

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, October 15, 2019, 3:30 PM

Minutes

A. Meeting called to order by Chair at: 3:33pm

B. Roll Call of Attendance:

x Merrissa McLean (June 2022)	X Larry Schmidt (June 2020)
X Mike Motzko (June 2021)	X Patty Monson-Geerts (June 2022)
X Laurie Kabes (June 2021)	X Jess Eischens (June 2020)
X Mary Menne (June 2022)	

Others Present:

Gigi Dobosenski
Cathy Diaz
Layne, Auditor

C. Educational Data: None

D. Correction and approval of previous meetings

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

E. Open Forum: None

F. Approval of Agenda

- 1. Agenda Approval of meeting agenda. M - Larry , S - Patty. Unanimous motion carried.**
- 2. Conflict of interest disclosures regarding agenda items: None**

G. Consideration of Claims and Accounts

1. Treasurer's Report

- a) Revenue of \$ 98,392.76**
- b) Expenses of \$ 133,406.74**
- c) Ledger Balance (Cash Fund Balance) of \$ 560,793.85**
- d) Bank Reconciliation of \$ 560,793.8**
- e) Question asked regarding some charges on treasurer's report: Charges explained as USPS postage/mail forwarding charge and fraud on credit card which has already been returned/taken care of.**
- f) Motion to accept the Treasurer's Report . M - Larry, S - Patty. Unanimous motion carried.**

H. Communications

- 1. Special Ed Directorship:**
 - a. Continued support from Sped director Mark Krug at weekly meeting**
- 2. IQS:**

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- a. Submitted new score card, based on results from last year. Waiting to hear results
- b. Fixing the corrections for our contract renewal
- c. Cadre: Dave Bakke (sections 1 & 2), Valorie Rose (section 3), Glory Kibbel (sections 4 & 5), Rochel Manders (Lead)

I. Hearing of Reports

1. Director Monthly Updates
 - a. Auditor is in attendance
 - b. Serve & REAP grants money in
 - c. Finished Sped finance last year and got pulled again for this year
 - d. ADM 109.59
 - e. Gave WBWF initial summary report to parents at Fall Celebration. We will review full report in November as a board
2. Staff Monthly Updates
 - a. Fall Celebration last week was awesome
 - b. Chicago trip coming up
 - c. 6 students already signed up for Concordia Language Village

J. Unfinished business:

None

K. New Business

1. Auditor report
 - a. Auditor Layne reviewed the final audit for 18/19 school year
 - b. Expenses up about \$90 per student
 - c. **Motion to accept the Auditor report. M- Larry, S- Jess. Unanimous motion carried.**
2. District Statement of Assurances
 - a. Electronically filled out by Gigi on behalf of the Board
 - b. Indicates staff have been trained for mandatory reporting, which is scheduled for Nov 15 or earlier
 - c. **Motion to approve Gigi filling out the Annual District Assurances Statement. M- Larry, S- Mike. Unanimous motion carried.**
3. Round One Policies: 107,201,201.1,806, 535 (405 & 705)
 - a. Policy 535- Special Education Workload to be deactivated and split into two policies, 405 & 705.
 - b. All policies reviewed
4. Quick Review Policy: 513 Enrollment
 - a. MDE wanted adjustments to the enrollment policy.
 - b. Can no longer decline enrollment based on student violence/expulsion
 - c. Addition of foster siblings preference
 - d. One month approval based on this policy being reviewed this past summer
 - e. **Motion to approve policy 513. M- Jess, S- Mike. Unanimous motion carried.**
5. Training: Data Privacy
 - a. Board training was completed.

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L. Next Meeting:

1. **School board meeting:** November 19, 2019 @ 3:30pm

M. Adjourn Meeting

1. Meeting adjourned at 4:22pm M- Jess, S- Mike . Unanimous motion carried.

Clerk: Date:

Monna Deen 10.15.19

Adopted: December 2016

EdVisions Off Campus (4151)

Orig. December 2016

Revised: December 2019

107 Background Checks

I. Purpose

The purpose of the background checks policy is to establish protocol for those who work with students and student-related data at EdVisions Off Campus (4151) and how often those background checks are re-verified.

II. Those positions that require background checks before working with students and student related data:

- All Licensed Staff
- All non-Licensed staff
- All School Board Members
- All Volunteers that will directly work with students, even under supervision of staff member
- All Volunteers that will accompany students on an extended field trip

III. The Frequency of background checks for each position:

- Licensed Staff: Upon Employment and again each year the teacher is relicensed by the Board of Teaching (every 5 years)
- Non Licensed Staff: Upon Employment and again every five years
- School Board Members: Upon appointment to the school board and again if more than 2 terms are served, in accordance with the By Laws
- Volunteers: Prior to volunteering for an activity and again every 5 years

IV. Results of Background Checks:

- The results of background check will be kept on file by Co-Director of EOC. Any negative findings are reported to Personnel Team or School Board chair, depending on position of background applicant.

V. Resources:

This policy was developed under recommendation of EdVisions Cooperative and in accordance with Minnesota Statute 132B.03.

Adopted: November 2009

EdVisions Off Campus (4151)

Orig. November 2009

Revised: December 2019

201 RECORDS RETENTION

I. Purpose

The purpose of the records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17.

The School District General Records Retention Schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value. It lists records series common to school districts and states how long to keep them

II. Adopting the General Schedule

- The Minnesota Historical Society has been notified that ISD 4151, EdVisions Off Campus officially adopted the original retention schedule in November 2009.
- The entire schedule was adopted.
- This provides continuing authority for record retention based on the most current revision of the retention schedule. The district now has the authority to dispose of government records as indicated on the schedule.
- Retention periods listed on the schedule represent the minimum amount of time that records must be retained. Once that retention period has been reached, records may either be destroyed or transferred to the State Archives, as indicated on the schedule. If some records series needs to be retained longer than the listed retention, then a building or department policy should be established for those records.
- Records identified on the schedule as archival may not be transferred to a local historical society, museum, public library, or interested individual without the specific, written permission of the State Archivist, Minnesota Historical Society.
- The retention stated on the schedule applies to any form of the record (paper, electronic, disk, etc.). School district can identify the official record as electronic if received as such. However, if the decision is made to change the form of the record (for instance, scanning a paper record), the original record MAY not be authorized to dispose of. If changing the form of a record is being considered, contact the Division of Archives and Manuscripts for procedures.

III. Destruction Reporting

Records that are destroyed according to the general schedule should be reported to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, subd. 7). Use a copy of the report, "Records Destruction Report" (RM-00065) for this purpose.

IV. Records not on the General Schedule

Records not listed on the schedule cannot be destroyed without submitting either an “Application for Authority to Dispose of Records” (PR-1) or a “Minnesota Records Retention Schedule” (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. Since an approved PR-1 gives authority to dispose of only those records listed on the form, it is recommended that PR-1 be only used for obsolete records (records no longer being created).

V. Duplicate records

The schedule only refers to official record copies and the associated retention periods. Duplicate copies need not be retained.

VI. Resources:

This schedule was developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of CFL and officials from Minnesota school districts. It was funded by a grant from the National Historical Publications and Records Commission.

Questions about the schedule:
Department of Administration
Information Policy Office
305A Centennial Office Building
658 Cedar Street St. Paul, MN 55102-1906
651-296-6733

Questions about archival records:
Minnesota Historical Society
State Archives Department
345 Kellogg Blvd West
St. Paul, MN 55155
651-297-4502

Adopted: December 2013

EdVisions Off Campus (4151)

Orig. December 2013

Revised: December 2019

201 RECORDS RETENTION

201.1 SPECIAL EDUCATION RECORDS

I. Purpose

School district records can only be destroyed pursuant to a records retention schedule that has been adopted by the School Board and approved by the Records Disposition Panel of the State of Minnesota or by special permission. Minn. Statute §138.17.

II. General Statement of Policy

The following procedures regarding the retention and destruction of student records for special education students are adopted by the school district, pursuant to:

- A. The requirements of 20 U.S.C. §123f requiring that records relating to the expenditures of federal funds be maintained for five years after completion of the activity for which the funds were used.
- B. The requirements of the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. §99.10 which states that educational records may not be destroyed if there is an outstanding request to inspect the records by the parent or eligible student.
- C. The requirements of the Individuals and Disabilities Education Act's (IDEA) regulations which require school districts to "...inform parents when personally identifiable information collected, maintained, or used..." pursuant to the IDEA, "...is no longer needed to provide educational services to the child..." 34 C.F.R. § 300.573 and therefore will be destroyed by the district. Before the information is destroyed, the district is advised to provide "Notice" to the student of the District's policy at the last IEP meeting prior to graduation. IDEA regulations also provide that "information must be destroyed at the request of the parents if they are no longer needed for education purposes." However, a permanent record of a student's name, address, and phone number, his or her grades, attendance records, classes attended, grade level completed, and year completed may be maintained without time limitations." 34 C.F.R. § 300.573.

III. General Statement of Procedures

EdVisions Off Campus will retain educational records for students with disabilities for a period of five years beyond the student's 21st birthday. In addition, special education records will not be destroyed if there is an outstanding request for the record by the parent or eligible student. Also, parents and eligible students will be notified about this practice at the time the student is:

- a. dismissed from special education services,
- b. graduates from school, or
- c. ages out of school.

This will constitute notice and no further notice will be given at the end of the five years. Students will be asked to sign an acknowledgement (Notice of Special Education File Retention Policy) of the district's policy to destroy the records after five years and that the "Notice" has been given. A copy of this notice will be retained by the school. Results of achievement and other standardized tests will be retained permanently. A record of all standardized tests results administered as an evaluation for eligibility while the student was in special education services will be permanently retained. When the student reaches the age of at least 26, all special education records will be destroyed, with the exception for the final IEP/IIP and all the Evaluation Reports, the Notice of Proposed Action or Denial indicating the student's dismissal from services, and the Exit Report: Summary of Performance Form. These records will be kept an additional five years (until the student reaches age 31) at which time they will all be destroyed.

The school will provide a child's divorced, non-custodial parent(s) with the same procedural protections as the child's custodial parent, unless a state court has determined otherwise (Divorced Parents - Chapter 1). As a result, both divorced parents of a disabled child will be notified of IEP/IIP issues and will be granted access to relevant records, regardless of who has custody. Both divorced parents must be given the opportunity to participate in the development and approval of the child's educational placement. *Doe v. Arnig*, 651 F. Supp. 424, 37 Educ. L.R. (D. Mass. 1987).

The custodial parent should provide documentation to the principal establishing custodial rights and any other court orders. The noncustodial parent should receive a copy of any correspondence upon providing the principal with a mailing address.

Source: Independent School District No. 911
Legal References: 20 U.S.C. § 1232f
34 C.F.R. § 300.573 & 34 C.F.R. § 99.10 (Family Educational Rights and Privacy Act) (FERPA)
Doe v. Arnig, 651 F. Supp. 424, 37 Educ. L.R. (D. Mass. 1987)

EdVisions Off Campus Policy 513
Independent Charter School District #4151

Adopted: 7/20/06

Revised: 10/2019 _____

513 ENROLLMENT POLICY

I. PURPOSE

As a Charter Online School in Minnesota, EdVisions Off Campus (EOC) desires to meet the enrollment requirements established by Minn. Stat. § 124E.11. This policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

- A. Eligibility. As a charter school, EOC shall enroll any eligible student that:
1. submits a timely enrollment form, unless the number of enrollment forms exceeds the capacity of the program, class, grade level or building.
 2. is a sibling of a currently enrolled student, shall be given first priority for enrollment where openings exist.
 3. the eligible student is not otherwise excluded by action of EOC because of previous conduct in another school district.
 4. State law requires that every child enrolled in a Minnesota School be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Students in grades 7-12 must meet the state's requirement for a second measles, mumps, rubella immunization (MMR), Varicella, Hepatitis A and a Td on or after the eleventh birthday. Students in 7th grade and later must also be immunized against Meningococcal. Exceptions are made to this rule for reasons of conscientious objection or on doctor's orders. EOC is required to maintain records pertaining to the immunizations and any exceptions to adhere with the law
- B. Ineligibility. As a Minnesota charter school, EOC will not enroll new student:
1. Residing outside the state of Minnesota
 2. After April 1 for a current school year. Students on the waiting list from current year will be required to submit an enrollment form for the next school year if they have continued interest for the following school year
 3. Enrollment forms submitted after the May 1st Lottery each year be placed on the waiting list in chronological order of receipt, following the names of those previously placed based on lottery.

C. Lottery Date

1. When the number of applications exceeds the number of openings for the next school, year, a lottery drawing is held *on* May 1st each year to establish a “waiting list” for the following school year.
2. Students will be notified of their status within one week of the lottery

D. Waiting List. As a charter school, EOC shall create a “waiting list” when no openings exists. They will qualify in the following order:

1. a sibling of an enrolled student.
2. (a) foster child(ren) of an enrolled pupil’s parents/guardians
3. a student in good standing that enrolled for student abroad or in a private domestic program for a semester of study with the intent to return to EOC upon completion of the semester.
4. the chronological order in which the application was received

~~*E.* Standards that may be used for rejection of enrollment. EOC may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:~~

- ~~1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;~~
- ~~2. possessing or using an illegal drug at school or a school function;~~
- ~~3. selling or soliciting the sale of a controlled substance while at school or a school function; or~~
- ~~4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.~~

FE. Standards that may not be used for rejection of enrollment. The school district may not use the following standards in determining whether to accept or reject a form for open enrollment;

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;

5. the student's district of residence; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section D of this policy.

F.G. Exclusion. Per MN Pupil Fair Dismissal Act

- ~~1. Administrator's initial determination. If the EOC Director knows or has reason to believe that an enrolling student has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or school district policy, the Director will transmit the application to the Board with a recommendation of whether exclusion proceedings should be initiated.~~
- ~~2. Board review. The EOC Board may make further inquiries. If the Board determines an enrolling student should be admitted, they will notify the eligible student. If the Board determines an enrolling student should be excluded, they will notify the enrolling student and determine whether the student wishes to continue the enrollment process. Although an enrolling student may not be rejected based on previous disciplinary proceedings, EOC reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.~~

G. Withdrawal

When a student withdraws from EOC, a parent should inform staff in writing of withdrawal.

EOC recognizes the request of records from another school district as official notification of that student's withdrawal from EOC.

Termination of Enrollment

- ~~1. EOC may terminate the enrollment of a student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. [A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in 7-12 grade, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.226, Subd. 8.]~~
- ~~2. EOC may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.~~

~~3. In accordance with attendance policy 516, EOC may terminate enrollment of a student due to the attainment of 30 cumulative absences in a school year.~~

- H. EOC does not limit enrollment to students on the basis of intellectual ability, measures of achievement, aptitude or athletic ability in accordance with Minn. Stat. § 124E.11

Legal References: Minn. Stat. § 124E.11 (Charter School Enrollment)

Adopted: June 19, 2011

*ISD 4151 EdVisions Off-Campus High School
Based on Policy 535 Orig. 2011*

Revised: December 2019

705 Special Education Workload Calculations 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 ~~workload caseload~~ and to determine the *associated funding 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 special education and personnel teams 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 ~~workload 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 workload caseload for high school students is between 17 and 21.~~ 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 *as indicated in Policy 535. 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.

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.

806: Crisis Management Policy

I. PURPOSE

- A. Policy. The EdVisions Off Campus crisis management policy has been created in consultation with emergency response agencies and other appropriate individuals and groups that would likely be involved in the event of a school district emergency. This policy and the associated plans will be maintained and updated on an annual basis.

II. GENERAL INFORMATION

A. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation and sheltering, as applicable. The policy designates the individual(s) who will determine when these actions will be taken.
 - a. EdVisions Off Campus does not have a building site. Evacuation procedures of various field trip locations will be followed.
 - b. Each year, staff will review emergency procedures with students regarding home hazards such as fire, severe weather or lack of power. Several avenues of communication will be utilized. Students will be instructed of how to best communicate with an advisor in an emergency situation, with safety and health the main priority.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
 - a. Purpose. The school's emergency response team serves as a first responder for school emergencies and assists building and district administration in developing and revising district and building level emergency plans. The school emergency response team implements the building level crisis management plan.
 - b. Composition. The teams will vary based on the situation. Always a Co-Director will be included as well as advisors with direct responsibility for affected students. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator.

- c. Leaders. The co-director or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school district officials assume a liaison role and be available to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication of the Crisis Management Plan

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's crisis management policy and the resulting crisis management plan. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's crisis management policy. Students will be made aware of the crisis plan during their annual training provided by advisors.

B. Visitors Online

1. Entrance Procedures. Visitors will sign in with their full name. They will not be left unattended in the main room to interact with students without a staff member present.

C. Emergency Telephone Numbers

1. External Communication
 - a. Emergency Response Contact Information. Each staff member will maintain a current list of emergency telephone numbers for other staff and students in class. Due to the nature of students being in locations across Minnesota, the names and addresses of local, county, and state personnel will be identified as needed. Advisors will assist students in finding their local police, fire, ambulance, hospital, the Poison Control Center, county, and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency once a year. A copy of this list will be kept on file with the advisor.
 - b. Staff Training on Making Emergency Calls. District employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.
2. Internal Staff Emergency Communication. Multiple redundancies should exist in immediate crisis situations. Use of multiple electronic communication devices (skype, im, blackboard) and telephone should be used. Linking people through multiple means of communication is the key to a quick and accurate response. In situations without an immediate threat, care should be used when using written communication.

Policy 806 Crisis Management

D. *Canceled School Closure Procedures*

1. At such time the state or federal government requires public schools to be closed due to inclement weather or natural disaster, Public School District will also be closed.
2. Closure communications will be made via email and phone as needed.

E. *Media Procedures.* For media purposes, co-director Gigi Dobosenski will be the primary contact, with co-director Cathy Diaz being the secondary contact when Dobosenski is unavailable.

F. *Behavioral Health Crisis Intervention Procedures*

1. *Short-Term Intervention Procedures.* Behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the contracted social worker and community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever the staff team determines it to be necessary such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:
 - a. Co-Director or designee will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
 - b. Designate appropriate online location
 - c. Prohibit media from interviewing or questioning students or staff.
 - d. Provide follow-up services to students and staff who receive counseling.
 - e. Resume normal school routines as soon as possible.
2. *Long-Term Recovery Intervention Procedures.* The following components may involve both short-term and long-term recovery planning:
 - a. Physical/structural recovery
 - b. Fiscal recovery
 - c. Academic recovery
 - d. Social/emotional recovery

IV. *Planning and Preparing for Fire*

1. As noted in Home Disasters (Section VI), advisors will discuss fire evacuation plans as appropriate to the student's home situation. The following will be addressed: Safe Area, Clarification if there is a family designated escape plan, what to do with regards to communication with advisor in case of fire during school day.
2. *Conducting Fire Drills.* As an online school without a site, there are no fire drills required as consistent with Minnesota Statutes, section 299F.30. See Minn. Stat. §121A.035.

V. *SAMPLE PROCEDURES INCLUDED IN THIS POLICY*

Policy 806 Crisis Management

- A. Purpose. Sample procedures are included. After approval by the school board, an adopted procedure will become an addendum to the crisis management policy.
- B. Universal Response Procedures for All Types of Emergency Response
 - 1. Notify parents, a co-director and keep track of all communications regarding emergency responses.
- C. Emergency Specific Response Procedures: (Students are briefed on these possible situations once a year)
 - 1. Assault (physical and sexual):
 - a. As mandatory reporters, advisors will contact the appropriate county health and human services department, If the threat is immediately occurring, advisors will call authorities in the student's residential location and notify them.
 - 2. Fire
 - a. The expectation is that the student vacates the premises and then informs the advisor. Advisor will call parent /guardian immediately. If necessary (based on information from student), advisor may call the local authorities.
 - 3. Intruder
 - a. If a student indicates an intruder on their premises, advisors will immediately contact 911 and also inform a fellow staff member to call the parent/guardian of the student.
 - 4. Severe weather: tornado/severe thunderstorm/flooding
 - a. Advisors will remind students about severe weather best practices when there is a possible threat in the student's geographical location. With annual review, students will know where they should seek safe shelter in their residence. Students should communicate with their advisor if severe weather is impacting their school day.

VI. HOME DISASTER PROCEDURES:

- a. If an incident occurs in the student's home (fire, weather, intruder, etc) the primary concern is to assure the student's welfare. Based on age and other factors, local law enforcement should be notified immediately when a safety issue is brought forward. In less severe cases, parent should first be contacted.

Source:

Minnesota Department of Education Model Crisis Management Plan Policy

Legal References:

- 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)
- Minn. Stat. Ch. 12 and 12A (Emergency Management and Natural Disasters)
- Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Policy 806 Crisis Management

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 326B.02 subd. 6 and 326B.106 (Fire Code and General Powers Comm. Labor and Industry)

Minnesota Rules Chapter 7511 (Minnesota State Fire Code)

Minn. Stat. § 299F.30 (Fire Drill in School)

Minn. Stat. § 609.605 subd. 4 (Trespass on School Property)

Title IX, Part E, Subpart 2, Section 9532, and 20 U.S.C. § 7912 (Unsafe School Choice Option)

Assistance in Drafting a Crisis Management Plan

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the individuals or organizations listed below for assistance:

Minnesota Department of Education
Division of Compliance and Monitoring
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8705
FAX: 651-582-8725
<http://www.education.state.mn.us/MDE/SchSup/SpecEdComp/ComplMonitor/index.html>

Minnesota Department of Education
Division of Safe and Healthy Learners
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8309
FAX: 651-582-8725
<http://education.state.mn.us/MDE/StuSuc/Nutr/index.html>

Minnesota Department of Public Safety
Division of Homeland Security and
Emergency Management
444 Cedar Street, Suite 223
St. Paul, MN 55101-6223
Phone: 651-296-2233
TTY: 651-282-6555
FAX: 651-296-0459
<http://hsem.dps.mn.gov>

School Emergency Planning
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/default.aspx>

Minnesota Department of Public Safety
State Fire Marshall Division
444 Cedar Street, Suite 145
St. Paul, Minnesota 55101-5145
Phone: 651-201-7200
TTY: 651-282-6555
FAX: 65215-0525
<http://www.fire.state.mn.us>

County Emergency Manager

Your designated county emergency manager can assist with assessing your district's buildings and in drafting or revising your crisis management policy to make it more effective. A listing of county contacts is found at the link below.

<https://dps.mn.gov/divisions/hsem/contact/pages/county-emergency-managers.aspx>

Other Resources/Publications

U.S. Department of Education

<http://www2.ed.gov/admins/lead/safety/emergencyplan/index.html>

The site includes crisis planning resources for schools, including institutions of higher learning.

The Office of Emergency Preparedness (OEP) at the Minnesota Department of Health (MDH) provides support, advice, and assistance for emergency preparedness, response, and recovery. It also coordinates outside mental health resources.

Office of Emergency Preparedness

Minnesota Department of Health

P.O. Box 64975

St. Paul, MN 55164-0975

Phone: 651-201-5700

FAX: 651-201-5720

<http://www.health.state.mn.us/oep/responsesystems/behavioral.html>

Federal Emergency Management Resources Agency (FEMA) Resources

<http://www.ready.gov>

<http://www.fema.gov/kids>. (Child friendly website)

Comprehensive School Safety Guide

<https://dps.mn.gov/divisions/sfm/Documents/2011ComprehensiveSchoolSafetyGuide.pdf>

EDVISIONS OFF-CAMPUS CHARTER

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
4151	BOA	1040			Office Max				CC
				E 01	010 211 000 000 401	supplies		\$1,425.16	
	PO#: 2364	Voucher #:	6354	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$1,425.16
									Check Amount: \$1,425.16
4151	BOA	1339			Post Office				CC
				E 01	010 211 000 000 329	mail forward, stamps, postage		\$1,532.80	
	PO#:	Voucher #:	6353	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$1,532.80
									Check Amount: \$1,532.80
4151	BOA	1342			Amazon				CC
				E 01	010 211 000 000 401	printer, toner, headsets		\$716.28	
	PO#: 2377	Voucher #:	6361	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$716.28
									Check Amount: \$716.28
4151	BOA	1343			Myfax				CC
				E 01	010 211 000 000 320	fax		\$20.00	
	PO#:	Voucher #:	6352	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$20.00
									Check Amount: \$20.00
4151	BOA	1347			McGraw Hill				CC
				E 01	010 211 000 000 430	Alek's math		\$3,240.00	
	PO#: 2374	Voucher #:	6358	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$3,240.00
									Check Amount: \$3,240.00
4151	BOA	1372			Apple				CC
				E 01	010 211 000 000 466	2 MAC computers		\$2,398.00	
	PO#: 2375	Voucher #:	6363	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$2,398.00
									Check Amount: \$2,398.00
4151	BOA	1375			GoDaddy				CC
				E 01	010 211 000 000 307	all domains on same cycle		\$154.09	
	PO#: 2376	Voucher #:	6362	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$154.09
									Check Amount: \$154.09
4151	BOA	1451			Cash Wise				CC
				E 01	010 640 000 000 366	staff meeting food		\$79.61	
	PO#: 2378	Voucher #:	6360	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$79.61
									Check Amount: \$79.61
4151	BOA	1457			Papa Murphy's				CC
				E 01	010 640 000 000 366	staff meeting food		\$101.50	
	PO#: 2378	Voucher #:	6359	Invoice	Invoice No: 9/12/19		9/12/2019		Paid Amt: \$101.50
									Check Amount: \$101.50

EDVISIONS OFF-CAMPUS CHARTER

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4151	BOA	1644			HP.com store		CC		
				E 01 010 211 000 000 466	HP Spectre x360			\$1,507.97	
	PO#: 2373	Voucher #:	6357	Invoice	Invoice No: 9/12/19	9/12/2019	Paid Amt:	\$1,507.97	
							Check Amount:	\$1,507.97	
4151	BOA	1646			Enterprise Rent-A-Car		CC		
				E 01 010 211 000 000 366	fraudulent activity			\$1,019.53	
	PO#:	Voucher #:	6364	Invoice	Invoice No: 9/12/19	9/12/2019	Paid Amt:	\$1,019.53	
							Check Amount:	\$1,019.53	
4151	CB	5154 1112			A Chance to Grow, Inc.		Check		
				E 01 010 400 000 372 305	MA bill back			\$250.00	
	PO#: 2348	Voucher #:	6345	Invoice	Invoice No: 101531	9/5/2019	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
4151	CB	5155 1270			Abdo, Eick & Meyers, LLP		Check		
				E 01 005 110 000 000 305	audit & 990			\$6,000.00	
	PO#: 2371	Voucher #:	6347	Invoice	Invoice No: 418905	9/5/2019	Paid Amt:	\$6,000.00	
							Check Amount:	\$6,000.00	
4151	CB	5156 1164			Bluma, Megan		Check		
				E 01 010 640 000 000 366	mileage: Cold Spring-staff mtg			\$100.92	
				E 01 010 211 000 000 366	mileage: Minneapolis-conferences			\$8.12	
				E 01 010 211 000 000 366	mileage: Lakeville-conferences			\$67.86	
				E 01 010 211 000 000 366	mileage: Golden Valley-conferences			\$24.94	
				E 01 010 211 000 311 320	internet/phone			\$70.00	
	PO#:	Voucher #:	6339	Invoice	Invoice No: 8/29/19	9/5/2019	Paid Amt:	\$271.84	
							Check Amount:	\$271.84	
4151	CB	5157 1024			Diaz, Cathy		Check		
				E 01 010 211 000 000 366	mileage: Ham Lake-check signing			\$51.04	
				E 01 010 211 000 000 366	mileage: Lindstrom-computer			\$37.12	
				E 01 010 211 000 000 366	mileage: Rogers-conferences			\$65.54	
				E 01 010 211 000 000 366	mileage: St Paul-conferences			\$28.42	
				E 01 010 211 000 000 366	mileage: Hutchinson-conferences			\$109.04	
				E 01 010 211 000 311 320	internet/phone			\$70.00	
	PO#:	Voucher #:	6340	Invoice	Invoice No: 9/3/19	9/5/2019	Paid Amt:	\$361.16	
							Check Amount:	\$361.16	
4151	CB	5158 1159			Dobosenski, Jody		Check		
				E 01 010 420 000 419 366	mileage: St Paul - sped training			\$172.84	
				E 01 010 211 000 000 366	mileage: Duluth - Office Max			\$6.96	
				E 01 010 640 000 000 366	mileage: Cold Springs-staff mtg			\$185.60	
				E 01 010 420 000 419 366	mileage: St Paul-sped training			\$172.84	

EDVISIONS OFF-CAMPUS CHARTER Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4151	CB	5158	1159		Dobosenski, Jody		Check
				E 01	010 211 000 311 320 internet/phone		\$210.00
	PO#:	Voucher #:	6341	Invoice	Invoice No: 8/29/19	9/5/2019	Paid Amt: \$748.24
							Check Amount: \$748.24
4151	CB	5159	1033		Dobosenski, Regina		Check
				E 01	010 211 000 000 366 mileage: Coon Rapid-sped director		\$99.76
				E 01	010 211 000 000 366 mileage: Henderson-po box		\$20.88
				E 01	010 640 000 000 366 mileage: Cold Spring-staff mtg		\$118.32
				E 01	010 211 000 000 366 mileage: Henderson- po box		\$20.88
				E 01	010 211 000 000 366 mileage: Mankato-conference		\$13.92
				E 01	010 211 000 000 366 mileage: Prior Lake-conference		\$59.16
				E 01	010 211 000 000 366 mileage: Jordan-conference		\$40.60
				E 01	010 211 000 000 366 mileage: Mankato-conference		\$13.92
				E 01	010 211 000 000 366 mileage: Blooming Prairie		\$82.94
				E 01	010 211 000 000 366 mileage: Belle Plaine-conference		\$32.48
				E 01	010 211 000 000 366 mileage: Mankato-conference		\$13.92
				E 01	010 211 000 311 320 internet/phone		\$70.00
	PO#:	Voucher #:	6351	Invoice	Invoice No: 9/5/19	9/5/2019	Paid Amt: \$586.78
							Check Amount: \$586.78
4151	CB	5160	1003		EdVisions Cooperative		Check
				E 01	010 211 000 000 306 gen ed		\$47,694.70
				E 01	010 407 000 740 306 sped		\$17,023.55
				E 01	005 105 000 000 306 admin		\$5,530.16
				E 01	005 110 000 000 306 business		\$3,822.44
	PO#:	Voucher #:	6350	Invoice	Invoice No: 9/5/19	9/5/2019	Paid Amt: \$74,070.85
							Check Amount: \$74,070.85
4151	CB	5161	1277		Frontier		Check
				E 01	010 211 000 000 320 phone		\$55.02
	PO#:	Voucher #:	6338	Invoice	Invoice No: 9/16/19	9/5/2019	Paid Amt: \$55.02
							Check Amount: \$55.02
4151	CB	5162	1056		Gov Connection		Check
				E 01	010 211 000 000 466 HPI Notebooks		\$32,451.90
	PO#: 2357	Voucher #:	6337	Invoice	Invoice No: 56995085	9/5/2019	Paid Amt: \$32,451.90
							Check Amount: \$32,451.90
4151	CB	5163	1643		Headrush Learning Inc		Check
				E 01	010 211 000 000 430 annual subscription		\$2,825.00
	PO#: 2370	Voucher #:	6348	Invoice	Invoice No: 1072	9/5/2019	Paid Amt: \$2,825.00
							Check Amount: \$2,825.00

EDVISIONS OFF-CAMPUS CHARTER Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4151	CB	5164	1135		Lepper, Chris		Check
				E 01 010 211 000 000 366	mileage: Brooklyn Park-interview	\$52.78	
				E 01 010 211 000 000 366	mileage: Hudson-check signing	\$22.04	
				E 01 010 211 000 000 366	mileage: Hudson-paperwork	\$22.04	
				E 01 010 211 000 000 366	mileage: St Paul-embosser	\$42.34	
				E 01 010 640 000 000 366	mileage: Cold Springs-staff mtg	\$148.48	
				E 01 010 211 000 000 366	mileage: Lindstrom -conference	\$75.40	
				E 01 010 211 000 000 366	mileage: Bemidji-conference	\$319.58	
				E 01 010 211 000 000 366	mileage: St Paul-conference	\$41.18	
				E 01 010 211 000 000 366	mileage: Excelsior-conference	\$78.30	
				E 01 010 211 000 000 366	mileage: Stillwater-conference	\$22.04	
				E 01 010 211 000 311 320	internet/phone	\$140.00	
PO#:	Voucher #:	6349	Invoice	Invoice No:	9/3/19	9/5/2019	Paid Amt: \$964.18
							Check Amount: \$964.18
4151	CB	5165	1099		Minnesota State HS League		Check
				E 01 010 211 000 000 305	membership, bball, speech, vball	\$550.00	
PO#: 2367	Voucher #:	6346	Invoice	Invoice No:	35075	9/5/2019	Paid Amt: \$550.00
							Check Amount: \$550.00
4151	CB	5166	1084		Motzko, Michael		Check
				E 01 010 211 000 000 366	mileage: Ham Lake-check signing	\$24.36	
				E 01 010 211 000 000 366	mileage: Ham Lake-check signing	\$24.36	
				E 01 010 420 000 419 366	mileage: Cold Springs-staff mtg	\$120.64	
				E 01 010 420 000 419 366	mileage: St Paul-sped training	\$41.76	
				E 01 010 211 000 000 329	postage	\$16.10	
				E 01 010 211 000 311 320	internet/phone	\$210.00	
PO#:	Voucher #:	6343	Invoice	Invoice No:	9/4/19	9/5/2019	Paid Amt: \$437.22
							Check Amount: \$437.22
4151	CB	5167	1252		Raynard, Lill		Check
				E 01 010 420 000 419 366	mileage: Cold Springs-staff mtg	\$277.82	
				E 01 010 420 000 419 366	mileage: St Paul - sped training	\$157.18	
				E 01 010 211 000 311 320	internet/phone	\$140.00	
PO#:	Voucher #:	6342	Invoice	Invoice No:	8/29/19	9/5/2019	Paid Amt: \$575.00
							Check Amount: \$575.00
4151	CB	5168	1196		Schmidt, Larry		Check
				E 01 010 211 000 000 366	mileage: Minneapolis-conference	\$11.60	
				E 01 010 211 000 000 366	mileage: Minneapolis-conference	\$8.12	
				E 01 010 211 000 000 366	mileage: Minneapolis-conference	\$8.12	
				E 01 010 211 000 000 366	mileage: Wells-conference	\$151.38	
				E 01 010 211 000 000 366	mileage: Mankato-conference	\$84.68	

EDVISIONS OFF-CAMPUS CHARTER

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4151	CB	5168	1196		Schmidt, Larry		Check	
				E 01 010 211 000 000 366	mileage: St Paul-conference		\$20.30	
				E 01 010 211 000 000 366	mileage: Mankato- conference		\$88.74	
				E 01 010 211 000 000 329	postage		\$22.12	
				E 01 010 211 000 311 320	internet/phone		\$140.00	
	PO#:	Voucher #:	6344	Invoice	Invoice No: 9/3/19	9/5/2019	Paid Amt:	\$535.06
							Check Amount:	\$535.06
4151	CB	5169	1568		T-Mobile		Check	
				E 01 010 211 000 311 320	internet		\$58.80	
	PO#:	Voucher #:	6336	Invoice	Invoice No: 9/13/19	9/5/2019	Paid Amt:	\$58.80
							Check Amount:	\$58.80
4151	CB	5170	1197		Verizon Wireless		Check	
				E 01 010 211 000 311 320	internet		\$120.03	
	PO#:	Voucher #:	6335	Invoice	Invoice No: 9835668283	9/5/2019	Paid Amt:	\$120.03
							Check Amount:	\$120.03
4151	CB	5171	1126		Bank of America		Check	
				B 01 101 001	credit card		\$12,194.94	
	PO#:	Voucher #:	6365	Invoice	Invoice No: 9/12/19	9/12/2019	Paid Amt:	\$12,194.94
							Check Amount:	\$12,194.94
4151	CB	5172	1645		Judd, Melissa		Check	
				E 01 010 211 000 000 366	mileage: Shakopee-training		\$6.96	
				E 01 010 640 000 000 366	mileage: Cold Springs -staff mtg		\$105.56	
				E 01 010 211 000 000 366	mileage: Rogers - conference		\$42.34	
				E 01 010 211 000 000 366	mileage: Belle Plaine-conference		\$26.68	
				E 01 010 211 000 311 320	internet/phone		\$70.00	
	PO#:	Voucher #:	6356	Invoice	Invoice No: 9/4/19	9/12/2019	Paid Amt:	\$251.54
							Check Amount:	\$251.54
4151	CB	5173	1311		Mayer, Tessa		Check	
				E 01 010 640 000 000 366	mileage: Cold Springs-staff mtg		\$113.68	
				E 01 010 211 000 311 320	internet/phone		\$210.00	
	PO#:	Voucher #:	6355	Invoice	Invoice No: 9/10/19	9/12/2019	Paid Amt:	\$323.68
							Check Amount:	\$323.68
							Report Total:	\$145,826.18

EdVisions Off-Campus High School

September 2019 Financial Report

Revenue	\$	143,665.49	This is the Cash Deposited for Sep (Receipt Listing Report)
	\$	(35,654.18)	FY19 Gen Ed
	\$	(8,417.72)	FY19 Sped
	\$	(662.33)	FY19 Lt Fac Maint
		(538.50)	FY19 Qcomp

\$ 98,392.76 Revenue for September (Trial Balance - Revenue)

Expenses	\$	133,631.24	Total of checks written for Septemt (Payment Register)
	\$	(224.50)	Check re-cut from FY19

	\$	-	
	\$	133,406.74	Expenses for September (Trial Balance - Expenses)

Fund Balance	\$	560,793.85	
			Last Month \$ 550,535.10

Accounts Recievable

Cash Balance	\$	560,793.85	\$ 550,535.10	New Total for Last Month
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Comments:		(Trial Balance - Balance Sheet - Cash, or)
		(Bank Reconcilliation Worksheet)

EDVISIONS OFF-CAMPUS CHARTER Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
4151	CB		5586	5154	Check	1	1112	A Chance to Grow, Inc.	Yes	Yes	No	USD	09/05/2019	250.00
4151	CB		5593	5155	Check	1	1270	Abdo, Eick & Meyers, LLP	Yes	Yes	No	USD	09/05/2019	6,000.00
4151	CB		5589	5156	Check	1	1164	Bluma, Megan	Yes	Yes	No	USD	09/05/2019	271.84
4151	CB		5581	5157	Check	1	1024	Diaz, Cathy	Yes	Yes	No	USD	09/05/2019	361.16
4151	CB		5588	5158	Check	1	1159	Dobosenski, Jody	Yes	Yes	No	USD	09/05/2019	748.24
4151	CB		5582	5159	Check	1	1033	Dobosenski, Regina	Yes	Yes	No	USD	09/05/2019	586.78
4151	CB		5580	5160	Check	1	1003	EdVisions Cooperative	Yes	Yes	No	USD	09/05/2019	74,070.85
4151	CB		5594	5161	Check	1	1277	Frontier	Yes	Yes	No	USD	09/05/2019	55.02
4151	CB		5583	5162	Check	1	1056	Gov Connection	Yes	Yes	No	USD	09/05/2019	32,451.90
4151	CB		5596	5163	Check	1	1643	Headrush Learning Inc	Yes	Yes	No	USD	09/05/2019	2,825.00
4151	CB		5587	5164	Check	1	1135	Lepper, Chris	Yes	Yes	No	USD	09/05/2019	964.18
4151	CB		5585	5165	Check	1	1099	Minnesota State HS League	Yes	Yes	No	USD	09/05/2019	550.00
4151	CB		5584	5166	Check	1	1084	Motzko, Michael	Yes	Yes	No	USD	09/05/2019	437.22
4151	CB		5592	5167	Check	1	1252	Raynard, Lill	Yes	Yes	No	USD	09/05/2019	575.00
4151	CB		5590	5168	Check	1	1196	Schmidt, Larry	Yes	Yes	No	USD	09/05/2019	535.06
4151	CB		5595	5169	Check	1	1568	T-Mobile	Yes	Yes	No	USD	09/05/2019	58.80
4151	CB		5591	5170	Check	1	1197	Verizon Wireless	Yes	Yes	No	USD	09/05/2019	120.03
4151	CB		5608	5171	Check	1	1126	Bank of America	Yes	Yes	No	USD	09/12/2019	12,194.94
4151	CB		5610	5172	Check	1	1645	Judd, Melissa	Yes	Yes	No	USD	09/12/2019	251.54
4151	CB		5609	5173	Check	1	1311	Mayer, Tessa	Yes	Yes	No	USD	09/12/2019	323.68

Bank Total: \$133,631.24

Report Total: \$133,631.24

EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 202003 To: 202003

CompL	Fd Org	Pro	Cr	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	E	01	005	105	000	000	306 F EdVisions Payment-Administ	B	422	000	11,060.00	5,530.16	0.00	16,590.16
4151	E	01	005	110	000	000	305 F Legal Services/Audit	B	422	000	950.34	6,000.00	0.00	6,950.34
4151	E	01	005	110	000	000	306 F EdVisions Payment-Financia	B	422	000	7,422.61	3,822.44	0.00	11,245.05
4151	E	01	005	110	000	000	316 F Financial Services - Region \	B	422	000	913.50	0.00	0.00	913.50
4151	E	01	005	110	000	000	366 F Tra/bussiness office (wksp, t	B	422	000	24.36	0.00	0.00	24.36
4151	E	01	005	940	000	000	340 F Insurance	B	422	000	5,978.24	0.00	0.00	5,978.24
4151	E	01	010	211	000	000	305 F Professional Service - Secon	B	422	000	0.00	550.00	0.00	550.00
4151	E	01	010	211	000	000	306 F EdVisions Payment - Regula	B	422	000	88,957.11	47,694.70	0.00	136,651.81
4151	E	01	010	211	000	000	307 F Advertising	B	422	000	4,836.00	154.09	0.00	4,990.09
4151	E	01	010	211	000	000	320 F Telephone	B	422	000	135.70	75.02	0.00	210.72
4151	E	01	010	211	000	000	329 F Postage	B	422	000	0.00	1,571.02	0.00	1,571.02
4151	E	01	010	211	000	000	366 F Travel - Staff	B	422	000	293.48	2,990.37	0.00	3,283.85
4151	E	01	010	211	000	000	369 F Field Trip Fees	B	422	000	3,382.49	0.00	0.00	3,382.49
4151	E	01	010	211	000	000	390 F Pymts to Other Dist. - Tuition	B	422	000	946.80	0.00	0.00	946.80
4151	E	01	010	211	000	000	401 F Office Type Supplies	B	422	000	2,005.38	2,141.44	0.00	4,146.82
4151	E	01	010	211	000	000	430 F Instruct Supplies	B	422	000	4,209.00	6,065.00	0.00	10,274.00
4151	E	01	010	211	000	000	456 F Tech Supplies - Instructional	B	422	000	1,088.00	0.00	0.00	1,088.00
4151	E	01	010	211	000	000	466 F Tech Devices - Instructional	B	422	000	0.00	36,357.87	0.00	36,357.87
4151	E	01	010	211	000	000	820 F Dues & Memberships-Non S	B	422	000	5,047.70	0.00	0.00	5,047.70
4151	E	01	010	211	000	311	320 F Internet Access	B	422	000	632.95	1,508.83	0.00	2,141.78
4151	E	01	010	211	000	733	366 F Field Trip Mileage	B	422	000	8.00	0.00	0.00	8.00
4151	E	01	010	211	400	000	369 F Field Trip - San Francisco	B	422	000	29,770.00	0.00	0.00	29,770.00
4151	E	01	010	400	000	372	305 F Third Party Billing Contracte	B	472	000	0.00	250.00	0.00	250.00
4151	E	01	010	407	000	740	306 F EdVisions Payment - SLD	B	422	000	29,135.69	17,023.55	0.00	46,159.24
4151	E	01	010	420	000	419	366 F SpEd Federal Mileage	B	422	000	0.00	943.08	0.00	943.08
4151	E	01	010	420	000	419	401 F Fed SpEd Supplies	B	422	000	982.50	0.00	0.00	982.50
4151	E	01	010	420	000	419	433 F SpEd Supplies/Testing Mater	B	422	000	69.95	0.00	0.00	69.95
4151	E	01	010	640	000	000	366 F Staff Development - Travel	B	422	000	214.49	953.67	0.00	1,168.16
4151	E	01	010	640	000	000	401 F Staff Development - Supplies	B	422	000	189.00	0.00	0.00	189.00
Report Total:											\$198,253.29	\$133,631.24	\$0.00	\$331,884.53

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	
1832	4151	CB															
state payment																	
			1854	Credit	A	09/13/19	9/13/19	Wire	1	1001							
										State of Minnesota							
						4151	R 01 000 000	000 000	201	Endow Fund Apportion					2,317.06	0.00	
						4151	R 01 000 000	020 000	211	General Education Aid - FY20:					45,933.52	0.00	
						Receipt Total:										\$48,250.58	\$0.00
						Deposit Total:										\$48,250.58	\$0.00
1833	4151	CB															
1855 Credit A 09/23/19 9/23/19 Check 1 m Miscellaneous																	
						4151	R 01 000 000	400 000	050	Fees - San Francisco					3,450.00	0.00	
						Receipt Total:										\$3,450.00	\$0.00
						Deposit Total:										\$3,450.00	\$0.00
1834	4151	CB															
1856 Credit A 09/25/19 9/25/19 Check 1 m Miscellaneous																	
						4151	R 01 000 000	000 000	099	Misc					500.00	0.00	
						Receipt Total:										\$500.00	\$0.00
						Deposit Total:										\$500.00	\$0.00
1835	4151	CB															
state payment																	
			1857	Credit	A	09/30/19	9/30/19	Wire	1	1001							
										State of Minnesota							
						4151	R 01 000 000	020 000	211	General Education Aid - FY20:					46,027.86	0.00	
						4151	B 01 121 001			Due From MDE - Gen Ed Aid					35,654.18	0.00	
						4151	B 01 121 002			Due From MDE - SpEd Aid					8,417.72	0.00	
						4151	B 01 121 004			Due From MDE - QComp					538.50	0.00	
						4151	B 01 121 001			Due From MDE - Gen Ed Aid					662.33	0.00	
						Receipt Total:										\$91,300.59	\$0.00
						Deposit Total:										\$91,300.59	\$0.00
1836	4151	CB															
1853 Credit A 09/30/19 9/30/19 Wire 1 1002 Home Town Bank Henderso																	
						4151	R 01 000 000	000 000	092	Interest					164.32	0.00	
						Receipt Total:										\$164.32	\$0.00
						Deposit Total:										\$164.32	\$0.00
						Report Total:										\$143,665.49	\$0.00

EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 202003 To: 202003

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	092	F Interest	B	422	000	(339.42)	0.00	164.32	(503.74)
4151	R 01	000	000	000	000	099	F Misc	B	422	000	0.00	0.00	500.00	(500.00)
4151	R 01	000	000	000	000	201	F Endow Fund Apportion	B	422	000	0.00	0.00	2,317.06	(2,317.06)
4151	R 01	000	000	009	000	360	F Spec Education Aid FY2019	B	422	000	(3,647.70)	0.00	0.00	(3,647.70)
4151	R 01	000	000	020	000	211	F General Education Aid - FY2	B	422	000	(183,984.99)	0.00	91,961.38	(275,946.37)
4151	R 01	000	000	400	000	050	F Fees - San Francisco	B	422	000	0.00	0.00	3,450.00	(3,450.00)
Report Total:											(187,972.11)	\$0.00	\$98,392.76	(\$286,364.87)

EDVISIONS OFF-CAMPUS CHARTER

Reconciliation Worksheet Report

09/30/2019

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1179	09/30/2019	4151	CB	HOME TOWN BANK HENDERSO HOME TOWN BANK HENDERSOI

Worksheet has been Finalized

Statement Amount 560,793.85

Deposits in Transit 0.00

Outstanding Payments

Checks 0.00

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 560,793.85

GL Account Balance 560,793.85

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: 202003 To: 202003

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	550,759.60	143,665.49	133,631.24	560,793.85
4151	B 01	101 001			F Bank of America - Credit Car	B	100	000	0.00	12,194.94	12,194.94	0.00
4151	B 01	121 001			F Due From MDE - Gen Ed Aic	B	100	000	67,178.86	0.00	36,316.51	30,862.35
4151	B 01	121 002			F Due From MDE - SpEd Aid	B	100	000	24,528.28	0.00	8,417.72	16,110.56
4151	B 01	121 004			F Due From MDE - QComp	B	100	000	1,969.73	0.00	538.50	1,431.23
4151	B 01	122 000			F Due Fm Fed.-Mdcfl	B	100	000	27,867.79	0.00	0.00	27,867.79
4151	B 01	131 001			F EdVisions Coop - Prepaid Ex	B	100	000	4,360.03	0.00	0.00	4,360.03
4151	B 01	206 000			F Other Accts Payable	B	200	000	0.00	145,826.18	145,826.18	0.00
4151	B 01	422 000			F Unreserved/Undesig	B	400	000	(675,082.37)	0.00	0.00	(675,082.37)
4151	B 01	460 000			F Nonspendable Fund Balance	B	400	000	(10,337.78)	0.00	0.00	(10,337.78)
4151	B 01	472 000			F Rst/Rsvd for Med Asst	B	400	000	(1,525.32)	0.00	0.00	(1,525.32)
4151	B 98	143 000			F Equipment	B	100	000	28,141.95	0.00	0.00	28,141.95
4151	B 98	173 000			F Accum Depr On Equip.	B	100	000	(23,663.58)	0.00	0.00	(23,663.58)
4151	B 98	430 000			F Invest. Fixed Assets	B	400	000	(4,478.37)	0.00	0.00	(4,478.37)
Report Total:									(\$10,281.18)	\$301,686.61	\$336,925.09	(\$45,519.66)