

**Minutes of the St. Cloud Math and Science Academy Board of Directors**  
**136 Division St. Waite Park, MN 56387**  
**July 20, 2015 (Emergency Meeting)**

**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** Deb called meeting to order 6:05 pm
2. **Reading of Mission** read by Tammy Bengston  
**Reading of Vision** read by Tammy Bengston
3. **Roll Call**

Ahmed Ali

Mohamed Salat

Debbie Adair

Lisa Trnka

Sue Jackson

Chris DesMarais

There was Quorum

**Members Absent:**

Britney Soldner

Ahmed Hassan

Shannon Dyrud

**Others Present:**

Tammy Bengston

Kara Gaffy

Wendy Swanson (through speaker phone)

4. Chris made a motion for approval the agenda, Lisa Trnka second. Motion passed anonymously.

5. Amhed Ali made a motion for approval of the consent agenda Chris second. Motion passed anonymously.

6. Wendy via phone said she was excited about new facility. Asked for an enrollment report. Tammy emailed her that report.

7. Conflict of Interest none (Sue Jackson not voting on her salary)

**CONSENT AGENDA:**

7. Approval of June 8<sup>th</sup> Minutes

8 Approval of Jill Waldvogel \$44,000

9. Approval of Tammy Bengtson \$82,400

10. Approval of Erin Fleischhacker \$34,500

11. Katherine Jacobson 4<sup>th</sup> grade \$ 34.000

12. Approval of Donation from College of St. Benedict in appreciation for welcoming CSB students for field experience \$600.00

13. Sue Jackson – Instructional Leader \$7,000

14. Megan Roberg – Instructional Leader \$7,000

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

16. Director's Report (Tammy Bengtson)-

Enrollment report 131 student. Future enrollment with class rooms small at current location. See Enrollment Spread Sheet

**Executive Committee (Debbie Adair) –**

There is training August 29 and Sept 12. Four have signed up so far. Must attend the training the board with in a year or off the board. Training is for all three required certifications. It is free.

We will be talking about what information we want on the website about the board. Tabled for August meeting. Board members update information to Deb. Chris volunteered to be website administrator.

**Discussion and/or Action Items:**

Treasures Report (Kara Gaffy)

There were several things to be approved before an audit. We are voting to approve for 2014-2015 and 2015-2016 school year. We are to save 20%-25% into the account. We got our lease aid for the coming school year.

8. Financial Business: Kary Gaffy completed board training on these items and Policies (See Policy in Board Packet

**1. Delegation of Authority to Make Electronic Funds Transfers**

- Board Chair, Board Treasurer, or Executive Director
- Kara Gaffy, or her designee at Beltz, Kes, Darling and Associates
- Electronic Funds Transfers can be made for:
  - Investment of excess funds or the transfer of funds between school's accounts
  - Payment of employee payroll direct deposits
  - Payment of federal, state, and unemployment taxes (deductions and/or benefits)
  - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
  - Payment of other payroll related deductions and benefits (when appropriate)
  - Monthly building lease payments
  - ☐ Monthly payment of credit card charges
  - ☐ Vendor payments (when appropriate)
  - ☐ Other payments as approved by the school board

Ahmed Ali made a motion to approve, Mohamed second motion passed anonymously.

**2. Designation of Official Newspaper (required for posting of public notices)**

Chris made a motion to use St. Cloud Times, Sue second the motion. Discussion about other periodicals Central Woman Magazine. We can use more than one but must list one. Motion passed anonymously.

**3. Designation of Depositories**

Kary Gaffy completed board training on this item: (See Policy in Board Packet

- Plaza Park Bank

Sue made a motion for Plaza Park Bank be our banking, Mohamed second motion passed anonymously.

**4. Collateralize Funds in Excess of FDIC insurance (currently at \$250,000) – need 110% of excess amount – I will provide an example of a policy**

Kary Gaffy completed board training on this item: (See Policy in Board Packet

Sue made a motion to approve Deposits and Investments Policy, Ahmed second motion passed anonymously.

**5. Fund Balance Policy**

Kary Gaffy completed board training on this item: (See Policy in Board Packet



Sue made a motion that approve the fund Balance Policy, Chris second. Motion passed anonymously.

**6. EFT Policy**

Kary Gaffy completed board training on this item: (See Policy in Board Packet

Ahmed made a motion to approve the EFT policy, Mohamed second. Motion passed anonymously.

**9. Purchasing, Procurement and Contracting Policy was reviewed.** Kary Gaffy completed board training on this item: (See Policy in Board Packet

**Facilities Report & discussion regarding current lease and new space that is available (Lisa Trnka & Sue Jackson)**

We toured the old Stride building that is set up for school. It is a three minute walk to Whitney Park and the new swimming community center. It has a playground, gym, off busy street, large classrooms, room to grow. There is the other charter school is coming and will be competition for students and teachers. Met with Realtor and Owner and willing to work. Owner will not let us out without a new renter.

Discussion ensued.

We could possibly get a preschool to come in or afterschool program. There is also a nursing program that we could accept.

Sue made a motion that board approve a move to the old Stride building if we can work out financially an agreement between the two owners, Deb second. Motion approved anonymously.

**UPCOMING COMMITTEE MEETINGS:**

**Future Board Meetings:**

August 10, 2015

September 14, 2015

October 12, 2015

**Meeting adjournment at 7:47 p.m.**

## **Minutes of the St. Cloud Math and Science Academy Board of Directors**

**136 Division St. Waite Park, MN 56387**

**June 8, 2015**

### **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. The meeting was called to order at 5:02pm.
2. Reading of Mission by Britney Soldner. Reading of Vision by Britney Soldner
3. Debra Adair conducted the roll call.

### **Members Present:**

Shannon Dyrud

Lisa Trnka

Susan Jackson

Britney Soldner

Debra Adair

### **Members Absent:**

Hassan Ahmed

Shukri Hashi

### **Others Present:**

Kara Gaffy

Tammy Bengston

Christopher DesMarais

**There was quorum.**

4. **Susan Jackson moved to approve the agenda, Shannon Dyrud seconded.** Motion passed unanimously.

5. **Shannon Dyrud moved to approve the consent agenda, Susan Jackson seconded.** Motion passed unanimously. Approval of May 11, 2015 minutes. Approval of Jillian Wandersee with salary of 34,000. Approval of Christopher Vito salary of 38,000. Approval of Allison White with salary of 34,000. Approval of April Herman with salary of 39,140. Approval of Susan Jackson with salary of 39,140. Approval of Krista Zipp with salary of 35,020. Approval of Liya Sultanova with salary of 35,020. Approval of Janette Yiran with salary of 34,000. Approval of Megan Roberg with salary of 36,050. Approval of Lisa Trnka with salary of 36,050. Approval of Ray Nelson with salary of 36,050. Approval of Cathy Carver-Lorentz .6 with salary of 21,012.

6. **Conflict of Interest-No Conflict Noted**

**Authorizer's report (Wendy Swanson)-Not present**

**Director's Report (Tammy Bengtson)**

MCA data- As a first year school, this is our base line data. We had 30 third graders take MCA's Math. 7 had invalid test, 1 student met standard, 7 students partially met standards, and 15 students did not meet standards. We had 30 third graders take MCA's reading. 7 students have invalid, 0 students met standards, 2 students partially met standards, and 21 students did not meet standards. We had 25 fourth graders take the MCA's Reading. 10 students have invalid, 2 students met standards, 1 student partially met standards, and 12 students did not meet standards. We had 25 fourth graders take MCA's Math. 10 students have invalid test, 2 students met standards, 1 student partially met standards, 12 students did not meet standards.

FAST data- We looked at the growth our students made from the fall to spring test instead of actual scores.

The scores need improvement. The school will have a teacher in charge of FAST test and title paras to have more training for everyone.

Update on Enrollment-158 students for next year. We are getting very full for 3rd-4<sup>th</sup> grade side due to classroom space. We still have openings in kindergarten, and a few in first and second grade.

NEO Evaluation report- Wendy Swanson has not given Tammy the report.

**Facilities Report (Britney Soldner)-** I talked to Allen on the phone and he stated that there is no space available upstairs for storage or a classroom. This means we need to find space for our art teacher and gym teacher to have an office and storage. The school will continue to think of ways to find them space. Susan Jackson will take over chair of board with Lisa Trnka and Tammy Bengtson. The Facilities committee is going to meet with Allen and Nic about our lease.



**Executive Committee (Debbie Adair)-** The board training was postponed until August. Debra Adair would like all new board members to go. Debra Adair has given everyone a folder with information from our current bylaws.

**Teacher's Report-** Lisa Trnka stated she was very pleased with the growth of her class.

**Discussion and/or Action Items:**

**Lisa Trnka moved to approve Treasurers report, Shannon Dyrud seconded.** Motion passed unanimously. **Treasures Report (Kara Gaffy)-**There is nothing that is jumping out. Everything looks great. Our enrollment is budgeted low and we have zero money borrowed. Our financial audit will be at the end of July 28<sup>th</sup>-29<sup>th</sup>. They will contact Tammy Bengston and Debra Adair to ask certain questions.

**Susan Jackson moved to approve Lisa Trnka as board secretary, Shannon Dyrud seconded.** Motion passed unanimously. **Board Secretary Position-** Britney Soldner is resigning from board secretary position. Lisa Trnka will take of the position.

**Lisa Trnka moved to approve Christopher DeMairis as Board Vice President starting July 1, Susan Jackson seconded.** Motion passed unanimously.

**Britney Soldner moved to approve Susan Jackson as board Treasurer. Shannon Dyrud seconded.** Motion passed unanimously.

**2015-2016 School Calendar-** Currently the calendar has 170 instructional days. Tammy Bengston sent out teacher contracts with 184 plus 2 additional days for teachers. Teachers asked if they could move conferences closer to the end of the 1<sup>st</sup> quarter and have them at night for a better turn out.

Susan Jackson moved to move conferences to November 23<sup>rd</sup> from 2-7pm and in the morning would be professional development. November 25<sup>th</sup> would be ½ day. Lisa Trnka seconded. Motion passed unanimously.

March 25<sup>th</sup> needs to be a no school day as it is Good Friday. June 6<sup>th</sup> needs to a student workshop day.

**Britney Soldner moved to approve school calendar, Susan Jackson seconded.** Motion passed unanimously.

**Britney Soldner moved to cancel July Board Meeting, Susan Jackson seconded.** Motion passed unanimously.

**Future Board Meetings:**

August 10<sup>th</sup>

September 14<sup>th</sup>

October 12<sup>th</sup>

**Board Members and Terms**

<b>Board Member</b>	<b>Length of Term</b>	<b>Term ends July 1st</b>
<b>Debra Adair</b>	<b>3 years</b>	<b>2017</b>
<b>Shannon Dyrud</b>	<b>2 years</b>	<b>2016</b>
<b>Shukri Hashi</b>	<b>1 year</b>	<b>2015</b>
<b>Susan Jackson</b>	<b>3 years</b>	<b>2017</b>
<b>Lisa Trnka</b>	<b>3 years</b>	<b>2017</b>
<b>Britney Soldner</b>	<b>2 years</b>	<b>2016</b>
<b>Ahmed Hassan</b>	<b>2 years</b>	<b>2016</b>

**Meeting adjourned at 6:51 PM**

**Approved on: July 20, 2015**

**Signature of Secretary, Lisa Trnka**



**Minutes of the St. Cloud Math and Science Academy Board of Directors (Draft)**

**136 Division St. Waite Park, MN 56387**

**June 8, 2015**

1. The meeting was called to order at 5:02pm.
2. Reading of Mission by Britney Soldner. Reading of Vision by Britney Soldner
3. Debra Adair conducted the roll call.

**Members Present:**

Shannon Dyrud

Lisa Trnka

Susan Jackson

Britney Soldner

Debra Adair

**Members Absent:**

Hassan Ahmed

Shukri Hashi

**Others Present:**

Kara Gaffy

Tammy Bengston

Christopher DeMairis

**There was quorum.**

4. Susan Jackson moved to approve the agenda, Shannon Dyrud seconded. Motion passed unanimously.
5. Shannon Dyrud moved to approve the consent agenda, Susan Jackson seconded. Motion passed unanimously. Approval of May 11, 2015 minutes. Approval of Jillian Wandersee with salary of 34,000. Approval of Christopher Vito salary of 38,000. Approval of Allison White with salary of 34,000. Approval of April Herman with salary of 39,140. Approval of Susan Jackson with salary of 39,140. Approval of Krista Zipp with salary of 35,020. Approval of Liya Sultanova with salary of 35,020. Approval of Janette Yiran with salary of 34,000. Approval of Megan Roberg with salary of 36,050. Approval of Lisa Trnka with salary of 36,050. Approval of Ray Nelson with salary of 36,050. Approval of Cathy Carver-Lorentz .6 with salary of 21,012.
6. Conflict of Interest-No Conflict Noted

### **Authorizer's report (Wendy Swanson)-Not present**

### **Director's Report (Tammy Bengtson)**

MCA data- As a first year school, this is our base line data. We had 30 third graders take MCA's Math. 7 had invalid test, 1 student met standard, 7 students partially met standards, and 15 students did not meet standards. We had 30 third graders take MCA's reading. 7 students have invalid, 0 students met standards, 2 students partially met standards, and 21 students did not meet standards. We had 25 fourth graders take the MCA's Reading. 10 students have invalid, 2 students met standards, 1 student partially met standards, and 12 students did not meet standards. We had 25 fourth graders take MCA's Math. 10 students have invalid test, 2 students met standards, 1 student partially met standards, 12 students did not meet standards.

FAST data- We looked at the growth our students made from the fall to spring test instead of actual scores.

The scores need improvement. The school will have a teacher in charge of FAST test and title paras to have more training for everyone.

Update on Enrollment-158 students for next year. We are getting very full for 3rd-4<sup>th</sup> grade side due to classroom space. We still have openings in kindergarten, and a few in first and second grade.

NEO Evaluation report- Wendy Swanson has not given Tammy the report.

**Facilities Report (Britney Soldner)-** I talked to Allen on the phone and he stated that there is no space available upstairs for storage or a classroom. This means we need to find space for our art teacher and gym teacher to have an office and storage. The school will continue to think of ways to find them space. Susan Jackson will take over chair of board with Lisa Trnka and Tammy Bengtson. The Facilities committee is going to meet with Allen and Nic about our lease.

**Executive Committee (Debbie Adair)-** The board training was postponed until August. Debra Adair would like all new board members to go. Debra Adair has given everyone a folder with information from our current bylaws.

**Teacher's Report-** Lisa Trnka stated she was very pleased with the growth of her class.

### **Discussion and/or Action Items:**

**Lisa Trnka moved to approve Treasurers report, Shannon Dyrud seconded.** Motion passed unanimously. **Treasures Report (Kara Gaffy)-**There is nothing that is jumping out. Everything looks great. Our enrollment is budgeted low and we have zero money borrowed. Our financial audit will be at the end of July 28<sup>th</sup>-29<sup>th</sup>. They will contact Tammy Bengtson and Debra Adair to ask certain questions.

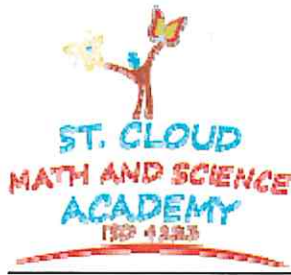
**Susan Jackson moved to approve Lisa Trnka as board secretary, Shannon Dyrud seconded.** Motion passed unanimously. **Board Secretary Position-** Britney Soldner is resigning from board secretary position. Lisa Trnka will take of the position.



## St. Cloud Math And Science Academy Enrollment Report

<b>DATE OF UPDATE</b>	<b>GRADE</b>	<b>GOAL</b>	<b>ENROLLED</b>	<b>Recruit number</b>
7/18/2014	K (20)	40	32	
<b>LAST YEARS GOAL</b>	1 (22)	44	30	
	2 (22)	44	19	
	3 (22)	44	24	
	4 (22)	44	26	
	<b>TOTAL</b>	<b>216</b>	<b>131</b>	
<b>2015 NEW GOALS FOR CURRENT SPACE</b>				
<b>DATE OF UPDATE</b>	<b>GRADE</b>	<b>GOAL</b>	<b>ENROLLED</b>	<b>Recruit number</b>
7/20/2015	K(17)	34	26	8
	1 (18)	36	33	3
	2 (18)	36	33	3
	3 (18)	18	17	1
	4 (17/22)	39	34	5
	5 (16)	16	13	3
	<b>TOTAL</b>	<b>179</b>	<b>156</b>	<b>23</b>
<b>2015 NEW GOAL IF LARGER SPACE</b>				
8/10/2015	<b>GRADE</b>	<b>GOAL</b>	<b>ENROLLED</b>	<b>Recruit number</b>
	K (20)	40	26	14
	1 (22)	44	33	11
	2 (22)	44	33	11
currently 1 section	3 (22)	44	17	27
	4 (22)	44	34	10
currently 1 section	5 (22)	44	13	31
	<b>TOTAL</b>	<b>260</b>	<b>156</b>	<b>104</b>
9/14/2015	<b>GRADE</b>	<b>GOAL</b>	<b>ENROLLED</b>	<b>Recruit number</b>
.				





## Fund Balance Policy

### **Fund Balance Reserve Level**

The Board of Directors at St. Cloud Math and Science Academy (SCMSA) recognizes the need to establish a general operations reserve fund balance amount in order to comply with the state Uniform Financial Accounting and Reporting Standards (UFARS), and maintain an adequate fund balance needed for the school's cash flow needs.

It will be the policy of SCMSA to budget towards maintaining a 20% - 25% general fund total fund balance as a percentage of yearly general fund expenditures.

Excess annual year-end budget surpluses will not be allocated in following year budgets until the target fund balance is achieved, unless specifically directed by the Board of Directors.

The fund balance to be used is presented in the audited annual financial statement. The percentage will be calculated as follows:  $(\text{Prior Year Audited General Fund Balance} + \text{Current Year General Fund Surplus of Revenues less Expenditures}) / (\text{Total Current Year General Fund Expenditures})$ .

During the annual budget process, the Board will review the fund percentage in light of current state aid holdback provisions and other financial circumstances and will approve the annual long range budget model to maintain the targeted fund balance.

## **Classification of Fund Balances**

The purpose of this policy is to establish the terms and maintenance of the various funds of the School.

The policy of the School is to classify its fund balances based on the nature of the particular net resources reported in the separate funds of the School. Nonspendable net resources will be identified first followed by restricted, committed, assigned, and lastly unassigned as per the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. The School's goal shall be to maintain an Unrestricted general fund balance of not less than the amounts stated above for a Fund Balance Reserve Level. When the Unrestricted General Fund balance is projected to drop below the Reserve Level, the School shall initiate measures to either generate additional revenue or to reduce expenditures through a budget reduction, or a combination of both.

The Board of Directors shall be responsible for committing any fund balance portions to specific purposes. Once the action has been taken, committed funds cannot be used for any other purpose unless the commitment is rescinded by the Board of Directors. Examples of committed general fund balances are general funds set aside for specific projects or school expansion.

The Board of Directors delegates to the school director and financial manager the authority to assign fund balances for specific purposes. Examples of assigned general fund balances are funds set aside for technology and fiscal stabilization.

The Board of Directors hereby establishes the following order for resource use: Restricted funds shall be spent first followed by unrestricted funds. For unrestricted funds, committed fund balances should be spent first, followed by assigned fund balances and lastly unassigned fund balances for amounts in which any of those fund balances may be used.



## **DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The financial manager as designated by the executive director or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.

Capital assets are defined by the Academy as assets with an initial individual cost of more than \$ 2,000. Such assets are capitalized at historical cost, or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the assets lives are not capitalized.



Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared no longer needed for public purpose by the Academy, no salvage value is taken into consideration for depreciation purpose. Useful lives vary from 3 to 20 years for furniture and equipment.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

**Cross References:** MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements.



## **Purchasing, Procurement and Contracting Policy**

### **PURPOSE**

The purpose of this policy is to establish procedures for carrying out purchasing, procurement and contracting functions of the charter school and to provide efficient management of public monies and ensure compliance with all applicable state and federal laws including requirements when using federal funds to make purchases under Minnesota's federal Charter Schools Program (CSP).

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the **St. Cloud Math and Science Academy (SCMSA)** School board to utilize resources to the greatest benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff members, and fairness in dealing with vendors.

#### ***General Purchasing Procedures***

1. **Authorization:** The SCMSA director, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. The official charter school expenditure budget (as adopted by the Board of Education) is authorization for the director to make purchases within the budget under his/her control. To be valid, all contracts must be approved by the school board. The school board may empower the director to enter into contracts that will be subsequently approved by the board.
2. **Scope:** Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be for the public purposes of the charter school and may not benefit an individual.
3. **Administrative Approval:** In order to provide efficient budget management, the director, in collaboration with the board treasurer, must approve each expenditure.
4. **Monitor:** The director will monitor and facilitate best practices and ensure best pricing.
5. **Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching best prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
6. **Purchasing Methods:** All SCMSA purchases must be made through methods authorized by the Board of Education. Approved methods include purchase orders, purchasing card, internet sites from reputable companies with which the school does business, request for a check, reimbursement to employees upon presentation of receipts for school district purchases and imprest cash. Advanced payment will only be made when required by the vendor.



7. **Purchasing Process:** SCMSA payments for goods and services shall be reported to the school board for review no later than the next board meeting. The school board not only desires to have the opportunity to review purchases but wants no penalty or loss of discount to occur from making payment after the next board meeting. Purchasing card use and office supply web site purchases shall be reviewed by the school board at the meeting following payment. At no time shall any invoice remain unpaid by the school for more than 35 days to ensure prompt payment to the vendor and to avoid being cited in the annual audit.

**a. Requesting Goods and Services:**

- i. *Requisitions for purchase orders.* The school is to have a written procedure for the process of generating a purchase order for goods or services.
- ii. *District purchasing card (credit card).* The charter school is to have a written procedure for determining card holders, method of reconciliation of monthly statements, a plan for attaching of all receipts and the process for authorizing payment. Each cardholder is responsible for producing supporting documents that reconcile with the credit card bill. The supporting documents must be available for inspection by the director and the board of education as requested.
- iii. *Internet site.* Purchase from approved vendors using the purchasing card. Office supplies can be purchased from vendors with which a data communication relationship is maintained and no purchase order is necessary. When goods are received, purchaser notifies director (or designee) and payment will be generated.
- iv. *Request for check.* Services or supplies received and invoiced prior to initiating a purchase order may be paid by filling out a "request for check" form and getting director approval. Examples include attorneys, auditors, employee reimbursement for purchase of goods or mileage, and other contracted services where the total cost cannot be determined ahead of time.
- v. *Employee reimbursement.* Employees may be reimbursed for school expenses using a "request for check" form by attaching receipts and getting the director's approval. State sales tax cannot be reimbursed, so purchasing cards or purchase orders should be used whenever possible.
- vi. *Petty cash.* Petty cash boxes may be authorized by the Board of Directors, if recommended by the director. The director, or certain departments, may have \$100, and in special circumstances, up to \$250 in a petty cash box. The total receipts and cash must equal the authorized amount at all times. The boxes must be kept in a secure location and must be available for review by the director at any time and must be turned into the director's office and audited at the end of each fiscal year end.
- vii. *Advance payment.* From time-to-time it may become necessary to get an advance payment for goods or services. Upon approval of the director, advance payment will be made for such things as extended field trips, conference travel by staff and/or for vendors who won't accept a purchase order. All receipts, along with any unspent funds must be turned in upon completion.

**b. Receiving/Return/Storing:** The director or his/her designee, upon receipt of ordered goods, will make an inspection to insure accuracy of the order and condition off the SCMSA goods. The initialed and dated packing slip/invoice should be filed for matching with invoice for payment.

**c. Invoice/Payment:** Payment for goods and services will be made only after the receipt of the goods or services, with rare exceptions. MN Statute 471.425 requires payment within 35 days with exception for a negotiated shorter payment period between vendor and school. No company shall be paid late fees for payment within the 35 days.



d. *Check Run/Emergency Purchase Orders/Emergency Payments*: The business management company, or office personnel, generally prints checks for payment two times a month. Emergency purchase orders and/or emergency payments will be made only with the recommendation of the director and after a conversation with the business management firm or office personnel and verification that the need is an emergency.

e. *Outstanding Purchase Orders and Year End Cleanup*: Purchase orders remain unfilled and open until all items have been received and paid. Full year purchase orders (i.e., blanket POs for cell phone bills) and any unfilled purchase orders at June 30 of the fiscal year must be closed out and if necessary renewed with a different PO # for the new fiscal year. Authorization to make future purchases cannot extend beyond the end of the fiscal year.

#### ***Procedures for Purchases from \$10,000 to \$49,999 with non-federal money***

A contract for supplies, materials, equipment or construction estimated to cost from \$10,000 to \$49,999 must be made by obtaining two (State Statute) or more competitive quotes or by sealed bid. Charter school contracts of this size must be in compliance with MN Statute 471.345. The director and the board treasurer must oversee this process.

#### ***Procedures for purchases \$50,000 and over with non-federal money***

A contract for supplies, materials, equipment or construction estimated to cost \$50,000 and over must be solicited by sealed bid after a public notice period. Contracts of this size must be in compliance with MN Statute 471.345. The director and the board treasurer must oversee this process.

#### ***Procedures for using federal funds to purchase materials, products, or services under***

#### ***Minnesota's federal Charter Schools Program (CSP).***

A. Follow the eight steps as outlined above for General Purchasing Procedures. This will assist the school in following a free and open competitive process in securing those products or services. It will allow the school to properly document their purchasing activities and decisions. In addition, this policy will assist the school in following the special rules for particular kinds of purchases typically used under the federal Charter School Program. The federal requirements for these administrative areas are found in the Code of Federal Regulations (CFR) at 34 CFR 80.36 for governmental subrecipients and 34 CFR 74.40-48 for subrecipients that are non-profit organizations (e.g. CSP subgrantees). TSCMSAe regulations are found at [www.ed.gov/policy/fund/reg](http://www.ed.gov/policy/fund/reg).

B. The Federal CSP has permitted three Procurement Methods as follows:

##### **a. Small purchases (34 CFR 80.36(d)(1)):**

- May be used for procurement of \$100,000 or less in the aggregate;
- Small purchases are usually made through the use of purchase orders for purchases of goods and written contracts for purchases of consultant vendor services;
- Proposals must be solicited from a three to five qualified sources (Federal CSP Grant Requirements) consistent with the nature and requirements of the procurement;
- Competition is sought through oral or written price quotations; and
- For procurement of goods, catalogs or price lists may also be used.

##### **b) Competitive Proposals (34 CFR 80.36(d)(3)):**

- A procurement in excess of the small purchase threshold (more than \$100,000) may not be inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.
- Contact MDE at (651) 582-8449 for guidance on competitive proposal procedures

c) Noncompetitive proposals/sole source procurement (34 CFR Part 80.36(d) (4))

Noncompetitive negotiations may be utilized only under very limited circumstances. The CSP subgrantee must show that another method of procurement was infeasible because:

- The item or service was only available from a single source;
- A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or
- Competition was determined to be inadequate after receiving proposals from numerous sources.

C. Contracting with small and minority firms and women's business enterprises [34 CFR Part 80.36 (e)]. Grantees and subgrantees will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:

- a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
- b. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- d. Establishing delivery schedules, where the requirements permits, which encourage participation by small and minority business and women's business enterprises; and
- e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

D. *The Administrative Process.* The administrative procedures shall include a *system of contract administration that includes the following:*

#### **WRITTEN PROCUREMENT PROCEDURES**

For procurements within the small purchase threshold (\$100,000) the procurement procedure ensures that the purchase of unnecessary or duplicate items is avoided; and a cost or price analysis will be performed for every proposed procurement action, including contract modifications, and documentation to that effect is maintained in the procurement file.

#### **SELECTION PROCEDURES**

The charter school selection procedures ensure that:

- Awards will be made to the bidder/offer or whose offer is responsive to the solicitation and is most advantageous to the CSP subgrantee, price and other factors considered;
- Any and all offers may be rejected when it is in the CSP subgrantee's interest to do so;
- The CSP subgrantee ensures that the award is only made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources; and
- The school will check references, contact current and prior clients, check resource organization web sites, etc.
- The school ensures that there are protest procedures in place to handle and resolve disputes relating to procurement and in all instances report such disputes to the State (34 CFR 80.36(b)(12)).

#### **CONTRACT ADMINISTRATION PROCEDURES**

If a charter school has contract administration procedures it will:

- Insure all purchase orders (and contracts) are signed by the authorized official(s) of the CSP subgrantee;
- Determine the adequacy of contractor performance (34 CFR 80.36(b)(2)); and Establish



reasonable payment schedules defining amount and timing of funds to be paid (we recommend payment after services rendered).

- Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services;
- Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

#### **WRITTEN CONTRACTS WITH VENDORS WILL INCLUDE THE FOLLOWING:**

- Provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract term, and provisions which provides for such remedial actions as may be appropriate;
- Provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement; and
- Conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

#### **RECORDS TO BE MAINTAINED**

According to 34 CFR 80.36(b) (9), as a CSP subgrantee the school will maintain records to detail the significant history of a procurement. TSCMSAe records include, but are not limited to documentation on:

- The rationale for selecting the method of procurement used;
- The rationale for selecting/rejecting the contractor;
- The rationale for selecting the type of contract;
- The basis for the cost or price of a contract;
- The receipt of an adequate number of price or rate quotations from qualified sources; and
- Justification for lack of competition when competitive bids or offers are not obtained.



# St. Cloud Math and Science Academy

## **ELECTRONIC FUND TRANSFER**

### **I. PURPOSE**

The purpose of this procedure is to establish guidelines for the electronic fund transfers of school district funds.

### **II. GENERAL STATEMENT OF PROCEDURE**

It is the intent of this school district to comply with all state laws relating to electronic funds transfers.

### **III. SCOPE**

This procedure applies to all electronic funds of the school district.

### **IV. AUTHORITY AND OBJECTIVES**

- A. The funds of the schooldistrict shall be transferred in accordance with this Administrative procedure; Minn . Stat. Ch. 471.38, and any other applicable law or written administrative procedures.
- B. The primary criteria for electronic funds transfers of the school district are as follows:
  - 1. The school board shall annually delegate the authority to make electronic funds transfers to a designated business administrator.
  - 2. The disbursing bank shall keep on file a certified copy of the delegation of Authority.
  - 3. The initiator of the electronic transfer shall be identified.
  - 4. The initiator shall document the request and obtain an approval from the designated business administrator before initiating the transfer.
  - 5. A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction.
  - 6. A list of all transactions made by electronic fund transfer shall be submitted to the school board at its next regular meeting after the transactions.

### **V. DELEGATION OF AUTHORITY**

The Finance Manager of the school district is designated as the business administrator of the school district and is responsible for electronic funds transfers and activities under the direction of this administrative procedure. The Finance Manager may delegate certain duties to the District Accountant, but shall remain responsible for the operation of the program.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The director shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

## **VII. ANNUAL REVIEW**

This policy must be annually reviewed by the school board.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)



**NEO Board Training**  
**August 29 or September 12**

**Ship's Wheel Consulting, LLC**

**Dr. Charles Speiker,**  
**Consultant/Trainer**

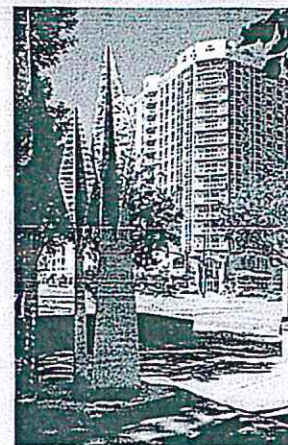
## Two Dates for Training—your choice!

Dr. Charles Speiker of Ship's Wheel Consulting and a NEO advisory board member will lead a charter board training session on August 29 and another one on September 12 for all NEO charter school board members *who need basic or ongoing training*. The session will contain the three program components (Governance, Financial Matters and Employment Matters) per Minnesota Statutes, section 124D.10, Subd. 4. For those who have already completed basic training, we invite you to attend this session as ongoing training. Highlights include new material (quorum, bylaws, board development to name a few) and a legislative update.

All expenses including the training, coffee, lunch and snacks will be provided by NEO. A Certificate of Completion and materials for the day are also provided. You will need to bring your computer preloaded with materials used in training. After we have received your registration, these materials will be sent to you via email along with a self-assessment for you to complete. Please be sure you have Google Drive on your computer/device. Fill out the self assessment and bring completed assessment with you to training along with a copy of your bylaws.

**LIMIT OF 30 PARTICIPANTS PER DAY. THOSE WHO REGISTERED FOR THE SESSION THAT WAS POSTPONED WILL GET PREFERENCE OF DATE.**

Coffee 8:30 a.m.  
Training 9:00—4:30 p.m.



**CITY BELLA**  
6600 Lyndale Avenue So  
Richfield  
Corner of Lyndale & 66th

Entrance is from the Court Yard/ Parking Lot. Also parking on Lyndale or across the street in strip malls. The building has restricted access. Directions for access in the vestibule.

Please submit registration form to: [pat.bernhof@gmail.com](mailto:pat.bernhof@gmail.com)

Please use one form per person.

NAME

SCHOOL NAME

YOUR EMAIL

YOUR ROLE ON THE BOARD (PARENT, COMMUNITY, TEACHER)

ARE YOU REGISTERING FOR BASIC OR ONGOING TRAINING?

INDICATE WHICH DATE YOU MUST HAVE:    MAKES NO DIFFERENCE    AUGUST 29    SEPTEMBER 12

**DO NOT USE THIS FORM TO  
SEND BACK TO ME. SIMPLY  
SEND ME AN EMAIL IN WHICH  
YOU PROVIDE ANSWERS TO ALL  
THESE QUESTIONS. EASIER FOR  
YOU, EASIER FOR ME!**



Ahmed Hassan  
431 33<sup>rd</sup> Ave N. (Apt # ?)  
St. Cloud, MN. (need zip)

320-420-1470

[hassanaji1983@gmail.com](mailto:hassanaji1983@gmail.com)

Lisa Trnka (Secretary, Teacher)

1911 Whippoorwill Way Unit 2

Sartell, MN 56377

320-493-9643

File Number: 336312

[Lisa.trnka@scmsastem.com](mailto:Lisa.trnka@scmsastem.com)

Sue Jackson (Treasurer, Teacher)

3842 76<sup>th</sup> St. SE

Clear Lake, MN 55319

320-282-2596

File Number: 182835

[Sue.jackson@scmsastem.com](mailto:Sue.jackson@scmsastem.com)

## **Administration**

Executive Director

Tammy Bengtson

1013 Somerset Blvd

St. Cloud, MN 56301

320-249-0069

[tammy.Bengtson@SCMSA@gmail.com](mailto:tammy.Bengtson@SCMSA@gmail.com)

[scmsastem.com](mailto:scmsastem.com)

Assistant Director

Azad Qorane

612-701-0194

[Azad.qorane@scmsastem.com](mailto:Azad.qorane@scmsastem.com)

## **Affiliates**

Authorizer

Wendy Swanson Choi, Executive Director of NEO

3432 Denmark Ave., Suite 130

Eagan, MN 55123

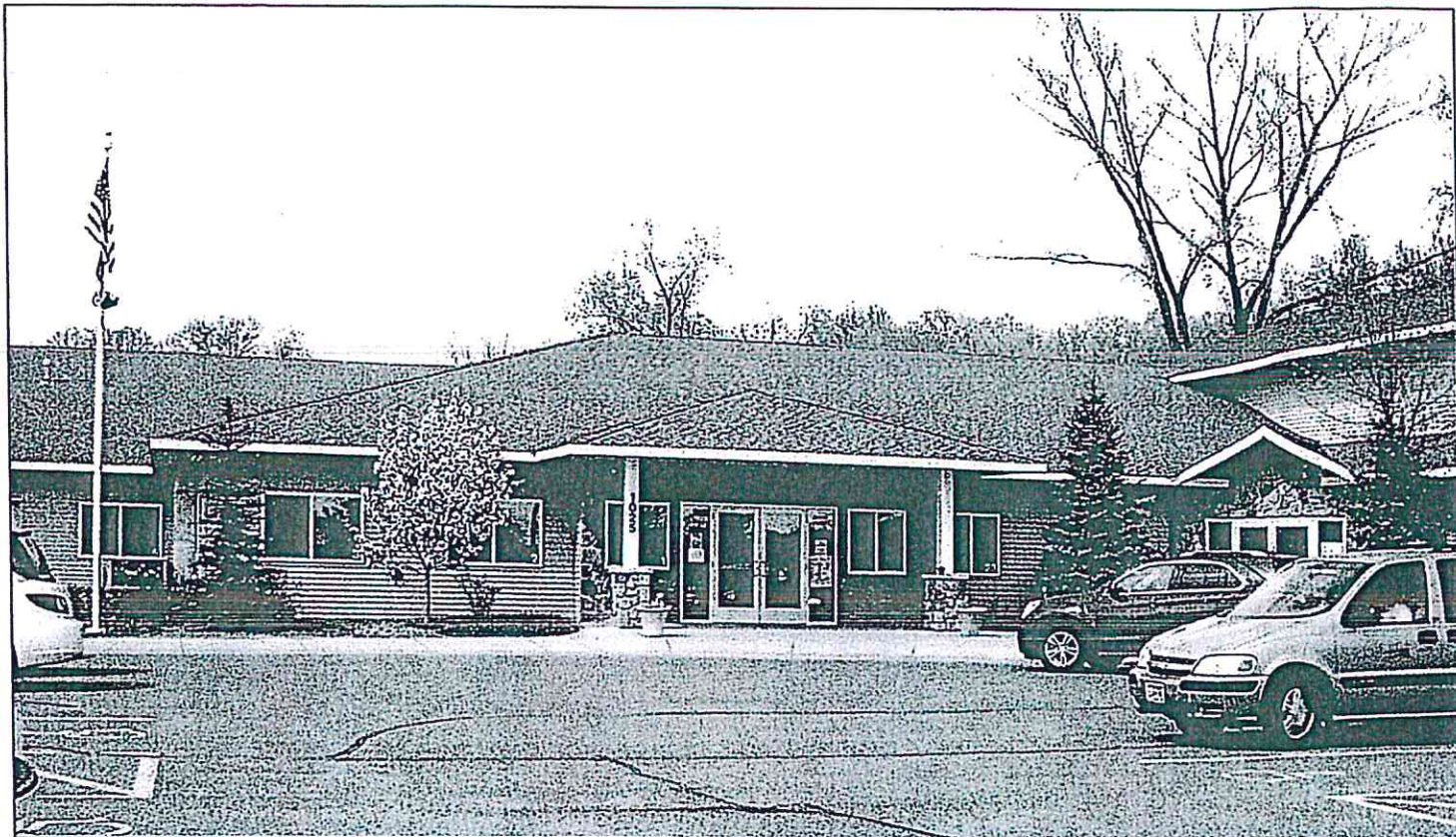
612-508-7189

[Executive.director.neo@gmail.com](mailto:Executive.director.neo@gmail.com)



For Sale/ Lease

Stride Academy



For Sale/ Lease  
Stride Academy

1025 18<sup>th</sup> St. N  
St. Cloud, MN 56301

**Sale Price:** \$2,200,000

**Lease Price:** \$8/NNN

**Steve Feneis**

Office: 320-202-8000

Mobile: 320-420-2837

stevef@granitecityproperties.com

**Kate Hanson**

Office: 320-253-0003

Mobile: 320-420-6485

katieh@granitecityproperties.com

- Built in 2005 and currently used as a Charter School
- Amenities include: Full Gymnasium and Catering Kitchen
- Located in Business Park Setting
- Neighbors include: Catholic Charities, Whitney Senior Center, Doctors Park, Eye Surgeons & Physicians, and CentraCare Northway Plaza
- Very close to future YMCA Aquatic Center
- 27,400 square foot specialty use building
- Located on 2.21 acres
- Approximately 75 parking stalls

Steve Feneis/ Kate Hanson



[www.GraniteCityProperties.com](http://www.GraniteCityProperties.com)

58 10th Ave S • Waite Park, MN 56387

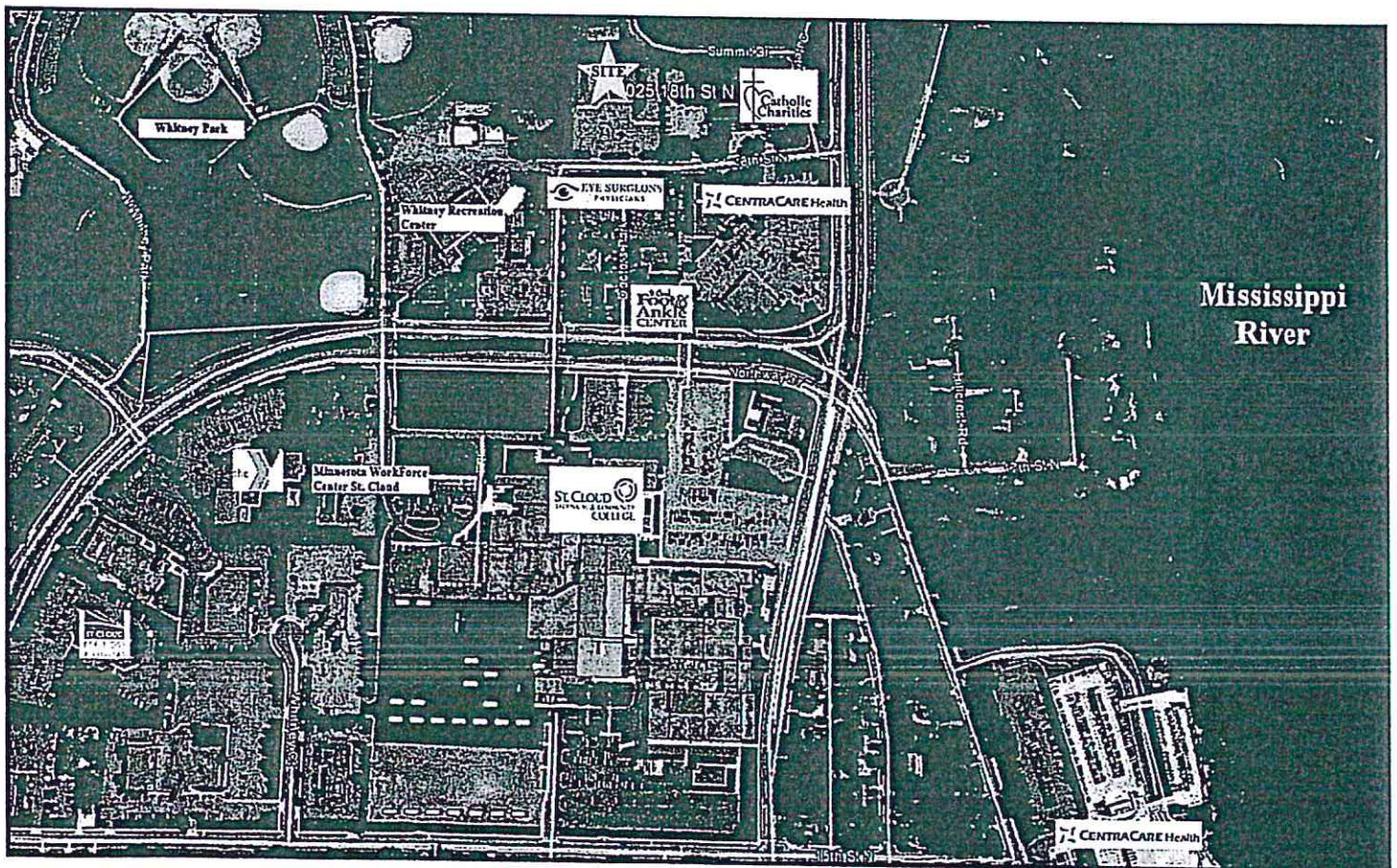
(P) 320.253.0003 • (F) 320.253.0006

This information has been obtained from the property owner or other sources that we deem reliable. However, neither the owner nor Granite City Real Estate LLC guarantees the accuracy of such information.



For Sale/ Lease

Aerial



Steve Feneis/ Kate Hanson



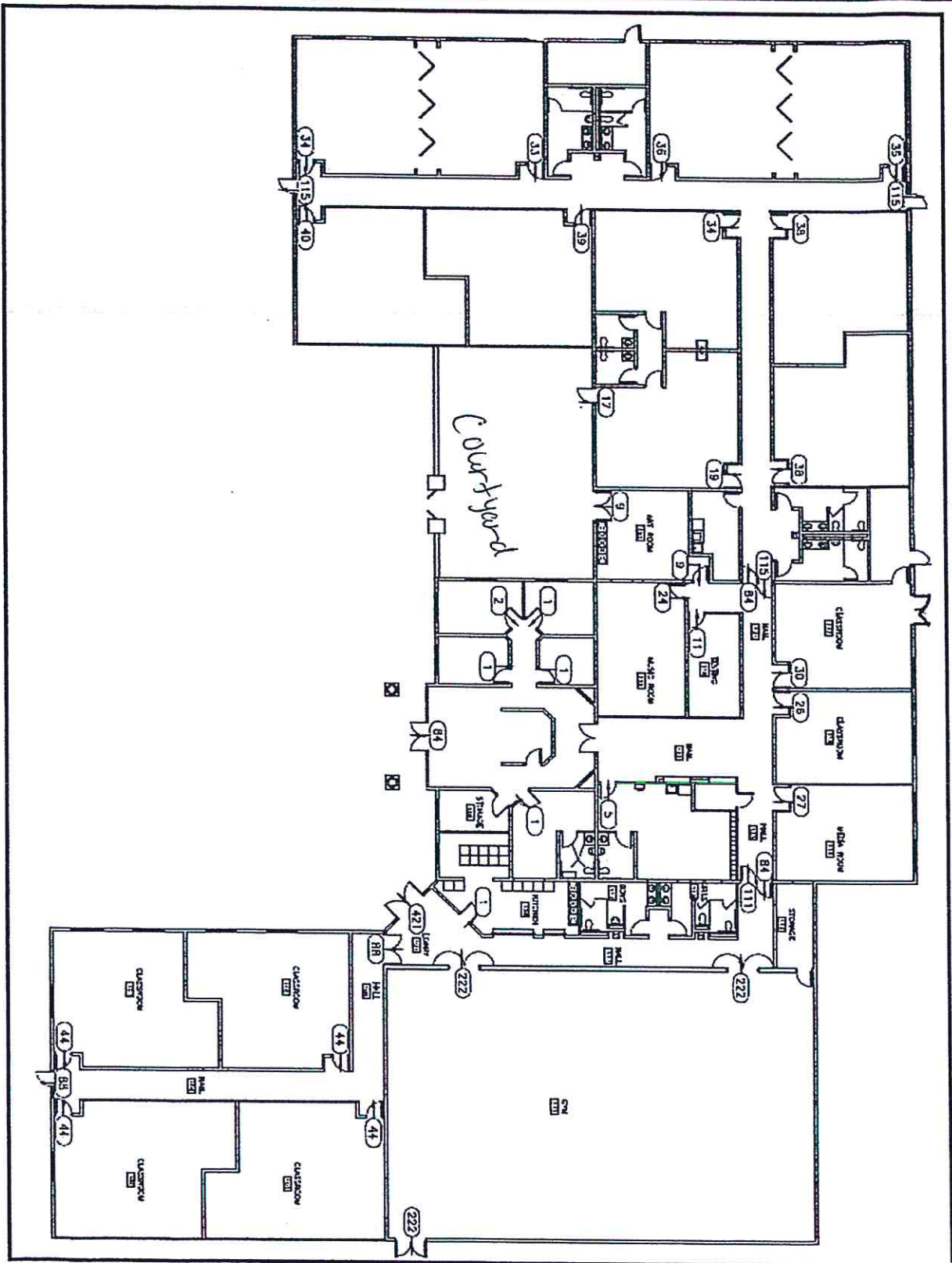
www.GraniteCityProperties.com  
58 10th Ave S • Waite Park, MN 56387  
(P) 320.253.0003 • (F) 320.253.0006

This information has been obtained from the property owner or other sources that we deem reliable. However, neither the owner nor Granite City Real Estate LLC guarantees the accuracy of such information.



For Sale/ Lease

Building Plan



Steve Feneis/ Kate Hanson



www.GraniteCityProperties.com  
58 10th Ave S • Waite Park, MN 56387  
(P)320.253.0003 • (F)320.253.0006

This information has been obtained from the property owner or other sources that we deem reliable.  
However, neither the owner nor Granite City Real Estate LLC guarantees the accuracy of such information.