

Nerstrand Elementary School
Board of Directors Meeting
February 12, 2024; 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 8th Meeting Minutes

4.2 Approve December 11th Meeting Minutes with corrections

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 23-24; we picked up a 5th grader & Kinder

K	1	2	3	4	5	Total
17	20	19	14	16	13	99

K = 17 1 = 20 2-3 = 17 & 16 4-5 = 29

6.5 Finance Report

- a) Monthly Financial Update; Traci
- b) Vote on donations over \$500 per policy from Jan 3-Feb 5;

7.0 Policy

- a) 201 Legal Status of the Board of Directors - Vote
- b) 202 School Board Officers - Vote
- c) 203 School Board Governing Rules - Vote
- d) 203.1 School Board Procedures - First Look
- e) 203.2 Order of Regular School Board Meeting - First Look
- f) 203.5 Board Meeting Agenda - First Look

8.0 New Business

8.1 Review staffing; none to report

8.2 Update from Election Committee;

- 1) Paula Shroyer to run
- 2) Election to be held on May 13, 2024
- 3) Voters to be notified on April 12, 2024
- 4) Ballots to go home on May 6, 2024

8.3 Establish Finance Committee of 3 or less Board Members

8.4 Approve On the Move Contract for 24-25 & 25-26, \$110/hour

9.0 Old Business

9.1 Chair reminds new board members that they have 1 year to complete 3 required trainings (finance, governance and employment), but one training must be completed within the first 6 months. This affects Board Members Bossmann and McBride who both need to complete finance training by Aug. 22, 2024.

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 11, 2024 at 3:30pm 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 8, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde		Nicole Musolf	Wendy Swanson Choi
Ali Bossmann		Traci LaFerriere	
Kelly McGregor			
Carissa Erickson			
Phil McBride			
Terri Neumann			
Tara Vondrasek			

1.0 Call to Order at 3:31 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Kelly, Second: Carmen, Yay: 7, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve December 11, 2023 Board Meeting Minutes

Approved. First: Terri, Second: Kelly, Yay: 7, Nay: 0, Abstentions: 0

5.0 Community Comment

None present

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

6.0 Reports

6.1 Director Report

a) News

- Annual Winter Concert was a success
- Students and staff enjoyed PJ and movie day before winter break

b) Student Achievement

- Students will take the mid-year FAST and F&P assessments

c) NEO Update

- None to report

d) Director Performance

- As part as the inclusion of student input, students completed a survey and results are being shared with teachers and staff
- This data will be used to drive our instruction towards greater achievement

6.2 Enrollment Update

- Current enrollment for 2023-2024 is 97
- Kindergarten:16, 1st: 20, 2nd:19, 3rd:14, 4th:16, 5th:12

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

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Carmen, Second: Tara, roll call vote.
Yay: 7, Nay: 0, Abstentions: 0
- b) Review and vote to approve donations over \$500
None received

7.0 Policy

- a) Policy 101 Legal Status of the Charter School
Motion to approve policy 101 Legal Status of the Charter School
Motion approved. First: Terri, Second: Kelly, Yay: 7, Nay: 0,
Abstentions: 0
- b) Policy 101.1 Name of the Charter School
Motion to approve policy 101.1 Name of the Charter School
Motion approved. First: Kelly, Second: Tara, Yay: 7, Nay: 0,
Abstentions: 0
- c) Policy 104 Charter School Mission Statement
Motion to approve policy 104 Charter School Mission Statement
Motion approved. First: Carmen, Second: Terri, Yay: 7, Nay: 0,
Abstentions: 0
- d) First look at policy 201 Legal Status of the Board of Directors
- e) First look at policy 202 School Board Officers
- f) First look at policy 203 School Board Governing Rules

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

8.0 New Business

8.1 Review Staffing

No change

8.2 Review BOD member terms and prepare for elections

a) Tara Vondrasek's term expires June 2024

8.3 Establish an Election Committee of 3 or less Board Members

Motion to approve Kelly, Carissa and Ali as committee members

Motion approved. First: Terri, Second: Tara, Yay: 7, Nay: 0,

Abstentions: 0

8.4 Update from Director Support & Evaluation Committee

a) Last years Director survey will be shared with the committee

8.5 On-going Board Training on Employment by Andi from Edvisions

a) Jan. 1, 2024 starts Sick and Safe Time Law

8.6 Contract with Cindy Harmer, DAPE Specialist, \$90/hr.

Motion to approve contract with Cindy Harmer, \$90/hr.

Motion approved. First: Carmen, Second: Kelly, Yay: 7, Nay: 0,

Abstentions: 0

9.0 Old Business

- 9.1 Chair reminds new board members Bossmann and McBride that they have 1 year to complete 3 required trainings (finance, governance, employment). One training must be completed within the first 6 months. (Feb. 22, 2024 & Aug. 22, 2024)

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

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 12, 2024 at 3:30pm, Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:18 p.m.

Approved. First: Tara, Second: Terri, Yay: 7, Nay: 0, Abstentions: 0

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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

Board of Directors Meeting Minutes

Charter District #4055

December 11, 2023 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde		Nicole Musolf	
Ali Bossmann		Traci LaFerriere	
Kelly McGregor			
Carissa Erickson			
Phil McBride			
Kelly McGregor			
Terri Neumann			
Tara Vondrasek			

1.0 Call to Order at 3:31 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Carmen, Second: Terri, Yay: 8, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve November 13, 2023 Board Meeting Minutes

Approved. First: Kelly, Second: Carmen, Yay: 8, 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 present

6.0 Reports

6.1 Director Report

a) News

- School community's goal is to raise \$15,000. To date, we have raised \$8,000. Students earn rewards at each of the thousand intervals.
- Kwik Trip Car Wash fundraiser was a huge success
- First Trimester ended
- Prairie students held their Thanksgiving feast, Savannah students are learning about the Westward Expansion, and the Woodlands had fun making turkey calls

b) Student Achievement

- Students who are at-risk on FAST assessments have interventions throughout the week
- Those students are progressed monitored every two weeks
- Reading is 51% above trend line
- Math is 93% above trend line

c) NEO Update

- Attendance rate for the school is 95.03%

d) Director Performance

- The Director will continue to focus on instruction
- Director has visited each classroom 11 times for 15-20 min
- Each teacher has reflected on their professional goals

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

6.2 Enrollment Update

- Current enrollment for 2023-2024 is 96
- Kindergarten:16, 1st:20, 2nd:18, 3rd:14, 4th:16, 5th:12

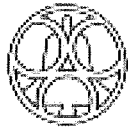
6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Tara, Second: Kelly, roll call vote.
Yay: 8, Nay: 0, Abstentions: 0
- b) Review and vote to approve donations over \$500
Motion to approve donations over \$500 per policy from 11/11-12/11
Motion approved. First: Carmen, Second: Tara, Yay: 8, Nay: 0,
Abstentions: 0

7.0 Policy

- a) Policy 102 Equal Educational Opportunity
Motion to approve policy 102 Educational Opportunity
Motion approved. First: Terri, Second: Kelly, Yay: 8, Nay: 0,
Abstentions: 0
- b) Policy 103 Complaints
Motion to approve policy 103 Complaints
Motion approved. First: Tara, Second: Kelly, Yay: 8, Nay:0,
Abstentions: 0
- c) Policy 206 Public Comments at School Board Meeting
Motion to approve policy 206 Public Comments at School Board Meeting
Motion approved. First: Terri, Second: Carmen, Yay:8, 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

- d) First look at policy 101 Legal Status of the Charter School
- e) First look at policy 101.1 Name of the Charter School
- f) First look at policy 104 Charter School Mission Statement

8.0 New Business

8.1 Review Staffing

- a) Sara Flom; SPED paraprofessional, Leave of Absence
2/2/2024-3/2/2024
Motion to approve Sara Flom's leave of absence
Motion approved. First: Kelly, Second: Terri, Yay: 8, Nay: 0,
Abstentions: 0

8.2 Board of Director On-Going Training on State Data Practices Law- Safeguard Personnel Data

8.3 Copier Lease

Motion to approve copier D
Motion approved. First: Terri, Second: Kelly, Yay: 8, Nay: 0,
Abstentions: 0

9.0 Old Business

- 9.1 Chair reminds new board members Bossmann and McBride that they have 1 year to complete 3 required trainings (finance, governance, employment). One training must be completed within the first 6 months. (Feb. 22, 2024 & Aug. 22, 2024)

10.0 Other

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

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 – January 8th, 2024 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:10 p.m.

Approved. First: Tara, Second: Terri, Yay: 8, Nay: 0, Abstentions: 0

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

Nerstrand Elementary Charter Authorizer is:
Novation Education Opportunities (NEO)
3432 Denmark Ave, Ste 130
Eagan, MN 55123

Director's Report:

We welcomed the new year in January. Open enrollment began for the 24-25 school year. Nicole went on two radio stations - KYMN and KDHL, which was enjoyable and a great way to talk about our school. In addition, we drafted and printed 15,000 marketing fliers to be sent to all Faribault and Northfield school district homes in the month of February. We gave several private tours. We hosted the parents and chaperons of the Eagle Bluff Trip over a Google Meet to talk about the trip, which is scheduled for March 18-20. We hosted our Fancy Lunch with students, which was a huge hit. Students loved all aspects of that. Savannah students planted flowers for the prairie that we walk to so when we go this spring we can plant there. Five staff were pined in the face by students, as a result of our fundraising efforts. That was so fun for the ones who were drawn based on Caught Slips. Our new copier got installed. We attended the Rainbow Fish play in Faribault. A handful of staff kissed Spot the Goat as part of our fundraising efforts. Spot was a good sport and the kids enjoyed seeing her. Thanks to Phil for bringing her. January was a busy, but fantastic month.

Student Achievement:

January saw us testing for FAST. We were scheduled to test for F&P, but due to illness, we have had to postpone until February. Here are our results for FAST. The goal is to see scores DECREASE from fall to winter.

	K-1 (F)	K-1 (W)	2-3 (F)	2-3 (W)	4-5 (F)	4-5 (W)
Reading	7	5	11	11	8	6
Math	2	6	9	8	5	4

When we look at reading, K-1 and 4-5 had reductions from fall to spring, with 2-3 remaining stagnant. In math, 2-3 and 4-5 saw reductions. K-1 saw an increase in math and one student had yet to test at the time this report was made.

Teachers had a workday in January to look at data and plan interventions for the next few months based on the data. They always enjoy workdays, as there is no shortage of things for them to do.

NEO Update including Contract Goals:

NEO did our Learning Walk for the year. Their feedback is included in the February Folder. Here are some high level comments made by them: We observed a responsive learning environment! The responsive classrooms create a joyful and productive learning environment.

We learned a lot about how you work as a team of teachers and paraprofessionals to improve student learning. We also learned a lot about how you use multiple strategies to improve student learning. We observed so many strategies layered into the instruction. And we even got to see Maple trees being tapped and their sap flowing.

Director's Performance:

The Director Support and Evaluation Committee will begin to formalize the process of the director's evaluation for the year.

Date: Thursday, February 1, 2024; 8:30-11:30
School: Nerstrand Elementary School
Learning Walkers: Nicole Musolf, Eric Molho and Wendy Swanson-Choi
1. Focus Area:
Maximizing the use of paraprofessionals to provide support to students as needed in the general education classroom
Guiding Questions/Notes:
What are the different ways paraprofessionals provide support to students?
Noticings/Wonderings
<p>We observed paraprofessionals in a number of different roles: 1) pairing with students during pair and share time; 2) being present near the students ready to provide support as needed; 3) participating in the class so as to model expected action such as by sitting with the student group and by tracking the teacher, engaging in the activities, and maintaining focus on the lesson; 4) supporting students with self-regulation - for example, setting up systems so that a student who needs to take a break in order to regain self control has the opportunity to do so.</p> <p>We observed students taking a break, regaining self control, returning to the lesson, and participating in the lesson successfully, without any disruption to the flow of the class lesson.</p> <p>We observed all students being included in the class lessons/activities.</p> <p>We discussed the question of how expectations for the role of paraprofessional are clarified, as well as how opportunities are provided for the teacher and paraprofessional to share observations and questions in lesson planning to meet student needs.</p> <p>We learned that while there is not a formal protocol for use of the time, paraprofessionals and teachers have time to meet to share observations and related questions. We observed at least one teacher/para team conferring during a transition time to quickly strategize their next steps. We wondered if these short, 'real-time' conversations can help foster clear expectations and prioritized support to students.</p> <p>We wondered if there were additional ways that teachers and paraprofessionals could look at the student work (for example, exit tickets or other work that assesses learning) to share observations and related questions to further improve student learning.</p> <p>We learned that there is a manual for paraprofessionals that provides key information related to expectations for the role of paraprofessionals. We discussed the question of what the roles are, and to what extent the manual provides information about the role of modeling (paraprofessionals serving as role models during classroom instruction) and how to know when to intervene to support a student and when not to intervene, for the student the paraprofessional is assigned to support as well as to other students in</p>
2. Focus Area:
Maximizing the use of Responsive Classroom to support student learning success
Guiding Questions/Notes:
<p>How are teachers using Responsive Classroom techniques to set students up for learning success?</p> <p>What effect do the Responsive Classroom techniques have on the students?</p> <p>Are there additional opportunities to leverage Responsive Classroom techniques to further support learning success?</p>
Noticings and Wonderings:
<p>We observed teacher clarity in lessons. For example, teachers used multiple supports including visuals, examples, physical response, rephrasing, summarizing, explaining expectations for student work, and call and responses such as 'ready to listen, ready to learn' and 'all set, you bet'.</p> <p>We observed redirections and reminders such as 'let's look at that later, now we are ...', and 'make sure to have self control'.</p> <p>We observed expectations being clarified ahead of time through questioning, paraphrasing, and summarizing to proactively support student success.</p> <p>We observed a culture of positive encouragement and support throughout the school.</p> <p>We discussed the question of how the school reviews Responsive Classroom to maintain the shared understanding. We learned that the school regularly reviews key techniques and we learned that when doing so, the leader and staff experience the techniques by</p>
3. Focus Area:
Maximizing the use of a variety of primary instructional strategies and verifying student understanding and learning success
Guiding Questions/Notes:
<p>How is the school maximizing the use of a variety of primary instructional strategies?</p> <p>How is comprehension checked?</p> <p>How is learning verified?</p>
Noticings and Wonderings:

We observed a variety of primary instructional strategies. For example, we observed frequent activation of prior student knowledge and connections being made with prior student knowledge to reinforce and solidify student learning.

We observed many instructional methods aligned with the LETRS professional-learning program, including segmenting sounds (sound and syllable study including looking for patterns and tricky ones that don't follow the patterns and noticing the lip and tongue formation), reading, rereading, spelling, and saying letter-sound connections through teaching modeling and choral response, physical response, and building connections between reading and writing (read it, clap it, say it, write it) .

We observed teachers questioning, summarizing, paraphrasing, comparing and contrasting and predicting and students being elicited to do so as well.

We observed student pair and share work used to verify understanding and learning.

We discussed the question of what other ways comprehension is checked and learning verified.

We discussed how looking at student work and sharing noticings and wonderings could be further leveraged to verify learning and support teachers and paraprofessionals in planning for adjustments to further improve student learning.

4. What resources, strategies, and/or ideas would you be willing to share with other schools?

How to maximize reimbursements especially as they relate to the Read Act. How to leverage Responsive Classroom to maximize student learning success.

5. What resources, strategies, and/or ideas would you like others to share with your school?

We are open to learning from others; the READ Act is important right now so anything tied to that.

Nerstrand Elementary School #4055
Financial Report to the School Board
January 2024

The following reports are provided for review: bank statements, journal entries listing, receipt listing, check listing, wire listing, bank reconciliation, outstanding payments listing, balance sheet and cashflow schedule.

The balance sheet shows the school has a \$643,450 cash balance that is sufficient to meet the school's expected obligations. Also, the school has received \$11,304 more than expected from governments for the prior year that will be recaptured eventually and \$7046 of the fund balance is reserved for medical assistance expenditures.

The cashflow schedule shows January actual and February through June projected revenues and expenditures. The column to the right shows the projected end of year accruals which are primarily the 10% state aid holdback, payroll earned in FY2024 but paid after June 30, and lease costs. The actual column to the right shows expected variance from the budget and will become the FY2024 budget revision.

The FY2024 budget is based on 103 adm. State revenues in the actual column have been adjusted for 96 adm. \$3191 has been received for Hourly Worker Unemployment Revenue but it is not recorded as revenue because the school does not have corresponding expenditures to offset that revenue so it will have to be paid back. Additionally, \$20,000 of new school library aid and corresponding expenditures have been added. \$20,000 of new student support personnel aid has not been added to the actual column because corresponding expenditures need to be determined to offset the revenue. The student support personnel aid must be paid back if not spent on allowable salaries and/or contracted services. Revenues and expenditures should be monitored to prevent the actual from falling short of or exceeding the budget.

The prior year ending fund balance/current year beginning balance is \$23,886 less than the budget at \$570,221. The FY2024 actual ending fund balance is expected to be \$443,234 or 28.16% of general fund expenditures. The most significant adjustments to estimated actuals have been decreased state aid from decreased enrollment and decreased special education expense and the addition of library aid; purchased services changes from replacing a general education teacher and replacing a music teacher with a physical education teacher and adding contracted music services and changing special education director service providers. Also, supply expenses are increased to offset the new library aid.

The 2022 (FY2023) 990 form has been completed and is included for review.

NERSTRAND ELEMENTARY SCHOOL #4055
FY2024 Cashflow Schedule

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
GENERAL FUND									
REVENUES									
Fees From Patrons	163.86	0.00	0.00	0.00	76.14	0.00	0.00	5,280.00	5,665.00
Med Assist Fr Dept of HS	0.00	0.00	0.00	0.00	3,117.54	0.00	0.00	6,500.00	6,500.00
Interest Earnings	2,522.66	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	28,028.25	18,587.98
Gifts And Bequests	-6,431.84	0.00	0.00	0.00	15,851.54	0.00	0.00	30,000.00	30,000.00
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00
Misc Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	585.62	0.00
Fundraising Expense	-5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00	0.00
Fundraising Revenue	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
Endow Fund Apportion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Education Aid	97,635.71	31,340.04	31,340.04	31,340.04	31,340.04	31,340.04	74,284.42	5,546.26	5,081.22
State Literacy Aid	0.00	0.00	3,828.68	0.00	0.00	0.00	957.17	742,844.18	767,509.23
Facility Maintenance Revenue	0.00	0.00	0.00	0.00	0.00	0.00	440.90	12,672.00	13,964.70
Hrly Wrk Unemploy	0.00	0.00	0.00	0.00	0.00	0.00	-3,191.31	0.00	0.00
School Library Aid (Restricted)	0.00	0.00	8,939.14	0.00	0.00	0.00	2,000.00	20,000.00	0.00
Building Lease Aid	0.00	0.00	49,941.39	0.00	0.00	0.00	12,614.40	126,144.00	135,342.00
Stdnt Support Personnel Aid (Equal Exp)	0.00	0.00	0.00	0.00	0.00	-5,791.05	0.00	0.00	0.00
Title II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524.00	1,300.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	671.78	0.00	671.78	0.00
Spec Ed Fed FlowThru	0.00	0.00	9,312.23	0.00	0.00	4,308.51	0.00	17,347.21	20,725.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,396.68	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	1,329.72	0.00	1,329.72	3,691.00
REAP Direct Fed Aid&Grant	0.00	23,315.00	0.00	0.00	0.00	0.00	0.00	23,315.00	23,315.00
State Special Education Aid	2,371.59	50,519.95	50,519.95	50,519.95	50,519.95	50,519.95	40,361.81	403,618.06	442,057.41
REVENUES TOTAL	100,261.98	107,174.99	158,593.86	83,859.99	102,905.21	100,597.47	127,467.38	1,446,824.46	1,487,334.54
EXPENDITURES									
EDVISIONS SALARY & BENEFIT TOTAL									
FACILITY LEASE TOTAL									
PURCHASED SERVICES									
Board Wksp/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Consult Fees (EdV'sions)	1,602.05	1,673.81	1,677.81	1,677.81	1,677.81	1,777.81	2,785.62	19,310.84	18,938.34
Marketing/Advert/Promo Fees	0.00	500.00	155.74	0.00	0.00	0.00	0.00	816.91	6,000.00
Business Consult Fees	675.98	2,153.00	0.00	0.00	0.00	34,584.00	0.00	67,655.95	71,937.51
Phone	362.48	462.65	463.00	463.00	463.00	463.00	0.00	5,499.33	5,455.00
Postage & Parcel Svc	35.55	2,809.80	0.00	0.00	0.00	200.00	0.00	3,165.92	1,000.00
Technology Svc	111.92	45.00	45.00	45.00	45.00	45.00	0.00	1,236.56	3,000.00
Utility Services	1,978.56	562.38	0.00	5,000.00	11,553.00	0.00	0.00	53,948.97	57,355.49
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.00	0.00
Maintenance Peace Garden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00
Custodial Reimburse To Mh District	6,114.19	6,114.19	6,114.19	6,114.19	6,114.19	6,114.19	6,114.19	73,472.33	75,790.81
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,410.02	9,254.87
Elem non-student Consulting	138.00	295.50	0.00	0.00	138.00	0.00	0.00	1,005.00	1,050.00
Short Term Lease Copiers	617.96	766.92	424.44	424.44	424.44	424.44	0.00	4,627.54	3,708.00
Music Contract	0.00	0.00	0.00	0.00	0.00	5,967.00	0.00	5,967.00	0.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00

NERSTRAND ELEMENTARY SCHOOL #4055
FY2024 Cashflow Schedule

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.00	0.00
Contracted Speech Services	1,450.80	6,085.66	6,085.66	6,085.66	6,085.66	6,085.66	0.00	45,000.00	35,700.00
DCD(M-M) Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Phys Impaired	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	850.00	0.00	850.00	0.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	0.00	6,109.00	0.00	6,109.00	5,327.46
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	0.00	1,798.00	0.00	1,798.00	1,326.00
Dev Delay Contracted Services	200.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00	0.00
Fed Sub-contr under \$25k	0.00	-3,501.10	0.00	0.00	0.00	0.00	0.00	0.00	12,375.00
Fed Sub-contract under \$25k	0.00	7,002.21	0.00	0.00	0.00	3,501.00	0.00	10,503.21	0.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,396.68	0.00
SpEd Postage, Employ Advert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,515.00
Contracted SpEd Specialists, Psyc, OT	6,592.00	3,770.00	6,884.50	6,884.50	6,884.50	6,884.50	0.00	55,400.00	66,300.00
Trav/Conv/Conference	0.00	80.40	0.00	0.00	0.00	0.00	0.00	310.40	0.00
Trav/Conv/Conference	0.00	1,270.00	0.00	0.00	0.00	0.00	0.00	1,270.00	1,500.00
Pymnt to MN District	78.11	0.00	0.00	0.00	0.00	0.00	0.00	78.11	0.00
StaffDev - Travel+Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311.92	500.00
PURCHASED SERVICES TOTAL	19,957.60	30,090.42	21,850.34	26,694.60	33,385.60	75,803.60	8,899.81	384,722.45	383,958.48
SUPPLIES									
Marketing Supplies	549.36	0.00	0.00	0.00	0.00	0.00	0.00	565.41	250.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	1,491.48	0.00	0.00	1,675.00	714.00
Tech Non Instr Software/License	-428.00	0.00	0.00	0.00	0.00	0.00	0.00	1,618.37	1,900.00
Sup/Mat Non-Instr.	36.49	0.00	0.00	0.00	1,026.87	0.00	0.00	1,235.00	300.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	959.22	0.00	0.00	1,000.00	4,000.00
Sup/Mat Non-Instr.	34.11	0.00	0.00	0.00	2,283.09	0.00	0.00	3,250.00	3,500.00
Peace Garden Supplies	62.07	0.00	0.00	0.00	0.00	0.00	0.00	62.07	0.00
Non-instruct Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378.40	400.00
Instructional software	152.00	0.00	0.00	0.00	0.00	0.00	0.00	3,425.60	3,000.00
Sup/Mat N-Indiv Inst	44.97	275.68	0.00	0.00	8,066.08	0.00	0.00	10,000.00	15,000.00
Textbooks/Workbooks	0.00	0.00	0.00	0.00	3,340.16	0.00	0.00	3,500.00	1,600.00
Standardized Tests	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00	1,650.00
Title II PD Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00
PhysEd/Health-Supplies	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	500.00
PhysEd/Health-Supplies	0.00	0.00	0.00	0.00	176.32	0.00	0.00	176.32	0.00
Music Sup/Mat N-Indiv Inst	0.00	234.77	0.00	0.00	136.00	0.00	0.00	370.77	150.00
Library Aid Supplies Placeholder	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.51	824.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.29	0.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,033.32	0.00
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77	2,500.00
SpEd Sup/Mat N-Indiv Inst	910.27	0.00	0.00	0.00	0.00	0.00	0.00	925.79	250.00
Staff Dev Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
SUPPLIES TOTAL	1,361.27	510.45	0.00	0.00	34,179.22	0.00	0.00	51,842.62	40,888.00
OTHER EXPENDITURES									
BOD Fees to Authorizer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,107.41	11,779.04

NERSTRAND ELEMENTARY SCHOOL #4055
FY2024 Cashflow Schedule

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
Dues/Membership - RegV,JMC,MACS	0.00	829.75	0.00	829.75	0.00	0.00	0.00	7,127.40	7,858.78
OTHER EXPENDITURES TOTAL	0.00	829.75	0.00	829.75	0.00	0.00	0.00	19,234.81	19,637.82
OTHER FINANCING USES									
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	3,294.00	3,294.00	4,439.28
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	3,294.00	3,294.00	4,439.28
EXPENDITURES TOTAL	114,570.08	128,808.51	119,428.23	125,102.24	165,142.71	178,381.49	153,462.08	1,573,811.90	1,548,435.93
NET INCOME	-14,308.10	-21,633.51	39,165.64	-41,242.24	-62,237.49	-77,784.02	-25,994.70	-126,987.44	-61,101.39
BEGINNING BALANCE	647,268.58	632,960.48	611,326.97	650,492.60	609,250.36	547,012.87	469,228.85	570,221.59	594,107.60
ENDING BALANCE	632,960.48	611,326.97	650,492.60	609,250.36	547,012.87	469,228.85	443,234.15	443,234.15	533,006.21
FUND BALANCE AS % OF EXPENDITURES								28.16%	34.42%
FUND 04									
REVENUES									
Fees From Patrons	530.50	500.00	500.00	500.00	500.00	216.00	0.00	4,830.50	7,215.50
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	3,294.00	3,294.00	4,439.28
REVENUES TOTAL	530.50	500.00	500.00	500.00	500.00	216.00	3,294.00	8,124.50	11,654.78
EXPENDITURES									
EdVisions Regal Eagle Staff	538.66	950.00	950.00	950.00	950.00	950.00	0.00	8,124.17	11,654.78
EXPENDITURES TOTAL	538.66	950.00	950.00	950.00	950.00	950.00	0.00	8,124.17	11,654.78
NET INCOME	-8.16	-450.00	-450.00	-450.00	-450.00	-734.00	3,294.00	0.33	0.00
BEGINNING BALANCE	-751.51	-759.67	-1,209.67	-1,659.67	-2,109.67	-2,559.67	-3,293.67	0.00	0.00
ENDING BALANCE	-759.67	-1,209.67	-1,659.67	-2,109.67	-2,559.67	-3,293.67	0.33	0.33	0.00

[illegible]

[illegible]

Nerstrand Charter School #4055
Reconciliation Worksheet Report
01/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1294	01/31/2024	4055	LCCB	Lake Country Community Bank
				Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	64,826.48
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
<u>Adjustment Amount</u>	<u>0.00</u>
Amount Per Bank	64,826.48
GL Account Balance	<u>64,826.48</u>
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
4055	B	01	101	003				F

Adjustments
00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
01/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1295	01/31/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	581,886.00
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	3,261.79
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	0.00
Amount Per Bank	578,624.21
GL Account Balance	578,624.21
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
4055	B	01	101	000				F

Adjustments
00/00/0000

Deposit Co		Bank	Batch	Rct No	Receipt		Receipt		Pmt		Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
Deposit Co	Bank	Batch	Rct No	Type	St	Date	Check No	Check No	Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1851	4055	USB															
	RE Gift Fee		1875	Credit	A	01/05/24			Check	1	M						
						4055	R 04 000 000 000 000	050			Miscellaneous					55.00	0.00
						4055	R 04 000 000 000 000	050			RE Bossmann					79.50	0.00
						4055	R 04 000 000 000 000	050			RE Wagner					198.00	0.00
						4055	R 04 000 000 000 000	050			RE Bonde					71.50	0.00
						4055	R 04 000 000 000 000	050			RE Bonde Jones					55.00	0.00
						4055	R 01 000 000 000 000	050			Supply/Tech Fee					188.19	0.00
						4055	R 01 000 000 000 000	096			BRHB gift						
															Receipt Total:	\$647.19	\$0.00
															Deposit Total:	\$647.19	\$0.00
1852	4055	LCCB															
	Refund SrvyMonkey v8258		1876	Credit	A	01/25/24			Wire	1	M					468.00	0.00
						4055	E 01 005 630 000 000	405			Miscellaneous						
											Refund SrvyMonkey v8258						
															Receipt Total:	\$468.00	\$0.00
															Deposit Total:	\$468.00	\$0.00
1853	4055	LCCB															
	GTTM		1877	Credit	A	01/25/24			Wire	1	M					100.00	0.00
						4055	R 01 000 000 000 000	096			Miscellaneous						
											GTTM						
															Receipt Total:	\$100.00	\$0.00
															Deposit Total:	\$100.00	\$0.00
1854	4055	LCCB															
	Miscel		1878	Credit	A	01/18/24			Check	1	M					55.00	0.00
						4055	R 01 000 000 000 000	050			Miscellaneous						
						4055	R 04 000 000 000 000	050			Lassahn fees					66.00	0.00
						4055	R 04 000 000 000 000	050			RE Richardson					60.50	0.00
						4055	R 04 000 000 000 000	050			RE Wagner					860.00	0.00
						4055	R 01 000 000 000 000	096			Grace Lutheran Gift					250.00	0.00
						4055	R 01 000 000 000 000	096			St Johns Big Run Gift					486.59	0.00
						4055	R 01 000 000 000 000	096			Agri Ctr Gift						
															Receipt Total:	\$1,778.09	\$0.00
															Deposit Total:	\$1,778.09	\$0.00

Nerstrand Charter School #4055
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1855	4055	USB														
IDEAS			1879	Credit	A	01/15/24		Wire	1	MDE						
						4055	R 01 000 000 000 000 211			General Education Aid					50,186.22	0.00
														Receipt Total:	\$50,186.22	\$0.00
														Deposit Total:	\$50,186.22	\$0.00
1856	4055	USB														
IDEAS			1880	Credit	A	01/30/24		Wire	1	MDE						
						4055	B 01 121 000			FY23 Lease					2,580.43	0.00
						4055	B 01 121 000			FY23 Literacy					306.49	0.00
						4055	R 01 000 000 000 000 211			General Education Aid					47,449.49	0.00
						4055	R 01 000 000 000 740 360			State Special Education Aid					2,371.59	0.00
														Receipt Total:	\$52,708.00	\$0.00
														Deposit Total:	\$52,708.00	\$0.00
1857	4055	USB														
interest			1881	Credit	A	01/31/24		Wire	1	M						
						4055	R 01 000 000 000 000 092			Miscellaneous Interest Earnings					669.16	0.00
														Receipt Total:	\$669.16	\$0.00
														Deposit Total:	\$669.16	\$0.00
1858	4055	USB														
Interest			1882	Credit	A	01/31/24		Wire	1	M						
						4055	R 01 000 000 000 000 092			Miscellaneous Interest Earnings					1,853.50	0.00
														Receipt Total:	\$1,853.50	\$0.00
														Deposit Total:	\$1,853.50	\$0.00
1859	4055	USB														
Venmo November			1883	Credit	A	01/31/24		Wire	1	M						
						4055	R 01 000 000 000 000 096			Gifts And Bequests					605.18	0.00
						4055	R 01 000 000 000 000 096			Gifts And Bequests					78.20	0.00
						4055	R 01 000 000 000 000 050			Fees From Patrons					53.86	0.00
														Receipt Total:	\$737.24	\$0.00
														Deposit Total:	\$737.24	\$0.00
														Report Total:	\$109,147.40	\$0.00

Page 1 of 1
2/8/2024
20:18:55

Bank: USB
Acct#: 152100023570

1/31/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8351	Check	1 1727	UPTICK EDUCATION LLC	01/18/2024	16888	1,860.00
	8345	Check	1 1017	XCEL ENERGY	01/18/2024	16889	1,401.79
				Bank		Total	3,261.79
						Total	\$3,261.79

Nerstrand Charter School #4055
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4211	202407	01/10/2024	P	JE	Jan	EdVisions Jan EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	81,165.76
							EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	538.66
							Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,642.63	0.00
							EdVisions Pysl Svce Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,602.05	0.00
							Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,866.16	0.00
							Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	55.34	0.00
							Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	72.59	0.00
							Johson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,491.15	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	20.75	0.00
							McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	5,570.19	0.00
							Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,244.04	0.00
							Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	8,260.43	0.00
							Waddell, Cara-Media Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Bonde, Carmen-PhysEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,900.74	0.00
							Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	4,153.00	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	808.44	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							Schaefer, Nicole	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
							Schaefer, Nicole	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,550.72	0.00
							Ades, Hudson-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bonde, Carmen-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	532.68	0.00
							Flom, Sara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,716.02	0.00
							Harris, Amy-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,294.05	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,172.69	0.00
							McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,261.21	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,131.88	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,337.04	0.00
							Ades, Hudson-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Carmen-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	242.32	0.00
							Bonde, Carmen SpEd Retreat	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,202.44	0.00
							Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	244.92	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	981.84	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	241.88	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	228.98	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	134.83	0.00

Nerstrand Charter School #4055
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4211	202407	01/10/2024	P	JE	Jan Ed	EdVisions Jan EFT	McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	54.30	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,420.53	0.00
							Gilmore, Greta-Regal Eagle Sut	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	41.44	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	497.22	0.00
																\$81,704.42	\$81,704.42
4214	202407	01/31/2024	P	JE	adj rcpt	adj rcpt 1875	adj rcpt 1875	B	01	101	000				USB Cash	0.00	243.19
							adj rcpt 1875	B	01	101	003				Lake Country Community Ba	243.19	0.00
							adj rcpt 1875	B	04	101	000				USB Cash	0.00	404.00
							adj rcpt 1875	B	04	101	003				LCCB Cash	404.00	0.00
																\$647.19	\$647.19
4215	202407	01/31/2024	P	JE	recode	recode kwik trip rcpt 1869	recode kwik trip carwash	R	01	000	000	000	000	096	Gifts And Bequests	9,000.00	0.00
							kwik trip carwash rcpt 1869	R	01	000	000	000	000	620	Fundraising Revenue	0.00	6,479.00
							kwik trip carwash rcpt 1869	R	01	000	000	000	000	620	Fundraising Revenue	0.00	1,765.00
							kwiktrip carwash rcpt 1869	R	01	000	000	000	000	620	Fundraising Revenue	0.00	756.00
																\$9,000.00	\$9,000.00

Nerstrand Charter School #4055
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
1732		CAPITAL ONE						
		4055		USB	16873			Check
				E 01 010 203 000 000 406	learning wo tears digital tool			\$25.00
				E 01 010 203 000 000 401	amazon lable maker			\$17.16
				E 01 010 203 000 000 406	learning a-z 1 yr license			\$127.00
				E 01 005 110 000 000 329	usps			\$8.55
PO#:		Voucher #:		8402 Invoice	Invoice No: 20231225		1/7/2024	Paid Amt: \$177.71 Check Amount: \$177.71
								Vendor Total: \$177.71
1006		CITY OF NERSTRAND						
		4055		USB	16874			Check
				E 01 005 810 000 000 330	11/14-12/16			\$127.00
				E 01 005 810 000 000 330	11/14-12/16			\$143.32
PO#:		Voucher #:		8393 Invoice	Invoice No: 20231216		1/7/2024	Paid Amt: \$270.32 Check Amount: \$270.32
								Vendor Total: \$270.32
1707		COMMUNICATION MATTERS, LLC						
		4055		USB	16875			Check
				E 01 010 401 000 740 394	12/15-12/20			\$1,450.80
PO#:		Voucher #:		8394 Invoice	Invoice No: NESSLPO8		1/7/2024	Paid Amt: \$1,450.80 Check Amount: \$1,450.80
								Vendor Total: \$1,450.80
1351		FLOM DISPOSAL SERVICE						
		4055		USB	16876			Check
				E 01 005 810 000 000 330	January			\$306.45
PO#:		Voucher #:		8395 Invoice	Invoice No: 20231226		1/7/2024	Paid Amt: \$306.45 Check Amount: \$306.45
								Vendor Total: \$306.45
1133		INDEPENDENT SCHOOL DIST # 656						
		4055		USB	16883			Check
				E 01 005 850 000 348 335	Dec Rent			\$13,687.50
				E 01 005 810 000 000 391	Dec Custodial			\$6,114.19
				E 01 005 720 000 000 390	Dec Health			\$78.11
				E 01 005 630 000 000 305	Dec Tech			\$44.42
PO#:		Voucher #:		8412 Invoice	Invoice No: 42288		1/18/2024	Paid Amt: \$19,924.22 Check Amount: \$19,924.22

Nerstrand Charter School #4055
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1133		INDEPENDENT SCHOOL DIST # 656						
		4055	USB	16884				
			E	01	005	630	000	405 prof DNS hosting
PO#:		Voucher #:	8413	Invoice	Invoice No:	42299	1/18/2024	\$40.00
							Paid Amt:	\$40.00
							Check Amount:	\$40.00
							Vendor Total:	\$19,964.22
1545		KEYSTONE INTERPRETING SOLUTIONS, INC						
		4055	USB	16885				
			E	01	010	203	000	305 12/8 ASL
PO#:		Voucher #:	8407	Invoice	Invoice No:	2297-00028	1/18/2024	\$138.00
							Paid Amt:	\$138.00
							Check Amount:	\$138.00
							Vendor Total:	\$138.00
1574		MARCO						
		4055	USB	16877				
			E	01	005	110	000	305 late charges
			E	01	005	110	000	329 freight
			E	01	010	203	000	380 base
PO#:		Voucher #:	8396	Invoice	Invoice No:	35464436	1/7/2024	\$342.48
							Paid Amt:	\$342.48
							Check Amount:	\$342.48
							Vendor Total:	\$342.48
1673		METRONET INC						
		4055	USB	16878				
			E	01	005	110	000	320 Phone
PO#:		Voucher #:	8398	Invoice	Invoice No:	1677211	1/7/2024	\$239.00
							Paid Amt:	\$239.00
							Check Amount:	\$239.00
							Vendor Total:	\$239.00
		4055	USB	16882				
			E	01	005	110	000	320 Phone
PO#:		Voucher #:	8403	Invoice	Invoice No:	1705956	1/7/2024	\$123.48
							Paid Amt:	\$123.48
							Check Amount:	\$123.48
							Vendor Total:	\$362.48
1492		ON THE MOVE - THERAPY SERVICES						
		4055	USB	16879				
			E	01	010	420	000	740 394 12/4-12/14
PO#:		Voucher #:	8399	Invoice	Invoice No:	2567	1/7/2024	\$2,366.00
							Paid Amt:	\$2,366.00
							Check Amount:	\$2,366.00

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through January 2024

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	644,210.36	-759.67	643,450.69
Accounts receivable	0.13	0.00	0.13
Due from governments	-11,304.21	0.00	-11,304.21
Prepaid items	78.20	0.00	78.20
Total assets	<u>632,984.48</u>	<u>-759.67</u>	<u>632,224.81</u>
Liabilities			
Accounts payable	24.00	0.00	24.00
Due to Other MN Districts	0.00	0.00	0.00
Salaries payable	0.00	0.00	0.00
Taxes payable	0.00	0.00	0.00
Total liabilities	<u>24.00</u>	<u>0.00</u>	<u>24.00</u>
Net Assets			
Unreserved	<u>625,019.05</u>	<u>0.00</u>	<u>625,019.05</u>
Nonspendable	895.00	0.00	895.00
Restricted	0.00	-759.67	-759.67
Reserved for Med Assist	7,046.43	0.00	7,046.43
Total liabilities and net assets	<u><u>632,984.48</u></u>	<u><u>-759.67</u></u>	<u><u>632,224.81</u></u>

Gifts Received 12/12-2/12			
Name	Donated Amount		Restriction
Grace Lutheran	\$860.00		
Valley Autohaus; NNO	\$500.00		
Grace ELC Women	\$1,000.00		

Nerstrand Elementary School Policy 201
Independent Charter School District #4055
Adopted:

201 LEGAL STATUS OF THE CHARTER SCHOOL BOARD OF DIRECTORS

I. PURPOSE

The care, management, and control of the charter school is vested by statutory and constitutional authority in the board of directors. The board of directors shall carry out the mission of the charter school with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the board of directors in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

A. The board of directors is the governing body of the charter school. As such, the board of directors has responsibility for the care, management, and control over the charter school.

B. Generally, members of the board of directors have binding authority only when acting as a board of directors legally in session, except where specific authority is provided to board of directors' members or officers individually. Generally, the board of directors is not bound by an action or statement on the part of an individual board of directors' member unless the action is specifically directed or authorized by the board of directors.

III. DEFINITION

"Board of directors" means the governing body of the charter school.

IV. ORGANIZATION AND MEMBERSHIP

A. The ongoing board must be elected before the school completes its third year of operation.

B. The number, tenure, and qualifications of the charter school board of directors shall be in accordance with the charter school Bylaws and the provisions in this policy.

C. Resignation or removal of a member of the board of directors shall be governed by the charter school Bylaws. Vacancies shall be filled in accordance with the charter school Bylaws.

D. The membership of the ongoing board of directors consists of at least five unrelated directors. The board must include:

(1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative (No charter school employees shall serve on the board other than teachers under this clause);

(2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and

(3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

E. The board structure may include a majority of teachers or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio non voting board members. The executive director is an ex-officio member. There may be other ex-officio members of the board of directors as provided by law.

F. Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.

G. An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under

this paragraph, consistent with this section. A violation of this paragraph renders a contract voidable at the option of the Minnesota Commissioner of Education or the charter school board of directors. A member of a charter school board of directors who violates this paragraph is individually liable to the charter school for any damage caused by the violation.

H. Any employee, agent, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing the charter school is ineligible to serve on the board of directors of a school chartered by that authorizer.

I. Board elections must be held during the school year but may not be conducted on days when the school is closed.

J. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the board of directors.

V. BOARD STRUCTURE

A. The charter school Bylaws outline the process and procedures for changing the board's governance structure, consistent with Minnesota Statutes chapter 317A. A board may change its governance structure only:

1. by a majority vote of the board of directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and
2. with the authorizer's approval.

B. Any change in board governance structure must conform with the board composition established under this policy and Minnesota Statutes section 124E.07.

VI. ELIGIBLE VOTERS

Staff members employed at the charter school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the charter school are the voters eligible to elect the members of the charter school's board of directors. A charter school must notify eligible voters of the charter school board election dates at least 30 days before the election.

VII. POWERS AND DUTIES

A. The board of directors has the powers and duties set forth in Minnesota Statutes chapter 317A, except as limited by the charter school's Articles of Incorporation, the charter school Bylaws, and Minnesota Statutes chapter 124E and other applicable law. The board of directors' authority includes implied powers in addition to specific powers granted by the legislature.

B. The board of directors exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

C. The board of directors shall supervise and manage the charter school; adopt rules for its organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

D. The board of directors shall have the general charge of the business of the charter school, its facilities and property, and of the interest of the school.

E. The board of directors shall call an annual meeting of the charter school corporation membership. Notification shall be provided in accordance with Minnesota's Open Meeting Law and the Minnesota Nonprofit Corporations Law. Election of members of the board of directors shall take place at the annual meeting.

F. The board of directors, among other duties, shall perform the following in accordance with applicable law:

1. The board of directors shall decide and is responsible for policy matters related to operating the school, including budgeting, curriculum programming, personnel, and operating procedures;

2. The board shall adopt a nepotism policy;

3. The board shall adopt personnel evaluation policies and practices that, at a minimum:

- a. carry out the school's mission and goals;

- b. evaluate how the charter school's contract goals and commitments are executed;
 - c. evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals;
 - d. establish a teacher evaluation process under Minnesota Statutes section 124E.03, subdivision 2, paragraph (h); and
 - e. provide professional development related to the individual's job responsibilities.
- 4. conduct the business of the schools and pay indebtedness and proper expenses;
- 5. employ and contract with necessary qualified teachers and discharge the same for cause;
- 6. provide services to promote the health of its pupils;
- 7. purchase, sell, and exchange charter school property and equipment as deemed necessary by the board of directors for school purposes;
- 8. provide for payment of claims against the charter school, and prosecute and defend actions by or against the charter school, in all proper cases;
- 9. employ and discharge necessary employees and contract for other services;
- 10. provide for transportation of pupils to and from school, as governed by statute;
- 11. procure insurance against liability of the charter school, its officers, and employees; and
- 12. cause to be kept at the corporation's registered office originals or copies of:

- a. Approved minutes and records of all proceedings of the Board of Directors and all committees;
- b. all financial statements of the corporation; and
- c. Articles of Incorporation and Bylaws of the corporation, including all amendments and restatements thereof.

G. The board of directors, at its discretion, may perform the following:

- 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
- 2. furnish school lunches for pupils and teachers on such terms as the board of directors determines;
- 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
- 4. purchase land or buildings with nonstate funds;
- 5. lease space from an independent or special school board; other public organization; private, nonprofit, nonsectarian organization; private property owner; or a sectarian organization if the leased space is constructed as a school facility, subject to review and approval by the Minnesota Commissioner of Education;
- 6. lease real property from a related party pursuant to Minnesota Statutes section 124E.13.
- 7. organize an affiliated nonprofit building corporation to renovate or purchase an existing facility or to construct a new facility pursuant to Minnesota Statutes section 124E.13;
- 8. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
- 9. authorize co-curricular and extracurricular activities;

10. receive, for the benefit of the charter school, bequests, donations, or gifts for any proper purpose; and
11. perform other acts as the board of directors shall deem to be reasonably necessary or required for the governance of the schools; and
12. sue and be sued.

VIII. BOARD MEMBER TRAINING

Every charter school board member shall attend annual training throughout the member's term. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months after being seated is automatically ineligible to continue to serve as a board member. The charter school shall include in its annual report the training each board member attended during the previous year.

Legal References: Minn. Stat. Chapter 124E (Charter Schools)

Minn. Stat. § 124E.13 (Facilities)

Minn. Stat. Ch. 317A (Nonprofit Corporations)

Cross References: Charter School Bylaws

MSBA/MASA Model Policy 101 (Legal Status of the Charter School)

MSBA/MASA Model Policy 202 (Charter School Board Officers)

MSBA/MASA Model Policy 203 (Operation of the Charter School Board
-Governing Rules)

MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Nerstrand Elementary School Policy 202
Independent Charter School District #4055
Adopted:

202 CHARTER SCHOOL BOARD OFFICERS

I. PURPOSE

Charter school board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the charter school. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The charter school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the charter school board. At its option, the charter school board may appoint a vice-chair to serve in the temporary absence of the chair.

B. The chief financial officer and the chief administrator may only serve as ex-officio non voting board members.

III. ORGANIZATION

The charter school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the charter school board. These officers shall hold office for one year and until their successors are elected and qualify.

A. The persons who perform the duties of clerk and treasurer need not be members of the charter school board.

B. The charter school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. The charter school officers shall have the responsibilities and exercise the functions set forth in Minnesota Statutes section 317A.305, the charter school Bylaws, and this policy.

B. Chair

1. The chair shall exercise the functions of the office of president of the charter school corporation as set forth in Minnesota Statutes section 317A.305.

2. The chair when present shall preside at all meetings of the charter school board, countersign all orders upon the treasurer for claims allowed by the charter school board, represent the charter school in all actions, and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the charter school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

C. Treasurer

1. The treasurer shall deposit charter school funds in the official depository.

2. The treasurer shall make all reports which may be called for by the charter school board and perform all duties a treasurer usually performs.

3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders.

D. Clerk

1. The clerk shall keep a record of all meetings in the books provided.

2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
4. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Vice-Chair [Optional]

The vice-chair shall perform the chair duties in the event of the chair's temporary absence.

F. Executive Director

1. The Executive Director shall be an ex officio, non voting member of the charter school board.
2. The Executive Director shall perform the following:
 - a. supervise the charter school, report and make recommendations about their condition when advisable or on request by the charter school board;
 - b. recommend to the charter school board employment and dismissal of teachers;
 - c. annually evaluate each employee assigned responsibility for supervising the school;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the Minnesota Commissioner of Education; and
 - f. perform other duties prescribed by the charter school board.

Legal References: Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. § 317A.305 (Duties of Required Officers)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the Charter School)
MSBA/MASA Model Policy 201 (Legal Status of the Charter School Board of Directors)
MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)

Nerstrand Elementary School Policy 203
Independent Charter School District #4055
Adopted:

203 OPERATION OF THE CHARTER SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the charter school board of directors.

II. GENERAL STATEMENT OF POLICY

An orderly charter school board meeting allows board members to participate in discussion and decision of charter school issues. Rules of order allow charter school board members the opportunity to review school-related topics, discuss charter school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for charter school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) when not inconsistent with A. and B., above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 124E.07 (Board of Directors)

Cross References: None

Nerstrand Elementary School Policy 203.1
Independent Charter School District #4055
Adopted:

203.1 CHARTER SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the charter school board of directors.

II. GENERAL STATEMENT OF POLICY

To ensure that charter school board meetings are conducted in an orderly fashion, the charter school board will follow rules of order which will allow the charter school board:

- A. To establish guidelines by which the business of the charter school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the charter school board and decisions of the charter school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the charter school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the charter school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. Charter school board members need not rise to gain the recognition of the chair.

B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

C. All motions that require a second shall receive a second prior to opening the issue for discussion of the charter school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

D. The chair shall decide the order in which charter school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

E. The chair shall rule on all questions relating to motions and points of order brought before the charter school board.

F. A ruling by the chair is subject to appeal to the full charter school board pursuant to Robert's Rules of Order.

G. The charter school board shall have authority to recognize any member of the audience regarding a request to be heard at the charter school board meeting. Members of the public who wish to be heard shall follow charter school board procedures.

H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.

J. The order in which names will be called for roll call votes will be determined by the charter school board.

K. The chair has the same right and responsibility as each charter school board member to vote on all issues.

L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

M. A majority of the voting members of the charter school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the charter school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)

MSBA/MASA Model Policy 204 (Charter School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in Charter School Board Meetings/Complaints about Persons at Charter School Board Meetings and Data Privacy Considerations)

Nerstrand Elementary School Policy 203.2
Independent Charter School District #4055
Adopted:

203.2 ORDER OF THE REGULAR CHARTER SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular charter school board of directors' meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the charter school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The charter school board shall conduct an orderly charter school board meeting. The charter school board will, at all regular charter school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda
3. Opportunity to report any conflict of interest
4. Approval of prior meeting minutes
5. Community comment
6. Reports
7. Finances
8. Policies

9. New business
10. Old or unfinished business
11. Others
12. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The charter school board may depart from the order of business with the consent of the majority of directors present.

Legal References: Minn. Stat. § 124E.07 (Board of Directors)

Cross References: MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (Charter School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

Nerstrand Elementary School Policy 203.5
Independent Charter School District #4055
Adopted:

203.5 CHARTER SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the charter school board of directors' meeting agenda to ensure that the charter school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the charter school board is that charter school board meetings shall be conducted in a manner to allow the charter school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

A. While all charter school board members may provide input, it shall be the responsibility of the board chair and executive director to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each board meeting.

B. Persons wishing to place an item on the agenda must make a request to the board chair or executive director in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and executive director shall determine whether to place the matter on the tentative agenda.

C. The tentative agenda and supporting documents shall be sent to the board members email (7) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the charter school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 124E.07 (Board of Directors)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular Charter School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (Charter School Board Meeting Minutes)

