

St. Cloud Math and Science Academy Board of Directors
136 Division St. Waite Park, MN 56387
November 14, 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.

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.

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

1. **Meeting Called to Order at 5:05**
2. **Reading of Mission Reading of Vision** read by Jill Waldvogal
3. **Roll Call/Quorum**
 - Present
 - Debbie Adair
 - Megan Roberg
 - Salah Jama (arrived at 5:30)
 - There was a Quorum**
 - Not Present
 - Ahmed Ali
 - Non-Members Present
 - Tammy Bengtson
 - Krista Zipp
 - Bente Bruihler
 - Amy Cross

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Kara Schneeberger

Public Input - none

4. **Conflict of Interest –Charter School Board Members - no conflict**
5. **Approval the agenda** Jill Waldvogal made a motion to approve the agenda. Megan Roberg seconded, motion carried.
6. **Approval of the consent agenda** Megan Roberg made a motion to approve the agenda. Jill Waldvogal seconded, motion carried.

CONSENT AGENDA:

- **Whistleblower policy**
- **Approval of October 10, 2016 minutes**

7. **Authorizer’s report/comments** (Wendy Swanson) None at this time.

8. **Director’s Report** (Tammy Bengtson)

- Update on Enrollment: We have 174 students
- Update on Fall FAST Scores by Jill Waldvogel: Compared last year’s FAST test scores from each grade to this year’s current fall test scores.
- Parent Involvement for STEM night: 109 students, 65% of all of our students, attended STEM night with their families.
- Discussed how Veteran’s Day went with visits from Veterans to many classrooms in our school.

10. **Teachers Report – Title 1 progress monitoring and Reading Corps program -Jill Waldvogel**

- Compared last year’s FAST test scores from each grade to this year’s current fall test scores.

11. **Facilities Report – Tammy Bengtson**

- The team met last Monday to come up with a lease price offer. The realtor will offer the building the price they agreed upon and try to set up a meeting with the building landlord. We are hoping to have more answers by next month after a meeting is set up.

12. **Executive Committee** (Debbie Adair)

Board Development plan - Deb explained that there is a board training on Saturday January 7th for all new board members. We also discussed trying to recruit more board members before this training, so that they can attend with everyone else.

13. **Marketing Report: - Megan Roberg Minutes from Marketing meeting**

- Megan explained our school has been implemented collecting box tops and labels for learning to raise money for our school. Tammy is working with a grant writer to get more grants for our school as well.

Discussion and/or Action Items:

Treasure’s report/ Finance Committee – Kara

- Kara gave finance training to the board regarding our school’s budget information.

Board training on SCMSA’s Procurement Policy – Kara

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- Ahmed will receive this training at a later date.

Hazing Prohibition and Student Parental, Marital, and Family Status Nondiscrimination

- We reviewed the hazing and student, parental, marital, and family status nondiscrimination policies for SCMSA handbooks.
- We will vote to approve these policies next month.

Board Meeting time change discussion

- We discussed changing the start time of our meetings to 4:30. This will be discussed with each board member before we make a final decision.

Future Board Meetings:

December 12, 2016	5:00 PM
January 9, 2017	5:00 PM
February 13, 2017	5:00 PM
March 20, 2017	5:00 PM
April 10, 2017	5:00 PM
May 8, 2017	5:00 PM
June 12, 2017	5:00 PM

UPCOMING COMMITTEE MEETINGS:

Executive Committee Meeting

December 5th, 2016

Facilities meeting: November 10th – November 14th TBD

STEM NIGHTS:

January 19th 5:00-6:30

April 20th 5:00-6:30

May 25 School picnic 5:00-7:00

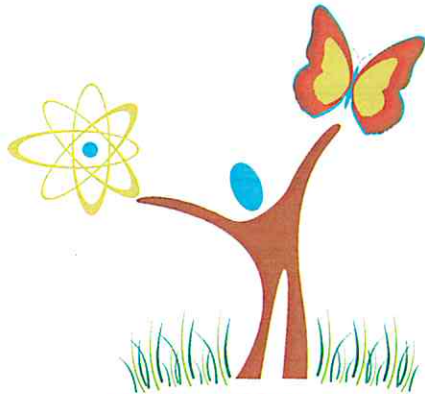
Parent Meetings;

February 9th 2017

May 25th 2017

Meeting adjournment – Megan Roberg made a motion to adjourn. Salah Jama seconded, motion carried.

6:47 meeting adjourned.



ST. CLOUD
MATH AND SCIENCE
ACADEMY
ISD 4223

October 31, 2016 Financial Report

November 2016 Meeting

Prepared by:

Kara Schneeberger, CPA
Senior Finance Manager

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

Executive Summary

Students:

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

Current Condition:

	160 ADM Original Budget	171 ADM Working Budget	Tentative Year To-Date	% of Working Budget
Gen Fund:				
Revenues	\$ 2,268,335	\$ 2,348,968	\$ 741,176	31.6%
Exp & Transfers Out	2,133,255	2,154,124	603,718	28.0%
Excess (Deficit)	\$ 135,080	\$ 194,844	\$ 137,458	
Beginning Fund Balance	647,032	647,032	647,032	
Ending Fund Balance	782,112	841,876	784,490	
Fund Balance Percentage	37%	39%		

- At month-end, four months, or 33% of the school year was complete.

Cash-Flow:

- At month-end, the school had \$659,315 in cash. This balance represents 112 days of operating costs. The school now receives monthly collateral statements to ensure the entire balance is collateralized. At 10/31/16 – the entire bank balance was sufficiently collateralized.

Items worth noting:

- **Revenues, Expenditures and Other**
 - A working budget is now presented for the school which anticipates higher revenues due to more students, and, slightly higher costs. The net effect of these changes in an increase in fund balance from \$135,000 to \$194,000. .
 - The school had its MDE, CSP monitoring visit. All data has been submitted and a report issued. A review of the school procurement policy will be done during the November board financial training to meet specific guidelines.
 - The CSP grant ended on September 30th. Tammy and Erin were busy spending to ensure we utilize the entire grant.
 - Certain costs have been paid one month in advance and greater than 33% of its costs. These include: utilities, building lease and communication costs.
 - The food service fund has done an amazing job the first two months of the year. There are additional breakfast costs to be recorded, however, the school has managed to keep additional meals ordered to approximately 1% of the total meals! Great job!

SCMSA, Charter No. 4223.07
 Monthly Financial Report - Revenues & Expenditures
 October 31, 2016

	<i>FY16</i> Actual	<i>160 ADMs</i> Original Budget	<i>171 ADMs</i> Working Budget	<i>10/31/2016</i> Year-To -Date	33% % of Budget
Revenue Summary and Projections					
State Aids					
General Education Revenue	\$ 1,545,074	\$ 1,636,187	\$ 1,706,393	\$ 578,849	34%
Building Lease Aid	210,805	206,035	220,200	-	0%
Special Education Aid	160,032	209,607	209,283	-	0%
Endowment Aid	4,623	4,530	4,841	2,808	58%
Literacy Incentive	3,048	3,199	3,200	-	0%
Other Aids, State TRA/LT Fac Main	13,924	5,440	5,814	-	0%
Holdback	-	-	-	52,766	N/A
Total State Aids	1,937,505	2,064,998	2,149,731	634,423	30%
Federal Revenue					
Federal Special Ed	23,488	25,875	25,875	3,839	15%
Federal Title I, II and III Funds	94,276	85,976	91,462	19,754	22%
Federal CSP Grant	158,502	89,986	80,400	83,092	103%
Total Federal Revenue	276,266	201,837	197,737	106,685	54%
Other Revenue					
Optional Fees from Students (Other) \$10,	-	500	500	68	14%
Contributions and Gfits, Grants	1,019	500	500	-	0%
Miscellaneous Income, reimburse	286	500	500	-	n/a
Total Other Revenue	1,305	1,500	1,500	68	5%
Total Revenue	\$ 2,215,076	\$ 2,268,335	\$ 2,348,968	\$ 741,176	32%
Expenditure Calculations					
Salaries	734,279	848,191	885,333	182,155	21%
Benefits	198,854	238,741	233,868	49,918	21%
Accrual of summer salaries and benefits				43,428	N/A
	933,133	1,086,932	1,119,201	275,500	25%
Contracted Services (see breakout	102,431	133,905	133,905	42,610	32%
Communications Services (phone, internet, fa	4,406	4,800	4,620	1,920	42%

SCMSA, Charter No. 4223.07
 Monthly Financial Report - Revenues & Expenditures
 October 31, 2016

	<i>FY16</i> Actual	<i>160 ADMs</i> Original Budget	<i>171 ADMs</i> Working Budget	<i>10/31/2016</i> Year-To -Date	33% % of Budget
CSP Grant Expenditures					
Salaries and Benefits	14,727	3,194	3,400	3,396	100%
Contracted Services	13,598	8,900	5,200	5,191	100%
Supplies	71,798	27,892	57,900	57,894	100%
Capital Expenditures	58,379	50,000	13,900	16,609	119%
Total Expenditures	1,822,688	2,151,360	2,153,690	603,718	28%
Revenues in Excess of Expenditures	392,389	116,975	195,278	137,458	
Transfer out of General Fund to Food Service Fund	-	(4,600)	(434)	-	
Net Change in Fund Balance	392,389	112,375	194,844	137,458	
Beginning fund Balance	254,643	647,032	647,032	647,032	
Ending Fund Balance	\$ 647,032	\$ 759,406	\$ 841,876	\$ 784,490	
Fund Balance Percentage of Annual Expenditures	35.5%	35.3%	39.1%		

Fund 02, Food Service

Revenues					
Breakfast Aid	49,374	45,600	48,500	10,594	22%
Lunch and Milk Aid	83,318	84,600	89,500	19,956	22%
Sale of Lunches	7	100	100	-	0%
Total Revenue	132,700	130,300	138,100	30,549	22%
Expenditures					
Salaries and Benefits	12,759	12,200	16,500	3,415	21%
Lunch and Breakfast Food	115,695	118,600	118,600	25,868	22%
Equipment, shipping and Insta	-	-	2,750	-	0%
Supplies	2,930	4,100	2,000	32	2%
Total Expenditures	131,384	134,900	139,850	29,315	21%
Expenditures in Excess of Revenue	1,316	(4,600)	(1,750)	1,234	
Beginning fund Balance	-	1,316	1,316	1,316	
Operating Transfer from General Fund	-	4,600	434	-	
Ending Fund Balance, Food Service Fund	1,316	1,316	-	2,551	

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.

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
18													
Student Days													18
Number of Claims Submitted													
Total Breakfast	-	-	2,654	2,539	-	-	-	-	-	-	-	-	2,654
Total Lunch	-	-	2,952	2,918	-	-	-	-	-	-	-	-	2,952
After School Snack	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Breakfast, Free	\$ -	\$ -	\$ 5,414	\$ 5,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,594
Breakfast Revenue	\$ 2.04	\$ -	\$ 5,414	\$ 5,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,594
Lunch Revenue	\$ 3.365	\$ -	\$ 9,933	\$ 9,819	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,753
State Milk Aid, K	\$ 0.20	\$ -	\$ 98	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203
Total Revenue	\$ -	\$ -	\$ 15,446	\$ 15,104	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,549
Expenditures													
Salaries	\$ -	\$ 232	\$ 1,163	\$ 2,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,415
Food	\$ -	\$ -	\$ 9,455	\$ 9,447	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,902
Breakfast	\$ -	\$ -	\$ -	\$ 3,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,327
Milk	\$ -	\$ -	\$ 1,615	\$ 2,023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,638
Supplies	\$ -	\$ -	\$ -	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32
Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 232	\$ 12,233	\$ 16,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,315
Net Income/Loss	\$ -	\$ (232)	\$ 3,212	\$ (1,746)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,234
Lunches Claimed for Reimbursement	-	-	2,952	2,918	-	-	-	-	-	-	-	-	5,870
Lunches Delivered	-	-	3,008	2,929	-	-	-	-	-	-	-	-	5,937
Extra lunches paid for but not reimbursed	-	-	(56)	(11)	-	-	-	-	-	-	-	-	(67)

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
10/04/2016	41343	Barney, LLC	Oct 2016 lease	22,666.67
10/04/2016	41343	Barney, LLC	Oct 2016 utilities	1,416.67
10/04/2016	41344	Dallas Midwest, LLC	2 lunchroom tables	2,750.30
10/04/2016	41345	Jackson, Jon	labor/repairs maintenance servcies, 19.5 hrs@ 30.00 plus materials (receipts not provided)	635.00
10/04/2016	41346	LAKESHORE LEARNING M	write-wipe lapboards for 5th gr	133.35
10/04/2016	41347	Really Good Stuff In	12 iPad chargers for classrooms	1,934.27
10/04/2016	41348	Scholastic Inc.	sing along filip chart for 1st gr	18.49
10/04/2016	41349	Scholastic	scholastic news for 2nd gr	207.90
10/04/2016	41350	School Nurse Supply,	1 exam table & exam table paper rolls for nurse office	734.00
10/04/2016	41351	School Technology As	AP checks	149.81
10/04/2016	41352	Schools In	36 student desks	2,135.90
10/04/2016	41353	Tierney	1 smart board	4,012.00
10/06/2016	41354	ESI	Payroll accrual	375.00
10/06/2016	41355	Horace Mann Life Ins	Payroll accrual	185.84
10/07/2016	41356	G & K Services	cleaning services -mats, rags, mops	53.50
10/12/2016	41357	Ameritas Life Insura	Nov 2016 vision ins	146.28
10/12/2016	41358	Beltz, Kes, Darling	Oct 2016 accounting services	4,804.00
10/12/2016	41359	Bengtson, Tammy	mileage & food reimb for training (sch law seminar & sch site visit) reimb food for meetings & new teacher training & online licenses for teachers pay teachers instr.	267.93
10/12/2016	41360	BrainPop LLC	unlimited school access to brainPop Jr -12 months	1,350.00
10/12/2016	41361	Brian Ingvalson & As	grant writing services Oct 2016	1,000.00
10/12/2016	41362	cmERDC	copier count -Sept 2016	99.31
10/12/2016	41363	ETA hand2mind	schoolwide manipulatives -two color counters, snap cubes pattern blks	283.45
10/12/2016	41364	Fish, Tom	milk -Sept 2016	1,615.00
10/12/2016	41365	Follett School Solut	library system -license, scanner, labels & webinar for staff	1,842.00
10/12/2016	41366	Foremost Promotions	fire safety handouts -coloring books & pencils	164.50
10/12/2016	41367	In The News	banner	75.00
10/12/2016	41368	Innovative Office So	schoolwide supplies -binders & protector sheets	31.66
10/12/2016	41368	Innovative Office So	schoolwide supplies - markers, clips, rubberbands	33.74
10/12/2016	41369	IXL Learning	FY 16-17 site license for students (math, science, social studies, ELA)	3,013.00
10/12/2016	41370	LAKESHORE LEARNING M	write-wipe lapboards for 3rd gr	66.68

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			STEM night	
10/18/2016	201600128	TeachersPayTeachers	sped instr. supplies -posters, books, transition tips & tricks, growth mindset, maps, communication book starter kit, clip art bundle	99.00
10/19/2016	41378	Bruhler, Bente	reimb ingredients for playdough	9.38
10/19/2016	41379	cmERDC	pencils -from bulk order	44.10
10/19/2016	41380	G & K Services	cleaning services -mats, rags, mops	56.47
10/19/2016	41380	G & K Services	cleaning services -mats, rags, mops	53.81
10/19/2016	41381	Roberg, Megan	reimb new teacher gifts/team building	54.90
10/19/2016	41382	Scholastic	scholastic news for 4th, 5th & 6th gr	288.75
10/19/2016	41382	Scholastic	hand-outs for K	196.35
10/19/2016	41383	Strategic Equipment	towel rolls	208.52
10/23/2016	41384	Abdo, Eick & Meyers,	audit services FY 15-16	8,000.00
10/23/2016	41385	Fox Advancement	grant writing services 9/8-10/10/16	125.00
10/23/2016	41386	Innovative Office So	sentence strips for 1st gr	15.98
10/23/2016	41387	Wells Fargo Financia	Copier lease - Kyocera, Model 4551ci, 11/12-12/11/16	201.82
10/26/2016	41388	Adair, Debbie	mileage reimb for board leadership conference	98.28
10/26/2016	41389	Bengtson, Tammy	mileage reimb for new charter school training 7/19/16 & reimb for locksmith service	156.00
10/26/2016	41390	FaceTime Business Re	printing services -business cards, signage, banners, postcards	1,855.00
10/26/2016	41391	Office Furniture Sol	13 used steelcase two door storage cabinets	3,500.00
10/31/2016	201600146	Aflac	Sept 2016 ins	256.64
10/31/2016	201600130	Amazon.com	items for STEM night & grade book phy ed teacher	44.63
10/31/2016	2139	BCA	background check	15.00
10/31/2016	201600131	Best Buy	adapters for macbooks & smart boards	93.71
10/31/2016	201600132	Caribou Coffee Store	coffee for Tom Emmer visit	12.99
10/31/2016	201600133	Cash Wise	refreshments for staff development	14.27
10/31/2016	201600134	Cash Wise	coffee & creamer for STEM night	43.93
10/31/2016	2138	Fairhaven Farm	1st gr field trip 10/4/16	162.00
10/31/2016	201600147	Internal Revenue Ser	Payroll accrual	40.00
10/31/2016	201600147	Internal Revenue Ser	Payroll accrual	3,442.99
10/31/2016	201600147	Internal Revenue Ser	Payroll accrual	2,994.97
10/31/2016	201600147	Internal Revenue Ser	Payroll accrual	700.42
10/31/2016	201600147	Internal Revenue Ser	Payroll accrual	2,994.97
10/31/2016	201600147	Internal Revenue Ser	Payroll accrual	700.42
10/31/2016	201600135	Menards	spray paint for 4-square courts on the playground	19.88

Post Date	Acct Nbr	Description	Amount
		Total for Journal Entries	0.00