

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**

**Thursday, February 18th, 2016, 3:30 PM**

### **Minutes**

#### **A. Called meeting to order by chair at: 3:32**

#### **B. Roll Call of Attendance:**

Kim Bovee (June 2016) X  
Mike Motzko (June 2018) X  
David Jones (June 2018) X  
Jess Eischens (June 2017) X

Patty Monson-Geerts (June 2016) X  
Karen Locke (June 2016) X  
Jessica Mockros (June 2017) X

**Others Present:**  
Cathy Diaz  
Paul Scanlon

#### **C. Educational Data**

1. None

#### **D. Correction and approval of previous meetings**

1. **Approve Board Meeting minutes from last month. M-Jones, S-Mockros. Unanimous motion carried.**

#### **E. Open Forum**

1. Jones- When will students be taking the Career Inventory Assessment?  
Diaz responded that Career Assessments will be completed by the end of February.

#### **F. Approval of Agenda**

1. **Agenda Approval with the addition of MNSHL to New Business. M-Locke, S-Bovee. 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-Jones, S-Bovee. Unanimous motion carried.

- a) **Revenue of \$89,302.61**
- b) **Expenses of \$77,884.91**
- c) **Ledger Balance (Cash Fund Balance) of \$442,887.37**
- d) **Bank Reconciliation of \$447,627.86**

#### **H. Communications**

**Scanlon-** Are there any other forms of assessment other than the project based assessment to see how students are moving forward as far as the state standards?

**Diaz-** Currently in the middle of conference week. Advisors are meeting with students and parents to discuss how the students are progressing with credits and grad standards. Conversations are being had to address any concerns and we also celebrate the positives at this time. Life Skills rubric is also being completed along with ISEEK And student on IEP's are also checking in to see how they are progressing on their goals.

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## I. Hearing of Reports

1. Director Monthly Updates- Diaz reported on the following:
  - a. FRANCE trip will be heading out March 14-22<sup>nd</sup>.
  - b. Apostle Islands have a group of 23 attending. Deposit and contract are underway.
  - c. Strategic planning happened on Monday, updates to come.
  - d. State testing will occur on April 5-6<sup>th</sup> for 7,8,10 and 11<sup>th</sup> graders.
  - e. ISEEK inventories will be completed for 9<sup>th</sup> graders by the end of Feb.
  - f. Online learning re-approval team is being assembled and the first meeting will be happening soon.
  - g. MARRS submissions deadline is in July.
  - h. Current ADM is at 106. Does not account for PSEO students which will impact about 3-4 ADM.
2. Staff Monthly Updates
  - a. Monson Geerts reported on the France trip. Final details and itinerary will be given to students and parents.
  - b. Locke reported on the Genealogy, Financial Awareness and Psychology of Inner critic seminars.
  - c. Monson Geerts reported on the Strategic Planning session. Very productive and looking forward to applying those ideas.

## J. Unfinished business

Diaz reported on policies 105, 501, 515, 527- Round 2

## K. New Business

1. Diaz reported on board training. During our strategic planning session we spent time looking at our strengths, weaknesses and opportunities that are out there and available to us. We will now be narrowing down strategic planning ideas and talking about what ideas we want to incorporate and also talk about deadlines.
2. Diaz recognized that Lynzie Broady has officially graduated this winter. Board approval of recognition. **M-Bovee, S-Monson Geerts**. Unanimous motion carried.
3. Diaz reported on France Tipping. Staff going on the France trip will bring the tip money on the trip in US dollars.  
Documentation:  
When EOC staff hand money to the guides and/or drivers they will get the person to sign a sheet saying how much money was received, if the guide or driver is not willing to sign EOC staff will sign the template and note refusal to sign.  
They will put the expense on their reimbursements.  
  
Expected Cost:  
Tour Director - 8 Days at \$6 per person (17) = \$816 + \$20 to cover conversion = \$836  
Bus Driver - 8 Days at \$3 per person (17) = \$408 + \$20 to cover conversion = \$428  
3 Local Guides - \$2 per person (17) = \$102 + \$10(3) = \$132  
  
Total = \$1396
4. MNSHL- If a student would like to participate in a sport they would have to do so through their resident's district. Their resident's district would also need to approve it. To participate in this we would need to maintain a membership to the MNSHL. Board approval to continue membership of MNSHL- M-Locke, S-Monson Geerts, Not unanimous. Board member Jones votes against the membership. Vote passes, motion carried.

## L. Next Meeting March 17th, 2016 @ 3:30 pm



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.

**M. Adjourn Meeting**

1. Meeting adjourned at 4:24. M-Locke, S-Monson Geerts. Unanimous motion carried.

Clerk:

Date:

Jessica Noels 2/18/16

EdVisions Off-Campus High School

January 2016 Financial Report

Revenue	\$ 92,662.81	This is the Cash Deposited for Jan (Receipt Listing Report)
	\$ (892.20)	Cambridge
	\$ (2,218.00)	Humanities Center
	\$ (250.00)	France
	<b>\$ 89,302.61</b>	<b>Revenue for January</b> (Trial Balance - Revenue)

Expenses	\$ 80,352.91	Total of checks written for January (Check Register)
	\$ (2,218.00)	
	\$ (250.00)	
	\$ -	
	\$ -	
	<b>\$ 77,884.91</b>	<b>Expenses for January</b> (Trial Balance - Expenses)

Fund Balance	\$ 442,887.37	Last Month	\$ 433,937.67
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Accounts Recievable

Cash Balance	<b>\$ 442,887.37</b>	\$ 433,937.67	New Total for Last Month
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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	Amount
													Date	
4151	BOA		4073		CC	1	1040	Office Max	No	No	No	USD	01/14/2016	152.90
4151	BOA		4074		CC	1	1339	Post Office	No	No	No	USD	01/14/2016	92.03
4151	BOA		4075		CC	1	1343	Myfax	No	No	No	USD	01/14/2016	20.00
4151	BOA		4076		CC	1	1367	Alek's	No	No	No	USD	01/14/2016	115.00
4151	BOA		4077		CC	1	1389	ESTR Publications	No	No	No	USD	01/14/2016	109.00
4151	BOA		4078		CC	1	1398	MN Zoo	No	No	No	USD	01/14/2016	164.00
4151	BOA		4079		CC	1	1399	late payment	No	No	No	USD	01/14/2016	65.48
4151	BOA		4080		CC	1	1400	Parkwood Restaurant	No	No	No	USD	01/14/2016	109.27
4151	BOA		4081		CC	1	1401	Duluth Grill	No	No	No	USD	01/14/2016	335.00
4151	BOA		4082		CC	1	1402	U of M ticket	No	No	No	USD	01/14/2016	162.00
4151	BOA		4083		CC	1	1403	PW	No	No	No	USD	01/14/2016	100.94
													Bank Total:	\$1,425.62
4151	CB		4040	4136	Check	1	1320	Atomicdata	Yes	Yes	Yes	USD	01/13/2016	(545.00)
4151	CB		4057	4139	Check	1	1024	Diaz, Cathy	Yes	Yes	No	USD	01/11/2016	311.51
4151	CB		4062	4140	Check	1	1159	Dobosenski, Jody	Yes	Yes	No	USD	01/11/2016	232.15
4151	CB		4058	4141	Check	1	1033	Dobosenski, Regina	Yes	Yes	No	USD	01/11/2016	251.13
4151	CB		4056	4142	Check	1	1003	EdVisions Cooperative	Yes	Yes	No	USD	01/11/2016	67,413.68
4151	CB		4069	4143	Check	1	1277	Frontier	Yes	Yes	No	USD	01/11/2016	42.17
4151	CB		4061	4144	Check	1	1135	Lepper, Chris	Yes	Yes	No	USD	01/11/2016	136.66
4151	CB		4059	4145	Check	1	1034	Locke, Karen	Yes	Yes	No	USD	01/11/2016	219.93
4151	CB		4072	4146	Check	1	1311	Mayer, Tessa	Yes	Yes	No	USD	01/11/2016	158.55
4151	CB		4071	4147	Check	1	1302	McLean, Merrissa	Yes	Yes	No	USD	01/11/2016	111.40
4151	CB		4067	4148	Check	1	1261	Mockros, Jessica	Yes	Yes	No	USD	01/11/2016	483.07
4151	CB		4065	4149	Check	1	1248	Monson Geerts, Patty	Yes	Yes	No	USD	01/11/2016	77.90
4151	CB		4060	4150	Check	1	1084	Motzko, Michael	Yes	Yes	No	USD	01/11/2016	164.98
4151	CB		4068	4151	Check	1	1273	Oja, Charlotte	Yes	Yes	No	USD	01/11/2016	53.57
4151	CB		4066	4152	Check	1	1252	Raynard, Lill	Yes	Yes	No	USD	01/11/2016	142.80
4151	CB		4063	4153	Check	1	1196	Schmidt, Larry	Yes	No	No	USD	01/11/2016	122.90
4151	CB		4070	4154	Check	1	1293	SpeechPartners	Yes	Yes	No	USD	01/11/2016	202.50
4151	CB		4064	4155	Check	1	1197	Verizon Wireless	Yes	No	No	USD	01/11/2016	1,257.39
4151	CB		4086	4156	Check	1	1320	Atomicdata	Yes	Yes	No	USD	01/14/2016	1,090.00
4151	CB		4085	4157	Check	1	1126	Bank of America	Yes	Yes	No	USD	01/14/2016	1,425.62
4151	CB		4084	4158	Check	1	1003	EdVisions Cooperative	Yes	Yes	No	USD	01/14/2016	7,000.00
													Bank Total:	\$80,352.91
													Report Total:	\$81,778.53

## EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 201607 To: 201607

CompL	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	175.00	0.00	0.00	175.00
4151	E 01	005 105	000 000	306	F		EdVisions Payment-Administ	B	422	000	30,218.04	5,101.45	0.00	35,319.49
4151	E 01	005 110	000 000	305	F		Legal Services/Audit	B	422	000	10,925.00	65.48	0.00	10,990.48
4151	E 01	005 110	000 000	306	F		EdVisions Payment-Financia	B	422	000	20,913.66	4,610.52	0.00	25,524.18
4151	E 01	005 110	000 000	316	F		Financial Services - Region \	B	422	000	1,662.00	0.00	0.00	1,662.00
4151	E 01	005 110	000 000	366	F		Tra/bussiness office (wksp, t	B	422	000	587.69	8.63	0.00	596.32
4151	E 01	010 211	000 000	305	F		Professional Service - Seco	B	422	000	1,945.00	0.00	0.00	1,945.00
4151	E 01	010 211	000 000	306	F		EdVisions Payment - Regula	B	422	000	255,833.66	39,495.62	0.00	295,329.28
4151	E 01	010 211	000 000	307	F		Advertising	B	422	000	5,481.15	0.00	0.00	5,481.15
4151	E 01	010 211	000 000	320	F		Telephone	B	422	000	506.62	87.17	0.00	593.79
4151	E 01	010 211	000 000	329	F		Postage	B	422	000	1,312.79	152.28	0.00	1,465.07
4151	E 01	010 211	000 000	366	F		Travel - Staff	B	422	000	4,733.37	121.33	0.00	4,854.70
4151	E 01	010 211	000 000	390	F		Pymts to Other Dist. - Tuition	B	422	000	99.96	0.00	0.00	99.96
4151	E 01	010 211	000 000	401	F		Office Type Supplies	B	422	000	2,587.33	152.90	0.00	2,740.23
4151	E 01	010 211	000 000	430	F		Instruct Supplies	B	422	000	11,670.79	115.00	0.00	11,785.79
4151	E 01	010 211	000 000	820	F		Dues & Memberships-Non S	B	422	000	13,076.96	0.00	0.00	13,076.96
4151	E 01	010 211	000 302	555	F		Technology Equipment	B	422	000	24,571.46	0.00	0.00	24,571.46
4151	E 01	010 211	000 311	320	F		Internet Access	B	422	000	24,314.05	2,883.33	0.00	27,197.38
4151	E 01	010 211	000 733	366	F		Field Trip Mileage	B	422	000	2,108.20	491.67	0.00	2,599.87
4151	E 01	010 211	000 733	394	F		fieldtrip expenses	B	422	000	13,460.26	789.20	0.00	14,249.46
4151	E 01	010 211	401 000	430	F		Expenses - France Field Trip	B	422	000	22,100.00	0.00	250.00	21,850.00
4151	E 01	010 400	000 372	305	F		Third Party Billing Contracte	B	422	000	257.00	0.00	0.00	257.00
4151	E 01	010 401	000 740	373	F		Speech - SpEd - State Fund	B	422	000	877.50	202.50	0.00	1,080.00
4151	E 01	010 407	000 740	306	F		EdVisions Payment - SLD	B	422	000	99,151.73	18,206.09	0.00	117,357.82
4151	E 01	010 420	000 419	303	F		Federal Flow Through - Spec	B	422	000	7,000.00	7,000.00	0.00	14,000.00
4151	E 01	010 420	000 419	366	F		SpEd Federal Mileage	B	422	000	1,224.17	0.00	0.00	1,224.17
4151	E 01	010 420	000 419	401	F		Fed SpEd Supplies	B	422	000	754.50	0.00	0.00	754.50
4151	E 01	010 420	000 419	433	F		SpEd Supplies/Testing Mater	B	422	000	586.21	109.00	0.00	695.21
4151	E 01	010 640	000 000	366	F		Staff Development - Travel	B	422	000	2,529.96	760.74	0.00	3,290.70
4151	E 01	010 640	000 000	401	F		Staff Development - Supplies	B	422	000	351.98	0.00	0.00	351.98
4151	E 01	010 640	000 335	366	F		Trav/Conv/Conference Qcorr	B	422	000	0.00	0.00	2,218.00	(2,218.00)

Report Total:

\$561,016.04

\$80,352.91

\$2,468.00

\$638,900.95

## EDVISIONS OFF-CAMPUS CHARTER

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1589	4151	CB														
Give to the Max																
			1612	Credit	A	01/07/16	1/7/16	Check	1	m						
						4151	R 01 000 000	400 000	096	Donations - Yellowstone					741.76	0.00
														Receipt Total:	\$741.76	\$0.00
														<b>Deposit Total:</b>	<b>\$741.76</b>	<b>\$0.00</b>
1590	4151	CB														
student contract																
			1610	Credit	A	01/11/16	1/11/16	Check	1	1021						
						4151	B 01 115 000			Cambridge-Isanti Schools	1062	12/02/15	Invoice	892.20	892.20	0.00
														Receipt Total:	\$892.20	\$0.00
														<b>Deposit Total:</b>	<b>\$892.20</b>	<b>\$0.00</b>
1591	4151	CB														
state payment																
			1608	Credit	A	01/15/16	1/15/16	Wire	1	1001						
						4151	R 01 000 000	006 000	211	State of Minnesota General Education Aid - FY20					44,301.08	0.00
														Receipt Total:	\$44,301.08	\$0.00
														<b>Deposit Total:</b>	<b>\$44,301.08</b>	<b>\$0.00</b>
1592	4151	CB														
fieldtrip																
			1613	Credit	A	01/22/16	1/22/16	Check	1	m						
						4151	R 01 000 000	000 000	060	Miscellaneous Student Activity Fees					70.00	0.00
														Receipt Total:	\$70.00	\$0.00
														<b>Deposit Total:</b>	<b>\$70.00</b>	<b>\$0.00</b>
1593	4151	CB														
France																
			1614	Credit	A	01/22/16	1/22/16	Check	1	m						
						4151	E 01 010 211	401 000	430	Miscellaneous Expenses - France Field Trip					250.00	0.00
														Receipt Total:	\$250.00	\$0.00
														<b>Deposit Total:</b>	<b>\$250.00</b>	<b>\$0.00</b>
1594	4151	CB														
Humanities Center																
			1611	Credit	A	01/25/16	1/25/16	Check	1	m						
						4151	E 01 010 640	000 335	366	Miscellaneous Trav/Conv/Conference Qcomp					2,218.00	0.00
														Receipt Total:	\$2,218.00	\$0.00
														<b>Deposit Total:</b>	<b>\$2,218.00</b>	<b>\$0.00</b>

## EDVISIONS OFF-CAMPUS CHARTER

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1595	4151	CB														
state payment				1609	Credit	A	01/29/16	1/30/16	Wire	1	1001	State of Minnesota				
							4151	R 01 000 000	006 000	211	General Education Aid - FY20			44,100.93	0.00	
														Receipt Total:	\$44,100.93	\$0.00
														<b>Deposit Total:</b>	<b>\$44,100.93</b>	<b>\$0.00</b>
1596	4151	CB														
interest				1607	Credit	A	01/31/16	1/31/16	Wire	1	1002	Home Town Bank Henderso				
							4151	R 01 000 000	000 000	092	Interest			88.84	0.00	
														Receipt Total:	\$88.84	\$0.00
														<b>Deposit Total:</b>	<b>\$88.84</b>	<b>\$0.00</b>
														Report Total:	\$92,662.81	\$0.00



## EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 201607 To: 201607

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	021	F Rev Ed from MN Isd-Tuition	B	422	000	(892.20)	0.00	0.00	(892.20)
4151	R 01	000	000	000	000	060	F Student Activity Fees	B	422	000	(372.85)	0.00	70.00	(442.85)
4151	R 01	000	000	000	000	092	F Interest	B	422	000	(450.19)	0.00	88.84	(539.03)
4151	R 01	000	000	000	000	099	F Misc	B	422	000	(25.51)	0.00	0.00	(25.51)
4151	R 01	000	000	000	000	201	F Endow Fund Apportion	B	422	000	(1,685.40)	0.00	0.00	(1,685.40)
4151	R 01	000	000	005	000	211	F General Education Aid - FY2	B	422	000	568.06	0.00	0.00	568.06
4151	R 01	000	000	005	335	211	F QComp Aid - FY2015	B	422	000	(174.66)	0.00	0.00	(174.66)
4151	R 01	000	000	006	000	211	F General Education Aid - FY2	B	422	000	(466,261.53)	0.00	88,402.01	(554,663.54)
4151	R 01	000	000	006	000	360	F Spec Education Aid - FY2016	B	422	000	(63,733.13)	0.00	0.00	(63,733.13)
4151	R 01	000	000	400	000	096	F Donations - Yellowstone	B	422	000	(600.00)	0.00	741.76	(1,341.76)
Report Total:											(533,627.41)	\$0.00	\$89,302.61	(\$622,930.02)

# EDVISIONS OFF-CAMPUS CHARTER

## Reconciliation Worksheet

01/31/2016

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1134	01/31/2016	4151	CB	HOME TOWN BANK HENDERSO HOME TOWN BANK HENDERSOI

### Worksheet has been Finalized

Statement Amount 447,627.86

Deposits in Transit 0.00

#### Outstanding Payments

Checks 1,380.29

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 446,247.57

GL Account Balance 446,247.57

Difference 0.00

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

Ty  
F

#### Adjustments

00/00/0000

## EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 201607 To: 201607

CompL	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	433,937.67	92,662.81	80,352.91	446,247.57
4151	B 01	101	001		F	Bank of America - Credit Car	B	100	000	0.00	1,425.62	1,425.62	0.00
4151	B 01	115	000		F	Accounts Receivable	B	100	000	892.20	0.00	892.20	0.00
4151	B 01	121	000		F	Due From Dept of Ed	B	100	000	4,700.46	0.00	0.00	4,700.46
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	81,778.53	81,778.53	0.00
4151	B 01	422	000		F	Unreserved/Undesig	B	400	000	(463,418.96)	0.00	0.00	(463,418.96)
4151	B 01	460	000		F	Nonspendable Fund Balance	B	400	000	(6,492.50)	0.00	0.00	(6,492.50)
4151	B 98	143	000		F	Equipment	B	100	000	49,425.35	0.00	0.00	49,425.35
4151	B 98	173	000		F	Accum Depr On Equip.	B	100	000	(33,394.75)	0.00	0.00	(33,394.75)
4151	B 98	430	000		F	Invest. Fixed Assets	B	400	000	(16,030.60)	0.00	0.00	(16,030.60)
Report Total:										(\$27,388.63)	\$175,866.96	\$164,449.26	(\$15,970.93)

# EDVISIONS OFF-CAMPUS CHARTER

## Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4151	BOA	1040			<b>Office Max</b>		CC		
				E 01	010 211 000 000 401	office supplies		\$152.90	
	<b>Voucher #:</b>	<b>4802</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$152.90</b>	
							<b>Check Amount:</b>	<b>\$152.90</b>	
4151	BOA	1339			<b>Post Office</b>		CC		
				E 01	010 211 000 000 329	postage		\$92.03	
	<b>Voucher #:</b>	<b>4793</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$92.03</b>	
							<b>Check Amount:</b>	<b>\$92.03</b>	
4151	BOA	1343			<b>Myfax</b>		CC		
				E 01	010 211 000 000 320	fax		\$20.00	
	<b>Voucher #:</b>	<b>4794</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$20.00</b>	
							<b>Check Amount:</b>	<b>\$20.00</b>	
4151	BOA	1367			<b>Alek's</b>		CC		
				E 01	010 211 000 000 430	math program		\$115.00	
	<b>Voucher #:</b>	<b>4795</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$115.00</b>	
							<b>Check Amount:</b>	<b>\$115.00</b>	
4151	BOA	1389			<b>ESTR Publications</b>		CC		
				E 01	010 420 000 419 433	ESTR testing		\$109.00	
	<b>Voucher #:</b>	<b>4796</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$109.00</b>	
							<b>Check Amount:</b>	<b>\$109.00</b>	
4151	BOA	1398			<b>MN Zoo</b>		CC		
				E 01	010 211 000 733 394	fieldtrip 3		\$164.00	
	<b>Voucher #:</b>	<b>4797</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$164.00</b>	
							<b>Check Amount:</b>	<b>\$164.00</b>	
4151	BOA	1399			<b>late payment</b>		CC		
				E 01	005 110 000 000 305	late payment & finance fee		\$65.48	
	<b>Voucher #:</b>	<b>4798</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$65.48</b>	
							<b>Check Amount:</b>	<b>\$65.48</b>	
4151	BOA	1400			<b>Parkwood Restaurant</b>		CC		
				E 01	010 211 000 733 394	fieldtrip 3		\$109.27	
	<b>Voucher #:</b>	<b>4799</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$109.27</b>	
							<b>Check Amount:</b>	<b>\$109.27</b>	
4151	BOA	1401			<b>Duluth Grill</b>		CC		
				E 01	010 211 000 733 394	fieldtrip 3		\$335.00	
	<b>Voucher #:</b>	<b>4800</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$335.00</b>	
							<b>Check Amount:</b>	<b>\$335.00</b>	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4151	BOA	1402			<b>U of M ticket</b>		CC		
				E 01	010 211 000 733 394	fieldtrip 3		\$162.00	
	<b>Voucher #:</b>	<b>4801</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$162.00</b>	
							<b>Check Amount:</b>	<b>\$162.00</b>	
4151	BOA	1403			<b>PW</b>		CC		
				E 01	010 211 000 311 320	static IP address		\$100.94	
	<b>Voucher #:</b>	<b>4803</b>	Invoice		<b>Invoice No:</b> 1/13/16				
						1/14/2016	<b>Paid Amt:</b>	<b>\$100.94</b>	
							<b>Check Amount:</b>	<b>\$100.94</b>	
4151	CB	4139	1024		<b>Diaz, Cathy</b>		Check		
				E 01	010 211 000 000 366	mileage: Woodbury-Office Max		\$14.38	
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg		\$31.05	
				E 01	010 211 000 733 366	mileage: Duluth - fieldtrip		\$196.08	
				E 01	010 211 000 311 320	internet/phone		\$70.00	
	<b>Voucher #:</b>	<b>4780</b>	Invoice		<b>Invoice No:</b> 1/5/16				
						1/11/2016	<b>Paid Amt:</b>	<b>\$311.51</b>	
							<b>Check Amount:</b>	<b>\$311.51</b>	
4151	CB	4140	1159		<b>Dobosenski, Jody</b>		Check		
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg		\$162.15	
				E 01	010 211 000 311 320	internet/phone		\$70.00	
	<b>Voucher #:</b>	<b>4776</b>	Invoice		<b>Invoice No:</b> 1/6/16				
						1/11/2016	<b>Paid Amt:</b>	<b>\$232.15</b>	
							<b>Check Amount:</b>	<b>\$232.15</b>	
4151	CB	4141	1033		<b>Dobosenski, Regina</b>		Check		
				E 01	010 211 000 000 366	mileage: Jordan-new student		\$39.10	
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg		\$121.33	
				E 01	010 211 000 000 366	mileage: Henderson-Coop		\$20.70	
				E 01	010 211 000 311 320	internet/phone		\$70.00	
	<b>Voucher #:</b>	<b>4788</b>	Invoice		<b>Invoice No:</b> 1/4/16				
						1/11/2016	<b>Paid Amt:</b>	<b>\$251.13</b>	
							<b>Check Amount:</b>	<b>\$251.13</b>	
4151	CB	4142	1003		<b>EdVisions Cooperative</b>		Check		
				E 01	005 110 000 000 306	insurance adjustment		\$1,124.39	
	<b>Voucher #:</b>	<b>4791</b>	Invoice		<b>Invoice No:</b> 1/4/16				
				E 01	010 211 000 000 306	gen ed		\$39,495.62	
				E 01	010 407 000 740 306	sped		\$18,206.09	
				E 01	005 105 000 000 306	admin		\$5,101.45	
				E 01	005 110 000 000 306	business		\$3,486.13	
	<b>Voucher #:</b>	<b>4792</b>	Invoice		<b>Invoice No:</b> 1/9/16				
						1/11/2016	<b>Paid Amt:</b>	<b>\$66,289.29</b>	
							<b>Check Amount:</b>	<b>\$67,413.68</b>	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4151	CB	4143	1277		<b>Frontier</b>		<b>Check</b>
				E 01	010 211 000 000 320	phone	\$42.17
	<b>Voucher #:</b>	<b>4783</b>	Invoice		<b>Invoice No:</b> 1/15/16		<b>Paid Amt: \$42.17</b>
						1/11/2016	<b>Check Amount: \$42.17</b>
4151	CB	4144	1135		<b>Lepper, Chris</b>		<b>Check</b>
				E 01	010 211 000 733 366	mileage: Apple Valley- fieldtrip	\$47.73
				E 01	010 211 000 733 394	lunch - fieldtrip	\$18.93
				E 01	010 211 000 311 320	internet/phone	\$70.00
	<b>Voucher #:</b>	<b>4777</b>	Invoice		<b>Invoice No:</b> 1/4/16		<b>Paid Amt: \$136.66</b>
						1/11/2016	<b>Check Amount: \$136.66</b>
4151	CB	4145	1034		<b>Locke, Karen</b>		<b>Check</b>
				E 01	010 640 000 000 366	mileage: Minneapolis-staff mtg	\$16.10
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg	\$63.83
				E 01	010 211 000 311 320	internet/phone	\$140.00
	<b>Voucher #:</b>	<b>4779</b>	Invoice		<b>Invoice No:</b> 1/5/16		<b>Paid Amt: \$219.93</b>
						1/11/2016	<b>Check Amount: \$219.93</b>
4151	CB	4146	1311		<b>Mayer, Tessa</b>		<b>Check</b>
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg	\$60.95
				E 01	010 211 000 733 366	mileage: Apple Valley-fieldtrip	\$27.60
				E 01	010 211 000 311 320	internet/phone	\$70.00
	<b>Voucher #:</b>	<b>4785</b>	Invoice		<b>Invoice No:</b> 12/18/15		<b>Paid Amt: \$158.55</b>
						1/11/2016	<b>Check Amount: \$158.55</b>
4151	CB	4147	1302		<b>McLean, Merrissa</b>		<b>Check</b>
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg	\$41.40
				E 01	010 211 000 311 320	internet/phone	\$70.00
	<b>Voucher #:</b>	<b>4782</b>	Invoice		<b>Invoice No:</b> 1/4/16		<b>Paid Amt: \$111.40</b>
						1/11/2016	<b>Check Amount: \$111.40</b>
4151	CB	4148	1261		<b>Mockros, Jessica</b>		<b>Check</b>
				E 01	010 211 000 733 366	mileage: Maple Lake - fall celebration	\$43.64
				E 01	010 211 000 000 366	mileage: Cold Spring - intake	\$23.00
				E 01	010 211 000 733 366	mileage: Waite Park-fieldtrip	\$11.50
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg	\$113.28
				E 01	010 211 000 733 366	mileage: Minneapolis-fieldtrip	\$81.65
				E 01	010 211 000 311 320	internet/phone	\$210.00
	<b>Voucher #:</b>	<b>4790</b>	Invoice		<b>Invoice No:</b> 1/4/16		<b>Paid Amt: \$483.07</b>
						1/11/2016	<b>Check Amount: \$483.07</b>
4151	CB	4149	1248		<b>Monson Geerts, Patty</b>		<b>Check</b>
				E 01	010 640 000 000 366	mileage: Duluth-staff mtg	\$28.75



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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4151	CB	4149	1248		<b>Monson Geerts, Patty</b>		<b>Check</b>
				E 01	010 211 000 000 366	mileage: Duluth - post office	\$24.15
				E 01	010 211 000 000 320	phone	\$25.00
		<b>Voucher #:</b>	<b>4775</b>	Invoice	<b>Invoice No:</b> 1/8/16	<b>1/11/2016</b>	<b>Paid Amt: \$77.90</b>
							<b>Check Amount: \$77.90</b>
4151	CB	4150	1084		<b>Motzko, Michael</b>		<b>Check</b>
				E 01	005 110 000 000 366	mileage: St Paul - MACS mtg	\$8.63
				E 01	010 640 000 000 366	mileage: Hudson-staff mtg	\$16.10
				E 01	010 211 000 733 366	mileage: Apple Valley-fieldtrip	\$29.90
				E 01	010 211 000 000 329	postage	\$40.35
				E 01	010 211 000 311 320	internet/phone	\$70.00
		<b>Voucher #:</b>	<b>4781</b>	Invoice	<b>Invoice No:</b> 1/5/16	<b>1/11/2016</b>	<b>Paid Amt: \$164.98</b>
							<b>Check Amount: \$164.98</b>
4151	CB	4151	1273		<b>Oja, Charlotte</b>		<b>Check</b>
				E 01	010 211 000 733 366	mileage: Duluth-fieldtrip	\$53.57
		<b>Voucher #:</b>	<b>4789</b>	Invoice	<b>Invoice No:</b> 12/5/15	<b>1/11/2016</b>	<b>Paid Amt: \$53.57</b>
							<b>Check Amount: \$53.57</b>
4151	CB	4152	1252		<b>Raynard, Lill</b>		<b>Check</b>
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg	\$52.90
				E 01	010 211 000 000 329	postage	\$19.90
				E 01	010 211 000 311 320	internet/phone	\$70.00
		<b>Voucher #:</b>	<b>4787</b>	Invoice	<b>Invoice No:</b> 1/3/16	<b>1/11/2016</b>	<b>Paid Amt: \$142.80</b>
							<b>Check Amount: \$142.80</b>
4151	CB	4153	1196		<b>Schmidt, Larry</b>		<b>Check</b>
				E 01	010 640 000 000 366	mileage: Somerset-staff mtg	\$52.90
				E 01	010 211 000 311 320	internet/phone	\$70.00
		<b>Voucher #:</b>	<b>4784</b>	Invoice	<b>Invoice No:</b> 1/3/16	<b>1/11/2016</b>	<b>Paid Amt: \$122.90</b>
							<b>Check Amount: \$122.90</b>
4151	CB	4154	1293		<b>SpeechPartners</b>		<b>Check</b>
				E 01	010 401 000 740 373	speech therapy	\$202.50
		<b>Voucher #:</b>	<b>4786</b>	Invoice	<b>Invoice No:</b> 12/20/15	<b>1/11/2016</b>	<b>Paid Amt: \$202.50</b>
							<b>Check Amount: \$202.50</b>
4151	CB	4155	1197		<b>Verizon Wireless</b>		<b>Check</b>
				E 01	010 211 000 311 320	internet- two months	\$1,257.39
		<b>Voucher #:</b>	<b>4778</b>	Invoice	<b>Invoice No:</b> 9756883896	<b>1/11/2016</b>	<b>Paid Amt: \$1,257.39</b>
							<b>Check Amount: \$1,257.39</b>

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4151	CB	4156	1320		<b>Atomicdata</b>		<b>Check</b>		
				E 01	010 211 000 311 320	server monitoring		\$545.00	
		<b>Voucher #:</b>	<b>4805</b>	Invoice	<b>Invoice No:</b> 67054		<b>1/14/2016</b>	<b>Paid Amt:</b>	<b>\$545.00</b>
				E 01	010 211 000 311 320	server monitoring		\$545.00	
		<b>Voucher #:</b>	<b>4761</b>	Invoice	<b>Invoice No:</b> 66179		<b>1/14/2016</b>	<b>Paid Amt:</b>	<b>\$545.00</b>
								<b>Check Amount:</b>	<b>\$1,090.00</b>
4151	CB	4157	1126		<b>Bank of America</b>		<b>Check</b>		
				B 01	101 001	December credit card		\$1,425.62	
		<b>Voucher #:</b>	<b>4804</b>	Invoice	<b>Invoice No:</b> 1/13/16		<b>1/14/2016</b>	<b>Paid Amt:</b>	<b>\$1,425.62</b>
								<b>Check Amount:</b>	<b>\$1,425.62</b>
4151	CB	4158	1003		<b>EdVisions Cooperative</b>		<b>Check</b>		
				E 01	010 420 000 419 303	sped director		\$7,000.00	
		<b>Voucher #:</b>	<b>4806</b>	Invoice	<b>Invoice No:</b> 07-03		<b>1/14/2016</b>	<b>Paid Amt:</b>	<b>\$7,000.00</b>
								<b>Check Amount:</b>	<b>\$7,000.00</b>
								<b>Report Total:</b>	<b>\$82,323.53</b>

Adopted: March 2013  
Orig. March 2013  
Revised: January 2016

EdVisions Off Campus (4151)

## **102 Out of State Travel**

**I. Purpose:** District 4151, EdVisions Off Campus (EOC) recognizes that may be traveling out of the state for workshops, conferences, events and field trips with students. This policy sets forth the conditions under which out of state travel will be reimbursed by EOC. *This policy also aligns with Policy 704: Internal Controls.*

### **II. General Guidelines:**

1. The event, workshop, conference or assignment must be approved in advance by the staff finance team at a documented meeting and must include an estimate of the cost of travel. In evaluating the out of state travel request, the staff will consider the following:
  - Whether the travel and training is relevant to the staff member's role at EOC.
  - Whether the staff member will be meeting and networking with other professionals from around the country to exchange ideas on topics of relevance to the school.
  - Whether the staff member will be viewing a school or program that is similar in nature to one that is currently operating at, or under consideration by EOC where the purpose for the trip is to study or function to bring back ideas for the consideration of the full school and Board.
  - Whether the staff member has been specifically assigned by the staff or Board to visit another school out of state for the purpose of promoting development of an EOC- type of educational program.
  - Whether the staff member is providing an educational field trip experience for students.
  - Whether EOC has sufficient funding available in the budget to pay the cost of the trip.
2. EdVisions Off Campus may make payments in advance for airfare, lodging and registration as arranged with the Business Manager.  
Otherwise all payments will be made as reimbursements to the staff member.
3. EdVisions Off Campus will reimburse for transportation, lodging, registration and incidental costs as follows:
  - Airfare will be reimbursed at the coach rate.
  - Mileage will be reimbursed at the IRS rate. If two or more individuals travel together by car, only the driver will receive reimbursement. EOC will reimburse for the cost of taxi fare or renting an automobile if necessary to participate in the training, school visit, or field trip.

- Lodging costs will be limited to those that are reasonable and necessary, as determined by the Business Manager and finance team when destination is taken into consideration.
  - Meal costs will be reimbursed at the rates set forth in the personnel policies and procedures manual, unless modified by Business Manager, Finance Team or Board when destination is taken into consideration.
4. Receipts are required for lodging, airfare and meals and should accompany an expense reimbursement form. The expense reimbursement form shall be submitted to the EOC Board Treasurer, approved and then sent to the Business Manager.
  5. EdVisions Off Campus will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of family members, rental of luxury vehicles, meals expenses if meal was included in cost of registration, meal expenses if individual elected not to eat meal provided in the registration, cost of recreational expenses such as golf or tennis.
  6. EdVisions Off Campus will not pay for staff members who have announced an intention to resign, or are in process of termination.
  7. Staff members who travel out of state pursuant to this policy must give a report on the results of the trip at the next staff meeting.

*Adopted: November 9, 2006*

*Revised: January 2016*

*Edvisions Off-Campus Policy 501*

*MSBA Orig. 1995*

*MSBA Rev. 2005*

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location, including field trips off campus, except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. “Weapon”**

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. “School Location”**
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-

related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the advisor shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the advisor, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to any staff member or immediately notifies staff member of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;



6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm ~~“Zero Tolerance”~~ *“Targeted Behavior Supports”* position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. *Targeted Behavior Supports allow for consequences to be based on student and situation, adjusting as needed based on safety of EOC.* Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district takes a position of ~~“Zero Tolerance”~~ *“Targeted Behavior Supports”* in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence(s) for students possessing, using or distributing weapons ~~shall~~ *may* include:
1. immediate out-of-school suspension;

2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; *and/or*
  5. recommendation to the ~~superintendent~~ *school board* of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district takes a ~~“Zero Tolerance”~~ *“Targeted Behavior Supports”* position on the possession, use or distribution of weapons by students, ~~the superintendent~~ *school officials* may use discretion in determining whether, under the circumstances, a course of action ~~other than~~ *in addition to* the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by

the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

***Legal References:*** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

*Adopted: May 11, 2006*  
*Orig. March 2006*  
*Revised: January 2016*

*EdVisions Off Campus*

## **515 Admission Policy**

### **I. General Statement of Policy for Admission**

Edvisions Off-Campus I has established April 15<sup>th</sup> as the cut off date for new enrollments for the current school year. No students will begin enrollment with EOC if their enrollment forms are turned in after April 15<sup>th</sup> or they are on the waiting list. Students who are on the waiting list as of April 15<sup>th</sup> will be put in the lottery for the next school year.

EdVisions Off Campus has established April 30 as the cut off date for fall enrollment for the following year. May 1<sup>st</sup> a lottery will be held for admissions. Following that date, any remaining or new applications will be put on a waiting list and enrollment will be determined by the date of application. EOC will not discriminate against any applicant on any basis, although as law allows, we will give preference to siblings of current students. Furthermore, students in good standing who study abroad will be admitted upon their return.

*Adopted: May 11, 2006*  
*Orig. March 2006*  
*Revised: January 2016*

*EdVisions Off Campus*

## **527 PROTECTION AND PRIVACY OF PUPIL RECORDS**

Independent School District No. 4151 gives notice to parents of students currently in attendance in EOC, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

- a. That parent or eligible student has a right to inspect and review the student's education records;
- b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- c. That the parent or eligible student has a right to deny consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
- d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C.1232g, and the rules promulgated thereunder;
- e. That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
- f. That copies of the school's policy regarding the protection and privacy of school records are located on the school server.

2. Independent School District No. 4151 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
- b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records

to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

"Directory information" will be included in a student directory and will include the following information relating to a student: the student's name; address; telephone number; email address; skype username; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must *sign the on the "opt out" space on the pre-school conference form: "Permissions,"* or make a written request to the student's advisor within thirty (30) days of receiving this information.

*Wording on Permissions document: "Directory information" publically available includes: the student's name; address; telephone number; email address; Skype username; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information SIGN IF YOU DO NOT WANT THIS INFORMATION AVAILABLE.*





## 2016- 2017 Calendar

<b>JULY 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY	JANUARY  4. School Resumes Advisory Field Trip  20 days	<b>JANUARY 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>AUGUST 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST	FEBRUARY 20-24. Conferences  15 days	<b>FEBRUARY 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>SEPTEMBER 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SEPTEMBER 5. Labor Day 6. School Starts NWEA Advisory Field Trip  19 days	MARCH 10. No School - Conversation Day  22 days	<b>MARCH 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>OCTOBER 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	OCTOBER 13-14. All School Fieldtrip 17-21. No School-Conferences  16 days	APRIL 10-14. Spring Break Advisory Field Trip  15 days	<b>APRIL 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>NOVEMBER 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	NOVEMBER 24-25. Thanksgiving Break Advisory Field Trip  20 days	MAY 4-5. Staff Retreat 29. Memorial Day  20 days	<b>MAY 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>DECEMBER 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	DECEMBER 22-30. Holiday Break Online Presentation Advisory Field Trip  15 days	JUNE 7. Last Day Advisory 10. Graduation 30. Last Day Transcripts  6 days	<b>JUNE 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

**KEY:**

Student Instructional Days = 168  
 =No School for Students

GRAD- Minnesota test for graduation  
 MCA = Minnesota Comprehensive Assessments  
 NWEA-MAP Northwest Educational Association Measure of Academic Progress