



EXPENSE

Total Expense this Month \$175,354	Total Expense YTD \$891,505	Budgeted Expense FY21 \$2,027,201	% of Expense Budget 44%
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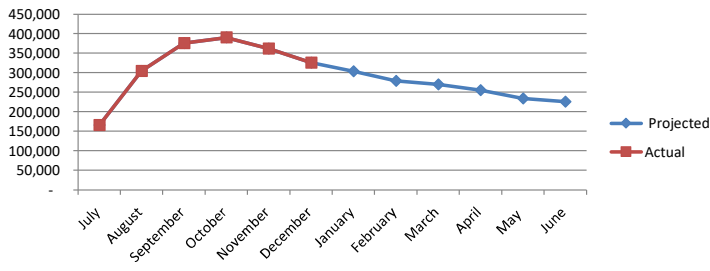
Expense - Actual vs. Budget



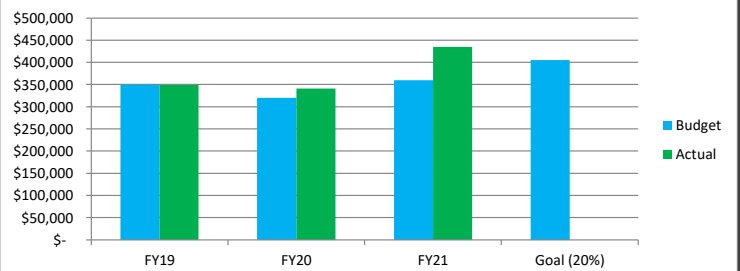
BALANCE SHEET

Cash at End of Month \$325,466	Cash at End of Prior Month \$361,464	Beginning Fund Balance - FY21 \$390,558	Budgeted Fund Balance - End of FY21 \$359,907
Cash at Beginning of Year \$172,882	Projected Cash Balance- End of FY21 \$226,064	Fund Balance at Month End \$434,720	Long-Term Fund Balance Goal (20%) \$405,440

Cash Flow Projection



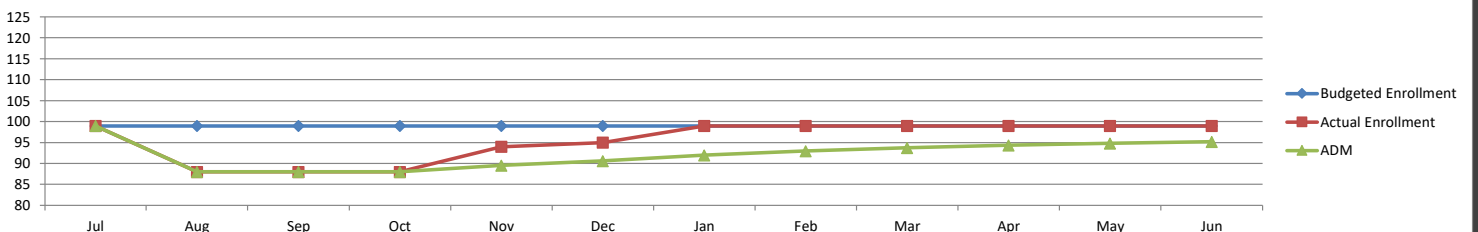
Fund Balance - Budget vs. Actual



ENROLLMENT

Actual Enrollment at Month End 95	Budgeted Enrollment 99	Actual ADM - YTD 91	Actual vs. Budgeted Enrollment Variance (8)
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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 December 2020

	Current Month	Prior Month	\$ Change	Audited	YTD \$ Change
	12/31/2020	11/30/2020		6/30/2020	
ASSETS:					
Current Assets:					
Cash	325,466	361,464	(35,998)	172,882	152,584
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	17,676	17,706	(30)	-	17,676
Due from MDE - Current Year Estimate	161,094	133,851	27,243	306,505	(145,412)
Due from Federal	28,553	27,434	1,119	24,388	4,164
Prepays	420	420	(0)	20,451	(20,031)
Total Current Assets	533,207	540,874	(7,667)	524,226	8,981
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	533,207	540,874	(7,667)	524,226	8,981
LIABILITIES:					
Current Liabilities:					
Salaries Payable	82,524	68,770	13,754	82,154	371
Accounts Payable	-	16,460	(16,460)	17,405	(17,405)
Payroll Liabilities	15,963	13,507	2,457	34,110	(18,147)
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	98,487	98,737	(249)	133,669	(35,181)
FUND BALANCE					
Beginning Fund Balance as of July 1, 2020	390,558	390,558	-	349,075	
Net Income, FY2021 to Date	44,162	51,580	(7,417)	41,483	2,679
Ending Fund Balance	434,720	442,138	(7,418)	390,558	44,162
TOTAL FUND BALANCE	434,720	442,138	(7,418)	390,558	44,162
TOTAL LIABILITIES AND FUND BALANCE	533,207	540,874	(7,667)	524,226	8,981

Academic Arts High School

Balance Sheet

As of December 2020

	ALL FUNDS	<i>General Fund</i>	<i>Food Service</i>	<i>Community Fund</i>	<i>Capital Assets</i>
	Total	FD 01	FD 02	FD 04	FD 98
ASSETS:					
Current Assets:					
Cash	325,466	325,788	(323)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	17,676	17,676	-	-	-
Due from MDE - Current Year Estimate	161,094	161,094	-	-	-
	-	-	-	-	-
Due from Federal	28,553	28,553	-	-	-
Prepays	420	420	-	-	-
Total Current Assets	533,207	533,530	(323)	-	-
Capital Assets					
Buildings and Equipment					
(Less) Depreciation					
Total Net Capital Assets	-				-
TOTAL ASSETS	533,207	533,530	(323)	-	-
LIABILITIES:					
Current Liabilities:					
Salaries Payable	82,524	82,524	-	-	-
Accounts Payable	-	-	-	-	-
Payroll Liabilities	15,963	15,963	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	98,485	98,487	-	-	-
FUND BALANCE					
Beginning Fund Balance as of July 1, 2020	390,558	390,558	-	-	-
Net Income, FY 2021 to Date	44,162	44,485	(323)	-	-
Ending Fund Balance	434,720	435,042	(323)	-	-
Investment in Capital Assets	-				-
TOTAL LIABILITIES AND FUND BALANCE	533,207	533,530	(323)	-	-

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

50% of Fiscal Year 2020-2021 Complete

	YTD Actual	YTD Budget	YTD Variance	FY21 Original Budget	% of Budget
FUND 01					
DISTRICT REVENUE - GENERAL FUND					
Local & Other	4,177	3,700	477	7,400	56%
State - Gen. Ed. Aid	474,958	443,610	31,347	887,220	54%
State - Special Education	225,291	454,706	(229,415)	909,412	25%
State - Lease Aid	-	78,052	(78,052)	156,103	0%
State - Other	15,449	10,518	4,931	21,035	73%
Estimated State Holdback Recognized	161,094	-	-	-	N/A
PY Over/Under Accrual	-	-	-	-	N/A
Federal - CARES	-	-	-	-	N/A
Federal - CRF	26,148	-	26,148	-	N/A
Federal - Title	7,975	16,939	(8,965)	33,878	24%
Federal - Special Ed.	20,578	12,500	8,078	25,000	82%
TOTAL DISTRICT REVENUE - GENERAL FUND	935,668	1,020,024	(84,357)	2,040,048	46%
DISTRICT EXPENDITURES - GENERAL FUND					
Administration & District Support Services					
Salary & Benefits	39,795	47,208	(7,413)	94,415	42%
Purchased Services	40,565	37,500	3,065	75,000	54%
Supplies & Equipment	3,281	9,750	(6,469)	19,500	17%
Other Fees	12,842	6,630	6,212	13,260	97%
Total Administration & District Support Expenditures	96,482	101,088	(4,605)	202,175	48%
Instructional Expenditures					
Salary & Benefits	183,076	190,024	(6,948)	380,047	48%
Purchased Services	320	6,500	(6,180)	13,000	2%
Supplies & Equipment	5,193	9,250	(4,057)	18,500	28%
Other Fees	-	-	-	-	0%
Total Instructional Expenditures	188,588	205,774	(17,185)	411,547	46%
Federal Title					
Salary & Benefits	5,850	5,850	-	11,699	50%
Purchased Services	2,125	7,590	(5,465)	15,179	14%
Supplies & Equipment	-	-	-	7,000	0%
Other Fees	-	-	-	-	0%
Total Federal Title Expenditures	7,975	13,439	(5,465)	33,878	24%
State Special Education					
Salaries/Wages and Benefits	358,868	436,564	(77,696)	873,127	41%
Purchased Services	519	6,120	(5,601)	12,240	4%
Supplies & Equipment	356	2,160	(1,804)	4,320	8%
Transportation	9,853	37,500	(27,647)	75,000	13%
Other Fees	-	-	-	-	0%
Total State Special Education Expenditures	369,595	482,344	(112,748)	964,687	38%

	YTD Actual	YTD Budget	YTD Variance	FY21 Original Budget	% of Budget
Federal Special Education					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	18,029	7,500	10,529	15,000	120%
Supplies & Equipment	2,549	5,000	(2,451)	10,000	25%
Other Fees	-	-	-	-	0%
Total Federal Special Education Expenditures	20,578	12,500	8,078	25,000	82%
Instructional/Pupil Support					
Salary & Benefits	20,466	20,466	-	40,932	50%
Purchased Services	1,601	10,250	(8,649)	20,500	8%
Supplies & Equipment	-	-	-	-	0%
Other Fees	-	-	-	-	0%
Total Instructional Support Expenditures	22,067	30,716	(8,649)	61,432	36%
CARES/CRF Funding					
CARES	-	-	-	-	0%
CRF	26,148	-	26,148	-	0%
Total Instructional Support Expenditures	26,148	-	26,148	-	0%
Building & Operations					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	36,611	36,325	286	72,650	50%
Facilities Lease	115,295	117,166	(1,872)	234,333	49%
Supplies & Equipment	381	500	(119)	1,000	38%
Other Fees	7,463	10,150	(2,687)	8,500	88%
Total Building & Operations Expenditures	159,750	164,141	(4,391)	316,482	50%
Fiscal & Other Fixed Cost Programs					
Purchased Services	-	-	-	-	0%
Transfers to Other Funds	-	-	-	6,000	0%
Total Fiscal & Other Fixed Cost Programs Expend.	-	-	-	6,000	44%
TOTAL DISTRICT EXPENDITURES - GENERAL FUND	891,183	1,010,000	(118,817)	2,021,201	44%
GENERAL FUND (01) - NET INCOME	44,485	10,024	34,461	18,847	
FUND 02					
DISTRICT REVENUE - FOOD SERVICE FUND					
Local & Other	-	-	-	-	0%
State	-	-	-	-	0%
Federal	-	-	-	-	0%
Transfers from Other Funds	-	-	-	6,000	0%
TOTAL DISTRICT REVENUE - FOOD SERVICE FUND	-	-	-	6,000	0%
DISTRICT EXPENDITURES - FOOD SERVICE FUND					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	323	3,000	(2,678)	6,000	5%
Supplies & Equipment	-	-	-	-	0%
TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND	323	3,000	(2,678)	6,000	5%
FOOD SERVICE FUND (02) - NET INCOME	(323)	(3,000)	2,678	-	
TOTAL REVENUES - ALL FUNDS	935,668	1,020,024	(84,357)	2,046,048	46%
TOTAL EXPENDITURES - ALL FUNDS	891,505	1,013,000	(121,495)	2,027,201	44%
NET INCOME (LOSS) - ALL FUNDS	44,162	7,024	37,138	18,847	
Beginning Fund Balance 7/1/2020	390,558			341,059	
Ending Fund Balance	434,720			359,907	

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

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

District #	Payment #	Bank	Check #	Pay Type	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	8440	AB		WX	12/31/2020	1101	CUB FOODS	USD	\$ 55.00	Admin Purchased Services
4119	8441	AB		WX	12/31/2020	1290	Lowes	USD	\$ 35.93	B/O Supplies & Equipment
4119	8442	AB		WX	12/31/2020	1290	Lowes	USD	\$ 90.66	B/O Supplies & Equipment
4119	8443	AB		WX	12/31/2020	1313	Amazon	USD	\$ 63.99	B/O Supplies & Equipment
4119	8444	AB		WX	12/31/2020	1313	Amazon	USD	\$ 599.95	Instructional S&E
4119	8445	AB		WX	12/31/2020	1313	Amazon	USD	\$ 14.95	Federal SPED S&E
4119	8446	AB		WX	12/31/2020	1348	target	USD	\$ 334.76	Federal SPED S&E
4119	8447	AB		WX	12/31/2020	1348	target	USD	\$ 75.11	Federal SPED S&E
4119	8448	AB		WX	12/31/2020	1348	target	USD	\$ 19.88	Instructional S&E
4119	8449	AB		WX	12/31/2020	1348	target	USD	\$ 33.73	Federal SPED S&E
4119	8450	AB		WX	12/31/2020	1557	facebook	USD	\$ 14.99	Admin Purchased Services
4119	8451	AB		WX	12/31/2020	1575	Southview Office CenterLLC	USD	\$ 25,616.06	B/O Lease & PS
4119	8452	AB		WX	12/31/2020	1579	Blick Art Materials	USD	\$ 193.40	Instructional S&E
4119	8453	AB		WX	12/31/2020	1608	Costco	USD	\$ 145.35	Federal SPED S&E
4119	8454	AB		WX	12/31/2020	1614	Pearson	USD	\$ 209.42	Instructional S&E
4119	8455	AB		WX	12/31/2020	1760	Hobby Lobby	USD	\$ 39.16	Instructional S&E
4119	8456	AB		WX	12/31/2020	1760	Hobby Lobby	USD	\$ 211.61	B/O Supplies & Equipment
4119	8457	AB		WX	12/31/2020	1760	Hobby Lobby	USD	\$ 15.04	B/O Supplies & Equipment
4119	8458	AB		WX	12/31/2020	1775	Ford	USD	\$ 1,163.71	State SPED Transportation
4119	8459	AB		WX	12/31/2020	1775	Ford	USD	\$ 461.38	State SPED Transportation
4119	8460	AB		WX	12/31/2020	1778	Teacherspay teachers	USD	\$ 5.38	Instructional S&E
4119	8461	AB		WX	12/31/2020	1883	Alerus	USD	\$ 50.00	Admin Purchased Services
4119	8462	AB		WX	12/31/2020	1883	Alerus	USD	\$ 292.00	Payroll Liabilities
4119	8463	AB		WX	12/31/2020	1883	Alerus	USD	\$ 287.00	Payroll Liabilities
4119	8464	AB		WX	12/31/2020	1883	Alerus	USD	\$ 292.00	Payroll Liabilities
4119	8465	AB		WX	12/31/2020	1883	Alerus	USD	\$ 287.00	Payroll Liabilities
4119	8466	AB		WX	12/31/2020	1886	TRA	USD	\$ 4,455.35	Payroll Liabilities
4119	8467	AB		WX	12/31/2020	1886	TRA	USD	\$ 4,455.35	Payroll Liabilities
4119	8468	AB		WX	12/31/2020	1887	PERA	USD	\$ 2,572.73	Payroll Liabilities
4119	8469	AB		WX	12/31/2020	1887	PERA	USD	\$ 2,278.14	Payroll Liabilities
4119	8470	AB		WX	12/31/2020	1888	IRS	USD	\$ 9,883.04	Payroll Liabilities
4119	8471	AB		WX	12/31/2020	1888	IRS	USD	\$ 10,393.22	Payroll Liabilities
4119	8472	AB		WX	12/31/2020	1889	MN Dept of Revenue	USD	\$ 1,658.10	Payroll Liabilities
4119	8473	AB		WX	12/31/2020	1889	MN Dept of Revenue	USD	\$ 1,569.60	Payroll Liabilities
4119	8474	AB		WX	12/31/2020	1916	Verizon Wireless	USD	\$ 65.00	Admin Purchased Services
4119	8475	AB		WX	12/31/2020	1923	Padlet	USD	\$ 96.00	Instructional S&E
4119	8476	AB		WX	12/31/2020	1924	Skyroam, INC	USD	\$ 49.00	Instructional S&E
4119	8477	AB		WX	12/31/2020	1925	Amplifier Store	USD	\$ 38.38	Admin S&E
4119	8478	AB		WX	12/31/2020	1926	TwinSource	USD	\$ 844.05	CRF Purchase
4119	8479	AB		WX	12/31/2020	1614	Pearson	USD	\$ 0.50	Instructional S&E
4119	8383	AB	6558	CH	12/3/2020	1146	cmERDC	USD	\$ 1,187.50	Admin Purchased Services
4119	8383	AB	6558	CH	12/3/2020	1146	cmERDC	USD	\$ 525.00	Admin Purchased Services

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

4119	8388	AB	6559	CH	12/3/2020	1913	Navigate Care Consulting	USD \$	400.00	CRF Purchase
4119	8385	AB	6560	CH	12/3/2020	1493	Premium Water Inc	USD \$	29.50	Admin Purchased Services
4119	8382	AB	6561	CH	12/3/2020	1031	QUILL CORPORATION	USD \$	12.29	Admin S&E
4119	8382	AB	6561	CH	12/3/2020	1031	QUILL CORPORATION	USD \$	1,539.99	Admin S&E
4119	8387	AB	6562	CH	12/3/2020	1909	Ratwik, Roszak & Maloney, P.A.	USD \$	391.00	Admin Purchased Services
4119	8386	AB	6563	CH	12/3/2020	1891	The Lincoln National Life Insurance Company	USD \$	542.06	Payroll Liabilities
4119	8384	AB	6564	CH	12/3/2020	1473	US Bancorp Equipment Finance	USD \$	223.07	I/PS Purchased Services
4119	8431	AB	6565	CH	12/16/2020	1014	Century Link	USD \$	329.21	Admin Purchased Services
4119	8433	AB	6566	CH	12/16/2020	1414	City of West St. Paul	USD \$	26.00	B/O Purchased Services
4119	8434	AB	6567	CH	12/16/2020	1849	Comcast Business	USD \$	154.76	Admin Purchased Services
4119	8435	AB	6568	CH	12/16/2020	1879	MN PEIP - C/O MMB Fiscal Services	USD \$	14,098.01	Payroll Liabilities
4119	8432	AB	6569	CH	12/16/2020	1284	Osprey Wilds ELC	USD \$	5,991.20	Admin Other Fees
4119	8436	AB	6570	CH	12/16/2020	1922	STS Education	USD \$	9,612.00	CRF Purchase
4119	8438	AB	6571	CH	12/30/2020	1878	Lenovo Financial Services	USD \$	5,262.80	CRF Purchase
4119	8438	AB	6571	CH	12/30/2020	1878	Lenovo Financial Services	USD \$	(349.74)	CRF Purchase
4119	8439	AB	6572	CH	12/30/2020	1913	Navigate Care Consulting	USD \$	420.00	CRF Purchase
4119	8439	AB	6572	CH	12/30/2020	1913	Navigate Care Consulting	USD \$	40.00	State SPED PS
4119	8437	AB	6573	CH	12/30/2020	1493	Premium Water Inc	USD \$	59.00	Admin Purchased Services
Total:									\$ 109,459.57	

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
1684	4119	AB	CR122C													
12.10.20	SERVS Draw- CRF			1859	Credit	A	12/10/20	Wire	1	C1	Misc					
							4119 R 01 005 000	154 400 000			FY21 FIN154 CRS000				16,402.77	0.00
														Receipt Total:	\$16,402.77	\$0.00
														Deposit Total:	\$16,402.77	\$0.00
1685	4119	AB	CR122C													
12.11.20	Deposit			1860	Credit	A	12/11/20	Wire	1	C1	Misc					
							4119 R 01 005 000	000 096 740			Dakota County Cares Check				3,255.30	0.00
														Receipt Total:	\$3,255.30	\$0.00
														Deposit Total:	\$3,255.30	\$0.00
1686	4119	AB	CR122C													
12.14.20	PayPal Transfer			1861	Credit	A	12/14/20	Wire	1	C1	Misc					
							4119 R 01 005 000	000 099 000			PayPal Transfer- Krissy Wrigl				707.25	0.00
														Receipt Total:	\$707.25	\$0.00
														Deposit Total:	\$707.25	\$0.00
1687	4119	AB	CR122C													
12.15.20	IDEAS Payment			1862	Credit	A	12/15/20	Wire	1	C1	Misc					
							4119 R 01 005 000	000 211 000			FY21 General Education Aid				59,376.09	0.00
														Receipt Total:	\$59,376.09	\$0.00
														Deposit Total:	\$59,376.09	\$0.00
1688	4119	AB	CR122C													
12.15.20	Deposit			1863	Credit	A	12/15/20	Wire	1	C1	Misc					
							4119 R 01 005 000	000 096 000			Donation				71.00	0.00
														Receipt Total:	\$71.00	\$0.00
														Deposit Total:	\$71.00	\$0.00
1689	4119	AB	CR122C													
12.30.20	IDEAS Payment			1864	Credit	A	12/30/20	Wire	1	C1	Misc					
							4119 B 01 121 000				FY20 General Education Aid				30.04	0.00
							4119 R 01 005 000	000 211 000			FY21 General Education Aid				59,513.24	0.00
														Receipt Total:	\$59,543.28	\$0.00
														Deposit Total:	\$59,543.28	\$0.00
														Report Total:	\$139,355.69	\$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, 2020 and Year Ending June 30th, 2021

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 April 21, 2020 the date of these forecasts, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

Balance Sheet & Cash Projection Assumptions

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

Statement of Operations Assumptions

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

No assurance is provided.

Ex Officio Report:

1/19/21

Ex Officio: Ty Cody

School Events:

-

Committee Updates:

TPS:

- Retreat Feb 4th
- Safe learning plan updates based on Osprey evaluation of plan sent to Osprey on 1/15

Personnel:

- Leave of absence, hiring

Behavior:

- No major online behaviors this school year has been a plus

Finance:

-

Nutrition:

-

Marketing:

- New signs almost finalized

Enrollment:

- Enrollment #: 95
- ADM: 91.4

Curriculum:

- Data: reviewing fall 19-fall 20 NWEA scores. Ongoing overview of data collection for Osprey contract goals
- Q3 plans: ongoing planning, no final plans. Will be more in person small groups and 1:1, home visits, experiences. Will be less emphasis on navigating google classroom platforms to make access to learning easier

Sped:

-

Tiger Team:

- Seeking board feedback on requirements to be a member of Tiger Team

Intent to Lease

This Intent to Lease is made and entered into by and between **Southview Office Center, LLC**, (Landlord) and **Academic Arts High School** (Tenant) to continue leasing approximately 15,390 square feet of rentable square feet of office space at 60 E Marie Ave, West St Paul, Minnesota, 55118, known as suite 220.

- 1. Term:** The commencement date of this agreement shall be November 1, 2020. This agreement shall extend the original expiration date of October 31, 2022 to be October 31, 2027 in exchange for the below modification of rates.
- 2. Rent Schedule:** The monthly rental rates shall be as follows in the below schedule:

Base Rent:

11/1/2020 – 10/31/2021	\$10.00 PSF	\$12,825.00/month
11/1/2021 – 10/31/2022	\$10.25 PSF	\$13,145.63/month
11/1/2022 – 10/31/2023	\$10.50 PSF	\$13,466.25/month
11/1/2023 – 10/31/2024	\$10.75 PSF	\$13,786.88/month
11/1/2024 – 10/31/2025	\$11.00 PSF	\$14,107.50/month
11/1/2025 – 10/31/2026	\$11.25 PSF	\$14,428.13/month
11/1/2026 – 10/31/2027	\$11.50 PSF	\$14,748.75/month

2021 Operating Expenses Estimate	\$5,000/month
2021 Property Taxes Estimate	\$2,900/month

- 3. Security Deposit:** Landlord is not requiring additional security deposit for this Lease agreement.
- 4. Brokerage:** Tenant warrants that it has not engaged or entered into an agreement with any broker in connection with this Lease other than Landlord or its affiliates within Langer Real Estate Services.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date indicated below.

Landlord

Tenant

By _____

By _____

Its _____

Its _____

Date _____

Date _____

THIS AGREEMENT IS A NON-BINDING LETTER OF INTENT FOR BOTH THE LANDLORD AND TENANT TO USE AS AN OUTLINE FOR A FULL-LENGTH LEASE AGREEMENT, TO BE EXECUTED WITHIN 15 BUSINESS DAYS OF THIS AGREEMENT EXECUTION.

To update on one of our main docs. Due 1/15/21

MAIN PAGE: <http://www.academicarts.org/202021-school-year-plan>

Put name next to who is doing each update below (then we will start adding to docs on our website)

Does the school identify the COVID-19 program coordinator for each school building?

Samantha Kvilhaug

Melinda Haas

* Ty added this to doc on website

Does the school explain the procedures that will be used to move from one learning model to another?

At the midpoint of each quarter, our Covid-19 team analyzes the Covid-19 case data for the counties and individual cities we serve. They'll also consult with our MN Dept. of Health representative and contracted School Nurse to help us decide what stage to be in for the following quarter. Announcements are made to students and parents two weeks before the next quarter begins. (Covid Comm) Ty added this to website/docs

Does the school explain how the school will teach and enforce these requirements throughout the school and on transportation vehicles? **AAHS will continue to communicate safety procedures to students and families through : emails, parentsquare announcements, posters for in-school learning, and staff commitment to daily reminders. We are still in Stage 1 and will have no students on AAHS transportation vans or within the building. When Stage 2 and beyond begins, we have these procedures already set into motion. (CovidComm) *ty added this to doc on website**

Does the school explain their process for protecting vulnerable populations of staff? This should include a process for staff to self identify as high risk for illness due to Covid-19 and explain the plan to address requests for alternative learning arrangements or work assignments. **DONE (Ty)**

Does the school explain their process for acquiring appropriate supplies of cleaning and sanitizing products?

Ty - could you add this to the website? (DONE)

AAHS currently has CDC approved cleaning and sanitizing products and has continued to order them throughout the year. AAHS approves purchases through the TPS Finance Committee and 2020-2021 supplies have already been approved. These items will be shipped to the school property, with a designated staff member receiving them. *Any time staff enters the building, it is recorded.* (CovidComm)

Does the school explain how cleaning and sanitizing products will be strategically placed in areas they will be frequently used?

Hand sanitizer and CDC approved sanitizing wipes are placed throughout the school building and classrooms. Each classroom has multiple hand sanitizers. The entrance to the building has multiple hand sanitizer stations within the first 20 feet. Seating arrangements will be 6 feet apart and wipes will be provided for each room for wiping down after each instructional day during Stage 2, 3 or 4. (CovidComm) *Ty added to doc on website

Does the school clearly articulate the plan for monitoring and excluding students and staff for illness? This should include how they will conduct daily screening (both at school and before they board a transportation vehicle), how they will address staff/students that do not pass the

screening but have already reported to school or are waiting at the bus stop, and the school's plan for requiring staff and students to stay home.

NOTE: General info on Roadmap Details document, but does not include plans for transportation

See exclusion navigation Visual in Stages 2-4 doc (Ty)

When transportation is offered again at AAHS, van drivers will take student temperatures before they enter the vehicle. These will be recorded in the Van notebook. (CovidComm) ty added to doc on website

*Does the school address the plan for cleaning/disinfecting transportation vehicles? **Disinfectant wipes will be provided and stored in van for wipe downs after each use. (CovidComm) ty added to doc on website***

Does the school address their plan for addressing learning loss created by disruptions in FY20 and anticipated in FY21?

The curriculum committee has implemented several initiatives new to the 2020-2021 school year to address learning losses specifically due to COVID-19:

- Continuing work with curriculum consultants to design standards-based curriculum specific to virtual learning.
- Modification of grading expectations to meet students where they are academically and emotionally.
- Implementation of “AHA!” days for mental health support during virtual learning.
- Small group targeted interventions with Special Education support
- Scheduling 1-on-1 student meetings
- Implemented of Personalized Growth Plans for all students
- Developing potential June 2021 Programming (2 credits offered)

- ETR application submitted 11/20
- Diagnostic probes in Math and Reading for all students
- Connecting with community resources as secondary support:
 - UpZone Distance Learning program for grades K-12. <http://neighb.org/>

Ty added this to the website

Does the school detail attendance procedures and how they differ based on the learning model?
This should include the plan for reducing chronic truancy.

NOTE: (Pg. 5-6 does not include plan for reducing chronic truancy)

In order to reduce chronic truancy, AAHS staff consistently reach out to students on a regular basis. Students who have missed a substantial amount of school are contacted by staff through phone calls, emails, and possible home visits when consulted with our School Psychologist and/or Social Worker. Parents/Guardians of students are also contacted. Per MDE guidelines, we are not filing truancy at this time. (CovidComm)

***Ty updated this on Stage 1 and Stages 2-4 docs (ty)**

Does the school detail the plan for administering locally administered assessments as well as how these will be used to guide student instruction?

NOTE: Written as questions, p.8 of Virtual Learning Plan

CurrComm...?

NWEA is given online at the end of October and during quarter 4. AAHS has 3 NWEA trained staff members proctoring for each virtual test session. (CovidComm) Ty added to website

In classes, teachers utilize various functionality within Google Classroom to administer formative and summative assessments. Teachers and the Curriculum Committee review data from assessments and classwork to adjust instruction to better meet student needs.

Although marked as compliant, a couple of components in your Learning Plan documents were nominal. Consider adding more detail to:

- -the plan for professional development and training to ensure all staff are prepared...
 - **Ongoing updates and training takes place in our weekly TPS leadership team meetings, Paraprofessional Meetings, Committee Meetings (Personnel, Covid Committee, Curriculum, Behavior) meetings take place. Emergency planning meetings take place when plans for changes need to be made quickly. As a staff, we also review MDE, MDH, Osprey Wilds email updates to increase our preparedness (Ty) Ty added this to doc on website**
- the grading plan
 - MDE recommends districts involve teachers, parents and students in the review and revision of a grading system in preparation for the fall. Districts should continue to consider the principle of “do no harm” to avoid damage to both students’ future education opportunities and struggles that students and families will experience during this time beyond their control. Grades should include evidence of mastery at the end of a unit or course and that evidence should be able to be collected in a variety of manners to allow students to demonstrate their understanding.
 - During learning stages 1-3, students will earn grades A-C, P, or NC. “D” and “F” grades will not be given. Stage 4 (fully in person learning) we will return to an A-F grading system.
Ty added to website docs

Other updates that have been added to website linked docs (**DONE- TY**)

https://docs.google.com/document/d/1Pl_pin1icCHdLR0dupKwU_gl9KHFVPIxX0h9c1Xbw1g/edit#

AHA Days - we should add how we're tying into curriculum/content/standards/instructional hours - we'll get grilled by Nalani sooner or later (ty)

Wednesdays are AHA Days! We are very excited to introduce AHA Days. These days are designed in response to feedback from parents as well as concerns that we share for managing mental health and screen fatigue during virtual learning. Every Wednesday for AHA Days, students and staff will have the opportunity to take their learning into their own hands. They will choose from the options: Be Adventurous, Be Creative, Be Mindful, or Be Active. If they are indecisive, they will have access to a spinner that will choose the option for them along with a list of tasks they can choose from for the day. **These options allow for students to explore areas, whether it be related to classroom content or their own personal interests, which both can be applied in the classroom.**

One of the more popular posts includes both “Be Adventurous,” along with “Be Active,” where students were able to share their outdoor expeditions with staff and their classmates. This is a great “bridger” in which teachers can use to connect their student’s personal experiences with our school’s environmental principles within their content. Staff are able to monitor student posts on a platform known as Padlet; where students post their “AHA!” activity through a photo, while including a title and a caption. Staff monitor, participate, and use the information to draw connections and build curriculum that students are engaged in. This is an organic way for staff to include student interests within their classroom curriculum which would increase student interest, along with student participation! So yes, this means your child can be nearly screen free every Wednesday if they choose. Please, encourage them to get out and complete their task on AHA Days!!! (Ty added to both docs on website)

Lift Up Zone Distance Learning Center

Neighborhood House has partnered with Comcast Xfinity to develop a COVID Response for students and families at the Wellstone Center

Utilizing the Wellstone Center (179 Robie Street East, St. Paul, MN), in combination with Comcast Xfinity high-speed internet access, we will provide in-person distance learning supervision and an academic support space. This program is designed especially for students of working families forced to choose between working and supervising their children's education during the ongoing pandemic.

Starting November 30, 2020

**Register by calling Amy Moua at 651.789.2552
or visit www.neighb.org (link to application on home page)**

Neighborhood House will provide a facilitated student support center for up to 30 Elementary, Middle, and High School aged students. Priority will be given to youth who qualify for Free and Reduced Lunch. Students will be provided lunch and snacks each day.

Out of School Time: We will provide enrichment support after school from 2:00 – 6:00 p.m., and all day on select school break days, that will be coordinated with existing Neighborhood House after school programming. While current programming is being conducted virtually, staff will work in-person with students who are part of the school day distance learning program to allow parents to work full-time.

COVID-19 Precautions: Neighborhood House has taken a number of steps including HVAC updates, enhanced cleaning and use of PPE as part of its overall COVID-19 response. Additional program specific steps will be taken for the Lift Up Zone spaces including enhanced room specific air purification, individual shields for each work stations, ongoing distribution of PPE to participants, and strict social distancing practices.

Neighborhood House | 179 Robie Street East, St. Paul, MN 55107 | 651.789.2500 | www.neighb.org



New policy - draft provided by Osprey

715 Health Insurance Bid Selection

I. Purpose The purpose of this policy is to ensure North Shore Community School compliance with the requirements of Minnesota Statutes, Chapter 124E. 12, Subdivision 5 the Minnesota Health Insurance Transparency and Accountability Act (HITA).

II. General Statement of Policy North Shore Community School will follow the guidelines set forth in this policy procuring group health insurance coverage for its employees.

III. Request for Proposals North Shore Community School's Executive Director, or the administration's designee, will request sealed proposals for group health insurance coverage from a minimum of three sources at least every two years.

IV. Sealed Bids

A. The administration will receive and open sealed proposals on the date specified.

B. The administration will make a recommendation to the Finance committee and the School Board regarding which bid appears to be in the best interest of the organization.

C. The administration will notify employees covered by the group health insurance before the effective date of the changes in group health contract.

D. Upon the opening of the proposals, the content of the proposals becomes public data under Minnesota Statutes, Chapter 13 (Government Data Practices).

Adopted: __/2021

ARTICLE V OFFICERS AND EMPLOYEES

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

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

Section 3. Board Chair: The Board Chair shall:

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

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

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

Section 4. Treasurer: The Treasurer shall:

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

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

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

Section 5. Secretary: The Secretary shall:

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

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

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

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

Section 7. Removal of Office: Any officer may be removed at any time, with or without cause,

by the vote of a majority of a quorum of the Board of Directors at any regular meeting or at a special meeting called for that purpose.

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