

Nerstrand Elementary School
Board of Directors Meeting
February 2, 2026; 3:30pm
Nerstrand Media Center

Mission: Nerstrand Elementary School will empower students to be self-directed lifelong learners by providing a nurturing multi-age environment which fosters cooperation and character development.

1.0 Call to Order

1.1 Roll Call

2.0 Approve Agenda

3.0 Opportunity to Report any Board Conflicts of Interest

4.0 Approve Meeting Minutes

4.1 Approve January 12, 2026 Minutes

5.0 Community Comment

6.0 Reports

6.1 Director's Report

- a) Student Achievement
- b) NEO update including ties to Contract Goals
- c) Director's Performance

6.2 Enrollment for 25-26;

K	1	2	3	4	5	Total
21	25 (closed)	22	24 (closed)	28 (closed)	10	130

K = 21

1 = 25

2-3 = 23 & 23

4-5 = 19 & 19

6.3 Enrollment for 26-27

K	1	2	3	4	5	Total
10	21	25 Closed	22	24 Closed	28 Closed	130
		4 Wait List			3 Wait List	

6.3 Finance Report

- a) Monthly Financial Update; None this month due to timing of board meeting
- b) Donations over \$500 per policy from Nov 10-Feb 2; No Vote

7.0 Policy

- a) Policy 510 School Activities - For Vote
- b) Policy 511 Student Fundraising - For Vote
- c) Policy 513 - Student Promotion, Retention & Program Design - For Vote
- d) Policy 517 Student Recruiting - First Look
- e) Policy 518 DNR-DNI Orders - First Look
- f) Policy 519 Interviews of Students by Outside Agencies - First Look

8.0 New Business

- 8.1 Review staffing; NA
- 8.2 Establish a Finance Committee of 3 or less board members
- 8.3 Board Election will happen on May 12, 2026; voters must be notified of candidates and election process 30 days before, which is April 10, 2026.
- 8.4 On-Going Training with Edvision's Cooperative Employment' sign certificate; reschedule for March as trainer is ill.
- 8.5 2026-2027 Calendar - First Look

9.0 Old Business

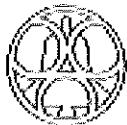
9.1 Board Chair checks in with Member Peterson regarding board trainings. Remaining two are due June 2026.

10.0 Other

10.1 Opportunity for BOD member comments on meeting:
Did we stay on track?
Strategic vs. micro-manage?
Everyone able to participate?

10.2 Next Board of Directors meeting is March 9, 2026 at
3:30 in the Nerstrand Media Center

11.0 Adjournment



Nerstrand Elementary School
205 2nd St | PO Box 156
Nerstrand MN 55053

Board of Directors Meeting Minutes

Charter District #4055

January 12, 2026 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde	Andrea Peterson	Nicole Musolf	
Terri Neumann	Ali Bossmann	Traci LaFerriere	
Carissa Erickson			
Sarah Johnson			
Paula Shroyer			

1.0 Call to Order at 3:34 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Terri, Second: Carmen, Yay:5 , Nay: 0, Abstentions:0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve Board Meeting Minutes

4.1 Approved December 8, 2025 Board Meeting Minutes

Approved. First: Paula, Second: Terri, Yay: 5, Nay: 0, Abstentions: 0

Nerstrand Elementary Charter Authorizer is:

Novation Education Opportunities (NEO)

3432 Denmark Ave, Ste 130

Eagan, MN 55123



Nerstrand Elementary School
205 2nd St | PO Box 156
Nerstrand MN 55053

5.0 Community Comment

None noted

6.0 Reports

6.1 Director Report

a) News

- The school participated in a Kwik Trip fundraiser.
- We hosted our winter music concert and a whole school PJ and movie day.
- Special Education staff were honored as well as long-time volunteer Larry Ritchie for Volunteer Appreciation Day.

b) Student Achievement

- We've begun winter FAST testing which includes aReading, aMath, and CBM assessments. Data will be available in February when all students have finished.
- F & P testing will happen at the end of January.
- Paraprofessionals received ongoing reading training as part of the READ Act and teachers continued learning about our new reading curriculum during the teacher work day.

c) NEO Update

- We will be able to report on progress towards goals in February once mid-year testing is complete.

d) Director Performance

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- Staff continues to work on implementation of the Reading Curriculum; Director continues to observe classrooms.

6.2 Enrollment for 25-26

- Current enrollment for 2025-2026 is 130
- Kindergarten: 21, 1st: 25, 2nd:22, 3rd:24, 4th:28, 5th:10
- 1st, 3rd, & 4th grade are closed

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Carmen, Second: Sarah,
Yay: 5, Nay: 0, Abstentions: 0
- b) Vote on donations over \$500 from November 10, 2025- January 12, 2026
No Vote

7.0 Policy

- a) Policy #505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Motion to approve Policy #505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Motion approved. First: Paula, Second: Terri, Yay: 5, Nay: 0,
Abstentions: 0
- b) Policy #507 Corporal Punishment & Prone Restraint
Motion to approve Policy #507 Corporal Punishment & Prone Restraint
Motion approved. First: Sarah, Second: Carmen, Yay: 5, Nay: 0,
Abstentions: 0

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- c) Policy #508 Extended School Year for Certain Students with Individualized Education Plans

Motion to approve Policy #508 Extended School Year for Certain Students with Individualized Education Plans

Motion approved. First: Terri, Second: Paula, Yay: 5, Nay: 0, Abstentions: 0

- e) Policy #510 School Activities - First Look

- f) Policy #511 Student Fundraising - First Look

- g) Policy #513 - Student Promotion, Retention & Program Design - First Look

8.0 New Business

8.1 Review Staffing

- a) Hire Brianna Melford, Music Teacher, Part-Time (41 days); \$34.17/hour

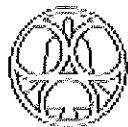
Motion to approve hiring Brianna Melford, Music Teacher, Part-Time (41 days); \$34.17/hour

Motion approved. First: Paula, Second: Sarah, Yay: 5, Nay: 0, Abstentions: 0

8.2 Review Board Survey for 25-26; Board set continued goal of developing and defining roles and responsibilities of board members.

8.3 Review BOD Terms; Sarah, Carmen & Ali's terms end June 30, 2026.

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8.4 Establish an Election Committee; 3 or less members; Carmen, Sarah, and Carissa will be the Election Committee.

8.5 Establish a Director Evaluation Committee: 3 or less members; Paula, Terri, and Andrea will be the Director Evaluation Committee.

9.0 Old Business

9.1 Board Chair planned to check in with Member Peterson regarding board trainings. She was not present so check in will occur at the next meeting.

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

Did we stay on track? Strategic vs. micro-manage? Everyone able to participate? Yes, the meeting went well, good discussion and passing of motions.

10.2 Next Board of Directors meeting – February 2, 2026 at 3:30pm,
Nerstrand Media Center

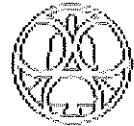
11.0 Adjournment

Motion to adjourn at 4:08 p.m.

Approved. First: Paula, Second: Carmen, Yay: 5, Nay: 0, Abstentions: 0

Carissa Erickson, Chairperson of the Board

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Sarah Johnson, Clerk of the Board

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Director's Report:

January has proven to be a bitterly cold month; we even had no school one day due to the extreme cold. Open Enrollment has begun for the 26-27 school year. Bri started music classes two days per week; the students are engaged and enjoying themselves. Work has started on the ABC process; while we expect this to be long, we anticipate we can get it done. Paras finished training for the READ Act, as well as started CPI training. We hit the half way point in the school year. Things are moving right along.

Student Achievement:

We completed our Winter FAST assessments (a/Reading, a/Math, F&P and CBM). Data is indicating we are moving in the right direction to end the year on a positive note.

NEO Update including Contract Goals:

We will be administering the Family Survey at February Conferences and have data in March.

Carissa and I met with NEO last week to discuss our contract goal progress, as next year we will be up for renewal. As it stands today, we would get an automatic 5 year renewal. We need to continue our hard work to maintain that status. Next year, we will go through the renewal process. For now, we need to keep tracking our data and maintaining the high standards we have for our school, kids and staff.

Director's Performance:

Director has started formal observations. Director's evaluation committee was formed by the board at the last meeting so that process has begun.

Nerstrand Elementary School Policy 510
Independent Charter School District #4055
Adopted:

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the charter school's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

Charter school activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A.** The charter school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B.** The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C.** The executive director shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.

~~OUT~~

~~D.~~ Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.

E. The executive director shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The charter school board recognizes a desire and a need by some student organizations for fundraising. The charter school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the executive director that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of charter school policy.
- C. The executive director shall be responsible for providing coordination of student fundraising throughout the charter school as deemed appropriate.
- D. The charter school expects all students who participate in approved fundraising activities to represent the school, the student organization, and the

community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

E. The charter school expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The executive director shall report to the charter school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)

Minn. Stat. § 124E.03 (Applicable Law)

Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 713 (Student Activity Accounting)

Nerstrand Elementary School Policy 513
Independent Charter School District #4055
Adopted:

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The charter school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The executive director's decision shall be final.

C. Program Design

1. The executive director, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to

assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the charter school shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness.

2. The charter school may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The charter school must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

4. The charter school must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the charter school will:

- a. assess a student's readiness and motivation for acceleration; and
- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

5. The charter school must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota

Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 124E.03 (Applicable Law)
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (Charter School Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

Nerstrand Elementary School Policy 517
Independent Charter School District #4055
Adopted:

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent charter school employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the charter school to encourage employees to make available to all interested people information regarding the charter school, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the charter school.
- B. At the same time, the charter school recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another charter school for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the charter school.

III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another charter school

who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.

B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, charter school policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References:

- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.68 (Graduation Incentives Program)
- Minnesota State High School League Bylaws

Cross References:

- None

Nerstrand Elementary School Policy 518
Independent Charter School District #4055
Adopted:

518 DNR-DNI ORDERS

I. PURPOSE

The charter school recognizes that it is serving students with complex health needs. The charter school also recognizes that charter school staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to charter school staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A.** The primary mission of the charter school is education. DNR-DNI orders are medical documents. Charter school staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The charter school will not convey such orders to emergency medical personnel.
- B.** Charter school staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C.** Charter school staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D.** The parent/guardian will be notified of the emergency as soon as possible.

E. Notwithstanding this charter school policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References:

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References:

None

Nerstrand Elementary School Policy 519
Independent Charter School District #4055
Adopted:

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than charter school 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 charter school. 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, charter school 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, charter school 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 or at any facility or other place where the alleged victim or other children might be found or the child may be transported to, and the interview may be conducted at a place appropriate for the interview of a child designated by the local welfare agency or law enforcement agency. Charter school 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. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or charter school official.

B. If the interview took place or is to take place on charter school property, an order of the juvenile court pursuant to Minnesota Statutes, chapter 260E may specify that charter school officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on charter school property and/or any other related information regarding the interview that may be a part of the child's record. The charter school 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 charter school property, charter school officials must receive written notification of intent to interview the child on charter school property before 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 charter school property. For an interview conducted by the local welfare agency, the notification shall 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. Charter school 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 charter school 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. Charter school 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 charter school premises. However, where the alleged perpetrator is believed to be a charter school 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 twenty-four (24) hours after the receipt of the notification unless another time is considered necessary by agreement between the charter school officials and the local welfare or law enforcement agency. However, charter school officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. Charter school 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 charter school premises.

E. Students shall not be taken from charter school 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)

Nerstrand Elementary School

2026-2027

August 26						
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16t

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March 27						
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15s

16t

April 27						
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21s

22t

May 27						
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30	31					

20s

20t

June 27						
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20	21	22	23	24	25	26
27	28	29	30			

3s

4t

165	Student Days
175	Teacher Days
WBWF Meeting August 27	
Fast Bridge Sept, Dec, May	
MCA's April, May	

Daily Schedule 8:15-2:50
Instructional Hours = $6.25 \times (1031.25)$ 15 days