EOC offers students throughout Minnesota a personalized, project-based learning experience, leading to adults who can achieve their goals, explore their passions, and find their place in the world.

EdVisions Off-Campus

Board of Directors Meeting
Tuesday, June 20th, 2017, 3:30 PM
Minutes

A. Called meeting to order by Vice Chair at 3:35

B. Roll Call of Attendance:

Merrissa McLean (June 2019) X
Mike Motzko (June 2018) X
David Jones (June 2018) X
Jess Eischens (June 2017) X
Mary Menne (June 2019) X
Megan Bluma (June 2019) X
Jessica Mockros (June 2017) X

Others Present:
Cathy Diaz
Gigi Dobosenski
Sara Brave Heart

C. Educational Data

D. Correction and approval of previous meetings

1. **Approve Board Meeting minutes from last month. M –Motzko, S -McLean. Unanimous motion carried.**

E. Open Forum

F. Approval of Agenda

1. **Agenda Approval. M -Mockros, S -Motzko.** Unanimous motion carried.
2. **Conflict of interest disclosures regarding agenda items.**

G. Consideration of Claims and Accounts

1. Treasurer's Report

Motion to approve expenses - M -McLean, S -Mockros. Unanimous motion carried.

a) **Revenue of $84,727.98**
b) **Expenses of $86,953.49**
c) **Ledger Balance (Cash Fund Balance) of $411,877.57**
d) **Bank Reconciliation of $412,075.13**

H. Communications

1. Special Ed Directorship:
    a. Signed all of paperwork for Designs for Learning to continue as SPED Directorship.
    b. Monitoring report came back, no corrections to make!
    c. Still waiting for the fiscal portion of the audit.

2. IQS:
    a. No reports received yet from those who have visited.
    b. IQS Liaison will be a new person this coming year.
    c. Report from IQS will come in July. A school improvement plan will then need to be written.

I. Hearing of Reports

1. Director Monthly Updates:
    a. Diaz reported Special Education Audit finance report will be sent out June 30th.
    b. Project Foundry project platform issue, concept of creating a new platform along with other Edvisions Cooperative Schools.
    c. We have been Invited by Edvisions School to be an “example school” for the model.
    d. Won’t hear anything on MCA scores until the 1st week in August.
    e. NWEA growth scores are amazing this year! 7-10th grade increased in our math scores by 69%.
    f. ADM is 109.35
2. Staff Monthly Updates
    a. McLean reported that graduation was hot and windy but everything went really well. Fun to see other students there supporting their advisory graduates.

J. Unfinished business

1. Dobosenski reported on Policies Final round- 401, 532, 535, 701.1 Motion to approve policies **M-Jones, S-Motzko . Unanimous motion carried.**
2. Budget- Motion to approve Budget **M-Motzko, S-Menne . Unanimous motion carried.**
    a. Revenue $1,240,788
    b. Expenses $1,240,515
    c. Difference $273 to the good

K. New Business

1. Dobosenski reported on the New Policies: 200,400,507,522,524
2. Director Review and Goals. Motion was made to approve director review and goals.**M-Menne, S-Motzko . Unanimous motion carried.**
    a. Goals for this year:
        i. Special Education Fiscal and Program Review
        ii. Project Foundry and Hope solutions/ Planning for future years
3. Licensure Waivers
    a. No Project Based Learning License- Need Waivers. No Longer any indication of Highly Qualified.
    b. Signed off by IQS in July
4. Motion was made to recognize Graduates .**M-Jones, S-Motzko . Unanimous motion carried.**
    a. Adan Ramos
    b. Jacob Lothert
    c. Alexis Gold Rhode
    d. Bethany Fjeld
    e. Gerald Veaux

f. Josiah Croom
g. Kayla Hogan
h. Paige Nelson
i. Peter Juten
j. Shepard Merano
k. Starr Florian
l. Steve Oja

5. Motion was made to approve audit agreement for next year .**M-Motzko, S-Jones . Unanimous motion carried.**
   a. Audit will be conducted late July/ early August
   b. $7900 for Audit
   c. $1000 for 990
   d. Total of $8900
      i. An increase of $300 from last year
6. Training: ByLaws
   a. Relate to Governance Membership, Responsibilities, Decision Making areas, Meetings.
   b. Laws are included in ByLaw update
      i. Charter School Law: 124E
      ii. Open Meeting Law: 13D
7. ByLaws
   a. 3 months to review
   b. Overlaps between fiscal years to incorporate more board members
   c. No significant changes from legislation.
8. QComp Annual Report Review. Motion was made to approve Annual Report Review. .**M-Motzko, S-Mockros . Unanimous motion carried.**
   a. MDE will receive report as part of WBWF report in Fall
   b. Highest Hope score we have ever had.
   c. Math performance was awesome as well.

L. Next Meeting July 18th, 2016 @ 3:30 pm

M. Adjourn Meeting

1. **Meeting adjourned at 4:46 M-Jones, S-Motzko . Unanimous motion carried.**

Clerk: Date:

Jessica Morris 6/20/17

Adopted: *August 2017*

Orig. 2077

Revised: *Rev.*

200 CONFLICT OF INTEREST POLICY

I. Purpose

The purpose of the conflict of interest policy is to protect EdVisions Off Campus #4151 (EOC)interest when it is contemplating entering into a transaction or arrangement that might result in an excess benefit transaction. This policy is intended to supplement but not replace, applicable state and federal laws governing conflict of interest applicable to nonprofits, charitable organizations, and chartered public schools.

II. General Statement of Policy

It is the policy of the charter school board to conform to statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof. This policy addresses compliance requirements with MN Stat. 124D.10 Subd 4a; 34 CFR Part 74.43; 34 CFR Part 75.525(a) & (b); and 34 CFR Part 80.36(b)(3).

III. Minnesota Statute

EOC will conform with MN Statute 124D.10, Subd 4a Conflict of interest, as shown below:

A. An individual is prohibited from serving as a member of the charter school board of directors if the individual, an immediate family member, or the individual's partner is an owner, employee or agent of, or a contractor with a for-profit or nonprofit entity with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. A violation of this prohibition renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:
   a. the board member, employee, officer, or agent;
   b. the immediate family of the board member, employee, officer, or agent;
   c. the partner of the board member, employee, officer, or agent; or
   d. an organization that employs, or is about to employ any individual in clauses (a) to (c),has a financial or other interest in the entity with which the charter school is

contracting. A violation of this prohibition renders the contract void.

C. Any employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

D. An individual may serve as a member of the board of directors if no conflict of interest under paragraph (a) exists.

E. The conflict of interest provisions under this subdivision do not apply to compensation paid to a teacher employed by the charter school who also serves as a member of the board of directors.

F. The conflict of interest provisions under this subdivision do not apply to a teacher who provides services to a charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

IV. Federal Statutes

EOC will comply with all federal statutes regarding conflict of interest and federal grant administration:

A. 34 Code of Federal Regulations (CFR) Part 74.43 Competition, which reads as follows: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications requirements, statements of work, invitations for bids or requests for proposals shall be excluded from competing for procurements. Awards must be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient. Any and all bids or offers may be rejected when it is in the recipient’s interest to do so.

B. 34 CFR Part 75.525 (a) & (b) Conflict of Interest: Participation in a Project, which reads as follows:
   a. A grantee may not permit a person to participate in an administrative decision regarding a project if:
      i. The decision is likely to benefit that person or a member of his or her immediate family; and
      ii. The person:
         1. Is a public official; or
         2. Has a family or business relationship with the grantee.
   b. Grantees and subgrantees will maintain a written code of

standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

i. The employee, officer or agent,
ii. Any member of his immediate family,
iii. His or her partner, or
iv. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

V. Code of Standards for Employees

A. Standards

a. A grantee may not permit any person participating in the project to use his or her position for a purpose that is – or gives the appearance of being – motivated by a desire for a private financial gain for that person or for others C. 34 CFR Part 80.36
b. Procurement standards, which reads as follows:
   i. Any EOC employee responsible for federal grant funds will disclose any and all conflicts of interest as described in the above federal regulations.
   ii. EOC employees responsible for federal grant administration will comply with all federal procurement regulations.
   iii. EOC employees responsible for federal administration will comply with all federal regulations regarding expenses.
   iv. EOC employees responsible for federal grant administration will provide required documentation regarding grant expenditures.
   v. All EOC employees are required to report any suspected misconduct regarding federal grant expenditures to a Co-Director and/or Board of Directors.

B. Enforcement of Standards

a. EOC employees responsible for federal grant administration who violate the above code of standards will be subject to disciplinary action up to and including dismissal from their position.
b. EOC will prosecute to the full extent of the law any employees who violate state or federal laws regarding federal grant administration.

VI. Determination as to whether a conflict of interest exists

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

VII. Annual Statements

Each voting and ex-officio board of director members shall annually sign a statement which affirms such person:

A. Has received a copy of the conflicts of interest policy.
B. Has read and understands the policy
C. Has agreed to comply with the policy
D. Understands that EOC is charitable and in order to maintains its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Legal References
MN Statute 124D.10, Subd 4a Conflict of interest;
34 Code of Federal Regulations (CFR) Part 74.43 Competition;
34 CFR Part 75.525 (a) & (b) Participation in a Project;
34 CFR Part 80.36(b): 3.

Adopted: December 8, 2005 *EdVisions Off Campus*
Orig. 2005
Revised: August 2017

400 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from any form of harassment including but not limited to: religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school to maintain a learning and working environment that is free from harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence.

B. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school staff includes school board members, staff, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

C. It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual, violence upon any pupil or staff member.

D. The school will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual, harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by staff members to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition.

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition.

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

D. Disability Harassment; Definition.

Disability harassment consists of physical or verbal conduct which is related to an individual's physical disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

E . Sexual Violence; Definition.

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

    a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

    b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

F. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

G. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

H. Assault; Definition. Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial , *or* sexual harassment or violence by a pupil or staff member of the school or any person with knowledge or belief of conduct which may constitute religious, racial, *or* sexual, harassment or violence toward a pupil or staff member should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the staff team, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer *(David Jones, 952-432-3416, david@jonesunlimited.com)* or to the Board Chairperson.

B. Upon receipt of a report, the Board appointed staff member must notify the school district human rights officer immediately, without screening or investigating the report. The staff member may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable to the human rights officer. If the report was given verbally, the staff member shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the staff member. If the complaint involves the appointed staff member, the complaint shall be made or filed directly with the Board Chairperson or the school district human rights officer by the reporting party or complainant.

C. In the District. The school board here by designates a board member as the school district human rights officer(s) to receive reports or complaints of religious, racial, or sexual, harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Board Chairperson.

D. The school shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

E. Submission of a good faith complaint or report of religious, racial, or sexual, harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

F. Use of formal reporting forms is not mandatory.

G. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of the school, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

E. The investigation will be completed as soon as practicable. The school human rights officer shall make a written report to the Boards Chairperson upon

completion of the investigation. If the complaint involves the Board Chairperson, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.

B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school will discipline or take appropriate action against any pupil or other school personnel who retaliates against any person who reports alleged religious, racial, sexual, or continual/ chronic harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted on the server in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The school district will develop a method of discussing this policy with students and staff members.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

E. The school may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

Legal References: Minn. Stat. §127.46 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. §626.556 et seq. (Reporting of Maltreatment of Minors)
Minn. Stat. §121A.03 (Model Policy, Submission to the commissioner)

Adopted: June 2014 *EdVisions Off Campus*

Orig. 2014

*Revised: June 2017*_____

401 NEPOTISM/ ANTI-NEPOTISM POLICY

I. POLICY RATIONALE:

To avoid a variety of personnel problems (the perception of favoritism, awkward workplace situations, difficult work environments, employee morale and job satisfaction, and poorer job performance by other employees) charter schools are required to have a nepotism policy regarding employment and employment benefits.

While charter schools are governed and operated by nonprofit corporations they are public institutions funded by the citizens of Minnesota – so they need to be transparent in employment and employment benefits.

A nepotism policy is simply good governance and management that should assist schools in avoiding a host of personnel problems, while promoting transparency, and aiding in the integrity of individual schools and the entire charter school movement.

II. DEFINITIONS:

a. "Immediate Family" means the employee's spouse, registered domestic partner, child, parent, brother and sister, brother-in-law, sister-in-law, mother and father-in-law, son and daughter-in-law, grandparent, grandchild, or step-relatives or domestic partner-relatives in one of these relationships.

b. Relatives beyond "immediate family" – A relative may include: aunt, uncle, niece, nephew, first or second cousins.

c. Nepotism – Nepotism is favoritism shown to relatives by those with power or influence, especially in hiring, or favoring the relative in scheduling, promotions, salary or compensation, disciplinary issues, etc.

III. POLICY STATEMENT:

The immediate family members and those living together as domestic partners of current employees will not be employed by the school under any of the following circumstances:

1. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
2. Where one party would be responsible for auditing the work of the other; or,
3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the school.

If two employees marry, or begin living together as domestic partners, and as a result, the circumstances prohibited exist; only one of the employees will be permitted to stay employed with the school. The decision as to which employee will remain with the school must be made by the two employees within thirty (30) calendar days of the date they marry, or begin living together as domestic partners. If no decision has been made during this time, the most recently hired employee will be terminated.

In considering the employment of an employee's "immediate family" or a relative beyond "immediate family" members the school must ensure that the relative has:

1. The appropriate education and or credential for the job
2. Outside work experience related to the position, and that,
3. The position is an existing and vital position with a published job description, determined pay and performance expectations

The position opening must be posted and the potential candidates vetted in accordance with the human resource policies and procedures of the school.

A potential employee has the responsibility to notify the hiring agent of any relationship to current employees.

All incoming employees shall be required to read and sign this nepotism policy upon employment.

***Legal References**:* MN Statutes 124D.10 Sub.

Cross References: MACS recommended policy template

Adopted: August 2014 *MSBA/MASA Model Policy 514*
Orig. 2007
Revised: August 2017 *Rev. 2017*

507 BULLYING AND INTIMIDATION PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited

conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or

school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from any advisor, but oral reports shall be considered complaints as well.

C. The Co-Directors are the persons responsible for receiving reports of bullying or other prohibited conduct. Any person may report bullying or other prohibited conduct directly to the school district human rights officer (Jessica Eichens) or a Co-Director. If the complaint involves an advisor or co-director the complaint shall be made or filed directly with the other co-director or the school district human rights officer by the reporting party or complainant.

The Co-Directors shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker

immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker (Co-Directors), in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the Co-Director or a third party designated by the school district.

B. The Co-Director or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act;

and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent

with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and

implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a

school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. EdVisions Off Campus provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex (defined as sexual identity and sexual orientation). No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates HUMAN RIGHTS OFFICER *(David Jones)* as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the director or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes he or she has been the victim of unlawful sex discrimination by school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. EOC encourages the reporting party or complainant to use the report form available from the advisors or available from the director, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school

district human rights officer or to a co-director.

B. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform a co-director immediately.

C. Upon receipt of a report or grievance, the co-director must notify the school district human rights officer immediately, without screening or investigating the report. The co-director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the co-director shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the co-director. If the complaint involves a co-director, the complaint shall be made or filed directly with a different co-director or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates HUMAN RIGHTS OFFICER *David Jones, 952-432-3416, david@joneunlimited.com*) as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with a co-director.

E. The school district shall conspicuously publish the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers in the annual parent-student handbook.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Edvisions Off Campus will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the

individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, advisors, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to a co-director upon completion of the investigation. If the complaint involves co-directors, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, advisor, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

524 SCHOOL DISTRICT COMPUTER SYSTEM AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system (ie-EOC ~~server~~ *google drives*, project foundry, and ~~elluminate~~ Blackboard Collaborate) and acceptable and safe use of the electronic communications (ie- ~~msn messenger~~ *Skype* and school email). Internet use is monitored at home by the guardians of students.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to electronic communications enable students and employees to explore thousands of resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and electronic communications throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes electronic communication. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for project work, educational research, and professional or career development activities. Users are expected to use electronic communication access through the district system to further educational and personal goals consistent with the mission of the school district policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. There is an expectation that internet use be limited to educational information.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the electronic communications is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or electronic communications may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs;

discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and electronic communications or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

   a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

   b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

   c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

   d. information or materials that could cause damage or danger of disruption to the educational process;

   e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system for social networking activities other than those sponsored by the school (ie- a school sponsored Ning site).

B. If a user inadvertently accesses unacceptable materials, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the personnel team. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the personnel team.

VI. FILTER

A. All computers equipped with Internet access and available for student use at home will be monitored by guardians, to prohibit all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of Electronic Communications shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of

their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students and parents of the school district.

B. All students will sign a parent student advisor contract which includes a provision for using the internet responsibly. This will be signed annually and filed in the students' permanent record.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to School Computer System use.

B. This notification shall include the following:

1. Notification that school system use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:

a. Information stored on school district diskettes, hard drives or servers.

b. Information retrieved through school district computers, networks or online resources.

c. Personal property used to access school district computers, networks or online resources.

d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 527, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide

parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

D. Because of the rapid changes in the development of the School Computer systems, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6701 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.17
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
United States v. American Library Association, 123 S.Ct. 2297 (2003)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal

of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: June 2014

Orig. 2014

*Revised: June 2017*_____

532 ASSESSMENTS

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessment to be used to determine how well students have achieved graduation standards

II. GENERAL STATEMENT OF POLICY

The School District has established a procedure by which students shall complete the Graduation Standards. This procedure includes the adoption of state graduation test requirements.

III. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFOMANCE PACKAGES

A. Local Assessment

Locally selected assessments are expected to provide opportunities for students to demonstrate their achievement in a locally selected adaptive response and demonstration of growth.

B. Statewide Academic standards Testing

1. Commencing with the 2005-2006 school year and later, the school district will utilize state constructed tests developed from and aligned with the state's academic standards as these tests are available.
2. The school district will administer annually, in accordance with the process determined by the Education Department, the state-constructed tests to all students in grade 7-8 and high school level as follows:
   a. ~~In 2014-2015 annual reading and mathematics in grades 7 and 8. Graduation standard reading in 10th grade, graduation standard math in 11th grade and Science proficiency tests (MCA) in 8th and 11th grade.~~
   b. Beginning with 2015-2016 school year and later, reading and mathematics in grade 7; and Career and College Placement assessments for 8,10 and 11th graders as the tests are available. Science proficiency tests (MCA) in 8th and 11th grade.
   c. Beginning with the 2015-2016 school year and later, 9th graders will complete a locally chosen career inventory. This information will be used in creating of Post Secondary Plans for all 10th graders and above.
3. The school district will also maintain the ability to determine further graduation assessment alternatives as needed.

4. Students for who the statewide or locally constructed tests are inappropriate, as determined by the students individualized education program team, or students with limited English proficiency shall be exempt from or provided appropriate, technically sound accommodations of alternate assessments for statewide and local testing with the approval of the students parent or guardian.

IV. REVIEW

The school board will conduct an annual review of the assessments to be used based on changes in student needs and state requirements.

Legal References:
Minn Stat. 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. 120B.30 (Statewide Testing and Reporting System)
Minn. Rule Parts 301.0010-3501.0180 (Rules Relating to Graduation Standards- Mathematics and Reading)

Adopted: June 19, 2011 *ISD 4151 EdVisions Off-Campus High School*
Orig. 2011

Revised: June 2017

535 Special Education Workload Policy

EdVisions Off Campus is an online public charter school focusing educational programming on project based learning. Due to the nature of students the school serves, EOC will use two separate models when looking analyzing a special education advisor's caseload/ workload and to determine the need for teaching and paraprofessional staff.

Prior to making staffing decisions, the school will consider both caseload of advisors serving students more than 50% of their school day, as well as this workload policy. Please also note that individual IEP needs may play a factor in veering from this analysis. If this is the case, the administrative staff will make the final decision and document the alterations to this analysis.

Caseload Model:
The Caseload model will be used when determining the caseload of a special education teacher, when they serve students who receive special education support 50% or more of their educational day (federal setting 3) per Minn. R. 3525.2340, subp.4(A)(1).

A. the maximum number of school-age pupils that may be assigned to a teacher:
(1) for pupils who receive direct special instruction from a teacher 50 percent or more of the instructional day, but less than a full school day:
    (a) deaf-blind, autism, developmental cognitive disability: severe-profound range, or severely multiply impaired, three pupils;
    (b) deaf-blind, autism, developmental cognitive disability: severe-profound range or severely multiply impaired with one program support assistant, six pupils;
    (c) developmental cognitive disability: mild-moderate range or specific learning disabled, 12 pupils;
    (d) developmental cognitive disability: mild-moderate range or specific learning disabled with on program support assistant, 15 pupils;
    (e) all other disabilities with one program assistant, ten pupils; and
    (f) All other disabilities with two program support assistant, 12 pupils.

Workload Model:
The workload model will be used when analyzing the workload of a special education advisor, when they serve students who receive special education support 49% or less of their educational day (federal setting 1 & 2). The disability area primarily served will also be taken into direct consideration in workload analysis.

Areas to determine the workload will consist of:

- Direct and Indirect Minutes on Student IEP's
- Evaluations and Re-Evaluations that need to be completed in the school year
- Preparation Time as established by agreement/ contract
- Other Due Process Requirements

According to the workload considerations for Effective Special Education from MDE, a suggested caseload for high school students is between 17 and 21. The teacher workload should also fall within this range. Both the statistical data on placement, which is driven by student need, as well as the unique program EOC will establish an effective workload for special education teachers at a range between 16 and 18

When the workload exceeds 16, the school will reserve the right to add additional paraprofessional staff. When the workload exceeds 18 with 1 paraprofessional staff, the school will hire additional teaching staff.

Direct and Indirect Minutes on Student IEP's

Direct Service as defined by Minnesota Rule 3525.0200, subp.2b

> *….special education services provided by a teacher or a related service professional when the service are related to instruction, including cooperative teaching.*

Indirect Service as defined by Minnesota Rule 3525.0200, subp. 8c

> *….on-going progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the student to monitor and observe. Indirect services may be provided by a teacher or related service professional to another general education teacher, special education teacher, related service professional, paraprofessional, support staff, parents, and public and non-public agencies to the extent that the services are written in a student's IEP….*

To calculate this area, add up the direct and indirect minutes provided by the special education advisor as described on each student's IEP and turn into hours/ per year. For example:

Student	Total direct and indirect minutes per week from IEP	Hours per week (min/60)	Hours per year (hours per wk x wks per year) 2.5 hours x 32 weeks
John S	150 min.	2.5 hours	80 hours
Susie K	200 min.	3.3 hours	105.6 hours
Kelly K	150 min.	2.5 hours	80 hours
Sam L	150 min.	2.5 hours	80 hours
Peter J	200 min.	3.3 hours	105.6 hours
Sue W	175 min.	2.9 hours	93.3 hours
John M	150 min.	2.5 hours	80 hours
Jennifer H	200 min.	3.3 hours	105.6 hours
Ashley T	150 min.	2.5 hours	80 hours
Colin T	150 min.	2.5 hours	80 hours
Seth R	200 min.	3.3 hours	105.6 hours
Adam N	175 min.	2.9 hours	93.3 hours
		Total	**1089 hours**

Evaluations and Re-Evaluations

A special education evaluation and re-evaluation typically averages approximately nine hours per student. The nine hours consist of evaluation planning/ meeting, testing, observations, gathering of student records, managing the outside agencies testing, report writing, and evaluation results meeting.

EOC will calculate this area, multiple the total number of evaluations and re-evaluations by 9 hours. For example: 5 evaluations and re-evaluations x 9 hours = 45 hours

Preparation Time

Preparation time (prep) is the allotted time agreed upon during hiring. This time may consist of, but not limited to: curriculum modification, grading, data collection, preparing materials for teachers or paraprofessional, developing methods of instruction, and researching assistive technology, adaptations, and interventions.

To calculate this area, multiply the amount of prep time by the contract days. For example: one hour of prep for 208 contracted days = 208 hours.

Other Due Process Requirements

This time may consist of, but not limited to: meetings for IEP's and periodic reviews, development and writing of the IEP, and the overall "paperwork" requirements. This time typically averages to about two hours per student.

To calculate this area, multiple the number of students on the teacher's caseload by two hours. For example: 12 students x 2 hours = 24 hours.

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Teacher workload will be determined using the following procedures:

1. First you must determine the total hours in a school year by looking at the advisor contracted days (208 days) and multiply that by the contracted hours per day (7.5 hours). For example 208 days x 7.5 hours per day = 1560 hours contracted per year.

Then add up "Areas to Determine Workload" as described above. For Example:

Direct/ Indirect Total	Evaluation/ Re-evaluation Total	Other Due Process Totals	**Total Minutes per week**	**Instructional Minutes per Week 1800**
710 min/week	90 min/week	60 min/week	**860 min/week**	**1800 min/week**
				0.48 + 16 =16.46

To calculate the workload, the total direct/indirect service minutes per week are added to the evaluation/re-evaluation and other due process totals per week. This total is then divided by the instructional minutes per week 1 full-time advisor (860/1800= workload ratio of 0.48 per teacher + number of files managed).

Note:

If the IEP team determines that a student is in need of a one to one paraprofessional, the direct and indirect minutes that the paraprofessional provides would not be included in this formula. The classroom/caseload ratio of students to teachers will remain at 1 advisor/1EA per every 17-21 students or a ratio of 1:9. The school will work to maintain this ratio.

If the student receives related services (OT, Speech, PT, social work etc.), and the direct and indirect minutes that the paraprofessional provides would not be included in this formula.

A charter school may have a combination of federal settings from level I to III. In such a case, the administrative team may use a combination of both models to determine the appropriate case/ workload for a special education teacher. Such exceptions will be documented.

Adopted: June 9, 2011 *MSBA/MASA Model Policy 714*
Orig. 2011

Revised: June 2017

701.1 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10-20 percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Catherine Diaz (Business Manager). Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Innovative Quality Schools

Annual Conflict of Interest Disclosure Form

The undersigned acknowledges recipt of a copy of EdVisions Off Campus
School's Name

Conflict of Interest Policy. By my signature below, I acknowledge my agreement with the spirit and intent of these documents and I agree to report to the Board or Committee Chairperson (whichever is most appropriate) any possible conflicts (other than those stated below) that may develop before completion of the next annual statement.

Please check one:

☐ I am not aware of any Conflict of Interest

☐ I have a Conflict of Interest in the following area(s):

Signed:_____ Date: _____

_____
Print First and Last Name

School Name: EdVisions Off Campus

Director and EdVisions Cooperative Responsibilities

The EdVisions Off-Campus Board Members are responsible to oversee that EOC is run effectively, legally, and ethically. EOC does not hire staff members; rather EOC contracts with EdVisions Cooperative which provides staff, payroll service, and other resources specific to Project Based Education and Teacher Professional Practices. As a Teacher Professional Practice Organization, there is a director or are directors responsible for carrying out administrative responsibilities in accordance with staff collaborative decisions. As such, the following responsibilities are those carried out by directors on behalf of the staff of EOC as well as duties expected from EdVisions Cooperative (the Coop being those hired by the Coop to work for EOC) A report is made to the EOC Board of Directors two times annually regarding progress on these topics (November, and May). Two goals will be set by directors by Jan each year and shared with Board.

Responsibility	Who	Date/Month
Server GOOGLE DRIVE	Technology Team	Weekly
Monthly **Minnesota Automated Reporting Student System (MARSS**) reports- provides MDE with student count for per pupil payments, special education funding, and testing requirements. Also includes attendance reporting.	Gigi	Monthly
Finance statement prep-provides budget comparison, revenue and cash balance sheets for School Board members	Cathy	Monthly
Staff Development- Once a month face to face meetings plus specialized meetings as needed for reading, mental health and other required training	EdVisions Coop/Personnel Team/Q Comp Team	Monthly
Coordinate with Designs for Learning- Communications with Special Ed Team and the Special Education Director to be sure child count is accurate and licensure is up to date	Gigi	Monthly
Communications with School Board-As non voting members, give reports of director responsibilities and other tasks completed throughout month	Cathy, Gigi	Monthly
Uniform Financial Accounting and Reporting System (UFARS)- coding required to provide accountability for fund allocation	Cathy	Monthly
Payroll- Provides payment to the staff members including necessary tax withholdings and benefits.	EdVisions Coop	1-10th monthly
IQS formal visits Arrange and host sponsor representative	Gigi	As needed
Curricular Alignment- A part of online	Gigi	As needed

certification for MDE. At this point, only one alignment is required, but could change with changes to the standards		
Policies- Research and write required policies and those that the school board would like to have implemented	Gigi	See schedule
Electronic Data Reporting System (EDRS)- System for reporting reimbursable expenses according to elementary and secondary education act and no child left behind	Cathy	Quarterly, As Needed
Grant Management, Rural Education A Program (REAP), EdVisions Schools- keeps track of expenditure lines and reporting to the grantor	Cathy	As Needed
Project Foundry- Coordinates with company, sets up changes to transcripts and other needs, sets up trainings, attends trainings	Gigi, EdVisions Coop	Training in August, as needed
Northwest Educational Association-Measures of Academic Progress (NWEA-MAP) Testing- Required localized standardized testing, demonstrates student growth, testing two times a year. Coordination of test includes downloading tests, uploading tests	Gigi	September, May
Hope Survey – Measures autonomy and other factors important to EOC's model. Coordination of ids and survey links with Hope Survey Coordinator/EdVisions Schools	EdVisions Coop/ Q Comp/Experiential Ed	September, May
Annual Report/WBWF- Required report to IQS and MDE includes goal results, testing results, survey results and budgetary items.	Gigi	September 30
Conversation Days. Training for Project Based Learning (PBL) and Teacher Professional Practice (TPP)- Trainings that increase knowledge of staff and allows time to share successes and difficulties	EdVisions Coop	Oct, March, July
Human Resources Training- Learning about proper HR procedures and policies, as well as benefits and other payroll information	EdVisions Coop	October
Law Conference Trainings- Update on new state and federal laws, court cases that have an impact on schools.	Gigi	October
Staff Automated Reporting (STAR)- reports the licensure and assignments of each staff member as of Oct 1 and again Mar1 current year	Gigi	November, March

Staff Evaluations- Observations, peer evaluations, use rubric and information to decide on professional development goals	EdVisions Coop, Personnel Team, Q Comp Team	Oct, Feb, May
State Testing- Coordinate students and staff for all required state testing, orders necessary tests, fills out documentation for waivers and testing sessions , reviews follow up reports and letters to parents, and reports information to the School Board.	Gigi	Nov, Feb, April
Health Reports- Determine immunizations and submit report to Minnesota Department of Health	Gigi	January
Transportation Report- Code and report transportation of all students to MDE	Cathy	March
Hiring of New Staff- post positions, conduct preliminary interviews, school visits, second interviews, student and staff feedback, communicated with applicants and new hires	EdVisions Coop/ Personnel Team	Mar-May
Budget Preparation and Monitoring- Guides the finance team in budget recommendations and determinations for the upcoming year, monitors current budget and reports to the school board.	Cathy	March, April, Monthly
Setting Goals- Based on information from current year goal, staff work on determining next year's goals, goal teams, and strategies	EdVisions Coop/ Staff	May
Parent and Student Satisfaction Surveys- Reviews survey, encourages participation, and collates data from parents and students.	Goal Team/ Q Comp	May
Audit- prepares audit paperwork and collects necessary documentation for auditors, meets with them as they conduct audit to answer questions, leads communications between board and auditors.	Cathy	June – August
Online Learning Certification- Collects paperwork and fills out necessary documents for recertification each year and 3 year self-review	Gigi	June/August
Disciplinary Incident Reporting System (DIRS)- Mandatory state report indicating disciplinary measures used with students including suspensions, exclusions and expulsions	Gigi	June

BYLAWS
Of
EdVisions Off Campus Charter School

Article I
Corporation

EdVisions Off Campus Charter School is incorporated as a Minnesota nonprofit with tax exempt status. The purpose of EdVisions Off Campus Charter School is to educate youth in grades 7-12.

Membership

The corporation (hereinafter "EOC") has no members. The rights which would otherwise vest in the members vest in the directors of the corporation (hereinafter "Board Members") of EdVisions Off-Campus Charter School (hereinafter "EOC"). Actions which would otherwise require approval by a majority of all members or approval by the members require only approval of a majority of all Board Members or approval by the Board of Members (hereinafter "School Board").

Article II
School Board

Section 2.01 General Powers. The general governance, management and direction of EOC shall be vested in the School Board, which shall be authorized to exercise all corporate powers except as limited by law, the Articles of Incorporation or these Bylaws.

Section 2.02 Number, Election, and Term of Board Members. There will be 7 Board Members that comprise the School Board. As in accordance with Minnesota Charter Law, at least 50% of these Board Members will be teachers for EOC, the remaining members will consist of at least one parent and one community member; and board members will be unrelated (per Minnesota Statute 124D.4g). Parents and Community Members will be elected by the parents of current EOC students. At the annual spring all school meeting held in May; parents will be given the opportunity to nominate and elect parent or community members in accordance with the number of available seats. In addition, parents not in attendance at the meeting will have the opportunity to vote via an electronic ballot through the month of May. Elected Board Members will be notified the beginning of June, and their term will commence in July. Teachers that are serving on the School Board will be nominated and appointed by the staff members of EOC. The director (or co-directors) will be ineligible to serve as voting Board Members. Each Board Member elected and each Board Member elected by the School Board to fill a newly created Board Membership, shall serve until such Board Member's successor is elected and qualified. The term length for a new Board Member is 3 years. Notwithstanding the foregoing, a Board Member's term shall expire upon death, resignation, removal, or disqualification. Any eligible person shall be permitted to be a candidate for the board.

Section 2.03 Board Member Qualifications and School Board Composition. At least a majority of the School Board shall at all times be comprised of licensed teachers at EOC. Board members will participate in state approved training opportunities in the areas of: governance, roles and responsibilities, employment policies and practices, and fiscal management. The trainings will begin within the first 6 month of services and be completed within 12 months. If these trainings are not completes, the board member will be removed and the vacancy filled (MN stat 124D.4f).

Section 2.04 Vacancies. Any vacancy occurring on the School Board may be filled by the affirmative vote of a majority of the Board Members then holding office at any meeting of the School Board. A Board Member elected to fill a vacancy shall hold office forth unexpired term of the vacated Board Member position.

Section 2.05 Removal of Board Members. Any one or more of the Board Members may be removed by the members. MN stat 123B 09 sub.9: The board may remove, for proper cause, any member or officer of the board and fill the vacancy, but such removal must be by concurrent vote of at least 4 members, at a meeting of whose time, place, and object the charged member has been duly notified, with the reasons for such proposed removal and after an opportunity to be heard in defense against the removal. The School Board may remove any Board Member who: (1) has failed to attend 3 or more regular meetings of the School Board for which notice was properly given during any calendar year; (2) has been declared of unsound mind by a final order of a court of competent jurisdiction; (3) has been convicted of or plead no contest to a felony; (4) has been found by a final order or judgment of a court of competent jurisdiction to have breached any duties impose by Chapter 317A of the Minnesota Statutes.

Section 2.06 Resignation of Board Members. A board member may resign at any time by giving written notice to the School Board. Such resignation shall be effective upon delivery of the notice to any officer of the EOC School Board, unless a later date is specified in the notice.

Section 2.07 Compensation of Board Members. Board members shall serve without compensation. However, the School Board may approve reimbursement of a board member's actual and necessary expenses while conducting business for EOC.

Section 2.08 Conflict of Interest. Except for teachers employed directly or indirectly by EOC, no Board Member of this corporation shall serve as a member of the School Board or as an employee or agent of a contractor with a for-profit entity with whom EOC contracts, directly or indirectly, for professional services, goods or facilities. Any contract or agreement entered into between EOC and an entity affiliated with a board member of EOC in violation of this provision shall be liable and the board member of EOC who violated this prohibition shall be individually liable to EOC for any damages caused by the violation. A board member of EOC who serves as a School Board Member or as an employee or agent of or a contractor with a nonprofit entity with whom EOC

contracts, directly or indirectly, for professional services, goods, or facilities, must disclose all potential conflicts to the School Board or committee prior to its acting on such a contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to the corporation's interest. The body to which such disclosure us made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussion or deliberations with respect to, such contract or transaction. The minutes of the meeting shall reflect the disclosures made, the vote thereon and, where applicable, the abstention from voting and participation. The School Board may adopt conflict of interest policies requiring: regular annual statements from board members, officers, key employees, to disclose existing and potential conflict of interest; and corrective and disciplinary actions with respect to transgressions of such policies. For the purpose of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the corporation, or is a board member or officer of, or has a significant financial or influential interest in the entity contracting or dealing with the corporation.

Article III
Meetings of the School Board

Section 3.01 Annual Reorganization Meeting. An annual reorganization meeting of the School Board shall be held in July of each year for the purpose of electing officers and transacting such other business as may properly come before the regular meetings of the School Board.

Section 3.02 Regular Meetings. Regular meeting of the School Board may be held at such time and place as the School Board may designate. These regular times shall be determined at the annual reorganization meeting.

Section 3.03 Special Meetings. A special meeting of the School Board may be called for any purpose or purposes at any time by the chair or by written request of any three (3) board members of the School Board. Special meetings of the School Board shall be held at a location as determined by the board Members.

Section 3.04 Notice of Meetings. Annual reorganization meetings and Regular meetings may be held without notice if the Bylaws or School Board fix the time and place of such meetings. In addition, regular meeting information will be posted to the website no less than 72 hours prior to the meeting, with the indication to contact clerk for the conference call or video conferencing connection information. Each board member will receive minutes and agendas for the meeting in advance via email. Notice of Special meetings will be posted to the website no less than 24 hours prior to the meeting. No

business shall be transacted a special meeting except that which has been specified in the notice of the meeting.

Section 3.05 Waiver of Notice. A board member may waive notice of a meeting of the School Board. A waiver of notice by a board member entitled to notice is effective whether given before, at, or after the meeting, and whether given in writing, orally or by attendance. Attendance by a board member at a meeting is a waiver of notice of that meeting unless the board member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting. The secretary shall incorporate all such waivers, consents and approvals in the minutes of the meetings.

Section 3.06 Quorum. At each meeting of the School Board, the presence in person of at least one-half of the board members currently serving as board members shall be necessary to constitute a quorum for the transaction of business. In absence of such a quorum, any meeting may be adjourned from time to time by a majority of the board members present. If a quorum is present when a duly called or held meeting is convened, the board members present may continue to transact business until adjournment, even though the withdrawal of board members originally present leaves less than the proportion or number otherwise required for a quorum.

Section 3.07 Place of Meetings. The EOC School Board has no permanent location of board meetings. Rather, the meeting locations are determined by the current School Board. Wherever the meeting is held, there will always be access to the meeting via the internet and/or conference call.

Section 3.08 Voting. Each board member shall have one (1) vote. Except as otherwise provided by Minnesota States, the Articles of Incorporation, or these bylaws, all questions at a meeting of the School Board at which a quorum is present shall be decided by the affirmative majority vote of the Board Members present in person at the meeting.

Section 3.09 Adjournments. A majority of the Board Members present at a meeting, whether or not a quorum, may adjourn the meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent board members if the time and place be fixed at the meeting adjourned, except if the meeting is adjourned for longer than 24 hours.

Section 3.10 School Board Meetings by Electronic Communication. Board Members may participate in a School Board meeting through the use of conference telephone or internet communication equipment, so long as all Board Members in such a meeting can communicate with one another. Participation in a meeting pursuant to this section constitutes presence in person at such a meeting.

Section 3.11 Action Without a Meeting. No actions will taken through electronic communication, as this is in violation of open meeting law.

Section 3.12 Minutes. The School Board shall keep full and complete records of all meetings and actions. Minutes of annual, regular and special meetings shall be posted to the EOC website and must be made available upon request to any member of the public. Minutes of closed meetings will be kept in a closed file, unavailable to the public.

Article IV
Committees

Section 4.01 Executive Committee. An executive committee comprised of the officers of the School Board, the director or co-directors, and such other persons as may be appointed by the School Board, shall act during the intervals between meetings of the School Board. During such intervals and subject to the School Board's control and direction, the executive committee shall have and may exercise all of the authority and powers of the School Board, subject to such limitations as the School Board may impose from time to time. Unless specifically authorized by the School Board by resolution approved by affirmative vote of a majority of the Board Members, the executive committee shall not have the authority and power to elect offices, to amend the Articles of Incorporation, to adopt a plan of merger or consolidation, to authorize the sale or other disposition of all or substantially all of the property and assets of EOC, to authorize a voluntary dissolution of EOC or revocation thereof, or to amend these Bylaws.

Section 4.02 Other committees. The School Board or the executive committee may designate one or more other committees from time to time and may adopt such regulations as it deems advisable with respect to the membership, authority, and procedures of such committees.

Section 4.03 Rules of Procedure. Subject to these Bylaws and to such regulations as the School Board and the executive committee may adopt from time to time, each committee designated by the School Board of the executive committee may fix its own rules of procedure and may hold meeting as such times and places as it may, from time to time, determine.

Section 4.04 Meetings by Electronic Communication. Board Members may participate in a committee meeting through the use of conference telephone or internet communication equipment, so long as all participants in such a meeting can communicate with one another. Participation in a meeting pursuant to this section constitutes presence in person at such a meeting.

Section 4.05 Notice of Meetings. Written notice of each meeting of the committee members stating date, time and place shall be sent via email to the committee members no less than 24 hours prior to the meeting; provided, however, that if the day or date, time, and place of a committee meeting has been announce at a previous eating of the committee, noticed is not required.

Section 4.06 Waiver of Notice. A committee member may waive notice of a meeting of a committee. A waiver of notice by a committee member entitled to notice is effective whether given before, at, or after the meeting and whether given in writing, orally, or by attendance. Attendance by a committee member at a meeting is a waiver of notice of that meeting unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting.

Section 4.07 Quorum. At each meeting of a committee, the presence in person of at least a majority of the currently appointed committee members shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time by a majority of the committee members present. If a quorum is present when a duly called or held meeting is convened, committee members present may continue to transact business until adjournment, even though the withdrawal of committee members originally present leaved less than the proportion or number otherwise required for a quorum.

Section 4.08 Voting. Except as otherwise provided in the Minnesota Statutes, the Articles of Incorporation of EOC, or these Bylaws, all questions at a meeting of a committee at which a quorum is present shall be decided by the affirmative vote if a majority of the committee members entitled to vote and who are present in person at a duly held meeting.

Section 4.09 Adjournments. If any meeting of a committee is adjourned to another time or place, no notice as to such adjourned meeting need be given other than by announcements at the meeting at which such adjournment is taken. At an adjourned meeting at which a quorum is present, any business may be transacted at the meeting as originally noticed.

Section 4.10 Action Without a Meeting. Any action required or permitted to be taken at a meeting of the committee may be taken by written action signed (By pen or electronically) by the number of committee members who would be required to take the same action a committee meeting at which all members were present; provided , however that all the committee members must be notified immediately for the text and effective date; and provided further that the written action is effective when signed by the required number of committee members, unless a different effective time is provided in the written action. Failure to provide the notices does not invalidate the written action. A committee member who does not sign or consent to the written action is not liable for the action. The action will additionally be reaffirmed in the minutes of the next scheduled committee meeting.

Section 4.11 Minutes. Committees shall keep full and complete records of all meetings and actions. Minutes of committee meeting must be made available upon request to members of the committee, board members and directors.

Section V

Officers

Section 5.01 Officers. The officers of the School Board shall consist of a President (hereinafter "Chair"), Vice President (hereinafter "Vice Chair"), a Secretary, a Chief Financial Officer (hereinafter "Treasurer") and a Human Rights Officer. All officers shall be elected by the Board Members and shall hold office for one year, until the following annual reorganization meeting, provided each officer shall serve at the pleasure of and may be remover with or without cause at any time by the School Board. The secretary and treasurer need not be Board Members.

Section 5.02 Chair. The Chair shall preside at all meetings of the School Board, actively manage the business and affairs of the School Board, and see that all orders and resolutions of the Board Members are carried into effect. The Chair shall be responsible to the School Board for the application and implementation of established policies in the operations of EOC. The Chair may execute on behalf of EOC all contracts, deeds, conveyances, and other instruments which may be required or authorized by the School Board. In general, the Chair shall perform all duties usually incident to the office of Chair and all the duties prescribed by the School Board.

Section 5.03 Vice Chair. A Vice Chair shall have all the authority and perform all the duties of the Chair in the absence of the Chair or when circumstances prevent the Chair from acting and shall have other authority and perform such other duties as may be determined by the School Board.

Section 5.04 Secretary. The secretary shall attend all meetings of the School Board and shall record or cause to be recorded all proceedings of such meetings in the minutes folder as well as posted online; these proceedings will include the time and date of the meeting, whether is was regular or special, the notice given, the names of those present and the proceedings. The secretary shall give or cause to be given proper notice of all meetings of the School Board as required by the Bylaws.

Section 5.05 Treasurer. The treasurer shall: keep or cause to be kept adequate and correct accounts of EOC's properties, receipts and disbursements; make the books of account available at all time for inspection by any board member; deposit or cause to be deposited EOC's monies and other valuables in EOC's name and to its credit, with the depositories the School Board designates; disburse or cause to be disbursed EOC's funds as the School Board directs; render to the Chair and the School Board, as requested but no less frequently than once every month, an account of EOC's financial transactions and financial condition; and prepare or direct to be prepared any reports on financial issues required by an agreement on loans.

Section 5.06 Human Rights Officer. The human rights officer shall: act on behalf of the school board with regard to discrimination, harassment and bullying complaint investigations. The human rights officer shall respond to complaints and assist staff with investigating issues that arise. The human rights officer will report findings to the school board in closed meeting settings.

Section 5.07 Authority and Duties. In addition to the foregoing authority and duties, all officers of EOC shall respectively have such authority and perform such duties as may be designated from time to time as designated by the School Board.

Section 5.08 Resignation, Removal, Vacancies. An officer may resign by giving written notice to the School Board. The resignation is effective without acceptance when the notice is given to the School Board, unless a later effective date is named in the notice. An officer may be removed with or without cause by a resolution adopted by the School Board, A vacancy in an office because of death, resignation, removal, disqualification, or other cause may, or in the case of vacancy of office of the Chair or Treasurer must be filled for the unexpired part of term as determined by the School Board, provide that in the absence of an election or appointment of officers by the School Board, the person exercising the principal functions of the Chair or Treasurer is considered to have been elected to the offices.

Article VI
Indemnification of officers, board members, employees and agents

Section 6.01 General. EOC shall indemnify its officers, board members, committee members, employees and agents in the manner set forth in Minnesota Statutes Section 317A.521, provided EOC has made such determination or determinations, if any, as it may reasonably require to establish that the standards set forth in Minnesota Statutes Section 317A.521, subd.2, have been met. In addition, EOC may in the sole discretion of its School Board, indemnify such persons or any other person under such circumstances or different circumstances or different circumstances as the School Board shall deem appropriate as long as the School Board reasonably believes such indemnification to be in the best interests of EOCHS.

Section 6.02 Advancement of Expenses. If a person is made or threatened to be made a party to a civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of EOC, the person is entitled, upon written request to EOC, to payment or reimbursement by EOC of reasonable expenses, including attorney's fees and disbursements, incurred by the person in advance of the final disposition of the proceeding upon receipt by EOC of a written affirmation by the person of a good faith belief that the criteria for indemnification described in Section 6.01 above have been satisfied and a written undertaking by the person to repay the amounts paid or reimbursed by EOC is it is determined that criteria for indemnification have not been satisfied; and after a determination that the facts then known to those making the determination would not preclude indemnification under this section. Te written undertaking is an unlimited general obligation of the person making it but need not be secured and must be accepted without reference to a financial ability to make the repayment.

Section 6.03 Rights Not Exclusive. The indemnification provide by this article shall continue as to a person who has ceased to be a board member, officer, employee, or

agent and shall insure the benefit of the heirs, executors, and administrators of such a person. Nothing contained in this article shall affect any rights to indemnification to which EOC's personnel, other than board members and officers, may be entitled by contrast or otherwise under law.

Section 6.04 Insurance. EOC may buy and maintain insurance on behalf of any person who is or was a board member, officer, employee or agent of EOC or who is or was serving at the request of EOC as a board member, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity.

Article VII
Other Provisions

Section 7.01 Fiscal Year. The fiscal year of EOC begins July 1 of each year and end on June 30 of the following year.

Section 7.02 Principal Office. The principal office of EOC at which the general business of EOC shall be transacted and at which the general records of EOC shall be kept, shall be within or without the state of Minnesota as the School Board may, from time to time, designate.

Section 7.03 Execution of Instruments. All deeds, mortgages, bonds, notes, checks, drafts, contracts, trust indentures, and other instruments shall be signed on behalf of EOC by the chair or vice chair and by the secretary if the treasurer or an assistant treasure or by such other person or persons as may be designated from time to time by the School Board.

Section 7.04 Checks and Notes. Except as otherwise specifically provides by a School Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of EOC may be signed by at least 2 persons, as designated by the board at the annual reorganization meeting.

Section 7.05 Authority to Borrow; Encumber Assets. No board member, officer, agent, or employee of EOC shall have the power or authority to borrow on its behalf, to pledge its property except within the scope and to the extent of the authority delegated by resolutions adopted from time to time by the School Board. The authority may be given by the School Board for any of the above purposes and may be general or limited to specific instances.

Section 7.06 Audit. The School Board shall cause the books of accounts of EOC to be audited at least one in each fiscal year and at such other times as it may deem necessary and appropriate.

Section 7.07 Interpretation of Charter. Whenever any provision of these Bylaws are in conflict with the provisions of the Charter, the provisions of these Bylaws control.

Section 7.08 Amendment. A majority of the Board Members may adopt, amend or repeal these Bylaws.

Q Comp Annual Report 2016-17

Alternative Teacher Professional Pay System (ATPPS) Report

Summary of Goals & Results

Goal: The percentage of all students in grades 7-10 at EdVisions Off Campus who meet or exceed their spring to spring individual RIT Growth Projection on the NWEA MAP in mathematics will increase from 63.9% in spring 2016 to 65.9% in spring 2017.
Result: 69% of students in grades 7-10 met or exceeded their spring to spring individual RIT Growth Projection on the NWEA MAP in mathematics.

Goal: 85% of new students grow and maintain hope score on the Hope Survey; returning students mean =/>49.5
Result: 80% of new students grew or maintained hope scores on the Hope survey. Returning students had the highest Hope in EOC history at 51.95.

Goal: Staff members will complete a professional development project approved and evaluated by the teacher leader team.
Result: 100% of staff members completed this goal.

- **Required Component: Teacher leader/career advancement options that allow teachers to retain primary roles in student instruction and facilitate site-focused professional development that helps other teachers improve their skills.**
  - Teacher leaders attended MDE conferences to refresh inter reliability and further develop evaluative skills
  - Teacher leaders organized and completed three rounds of teacher professional practice observations, including pre-observation data collection and post-observation conference.
  - QComp teacher leaders supported the staff in the site-focused and individual professional development
  - Teacher leaders discussed short and long term professional goals & strategies with each individual staff member to meet those goals at the start and end of the school year.
  - Developed a database for staff of recommended professional development webinars, seminars, and conferences.
  - The teacher leaders also completed a site review with MNCS to evaluate our program and discuss best practices.

Next year recommendation upon review:

- Continue with similar student achievement goals with implementation of teacher driven strategies.

- **Required Component: Job-embedded learning opportunities such as professional learning communities to improve instructional skills and learning that are aligned with student needs under World's Best Workforce (section 120B.11), consistent with the staff development plan under section 122A.60, and led during the school day by trained teacher leaders.**
  - Staff members, in part using feedback and reflections generated during post-observations conferences, set 3 formal professional goals and shared progress with staff 3 times during the year. 86% of these goals were met.
  - Staff reviewed standards in each content area during staff meetings throughout the year, led by the licensed advisors in that field.
  - Staff received licensed math training during professional development time.
  - 27% of licensed staff presented professional development findings with EdVisions cooperative educators at Conversation Day.
  - Additional professional development included alternative assessment seminars and 50% of staff attending a wellness and social-emotional learning conference.
  - Teams collected data by piloting strategies on small and whole school scales.
  - Staff members, in part using feedback and reflections generated during post-observations conferences, set 3 formal professional goals and shared progress with staff 3 times during the year. 86% of these goals were met.
  - Reviewed standards in each content area during staff meetings throughout the year, led by the licensed advisors in that field.
  - Supported staff implementation of licensed math training during professional development time.
  - 27% of licensed staff presented professional development findings with EdVisions cooperative educators at Conversation Day.
  - Supported collaborative and independent professional development by staff, including alternative assessment seminars and 50% of staff attending a wellness and social-emotional learning conference.

Next year recommendation upon review:

- Having support and funding for staff to grow professionally in topics they are passionate about in turn supports student achievement, as students are being

educated by teachers energized by their work and trained in up-to-date pedagogical methodology.
- Staff redistribution of tasks and coverage next year that will better support staff to seek out and act on professional development activities, while also continuing discussions on professional development addressing long-term and short-term goals to support student achievement

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Required Component: The teacher evaluation system under 122A.40, subdivision 8, paragraph (b), clause (2), or 122A.41, subdivision 5, paragraph (b), clause (2).

- Teacher leaders organized and completed three rounds of teacher professional practice observations, including pre-observation data collection and post-observation conference.
- During post-observation conference, teachers were given the opportunity to reflect upon their areas of success and areas for improvement in their current practices and complete observation rubrics.
- The team compiled recordings of the observations, and asked for volunteers (the majority of teachers did volunteer) to share their recordings with co-workers. In this way, teacher leaders and staff made it possible for the whole staff to view a variety of instructional methods and lesson ideas to implement in their own classes.
- Support and resources from teacher leaders assisted licensed staff in their professional growth, and thereby supported student achievement.

Next year recommendation upon review:

- Continue with this evaluation process.

Required component: Increased teacher compensation for performance using schoolwide student achievement gains on a standardized assessment and measures of student growth.

Percentage of licensed staff who met the standard to earn performance pay ($500) for the measures of student achievement: 100%
Percentage of all licensed staff met the standard to earn performance pay ($550) for observation/evaluation results: 100%
Percentage of licensed staff awarded performance pay ($700) for completion of professional development project ($700): 100%

Summary:

The licensed staff and teacher leaders continue to find QComp, the trained peer evaluation system, staff professional development projects, and individual goals to beneficial in encouraging a formal staff growth process, so that our staff can grow professionally and best serve our student community. We will be using the summer months and planning meetings for QComp 2017-18 to discuss how the teacher leaders can continue to support staff members to grow as professionals, self-reflect on their practices, designate time for more professional development pursuits throughout the year, and honor individual styles of communication and feedback in evaluation while simultaneously executing a fair and consistent evaluation process. A rate of 71% of 7-10th graders meeting their Spring to Spring NWEA MAP mathematics individual RIT scores in 2017-18 would be historic, and will be a challenge for the next school year. As our new student pool grows smaller due and we increase our percent of returning students, Hope score goals may need to be reevaluated, which is planned for the 2018-19 school year.

FY2018 Revenue =>	$	(1,240,788)
FY2018 Expenses =>	$	1,240,515
Difference (Negative is good) =>	$	(273)

Enrollment		105	Average Daily Membership (ADM) From Payroll Sheet			
Total Grades K-6		0	Students grades K-6 are weighted 1.0			
Total Grades 7-12		105	Students grades 7-12 are weghted 1.2			
WADM		126	Weighted Average Daily Membership			
Per Student	$	6,727.35	This includes a	0.0%	Increase in state aid	
Gen Ed Aid	$	847,646.10	Includes Transportation			
Transportation Portion			$ 36,333.46			
Transportation Sparsity			$ 19,061.28			
Transportation Reduction	$	-		Yes	Does the Charter Provide Transportation?	
Compensatory Aid	$	17,879.76			From Charter School What-IF FY2018	
EL Revenue	$	-			From Charter School What-IF FY2018	
State Referendum						
Per student	$	137.34			This is from the Table below	
Total	$	17,304.84				
Total Gen Ed Aid	$	882,830.70				
State Long Term Facilities Aid						
Per student	$	85.00			This is from the Table below	
Total	$	10,710.00				
Lease Aid	$	-	Per Pupil Amount			
Total Lease Aid Available	$	-				
Lease Amount	$	-		348	From Proposed Budget	
90% of Lease Amount	$	-	Max reimbursable by MN Law			
Lease Aid Revenue	$	-	Lesser of 90% and Lease Aid Available			
Special Ed						
State	$	146,554.53		740	52%	of all the FIN 740 items in the proposed budget
Federal Flow Thru	$	30,000.00		419		
Federal CEIS	$	3,600.00		425		
State IEP Transportation	$	-		723		
Tuition Bills	$	121,752.99		740	90%	of the remaining FIN 740 expenses
Q-Comp	$	22,750.00		335	Per Student Amount	
REAP Grant	$	20,000.00		514	From Proposed Budget Expenses	
Fed Implementation Revenue	$	-	2?1		From Proposed Budget Expenses	
Fed Implementation II Revenue	$	-	2?2		From Proposed Budget Expenses	
Title I Funding	$	-		401	From Proposed Budget Expenses	
Title II Funding	$	-		414	From Proposed Budget Expenses	
Impact Aid	$	-				

EdVisions Off-Campus High School

May 2017 Financial Report

Revenue	$ 86,194.78	This is the Cash Deposited for May	(Receipt Listing Report)
	$ (1,466.80)	San Fran bus card refunc	
	$ 84,727.98	**Revenue for May**	(Trial Balance - Revenue)
Expenses	$ 88,420.29	Total of checks written for May	(Payment Register)
	$ (1,466.80)	San Fran bus card refund	
	$ -		
	$ 86,953.49	**Expenses for May**	(Trial Balance - Expenses)

		Last Month	
Fund Balance	$ 411,877.57	$ 414,103.08	
Accounts Recievable			
Cash Balance	**$ 411,877.57**	$ 414,103.08	New Total for Last Month

Comments: (Trial Balance - Balance Sheet - Cash, or) (Bank Reconcilliation Worksheet)

EDVISIONS OFF-CAMPUS CHARTER

Payment Register by Bank and Check Number

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4151	BOA		4570		CC	1	1342		Amazon	No	No	No	USD	05/10/2017	43.11
4151	BOA		4571		CC	1	1343		Myfax	No	No	No	USD	05/10/2017	20.00
4151	BOA		4572		CC	1	1354		Parking	No	No	No	USD	05/10/2017	4.00
4151	BOA		4573		CC	1	1423		Family Fresh Market	No	No	No	USD	05/10/2017	67.23
4151	BOA		4574		CC	1	1429		Grand Hinckley	No	No	No	USD	05/10/2017	90.00
4151	BOA		4575		CC	1	1429		Grand Hinckley	No	No	No	USD	05/10/2017	183.15
4151	BOA		4576		CC	1	1483		San Francisco	No	No	No	USD	05/10/2017	10,146.72
4151	BOA		4577		CC	1	1485		Katoescape	No	No	No	USD	05/10/2017	225.00
4151	BOA		4578		CC	1	1486		Park Square Theatre	No	No	No	USD	05/10/2017	420.00
4151	BOA		4579		CC	1	1487		Minnesota State Fair	No	No	No	USD	05/10/2017	916.00
4151	BOA		4580		CC	1	1488		Historic Union Depot	No	No	No	USD	05/10/2017	100.00
4151	BOA		4581		CC	1	1489		Jimmy Johns	No	No	No	USD	05/10/2017	100.51
4151	BOA		4582		CC	1	1490		Bitesquad	No	No	No	USD	05/10/2017	32.39
4151	BOA		4583		CC	1	1491		The Kitchen at Jerry's	No	No	No	USD	05/10/2017	36.01
														Bank Total:	$12,384.12
4151	CB		4561	4467	Check	1	1164		Bluma, Megan	Yes	Yes	No	USD	05/03/2017	140.32
4151	CB		4568	4468	Check	1	1461		Capernaum Pediatric Therapy, Inc	Yes	Yes	No	USD	05/03/2017	706.25
4151	CB		4567	4469	Check	1	1452		Designs for Learning	Yes	Yes	No	USD	05/03/2017	166.25
4151	CB		4560	4470	Check	1	1159		Dobosenski, Jody	Yes	Yes	No	USD	05/03/2017	348.98
4151	CB		4557	4471	Check	1	1033		Dobosenski, Regina	Yes	No	No	USD	05/03/2017	197.56
4151	CB		4555	4472	Check	1	1003		EdVisions Cooperative	Yes	Yes	No	USD	05/03/2017	71,017.41
4151	CB		4569	4473	Check	1	1484		Kabes, Laurie	Yes	Yes	No	USD	05/03/2017	205.90
4151	CB		4556	4474	Check	1	1020		Kroehler, Keven	Yes	Yes	No	USD	05/03/2017	65.15
4151	CB		4559	4475	Check	1	1135		Lepper, Chris	Yes	Yes	No	USD	05/03/2017	243.57
4151	CB		4558	4476	Check	1	1034		Locke, Karen	Yes	Yes	No	USD	05/03/2017	416.96
4151	CB		4566	4477	Check	1	1311		Mayer, Tessa	Yes	Yes	No	USD	05/03/2017	74.28
4151	CB		4565	4478	Check	1	1261		Mockros, Jessica	Yes	Yes	No	USD	05/03/2017	722.37
4151	CB		4564	4479	Check	1	1252		Raynard, Lill	Yes	Yes	No	USD	05/03/2017	273.30
4151	CB		4562	4480	Check	1	1196		Schmidt, Larry	Yes	Yes	No	USD	05/03/2017	490.43
4151	CB		4563	4481	Check	1	1197		Verizon Wireless	Yes	Yes	No	USD	05/03/2017	680.17
4151	CB		4584	4482	Check	1	1126		Bank of America	Yes	Yes	No	USD	05/10/2017	12,384.12
4151	CB		4585	4483	Check	1	1277		Frontier	Yes	Yes	No	USD	05/10/2017	44.27
4151	CB		4586	4484	Check	1	1293		SpeechPartners	Yes	Yes	No	USD	05/10/2017	243.00
														Bank Total:	$88,420.29

Report Total: $100,804.41

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201711 To: 201711

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	E	01	005	010	000	000	366	F	Travel-Board of Education	B	422	000	589.75	0.00	0.00	589.75
4151	E	01	005	105	000	000	306	F	EdVisions Payment-Administ	B	422	000	51,751.93	5,195.56	0.00	56,947.49
4151	E	01	005	105	000	000	366	F	Workshops/Travel - Administ	B	422	000	119.00	0.00	0.00	119.00
4151	E	01	005	110	000	000	305	F	Legal Services/Audit	B	422	000	12,247.12	65.15	0.00	12,312.27
4151	E	01	005	110	000	000	306	F	EdVisions Payment-Financia	B	422	000	35,875.57	3,619.17	0.00	39,494.74
4151	E	01	005	110	000	000	316	F	Financial Services - Region \	B	422	000	3,424.00	0.00	0.00	3,424.00
4151	E	01	005	110	000	000	366	F	Tra/bussiness office (wksp, t	B	422	000	1,075.19	0.00	0.00	1,075.19
4151	E	01	005	940	000	000	340	F	Insurance	B	422	000	5,410.29	0.00	0.00	5,410.29
4151	E	01	010	210	000	514	466	F	REAP Grant - Tech Devices	B	422	000	20,042.11	0.00	0.00	20,042.11
4151	E	01	010	211	000	000	305	F	Professional Service - Secon	B	422	000	1,720.00	0.00	0.00	1,720.00
4151	E	01	010	211	000	000	306	F	EdVisions Payment - Regula	B	422	000	410,976.24	41,409.34	0.00	452,385.58
4151	E	01	010	211	000	000	307	F	Advertising	B	422	000	3,900.00	0.00	0.00	3,900.00
4151	E	01	010	211	000	000	320	F	Telephone	B	422	000	1,151.52	64.27	0.00	1,215.79
4151	E	01	010	211	000	000	329	F	Postage	B	422	000	1,755.96	6.65	0.00	1,762.61
4151	E	01	010	211	000	000	366	F	Travel - Staff	B	422	000	7,207.47	1,200.10	0.00	8,407.57
4151	E	01	010	211	000	000	369	F	Field Trip Fees	B	422	000	14,050.68	12.00	0.00	14,062.68
4151	E	01	010	211	000	000	390	F	Pymts to Other Dist. - Tuition	B	422	000	4,386.68	0.00	0.00	4,386.68
4151	E	01	010	211	000	000	401	F	Office Type Supplies	B	422	000	2,670.04	43.11	0.00	2,713.15
4151	E	01	010	211	000	000	430	F	Instruct Supplies	B	422	000	12,757.04	190.00	0.00	12,947.04
4151	E	01	010	211	000	000	456	F	Tech Supplies - Instructional	B	422	000	3,527.37	0.00	0.00	3,527.37
4151	E	01	010	211	000	000	461	F	Standardized Tests	B	422	000	819.00	0.00	0.00	819.00
4151	E	01	010	211	000	000	466	F	Tech Devices - Instructional	B	422	000	10,545.00	0.00	0.00	10,545.00
4151	E	01	010	211	000	000	820	F	Dues & Memberships-Non S	B	422	000	11,822.01	0.00	0.00	11,822.01
4151	E	01	010	211	000	302	555	F	Technology Equipment	B	422	000	10.00	0.00	0.00	10.00
4151	E	01	010	211	000	311	320	F	Internet Access	B	422	000	23,693.77	1,940.17	0.00	25,633.94
4151	E	01	010	211	000	733	366	F	Field Trip Mileage	B	422	000	5,970.97	1,873.49	0.00	7,844.46
4151	E	01	010	211	000	733	394	F	fieldtrip expenses	B	422	000	13,556.54	0.00	0.00	13,556.54
4151	E	01	010	211	400	000	369	F	Field Trip - San Francisco	B	422	000	567.30	39,939.08	1,466.80	39,039.58
4151	E	01	010	211	400	000	430	F	Expenses - San Francisco	B	422	000	34,639.07	0.00	30,966.86	3,672.21
4151	E	01	010	400	000	372	305	F	Third Party Billing Contracted	B	422	000	250.00	0.00	0.00	250.00
4151	E	01	010	401	000	740	373	F	Speech - SpEd - State Funde	B	422	000	5,062.50	243.00	0.00	5,305.50
4151	E	01	010	403	000	419	303	F	Sped Consulting DCD	B	422	000	403.75	166.25	0.00	570.00
4151	E	01	010	404	000	419	361	F	Fed Sped - PCA Services	B	422	000	550.00	0.00	0.00	550.00
4151	E	01	010	404	000	419	368	F	Fed SpEd - Out of State Trav	B	422	000	0.00	1,380.40	0.00	1,380.40
4151	E	01	010	404	000	740	372	F	Physically Impaired - Occupa	B	422	000	2,908.20	706.25	0.00	3,614.45

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201711 To: 201711

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	E	01	010	404	000	740	533	F	Physically Impaired - Equipm	B	422	000	5,505.33	0.00	0.00	5,505.33
4151	E	01	010	407	000	740	306	F	EdVisions Payment - SLD	B	422	000	199,900.40	20,793.34	0.00	220,693.74
4151	E	01	010	420	000	419	303	F	Federal Flow Through - Spec	B	422	000	7,500.00	0.00	0.00	7,500.00
4151	E	01	010	420	000	419	366	F	SpEd Federal Mileage	B	422	000	3,032.38	340.26	0.00	3,372.64
4151	E	01	010	420	000	419	378	F	Fed Funds - School Psychol	B	422	000	4,026.25	0.00	0.00	4,026.25
4151	E	01	010	420	000	419	401	F	Fed SpEd Supplies	B	422	000	110.00	0.00	0.00	110.00
4151	E	01	010	420	000	419	433	F	SpEd Supplies/Testing Mate	B	422	000	1,859.57	0.00	0.00	1,859.57
4151	E	01	010	640	000	000	366	F	Staff Development - Travel	B	422	000	2,834.32	199.56	0.00	3,033.88
4151	E	01	010	640	000	000	401	F	Staff Development - Supplies	B	422	000	1,652.15	0.00	0.00	1,652.15
4151	E	01	010	640	000	335	366	F	Trav/Conv/Conference Qcom	B	422	000	952.69	0.00	0.00	952.69
4151	E	01	010	640	000	335	401	F	Supplies Qcomp	B	422	000	390.75	0.00	0.00	390.75
									Report Total:				$933,199.91	$119,387.15	$32,433.66	$1,020,153.40

EDVISIONS OFF-CAMPUS CHARTER

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1682	4151	CB																
San Fran bus cards				1704	Credit	A	05/03/17	5/3/17	Check	1	m	Miscellaneous						
							4151 E 01 010 211 400 000 369					Field Trip - San Francisco					1,466.80	0.00
																Receipt Total:	$1,466.80	$0.00
																Deposit Total:	**$1,466.80**	**$0.00**
1683	4151	CB																
state payment				1702	Credit	A	05/15/17	5/15/17	Wire	1	1001	State of Minnesota						
							4151 R 01 000 000 007 000 211					General Education Aid - FY20					41,284.80	0.00
																Receipt Total:	$41,284.80	$0.00
																Deposit Total:	**$41,284.80**	**$0.00**
1684	4151	CB																
state payment				1705	Credit	A	05/18/17	5/18/17	Wire	1	1001	State of Minnesota						
							4151 R 01 000 000 006 000 360					Spec Education Aid - FY2016					2,079.02	0.00
																Receipt Total:	$2,079.02	$0.00
																Deposit Total:	**$2,079.02**	**$0.00**
1685	4151	CB																
state payment				1703	Credit	A	05/30/17	5/30/17	Wire	1	1001	State of Minnesota						
							4151 R 01 000 000 007 335 211					QComp Aid - FY2017					41,284.79	0.00
																Receipt Total:	$41,284.79	$0.00
																Deposit Total:	**$41,284.79**	**$0.00**
1686	4151	CB																
interest				1701	Credit	A	05/31/17	5/31/17	Wire	1	1002	Home Town Bank Henderso						
							4151 R 01 000 000 000 000 092					Interest					79.37	0.00
																Receipt Total:	$79.37	$0.00
																Deposit Total:	**$79.37**	**$0.00**
																Report Total:	$86,194.78	$0.00

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201711 To: 201711

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	R	01	000	000	000	000	060	F	Student Activity Fees	B	422	000	(402.00)	0.00	0.00	(402.00)
4151	R	01	000	000	000	000	092	F	Interest	B	422	000	(885.14)	0.00	79.37	(964.51)
4151	R	01	000	000	000	000	201	F	Endow Fund Apportion	B	422	000	(3,610.84)	0.00	0.00	(3,610.84)
4151	R	01	000	000	000	514	500	F	REAP Grant Revenue	B	422	000	(20,042.00)	0.00	0.00	(20,042.00)
4151	R	01	000	000	006	000	360	F	Spec Education Aid - FY201	B	422	000	(4,087.95)	0.00	2,079.02	(6,166.97)
4151	R	01	000	000	006	335	211	F	QComp Aid - FY2016	B	422	000	(433.08)	0.00	0.00	(433.08)
4151	R	01	000	000	007	000	211	F	General Education Aid - FY2	B	422	000	(677,140.11)	0.00	41,284.80	(718,424.91)
4151	R	01	000	000	007	000	360	F	Spec Education Aid - FY201	B	422	000	(131,830.83)	0.00	0.00	(131,830.83)
4151	R	01	000	000	007	335	211	F	QComp Aid - FY2017	B	422	000	(2,789.07)	0.00	41,284.79	(44,073.86)
4151	R	01	000	000	400	000	050	F	Fees - San Francisco	B	422	000	(13,946.00)	0.00	0.00	(13,946.00)
4151	R	01	000	000	400	000	096	F	Donations - San Francisco	B	422	000	(902.42)	0.00	0.00	(902.42)
									Report Total:				($856,069.44)	$0.00	$84,727.98	($940,797.42)

EDVISIONS OFF-CAMPUS CHARTER

Reconciliation Worksheet Report

05/31/2017

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1150	05/31/2017	4151	CB	HOME TOWN BANK HENDERSC HOME TOWN BANK HENDERSOI

Worksheet has been Finalized

Statement Amount	412,075.13	
Deposits in Transit	0.00	
Outstanding Payments		
Checks	197.56	
Wires	0.00	
SHR - Payments	0.00	
SHR - Third Party	0.00	
Cash	0.00	
ACH	0.00	
Adjustment Amount	0.00	
Amount Per Bank	411,877.57	
GL Account Balance	411,877.57	
Difference	0.00	

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
4151	B	01	101	000				F

Adjustments

00/00/0000

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201711 To: 201711

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	B	01	101	000				F	HomeTown Bank	B	100	000	414,103.08	86,194.78	88,420.29	411,877.57
4151	B	01	101	001				F	Bank of America - Credit Car	B	100	000	0.00	12,384.12	12,384.12	0.00
4151	B	01	131	001				F	EdVisions Coop - Prepaid Ex	B	100	000	2,992.50	0.00	0.00	2,992.50
4151	B	01	206	000				F	Other Accts Payable	B	200	000	0.00	100,804.41	100,804.41	0.00
4151	B	01	230	001				F	Due To MDE - Gen Ed over p	B	200	000	(10,479.69)	0.00	0.00	(10,479.69)
4151	B	01	230	004				F	Due To MDE - QComp Overp	B	200	000	(3,097.04)	0.00	0.00	(3,097.04)
4151	B	01	422	000				F	Unreserved/Undesig	B	400	000	(472,246.53)	0.00	0.00	(472,246.53)
4151	B	01	460	000				F	Nonspendable Fund Balance	B	400	000	(8,402.79)	0.00	0.00	(8,402.79)
4151	B	98	143	000				F	Equipment	B	100	000	51,603.35	0.00	0.00	51,603.35
4151	B	98	173	000				F	Accum Depr On Equip.	B	100	000	(39,067.64)	0.00	0.00	(39,067.64)
4151	B	98	430	000				F	Invest. Fixed Assets	B	400	000	(12,535.71)	0.00	0.00	(12,535.71)
									Report Total:				($77,130.47)	$199,383.31	$201,608.82	($79,355.98)

EDVISIONS OFF-CAMPUS CHARTER

Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4151	BOA		1342		Amazon		CC
				E 01	010 211 000 000 401 toner	$43.11	
	Voucher #:	5307	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $43.11
							Check Amount: $43.11
4151	BOA		1343		Myfax		CC
				E 01	010 211 000 000 320 fax	$20.00	
	Voucher #:	5300	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $20.00
							Check Amount: $20.00
4151	BOA		1354		Parking		CC
				E 01	010 211 000 000 366 parking testing	$4.00	
	Voucher #:	5309	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $4.00
							Check Amount: $4.00
4151	BOA		1423		Family Fresh Market		CC
				E 01	010 211 000 733 366 fieldtrip 4	$67.23	
	Voucher #:	5301	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $67.23
							Check Amount: $67.23
4151	BOA		1429		Grand Hinckley		CC
				E 01	010 211 000 000 430 testing room	$90.00	
	Voucher #:	5305	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $90.00
							Check Amount: $90.00
4151	BOA		1429		Grand Hinckley		CC
				E 01	010 211 000 000 366 food testing	$183.15	
	Voucher #:	5310	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $183.15
							Check Amount: $183.15
4151	BOA		1483		San Francisco		CC
				E 01	010 211 400 000 369 San Francisco - food	$5,659.23	
				E 01	010 211 400 000 369 San Francisco-baggage, parking, shuttle	$860.65	
				E 01	010 211 400 000 369 San Francisco-tours	$1,028.00	
				E 01	010 211 400 000 369 San Francisco-hotel	$2,328.84	
				E 01	010 211 400 000 369 San Francisco-bus cards	$270.00	
	Voucher #:	5299	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $10,146.72
							Check Amount: $10,146.72
4151	BOA		1485		Katoescape		CC
				E 01	010 211 000 733 366 fieldtrip 4	$225.00	
	Voucher #:	5302	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $225.00
							Check Amount: $225.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4151	BOA		1486		Park Square Theatre		CC
				E 01	010 211 000 733 366 fieldtrip 4	$420.00	
	Voucher #:	5303	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $420.00
							Check Amount: $420.00
4151	BOA		1487		Minnesota State Fair		CC
				E 01	010 211 000 733 366 fieldtrip 5	$916.00	
	Voucher #:	5304	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $916.00
							Check Amount: $916.00
4151	BOA		1488		Historic Union Depot		CC
				E 01	010 211 000 000 430 testing room	$100.00	
	Voucher #:	5306	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $100.00
							Check Amount: $100.00
4151	BOA		1489		Jimmy Johns		CC
				E 01	010 211 000 000 366 food - testing	$100.51	
	Voucher #:	5308	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $100.51
							Check Amount: $100.51
4151	BOA		1490		Bitesquad		CC
				E 01	010 211 000 000 366 food testing	$32.39	
	Voucher #:	5311	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $32.39
							Check Amount: $32.39
4151	BOA		1491		The Kitchen at Jerry's		CC
				E 01	010 211 000 000 366 food testing	$36.01	
	Voucher #:	5312	Invoice		Invoice No: 5/10/17	5/10/2017	Paid Amt: $36.01
							Check Amount: $36.01
4151	CB	4467	1164		Bluma, Megan		Check
				E 01	010 211 000 000 366 mileage: Shakopee-testing	$24.08	
				E 01	010 211 000 000 366 mileage: Shakopee-testing	$39.59	
				E 01	010 211 000 000 329 postage	$6.65	
				E 01	010 211 000 311 320 internet/phone	$70.00	
	Voucher #:	5286	Invoice		Invoice No: 4/26/17	5/3/2017	Paid Amt: $140.32
							Check Amount: $140.32
4151	CB	4468	1461		Capernaum Pediatric Therapy, Inc		Check
				E 01	010 404 000 740 372 OT and PT	$706.25	
	Voucher #:	5296	Invoice		Invoice No: March 2017	5/3/2017	Paid Amt: $706.25
							Check Amount: $706.25

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
4151	**CB**	**4469**	**1452**		**Designs for Learning**			**Check**	
				E 01	010 403 000 419 303	sped eval, mtg SG	$166.25		
	Voucher #:	**5298**	Invoice		**Invoice No:** 11407	**5/3/2017**		**Paid Amt:**	**$166.25**
								Check Amount:	**$166.25**
4151	**CB**	**4470**	**1159**		**Dobosenski, Jody**			**Check**	
				E 01	010 211 000 000 366	mileage: Duluth-testing	$4.28		
				E 01	010 211 000 000 366	mileage: Minneapolis-conf	$167.99		
				E 01	010 211 000 000 366	food testing	$36.71		
				E 01	010 211 000 311 320	internet/phone	$140.00		
	Voucher #:	**5291**	Invoice		**Invoice No:** 5/1/17	**5/3/2017**		**Paid Amt:**	**$348.98**
								Check Amount:	**$348.98**
4151	**CB**	**4471**	**1033**		**Dobosenski, Regina**			**Check**	
				E 01	010 211 000 000 366	mileage: Mankato-testing	$12.84		
				E 01	010 211 000 000 366	mileage: Minneapolis-checks	$77.04		
				E 01	010 211 000 000 366	mileage: Mankato-computer	$12.84		
				E 01	010 211 000 733 366	mileaeg: Mankato-fieldtrip	$12.84		
				E 01	010 211 000 000 369	history center admissions	$12.00		
				E 01	010 211 000 311 320	internet/phone	$70.00		
	Voucher #:	**5290**	Invoice		**Invoice No:** 5/1/17	**5/3/2017**		**Paid Amt:**	**$197.56**
								Check Amount:	**$197.56**
4151	**CB**	**4472**	**1003**		**EdVisions Cooperative**			**Check**	
				E 01	010 211 000 000 306	gen ed	$41,409.34		
				E 01	010 407 000 740 306	sped	$20,793.34		
				E 01	005 105 000 000 306	admin	$5,195.56		
				E 01	005 110 000 000 306	business	$3,619.17		
	Voucher #:	**5289**	Invoice		**Invoice No:** 5/3/17	**5/3/2017**		**Paid Amt:**	**$71,017.41**
								Check Amount:	**$71,017.41**
4151	**CB**	**4473**	**1484**		**Kabes, Laurie**			**Check**	
				E 01	010 211 400 000 369	mileage: Minneapolis-airport	$29.96		
				E 01	010 211 400 000 369	aquarium SF	$57.60		
				E 01	010 211 400 000 369	food	$118.34		
	Voucher #:	**5297**	Invoice		**Invoice No:** 4/25/17	**5/3/2017**		**Paid Amt:**	**$205.90**
								Check Amount:	**$205.90**
4151	**CB**	**4474**	**1020**		**Kroehler, Keven**			**Check**	
				E 01	005 110 000 000 305	finance consulting	$65.15		
	Voucher #:	**5285**	Invoice		**Invoice No:** 1053	**5/3/2017**		**Paid Amt:**	**$65.15**
								Check Amount:	**$65.15**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
4151	CB	4475	1135		Lepper, Chris			Check	
				E 01 010 211 000 000 366	mileage: Monticello-intake		$87.74		
				E 01 010 211 000 000 366	mileage: Hudson-checks		$20.33		
				E 01 010 211 000 000 366	mileage: Houltan-testing		$13.91		
				E 01 010 211 000 733 366	mileage: St Paul-fieldtrip		$39.59		
				E 01 010 211 000 733 366	parking fieldtrip		$12.00		
				E 01 010 211 000 311 320	internet/phone		$70.00		
	Voucher #:	5293	Invoice		Invoice No: 5/2/17	5/3/2017		Paid Amt:	$243.57
								Check Amount:	$243.57
4151	CB	4476	1034		Locke, Karen			Check	
				E 01 010 420 000 419 366	mileage: Woodbury-staff mtg		$25.68		
				E 01 010 420 000 419 366	mileage: Minneapolis-student		$18.19		
				E 01 010 420 000 419 366	mileage: Brooklyn Center-student		$64.20		
				E 01 010 420 000 419 366	mileage: Woodbury-testing		$28.89		
				E 01 010 211 000 311 320	internet/phone		$280.00		
	Voucher #:	5292	Invoice		Invoice No: 5/3/17	5/3/2017		Paid Amt:	$416.96
								Check Amount:	$416.96
4151	CB	4477	1311		Mayer, Tessa			Check	
				E 01 010 211 000 000 366	mileage: Golden Valley-testing		$4.28		
				E 01 010 211 000 311 320	internet/phone		$70.00		
	Voucher #:	5287	Invoice		Invoice No: 4/26/17	5/3/2017		Paid Amt:	$74.28
								Check Amount:	$74.28
4151	CB	4478	1261		Mockros, Jessica			Check	
				E 01 010 211 000 733 366	mileage: Eden Prairie-fieldtrip		$94.16		
				E 01 010 640 000 000 366	mileage: Woodbury-staff mtg		$89.88		
				E 01 010 640 000 000 366	mileage: St Paul-conv day		$94.70		
				E 01 010 211 000 000 366	mileage: Alexandria-testing		$88.28		
				E 01 010 211 000 733 366	mileage: St Cloud-fieldtrip		$5.35		
				E 01 010 211 000 311 320	internet/phone		$350.00		
	Voucher #:	5295	Invoice		Invoice No: 4/21/17	5/3/2017		Paid Amt:	$722.37
								Check Amount:	$722.37
4151	CB	4479	1252		Raynard, Lill			Check	
				E 01 010 420 000 419 366	mileage: Hinckley-testing		$203.30		
				E 01 010 211 000 311 320	internet		$70.00		
	Voucher #:	5288	Invoice		Invoice No: 4/27/17	5/3/2017		Paid Amt:	$273.30
								Check Amount:	$273.30
4151	CB	4480	1196		Schmidt, Larry			Check	
				E 01 010 640 000 000 366	mileage: St Paul-conversation day		$14.98		

EDVISIONS OFF-CAMPUS CHARTER
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
4151	CB	4480	1196		Schmidt, Larry			Check	
				E 01	010 211 000 000 366	mileaeg: Wells-intake	$119.84		
				E 01	010 211 000 000 366	mileage: Fairmont-testing	$134.29		
				E 01	010 211 000 733 366	mileage: Mankato-fieldtrip	$81.32		
				E 01	010 211 000 311 320	internet/phone	$140.00		
	Voucher #:	5294	Invoice		Invoice No: 5/1/17	5/3/2017		Paid Amt:	$490.43
								Check Amount:	$490.43
4151	CB	4481	1197		Verizon Wireless			Check	
				E 01	010 211 000 311 320	internet	$680.17		
	Voucher #:	5284	Invoice		Invoice No: 9783550036	5/3/2017		Paid Amt:	$680.17
								Check Amount:	$680.17
4151	CB	4482	1126		Bank of America			Check	
				B 01	101 001	credit card	$12,384.12		
	Voucher #:	5313	Invoice		Invoice No: 5/10/17	5/10/2017		Paid Amt:	$12,384.12
								Check Amount:	$12,384.12
4151	CB	4483	1277		Frontier			Check	
				E 01	010 211 000 000 320	phone	$44.27		
	Voucher #:	5314	Invoice		Invoice No: 5/16/17	5/10/2017		Paid Amt:	$44.27
								Check Amount:	$44.27
4151	CB	4484	1293		SpeechPartners			Check	
				E 01	010 401 000 740 373	speech therapy	$243.00		
	Voucher #:	5315	Invoice		Invoice No: 5/7/17	5/10/2017		Paid Amt:	$243.00
								Check Amount:	$243.00
								Report Total:	$100,804.41