

Academic Arts High School School Board Meeting Agenda

Tuesday, May 16, 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 May 16, 2023 Agenda:**
- 4. Approval/Rejection of April 18, 2023 Minutes:**
- 5. Public Comments:**
- 6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
 - a. **Approval/Rejection of April 2023 financial report**
 - b. **Approval/Rejection of April 2023 disbursements**
- 7. Ex Officio Report: (Davi Hicks)**
- 8. Student Data Report (Josh MacLachlan)**
- 9. Strategic Items:**
 - a. Updates on Reauthorization Evaluation from Authorizer
 - i. Review Proposed Exhibit G Academic Goals for New Contract
 - b. Updates from “Community-Teacher Association”
 - c. Review of updates to policies relevant to updates in school’s behavior system (Fifth Reading)
 - d. Review of TPS committees’ “Accountability Flowchart”
 - e. Review of proposed FY24 calendar
 - f. Review of proposed FY24 budget
 - g. Review of TPS Committee evaluation methods
- 10. Action Items:**
 - a. Approval / Rejection of revised FY23 budget
 - b. Approval / Rejection of updates to bylaws relevant to board oversight of school leader(s) (Fifth Reading)
 - c. Approval / Rejection of revised FY23 budget
 - d. Approval / Rejection of seating of David Sorenson to board as teacher member
- 11. Adjourn:**

Academic Arts High School School Board Meeting Agenda

Tuesday, March 21, 2023 | 5:00 pm | Academic Arts High School Room 123
Participation Remotely Via Google Meet

Agenda

Board Members Present:

In-person: Josh MacLachlan, David Gunderman

Online: David Massey, Amber Nelson, Davi Hicks (Ex Officio)

Board Members Absent: Christy Dickinson

Others Present: Nate Winter (CLA)

1. Call to Order:

- a. Josh MacLachlan calls meeting to order at 5:02 pm

2. Conflict of Interest Check:

- a. None to note

3. Approval of April 18, 2023 Agenda:

- a. Josh MacLachlan motions to approve the March 21, 2023 agenda . David Massey seconds.
- b. Discussion:
 - i. Davi notes that she needs assurances from board members.
 - ii. No further discussion
- c. Motion passes with following votes:
 - i. Josh MacLachlan - Aye
 - ii. Amber Nelson - Aye
 - iii. David Massey - Aye

4. Approval/Rejection of March 21, 2023 Minutes:

- a. Josh MacLachlan motions to approve the March 21, 2023 minutes. David Massey seconds.
- b. Discussion:
 - i. No further discussion

c. Motion passes with following votes:

- i. Josh MacLachlan - Aye
- ii. Amber Nelson - Aye
- iii. David Massey - Aye

5. Public Comments:

- a. Aaron Buergi: Requests to review school's "accountability pathway for direct communication" - Board to review at next meeting

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

a. Approval/Rejection of February 2023 financial report

- i. Josh MacLachlan motions to approve the February 2023 financial report.

David Massey seconds.

- ii. Discussion:

1. ADM

- a. Current Approved Budget: 110

- b. Current School Enrollment: 119

- c. Current Average ADM: 111.94

- d. Variance: +9

2. Cash on hand at end of March: \$484K, \$12k decrease from prior month. Current fund balance at \$532,422

3. 75% of the way through the year.

- a. Revenues at 73% of budget.

- b. Expenditures at 71% of budget

4. Items of importance:

- a. Van insurance payment (from prior break in)

- iii. Motion passes with following votes:

1. Josh MacLachlan - Aye
2. Amber Nelson - Aye
3. David Massey - Aye

b. Approval/Rejection of February 2023 disbursements

- i. Josh MacLachlan motions to approve the February 2023 disbursements.
Amber Nelson seconds.
- ii. Discussion:
 1. No further discussion
- iii. Motion passes with following votes:
 1. Josh MacLachlan - Aye
 2. Amber Nelson - Aye
 3. David Massey - Aye

7. Ex Officio Report: (Davi Hicks)

- a. School events:
- b. Committee Updates:
 - i. Jay Squad:
 - ii. TPS:
 - iii. Personnel:
 1. Offered position: Social Worker
 2. Resignation: Due Process Case Worker
 - iv. Behavior:
 1. Implemented break in middle of classes. Students can take 15 walk with staff.
 2. Courtney Cox teaching a “wellness” class quarter 4. Students going to park daily.

- v. Finance:
 - 1.
- vi. Nutrition:
 - 1. Donated food being offered for those who need it. It is explicitly not part of the school's nutrition system. Just an additional resource that students can utilize if needed.
 - 2. New legislation does not make the school re-joining the federal free and reduced lunch program viable. Still not cost effective for the school. Would still need a full time staff for this role.
- vii. Marketing (Finance):
 - 1. ½ page full-color ad in Saint Paul Voice through September.
- viii. Enrollment (see Finance section):
 - 1. Enrollment at 120
 - 2. Continuing to expand transitions program:
 - a. 4 new students in program
 - b. Students with 504 plans are now able to utilize program
- ix. Curriculum:
 - 1. Conducting NWEA testing during advisory time. Incentivising 4 valid test results (no rapid guessing) with class events (pizza party, Pi day celebration, etc.)
- x. SpEd:
 - 1. Continuing child find process
 - 2. IEPs at 54. 3 students currently in evaluation process.
- xi. DEI:
 - 1. Surveys:

- a. Aaron Buergi noticed bullying happening. Sent survey to the community.
- b. Next steps: use feedback to draft/update policies and systems. Update at next board meeting.
- c. Sara Franklin provides feedback for survey to give add clarity for survey takers.
- d. DEI will reach out to Amber Nelson Directly for support and guidance

xii. Jay Squad:

1. Continuing to meet weekly
2. Purpose: identify issues and make recommendations
3. Met with SpEd director afternoon 3/13/2023 to discuss concerns about SpEd financing (see item in strategic items section

c. Amber Nelson asks about “RCE”

- i. Josh/Davi: “Regional Centers of Excellence” School is identified as needing extra resources to address low graduation rates. Advocates from RCE help school with initiatives as needed. Two advocates join Jay Squad meetings every monday and work with Davi as well. Board would like visibility in this process. → Davi can provide updates in Ex Officio report and provide updates to board as needed.

8. Student Data Report (Josh MacLachlan)

a. Academic Measures

- i. Compare current Fall-Spring data in context of goals
 1. Initial trends: average is up
 2. Still need to finalize tests for students that have not finished

9. Strategic Items:

- a. Updates on Reauthorization Evaluation from Authorizer
 - i. Davi in contact with authorizer to finalize requirements for reauthorization
 - ii. Update on current progress through AGAME process
- b. Updates from “Community-Teacher Association” (Sara Franklin)
 - i. Having a meeting with prom committee
 - ii. Next CTA meeting on May 2, location TBD

10. Action Items:

- a. Review policies relevant to board oversight of school leader(s) (Fourth Reading)
 - i. Josh MacLachlan motions to approve updates to VI of the board bylaws defining TPS committee and TPS Lead duties. David Massey seconds.
 - ii. Discussion
 - 1. TPS members still unclear about implications of this.
 - 2. Josh explains that any questions / issues need to be addressed by TPS in the meantime. Will vote against motion with expectation that TPS members will be informed at the May meeting.
 - iii. Motion fails with following votes:
 - 1. Josh MacLachlan - Nay
 - 2. Amber Nelson - Nay
 - 3. David Massey - Nay

David Massey drops call ~ 6:55pm

- b. Approve/Reject updates to policies relevant to updates in school’s behavior system (Third Reading)
 - i. Josh MacLachlan motions to approve updates to policies relevant to updates in school’s behavior system. Amber Nelson seconds.
 - ii. Discussion:
 - 1. Definition of “restorative practice” and “restorative circle” still unclear. School needs to include clear definitions before board will consider further. Will include in strategic items until updates are received.
 - 2. Amber Nelson: Staff should only be conducting formal restorative

circles if they are trained properly.

iii. Motion fails with following votes:

1. Josh MacLachlan - Nay

2. Amber Nelson - Nay

11. Adjourn:

a. Amber Nelson motions to adjourn meeting at 7:13pm



- April 2023 -

Financial Statements

Prepared By:

Nate Winter



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Academic Arts High School Executive Summary

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

** As of month-end, 83% of the year was complete

Enrollment

- Current Approved Budget: 110
- Current School Enrollment: 116
- Current Average ADM: 112.44
- Variance: 6

Statement of Activities

Cash at the end of April was \$398K, which is a \$86K decrease from the prior month. The current year estimated state receivable that is owed to the School through month end was \$205K. The prior year state receivable owed to the school is at \$19K.

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 April:

- Revenues for the month were at 80% of budget:
 - Two IDEAS payments on the 15th and 30th.
 - Normally monthly deposits
- Expenditures for the month were at 81% of budget:
 - Normal monthly payments of rent, benefits, contracted services, and supplies went out
 - Chromebooks
 - Utilities Adjustment

Other Items of Importance

- AAHS and CLA have a FY23 budget draft available for the board's review and approval. A draft of the FY24 budget will be available at the June meeting.
- The 2021 990 has been submitted to meet the 5/15/23 deadline.

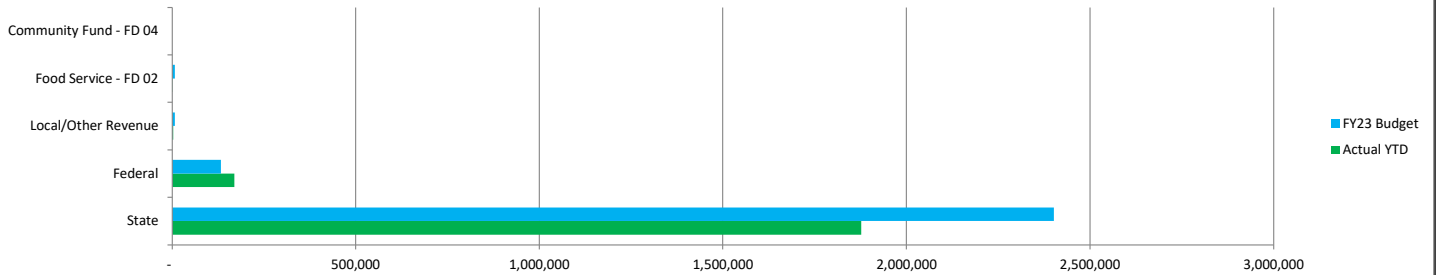
Academic Arts High School Financial Dashboard

April 2023 83% of School Year Complete

REVENUE

<u>Total Revenue this Month</u> \$157,127	<u>Total Revenue YTD</u> \$2,049,748	<u>Budgeted Revenue FY23</u> \$2,549,167	<u>% of Revenue Budget</u> 80%
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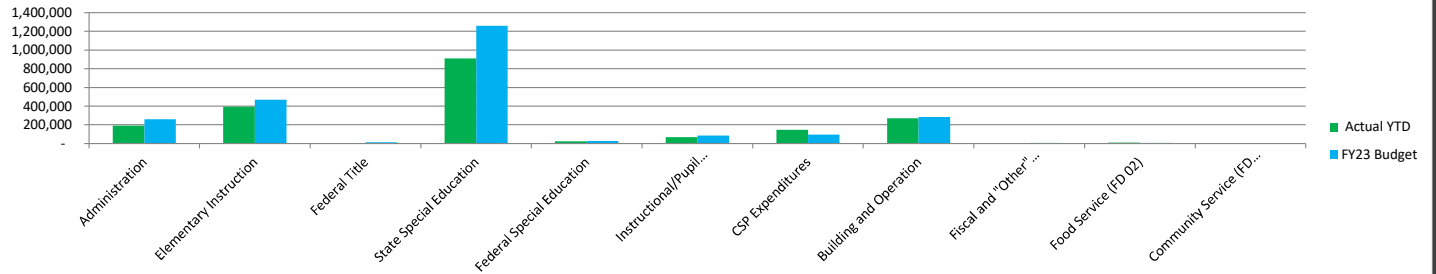
Revenue - Actual vs. Budget



EXPENSE

<u>Total Expense this Month</u> \$243,456	<u>Total Expense YTD</u> \$2,016,721	<u>Budgeted Expense FY23</u> \$2,501,281	<u>% of Expense Budget</u> 81%
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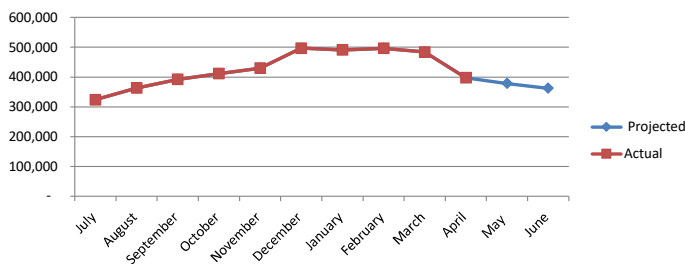
Expense - Actual vs. Budget



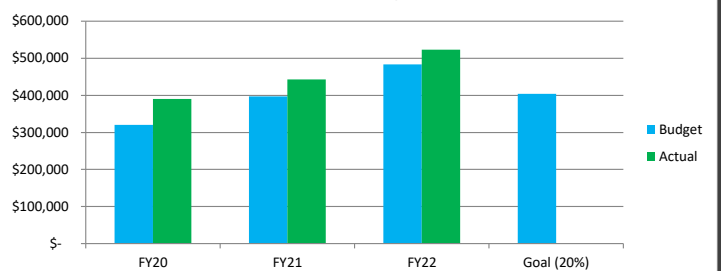
BALANCE SHEET

<u>Cash at End of Month</u> \$397,771	<u>Cash at End of Prior Month</u> \$484,099	<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> \$362,362	<u>Fund Balance at Month End</u> \$556,448	<u>Long-Term Fund Balance Goal (20%)</u> \$403,831

Cash Flow Projection



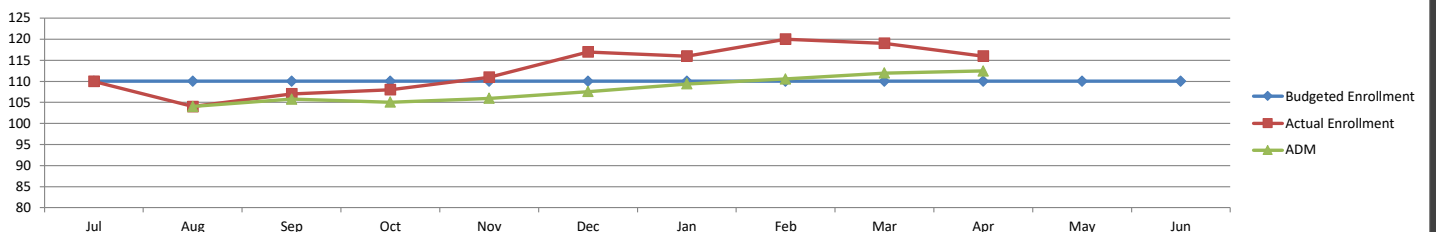
Fund Balance - Budget vs. Actual



ENROLLMENT

<u>Actual Enrollment at Month End</u> 116	<u>Budgeted Enrollment</u> 110	<u>Actual ADM - YTD</u> 112	<u>Actual vs. Budgeted Enrollment Variance</u> 6
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Actual vs. Budgeted Enrollment



Academic Arts High School

Comparative Balance Sheet - All Funds

As of April 2023

	Current Month	Prior Month	\$ Change	Audited	YTD \$ Change
	4/30/2023	3/31/2023		6/30/2022	
ASSETS:					
Current Assets:					
Cash	397,771	484,099	(86,329)	269,421	128,350
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	18,572	18,572	(0)	-	18,572
Due from MDE - Current Year Estimate	204,657	173,998	30,659	318,272	(113,615)
Due from Federal	74,011	64,218	9,793	69,633	4,378
Prepays	26,976	9,976	17,000	30,314	(3,338)
Total Current Assets	721,987	750,864	(28,877)	687,639	34,348
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	721,987	750,864	(28,877)	687,639	34,348
LIABILITIES:					
Current Liabilities:					
Salaries Payable	159,955	143,960	15,995	119,008	40,947
Accounts Payable	-	-	0	9,571	(9,571)
Payroll Liabilities	5,583	2,586	2,998	35,639	(30,055)
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	165,539	146,546	18,993	164,218	1,321
FUND BALANCE					
Beginning Fund Balance as of July 1, 2022	523,422	523,422	-	442,749	
Net Income, FY2023 to Date	33,027	80,897	(47,870)	80,673	(47,646)
Ending Fund Balance	556,448	604,319	(47,870)	523,422	33,027
TOTAL FUND BALANCE	556,448	604,319	(47,870)	523,422	33,027
TOTAL LIABILITIES AND FUND BALANCE	721,987	750,864	(28,877)	687,639	34,348

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

Academic Arts High School

Balance Sheet

As of April 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	397,771	408,869	(11,098)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	18,572	18,572	-	-	-
Due from MDE - Current Year Estimate	204,657	204,657	-	-	-
	-	-	-	-	-
Due from Federal	74,011	74,011	-	-	-
Prepays	26,976	26,976	-	-	-
Total Current Assets	721,987	733,085	(11,098)	-	-
Capital Assets					
Buildings and Equipment (Less) Depreciation					
Total Net Capital Assets	-				-
TOTAL ASSETS	721,987	733,085	(11,098)	-	-
LIABILITIES:					
Current Liabilities:					
Salaries Payable	159,955	159,955	-	-	-
Accounts Payable	-	-	-	-	-
Payroll Liabilities	5,583	5,583	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	165,537	165,539	-	-	-
FUND BALANCE					
Beginning Fund Balance as of July 1, 2022	523,422	523,422	-	-	-
Net Income, FY 2023 to Date	33,027	44,125	(11,098)	-	-
Ending Fund Balance	556,448	567,546	(11,098)	-	-
Investment in Capital Assets	-				-
TOTAL LIABILITES AND FUND BALANCE	721,987	733,085	(11,098)	-	-

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

83% 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	2,877	6,167	(3,290)	7,400	39%
State - Gen. Ed. Aid	874,793	883,347	(8,554)	1,060,017	83%
State - Special Education/ADSSIS	776,680	955,498	(178,818)	1,146,598	68%
State - Lease Aid	-	144,540	(144,540)	173,448	0%
State - Other	20,831	17,682	3,150	21,218	98%
Estimated State Holdback Recognized	204,657	-	-	-	N/A
PY Over/Under Accrual	-	-	-	-	N/A
Federal - ESSER	129,431	-	129,431	94,413	137%
Federal - COVID-19 Testing Grant	17,078	-	17,078	-	0%
Federal - Title	-	11,312	(11,312)	13,574	0%
Federal - Special Ed.	23,374	20,833	2,541	25,000	93%
TOTAL DISTRICT REVENUE - GENERAL FUND	2,049,723	2,039,379	10,344	2,541,667	81%
DISTRICT EXPENDITURES - GENERAL FUND					
Administration & District Support Services					
Salary & Benefits	85,384	97,848	(12,465)	117,418	73%
Purchased Services	83,520	87,500	(3,980)	105,000	80%
Supplies & Equipment	7,814	15,000	(7,186)	18,000	43%
Other Fees	15,934	14,592	1,343	17,510	91%
Total Administration & District Support Expenditures	192,653	214,940	(22,287)	257,928	75%
Instructional Expenditures					
Salary & Benefits	361,192	361,963	(771)	434,356	83%
Purchased Services	10,404	11,588	(1,183)	13,905	75%
Supplies & Equipment	22,493	17,917	4,576	21,500	105%
Other Fees	-	-	-	-	0%
Total Instructional Expenditures	394,089	391,468	2,622	469,761	84%
Federal Title					
Salary & Benefits	-	-	-	-	0%
Purchased Services	-	7,145	(7,145)	8,574	0%
Supplies & Equipment	-	4,167	(4,167)	5,000	0%
Other Fees	-	-	-	-	0%
Total Federal Title Expenditures	-	11,312	(11,312)	13,574	0%
State Special Education					
Salaries/Wages and Benefits	848,209	977,933	(129,723)	1,173,519	72%
Purchased Services	22,770	34,333	(11,564)	41,200	55%
Supplies & Equipment	-	4,167	(4,167)	5,000	0%
Transportation	40,314	31,758	8,557	38,109	106%
Other Fees	-	-	-	-	0%
Total State Special Education Expenditures	911,293	1,048,190	(136,897)	1,257,828	72%
Federal Special Education/CEIS					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	5,079	12,500	(7,421)	15,000	34%
Supplies & Equipment	18,295	8,333	9,962	10,000	183%
Other Fees	-	-	-	-	0%
Total Federal Special Education Expenditures	23,374	20,833	2,541	25,000	93%

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	51,463	51,463	-	61,755	83%
Purchased Services	17,361	17,917	(556)	21,500	81%
Supplies & Equipment	-	-	-	-	0%
Other Fees	-	-	-	-	0%
Total Instructional Support Expenditures	68,824	69,379	(556)	83,255	83%
ESSER/COVID19 Funding					
ESSER	129,431	78,677	50,754	94,412	137%
COVID19 Testing Grant	17,078	-	17,078	-	0%
Total Instructional Support Expenditures	146,509	78,677	67,832	94,412	155%
Building & Operations					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	69,137	57,042	12,095	68,450	101%
Facilities Lease	172,514	172,514	0	207,017	83%
Supplies & Equipment	27,204	250	26,954	300	9068%
Other Fees	-	7,296	(7,296)	8,755	0%
Total Building & Operations Expenditures	268,856	237,102	31,754	284,522	94%
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	100%
TOTAL DISTRICT EXPENDITURES - GENERAL FUND	2,005,598	2,079,401	(73,803)	2,493,781	80%
GENERAL FUND (01) - NET INCOME	44,125	(40,023)	84,148	47,886	
FUND 02					
DISTRICT REVENUE - FOOD SERVICE FUND					
Local & Other	25	-	25	-	0%
State	-	-	-	-	0%
Federal	-	-	-	-	0%
Transfers from Other Funds	-	6,250	(6,250)	7,500	0%
TOTAL DISTRICT REVENUE - FOOD SERVICE FUND	25	6,250	(6,225)	7,500	0%
DISTRICT EXPENDITURES - FOOD SERVICE FUND					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	11,123	6,250	4,873	7,500	148%
Supplies & Equipment	-	-	-	-	0%
TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND	11,123	6,250	4,873	7,500	148%
FOOD SERVICE FUND (02) - NET INCOME	(11,098)	-	(11,098)	-	
TOTAL REVENUES - ALL FUNDS	2,049,748	2,045,629	4,119	2,549,167	80%
TOTAL EXPENDITURES - ALL FUNDS	2,016,721	2,085,651	(68,930)	2,501,281	81%
NET INCOME (LOSS) - ALL FUNDS	33,027	(40,023)	73,050	47,886	
Beginning Fund Balance 7/1/2022	523,422			523,422	
Ending Fund Balance	556,448			571,307	

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

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

District #	Payment #	Bank	Check #	Pay Type	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	10359	AB		WX	4/30/2023	1196	St. Paul Publishing Company	USD	\$ 221.82	Admin Purchased Services
4119	10360	AB		WX	4/30/2023	1290	Lowes	USD	\$ 499.00	Federal SPED S&E
4119	10361	AB		WX	4/30/2023	1307	Walmart	USD	\$ 41.19	Instructional S&E
4119	10362	AB		WX	4/30/2023	1307	Walmart	USD	\$ 3.92	Instructional S&E
4119	10363	AB		WX	4/30/2023	1307	Walmart	USD	\$ 46.95	Instructional S&E
4119	10364	AB		WX	4/30/2023	1348	target	USD	\$ 3.86	Instructional S&E
4119	10365	AB		WX	4/30/2023	1348	target	USD	\$ 33.21	Instructional S&E
4119	10366	AB		WX	4/30/2023	1348	target	USD	\$ 89.99	Federal SPED S&E
4119	10367	AB		WX	4/30/2023	1348	target	USD	\$ 29.98	Instructional S&E
4119	10368	AB		WX	4/30/2023	1366	Jo ann fabrics	USD	\$ 221.19	Federal SPED S&E
4119	10369	AB		WX	4/30/2023	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 32.29	State SPED Transportation
4119	10370	AB		WX	4/30/2023	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 20.16	State SPED Transportation
4119	10371	AB		WX	4/30/2023	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 71.66	State SPED Transportation
4119	10372	AB		WX	4/30/2023	1368	HOLIDAY STATIONSTORES, LLC	USD	\$ 68.52	State SPED Transportation
4119	10373	AB		WX	4/30/2023	1414	City of West St. Paul	USD	\$ 60.00	Admin Purchased Services
4119	10374	AB		WX	4/30/2023	1559	Bobby and Steve's Auto World	USD	\$ 34.59	State SPED Transportation
4119	10375	AB		WX	4/30/2023	1570	Marathon Gas Station	USD	\$ 57.01	State SPED Transportation
4119	10376	AB		WX	4/30/2023	1570	Marathon Gas Station	USD	\$ 72.38	State SPED Transportation
4119	10377	AB		WX	4/30/2023	1570	Marathon Gas Station	USD	\$ 68.45	State SPED Transportation
4119	10378	AB		WX	4/30/2023	1570	Marathon Gas Station	USD	\$ 60.01	State SPED Transportation
4119	10379	AB		WX	4/30/2023	1570	Marathon Gas Station	USD	\$ 55.00	State SPED Transportation
4119	10380	AB		WX	4/30/2023	1608	Costco	USD	\$ 131.28	Instructional S&E
4119	10381	AB		WX	4/30/2023	1656	The Hanover Insurance Group	USD	\$ 1,787.00	Insurance
4119	10382	AB		WX	4/30/2023	1656	The Hanover Insurance Group	USD	\$ 3,688.00	Insurance
4119	10383	AB		WX	4/30/2023	1656	The Hanover Insurance Group	USD	\$ 11,687.44	Insurance
4119	10384	AB		WX	4/30/2023	1775	Ford	USD	\$ 697.19	State SPED Transportation
4119	10385	AB		WX	4/30/2023	1778	Teacherspay teachers	USD	\$ 38.68	Instructional S&E
4119	10386	AB		WX	4/30/2023	1778	Teacherspay teachers	USD	\$ 1.59	Instructional S&E
4119	10387	AB		WX	4/30/2023	1778	Teacherspay teachers	USD	\$ 9.64	Instructional S&E
4119	10388	AB		WX	4/30/2023	1778	Teacherspay teachers	USD	\$ 3.22	Instructional S&E
4119	10389	AB		WX	4/30/2023	1833	Old National Bank	USD	\$ 1.74	Admin Purchased Services
4119	10390	AB		WX	4/30/2023	1883	Alerus	USD	\$ 97.44	Payroll Liabilities
4119	10391	AB		WX	4/30/2023	1883	Alerus	USD	\$ 50.00	Payroll Liabilities
4119	10392	AB		WX	4/30/2023	1883	Alerus	USD	\$ 97.44	Payroll Liabilities
4119	10393	AB		WX	4/30/2023	1886	TRA	USD	\$ 5,267.45	Payroll Liabilities
4119	10394	AB		WX	4/30/2023	1886	TRA	USD	\$ 5,198.14	Payroll Liabilities
4119	10395	AB		WX	4/30/2023	1887	PERA	USD	\$ 2,511.19	Payroll Liabilities
4119	10396	AB		WX	4/30/2023	1887	PERA	USD	\$ 2,425.11	Payroll Liabilities
4119	10397	AB		WX	4/30/2023	1888	IRS	USD	\$ 11,100.56	Payroll Liabilities
4119	10398	AB		WX	4/30/2023	1888	IRS	USD	\$ 11,110.31	Payroll Liabilities
4119	10399	AB		WX	4/30/2023	1889	MN Dept of Revenue	USD	\$ 1,776.58	Payroll Liabilities

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

4119	10400	AB		WX	4/30/2023	1889	MN Dept of Revenue	USD	\$	1,781.03	Payroll Liabilities
4119	10401	AB		WX	4/30/2023	1924	Skyroam, INC	USD	\$	99.00	Instructional PS
4119	10402	AB		WX	4/30/2023	1924	Skyroam, INC	USD	\$	99.00	Instructional PS
4119	10403	AB		WX	4/30/2023	1924	Skyroam, INC	USD	\$	99.00	Instructional PS
4119	10404	AB		WX	4/30/2023	1934	Mister Car Wash	USD	\$	10.76	State SPED Transportation
4119	10405	AB		WX	4/30/2023	1934	Mister Car Wash	USD	\$	10.76	State SPED Transportation
4119	10406	AB		WX	4/30/2023	1934	Mister Car Wash	USD	\$	10.76	State SPED Transportation
4119	10407	AB		WX	4/30/2023	1979	Midway Driving School	USD	\$	595.00	State SPED Transportation
4119	10408	AB		WX	4/30/2023	1997	Midwest Insurance Company	USD	\$	810.00	Payroll Liabilities
4119	10409	AB		WX	4/30/2023	2018	S.O.S Security MN LLC	USD	\$	713.14	B/O Purchased Services
4119	10410	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10411	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10412	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	43.04	Instructional PS
4119	10413	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	43.04	Instructional PS
4119	10414	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10415	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10416	AB		WX	4/30/2023	2040	LA Fitness	USD	\$	37.66	Instructional PS
4119	10417	AB		WX	4/30/2023	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10418	AB		WX	4/30/2023	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10419	AB		WX	4/30/2023	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10420	AB		WX	4/30/2023	2046	Texas State Disbursement Unit	USD	\$	211.50	Payroll Liabilities
4119	10421	AB		WX	4/30/2023	2049	Speedway	USD	\$	64.90	State SPED Transportation
4119	10422	AB		WX	4/30/2023	2059	Planet Fitness	USD	\$	26.89	Federal SPED PS
4119	10423	AB		WX	4/30/2023	1575	Southview Office Center LLC	USD	\$	32,075.42	B/O Lease & Utilities
4119	10424	AB		WX	4/30/2023	2037	IPitomy Communications LLC	USD	\$	1,280.59	Admin Purchased Services
4119	10425	AB		WX	4/30/2023	1307	Walmart	USD	\$	34.46	Instructional S&E
4119	10252	AB	6928	CH	4/4/2023	1974	Safeway Driving School	USD	\$	5,040.00	Federal SPED PS
4119	10253	AB	6929	CH	4/5/2023	1879	MN PEIP - C/O MMB Fiscal Services	USD	\$	15,705.63	Payroll Liabilities
4119	10253	AB	6929	CH	4/5/2023	1879	MN PEIP - C/O MMB Fiscal Services	USD	\$	14,683.07	Payroll Liabilities
4119	10254	AB	6930	CH	4/11/2023	1014	Century Link	USD	\$	363.80	Admin Purchased Services
4119	10254	AB	6930	CH	4/11/2023	1014	Century Link	USD	\$	147.88	Admin Purchased Services
4119	10258	AB	6931	CH	4/11/2023	1857	CST MN- BIN # 170065	USD	\$	8,259.39	State SPED Transportation
4119	10262	AB	6932	CH	4/11/2023	2037	IPitomy Communications LLC	USD	\$	856.22	Admin Purchased Services
4119	10259	AB	6933	CH	4/11/2023	1878	Lenovo Financial Services	USD	\$	2,180.14	Instructional S&E
4119	10257	AB	6934	CH	4/11/2023	1642	Metro Sales	USD	\$	6.44	Admin Purchased Services
4119	10255	AB	6935	CH	4/11/2023	1493	Premium Water Inc	USD	\$	136.48	Admin Purchased Services
4119	10261	AB	6936	CH	4/11/2023	2018	S.O.S Security MN LLC	USD	\$	1,032.72	B/O Purchased Services
4119	10261	AB	6936	CH	4/11/2023	2018	S.O.S Security MN LLC	USD	\$	33.71	B/O Purchased Services
4119	10256	AB	6937	CH	4/11/2023	1581	Virtual Peace Freelancing LLC	USD	\$	1,440.00	Instructional PS
4119	10256	AB	6937	CH	4/11/2023	1581	Virtual Peace Freelancing LLC	USD	\$	1,200.00	Instructional PS
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD	\$	493.00	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD	\$	509.50	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD	\$	507.50	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD	\$	184.50	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD	\$	490.00	Food Service

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4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	554.31	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	636.50	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	628.72	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	587.00	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	472.00	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	493.00	Food Service
4119	10260	AB	6938	CH	4/11/2023	1948	Yummy	USD \$	467.00	Food Service
4119	10263	AB	6939	CH	4/12/2023	1879	MN PEIP - C/O MMB Fiscal Services	USD \$	14,683.07	Payroll Liabilities
Total:									\$170,093.85	

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
1829	4119	AB	CR0423													
04.14.23	IDEAS Payment		2004	Credit	A	04/14/23		Wire	1	c1	Misc					
						4119	R 01 005 000	740 360 000		FY23 State Special Ed Aid				83,962.55	0.00	
														Receipt Total:	\$83,962.55	\$0.00
04.14.23	IDEAS Payment Adjust		2005	Debit	A	04/14/23		Wire	1	c1	Misc					
						4119	R 01 005 000	740 360 000		FY23 Special Education Adju				(10,686.35)	0.00	
														Receipt Total:	(\$10,686.35)	\$0.00
														Deposit Total:	\$73,276.20	\$0.00
1830	4119	AB	CR0423													
04.24.23	Target Return		2006	Credit	A	04/24/23		Wire	1	c1	Misc					
						4119	E 01 010 420	419 401 000		04.24.23 Target Return- SPE				89.99	0.00	
														Receipt Total:	\$89.99	\$0.00
														Deposit Total:	\$89.99	\$0.00
1831	4119	AB	CR0423													
04.28.23	IDEAS Payment		2007	Credit	A	04/28/23		Wire	1	c1	Misc					
						4119	R 01 005 000	000 211 000		FY23 General Education Aid				83,761.19	0.00	
														Receipt Total:	\$83,761.19	\$0.00
														Deposit Total:	\$83,761.19	\$0.00
														Report Total:	\$157,127.38	\$0.00

Academic Arts High School
Historical and Forecasted Financial Statements
Selected Information

For the Ten Months Ended April 30th, 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 May
Board Meeting (Highlights and To Do)
Date: 5/16/2023
Ex Officio: Davi Hicks

School Events

- Prom: May 20, 2023
 - Valley Fair : May 31, 2023
-

Committee Updates

TPS:

Personnel:

- posted for open sped teacher positions.
- In the process of hiring for SpEd Due process coordinator
- Looking at work agreements and planning for 23-24
- Discussing plan for next school year with current contracted school social worker
- Hired new SpEd director.

Behavior:

- Working together to keep students in class.
- Trying to get outside and active
- Monitoring bathrooms more closely to avoid any further property damage
-

DEI: Looking into bring in a diversity trainer, so every staff member will have basic ideas of bias and ideas of social justice.

Finance:

Beginning development of 23-24 budget
Looking paying for prom, Sr. day, Valley fair and Graduation

Nutrition: Kitchen Coalition meals still being delivered to AAHS every Tuesday.

Marketing:

Enrollment:

2 new students starting this week

Curriculum:

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

SpEd:

- Students are enjoying wellness class that was created to address movement and behavior needs for a high majority of SpEd students

Jay Squad:

Learned new way getting to the root of school issues using the 5 whys.

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

- 1.
 - 2.
 - 3.
-

TPS Members attending next meeting:

- 1.
- 2.
- 3.

CONFLICT

DIRECT COMMUNICATION

RESOLUTION

DOCUMENTATION

YOU

You have questions about something in our community or a direct disagreement or conflict with another team member

ASK YOURSELF

Is this something that I can and should simply "let go"?

YES

I can and should let this go.

You "♪Let it go! Let it go!♪"
Hooray!

NO

I can not and should not let this go.

MAKE A PLAN

You and the team member meet, seek understanding, and agree on a plan to resolve the issue

COMMUNICATE

Inform your lead that you met and summarize the nature of the issue and plan that was agreed upon

TEAM Member

COMMUNICATE

Let the team member know that you would like to discuss the issue and arrange an appropriate time to do so

Team member agrees to talk with you

Team member agrees to talk with you with their lead

Team member does not agree to talk with you

Your lead meets with you and the team member to seek understanding and agree on a plan to resolve the issue

Leads/Percom/HR

COMMUNICATE

Let your lead know that you need to arrange a meeting to discuss the issue

Resolution is not met.

Your lead may call a staff circle to find resolution to issue.

Resolution is not met.

Percom members and lead will work with HR to create mandated plan and, if needed, deliver formal disciplinary actions (warnings, etc)

Your lead documents the details of the meeting including the nature of the issue and the plan that was agreed upon or mandated. If warranted, Personnel Committee may respond as needed

TPS Evaluation

OBJECTIVE

The function of this document is to evaluate the performance of the Teacher Powered School Committee (TPS) at leading the school and directing daily operations. The evaluation process allows the board to engage with the TPS committee to reward achievements, discuss challenges, address concerns, and when necessary, develop performance improvement plans.

PROCEDURE

Standards are grouped by functional area. Both TPS and the board evaluate TPS's performance using the following ratings:

- **NI** - Needs Improvement
- **M** - Meets the expectations of the standard
- **E** - Exceeds the expectations of the standard

The following is the timeline for completing the evaluation:

- **August/September** - The board and TPS committee work together to establish strategic goals for the committee for the school year. The goals should be specific and related to the school's strategic mission and vision for the school. The goals should align with each of the functional areas: Academic, Financial, Organizational, and Communication.
- **January** - The board and TPS discuss progress halfway through the school year, and adjust goals if necessary.
- **April/May** - The TPS committee begins its self-evaluation, documenting a rating for each standard/goal in the *TPS* column and providing comments with specific examples that support the rating. The board also sends a short electronic survey to selected staff to review TPS's performance. The board reviews the TPS self-evaluation and survey results and documents a rating for each standard in the *Board* column, adding comments when applicable or when the ratings differ from TPS. The board completes the evaluation by the end of May and distributes it to TPS.
- **June** - During the June board meeting, the TPS committee and the board discuss the final evaluation. Representatives from TPS address issues or concerns and ask questions. The board and TPS discuss plans to improve any areas that need improvement. Then the board meets in a closed session to discuss the evaluation privately.

EVALUATION FORM

School Year:

TPS Committee Members:

ACADEMIC	TPS	Board	Comments with Specific Examples
The school is on track to have an overall academic performance of at least 75%, according to academic measures in the current contract with the authorizer.			
There is no academic indicator that falls far below of the goal, according to academic measures in the current contract with the authorizer.			
The committee submits timely and complete data for academic measures to the board for analysis and trending.			
The committee regularly reviews and uses academic measure and/or test data to plan curriculum improvement strategies.			
The committee plans and executes curriculum that is both appropriate and challenging for the student population.			
The Special Education Committee develops and implements appropriate IEPs for specifically identified students.			
There are clear protocols to handle behavior incidents that the staff understands and follows.			
STRATEGIC GOAL:			
FINANCIAL	TPS	Board	Comments with Specific Examples
The annual financial audit from the previous fiscal year found no significant deficiencies.			
The school maintains an average daily enrollment at or above the budgeted amount.			
The committee develops and implements creative methods to maintain or boost enrollment.			
The school pursues and is awarded funding grants to increase revenues.			
The fund balance is on track to be at least 20% of annual budgeted expenditures as of the end of the fiscal year.			
The annual budget is developed and submitted on time with oversight of the board of directors and the entire TPS committee.			
The committee monitors finances regularly, and quickly and thoroughly answers any questions that arise.			

The committee regularly monitors contracted services to ensure that the costs are at or under budget and investigates all alternative solutions.			
The committee has effective policies to keep expenditures at or under budget and to eliminate unapproved or unassigned expenditures.			
Submissions to CLICS are timely and complete, and students are regularly evaluated for the free and reduced lunch program.			
STRATEGIC GOAL:			
ORGANIZATIONAL	TPS	Board	Comments with Specific Examples
At least 90% of the staff from the previous school year remained employed at the school this year.			
Replacing staff members is initiated quickly and positions are filled by quality candidates with oversight from the entire committee.			
The staff is completely up-to-date on all teacher and administrative staff evaluations.			
All staff members have professional development goals documented and progress toward goals is evaluated.			
Staff leaves of absence do not interrupt daily operations because there is adequate coverage and understanding of all staff duties.			
School policies are reviewed regularly, understood, and enforced without favoritism or partisanship.			
Submissions to the Minnesota Department of Education are timely and complete.			
Submissions to the authorizer are timely and complete.			
All required staff licensures will remain valid and up-to-date.			
STRATEGIC GOAL:			
COMMUNICATION	TPS	Board	Comments with Specific Examples
Staff and committee meetings are well planned, focused, and individuals effectively follow up on outstanding tasks.			
Staff, student, and family surveys are conducted regularly and the results are used to create goals for making improvements.			
The school's website and social media accounts are regularly updated to include new information.			
Parent / Teacher conferences are well-attended and teachers are prepared for them.			
Teachers communicate with family members using professional language and appropriate methods.			

The committee effectively communicates with the board of directors, having representatives at board meetings who are prepared and attentive.			
There are clear protocols to manage, respond to, and communicate about crises that the staff understands and follows.			
The committee engages the community to participate in school events.			
The committee effectively uses social, online, and print media to communicate with the community.			
STRATEGIC GOAL:			

OVERALL PERFORMANCE RATING

Overall Rating:

Rationale:

Academic Arts High School			
	Original	Revised	CLA Notes to Budget Changes
	FY23	FY23	
Enrollment Assumptions			
ADM	110	112	
Pupil Units	132.00	134.40	
General Fund 01			
Revenues			
State Aids			
General Education Aid	1,060,017	1,072,254	
Prior FY Adjustment	0	0	
Charter School Lease Aid	173,448	176,602	
State Special Ed Aid	1,082,889	869,146	
State Sped Transportation	38,109	26,636	
ADSI Aid	25,600	31,805	
Safe Schools Aid	0	0	
Endowment Revenue	3,794	3,374	
Other State Aids (Ft Maint.)	17,424	17,741	
Total State Revenues	2,401,280	2,197,557	
Federal Aids			
Title	13,574	33,385	
Federal Special Ed/CEIS	25,000	35,656	
ESSER II FIN 155	0	17,962	
ESSER III FIN160/161	82,200	107,200	
COVID-19 Testing Grant - FIN 170	0	20,000	
Pandemic Enrollment Loss - FIN 171	0	13,241	
ESSER III FIN 169	12,213	12,213	
Total Federal Revenues	132,986	239,657	
Local Revenues			
Student Activities	5,400	5,400	
Gifts & Bequests	1,000	1,000	
Miscellaneous	1,000	1,000	
Total Local Revenues	7,400	7,400	
TOTAL GENERAL FUND REVENUES	\$2,541,667	\$2,444,613	
Expenditures			
Administration & District Support			
Salaries	75,865	116,439	
Benefits	41,553	55,754	
Purchased Services	105,000	115,000	
Supplies & Materials	18,000	18,000	*7K for advertising, 8K for admin software, 3K for Admin Supplies/Food
Capital Expenditures	0	0	
Dues & Memberships	17,510	17,510	
Total Administration & District Support	257,928	322,703	
Regular Instruction			
Salaries	321,745	306,701	
Benefits	112,611	107,345	
Purchased Services	13,905	13,905	*1.5K Field Trips, 12.4K Subs
Supplies & Materials	20,000	24,000	* 16K for Classroom Budgets, \$1K Awards, 1K for Student Food, 2K Books, \$4K Stu

Academic Arts High School			
	Original	Revised	CLA Notes to Budget Changes
	FY23	FY23	
Enrollment Assumptions			
ADM	110	112	
Pupil Units	132.00	134.40	
Capital Expenditures	1,500	1,500	* Staff Furniture (3 desks/charis x \$500)
Total Regular Instruction	469,761	453,451	
ADSIS/State Special Education			
Salaries	837,669	665,573	
Benefits	293,184	232,951	
Purchased Services	41,200	41,200	
ADSIS Expenditures	42,666	53,008	
Transportation	38,109	38,109	
Supplies & Materials	5,000	5,000	
Total State Special Education	1,257,828	1,035,840	
Federal Special Education			
Salaries	0	4,700	
Benefits	0	0	
Purchased Services	15,000	15,000	
Supplies & Materials	10,000	15,956	
Capital Expenditures	0	0	
Total Federal Special Education	25,000	35,656	
Title Programs			
Salaries	0	29,943	
Benefits	0	0	
Purchased Services	8,574	2,942	
Supplies & Materials	5,000	500	
Total Title Programs	13,574	33,385	
Additional Federal Awards/Funding			
ESSER II	0	0	
ESSER II FIN 155	0	17,962	
ESSER III FIN160/161	82,200	107,200	
COVID-19 Testing Grant - FIN 170	0	20,000	
Pandemic Enrollment Loss - FIN 171	0	13,241	
ESSER III FIN 169	12,213	12,213	
Total Additional Federal Programs	94,412	170,615	
Instructional & Pupil Support			
Salaries	45,745	38,589	
Benefits	16,011	13,506	
Purchased Services (Transportation Included)	21,500	21,500	*\$15K Bus tokens, 3K for Copier Lease, 3.5K PD
Supplies & Materials	0	0	
Total Instructional/Pupil Support Services	83,255	73,595	
Sites & Buildings			
Salaries	0	0	
Benefits	0	0	
Purchased Services (Includes Utilities)	68,450	68,450	*\$1.5K water cooler service
Facilities Lease	207,017	205,718	
Supplies & Materials	300	1,500	**\$300 Cleaning Supplies

Academic Arts High School			
	Original	Revised	CLA Notes to Budget Changes
	FY23	FY23	
Enrollment Assumptions			
ADM	110	112	
Pupil Units	132.00	134.40	
Capital Expenditures	0	24,009	
Other Fees (Insurance)	8,755	8,755	
Total Sites & Buildings	284,522	308,432	
Fiscal & Other Fixed Costs			
Purchased Services	0	0	
Interfund Transfer	7,500	7,500	
Total Fiscal & Other Fixed Costs	7,500	7,500	
TOTAL GENERAL FUND EXPENDITURES	\$2,493,781	\$2,441,177	
GENERAL FUND 01 - NET INCOME	\$47,886	\$3,436	
Food Service Fund 02			
Revenues			
State Revenues	0	0	
Federal Revenues	0	0	
Sale of Lunches	0	0	
Transfer from General Fund	7,500	7,500	
TOTAL FOOD SERVICE REVENUES	\$7,500	\$7,500	
Expenditures			
Salaries	0	0	
Benefits	0	0	
Purchased Services	0	0	
Supplies & Materials	7,500	7,500	
Other	0	0	
TOTAL FOOD SERVICE EXPENDITURES	\$7,500	\$7,500	
FOOD SERVICE FUND 02 - NET INCOME	\$0	\$0	
TOTAL REVENUES - ALL FUNDS	\$2,549,167	\$2,452,113	
TOTAL EXPENDITURES - ALL FUNDS	\$2,501,281	\$2,448,677	
NET INCOME - ALL FUNDS	\$47,886	\$3,436	
Beginning Fund Balance 7/1	\$481,684	\$523,422	
ENDING FUND BALANCE - ALL FUNDS	\$529,570	\$526,858	
<i>Fund Balance as a Percentage of Annual Expenditures</i>	21.17%	21.52%	

Proposed update to board bylaws relevant to TPS/Lead

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 Updates (Third Reading - 3/21/23)

ARTICLE VI ~~EXECUTIVE DIRECTOR~~ *TPS COMMITTEE and TPS LEAD*

Section 1. Designation of: The Board shall select and employ an **TPS LEAD** ~~Executive Director~~ for Academic Arts High School (AHA!) ~~AAHS~~. **The TPS LEAD ensures that the school's TPS COMMITTEE is meeting the expectations of the board and that it is performing all of its required duties. The TPS LEAD Executive Director can delegate or take on specific duties as needed to ensure that all duties required of the TPS COMMITTEE are being addressed. The TPS LEAD is the overall supervisor of staff. All staff report to the TPS LEAD.**

The Duties of the TPS COMMITTEE 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.
- 6.32 Administer, delegate, and assess the work of the school's mission *including*:
 - a. ~~Advisors and staff~~ **All staff (teachers, paraprofessionals, support staff, etc.)**
 - b. Subcontractors and other vendors

6.43 Monitor and manage student life.

6.54 Serve as a positive interface with the community.

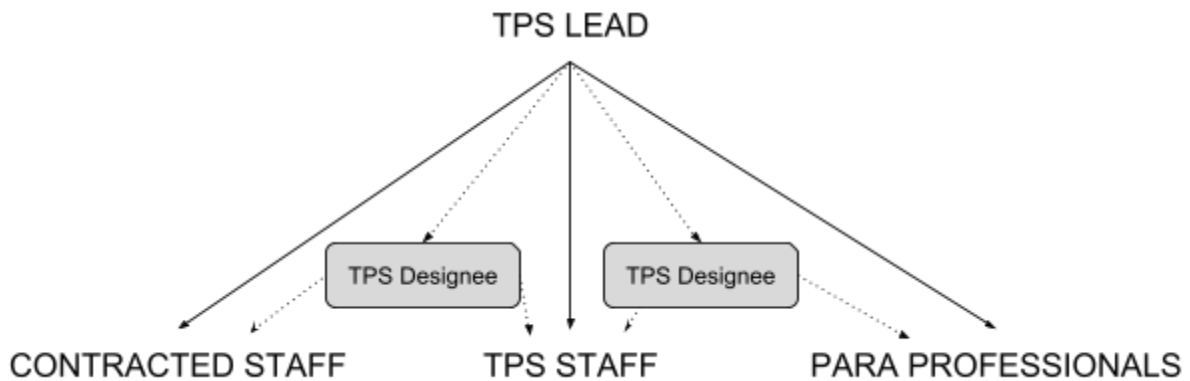
6.65 Responsibly manage the school's resources including but not limited to finances, staffing, facilities, community partnerships, etc.

6.76 Perform other duties as authorized by the Board.

Additional duties of the **TPS LEAD** are:

6.27 ~~Oversee, consistent with statute and the school's policies, the hire and release of school advisors and staff who report directly to the **TPS LEAD** Executive Director or designates~~ **designees of the TPS LEAD Executive Director.** The **TPS LEAD** may delegate, define, and manage oversight responsibilities to other staff as needed.

AHA Staff Oversight Chart



END OF PROPOSED UPDATE

Additional Context for the board and the schools personnel committee to consider when formalizing Davi's position description after board bylaws are updated:

Duties of a CULTURAL LIAISON are:

Maintain a connection with and working understanding of school systems, special education & disabilities, cultural background & acculturation issues, and the local community to provide and manage relevant cultural liaison services to underrepresented, underserved, and under resourced student and family populations. Specific services and roles include but are not limited to:

- Provide information to Individualized Education Program (IEP) teams about pupil racial, cultural, socioeconomic, and linguistic background
- Assist IEP teams in understanding how racial, cultural, socioeconomic, and linguistic factors impact educational progress
- Facilitate parent and family understanding and involvement in the special education process.

Specific examples of duties of a CULTURAL LIAISON include but are not limited to the following:

Provide info to school staff members	With training, assist the IEP team with evaluations	Facilitate parents' understanding
Talk about customs, spiritual beliefs, history, language	Help gather family background information	Help parents register their children for school and complete other paperwork
Plan cultural activities for special education staff	Help gather student history	Contact parents to review the special education process and parental rights
Help connect special education staff with other appropriate groups, such as organizations that provide social services to new immigrants and refugees	Gather first language samples under guidance of a speech-language pathologist or other staff	Contact parents to make meeting arrangements
Help involve minority parents in special education parent advisory councils and other parent groups	Share perceptions of the impact of language and culture on evaluation results	Call parents to let them know about something that happened at school

NOTES: Cultural liaison roles referenced from pg 55-56 of:

https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE087800&RevisionSlectionMethod=latestReleased&Rendition=primary