

St. Cloud Math and Science Academy Board of Directors

136 Division St. Waite Park, MN 56387

March 6, 2017 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. **Call the meeting to Order and Welcome any visitors** at 4:37pm
2. **Reading of Mission** read by: Ahmed Ali **Reading of Vision** read by: Ahmed Ai
3. **Roll Call/Quorum** We had a Quorum.

Present

Debbie Adair
Jill Waldvogel
Ahmed Ali
Megan Roberg
Salah Jama

Not Present

Non-Members Present

Krista Zipp
Mary White
Tammy Bengtson

Via Phone Conference: Kara Schneeberger

Jim Schelper

Doug Boser

4. **Conflict of Interest –Charter School Board Members – No Conflict**

Public Input – No Input

5. Approval the agenda

- Tammy Bengtson requested to add a discussion of having a possible open enrollment week.
- Board Chair Deb Adhair requested that we add a discussion for approval to Salah Jama's 3 month leave of absence.
- Ahmed Ali made a motion to approve the agenda. Salah Jama seconded, motion carried.

6. Approval of the consent agenda

- Ahmed Ali made a motion to approve the consent agenda. Megan Roberg seconded, motion carried.

CONSENT AGENDA:

February 13, 2016 Board Minutes

Approval of policies discussed at February meeting

- Pledge of Allegiance
- Equal Educational Opportunity
- Equal Employment Opportunity
- Disability Nondiscrimination Policy
- Employee Right to know

7. Authorizer's report/comments (Wendy Swanson)

- No authorizer personnel was present, so there was nothing to be reported.

8. Director's Report (Tammy Bengtson)

- Update on Enrollment – 171 Students
 - 9 currently open spots for this year
 - Discussed enrollment and spots open for next year at the new location
- Student performance progress growth update – Jill Waldvogel – Winter Fast Test Results

10. Teachers Report – Jill Waldvogel

- ACCESS Testing Report – Overall testing is going well. There was one computer/server glitch last week while testing, so we had to do a little rescheduling. Results of this test will get out in August. We have completed reading, speaking, and listening. We will finish the writing test soon.
- MCA testing will be at the end of April.

11. Facilities Report – Tammy Bengtson

- See Discussion section below

12. Executive Committee (Debbie Adair)

- Annual Meeting Update – We have created a committee to help contact the nominees for the vacant seats. We have 5 open seats for the next year on our Board.
- Open Board

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

- The committee met today and contacted Leighton Broadcasting to do a commercial to promote our school with student, teacher, and parents' opinions/views in it about our school.
 - They discussed the option of creating/using the same commercial to be played on the Somali Radio Station as well.
- They discussed the idea of asking the St. Cloud Times if they would be interested in writing an article about our school and how we are moving/changing to help draw attention to our school.
- Penny Wars will be starting April 10th after being introduced at the school assembly.

Discussion and/or Action Items:

Treasurer's report/ Finance Committee -Kara/Jill – Approval of Financial report

- The report for this month is shorter due to the fact that we had to move our meeting to an earlier date.
- Approval of the finance report for February: Ahmed Ali moved the motion and Salah Jama seconded the motion. The motion is carried.

Review of Policies:

- Family and Medical Leave Policy – Table this policy for next month's board meeting

K-5 Open Enrollment week possibilities – April 10 – 13th 9-5 & April 18th – 21st 9-5, using staff to help parents with filling out paperwork. The idea came up about sending out postcards with these dates to get the word out.

- Approval of the Open Enrollment Opportunity Dates: Ahmed Ali moved the motion and Jill Waldvogal seconded the motion. The motion is carried.

Facility committee: Lease proposal

- Attorney had a question about the lease proposal involving enrollment. The enrollment in the new lease is based on is 230, while we are currently we have an enrollment of 170. The question he had was about what we have planned to fill this gap.
 - It was explained that the current lease we have with our current building is based on square footing of building, and that our new lease for the new building location is based on enrollment. This makes the numbers and money amounts appear differently in our new lease option.
- Phone Conference with Kara Schneeberger, Jim Schleper, and Doug Boser to have a discussion of these concerns.
- Discussed concerns of increasing the number of students in the each classroom.
- We would like to vote on approving this new lease based on the understanding that these revisions will be made and agreed upon to the following changes we discussed: change title of lease to our legal name, (2.6) option to purchase, and (3.2/3.3) Minimum Rent/Additional Rent
 - 2.6 Revision: Option to Purchase. At the end of the lease term, if Tenant meets the statutory requirements to form an affiliated building company, the Landlord will agree to sell the property to such affiliated building company at its fair

market value as determined by an independent appraiser chosen and paid for by the Landlord. If Tenant does not agree with such value, the Tenant may hire their own appraiser. If the Tenant's appraiser's value is within 10% of the Landlord's appraiser, then the Landlord's appraiser value shall be used for the purchase price. If it is greater than 10% difference, then both appraisers shall agree to a third independent appraiser qualified and experienced in appraising similar properties and the value determined by such independent appraiser shall be the purchase price offer.

- 3.2/3.3 Revision: Additional Rent. The **maximum** rent shall be adjusted annually based on a per student population. In each Lease Year of the Term after the first Lease Year, on or before Tenant submits its application to the Minnesota Department of Education ("MDE") for lease aid for the next fiscal year (to be submitted by August 31 of each year), Landlord and Tenant will set the Lease Aid Maximum Amount (as defined below) for the following Lease Year. The "**Lease Aid Maximum Amount**" is an amount equal to the product of the Average Daily Membership reasonably estimated by Tenant for the coming Lease Year for the combined students who will be attending classes in the Premises, multiplied by the rental amount per pupil that results in Tenant's receipt of the maximum amount of lease aid available to Tenant from MDE pursuant to applicable Minnesota law. Tenant's estimated Average Daily Membership shall be Tenant's best good faith estimate based on Tenant's open enrollment results, historical MARSS reports, and annual budget. Upon each calculation of Base Rent as set forth above, the parties will execute a memorandum confirming the applicable Base Rent in substantially the form of Exhibit G. Such memorandum will be incorporated into and become a part of this Lease and will be used, among other things, by Tenant for purposes of its Lease Aid application.
- Ahmed Ali made a motion to approve the lease based on the knowledge that the changes we discussed tonight in 2.6, 3.3, and title will be made. Jill Waldvogal seconded this motion, motion carried.
- Roll Call Vote: The vote is unanimous.
 - Debbie Adair - Yes
 - Jill Waldvogel - Yes
 - Ahmed Ali - Yes
 - Megan Roberg - Yes
 - Salah Jama - Yes

2017-2018 School Calendar

- Table this item for the next month's board meeting

- Ahmed Ali moved to approve the following motion:

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education

agency (LEA). The Superintendent/Director recommends the Board authorize Tammy Bengtson to act as the Identified Official with Authority for the St. Cloud Math and Science Academy.

- Jill Waldvogel seconded the motion. The motion was carried.

Approval of 990 Forms

- o Jill Waldvogel moved that we approve the 2016 990 Forms. Salah Jama seconded the motion. The motion is carried.

Approval of Salah Jama's 3 month Leave of Absence

- o Ahmed Ali moves the motion to approve Salah Jama's leave of absence for 3 months. Megan Roberg seconded the motion. The motion is carried.

Future Board Meetings:

April 10, 2017	4:30 PM
May 8, 2017	4:30 PM
June 12, 2017	4:30 PM

UPCOMING COMMITTEE MEETINGS:

- Executive Committee Meeting and Marketing Committee

April 3rd

May 1st

Finance Meeting

April 10, 2017 3:30 PM

Parent Events:

STEM NIGHT: April 20th 5:00-6:30

May 25 School picnic 5:00-7:00

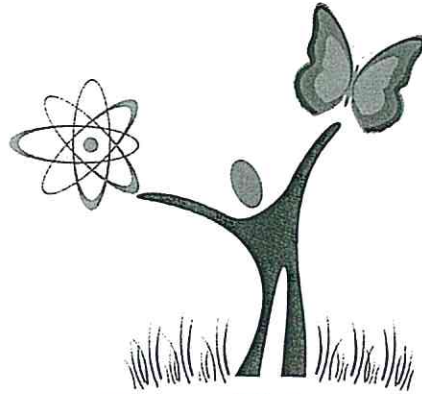
Parent Meetings

May 25th 2017

Ahmed Ali moved to adjourn the meeting. Megan Roberg seconded the motion.

Meeting adjournment at 6:38pm

Signed by officer: Megan Roberg, Board Secretary



ST. CLOUD
MATH AND SCIENCE
ACADEMY
ISD 4223

February 28, 2017 Financial Report

March 2017 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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Executive Summary

Students:

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

Current Condition:

- Because of the earliness of the meeting, we were unable to prepare the full financial statements.
- At month-end, eight months, or 66% of the school year was complete.

Cash-Flow:

- At month-end, the school had \$732,000 in cash. This balance represents approximately 130 days of operating costs. The school has adequate collateral at month-end.

	<u>2/28/2017</u>
Bank Balance	\$ 780,533
Less FDIC	<u>\$ (250,000)</u>
	<u>\$ 530,533</u>
110%	\$ 583,586
Less Market Value of Pledged Collateral	<u>\$ (869,442)</u>
(Over)/Under Collateralized	<u>\$ (285,856)</u>

Items worth noting:

- **Revenues, Expenditures and Other**
 - The school has been negotiating the new lease. While it is higher than the current lease, the future budget does support the payments.
 - FY18’s budget will be presented when the future lease is signed and the new school can be evaluated for student space and future needs.

Post Date	Acct Nbr	Description	Amount
02/15/2017	01 R 005 000 000 000 211	FY 16-17 gen ed	79809.18
02/16/2017	01 R 005 000 000 401 400	FY 16-17 title I part A	5868.36
02/16/2017	01 R 005 000 000 414 400	FY 16-17 title II, part A	1990.11
02/16/2017	01 R 005 000 000 419 400	FY 16-17 sped	1432.13
02/16/2017	02 R 005 770 000 701 300	FY 16-17 st school lunch	387.12
02/16/2017	02 R 005 770 000 701 471	FY 16-17 HHFKA lunch	185.82
02/16/2017	02 R 005 770 000 701 471	FY 16-17 reg lunch	991.04
02/16/2017	02 R 005 770 000 701 472	FY 16-17 free reduced lunch	8857.42
02/16/2017	02 R 005 770 000 703 300	FY 16-17 st spe milk	111.40
02/16/2017	02 R 005 770 000 705 476	FY 16-17 breakfast	5010.24
02/28/2017	01 R 005 000 000 000 211	FY 16-17 gen ed	61656.42
Total for Cash Receipts			166299.24

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
02/06/2017	41487	Barney, LLC	Feb 2017 utilities	1,416.67
02/06/2017	41487	Barney, LLC	Feb 2017 lease	22,666.67
02/06/2017	41488	cmERDC	waste toner bottle	12.00
02/06/2017	41489	D.E. S. of St. Cloud	repair cooling unit	118.87
02/06/2017	41490	Fish, Tom	milk Jan 2017	2,244.00
02/06/2017	41491	G & K Services	cleaning services -mats, rags, mops	84.60
02/06/2017	41491	G & K Services	cleaning services -mats, rags, mops	67.08
02/06/2017	41492	Jackson, Jon	repairs/maintenance services, 11.5 hrs@ 30.00	345.00
02/06/2017	41493	Menards	maintenance supplies	32.83
02/06/2017	41494	Scholastic Reading C	classroom books for kindergarten	25.00
02/06/2017	41495	SPOT Rehabilitation,	PT contract 12/20/16 (no hrs)	95.00
02/06/2017	41496	Strategic Equipment	facility supplies	362.92
02/06/2017	41497	Zipp, Krista	mileage reimb for PS training 1/20/17	90.95
02/10/2017	201600276	Amazon.com	reader's log trophy	15.71
02/10/2017	2010	BCA	background check	15.00
02/10/2017	2012	BCA	background check	15.00
02/10/2017	2013	BCA	background check	15.00
02/10/2017	201600268	Best Buy	computer repair- virus found, & warranty on 3 computers	199.00
02/10/2017	201600269	Crafts Direct	school supplies -tape, E-Z runner value packs, cloth, un-do remover	63.09
02/10/2017	201600270	Hanover Insurance Gr	commercial ins instal	767.76
02/10/2017	201600271	MN Unemployment	unemployment tax	3,486.00
02/10/2017	201600272	TeachersPayTeachers	revolutionary war mega bundle for 5th gr -online license	14.36
02/10/2017	201600273	Walmart	PBIS snacks	9.98
02/10/2017	201600274	Walmart	pens, safety pins, glue	17.15
02/10/2017	201600275	Walmart	erasers, glue, duct tape, band -aids for nurse office	36.80
02/13/2017	41498	Ali, Mohamed	replacement check for payroll ck# 20790 (dated 1/15/16)	308.12
02/13/2017	41499	Carver-Lorentz, Cath	reimb paint for scratch boards	30.59
02/13/2017	41500	Wagad, Hamimo	replacement check for payroll ck# 20809 (dated 3/31/16)	72.03
02/13/2017	41156	Carver-Lorentz, Cath	reimb paint for scratch boards	-30.59
02/14/2017	41501	Beltz, Kes, Darling	accounting services Feb 2017	4,804.00
02/14/2017	41502	Brian Ingvalson & As	grant writing services Feb 2017	1,000.00
02/14/2017	41503	Bruhler, Bente	reimb jars for coin war	5.00
02/14/2017	41504	Kraus-Anderson Insur	HR services- monthly installment March 2017	250.00
02/14/2017	41505	School Outfitters	10 -headphones w/microphones & cable	157.90
02/14/2017	41506	Strategic Equipment	facility supplies	383.43
02/14/2017	41507	West Central Sanitat	recycle containers	35.99
02/15/2017	201600277	Internal Revenue Ser	Payroll accrual	40.00
02/15/2017	201600277	Internal Revenue Ser	Payroll accrual	3,592.33
02/15/2017	201600277	Internal Revenue Ser	Payroll accrual	3,164.23

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/15/2017	201600277	Internal Revenue Ser	Payroll accrual	740.05
02/15/2017	201600277	Internal Revenue Ser	Payroll accrual	3,164.23
02/15/2017	201600277	Internal Revenue Ser	Payroll accrual	740.05
02/15/2017	201600278	MN Dept of Revenue	Payroll accrual	1,625.41
02/15/2017	201600279	MN Dept Of Revenue -	Payroll accrual	341.13
02/15/2017	201600280	Public Employees Ret	Payroll accrual	1,180.75
02/15/2017	201600280	Public Employees Ret	Payroll accrual	1,362.41
02/15/2017	201600281	Teachers Retirement	Payroll accrual	2,512.92
02/15/2017	201600281	Teachers Retirement	Payroll accrual	2,512.92
02/17/2017	41508	ESI	Payroll accrual	375.00
02/17/2017	41509	Horace Mann Life Ins	Payroll accrual	335.84
02/23/2017	41510	Ameritas Life Insura	March 2017 vision ins	38.40
02/23/2017	41511	Barney, LLC	March 2017 lease	22,666.67
02/23/2017	41511	Barney, LLC	March 2017 utilities	1,416.67
02/23/2017	41512	cmERDC	copier count Jan 2017	258.75
02/23/2017	41513	G & K Services	cleaning services -mats, rags, mops	76.59
02/23/2017	41513	G & K Services	cleaning services -mats, rags, mops	74.68
02/23/2017	41514	School Technology As	payroll advice of deposits	120.06
02/23/2017	41515	STAINBROOK COMMUNICA	telephone maintenance 2/10/17	45.00
02/27/2017	201600282	Aflac	Jan 2017 ins	244.68
02/27/2017	2014	BCA	background check	15.00
02/27/2017	201600285	Cash Wise	stamps & bus driver appreciation treats	53.29
02/27/2017	201600284	DELTA DENTAL OF MN	dental ins Feb 2017	569.70
02/27/2017	201600287	Domino's Pizza	5th gr pizza -referrals reward	29.63
02/27/2017	201600283	HEALTHPARTNERS	medical ins Feb 2017	5,992.66
02/27/2017	201600286	Kwik Trip	bus driver appreciation treats	12.84
02/27/2017	201600288	MN Dept of Human Ser	3rd party billing application	560.00
02/27/2017	2015	Scholastic Book Fair	Feb - I love to read books	101.82
02/27/2017	201600289	Scholastic Reading C	Feb - I love to read books	210.00
02/27/2017	201600293	Survey Monkey	online survey service	26.00
02/27/2017	201600290	Walmart	file folders, index cards	40.80
02/27/2017	201600291	Walmart	refreshments for kindergarten registration	44.84
02/27/2017	201600292	Walmart	protector sheets, binders, batteries for office & clorox scrubs & thermometer for kitchen	85.49
02/28/2017	41516	Charter Communicatio	internet & phone services 2/24-3/23/17	371.10
02/28/2017	41517	Classroom Products	desk dividers	66.65
02/28/2017	41518	Ram Mutual Insurance	workers comp installment, FY16-17, pollicy# WC 313689.02	574.75
02/28/2017	201600300	Amazon.com	supplies for chicken hatching in kindergarten	103.43
02/28/2017	201600301	Amazon.com	supplies for chicken hatching in kindergarten	21.25
02/28/2017	201600302	Amazon.com	supplies for chicken hatching in kindergarten	289.23
02/28/2017	2016	BCA	background check	15.00
02/28/2017	201600294	Internal Revenue Ser	Payroll accrual	40.00

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
02/28/2017	201600294	Internal Revenue Ser	Payroll accrual	3,648.13
02/28/2017	201600294	Internal Revenue Ser	Payroll accrual	3,203.27
02/28/2017	201600294	Internal Revenue Ser	Payroll accrual	749.16
02/28/2017	201600294	Internal Revenue Ser	Payroll accrual	3,203.27
02/28/2017	201600294	Internal Revenue Ser	Payroll accrual	749.16
02/28/2017	201600295	MN Dept of Revenue	Payroll accrual	1,643.00
02/28/2017	201600296	MN Dept Of Revenue -	Payroll accrual	338.85
02/28/2017	201600299	Plaza Park Bank	service charge	41.00
02/28/2017	201600297	Public Employees Ret	Payroll accrual	1,259.11
02/28/2017	201600297	Public Employees Ret	Payroll accrual	1,452.82
02/28/2017	201600298	Teachers Retirement	Payroll accrual	2,476.48
02/28/2017	201600298	Teachers Retirement	Payroll accrual	2,476.48
02/28/2017	201600303	Unum	partial payment for life, AD&D, STD & LTD ins March 2017	647.49
Totals for checks				116,973.38

Post Date	Acct Nbr	Description	Amount
02/13/2017	01 A 101 00	replacement ck issued for old payroll ck# 20790, dated 1/15/16 for Moh	380.15
02/13/2017	01 L 201 00	replacement ck issued for old payroll ck# 20790, dated 1/15/16 for Moh	-380.15
Total for Journal Entries			0.00