



EAGLE RIDGE ACADEMY

Board of Directors Meeting Agenda

June 28, 2016

6:00 p.m. Room #117

7255 Flying Cloud Drive, Eden Prairie, MN 55344

- I. Call to Order
- II. Recitation of the Pledge of Allegiance
- III. Recitation of the Mission and Vision Statements of Eagle Ridge Academy
- IV. Approval of Agenda
- V. Approval of Minutes – May 24, 2016 Regular Meeting
- VI. Public Comment

Public Comment is an open forum portion of the meeting and is an opportunity to present an issue, concern, or other statement to the Board of Directors. Individuals wishing to address the Board must sign up prior to the Call to Order and will be allotted three (3) minutes. Total public comment will be limited to twenty one (21) minutes.
- VII. Affiliated Building Company (ABC) and New Facility Update – Mr. Ken Karr
- VIII. Executive Director’s Report – Mr. Jason Ulbrich
- IX. Treasurer/Finance Report
 - i. Line of Credit Renewal with Bremer Bank
- X. Working Group/Task Force/Committee Reports
 - i. Curriculum, Instruction, and Student Achievement (CISA)
 - ii. Executive Director 2015-16 Evaluation Team
 - iii. Governance
 - iv. Human Resources
 - v. Policy
- XI. New Business
 - i. Consider/Approve June 12, 2016 Executive Director Report
 - ii. Consider/Approve 2016-2017 Employee Handbook
 - iii. Consider/Approve 2016-2017 School Grammar and 2016-2017 Schools of Logic and Rhetoric Student Handbooks
 - iv. Consider/Approve 2015-2016 Q-Comp Annual Report
 - v. Consider/Approve Final 2015-2016 Budget
 - vi. Consider/Approve Line of Credit Renewal
 - vii. Consider/Approve Property, Casualty, and Workers Comp Insurance Policy Renewal
 - viii. Consider/Approve Executive Director 2015-16 Annual Evaluation
 - ix. Consider/Approve Policy 104 School Vision and Mission
 - x. Consider/Approve 2016-2017 Employee Agreements
- XII. Upcoming Events: July 12, 2016 Board Training on BoardDocs – time/location TBD, followed by regular July Board Workshop
- XIII. Adjournment



EAGLE RIDGE

A C A D E M Y

Mission Statement:

The mission of Eagle Ridge Academy is to provide our students with a traditional, classical education that demands their best in academic achievement, behavior, and attitude, and challenges them to attain their highest potential.

Vision Statement:

Eagle Ridge Academy will offer an academically rigorous, time-tested classical, liberal arts curriculum that:

- prepares students to be exemplary and knowledgeable citizens;
- instills a life-long passion for learning;
- values self-discipline, respect, perseverance, and achievement;
- teaches truth, beauty and goodness; and
- fosters an appreciation for the United States of America and her unique role in the world.



Date: Tuesday, May 24, 2016

Meeting type: x Regular Special **Meeting was called to order at:** 6:01 PM

Members present: April Grabanski, Ann Watanabe, Michelle Mills, Missy Madigan, Tiffany Goedjen, Kathy Oberstar, Ashley Hudak, Jason Ulbrich (ex officio), Pete Larson, Manisha Datye (arr. @ 6:23PM)

Members absent: Erica Higgins, John Schwirtz

Invited guests: Ken Karr, Merry Jo Orr, Kelli TenPas

Reports and Discussions

	Agenda Item	
I.	Call to Order	by Ann Watanabe at 6:01PM
II.	Recitation of Pledge of Allegiance	
	Moment of Silence	The Board held a moment of silence for the passing of Mr. Mike Elliott. Mr. Elliott is the parent of a 2015 graduate, Hailey; is Riley Hoffman's father-in-law; and was past President of the PTO at Eagle Ridge Academy.
III.	Recitation of Eagle Ridge Academy's Mission and Vision Statements	Read by Jason Ulbrich
IV.	Approval of Agenda	
	Amendments:	
	Motion to Approve:	First: Pete Larson Second: Kathy Oberstar
	Vote:	unanimous
V.	Approval of Minutes April 12, 2016 Special Meeting	
	Amendments:	
	Motion to Approve:	First: Ashley Hudak Second: Michelle Mills
	Vote:	unanimous
V.	Approval of Minutes May 10, 2016 Special Meeting	
	Amendments:	
	Motion to Approve:	First: Michelle Mills Second: Ashley Hudak
	Vote:	Abstain: Pete Larson, Missy Madigan, and Manisha Datye Vote: unanimous
VI.	Public Comment	none
VII.	2016 Board of Directors Election Results and Report - Pete Larson, Election Coordinator	<p>Pete prepared a statement: "On behalf of the Eagle Ridge Academy Board of Directors, it is my pleasure to announce the following newly elected (or re-elected) members of the Eagle Ridge Academy Board of Directors:</p> <ul style="list-style-type: none"> • Tony Dennison (parent) • April Grabanski (teacher) • Kathy Oberstar (parent) • Wade Sutton (teacher) • Jane Wegener (teacher) <p>Continuing Board members are:</p> <ul style="list-style-type: none"> • Tiffany Goedjen (teacher) • Erica Higgins (teacher) • Ashley Hudak (teacher) • Pete Larson (parent) • John Schwirtz (community member) • Ann Watanabe (parent)

	2016 Board of Directors Election Results and Report - Pete Larson, Election Coordinator	<p>Also, I would also like to take a moment to acknowledge our departing Board members and thank them for their service to the Academy:</p> <ul style="list-style-type: none"> • Manisha Datye (parent) • Missy Madigan (teacher) • Michelle Mills (teacher) <p>Lastly, I want to thank everyone in our community who participated in this year's election. We appreciate your thoughtful consideration of each candidate. I also express my gratitude to all the candidates. Your willingness to serve demonstrates your commitment to our vision and mission. Together as one community, we will continue to pursue Truth, Beauty, and Goodness.</p> <p>The complete 2016 election results have been approved by the Board of Directors and are available on the Eagle Ridge Academy website.</p> <p>Respectfully,</p> <p>Pete Larson</p> <p>There was about a 9% participation rate. This is down from last year's election.</p>
VIII.	Affiliated Building Company, Facility, and 16-17 Contracts Update, Mr. Ken Karr, Operations Director	<p>Ken passed out a spreadsheet to compare and contrast with the vendors. There is not much change for next year. We will have a vendor scorecard for next year so that we can use it as a tool to see what our vendors are working on for us. Cadan will provide labor rates and invoice copies with a percentage for profit and overhead. Universal Cleaning works very hard and the cost will over double, but will be 0.02 cents/foot less than our current. Lancer has been great. There have been minimal increases. 2017-2018 will be a different model for lunches. There will be a grab and go cooler for older students and teachers for next year. AIS is the copy service provider. We are asking AIS to replace the copiers every 2 years. We make 3,000,000 copies a year. They have given us wonderful service.</p> <p>There are some wonderful changes made to the building. The building has big changes every week. Currently, \$1.1 million dollars have been committed to the project so far. We are using money that is in ABC. The cafeteria floor is being replaced and will have a chess board on the floor. There has been a challenge with the bathrooms by the gymnasium. The city of Minnetonka would like us to up date these bathrooms. This will be a second phase project. Second floor demolition is happening. The drop off lanes will start in June and be done by school start. Ken stated "The board was wise to put the money in the ABC ahead of time." Ken will contact the fire marshal to make sure we can occupy in the fall.</p>
IX.	Executive Director's Report	Jason's report has no changes since the workshop. We did not win the bid for the Paideia furniture.
X.	Treasurer/Finance Report	Kathy Oberstar presented the April financials in the packet. We are in a year of growth getting ready to move. We will not have significant growth in the fund balance. We will be likely to break even. Next year it is looking like we can add more to the fund balance. In the current financials, we are making a little money with food service as opposed to in the past when we were losing money. Looking at TEL we are making a little money, which is off-setting loses in athletics. In June we will approve the working budget as the amended budget for 2015-2016. Tonight we will approve 2016-2017 budget. Our revenues will increase, but so will our expenditures as we are moving to another building and adding more students. There are a few oddities, for example utilities will not triple because they are more efficient at the new building. The janitorial contract is moving to contracted services. We are on track for the budget and working on building up the fund balance. In our contract with FOE we should reach a 20% fund balance by 2020. The Treasurer recommends approving the 2016-2017 budget.
XI.	Eagle Ridge Academy PTO 15-16 Year End Update by Merry Jo Orr and Kelli TenPas, Co-Presidents	Merry Jo Orr and Kelli TenPas came as co-Presidents to present the renewal of the PTO. They stated who the new board was for this coming year. They shared their growth in the last year. They plan to continue to grow their programs, but not add any new programs.
XII.	Working Group/task Force Reports	

i.	Curriculum, Instruction, and Student Achievement (CISA)	no update
ii.	Governance	other than election no update
iii.	Human Resources	Engagement survey sent out recently.
iv.	Policy	Jason updated policy 104. We had a discussion on how to rephrase the last paragraph of the policy. We should have a lasting mission and vision. We might want to tweak our mission from time to time. Ridgeview, for example, recently updated their tagline to meet the needs/wants of the community. A comprehensive review is hard, but a review or reflection is appropriate. This is not a mandated or statute-required policy. Discussed rephrasing "comprehensive review of the alignment of the vision and mission." The core values should not change. Would we like to proceed with voting or tabling. Kathy had a rephrase for the paragraph for IV. The policy will be reviewed and brought back with changes from the discussion from tonight. Policy 206 has a few tweaks, strike the word "monthly."
XIII.	New Business	
i.	Consider/Approve Ratification of 2016 Board of Directors Election Results	
	Amendments:	
	Motion to Approve:	First: Missy Madigan Second: Michelle Mills
	Vote:	unanimous
ii.	Consider/Approve May 10, 2016 Executive Director's Report	
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: April Grabanski
	Vote:	unanimous
iii.	Consider/Approve 2016-2021 Eagle Ridge Academy's Charter School Contract with Friends of Education, Authorizer	
	Amendments:	
	Motion to Approve:	First: April Grabanski Second: Missy Madigan
	Vote:	unanimous
iv.	Consider/Approve 2016-17 International School and Eagle Ridge Academy Athletic Agreement	
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: Ann Watanabe
	Vote:	Yea: all except Nay: April Grabanski
v.	Consider/Approve 2016-17 Minnesota State High School League (MSHSL) Resolution	
	Amendments:	
	Motion to Approve:	First: April Grabanski Second: Ashley Hudak
	Vote:	Yea: all except Nay: Pete Larson and Michelle Mills

IX. Motions			
	Record of Motions	First/Second	Vote
IV.	Approval of Agenda	Pete Larson	unanimous
		Kathy Oberstar	
V.	Approval of Minutes April 12, 2016 Special Meeting	Ashley Hudak	unanimous
		Michelle Mills	
V.	Approval of Minutes May 10, 2016 Special Meeting	Michelle Mills	Abstain: Pete Larson, Missy Madigan, and Manisha Datye Vote: unanimous
		Ashley Hudak	
i.	Consider/Approve Ratification of 2016 Board of Directors Election Results	Missy Madigan	unanimous
		Michelle Mills	
ii.	Consider/Approve May 10, 2016 Executive Director's Report	Manisha Datye	unanimous
		April Grabanski	
iii.	Consider/Approve 2016-2021 Eagle Ridge Academy's Charter School Contract with Friends of Education, Authorizer	April Grabanski	unanimous
		Missy Madigan	
iv.	Consider/Approve 2016-17 International School and Eagle Ridge Academy Athletic Agreement	Manisha Datye	Yea: all except Nay: April Grabanski
		Ann Watanabe	
iv.	Consider/Approve 2016-17 Minnesota State High School League (MSHSL) Resolution	April Grabanski	Yea: all except Nay: Pete Larson and Michelle Mills
		Ashley Hudak	
iv.	Consider/Approve ABC Reimbursement Resolution as stated in our packet tonight.	Kathy Oberstar	unanimous
		Pete Larson	
v.	Consider/Approve Ratification of July 1, 2016 Service Contracts: Universal Cleaning; CaDan Technology; AIS Copy Services; Lancer Dining Services	Michelle Mills	unanimous
		Pete Larson	
vi.	Consider/Approve 2016-17 Budget	Manisha Datye	unanimous
		Ann Watanabe	
ix.	Consider/Approve Proposed Graduation Requirement - Physics for Graduating Class of 2020 and beyond	Kathy Oberstar	unanimous
		Manisha Datye	
x.	Consider/Approve Revisions to the Bylaws of the Corporation	Pete Larson	unanimous
		Kathy Oberstar	
xi.	Consider/Approve Policy 104 School Vision and Mission	Kathy Oberstar	unanimous
		Ann Watanabe	
xii.	Consider/Approve Policy 206 Public Participation at Board of Directors Meetings	0	unanimous
		0	
xiii.	Consider/Approve 2016-2017 Employee Agreements	Tiffany Goedjen	Yea: all except Ashley Hudak who abstained
		Missy Madigan	
XIII.	Adjourn	Pete Larson	unanimous
		Missy Madigan	

Assignments/Action Items			
	Description of Action Items	Owner	Due
I.			
II.			



**The City of Deephaven, Minnesota
Charter School Lease Revenue Bonds
(Eagle Ridge Academy Project)
Series 2016 A&B**

Timetable as of June 24, 2016

APRIL 2016							MAY 2016							JUNE 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

JULY 2016							AUGUST 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Date	Action	Responsible Party
Monday, April 4	Eagle Ridge Academy ABC meeting	ERA
Tuesday April 12	ERA Board meeting	ERA
Week of April 25	Submit package to MDE for Review and Comment	ERA
Friday, May 6	Kick-off Call; 11:30 a.m. Call in #: 888 212-4616; Access code: 8259983468	All
Week of May 9	Submit rating application to S&P	PJC
Week of May 16	Drafts of documents, POS, ABC Lease, forecast & Appendix A distributed	BC, DC, UWC, BWC
	Distribute Due Diligence Request	UWC
Week of May 23	Comments due to bond documents	All
Week of June 6	Receive approval from MDE on Review and Comment	ERA, RA
Monday, June 6	Minnetonka City Council holds TEFRA Hearing	ERA, PJC, BWC
Monday, June 20	Deephaven City Council meeting to approve final bond resolution	ISS
Friday, June 24	Near final Documents to ERA for Board meeting	BC, UWC, BWC
Monday, June 27	Call with S&P	ERA, S&P, PJC
Tuesday, June 28	ERA Board meeting to approve financing; 6:00 p.m.	ERA
Wednesday, July 6	Greenwood City Council Meeting; 7:00 p.m.	ERA, PJC, BC

ERA – Eagle Ridge Academy, School
PJC – Piper Jaffray & Co, Underwriter
ISS – City of Deephaven, MN, Issuer
RA – Architects/Planners

BWC – Borrower’s Counsel
UWC – Underwriter’s Counsel
BC – Bond Counsel
DC – Disclosure Counsel

Week of July 11	Receive rating from S&P	PJC, S&P
	Near final form POS & Bond Documents distributed	BC, UWC, BWC
Tuesday, July 12	Final comments to POS Due	All
Thursday, July 14	MSSPA Closing Issue Redemption Notice for 2015 Bonds	ERA
	Distribute final POS	BC, UWC
Friday, July 15	Trustee conversion complete	BC, ERA
Wednesday, July 20	Investor presentation and site visit(s) (if needed)	PJC
Tuesday, July 26	Pre-pricing call	All
Wednesday, July 27	Bond pricing	PJC
Monday, August 1	Distribute final OS and near final form Bond Documents	BC, DC
Tuesday, August 9	Pre-closing	All
	2015 Bonds Redeemed	
Wednesday, August 10	Closing	PJC

**Executive Director Report
June 14, 2016**

- 1. Enrollment:** 843 as of 6/3/16; 843 as of 5/6/16; 847 as of 4/6/16;
Lower School: 413
Middle School: 223
School of Logic and Rhetoric: 207

2. Director's Desk

- a. Expansion hiring as of 6/3/16

Lower School

- Hired
 - Fifteen teachers hired
 - Three EAs/TAs hired
- Currently recruiting for
 - One kindergarten teacher
 - Eight EA positions left to hire

Upper School

- Hired
 - 6th grade
 - Science Teacher
- Currently recruiting for
 - Part-time Music
 - Full-time Art
 - Part-time Humanities

Special Services

- Hired
 - Director of Special Services
 - School Psychologist
 - EL Teacher
 - Two SPED Teachers
 - Speech Pathologist

Operations

- Communications Specialist hired

Administration

- Director of Classical Curriculum and Professional Development hired

- b. MDE approved the Review and Comment for Phase II
- c. Fall Activity Fees for 2016-2017 were lowered between 20%- 30% which places us right in line with local school districts.
- i. Soccer Boys and Girls: \$250
 - ii. Volleyball: \$250
 - iii. Cross Country: \$215
 - iv. Debate/Mock Trial \$180

- d. Property, Causality and Workers Comp. Insurance: See summary
- e. Employee Handbook: Minor revisions, see redline attachment
- f. Appendix A Final will be handed in June 13
- g. Leadership Conference on Top 20 and Team Development was success. All extended leader team attended the two day training. The team included Directors, Coordinators, Principals, Dean of Students, Human Resource Managers, and Instructional Coach, 11 overall. We would like to thank Friends of Education for donating the money and Activ8u for their in-kind contribution.

3. School Reports

Handbooks will be forwarded Monday, June 13

Premium Summary

Insurer: EMC Insurance Companies

Policy Term: July 1, 2016 – July 1, 2017

Premiums

Line of Business	Renewal Premium
Package	\$35,492
Business Auto	\$472
Umbrella	\$2,296
Workers Compensation	\$21,090
Total Premium:	\$59,350

Premium Contemplates:

- Deleting Building & Business Income/Extra Expense from building from Flying Cloud Drive location on August 1st
- Shifting the existing Business Personal Property at Flying Cloud Drive location to Bren Road location on August 1st
- Deleting storage location on Flying Cloud Drive
- Adding Cyber Liability Coverage
- Increased Workers Compensation payroll by \$1,250,000
- Increased number of students and faculty estimates for the year



EAGLE RIDGE
ACADEMY

Eagle Ridge Academy

Eden Prairie, Minnesota
4122-07

05/31/2016

Financial Statements

Unaudited Data

Prepared by:
Christina Wordes, CPA
Financial Manager

BKDA
Beltz, Kes, Darling
& ASSOCIATES
Committed to the Success of Charter Schools

Eagle Ridge Academy

05/31/2016

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Eagle Ridge Academy
5/31/2016

Percentage of Year Complete

91.67%

Dashboard					
	Approved Budget 05/19/15	Proposed Revised Budget	Actuals		% of Proposed Revised Budget

General Fund-01					
Revenue	\$ 9,042,094	\$ 8,863,330	\$ 7,834,511	↓	88%
Expense	\$ 8,981,553	\$ 8,893,056	\$ 7,709,988	↑	87%
Net Income	\$ 60,541	\$ (29,726)	\$ 124,523		

Food Service-02					
Revenue	\$ 182,494	\$ 266,400	\$ 242,256	↓	91%
Expense	\$ 182,494	\$ 248,742	\$ 221,218	↑	89%
Net Income	\$ -	\$ 17,658	\$ 21,038		

Community Education-04					
Revenue	\$ 148,000	\$ 200,000	\$ 177,591	↓	89%
Expense	\$ 138,000	\$ 173,000	\$ 158,161	↑	91%
Net Income	\$ 10,000	\$ 27,000	\$ 19,430		

All Funds					
Revenue	\$ 9,372,588	\$ 9,329,730	\$ 8,254,358	↓	88%
Expense	\$ 9,302,047	\$ 9,314,798	\$ 8,089,367	↑	87%
Net Income	\$ 70,541	\$ 14,932	\$ 164,991		

Fund Balance Recap					
PY Fund Balance	\$ 1,347,119	\$ 1,347,119	\$ 1,347,119		
CY Net income	\$ 70,541	\$ 14,932	\$ 164,991		
Fund Balance	\$ 1,417,660	\$ 1,362,051	\$ 1,512,110		
Fund Balance %	15%	15%	16%		
Days Cash on Hand	82	82	82		
Cash Flow for Year	\$ 900,000	\$ 900,000	\$ 1,421,113		

Enrollment Recap			
ADM	862	847	843
Adjustments	12	12	12
Net ADM	850	835	838.38

****NOTES****

The year to date activity for revenue and expenditures does not include calculations for revenue amounts that were earned by the school during the year, but not yet received, or for expenses incurred by the school that will be paid after the end of the month. These amounts will be calculated and recorded as part of the annual financial audit process.

The projections shown on this report are prepared using both the school leadership's estimates and consultant estimates. This report is prepared for internal use only. This report has not been compiled, reviewed, or audited and should not be relied on for other uses.

The actual year to date activity figures are reported on a cash basis (with the exception of known Account Payables). The numbers in the Budget columns are indicators of where the school will end the fiscal year once all accruals are made.

Eagle Ridge Academy

Balance Sheet
05/31/2016

	Prior Year Ending Balance	Current Year Ending Balance
Assets		
<u>Current Assets</u>		
101 Cash & Investments	\$ 1,214,010	\$ 1,421,113
115 Accounts Receivable	25,099	-
118 Due from Other Funds	-	23,843
120 Due from Other Districts	58,392	-
121 PY State Aid Receivable	819,356	(113,504)
CY State Aid Receivable	-	671,793
122 Federal Aid Receivable	45,797	13,290
131 Prepaid Items	78,519	30,265
TOTAL ASSETS	\$ 2,241,173	\$ 2,046,800
Liabilities and Fund Balance		
<u>Liabilities</u>		
201 Estimated Salaries and Wages Payable	\$ 477,410	\$ 528,463
206 Accounts Payable	131,398	30,796
205 Due to Other Funds	163,007	10,000
215 Payroll Deductions and Contributions Payable	122,239	(34,569)
230 Deferred Revenue	-	-
Total Liabilities	\$ 894,054	\$ 534,690
<u>Fund Balance</u>		
Fund Balance PY	\$ 1,347,119	\$ 1,347,119
Net Income to Date	-	164,991
Total Fund Balance	\$ 1,347,119	\$ 1,512,110
TOTAL LIABILITIES AND FUND BALANCE	\$ 2,241,173	\$ 2,046,800

Eagle Ridge Academy
Statement of Revenues and Expenditures
05/31/2016

	Prior Year	Current Year					Change Detail
	Actuals	Approved Budget 05/19/15	Proposed Revised Budget	Actuals	% of Proposed Revised Budget	Proposed Revised Budget Changes	
Enrollment ADM	860.38	862	847	843			
Enrollment (Adjusted for PSEO or other factors)	850.38	850	838.26	838.38			
General Fund-01							
Revenues							
State Revenues							
201 School Trust and Land Aid	\$ 25,014	\$ 24,080	\$ 28,364	\$ 28,107	99%	\$ 4,284	
211 General Education Aid	5,865,109	6,082,054	5,952,159	5,457,157	92%	(129,895)	
212 Literacy Incentive Aid	60,418	60,418	57,806	52,026	90%	(2,612)	
335 QComp Aid	209,042	218,948	220,250	-	0%	1,302	
348 Charter School Lease Aid	1,188,531	1,230,692	1,193,018	650,647	55%	(37,674)	
370 Other State Aids	-	-	1,480	1,480	100%	1,480	
360 Special Education Aid	722,713	847,804	746,418	656,868	88%	(101,386)	
999 Prior Year Over/Under Accrual	(51,974)	-	-	-			
CY Estimated State Aid Receivable	-	-	-	669,919			
Total State Revenues	\$ 8,018,853	\$ 8,463,996	\$ 8,199,495	\$ 7,516,204	92%	\$ (264,501)	
Federal Revenues							
401 Title I	\$ 40,463	\$ 43,301	\$ 49,366	\$ 28,868	58%	\$ 6,065	
414 Title II	-	-	4,900	4,630	94%	4,900	
419 Special Education Aid	40,932	94,387	118,145	78,928	67%	23,758	
425 CEIS	13,154	16,810	16,585	9,412	57%	(225)	
859 Charter School Grant	3,840	175,000	205,844	-	0%	30,844	
Total Federal Revenues	\$ 98,389	\$ 329,498	\$ 394,840	\$ 121,838	31%	\$ 65,342	
Local Revenues							
050 Fees from Patrons-Students	\$ 37,607	\$ -	\$ 32,175	\$ 32,175	100%	\$ 32,175	
050 Fees from Patrons-Transportation	88,091	88,150	84,000	83,618	100%	(4,150)	
060 Admissions	8,270	-	-	(1,408)	0%		
092 Interest Earned	114	450	70	61	87%	(380)	
096 Donations and Gifts	7,006	110,000	27,000	26,454	98%	(83,000)	
099 Misc. Local Revenues and Fundraising	38,492	-	72,000	51,842	72%	72,000	
099 Erate	2,859	-	3,750	3,728	99%	3,750	
400 Targeted Services	40,113	35,000	35,000	-	0%		
450 Credit Recovery	18,279	15,000	15,000	-	0%		
Total Local Revenues	\$ 240,831	\$ 248,600	\$ 268,995	\$ 196,470	73%	\$ 20,395	
Total Revenues	\$ 8,358,073	\$ 9,042,094	\$ 8,863,330	\$ 7,834,511	88%	\$ (178,764)	

	Prior Year	Current Year					Change Detail
	Actuals	Approved Budget 05/19/15	Proposed Revised Budget	Actuals	% of Proposed Budget	Proposed Revised Budget Changes	
Expenditures							
100 Salaries and Wages (Includes Accrual but not SPED)	\$ 3,194,630	\$ 3,298,671	\$ 3,345,115	\$ 3,214,496	96%	\$ 46,444	Reconciliation
200 Benefits (Includes Accruals but not SPED)	924,055	1,047,569	1,027,361	923,995	90%	(20,208)	Reconciliation
305 Contracted Services	279,920	318,882	340,177	317,554	93%	21,295	
320 Communications	15,111	16,900	19,200	18,181	95%	2,300	Billings are higher than anticipated
329 Postage	2,761	3,300	2,150	1,929	90%	(1,150)	
330 Utilities	111,519	280,000	105,500	94,713	90%	(174,500)	
340 Property and Liability Insurance	28,012	60,000	29,000	28,619	99%	(31,000)	
350 Repairs and Maintenance Services	184,767	140,000	145,550	136,102	94%	5,550	
360 Contracted Transportation (Regular and Field Trips)	469,869	465,000	468,750	408,169	87%	3,750	
366 Travel, Conferences, Staff Training	16,677	21,300	19,900	16,929	85%	(1,400.00)	
369 Field Trip Registrations	17,355	34,340	21,000	16,353	78%	(13,340)	
370 (348) Building Lease	1,320,590	1,417,436	1,325,575	1,150,575	87%	(91,861)	Per Lease Aid Application
370 Other Rentals and Operating Leases	90,725	98,100	100,000	90,676	91%	1,900	
394 Payments to Other Schools	8,852	-	-	-			
401 General Non-Instructional Supplies	72,797	55,000	65,000	61,839	95%	10,000	
401 Maintenance Supplies	20,210	17,500	34,000	27,181	80%	16,500	
405 Computer Software and Licensing	28,276	35,000	35,000	33,576	96%		
430 Instructional Supplies	34,592	40,500	46,000	44,199	96%	5,500	
460 Textbooks and Workbooks	51,280	56,900	31,000	30,848	100%	(25,900)	
461 Standardized Tests	10,664	14,000	17,445	13,378	77%	3,445	
490 Food (Not for Food Service)	1,116	3,600	4,200	3,834	91%	600	
530 General Equipment Purchased	1,554	14,000	2,000	18	1%	(12,000)	
555 Technology Equipment Purchased	41,089	50,000	102,000	100,862	99%	52,000	
740 Interest Cost on LOC	-	1,000	-	-		(1,000)	
820 Dues, Membership, Other Certain Fees	8,491	14,000	12,835	12,650	99%	(1,165)	
SPECIAL PROGRAMS							
400 Targeted Services	38,486	31,500	31,500	24,191	77%		
450 Credit Recovery	9,994	13,500	13,500	7,916	59%		
515 Fundraising	104,958	-	124,396	102,722	83%	124,396	
335 QComp	130,540	218,948	236,000	35,363	15%	17,052	
740 State Special Ed (Including SPED Wages and Benefits)	774,408	901,919	794,062	609,041	77%	(107,857)	
401 Title I (Including Title Wages and Benefits)	40,463	43,301	49,366	32,403	66%	6,065	
414 Title II	-	-	4,900	4,630	94%	4,900	
419 Federal Special Ed (Including SPED Wages and Benefits)	40,932	94,387	118,145	87,284	74%	23,758	
425 CEIS	13,154	-	16,585	10,560	64%	16,585	
100 CSP Salaries	-	42,400	11,300	6,966	62%	(31,100)	
200 CSP Benefits	-	6,423	1,664	533	32%	(4,759)	
300 CSP Purchased Services	3,840	11,600	75,769	32,375	43%	64,169	
400 CSP Supplies and Materials	-	7,875	12,425	8,328	67%	4,550	
500 CSP Capital	-	106,702	104,686	1,000	1%	(2,016)	
800 CSP Other	-	-	-	-			
Total Expenditures	\$ 8,091,686	\$ 8,981,553	\$ 8,893,056	\$ 7,709,988	87%	\$ (88,497)	
General Fund Net Income (Loss)	\$ 266,387	\$ 60,541	\$ (29,726)	\$ 124,523		\$ (90,267)	

Prior Year	Current Year					Change Detail
	Actuals	Approved Budget 05/19/15	Proposed Revised Budget	Actuals	% of Proposed Revised Budget	

Food Service - 02

Revenues

300 State Revenue	\$ 12,633	\$ 14,000	\$ 16,800	\$ 16,594	99%	\$ 2,800
400 Federal Revenue	111,453	90,000	128,600	104,734	81%	38,600
600 Local Revenue-Sales of Lunches	119,555	78,494	121,000	120,928	100%	42,506
Subtotal Revenues	\$ 243,642	\$ 182,494	\$ 266,400	\$ 242,256	91%	\$ 83,906

Total Revenues	\$ 243,642	\$ 182,494	\$ 266,400	\$ 242,256	91%	\$ 83,906
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Expenditures

100 Salaries and Wages (Including Accrual)	\$ 38,470	\$ 39,438	\$ 39,438	\$ 36,691	93%	
200 Benefits (Including Accrual)	8,006	7,225	16,704	14,822	89%	9,479
400 Supplies and Materials	178,925	135,831	191,700	168,855	88%	55,869
800 Dues, Memberships, Licenses	357	-	900	851	95%	900
Total Expenditures	\$ 225,758	\$ 182,494	\$ 248,742	\$ 221,218	89%	\$ 66,248

Food Service Net Income	\$ 17,884	\$ -	\$ 17,658	\$ 21,038		\$ 17,658
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Community Service - 04

Revenues

040 Tuition from Patrons	\$ 116,160	\$ 100,000	\$ 125,000	\$ 108,381	87%	\$ 25,000
050 Fees from Patrons-Students	66,508	48,000	75,000	69,210	92%	27,000
096 Donations	5,000	-	-	-		
Revenues Subtotal	\$ 187,669	\$ 148,000	\$ 200,000	\$ 177,591	89%	\$ 52,000

Total Revenues	\$ 187,669	\$ 148,000	\$ 200,000	\$ 177,591	89%	\$ 52,000
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Expenditures

100 Salaries and Wages (Including Accrual)	\$ 87,649	\$ 80,000	\$ 80,000	\$ 69,490	87%	
200 Benefits (Including Accrual)	13,018	12,000	12,000	10,157	85%	
300 Purchased Services	16,481	15,000	16,000	15,568	97%	1,000
400 Supplies and Materials	19,611	20,000	15,000	13,866	92%	(5,000)
800 Dues and Memberships	50,025	11,000	50,000	49,080	98%	39,000
Total Expenditures	\$ 186,784	\$ 138,000	\$ 173,000	\$ 158,161	91%	\$ 35,000

Community Service Net Income	\$ 885	\$ 10,000	\$ 27,000	\$ 19,430		\$ 17,000
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NET INCOME ALL FUNDS	\$ 285,156	\$ 70,541	\$ 14,932	\$ 164,991		\$ (73,267)
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Eagle Ridge Academy

Cash Flow 05/31/2016

	Projected Cash			Remaining Cash	
	Flow	YTD	June	Total Cash Flow	Flow
Cash Inflows					
State Aids Current Year	\$ 8,199,495	\$ 6,846,285	\$ 533,260	\$ 7,379,546	\$ 819,950
State Aids Prior Year	\$ 949,182	\$ 932,860	\$ 19,939	\$ 952,799	\$ (3,617)
Federal Aids Current Year	\$ 394,840	\$ 121,838	\$ 233,518	\$ 355,356	\$ 39,484
Federal Aids Prior Year	\$ 45,797	\$ 32,507	\$ -	\$ 32,507	\$ 13,290
Fund 01 Other Revenue	\$ 268,995	\$ 196,470	\$ -	\$ 196,470	\$ 72,525
Accounts Receivable	\$ 83,491	\$ 59,648	\$ -	\$ 59,648	\$ 23,843
Fund 02 Revenue	\$ 266,400	\$ 242,256	\$ -	\$ 242,256	\$ 24,144
Fund 04 Revenue	\$ 200,000	\$ 177,591	\$ 15,000	\$ 192,591	\$ 7,409
Total Cash Inflows	\$ 9,705,823	\$ 8,609,454	\$ 771,718	\$ 8,467,969	\$ 837,854
Cash Outflows					
Fund 01-General Expenditures	\$ 8,316,551	\$ 7,178,569	\$ 722,155	\$ 7,900,724	\$ 415,828
Fund 02 Expenditures	\$ 248,742	\$ 221,218	\$ 15,087	\$ 236,305	\$ 12,437
Fund 04 Expenditures	\$ 173,000	\$ 158,161	\$ 6,189	\$ 164,350	\$ 8,650
Prior Year Accounts Payable	\$ 294,405	\$ 294,405	\$ -	\$ 294,405	\$ 0
Current Year Accounts Payable		\$ (40,796)	\$ -	\$ (40,796)	\$ 40,796
Prepaid Items		\$ (48,254)	\$ -	\$ (48,254)	\$ 48,254
Deferred Revenue/Payroll Benefits		\$ 34,569	\$ -	\$ 34,569	\$ (34,569)
Summer Payrolls	\$ 599,649	\$ 599,649	\$ -	\$ 599,649	\$ (0)
Total Cash Outflows	\$ 9,032,698	\$ 8,397,520	\$ 743,431	\$ 8,541,302	\$ 491,396
Monthly Cash Flow Surplus	\$ 673,124	\$ 211,934	\$ 28,287	\$ (73,333)	\$ 346,458
Beginning Cash Balance		\$ 1,209,182	\$ 1,421,117		
Ending Cash Balance		\$ 1,421,117	\$ 1,449,403		
Line of Credit		\$ -	\$ -		
Ending Cash Balance		\$ 1,421,117	\$ 1,449,403		

Eagle Ridge Academy

Contracted Services Detail 05/31/2016

PRO	Purpose	Approved Budget 05/19/15	Proposed Revised Budget	Actuals	Proposed Revised Budget	Revised Budget Changes	Change Detail
010	Authorizer Fees	\$ 25,500	\$ 24,791	\$ 24,791	100%	\$ (709)	
105	Staffing Fees (Background Checks, etc.)	\$ 15,000	\$ 2,500	\$ 1,989	80%	\$ (12,500)	
107	Marketing and Recruitment	\$ 14,000	\$ 2,500	\$ 1,935	77%	\$ (11,500)	
108	Technology Support	\$ -	\$ 130,000	\$ 126,408	97%	\$ 130,000	
110	Audit	\$ 14,076	\$ 10,500	\$ 10,500	100%		
110	Financial Services	\$ 110,136	\$ 110,136	\$ 94,347	86%		
110	Professional Services	\$ -	\$ -	\$ -			
110	E-Rate Consulting Services	\$ -	\$ 2,250	\$ 2,250	100%		
110	Bank Charges/Late Fees	\$ 5,100	\$ 3,000	\$ 2,917	97%		
110	Legal Fees	\$ 20,000	\$ 21,000	\$ 20,994	100%		
110	Training of Staff	\$ 1,020	\$ -	\$ -			
110	Computer Purchased Services	\$ 68,400	\$ -	\$ -			
110	Other, Miscellaneous	\$ 2,630	\$ 5,000	\$ 4,976	100%		
	Total Business Support Services	\$ 221,362	\$ 151,886	\$ 135,984	90%	\$ (69,476)	
	Subs and Other Instructional Hires	\$ 40,000	\$ 27,000	\$ 25,025	93%	\$ (13,000)	
	Health Consultants	\$ 3,020	\$ 1,500	\$ 1,422	95%	\$ (1,520)	
	Total Contracted Services	\$ 318,882	\$ 340,177	\$ 317,554	93%	\$ 21,295	

Note \$11,600 addtl in CSP

Eagle Ridge Academy
Food Service Detail

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenues													
Federal Revenues													
Breakfast - Free	\$ -	\$ 422	\$ 1,709	\$ 1,182	\$ 1,674	\$ 1,297	\$ 1,733	\$ 1,407	\$ 1,371	\$ 1,371	\$ 1,889		\$ 14,055.37
Breakfast - Reduced	-	260	995	586	340	664	497	641	592	720	781		6,075.55
Breakfast - Regular	-	30	112	99	182	95	148	119	106	168	130		1,189.00
Lunch-Free	-	1,329	5,129	3,606	4,523	3,611	4,935	5,124	4,103	4,873	4,715		41,947.42
Lunch-HHFKA	-	112	426	307	374	295	379	399	333	390	390		3,403.98
Lunch-Reduced	-	778	2,873	1,923	2,375	1,902	2,373	2,501	2,104	2,451	2,330		21,610.40
Lunch-Full Paid	-	540	2,058	1,484	1,807	1,428	1,830	1,930	1,607	1,883	1,886		16,452.57
Total Federal Revenues	\$ -	\$ 3,471	\$ 13,302	\$ 9,187	\$ 11,275	\$ 9,293	\$ 11,895	\$ 12,120	\$ 10,215	\$ 11,856	\$ 12,120	\$ -	\$ 104,734.29
State Revenues													
Breakfast	\$ -	\$ 171	\$ 641	\$ 514	\$ 684	\$ 546	\$ 710	\$ 609	\$ 533	\$ 793	\$ 669		\$ 5,870.00
Lunch-Free	-	60	231	162	203	162	222	230	185	219	212		1,886.09
Lunch-Reduced	-	172	634	424	524	419	523	552	464	541	514		4,766.96
Lunch-Paid	-	132	505	377	451	353	443	470	398	464	479		4,070.47
Total State Revenues	\$ -	\$ 534	\$ 2,010	\$ 1,477	\$ 1,862	\$ 1,481	\$ 1,898	\$ 1,862	\$ 1,580	\$ 2,016	\$ 1,874	\$ -	\$ 16,593.52
Local Revenues													
Sales to Students	\$ 14	\$ -	\$ 18,135	\$ 291	\$ 23,798	\$ 10,854	\$ 13,239	\$ 13,988	\$ 11,261	\$ 16,210	\$ 13,138		\$ 120,927.76
Sales to Adults	-	-	-	-	-	-	-	-	-	-	-		-
Commodities	-	-	-	-	-	-	-	-	-	-	-		-
PY Over/Under Accruals	-	-	-	-	-	-	-	-	-	-	-		-
Total Local Revenues	\$ 14	\$ -	\$ 18,135	\$ 291	\$ 23,798	\$ 10,854	\$ 13,239	\$ 13,988	\$ 11,261	\$ 16,210	\$ 13,138	\$ -	\$ 120,927.76
Total Revenues	\$ 14	\$ 4,006	\$ 33,448	\$ 10,956	\$ 36,934	\$ 21,628	\$ 27,031	\$ 27,970	\$ 23,055	\$ 30,082	\$ 27,132	\$ -	\$ 242,255.57
Expenditures													
Salary	\$ -	\$ 2,607	\$ 4,110	\$ 3,188	\$ 3,678	\$ 4,276	\$ 2,467	\$ 3,213	\$ 3,471	\$ 2,555	\$ 3,149		\$ 32,714.19
Benefits	-	777	814	557	631	2,441	1,926	1,525	1,562	1,413	1,492		13,137.18
Contracted Services	-	-	-	-	-	-	-	-	-	-	-		-
Supplies	-	85	87	28	214	-	-	566	-	-	-		978.94
Food	-	6,853	22,301	15,681	19,045	14,840	19,989	18,805	16,332	19,658	-		153,503.71
Milk	-	2,288	-	1,427	1,405	1,182	1,715	1,537	1,393	1,734	1,691		14,371.92
Misc. (Equipment)	-	-	-	-	-	-	-	-	-	-	-		-
Food Service License	-	-	-	-	-	325	-	491	-	-	35		851.00
Total Expenditures	\$ -	\$ 12,610	\$ 27,312	\$ 20,880	\$ 24,973	\$ 23,064	\$ 26,097	\$ 26,137	\$ 22,758	\$ 25,360	\$ 6,367	\$ -	\$ 215,556.94
Net Income (Loss)	\$ 14	\$ (8,604)	\$ 6,135	\$ (9,924)	\$ 11,961	\$ (1,436)	\$ 934	\$ 1,833	\$ 297	\$ 4,722	\$ 20,765	\$ -	\$ 26,698.63

Eagle Ridge Academy

Community Services Fund 04 05/31/2016

Course Code Program Name	116 Events	118 Student Gov	119 NHS	120 JCL	122 Clubs	123 Theater	124 Baseball	170 Athletics	200 TEL Eagle's Lair	Totals
Revenues										
040 Tuition from Patrons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108,381.22	\$108,381.22
050 Fees from Patrons	\$7,959.00	\$4,248.10	\$1,052.00	\$5,736.76	\$14,285.60	\$5,200.50	\$755.00	\$29,972.79	\$0.00	\$69,209.75
060 Admissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
096 Gifts, Donations, and Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
099 Miscellaneous Local Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$7,959.00	\$4,248.10	\$1,052.00	\$5,736.76	\$14,285.60	\$5,200.50	\$755.00	\$29,972.79	\$108,381.22	\$177,590.97
Expenditures										
170 Staff Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
185 Other Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$9,181.54	\$750.00	\$0.00	\$0.00	\$59,558.75	\$69,490.29
2XX Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$1,367.77	\$113.63	\$0.00	\$0.00	\$8,675.78	\$10,157.18
320 Phone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$216.44	\$216.44
305 Contracted Fees for Services	\$1,920.00	\$620.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$229.00	\$3,269.00
360 Transportation	\$484.00	\$0.00	\$0.00	\$242.00	\$242.00	\$0.00	\$0.00	\$0.00	\$1,021.00	\$1,989.00
366 Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
369 Entry Fees	\$1,879.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$887.70	\$2,766.70
370 Rentals and Leases	\$2,816.85	\$2,184.03	\$0.00	\$0.00	\$0.00	\$2,325.59	\$0.00	\$0.00	\$0.00	\$7,326.47
401 General Supplies	\$1,281.15	\$436.28	\$41.52	\$2,348.07	\$4,415.32	\$349.46	\$0.00	\$0.00	\$4,598.28	\$13,470.08
430 Instructional Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
490 Food Purchased	\$0.00	\$264.55	\$131.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$396.10
530 Equipment Purchased	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
820 Dues & Memberships	\$0.00	\$0.00	\$0.00	\$256.00	\$300.00	\$2,678.55	\$0.00	\$45,844.99	\$0.00	\$49,079.54
Total Expenses	\$8,381.00	\$3,504.86	\$173.07	\$3,346.07	\$15,506.63	\$6,217.23	\$0.00	\$45,844.99	\$75,186.95	\$158,160.80
Net Income	(\$422.00)	\$743.24	\$878.93	\$2,390.69	(\$1,221.03)	(\$1,016.73)	\$755.00	(\$15,872.20)	\$33,194.27	\$19,430.17

Eagle Ridge Academy

Attendance / Enrollment Report
2015-2016

Average Daily Membership (ADM)												
Graduation Year	Grade	9/30	10/31	11/1	12/31	1/31	2/29	3/31 Actual ADM	04/30 Actual ADM	05/31 Actual ADM	6/30	End of Year
	12	44.00	44.00	44.00	44.00	44.00	44.00	35.51	35.43	35.32	35.32	40.56
	11	50.00	50.00	50.00	50.25	50.00	49.67	47.09	46.58	46.58	46.58	48.67
	10	68.00	68.00	67.67	67.75	67.40	66.83	65.94	65.71	65.71	65.71	66.87
	9	55.00	55.50	55.00	54.75	54.80	54.67	54.42	54.42	54.42	54.42	54.74
	8	75.00	75.00	75.00	75.00	74.80	74.67	74.40	74.40	74.27	74.27	74.68
	7	74.00	74.00	74.33	74.50	74.20	74.00	74.53	73.97	73.97	73.97	74.15
	6	75.00	75.00	75.00	75.00	75.00	75.00	74.93	74.93	74.93	74.93	74.97
	5	69.00	69.00	69.00	69.00	69.00	69.00	68.80	68.80	68.80	68.80	68.92
	4	69.00	69.00	69.00	69.00	69.00	69.00	68.94	68.81	68.81	68.81	68.94
	3	69.00	69.00	69.00	69.00	69.00	69.00	68.97	68.97	68.97	68.97	68.99
	2	69.00	69.00	68.67	68.75	68.80	68.83	68.83	68.83	68.70	68.70	68.81
	1	69.00	69.00	69.00	69.00	69.00	69.00	68.97	68.97	68.97	68.97	68.99
	K	69.00	69.00	69.00	69.00	69.00	69.00	68.93	68.93	68.93	68.93	68.97
GRAND TOTAL		855.00	855.50	854.67	855.00	854.00	852.67	840.26	838.75	838.38	838.38	848.26

Membership (Enrollment) as of:												
Graduation Year	Grade	9/30	10/31	11/1	12/31	1/31	2/29	3/31 Actual ADM	04/30 Actual ADM	05/31 Actual ADM	6/30	End of Year
	12	44	44	44	44	44	44	44	43	43		
	11	50	50	50	51	49	48	48	47	47		
	10	68	68	67	68	66	64	64	63	63		
	9	55	56	54	54	55	54	54	54	54		
	8	75	75	75	75	74	74	74	74	74		
	7	74	74	75	75	73	73	75	74	74		
	6	75	75	75	75	75	75	75	75	75		
	5	69	69	69	69	69	69	69	69	69		
	4	69	69	69	69	69	69	69	69	68		
	3	69	69	69	69	69	69	69	69	69		
	2	69	69	68	69	69	69	69	69	69		
	1	69	69	69	69	69	69	69	69	69		
	K	69	69	69	69	69	69	69	69	69		
GRAND TOTAL		855	856	853	856	850	846	847	844	843	0	0

Eagle Ridge Academy-Affiliated Building Company
Eden Prairie, MN

Statement of Revenues and Expenditures
May 31, 2016

Venture	Wells Fargo										
	Fees and Capital Investment	Series 2013	Escrow Fund 84351200	Revenue Fund 8433900	Bond Fund 8433901	Reserve Fund 8433902	Cost of Issuance 8433903	Project Fund 8433906	R&R Fund 8433907	R&R Fund 8433909	Summary
Beginning Account Balance	\$ 61,593	\$ 1,367,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue											
Interest Earnings	\$ -	\$ 0	\$ 14,331	\$ 0	\$ 4	\$ 8	\$ -	\$ 42	\$ 0	\$ 0	\$ 14,386
Rent	\$ 994,181	\$ 148,769	\$ -	\$ 361,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510,470
Sale of Bonds	\$ -	\$ -	\$ 9,721,063	\$ -	\$ 1,155,308	\$ 2,220,655	\$ 586,812	\$ 19,434,393	\$ -	\$ -	\$ 33,118,230
Transfers Between Bonds	\$ -	\$ (460,975)	\$ 460,975	\$ (155,605)	\$ 155,613	\$ (8)	\$ (4,445)	\$ 4,445	\$ (0)	\$ (0)	\$ (0)
Total Revenue	\$ 994,181	\$ (312,206)	\$ 10,196,369	\$ 206,096	\$ 1,310,925	\$ 2,220,655	\$ 582,367	\$ 19,438,880	\$ 0	\$ 0	\$ 33,643,086
Expenditures											
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Costs	\$ 4,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting	\$ 98,528	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs and Maintenance	\$ 71,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals	\$ 141,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Construction	\$ -	\$ -	\$ -	\$ -	\$ 450,646	\$ -	\$ 582,367	\$ 15,149,938	\$ -	\$ -	\$ 16,182,950
Communications	\$ 9,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 66,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Other Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 8,989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues and Memberships	\$ 1,889	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Principal, Interest	\$ -	\$ 1,041,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,041,583
Total Expenses	\$ 403,775	\$ 1,041,583	\$ -	\$ -	\$ 450,646	\$ -	\$ 582,367	\$ 15,149,938	\$ -	\$ -	\$ 17,224,533
AP/AR Adjustments	\$ (78,435)										
Net Income YTD	\$ 590,406	\$ (1,353,788)	\$ 10,196,369	\$ 206,096	\$ 860,279	\$ 2,220,655	\$ -	\$ 4,288,942	\$ 0	\$ 0	\$ 17,772,342
Ending Account Balance	\$ 573,565	\$ 13,628	\$ 10,196,369	\$ 206,096	\$ 860,279	\$ 2,220,655	\$ -	\$ 4,288,942	\$ 0	\$ 0	\$ 18,359,534

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/25/2016	50604	Watanabe, Ann	Reimbursement: Board Materials	-40.00
05/05/2016	51879	City of Minnetonka	Sign variance fee (for ABC)	300.00
05/05/2016	51885	City of Minnetonka	Sign application fee (for ABC)	100.00
05/03/2016	51886	Costco	Snacks for Staff Appreciation \$155.94 & Snacks/supplies for Donut Dash - Fundraising CC#515 \$80.71	236.65
05/10/2016	51887	Costco	Art Expo supplies CC#121	203.74
05/16/2016	51888	Friends of the Becker Library	Used library books	175.00
05/16/2016	51889	Minneapolis Institute of Arts	US field trip	40.00
05/27/2016	51892	Oak Ridge Hotel & Conference C	Prom CC#116 rental	2,366.85
05/02/2016	52073	Advanced Image Solutions (AIS)	Copier supplies (staples)	136.00
05/02/2016	52074	CenterPoint Energy	Gas 03/15/16 - 04/13/16 (acct #8000016639-9)	686.62
05/02/2016	52074	CenterPoint Energy	Gas 03/14/16 - 04/13/16 (acct #9315259-3)	1,131.46
05/02/2016	52075	Innovative Office Solutions LL	Office supplies (tape, markers, paper, film, clips, envelopes)	834.33
05/02/2016	52075	Innovative Office Solutions LL	Office supplies (envelopes)	28.80
05/02/2016	52075	Innovative Office Solutions LL	Office supplies (paper)	74.20
05/02/2016	52076	Minnesota Historical Society	2nd grade (LS) field trip	536.00
05/02/2016	52077	Scantron Corp.	US Testing supplies	70.31
05/02/2016	52078	Scholastic Inc.	LS books	14.35
05/02/2016	52079	Skyward Accounting Dept.	Software license 07/01/16 - 06/30/17	15,275.45
05/02/2016	52080	Teachers ASAP	SpEd Sub teacher 04/20/16	120.00
05/02/2016	52081	Teaching Temps Inc.	SpEd Sub teachers 04/18/16 - 04/22/16, 32 hrs @ \$23.50/hr and 4.5 hrs @ \$27.25/hr	874.63
05/02/2016	52081	Teaching Temps Inc.	Sub teachers 04/18/16: LS \$352.51 & US \$208.75	561.26
05/02/2016	52082	Universal Cleaning Services, I	Facility supplies (liners)	33.81
05/02/2016	52082	Universal Cleaning Services, I	Monthly janitorial service - May 2016	878.00
05/02/2016	52082	Universal Cleaning Services, I	Monthly janitorial service, building maintenance & floor program - May 2016	7,594.99
05/02/2016	52082	Universal Cleaning Services, I	Monthly lawn service - May 2016	500.00
05/04/2016	52083	Eden Prairie Parks & Recreatio	Fundraising CC#515 - Portable toilet rental for Donut Dash 5K	200.00
05/04/2016	52084	Hoffman, Riley	Reimbursement - After school TEL CC#200 snacks \$336.60 and TEL CC#200 phone minutes \$108.30	444.90
05/04/2016	52085	Cologne Academy #4188	DAPE services	11,479.50
05/04/2016	52086	Eagle Ridge Academy	Payroll accrual	137.41
05/04/2016	52086	Eagle Ridge Academy	Payroll accrual	137.41
05/04/2016	52087	Minnesota Child Support Paymen	Payroll accrual	481.00
05/09/2016	52088	Allegiant Partners Inc	Furniture rent contract #60342	932.53
05/10/2016	52089	Advanced Imaging Solutions	Copier rental 04/20/16 -	2,691.98

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			05/20/16 \$2,698.52 and unapplied credit (\$6.54)	
05/10/2016	52090	Advanced Image Solutions (AIS)	Copier supplies (staples)	196.00
05/10/2016	52090	Advanced Image Solutions (AIS)	Copier supplies (staples)	196.00
05/10/2016	52091	Ameripride Linen & Apparel Ser	Mat rental	118.15
05/10/2016	52092	Aspen Waste Systems, Inc./AWS	Monthly waste disposal	671.64
05/10/2016	52093	Blick Art Material	Art Expo CC#121 supplies (construction paper)	46.12
05/10/2016	52094	By Word Of Mouth, Ltd	Speech therapy 04/25/16 - 04/28/16, 17 hrs @ \$82.00/hr	1,394.00
05/10/2016	52094	By Word Of Mouth, Ltd	Speech therapy 04/18/16 - 04/22/16, 1.5 hrs @ \$86.00/hr & 16 hrs @ \$82.00/hr	1,441.00
05/10/2016	52096	Cadan Technologies	ESET Endpoint antivirus monthly subscription \$411.00, ESET file security for MS Windows server - monthly subscription \$21.00, Cadan Assist Managed User \$7650.00, E-mail Continuity Services \$113.25	8,195.25
05/10/2016	52096	Cadan Technologies	Technology support - SonicWall	1,282.00
05/10/2016	52096	Cadan Technologies	Cadan outsourced services	291.00
05/10/2016	52096	Cadan Technologies	Software - storage overages, StorageCraft ShadowProtect server, ShadowProtect Virtual server	943.40
05/10/2016	52096	Cadan Technologies	Cadan services - fixed fee project	250.00
05/10/2016	52097	Central Telephone Sales & Serv	Repair/Test telephone unit	169.50
05/10/2016	52098	City of Eden Prairie	Water 03/09/16 - 04/07/16	469.76
05/10/2016	52099	Conner, Karen	Reimbursement - food for FOE visit	14.99
05/10/2016	52100	Educational Records Bureau	FY 16-17 Independent School Membership	375.00
05/10/2016	52101	Heger's Dairy	Food Program - April 2016	1,733.50
05/10/2016	52102	Innovative Office Solutions LL	Office Supplies (labels, paper)	122.52
05/10/2016	52103	Iszler-Johnson, Tammy	OT services 04/18/16 - 04/30/16, 14.5 hrs @ \$75.00/hr	1,087.50
05/10/2016	52104	Jones School Supply	Medals for Art Expo CC#121	79.74
05/10/2016	52105	Learning Sciences Internationa	Staff Dev - Registration fees for Leadership Academy Advance Training	3,900.00
05/10/2016	52106	Liazon Corp	Insurance for June 2016: Dental \$3,553.51, Vision \$205.69, Met Life \$419.62, Identity Theft \$60.70, Medicine \$24.00, Health Coaching \$8.33, & Admin fees \$531.00	4,802.85
05/10/2016	52107	Metropolitan Transportation Ne	Transportation services - April 2016	54,000.00
05/10/2016	52108	Nextera Communications	Data line - May 2016	801.20

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
05/10/2016	52109	Northern Lights	Music student events - Prom CC#116	1,210.00
05/10/2016	52110	Raptor Technologies LLC	Software access fee, ID scanner, badge printer, visitor badges and student tardy passes	2,608.00
05/10/2016	52111	Safeguard by TEAM MHC	Yard signs - Fundraising CC#515	52.00
05/10/2016	52112	School Nurse Supply, Inc.	Health office supplies (allergy emergency kit)	66.00
05/10/2016	52113	Sorenson, Kelsey	Reimbursement - respiratory & circulatory models	200.00
05/10/2016	52114	The President's Challenge	Presidential emblems (take out of Free Dress funds CC#114)	80.50
05/10/2016	52115	Trusted Employees	Background checks - April 2016	247.00
05/10/2016	52116	Universal Cleaning Services, I	Facility supplies (towels, bath tissue, liners)	689.99
05/10/2016	52117	Xcel Energy	Electricity 03/28/16 - 04/26/16 (acct #51-5396858-8)	5,507.12
05/12/2016	52118	Allegiant Partners Inc	Furniture rent contract #60491	1,121.84
05/12/2016	52119	Innovative Office Solutions LL	Office supplies (paper)	591.84
05/12/2016	52120	Metro Self Storage - Eden Prai	Storage unit #6023 rental	192.00
05/12/2016	52121	School Psych Solutions LLC	School psychologist services 04/03/16 - 04/30/2016, 87 hrs @ \$100.00/hr	8,700.00
05/12/2016	52122	Teachers ASAP	SpEd sub teacher 05/05/16 7 hrs @ \$22.00/hr, LS sub teachers 05/02/16 - 05/03/16	580.00
05/12/2016	52123	Teaching Temps Inc.	LS Sub teacher 04/25/16	141.00
05/12/2016	52123	Teaching Temps Inc.	SpEd Sub teachers 04/25/16 - 04/29/16, 46 hrs @ \$23.50/hr	1,081.00
05/12/2016	52124	Zerkalo, Inc.	Employment ad in North Star Russian newspaper (CSP)	35.00
05/16/2016	52125	BELTZ, KES & ASSOCIATES	Financial Management & Accounting Services - May 2016	9,088.00
05/18/2016	52126	Minnesota Child Support Paymen	Payroll accrual	481.00
05/18/2016	52127	Bester Brothers Transfer & Sto	Packing materials for move	725.00
05/18/2016	52128	By Word Of Mouth, Ltd	Speech therapy 05/02/16 - 05/05/16, 15.50 hrs @ \$82.00/hr	1,271.00
05/18/2016	52129	BYU Independent Study	US online instruction	170.00
05/18/2016	52130	Cadan Technologies	StorageCraft granular recovery license, ShadowProtect Server & ShadowProtect Virtual Server	938.51
05/18/2016	52130	Cadan Technologies	SpEd Software	580.00
05/18/2016	52131	Data Management, Inc.	Visitor passes	224.00
05/18/2016	52132	Gordon, Mandee	Reimbursement - Words Their Way (Q-Comp)	81.38
05/18/2016	52133	Innovative Office Solutions LL	Office supplies (paper, folders, pens)	157.76
05/18/2016	52134	Lotus Print Group	T-shirts for Donut Dash -	150.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Fundraising CC#515	
05/18/2016	52134	Lotus Print Group	T-shirts for Donut Dash - Fundraising CC#515	4,880.00
05/18/2016	52135	Nasco	Health office supplies (adult first aid poster)	32.65
05/18/2016	52136	Pitney Bowes Global Financial	Postage meter rental 05/10/16 - 08/09/16	76.00
05/18/2016	52137	Teaching Temps Inc.	SpEd sub teachers 05/02/16 - 05/06/16, 40 hrs @ \$23.50/hr	940.00
05/18/2016	52137	Teaching Temps Inc.	LS Sub teachers \$564.00, US sub teachers \$221.25, Expansion (interviews) - CSP \$510.00	1,295.25
05/18/2016	52138	Universal Cleaning Services, I	Facility supplies (towels & soap)	133.54
05/18/2016	52139	Up Tempo Race Mgmt	Race management - Donut Dash - Fundraising CC#515	1,689.05
05/24/2016	52170	ARCH Language Network Inc	Russian interpretation services	80.00
05/24/2016	52171	Blue Bell Enterprises Inc/Lanc	Food Program - April 2016	19,658.27
05/24/2016	52172	Brennan, Colleen	Reimbursement - Art Expo supplies - \$300.00 to be taken out of Free Dress Day funds CC#114, CC#121 \$68.88	368.88
05/24/2016	52172	Brennan, Colleen	Reimbursement - Decorations and supplies for Prom (to be taken out of Free Dress Day Funds CC#114)	243.53
05/24/2016	52173	By Word Of Mouth, Ltd	Speech therapy 05/09/16 - 05/11/16, .5 hr @ \$86.00/hr and 11.75 hrs @ \$82.00/hr	1,006.50
05/24/2016	52174	Cadan Technologies	HP Elitebook, docking station, monitor, keyboard & mouse	968.00
05/24/2016	52174	Cadan Technologies	Tech equipment (Top Cover SMS with keyboard)	307.00
05/24/2016	52177	CARDMEMBER SERVICE	CSP employment ad \$398.40, Prof Dev \$1455.94, US Prof Dev \$221.31, Prof Dev Fundraising CC#515 \$295.00, Supplies for Golf Event for Fundraising CC#515 \$15.00, Art Expo t-shirts and cleaning supplies CC#121 \$151.03, fly swatters \$9.95, Technology Adobe & Wufoo \$46.03, LS instructional supplies \$49.47, Lunches for the interview team \$56.49, food for SpEd meeting and pillar awared lunch \$103.07, donuts for Prof Dev \$88.00, Survey Monkey subscription \$171.86, credit for subscription to lawdepot.com (\$95.88)	2,965.67

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
05/24/2016	52178	CenterPoint Energy	Gas 04/13/16 - 05/12/16 (acct #9315259-3)	272.63
05/24/2016	52179	Dell Financial Services	Technology lease 05/09/16 - 06/08/16	1,004.58
05/24/2016	52180	EMC Insurance Companies	Commercial Insurance, acct #4X93234	5,692.55
05/24/2016	52181	Final Stretch Inc	Race management - Donut Dash Fundraising CC#515	1,608.50
05/24/2016	52182	Highpoint Center for Printmaki	US Art field trip	375.00
05/24/2016	52183	Infinite Campus	FY 16-17 Student Database	10,254.10
05/24/2016	52184	Innovative Office Solutions LL	Office supplies (notebooks)	30.42
05/24/2016	52184	Innovative Office Solutions LL	Office supplies (clipboard, whistles, paper)	615.07
05/24/2016	52184	Innovative Office Solutions LL	SpEd non instructional supplies (tape)	25.41
05/24/2016	52185	Iszler-Johnson, Tammy	OT services 05/02/16 - 05/15/16, 11.25 hrs @ \$75.00/hr	843.75
05/24/2016	52186	Jostens	US Yearbooks CC#110	1,436.32
05/24/2016	52187	Klute, Wendy	Reimbursement - Mileage for Prof Dev \$41.04, Prof Dev supplies (books & velcro) \$205.00	246.04
05/24/2016	52188	Laursen Piano Service	Piano tuning	95.00
05/24/2016	52189	MacLennan, Stephen	Reimbursement - Math League CC#122 supplies	338.43
05/24/2016	52190	Madigan, Melissa	Reimbursement - Q-Comp book	45.03
05/24/2016	52191	MASA/MASE	FY 16-17 Membership for Jason Ulbrich	825.00
05/24/2016	52192	Medica	Health insurance - June 2016	47,003.94
05/24/2016	52193	Metropolitan Transportation Ne	Field trips: CC#114 \$847.00, US \$968.00, LS \$124.00	1,939.00
05/24/2016	52194	Minnesota Historical Society	5th grade field trip - LS	414.00
05/24/2016	52195	Nardini Fire Equipment Co., In	Fire extinguisher inspections	278.25
05/24/2016	52196	NCS Pearson Inc	SpEd - The WNV Administration & scoring manual	179.50
05/24/2016	52197	Roeber, Peter	Bags of mini donuts for Donut Dash Fundraiser CC#515	200.00
05/24/2016	52198	Rupp, Anderson, Squires & Wald	Legal services 02/03/16 - 03/25/16	1,856.93
05/24/2016	52199	Sanborn Education Associates I	SpEd director duties - May 2016	1,500.00
05/24/2016	52200	Shoutpoint, Inc.	VoIP Lines - Infinite Campus FY 16-17	1,035.00
05/24/2016	52201	Sun Life Financial	Cobra insurance for Lisa F - June 2016 (client #221424, grp #901)	1.32
05/24/2016	52201	Sun Life Financial	Life/LTD/STD - June 2016 (client #221424, group #001)	1,351.76
05/24/2016	52202	TDS Metrocom	Telephone 05/13/16 - 06/12/16	781.43
05/24/2016	52203	Teaching Temps Inc.	Sub teachers: Q-Comp \$423.75, LS \$176.25, US \$208.75	808.75
05/24/2016	52203	Teaching Temps Inc.	Sub teachers: SpEd 05/09/16 - 05/12/16, 40 hrs @ \$23.50/hr, Expansion CSP	1,167.50

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			\$227.50	
05/24/2016	52204	Trans-Mississippi Biological S	Sow and pill bugs for Kindergarten Science Class	64.03
05/24/2016	52204	Trans-Mississippi Biological S	US Science supplies (bacteria)	32.11
05/24/2016	52205	Universal Cleaning Services, I	Janitorial supplies (towels, bath tissue, liners, soap)	1,184.69
05/24/2016	52206	Wellington Security Systems In	Annual fire inspection & test	367.00
05/25/2016	52207	Bergeron, Jessica	Reimbursement - JCL supplies CC#120	550.00
05/25/2016	52208	Core Knowledge Foundation	LS book	16.94
05/25/2016	52209	Watanabe, Ann	Replacement for original check #50604 - Reimbursement for board materials	40.00
05/25/2016	52210	Hamline University	SpEd Staff Dev Training	250.00
05/03/2016	201500232	MN UI Fund	1st qtr unemployment taxes	7,517.00
05/04/2016	201500233	Venture Bank	Deposited item return fee	5.00
05/06/2016	201500234	Wage Works	Flex benefits	1,458.31
05/04/2016	201500235	Venture Bank	Charge back item (acct closed), check #3180 - K. Robb - Prom CC#116	110.00
05/13/2016	201500241	Internal Revenue Service	Payroll accrual	80.00
05/13/2016	201500241	Internal Revenue Service	Payroll accrual	15,303.30
05/13/2016	201500241	Internal Revenue Service	Payroll accrual	10,987.81
05/13/2016	201500241	Internal Revenue Service	Payroll accrual	2,569.71
05/13/2016	201500241	Internal Revenue Service	Payroll accrual	10,987.81
05/13/2016	201500241	Internal Revenue Service	Payroll accrual	2,569.71
05/13/2016	201500242	MN Dept of Revenue	Payroll accrual	6,450.15
05/13/2016	201500242	MN Dept of Revenue	Payroll accrual	450.48
05/13/2016	201500243	Public Employees Retirement As	Payroll accrual	2,840.48
05/13/2016	201500243	Public Employees Retirement As	Payroll accrual	0.00
05/13/2016	201500243	Public Employees Retirement As	Payroll accrual	3,277.50
05/13/2016	201500244	Teachers Retirement Assoc.	Payroll accrual	10,527.76
05/13/2016	201500244	Teachers Retirement Assoc.	Payroll accrual	10,527.76
05/13/2016	201500245	The Hartford	Payroll accrual	150.00
05/13/2016	201500245	The Hartford	Payroll accrual	1,575.00
05/13/2016	201500245	The Hartford	Payroll accrual	2,778.04
05/13/2016	201500245	The Hartford	Payroll accrual	377.63
05/17/2016	201500246	Wage Works	HSA	8,526.64
05/16/2016	201500247	Eagle Ridge Academy Affiliated	Rent	110,464.58
05/13/2016	201500248	Wage Works	Flex benefits	83.36
05/20/2016	201500249	Wage Works	Flex benefits	35.00
05/31/2016	201500250	Hennepin County Sheriff	Payroll accrual	459.51
05/31/2016	201500250	Hennepin County Sheriff	Payroll accrual	-459.51
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	80.00
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	13,558.51
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	10,379.07
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	2,427.37
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	10,379.07
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	2,427.37
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	0.00
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	0.00
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	0.00
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	0.00
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	0.00
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	91.90

CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	72.54
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	16.97
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	72.54
05/31/2016	201500251	Internal Revenue Service	Payroll accrual	16.97
05/31/2016	201500252	MN Dept of Revenue	Payroll accrual	5,903.78
05/31/2016	201500252	MN Dept of Revenue	Payroll accrual	412.88
05/31/2016	201500252	MN Dept of Revenue	Payroll accrual	0.00
05/31/2016	201500252	MN Dept of Revenue	Payroll accrual	41.05
05/31/2016	201500253	Public Employees Retirement As	Payroll accrual	2,668.31
05/31/2016	201500253	Public Employees Retirement As	Payroll accrual	0.00
05/31/2016	201500253	Public Employees Retirement As	Payroll accrual	3,078.81
05/31/2016	201500254	Teachers Retirement Assoc.	Payroll accrual	10,045.96
05/31/2016	201500254	Teachers Retirement Assoc.	Payroll accrual	10,045.96
05/31/2016	201500254	Teachers Retirement Assoc.	Payroll accrual	0.00
05/31/2016	201500254	Teachers Retirement Assoc.	Payroll accrual	0.00
05/31/2016	201500254	Teachers Retirement Assoc.	Payroll accrual	87.75
05/31/2016	201500254	Teachers Retirement Assoc.	Payroll accrual	87.75
05/31/2016	201500255	The Hartford	Payroll accrual	150.00
05/31/2016	201500255	The Hartford	Payroll accrual	1,575.00
05/31/2016	201500255	The Hartford	Payroll accrual	3,387.03
05/31/2016	201500255	The Hartford	Payroll accrual	377.63
05/27/2016	201500259	Wage Works	Flex benefits	1,304.96
05/31/2016	201500260	Venture Bank	Service Charge - May 2016	152.84
05/16/2016	201500261	VANCO E.SERVICE	Service Charge for April 2016	16.00
05/16/2016	201500262	Venture Bank	Deposited item return fee	5.00
05/16/2016	201500263	Venture Bank	Charge back item check #03178 - K. Robb (5th grade field trip)	11.00
Totals for checks				576,689.61

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	248,168.65	1,447.32	296,520.81	546,136.78
02	Food Service Fd	888.84	0.00	21,391.77	22,280.61
04	Community Service Fund	3,252.04	110.00	4,910.18	8,272.22
***	Fund Summary Totals ***	252,309.53	1,557.32	322,822.76	576,689.61

***** End of report *****

Trans Date	Batch	Description	Acct Nbr	Amount
05/02/2016	050216CR	US Field trips	01 R 005 000 000 000 050	248.00
05/02/2016	050216CR	JCL CC#120	04 R 005 000 120 000 050	500.00
05/02/2016	050216CR	Lunch - food program	02 R 005 770 000 701 601	45.00
05/02/2016	050216CR	Athletics CC#170	04 R 005 000 170 000 050	285.00
05/02/2016	050216CR	TEL Eagle's Lair CC#200	04 R 005 570 200 000 040	55.00
05/02/2016	050216CR	Theater CC#123	04 R 005 000 123 000 050	1126.00
05/02/2016	050216CR	Prom CC#116	04 R 005 000 116 000 050	220.00
05/02/2016	050216CR	5th grade field trip	01 R 020 000 000 000 050	3595.00
05/02/2016	050216CR	Free Dress CC#114	01 R 005 000 114 000 060	6.00
05/02/2016	050216CR	LS MN Twins National Anthem Field Trip	01 R 020 000 000 000 050	2.50
05/02/2016	050216CR	US MN Twins National Anthem Field Trip	01 R 010 000 000 000 050	2.50
05/04/2016	050416CR	TEL Eagle's Lair CC#200	04 R 005 570 200 000 040	1355.41
05/12/2016	051216CR	FY 15-16 Reg Lunch	02 R 005 770 000 701 471	1557.01
05/12/2016	051216CR	FY 15-16 HHFKA	02 R 005 770 000 701 471	322.14
05/12/2016	051216CR	FY 15-16 Free/Reduced Lunch	02 R 005 770 000 701 472	7200.88
05/12/2016	051216CR	FY 15-16 Breakfast	02 R 005 770 000 705 476	2259.25
05/12/2016	051216CR	FY 15-16 State Breakfast	02 R 005 770 000 705 300	792.55
05/12/2016	051216CR	FY 15-16 State School Lunch	02 R 005 770 000 701 300	1076.31
05/12/2016	051216CR	TEL Eagle's Lair CC#200	04 R 005 570 200 000 040	4320.38
05/12/2016	051216CR	5th grade field trip to Ft. Snelling	01 R 020 000 000 000 050	737.00
05/12/2016	051216CR	1st & 3rd grade field trip tp Bell Museu	01 R 020 000 000 000 050	1076.00
05/12/2016	051216CR	SpEd meeting lunch reimbursement 04.28.2	01 E 010 211 000 000 490	21.75
05/12/2016	051216CR	FY 15-16 US Art field trips to High Poin	01 R 005 000 000 000 050	802.00
05/12/2016	051216CR	FY 15-16 Lunch	02 R 005 770 000 701 601	13028.25
05/12/2016	051216CR	FY 15-16 Athletics CC#170	04 R 005 000 170 000 050	520.00
05/12/2016	051216CR	FY 15-16 Graduation CC#130	01 R 010 000 130 000 050	420.00
05/12/2016	051216CR	FY 15-16 Classical Cert CC#210	01 R 005 000 210 000 050	50.00
05/12/2016	051216CR	FY 15-16 Prof Dev reimbursement - FOE ch	01 E 005 640 000 316 366	9040.00
05/13/2016	051316CR	FY 15-16 Gen Ed	01 R 005 000 000 000 211	310130.30
05/13/2016	051316CR	FY 15-16 SpEd	01 R 005 000 000 000 360	45.88
05/13/2016	051316CR	FY 13-14 SpEd adj	01 A 121 00	-45.88
05/13/2016	051316CR	FY 15-16 Gen Ed	01 R 005 000 000 000 211	-310130.30
05/13/2016	051316CR	FY 15-16 SpEd	01 R 005 000 000 000 360	-45.88
05/13/2016	051316CR	FY 13-14 SpEd adj	01 A 121 00	45.88
05/13/2016	CR051316	FY 15-16 Gen Ed	01 R 005 000 000 000 211	310084.42
05/13/2016	CR051316	FY 15-16 SpEd	01 R 005 000 000 000 360	45.88
05/19/2016	051916cr	FY 15-16 Reg Lunch	02 R 005 770 000 701 471	325.67
05/19/2016	051916cr	FY 15-16 HHFKA	02 R 005 770 000 701 471	67.38
05/19/2016	051916cr	FY 15-16 Free/Reduced Lunch	02 R 005 770 000 701 472	123.86
05/19/2016	051916cr	FY 15-16 State School Lunch	02 R 005 770 000 701 300	147.17
05/26/2016	052616CR	FY 15-16 US Field trip to U of MN	01 R 005 000 000 000 050	216.00
05/26/2016	052616CR	FY 15-16 Lunch - Food Program	02 R 005 770 000 701 601	65.00
05/26/2016	052616CR	FY 15-16 Senior Week CC#121	01 R 005 000 121 000 050	323.00
05/26/2016	052616CR	FY 15-16 MS Art field trip to Franconia	01 R 005 000 000 000 050	930.00
05/26/2016	052616CR	FY 15-16 Athletics CC#170	04 R 005 000 170 000 050	100.00
05/26/2016	052616cr	FY 15-16 FIN 414	01 R 005 000 000 414 400	1454.98
05/26/2016	052616cr	FY 15-16 FIN 414	01 R 005 000 011 414 400	1145.02
05/26/2016	052616cr	FY 15-16 FIN 425	01 R 005 000 000 425 400	1148.02
05/26/2016	052616cr	FY 15-16 FIN 401	01 R 005 000 000 401 400	3291.59
05/26/2016	052616cr	FY 15-16 FIN 419	01 R 005 000 000 419 400	7427.45
05/26/2016	052616CR	LS field trip	01 R 020 000 000 000 050	11.00
05/26/2016	052616CR	US field trip	01 R 005 000 000 000 050	96.00
05/26/2016	052616CR	Prom CC#116	04 R 005 000 116 000 050	3698.00

Trans Date	Batch	Description	Acct Nbr	Amount
05/26/2016	052616CR	TEL Eagle's Lair CC#200	04 R 005 570 200 000 040	165.00
05/26/2016	052616CR	Improv CC#124	04 R 005 000 124 000 050	755.00
05/26/2016	052616CR	Spanish Club CC#122	04 R 005 000 122 000 050	40.00
05/26/2016	052616CR	Art Expo CC#114	01 R 005 000 114 000 060	16.00
05/26/2016	052616CR	Senior Week CC#121	01 R 005 000 121 000 050	272.00
05/26/2016	052616CR	Reimbursement for legal fee	01 E 005 110 000 000 305	15.00
05/26/2016	052616CR	Reimbursement for deposited checks retur	01 E 005 110 000 000 305	10.00
05/27/2016	052716CR	FY 15-16 Gen Ed	01 R 005 000 000 000 211	290101.01
05/27/2016	052716CR	FY 15-16 Charter School Lease	01 R 005 000 000 348 300	19983.41
05/31/2016	053116CR	FY 15-16 TEL Eagle's Lair CC#200	04 R 005 570 200 000 040	2475.51
05/31/2016	053116CR	FY 15-16 Athletics CC#170	04 R 005 000 170 000 050	313.09
Total for Cash Receipts				695510.39

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	643,484.78	9,086.75	652,571.53
02	Food Service Fd	0.00	27,010.47	0.00	27,010.47
04	Community Service Fund	0.00	15,928.39	0.00	15,928.39
***	Fund Summary Totals ***	0.00	686,423.64	9,086.75	695,510.39

***** End of report *****

Post Date	Acct Nbr	Description	Amount
05/02/2016	50 A 101 08	Bond lease pymt from ERA ABC to Corporat	-45025.00
05/02/2016	50 A 103 50	Bond lease pymt from ERA ABC to Corporat	45025.00
		Totals for 050216KB	0.00
05/05/2016	50 L 205 00	Check #51879 written to City of Minneton	-300.00
05/05/2016	50 E 005 810 000 000 820	Check #51879 written to City of Minneton	300.00
05/05/2016	50 L 205 00	Check #51885 written to City of Minneton	-100.00
05/05/2016	50 E 005 810 000 000 820	Check #51885 written to City of Minneton	100.00
		Totals for 050516KB	0.00
05/31/2016	01 A 101 12	Transfer to/from Fundraising ICS Acct -	9744.00
05/31/2016	01 A 101 09	Transfer to/from Fundraising ICS Acct -	-9744.00
05/31/2016	50 A 101 08	Transfer to/from ABC ICS Acct - May 2016	-33004.00
05/31/2016	50 A 101 14	Transfer to/from ABC ICS Acct - May 2016	33004.00
05/31/2016	01 A 101 06	Transfer to/from Operating ICS Acct - Ma	139316.00
05/31/2016	01 A 101 13	Transfer to/from Operating ICS Acct - Ma	-139316.00
		Totals for 053116KB	0.00
		Total for Journal Entries	0.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	0.00	0.00
50	Affiliated Building Co	-400.00	0.00	400.00	0.00
*** Fund Summary Totals ***		-400.00	0.00	400.00	0.00

***** End of report *****

Eagle Ridge Academy #4122-07

Long Range Budget Model

Budget Forecast 06.24.16

	Actual	Budget Projections						
	<u>2014-2015</u>	Adopted 5/19/15 <u>2015-2016</u>	Proposed Revised <u>2015-2016</u>	Adopted 5/24/16 <u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Enrollment Projections				<u>new building</u>				
Number Students Grade K	68.86	69	68.93	138	138	138	138	138
Number Students Grade 1	68.77	69	68.97	138	138	138	138	138
Number Students Grade 2	68.94	69	68.83	138	138	138	138	138
Number Students Grade 3	68.86	69	68.97	115	138	138	138	138
Number Students Grade 4	68.93	69	68.94	115	138	138	138	138
Number Students Grade 5	68.83	69	68.8	92	115	138	138	138
Number Students Grade 6	74.99	75	74.93	100	125	125	125	125
Number Students Grade 7	74.6	75	74.53	75	100	125	125	125
Number Students Grade 8	73	74	74.4	75	75	100	125	125
Number Students Grade 9	70.67	72	52.42	80	90	90	90	117
Number Students Grade 10	53.56	68	65.94	58	83	83	83	83
Number Students Grade 11	45.22	51	47.09	67	57	78	78	78
Number Students Grade 12, adjusted for pseo	43.56	33	35.51	41	51	48	65	69
Enrollment totals by state pupil unit weighting category								
Total Number of Students Grade K	68.86	69	68.93	138	138	138	138	138
Total Number of Students Grades 1-3	206.57	207	206.77	391	414	414	414	414
Total Number of Students Grades 4-6	212.75	213	212.67	307	378	401	401	401
Total Number of Students Grades 7-12	360.61	373	349.89	396	456	524	566	597
Total Number of Students	849	862	838.26	1,232	1,386	1,477	1,519	1,550
Total Number of Current Year Pupil Units	920.91	936.60	908.24	1,311.73	1,477.25	1,581.22	1,632.34	1,668.97

Eagle Ridge Academy #4122-07

Long Range Budget Model

Budget Forecast 06.24.16

Actual	Budget Projections						
	Adopted 5/19/15	Proposed Revised	Adopted 5/24/16				
2014-2015	2015-2016	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021

State Revenue Assumptions and Calculations

								101.5%
General Education Revenue								
State Averages Per Pupil Unit	\$5,831	\$5,889.31	\$5,948.00	\$6,066.96	\$6,157.96	\$6,250.33	\$6,344.09	\$6,439.25
Inflation Rate Assumption - Basic only	1.5%	1.0%	2.0%	2.0%	1.5%	1.5%	1.5%	1.5%
Basic Excluding Transportation	\$5,559.28	\$5,617.59	\$5,670.82	\$5,784.24	\$5,871.00	\$5,959.07	\$6,048.45	\$6,139.18
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	27.48	27.48	28.76	28.76	28.76	28.76	28.76	28.76
Operating Capital	225.25	225.25	226.15	226.15	226.15	226.15	226.15	226.15
Equity	115.09	115.09	116.46	116.46	116.46	116.46	116.46	116.46
Referendum	74.02	74.02	73.80	73.80	73.80	73.80	73.80	73.80
Transportation	271.72	271.72	277.18	282.72	286.96	291.27	295.63	300.07
Per Pupil Unit State Revenue	6,285.84	6,344.15	6,406.17	6,525.13	6,616.13	6,708.50	6,802.26	6,897.42
Less Pension Adjustment	7.40	7.40	0.00	0.00	0.00	0.00	0.00	0.00
Total Per Pupil Unit State Revenue	\$6,293.24	\$6,351.55	\$6,406.17	\$6,525.13	\$6,616.13	\$6,708.50	\$6,802.26	\$6,897.42
Total General Education State Revenue	5,795,520	5,948,862	5,818,327	8,559,189	9,773,671	10,607,647	11,103,626	11,511,574

								12.6% F, 5.2% R
Compensatory Revenue	Per MDE	Per MDE	Per MDE 01.25.16	Per MDE	estimate	estimate	estimate	estimate
	9% F, 7.5% R	12.6% F, 5.2% R	12.6% F, 5.2% R	11.8% F, 6.3% R	11.8% F, 6.3% R	11.8% F, 6.3% R	11.8% F, 6.3% R	12.6% F, 5.2% R
A: Number of Students prior year	823	862	862	851	1,232	1,386	1,477	1,519
B: Number of Free Lunch Students prior year	74	109	109	100	145	164	174	191
C: Number of Reduced Lunch Students prior year	62	45	45	54	78	87	93	79
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	105.00	131.50	131.50	127.00	184.25	207.21	220.74	230.91
E: Concentration Portion	0.1276	0.1526	0.1526	0.1492	0.1495	0.1495	0.1495	0.1520
F: Concentration Factor (lessor of 1 or Conc. portion/.8)	0.16	0.19	0.19	0.19	0.19	0.19	0.19	0.19
G: PU = .6 * D * F	10.05	15.05	15.05	14.21	20.66	23.23	24.75	26.32
H: Initial Revenue = \$5109*G	50,155	75,107	76,893	75,283	108,005	121,466	129,395	131,406
Miscellaneous Adjustment (Rounding due to ORG sites)	0	0	764					
I: Short Year Factor	1	1	1	1	1	1	1	1
Calculated Compensatory State Revenue ((H) x (I))	50,369	75,878	77,656.80	75,283	108,005	121,466	129,395	131,406

Eagle Ridge Academy #4122-07

Long Range Budget Model

Budget Forecast 06.24.16

	Actual	Budget Projections						
	2014-2015	Adopted 5/19/15 2015-2016	Proposed Revised 2015-2016	Adopted 5/24/16 2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Alternative Comp Revenue			Per MDE 01.29.16	Estimate	Estimate	Estimate	Estimate	Estimate
Pupil Units			862	851	1,232	1,386	1,477	1,519
Alternative Comp Allowance			\$255.51	\$255.51	\$255.51	\$255.51	\$255.51	\$255.51
			\$220,249.62	\$217,439.01	\$314,900.54	\$354,147.08	\$377,265.63	\$388,150.35
Building Lease Aid								
Aid at \$1,314 per pupil unit as per state cap (beg. FY14-15)	1,210,078	1,230,692	1,193,425	1,723,609	1,941,104	2,077,728	2,144,900	2,193,024
Aid at 90% of Lease	1,188,531	1,275,692	1,193,018	1,723,609	1,941,104	2,077,728	2,144,900	2,193,024
90% of lease payment - per pupil unit	1,291	1,362	1,314	1,314	1,314	1,314	1,314	1,314
Lesser of \$1,314/p.u. or 90% of lease payment	1,188,531	1,230,692	1,193,018	1,723,609	1,941,104	2,077,728	2,144,900	2,193,024
Estimated Proration of Lease Aid Revenue	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Total Prorated Building Lease Aid Revenue	1,188,531	1,230,692	1,193,018	1,723,609	1,941,104	2,077,728	2,144,900	2,193,024
Lease Aid Revenue per pupil unit (before proration)	1,291	1,314	1,314	1,314	1,314	1,314	1,314	1,314
Long-Term Facilities Maintenance Revenue								
Revenue per Adjusted Pupil Unit	n/a	n/a	n/a	\$34.00	\$85.00	\$132.00	\$132.00	\$132.00
Total Long-Term Facilities Maintenance Revenue	n/a	n/a	n/a	\$44,599.00	\$125,566.00	\$208,722.00	\$215,469.00	\$220,304.00
Special Education Revenue								
	97% of exp's	94% of exp's	94% of exp's	94% of exp's	94% of exp's	94% of exp's	94% of exp's	estimate
State Special Education Aid & Tuition Billing	720,773	746,418	746,418	1,267,754	1,293,064	1,318,914	1,345,328	1,372,212
Revenue Summary and Projections								
State Aids								
General Education Revenue	5,758,184	5,948,862	5,818,327	8,559,189	9,773,671	10,607,647	11,103,626	11,511,574
QComp	209,042	218,948	0	0	314,901	354,147	377,266	393,609
LEP Revenue	56,555	57,315	35,067	51,557	57,982	61,767	63,549	64,826
Compensatory Revenue	50,369	75,878	77,657	75,283	108,005	121,466	129,395	131,406
Declining Pupil Unit Aid	0	0	21,108	0	0	0	0	0
PY Over/Under Accruals	(51,974)	0	0	40,401	0	0	0	0
Subtotal	6,022,177	6,301,003	5,952,159	8,726,430	10,254,559	11,145,028	11,673,836	12,101,415
Building Lease Aid	1,188,531	1,230,692	1,193,018	1,723,609	1,941,104	2,077,728	2,144,900	2,193,024
QComp	0	0	220,250	217,439	314,901	354,147	377,266	388,150
School Trust & Land Endowment Fund, 30.8 x py adjusted ADM	25,014	24,080	28,364	25,818	37,959	42,690	45,477	46,789
Literacy Incentive Aid	60,418	60,418	57,806	57,806	57,806	57,806	57,806	58,673
Long Term Facilities Revenue (New beginning FY17)	n/a	n/a	n/a	44,599	125,566	208,722	215,469	220,304
Other	0	0	1,480	0	0	0	0	0

Eagle Ridge Academy #4122-07

Long Range Budget Model

Budget Forecast 06.24.16

	Actual	Budget Projections						
		Adopted 5/19/15		Proposed Revised	Adopted 5/24/16			
		<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Special Education Aid	722,713	847,804	746,418	1,267,754	1,293,064	1,318,914	1,345,328	1,372,212
Total State Aids	8,018,853	8,463,997	8,199,494	12,063,456	14,024,959	15,205,035	15,860,082	16,380,567
<u>Other Revenue</u>								
Federal CSP Expansion Grant Revenue	3,840	175,000	205,844	225,000	225,000	0	0	0
Federal Special Ed	40,932	94,387	118,145	173,701	195,350	208,102	214,106	218,407
CEIS Funds	13,154	16,810	16,585	24,384	27,423	29,213	30,056	30,660
Federal Title Funds (I, II)	40,463	43,301	54,266	79,931	89,893	95,761	98,524	100,503
Interest Revenue	114	450	70	550	600	600	600	600
Fees from Patrons- Students	0	0	32,175	0	0	0	0	0
Fees from Patrons- Transportation	88,091	88,150	84,000	120,000	134,956	143,766	147,914	150,885
Fees from Patrons - Athletics (to Fund 04)	45,877	0	0	0	0	0	0	0
Fundraising, Gifts, Misc, ERATE	48,356	110,000	102,750	220,000	247,419	263,570	271,175	276,623
Targeted Services	40,113	35,000	35,000	51,458	57,872	61,649	63,428	64,702
Credit Recovery	18,279	15,000	15,000	22,054	24,802	26,421	27,183	27,730
Athletic and other Student Clubs and Programs - Fund 04	187,669	148,000	200,000	265,500	313,500	350,700	378,900	405,800
Food Service Program - Fund 02	243,642	182,494	266,400	362,000	427,500	478,200	516,600	553,300
Total Other Revenue	770,530	908,592	1,130,235	1,544,577	1,744,314	1,657,982	1,748,485	1,829,210
Total Revenue	8,789,383	9,372,589	9,329,729	13,608,033	15,769,272	16,863,017	17,608,567	18,209,777

Eagle Ridge Academy #4122-07

Long Range Budget Model

Budget Forecast 06.24.16

Actual	Budget Projections						
	Adopted 5/19/15	Proposed Revised	Adopted 5/24/16				
<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>

3%

Expenditure Calculations

<u>Inflation Calculations</u>								
Other Costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Salaries (Benefits at an increasing % each year on line item calc.)		2.5%	2.5%	4.0%	2.0%	4.0%	2.0%	4.0%

<u>Budget Calculations</u>	Benefits %	32%	31%	32%	32%	32%	32%	38%
Salaries	3,194,630	3,298,671	3,350,115	4,725,691	5,181,303	5,625,455	5,820,517	6,161,150
Benefits	924,055	1,047,569	1,022,361	1,512,221	1,658,017	1,800,146	1,862,565	2,341,237
Q Comp Salaries and Benefits	138,992	218,948	236,000	217,439	314,901	354,147	377,266	393,609
Contracted Services	279,920	318,882	340,177	566,626	601,718	629,868	653,592	666,700
Communications Services	15,111	16,900	19,200	30,000	34,400	37,400	39,200	40,800
Postage	2,761	3,300	2,150	6,600	7,600	8,300	8,700	9,100
Utilities	111,519	280,000	105,500	150,000	153,000	156,100	159,200	162,400
Insurance	28,012	60,000	29,000	60,300	64,500	69,000	73,800	79,000
Repairs and Maintenance (Coding Changes in 13-14)	184,767	140,000	145,550	41,000	41,800	42,600	43,500	44,400
Contracted Transportation	492,759	465,000	460,000	573,000	623,000	673,000	723,000	737,500
Field Trip Transportation	16,677	17,100	8,750	34,800	39,900	43,400	45,500	46,400
Travel, Conferences and Staff Training	17,355	21,300	19,900	45,000	28,000	30,400	31,900	33,200

<u>Building Rent</u>								
<u>Bond Issue 2013 and 2015</u>		3 payments	3 payments					
Annual principal and interest on 2013 bonds	1,047,590	135,144	135,144	0	0	0	0	0
Annual principal and interest on 2015 and 2016 bonds	0	369,101	369,101	1,848,219	2,122,925	2,216,800	2,216,780	2,220,360
Annual Issuer fees, Trustee fees, legal, accounting, audit, Rating Fee	35,000	37,625	37,625	30,000	30,000	30,000	30,000	30,000
Annual rent for Issuer fees for 2015 Bonds	above	above	above	paid at closing				
Annual rent for Capital Improvement Fund	238,000	875,566	783,705	36,902	3,857	61,787	136,442	186,333
Total Building Rent	1,320,590	1,417,436	1,325,575	1,915,121	2,156,782	2,308,587	2,383,222	2,436,693

Eagle Ridge Academy #4122-07

Long Range Budget Model

Budget Forecast 06.24.16

	Actual	Budget Projections						
		Adopted 5/19/15	Proposed Revised	Adopted 5/24/16				
	2014-2015	2015-2016	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Other Rentals and Operating Leases	90,725	98,100	100,000	147,100	168,700	183,300	192,400	200,200
Payments to Other Schools	8,852	0	0	0	0	0		
Field Trip Registrations	0	17,240	21,000	24,649	28,300	30,800	32,300	33,600
Supplies - Non Instructional	72,799	55,000	65,000	92,600	101,100	113,100	122,200	130,900
Supplies - Maintenance	20,210	17,500	34,000	38,600	44,300	48,100	50,500	52,500
Computer Software & Licensing (New in 13-14)	28,276	35,000	35,000	45,000	62,500	67,900	71,300	74,200
Instructional Supplies	34,592	40,500	46,000	72,600	83,300	90,500	95,000	98,800
Textbooks & Workbooks	51,280	56,900	31,000	47,900	56,600	63,300	68,400	73,300
Standardized Tests	10,664	14,000	17,445	21,600	24,800	26,900	28,200	29,300
Food	1,116	3,600	4,200	5,600	6,400	7,000	7,300	7,600
Equipment (Furniture)	1,554	14,000	2,000	21,600	80,000	80,000	80,000	80,000
Technology Equipment	41,089	50,000	102,000	159,000	100,000	104,000	108,160	100,000
Interest on Line of Credit	0	1,000	0	0	1,000	1,000	1,000	1,000
Dues and Memberships	8,491	14,000	12,835	20,000	20,800	21,632	22,497	23,400
Federal Special Ed	40,932	80,000	118,145	173,701	195,350	208,102	214,106	218,407
CEIS	13,154	14,387	16,585	24,384	27,423	29,213	30,056	30,660
Federal Title	40,463	43,301	54,266	79,931	89,893	95,761	98,524	100,503
State Special Ed	743,065	901,919	794,062	1,348,675	1,375,600	1,403,100	1,431,200	1,459,800
Targeted Services	38,486	31,500	31,500	47,200	54,100	58,800	61,700	64,200
Credit Recovery	9,992	13,500	13,500	20,200	23,200	25,200	26,400	27,500
Fundraising	104,958	0	124,396	200,000	229,400	249,300	261,600	272,200
Athletic and Other Student Clubs and Programs - Fund 04	186,784	138,000	173,000	265,500	313,500	350,700	378,900	405,800
Food Service Program - Fund 02 (Includes Transfer)	225,759	182,494	248,742	362,000	427,500	478,200	516,600	553,300
CSP-General	3,840	175,000	205,844	225,000	225,000	0	0	0
Total Expenditures	8,504,229	9,302,048	9,314,798	13,320,638	14,643,687	15,514,310	16,120,305	17,189,359
Annual Surplus (Deficit)	285,155	70,541	14,932	287,395	1,125,586	1,348,707	1,488,263	1,020,418
Beginning Fund Balance	1,061,965	1,398,625	1,398,625	1,413,557	1,700,952	2,826,537	4,175,244	5,663,507
Ending Fund Balance	1,347,119	1,469,166	1,413,557	1,700,952	2,826,537	4,175,244	5,663,507	6,683,925
per audit								
Fund Balance Percentage of Annual Total Expenditures	15.8%	15.8%	15.2%	12.8%	19.3%	26.9%	35.1%	38.9%
Debt Service Coverage Ratio (see separate schedule)	1.52	2.69	2.69	1.57	1.68	1.78	1.58	1.58



EAGLE RIDGE

A C A D E M Y

2016-2017

Employee Handbook

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Minnetonka, MN 55343

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Welcome from the Executive Director

Welcome to Eagle Ridge Academy

Thank you for joining Eagle Ridge Academy! 2016-2017 is different than most school years in that we moved to a new facility, added over 40 new staff, and about 400 students. This year includes many changes and many say they fear change. However, I challenge that we do not fear change, we fear the unknown and how each individual will adapt to the unknown. How each of us fit into the unknown is the challenge. Let's not let fear define 2016-2017, but let us be known this year for our perseverance, grace, humility, and success in providing a high quality education to over 1,250 students. The Handbook was developed for you, the Eagle Ridge Academy family. The Handbook provides basic information about your employment with Eagle Ridge Academy. It outlines procedures, policies, and general requirements. I ask that you assist us in our collaborative efforts as we work to build a school built on trust, respect, and continual growth. It will be through your good efforts that we continue our journey towards educational excellence.

Sincerely,

Jason Ulbrich
Executive Director

Purpose of Handbook

The following pages contain information regarding many of the policies and procedures of Eagle Ridge Academy. This is not an employment contract and is not intended to create contractual obligations of any kind. The purpose of this handbook is to familiarize Employees with the philosophy, policies, procedures, and benefits of Eagle Ridge Academy. All Employees should carefully review this booklet in its entirety upon receipt.

Eagle Ridge Academy values the many talents and abilities of its Employees and seeks to foster an open, cooperative, and dynamic environment where both Employees and the school can thrive. Further information or questions about any of the policies and procedures outlined in this handbook may be

brought to the attention of Human Resources or the Executive Director.

The policies and procedures outlined in this handbook will be applied at the discretion of Eagle Ridge Academy, and Eagle Ridge Academy reserves the right to deviate from the procedures of this handbook or to withdraw or change them at any time. Eagle Ridge Academy will notify Employees when a change has been made.

PART ONE – MISSION, VISION and CULTURE

Mission, Vision, and Pillars

Mission

The mission of Eagle Ridge Academy is to provide our students with a traditional, Classical Education that demands their best in academic achievement, behavior, and attitude and challenges them to attain their highest potential.

Vision

Eagle Ridge Academy will offer an academically rigorous, time-tested Classical, liberal arts curriculum that:

- prepares students to be exemplary and knowledgeable citizens,
- instills a life-long passion for learning,
- values self-discipline, respect, perseverance, and achievement,
- teaches truth, beauty and goodness,
- and fosters an appreciation for the United States of America and her unique role in the world.

Pillars

- **Citizenship**
Defined: being a good citizen, contributing to the school, being a good student, being responsible
In action: picking up after yourself, paying attention, not vandalizing the school or property, being helpful, reciting the Pledge
- **Integrity**
Defined: having a conscience, dignity, morals, academic honesty, being trustworthy, honorable, having common sense
In action: admitting wrong-doing, standing up for what is right, completing homework on time
- **Perseverance**
Defined: enduring through hardships, focusing, not giving up, and accomplishing goals
In action: doing your best, not getting discouraged, getting extra help if you need it, asking questions
- **Honor**
Defined: honesty, taking pride in yourself, recognizing value, fairness
In action: honoring those even if you do not like them, showing respect, standing up for others, saying hello to other students and teachers (even if you don't know them)
- **Excellence**
Defined: always doing your best, taking pride in your work, behaving and working above the average
In action: caring for what you are working on, excelling at what you do, pushing yourself
- **Respect**
Defined: kindness, appropriate speech, politeness, self-control, listening to authority figures
In action: listening to and following directions, accepting responsibility for actions, standing up for yourself, taking care of yourself/others/the environment

School History

Eagle Ridge Academy opened its doors in 2004 serving students in grades 6, 7 and 9. The school has continually expanded and now serves students in grades K – 12. Eagle Ridge Academy was formed by local parents, experienced educators, and professionals with expertise in finance, law, business, marketing, and non-profit management for the purpose of expanding parental choice by offering a rigorous, Classical, college-preparatory program within a public school.

Eagle Ridge Academy and the Classical Tradition

The Classical tradition is manifold. The Greco-Roman period was one of intense and multifaceted exploration, of knowledge and learning as well as the human virtues, most particularly good citizenship and the triad of truth, beauty, and goodness. Classicism in the Christian west developed in phases. Medieval scholasticism emphasized dialectic and logic. Renaissance humanism focused on literature and rhetoric.

Classical Education today also includes a spectrum of traditions. Moral classicism focuses on the virtues and tends to have a medieval flavor. Democratic classicism encourages good citizenship and embodies a more humanist approach. Liberating classicism seeks to address the achievement gap, using Classical resources to achieve academic excellence.

Many schools choose to work out of some particular aspect(s) of the Classical tradition. We deliberately take the best from all traditions. This does not mean that we don't know who we are! On the contrary, as educators deeply immersed in and dedicated to the Classical tradition, we have crafted a detailed and comprehensive Classical approach, designed to enrich, ennoble, and educate our students.

Overview

Eagle Ridge Academy is a K-12 Classical, College-Prep Charter School. There are numerous strands and foci of Classical Education. Eagle Ridge Academy is focused on providing a rigorous, academic foundation that works in conjunction with the school's pillars and Latin motto. The following virtues constitute the school's pillars: Citizenship, Integrity, Perseverance, Honor, Excellence, and Respect. The school's motto "Probitas, Veritas, Pulchritudo" identifies in Latin the central tenants of the school: Goodness, Truth, and Beauty. Using these virtues and tenants as foundations, Eagle Ridge Academy is able to fulfill its mission of providing our students with a traditional, Classical Education that demands their best in academic achievement, behavior, and attitude and challenges them to attain their highest potential.

Eagle Ridge Academy is delineated into three schools representative of the three stages of the Trivium: the School of Grammar (K-5), the School of Logic (6-8), and the School of Rhetoric (9-12). Grades five and eight serve a special role as the transitional years: grade five is the transitional year between the School of Grammar and the School of Logic, and grade eight is the transitional year between the School of Logic and the School of Rhetoric.

Eagle Ridge Academy strives to incorporate aspects of all three stages of the Trivium in each of the three schools, to varying degrees as appropriate in each School, in order to help students learn the grammar level information of a particular discipline, understand the logical reasoning behind particular disciplines, and work on the art of speaking and writing articulately with adequate reasoning and support. Upon completion of their education at Eagle Ridge Academy, students will be exemplary and knowledgeable citizens who have been instilled with a life-long passion for learning; value self-discipline, respect,

perseverance, and achievement; search for truth, beauty, and goodness; and foster an appreciation for the United States of America and her unique role in the world.

School Management

Eagle Ridge Academy is managed by an eleven member Board of Directors. The Board consists of parents, teachers, and community members, and is responsible for the strategic operation of the school including financial management, curricular and policy development, compliance with state and federal guidelines, student enrollment, and compliance with the requirements of the authorizer.

Eagle Ridge Academy is authorized by Friends of Education through 2021, a non-profit organization that has received state approval to authorize charter schools. As Eagle Ridge Academy's authorizer, Friends of Education is responsible for monitoring student academic performance, providing financial oversight, ensuring compliance with state requirements, and supporting the school's overall development.

Educational Philosophy

Eagle Ridge Academy represents a partnership among the students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the Mission Statement. Students and parents respect the Academy's teachers as role models and instructors for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility, and belief in the value of a Classical Education are characteristics of the faculty. Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students. The Executive Director, under the authority of the Board, oversees the implementation of the Mission Statement in the school and advances the Academy's role as an institution dedicated to providing the best education for children. Eagle Ridge Academy recognizes each child as a person who, by virtue of his/her humanity, is in community with all the other children in the Academy, regardless of age. By providing moral and ethical standards, the Academy prepares its students to accept the privileges and responsibilities of citizenship in a democratic society. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline, and appropriate content-rich instruction.

Eagle Ridge Academy School of Grammar

Truth, Beauty, and Goodness:

Virtue and wisdom are inextricably linked components of Classical Education. Citizenship, integrity, perseverance, honor, excellence, and respect are all both moral and intellectual virtues. Like the principles used by the Founding Fathers of the United States of America, Eagle Ridge Academy was built on certain principles and truths that are timeless and inherent.

The School of Grammar at Eagle Ridge Academy is characterized by a well-structured learning day that sets and maintains an appropriate educational tone from beginning to end. When students come to school they are coming to work. Their conduct at school must demonstrate a seriousness of purpose and a sense of appropriate play that stress the importance of learning both individual and group skills.

Eagle Ridge Academy School of Logic

Truth, Beauty, and Goodness:

The School of Logic builds upon the skills introduced in the School of Grammar and requires students to use the facts and information they have learned in the School of Grammar to form logical and organized thoughts and reasoning. This stage requires students to begin answering the “why” behind concepts.

In addition to rigorous academics and high expectations in the classroom, the School of Logic also expects students to continue to reflect upon the pillars of Eagle Ridge Academy and to demonstrate citizenship, integrity, perseverance, honor, excellence, and respect. This will develop self-motivated and self-disciplined students who strive to seek out truth, beauty, and goodness as they begin to grapple with the increasing cognitive demands that the School of Logic requires.

Eagle Ridge Academy School of Rhetoric

Truth, Beauty, and Goodness:

As the final stage in the Trivium, the School of Rhetoric builds upon what students have accomplished in the School of Grammar and the School of Logic. Students continue to learn additional grammatical-level facts and concepts and to utilize logical reasoning; however, students build on these skills by talking and writing intelligently and articulately about concepts and in defense of arguments and positions. Teachers use open-ended questions to facilitate the depth of thought and insight expected of students as they continue to grapple with challenging material and texts in order to develop analytical reasoning skills, prepare students for college, and foster a life-long love of learning.

Students in the School of Rhetoric value academic achievement, self-discipline, and always strive to reach their full potential. As students become aware of the interconnectedness among disciplines and observe the truth, beauty, and goodness of our Classical curriculum and virtues, students will be exemplary and knowledgeable citizens who are appreciative of the United States and her unique role in the world.

PART TWO – EMPLOYMENT

Employment Practices

At Will Employment

Eagle Ridge Academy does not offer tenured or guaranteed employment. Except as Eagle Ridge Academy has otherwise expressly agreed in writing, employment is at will and may be terminated by Eagle Ridge Academy at any time, subject to the individual employment agreement.

Equal Employment Opportunity

Eagle Ridge Academy is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

Eagle Ridge Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which

reasonable accommodation is needed should contact Human Resources, Executive Director or immediate supervisor to discuss possible accommodations.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the appropriate party (see suggestions below). Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Title IX Officer: Jason Ulbrich, 11111 Bren Road, Minnetonka, MN 55343

Human Resource Officer: Kari Lyon, 11111 Bren Road, Minnetonka, MN 55343

Immigration Law Compliance

Eagle Ridge Academy does not hire anyone that is not a citizen of the United States or is not authorized to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past Employees must show valid proof that they are eligible to work in the United States.

General Policies and Procedures

Standards of Conduct

Eagle Ridge Academy Employees are expected to maintain standards of professional, personal, and business ethics consistent not only with the school's Mission and Vision Statements, pillars, and teacher code of ethics but, also, with the responsibility we accept and embrace as life-long learners and educators of the youth of our community. The Code of Ethics for Minnesota Teachers is as follows:

*Standards of Professional Conduct**

1. A teacher shall provide professional educational services in a nondiscriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.
10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

* Excerpted from chapter 9, sec. 3.130, of the Minnesota Code.

Eagle Ridge Academy's 10 Rules to Respect

1. If you have a problem with me, come to me (privately).
2. If I have a problem with you, I'll come to you (privately).

3. If someone has a problem with me and comes to you, send them to me. (I'll do the same for you.)
4. If someone consistently will not come to me, say, "Let's go see him/her together." (I'll do the same for you.)
5. Be careful how you interpret me. On matters that are unclear, do not feel pressured to interpret my feelings or thoughts. It is easy to misinterpret intentions.
6. I will be careful how to interpret you.
7. If it's confidential, don't tell. If anyone comes to me in confidence, I won't tell unless (a) person is going to harm him/herself; (b) the person is going to physically harm someone else; (c) a child has been physically or sexually abused. I expect you will do the same.
8. I do not read unsigned letters or notes.
9. I do not manipulate; I will not be manipulated. Do not let others manipulate you; do not let others try to manipulate me through you.
10. When in doubt, just say it. If I can answer without misrepresenting something or breaking a confidence, I will.

Confidential Information

Eagle Ridge Academy is committed to protecting the privacy of individuals (employees and students) and the confidentiality of records. Employees have the responsibility to adhere to standards of confidentiality with regard to students, staff, parents and volunteers and for ensuring that this commitment to protecting individual privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our community is critical. Eagle Ridge Academy requires that Employees not disclose private, confidential, nonpublic, or protected nonpublic data as defined by Minnesota Government Data Practices Act. Failure to maintain this confidentiality may result in disciplinary action up to and including termination of employment.

During daily work, Employees may be exposed to information that is considered strictly confidential. This information should not be discussed with anyone, including students, co-workers, and families (unless under your supervisor's direction). Employees must be alert to others overhearing professional discussions regarding student information or an employee's behavior or performance.

In addition, Eagle Ridge Academy will maintain the confidentiality of "protected health information" as required by the federal Health Insurance Portability and Accountability Act (HIPPA) and other information that is deemed to be confidential by other laws. This information may include, but is not limited to, information regarding employees. Confidential information may be information in any form: written, electronic, verbal, overheard, or observed. Access to all information is granted on a "need to know" basis, which is defined as information that is required in order for an employee to perform his or her job. (Reference District Policy 406 and 515)

Dress Code

Men	<ul style="list-style-type: none"> • Dress slacks, khakis, or corduroys. No cargo pants. • Leather belt • Long or short-sleeved button down shirt (tucked in). No tie required. • Collared polo-type shirts, sweaters without hoods, or vests are appropriate. • Socks: Should be mid-calf length, so no skin is visible when you sit down. • Shoes: Comfortable dress shoes or boots. No sandals or athletic shoes. • Facial Hair: If worn, should be trimmed and well groomed.
Women	<ul style="list-style-type: none"> • Dresses, skirts (no shorter than three inches above the knee), or dress pants. No capris or cargo pants. Blouses, sweaters without hoods, blazers, vests or dress shirts are appropriate. • All dresses and shirts must have sleeves unless a blazer or sweater is worn. • Leggings can be worn if dress, shirt, or skirt is an appropriate length (no shorter than 3 inches above the knee). • Shoes: Comfortable dress shoes or boots and conservative sandals. No flip flops, UGG type boots, or athletic shoes.
Physical Education Staff	<ul style="list-style-type: none"> • An exception to the dress code will be made for physical education staff. • No logos of other schools should be worn.
Spirit Wear Days	<ul style="list-style-type: none"> • Staff is able to wear jeans and spirit wear apparel on spirit wear days. • No sweat pants.
Free Dress Days	<ul style="list-style-type: none"> • Staff is able to participate in free dress days. • Staff is able to wear jeans on free dress days.
Staff Development Days	<ul style="list-style-type: none"> • An exception to the dress code will be made on staff development days. • Casual dress on these days is appropriate.

General Tips for a Conservative Look in the Workplace

Acceptable	<ul style="list-style-type: none"> • Laundered and ironed clothing. • Clean clothes that do not show wear. • Tucked in shirt. • Pants breaking just above the shoe. • Shoes in good repair. • Neatly groomed hair in its nature color that is clean and out of your eyes. • Clean and neat nails of an appropriate length. • Haircut and combed/ Clean shaven/ Trimmed facial hair
Not Acceptable	<ul style="list-style-type: none"> • Jeans, casual pants, or shorts. • Tight and revealing clothes. • Athletic wear, t-shirts, or wind suits. • Athletic shoes, hiking boots, or bare feet. • Caps and hats. • Sleeveless, strapless, or spaghetti strap clothing. • Cropped tops, or any other top that shows your stomach.

Employee Assignment

Background Checks

The Academy recognizes the importance of maintaining a safe place for our students and employees. This requires Employees who are honest, trustworthy, qualified, reliable, nonviolent, and do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, Eagle Ridge Academy reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to the Academy. In addition, Eagle Ridge Academy requires criminal background checks for all Employees and a consumer report as noted in specific job descriptions at the time a conditional employment offer is made and every three years after their hire dates. If an employee is aware of any criminal charges that may impact their employment, they should report the details to Human Resources within 72 hours of any pending charge or conviction. Failure to provide the school with an authorization to conduct a background check or consumer report under FCRA (Fair Credit Reporting Act) will be considered insubordination and subject an employee to discipline up to and including termination.

(Reference District Policy 404 – Background Checks)

Reporting Changes

Employees must promptly notify Human Resources of any change in name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, dependent insurance records, or other information deemed relevant to the ongoing employment with Eagle Ridge Academy. Various forms may need to be completed and are available from the Human Resources office.

Personnel Files

Eagle Ridge Academy keeps personnel files on each of its Employees. These files are confidential in nature, and are managed by Eagle Ridge Academy. They will not be copied or removed from the premises unless there is a legitimate business or legal reason to do so.

Only authorized personnel, who have a legitimate reason, will have access to Employees' personnel files. Any employee may view his or her personnel file by contacting Human Resources during normal business hours. No employee may alter or remove any document in his or her personnel file. All personnel who view a personnel file must sign the front cover when viewing or adding to the files.

Confidential health/medical records are not included in personnel files. Eagle Ridge Academy will safeguard health/medical records from disclosure and will divulge that information only upon written request of the employee, as allowed by law, or as required for workers' compensation or disability claims.

Performance Reviews

All staff members will be evaluated in accordance with the school's Professional Development plan. As a result of the scope and sequence outlined in the school's Professional Development plan, staff will be encouraged and supported in their professional practice such that the implementation of effective differentiated instruction throughout the curriculum will positively impact student achievement. Additionally, through the coaching, modeling and ongoing observations/evaluations, staff will be supported in implementing remediation strategies in their performance.

Job Classifications

The following terms will be used to describe employment classifications and status. Further information regarding classification definitions may be found at <http://www.dol.gov/whd/flsa/>.

- **Exempt Employees:** An exempt employee is a salaried employee who holds an administrative, professional, or management position. Exempt employees are not subject to the overtime pay provisions of the Federal Fair Labor Standards Act (FLSA). These positions include, but are not limited to, leadership and teachers of Eagle Ridge Academy.
- **Non-exempt Employees:** Non-exempt employees hold positions that do not fall into one of the exempt categories and are eligible for overtime pay. Non-exempt employees are paid on an hourly basis and are expected to record their time on a timesheet. These positions include, but are not limited to, Educational Assistants, Paraprofessionals, Administrative Assistants and Operations Specialists.

Full-Time Equivalent (FTE) are calculated based on 1.0 FTE being 8 hours per day for the number of duty days specified on the Employee Assignment document. FTE will be adjusted proportionately according to the length of the duty day, or a reflection of the actual instructional periods and/or advisory taught.

- **Full-time Employees:** A regular full-time employee is one who is budgeted and scheduled to work .75 FTE or more. All regular full-time employees are eligible to receive benefits.
- **Part-time Employees:** A regular part-time employee is one who is budgeted and scheduled to work under .75 FTE's. Employees who work .50 FTE up to .75 FTE are eligible to receive part-time benefits. Employees who work less than .50 FTE are not benefit eligible.
- **Temporary Employee (Long Term Substitutes):** Temporary employees are hired to work for a defined period of time of a limited duration, usually to fill in for leaves of absence that last more than 14 consecutive days and less than nine months.
- **Casual Employee (Substitutes):** Casual employees are hired to work on an occasional or as-needed basis for an undetermined time period. There is no guarantee of scheduled hours for persons employed in this category. These employees are not eligible for benefits.

Job Descriptions

Eagle Ridge Academy generally maintains job descriptions for all positions in the school, which are available from Human Resources. Each job description outlines the essential job duties and responsibilities of the assigned position. When the duties and/or responsibilities of the assigned position have been modified, the job description may be revised.

Licenses and Certifications

Each employee who is required to be licensed or certified by law must maintain a current license or certificate with the Human Resources department. Individuals are expected to know the date of expiration of their licenses/certifications and meet the requirements for re-licensure or certification in a timely manner in order to remain employed in that capacity.

Orientation, Training, and Professional Development

Eagle Ridge Academy will provide an orientation and training session prior to the first day of school. Some of the content of the session will depend on the nature of the responsibilities of the position, while other parts will be applicable to all Employees. In addition, certain policies and procedures are of such importance that Eagle Ridge Academy requires all staff to view relevant training presentations every year. Annual mandatory trainings include, but are not limited to, information concerning the following topics: Infectious Agents; Blood Borne Pathogens; Harassment and Non-Discriminations; and Data Privacy.

Eagle Ridge Academy strongly encourages the intellectual development of all faculty. Therefore, it is expected that faculty develop in the areas of pedagogy techniques and classroom management. Eagle Ridge Academy may periodically offer training or educational programs. Some programs may be voluntary, while others will be required.

The Classical Teacher Certificate Program will engage and professionally develop teachers in the art of Classical Education. The program will consist of eleven courses. Each core course credit will be approximately ten hours of meeting time and include outside class work. Staff will earn credits upon satisfactory completion and may be eligible for a salary increase upon satisfactory completion.

Promotions

Generally, an employee may receive an appointment to a higher-level job position by applying for an open position during the District's formal recruitment and selection process.

Recruitment and Hiring

Eagle Ridge Academy's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of Employees are made on the basis of job-related criteria. When positions become available, qualified, current Employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted. The manager of the department with the opening will arrange interviews with Employees who apply.

Current Employees are encouraged to recruit new talent for Eagle Ridge Academy.

Attendance

School Year

Student contact days and staff contract days are determined by the Board of Directors and defined on the Eagle Ridge Academy School Calendar. The exact number of duty days that staff are required to perform services are specified on the Employee Assignment Document and may include student days, workshop days and in-service training days, meetings, and school-sponsored events, such as curriculum nights, informational meetings, student conferences, parent conferences, meetings called by the Director, and other similar events. Duty days for new staff may include additional days of orientation prior to the commencement of the school year.

Hours of Work

Unless the Principal gives permission in advance, teachers are to be on campus no later than 7:30 a.m. and are not to leave campus before 3:30 p.m. unless flex time is approved by building Principal on scheduled work days. Employees are expected to work the number of hours necessary to perform his/her job duties and to meet the professional expectations of the job.

All staff members are expected to be on campus during their agreed upon workdays unless special written permission is given to work offsite by the Executive Director.

Substitute Teacher Procedures

Each teacher is responsible for maintaining a "Substitute Teacher" binder that includes:

1. A copy of the teacher's daily teaching schedule and all other supervision assignments.

2. The bell schedule for Upper School.
3. Student rosters and seating charts.
4. Attendance forms along with an explanation for completing the forms.
5. Detention forms (Upper School), a copy of the school's discipline policy or classroom policy (Lower School).
6. A list of phone extensions that includes the phone number for the Principal.
7. Emergency lesson plans.
8. Instructional materials.
9. Copy or location of The Classroom Emergency and Safety Procedures Guide.

Unscheduled Absence

1. Notify your supervisor of absence and provide reason.
2. Contact the Substitute Scheduler before 6 a.m. A text message is preferred (a phone call after 5:30 a.m. or evening before). Inform the Substitute Scheduler of the exact hours a substitute is needed.
3. Upon return to work, notify Human Resources of absence.

Scheduled Absence

Complete an Employee Absence Request (Aesop) at least 3 days prior to request and submit to your supervisor. Your supervisor will receive an automated email with your request; you will receive an email with their approval or denial of the absence.

School Closing

Delayed openings, school-day cancellations and early dismissal will be announced to parents and students on WCCO (830 AM) and Channel 4 television, the Eagle Ridge Academy website, and Facebook page. In the event of an early dismissal, staff members are to remain at school until dismissed by the Executive Director.

Paid and Unpaid Leave

Paid Time Off (PTO)

Personal Leave days are subject to prior approval by the Employee's Supervisor and can be used for personal business or illness of the Employee or Employee's dependents. It is required that the Employee complete an Absence Request Form and give at least three days' notice in order to receive authorization for leave pay.

For academic year (9 month) staff, the Academy will generally grant a request for PTO at the time desired by the Employee using the following guidelines:

- No more than ten percent (10%) of Employees per School will be granted leave on any given work day. In unusual circumstances, the Executive Director or designee may elect to exceed the limitations on the number of Employees on leave on any given day.
- Employees may not use PTO on the following blackout days: first week of the school year, last week of the school year, and parent-teacher conference days.
- No more than three (3) consecutive PTO days may be granted for reasons of personal business or discretionary use.

In cases of unexpected illness or emergency, the Employee's Supervisor should be notified as soon as possible and reasonable cause needs to be provided. Upon return to work, the Employee is expected to

complete the Absence Request Form in order to receive authorization for leave pay.

If an employee exhausts their annual PTO, no further pre-approved absences will be allowed. If there are absences beyond the Employees PTO time, they will be unpaid. The unpaid day will be reflected on their next pay period. Any employee who leaves Eagle Ridge Academy's employment during the school year, for any reason, immediately surrenders any unused PTO. Excessive absences may warrant discipline against the employee.

Carryover of PTO days & Compensation for Unused PTO Days

Refer to Employment Agreement for specific information regarding carryover of PTO days and/or Compensation for Unused PTO Days, if applicable.

Sick Leave Bank

The accrued sick leave bank shall be available to Employees who have exhausted their current year PTO and can only be used for serious health conditions or physical disability of themselves or dependent others. Before accrued sick leave can be utilized, preapproval must be given by the Human Resources Department.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than **three calendar days** from work, school, or other regular daily activities that also involves continuing treatment (prescription medication) by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

The Academy may require any Employee using the accrued sick leave bank to present a statement from a qualified physician verifying the health condition and certifying that the employee has recovered sufficiently to return to normal duties. The Academy reserves the right to make the final determination as to whether the Employee is entitled to receive accrued sick leave for any given absence. If the employee is approved for a leave of absence for a serious health condition, the Employee's accrued sick leave will be applied at the beginning of the time of leave.

Leaves of Absences

When an employee plans to take leave under any leave policy, the employee must give Eagle Ridge Academy 30 days' notice and fill out a Leave of Absence Request form. If it is not possible to give 30 days' notice, the employee should give as much notice as possible. While on leave, the employee may be required to periodically report to Administration regarding the status of their intent to return to work.

Family and Medical Leave

Employees who qualify for disability under Eagle Ridge Academy's insurance program or are eligible for leave under the Family and Medical Leave Act (FMLA) will be granted a Family or Medical Leave of Absence. Employees approved for this type of Leave will be expected to use all their PTO and sick bank time. All other time off will be unpaid and the employee should expect certain salary and benefit adjustments to account for the unpaid time.

In general, FMLA provides for up to 12 weeks of unpaid leave during a 12 month period for the following reasons:

- Birth or adoption of a child or placement of a child with the employee for foster care
- Care for an immediate family member such as a child, spouse, parent, or grandparent, with a serious health condition
- For the employee's own serious health condition
- Care for a qualifying family member injured during active military service (special rules apply)

If qualified and approved for a Family or Medical Leave of Absence, Employees should contact Human Resources for more information and the calculation affecting salary and benefits during that period. (Reference District Policy 410 – Family and Medical Leave Act)

Jury Duty

If an employee is summoned for jury duty, notice thereof must be promptly given to the Office of Human Resources and paid leave shall be granted for the period of jury duty required. The employee shall reimburse the District any per diem paid to a juror by the court for jury duty service, except that the employee shall retain any mileage and meal allowance paid by the court as well as a sum equal to parking fees paid during the term of jury duty.

Emergency/Bereavement Leave

The employee may take up to the amount of paid leave stated on the Employee Assignment Document for any emergencies or deaths in the Employee's immediate family. "Immediate Family" is defined as a spouse, child, parent, grandparent, brother, sister, or grandchild of the employee or the employee's spouse.

Workers' Compensation

Eagle Ridge Academy requires that all Employees report job-related accidents or injuries to a supervisor immediately. A full report must be submitted to the Operations Director within 24 hours of injury using the Incident Report available on the Z drive. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim. All workers' compensation claims will be paid directly to Employees, and Employees are expected to return to work immediately upon release by their doctor.

Leave without Pay

Any requests from academic year (9 month) staff for three or more consecutive scheduled work days off for personal reasons will be considered a leave of absence without pay. Leave of absence without pay may be granted taking into account the following considerations: reason for request; operating needs of Eagle Ridge Academy; and impact on student learning. Depending on the length of the leave, leave of absence without pay may affect an employee's benefits and Q-Comp performance pay.

Holidays

Employees are not expected to work on the following days: New Year's Eve Day; New Year's Day; Good Friday; Memorial Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve Day; and Christmas Day. Benefit eligible non-exempt staff will be paid on these holidays.

Pay and Benefits

All salaries and wages are reviewed and approved annually by the Board of Directors upon recommendation by the Administration, Finance, and Human Resources. If salary increases are awarded, they become effective the first pay period of the date stated on the Employee Agreement document.

Pay Periods

Employees are paid on the 15th and the last day of the month. When the 15th or the last day of the month falls on a holiday or weekend, every effort will be made to pay Employees on the day before the holiday or weekend. Salaried Employees are paid to date. Hourly staff salaries will reflect a two-week period prior to the pay date (15th or last day of the month).

Direct Deposit

Direct Deposit is a condition of hire. With direct deposit, the net pay is deposited into a financial institution of the employee's choice. Deposits may be split between up to two difference checking and/or savings accounts. New Employees may receive a check, not direct deposit for up to their first two pay checks. Direct deposit account changes may take up to two pay periods to establish; this will allow time for the financial institution to verify the accuracy of the direct deposit information.

Payroll Deductions

Paychecks generally have the following required deductions:

- Federal and State taxes
- Medicare
- Social Security
- Teacher Retirement (TRA) or Public Employee's Retirement (PERA)
- Wage Garnishments: Eagle Ridge Academy will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered to by a court. The employee will be notified of the fact that a garnishment has been received and the effective start date.

If desired, some staff (if eligible) may have additional deductions. These may include:

- Health Insurance
- Dental Insurance
- Optional Life and AD&D Insurance
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- 403b Retirement Plan

Online Payroll Information

Eagle Ridge Academy does not provide the option of printed payroll slips. Employees are able to securely view all their payroll data via web access including pay summaries, year to date pay, tax withholdings, payroll deductions and leave balances. The link to the Employee Payroll Information is available on the

ERA Staff Log In page on the website.

Timecards

Nonexempt Employees are required to be at work on time and sign in via VeriTime. Employees should record the time worked in quarter hour intervals. Altering or falsifying the employee attendance roster or recording time on another employee's record is prohibited and subject to disciplinary action. At the end of each pay period, employees are to review their timecards and submit for approval via VeriTime. It is the responsibility of the employee to take all breaks according to their preset schedule. Eagle Ridge Academy will make an effort to pay the employee in a timely manner if the timecard is submitted late.

Overtime

Nonexempt support staff may be requested or scheduled to work overtime when operating requirements cannot be met during regular working hours. The Administration must authorize all overtime work for Employees in advance. Working overtime without prior authorization may result in disciplinary action. Nonexempt Employees will be paid time and one-half for all hours worked in excess of 40 hours in one work week and as otherwise required by state and federal law. The work week is defined as 12:00 a.m. Sunday through 11:50 p.m. Saturday night. The overtime rate is only paid on the actual hours worked beyond 40. Hours worked do not include holiday, personal time or sick time for which the employee is paid, but did not work.

Exempt Employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to Exempt Employees.

Benefits

Eagle Ridge Academy's Board of Directors determines both benefit eligibility for its Employees and the contribution rate towards the premium for each available benefit plan. The Employee's monthly premium cost for each benefit plan they are eligible for is outlined in the Employee Benefit Summary document, which is available in Human Resources. Eligible Employees who waive health insurance coverage receive a certain amount in lieu of benefits.

During the annual Fall Open Enrollment period, Eagle Ridge Academy will communicate the available benefits and premiums for the following year to the Employees. The Open Enrollment period allows Employees to add or change their benefits coverages. Benefit plans elected during open enrollment are effective January 1st and continue uninterrupted through the summer. No other changes are allowed to benefits elected during Open Enrollment unless the Employee has a "qualifying event" such as certain life status changes, i.e., marriage, birth or adoption of a child, or involuntary loss of medical coverage.

Coverage for Employees not renewing their contracts and who provide notice of their departure will continue to receive insurance benefits through the end of August of that year. Employees who terminate employment mid-contract and during the school year will no longer be eligible to receive benefits. New Employees eligible to participate in benefits plans will receive benefits, if elected, on the first day of the month after 30 days has passed, i.e., if a contract starts August 20th, coverage starts October 1st.

Problem Resolution

Eagle Ridge Academy seeks to deal openly and directly with its Employees, and believes that communication between Employees and the administration is critical to solving problems. Eagle Ridge

Academy Employees that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both Employees should approach the first-line supervisor, who will work with the Employees to determine a resolution. If a resolution cannot be agreed upon, the Employee should present his or her problem to the Executive Director. If a resolution cannot be agreed upon, the Employee shall bring his or her concerns to the School Board Chair. (Reference District Policy 403 – Discipline, Suspension and Dismissal of School Employee)

Discipline

Eagle Ridge Academy's policy is to attempt to deal constructively with Employee performance problems and Employee errors. The disciplinary process will be determined by Eagle Ridge Academy in light of the facts and circumstances of each case and within the parameters approved via policies adopted by the school's Board of Directors. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the Employee's past conduct and length of service, and the nature of the Employee's previous performance or incidents involving the Employee. Details of this process are outlined further in the Corrective Action section.

Corrective Action

Corrective Action will be taken against an Employee in response to a rule infraction or a violation of Eagle Ridge Academy policies. Corrective Action will continue until the violation or infraction is corrected or the Employee is terminated.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the Employee's personnel folder. Directives will be given to the Employee to correct the conduct or performance and copies of all writings will be filed in the Employee's personnel file. If more serious corrective action is required, the Employee may be put on probation, receive suspension with pay, or have his or her employment terminated.

Eagle Ridge Academy considers some violations as grounds for immediate dismissal, including, but not limited to: verbal or physical abuse of students, insubordinate behavior, theft, destruction of Eagle Ridge Academy property, dishonesty, drug or alcohol abuse, or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Executive Director. For employees whose direct supervisor is the Executive Director, the written appeal would be submitted to the Board of Directors.

Separation

Job Abandonment

Employees of Eagle Ridge Academy that are absent for more than one (1) day without notifying a direct supervisor are considered to have voluntarily abandoned their employment with Eagle Ridge Academy. The effective date of termination will be the last day that the Employee reported for work.

Termination

Termination may result from any of the following: (1) layoffs, which include the elimination of an

Employee's job function or headcount reduction due to cost reduction or funding shortfall and (2) involuntary dismissal, which may include poor performance reviews or failure to adhere to the teaching/learning philosophy of Eagle Ridge Academy or the demonstration of an unacceptable attitude in the workplace.

Notice of Resignation

Although Eagle Ridge Academy expects an individual to honor the dates of the Employee Agreement, it understands that many circumstances arise which may necessitate resigning from employment. If an Employee decides to resign, notification should be provided to their first line supervisor and Human Resources in writing. The notice of resignation should be dated with the date the resignation letter was completed. It should list the last day of work, the reason for resignation, and should be signed by the Employee.

Termination Process

Eagle Ridge Academy requires that Employees return all documents, files, computer equipment, tools, keys, and other Eagle Ridge Academy owned property on or before the last day of work.

Exit Interviews

Eagle Ridge Academy encourages Employees to complete an exit interview when employment is ended. This interview provides Employees with an opportunity to offer suggestions as to how the Academy can improve Employee working conditions, policies and procedures, and other areas that impact employment. The first line supervisor or Executive Director will offer an exit interview as part of the separation process.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives Employees and their qualified beneficiaries the opportunity to continue health coverage under Eagle Ridge Academy health plan should the Employee lose his or her eligibility (e.g. upon termination). Under COBRA, the Employee pays the full cost of the coverage at Eagle Ridge Academy's group rate. Details of COBRA coverage and how to apply for it will be provided by Eagle Ridge Academy at the time eligibility is lost.

Employment Regulations

Unlawful Harassment

Eagle Ridge Academy is committed to providing a work and learning environment in which all individuals are treated with respect and dignity. Each Employee has the right to work in an environment that is free of any type of discrimination, including sexual harassment. No person should be required to endure harassment of any nature by supervisors, faculty members, educational support staff, independent contractors, or vendors. Furthermore, this unlawful harassment applies to all phases of employment, and academic status, including but not limited to recruitment, testing, hiring, upgrading, promotions or demotions, transfers, layoffs, terminations, suspensions, expulsions, rates of pay, benefits, and selection for training.

It is Eagle Ridge Academy's responsibility to prohibit sexual harassment in the workplace and in connection with all extracurricular, athletic, and other programs sponsored by the school whether occurring at the school or at another location. Sexual harassment is a violation of the law and will not be

tolerated. Employees who engage in sexual harassment will be subject to discipline, up to and including discharge.

Any Employee, supervisor or administrator who is aware of or should be aware of harassing conduct of any nature by another Employee, whether or not anyone complains about such harassment, but fails to report that conduct may be subject to discipline. Any Employee who believes that he or she has been subjected to or has knowledge of a harassing or offensive work or learning environment or other harassment shall report the incident orally or in writing to building principal, the principal's designee, the building supervisor, or the Operations Director. The Operations Director will investigate the charge. If the person against whom the claim is made is the Operations Director, then the complaint shall be filed with the Executive Director. If the complaint involves the Executive Director, the report may be filed directly with the Board of Directors.

Retaliation against any person for having made a good faith complaint or report of harassment, or participating or aiding in an investigation of harassment, is strictly prohibited. Any person who believes that he or she has been subjected to retaliation should bring the retaliatory conduct to the attention of the Executive Director. If the Executive Director is the source of the alleged harassment, the charge shall be reported directly to the Board Chair. Retaliation will be considered a serious act of misconduct subject to appropriate discipline up to and including discharge.

Any Employee whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action.

(Reference District Policy 413 – Harassment and Violence)

Safe and Drug Free Environment

Weapons, illegal drugs, alcohol, and tobacco are banned from school premises. Faculty members who are made aware of or suspect students possessing, using or intending to use a weapon, illegal drugs, alcohol, or tobacco or are under the influence of illegal drugs are to immediately escort the student to the school office and inform the Executive Director of the existing circumstances. Faculty members are also prohibited from possessing or using a weapon, using illegal drugs, consuming alcohol, or using tobacco while on school premises or reporting to work or school activity under the influence. Violations will result in suspension of duties and could be used as grounds for termination.

(Reference District Policy 417 – Chemical Use and Abuse)

Tobacco Free Environment

The use of tobacco, tobacco-related devices such as cigarette papers and pipes, or electronic cigarettes, is prohibited for all persons within all school buildings, school contracted vehicles, or on school grounds during all hours, as well as at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district or otherwise engaged in school district business. This prohibition will apply to all students and adults.

(Reference District Policy 419- Tobacco Free Environment)

PART THREE – TEACHER EXPECTATIONS

Activities and Events

Teachers are expected to attend events sponsored by the Academy; specifically, one Information Meeting, ERA Graduation, Curriculum Night, and Meet the Teacher Night. Reference the official school calendar for specific dates.

In addition, teachers may be expected by their building Principal to attend additional events. Teachers are encouraged to attend school-sponsored events.

Communication

Teachers are expected to communicate school business with parents and students via phone calls, email, notations on student planners, websites or blogs, and through parent-teacher conferences, as appropriate. In so doing, parents are kept consistently apprised of their student's work. Teachers are prohibited from instant messaging and text messaging students, scheduling individual meetings with students outside of the school, and providing students with personal contact information.

Parent Teacher Conferences

Parent-teacher conferences are scheduled twice annually; see calendar for exact dates. Teachers are expected to be in conference or available for conference during the entire conference period. If approved PTO or other leave is used on conference days, a make-up schedule needs to be presented to the building Principal. Meal and other breaks are pre-scheduled.

Parents sign up for conference times via an online system: Paragon Virtual Conferencing System. Teachers will be provided with log in information to check individual conference schedules. Parents are allowed to sign up for one time slot per child. Please monitor your schedule, and contact parents who have signed up for more than one time slot per child. Parents/Teachers may choose to have students attend conferences; however, their attendance is not required.

Webpages

Each teacher is to create and maintain a webpage accessible via www.eagleridgeacademy.org. Homework assignments are to be posted and kept current. Lower School teachers are required to post their grading expectations for each class, and the Upper School teachers are required to post syllabi.

Grading

- Eagle Ridge Academy operates on a semester calendar.
- Grades are posted at the quarter mark and the end of the semester.
- Parents will be notified via email when quarter Progress Reports and Semester Report Cards are available on the Infinite Campus Parent Portal.
- Report cards are not mailed home.
- Grades must reflect the student's academic performance; points are not added for effort of improvement or behavior.
- Teachers may issue points for class participation. Students must be notified of the process used to evaluate participation and the assigned point value.
- Infinite Campus gradebooks must be updated on a weekly basis by Monday at 4:00 p.m. for the previous week.
- Infinite Campus has the functionality to email grade reports to parents; these should be sent out to students who currently are earning D's or F's in your class every two weeks. Documentation is attached. (Upper School only)

Upper-School Semester Exams: All Upper School teachers are expected to administer semester exams. The semester exam will count for 20% of the semester grade.

Eagle Ridge Academy has adopted a traditional four point grading scale. The scale is used to determine letter grades for courses, assignments and exams. It is also used to calculate each student’s cumulative grade – point average. The cumulative grade – point average is calculated and published only on semester grade reports.

Students will receive grades according to the following scale in grades Kindergarten, 1, 2, and 3.

Grade	Mastery Level (percent)
Exceeding basic requirements (E)	90+
Meeting basic requirements (M)	70-89
Progressing toward basic requirements (P)	60-69
Not meeting basic requirements (N)	<60

Students receive letter grades according to the following scale in grades 4-12.

Traditional Grading Scale

Grade	Mastery Level (percent)
A	93+
A-	<93-90
B+	<90-87
B	<87-83
B-	<83-80
C+	<80-77
C	<77-73
C-	<73-70
D+	<70-67
D	<67-63
D-	<63-60
F	<60

Homework

Meaningful homework assignments are an important part of the Academy’s curriculum. Generally, teachers are to assign quality homework for each school night within the following guidelines:

1. To the greatest extent possible, homework should consist of one hour of reading for humanities courses each night.
2. Kindergarten students will generally receive ten minutes of homework, first grade students will generally receive twenty minutes of homework, second grade students will generally receive thirty minutes of homework, third grade students will generally receive forty minutes of homework, fourth grade students will generally receive fifty minutes of homework, fifth grade students will generally receive sixty minutes of homework (Daily reading time is additional in all grades).

3. Homework, if necessary, may be assigned during long weekends but not during a vacation period.
4. Daily homework assignment is at the discretion of the teacher; homework may be assigned any night of the week.

Teachers are encouraged to promote the homework requirement, as outlined in the Student Handbook.

Additional Student Regulations (i.e. Cheating/Uniforms)

Please reference Student Handbooks for additional student regulations and requirements.

Student Planner Use

All Eagle Ridge Academy students are issued student planners. Upper school students are to use the planners as a hallway pass to request permission to leave the room; teachers are to sign the planner when a student leaves the classroom.

Supervision of Students

The supervision of students is the responsibility of all faculty members. The faculty is expected to take an active part in supervising all Academy students, not just the students under a particular teacher's charge. All students are to be supervised whenever they are on campus during the academic day, whenever they are on campus participating in extracurricular activities, and whenever they are off campus on Academy sponsored trips. Faculty members are responsible for knowing and upholding policies pertaining to the supervision of students.

General supervisory duties include:

- Upper school, scheduled hallway monitors are expected to be outside the classroom during passing time.
- Teachers are to remain in their classroom with students during instructional time unless alternate supervision has been arranged.
- Regularly assigned parking lot, recess, lunch, and other supervision duties; a schedule will be posted.
- The school day ends at 3:00 for Lower School and 3:10 for Upper School; students not riding the bus are to be picked up by 3:30.
- Students may remain after school with a teacher only by prior arrangement with the parent.
- If a teacher has granted permission to a student to remain after school, the teacher is responsible for that student until that student leaves the building and must remain in the classroom with the student.
- As teachers leave the building for the day, they are to close and lock their classroom door.
- Teachers who are running after school clubs are responsible for all students until they are picked up by the parents.

Field Trips

There is a Field Trip Planning form on the Z drive outlining the steps involved in planning a field trip. Field forms must be approved by your school principal at least three weeks in advance.

Discipline and Detention

Eagle Ridge Academy believes that discipline starts at home and is supported by the Pillars and classroom management. Teachers are encouraged to offer students the opportunity to correct behaviors to align with the Pillars of Eagle Ridge Academy. If there are continued disruptions or misbehaviors, parents should be contacted for support in correcting the student behavior. If the misbehavior continues after parent contact from the teacher, a detention may be assigned. Detention is viewed as a time for

students to reflect on behavioral choices and to make better decisions in the future.

PART FOUR – BUILDING POLICIES AND PROCEDURES

Room Maintenance

Maintenance needs (shelves to be put up, equipment mounted, etc.) should be submitted via a Maintenance Request Form found under the Forms section of the ERA Staff Log-In link of the school website. Requests are not to be presented directly to maintenance staff.

Parking

TBD

Purchasing Procedures

Purchasing process:

- Requisition form filled out by teacher; approved by Principal
- Requisition forms are located under the ERA Staff Log In link of the school website. Forms on the Z Drive
- Note: Requisition form needs to include all details including vendor information, item number, and cost
- Approved requisition form turned into Accounts Payable (coded to budget line item, i.e., texts, supplies, professional development)
- Purchase order created; signed by Executive Director
- Vendor contacted by Accounts Payable
- PO/packing slip/invoice – matched prior to payment by the person who made the order and returned to Accounts Payable

Credit card purchase:

- Credit card request form filled out by teacher; approved by Principal
- Approved form turned into Accounts Payable (coded to budget line item)
- Vendor contacted and item ordered
- Packing slips matched by the person who made the order and returned to Accounts Payable
- Packing slip matched to VISA card statement

Reimbursement process:

- Prior approval form filled out by teacher; approved by Principal
- Teacher purchases items
- Reimbursement form with receipts approved by Principal
- Reimbursement form with receipts turned into Accounts Payable

Cash Collection

Cash collected during the school day must be submitted to the District Business Office by close of the same business day to be secured in the school safe. Staff will accept full responsibility of any cash collected and not submitted.

Cell Phone and Electronic Devices:

Use of cell phone and other electronic devices during instructional or supervisory time is prohibited.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Eagle Ridge Academy and as such are intended for teaching or other job-related purposes. Personal use should be kept to a minimum. Voice mail should be set up on the first day of school and checked at least once every school day. Email is Eagle Ridge Academy's primary source of communication to all staff members during the summer. All staff members are expected to check their email during each work day and at least weekly during the summer and breaks to stay current.

Use of Eagle Ridge Academy Property

Eagle Ridge Academy photocopiers, laminators, binding machines, printers, or other like items may not be used for personal business without first receiving authorization from the Executive Director. Individual staff members assigned business supplies and equipment are responsible for their proper use, loss, or damage.

Personal Property

Eagle Ridge Academy cannot assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the school and do so at their own risk. Additionally, Employees may not bring or display in the school any property that may be viewed as inappropriate or offensive to others. No microwave ovens, refrigerators, toasters, or other electrical appliances are allowed in classrooms without annual approval from the Executive Director.

Personal Safety

The safety of each Employee's health and security is very important to Eagle Ridge Academy. Eagle Ridge Academy will make reasonable efforts to address an Employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify the Operations Director if they believe there is a safety issue that should be addressed.

Postage, Shipping and Office Supplies

Postage, shipping, and office supplies paid for by Eagle Ridge Academy are for business purposes and are not to be used for an Employee's personal purposes.

Laptops

TBD laptop carts are available for check out via the Outlook Calendar. Laptops are not available for individual use by students. When you return the cart, please make sure all laptops are plugged in, and that the cart is plugged in. This will ensure that the laptops are all charged for the next class. Do not hand a laptop to a student for individual use. A teacher may have reserved the laptop cart, and if a few students have some of the laptops, that teacher may not have the full set of functional laptops needed to complete the planned lesson. The laptop carts are kept in the server room and will need to be unlocked by a member of the operations staff.

iPads

The iPad cart is available for check out via the Outlook Calendar. When you return the cart, please make sure all iPads are plugged in, and that the cart is plugged in. This will ensure that the iPads are all charged for the next class. The iPad cart is kept in the lower school office.

Repeated instances of the above carts being returned without all devices plugged in or with any missing devices may result in the staff member's privilege of using the carts be revoked.

Computer Drives

Each staff member is assigned their own drive on which to store documents. It is a private drive, only accessible by the staff person. Public documents and forms are stored on the Z drive. Network drives are backed up on a regular basis; however, the C drive on individual computers is not. Do not store important files on the C drive, as they will not be recovered in the event of a computer failure.

Technology maintenance needs

For technology maintenance needs, submit a CaDan Service Request Form found under the Forms section of the ERA Staff Log-In link of the school website. CaDan Assist will contact the proper technology support personnel. Requests are not to be presented directly to tech support staff.

Reserving TV, laptops, iPads, projectors, cameras and viewing the school wide calendar

These are located in the Public Folders in Outlook.

PART FIVE – TECHNOLOGY

Technology Acceptable Use Policy

Purpose of Use

Through technology, Eagle Ridge Academy provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom and provides tremendous opportunities for enhancing, extending and rethinking the learning process. This new capability, however, requires guidance for students and staff use.

The Opportunities and Risks of Technology Use

Eagle Ridge Academy believes that the value of information and the opportunity for interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that could be considered controversial or inappropriate. Because information on networks is ever-changing and diverse, Eagle Ridge Academy cannot completely predict or control what users may or may not locate when on-line. Technology provides a conduit to information: the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Eagle Ridge Academy is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical or other difficulties;
2. the accuracy or suitability of any information that is retrieved through technology;
3. breaches of confidentiality;

4. defamatory material; or
5. the consequences that may come from failure to follow Eagle Ridge Academy policy and procedures governing the use of technology.

Privileges of User

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their resources when appropriate.

The actions of users accessing networks through Eagle Ridge Academy reflect on the school. Users must conduct themselves accordingly by exercising good judgment and complying with this policy any accompanying administrative regulations and guidelines.

Definition of Acceptable Use

Users will:

- adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled 'freeware' or 'public domain');
- adhere to the licensing agreements governing the use of shareware: note that e-mail is not guaranteed to be private;
- be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes;
- maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses;
- respect the right of others to use equipment and, therefore, use it only for school-related activities;
- treat all computers, printers, cameras, and other electronic hardware and software with great care; and
- abide by the policies and procedures of networks and systems linked by technology; and protect the privacy of other users and the integrity of the system by avoiding misuse of others' files, equipment and programs.

Users will not:

- use offensive, obscene, inflammatory or defamatory language;
- harass other users;
- misrepresent themselves or others;
- violate the rights of others, including their privacy;
- access, download and/or create obscene or inappropriate material;
- use the network for personal business or financial gain;
- vandalize data, programs and/or networks;
- degrade or disrupt systems and/or equipment;
- damage technology hardware and/or software;
- spread computer viruses;
- gain unauthorized access to resources or entities;
- violate copyright laws;

- damage computers, printers, cameras, or other hardware;
- use technology for illegal activities; and,
- reveal their name, personal address or phone number, or those of other users without parental permission.

(Reference District Policy 524 – Internet Acceptable Use and Safety Policy)

Right to Monitor

Eagle Ridge Academy, as the provider of the technology, email, and Internet access, has the right to monitor any and all use of its system. Any individual right of privacy is superseded by the school’s need to maintain its system.

Penalties for Improper Use

If users of the technology do not follow the rules of Acceptable Use, their privileges may be taken away or be subject to disciplinary action up to and including termination.

Social Media

Eagle Ridge Academy recognizes the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. The Academy also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

This section addresses Employees' use of publicly available social media networks including: personal websites, web logs (bios), wikis, social networks, online forums, virtual worlds and any other social media. The Academy takes no position on Employees' decision to participate in the use of social media networks for personal use on personal time. Employees must avoid posting any information or engaging in communications that violate state or federal laws or school policies.

Eagle Ridge Academy recognizes the importance of online social media networks as a communication tool. The Academy provides password-protected social media tools. However, public social media networks, outside of those sponsored by the Academy, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the school administration and parental consent for student participation on social networks. The Academy may use these tools and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

The line between professional and personal relationships is blurred within a social media context. When Employees choose to join or engage with students, families or fellow Employees in a social media context that exists outside those approved by the school, they are advised to maintain their professionalism as Eagle Ridge Academy Employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

All Other Policies and Regulations

Additional policies may be approved or amended by the Board of Directors and are applicable to all Employees of the Academy.

Acknowledgement

I, _____ (print name), an employee of Eagle Ridge Academy, acknowledge that I have read the Employee Handbook, understand its contents and agree to abide by the policies and procedures set forth therein.

Signature: _____

Date: _____

Note: Any policies or procedures outlined in this Employee Handbook shall not supersede any state or federal laws.



EAGLE RIDGE

A C A D E M Y

Student/Parent Handbook

School of Grammar

Grades K-5

2016 - 2017

11111 Bren Road West

Minnetonka, MN 55343

952.746.7760

THE EAGLE RIDGE ACADEMY MISSION AND VISION

MISSION

The mission of Eagle Ridge Academy is to provide our students with a traditional, Classical Education that demands their best in academic achievement, behavior, and attitude and challenges them to attain their highest potential.

VISION

Eagle Ridge Academy will offer an academically rigorous, time-tested Classical, liberal arts curriculum that:

- Prepares students to be exemplary and knowledgeable citizens
- Instills a life-long passion for learning
- Values self-discipline, respect, perseverance, and achievement
- Teaches truth, beauty and goodness
- Fosters an appreciation for the United States of America and her unique role in the world

PILLARS

▪ **Citizenship**

Defined: be a good citizen, contribute to the school, be a good student, be responsible

In action: pick up after yourself, pay attention, take care of the school property, be helpful, recite the Pledge, help others in need, follow school rules, hold the door for others, say hello to others-even if you don't know them

▪ **Integrity**

Defined: have a conscience, dignity, morals, academic honesty, be trustworthy, honorable, have common sense

In action: admit when you make a mistake and apologize to anyone involved, stand up for what is right, complete homework on time, accept responsibility for your actions

▪ **Perseverance**

Defined: endure through hardships, focus, stay positive, accomplish goals, be patient, and work hard at all times

In action: do your best, be courageous, get extra help if you need it, ask questions, handle difficult situations calmly and without complaint

▪ **Honor**

Defined: honesty, take pride in yourself, recognize value in yourself and others, fairness

In action: show respect, stand up for yourself and others, give recognition to others, take pride in your appearance-wear your uniform correctly

▪ **Excellence**

Defined: always do your best, take pride in your work, behave and work above the average

In action: care for what you are working on, excel at what you do, study for tests until you memorize the material, write and speak in complete sentences

▪ **Respect**

Defined: kindness, appropriate speech, politeness, self-control, listen to adults

In action: listen to and follow directions, honor others' personal space, keep your hands and feet to yourself, take care of yourself, others, the school, and the environment

ACADEMICS

GRADING

Progress reports are available on the parent portal of Infinite Campus at the end of each quarter. Teachers give assignments and tests numerical designations, which then guide the teachers in assigning progress report card grades. Parents and students have the ability to check their grade progress at any time via the online portal. Teachers update the grades in Infinite Campus weekly. For problems logging on to Infinite Campus, please contact the Operations Assistant or Admissions Coordinator. Students in Kindergarten, 1st grade, 2nd grade, and 3rd grade will receive grades according to the following scale. Students in all grades will receive grades according to this scale in specialist courses (Art, Latin, Music, and Physical Education).

Grade	Mastery Level (percents)
E (exceeding basic requirements)	90+
M (meeting basic requirements)	70-89
P (progressing towards basic requirements)	60-69
N (not meeting basic requirements)	<60

Students in 4th and 5th grades will receive letter grades according to the following scale.

Grade	Mastery Level (percents)
A	94+
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	<60

(No A+ grades can be earned at Eagle Ridge Academy) An A is defined as excellent; B as above average; C as average; D as below average; F as failing.

SCHOOL OF GRAMMAR PROMOTION/RETENTION

Retention of an Eagle Ridge Academy School of Grammar student is considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement.

A meeting will be scheduled between parents, teachers, and administration to address any promotion issues. Please see the Eagle Ridge Academy website for the complete promotion policy.

COMMUNICATION

In order to pursue truth, beauty, and goodness, Eagle Ridge Academy considers communication a vital part of its educational mission. Accordingly, Eagle Ridge Academy is committed to communication between parents, students, and teachers that is respectful, consistent, and kind. Proper communication avoids misunderstanding, confusion, and failure. Parents and teachers should stay in communication with one another regarding the quality of student attitude, behavior, and/or work. Teachers will reply to emails and voicemails received during regular school hours within one school day.

ACADEMIC HONESTY

Eagle Ridge Academy seeks to nurture absolute respect for intellectual property. Cheating and plagiarism are not in accordance with the mission or pillars of the school. Teachers in the School of Grammar seek to help students understand these concepts and will assign consequences for these actions based on the age and understanding of the student.

CONFERENCES

Parent and teacher conferences are held two times a year. These meetings are designated for discussing the student's academic achievement and citizenship. In addition, parents and teachers are welcome to request conferences throughout the year.

HOMEWORK

Homework is an essential part of an Academy education and may be assigned Monday through Friday.

After-school study reinforces the day's learning activities and emphasizes that the school day should not be the only time when the student's task is to practice, review or learn.

The Academy recognizes parents as the primary educators of their children. As such, the Academy stresses the crucial need for parents to establish and monitor homework time, free from television, video games and other distractions. Older students often receive long-term assignments to help them learn how to plan ahead and budget their time.

Meaningful homework assignments are an important part of the Academy's curriculum. Teachers assign quality homework for each school night, within the following average guidelines:

Kindergarten	15 to 25 minutes
1 st and 2 nd Grade	20 to 35 minutes
3 rd and 4 th Grade	30 to 45 minutes
5 th Grade	40 to 60 minutes

Under ideal circumstances, this formula would show the maximum time spent on homework at a particular grade level. Keep in mind, however, that there will be times when a “twenty-minute assignment” may take a given student longer to complete. Anxiety, distractions, uncertainty about the assignment, and other factors can have an impact on these guidelines. If, however, homework assignments routinely take your child longer than recommended to complete, please notify the teacher immediately. Together, you can examine the problem and make necessary adjustments. These homework guidelines do not include nightly reading in grades K-5.

From Friday to Monday is considered one school night for homework purposes; however, Friday to Monday is considered three school nights for ongoing reading assignments, major projects and major papers. Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume. Vacations would include fall break, Thanksgiving break, winter break, and spring break.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework will be dealt with according to the individual teacher’s discretion. Teachers are asked to contact parents if three or more homework assignments are not turned in on time during any marking period.

DAILY ROUTINE

ARRIVAL PROCEDURES

School of Grammar students are to arrive at school no earlier than 7:30 a.m. Upon arrival, students should proceed to the designated area until 7:50 a.m. when they can move to their homeroom class.

LUNCH TIME

At their designated times, students are taken to the Academy Commons for lunch. School of Grammar students must sit at assigned tables during lunch.

Though the students are encouraged to relax and chat freely during lunch, the requirements of etiquette and table manners maintain an atmosphere of order and civility throughout the lunch period.

Students must return trays, dishes, utensils and clean up after themselves before being dismissed to return to class. Each table will be dismissed once their table is clean and they are ready to leave.

END OF THE DAY

The school day comes to an end in an organized manner. Students who are going to car pool pickup are escorted to the designated area and seated at tables to wait for their car pool number to be called.

Students who are riding the bus remain in grade level classrooms and may work on homework until it is time to

go to the bus. School of Grammar students are escorted to the buses at 3:10 p.m. in order to arrive prior to the School of Logic/Rhetoric student dismissal.

DEPARTURE PROCEDURES

When the end of the day bell has rung, students should gather their materials and get ready to depart school. School of Grammar students are escorted to their area for pickup. Car pool students should sit in the designated area actively listening for their car pool numbers. All students should be picked up from the school by 3:30 p.m. School of Grammar students who are not picked up by 3:30 p.m. will be escorted to the after school program. Parents will need to pick up their children from the program and will be responsible for any fees for the program.

BUS CONDUCT

Riding the school bus is a privilege, not a right. Students who have the opportunity to ride Eagle Ridge Academy buses may do so as long as they display behavior that is reasonable and safe. Unacceptable behavior could result in loss of bus service. The bus fee will not be refunded. The Principals and the K-12 Dean of Students are available to give assistance to the driver and aid in the resolution of bus incidents. Any bus suspension applies to all buses unless otherwise designated by a school official. For the full transportation policy, please see the Eagle Ridge Academy website.

CLASSROOM DECORUM

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. They must also remain quiet and attentive during lessons and individual work. This includes the raising of hands and waiting quietly for permission to speak, except for when a different structure has been outlined by the teacher. Classes are structured to ensure that students interact with one another in honorable and respectful ways.

HALLWAY DECORUM

Students should regard that public displays of romantic affection are not allowed in school.

When students need to leave class while it is in session, students must obtain teacher permission.

Students must maintain an appropriate and respectful noise level during passing time.

Students must remain silent in hallways and common areas when class is in session and during all emergency drills.

OFF-CAMPUS EDUCATIONAL FIELD TRIPS

Eagle Ridge Academy considers off-campus education an important aspect in the total development of each student. Off-campus educational field trips provide students with an opportunity to use previously acquired knowledge and

skills while gaining new knowledge and skills. Academy faculty and/or administrators are always included as chaperones on these trips. Whenever students are off-campus on school sponsored trips, they are subject to the Academy's rules and are expected to observe the Academy's standards of politeness and civility.

Formal dress code may be required of all school sponsored field trips, unless otherwise designated by the school/teacher. Formal dress shoes are at teacher discretion, based on the type of field trip.

SCHOOL UNIFORM

The Eagle Ridge Academy uniform seeks to achieve a handsome, business-like appearance for students and to free them from fashion trends and peer pressure.

The only authorized emblem allowed on clothing is the Eagle Ridge Academy emblem. No other decoration or designation is allowed.

A full description of the school uniform and the complete dress code may be obtained from the office and is available on the website. The uniform is to be worn at all times during the school day unless parents are otherwise notified in writing by the Academy. Formal uniform is required on formal uniform days, on specified field trips, and on special occasions. The uniform is to be clean and free from large holes and/or rips. Dress code infractions may require that a parent is notified to attempt to bring the appropriate uniform item(s) to school, and a uniform fix-it will be issued.

JEWELRY, MAKEUP, AND HAIRSTYLE

The wearing of jewelry should be modest in appearance and not be distracting. The guideline is one necklace, one bracelet, and one set of earrings. Neck chains and watches should be removed for P.E. and sports. There is to be no make-up on School of Grammar students. Hair is to be neat and clean in natural colors. No standing mohawks will be allowed. No facial hair is allowed. No visible tattoos or henna will be permitted, unless for religious purposes. Girls' and boys' hair should be held off the face. If a question arises regarding the use of jewelry, makeup or hairstyle, the School of Grammar Principal has final authority to decide what is appropriate.

Students are not to write or draw on themselves, keeping with the spirit of professionalism within the school.

SPIRIT WEAR

On designated Spirit Wear days, students may wear their official school uniform **or** they may wear Spirit Wear items **or** a combination of both. Spirit Wear yoga pants must be worn with long shirts. Spirit Wear must not be altered. Spirit Wear may be purchased online, through various school fundraisers, or from Eagle Ridge Academy. See the Eagle Ridge Academy homepage for the Spirit Wear link.

FREE DRESS DAY

All shoes must have backs. Boots are permitted. Long and short sleeve shirts are permitted. No strapless, spaghetti straps, or sleeveless tops are permitted. Jeans are permitted; however, jeans with immodest rips in them are not. Sweat pants are permitted. Any logos on clothing must be school appropriate. Shirts are not to be tied back with elastic bands, but may be untucked. Heels should be no more than 1". Skirt and shorts length should be modest, and no more than 2" above the knee. Costumes and masks should not be worn. No hats are permitted. Leggings and yoga pants can only be worn with modest shirts, tunics, shorts, and skirts.

ATTENDANCE

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Likewise, a student who has had a proper night's rest is better prepared to learn than one who is tired due to a late night.

Parents are to report all unplanned absences to the front office by telephone (952-746-7760) or by using the online attendance link. Students are not to report their own absences. Students who are dismissed from school early for any reason must be signed out from the front office.

Students will be expected to turn in the homework that was due on the date of the absence on the day they return. Students will be expected to have homework from their day of absence turned in the day after they return. Students with multiple days of absence should arrange a due date with their teachers.

A maximum of 10 excused absences will be excused per school year with the exception of prior approval from an administrator, absence accompanied with a doctor's note, and/or special circumstances. All absences without prior approval from an administrator after the 10th excused absence will be considered unexcused.

For the complete Attendance Policy please see the Eagle Ridge Academy website

PREARRANGED ABSENCES

Families of School of Grammar students who know in advance that they will miss one or more of their classes are required to obtain from the front office Planned Absence Form. The form must be filled out and signed by the student's parent and then submitted to the School of Grammar Principal.

Extended absences that take a student away from his/her studies are discouraged. However, when deemed reasonable, the Principal will approve absences for short family trips or other similar occurrences. No requests for extended absences should be made during assessment periods. If the Principal approves an extended absence, a confirmation email will be sent to parents.

The Minnesota Department of Education requires public schools to un-enroll a student who is absent from school for more than 14 consecutive days. Due to the fact that Eagle Ridge Academy is a charter school with waiting lists at many grades, the enrollment spot must be filled with the next student on the waiting list. On the 15th consecutive day of absence, the student will be unenrolled from Eagle Ridge Academy. Absences longer than 14 consecutive days will not be approved due to this reason. If a parent chooses to take their child from school for longer than 14 consecutive days, the student will no longer be enrolled at Eagle Ridge Academy upon their return.

TARDIES

It is important for students to arrive to class on time to benefit from the full instruction of class and to minimize disruption to instruction for other students.

ILLNESS

Students who become ill in class are required to proceed to the front office, with assistance, for parental notification.

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

MEDICATION

The goal of these procedures is to ensure the safe, accurate and timely administration of medication to students.

Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours. When it becomes necessary for medication to be taken by students during the school day, these procedures must be followed.

Non-Prescription Medication:

- A student may possess and use nonprescription pain relief in a manner consistent with the labeling if the school district has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. An Administration of Non-Prescription Medication in the School Form must be on file for the student.
- The School Health Director will not dispense non-prescription medication without a physician's directive and a supply of medication provided by the parent or guardian.

Prescription Medication

- Medication must be brought to school in its original prescription bottle or container bearing the name of the child, the name of the medication, the times it is to be taken and the name of the physician. Two containers of the medication should be prepared by the pharmacist, one for home and one for school.
- Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions to this requirement are: prescription asthma medication and medications administered as noted in a written agreement between the school and the parent or as specified in an IEP.
- An Administration of Prescription Medication in the School Form must be on file for the student.

CONDUCT AND DISCIPLINE

The role of discipline at Eagle Ridge Academy is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. The Academy recognizes that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

DISCIPLINARY ACTION

Disciplinary action usually proceeds as follows at the discretion of the teacher and/or principal:

1. Oral Reminders of Expectations
2. Behavior Fix-It
3. Visit with Principal
4. Suspension
5. Expulsion

The Academy's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior.

Suspended students are required to submit all missed academic work at the beginning of the next school day. The administration may suspend any student when, in their judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Eagle Ridge Academy rules is subject to further discipline.

PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate discipline in accordance to school policy.

WEAPONS

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

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this.

Students who become aware of a weapon being brought to school or on school property must immediately notify a staff member and should NOT pick up or transport the weapon.

The school takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the director of dismissal for a period of time not to exceed one year.

BULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, or permits, condones, or tolerates bullying shall be subject to discipline.

Eagle Ridge Academy may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive

behavioral interventions up to and including suspension and/or expulsion.

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

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to the School of Grammar Principal. A person may report bullying anonymously.

Eagle Ridge Academy encourages the reporting party or complainant to use the report form available from the principal or available in the school district office, but oral reports shall be considered complaints as well. The full bullying policy and bullying report form are available on the Eagle Ridge Academy website.

HARASSMENT/VIOLENCE/SEXUAL ABUSE

Physically, emotionally, or sexually abusive behavior including psychological intimidation (including threats) and harassment (derogatory name-calling and bullying may apply) will not be tolerated. Sexual, racial and religious violence is a criminal activity and will be reported to the authorities. A report of the incident should be given to the Executive Director within five days of the incident. All incidents will be investigated by the Executive Director or designated personnel. Disciplinary consequences will be determined by the Executive Director or designated personnel in accordance with the school discipline policy. A parent conference will be required. Repeated offenses may lead to a recommendation for expulsion or referral to an alternative educational program.

MISCELLANEOUS

MESSAGES TO STUDENTS FROM PARENTS

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends.

DELIVERY OF ITEMS BY OUTSIDE VENDORS

Parents and students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, e.g. food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the Academy will be kept at the front office until the end of the school day.

FOOD

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times to be determined by the student's teacher(s). Otherwise,

personal consumption of food and beverages, including candy and chewing gum, is never permitted on campus.

SPECIAL OCCASIONS

Students may bring in non-food/non-toy items to celebrate a birthday. Items such as bookmarks and pencils would be fine, or you may get suggestions from your student's teacher. Students do not need to bring in anything. It is up to the discretion of the family. Please do not send birthday party invitations to school unless your child's entire classroom is invited to the party. Teachers are not able to provide addresses for families for birthday party invitations due to data privacy laws. Please use the PTO directory or contact your classroom parent to find out that information.

There is no formal observation of Halloween at Eagle Ridge Academy.

PTO Classroom parents will work with teachers to plan a winter party and an end of the year party.

Students in grades K-3 are permitted to exchange valentines with their classmates. Class lists may be provided by the teachers and students who choose to participate in this must include everyone on the list. There will be no organized Valentine's Day parties.

Students in grades 4 and 5 will make valentines in class to share with children at local hospitals, senior citizens, or members of the armed services. There will be no organized Valentine's Day parties.

LOST AND FOUND

Lost items should be reported to the main office, and found items should be turned in to the main office.

TELEPHONES

Students must obtain permission at the front office for using the Academy's telephone. Outgoing calls should be of an urgent nature and should be kept brief.

ELECTRONIC EQUIPMENT

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher. Cell phones for School of Grammar students must be kept in backpacks and may only be checked after school.

Electronic book readers are allowed in the classrooms at the discretion of the teacher. Electronic games are permitted for the bus rides to and from school. They must be kept in backpacks until students are on the bus and the school does not take responsibility for any personal electronic items.

INTERNET USE POLICY

Students are personally responsible for appropriate behavior when using technology and on the school network just as they are in a classroom or hallway. Access to services is given to students who act in a considerate and responsible manner with the knowledge that access is

a privilege, not a right. Network storage systems may be reviewed by school staff to maintain system integrity and ensure responsible use. The school will use appropriate staff and technology to help students follow this policy and help protect students from materials considered harmful to minors.

FIRE DRILLS

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then follow their teachers to proceed to the approved school location displayed in the classroom. When the return signal sounds, everyone should return to class quietly. In case of an actual fire, students will remain in a designated area until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure with evacuation plan is posted in each classroom.

TORNADO DRILLS

When an announcement is made, all students should go quickly and quietly by class to the approved school location displayed in the classroom. Students should then position themselves on their hands and knees, facing the exterior walls. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent notification has taken place. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a school closing, information can be found on WCCO (830 AM) radio and WCCO on television. Parents can also find this information via the Internet at www.wcco.com and www.eagleridgeacademy.org, and on the Eagle Ridge Academy Facebook page. The decision to close school will be made by 6:00 a.m. on the day in question. Please note that it is the parent's responsibility to monitor the television/radio for school announcements if weather is questionable. The school cannot be responsible for students who arrive at school or at bus stops in spite of these announcements.

EVACUATION

In the event of an evacuation of the school building, students are taken to an assembly area first. Once it is determined by administration that students may not return to the building, students will be evacuated to a safe area. Once there, parents will be contacted to pick up their children. Response to any evacuation event could change based on the circumstances of the event.

RECESS

Children need and want a time during the day to engage in self-directed activity. Recess is provided for exercise, games, and conversation. When playing games, students are required to include everyone who wants to participate.

Students are not permitted to leave the designated area during recess.

Adults always oversee recess. Accordingly, students are not permitted to use playground equipment without some type of adult supervision.

Students should come to school prepared to attend recess in any type of weather. In the winter, students should have coats, snow boots, snow pants, and other winter accessories to keep them warm. Students will go outside for recess until the wind chill reaches 0 degrees Fahrenheit.

VISITORS

Parents: We value and encourage parental involvement. We also encourage parent visits to school for special events such as concerts, conferences, and open houses, and also for volunteering opportunities. Parents are welcome to visit the school, but appointments are advised if you wish to see a specific person.



EAGLE RIDGE

ACADEMY

Student Handbook

School of Logic and School of Rhetoric

Grades 6-12

2016-2017

11111 Bren Road West

Minnetonka, MN 55343

952.746.7760

THE EAGLE RIDGE ACADEMY MISSION AND VISION

MISSION

The mission of Eagle Ridge Academy is to provide our students with a traditional, Classical Education that demands their best in academic achievement, behavior, and attitude and challenges them to attain their highest potential.

VISION

Eagle Ridge Academy will offer an academically rigorous, time-tested Classical, liberal arts curriculum that:

- Prepares students to be exemplary and knowledgeable citizens
- Instills a life-long passion for learning
- Values self-discipline, respect, perseverance, and achievement
- Teaches truth, beauty, and goodness
- Fosters an appreciation for the United States of America and her unique role in the world

PILLARS

▪ ***Citizenship***

Defined: be a good citizen, contribute to the school, be a good student, be responsible

In action: pick up after yourself, pay attention, don't vandalize the school or property, be helpful, recite the Pledge

▪ ***Integrity***

Defined: having a conscience, dignity, morals, academic honesty, being trustworthy, honorable, having common sense

In action: admitting wrong-doing, standing up for what is right, completing homework on time

▪ ***Perseverance***

Defined: endure through hardships, focus, don't give up, and accomplish goals

In action: do your best, don't get discouraged, get extra help if you need it, ask questions

▪ ***Honor***

Defined: honesty, take pride in yourself, recognize value, fairness

In action: honor those even if you do not like them, show respect, stand up for others, say hello to other students and teachers (even if you don't know them)

▪ ***Excellence***

Defined: always doing your best, taking pride in your work, behaving and working above the average

In action: care for what you are working on, excel at what you do, push yourself.

▪ ***Respect***

Defined: kindness, appropriate speech, politeness, self-control, listening to authority figures

In action: listening to and following directions, accepting responsibility for actions, standing up for yourself, take care of yourself/others/the environment

ACADEMICS

COURSE OF STUDY

Students at Eagle Ridge Academy follow a common Classical college-preparatory course of study which emphasizes the liberal arts. Sixth through eighth grade students take English, mathematics, history, art, music, science, and Latin. Students in grades nine through twelve take eight credits of Humane Letters (history and literature), four credits of foreign language, two of which need to be Latin, four credits of science, four credits of mathematics, one credit of art history, one credit of fine arts, and one and a half credits of electives. Students also must complete logic, rhetoric, Eastern Thought, economics, and healthy living. Students earning an Eagle Ridge Academy graduation diploma will have completed a minimum of twenty six specified credits.

GRADUATION

Graduation ceremonies for twelfth grade are held at the end of the academic year. The ceremony includes music, a traditional sword ceremony, and speeches to the class from a guest speaker, a faculty member, a graduating class member, and the class valedictorian. The ceremony is formal, as befits the occasion.

To receive a diploma, a student must attain all graduation credits prior to the day of graduation. Students will be recognized for their achievements at a commencement ceremony.

GRADING

Progress reports are available to parents/guardians at end of quarter and full report cards at the end of each semester regarding their children's academic standing. Parents and students have the ability to check their academic progress at any time via the online Infinite Campus portal (notification system the school utilizes for grading). For problems logging on to Infinite Campus please contact the Operations Assistant or Admissions Coordinator.

Teachers assign letter grades according to the following scale:

<u>Grade</u>	<u>GPA Point Value</u>	<u>Percent</u>
A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	63-66%
D-	0.7	60-62%
F	0	Below 60%

An A is defined as excellent, B as above average, C as average, D as below average, F as failing.

If a student receives an incomplete (I), it needs to be reconciled within two weeks of the end of the quarter or semester. After that time, the recorded grade will be posted.

SCHEDULE CHANGES

Students in grades nine through twelve have five school days to withdraw from a course and be placed into an alternate course. Students need to fill out a Schedule Change Form available in the Academic Counselor's office and on the website. The form is then submitted to the Academic Counselor to make schedule changes. All changes requested after the fifth school day will need to have administrative approval and may result in a "W (Withdrawal) on the student's report card.

Students in grades six through eight have five school days to change their selected music course. After the fifth school day, students will be in the course they have selected for the rest of the semester.

COMMUNICATION

In order to pursue truth, beauty and goodness, Eagle Ridge Academy considers communication a vital part of its educational mission. Accordingly, Eagle Ridge Academy is committed to communication between parents, students, and teachers that is respectful, consistent, and kind. Proper communication avoids misunderstanding, confusion, and failure. Parents and teachers should stay in communication with one another regarding the quality of student attitude, behavior, and/or work. Teachers will reply to emails and voicemails received during regular school hours within one school day.

OLYMPUS CLUB

Students who achieve a grade-point average of 3.33 or higher in a given semester and have no detentions are placed in Olympus Club. A special event is held for the students earning Olympus Club status.

NATIONAL HONOR SOCIETY

The National Honor Society was established to recognize and encourage academic achievement while developing service, leadership, and similar characteristics essential to citizens of a democracy.

Membership in Eagle Ridge Academy's chapter of the National Honor Society is an honor that the Academy bestows on selected students as early as their sophomore year. Members are expected to maintain the high academic achievement and good character which first earned them admittance into the chapter.

The application process, advisor contact information, and events will be available on the NHS link on the website.

POST SECONDARY ENROLLMENT OPTION

Under the PSEO program, qualified students may attend participating Minnesota post-secondary institutions. Eligible credits earned will be applied to meeting Eagle

Ridge Academy graduation requirements. The PSEO program is designed: 1) to promote rigorous educational pursuits, and 2) to provide a wide variety of options for students.

The emotional maturity and level of responsibility of the student are major considerations for success in this program. Careful attention should be given to the student's ability to work independently, as well as the student's self-discipline to get to the school, to get to classes, and to complete the assigned work without close supervision.

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage

CREDITS: Students are responsible for having transcripts sent from the post-secondary institution so that comparable credits can be awarded on the high school transcript. Questions about comparable courses should be referred to the Academic Counselor before taking the course so as not to jeopardize graduation. The Academic Counselor and the student will fill out a PSEO form that is to be signed by parents regarding the student's coursework to ensure the student is on track to meet graduation requirements. The PSEO form can be obtained from the Academic Counselor's office. Students may take a combination of courses at Eagle Ridge Academy and the post-secondary institution. Students are responsible for making sure they know Eagle Ridge Academy's graduation requirements and register for courses that will satisfy them.

ONLINE COURSES

Due to the Classical nature of Eagle Ridge Academy, online coursework is only used in circumstances that necessitate it. Online courses being used for graduation credit must be approved prior to registering for the course to earn credit. Online courses are typically approved for the following reasons:

1. Remediation credit: A credit that needs to be made up for the student to graduate on time.
2. Enrichment credit: A credit that is not offered at Eagle Ridge Academy but still fits the mission of the school.

All students must submit an online course registration form, which includes the guidelines for taking online courses. It can be found on the School of Rhetoric page of the website and should be submitted to the Academic Counselor.

All coursework is subject to the review of the Principal and Academic Counselor prior to being approved for credit.

Students will be notified within a week if the course has been approved for Eagle Ridge Academy credit.

ACADEMIC WARNING AND PROBATION

A student in grades six through eight is placed on academic *probation* for receiving two F's or three or more grades of D+ or lower in a quarter.

Any student who is placed on academic probation for two consecutive quarters will be invited to attend an academic intervention meeting to discuss an academic improvement plan which may include summer school and/or retention.

CONFERENCES

Parent-teacher conferences are held two times a year. These meetings are designated for discussing the student's academic progress, behavior, and attitude. In addition, parents and teachers are welcome to request conferences throughout the year.

HOMEWORK

Homework is an essential part of the Academy education and may be assigned Monday through Friday.

After-school study reinforces the day's learning activities and emphasizes that the school day should not be the only time when the student's task is to practice, review, or learn.

The Academy recognizes parents as the primary educators of their children. As such, the Academy stresses the crucial need for parents to establish and monitor homework time, free from distractions. Students may receive long-term assignments to help them learn how to plan ahead and budget their time.

Meaningful homework assignments are an important part of the Academy's curriculum. Teachers assign quality homework for each school night within the following guidelines:

1. Students may receive from 15 to 45 minutes of homework per course, per day. Students at times can expect an increase to the number of minutes needed to properly complete required homework assignments.
2. From Friday to Monday is considered two school nights for homework purposes.
3. Homework may be assigned during long weekends, but it will not be assigned the day of a vacation period to be due the day classes resume. Vacations include fall break, Thanksgiving break, winter break, and spring break.

If a student regularly spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed. While homework assignments may, on occasion, require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework for this occasion and will then contact the parent to review the circumstances. The Principal should be brought into the conversation if these steps do not remedy the situation or if this is a repeated occurrence.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework will be dealt with according to the individual teacher's discretion. The Infinite Campus portal is the primary tool for parents to check for academic results.

DAILY ROUTINE

ARRIVAL PROCEDURES

Students are to arrive at school no earlier than 7:30 a.m. Students with drivers' licenses and parking permits on file in the front office may drive to campus. Vehicles must be parked in the designated student parking area.

Students meeting with a teacher prior to 7:45 a.m. should report to the front office to meet the teacher prior to going to the classroom.

Upon arrival, students should proceed to the designated areas until they will be dismissed to their first hour class.

LUNCH TIME

At their designated times, students move to the Academy Commons for lunch. Students are extended the privilege of sitting with whomever they choose.

Though the students are encouraged to relax and chat freely during lunch, the requirements of etiquette and

table manners maintain an atmosphere of order and civility throughout the lunch period.

Students must return trays, dishes, utensils, and clean up after themselves before being dismissed for a short recess period. Students will be dismissed to recess once their areas are clean, and they are ready to leave.

END OF THE DAY

The school day comes to an end in an organized manner. Students are released from school according to their class schedules. Juniors and seniors in good standing with early release must leave the school grounds at the end of their final class of the day.

Grades six through ten must remain in school until the end of the last class period.

DEPARTURE PROCEDURES

When the end of the day bell has rung, students should gather their materials and get ready to depart school. Students who ride the bus should report to the bus lot, and students who ride car pool should report to the designated area. Car pool students should sit in the designated area, actively listening for their car pool numbers and be respectful of all staff and other students. Students with parking permits may proceed to the student parking lot to depart. All students must be picked up from the school by 3:30 p.m. unless they have an appointment with a faculty member or scheduled activity. Any student who has not been picked up by 3:30 p.m. must wait in the designated area until his/her transportation arrives.

CLASSROOM DECORUM

Classrooms at Eagle Ridge Academy are designed to foster curiosity and wonder in a respectful environment. Teachers define the environments in their individual classrooms with the goal of encouraging honorable and meaningful interactions and learning. Students contribute to these environments by being prepared, respecting teachers and peers, participating actively through SLANT and note-taking, and positively collaborating in the classroom community.

HALLWAY DECORUM

When students need to leave class while it is in session, students must obtain teacher permission and utilize the passes in their planners.

Students must maintain an appropriate and respectful noise level in hallways and common areas during passing time and while class is in session.

Students must remain silent during all emergency drills.

In the spirit of citizenship, students must maintain clean and tidy hallways and lockers.

SCHOOL UNIFORM

Eagle Ridge Academy maintains an official standard of dress via a school uniform that must be worn every day.

The dress code: 1) underscores the Academy's seriousness of purpose by encouraging students to think of their attire as an aspect of their work; 2) eliminates the self-consciousness and social competition which popular fashion tends to promote; and 3) fosters a sense of identity with the Academy.

The only authorized emblem on clothing is the Eagle Ridge Academy emblem. No other decoration or designation is allowed.

A full description of the school uniform may be obtained from the office and is available on the website. The uniform is to be worn at all times during the school day. Formal uniform is required on formal uniform days, on specified field trips, and on special occasions. Dress code infractions will require the student to change immediately. A parent may be notified to bring the appropriate uniform item(s) to school, and a consequence will be assigned.

JEWELRY, MAKEUP, AND HAIRSTYLE

The wearing of jewelry should be modest in appearance and not be distracting. The guideline is one necklace, one set of earrings, and one bracelet. Neck chains and watches should be removed for P.E. and sports. Students may wear discrete facial makeup. Hair is to be neat and clean in natural colors. No standing mohawks will be allowed. Facial hair must be neatly groomed. No visible tattoos or henna will be permitted, unless for religious purpose. Girls' and boys' hair should be held off the face. If a question arises regarding the use of jewelry, makeup, or hairstyle, the Principal has final authority to decide what is appropriate.

Students are not to write or draw on themselves, keeping with the spirit of professionalism within the school.

SPIRIT WEAR

On designated Spirit Wear days, students may wear the official school uniform, spirit wear items, or a combination of both. Spirit Wear must not be altered. Spirit Wear may be purchased online, through various school fundraisers, or from Eagle Ridge Academy. Spirit Wear yoga pants must be worn with long shirts. See the Eagle Ridge Academy homepage for the Spirit Wear link.

FREE DRESS DAY

All shoes must have backs. Boots are permitted. Long and short sleeve shirts are permitted. No strapless, spaghetti straps or sleeveless tops are permitted. Jeans are permitted; however, jeans with immodest rips are not permitted. Sweat pants are permitted. Any logos on clothing must be school appropriate. Shirts are not to be tied back with elastic bands but may be untucked. Heel height should be no more than 1". Skirt and shorts length should be modest and no more than 3" above the knee. Costumes and masks should not be worn. No hats are permitted. Leggings and yoga pants can only be worn with modest shirts, tunics, shorts, and skirts.

ATTENDANCE

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline.

Parents are to report all unplanned absences to the front office by telephone or the attendance link online. Students are not to report their own absences. Students who are dismissed from school early for any reason must sign out from the front office.

Students will be expected to turn in the homework that was due on the date of the absence on the day they return. Students will be expected to have homework they missed from the day of their absence turned in the day after they return. Students with multiple days of absence should arrange a due date with their teachers.

A maximum of 10 excused absences will be excused per school year with the exception of prior approval from an administrator, absence accompanied with a doctor's note, and/or special circumstances. All absences without prior approval from an administrator after the 10th excused absence will be considered unexcused.

For the complete attendance procedure, please see the Eagle Ridge Academy website.

PREARRANGED ABSENCES

Students who know in advance that they will miss one or more of their classes are required to obtain from the front office a Planned Absence Form. The form must be filled out and signed by the student's parent, and then submitted to the front office.

When deemed reasonable, the Principal will approve absences for short family trips and similar occurrences. Requests during examination periods are discouraged. Extended time missed from school is discouraged. If the principal approves the absence, a confirmation will be sent from the front office to the parent/guardian and the teachers.

In the case of an approved prearranged absence, work may be made up by the student for full credit if it is turned in within 48 hours of the student returning or a date arranged by teacher and student.

The Minnesota Department of Education requires public schools to un-enroll a student who is absent from school for more than 14 consecutive days. Due to the fact that Eagle Ridge Academy is a charter school with waiting lists at many grades, the enrollment spot must be filled with the next student on the waiting list. On the 15th consecutive day of absence, the student will be unenrolled from Eagle Ridge Academy. Absences longer than 14 consecutive days will not be approved due to this reason. If a parent chooses to take their child from school for longer than 14 consecutive days, the student will no longer be enrolled at Eagle Ridge Academy upon their return.

TARDIES

It is important for students to arrive to class on time to benefit from the full instruction of class and to minimize disruption to instruction for other students. Three tardies in a semester will result in a detention. Further consequences will occur after the fourth tardy in a semester.

ILLNESS

Students who become ill in class are required to proceed to the front office, with assistance, for parental notification.

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

MEDICATION

The goal of these procedures is to ensure the safe, accurate and timely administration of medication to students. Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours. When it becomes necessary for medication to be taken by students during the school day, these procedures must be followed.

Non-Prescription Medication:

- A student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. An Administration of Non-Prescription Medication in the School Form must be on file for the student. The school is not able to administer non-prescription pain relievers to a student at any time. Students must have the form filled out and have provided their own non-prescription medication.

Prescription Medication

- Medication must be brought to school in its original prescription bottle or container bearing the name of the child, the name of the medication, the times it is to be taken and the name of the physician. Two containers of the medication should be prepared by the pharmacist, one for home and one for school.
- Prescription medications are not to be carried by the student, but should be left with the appropriate school personnel. Exceptions to this requirement are: prescription asthma medication and medications administered as noted in a

written agreement between the school and the parent or as specified in an IEP.

- An Administration of Prescription Medication in the School Form must be on file for the student.

OFF-CAMPUS EDUCATIONAL FIELD TRIPS

Eagle Ridge Academy considers off-campus education an important aspect in the total development of each student. Off-campus educational field trips provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Academy faculty and/or administrators are always included as chaperones on these trips. Whenever students are off-campus on school sponsored trips, they are subject to the Academy's rules and are expected to observe the Academy's standards of politeness and civility.

Formal dress code may be required for field trips.

CONDUCT AND DISCIPLINE

The role of discipline at Eagle Ridge Academy is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's mission statement, vision, and pillars. The Academy recognizes that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus, and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

DISCIPLINARY ACTION

Disciplinary action usually proceeds as follows:

1. Warning
2. Referral
3. Detention
4. Suspension

To ensure uninterrupted learning, Eagle Ridge Academy maintains a procedure of demerits and detentions with parental notification. The Academy's goal is to work closely with parents to uphold standards of courtesy, respect, and helpful behavior.

Pillar referrals are issued for the following:

1. Improper classroom behavior
2. Being disrespectful
3. Teasing, roughhousing, or fighting
4. Lying or creating a false impression
5. Uniform violations
6. Displaying conduct deemed by a teacher or staff member to be unbecoming of an Eagle Ridge Academy student

A student serves a detention when a third pillar referral is issued. Students are relieved of all referrals at the conclusion of each semester. Any student who is subject to a fourth detention during the semester serves a one-day suspension instead.

Suspended students are required to submit all missed academic work at the beginning of the next school day.

The administration may give a detention or suspension to any student when, in their judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Eagle Ridge Academy rules is subject to an escalated discipline cycle.

ACADEMIC HONESTY

Eagle Ridge Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own, i.e., cheating on an assignment or test or plagiarizing, will result in a zero on the assignment for the first occurrence and a pillar referral. Further occurrences may result in the failure of the course.

PUBLIC DISPLAYS OF AFFECTION

Students should regard that public displays of romantic affection are not allowed during school hours, on school property, or at school events.

PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, alcohol, or sexually explicit material will be treated as grounds for immediate discipline and will follow school policy.

WEAPONS

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

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this.

Students who become aware of a weapon being brought to school or on school property must immediately notify a staff member and should NOT pick up or transport the weapon.

The school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons may

include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the Executive Director of dismissal for a period of time not to exceed one year.

BULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. A person who engages in an act of bullying, reprisal, retaliation, or false reporting shall be subject to discipline.

Eagle Ridge Academy may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Any person who believes he or she has been the target or victim of bullying or any person with knowledge of or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to the school Principal. A person may report bullying anonymously.

Eagle Ridge Academy encourages the reporting party or complainant to use the report form available from the Principal or available in the school district office, but oral reports shall be considered complaints as well.

The full bullying policy and bullying reporting form are available on the Eagle Ridge Academy website.

HARASSMENT/VIOLENCE/SEXUAL ABUSE

Physically, emotionally, or sexually abusive behavior including psychological intimidation (including threats) and harassment (derogatory name-calling and bullying

may apply) will not be tolerated. Sexual, racial and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Principal within five days of the incident. All incidents will be investigated by the Principal or designated personnel. Disciplinary consequences will be determined by the principal or designated. A parent conference will be required. Repeated offenses may lead to a recommendation for expulsion or referral to an alternative educational program

MISCELLANEOUS

MESSAGES TO STUDENTS FROM PARENTS

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends. Please ensure all messages that need to be delivered during the school are given to the front office. Teachers often are unable to check their phone and email during school hours.

DELIVERY OF ITEMS BY OUTSIDE VENDORS

Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors e.g. food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the Academy will be kept at the front office until the end of the school day.

FOOD

Aside from the luncheon period, students are allowed to partake of food and drink only during passing time. Students consuming food outside the lunchroom need to clean up after themselves. Chewing gum is never permitted on campus. Under no circumstances may students keep food or beverages at school overnight in their lockers. It is a privilege for students to have food in their lockers. They must treat it as such and keep their space clean.

LOST AND FOUND

Lost items should be reported to the front office, and found items should be turned in to the front office.

TELEPHONES

Students must obtain permission at the front office for using the Academy's telephone. Outgoing calls should be of an urgent nature and should be kept brief.

ELECTRONIC EQUIPMENT

Cell phones are allowed during lunch as long as they are being used respectfully. No headphones will be allowed during the school day with the exception of recess or during special circumstances. Computers and other electronic devices may be used in the classroom at the teacher's discretion. If at any time the electronic device is being used for anything other than academics, it can be taken away and not allowed back at school again.

INTERNET USE

Students are personally responsible for appropriate behavior when using technology and while on the school network just as they are in a classroom or hallway. Access to services is given to students who act in a considerate and responsible manner with the knowledge that access is a privilege not a right. Network storage systems may be reviewed by school staff to maintain system integrity and ensure responsible use. Students are expected to embody the pillars of the schools while using technology. The school will use appropriate staff and technology to help students follow this policy and help protect students from materials considered harmful to minors.

EVACUATION

In the event of an evacuation of the school building, students are taken to an assembly area first. Once it is determined by administration that students may not return to the building, **students will be evacuated to...** Once there, parents will be contacted to pick up their children. Response to any evacuation event could change based on the circumstances of the event.

FIRE DRILLS

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then proceed to approved school location displayed in the classroom. They should stand silently while the teacher takes attendance. When the return signal sounds, everyone should return to class quietly. In case of an actual fire, students will remain in a designated area on the Academy campus until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure with evacuation plan is posted in each classroom.

TORNADO DRILLS

When an announcement is made, all students should go quickly and quietly by class to the approved school location displayed in the classroom. Students should then position themselves on their hands and knees, facing the exterior walls. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent notification has taken place. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a school closing, information can be found on WCCO (830 AM) radio and WCCO on television. Parents can also find this information via the Internet at www.wcco.com and www.eagleridgeacademy.org, and on the Eagle Ridge Academy Facebook page. The decision to close school will be made by 6:00 a.m. on the day in question. Please note that it is the parent's responsibility to monitor the television/radio for school announcements if weather is questionable. The school cannot be

responsible for students who arrive at school or at bus stops in spite of these announcements.

VISITORS

Parents: we value and encourage parental involvement. We also encourage parent visits to school for special events such as concerts, conferences, open houses, and also for volunteering opportunities. Parents are welcome to visit the school, but appointments are advised if they wish to see a specific person.

Students: students who are considering enrolling at Eagle Ridge Academy and are participating in the shadow program are able to visit the school during the school day. The parent/guardian of the shadowing student must contact the main office one week in advance to schedule the visit.

Q Comp Annual Report 2015-16

Please provide an update on the district Q Comp program for the current school year that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a).

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062116*).

Please provide the following **District Identification Information**.

District Name: Eagle Ridge Academy

District Number: 4122

Date Presented to the School Board: 6/14

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. **All information reported should be based on the current school year.** It is recommended that each question be addressed with a brief summary of 3-7 sentences.

Core Component: Career Advancement Options

Implementation

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain what changes have occurred and why?

Impact

2. How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction? Peer coaches conducted formal and informal observations on teachers and facilitated teacher reflection in post observation meetings. This process had a positive impact on student achievement by increasing the quality of instruction students receive. Peer coaches refined their coaching techniques to differentiate conversations to include planning, reflection, and problem-solving conversations which lead to improved instruction. PLCs discussed and implemented research based strategies to improve the delivery of instruction and classroom management.

2. How did the work of teacher leaders impact student achievement? Teacher leaders had a positive impact on student achievement by increasing the quality of instruction students receive by implementing new instructional strategies. Additionally, peer coaches reviewed classroom assessment data with teachers, in order to identify strategies to meet the academic needs of students.

Review Findings

3. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members? Peer coaches and PLC leaders each met as a group once a month. The Q Comp Coordinator and Instructional Coach facilitated adult learning to help teacher leaders build their leadership capacity. Eagle Ridge offered Adaptive Schools training to train leaders on strategies and process to enhance collaboration.
4. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members? Teacher leaders' strengths and opportunities for growth were identified through the evaluation process. Teacher leaders collaborated with the Q Comp Coordinator to identify an action plan to improve their leadership skills. This process provided a supportive environment for leaders to improve their effectiveness in supporting licensed teachers. Overall the feedback from staff stated that their coach was effective, supportive, and provided meaningful support, which positively impacted teacher effectiveness.

Recommendations

5. How will the district use the review findings to improve the effectiveness of teacher leadership? Eagle Ridge Academy plans to focus on building leadership capacity by individualized coaching for PLC leaders to focus on addressing the unique needs of their PLC. Peer coaches will continue to meet monthly to practice coaching skills and refining their questioning techniques. Days 5-8 of Cognitive Coaching will be offered during the year.

Core Component: Job-embedded Professional Development

Implementation

1. Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction? Teachers used assessment data and identified common standards and benchmarks of growth. Then, they collaborated on lessons that specifically target these areas. Teachers spent time aligning the skills in our new reading assessment to their lessons for both whole group and guided reading models. Teachers explored root causes for students failing courses. They identified small actionable steps and reported back to colleagues.

3. How did teacher learning from learning teams and other job-embedded professional development impact student achievement? Teachers monitored and shared progress towards meeting their SMART goal in PLC meetings. Teachers discussed strategies for improving student achievement to meet their SMART goals. As a result, many teacher successfully met their SMART goals.

Review Findings

4. How did the sites or learning teams identify needs and instructional strategies to increase student achievement? Teachers reviewed MCA data, grades, formative and summative assessments, and used formal and informal observations to determine skills that needed re-teaching or reinforcement. PLCs prioritize strategies that would have the greatest impact on student achievement.
5. How did learning teams use data and implement the selected instructional strategies and follow-up on implementation? PLCs used formative and summative assessments to determine opportunities to improve classroom instruction. PLCs leaders would follow-up on implementation during their next meeting.

Recommendations

6. How will the district use the review findings to improve the effectiveness of job-embedded professional development? Next year, leaders will be trained on facilitating a deep dive into data analysis, so teachers can support each other outside of their common assessments.

Core Component: Teacher Evaluation

Implementation

1. Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. What impact did the observation/evaluation process, including coaching, have on classroom instruction? Teachers generally saw an increase in rubric ratings as the year progressed due to implementing the opportunities for growth that were suggested to them. Teachers also identified their own areas of growth through the reflection process.
3. What impact did the observation/evaluation process, including coaching, have on student achievement? Teachers reviewed student achievement data throughout the year with their grade-level team, coach, and administration to identify struggling students. These students became a part of coaching and observation conversations to establish why students many not be meeting standards. As the year progressed, students made progress towards partially meeting standards on our assessments.

Review Findings

4. How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice? As part of the observation/evaluation process, teachers reflected on their progress towards meeting goals from prior evaluations and collaborated with the administrator to establish goals for the next evaluation based on feedback from administration and the teacher's self-reflection.
5. How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members? The principals are the only evaluators in each school. The principals collaborate with the peer coaches to make sure the conversations they have with teachers align with their goals.

Recommendations

6. How will the district use the review findings to improve the effectiveness of teacher evaluation? Teachers find coaching and principal observations to be highly connected. Therefore, we will continue with the established process.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

1. Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?
yes no
 - a. If no, please explain the changes that have occurred and why?
2. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

3. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? 80%
4. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 100%
 - a. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? N/A%
 - b. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? N/A%
5. Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?
yes no

- a. If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? 100%
6. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? N/A%
 - a. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? %
 - b. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? %

Recommendations

1. How will the district use the data to improve the effectiveness of this core component? The additional training provided to teachers on setting and implementing SMART goals increased the number of teachers attaining their goals. The Q Comp Coordinator and Instructional Coach will continue to focus attention on the 20% of teacher not meeting their goals. Teachers will reflect upon reasons for not meeting their goal to identify actionable steps for next year.

General Program Impact and Recommendations

1. What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program? The Q Comp program was an integral step for Eagle Ridge Academy in developing a professional culture. We continue to see the positive effect on staff and students. Teacher collaboration continues to increase outside of designated PLC times in order to constantly pursue meeting the needs of students.
2. What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program? Common writing expectations, collaboration across content areas, and interventions that support the idea that we share all students has proven to be successful in meeting the needs of students.
3. How will the district use the review findings to improve the overall effectiveness of the program? The Instructional Leadership Team aims to continually improve the overall effectiveness of the program by gaining feedback from teachers, teacher leaders, and administrators. Based on the findings of the annual report, the district plans to focus its efforts on establishing a cohesive vision for student achievement specifically focusing a building wide systems for responding to students who fail to learn.

Eagle Ridge Academy

Adopted: 06/5/2016

104 SCHOOL DISTRICT VISION AND MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The Board of Directors believes that a mission and vision statements should be adopted. The mission and vision statements are based on the beliefs and core values of the founding board members and are reaffirmed in our Charter Contract with Friends of Education.

Comment [AMH1]: Updated throughout to be consistent with other policies.

III. VISION AND MISSION STATEMENT

A. Vision Statement: Why

Eagle Ridge Academy will offer an academically rigorous, time-tested, Classical, liberal arts curriculum that:

- prepares students to be exemplary and knowledgeable citizens;
- instills a life-long passion for learning;
- values self-discipline, respect, perseverance, and achievement;
- teaches truth, beauty, and goodness; and
- and fosters an appreciation for the United States of America and her unique role in the world.

Comment [AMH2]: Instructions for this change were difficult to follow. I interpreted to the best of my ability.

B. Mission Statement: What

Eagle Ridge Academy will provide students with a traditional, Classical Education that demands their best in academic achievement, behavior, and attitude, and challenges them to attain their highest potential.

IV. REVIEW

The Board of Directors will ~~recept~~ recite the mission and vision statements during each meeting or workshop. The Board of Directors will ~~may~~ review Eagle Ridge Academy's ~~vision and mission along with the board strategic plan and each Charter Contract Renewal~~ statement to ensure that it aligns with the vision statement. This review will be done during the charter contract renewal process.

Legal References:

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270



Eagle Ridge Academy

6/28/2016

Employee Last	Employee First	Position	Level	FTE	Department	FLSA Status
Erickson	Leslie	Teaching Assistant	IV-15+	0.50	Administration	non exempt
Ralston	Kaitlin	Educational Assistant	II-2	1.00	School of Grammar	non exempt
Ullrich	Dana	Teacher	BA- 18,19	1.00	School of Grammar	exempt
Magnuson	Jeffrey	Teacher	MA-8	0.68	School of Logic	exempt
Kruschke	Jami	Teacher	BA-6	1.00	School of Grammar	exempt
Woolf	Rebecca	Teacher	MA-5	1.00	School of Grammar	exempt
Gizzi	Anna	Teacher	MA-2	1.00	School of Logic	exempt
Koehler	Stacey	Teacher	MA-10	0.51	School of Logic	exempt