

2014-15 ANNUAL REPORT – Art & Science Academy, District #4227



Minnesota Charter School District #4227

School Board Chair, Susan Mackert

Executive Director, Carlo Galeazzi

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Submitted to:

Minnesota Guild

67 8th Ave NE

Minneapolis, MN 55104

District Name, Number, and Address

Art & Science Academy, Minnesota School District #4227, is a charter school in the Cambridge-Isanti area. The school's address is 903 6th Ave Ct, NE, Isanti, MN 55040.

Art & Science Academy finished the 2014-15 school year with an enrollment of 162 students and an average daily membership of 159.

Mission

The mission of the Art & Science Academy will be to provide rigorous K-7 public education in Science, Math, Technology, Language Arts and Social Studies, while integrating the visual and performing arts (visual, media, music, dance and theater) within each school day. ASA is a free public charter school staffed with highly qualified and motivated individuals.

Vision

Through strong partnerships among teachers, parents, students and the community, Art & Science Academy will provide an outstanding, innovative and individualized education that challenges and motivates each child to reach his/her personal best.

Annual Report Elements Required by Statute

A. Minnesota Statutes, section 124D.10, Subdivision 14: "A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on:"

1. School enrollment,
2. Student attrition,
3. Governance and management,
4. Staffing,
5. Finances,
6. Academic performance,
7. Innovative practices and implementation, and
8. Future plans.

Annual report prepared by: Carlo Galeazzi, School Founder / Director

Table of Contents

Background	4
School Governance	4
School Administration	6
Faculty	7
Instructional Support Staff	8
Student Information	10
School Goals & Progress Towards Achievement	11
Finances	17
Innovative Teaching Methods	17
Future Plans	18
Attachments: 1. ASA Bylaws	
2. ASA Financials	

Background

Art & Science Academy served students from kindergarten through sixth grade during the 2014-15 school year. The school was established in 2013, and in 2015 completed its 1st year. Art and Science Academy is located in the town of Isanti. Art & Science Academy is a comprehensive tuition-free public elementary school offering a rigorous academic program while integrating the visual and performing arts into each and every school day.

Open to all K-7 students, Art & Science Academy is a unique learning environment where dedicated teachers inspire students to realize their potential as individuals, as students, as artists, and as members of a local and global community. Students learn in small classes, receive all necessary academic support, and participate in advanced learning opportunities during an enrichment hour at the end of each day.

Foundational Statements:

1. The arts facilitate the development of critical thinking, communication and problem solving skills. These are essential 21st century workplace skills.
2. Science is a subject that should be learned through engagement and discovery. Hands on experiments and activities supporting the concepts being learned must be a regular practice and students should experience concepts rather than simply discussing them.
3. The Art and Science Academy will provide a healthy, safe and nurturing environment where students can learn and enjoy coming to school every day. The entire community will practice caring, supportive and mutually respectful communication and behavior.
4. Student interest in learning is as essential as student achievement. The arts are an essential component of a quality holistic education; they stimulate student interest and serve as a stage or platform for learning academics.

School Governance

Board Composition

2014-2015 School-Year ASA School Board

Member	Position	Group	Email	Attendance
Henning, Linda	Chair	Community Member	lrhenning100@hotmail.com	Missed 1 meeting
Mackert, Susan	Treasurer	Community Member	sue.mackert@pcae.k12.mn.us	Missed 0 meetings
Rimbey, Laura	Member	Teacher	laura.rimbey@asa.k12.mn.us	Missed 2 meetings
Wickoren, Liz	Member	Parent	wickorenfamily@gmail.com	Missed 1 meeting
Ruddy, Angela	Member	Parent	aruddy@gmail.com	Missed 1 meeting

Otto, Richard	Member	Community Member	dkotto6@gmail.com	Missed 0 meetings
Galeazzi, Carlo	Executive Director	Ex Officio	carlo.galeazzi@asa.k12.mn.us	Missed 0 meetings

Linda R. Henning
Board Chair

Linda has over 40 years' experience in the public, non-profit and private sectors in a variety of professional, managerial and leadership positions focused primarily on public and intergovernmental relations and partnerships, real estate financing, community and economic development and affordable housing, environmental issues, and environmental and arts education.

Susan Mackert
Board Member

Sue Mackert, Executive Director of the Perpich Center in Golden Valley, is a communications consultant with over 30 years of business experience. She is a former Board member of the St. Cloud Area Chamber of Commerce and served on the board of directors of a number of entities including St. Cloud Hospital, Bremer Bank, Catholic Charities, and the United Way of Central Minnesota.

Dick Otto
Board Member Community Representative

Dick Otto is a local resident since 1988. Dick volunteers regularly in the community and works as a judge for local elections. Dick and his wife Cathy have 6 children and 21 grand children.

Elizabeth Wickoren
Board Member – Parent Representative

Elizabeth assisted with several start up functions of the school including participating in teacher interviews. Elizabeth had two children attending and has decided to try home schooling.

Laura Rimbey
Board Member - Teacher Representative

Laura Rimbey is a current teacher at Art & Science Academy. (See faculty bio information)

Angela Ruddy
Board Member - Parent Representative

Angela Ruddy is a parent and former visual arts teacher. Angela and her husband John have two daughters attending ASA.

Carlo Galeazzi Ed.D.
Ex-officio

Art and Science Academy board meetings occur on the third Thursday of each month. All meetings take place at the school.

Finance Committee

The members of the finance committee were Susan Mackert and Richard Otto.

School Board Trainings

During the 2014-2015 school year, the following members received board training:

Member	Date
Mackert, Sue	3/19/15 & 4/24/15
Henning, Linda	3/19/15 & 4/24/15
Otto, Richard	3/19/15 & 4/24/15
Wickoren, Elizabeth	3/19/15 & 4/2/15
Ruddy, Angela	3/19/15 & 4/24/15
Rimbey, Laura	3/19/15 & 4/24/15
Galeazzi, Carlo	3/19/15 & 4/24/15

Board Practices, Processes, and Performance

The board is organized as follows: There are five total members, including one teacher, one parent, and two community members.

The board reviewed the bylaws at its annual meeting in April 2015.

2014-2015 Election Date: April 2015

Open meetings laws are followed by posting meeting times on the school website.

Minutes of past meetings are posted on the school website: www.asa.k12.mn.us.

School Administration

Carlo Galeazzi, Ed.D.

Founder / Director

Carlo Galeazzi is a former science teacher and a licensed k-12 principal and superintendent. Carlo is a seasoned school administrator with previous experience in charter school and traditional school administration. Galeazzi served as director of the Perpich Center for Arts Education Arts High School from 2008 – 2012.

Previous administrative roles include serving as dean of students, assistant principal, curriculum director and principal in both charter and traditional schools.

Galeazzi holds a doctorate (Ed.D.) in Organizational Leadership & Policy Development from the University of Minnesota. Galeazzi's areas of expertise include: - Curriculum & Instruction - Assessment - Program Development - Art & Academic Integration - School Law - Professional Development - Program Evaluation - Prevention - Computer-Based Instruction - Alternative Education - At-Risk Learners - Attendance & Discipline - Special Education - Campus Safety.

Name	Phone	Contact Information
Therese Zadnik-Klecker Office Manager/MARS Coordinator	763-444-0342	therese.zadnik- klecker@asa.k12.mn.us
Paul Maurer Math Teacher / Instructional Coordinator	763-444-0342	Paul.maurer@asa.k12.mn.us
Amy Donegan Program Coordinator	763-444-0342	amy.donegan@asa.k12.mn.us
Robin Fiandaca Nurse	763-444-0342	robin.fiandaca@asa.k12.mn.us

Faculty

The 2014-15 school year was one of transition for the administration team at Art & Science Academy. Carlo Galeazzi opened the school and Therese Zadnik-Klecker began a new position of Office Manager/MARSS Coordinator in April 2014. The Art and Science Academy teachers are all highly qualified according to federal highly qualified guidelines. ASA teachers are optimistic, compassionate problem solving professionals, licensed by the state of Minnesota.

Name	Assignment	File Folder #	Not Returning in 2015-16
Moonen, Mary Lou	Kindergarten	48009	X
Finseth, Krista	1	470199	
Rimbey, Laura	1	327842	
Considine-Mueller, Jenny	2	449905	
Dahl, Kara	2	462638	
Weingart, Jennifer	3	480702	X
Shandri, Katie	4	479949	
Elsberry, Majken	5	459299	X
Mulhern, Ben	6	466311	
Grue, Kelsey	Music	460535	X
Schleicher, Janice	Special Ed	448944	X

Zak, Beth	Special Ed	394503	X

Instructional Support Staff

Name	Assignment	Not Returning in 2015-2016
Custer, Melanie	3rd Grade SpEd Program Paraprofessional	
Dvorak, Rebecca	4th Grade SpEd Program Paraprofessional	
Engberg, Tina	1st Grade SpEd Program Paraprofessional	X
Frilseth, Mindy	2nd Grade SpEd Program Paraprofessional	X
Hockert, Austin	Kindergarten SpEd Program Paraprofessional	
Lewis, Katie	1st Grade Regular Education Program Paraprofessional	
Masters, Alicia	2nd Grade Regular Education Program Paraprofessional	
McKie, Mellissa	3rd Grade SpEd Program Paraprofessional	X
Olson, Erin	2nd, 3rd & 5th SpEd Program Paraprofessional	X
Peterson, Elizabeth	4th Grade Regular Education Program Paraprofessional	
Reichle- Terry, Edna	Kindergarten SpEd Program Paraprofessional	
Smith, Kelly	3rd Grade SpEd Program Paraprofessional/Nurse	X
Taray, Sherri	5/6th Grade Regular Program Paraprofessional	X
Triplett, Bev	1st Grade SpEd Program Paraprofessional	

Teacher Coaching, Supervision, and Evaluation

At Art & Science Academy teachers are observed informally throughout the school year by peers and administration. New teachers are observed and coached by the instructional coordinator. Peer observations are strongly encouraged at least one time per year. In addition, one formal observation and evaluation is conducted by the Executive Director.

Federal Highly Qualified Requirements:



Licensed	100.0%
With Special Permission	0.0%

Years Experience	
Experience	Percent
Less than 3 Years	50.0%
3-10 Years	40.0%
More than 10 Years	10.0%

Ratio of Licensed Teachers to Students

Licensed Teacher Ratio	16
October 1 Student Count	162
Total Licensed Teacher FTE Count	9.80

Ratio of Licensed Teachers and Support Staff

to Students

Licensed Teacher and Support Staff Ratio	16
October 1 Student Count	162

Total Licensed Teacher And Support Staff FTE Count	9.80
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Student Information

Demographics

	2014-2015
Total Enrollment as of October 1st	162
Black	8%
White	94%
Latino	1%
Asian	0%
Native American	0.6%
Eligible for Free/Reduced Meals	26.5%
English Learner	0%
Receive Special Education Services	15%

Student Attrition:

Art & Science Academy began the 2014-2015 school year with 174 students (as of September 2, 2014). Due to construction delays some students withdrew. At the end of the school year, the enrollment was 162 students (as of June 5th, 2015). This accounts for a fall-to-spring attrition rate of 6.8%. School Enrollment as of Oct 1, 2015 is 254

Food Program

During the 2014-15 school year, ASA contracted with Done Right Foods to cater student lunches. The food service program was initially coordinated by Katie Lewis and Therese Zadnik-Klecker. Upon completion of training, Katie Lewis became the Lunch Coordinator. We currently use 3 staff to prepare and serve lunches to students, while monitoring students and cleaning tables after lunch.

School Goals & Progress Towards Achievement

One of the statutory purposes for charter legislation is to improve student achievement. Many of the school goals developed for ASA involve measurable achievement and student, parent & teacher satisfaction with the program.

ASA Annually conducts a comprehensive needs assessment (CNA):

During the fall of 2014, Art and Science Academy teachers conducted a comprehensive needs assessment. The Art and Science Academy uses FAST reading CBM (curriculum based measurement) reading and CBM mathematics process assessments. Other data gathered and reviewed prior to developing a targeted assistance and school wide improvement plan include MCA results from prior schools, guided reading level data, in-house teacher developed assessments and “aReading” and “aMath” (computer adaptive measure of broad reading and mathematics) assessment results. After reviewing all data collected from all grades, trends were identified and a comprehensive plan was developed.

Continuous Improvement Model

Best Practice Strategies and Action Steps.

Art and Science Academy will address student achievement goals using Best Practice strategies, which include:

- Alignment between school goals and teacher/administrator training as described in this report
- Provide targeted services to qualifying students
- Systematic PLC work during professional development days devoted to aligning curriculum, analyzing benchmark data, planning instruction and support sessions for students based on data trends
- Development of SMART Goals and Action Plans
- Utilizing a school-wide data review process

Accountability Goal #1

Math Proficiency Goal

Second-Year Indicator(s) of Success (by end of Implementation One): By the end of the 2014-15 school year, the percentage of all ASA students enrolled in grades 3-

5 demonstrating math proficiency, based on MCA scores will exceed those of surrounding school districts of Cambridge-Isanti ISD #911 & St. Francis ISD #15 for the same grades.

Progress to date toward expected achievement of the full goal.

To date, the Art and Science Academy has developed a comprehensive educational program. Grant funds have been used to help purchase curriculum, furniture and other resources used directly in the class rooms to support the achievement of our academic goals. ASA uses a comprehensive “Singapore Math” curriculum along with a standardized (FAST) math assessment system to help us recognize deficiencies and to determine which students require remedial assistance, Title services and other interventions. Below is a chart representing student achievement on 2015 MCA math assessments. Although students in 3rd grade outperformed their peers attending surrounding school districts (Cambridge Isanti and St. Francis), grades 4 and 5 did not.

		Percent Proficient on MCA Math		
	Grade	Cambridge – Isanti District #911	St. Francis USD #15	Art and Science Academy # 4227
	3	71.1	74.5	75.0
	4	74.5	76.3	56.7
	5	72.1	72.4	36.8
School Average		72.6	74.4	56.2

Description of the evaluation activities, measurement tools and relevant data used to measure results and gauge success.

The Art and Science Academy uses FAST reading CBM (curriculum based measurement) and CBM mathematics process assessments. Other data gathered and reviewed include MCA results from prior schools, guided reading level data, in-house teacher developed assessments and “aReading” and “aMath” (computer adaptive measure of broad reading and mathematics) assessment results.

Goal # 1 was achieved for grade 3, but ASA did not meet goal #1 for grades 4 and 5. We believe several factors influenced the results including but not limited to: teacher change mid year for grades 5 and 6, teacher inexperience, curriculum that may not be aligned completely to MN standards and difficulties with school facilities for grades 4 and 5 as both of these grades were displaced and took place in temporary spaces due to construction issues.

ASA has addressed the afore mentioned issues in several ways:

1. Core subject specialization. ASA has adopted a middle-school model in delivering core subjects in grades 5-8. Specialist teachers in math, science social studies and language arts provide instruction that is more focus and rigorous.

2. Math coach. ASA has hired a part- time math instructional coach and coordinator. This position provides support and expertise to new teachers. The goal adopted by the math department is to increase student engagement in math.
3. Team teaching approach. ASA has adopted a team teaching approach. In addition to the regular licensed classroom teacher, the special education teacher team-teaches in the classroom each day while providing services to students with special needs. This change in staff also helps support the high number of students with disabilities currently enrolled in grades 5-7.
4. Additional teacher support. ASA has also assigned a second regular education teacher to the middle school math program. This teacher is licensed and highly qualified and will work with students in small groups and one to one.

Accountability Goal #2

Reading Proficiency Goal: the percentage of all ASA students enrolled (2014-2015 school year) in grades 3-5 demonstrating reading proficiency, based on MCA scores, will exceed those of surrounding school districts of Cambridge-Isanti ISD #911 & St. Francis ISD #15 for the same grades.

		Percent Proficient on MCA Reading		
	Grade	Cambridge – Isanti District #911	St. Francis USD #15	Art and Science Academy # 4227
	3	62.4	63.4	80
	4	62.0	57.2	63.3
	5	74.5	76.4	68.4
School Average		66.3	65.7	70.6

Description of the evaluation activities, measurement tools and relevant data used to measure results and gauge success.

The Art and Science Academy uses FAST reading CBM (curriculum based measurement). Other data gathered and reviewed include MCA results from prior schools, guided reading level data, in-house teacher developed assessments and “aReading” (computer adaptive measure of broad reading) assessment results.

Based on the above data, ASA did meet accountability goal # 2

Accountability Goal #3

Staff Satisfaction with Professional Development Goal: 90 % of ASA staff will indicate that they are satisfied or highly satisfied with the quality and applicability of professional development received. Assessments will be conducted annually in November of 2014. Data will be available to ASA sponsors on December 1, 2014.

Based on data gathered using Survey Monkey, ASA did meet accountability goal # 3:

1. When asked to respond to the following statement, 90% of those responding agreed or strongly agreed:

DDI workshops were helpful. Information was relevant and useful.

2. When asked to respond to the following statement, 100% responded agree or strongly agree: The workshops were relevant and useful.

b. Progress to date toward expected achievement of the full goal.

To date, the Art and Science Academy has developed a comprehensive educational program. Grant funds have been used to help purchase curriculum, art supplies, music supplies, furniture and other resources used directly in the class rooms to achieve our academic goals. Teachers have also been directly involved in planning professional development and all PD has been related directly to school goals.

Description of the evaluation activities, measurement tools and relevant data used to measure results and gauge success.

For this goal, the Art and Science Academy uses a free online survey website called Survey Monkey.

Based on the above data, ASA did meet accountability goal # 3

Accountability Goal #4

Science Achievement Goal: The percentage of all ASA students enrolled (2014-15 school year) in grade 5 demonstrating proficiency on the Minnesota MCA for science will exceed those of surrounding student home school districts Cambridge-Isanti ISD #911 & St. Francis ISD #15.

Percent Proficient on MCA Science			
Grade	Cambridge – Isanti District #911	St. Francis USD #15	Art and Science Academy # 4227
5	63.9	73.4	73.7

Progress to date toward expected achievement of the full goal.

To date, the Art and Science Academy has developed a comprehensive educational program. Grant funds have been used to help purchase curriculum, furniture and other resources used directly in the class rooms to support the achievement of our academic goals. ASA uses FOSS curriculum for science. This specialized curriculum includes all of the hands-on lab experiments and activities allowing students to receive a more experiential science curriculum.

Description of the evaluation activities, measurement tools and relevant data used to measure results and gauge success.

Although students demonstrate academic progress and success by completing experiments and assignments in science, our primary indicator for measuring success in comparison to students in other schools has been MCA scores.

Based on the above data, ASA did meet accountability goal # 4

Achievement goal #5: Attendance

ASA will have a measurable goal of 95% average daily attendance every year.

Based on the ASA attendance average of 95.2%, ASA did meet accountability Goal #5

FEDERAL CSP PREFERENCE PRIORITIES

1. Replicating High-Performing Models

Goal Statement: The Arts & Science Academy program model will contain identified components of top performing charter schools. Schools identified as high performing include the Hiawatha Academies in MN and Community Day Charter Public School, MA.

Second-Year Indicator(s) of Success (by end of Implementation One): Arts and Science Academy will have the following program components in place and operational by October 1, 2015:

*Year-round calendar *Highly qualified staff *Extended school days for enrichment/ remediation time built into the daily schedule *Individualized learning plans for every student
* Low student/teacher ratio (18-20 students per class) *Daily team teaching of students

Progress to date toward expected achievement of the full goal.

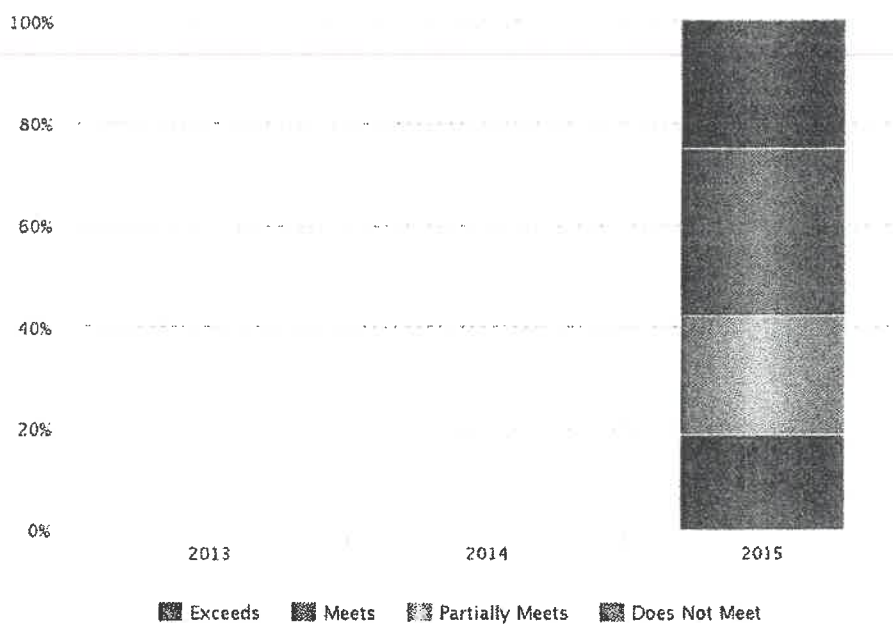
To date, the Art and Science Academy staff has implemented 5 of the 6 indicators contained in the goal of replicating high performing models. Individualized learning plans have not been developed for all students consistently due to several factors including growth and teacher turn around.

Based on the above data, ASA did meet the Federal CSP Preference Priority of replicating high performing schools. We have decided to postpone the individualized plan component until the 2016-17 school year.

Multiple Measures Rating MMR

Accountability Goal: Math and Reading MMR Goal Growth (on track for success); Summative Goal Statement: The percentage of students attending ASA who are considered, by MMR measures, to be “on track” for success will increase each year. By the end of the second year of operation, (2015-16), the percentage of

ASA students enrolled in grades 4-6 considered on-track for success as determined by the MDE growth model will be above 70%, indicating an increase from the previous (2014-15) school year



Based on the above data, ASA did not meet the math and reading MMR goal. We believe this is due, at least in part, to inaccurate student demographic data submitted to MDE. Because of the focus on sub group growth, i.e. students of color, free and reduced and special education in order to determine the growth indicator, we believe the growth rating determined by various sub-group performance, may be inaccurate.

Continuous Improvement Model

Art and Science Academy will use a combination service model, which includes a push in, and pull out services to students. At times, teachers and instructional assistants will work directly with students in the classroom while pulling students (individually and in small groups) out at times to work in designated study areas. Teachers will use research-based intervention programs such as Words Their Way. Progress Monitoring

Art and Science Academy teachers will use progress-monitoring assessments through the FAST computer based program and other teacher developed assessments, to monitor student academic achievement and to develop lessons and strategies that address deficiencies on an ongoing basis. Student progress will be monitored at least bi-monthly to determine academic growth and to ensure students are achieving academic goals.

Finances

2014-2015 Annual Report – Art & Science Academy, District #4227-07 Financial Highlights

Fund Balance

The School's unaudited annual surplus for the year ending June 30, 2015 was \$1,805. This was based on total revenues of \$2,007,199 and total expenditures of \$2,005,394. The School's unaudited cumulative fund balance as of June 30, 2015 was a deficit of \$1,510. The total cumulative fund balance percentage (total cumulative fund balance divided by total annual expenditures) is -.075%.

Fiscal Year 2016 Projections

The Fiscal Year 2016 approved budget is included as Appendix 2. It projects total revenues to exceed expenditures by \$31,071 for the year-end 2016 (See appendix 2 financial report).

Innovative Teaching Methods

Team Teaching

Team or "Co-teaching" is defined as two teachers or adults working together with groups of students and sharing the planning, organization, delivery and assessment of instruction, as well as, the physical space. Co-teaching is an attitude of collaboration and communication aimed at enhancing student learning.

The Art and Science Academy has adopted a team teaching approach to providing services to all students in general education classroom. Teachers attended training to assist with the initial understanding of team teaching and to help transition from the traditional model to a more innovative and collaborative one.

Within this team teaching approach, ASA special education teachers spend the majority of their time in the regular classrooms of their students, assisting with teaching, providing individual and small group instruction, overseeing para-professional services and teaching whole class lessons. ASA believes this model of instruction is more inclusive and supportive for students with special needs and the regular education teacher. Special education teachers are present in the classroom and provide services on a "push-in" basis, rather than pulling students with special needs out of the general classroom for services.

Art Integration:

Why do we teach and integrate the arts? Research strongly supports the notion that arts education and integration can help struggling learners better learn the topics being assessed. For example, (Fiske, 2002) found that the arts provide students with authentic learning experiences that are real and meaningful to them. Others have discovered that when the arts are integrated into academic instruction, the learning experiences can become enhanced with discovery, improving the conditions for learning. Over the past two decades, ample research has been conducted establishing direct correlations between sustained involvement in arts programs and

the development of cognitive and meta-cognitive capacities or “habits of mind,” associated with high student achievement and college readiness. These capacities include focused perception, analysis, elaboration, problem solving, motivation, active engagement and critical thinking skills.

Elective Coursework for Grades 5-8 including foreign language & acting

ASA has developed a unique schedule for our middle grades, which includes an elective hour (3rd hour). Students select a class from a list (including Spanish, German, Robotics, Acting, Creative Writing) based on their personal interests. These classes run for a trimester at a time. The goal is to provide advanced classes and allow students to select a class that they have personal interest in and will enjoy attending each day. We believe this option will help to increase motivation and make learning a more meaningful experience.

Future Plans

Our plans for the future include;

1. refinement and improvement of school programs and;
2. program growth

Art and Science Academy staff will review all programs annually, and as needed, in order to make any necessary modifications that would improve any of the services we provide to students and families. These modifications can range from increasing course offerings to curriculum refinement and additions to the types of technology used by students and staff. This year, ASA is working to improve our math program as mentioned previously in this report. Other improvements and refinements include the addition of more sports activities such as volleyball and softball, improving after addition of elective coursework for grades 5-8, improving technology used by students through the purchase of Ipads and increasing advanced opportunities for students.

As public awareness of the Art and Science Academy increases in the community, we expect that our enrollment will continue to increase. While some continued growth is inevitable, ASA will continue to operate as a “small school” due to the many benefits that a smaller school setting provides to students.

Bylaws Of Art & Science Academy Charter School

Bylaws-
Table of Contents

ARTICLE I	PURPOSE
ARTICLE II	OFFICES
ARTICLE III	MEMBERSHIP
ARTICLE IV	BOARD OF DIRECTORS
Section 1.	General Powers
Section 2.	Number, Tenure and Qualifications
Section 3.	Regular Meetings
Section 4.	Annual Meeting or Organizational Meeting
Section 5.	Special Meetings
Section 6.	Quorum, Adjourned Meeting and Voting
Section 7.	Resignation and Removal
Section 8.	Filling Vacancies
Section 9.	Compensation
Section 10.	Emergency Meetings
Section 11.	Presence at Meetings
Section 12.	Committees of the Board
ARTICLE V	OFFICERS AND EMPLOYEES
Section 1.	Number; Election
Section 2.	Vacancies
Section 3.	Board Chair
Section 4.	Vice Chair
Section 5.	Secretary/Treasurer
Section 6.	Management and Administrative Employees
Section 7.	Compensation
Section 8.	Bond
Section 9.	Removal of Officer
Section 10.	Resignation
ARTICLE VI	DISTRIBUTION OF ASSETS
Section 1.	Right to Cease Operations and Distribute Assets
Section 2.	Cessation and Distribution
ARTICLE VII	INDEMNIFICATION
Section 1.	Indemnification
Section 2.	Insurance
ARTICLE VIII	AMENDMENTS
ARTICLE IX	FINANCIAL MATTERS
Section 1.	Contracts
Section 2.	Loans and Pledges
Section 3.	Authorized Signatures

Section 4.	Deposits
Section 5.	Documents Kept at Registered Office
Section 6	Accounting System and Audit

ARTICLE X	MISCELLANEOUS
Section 1.	Gender References
Section 2.	Plurals

CERTIFICATE

**BYLAWS
OF
Art and Science Academy
CHARTER SCHOOL**

**ARTICLE I
PURPOSE**

The purposes of the Corporation are as stated in its articles of incorporation. The corporation is a nonprofit charter school and all references hereafter will refer to the charter school. Art and Science Academy Charter School will be the official name of the charter school and will be referred to hereafter as ASA or charter school.

**ARTICLE II
OFFICES**

The registered office of the charter school in the State of Minnesota is stated in the articles of incorporation. The charter school may have such other offices within the State of Minnesota as the board of directors may determine or as the affairs of the charter school may require. The registered office may be, but need not be identical with the principal office in the State of Minnesota.

**ARTICLE III
MEMBERSHIP**

The members of the charter school shall be the persons so designated from time to time by the board of directors. There shall be one (1) class of members. Enrollment of a child in the charter school shall qualify the parents or legal guardian of such child for membership during the child's enrollment. The status of two (2) children enrolled in the charter school will still only allow for one (1) vote per household. Status as current staff member at the charter school shall qualify the staff members for membership. Members shall not be required to pay a membership fee or annual dues. The initial member shall have voting rights. The board of directors may from time to time create additional classes of members. The terms and conditions of such additional membership classes, if any, shall be determined by the board of directors.

**ARTICLE IV
BOARD OF DIRECTORS**

Section 1. General Powers. The affairs of the charter school shall be managed by its board of directors. Except as limited by the articles of incorporation, these bylaws, Minn. Stat. 124D.10, and by law, the board of directors shall have the power and authority to do all acts and perform all functions that the charter school may do or perform.

The initial board shall be as stated in the articles of incorporation, and each director on the initial board of directors shall serve until the charter school becomes operational.

Section 2. Number, Tenure and Qualifications.

- a Tenure. At the members' annual meeting, members shall elect equal numbers for directors for one (1) year and two (2) year terms as deemed necessary, or until a successor has been duly elected and qualified, or until the director dies, resigns, is removed or the term otherwise expires. The election of the board of directors shall be in compliance with Section 124D.10 subd. 4C of the Minnesota statutes.
- a Nomination Process. Thirty (30) days prior to the charter school's annual meeting, the board of directors will solicit nominations for all of the director positions that will be filled at the next annual meeting. The board of directors will compile the list of nominees and notify the charter school's members of the nominees for each position fifteen (15) days prior to the annual meeting.

Positions to be filled on the board must include one (1) licensed teacher who teaches in the school, one (1) parent with a student enrolled in the school, and one (1) community representative who is not a parent or teacher. These three (3) roles must be filled by three (3) different people and cannot be combined in any manner. The number of other directors on the board past these three (3) required positions will be a minimum of two (2) and the slate of positions will be posted thirty (30) days prior to the annual meeting. If the status of a director changes within their term, they will be allowed to complete their term filling the position that they were qualified for when elected.

Qualifications

Elected board members must participate in mandatory board trainings that include finance, governance, and board procedures within twelve (12) months of being elected due to Minnesota charter school law. If the board member does not participate in mandatory training sessions after those sessions are offered to them and within a reasonable amount of time, they will be removed from the board until said training is complete.

Section 3. Regular Meetings. Regular meetings of the board of directors shall be held monthly, at the call of the board chair or at the request of a majority of the board of directors by written notice received by mail, email, in person or by facsimile at least five (5) days prior to the meeting, and at least four (4) times during the school year. Notice will also be given on the Art & Science Academy school bulletin board and the Art & Science Academy website. The notice shall designate the time, place and date of such meeting.

Section 4. Annual Meeting or Organizational Meeting. The annual meeting of the members of the charter school shall be held at such time and location as determined by the board of directors. The date for the election which will be certified during the annual meeting must coincide with a date that school is in session based on the school calendar approved by the board of directors. Notification shall be by postal service mailed first class or by e-mail at least fourteen (14) days prior to the meeting date. Notice will also be given on the Art & Science Academy school bulletin board and the Art & Science Academy website. Such notice shall contain the date, time and location of the meeting.

Section 5. Special Meetings. Special meetings of the board of directors may be called at any time and for any purpose by the board chair. The board chair shall call a special meeting of the board of directors upon the written request of one-third (1/3) of the members of the board. Notice of every special meeting of the board of directors shall be mailed to each director at least 72 hours before the meeting is to be held, or be delivered in person or by telephone, not later than 72 hours before the meeting is to be held. Notice will also be given on the Art & Science Academy school board bulletin board and the Art & Science Academy website.

Section 6. Quorum and Adjourned Meeting and Voting. A "regular" meeting at which at least a majority of the members of the board of directors are present shall constitute a quorum for the transaction of business. If, however, such quorum shall not be present at any such meeting, the director or directors present thereat shall

have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present. Notwithstanding the foregoing, if a quorum is present when a duly called meeting is convened, and later enough directors withdraw from the meeting so that less than a quorum remains, all business must be ceased and an adjournment will precede this event.

Voting. At each meeting of the membership, every voting member shall have one (1) vote. Members may vote "in person or by absentee balloting." The affirmative vote of a majority of a quorum of voting members shall constitute a duly authorized action of the membership. No member shall have more than one (1) vote in any circumstance.

Section 7. Resignation and Removal. Directors may resign at any time, effective immediately or at a specified later date, by giving written notice to the board chair. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A director may be removed at any time, with cause, by a two-thirds (2/3) vote of a majority of all remaining directors of the charter school. Failure to attend four (4) consecutive meetings may constitute cause.

Section 8. Filling Vacancies. Unless otherwise provided by Minnesota statutes, section 317A.227, vacancies on the board of directors caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A director filling a vacancy shall hold office until the next annual meeting of the members; or until his successor has been duly elected and qualified, subject to his earlier death, disqualification, resignation or removal. Persons filling a position for licensed teacher, parent, or community representative may fill that position even if their status changes until the end of their elected term.

On a temporary basis a vacancy may need to be filled for health reasons or a leave of a director for a short period of time. If a director informs the board chair of such an occurrence in writing, appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A director filling a vacancy shall hold office until the original director informs the board that they will be returning to their duties but no more than 90 days total.

Section 9. Compensation. Directors shall receive a stipend in the amount of \$50 per meeting for compensation for their services as a director, but nothing in these bylaws shall be construed to preclude a director from serving the charter school in any other capacity and receiving compensation therefore. In addition, the directors of this charter school may be reimbursed for reasonable out-of-pocket expenses incurred by them in rendering services to this charter school, as the board of directors from time to time determines such services to be directly in furtherance of the purposes and in the best interest of the charter school. This may include training sessions, retreats, and board meetings. Due to the fact that a majority of staff members are also directors, it is understood that any time devoted to the board that occurs during the work day will not be compensated for these staff members.

Section 10. Emergency Meetings. Emergency meetings may be called by the board chair in the presence of an emergency with twenty-four (24) hours notice. In the event of an emergency meeting all care will be taken to notify all interested parties of the meeting time and date. Board members and other interested parties will be notified by electronic communications of said board meeting. Other means that can be employed based on time constraints will be employed including the board website and bulletin board.

Section 11. Presence at Meetings. Members of the board of directors or of any committee, as applicable, may participate in a meeting of the board of directors or any committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can simultaneously

hear each other and see each other (both must be available), and such participation at a meeting shall constitute presence in person at the meeting. Based on the open meeting law said board member must also be participating in said meeting from a public location.

Section 12. Committees of the Board. The board chair may designate, define the authority of, set the number of and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the board of directors. The chair may, by similar appointment, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

12.1 Authority of Committees. Any committee, to the extent provided in these bylaws or in the resolutions creating such committee, shall have only the powers given it by the board of directors. Unless otherwise stated in the resolutions creating it, or in these bylaws, a committee shall not take actions and shall instead report back to the full board of directors for actions to take place. Failure of a committee to reach an agreement upon any issue before it shall require referral of such issue to the entire board of directors.

12.2 Procedures for Conducting Meetings. The activities of all committees of this charter school shall be conducted in such manner as will advance the best interest of the charter school. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the articles of incorporation, these bylaws and the policies of the charter school. The board chair shall be an ex-officio member of all committees, unless he serves as a member of such committee. The meetings of all committees shall be open to attendance by all directors, which directors may participate in any such meeting, but may not vote unless such director is a member of the committee.

12.3 Limitation on Authority of Committees. Each committee shall be under the direction and control of the board and shall keep regular minutes of their proceedings. All actions of each committee shall be reported to the board of directors and shall be subject to revision and alteration by the board of directors.

ARTICLE V

OFFICERS AND EMPLOYEES

Section 1. Number; Election. The officers of the charter school shall be elected for one (1) year terms by the board of directors, and shall consist of a board chair, vice chair, and secretary/treasurer. Other officers as the board of directors shall determine from time to time necessary to conduct business will be elected as appropriate.

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

Section 3. Board Chair. The Board Chair shall:

3.1 Act as the chair of the board of directors and exercise the functions of the office of the board chair of the charter school;

3.2 Preside at all meetings of the board of directors;

3.3 Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the charter school;

3.4 Sign and deliver, in the name of the charter school, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the board;

3.5 Have the general powers and duties usually vested in the office of the board chair; and

3.6 Have such other powers and perform such other duties as are prescribed by Minnesota statutes, section 317A.305, subd. 2, and as the board of directors may from time to time prescribe.

Section 4. Vice Chair. The Vice Chair shall:

4.1 Attend all meetings of the members and the board of directors;

4.2 Assist the board chair and secretary/treasurer in any means necessary; and

4.3 Perform such other duties and have such other powers as may from time to time be prescribed by the board of directors or by the board chair.

Section 5. Secretary/ Treasurer. The Secretary/ Treasurer shall:

5.1 Attend all meetings of the members and the board of directors;

5.2 Record all proceedings of the minutes of the members, board of directors, and committees in a book to be kept for that purpose or designate another responsible party for this duty;

5.3 Preserve all documents and records belonging to the charter school;

5.4 Maintain a list of all members of the charter school in good standing;

5.5 Give or cause to be given notice of all meetings of the members and all meetings of the board of directors and committees; and

5.6 Perform such other duties as may be prescribed by the board of directors or the board chair from time to time.

Section 6. Management and Administrative Employees. The charter school may have such management and administrative employees as the board of directors deems necessary. Such employees shall be appointed in a manner, have the duties and responsibilities and hold their positions for the time prescribed by the board of directors.

Section 7. Compensation. The officers and employees of the charter school may be paid such reasonable compensation, if any, for their services rendered to the charter school in such capacity, and may be

reimbursed for reasonable out-of-pocket expenses, as the board of directors determines to be directly in furtherance of the purposes and in the best interests of the charter school.

Section 8. Bond. The board of directors of this charter school shall from time to time determine which, if any, of the officers, agents or employees of this charter school shall be bonded and the amount of each bond.

Section 9. Removal of Officer. Any officer may be removed at any time, with or without cause, by the vote of a majority of a quorum of the board of directors at any regular meeting or at a special meeting called for that purpose.

Section 10. Resignation. Any officer may resign at any time. Such resignation shall be made in writing to the board chair or the secretary of the charter school and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the board chair. The acceptance of a resignation shall not be necessary to make it effective.

ARTICLE VI

DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets. By a majority vote of all directors, the board of directors may resolve that Art & Science Academy cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of Art & Science Academy to perform all acts necessary to affect dissolution. Written notice shall be given to all directors stating that the purpose of the meeting shall be to vote upon the dissolution of Art & Science Academy. If such cessation and distribution is called for, the board of directors shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the board of directors and the designated officers shall cause Art & Science Academy to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all Art & Science Academy's assets to other entities in accordance with Minnesota statutes chapter 317A.735 and in accordance with the articles of incorporation. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota statutes chapter 317A.723.

ARTICLE VII

INDEMNIFICATION

Section 1. Indemnification. Each director, officer and employee of the charter school, past or present, and each person who serves or may have served at the request of the charter school as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the charter school in accordance with, and to the fullest extent permitted by Minnesota statutes, section 317A.521. The charter school shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the board of directors. The charter school shall have the power to advance such person's expenses incurred in defending any such proceeding to the maximum extent permitted by law. This section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance. The charter school may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the charter school, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or

not the charter school would have the power to indemnify such person against liability under Minnesota statutes, 317A.521, the articles of incorporation or these bylaws.

ARTICLE VIII **AMENDMENTS**

Subject to the right of the voting members to adopt, amend and repeal these bylaws as set forth in Minnesota statutes, section 317A.181, Subd. 2(b), the power to adopt, amend or repeal the bylaws is vested in the board of directors.

ARTICLE IX **FINANCIAL MATTERS**

Section 1. Contracts. The board of directors may authorize any officer or officers, agent or agents of the charter school to enter into any contract or execute and deliver any instrument in the name and on behalf of the charter school, and any such authority may be general or confined to specific instances. Unless so authorized by the board of directors or these bylaws, no officer, agent or employee shall have any power or authority to bind the charter school by any contract or engagement, or to pledge its credit or to render it liable for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted or pledges or guarantees given on behalf of the charter school unless specifically authorized by the board of directors.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the charter school shall be signed by such person or persons and in such manner as shall from time to time be determined by the board of directors or these bylaws.

Section 4. Deposits. All funds of the charter school shall be deposited to the credit of the charter school in such banks, trust companies or other depositories as the board of directors may designate and shall be disbursed under such general rules and regulations as the board of directors may from time to time determine.

Section 5. Documents Kept at Registered Office. The board of directors shall cause to be kept at the registered office of this charter school originals or copies of:

- 5.1 Records of all proceedings of the board of directors and all committees;
- 5.2 Records of all votes and actions of the members;
- 5.3 All financial statements of this charter school; and
- 5.4 Articles of incorporation and bylaws of this charter school and all amendments and restatements thereof.

Section 6. Accounting System and Audit. The board of directors shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on an annual basis, an appropriate accounting and financial reporting system for the Charter School. This accounting system will be

in accordance with the Minnesota Department of Education UFARS, SERVS, or other system for standardized reporting designated by the Minnesota Department of Education. The board shall cause the records and books of account of the charter school to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate.

ARTICLE X MISCELLANEOUS

Section 1. Gender References. All references in these bylaws to a party in the masculine gender shall include the feminine and neutral.

Section 2. Plurals. All references in the plural shall, where appropriate, include the singular and all references in the singular shall, where appropriate, be deemed to include the plural.

CERTIFICATE

The undersigned members of the board of directors of Art & Science Academy Charter School, a Minnesota charter school, do hereby certify that the foregoing eleven (11) pages constituting the bylaws are the bylaws adopted for the charter school.

1-30-14
Date

[Signature]
Name

1-30-14
Date

[Signature]
Name

1-30-14
Date

[Signature]
Name

1-30-14
Date

[Signature]
Name

1-30-14
Date

[Signature]
Name

1/31/14
Date

Kathleen Anderson
Name

**Art & Science Academy
FY 2016 Adopted Budget
June 18, 2015**

Budget Projections

2015-2016

Enrollment Projections	
Number Students Grade K	36
Number Students Grade 1	35
Number Students Grade 2	35
Number Students Grade 3	35
Number Students Grade 4	22
Number Students Grade 5	40
Number Students Grade 6	22
Number Students Grade 7	15
Number Students Grade 8	0

Enrollment totals by state pupil unit weighting category

Total Number of Students Grade K	36
Total Number of Students Grade 1-3	105
Total Number of Students Grade 4-6	84
Total Number of Students Grade 7-12	15

Total Number of Students

240

Total Number of Current Year Pupil Units

243.00

Total Number of Marginal Cost Pupil Units

243.00

State Revenue Assumptions and Calculations

General Education Revenue	5,948
State Averages Per Pupil Unit	
Inflation Rate Assumption-Basic only	<u>2.0%</u>
Basic Excluding Transportation	\$5,677.06
Gifted and Talented	13.00
Sparsity	27.48
Operating Capital	225.25
Equity	115.09
Referendum	156.96
Transportation Sparsity	0.00
Transportation	0.00
Per Pupil Unit State Revenue	6,214.84
Less Pension Adjustment	7.40
Total Per Pupil Unit State Revenue	\$6,222.24
Total General Education State Revenue	1,512,004

**Art & Science Academy
FY 2016 Adopted Budget
June 18, 2015**

Budget Projections

2015-2016

<u>Compensatory Revenue</u>	18%	<u>estimate</u>
A: Number of Students prior yr. (current year for 1st year)		156
B: Number of Free Lunch Students prior yr. (or current year for 1st		28
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st		6
D: Adjusted Counts = 100% Free, 50% Reduced - (A)		31.00
E: Concentration Portion		0.1987
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)		0.2484
G: PU = .6 * D * F		4.62
H: Initial Revenue = 4,709 * G		23,603
Miscellaneous Adjustment (Rounding)		0
I: Short Year Factor		1
Calculated Compensatory State Revenue ((A) x (B))		23,603

<u>Building Lease Aid</u>	
Aid at \$1,200 per pupil unit, changes to \$1,314 in FY 2015	<u>319,302</u>
Aid at 90% of Lease	<u>319,302</u>
90% of lease payment-per pupil unit	<u>1,314</u>
Lesser of \$1,200/p.u. or 90% of lease payment	319,302
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>
Total Prorated Building Lease Aid Revenue	<u>319,302</u>
Lease Aid Revenue per pupil unit(before proration)	<u>1,314</u>

<u>Special Education Revenue</u>	
State Special Education Aid	<u>estimate</u>
	226,636

<u>LEP (Limited English Proficiency) State Aid</u>	
Prior Year LEP Eligible ADM	<u>estimate</u>
Current Year LEP Eligible ADM	2
ADM Served	0
Adjusted LEP ADM	240
LEP Marginal Cost Pupils	0
LEP Revenue	0
Concentration Portion	0.0100
Concentration Factor	0.0870
LEP Pupil Units	0.0000
LEP Concentration Revenue	0
Rounding Adjustment	0
Total LEP Aid	0

**Art & Science Academy
FY 2016 Adopted Budget
June 18, 2015**

Budget Projections

2015-2016

Budget Projections

Revenue Summary and Projections

State Aids	
General Education Revenue	1,512,004
Adjustment	0
LEP Aid	0
Compensatory Revenue	23,603
General Education Revenue Subtotal	1,535,607
Building Lease Aid	319,302
School Land Trust Endowment	6,794
Literacy Incentive Aid	0
Adjustment for (Over)/Under Accrual	0
Special Education Aid	226,636
Total State Aids	2,088,339
Other Revenue	
Student Activity Fees	14,600
Contributions and Gifts	0
Miscellaneous Income	0
Federal Special Ed	16,800
Federal Title Funds	30,400
Planning and Implementation Grant Revenue	200,000
Food Service Revenue	103,802
Community Fund Revenue	45,000
Total Other Revenue	410,602
Total Revenue	2,498,941

per audit (adj'd for other financing sources/uscs)

**Art & Science Academy
FY 2016 Adopted Budget
June 18, 2015**

Budget Projections

2015-2016

Expenditure Calculations

Staff Calculations	
Staff Summary and Projected Staff	
General Education Teachers	15.00
General Education Paraprofessionals	6.00
General Education Staff	5.85
Total Staff	26.85
Projected Average Teacher (1FTE) Salary cost	36,750
Projected Average Para (1FTE) Salary cost	23,100
Projected Average Staff (1FTE) Salary cost	40,800
Added Projected Salary Cost	268,050

Inflation Assumptions	
Salaries	5.0%
Other costs	2.0%

Budget Calculations	
Salaries - 100s	895,798
Benefits - 200's	206,034
Contracted Services - 305	148,700
Communications Services - 320	10,700
Postage - 325	1,500
Utilities - 330	55,000
Property & Casualty Insurance - 340	9,900
Repairs and Maintenance - 350	7,500
Transportation (Field Trips) - 360	5,000
Travel, Conferences, and Staff Training - 366	14,900
Student Field Trips - 369	7,500
Building Lease - 370	354,780
Other Rentals and Operating Leases - 370	15,750
Non Instructional Supplies - 401	37,300
Instructional Supplies - 430	10,000
Textbooks and workbooks - 460	10,000

Art & Science Academy
FY 2016 Adopted Budget
June 18, 2015

Budget Projections

2015-2016

Standardized Tests - 461	2,200
Equipment and Furniture - 530	10,000
Technology Equipment - 555	12,000
Interest expense on Cash Flow borrowing - 740	2,500
Dues and memberships - 820	3,000
State Special Ed	246,343
Federal Special Ed	16,800
Federal Title	30,400
Planning and Implementation Grant Expenditures	200,000
Food Service Expenditures	109,265
Community Fund Expenditures	45,000

Total Expenditures **2,467,870**

per audit (adj'd for other financing sources/uses)

Annual Surplus (Deficit) **31,071**

Beginning fund Balance

(1,510)

Ending Fund Balance

29,561

Per Audit

Fund Balance Percentage of Annual Total Expenditures

1.2%

Coverage Ratio Analysis (surplus+building rent/building rent)

1.09

Budget Notes

1. The model uses current state law for revenue formulas
2. All Assumptions used in the future year's formulas are shown above in the model
3. Projected Expenditures are based on enrollment changes and inflation factors
4. Certain expense items are based on actual projections, not inflated amounts - such as rent and leases.

