

Agenda of the St. Cloud Math and Science Academy Board of Directors

136 Division St. Waite Park, MN 56387

April 11, 2016

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
 - Lisa Trnka
 - Sue Jackson
 - Chris DesMarais
 - Ahmed Ali
 - Shannon Dyrud
 - Megan Roberg

Public Input

4. **Approval the agenda**
5. **Approval of the consent agenda - There is no consent agenda this time**
6. **Conflict of Interest –Charter School Board Members**
7. **Director’s Report (Tammy Bengtson)**
 - Update on Enrollment
 - MCA Testing

Minutes of the St. Cloud Math and Science Academy Board of Directors
136 Division St. Waite Park, MN 56387
March 21, 2016 Minutes

Mission

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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 5:07**
2. **Reading of Mission/Reading of Vision** read by Chris DesMarais
3. **Roll Call/Quorum**

Present

Debbie Adair
Lisa Trnka
Sue Jackson
Chris DesMarais
Ahmed Ali
Megan Roberg
Shannon Dyrud

There was a Quorum

Non Memebers Present

Tammy Bengtson
Kara Schneeberger

Public Input

No one from the public was present

4. **Approval the agenda**
Chris moved to approve the agenda, Sue second, motion carries

12. Marketing Report: (Sue Jackson)- Nothing new. Parents have talked about muffins for moms or donuts for Dads.

Discussion and/or Action Items:

Treasure's report/ Finance Committee – Susan Jackson

We are doing well, financially. See attached financial report.

Chris made a motion to approve the Treasures Report, Megan second, motion carries.

Staffing, instructional leadership & Salary timeline for next year. Tammy liked the instructional leadership positions and would like to continue that. She would like to add an art para, ELL para, and an additional ELL teacher. Looking at hiring a sub one day week.

April 19th next STEM night.

Discipline Policy Review – Discussion pursued- will continue to review the policy next meeting.

We will be calling another board meeting to present the findings of the investigation in the next couple of weeks.

UPCOMING COMMITTEE MEETINGS:

Future Board Meetings:

April 11, 2016

May 9, 2016 Annual Meeting

June 13, 2016

UPCOMING COMMITTEE MEETINGS:

Executive Committee Meeting

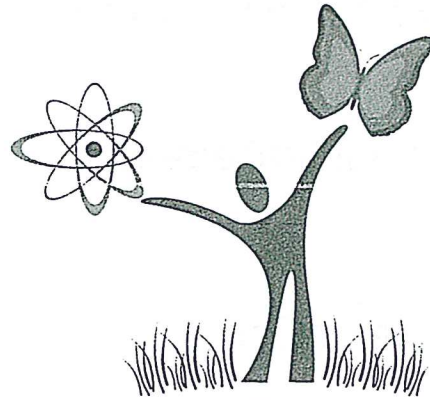
April 4, 4:00 pm

May 2, 4:00 pm

June 6, 4:00 pm

Meeting adjournment 7:14

Sue made a motion to adjourn and Chris seconds, motion carries.



ST. CLOUD
MATH AND SCIENCE
ACADEMY
ISD 4223

March 31, 2016 Financial Report

April 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 150 students
- Working Budget – based on 161 students

Current Condition:

	150 ADM Original Budget	161 ADM Working Budget	Year To-Date	% of Working Budget
Gen Fund:				
Revenues	\$ 2,245,589	\$ 2,121,500	\$ 1,611,813	76.0%
Exp & Transfers Out	2,230,891	1,884,166	1,365,413	72.5%
Excess (Deficit)	\$ 14,698	\$ 237,334	\$ 246,400	
Beginning Fund Balance	254,643	254,643	254,643	
Ending Fund Balance	269,341	491,977	501,043	
Fund Balance Percentage	12%	26%		

At month-end, 75% of the year was complete.

Cash-Flow:

- At month-end, the school had \$481,766 in cash.

Items worth noting:

- **Revenues and Expenditures**
 - The original budget projected an increase in fund balance of \$14,700, the revised budget anticipates an increase near \$237,000 This significant difference is due to:
 - Increase in students and therefore, state aids
 - Increase in grant entitlements (title I, II and III and federal special ed)
 - Conservative spending
 - Positions that weren't filled the entire year
 - Food Service Fund – This fund's operations have exceeded expectations for the first 9 months of the school year. At this point last year, the food service fund had accumulated a loss of \$28,900. Because of the excellent management of the meal counts and participation in the Community Provision program, this fund has a surplus at the end of March.
 - A draft budget has been developed. There are still several unknowns and the budget will be presented for approval in May.



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

	FY15 Actual	150 ADMs Original Budget	161 ADMs Working Budget	3/31/2016 Year-To -Date	75% % of Budget
Revenue Summary and Projections					
State Aids					
General Education Revenue	\$ 1,360,501	\$ 1,436,520	\$ 1,490,291	\$ 1,113,012	75%
Building Lease Aid	183,369	193,737	198,309	47,460	24%
Special Education Aid	130,084	276,727	151,893	131,078	86%
Endowment Aid	-	4,259	4,623	4,623	100%
Literacy Incentive	-	-	2,880	2,592	90%
State-Aid Holdback	-	-	-	87,665	N/A
Total State Aids	1,673,954	1,911,243	1,847,996	1,386,429	75%
Federal Revenue					
Federal Special Ed	20,438	23,100	19,513	16,911	87%
Federal Title I, II and III Funds	65,951	84,100	86,167	65,324	76%
Federal CSP Grant	209,171	219,136	167,324	142,929	85%
Total Federal Revenue	295,560	326,336	273,004	225,165	82%
Other Revenue					
Optional Fees from Students (Other) \$10/ADM	77	1,505	-	-	n/a
Contributions and Gifts, Grants	1,361	5,000	500	219	44%
Miscellaneous Income, reimbursement	3,118	1,505	-	-	n/a
Total Other Revenue	4,556	8,010	500	219	44%
Total Revenue	\$ 1,974,070	\$ 2,245,589	\$ 2,121,500	\$ 1,611,813	76%

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

	FY15 Actual	150 ADMs Original Budget	161 ADMs Working Budget	3/31/2016 Year-To -Date	75% % of Budget
Interest Expense on LOC	1,880	2,800	-	-	n/a
Dues and memberships	17,224	30,000	27,000	13,214	49%
State Special Ed Expenditures					
Salaries	99,718	99,865	112,720	77,277	69%
Benefits	19,018	23,291	23,868	13,483	56%
Other	19,651	174,400	25,000	16,939	68%
Federal Special Ed Expenditures, equals revenue	20,438	23,100	19,513	16,911	87%
Federal Title Program Expenditures, equals revenue	65,951	84,100	86,167	65,324	76%
CSP Grant Expenditures					
Salaries and Benefits	6,803	-	10,000	8,071	81%
Contracted Services	4,405	14,324	14,324	11,198	78%
Supplies	52,274	57,127	68,000	65,658	97%
Capital Expenditures	139,436	137,386	75,000	58,003	77%
Dues and Memberships	6,253	10,300	-	-	n/a
Total Expenditures	1,681,978	2,198,091	1,884,166	1,365,412	72%
Revenues in Excess of Expenditures	292,092	47,498	237,334	246,401	
Transfer out of General Fund to Food Service Fund	(37,449)	(36,400)	-	-	
Net Change in Fund Balance	254,643	11,098	237,334	246,401	
Beginning fund Balance	-	254,643	254,643	254,643	
Ending Fund Balance	\$ 254,643	\$ 265,740	\$ 491,976	\$ 501,043	
Fund Balance Percentage of Annual Expenditures	15.1%	12.1%	26.1%		

SCMSA, Charter No. 4223.07
 Contracted Services
 Fiscal Year 2016

Detail of Contracted Services	2015			Comments
	Actual	Budget	Actual	
Accounting Support	\$ 56,244	\$ 47,000	\$ 37,590	Finance Mgr, AP, Payroll, Grants \$4,710/m
Audit	-	2,000	1,946	Audit, portion to CSP
Background Checks	135	500	240	
Banking Fees	343	500	245	budget for FY16
Board Training	-	1,000	800	required training
Bryan Ingvalson	16,000	12,000	9,000	\$1k/mo
Copying and Printing	-	500	-	Monthly fees for printing/copying and
Curriculum Director	7,284	-	-	
Custodial	-	1,000	-	
Interpreting Services	629	-	-	
Legal	2,914	5,000	2,902	Rupp, Anderson, Squire
Marketing	-	-	542	Stellar Assoc, Resource 4 Educators
Nursing	-	2,500	1,501	Est, portion to sped
Other "To Be Determined" Fees	1,531	5,000	2,136	misc,maintenance, unexpected fees
Teacher and student Recruitment	-	1,000	-	Ads, WJON, Edpost, etc
Technology Support	4,634	4,000	-	\$1,000/month
WIX, Web Fees	160	-	244	
Total Contracted Services	\$ 89,874	\$ 82,000	\$ 57,146	To Rev and Exp/Contracted Services
Dues and Memberships				
Authorizer Fees	\$ 16,009	\$ 20,000	\$ 9,993	NEO 01 005 010 -- 820
Student Accounting Software	1,000	3,500	2,753	Skyward 01 005 110 -- 820
Other	215	3,500	468	building permit, fire inspection, MSBA, am
Total Dues and Memberships	\$ 17,224	\$ 27,000	\$ 13,214	

BANK LINE	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
033116	servs payment	2015-2016	03/31/2016	Activate	History			
BANK LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
1	1	FY15-16 title I part A, Fin 401	01 R 005 000 000 401 400	401 400	57	03/31/16	0.00	7,882.12
1	2	FY15-16 title III part A, Fin 417	01 R 005 000 000 417 400	417 400	59	03/31/16	0.00	1,627.02
1	3	FY15-16 title II part A, fin 414	01 R 005 000 000 414 400	414 400	64	03/31/16	0.00	4,006.52
1	4	FY15-16 sped, fin 419	01 R 005 000 000 419 400	419 400	65	03/31/16	0.00	57.78
		4 LINE ENTRIES FOR BATCH NUMBER 033116			TOTALS FOR BATCH		0.00	13,573.44
					BATCH TOTAL DIFFERENCE		0.00	-13,573.44

BANK LINE	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
033016	ideas payment 3/30/16	2015-2016	03/30/2016	Activate	History			
BANK LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
1	1	FY15-16 special ed	01 R 005 000 000 360	000 360	32	03/30/16	0.00	88,393.03
1	3	FY15-16 literacy incentive chart	01 R 005 000 000 212	000 212	63	03/30/16	0.00	2,591.90
		3 LINE ENTRIES FOR BATCH NUMBER 033016			TOTALS FOR BATCH		0.00	90,984.93
					BATCH TOTAL DIFFERENCE		0.00	-90,984.93

BANK LINE	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
031516	ideas payment 3/15/16	2015-2016	03/15/2016	Activate	History			
BANK LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
1	1	CSP Imp #1 payment	01 R 005 000 002 859 400	859 400	19	03/16/16	0.00	20,994.56

BANK LINE	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
031516	ideas payment 3/15/16	2015-2016	03/15/2016	Activate	History			
BANK LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
1	1	FY 15-16 gen ed	01 R 005 000 000 211	000 211	32	03/15/16	0.00	56,902.66
1	2	adj, FY 14-15 sped	01 A 121 00	121 00	46	03/15/16	37,251.69	0.00
1	3	FY15-16 sch trust land endowment	01 R 005 000 000 201	000 201	63	03/15/16	0.00	2,375.31
		3 LINE ENTRIES FOR BATCH NUMBER 031516			TOTALS FOR BATCH		37,251.69	59,277.97
					BATCH TOTAL DIFFERENCE		0.00	-22,026.28

CHECK DATE	BANK CODE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/01/2016	Accounts P	41123	Barney, LLC	March 2016 utilities	1,416.67
03/01/2016	Accounts P	41123	Barney, LLC	March 2016 lease	22,666.67
03/01/2016	Accounts P	41124	Charter Communicatio	internet & phone services 2/24-3/23/16	384.12
03/01/2016	Accounts P	41125	cmERDC	toner	565.00
03/01/2016	Accounts P	41126	G & K Services	cleaning services -mats, rags, mops	53.27
03/01/2016	Accounts P	41126	G & K Services	cleaning services -mats, rags, mops	53.27
03/01/2016	Accounts P	41127	HEALTHPARTNERS	medical ins March 2016	6,921.00
03/01/2016	Accounts P	41128	Innovative Office So	office supplies - tape, markers, pens, folders	45.12
03/01/2016	Accounts P	41129	Ram Mutual Insurance	workers comp payment FY15-16, policy# WC 313689.01	375.73
03/01/2016	Accounts P	41130	Wells Fargo Financia	Copier lease - Kyocera, Model 4551ci, 3/12-4/11/16	201.82
03/08/2016	Accounts P	41131	Fish, Tom	milk Feb 2016	1,768.00
03/08/2016	Accounts P	41132	GK Consulting LLC	domain renewal	100.00
03/08/2016	Accounts P	41133	Strategic Equipment	towel rolls, cleaners	111.52
03/10/2016	Accounts P	201500284	DELTA DENTAL OF MN	dental ins March 2016	693.02
03/10/2016	Accounts P	201500285	Hanover Insurance Gr	commercial ins instal.	735.55
03/10/2016	Accounts P	201500286	Security Life Insura	vision ins March 2016	118.73
03/10/2016	Accounts P	201500283	Walmart	kleenex & 4th gr math lesson snacks	31.26
03/15/2016	Accounts P	201500287	Internal Revenue Ser	Payroll accrual	40.00
03/15/2016	Accounts P	201500287	Internal Revenue Ser	Payroll accrual	2,775.64
03/15/2016	Accounts P	201500287	Internal Revenue Ser	Payroll accrual	2,575.68
03/15/2016	Accounts P	201500287	Internal Revenue Ser	Payroll accrual	602.35
03/15/2016	Accounts P	201500287	Internal Revenue Ser	Payroll accrual	2,575.68
03/15/2016	Accounts P	201500287	Internal Revenue Ser	Payroll accrual	602.35
03/15/2016	Accounts P	201500288	MN Dept of Revenue	Payroll accrual	1,249.81
03/15/2016	Accounts P	201500289	Public Employees Ret	Payroll accrual	939.24
03/15/2016	Accounts P	201500289	Public Employees Ret	Payroll accrual	1,083.72
03/15/2016	Accounts P	201500290	Teachers Retirement	Payroll accrual	2,094.41
03/15/2016	Accounts P	201500290	Teachers Retirement	Payroll accrual	2,094.41
03/22/2016	Accounts P	41136	Beltz, Kes, Darling	March 2016 accounting services	4,710.00
03/22/2016	Accounts P	41134	ESI	Payroll accrual	375.00
03/22/2016	Accounts P	41135	Horace Mann Life Ins	Payroll accrual	185.84
03/23/2016	Accounts P	41137	Brian Ingvalson & As	Grant writing/consulting services - Feb & March 2016	2,000.00
03/23/2016	Accounts P	41138	Central Locksmiths I	keys	18.00
03/23/2016	Accounts P	41139	Charter School Healt	sped school nurse services 9/3/15-1/6/16, 15.5 hrs@ 75.00	1,162.50
03/23/2016	Accounts P	41140	cmERDC	service call -IT services	65.00
03/23/2016	Accounts P	41140	cmERDC	Copier Count - Feb 2016	325.78
03/23/2016	Accounts P	41141	Houck, Sherri	reimb sped mileage transportation in Feb 2016-drives student to/from school each day	61.29
03/23/2016	Accounts P	41142	Madsen, Rene	psychologist services Feb 2016, 31.75 hrs@ 80.00, plus mileage 74.52	2,614.52
03/23/2016	Accounts P	41143	New Horizon Foods	March 2016 meals pre-bill & Feb 2016 adjusted bill, Feb	10,356.13

DATE OF UPDATE	GRADE	ENROLLED	Waiting				
3/22/2016	K(17)	31	1	Sibling is a 5th grader on the waitlist			
	1 (19)	33					
	2 (18)	33					
	3 (22)	18					
	4(16)	15					
	4 (16)	16					
	5 (15)	15	2				
	TOTAL	161					
Kindergarten 2016/2017	16						
	GRADE	ENROLLED	Waiting				
3/29/2016	K(17)	31	1	Sibling is a 5th grader on the waitlist			
	1 (19)	33					
	2 (18)	33					
	3 (22)	18					
	4(16)	15					
	4 (16)	16					
	5 (15)	15	2				
	TOTAL	161					
Kindergarten 2016/2017	16						
	GRADE	ENROLLED	Waiting				
4/8/2016	K(17)	33	1	Sibling is a 5th grader on the waitlist			
	1 (19)	33					
	2 (18)	33					
	3 (22)	18					
	4(16)	15					
	4 (16)	16					
	5 (15)	15	2				
	TOTAL	163					
Kindergarten 2016/2017	16						