# Minutes of the St. Cloud Math and Science Academy Board of Directors 136 Division St. Waite Park, MN 56387 <br> September 14, 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. Call the meeting to Order
2. Reading of Mission by Tammy Bengtson

Reading of Vision by Tammy Bengtson
3. Roll Call/Quorum

Debbie Adair
Lisa Trnka
Sue Jackson
Chris DesMarais
Ahmed Ali
Shannon Dyrud
There was a Quorum
Absent
Britney Soldner
Mohamed Salat
Non-Board present
Megan Roberg
Kara Gaffy
Mark Ebensteiner
Tammy Bengtson
4. Approval the agenda , Chris moves to approve, Ahmed seconds. Passes unanimously.
5. Approval of the consent agenda: Chris moves to approve, Shannon seconds. Passes unanimously.

## 6. Conflict of Interest: no conflicts of interest

 CONSENT AGENDA:- Approval of August $\mathbf{1 0}^{\text {th }}$ Minutes
- Approval of Amanda Welcome $4^{\text {th }}$ Grade Teacher $\mathbf{\$ 3 3 , 0 0 0}$

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

Mark the government auditor reports the management letter. Ahmed moves to approve and Chris seconds motion passed unanimously.
Wendy thanks us for our fiscal responsibility.
8. Director's Report (Tammy Bengtson)-

Current enrollment
25 kindergarteners,
38 first graders,
35 second graders,
20 third graders,
30 fourth grade
15 fifth graders.
We could add 10 students.
Training was done on Macraw-Hill Inspire Science Program. Cost of curriculum is $\$ 24,000$ for K5. Singapore for Math was purchased last year for fourth grade and is not working for us. We are looking at piloting a Math program from Macraw-Hill.

School year is going much smoother. Morning routine is going very, very well.
Facilities Report (Lisa Trnka) - Stride is still available. We need to have grant writing so that we can buy out our lease. We would like to have community members also help us. Marketing committee will help with fundraising. Committee will have non-board members also.

## Executive Committee (Debbie Adair)

Facilities Committee- Lisa, Sue, Tammy
Marketing Committee- Tammy, Sue, Chris Vito, Asad's brother(?), a possible parent, Shannon, Ahmed to help in later of the year
Finance Committee- Sue, Tammy, Kara,
Executive Committee- Deb, Chris, Lisa, Sue, Tammy
Website- Chris

- Board Training reports Aug. 29/Sept 12 ${ }^{\text {th }}$

August $29^{\text {th }}$ :Ahmed: Deb took wrong turn and gave the rest of the board members a scenic drive home. Long training but presenters were very good.

Sept. $12^{\text {th }}$ : Statues just changed 124 E is the new statues. Great presenters. Great information on director's roles and board roles.
**If you aren't coming to a meeting you need to let Deb know.

Teacher's Report: School is off to a great start.

Marketing Report: Committee needs to be set up and dates need to be set. Sue will let Deb know. The Webinar for Grant writing is on October 6.

## Discussion and/or Action Items:

Treasurer's Report - (Susan Jackson \& Kara) reported that MDE overpaid all charter school. MDE will be taking it back over the next few months. Chris moves to approve the Treasurer's Report, Ahmed seconds. Motion passed unanimously .
Additional Benefits for teachers:
Short-term disability 0/7 elimination period, $60 \%$ of pre-disability income to a $\$ 500$ weekly maximum $=\$ 294.21$ per month $=\$ 3,530.52$ Yes
Long-term disability 90 day elimination period, $60 \%$ of pre-disability income to a $\$ 4000$ monthly maximum $=\$ 160.93$ per month $-\$ 1,931.16$ Yes
Life and AD\&D insurance- $\$ 25,000=\$ 46.75$ per month $=\$ 561.00$ No

$$
\$ 50,000=95.50 \text { per month }=\$ 1,146.00 \text { Yes (By Oct. first.) }
$$

Discussion pursued: Chris moves to approve, Ahmed seconds. Sue and Lisa abstained. Motion passed.
Denise Fale President of NAACP Central MN and Osman Alawiye - Discuss future partnership: Discussion pursued. We will invite them to the next meeting.

## UPCOMING COMMITTEE MEETINGS:

Executive: October 5, 4:00 pm
November 2, 4:00 pm
December 7, 4:00 pm
January 4, 4:00 pm
Feb 1, 4:00 pm
Feb 29, 4:00 pm
April 4, 4:00 pm
May 2, 4:00 pm
June 6, 4:00 pm

## Future Board Meetings:

October 12, 2015
November 9, 2015

December 14, 2015
January 11, 2016
February 8, 2016
March 14, 2016
April 11, 2016
May 9, 2016
June 13, 2016

## Meeting adjournment:

Sue moves to adjourn, Deb second, motion passed unanimously.

Meeting adjournment 6:50 pm

Signed Lisa Trnka, Secretary


# 8.31.15 Financial Report <br> September 2015 Meeting 

Prepared by:
Kara Gaffy
Finance Manager
Beltz, Ses, DaTling

# St. Cloud Math and Science Academy Waite Park, Minnesota 

## Financial Statements

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Page 11
Journal Entries (None) Executive Summary

## Students:

- Original Budget - based on 150 students


## Current Condition:

| Fund: BudgetTo-Date | 150 ADM <br> Budget | \% of Original Year | Working Gen |
| :---: | :---: | :---: | :---: |
| Revenues | 2,245,589 | 364,495 | 16.2\% |
| Exp \& Transfers Out | 2,230,891 | 253,977 | 11.4\% |

Excess (Deficit) $\xlongequal{14,698} \xlongequal{110,518}$

At month-end, $16.7 \%$ of the year was complete.

## Cash-Flow:

- August 31, the school had \$552,000 in cash. This high level is due to the Dept of Education overpaying charter schools on the 8.31.15 IDEAs payment. This error will be correct over the next month with lower payments from MDE. Because the school's state aids have been overpaid, the YTD state receivable is a negative. This amount with become a positive as MDE pays the school less over the next payments.
- The school has a $\$ 100,000$ Nonprofit Assistance Fund (NPAF) line of credit. At monthend, the school has repaid all of the funds it has borrowed and owes \$0.


## Items worth noting:

- Revenues and Expenditures - Two month of activity recorded. Nothing significant to note.


## St. Cloud Math and Science Academy

Balance Sheet
August 31, 2015


SCMSA, District 4223.07
Monthly Financial Report - Revenues \& Expenditaungs

August 31, 2015
Revenue Summary and Projections

## State Aids

General Education Revenue Building Lease
Aid Special Education Aid Endowment Aid,
\$28.31 per pupil unit Other Miscellaneous
State Aid, literacy... State-Aid Holdback
Total State Aids Federal Revenue Federal
Special Ed Federal Title I, II and III Funds
Federal CSP Grant Total Federal Revenue Other Revenue

Optional Fees from Students (Other) \$10/ADM
Contributions and Gfits, Grants
Miscellaneous Income, reimbursement
Total Other Revenue Total Revenue

| Actual | Budget | -Date | Budget |
| :---: | :---: | :---: | :---: |


| $1,360,501$ | $1,436,520$ | 476,834 | $33 \%$ |
| ---: | ---: | :---: | :---: |
| 183,369 | 193,737 | - | $0 \%$ |
| 130,084 | 276,727 | 27,606 | $10 \%$ |
| - | 4,259 | - | $0 \%$ |
| - | - | - | $0 \%$ |
| - | - | $(185,900)$ | $\mathrm{N} / \mathrm{A}$ |
| $1,673,954$ | $1,911,243$ | 318,541 | $17 \%$ |

Expenditure Calculations Salaries Benefits Accrual
of summer salaries and benefits

| 20,438 | 23,100 | 697 | $3 \%$ |
| ---: | ---: | ---: | :---: |
| 65,951 | 84,100 | 836 | $1 \%$ |
| 209,171 | 219,136 | 44,422 | $20 \%$ |
| 295,560 | 326,336 | 45,955 | $14 \%$ |


| 77 | 1,505 | - | $0 \%$ |
| ---: | ---: | :---: | :---: |
| 1,361 | 5,000 | - | $0 \%$ |
| 3,118 | 1,505 | - | $0 \%$ |
| 4,556 | 8,010 | - | $0 \%$ |
| $\$ 1,974,070$ | $\$$ | $2,245,589$ | $\$$ |

Contracted Services (see breakout)
Communications Services (phone, internet,
Postage, portion with CSP
Utilities
Property and Casualty Insurance
Repairs and Maintenance
Field Trip Transportation, \$25/ADM
Travel and conferences
Lease Expense
Other Rentals and Operating Leases, copier
Field Trip Admissions

| 651,319 | 789,761 | 43,602 | $6 \%$ |
| ---: | ---: | ---: | :---: |
| 166,339 | 216,544 | 13,110 | $6 \%$ |
| - | - | 57,581 | $\mathrm{~N} / \mathrm{A}$ |
| 817,658 | $1,006,305$ | 114,293 | $11 \%$ |
| 89,874 | 101,000 | 13,937 | $14 \%$ |
| 3,307 | 62,800 | 739 | $1 \%$ |
| 364 | 2,300 | 49 | $2 \%$ |
| 17,000 | 21,300 | 4,250 | $20 \%$ |
| 6,865 | 12,200 | 526 | $4 \%$ |
| 1,186 | 1,700 | - | $0 \%$ |
| 1,065 | 3,761 | - | $0 \%$ |
|  | 4,762 | 5,600 | 910 |
|  | 272,000 | 68,000 | $16 \%$ |
|  | - | - | $0 \%$ |
|  | 355,000 | 3,760 | - |
| 274 |  |  | $0 \%$ |
|  | 825 |  |  |


| SCMSA, District 4223.07 <br> Monthly Financial Report - Revenues \& Exp | enditaxigs | ADMs Original | $\begin{gathered} \text { 8/31/2015 } \\ \text { Year-To } \end{gathered}$ | Percent of Working |
| :---: | :---: | :---: | :---: | :---: |
| August 31, 2015 | Actual | Budget | -Date | Budget |
| Office Supplies/General Supplies, portion | 13,999 | 8,275 | 176 | 2\% |
| wi Maintenance Supplies, portion with csp | 1,465 | 3,760 | - | 0\% |
| NonInstructional Software | 1,856 | 3,760 | 1,810 | 0\% |
| Textbooks and Workbooks, portion with csp, | 477 | 4,514 | 1,810 | 0\% |
| Standardized Tests | 1,127 | 7,523 |  | 0\% |
| Food | - | 2,100 | - | 0\% |
| Media/Library Resources, portion in CSP | 148 | 900 | 105 | 12\% |
| Furniture and Other Equipment, with csp | - | 600 | - | 0\% |
| Technology Equipment, included with csp | 8,435 | 13,500 | 74 | 1\% |
| Interest Expense on LOC Dues and | 4,240 | 3,900 | - | 0\% |
| memberships State Special Ed | 1,880 | 2,800 | - | 0\% |
| Expenditures | 17,224 | 30,000 | 369 | 1\% |
| Salaries |  |  |  |  |
| Benefits | 99,718 | 99,865 | 2,333 | 2\% |
| Other | 19,018 | 23,291 | 449 | 2\% |
| Federal Special Ed Expenditures, equals revenue | 19,651 | 174,400 | - | 0\% |
| Federal Title Program Expenditures, equals revenue | 20,438 | 23,100 | 697 | 3\% |
| CSP Grant Expenditures Salaries and | 65,951 | 84,100 | 836 | 1\% |
| Capital Expenditures Dues and | 6,803 | - | 791 | 0\% |
| Memberships Total Expenditures | 4,405 | 14,324 | 6,398 | 45\% |
|  | 52,274 | 57,127 | 26,966 | 47\% |
|  | 139,436 | 137,386 | 10,267 | 7\% |
|  | 6,253 | 10,300 | - | 0\% |
|  | 1,681,978 | 2,194,491 | 253,977 | 12\% |
| Revenues in Excess of Expenditures | 292,092 | 51,098 | 110,518 |  |
| Transfer out of General Fund to Food Se | $(37,449)$ | $(36,400)$ | - |  |
| Net Change in Fund Balance | 254,643 | 14,698 | 110,518 |  |
| Beginning fund Balance | - | 254,643 | 254,643 |  |
| Ending Fund Balance |  |  |  |  |
|  | \$ 254,643 | \$ 269,340 | \$ 365,161 |  |

SCMSA, District 4223.07
Monthly Financial Report - Revenues \& Expenditures
August 31, 2015
Fund Balance Percentage of Annual

| $16.7 \%$ | $12.3 \%$ |  | Expend |
| :---: | :---: | :---: | :---: |
|  | 150 ADMs | $\mathbf{8 / 3 1 / 2 0 1 5}$ | Percent of |
| FY15 | Original | Year-To | Working |
| Actual | Budget | -Date | Budget |

Fund 02, Food Service
Revenues
Breakfast Aid
Lunch and Milk Aid
Sale of Lunches
Total Revenue

| 26,267 | 28,200 | - | $0 \%$ |
| ---: | ---: | ---: | :--- |
| 69,319 | 79,000 | - | $0 \%$ |
| 281 | 600 | 7 | $1 \%$ |
| 95,867 | 107,800 | 7 | $0 \%$ |

Expenditures

| Salaries and Benefits | 18,862 | 21,200 | 259 | $1 \%$ |
| :--- | ---: | :---: | ---: | :---: |
| Breakfast Food | 23,691 | 25,000 | 1,977 | $8 \%$ |
| Lunch and Milk | 84,524 | 96,300 | - | $0 \%$ |
| Equipment, shipping and Installation | 4,919 | - | - | $0 \%$ |
| Other | 1,320 | 1,700 | - | $0 \%$ |
|  | Total Expenditures | 133,316 | 144,200 | 2,236 |
|  | $(37,449)$ | $(36,400)$ | $(2,229)$ |  |
| Expenditures in Excess of Revenue | 37,449 | 36,400 | - |  |
| Operating Transfer from General Fund | - | - | $(2,229)$ |  |
| Ending Fund Balance, Food Service Fund |  |  |  |  |

$\sim$ Blue font is a formula number

SCMSA, District 4223.07
Contracted Services
Fiscal Year 2016

| Detail of Contracted Services | 2015 <br> Actual |  | Original <br> Budget |  | Actual | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Accounting Support Grants | 56,244 | \$ | 47,000 | \$ | 9,420 | Estimate - Finance Mgr, AP, Payroll, |
| Audit | - |  | 9,000 |  |  | Audit, 1st audit needed in FY16 for FY15 |
| Background Checks | 135 |  | 500 |  |  |  |
| Banking Fees | 343 |  | 500 |  | 50 | budget for FY16 |
| Board Training | - |  | 1,000 |  | - | required training |
| Bryan Ingvalson | 16,000 |  | 12,000 |  | 2,000 |  |
| 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 |  | 1,550 |  |
| Nursing | - |  | 2,500 |  | - | Est, portion to sped |
| Other "To Be Determined" Fees | 1,531 |  | 9,000 |  | 885 | misc, unexpected fees |
| Teacher and student Recruitment | t |  | 1,000 |  | - | Ads, WJON, Edpost, etc |
| Technology Support | 4,634 |  | 12,000 |  | - | \$1,000/month |
| WIX, Web Fees | 160 |  | - |  | 32 |  |

## Total Contracted Services

$\$ \quad 89,874 \quad \$ \quad 101,000 \quad \$ \quad 13,937 \quad$ To Rev and Exp/Contracted Services

Dues and Memberships

| Authorizer Fees | $\$$ | 16,009 | $\$$ | 23,000 | $\$$ | - |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: |
| NEO 01 005 010--820 |  |  |  |  |  |  |
| Student Accounting Software |  | 1,000 | 3,500 |  | 219 | ASCD Membership 01 005 110--820 |
| Other |  | 215 | 3,500 |  | 150 | building permit, fire inspection |



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3amgip01.p
05.15.06.00.00-010053

St Cloud Math \& Science GENERAL INPUT CASH RECEIPTS

2:44 PM 09/09/15 PAGE:

| DESCRIPTION |  |  | DEBIT AMOUNT | CREDIT AMOUNT |
| :---: | :---: | :---: | :---: | :---: |
|  | 8 LINE ENTRIES FOR | 5 BATCHES | GRAND TOTALS | 0.00 |

************************ End of report *********************************)

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## for phy ed

homeless supplies-notebooks, crayons, color pencils, markers, index cards
homeless supplies-notebooks, crayons, color pencils, markers, index cards
fence material for play area outside
2015 accounting services
steelcase storage
1- magnetic

| cart |  |
| :--- | ---: |
| 2015 | 463.60 |

08/14/2015 Accounts P 201500032 Internal Revenue Ser Payroll accrual
08/14/2015 Accounts P 201500032 Internal Revenue Ser Payroll accrual
2,167.75
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual
1,655.77
08/14/2015 Accounts P 201500032 Internal Revenue Ser Payroll accrual
387.23
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual
1,655.77
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual
387.23
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual 0.00
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual 37.20
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual 8.70
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual 37.20
$08 / 14 / 2015$ Accounts P 201500032 Internal Revenue Ser Payroll accrual
8.70
$08 / 14 / 2015$ Accounts P 201500033 MN Dept of Revenue Payroll accrual
967.13
$\left.\begin{array}{llcl}\text { CHECK } & \text { BANK } & \text { CHECK } & \text { INVOICE }\end{array}\right]$ DATE

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book $08 / 25 / 2015$ Accounts P 40900 Innovative Office So file


| CHECK | BANK | CHECK | INVOICE | AMOUNT |
| :--- | :--- | :---: | :---: | :---: |
| CODE | NUMBER | VENDOR | DESCRIPTION |  |

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reading \& writing 08/27/2015 Accounts P 40912 Ram Mutual Insurance
workers comp pollicy \# WC $\quad 594.91$


| during daily 5 |  |
| :--- | :--- |
| 2015 ins billing | 251.98 |


| $08 / 30 / 2015$ Accounts P 201500052 Aflac | July 2015 ins billing |
| :--- | :---: |
| $08 / 30 / 2015$ Accounts P 201500053 Amazon.com | screen protectors/cases for |
| $08 / 30 / 2015$ Accounts P 201500054 Amazon.com | Ipads |


| 08/30/2015 Accounts auto deduct | P 201500050 | WIX 18009495171, N 08 | w Aug 2015 Web hostin fees <br> 1/2015 Accounts P 201500059 | Amazon.com | 15.95 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| locks for gym |  | 33.26 |  |  |  |
| 08/31/2015 Accounts | P 201500060 | Amazon.com | live butterfly kit for ktgn |  | 26.53 |
| 08/31/2015 Accounts | P 201500061 | Amazon.com | reading books |  | 24.92 |
| 08/31/2015 Accounts | P 201500062 | APPLE ONLINESTORE | 5 IPads |  | 2,395.00 |
| 08/31/2015 Accounts | P 201500063 | APPLE ONLINESTORE | 1 macBook air |  | 4,645.00 |
| 08/31/2015 Accounts | P 201500064 | BARCODES, INC. | labels for library printer |  | 50.05 |
| 08/31/2015 Accounts | P 201500065 | Best Buy | USB cord for smartboard |  | 15.99 |
| 08/31/2015 Accounts | P 201500066 | CASH WISE | cups for lemonade for open |  | 11.64 |


| CHECK | BANK | CHECK | INVOICE |
| :--- | :--- | :---: | :--- |$\quad$ DATE

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