

St. Cloud Math and Science Academy Board of Directors
136 Division St. Waite Park, MN 56387
October 10, 2016 Agenda

Mission

To serve the needs of all students as they prepare to become life-long learners and contributing members of society through integration of Science, Technology, Math and Engineering into the traditional content areas of Reading, Language Skills, Social Studies, the Arts and Physical Education. Kindness and respect for others is the foundation upon which students will develop into critical and ethical thinkers who will be prepared to meet the challenges of future job market and intrapersonal skills requirements.

Vision

Is to see all students succeed in school to develop self-confidence, learn to appreciate and get along with others, become proficient in all content areas, explore and use unique abilities, graduate from high school and pursue further training including but not limited to, the fields of Science, Technology, Engineering and Math in order to become productive citizens.

1. **Call the meeting to Order**
2. **Reading of Mission Reading of Vision**
3. **Roll Call/Quorum**
Debbie Adair
Sue Jackson
Ahmed Ali
Salah Jama
Megan Roberg

Public Input

4. **Approval of the agenda**
5. **Approval of the consent agenda**
6. **Conflict of Interest –Charter School Board Members**

CONSENT AGENDA:

- **Approval of September 19, 2016 Minutes**
 - **Acceptance of Sue Jackson's resignation *from the Board***
 - **Student Disability Nondiscrimination and Student Sex Non Discrimination Policy (reviewed last board meeting)**
 - **Approval of Jill Waldvogel's application to the Board**
7. **2016 Financial Audit Report**
 8. **Authorizer's report/comments (Dan Jett, representative of NEO))**
 9. **Director's Report (Tammy Bengtson)**
Update on Enrollment

Fox Advancement Grant update
Tom Emmer Visit

10. Teachers Report – Megan Roberg – 1st Grade Field trip and reward for 2nd – 5th grade students

11. Facilities Committee Report (Sue Jackson)

12. Executive Committee Report (Debbie Adair)

School Law Report

Restructure of responsibilities for board members

Filling vacated Board Officer and Board Committee positions

13. Marketing Committee Report: (Sue Jackson)

Discussion and/or Action Items:

Treasurer's Report/ Finance Committee – Susan Jackson

Approval of September Financial Report

Topics for Teacher Reports this school year

Whistleblowers Policy – review and discuss

Job descriptions for Board officers

UPCOMING MEETINGS:

Future Board Meetings:

October 10, 2016

November 14, 2016

December 12, 2016

COMMITTEE MEETINGS:

Executive Committee Meeting

November 7, 2016

STEM NIGHTS:

October 27th 5:00-6:30

January 19th 5:00-6:30

April 20th 5:00-6:30

May 25 School picnic 5:00-7:00

Parent Meetings;

October 13th 4:30-5:30

February 9th 2017

May 25th 2017

Meeting adjournment

St. Cloud Math and Science Academy Board of Directors
136 Division St. Waite Park, MN 56387
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1. **Meeting Called to Order at 5:05**
2. **Reading of Mission Reading of Vision read by Megan Roberg**
3. **Roll Call/Quorum**
 - Present
 - Debbie Adair
 - Sue Jackson
 - Megan Roberg
 - Salah Jama
 - There was a Quorum**
 - Not Present
 - Ahmed Ali
 - Non-Members Present
 - Tammy Bengtson
 - Daniel Jett
 - Kara Schneeberger
 - Andy Berg

Public Input - none

4. **Approval of the agenda** Sue Jackson moved to approve the agenda. Megan Roberg seconded, motion passed unanimously.
5. **Approval of the consent agenda** Megan Roberg moved to approve the consent agenda. Sue Jackson seconded, motion passed unanimously.
6. **Conflict of Interest – Charter School Board Members** Forgot to discuss.

CONSENT AGENDA:

- **Approval of September 19, 2016 Minutes**
- **Acceptance of Susan Jackson's resignation from SCMSA Board**
- **Acceptance of Jill Waldvogel's application to SCMSA Board**
- **Approval of Student Disability Nondiscrimination and Student Sex Nondiscrimination Policy (reviewed at last Board meeting)**

7. 2016 Financial Audit Report (Andy Berg)

SCMSA Fund Balance as of June 30, 2016 was \$ 27,168. Our Fund Balance as a % of expenditures was 35.5%. There was one finding: SCMSA did not have enough collateral at the end of the school year, which was immediately corrected.

8. Authorizer's report/comments (Daniel Jett, representing NEO)

Daniel commended Tammy Bengtson and her team for 100% compliance in meeting Epicenter deadlines for required documents.

9. Director's Report (Tammy Bengtson)

● GrantUpdates:

Fox Advancement

SCMSA applied for \$3,000 grant from Bernick's to be used for supportive activities to develop leadership skills at the 5th grade level. Plans are to use it for service learning projects, field trips, and Fun Fridays.

Robins, Kaplan, Miller and Cerisi Children's Foundation a grant of up to \$30,000 has been applied for but not received yet, (2nd application period is February 2017) to be used to hire a teacher and a bilingual aide for a one night a week Parents Education program and end of program evaluation.

Grotto Foundation

Similar to above grant, not received yet.

Verizon Foundation

This grant would help fund summer school.

There are other grants Tammy is looking at.

- Enrollment: We have 171 total students. 2 Kindergartners on a waiting list. Have lost a few students, but possibility of adding some.
 - U.S. Representative Tom Emmer will be touring SCMSA Oct. 27th. There will be STEM Night activities displayed for him to see (STEM Night also scheduled Oct. 27th). He wants to look at our Demographic data and talk about "Stop, Drop and Code"
 - Universal Academy Visit - Tammy and Debbie had a tour of the building and then met with the Director, Assistant Director, and Human Relations Director. The focus of the school is Standards Based, Data-Driven Instruction. We got some good ideas for raising test scores and rewarding academic achievement.
 - Events in October - Fire Drill, School Pictures, Vision and Hearing tests, Dental Hygiene Teaching and Parent Meeting, Oct. 27th STEM Night, and Oct.28th Wonders and Inspire Training.

- \$1,500.00 budgeted from the CSP Grant will be used to purchase T-shirts for all staff and board members.

10. Teachers Report (Megan Roberg) -Students visited The Pumpkin Patch. Good day, the older students helped the younger students. Sue Jackson's class had Fun Friday - They did tower building with marshmallows and spaghetti noodles. Some moms helped, it was a great activity. (Parents are starting to come and volunteer)

11. Facilities Report (Sue Jackson) – No new information from the realtor. There was some discussion of school safety.

12. Executive Report(Debbie Adair) Debbie and Tammy attended a School Law Seminar sponsored by RASW Law Firm. Helpful information included topics like how to deal with difficult board members and maintain order in public input segments. Also the rights of transgender students in school, and how they should be treated: in the absence of more clearly defined parameters, best practice is to accommodate a student's request for how they want to be addressed (name, pronoun) and what facilities they wish to use. There was a discussion about how to fill vacated Board Officer and Committee positions. We are still looking for a non-board member to take on board secretarial duties for a stipend. We are waiting for decisions from current/former board members regarding if they will take on or keep Officer and Committee positions.

13. Marketing Report (Sue Jackson) – Collecting Boxtops for Learning again this year. Have showed students what to look for on boxes and thinking of having a contest. Sue will be attending a Brandsformation Seminar on October 19th.

Discussion and/or Action Items:

-Treasurer's Report/ Finance Committee (Susan Jackson) There is an MDE Grant available for summer school next year. It needs to be applied for by Dec. 1st, 2016. all the CSP Grant money has been spent.

-Sue Jackson moved to approve the September Financial Report, Megan Roberg seconded. There was no further discussion. Motion passed unanimously.

-Megan Roberg moved to approve the 2016 Financial Audit, Salah Jama seconded. There was no further discussion, motion passed unanimously.

-Topics for Teacher Reports -discussion. Suggestions: 1. Every teacher be required to attend one board meeting during the school year (Should it be required or voluntary, or up to the Director's discretion? - Sue Jackson believes it should be required. No decision was made)

2. Invite Debbie Adair to come to a faculty meeting to explain and invite teachers to participate. 3. "What are you (the teacher) super excited about that meets this objective (from SCMSA Mission and Vision)"?

Whistleblower Policy– Discussion

Suggested that we have a lawyer look it over. (Strike the word “unethical”? Should volunteers and parents be included in it?)

UPCOMING COMMITTEE MEETINGS:

Future Board Meetings:

November 14, 2016

December 12, 2016

January 9, 2017

UPCOMING COMMITTEE MEETINGS:

Executive Committee Meeting

Nov. 7, 2016 4:00 PM

Meeting adjournment – Megan Roberg moved to adjourn, Sue Jackson seconded, motion passed unanimously.

Meeting Adjourned at 7:01.

St. Cloud Math and Science Academy Board of Directors

136 Division St. Waite Park, MN 56387

September 19, 2016 Minutes

Mission

To serve the needs of all students as they prepare to become life-long learners and contributing members of society through integration of Science, Technology, Math and Engineering into the traditional content areas of Reading, Language Skills, Social Studies, the Arts and Physical Education. Kindness and respect for others is the foundation upon which students will develop into critical and ethical thinkers who will be prepared to meet the challenges of future job market and intrapersonal skills requirements.

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1. **Meeting Called to Order at 5:05**
 2. **Reading of Mission Reading of Vision** read by Ahmed Ali
 3. **Roll Call/Quorum**
Present
Debbie Adair
Sue Jackson
Ahmed Ali
Megan Roberg
Salah Jama
There was a Quorum
Not Present
Lisa Trnka
Non-Members Present
Tammy Bengtson
Public Input - none
 4. **Approval of the agenda** Sue Jackson made a motion to approve the agenda. Ahmed Ali seconded, motion carried.
 5. **Approval of the consent agenda** Ahmed Ali made a motion to approve the consent agenda. Sue Jackson seconded, motion carried.
 6. **Conflict of Interest – Charter School Board Members** No Conflict of Interest noted.
- CONSENT AGENDA:**
- **Approval of August 8, 2016 Minutes**
 - **Acceptance of Lisa Trnka's resignation**
7. **Authorizer's report/comments (Wendy Swanson)** None at this time.

8. Director's Report (Tammy Bengtson)

- Discussed how the day went after the events of the weekend.
- Update on Enrollment: We have 178 total students.

School Improvement Goals:

- 1) Increase student achievement in reading and math.
- 2) Increase our English Learner scores by one level each year.
- 3) Integrate science so that our students have a higher number of minutes per day dedicated to STEM activities.
- 4) Improve student behavior and focus on consistent school wide expectations.
- 5) Increase our level of parent and community engagement .

Two new positions hired for this school year:

Cultural Navigator and Behavior Support Staff

Hassan Omar

Art Paraprofessional:

Shukri Mohamed

9. Teachers Report – Megan Roberg – committees for school and board

- We discussed all of the committees

10. Facilities Report (Sue Jackson) – We met with our realtor, he has talked with Denise's realtor. Extra financial burdens (i.e. parking lot maintenance, roof repairs, etc.) were not part of the overview of financial expectations at this time. We still cannot afford the offer. Our realtor will communicate this to the owner's realtor.

11. Executive Committee (Debbie Adair)

Topics for Teacher Reports this school year – Debbie will think about specifics and we will discuss next month.

Discussion of officer positions on the board – We need to fill 2 positions – Vice President and Secretary; we need to get more members because 5 members is the minimum number of members

- Vice President – Ahmed Ali would like to take this position
- Secretary – we could give a stipend to either a teacher or one school secretary to fill this position

Restructure of responsibilities for board members – we want to start sharing responsibilities between all members, we will be taking parts of items to split up and people would be in charge of getting their part done.

12. Marketing Report: (Sue Jackson) – Marketing committee has not met yet this year. We will send home a form with families about box tops at the first conference time in November.

- Grants – Tammy is working with a grant writer to help get us grants: we have done 2 parent involvement grants, service learning grants, leadership grants, and others. Tammy will bring an update next month on all of the grants.

Discussion and/or Action Items:

-Treasurer's Report/ Finance Committee – Susan Jackson

- We have \$60,000 to spend by September 30, 2016. We are looking to buy a new Smartboard and need to spend \$30,000 of it on technology. We have purchased 2 new lunch tables. We will look into getting more classroom tables, desks, and chairs. We will look into getting art to put on the walls to show students different types of art. We will look into more storage cabinets for when we move.

Ahmed Ali made a motion to approve the financial report. Debbie Adair seconded, motion carried.

-October 1 – Somali Museum of Minnesota is hosting an event at the Minneapolis Convention Center – educational and informative about Somali culture, annual celebration, this is the 3rd year of it; the Museum is a traveling museum and could possibly come to the school.

-October 15 – Community Forum – held at the public library, many people in the Somali community and also political leaders will be there; we could have a table there about our school, \$500-\$1,000 to have a table.

-Discussed Jill Waldvogel's request to go from half-time teacher/half-time coordinator to part-time coordinator – what this will look like/ how it will affect our school .

Student Disability Nondiscrimination and Student Sex Nondiscrimination Policy– Discussion

UPCOMING COMMITTEE MEETINGS:

Future Board Meetings:

October 10, 2016

November 14, 2016

December 12, 2016

Upcoming STEM Night:

October 28, 2016

UPCOMING COMMITTEE MEETINGS:

Executive Committee Meeting

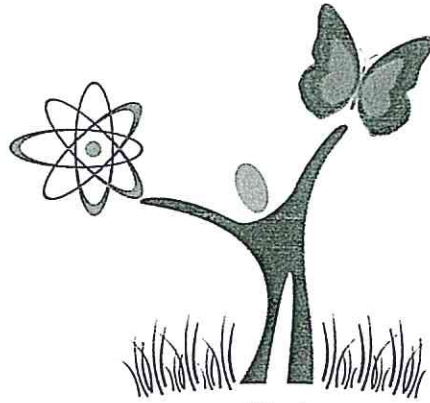
Oct. 3, 2016 4:00 PM

World's Best Work Force Meeting

Oct 3, 2016 3:00 PM

Meeting adjournment – Sue Jackson made a motion to adjourn. Ahmed Ali seconded, motion carried.

6:34 meeting adjourned.



ST. CLOUD
MATH AND SCIENCE
ACADEMY
ISD 4223

September 30, 2016 Financial Report

October 2016 Meeting

Prepared by:

Kara Schneeberger, CPA
Senior Finance Manager

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

St. Cloud Math and Science Academy

Waite Park, Minnesota

Financial Statements

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Journal Entries	None

Executive Summary

Students:

- Original Budget – based on 160 students
- Actual Students – see director’s report

Current Condition:

	160 ADM Original Budget	Tentative Year To-Date	% of Working Budget
Gen Fund:			
Revenues	\$ 2,268,335	\$ 501,488	22.1%
Exp & Transfers Out	2,133,255	365,960	17.2%
Excess (Deficit)	\$ 135,080	\$ 135,528	
Beginning Fund Balance	647,032	647,032	
Ending Fund Balance	782,112	782,560	
Fund Balance Percentage	37%		

- At month-end, three months, or 25% of the school year was complete.

Cash-Flow:

- At month-end, the school had \$661,781 in cash. This balance represents 113 days of operating costs. The school now receives quarterly collateral statements to ensure the entire balance is collateralized. At 9/30/16 – the entire bank balance was sufficiently collateralized.

Items worth noting:

- **Revenues, Expenditures and Other**
 - At this point in the year, we have not evaluated operations for a working budget. This will be done within the next month.
 - The school had its MDE, CSP monitoring visit. All data has been submitted and a report issued. Clean review with the exception of not obtaining 3 bids on Smartboards that were purchased in the past.
 - The CSP grant ended on September 30th. Tammy and Erin were busy spending to ensure we utilize the entire grant.
 - The audit went well. However, we are receiving one state statute finding as a result of not having sufficient collateral. While we obtained collateral in the past year, our year-end balance was \$15,000 higher than our collateral limit. Our collateral has been increased.
 - On a good note, the school’s ending fund balance is 35%!!

St. Cloud Math and Science Academy

Balance Sheet

September 30, 2016

<u>Assets</u>	Audited 6/30/2016	9/30/2016
Cash and Investments	\$ 514,782	\$ 661,781
Accounts Receivable	6,394	-
State Aids Receivable	169,856	43,737
Federal Aids Receivable	29,296	77,979
Prepaid Expense	12,145	29,990
Total Current Assets	732,473	813,486
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	\$ 65,608	\$ -
Accounts Payable	292	37,354
Payroll Deductions and Benefits	18,225	(9,506)
Total Current Liabilities	84,125	27,848
Fund Balance		
Fund Balance	\$ 648,348	\$ 648,348
Excess of Revenues over Expenditures	-	137,290
Total Fund Balance	648,348	785,638
 Total Liabilities and Fund Balance	 732,473	 813,486

SCMSA, Charter No. 4223.07
Monthly Financial Report - Revenues & Expenditures
September 30, 2016

	FY16 Actual	160 ADMs Original Budget	9/30/2016 Year-To -Date	25% % of Budget
Revenue Summary and Projections				
State Aids				
General Education Revenue	\$ 1,545,074	\$ 1,636,187	\$ 436,014	27%
Building Lease Aid	210,805	206,035	-	0%
Special Education Aid	160,032	209,607	-	0%
Endowment Aid	4,623	4,530	2,808	62%
Literacy Incentive	3,048	3,199	-	0%
Other Aids, State TRA/LT Fac Maint Aid	13,924	5,440	-	0%
Holdback	-	-	-	N/A
Total State Aids	1,937,505	2,064,998	438,822	21%
Federal Revenue				
Federal Special Ed	23,488	25,875	3,731	14%
Federal Title I, II and III Funds	94,276	85,976	7,757	9%
Federal CSP Grant	158,502	89,986	51,110	57%
Total Federal Revenue	276,266	201,837	62,598	31%
Other Revenue				
Optional Fees from Students (Other) \$10/ADM	-	500	68	14%
Contributions and Gfits, Grants	1,019	500	-	0%
Miscellaneous Income, reimbursement	286	500	-	n/a
Total Other Revenue	1,305	1,500	68	5%
Total Revenue	\$ 2,215,076	\$ 2,268,335	\$ 501,488	22%
Expenditure Calculations				
Salaries	734,279	848,191	109,007	13%
Benefits	198,854	238,741	31,608	13%
Contracted Services (see breakout)	102,431	111,200	28,934	26%
Communications Services (phone, internet, fax)	4,406	4,800	1,536	32%

SCMSA, Charter No. 4223.07
Monthly Financial Report - Revenues & Expenditures
September 30, 2016

	FY16 Actual	160 ADMs Original Budget	9/30/2016 Year-To -Date	25% % of Budget
Postage, portion with CSP	273	1,000	99	10%
Utilities	17,000	21,300	5,667	27%
Property and Casualty Insurance	8,617	10,100	2,271	22%
Repairs and Maintenance	2,358	2,000	87	4%
Field Trip Transportation, \$25/ADM	1,930	4,000	-	0%
Travel and conferences	4,040	5,700	2,919	51%
Lease Expense	272,000	272,000	90,667	33%
Other Rentals and Operating Leases, copier lease, por	65	-	-	n/a
Field Trip Admissions	801	4,000	-	0%
Office Supplies/General Supplies, portion with csp,	5,831	27,500	560	2%
Maintenance Supplies, portion with csp	1,670	8,500	100	1%
NonInstructional Software	2,789	12,000	26	0%
Instructional Software		-	4,468	n/a
Textbooks and Workbooks, portion with csp,	22	10,000	-	0%
Instructional Supplies/Classroom Supplies	4,410	18,000	129	1%
Standardized Tests	-	2,100	-	0%
Food	1,185	1,200	283	24%
Media/Library Resources, portion in CSP	31	5,000	-	0%
Furniture and Other Equipment, with csp	764	5,000	202	4%
Technology Equipment, included with csp	6,521	10,000	-	0%
Dues and memberships	17,541	31,500	12,884	41%
Moving Costs	-	50,000	-	0%
State Special Ed Expenditures				
Salaries	120,730	157,269	10,015	6%
Benefits	21,084	40,417	1,900	5%
Other	16,788	25,300	-	0%
Federal Special Ed Expenditures, equals revenue	23,488	25,875	3,731	14%
Federal Title I	94,276	62,867	4,881	8%
Federal title II	-	10,031	1,710	17%
Federal Titel III	-	13,078	1,166	9%

SCMSA, Charter No. 4223.07
 Monthly Financial Report - Revenues & Expenditures
 September 30, 2016

	FY16 Actual	160 ADMs Original Budget	9/30/2016 Year-To -Date	25% % of Budget
CSP Grant Expenditures				
Salaries and Benefits	14,727	3,194	2,475	77%
Contracted Services	13,598	8,900	2,400	27%
Supplies	71,798	27,892	35,875	129%
Capital Expenditures	58,379	50,000	10,359	21%
Total Expenditures	1,822,688	2,128,655	365,960	17%
Revenues in Excess of Expenditures	392,389	139,680	135,528	
Transfer out of General Fund to Food Service Fund	-	(4,600)	-	
Net Change in Fund Balance	392,389	135,080	135,528	
Beginning fund Balance	254,643	647,032	647,032	
Ending Fund Balance	\$ 647,032	\$ 782,111	\$ 782,560	
Fund Balance Percentage of Annual Expenditures	35.5%	36.7%		

Fund 02, Food Service

Revenues				
Breakfast Aid	49,374	45,600	5,414	12%
Lunch and Milk Aid	83,318	84,600	9,948	12%
Sale of Lunches	7	100	-	0%
Total Revenue	132,700	130,300	15,362	12%
Expenditures				
Salaries and Benefits	12,759	12,200	1,395	11%
Lunch and Breakfast Food	115,695	118,600	9,455	8%
Equipment, shipping and Installation	-	-	-	0%
Supplies	2,930	4,100	2,750	67%
Total Expenditures	131,384	134,900	13,601	10%
Expenditures in Excess of Revenue	1,316	(4,600)	1,762	
Beginning fund Balance	-	1,316	1,316	
Operating Transfer from General Fund	-	4,600	-	
Ending Fund Balance, Food Service Fund	1,316	1,316	3,078	

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

SCMSA, Charter No. 4223.07
 Contracted Services
 Fiscal Year 2016

Detail of Contracted Services	2016		Actual	Comments
	Actual	Budget		
Accounting Support	\$ 50,520	\$ 58,800	\$ 12,012	Finance, AP, Payroll, Grants \$4,710/mo
Audit	1,946	9,000	-	Audit, portion to CSP
Background Checks	315	525	105	
Banking Fees	348	525	110	
Board Training	800	1,050	-	required training
Bryan Ingvalson	12,000	12,000	3,000	\$1k/mo
Custodial	-	1,000	-	
Grant Writing	-	5,000	2,875	Fox Advancement
Legal	29,223	5,250	10,197	Rupp, Anderson, Squire
Marketing	542	-	-	Stellar Assoc, Resource 4 Educators
Nursing	4,183	4,500	-	Est, portion to sped
Other "To Be Determined" Fees	2,264	7,500	635	misc,maintenance, unexpected fees
Teacher and student Recruitment	-	1,050	-	Ads, WJON, Edpost, etc
Technology Support	-	5,000	-	Misc
WIX, Web Fees	291	-	-	
Total Contracted Services	\$ 102,431	\$ 111,200	\$ 28,934	To Rev and Exp/Contracted Services
Dues and Memberships				
Authorizer Fees	\$ 14,275	\$ 24,150	\$ 12,595	NEO 01 005 010 -- 820
Student Accounting Software	\$ 2,753	3,675	\$ -	Skyward 01 005 110 -- 820
Other	\$ 513	3,675	\$ 289	building permit, fire inspection, MSBA, ama:
Total Dues and Memberships	\$ 17,541	\$ 31,500	\$ 12,884	

St. Cloud Math and Science Academy
 Food Service
 Receipts and Expenditures

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Student Days	18												18
Number of Claims Submitted													
Total Breakfast	-	-	2,654	-	-	-	-	-	-	-	-	-	2,654
Total Lunch	-	-	2,952	-	-	-	-	-	-	-	-	-	2,952
Breakfast Revenue	\$ -	\$ -	\$ 5,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,414
Lunch Revenue	\$ -	\$ -	\$ 9,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,948
Total State and Federal Reimbursement	\$ -	\$ -	\$ 15,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,362
State Milk Aid, K	\$ -	\$ -	\$ 15,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ 15,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,362
Expenditures													
Salaries	\$ -	\$ 232	\$ 1,163										\$ 1,395
Food	\$ -	\$ -	\$ 9,455										\$ 9,455
Breakfast	\$ -	\$ -	\$ -										\$ -
Milk	\$ -	\$ -	\$ -										\$ -
Supplies	\$ -	\$ -	\$ 2,750										\$ 2,750
Other	\$ -	\$ -	\$ -										\$ -
Total Expenditures	\$ -	\$ 232	\$ 13,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,601
Net Income/Loss	\$ -	\$ (232)	\$ 1,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,762

Lunches Claimed for Reimbursement	-	-	2,952	-	-	-	-	-	-	-	-	-	2,952
Lunches Delivered	-	-	3,060	-	-	-	-	-	-	-	-	-	3,060
Extra lunches paid for but not reimbursed	-	-	(108)	-	-	-	-	-	-	-	-	-	(108)

Post Date	Acct Nbr	Description	Amount
09/15/2016	01 R 005 000 000 000 201	FY 16-17 sch trust land endowment	2807.71
09/15/2016	01 R 005 000 000 000 211	FY 16-17 gen ed	71822.65
09/30/2016	01 A 121 00	FY15-16 gen ed	61589.72
09/30/2016	01 A 121 00	FY 15-16 literacy incentive chart	121.90
09/30/2016	01 A 121 00	FY 15-16 charter school lease	8432.20
09/30/2016	01 R 005 000 000 000 211	FY 16-17 gen ed	72727.13
Total for Cash Receipts			217501.31

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/07/2016	41306	ESI	Payroll accrual	375.00
09/07/2016	41307	Horace Mann Life Ins	Payroll accrual	185.84
09/08/2016	41309	McGraw-Hill Schools	credit for reading wonders classroom library package	-272.10
09/08/2016	41309	McGraw-Hill Schools	credit for reading wonders classroom library package	-272.10
09/08/2016	41309	McGraw-Hill Schools	reading wonders classroom library package	594.75
09/08/2016	41309	McGraw-Hill Schools	reading wonders classroom library package	298.30
09/08/2016	41309	McGraw-Hill Schools	reading wonders classroom library package	478.14
09/08/2016	41309	McGraw-Hill Schools	reading wonders classroom library package	593.63
09/13/2016	41310	Beltz, Kes, Darling	Sept 2016 accounting services	4,804.00
09/13/2016	41311	Brian Ingvalson & As	grant writing services Sept 2016	1,000.00
09/13/2016	41312	Carver-Lorentz, Cath	reimb wheel for art cart & boxes for art classes	45.61
09/13/2016	41313	cmERDC	toner	795.00
09/13/2016	41313	cmERDC	tape, post its	15.45
09/13/2016	41313	cmERDC	colored pencils	114.80
09/13/2016	41313	cmERDC	watercolor pencils	45.81
09/13/2016	41313	cmERDC	paper	75.42
09/13/2016	41313	cmERDC	3 ring binders	2.38
09/13/2016	41314	Innovative Office So	labels	51.45
09/13/2016	41314	Innovative Office So	clipboards, folders, pens, dryerase boards	256.63
09/13/2016	41315	New Horizon Foods	Sept 2016 meals pre bill	9,455.40
09/13/2016	41316	Really Good Stuff In	instr posters, board letters, labels, boards	39.91
09/13/2016	41317	Rupp, Anderson, Squi	legal services July 2016	76.00
09/13/2016	41318	Strategic Equipment	towel rolls, TP, canliners	374.30
09/13/2016	2131	Cash Wise	refreshments for teacher training	16.14
09/13/2016	2133	Cash Wise	refreshments for teacher training	12.01
09/13/2016	201600062	Cash Wise	refreshments for teacher training	39.79
09/13/2016	201600059	DELTA DENTAL OF MN	dental ins Sept 2016	611.70
09/13/2016	2134	Fishing Pond Inc	items for Jackson -cutouts	20.26
09/13/2016	201600060	Hanover Insurance Gr	commercial ins instal.	1,535.54
09/13/2016	201600063	Menards	bins for 2nd gr & maintenance supplies for repairs	69.79
09/13/2016	201600064	Michaels	frame for school photo	8.99
09/13/2016	201600065	Panera Bread	refreshments for staff training	65.96
09/13/2016	201600066	SAM'S CLUB	snacks	14.55
09/13/2016	201600068	The Whole Picture Pe	school photo	11.99
09/13/2016	201600061	USPS	postage -mailed package	3.57
09/13/2016	201600067	Walgreens	new staff photos	4.06
09/15/2016	201600075	Internal Revenue Ser	Payroll accrual	40.00
09/15/2016	201600075	Internal Revenue Ser	Payroll accrual	2,814.65
09/15/2016	201600075	Internal Revenue Ser	Payroll accrual	2,089.93
09/15/2016	201600075	Internal Revenue Ser	Payroll accrual	488.77
09/15/2016	201600075	Internal Revenue Ser	Payroll accrual	2,089.93

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/15/2016	201600075	Internal Revenue Ser	Payroll accrual	488.77
09/15/2016	201600076	MN Dept of Revenue	Payroll accrual	1,248.83
09/15/2016	201600076	MN Dept of Revenue	Payroll accrual	0.00
09/15/2016	201600077	Public Employees Ret	Payroll accrual	229.97
09/15/2016	201600077	Public Employees Ret	Payroll accrual	265.35
09/15/2016	201600078	Teachers Retirement	Payroll accrual	2,315.65
09/15/2016	201600078	Teachers Retirement	Payroll accrual	2,315.65
09/19/2016	201600069	Aflac	July 2016 ins	206.54
09/19/2016	201600071	Amazon.com	ziplock bags for 4th gr	16.11
09/19/2016	201600072	Menards	loungers for library	23.97
09/19/2016	201600073	Menards	boxes for Kindergarten	40.00
09/19/2016	201600070	Unum	life, AD&D, STD & LTD ins Aug & Sept 2016	961.72
09/19/2016	201600074	Walmart	bins for ELL & 3rd gr	49.80
09/20/2016	41319	Ameritas Life Insura	Oct 2016 vision ins	118.73
09/20/2016	41320	cmERDC	watercolor brushes	8.60
09/20/2016	41320	cmERDC	copier count -Aug 2016	300.00
09/20/2016	41321	Dallas Midwest, LLC	40 classroom chairs	1,706.80
09/20/2016	41322	HEALTHPARTNERS	medical ins Oct 2016	7,054.54
09/20/2016	41323	LAKESHORE LEARNING M	write-wipe lapboards, uppercase alphabet stamps	188.93
09/20/2016	41324	McGraw-Hill Schools	reading wonders clasroom library package	298.30
09/20/2016	41325	Really Good Stuff In	sped -ready to decorate book holders, & various gen ed classroom supplies- white board & stand, poster, calendar charts, caddy's, shelf baskets, sharpener, book easels	437.11
09/20/2016	41326	White, Allison	reimb mileage for sped training at Bethel Univ 9/12/16	73.44
09/23/2016	41327	ESI	Payroll accrual	375.00
09/23/2016	41328	Horace Mann Life Ins	Payroll accrual	185.84
09/27/2016	41329	Central Locksmiths I	keys	35.75
09/27/2016	41330	Charter Communicatio	internet & phone services 9/24-10/23/16	383.99
09/27/2016	41331	cmERDC	construction paper	8.10
09/27/2016	41332	Fishing Pond Inc	1st gr classroom supplies -ceramic ring magne, calendar, superhero 7 pocket	47.96
09/27/2016	41333	G & K Services	cleaning services -mats, rags, mops	30.00
09/27/2016	41333	G & K Services	cleaning services -mats, rags, mops	57.36
09/27/2016	41334	Innovative Office So	clipboards for 5th gr	14.40
09/27/2016	41335	Novation Education O	80% FY 16-17 authorizer fees	12,595.10
09/27/2016	41336	Office Furniture Sol	1 student table	69.00
09/27/2016	41337	Ram Mutual Insurance	workers comp installment, FY16-17, pollicy# WC 313689.02	574.75
09/27/2016	41338	School Nurse Supply,	health office supplies	40.58
09/27/2016	41339	St. Cloud State Univ	teacher workshops/instructional coaching induction program	1,780.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Sept 2016 (two day skills training plus training sessions throughout the academic year for three people)	
09/27/2016	41340	Triarco	art supplies	135.68
09/27/2016	41340	Triarco	art supplies	80.83
09/27/2016	41341	Watson, Jill	PD training services 9/12/16, on site -RISA oral interaction & partner reading protocol, 4 hrs@ 395.00, plus travel costs 130.00	1,710.00
09/27/2016	41342	Wells Fargo Financia	Copier lease - Kyocera, Model 4551ci, 10/12-11/11/16	201.82
09/28/2016	201600079	Aflac	Aug 2016 ins	206.54
09/28/2016	201600081	Amazon.com	staple remover	9.35
09/28/2016	201600082	Amazon.com	laminated planner	16.99
09/28/2016	201600083	Amazon.com	paper cutter for schoolwide use	130.84
09/28/2016	201600084	ASCD	membership dues	289.00
09/28/2016	2132	BCA	background checks	105.00
09/28/2016	201600080	HEALTHPARTNERS	Sept 2016 medical ins	7,054.54
09/28/2016	201600085	SAM'S CLUB	wipes for classrooms	25.44
09/28/2016	201600086	Survey Monkey	surveys for staff	26.00
09/28/2016	201600087	TeachersPayTeachers	schoolwide behavior intervention posters & task cards	5.00
09/28/2016	2129	Trnka, Lisa	reimb bookcase, shelves & furniture	100.00
09/28/2016	201600088	Walmart	book bins, hand pointers, wall pad, fasteners, easel pads	251.13
09/30/2016	201600090	Amazon.com	handheld number counter	6.99
09/30/2016	201600091	Amazon.com	card stock for 3rd gr	25.67
09/30/2016	201600092	Amazon.com	27 headphones for students testing	173.07
09/30/2016	201600093	Amazon.com	can opener	92.00
09/30/2016	201600094	Goodwill	undergarments for students -nurse office supplies	33.93
09/30/2016	201600095	Home Depot	white panel board	12.97
09/30/2016	201600097	Internal Revenue Ser	Payroll accrual	40.00
09/30/2016	201600097	Internal Revenue Ser	Payroll accrual	3,109.11
09/30/2016	201600097	Internal Revenue Ser	Payroll accrual	2,595.96
09/30/2016	201600097	Internal Revenue Ser	Payroll accrual	607.09
09/30/2016	201600097	Internal Revenue Ser	Payroll accrual	2,595.96
09/30/2016	201600097	Internal Revenue Ser	Payroll accrual	607.09
09/30/2016	201600098	MN Dept of Revenue	Payroll accrual	1,395.28
09/30/2016	201600098	MN Dept of Revenue	Payroll accrual	0.00
09/30/2016	201600089	Plaza Park Bank	service charge	40.40
09/30/2016	201600099	Public Employees Ret	Payroll accrual	764.25
09/30/2016	201600099	Public Employees Ret	Payroll accrual	881.80
09/30/2016	201600100	Teachers Retirement	Payroll accrual	2,305.90
09/30/2016	201600100	Teachers Retirement	Payroll accrual	2,305.90
09/30/2016	201600096	Walmart	extra clothes for nurse office	140.01

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Totals for checks	91,699.43

9/7/2016		GRADE	ENROLLED	Spots Open	Waitlist		
FULL	K(17)	34			1		
FULL	1 (18)	36					
FULL	2 (18)	36					
	3 (16)	15					
FULL	3 (15)	15					
FULL	4 (16)	18					
FULL	5 (30)	28					
		182					
9/9/2016		GRADE	ENROLLED	Spots Open	Waitlist		
FULL	K(17)	34	0	1			
	1 (18)	35	1				
	2 (18)	34	2				
	3 (16)	15	1				
FULL	3 (14)	14	0				
FULL	4 (16)	18	0				
FULL	5 (28)	28	0				
		178					
9/27/2016		GRADE	ENROLLED	Spots Open	Waitlist		
FULL	K(17)	31	?	3			
	1 (18)	35	1				
	2 (18)	34	2				
	3 (16)	15	1	1			
FULL	3 (14)	14	0				
FULL	4 (16)	18	0				
FULL	5 (28)	28	0				
		175					
10/5/2016		GRADE	ENROLLED	Spots Open	Waitlist		
FULL	K(17)	30	?	3			
	1 (18)	34	2				
	2 (18)	34	2				
	3 (16)	14	2	1			
FULL	3 (14)	14	0				I still have 2 students t
FULL	4 (16)	17	0				I still have not droppe
FULL	5 (28)	28	0				
		171					

St. Cloud Math and Science Academy
Whistle Blower Policy (Draft)

The Whistleblower Policy (refer to attached Minnesota Statute section §181.932) is intended to create an ethical and open work environment and to ensure that Saint Cloud Math and Science Academy (SCMSA) has a governance and accountability structure that supports its mission. It is also intended to encourage and enable the SCMSA board of directors, officers, employees and volunteers to raise serious concerns about the occurrence of illegal or unethical actions within SCMSA before turning to outside parties for resolution. If any stakeholder reasonably believes that some policy, practice, or activity of SCMSA is in violation of the law, a written complaint must be filed by that stakeholder with the School Executive Director or the School Board Chair, who will then be responsible to investigate the complaint. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

It is the intent of St. Cloud Math and Science Academy to adhere to all laws and regulations that apply to SCMSA. The underlying purpose of this policy is to support SCMSA's goal of legal compliance. The support of all stakeholders is necessary in achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SCMSA and provides SCMSA with a reasonable opportunity to investigate and correct the alleged unlawful activity. These protections are only available to employees that comply with this requirement.

I. ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of any federal or state law, or rule adopted pursuant to law, must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a legal violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

II. CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously to the Executive Director or the Board Chair. Reports of violations or suspected violations will be kept confidential to the extent permitted by law and consistent with the need to conduct an adequate investigation.

181.932 DISCLOSURE OF INFORMATION BY EMPLOYEES.

Subdivision 1. Prohibited action.

An employer shall not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because:

(1) the employee, or a person acting on behalf of an employee, in good faith, reports a violation, suspected violation, or planned violation of any federal or state law or common law or rule adopted pursuant to law to an employer or to any governmental body or law enforcement official;

(2) the employee is requested by a public body or office to participate in an investigation, hearing, inquiry;

(3) the employee refuses an employer's order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the order is being refused for that reason;

(4) the employee, in good faith, reports a situation in which the quality of health care services provided by a health care facility, organization, or health care provider violates a standard established by federal or state law or a professionally recognized national clinical or ethical standard and potentially places the public at risk of harm;

(5) a public employee communicates the findings of a scientific or technical study that the employee, in good faith, believes to be truthful and accurate, including reports to a governmental body or law enforcement official; or

(6) an employee in the classified service of state government communicates information that the employee, in good faith, believes to be truthful and accurate, and that relates to state services, including the financing of state services, to:

(i) a legislator or the legislative auditor; or

(ii) a constitutional officer.

The disclosures protected pursuant to this section do not authorize the disclosure of data otherwise protected by law.

[See Note.]

Subd. 2. Disclosure of identity.

The identity of any employee making a report to a governmental body or law enforcement official under subdivision 1, clause (1) or (4), is private data on individuals as defined in section 13.02. The identity of an employee providing information under subdivision 1, clause (2), is private data on individuals if:

(1) the employee would not have provided the information without an assurance that the employee's identity would remain private, because of a concern that the employer would commit an action prohibited under subdivision 1 or that the employee would be subject to some other form of retaliation; or

(2) the state agency, statewide system, or political subdivision reasonably believes that the employee would not have provided the data because of that concern.

If the disclosure is necessary for prosecution, the identity of the employee may be disclosed but the employee shall be informed prior to the disclosure.

Subd. 3. False disclosures.

This section does not permit an employee to make statements or disclosures knowing that they are false or that they are in reckless disregard of the truth.

Subd. 4. Collective bargaining rights.

This section does not diminish or impair the rights of a person under any collective bargaining agreement.

Subd. 5. Confidential information.

This section does not permit disclosures that would violate federal or state law or diminish or impair the rights of any person to the continued protection of confidentiality of communications provided by common law.

History:

1987 c 76 s 2; 1988 c 659 s 2; 1997 c 237 s 16; 1999 c 227 s 14; 2007 c 135 art 3 s 16; 2013 c 83 s 4

NOTE: Subdivision 1, paragraph (a) (renumbered clause (1)), was found preempted by the federal Employee Retirement Income Security Act (ERISA) as applied to claims resulting from reporting violations of ERISA in *McLean v. Carlson Companies, Inc.*, 777 F.Supp. 1480 (D. Minn. 1991).

NOTE: Subdivision 1, paragraphs (a) and (c) (renumbered clauses (1) and (3)), were found preempted by the federal Airline Deregulation Act to the extent that they relate to air carrier routes and services in *Botz v. Omni Air Int'l*, 286 F.3d 488 (8th Cir. 2002)

NOTE: Subdivision 1, paragraph (a) (renumbered clause (1)), was found preempted by the federal Airline Deregulation Act to the extent that it relates to air carrier service in *Regner v. Northwest Airlines, Inc.*, 652 N.W.2d 557 (Minn. Ct. App. 2002).

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STANDING BOARD COMMITTEES

Standing Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee. The Board of Directors of the School have designated the following committees to Standing Committees of the Board: Executive – Legal/ Policy/Governance/Human Resources, Finance, Facilities, and Curriculum/Academic Accountability.

COMMITTEE DUTIES, RESPONSIBILITIES, AND POWERS

A. Executive – Legal/ Policy/Governance/Human Resources

Duties:

1. Exercises fiduciary role to ensure that the charter school is properly managed.
2. Has a mechanism to validate information received from the executive director (administrator).
3. Maintains legal status; insures proper paperwork to the Minnesota Department of Education, other governmental agencies and to their authorizer.
4. Establishes mission and program direction for (Name of your school) and approves goals and objectives designed to achieve those ends.
5. Reviews strategic plan and progress.
6. Work with the executive director in developing and administering a school evaluation plan in cooperation with the authorizer, the MDE and ultimately complete (NAME OF YOUR SCHOOL)'s Annual Report.
7. Establishes and communicates clear expectations of Board of education members.
8. Assures effective participation and carry out board and board member assessments.
9. Assure that all board members (new and incumbent) receive appropriate development training every year.
10. Defines and communicates the role of the Board and the role of the administrator in making decisions.
11. Assures appropriate involvement of Board members in (Name of your school) decision-making.
12. Recommend committee chairs for all standing board committees.
13. Develop and adopt all written (Name of your school) Board and School policies
14. Responsible for reviewing and recommending revisions of board and school policies annually.
15. Responsible for reviewing and recommending revisions to the Articles of Incorporation.
16. Responsible for implementing the By Laws of (Name of your school)
17. Responsible for reviewing and recommending revisions to the By Laws.
18. Assist the nominating committee in identifying potential Board of Education Candidates.

19. Exercise proper judgment in self-dealing transactions – avoidance of conflicts of interest.
20. Assist in the administration of the Board's Conflict of Interest policy.
21. Hire (Name of your school) Executive Director and evaluate the lead administrator's performance.
22. Assist in the development of the evaluation process to be used in the executive director's performance evaluation.
23. Work with the executive director in the development of personnel policies
24. Approve the staff and teacher recruitment and hiring process.
25. Make recommendations for personnel policy changes
26. Approve the executive director's recommendations for staffing
27. Assist in the development of staff performance review procedures
28. Assist in the development of "At Will" contracts for staff and teachers that are performance-based and include compensation for site-based operations of (Name of your school) .

B. Finance

Duties:

1. Reviews with the financial and business dealings.
2. Approves and recommends annual budget.
3. Reviews periodic financial reports (balance sheet, income statement, cash flows, changes in financial position).
4. Understands and reviews all budget projections.
5. Ensures that proper internal controls are in place.
6. Develops a banking relationship with a local bank and establishes a "cash-flow loan" arrangement.
7. Works with the executive director to select a business management/payroll firm to work with (Name of your school).
8. Works with the executive director to select an audit firm and assists in the annual audit of (Name of your school).
9. Reviews all accounts payable and recommends their payment in a timely manner.
10. Understands the UFARS accounting system used in Minnesota
11. Develop a gift acceptance policy

A. Facilities

Duties:

1. Work closely with the school leadership team in the selection of a proper site for the school.
2. Approve the Lease agreement for the school
3. Understand the lease aide formula and how it affects the school and its budget.
4. Plan and carry out the build out of the selected building.
5. Plan and carry out the build out of a new facility.
6. Actively recruit a committee of parents and volunteers to help (NAME OF YOUR SCHOOL) get set up for school.
7. Actively solicit donations of labor, materials, furniture and technology for (Name of your school) .

D. Educational Programs and Accountability

Duties: (Being developed)

- 1.1 Authority of Committees. Any committee, to the extent provided in these Bylaws or in the resolutions creating such committee, shall have and may exercise all of the powers and authority granted by the Board of Directors in the management and business affairs of the Corporation; provided, however, that no committee shall be granted any powers or authority exceeding that granted to the Board of Directors. Unless otherwise stated in the resolutions creating it, or in these Bylaws, committee actions (recommendations) shall be taken only upon the affirmative vote of a majority of the members of the committee.

These bylaws specify that the powers of all committees, unless otherwise specified in a motion in the minutes of a regular meeting shall be limited to investigating and recommending (advisory capacity) relating to the items listed in the duties of the said committee.

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

All meetings shall be public under the Minnesota Open Meeting Law (Mn. Stat. 13d.01 et seq).

Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors in writing and shall be subject to revision and alteration by the Board of Directors. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. Notice of all meetings of any committee shall be given to all members of that committee as determined by the committee, or pursuant to Article V above.

OFFICERS AND EMPLOYEES

Number; Election. The officers of the Corporation shall be elected for one (1) year terms by the Board of Directors, and shall consist of a Board Chair, Vice Chair, Treasurer, and Secretary and such other officers as the Board of Directors shall determine from time to time. This election shall occur at the first regular meeting following the annual election of Board of Directors or in July of the first three years of operation.

Vacancies. A vacancy in any office of this Corporation occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board of Directors.

OFFICERS

Board Chair. The Board Chair shall:

Act as the chairperson of the Board of Directors and exercise the functions of the office of the president of the Corporation;

Preside at all meetings of the Board of Directors;

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

Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts, grants or other instruments requiring an officer's signature, unless otherwise directed by the Board;

Have the general powers and duties usually vested in the office of the president; and

Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.

Vice Chairperson: The Board Vice chair shall:

Assume the duties of the chair in his/her absence.

Treasurer. The board Treasurer shall work in concert with the school's business management firm and the Executive Director of the school, an ex-officio board member, to assure that the treasurer has a full understanding of the corporations finances and that the Executive Director or his/her designee and the contracted business management firm do the following:

1.1 Keep accurate accounts of all monies of the Corporation (School) - received or disbursed;

1.1 Deposit all monies, drafts and checks in the name of, and to the credit of, the Corporation in such banks and depositories as the Board of Directors shall from time to time designate;

Have the care and custody of the corporate funds and securities;

Executive Director or his/her designee has the power to endorse for deposit all notes, checks and drafts received by the Corporation;

The Executive Director or his/her designee will disburse the funds of the Corporation as ordered by the Board of Directors, making proper vouchers therefore;

The Executive Director or his/her designee will render to the Board Chair and the Board of Directors, whenever required, an account of all of his transactions as Executive Director and of the financial condition of the Corporation; and

The Executive Director or his/her designee shall perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors or by the Board Chair.

Secretary. The Secretary shall maintain the office of the Corporation and shall:

Attend all meetings of the members, the Board of Directors and all committees (when requested);

Record all proceedings of the minutes of the members, Board of Directors and committees in a book to be kept for that purpose;

Preserve all documents and records belonging to the Corporation;

Maintain a list of all members of the Corporation in good standing;

Give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and committees; and

Perform such other duties as may be prescribed by the Board of Directors or the Board Chair from time to time.

Management and Administrative Employees/Vendors: The Corporation may have such management and administrative employees as from time to time are determined necessary by the Board of Directors. Such employees and/or vendors shall be appointed in a manner, have the duties and responsibilities and hold their positions for the time prescribed by the Board of Directors.

Bond. The Board of Directors of this Corporation shall from time to time determine which, if any, of the officers, agents or employees of this Corporation shall be bonded and the amount of each bond.

2016-17 SCMSA Board Committee Roster

Executive Committee

*Debbie Adair (Board Chair)
Ahmed Ali (Vice Chair)
Sue Jackson (Treasurer)
Tammy Bengtson (School Director)

Finance Committee

*Sue Jackson
Tammy Bengtson
Kara Schneeberger (Financial Manager)

Facilities Committee

*Sue Jackson
Ahmed Ali
Tammy Bengtson
Debbie Adair

Marketing/Fundraising Committee

*Sue Jackson
Megan Roberg
Jill Waldvogel
Mary Lou
Liya
Bente

**2016-17 SCMSA
Board Meeting Calendar/
Policy Review Schedule**

<u>Board Meeting Date</u>	<u>Policy to Review</u>
August 8, 2016	Discipline Policy
September 19, 2016	Student Disability Nondiscrimination Policy Student Sex Nondiscrimination Policy
October 10, 2016	Whistleblower Policy (new)
November 14, 2016	Hazing Prohibition Student Parental, Marital, and Family Status Nondiscrimination
December 12, 2016	Parental Involvement Policy
January 9, 2017	Pledge of Allegiance Equal Educational Opportunity Equal Employment Opportunity Disability Nondiscrimination Policy Employee Right to Know
February 13, 2017	Family and Medical Leave Policy
March 13, 2017	Chemical Use and Abuse
April 10, 2017	Drug Free Workplace/ Drug Free School
May 15, 2017	Tobacco-Free Environment
June 12, 2017	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases And Infectious Conditions