

**St. Cloud Math and Science Academy Board of Directors**

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

**April 10, 2017 Minutes**

**School Improvement Goals:**

**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) Increase student achievement in reading and math
- 2) Increase our English Learner scores by one level each year
- 3) Integrate science so that our students have a higher number of minutes per day dedicated to STEM activities
- 4) Improve student behavior and focus on consistent school wide expectations
- 5) Increase our level of parent and community engagement

1. **Call the meeting to Order and Welcome any visitors** called to order at 4:40
2. **Reading of Mission** read by Jill Waldvogal      **Reading of Vision** read by Jill Waldvogal
3. **Roll Call/Quorum** We had a Quorum.

Present

Debbie Adair  
Jill Waldvogel  
Ahmed Ali  
Megan Roberg  
Mary White

Non-Board Members Present

Jeff Peterson  
Krista Zipp

Not Present

Salah Jama – Leave of Absence

4. **Conflict of Interest –Charter School Board Members** No Conflict

**Public Input** No input

5. **Approval the agenda** Ahmed Ali moved to approve the agenda. Megan Roberg seconded the approval of the agenda. Motion was carried.

6. **Approval of the consent agenda** Jill Waldvogal moved to approve the consent agenda. Ahmed Ali seconded the approval of the consent agenda. Motion was carried.

**CONSENT AGENDA:**

March 6, 2017 Board Minutes

Approval of New Board Member starting April 10<sup>th</sup> – Mary Margaret White

(If approved – add to Roll Call)

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

- No authorizer personnel was present, so there was nothing to be reported.

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

- Update on Enrollment – 170 students (10 spots are still open)
  - Next Year Enrollment: 162 students (76 spots still open)
    - Ahmed proposed an idea about community outreach opportunity to help get more students – such as setting up a table at the library to meet more with families and children.
    - Boser Construction has offered to help us with increasing our enrollment by uploading our radio ads to their website as well as uploading our new building picture/logo to their site.
  - Ads on multiple radio stations are currently running.
  - Open enrollment week has started this week.
- Student performance progress monitoring update – Jill Waldvogal
  - Progress Monitoring is being done weekly, and results are shown in the graph provided in the board packet.
  - We are seeing a positive, upward trend for all students
- Parent Satisfaction Survey Results
  - Azad called 94 families over spring break in March.
  - He simplified the answers by only giving them the choices of 'agree' or disagree'. (eliminating the choices of 'strongly agree' or 'strongly disagree')
  - Overall very strong results of parent satisfaction

10. **Teachers Report** – Jeff Peterson

- Currently doing fitness testing in some grades
- Students are starting to understand more of the structure of how to play and follow different rules of the various games/sports.
- Excited about the space/room of the new gym at the new school location!

11. **Facilities Report** – Tammy Bengtson

- Teachers went with Tammy today to the new school site.
  - They all got to do a quick walk through of all the rooms to make sure that all the plans for each room were correct for the construction workers
  - The teachers all picked where they would like their smartboard

12. **Executive Committee** (Debbie Adair)

Annual Meeting Update:

- 4 teachers were nominated – 1 teacher applied
- 6 community members/parent were nominated – 1 parent applied
  - After the annual meeting we will still have 2 openings

- Jill Waldvogal's position at the school will be changing and she will not have a teacher position, so she will no longer be able to be a member of the board once her position changes.
    - There will then be 3 open positions at that point.
- The annual meeting will be on May 15<sup>th</sup>, 2017
- NEO is offering a board training on Saturday May 20<sup>th</sup> for the new board members and anyone who has recently joined our board.

### **13. Marketing Report: - Megan Roberg Minutes from Marketing meeting**

- SCMSA has started the 'penny wars' challenge and will be continuing until next Friday
  - Money will go towards buying new playground equipment.
- Mary Lou Olson has been looking into running our commercial ad before the next school year starts.
- Bente Bruihler will be the new head of the Marketing Committee starting in May 2017.
- SCMSA water bottles have been ordered with our logo on them.
  - They have talked about giving out the water bottles to the 5<sup>th</sup> graders as graduation gift.

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

#### **Treasurer's report/ Finance Committee -Kara/Jill – Approval of Financial report - Jill Waldvogal**

- FY18's budget is in progress and will be presented in May for approval by the board.
- Revenues and expenditures are being earned and spent in accordance with the working budget.
- The school has adequate collateral at month-end.
- Approval of the finance report for March: Mary White moved the motion and Megan Roberg seconded the motion. The motion is carried.

#### **Review of Policies:**

- Family and Medical Leave Policy
  - We will be waiting to hear back from our HR representative to see if they would like to suggest any changes.
  - We will discuss this policy next month again in the consent agenda.

#### **2017-2018 School Calendar – Tammy Bengtson**

- Student days = 171
- Approval of the school calendar of 2017-2018: Ahmed Ali moved the motion. Megan Roberg moved the motion. Motion was carried.

#### **2016-2017 School Calendar – Tammy Bengtson**

- Tammy proposes that we change our current school calendar schedule.
- We currently have 6 days more than what MDE requires for a school year schedule.
- She was wondering if we adjust the last day of school to be on June 2<sup>nd</sup>, 2017 instead of June 7<sup>th</sup>, 2017.
  - This would allow the teachers/paras time to pack up all the school supplies into boxes and inventory everything to help prepare us for the move to the new building.
- Approval to the change of the calendar by shortening it 3 days, provided there is a good response from the majority of the parents: Ahmed Ali moved the motion. Mary White seconded the motion. Motion was carried.

#### **Staffing for Next Year - 2 Openings (3<sup>rd</sup>, 5<sup>th</sup> and 2<sup>nd</sup>)**

- One 2<sup>nd</sup> grade teacher is moving to Math Intervention next year.
- Jill Waldvogel will be Special Education Director/Assessment coordinator/progress monitoring/Title 1 Coordinator – No teaching in her contract

- More information will follow to come with Tammy's plan for this role.
- Long Term Sub jobs open for the fall (1 in 1<sup>st</sup> grade and 1 position in 3<sup>rd</sup> grade)
  - Deb Adair may be able to take one of the long term positions.

Salary increase/Benefits for staff – Proposal

- The chart provided showed 2 options: a 2.5% increase and a 3% increase.
  - 2.5% is FY/Financial responsible, but 3% shows our appreciation for the teachers
  - Ahmed wants us to make sure that we are staying competitive with other schools and meeting the needs of our teachers.
  - Because of our move, we may have some unexpected expenses and we want to make sure that our budget will remain healthy.
  - Could we possibly go in the middle and give a 2.75%?
- We will allow the board members time to think about this more before making a decision. We will finalize a decision at the next meeting.

Annual Report and feedback from NEO - Table for the next meeting

**Future Board Meetings:**

May 8, 2017            4:30 PM  
 June 12, 2017        4:30 PM

**UPCOMING COMMITTEE MEETINGS:**

**May 1<sup>st</sup>**  
**June 12<sup>th</sup>**

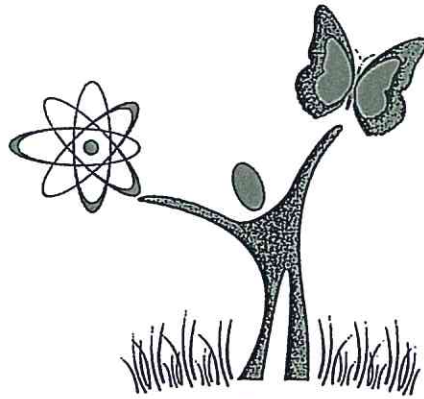
**Parent Events:**

Open Enrollment April 10-13 and April 18-21  
 STEM NIGHT: April 20<sup>th</sup>    5:00-6:30  
 May 25 School picnic    5:00-7:00

Ahmed Ali moved to adjourn the meeting. Megan Roberg seconded the motion.

**Meeting adjournment at 6:52 pm**

Signed by officer: Megan Roberg, Board Secretary



ST. CLOUD  
MATH AND SCIENCE  
ACADEMY  
ISD 4223

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March 31, 2017 Financial Report

April 2017 Meeting

*Prepared by:*  
Kara Schneeberger, CPA  
Senior Finance Manager

**BKDA**  
**Beltz, Kes, Darling**  
& Associates  
Committed to the Success of Our Clients

## Executive Summary

### Students:

- Original Budget – based on 160 students
- Actual Students & Revised budget – 165 ADM

### Current Condition:

	160 ADM Original Budget	165 ADM Working Budget	Tentative Year To-Date	% of Working Budget
Gen Fund:				
Revenues	\$ 2,268,335	\$ 2,282,555	\$ 1,654,636	72.5%
Exp & Transfers Out	2,133,255	1,986,750	1,436,366	72.3%
Excess (Deficit)	\$ 135,080	\$ 295,805	\$ 218,270	
Beginning Fund Balance	647,032	647,032	647,032	
Ending Fund Balance	782,112	942,837	865,302	
Fund Balance Percentage	37%	47%		

- At month-end, nine months, or 75% of the school year was complete.

### Cash-Flow:

- At month-end, the school had \$719,000 in cash. This balance represents 132 days of operating costs. The school has adequate collateral at month-end.

### Items worth noting:

- **Revenues, Expenditures and Other**
  - A working budget is presented for the school which anticipates higher revenues due to more students, and, lower spending than anticipated. The net effect of these changes in an increase in fund balance from \$135,000 to \$295,000.
  - Revenues and expenditures are being earned and spent in accordance with the working budget.
  - FY18's budget is in progress and will be presented in May for approval by the board.

**SCMSA, Charter No. 4223.07  
 Monthly Financial Report - Revenues & Expenditures  
 March 31, 2017**

	<b>FY16</b>	<b>160 ADMs</b>	<b>165 ADMs</b>	<b>75%</b>
	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>% of</b>
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>-Date</b>	
<b>Revenue Summary and Projections</b>				
<u>State Aids</u>				
General Education Revenue	\$ 1,545,074	\$ 1,636,187	\$ 1,678,086	\$ 1,274,143
Building Lease Aid	210,805	206,035	217,756	-
Special Education Aid	160,032	209,607	164,243	33,189
Endowment Aid	4,623	4,530	8,145	5,683
Literacy Incentive	3,048	3,199	5,634	2,443
Other Aids, State TRA/LT Fac Maint Aid	13,924	5,440	5,683	-
Holdback	-	-	-	178,618
<b>Total State Aids</b>	<b>1,937,505</b>	<b>2,064,998</b>	<b>2,079,547</b>	<b>1,494,076</b>
<u>Federal Revenue</u>				
Federal Special Ed	23,488	25,875	24,630	9,904
Federal Title I, II and III Funds	94,276	85,976	96,228	66,760
Federal CSP Grant	158,502	89,986	80,400	83,090
<b>Total Federal Revenue</b>	<b>276,266</b>	<b>201,837</b>	<b>201,258</b>	<b>159,754</b>
<u>Other Revenue</u>				
Optional Fees from Students (Other) \$10/ADM	-	500	1,000	750
Contributions and Gifts, Grants	1,019	500	500	56
Miscellaneous Income, reimbursement	286	500	250	-
<b>Total Other Revenue</b>	<b>1,305</b>	<b>1,500</b>	<b>1,750</b>	<b>806</b>
<b>Total Revenue</b>	<b>\$ 2,215,076</b>	<b>\$ 2,268,335</b>	<b>\$ 2,282,555</b>	<b>\$ 1,654,636</b>
				<b>72%</b>

	160 ADMs		165 ADMs		75%
	Original		Working		% of
FY16	Budget	Budget	Budget	Year-To	Budget
Actual				-Date	
Food	1,185	1,200	1,750	1,262	72%
Media/Library Resources, portion in CSP	31	5,000	500	18	4%
Furniture and Other Equipment, with cusp	764	5,000	2,500	-	0%
Technology Equipment, included with csp	6,521	10,000	500	202	40%
Dues and memberships	17,541	28,865	28,865	12,959	45%
Moving Costs	-	50,000	50,000	-	0%
<b>State Special Ed Expenditures</b>					
Salaries	120,730	157,269	120,673	99,502	82%
Benefits	21,084	40,417	36,753	19,079	52%
Other	16,788	25,300	17,300	5,389	31%
Federal Special Ed Expenditures, equals revenue	23,488	25,875	24,630	9,904	40%
Federal Title I	94,276	62,867	69,303	57,858	83%
Federal Title II	-	10,031	11,662	5,690	49%
Federal Title III	-	13,078	15,263	3,212	21%
<b>CSP Grant Expenditures</b>					
Salaries and Benefits	14,727	3,194	3,400	3,396	100%
Contracted Services	13,598	8,900	5,200	5,191	100%
Supplies	71,798	27,892	57,900	57,894	100%
Capital Expenditures	58,379	50,000	13,900	16,609	119%
<b>Total Expenditures</b>	<b>1,822,688</b>	<b>2,102,635</b>	<b>1,986,750</b>	<b>1,436,366</b>	<b>72%</b>
<b>Revenues in Excess of Expenditures</b>	<b>392,389</b>	<b>165,700</b>	<b>295,805</b>	<b>218,270</b>	
Transfer out of General Fund to Food Service Fund	-	(4,600)	(1,933)	-	
<b>Net Change in Fund Balance</b>	<b>392,389</b>	<b>161,100</b>	<b>293,872</b>	<b>218,270</b>	
<b>Beginning fund Balance</b>	<b>254,643</b>	<b>647,032</b>	<b>647,032</b>	<b>647,032</b>	
<b>Ending Fund Balance</b>	<b>\$ 647,032</b>	<b>\$ 808,131</b>	<b>\$ 940,903</b>	<b>\$ 865,302</b>	
<b>Fund Balance Percentage of Annual Expenditures</b>	<b>35.5%</b>	<b>38.4%</b>	<b>47.4%</b>		



SCMSA, Charter No. 4223.07  
 Contracted Services  
 Fiscal Year 2016-2017

Detail of Contracted Services	2016		2017		Comments
	Actual	Budget	Actual	Budget	
Accounting Support	\$ 50,520	\$ 58,800	\$ 40,836		Finance, AP, Payroll, Grants \$4,804/mo
Audit	1,946	7,600	7,553		Audit
Background Checks	315	350	345		
Banking Fees	348	365	313		
Board Training	800	500	-		
Bryan Ingvalson	12,000	12,000	9,000		\$1k/mo
Grant Writing	-	3,000	3,000		Fox Advancement
HR Services	-	1,500	1,000		Kraus-Anderson Insurance
Legal	29,223	12,500	10,349		Rupp, Anderson, Squire
Marketing	542	-	-		Stellar Assoc, Resource 4 Educators
Nursing	4,183	-	-		Est, portion to sped
Other "To Be Determined" Fees	2,264	2,000	1,295		misc,maintenance, unexpected fees
Teacher and student Recruitment	-	1,200	919		Ads, WJON, Edpost, etc
WIX, Web Fees	291	-	-		
<b>Total Contracted Services</b>	<b>\$ 102,431</b>	<b>\$ 99,815</b>	<b>\$ 74,609</b>		<b>To Revenue/Contracted Services</b>

<b>Dues and Memberships</b>					
Authorizer Fees	\$ 14,275	\$ 25,190	\$ 12,595		NEO 01 005 010 - - 820
Student Accounting Software	\$ 2,753	-	-		Skyward 01 005 110 - - 820
Other	\$ 513	\$ 3,675	\$ 364		building permit, fire inspection, MSBA, ama
<b>Total Dues and Memberships</b>	<b>\$ 17,541</b>	<b>\$ 28,865</b>	<b>\$ 12,959</b>		

Post Date	Acct Nbr	Description	Amount
03/09/2017	02 R 005 770 000 701 300	FY 16-17 st school lunch	373.50
03/09/2017	02 R 005 770 000 701 471	FY 16-17 HHFKA lunch	179.28
03/09/2017	02 R 005 770 000 701 471	FY 16-17 reg lunch	956.16
03/09/2017	02 R 005 770 000 701 472	FY 16-17 free reduced lunch	8545.68
03/09/2017	02 R 005 770 000 703 300	FY 16-17 st spe milk	110.20
03/09/2017	02 R 005 770 000 705 476	FY 16-17 breakfast	4687.92
03/15/2017	01 R 005 000 000 000 201	FY 16-17 sch trust land endowment	2875.48
03/15/2017	01 R 005 000 000 000 211	FY 16-17 gen ed	72648.87
03/30/2017	01 R 005 000 000 000 211	FY 16-17 gen ed	72823.50
		Total for Cash Receipts	163200.59

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/15/2017	201600320	Teachers Retirement	Payroll accrual	2,445.48
03/15/2017	201600320	Teachers Retirement	Payroll accrual	2,445.48
03/16/2017	41534	ESI	Payroll accrual	375.00
03/16/2017	41535	Horace Mann Life Ins	Payroll accrual	335.84
03/27/2017	2141	BCA	background check	15.00
03/27/2017	201600322	Cash Wise	student of the month treat	4.98
03/27/2017	201600323	Pro Click Services	IT support -computer hacking issue	519.99
03/27/2017	201600324	Really Good Stuff In	alphabet rubber stamp letters	24.94
03/27/2017	201600321	Walmart	writing tablet -ELL	38.80
03/27/2017	201600325	Walmart	pencil sharpeners	43.98
03/28/2017	41536	Ameritas Life Insura	Apr 2017 vision ins	120.95
03/28/2017	41537	Bruss, Brenden	reimb the instrument families activity bundle online license from teachers pay teachers	12.50
03/28/2017	41538	Charter Communicatio	internet & phone services 3/24-4/23/17	379.38
03/28/2017	41539	cmERDC	copier count Feb 2017	390.11
03/28/2017	41540	G & K Services	cleaning services -mats, rags, mops	72.79
03/28/2017	41540	G & K Services	cleaning services -mats, rags, mops	72.79
03/28/2017	41541	New Horizon Foods	Feb 2017 meals pre-bill & Jan 2017 adjusted bill, Feb 2017 breakfast supplies	11,451.10
03/28/2017	41542	Ram Mutual Insurance	workers comp installment, FY16-17, pollicy# WC 313689.02	574.75
03/28/2017	41543	West Central Sanitat	recycling	35.96
03/30/2017	201600326	Amazon.com	refund for water bottle never received -kindergarten project	-6.25
03/30/2017	201600327	Facebook	advertising	16.60
03/30/2017	201600328	Facebook	advertising	51.10
03/30/2017	201600329	Facebook	advertising	25.90
03/30/2017	201600330	Office Depot/Max	copy paper	139.95
03/30/2017	2018	St. Cloud Somali Com	radio advertising	825.00
03/30/2017	201600331	Survey Monkey	online survey service	26.00
03/30/2017	201600332	Walmart	duct tape, power strip	72.77
03/30/2017	201600333	Walmart	school supplies	118.66
03/31/2017	41544	Barney, LLC	Apr 2017 lease	22,666.67
03/31/2017	41544	Barney, LLC	Apr 2017 utilities	1,416.67
03/31/2017	41545	Lamecker, Jamie	reimb sped incentives -candy for reward	6.84
03/31/2017	41546	Menards	maintenance supplies	45.74
03/31/2017	201600334	Internal Revenue Ser	Payroll accrual	40.00
03/31/2017	201600334	Internal Revenue Ser	Payroll accrual	3,220.89
03/31/2017	201600334	Internal Revenue Ser	Payroll accrual	2,858.51
03/31/2017	201600334	Internal Revenue Ser	Payroll accrual	668.51
03/31/2017	201600334	Internal Revenue Ser	Payroll accrual	2,858.51
03/31/2017	201600334	Internal Revenue Ser	Payroll accrual	668.51
03/31/2017	201600335	MN Dept of Revenue	Payroll accrual	1,449.80
03/31/2017	201600336	Public Employees Ret	Payroll accrual	872.52
03/31/2017	201600336	Public Employees Ret	Payroll accrual	1,006.73
03/31/2017	201600337	Teachers Retirement	Payroll accrual	2,466.66
03/31/2017	201600337	Teachers Retirement	Payroll accrual	-3.81

St Cloud Math & Science  
Journal Entry Listing (Dates: 03/01/2017 - 03/31/2017)

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05.17.02.00.00-010035

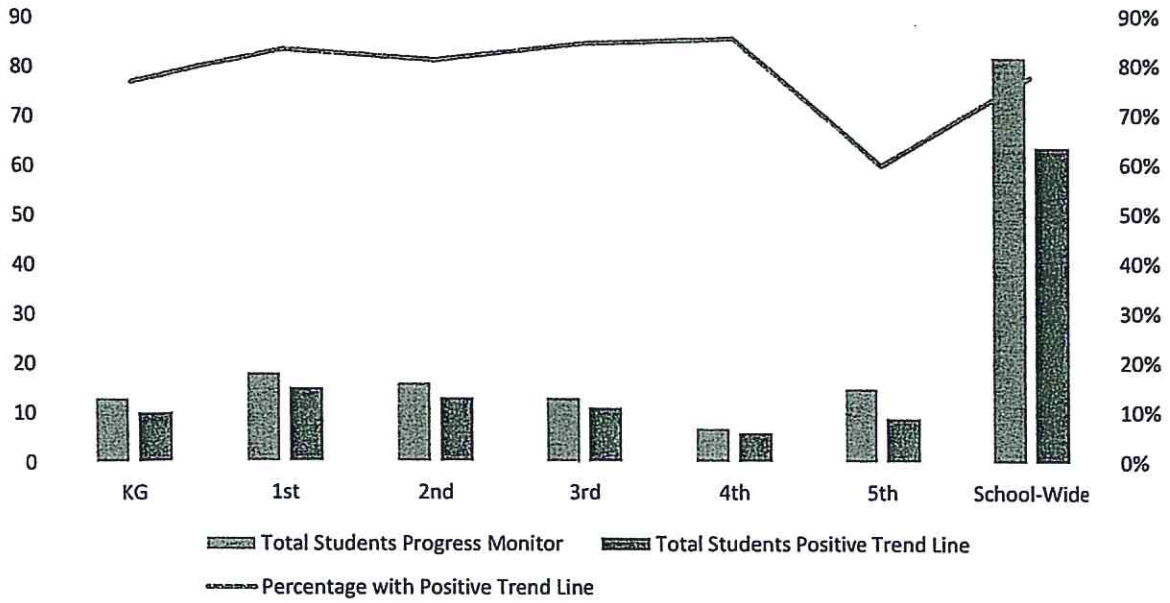
Post Date Acct Nbr Description Amount

Total for Journal Entries 0.00

Weekly Attendance Report		94%											
Letter sent home													
		16/17						Wait	17/18				
4/3/2017	GRADE	ENROLLED	Spots Open	List	Grade	Enrolled	Spots Open						
	K(17)	34	0		K(19)	19	19						
	1 (18)	32	4		1(20)	33	7						
	2 (18)	33	3		2(20)	31	9						
	3 (16)	14	2		3(20)	35	5						
	3 (14)	14	0			0	0						
	4 (16)	16	0	1	4(20)	26	14						
	5 (28)	27	1	1	5(20)	18	22						
	180	170	10	1	238	162	76						

## Progress Monitoring Summation

April 10, 2017



### Progress Monitoring April 2017 Board Meeting

	KG	1st	2nd	3rd	4th	5th	School-Wide
Total Students Progress Monitor	13	18	16	13	7	15	82
Total Students Positive Trend Line	10	15	13	11	6	9	64
Percentage with Positive Trend Line	77%	83%	81%	85%	86%	60%	78%

Parent Satisfaction Survey for St. Cloud Math and Science Academy - given to families March 13-16, 2017

	Strongly Disagree (5)	Disagree (4)	Neither agree or disagree (0)	Agree (8)	Strongly Agree (10)
1. Adults who work in my child's school treat students with respect.				94	
2. In my child's school, he/she talks about ways to control his/her emotions.				94	
3. Many students at my child's school go out of their way to treat other students badly.		94			
4. Adults in my child's school seem to work well with one another.				94	
5. Students in my child's school respect each other's differences (gender, race, culture etc.)				94	
6. In my child's school, students have learned ways to resolve disagreements so that everyone can be satisfied with the outcome.				94	
7. My child's school tries to get all families to be part of school activities.				94	
8. My child's teachers encourage him/her to try out new ideas (think independently).				94	
9. My child has been insulted, teased, harassed or otherwise verbally abused more than once at this school.		94			
10. In my child's school, he/she talks about the way his/her actions will affect others.				94	
11. Students have friends at school they can turn to if they have questions about homework.				94	
12. In my child's school, he/she discusses issues that help him/her think about how to be a good person.				94	
13. In my child's school, there are clear rules against physically hurting other people (hitting, pushing or tripping etc.)				94	
14. Students have friends at school they can trust and talk to if they have problems.				94	
15. I am overall satisfied with the education that my child receives at St Cloud Math and Science Academy.				37	57