

St. Cloud Math and Science Academy Board of Directors

Board Agenda *Minutes*

1025 18th St. N

St. Cloud, MN 56303

September 26, 2018

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** (#1-6 5 minutes) called to order at 4:32
 - a. Shayna Vastila, applying for School board
2. **Reading of Mission** read by Sherri Hodge & **Vision** read by Karsten Potts
3. **Roll Call/Quorum**
Sherri Hodge [here](#)
Mary White-Levilain [here](#)
Mohamad Ali [arrived at 4:39 PM](#)
Amy Cross [here](#)
Karsten Potts [here](#)
4. **Conflict of Interest –Charter School Board Members** [no conflict](#)
5. **Public Input** [none](#)

6. Consent Agenda: Sherri Hodge made the motion to approve the consent agenda. Karsten Potts seconded the motion.

The consent agenda consists of noncontroversial items that the board adopts routinely without debate. Any single member may remove an item from the consent agenda by requesting removal at the time the consent agenda is moved for adoption.

- August 22, 2018 Board Minutes
- September 26, 2018 Board Meeting Agenda

Shayna was on the board of her sorority in college, and is looking forward to joining the SCMSA board. She is excited to be involved in the board and play a part in the decision-making process for SCMSA.

There were no additional questions for Shayna Vastila

Amy Cross moved to open the vote to approve Shayna Vastila

Karsten Potts approved the motion

The vote to approve Shayna Vastila carried unanimously

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

The authorizer did not have a representative present. A NEO representative will be reviewing and commenting on charter school bylaws and financials. We do not anticipate any issues with financial reports, we may have some recommendations on the bylaws.

8. Director's Report (Tammy Bengtson) (13 minutes)

- Update on Enrollment Enrollment is lower, which will affect finances. 167 students, 2 will drop in 15 days. Final enrollment of 165. 30 students who committed to attending were dual registered at another school and then ended up attending that school. We are continuing to recruit. 3 students were recruited today (included in the 167 count). Funding for 2018-19 is determined on Oct. 1 so we have been working to get number up.
- Service learning report We have 9 CSB/SJU students committed to complete 20 hours of service learning at our school this semester. They help support students in the areas of our goals.
- Other Resignation of 1st grade teacher, Alyssa Sepulvado, due to personal/licensing conflicts. Megan Roberg will have a class with all 1st grade students, a new teacher will not be hired. We are having a great start to the school year. The overall climate is very positive. Vision and hearing screening was completed last week. The first lockdown drill was completed today and was successful.

9. Student Behavior Progress Report (Farhiya Iman) (?? minutes)

Farhiya left notes with Mary. Farhiya had a parent concern that she was receiving multiple calls that her child had been injured. We have been being very cautious and calling parents for even minor situations. Forms are always collected for these calls.

10. Student Progress Report (Jill Waldvogel) (10 minutes)

Classes have begun to complete FastBridge screening, should be finished next week. A more complete overview will be given in October. First grade seems to be continuing their strong trends, which is optimistic.

11. Teacher report –

Shayna gave an update on writing. There has been some adjustment issue with students and teacher having similar expectations. Second grade is working on personal narratives, which will be interesting to see next year. Sherri feels her class is doing well with the program.

We will create a signup to invite teachers to meetings for the teacher report. We will move the teacher report to sooner in the agenda so visitors can leave quickly.

12. Facilities Report – 2 minutes

We have been working through flaws in the heating and A/C system. Lee, the property manager, has come to look at it and evaluate our heating/cooling bill to see if it seems reasonable. There were a few rooms that needed heaters last winter. Hopefully that can be avoided this year.

13. Executive Committee (Mary White) (2 minutes)

- Bente Bruihler has accepted a contract to take notes as a paid non-board member secretary. Bente will also work on a process for updating board notes/agendas on the school website.
- Teacher Shayna Vastila has submitted an application to fill the empty Teacher member position. Will the board vote to approve Shayna Vistala as a teacher member of the Board
Vacant positions: 1 parent, 1 community member Now have 6 board members. 3 teachers, 1 parent, 2 community members. Vacancies are 2 parent and 1 community member position. We will post that these positions are open online.
- Board Training report Shayna's initial board training will be set within the next month. MAC has some free trainings available this month. One is online, some are in-person. Mary will send out an email to see if anyone is interested in attending as a group. These trainings are a yearly requirement. Last year we had visiting presenters but the trainings weren't well received.

14. Advisory Council

- **Committee Report-** Mohamad Ali Meeting is set for next week.
- **Parent relations Rep Report-** Karsten Potts The teacher's open house powerpoints have been emailed to Karsten. He is working on finding a time to get people to read the information in Somali, and get the videos edited and loaded. We want to get these done before conferences in November. We will also post the audio recordings of all-calls to parents online.

15. Marketing Report: - (Jill Waldvogel) (3 minutes)

- Goals for 2018-19 school year Met once already this year, we were going to apply for a grant but it closed early. Committee is working on getting merchandise with SCMSA branding.

16. Discussion and/or Action Items: (55 minutes)

- Treasurer's report/ Finance Committee -Kara/Jenna – Approval of August Financial report, Supplemental Items Treasurer Amy Cross presented because Kara could not come. 35-50% fund balance is healthy, we are still in good shape. If board members have concerns about purchases and other supplemental items please bring them up at the next meeting.
Motion to approve the report was made by Karsten Potts
Seconded by Amy Cross
- 2018-19 Board Development Plan Pending items were brought up, revisions made. A survey will be given to parents at November conferences for their input on our Board Development Plan
- Bullying prohibition policy revisions/review
Motion to vote for policy approval was made by Amy Cross
Motion was seconded by Shayna Vastila
Policy was approved unanimously
- Electronic Transfer of funds policy will be addressed October meeting with Kara.

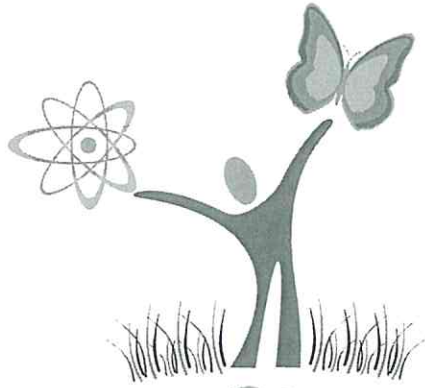
Meeting adjournment

Motion to adjourn made by Sherri Hodge

Motion was seconded by Amy Cross

Next Meeting, October 24, 2018, 4:30 to 6:00 PM SCMSA Room 110

October 24, 2018 4:00 PM Meeting to develop parent survey for strategic plan development



**ST. CLOUD
MATH AND SCIENCE
ACADEMY
ISD 4223**

Charter No. 4223.07
September 2018 Meeting

August 31, 2018 Financial Statements



 **bergankDV**
CPAS | ADVISORS

Prepared by:
Kara Lundin, CPA
Senior Finance Manager

Executive Summary

Students:

- Original Budget – 223 ADM
- Actual Student – 165 ADM

Current Conditions:

- FY18 is complete. The financial statements represent what the audited financial numbers are.
- In FY18, the school ended with a fund balance of 42.2% for both the General and Food Service funds.
- Currently, two-months of activity or 16.7% of FY19 is shown in the YTD column. Since this is only the activity of July and August, the purchases appear reasonable given the needs to start the year.

Cash-Flow:

- At August 31, the school had a book value of \$1,082,000 in reconciled cash. This balance represents 135 days of operating costs.

Items worth noting:

- The school's audit is complete (except for reviewing the documents) and will be presented at the October meeting.

Blue font indicates a formula or link to a separate document.

**St. Cloud Math and Science Academy
Balance Sheet
August 31, 2018**

	<u>6/30/2018</u>	<u>8/31/2018</u>
<u>Assets</u>		
Cash and Investments	\$ 988,184	\$ 1,082,492
Accounts Receivable	256	256
State Aids Receivable	220,555	230,479
Federal Aids Receivable	36,330	6,889
Prepaid Expense	68,379	68,379
Total Current Assets	\$ 1,313,704	\$ 1,388,494
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	\$ 97,540	\$ -
Accounts Payable	32,337	10,603
Payroll Deductions and Benefits	30,402	15,485
Total Current Liabilities	\$ 160,279	\$ 26,088
Fund Balance		
Fund Balance	\$ 1,153,425	\$ 1,153,425
Excess of Revenues over Expenditures	-	208,981
Total Fund Balance	\$ 1,153,425	\$ 1,362,406
Total Liabilities and Fund Balance	\$ 1,313,704	\$ 1,388,494
Days of Operating Cash On hand	132	135

*Management has elected to omit substantially all disclosures, the Government-Wide Financial Statements, and the Required Supplementary Information.
No CPA provides any assurance on these financial statements.*

SCMSA, Charter No. 4223.07
 Monthly Financial Report - Revenues & Expenditures
 For the year-ending June 30, 2019
 August 31, 2018

	FY18 Actual	Original Budget	Year-To -Date	16.7% % of Budget
ADM	202.05	223	165	74%
General Fund				
Revenues				
State Aids				
General Education Revenue	\$ 2,003,144	\$ 2,295,935	\$ 366,892	16%
Building Lease Aid	264,860	290,092	-	0%
Special Education Aid	245,132	312,489	-	0%
Endowment Aid	6,642	7,819	-	0%
Literacy Incentive	5,364	5,632	-	0%
LT Facilities Maintenance Aid	19,040	29,436	-	0%
Holdback	-	-	59,218	n/a
Total State Aids	2,544,182	2,941,403	426,110	14%
Federal Revenue				
Federal Special Ed	31,969	32,869	5,537	17%
Federal CEIS	4,222	4,329	-	0%
Federal Title I	68,860	66,482	1,352	2%
Federal Title II	14,637	14,864	-	0%
Federal Title III	16,690	16,524	-	0%
Total Federal Revenue	136,377	135,068	6,889	5%
Other Revenue				
Fees from Students	197	500	-	0%
Contributions and Gifts, Grants	62	500	-	0%
Misc Income, Pension Reimbursement	2,140	1,500	199	13%
Total Other Revenue	2,399	2,500	199	8%
Total Revenue	\$ 2,682,958	\$ 3,078,972	\$ 433,197	14%
Expenditures				
Salaries	1,123,483	1,211,733	84,677	7%
Benefits	294,795	309,010	16,913	5%
Contracted Services (see breakout)	110,812	107,599	19,371	18%
Repairs and Technology Maintenance	15	1,000	-	n/a
Communications Services (phone, internet, fax)	5,612	5,460	849	16%
Postage	369	600	152	25%
Utilities	50,673	66,300	7,326	11%

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	FY18 Actual	Original Budget	Year-To -Date	16.7% % of Budget
ADM	202.05	223	165	74%
Property and Casualty Insurance	11,833	13,400	890	7%
Repairs and Maintenance	18,778	5,000	1,923	38%
Field Trip Transportation	3,308	2,800	-	0%
Travel and conferences	2,990	5,600	159	3%
Field Trip Admissions	1,276	2,800	-	0%
Lease Expense	326,432	373,740	62,290	17%
Wells Fargo Copier Lease	3,142	4,200	204	5%
Office Supplies/General Supplies	29,771	28,000	5,641	20%
Maintenance Supplies	15,645	14,000	1,390	10%
Noninstructional Software	16,298	15,700	2,432	15%
Instructional Software	13,552	10,100	-	0%
Instructional Supplies	8,686	11,200	9,434	84%
Noninstructional Technology	-	5,600	-	0%
Instructional Technology	9,331	14,000	-	0%
Textbooks and Workbooks	26,302	31,900	-	0%
Standardized Tests	-	-	-	n/a
Media/Library Resources	700	1,700	-	0%
Food	722	600	671	112%
Furniture and Other Equipment	50,915	5,000	1,355	27%
Technology Equipment	3,193	20,000	-	0%
Dues and memberships	22,877	17,082	-	0%
State Special Ed Expenditures				
Salaries	192,251	237,117	180	0%
Benefits	40,339	64,695	28	0%
Other	26,404	30,623	-	0%
Federal Expenditures (Equals Revenue)				
Federal Special Education	31,969	37,771	5,537	15%
Federal CEIS	4,222	4,329	-	0%
Federal Title I	68,860	66,482	1,352	2%
Federal Title II	14,637	14,864	-	0%
Federal Title III	16,690	16,524	-	0%
Total Expenditures	2,546,881	2,756,528	222,773	8%
Net Change in Fund Balance	136,077	322,444	210,424	
Beginning Fund Balance	1,016,475	1,153,751	1,153,751	
Ending Fund Balance	\$ 1,153,751	\$ 1,476,195	\$ 1,364,175	
Fund Balance Percentage of Annual Expenditures	45.3%	53.6%		

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	FY18 Actual	Original Budget	Year-To -Date	16.7% % of Budget
ADM	202.05	223	165	74%
Fund 02, Food Service				
Revenues				
Breakfast Aid	59,077	63,000	-	0%
Lunch and Milk Aid	112,583	120,750	-	0%
Commodities	16,311	-	-	n/a
Sale of Lunches	239	735	-	0%
Total Revenue	188,210	184,485	-	0%
Expenditures				
Salaries and Benefits	30,011	29,400	1,443	5%
Lunch, Breakfast & Milk	139,899	146,475	-	0%
Commodities	16,311	-	-	n/a
Equipment, shipping and Installation	-	-	-	n/a
Supplies	1,117	2,100	-	0%
Total Expenditures	187,338	177,975	1,443	1%
Expenditures in Excess of Revenue	872	6,510	(1,443)	
Beginning fund Balance	-	-	-	
Operating Transfer from General Fund	-	-	-	
Ending Fund Balance, Food Service Fund	872	6,510	(1,443)	
Total School Revenues	2,871,168	3,263,457	433,197	13%
Total School Expenditures	2,734,219	2,934,503	224,216	8%
Revenues in Excess of Expenditures	136,949	328,954	208,981	
Beginning Fund Balance	1,016,476	1,153,425	1,153,425	
Ending Fund Balance	1,153,425	1,482,379	1,362,406	
Fund Balance as a Percent of Expenditures	42.2%	50.5%		

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