

# St. Cloud Math and Science Academy Board of Directors

Charter School #4223

## Proposed and Tentative Board Meeting Agenda

1025 18th Street North

St. Cloud, MN 56303

Thursday afternoon **March 20, 2025**

4:30 - ~6:00 PM

School Campus

This is an **in-person OPEN** meeting with NO virtual participation or accommodation



1. Call to Order

Reading and Reflection on the school's Mission Statement: **With kindness and respect as our foundation, our highly skilled educators prepare students to become lifelong learners through the integrated instruction of Science, Technology, Engineering and Math in a safe and caring environment.**

2. ROLL CALL PRESENT/ ABSENT: Abdulkadr Abdullah – Erika Cowley – Rebecca Keniston – Michael Mullin – Jen Olufson – Tessa Soltis – Michelle VanHauen (Four required for a quorum)

3. Conflict of Interest Declarations

4. CONSENT AGENDA:

The consent agenda consists of routine matters that the Board considers without debate. Any Director may remove an item from the consent agenda and add it to the ACTION ITEMS by requesting removal of the item at the time the consent agenda is moved for approval. (Roll Call)

- Minutes from the meeting of February 20, 2025
- Today's Board Meeting Agenda (March 20, 2025)

5. GUESTS: Inventure – Ryan

6. Finance Report; Statements of Operation & Balance Sheets for February 28, 2025

7. Program Report(s)

- a. Guest teacher and/or staff member: **Kaia Bubna (Grade #2)**
- b. **Novation Education Opportunities** report/comments – Wendy Swanson-Choi

8. Executive Director/ Principal Report – Tammy Bengtson

- a. Enrollment Report
- b. Construction report
- c. Everything else
- d. Assistant Principal report, if any – Nancy Benson

9. Action Items:
  - a. Consideration of February 28, 2025 Financial Statements (Roll Call)
10. Educating, strengthening, sustaining our Board
  - a. Terms ending on June 30, 2025 (Soltis, VanHauen, Mullin)
  - b. Reminders for each Director to be fully educated as to his/ her duties
  - c. **Report from Election of Directors Chair, Rebecca Keniston**
11. Comments / Contributions from the Public
  - a. Please register in advance with the Clerk
12. Announce date/ time of next meeting: **April 17, 2025**
13. Adjourn

# # #

2024 - 2025 St. Cloud Math and Science Academy Charter School #4223  
Tentative Board Meeting Calendar -- Tentative/ Policy Review Schedule – Subject to change

<u>Board Meeting Date</u>	<u>Agenda Focus/ Policy Review</u>
August 8, 2024 at 4:30 PM	Organizational Meeting – Election of Officers Procurement Policy – Pro Forma Delegations
September 26, 2024 at 4:30 PM	
October 24, 2024 at 4:30 PM	
November 21, 2024 at 4:30 PM	World’s Best Work Force & Annual Report
January 15, 2024 – all day, Minneapolis	Charter School Governance Education Event
January 16, 2025 at 4:30 PM	In-Depth Inspection from Authorizer Minnesota Literacy and Read Act
February 20, 2025 at 4:30 PM	Personal Electronic Communication Devices
March 20, 2025 at 4:340 PM	
<b>April 17, 2025 at 4:30 PM</b>	<b>Election Process</b>
May 15, 2025 at 4:30 PM	Evaluation of Executive Director
May 15, 2025 at 5:00 PM	Annual Meeting – Election of Directors

DRAFT Minutes Respectfully Submitted by Recording Secretary/ Clerk, Kim Hess  
 Certified/ Approved: Michelle VanHauen, Board of Directors Secretary  
 These *Minutes* are official only after approval by a majority vote of the Board of Directors; prior to that action, these *Minutes of the Meeting* must be referred to as a DRAFT, unofficial, or pending.

# St. Cloud Math and Science Academy Board of Directors

Charter School #4223

## Proposed and Tentative Board Meeting Agenda

1025 18th Street North

St. Cloud, MN 56303

Thursday afternoon **February 20, 2025**

4:30 - ~6:00 PM

School Campus

This is an **in-person OPEN** meeting with NO virtual participation or accommodation



1. Call to Order at 4:30pm

Reading and Reflection on the school's Mission Statement: **With kindness and respect as our foundation, our highly skilled educators prepare students to become lifelong learners through the integrated instruction of Science, Technology, Engineering and Math in a safe and caring environment.**

2. ROLL CALL PRESENT/ ABSENT: Abdulkadr Abdullah –absent, Erika Cowley –present, Rebecca Keniston –present, Michael Mullin –present, Jen Olufson –present, Tessa Soltis –present, Michelle VanHauen-present

- a. Quorum has been established

3. Conflict of Interest Declarations- none

4. CONSENT AGENDA:

The consent agenda consists of routine matters that the Board considers without debate. Any Director may remove an item from the consent agenda and add it to the ACTION ITEMS by requesting removal of the item at the time the consent agenda is moved for approval. (Roll Call)

- Minutes from the meeting of January 16, 2025
- Today's Board Meeting Agenda (February 20, 2025)
- Michelle VanHauen made a motion to approve the consent agenda as written, Rebecca Keniston seconded the motion
- All in favor- motion carries

5. GUESTS: Inventure – Construction Update- Ryan Muldoon

- a. HVAC and Plumbers are working right now
- b. Storm shelter code has made things difficult
- c. Goal for temporary occupancy is end of April
- d. Is it possible to get class 5 in the parking area? When it is wet it's a muddy mess and freezes and makes it very slippery

6. Finance Report; Statements of Operation & Balance Sheets for January 31, 2025

- a. ADM has stayed around 359
  - b. Reviewed the executive summary
- 7. Presentation and discussion of Proposed FY25 Budget Revisions
  - a. Bridget Merrill-Myhre reviewed and answered questions
- 8. Program Report(s)
  - a. Guest teacher and/or staff member: **Rebecca Keniston**
    - i. Wrapping up ACCESS testing- majority of students are finished
    - ii. Working hard to get new books in the students hands with Mrs. Soltis
  - b. **Novation Education Opportunities report/comments – None**
- 9. Executive Director/ Principal Report – Tammy Bengtson
  - a. Enrollment is at 360 students
  - b. Hired 2 new staff
    - i. Owen Traut - Long term subbing for Brandon Morris
    - ii. Halima Azadmanish- Building sub
  - c. Cold Weather Day and 2 hour late start this week
  - d. Plumber out for Humpback Flies- checked grease traps
  - e. Recently received \$100 donation from Deb Biorn
  - f. \$630 Meat Raffle raised and 1 more Feb 28th at Sal's in St. Joseph
  - g. Tessa Soltis is working on Yearbook
  - h. After school programs- Math with Bernath, Chess Club and Boy's Basketball
  - i. Classroom Observations done by Nancy, Tammy and Maria Bodette
  - j. St. Cloud Fire Department called doing a survey about 18th Street parking on both sides of the street
  - k. Parent Conferences next week (Wednesday evening and Thursday all day)
  - l. Assistant Principal report- none
- 10. Action Items:
  - a. Consideration of January 31, 2025 Financial Statements (Roll Call)
    - i. Jen Olufson made a motion to approve and accept the January 31, 2025 Financial Statements, Tessa Soltis seconded the motion
    - ii. Erika Cowley –aye, Rebecca Keniston –aye, Michael Mullin –aye, Jen Olufson –aye, Tessa Soltis –aye, Michelle VanHauen-aye
    - iii. Motion carries
  - b. Consideration of proposed budget revisions for FY25 (Roll Call)
    - i. Tessa Soltis made a motion to accept the proposed budget revisions for FY25, Michelle VanHauen seconded the motion
    - ii. Erika Cowley –aye, Rebecca Keniston –aye, Michael Mullin –aye, Jen Olufson –aye, Tessa Soltis –aye, Michelle VanHauen-aye
    - iii. Motion carries
  - c. Policy Proposal #61 – Personal Electronic Communication Devices
    - i. Tessa Soltis made a motion to approve and adopt Policy #61- Personal Electronic Communication Devices, Rebecca Keniston seconded the motion
    - ii. We started this in Fall of 2024 - Yonder Pouch- for phones
    - iii. Required for all schools January 2025
    - iv. All in favor- motion carries

11. Educating, strengthening, sustaining our Board
  - a. Terms ending on June 30, 2025 (Soltis, VanHauen, Mullin)
  - b. Reminders for each Director to be fully educated as to his/ her duties
  - c. **WARNING:** Our school will not be able to exist beyond June 30, 2025 if at least one at-large candidate nominee has not surfaced, been vetted, nominated, and elected before that time – and preferably prior to February 28, 2025 in time for the election cycle.
  - d. **Report from Election of Directors Chair, Rebecca Keniston**
    - i. Sent out an email to All Staff looking for potential candidates for our school board members (Community Members, Parents, and Teacher)
    - ii. Kayla Larkin(present) and LeAnn Doering have filled out applications for community members
    - iii. Emran Poya is interested in running for Teacher position
    - iv. Michelle VanHauen is interested in running for Parent position
12. Comments / Contributions from the Public
  - a. Please register in advance with the Clerk- none
13. Announce date/ time of next meeting: **March 20, 2025**
14. Adjourn at 5:35pm

# # #

2024 - 2025 St. Cloud Math and Science Academy Charter School #4223  
 Tentative Board Meeting Calendar -- Tentative/ Policy Review Schedule – Subject to change

<u>Board Meeting Date</u>	<u>Agenda Focus/ Policy Review</u>
August 8, 2024 at 4:30 PM	Organizational Meeting – Election of Officers Procurement Policy – Pro Forma Delegations
September 26, 2024 at 4:30 PM	
October 24, 2024 at 4:30 PM	
November 21, 2024 at 4:30 PM	World’s Best Work Force & Annual Report
January 15, 2024 – all day, Minneapolis	Charter School Governance Education Event
January 16, 2025 at 4:30 PM	In-Depth Inspection from Authorizer Minnesota Literacy and Read Act
February 20, 2025 at 4:30 PM	Personal Electronic Communication Devices
March 20, 2025 at 4:340 PM	
<b>April 24, 2025 at 4:30 PM</b>	
May 15, 2025 at 4:30 PM	Evaluation of Executive Director
May 15, 2025 at 5:00 PM	Annual Meeting – Election of Directors

DRAFT Minutes Respectfully Submitted by Recording Secretary/ Clerk, Kim Hess  
 Certified/ Approved: Michelle VanHauen, Board of Directors Secretary  
 These *Minutes* are official only after approval by a majority vote of the Board of Directors; prior to that action, these *Minutes of the Meeting* must be referred to as a DRAFT, unofficial, or pending.

**St. Cloud Math and Science Academy**

**Charter School #4223**

**Charter Authorizer: Novation Education Opportunities – Eagan, Minnesota**

**Board of Directors  
July 1, 2024 – June 30, 2025**

<u>Class</u>	<u>Category</u>	<u>Term</u>	<u>Director</u>	<u>Term Expires June 30</u>	<u>Office</u>
A	Teacher	1	Jennifer Olufson	2027, 2030, 2033, Etc.	
B	Teacher	1	Tessa Soltis	2025, 2028, 2031, Etc.	Vice Chair
C	Teacher	1	Rebecca Keniston	2026, 2029, 2032, Etc.	
A	Parent	1	Abdulkadir Abdullah	2027, 2030, 2033, Etc.	
B	Parent	1	Michelle VanHauen	2025, 2028, 2031, Etc.	Sec'y/ Treas
C	Parent	2	Erika Cowley	2026, 2029, 2032, Etc.	
A	Community		(Open)	2027, 2030, 2033, Etc.	
B	Community	2	Michael Mullin	2025, 2028, 2031, Etc.	Chair
C	Community		(Open)	2026, 2029, 2032, Etc.	

**A FEW NOTES:**

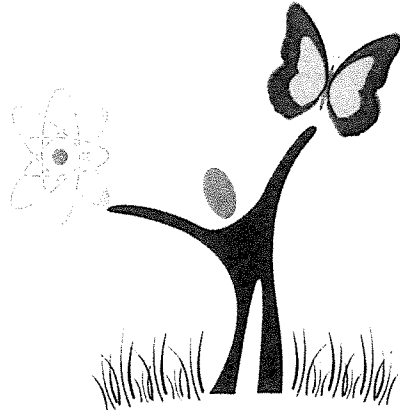
The Board must have at least five (5) members and not more than nine (9) in order to be in compliance with the by-laws. There must be at least one (1) Director from each of the three (3) categories; i.e., parent, teacher, community member at-large.

A Director fills a particular SEAT on the Board and is elected or appointed to fill the remaining time in that particular SEAT which is referred to as a Class A, B, or C seat. Three seats (one-third of the nine) are up for election each year. Directors can be elected or appointed to fill the unexpired term of another Director and/or elected or appointed to fill the remaining time in an Open Seat.

Elections normally occur in May each year at the Annual Meeting of the school pursuant to Minnesota law and the St. Cloud Math and Science Academy by-laws.

Directors are encouraged to be on the alert for the next best Director(s) who might fill open seats and/or be willing to stand for election at the annual meeting.

This roster was reviewed for accuracy and was reaffirmed by the Board of Directors August 8, 2024.



ST. CLOUD  
MATH AND SCIENCE  
ACADEMY  
ISD 4223

---

St. Cloud Math & Science Academy  
St. Cloud, MN  
District 4223

Supplemental Information

February 28, 2025

Batch	Post Date	Acct Nbr	Description	Amount
24-50068	02/28/2025	01 A 121 00	FY23-24 LT Facility Maintenance Aid	1,321.97
24-50068	02/28/2025	01 A 121 00	FY23-24 School Library Aid	600.00
24-50068	02/28/2025	01 A 121 00	FY23-24 School Support Aid	600.00
24-50070	02/28/2025	01 R 005 000 000 000 092	Interest: February 2025	24.79
24-50071	02/28/2025	01 R 005 000 000 000 092	Sweeps Interest - February 2025	4,122.15
24-50068	02/28/2025	01 R 005 000 000 000 211	FY24-25 General Education Aid	259,320.46
24-50069	02/28/2025	01 R 005 000 000 000 211	FY24-25 General Education Aid	217,172.39
Total for Cash Receipts				483,161.76



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	2,521.97	480,639.79	0.00	483,161.76
*** Fund Summary Totals ***		2,521.97	480,639.79	0.00	483,161.76

\*\*\*\*\* End of report \*\*\*\*\*

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/14/2025	500	Access Corp	Shredding Service	54.95
02/14/2025	501	BerganKDV Outsourced Services	Financial management and accounting services-Jan 2025	6,156.00
02/14/2025	502	BerganKDV Technology & Consult	Onsite Staff Implementation Services Monthly Billing-Feb 2025 (8/22/24-6/13/25)	5,000.00
02/14/2025	502	BerganKDV Technology & Consult	"Elevate Onsite Managed Services-40 workstations, 40 users, 1 email domain (Monthly-Feb 2025)"	4,508.83
02/14/2025	503	cmERDC	Copier Count	1,611.00
02/14/2025	504	GreatAmerica Financial Service	Copier Lease Agreement #010-3071010-000	174.04
02/14/2025	505	Handyman's Hardware	"Facility Supplies: Flush valve, flush lever"	26.97
02/14/2025	506	Hengel Distributor LLC	January Milk	4,738.75
02/14/2025	507	Lindell, Amy	School Nursing Services 11/19-1/30/25	1,085.00
02/14/2025	508	Millaway, Douglas	School Psychologist Services	2,500.00
02/14/2025	509	New Horizon Foods	Food Service: December Pre-Bill	19,570.00
02/14/2025	509	New Horizon Foods	Food Service: January Over/Under	25,739.37
02/14/2025	510	Resource Training & Solutions	SPED Para Trainings	170.00
02/14/2025	511	Safeguard Security Inc.	Monthly Fire Alarm Monitoring w/Service Plan (Feb 2025) & Wireless Fire Alarm Monitoring	59.95
02/14/2025	512	Spanier Bus Service, Inc.	Bus Transportation Services: PhyEd Bussing & Athletics Bussing	3,330.00
02/14/2025	513	SPOT Rehabilitation, Inc.	"OT Services 1/7, 1/21, 1/28 & PT Services 1/27"	603.75
02/14/2025	202400450	ESI Billing Trust	Payroll accrual	500.00
02/14/2025	202400451	Further	Payroll accrual	1,983.57
02/14/2025	202400452	Horace Mann Life Insurance Co	Payroll accrual	608.34
02/14/2025	202400453	Horace Mann Life Insurance Co	Payroll accrual	35.00
02/14/2025	202400454	Horace Mann Life Insurance Co	Payroll accrual	150.00
02/14/2025	202400455	Internal Revenue Service	Payroll accrual	684.92
02/14/2025	202400456	Internal Revenue Service	Payroll accrual	8,397.58
02/14/2025	202400457	Internal Revenue Service	Payroll accrual	10,043.65
02/14/2025	202400458	Internal Revenue Service	Payroll accrual	2,348.89
02/14/2025	202400459	Internal Revenue Service	Payroll accrual	10,043.65
02/14/2025	202400460	Internal Revenue Service	Payroll accrual	2,348.89
02/14/2025	202400461	Internal Revenue Service	Payroll accrual	-169.10
02/14/2025	202400462	Internal Revenue Service	Payroll accrual	-140.38
02/14/2025	202400463	Internal Revenue Service	Payroll accrual	-32.83
02/14/2025	202400464	Internal Revenue Service	Payroll accrual	-140.38
02/14/2025	202400465	Internal Revenue Service	Payroll accrual	-32.83
02/14/2025	202400466	Internal Revenue Service	Payroll accrual	169.10
02/14/2025	202400467	Internal Revenue Service	Payroll accrual	140.38
02/14/2025	202400468	Internal Revenue Service	Payroll accrual	32.83
02/14/2025	202400469	Internal Revenue Service	Payroll accrual	140.38
02/14/2025	202400470	Internal Revenue Service	Payroll accrual	32.83
02/14/2025	202400471	Minnesota Child Support	Payroll accrual	29.50
02/14/2025	202400472	MN Dept of Revenue	Payroll accrual	6,230.68

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
02/14/2025	202400473	MN Dept of Revenue	Payroll accrual	175.00
02/14/2025	202400474	MN Dept of Revenue	Payroll accrual	-111.39
02/14/2025	202400475	MN Dept of Revenue	Payroll accrual	111.39
02/14/2025	202400476	Public Employees Retirement As	Payroll accrual	4,121.95
02/14/2025	202400477	Public Employees Retirement As	Payroll accrual	4,756.07
02/14/2025	202400478	Public Employees Retirement As	Payroll accrual	-147.17
02/14/2025	202400479	Public Employees Retirement As	Payroll accrual	-169.81
02/14/2025	202400480	Public Employees Retirement As	Payroll accrual	147.17
02/14/2025	202400481	Public Employees Retirement As	Payroll accrual	169.81
02/14/2025	202400482	Teachers Retirement Assoc	Payroll accrual	7,403.99
02/14/2025	202400483	Teachers Retirement Assoc	Payroll accrual	8,359.34
02/18/2025	202400524	Adobe Systems Inc	Credit Card Payment AP Invoice.	64.56
02/18/2025	202400525	Amazon.com	Credit Card Payment AP Invoice.	8,249.95
02/18/2025	202400514	AT&T	Credit Card Payment AP Invoice.	174.25
02/18/2025	202400523	Barnes & Noble	Credit Card Payment AP Invoice.	197.74
02/18/2025	202400521	Best Buy	Credit Card Payment AP Invoice.	98.00
02/18/2025	202400520	BigLeaf Networks Inc	Credit Card Payment AP Invoice.	231.88
02/18/2025	202400519	Divvy	Credit Card Payment AP Invoice.	1,195.90
02/18/2025	202400515	Domino's Pizza	Credit Card Payment AP Invoice.	137.08
02/18/2025	202400513	Dutch Maid Bakery	Credit Card Payment AP Invoice.	64.79
02/18/2025	202400518	Office Depot/Max	Credit Card Payment AP Invoice.	52.99
02/18/2025	202400522	Ring Central	Credit Card Payment AP Invoice.	913.26
02/18/2025	202400516	SAM'S CLUB	Credit Card Payment AP Invoice.	453.66
02/18/2025	202400517	Walmart	Credit Card Payment AP Invoice.	293.88
02/27/2025	514	SFM Insurance	"Work Comp Insurance - Installment, Installment Charge & MN Special Comp Fund Assessment (7/1/24-7/1/25)"	3,515.00
02/28/2025	202400512	18th Street Campus, LLC	March Rent & CAM	45,190.00
02/28/2025	202400487	18th Street Campus, LLC	February Rent & CAM	45,190.00
02/28/2025	202400486	BergankDV Ltd.	TLM Fees	397.44
02/28/2025	202400485	Bill.com	Monthly subscription fee	56.80
02/28/2025	202400493	Deerwood Bank	Monthly service fee	10.00
02/28/2025	202400494	ESI Billing Trust	Payroll accrual	500.00
02/28/2025	202400495	Further	Payroll accrual	1,753.14
02/28/2025	202400491	GIS Benefits	Voluntary Insurance Premiums: March	5,341.31
02/28/2025	202400492	Hanover Insurance Group	Commerical Umbrella & Package Policies	7,837.14
02/28/2025	202400484	Healthiest You c/o Teledoc Inc	Healthcare App	560.00
02/28/2025	202400489	HEALTHPARTNERS	Health Insurance Premiums-February	24,101.68
02/28/2025	202400496	Horace Mann Life Insurance Co	Payroll accrual	608.34

CHECK		CHECK		INVOICE	AMOUNT
DATE	NUMBER	VENDOR	DESCRIPTION		
02/28/2025	202400497	Horace Mann Life Insurance Co	Payroll accrual		35.00
02/28/2025	202400498	Horace Mann Life Insurance Co	Payroll accrual		150.00
02/28/2025	202400499	Internal Revenue Service	Payroll accrual		453.00
02/28/2025	202400500	Internal Revenue Service	Payroll accrual		7,713.40
02/28/2025	202400501	Internal Revenue Service	Payroll accrual		9,633.27
02/28/2025	202400502	Internal Revenue Service	Payroll accrual		2,252.94
02/28/2025	202400503	Internal Revenue Service	Payroll accrual		9,633.27
02/28/2025	202400504	Internal Revenue Service	Payroll accrual		2,252.94
02/28/2025	202400490	Kraus-Anderson Insurance	Premier HR-March 2025		650.00
02/28/2025	202400505	Minnesota Child Support	Payroll accrual		29.50
02/28/2025	202400506	MN Dept of Revenue	Payroll accrual		5,903.44
02/28/2025	202400507	MN Dept of Revenue	Payroll accrual		175.00
02/28/2025	202400508	Public Employees Retirement As	Payroll accrual		3,850.33
02/28/2025	202400509	Public Employees Retirement As	Payroll accrual		4,442.69
02/28/2025	202400510	Teachers Retirement Assoc	Payroll accrual		7,024.33
02/28/2025	202400511	Teachers Retirement Assoc	Payroll accrual		7,930.70
02/28/2025	202400488	West Central Sanitation, Inc	February - Waste & Recycling Services		1,398.30
Totals for checks					354,266.53

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	159,357.70	0.00	141,696.12	301,053.82
02	Food Service Fd	3,157.60	0.00	50,055.11	53,212.71
***	Fund Summary Totals ***	162,515.30	0.00	191,751.23	354,266.53

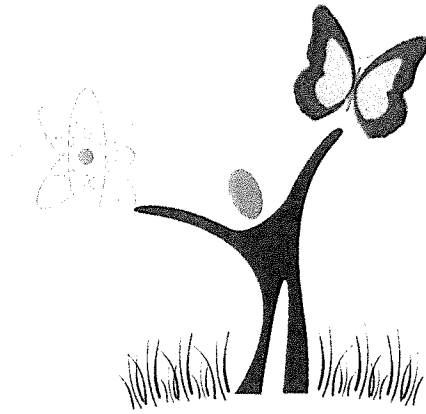
\*\*\*\*\* End of report \*\*\*\*\*

Post Date	Batch	Acct Nbr	Description	Amount
02/28/2025	24-10017	01 A 101 02	Transfer to Sweeps-February	-83,780.24
02/28/2025	24-10017	01 A 101 00	Transfer to Sweeps-February	83,780.24
Total for Journal Entries				0.00

F U N D S U M M A R Y

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

\*\*\*\*\* End of report \*\*\*\*\*



ST. CLOUD  
MATH AND SCIENCE  
ACADEMY  
ISD 4223

St. Cloud Math & Science Academy  
St. Cloud, MN  
District 4223

Financial Report

February 28, 2025



**St. Cloud Math & Science Academy**  
**St. Cloud, MN**  
February 28, 2025  
**Table of Contents**

Executive Summary	3
Dashboard	4
Balance Sheet	6
Statement of Revenues and Expenditures	7
Cash Flow Projection	11
Enrollment Report	12
Contracted Services Detail Report	13

**St. Cloud Math & Science Academy**  
**St. Cloud, Minnesota**  
**February 28, 2025**  
**Executive Summary**

**Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview –
  - o Original Budget: 359 ADM
  - o Revised Budget: 360 ADM
  - o Actual: 356 ADM
- \* The School's revised budget projects a net surplus for the year of \$107,177. A projected cumulative fund balance of \$1,937,661 or 30% of expenditures at fiscal year-end.
- \* Projected Days Cash on Hand for the projected fiscal year-end is 87 days. Above 30 days meets best practices.

**Financial Statement Key Points**

- \* As of month-end, 66.7% of the year was complete.
- \* Cash Balance as of the reporting period is \$1,886,192, down from \$1,995,683 the previous month.
- \* Current year holdback estimated balance is \$451,194 as of the reporting period. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the school in fiscal year 2026.
- \* Revenues received at end of the reporting period – 65.9%
- \* Expenditures disbursed at end of the reporting period –60%

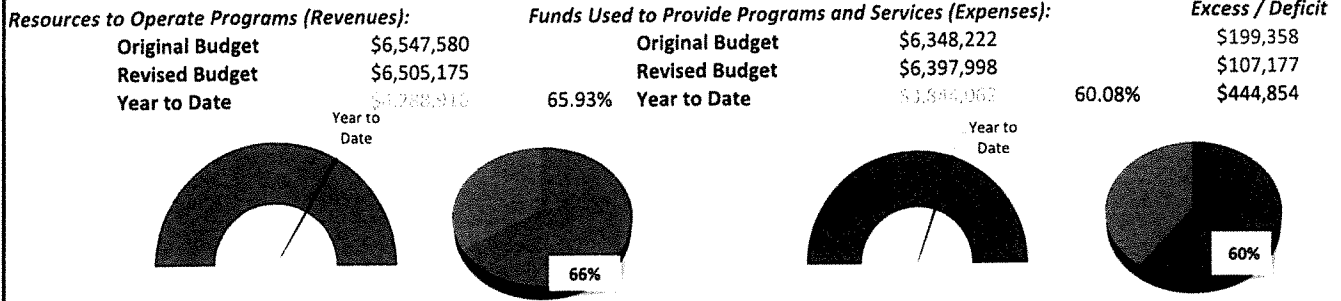
**Other Items**

- \* The Statement of Revenues and Expenditures has the revised budget displayed that was adopted by the board in February.
- \* Food Service revenue is showing clics reimbursements through December.

*Prepared by: Bridget Merrill-Myhre, Senior Advisor*

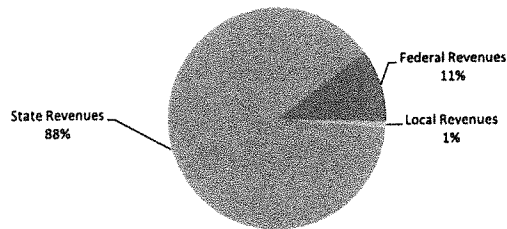
**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Financial Statements Dashboard**  
**February 28, 2025**

**Financial Summary - Budgeted Amounts and Year to Date Activity**

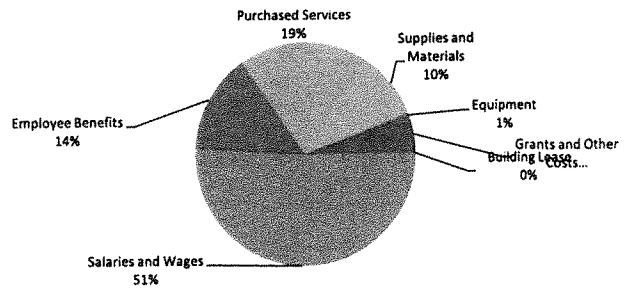


**Budgets for the Year**

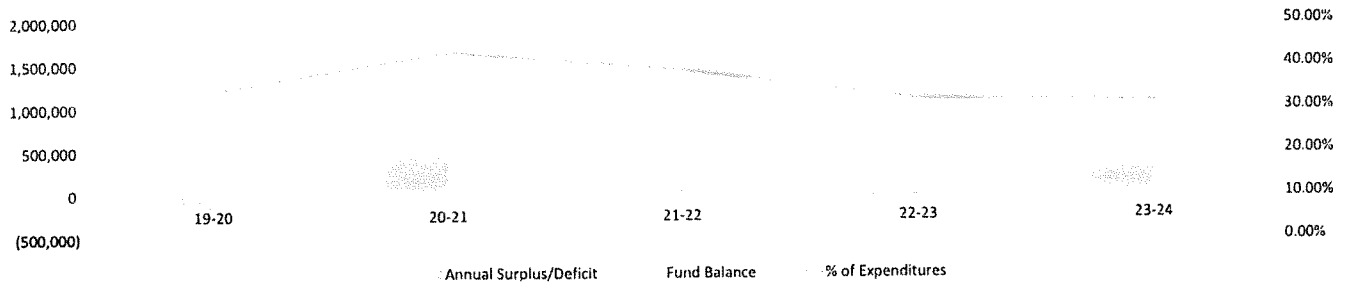
**Where funds will come from to operate the school:**



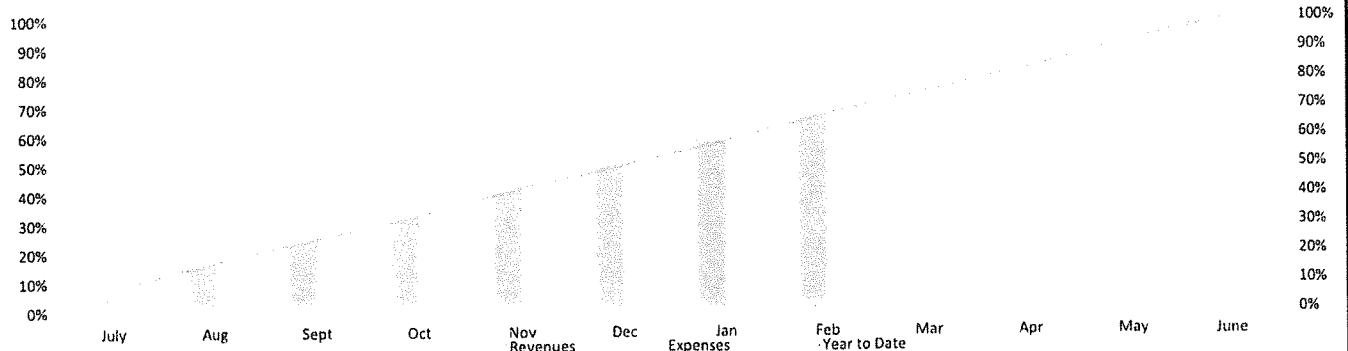
**How the money is budgeted to be spent:**



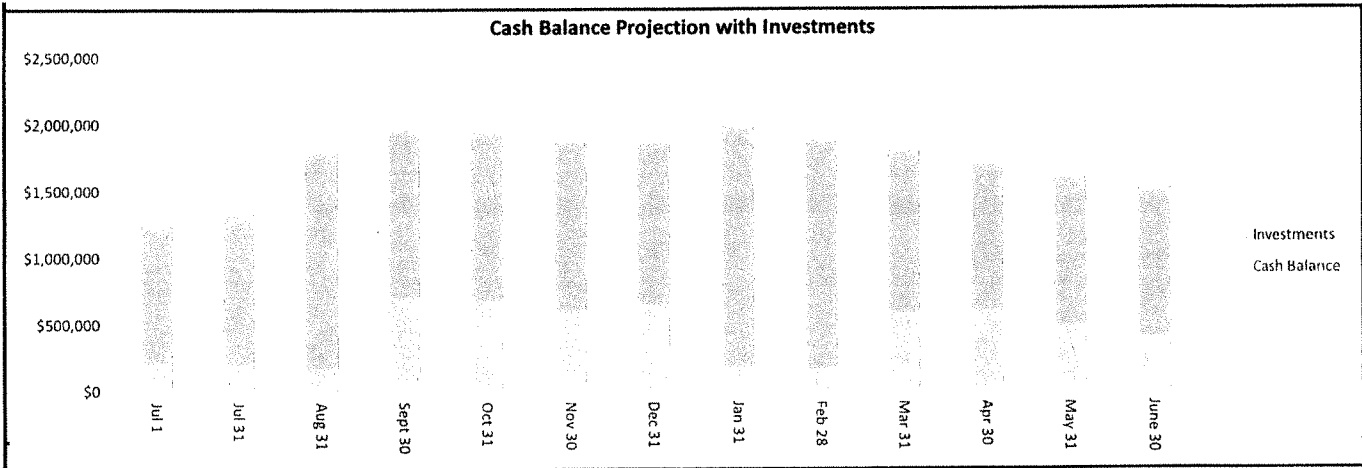
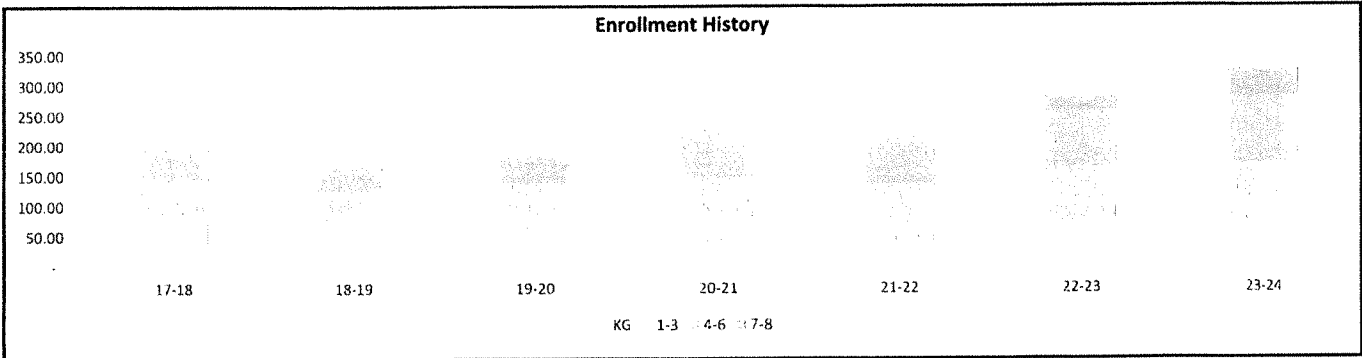
**Fund Balance History**



**Current Year Financial Trend**



This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.



This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Balance Sheet**  
**February 28, 2025**

	<b>Audited Balance June 30, 2024</b>	<b>Ending Balance</b>
<b>Assets</b>		
Cash	\$ 211,337	\$ 150,231
Investments	1,036,845	1,735,961
Accounts Receivable	6,748	-
Due from Other Funds	39,900	-
State Aids Receivable	426,007	(28,283)
Current Year State Holdback Receivable	-	451,194
Federal Aids Receivable - Prior Year	-	-
Federal Aids Receivable - Current Year	385,077	82,405
Prepaid Expenses and Deposits	67,363	45,145
<b>Total All Assets</b>	<b><u>\$ 2,173,277</u></b>	<b><u>\$ 2,436,653</u></b>
<b>Liabilities and Fund Balance</b>		
<b>Current liabilities</b>		
Salaries and Wages Payable	\$ 202,223	\$ -
Accounts Payable	34,753	-
Payroll Deductions and Contributions (Owed)	65,918	(17,192)
Summer salaries and benefits accrual estimate	-	178,507
Deferred Revenue	39,900	-
<b>Total current liabilities</b>	<b><u>342,794</u></b>	<b><u>161,316</u></b>
<b>Fund balance</b>		
Fund balance 07-01-2024	\$ 1,830,483	\$ 1,830,483
Net income to date	-	444,854
<b>Total fund balance</b>	<b><u>1,830,483</u></b>	<b><u>2,275,337</u></b>
<b>Total liabilities and fund balance</b>	<b><u>\$ 2,173,277</u></b>	<b><u>\$ 2,436,653</u></b>

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Statement of Revenues and Expenditures**  
**February 28, 2025**

Months: 8      66.67%

FY 2025 Original Budget 359 ADM	FY 2025 Revised Budget 360 ADM	Year to Date Activity	Percent of Original Budget
--	---	--------------------------	----------------------------------

**General Fund - 01**

Revenues

State Revenues

General Education Aid	\$ 4,469,975	\$ 4,345,417	\$ 3,027,916	69.7%
Charter School Lease Aid	489,334	488,070	147,497	30.2%
Long Term Facilities Maintenance Aid	49,157	49,030	-	0.0%
Literacy Incentive Aid	16,211	21,980	10,656	48.5%
EL Cross-Subsidy Aid	-	5,592	-	0.0%
School Land Trust Endowment Aid	17,490	21,312	10,990	51.6%
Special Education Aid	753,213	754,489	165,965	22.0%
School Library Aid	20,000	20,000	-	0.0%
Student Support Aid	20,000	20,000	-	0.0%
Read Act Literacy (FY25 only)	-	12,981	7,788	60.0%
Read Act Teacher Comp (FY25 only)	-	11,720	11,720	100.0%
Estimated State Holdback Amount	-	-	451,194	0.0%
Total State Revenues	5,835,380	5,750,590	3,833,727	66.7%

Federal Revenues

Federal Title I	138,800	154,536	118,335	76.6%
Federal Title II	22,800	22,132	-	0.0%
Federal Title III	29,600	22,385	16,995	75.9%
Federal Special Education	53,400	53,684	53,683	100.0%
Federal CEIS	9,500	6,365	-	0.0%
Federal GEER/ESSER	-	33,382	33,396	100.0%
Total Federal Revenues	254,100	292,484	222,409	76.0%

Local Revenues

Medical Assistance	8,700	10,000	9,374	93.7%
Contributions and Gifts, Grants	1,100	3,600	2,769	76.9%
Interest Earnings	36,000	46,800	34,420	73.6%
Miscellaneous Revenues	700	3,500	2,525	72.1%
Total local revenues	46,500	63,900	49,087	76.8%

<b>Total Revenues</b>	<b>\$ 6,135,980</b>	<b>\$ 6,106,975</b>	<b>\$ 4,105,223</b>	<b>67.2%</b>
-----------------------	---------------------	---------------------	---------------------	--------------

**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Statement of Revenues and Expenditures**  
**February 28, 2025**

Months: 8      66.67%

	FY 2025 Original Budget 359 ADM	FY 2025 Revised Budget 360 ADM	Year to Date Activity	Percent of Original Budget
<b>Expenditures</b>				
Salaries and Wages	\$ 2,332,900	\$ 2,530,221	\$ 1,482,035	58.6%
Employee Benefits	724,700	746,596	400,111	53.6%
Contracted Services	311,538	292,315	166,769	57.1%
Repairs and Technology Maintenance	14,800	14,800	7,521	50.8%
Communication Services	15,300	15,915	9,101	57.2%
Postage	1,000	1,000	584	58.4%
Utilities	80,200	63,800	14,781	23.2%
Property and Casualty Insurance	38,400	45,660	39,812	87.2%
Repairs and Maintenance	51,100	51,100	26,873	52.6%
Transportation	5,600	30,000	19,504	65.0%
Travel and Conferences	20,800	20,800	10,882	52.3%
Field Trip Admissions	1,500	2,900	1,868	64.4%
Building Lease	655,998	655,998	393,255	60.0%
Other Rentals and Leases	10,000	6,900	6,401	92.8%
Office Supplies/General Supplies	40,800	45,000	24,214	53.8%
Maintenance Supplies	20,400	15,000	10,747	71.7%
Non-Instructional Software	76,500	50,000	37,063	74.1%
Instructional Software	40,700	25,000	14,308	57.2%
Instructional Supplies	51,000	40,000	22,115	55.3%
Noninstructional Technology	25,000	25,000	6,445	25.8%
Instructional Technology	100,000	50,000	38,564	77.1%
Textbooks and Workbooks	2,700	10,000	8,975	89.8%
Media/Library Resources	1,500	1,000	-	0.0%
Food	10,200	10,200	3,494	34.3%
Furniture and Other Equipment	75,000	25,000	8,314	33.3%
Dues and Memberships	37,586	36,734	27,452	74.7%
Budget Contingency	50,000	-	-	0.0%
Third Party Expenditures	8,000	10,000	1,505	15.1%
<b>State Special Education</b>				
Salaries	599,800	587,318	383,174	65.2%
Benefits	114,200	117,830	75,229	63.9%
Other	16,700	18,015	13,709	76.1%
<b>ADSIS</b>				
Salaries	93,100	74,055	41,679	56.3%
Benefits	28,200	24,695	13,044	52.8%

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Statement of Revenues and Expenditures**  
**February 28, 2025**

Months: 8      66.67%

	FY 2025 Original Budget 359 ADM	FY 2025 Revised Budget 360 ADM	Year to Date Activity	Percent of Original Budget
<b>Federal Programs</b>				
Federal Title I	138,800	154,536	118,335	76.6%
Federal Title II	22,800	22,132	-	0.0%
Federal Title III	29,600	22,385	16,995	75.9%
Federal Special Education	53,400	53,684	53,683	100.0%
Federal CEIS	9,500	6,365	-	0.0%
Federal GEER/ESSER	-	33,382	33,396	100.0%
Transfer to food service fund	27,300	-	-	0.0%
<b>Total expenditures</b>	<b>\$ 5,936,622</b>	<b>\$ 5,935,336</b>	<b>\$ 3,531,940</b>	<b>59.5%</b>
<b>General fund net income</b>	<b>\$ 199,358</b>	<b>\$ 171,638</b>	<b>\$ 573,284</b>	
<hr/>				
<b>Food Services Fund - 02</b>				
<b>Revenues</b>				
State Revenues	\$ 6,900	\$ 6,900	\$ 3,403	49.3%
Federal Revenues	377,400	391,300	180,290	46.1%
Transfer from General Fund	27,300	-	-	0.0%
<b>Total revenues</b>	<b>\$ 411,600</b>	<b>\$ 398,200</b>	<b>\$ 183,693</b>	<b>46.1%</b>
<b>Expenditures</b>				
Salaries and Wages	\$ 85,800	\$ 77,443	\$ 48,507	62.6%
Employee Benefits	21,900	18,818	11,397	60.6%
Purchased Services	100	200	175	87.5%
Supplies and Materials (Inc. Food and Milk)	299,000	365,700	251,569	68.8%
Dues and Memberships	4,800	500	475	95.0%
<b>Total Expenditures</b>	<b>\$ 411,600</b>	<b>\$ 462,661</b>	<b>\$ 312,123</b>	<b>67.5%</b>
<b>Food Services Fund Net Income</b>	<b>\$ -</b>	<b>\$ (64,461)</b>	<b>\$ (128,430)</b>	

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.



St. Cloud Math and Science Academy  
St. Cloud, MN  
Statement of Revenues and Expenditures  
February 28, 2025

Months: 8      66.67%

	FY 2025 Original Budget 359 ADM	FY 2025 Revised Budget 360 ADM	Year to Date Activity	Percent of Original Budget
<b>Total All Funds</b>				
Revenues				
State Revenues	\$ 5,842,280	\$ 5,757,490	\$ 3,837,130	66.7%
Federal Revenues	631,500	683,784	402,699	58.9%
Local Revenues	73,800	63,900	49,087	76.8%
<b>Total Revenues</b>	<b>\$ 6,547,580</b>	<b>\$ 6,505,175</b>	<b>\$ 4,288,916</b>	<b>65.9%</b>
Expenditures				
Salaries and Wages	\$ 3,111,600	\$ 3,269,038	\$ 1,955,396	59.8%
Employee Benefits	889,000	907,938	499,780	55.1%
Purchased Services	1,223,036	1,219,403	711,235	58.3%
Supplies and Materials	667,800	636,900	417,495	65.6%
Equipment	75,000	25,000	8,314	33.3%
Grants and Other Costs	381,786	339,718	251,841	74.1%
<b>Total Expenditures</b>	<b>\$ 6,348,222</b>	<b>\$ 6,397,998</b>	<b>\$ 3,844,062</b>	<b>60.1%</b>
<b>Total Revenues All Funds</b>	<b>\$ 6,547,580</b>	<b>\$ 6,505,175</b>	<b>\$ 4,288,916</b>	<b>65.9%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 6,348,222</b>	<b>\$ 6,397,998</b>	<b>\$ 3,844,062</b>	<b>60.1%</b>
<b>Net Income - All Funds</b>	<b>\$ 199,358</b>	<b>\$ 107,177</b>	<b>\$ 444,854</b>	
<b>Beginning Fund Balance, All Funds, July 1, 2024</b>	<b>\$ 1,830,483</b>	<b>\$ 1,830,483</b>	<b>\$ 1,830,483</b>	
<b>Projected Fund Balance, All Funds, June 30, 2025</b>	<b>\$ 2,029,841</b>	<b>\$ 1,937,660</b>	<b>\$ 2,275,337</b>	
<b>Projected Fund Balance Percentage</b>	<b>32%</b>	<b>30%</b>		

**St. Cloud Math and Science Academy**  
**Cash Flow Projection Summary**  
**2024-2025 School Year**

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Food Service		Salaries (Cash flow budgeted at Gross but updated at Net)	OT/ET Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Total Expenses	
Jul 31	401,489	-00	3,176	-00	448,240	132,002	222,617	354,619	\$ 1,341,803
Aug 31	407,970	87	12,158	2,472	870,779	151,850	262,491	414,341	1,798,242
Sept 30	437,063	-00	5,960	4,518	641,727	182,120	281,990	464,110	1,975,860
Oct 31	424,581	-00	16,042	2,858	561,881	230,405	356,860	587,265	1,950,475
Nov 30	416,346	-00	5,814	47,487	470,058	221,766	323,714	545,480	1,875,053
Dec 31	405,585	33,382	5,857	89,918	534,803	230,083	304,874	534,957	1,874,899
Jan 31	413,006	106,621	4,869	36,441	593,054	209,802	262,469	472,271	1,995,682
Feb 28	476,493	-00	4,147	-00	483,162	238,385	354,267	592,652	1,886,192
Mar 31	448,250	30,786	671	43,672	523,378	232,569	375,507	608,076	1,801,495
Apr 30	448,250	30,786	671	43,672	513,951	232,569	375,507	608,076	1,707,370
May 31	448,250	30,786	671	43,672	513,951	232,569	375,507	608,076	1,613,245
June 30	448,250	30,786	671	43,672	513,951	232,569	375,507	608,076	1,519,120
Projected	5,175,531	263,236	60,705	358,380	6,668,936	2,526,687	3,871,310	6,397,998	
Totals	5,175,531	263,236	60,705	358,380	6,668,936	2,526,687	3,871,310	6,397,998	1,519,120

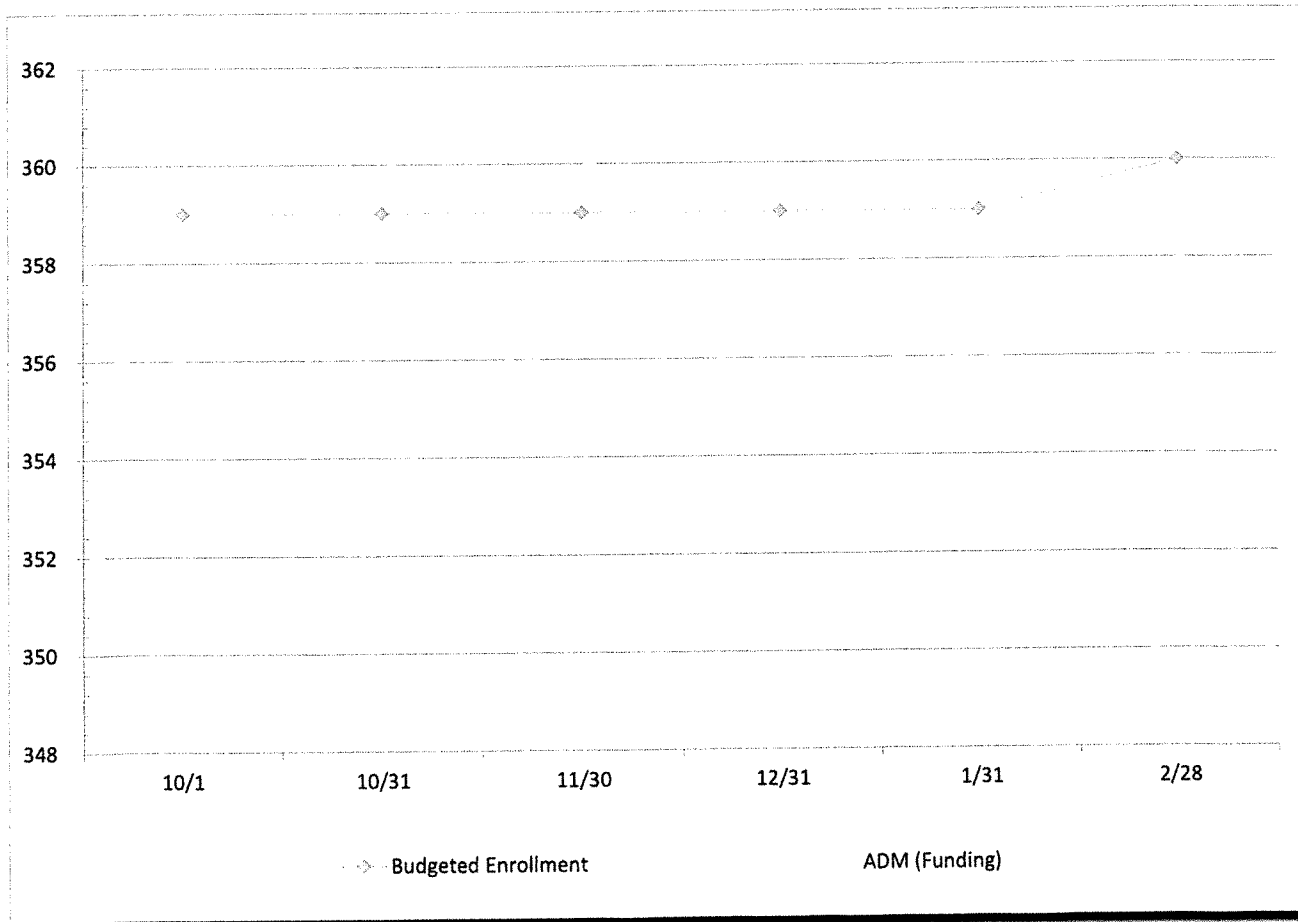
Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Attendance / Enrollment Report**  
**2024-2025 School Year**

Average Daily Membership										
Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	End of Year MARSS
KG	45	47	47	47	47	47				
1	47	47	47	46	46	46				
2	39	40	41	41	40	41				
3	40	41	39	39	40	39				
4	44	46	46	46	46	46				
5	47	47	46	46	47	46				
6	32	33	33	34	35	34				
7	40	40	40	39	40	39				
8	20	19	18	18	18	18				
	353	358	357	355	360	356	0	0	0	0



This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

**St. Cloud Math and Science Academy**  
**St. Cloud, MN**  
**Contracted Services Report**  
**February 28, 2025**

305 - Contracted Services Detail	FY25		Actual	
	Original Budget	Revised Budget		
Advertising & Marketing	20,000	5,000	139	2.79%
Financial Management Services	72,456	78,789	45,859	58.20%
bill.com	1,200	1,080	652	60.34%
Audit & Tax Services	22,575	20,600	20,600	100.00%
Elevate OnSite Managed Services	137,257	139,106	77,398	55.64%
Background Checks, License Fees	1,000	2,000	1,594	79.68%
Bank Fees	1,500	200	30	15.00%
E-Rate Consulting	1,050	1,050	1,050	100.00%
Shredding Services	1,000	1,000	385	38.51%
Kpay Fees - Time Keeping	-	3,840	2,449	63.77%
Benefit Fees	1,000	1,200	450	37.50%
Human Resources Consulting Services	8,000	7,800	6,500	83.33%
Legal Services	5,000	5,000	29	0.58%
Translation Services	3,000	1,500	-	0.00%
Nursing	10,000	5,000	2,709	54.18%
Staff Development	10,000	4,000	-	0.00%
Building Services	15,000	15,000	6,775	45.17%
H.S.A and Other Fees	1,500	150	150	100.00%
				0.00%
	311,538	292,315	166,769	57.05%
<b>820 - Dues and Memberships</b>				
Authorizer Fees	29,980	29,124	23,299	80.00%
CPI	150	150	-	0.00%
ASCD	350	350	-	0.00%
Sam's Club	100	110	110	100.00%
MN Association of Charter Schools	5,506	5,500	3,975	72.27%
Other	1,500	1,500	68	4.51%
	37,586	36,734	27,452	74.73%

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

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

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.

**[NOTE: This change is found in Minnesota Statutes, section 260E.22.]**

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview

should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)