

Nerstrand Elementary School  
Board of Directors Meeting  
September 8, 2025; 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 August 11, 2025 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	26 (closed)	22	25 (closed)	29 (closed)	10	133

K = 21      1 = 26      2-3 = 23 & 24      4-5 = 19 & 20

### 6.3 Finance Report

- a) Monthly Financial Update; Traci via Google Meets
- b) Donations over \$500 per policy from Aug 12-Sept 2; None

### 7.0 Policy

- a) Policy #806 Crisis Management - Vote
- b) Step-By-Step Crisis Management - Vote
- c) Policy 419 Tobacco Free Environment - First Look
- d) Policy 420 Infectious Disease - First Look
- e) Policy 421 Gifts to Employees or Board Members - First Look
- f) Policy 423 Employee-Student Relationship - First Look

### 8.0 New Business

- 8.1 Review staffing; NA
- 8.2 Review By-Laws; No changes
- 8.3 Building Update
- 8.4 On-going Board Training - Employment (Retain & Maintain Records); sign certificate

### 9.0 Old Business

- 9.1 Board Chair checks in with Director Peterson regarding board trainings. One is due Jan 2026 and 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 October 20, 2025 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

August 11, 2025 | 3:30 p.m.

Nerstrand Elementary Media Center

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

1.0 Call to Order at 3:35 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Paula, 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 Approve June 9, 2025 Board Meeting Minutes

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

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



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## 5.0 Community Comment

None noted

## 6.0 Reports

### 6.1 Director Report

#### a) News

- Teachers have been doing professional development over the summer for the new EL Open Up Resources reading curriculum
- We are expecting around 130 students and 3 new staff
- Kinder -Go-Round will be September 2nd and 3rd
- Back to school Open House is September 2nd from 6:00-7:00 p.m.

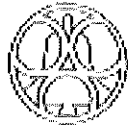
#### b) Student Achievement

- MCAs will come in between August and October
- New hire, Mikayla Sannes, has not completed READ Act Professional Development Training. She is registered for CORE and will begin classes in September. She will sign a Memorandum of Understanding this August that once she completes the training in May of 2026, she will get \$1000.00 from Literacy Aid money from MDE for completing this training. All other teachers received this money as well.

#### c) NEO Update

- All data, minus MCA information, has been entered. NEO needs to calculate that now with our prior year's data

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d) Director Performance

- Director will focus on Domain 2 next year

6.2 Enrollment for 25-26

- Current enrollment for 2025-2026 is 130
- Kindergarten: 21, 1st: 25, 2nd:21, 3rd:25, 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 July 1- August 11, 2025  
Motion to approve \$500 donation from Allina  
Motion approved. First: Paula, Second: Carmen, Yay: 5, Nay: 0,  
Abstentions: 0

7.0 Policy

- a) Staff Handbook 25-26  
Motion to approve Staff Handbook 25-26  
Motion approved. First: Paula, Second: Sarah, Yay: 5, Nay: 0,  
Abstentions: 0
- b) Student Handbook 25-26  
Motion to approve Staff Handbook 25-26  
Motion approved. First: Carmen, Second: Sarah, Yay: 5, Nay: 0,  
Abstentions: 0

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- c) Language Access Plan  
Motion to approve Language Access Plan  
Motion approved. First: Sarah, Second: Paula, Yay: 5, Nay: 0,  
Abstentions: 0
- d) Policy #806 Crisis Management - First Look
- e) Step-By-Step Crisis Management - First Look
- f) Policy #721 Procurement Policy  
Motion to approve Policy #721 Procurement Policy  
Motion approved. First: Paula, Second: Carmen, Yay: 5, Nay: 0,  
Abstentions: 0

## 8.0 New Business

- 8.1 Review Staffing
  - a) NA
- 8.2 Approve Reno Mothes, DAPE, \$100/hour with a \$10K ceiling, for 25-26 school year  
Motion to approve Reno Mothes, DAPE  
Motion approved. First: Sarah, Second: Carmen, Yay: 5, Nay: 0,  
Abstentions: 0
- 8.3 Approve Faribault Public Schools, School Nutrition Program, for 25-26 school year  
Motion to approve Faribault Public Schools, School Nutrition Program, for 25-26 school year  
Motion approved. First: Paula, Second: Sarah, Yay: 5, Nay: 0,  
Abstentions: 0
- 8.4 Approve Faribault Public Schools, LPN, 15 hours ceiling, includes salary/benefits, plus 8% admin fee  
Motion to approve Faribault Public Schools, LPN  
Motion approved. First: Carmen, Second: Paula, Yay: 5, Nay: 0,

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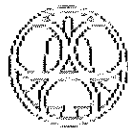


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- Abstentions: 0
- 8.5 Approve Faribault Public Schools, Technology Support, July & August 2025 for hours worked, salary/benefits, plus 8% admin fee  
Motion to approve Faribault Public Schools, Technology Support, July & August 2025  
Motion approved. First: Sarah, Second: Carmen, Yay: 5, Nay: 0, Abstentions: 0
- 8.6 Approve Faribault Public Schools, Custodian, .925 salary/benefits, plus 8% admin fee, for 25-26 school year  
Motion to approve Faribault Public Schools, Custodian, for 25-26 school year  
Motion approved. First: Carmen, Second: Paula, Yay: 5, Nay: 0, Abstentions: 0
- 8.7 Approve Faribault Public Schools, Lease, July & August 2025 for \$13,687.50 per month.  
Motion to approve Faribault Public Schools, Lease, July & August 2025  
Motion approved. First: Carmen, Second: Paula, Yay:5, Nay: 0, Abstentions: 0
- 8.8 Board to sign Lease Aid Certification Form
- 8.9 Review BOD Onboarding Document including Ethics Policy
- 8.10 Review BOD Board Development/Training Plan
- 8.11 Approve BOD Calendar  
Motion to approve BOD Calendar  
Motion approved. First: Carmen, Second: Sarah, Yay:5, Nay: 0, Abstentions: 0
- 8.12 Approve 25-26 Board Roster  
Motion to approve 25-26 Board Roster  
Motion approved. First: Sarah, Second: Paula, Yay:5, Nay: 0, Abstentions: 0
- 8.13 Discuss Principal Evaluation
- 8.14 Board to sign NEO Oath of Office

## 9.0 Old Business

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- 9.1 Board Chair checks in with Director and Peterson regarding board trainings.

#### 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 – September 8, 2025 at 3:30pm, Nerstrand Media Center

#### 11.0 Adjournment

Motion to adjourn at 4:09 p.m.

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

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Carissa Erickson, Chairperson of the Board

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Sarah Johnson, Clerk of the Board

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### **Director's Report:**

We are back and are so happy. Staff returned on August 27th for professional development. They moved about getting their rooms ready and preparing for all our students. We have set the stage to be a great year full of learning, cooperation, friendship and exploration. Let the 25-26 school year begin.

### **Student Achievement:**

Results for all MCAs for reading and math came out in August.

- ☐ For math, in grades 3-5, our percentage of students as either proficient or exceeds is 57.4%.
- ☐ For reading, in grades 3-5, our percentage of students as either proficient or exceeds is 55.3%.
- ☐ All Students in 3rd Grade are Reading at Grade Level - Spring 25 Data: State is 46.1 and NES is 50.0.
- ☐ By June 2027, NES will be 10 points above the State when comparing students in the free and reduced category on the math assessment - Spring 25 Data: State is 26.5 and NES is 50.0.

Science will be available in October.

### **NEO Update including Contract Goals:**

All data, minus MCA information, has been entered. NEO needs to calculate that now with our prior year's data. We can review it again once it is in there.

### **Director's Performance:**

**Nerstrand Elementary School #4055**  
**Financial Report to the School Board**  
**August 2025**

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 \$820,336 cash balance that is sufficient to meet the school's expected obligations. Also, the school is still expecting \$68,355 from the state for the prior year. The school's fund balance has the following restrictions: \$20,000 is restricted for student support personnel expenses and \$21,045 is restricted for medical assistance expenses.

The cashflow schedule shows FY2025, July and August actual and September 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 and payroll earned in FY2026 but paid after June 30. The actual column to the right shows expected variance from the budget.

The FY2026 budget is based on 119 adm. The cashflow actual has updated state revenues based on 130 adm and actual lease expense. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget.

The prior year general fund ending fund balance is \$792,437. The FY2026 actual general fund ending fund balance is expected to be \$793,068.

NERSTRAND ELEMENTARY SCHOOL #4055  
FY2026 Cashflow / Income Statement

FY2025	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Actual	FY2026 Budget
GENERAL FUND														
REVENUES														
Fees From Patrons	220.00	0.00	5,825.26	550.00	0.00	0.00	316.00	522.00	1,814.00	869.00	55.00	392.74	0.00	10,020.26
Med Assist Fr Dept of HS	12,506.98	0.00	0.00	0.00	0.00	150.88	482.86	0.00	0.00	0.00	0.00	7,556.26	0.00	9,000.00
Internal Earnings	24,884.21	2,526.91	2,041.10	2,007.73	1,500.00	1,448.30	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	9,000.00
Gifts And Bequests	530.00	0.00	0.00	989.85	971.32	1,775.00	3,018.86	14,989.78	723.35	2,438.84	184.30	21,080.90	130.00	4,120.00
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Med Local Revenue	274,951.38	0.00	0.00	0.00	0.00	-10,067.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising Expense	-14,469.53	0.00	0.00	0.00	0.00	-10,067.47	0.00	0.00	0.00	-587.97	0.00	-1,613.06	0.00	-12,298.50
Fundraising Revenue	23,815.98	0.00	0.00	0.00	0.00	18,276.82	150.00	1,500.00	150.00	0.00	2,784.08	3,185.00	0.00	26,046.00
Endow Fund Apportion	6,890.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Education Aid	785,440.14	51,117.58	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	51,000.00	51,000.00	51,000.00	51,000.00	72,444.32	104,408.33	942,938.59
Facility Maintenance Revenue	13,683.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies Maintenance Aid	9,607.53	0.00	0.00	0.00	2,942.28	1,981.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,607.53
Support Library Aid (Restricted)	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Building Library Aid	3,914,924.00	0.00	0.00	0.00	48,286.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136,208.24
Road Act Library Aid	3,533.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tech Comp Road Act Trng	4,500.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II	20,884.22	0.00	0.00	10,286.50	0.00	0.00	0.00	0.00	0.00	2,838.21	0.00	0.00	0.00	0.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	7,762.00	0.00	0.00	8,257.60	0.00	4,221.82	0.00	4,500.88
Spec Ed EC	3,381.51	0.00	0.00	0.00	0.00	1,511.12	0.00	0.00	0.00	0.00	746.44	0.00	0.00	0.00
Federal Aids & Grant	31,242.00	0.00	0.00	0.00	14,504.01	0.00	0.00	0.00	0.00	1,197.63	0.00	0.00	973.45	3,852.20
REAP Direct Fed Aid&Grant	394,044.46	0.00	0.00	60,288.76	27,348.15	0.00	14,755.98	13,716.09	89,914.49	50,331.82	5,335.50	2,706.10	0.00	31,242.00
State Special Education Aid	1,827,464.65	105,630.59	113,251.21	177,974.41	210,580.68	117,077.96	122,302.82	83,240.87	152,206.39	134,346.22	92,194.72	216,990.92	185,362.61	4,411,935.37
REVENUES TOTAL	965,941.34	204.83	97,875.31	97,875.31	97,875.31	97,875.31	97,875.31	97,875.31	97,875.31	97,875.31	97,875.31	97,875.31	156,466.19	1,143,014.42
EXPENDITURES	164,250.00	13,887.50	13,887.50	15,208.33	15,208.33	15,208.33	15,208.33	15,208.33	15,208.33	15,208.33	15,208.33	15,208.33	179,458.39	164,250.00
FACILITY LEASE TOTAL														
PURCHASED SERVICES														
Consult Fees (Ed/Value)	19,482.85	0.00	1,857.51	1,857.51	1,857.51	1,857.51	1,857.51	1,857.51	1,857.51	1,857.51	1,857.51	1,857.51	3,129.32	23,015.26
Marketing/Advert/Promo Fees	200.00	0.00	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00
ABC Consult-Fee	17,985.28	8,213.73	10,888.85	119.78	0.00	40.05	14,223.49	28.74	9,151.00	829.85	13.80	14,310.15	0.00	74,100.00
ABC Consult-Svc	247.50	82.50	1,402.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Phone & Parcel Svc	1,458.83	594.01	435.28	472.47	639.21	238.00	663.61	239.00	448.48	448.48	448.70	501.81	0.00	1,495.00
Postage & Parcel Svc	9.35	0.00	0.00	0.00	0.00	0.00	0.00	73.00	175.90	0.00	0.00	0.00	0.00	5,655.46
Technology Svc	381.88	0.00	109.33	270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.43
Consult	0.00	0.00	0.00	0.00	0.00	0.00	86.75	0.00	0.00	0.00	0.00	223.21	0.00	0.00
Utility Services	45,602.72	3,933.00	1,781.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	472.04	0.00	0.00
Maintenance	2,982.87	778.33	16,826.28	14,686.27	2,097.48	3,458.82	3,065.38	2,704.38	1,781.12	0.00	0.00	5,714.75	0.00	0.00
Custodial Reimburse To Mn District	78,253.30	16.05	0.00	250.94	442.33	3,757.76	368.88	45,087.00	484.55	0.00	0.00	3,127.77	0.00	0.00
Insurance	13,592.78	6,957.73	4,608.80	8,303.06	6,277.31	0.00	12,765.43	6,571.16	0.00	0.00	0.00	16,796.87	0.00	3,127.77
Elem non-student Consulting	1,978.38	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,285.59
Field Trips, Lectures, River Band, admissions	2,502.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,108.88
Field Trip Transportation	1,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Music Contract	4,224.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,502.30	0.00	44.06	0.00	2,527.44
3rd Py Bllor Fees	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,180.00	0.00	0.00	0.00	0.00
Contracted Speech Services	43,466.00	0.00	3,017.50	6,417.50	7,777.50	0.00	0.00	0.00	0.00	0.00	0.00	6,208.07	0.00	0.00
Travel/Confer/Confer	1,515.36	0.00	0.00	0.00	0.00	0.00	7,225.00	1,445.00	3,774.00	3,400.00	4,717.59	4,988.00	17,148.00	58,000.00
DH-Sp Ed Sal Pur F Other-D	9,951.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,515.36	0.00	0.00	1,515.36
DH-Sp Ed Sal Pur F Other-D	2,071.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,961.94	0.00	0.00	8,961.94
DSD Contracted Services	83,175	0.00	587.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,071.77	0.00	0.00	2,539.00
ECSE - Early Contracted Services	91.39	0.00	0.00	0.00	0.00	0.00	45.10	0.00	0.00	0.00	189.25	0.00	0.00	831.75
Ed Sub-servr under 226k	244.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.30	0.00	0.00	0.00	81.30
Ed Sub-servr under 226k	0.00	0.00	0.00	0.00	0.00	0.00	897.40	0.00	0.00	46.47	0.00	0.00	0.00	1,000.00
Ed Repair & Maintenance	0.00	0.00	4,037.50	0.00	0.00	0.00	0.00	4,037.50	0.00	0.00	4,037.50	0.00	0.00	743.87
Trans-Contract/Plb	5,508.36	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.86	0.00	0.00
Trans-Contract/Plb	43,670.00	2,310.00	0.00	863.00	0.00	0.00	0.00	0.00	0.00	2,871.57	0.00	0.00	0.00	0.00
Contracted SpEd Specialists, Pkyc, OT	189.00	0.00	30.00	375.00	0.00	2,830.00	6,200.00	2,460.00	5,117.50	3,065.00	5,480.00	0.00	0.00	5,618.53
Swit/Dow - Travel-Conferences	3,258.98	2,393.00	170.00	320.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,500.00
Swit/Dow - Travel-Conferences	373,659.35	39,475.73	26,848.41	38,198.88	33,791.24	5,373.01	47,839.23	17,832.92	23,948.49	23,447.32	0.00	0.00	0.00	2,083.00
PURCHASED SERVICES TOTAL														
SUPPLIES														
Marketing Supplies	0.00	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SupMat Non-instr.	179.07	0.00	15.72	8.28	11.00	0.00	0.00	31.11	17.59	54.99	123.81	0.00	0.00	575.00
Software - JMC, RegionV	4,985.71	1,386.02	431.28	2,860.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.50
Non Instruet Tech Supplies	10.89	0.00	0.00	11.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,085.42
Tech Non Instr Software/Licnse	40.00	0.00	0.00	0.00	0.00	0.00	40.80	0.00	0.00	0.00	0.00	40.80	0.00	1,095.21
SupMat Non-instr.	94.00	0.00	0.00	0.00	0.00	0.00	0.00	32.02	0.00	0.00	477.88	0.00	0.00	510.00
SupMat Non-instr.	546.14	133.24	0.00	129.22	0.00	0.00	0.00	100.00	0.00	112.35	0.00	0.00	0.00	488.80
SupMat Non-instr.	2,286.04	0.00	0.00	383.22	157.35	200.00	61.50	320.34	55.76	312.99	1,594.76	0.00	0.00	498.90
Master Garden Supplies	0.00	0.00	0.00	71.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,398.13
Master Non-instruet supplies	204.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.31	0.00	63.31
Library Non Instruet supplies	867.32	0.00	0.00	97.48	0.00	0.00	0.00	0.00	0.00	0.00	124.35	0.00	0.00	0.00
Library Non Instruet supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,089.92
PURCHASED SERVICES TOTAL														
SUPPLIES														
Marketing Supplies	0.00	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SupMat Non-instr.	179.07	0.00	15.72	8.28	11.00	0.00	0.00	31.11	17.59	54.99	123.81	0.00	0.00	575.00
Software - JMC, RegionV	4,985.71	1,386.02	431.28	2,860.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.50
Non Instruet Tech Supplies	10.89	0.00	0.00	11.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,085.42
Tech Non Instr Software/Licnse	40.00	0.00	0.00	0.00	0.00	0.00	40.80	0.00	0.00	0.00	0.00	40.80	0.00	1,095.21
SupMat Non-instr.	94.00	0.00	0.00	0.00	0.00	0.00	0.00	32.02	0.00	0.00	477.88	0.00	0.00	510.00
SupMat Non-instr.	546.14	133.24	0.00	129.22	0.00</									

NERSTRAND ELEMENTARY SCHOOL #4055  
FY2026 Cashflow / Income Statement

	FY2025 Actual	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Actual	FY2025 Actual	FY2026 Budget
Library Supplies Walmart Grant	270.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library Non instruct software	1,212.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Instructional software	2,172.28	2,148.00	1,092.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,172.28	2,172.28
Library Tech Supplies	6,706.30	2,115.01	108.74	82.90	812.50	435.15	208.89	259.20	174.98	155.36	446.16	3,815.03	1,778.88	0.00	10,200.00	10,200.00
Textbooks/Workbooks	363.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20175.04	20,175.04	0.00	1,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,760.89	18,992.12	0.00	26,923.00	26,923.00
3,788.76	3,788.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PhysEd/Health Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00
Music Instructional software	226.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	510.00	0.00	510.00	510.00
Music Sup/Mat N-Indiv Inst	181.87	0.00	47.85	0.00	129.80	0.00	0.00	0.00	0.00	87.34	0.00	0.00	0.00	0.00	284.79	284.79
Library Supplies	592.23	0.00	0.00	161.88	23.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	185.61	185.61
Library Bks Walmart Grant	230.51	0.00	0.00	0.00	0.00	188.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.80	188.80
Library Aid Supplies Placeholder	740.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MA Supplies Non-Instruct	0.00	3,880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPED Forms MA Software/BIll Fees	928.75	0.00	1,223.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,223.45	945.29
SPED supplies	98.07	37.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.95	37.95
SPED Forms Software	1,113.80	0.00	1,221.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,221.50	1,135.08
SC SPED Instruct Supplies	78.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.52	78.52
SC Sup/Mat N-Indiv Inst	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Supplies	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
SUPPLIES TOTAL	53,946.27	11,416.97	5,422.82	1,214.12	3,943.49	802.39	488.99	378.50	483.53	586.63	689.29	11,814.64	27,918.17	0.00	64,954.54	62,047.85
CAPITAL EXPENDITURES																
Princ LT Tech Leases	2,557.68	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
CAPITAL EXPENDITURES TOTAL	2,557.68	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
OTHER EXPENDITURES																
BOO Fees to Authorizer	11,467.58	0.00	0.00	0.00	9,174.06	0.00	0.00	0.00	0.00	0.00	0.00	5,093.88	0.00	0.00	14,287.84	14,287.84
Dues/Membership - MSBA, MACS, RegionIV	2,725.00	3,568.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,568.25	2,725.00
OTHER EXPENDITURES TOTAL	14,192.58	3,568.25	0.00	0.00	9,174.06	0.00	0.00	0.00	0.00	0.00	0.00	5,093.88	0.00	0.00	17,856.10	16,992.84
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES TOTAL	1,579,741.22	96,062.54	58,594.45	139,639.47	164,611.00	147,980.51	119,078.77	161,514.50	131,713.12	143,025.88	139,413.37	181,933.99	199,104.51	191,949.94	1,815,137.20	1,789,972.49
NET INCOME	247,663.43	49,568.05	46,195.91	-26,386.26	13,383.11	62,912.29	-2,000.81	-39,212.48	-48,472.25	6,383.41	-5,067.15	-89,744.37	17,792.41	-6,597.03	630.89	-41,842.45
BEGINNING BALANCE	544,773.60	792,437.03	842,005.08	866,190.99	861,892.73	875,165.84	937,776.12	935,775.31	896,562.83	846,090.58	856,873.98	851,606.83	781,862.46	799,654.97	792,437.03	499,687.36
ENDING BALANCE	792,437.03	842,005.08	888,190.99	861,802.73	875,165.84	937,776.12	935,775.31	896,562.83	846,090.58	856,873.98	851,606.83	781,862.46	799,654.97	793,067.04	497,844.91	457,844.91
FUND BALANCE AS % OF EXPENDITURES	58.16%														43.89%	25.58%
FUND 04																
REVENUES																
Fees From Patrons	6,484.00	0.00	0.00	498.00	802.50	570.00	95.50	1,239.00	490.50	27.50	1,203.50	198.50	1,108.50	1,037.15	7,178.65	7,178.65
REVENUES TOTAL	6,484.00	0.00	0.00	498.00	802.50	570.00	95.50	1,239.00	490.50	27.50	1,203.50	198.50	1,108.50	1,037.15	7,178.65	7,178.65
EXPENDITURES																
Edvisions Royal Engle Staff	7,572.43	0.00	0.00	339.90	925.74	840.00	860.48	475.82	1,400.93	813.34	525.38	855.20	507.27	0.00	7,543.97	7,543.97
EXPENDITURES TOTAL	7,572.43	0.00	0.00	339.90	925.74	840.00	860.48	475.82	1,400.93	813.34	525.38	855.20	507.27	0.00	7,543.97	7,543.97
NET INCOME	-1,088.43	0.00	0.00	68.10	-123.24	-270.00	-766.89	763.18	-910.43	-785.74	678.12	-656.70	601.23	1,037.15	-365.32	-365.32
BEGINNING BALANCE	1,931.39	842.95	842.95	842.95	811.05	787.81	517.81	-249.18	514.00	-396.43	-1,182.17	-594.05	-559.52	-559.52	707.00	707.00
ENDING BALANCE	842.95	842.95	842.95	811.05	787.81	517.81	-249.18	514.00	-396.43	-1,182.17	-594.05	-1,160.75	-559.52	477.83	422.95	341.68

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2013	4055	USB														
IDEAS			2041	Credit	A	08/15/25		Wire	1	Miscellaneous						
						4055	R 01 000 000 000 000 211			General Education Aid					51,117.58	0.00
														Receipt Total:	\$51,117.58	\$0.00
														Deposit Total:	\$51,117.58	\$0.00
2014	4055	USB														
IDEAS			2042	Credit	A	08/30/25		Wire	1	MDE						
						4055	B 01 121 000			FY25 Gen Ed					15,353.10	0.00
						4055	B 01 121 000			FY25 Lease					3,684.19	0.00
						4055	B 01 121 000			FY25 LTFM					188.28	0.00
						4055	B 01 121 000			FY25 Literacy F312					294.22	0.00
						4055	B 01 121 000			FY25 Library F343					600.00	0.00
						4055	B 01 121 000			FY25 Stdnt Support F373					600.00	0.00
						4055	R 01 000 000 000 740 360			State Special Education Aid					51,136.98	0.00
														Receipt Total:	\$71,856.77	\$0.00
														Deposit Total:	\$71,856.77	\$0.00
2015	4055	USB														
interest			2043	Credit	A	08/31/25		Wire	1	Miscellaneous						
						4055	R 01 000 000 000 000 092			Interest Earnings					2,147.75	0.00
														Receipt Total:	\$2,147.75	\$0.00
														Deposit Total:	\$2,147.75	\$0.00
2016	4055	USB														
interest			2044	Credit	A	08/31/25		Wire	1	Miscellaneous						
						4055	R 01 000 000 000 000 092			Interest Earnings					378.06	0.00
														Receipt Total:	\$378.06	\$0.00
														Deposit Total:	\$378.06	\$0.00
														Report Total:	\$125,500.16	\$0.00

**Nerstrand Charter School #4055**  
**Outstanding Payments by Payment Date**

Bank: USB  
Acct#: 152100023570

8/31/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8809	Check	1 1593	DANA JANS	07/30/2025	17160	231.49
	8833	Check	1 1006	CITY OF NERSTRAND	08/26/2025	17172	249.61
	8835	Check	1 1412	RATWIK, ROSZAK, & MALONEY, F	08/26/2025	17173	1,402.50
	8834	Check	1 1079	SPED FORMS LLC	08/26/2025	17174	2,876.23
				Bank		Total	4,759.83
						Total	\$4,759.83

District # 4055  
Nerstrand Charter School #4055  
Detail Payment Register by Vendor  
Check Number: 0-2147483647 Payment Date: 8/1/2025-8/31/2025 Period: 202602-202602 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type	
1187		AMAZON.COM						
			LCCB				Wire	
			E 01 010 203 000 000 430		post its for rdg curric			\$10.28
PO#:		Voucher #:	8896 Invoice	Invoice No: 20250807		8/7/2025	Paid Amt:	\$10.28
							Check Amount:	\$10.28
			LCCB				Wire	
			E 01 010 203 000 000 430		reading postits & underdesk bikes			\$98.46
PO#:		Voucher #:	8909 Invoice	Invoice No: 20250807		8/7/2025	Paid Amt:	\$98.46
							Check Amount:	\$98.46
							Vendor Total:	\$108.74
1781		ELECTRO WATCHMAN, INC.			1 W WATER ST SUITE 110 ST PAUL, MN 55107			
			LCCB				Wire	
			E 01 005 810 019 000 305		chg key access 50% cost			\$1,781.75
PO#:		Voucher #:	8903 Invoice	Invoice No: 250800468		8/25/2025	Paid Amt:	\$1,781.75
							Check Amount:	\$1,781.75
							Vendor Total:	\$1,781.75
1673		METRONET INC			PO BOX 630546 CINCINNATI, OH 45263-0546			
			LCCB				Wire	
			E 01 005 110 000 000 320		Phone			\$207.31
PO#:		Voucher #:	8879 Invoice	Invoice No: 1705956		8/8/2025	Paid Amt:	\$207.31
							Check Amount:	\$207.31
			LCCB				Wire	
			E 01 005 110 000 000 320		Phone			\$239.00
PO#:		Voucher #:	8899 Invoice	Invoice No: 1677211		8/14/2025	Paid Amt:	\$239.00
							Check Amount:	\$239.00
							Vendor Total:	\$446.31
1772		OPEN UP RESOURCES			101 JEFFERSON DRIVE, 1st FLOOR MENLO PARK, CA 94025			
			LCCB				Wire	
			E 01 010 203 000 000 460		reading curric			\$1,180.00
PO#:		Voucher #:	8908 Invoice	Invoice No: 1604-7591e		8/21/2025	Paid Amt:	\$1,180.00
							Check Amount:	\$1,180.00
							Vendor Total:	\$1,180.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1297		PLANK ROAD PUBLISHING, INC		PO BOX 26627 WAUWATOSA, WI 53226			
		LCCB				Wire	
		E 01 010 258 000 000 406		downloadable music		\$47.85	
PO#:		Voucher #:	8894	Invoice No: 26-801114	8/5/2025	Paid Amt:	\$47.85
						Check Amount:	\$47.85
						Vendor Total:	\$47.85
1335		TATGE JEWELRY		625 2nd ST KENYON, MN 55946			
		LCCB				Wire	
		E 01 005 110 000 000 401		door name plates		\$18.00	
PO#:		Voucher #:	8892	Invoice No: 76037	8/11/2025	Paid Amt:	\$18.00
						Check Amount:	\$18.00
						Vendor Total:	\$18.00
1004		US POSTAL SERVICE		ATTN: POSTMASTER 309 MAIN ST NERSTRAND, MN 55053			
		LCCB				Wire	
		E 01 005 110 000 000 329		Postage & Parcel Svc		\$5.93	
PO#:		Voucher #:	8907	Invoice No: 20250814	8/14/2025	Paid Amt:	\$5.93
						Check Amount:	\$5.93
						Vendor Total:	\$5.93
1700		USBANK					
		USB				Wire	
		E 01 005 110 000 000 305		fee		\$13.85	
PO#:		Voucher #:	8911	Invoice No: 20250819	8/19/2025	Paid Amt:	\$13.85
						Check Amount:	\$13.85
						Vendor Total:	\$13.85
1782		WATERS EDGE MINI GOLF					
		LCCB				Wire	
		E 01 010 640 000 000 366		pd		\$170.00	
PO#:		Voucher #:	8910	Invoice No: 20250829	8/29/2025	Paid Amt:	\$170.00
						Check Amount:	\$170.00
						Vendor Total:	\$170.00
						Report Total:	\$3,772.43



**Nerstrand Charter School #4055**  
**Reconciliation Worksheet Report**  
**08/31/2025**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1332	08/31/2025	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

**Worksheet has been Finalized**

Statement Amount 78,356.54

Deposits In Transit 0.00

**Outstanding Payments**

Checks 0.00

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 78,356.54

GL Account Balance 78,356.54

Difference 0.00

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

Ty  
F

**Adjustments**

00/00/0000

**Nerstrand Charter School #4055**  
**Reconciliation Worksheet Report**  
**08/31/2025**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1333	08/31/2025	4055	USB	US BANK CHECKING ACCOUNT

**Worksheet has been Finalized**

Statement Amount 746,739.55

Deposits in Transit 0.00

**Outstanding Payments**

Checks 4,759.83

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 741,979.72

GL Account Balance 741,979.72

Difference 0.00

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

Ty  
F

Adjustments

00/00/0000

## Nerstrand Charter School #4055

## Journal Entry Listing

Page 1 of 3

9/7/2025

20:23:04

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4565	202602	08/05/2025	P	JE	Aug	EdEdVisions Aug EFT	Edvisions	B	01	101	000				USB Cash	0.00	61,503.27
							Edvisions	B	01	101	000				USB Cash	208.93	0.00
							EdVisions (Fd1)	B	01	206	000				Other Accts Payable	61,503.27	0.00
							EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	0.00
							Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	0.00	0.01
							EdVisions Pysl Svnce Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	0.00	4.10
							Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	0.00	69.13
							Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.01
							McBride 20% gen ed	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	0.00	66.61
							Temple, Innana	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Temple Insur Adj	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Temple, Linda	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Turi, Carrie	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	0.00	69.09
							Waddell, Para @ Lunch	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Vondrasek Class Sz	E	01	010	204	000	414	303	EdVisions Title II	0.00	0.00
							Vondrasek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	0.00	0.00
							Bonde, Carmen-PhyEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.02	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	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	0.00	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 Sped Tch	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	0.00	0.00
							Schaefer, Nicole Sped Tch	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	0.01	0.00
							Bollinger-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	0.00	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Cook, Dana Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00

## Nerstrand Charter School #4055

## Journal Entry Listing

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20:23:04

JE Cd	Period	Date	St Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4565	202602	08/05/2025	P	JE	Aug EdEdVisions Aug EFT		E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Hunt, Mary SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Miller, Meghan	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Moreno	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Pepin Julie Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Schweisthal Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Temple, Linda	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Bollinger -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	0.00	0.00
						Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Cook, Dana SpEd Para	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	0.00	0.00
						Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Miller, Meghan	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Moreno	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Pepin Julie Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Schweisthal Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Temple, Linda	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						McCorkell, K ESY	E	01	010	420	013	740	396	ESY Para	0.00	0.00
						Reuvers, S ESY	E	01	010	420	013	740	396	ESY Para	0.00	0.00
						McCorkell, K ESY	E	01	010	420	013	740	397	ESY Para Fringe	0.00	0.00
						Reuvers, S ESY	E	01	010	420	013	740	397	ESY Para Fringe	0.00	0.00
						McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	0.00	0.00
						Waddell, Cara-CEIS	E	01	010	422	000	425	303	CEIS para	0.00	0.00
						Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	0.00	0.01

## Nerstrand Charter School #4055

## Journal Entry Listing

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9/7/2025

20:23:04

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4565	202602	08/05/2025	P	JE	Aug	EdVisions Aug EFT											
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	0.00	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	0.00	0.00
							Musolf, Nicole Literacy	E	01	010	640	000	312	185	Literacy Aid Tchr Trng	0.00	0.00
							Musolf, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Schaefer, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Shroyer, Paula Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Temple, Innana Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Vondrasek, T Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Johnson, Sarah Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							McBride Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Peterson, Andrea Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Schaefer, Nicole Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Bollinger, Heather RE Sub	E	04	005	570	000	394	000	EdVisions Regal Eagle Staff	0.00	0.00
							Gilmore, Greta-Regal Eagle Sub	E	04	005	570	000	394	000	EdVisions Regal Eagle Staff	0.00	0.00
							Schweisthal, RE	E	04	005	570	000	394	000	EdVisions Regal Eagle Staff	0.00	0.00
							Turi, Carrie	E	04	005	570	000	394	000	EdVisions Regal Eagle Staff	0.00	0.00
																\$61,712.23	\$61,712.23

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1705		ABDO LLP	100 WARREN STREET STE. 600 MANKATO, MN 56001			
		USB	17165			
		E 01 005 110 000 000 305	audit			
PO#:		Voucher #:	8900 Invoice	Invoice No: 510465	8/14/2025	Check
					\$10,750.00	
					Paid Amt: \$10,750.00	
					Check Amount: \$10,750.00	
					Vendor Total: \$10,750.00	
1391		BUREAU OF CRIMINAL APPREHENSION	CJIS - Records 1430 Maryland Ave East St. Paul, MN 55106			
		LCCB	2750			
		E 01 005 110 000 000 305	17 background chks			
PO#:		Voucher #:	8901 Invoice	Invoice No: 20250811	8/11/2025	Check
					\$136.00	
					Paid Amt: \$136.00	
					Check Amount: \$136.00	
					Vendor Total: \$136.00	
1006		CITY OF NERSTRAND	PO BOX 161 NERSTRAND, MN 55053			
		USB	17172			
		E 01 005 810 000 000 330	7/15-8/15			
		E 01 005 810 000 000 330	7/15-8/15			
PO#:		Voucher #:	8906 Invoice	Invoice No: 20250820	8/26/2025	Check
					\$124.97	
					\$124.64	
					Paid Amt: \$249.61	
					Check Amount: \$249.61	
					Vendor Total: \$249.61	
1023		COMMUNITY CO-OP OIL ASSN	9 CENTRAL AVENUE FARIBAULT, MN 55021-5295			
		USB	17166			
		E 01 005 810 000 000 330	fuel less 416.18 py prepaid			
PO#:		Voucher #:	8891 Invoice	Invoice No: 632625	8/14/2025	Check
					\$10,576.67	
					Paid Amt: \$10,576.67	
					Check Amount: \$10,576.67	
					Vendor Total: \$10,576.67	
1738		E.O. JOHNSON CO. INC.	PO BOX 660831 DALLAS, TX 75266-0831			
		USB	17167			
		E 01 010 203 000 000 560	7/25-8/24 copier			
		E 01 010 203 000 000 350	usage			
PO#:		Voucher #:	8893 Invoice	Invoice No: 39793771	8/14/2025	Check
					\$213.14	
					\$16.05	
					Paid Amt: \$229.19	
					Check Amount: \$229.19	
					Vendor Total: \$229.19	

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type	
1033		FARIBAULT TRANSPORTATION, INC			2615 1st Avenue NW	FARIBAULT, MN 55021-0163		
		USB		17168			Check	
		E	01	010	420	000	723	360
					July ESY			\$2,946.96
PO#:		Voucher #:	8897	Invoice	Invoice No: 120069	8/14/2025	Paid Amt:	\$2,946.96
							Check Amount:	\$2,946.96
							Vendor Total:	\$2,946.96
1133		INDEPENDENT SCHOOL DIST # 856			FARIBAULT PUBLIC SCHOOLS 710 17th St SW	FARIBAULT, MN 55021		
		USB		17169			Check	
		E	01	005	850	000	348	335
					July Rent			\$13,687.50
		E	01	005	850	000	348	335
					July custodial			\$6,957.73
		E	01	005	850	000	348	335
					July custodial			(\$6,957.73)
		E	01	005	810	000	000	391
					July custodial			\$6,957.73
PO#:		Voucher #:	8889	Invoice	Invoice No: 43681	8/14/2025	Paid Amt:	\$20,645.23
							Check Amount:	\$20,645.23
							Vendor Total:	\$20,645.23
1722		INDIGO EDUCATION			2550 UNIVERSITY AVE W SUITE 200N	ST PAUL, MN 55114		
		USB		17170			Check	
		E	01	010	420	000	419	303
					FY26 Q1			\$4,037.50
PO#:		Voucher #:	8898	Invoice	Invoice No: 21742	8/14/2025	Paid Amt:	\$4,037.50
							Check Amount:	\$4,037.50
							Vendor Total:	\$4,037.50
1412		RATWIK, ROSZAK, & MALONEY, PA			444 CEDAR STREET, SUITE 2100	ST PAUL, MN 55101		
		USB		17173			Check	
		E	01	005	110	019	000	305
					7/1-11 lease wrk			\$1,402.50
PO#:		Voucher #:	8905	Invoice	Invoice No: 80386	8/26/2025	Paid Amt:	\$1,402.50
							Check Amount:	\$1,402.50
							Vendor Total:	\$1,402.50
1724		RENAISSANCE			PO BOX 64910	ST. PAUL, MN 55164-0910		
		USB		17171			Check	
		E	01	010	203	000	000	406
					fy26 fastbridge subscription			\$1,192.10
PO#:		Voucher #:	8890	Invoice	Invoice No: INV5562705	8/14/2025	Paid Amt:	\$1,192.10
							Check Amount:	\$1,192.10
							Vendor Total:	\$1,192.10
1079		SPED FORMS LLC			PO BOX 1	JASPER, MN 56144		
		USB		17174			Check	
		E	01	010	420	000	419	405
					sped forms			\$1,221.50
		E	01	010	400	000	372	405
					ma forms			\$1,223.45

Check Number: 0-2147483647

Payment Date: 8/1/2025-8/31/2025

Period: 202602-202602

Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1079		SPED FORMS LLC	USB	PO BOX 1 17174		
			E	01 005 110 000 000 405		
				504 forms		
PO#:		Voucher #:	8904 Invoice	Invoice No: 2558	8/26/2025	Check \$431.28
						Paid Amt: \$2,876.23
						Check Amount: \$2,876.23
						Vendor Total: \$2,876.23
						Report Total: \$55,041.99



**NERSTRAND ELEMENTARY SCHOOL #4055**  
**Balance Sheet Through August 2025**

	<u>General Fund</u>	<u>Community Fund</u>	<u>Total Funds</u>
<b>Assets</b>			
Cash and investments	819,493.31	842.95	820,336.26
Accounts receivable	539.00	0.00	539.00
Due from governments	68,354.96	0.00	68,354.96
Prepaid items	0.00	0.00	0.00
Total assets	<u>888,387.27</u>	<u>842.95</u>	<u>889,230.22</u>
<b>Liabilities</b>			
Accounts payable	<u>196.28</u>	<u>0.00</u>	<u>196.28</u>
Total liabilities	<u>196.28</u>	<u>0.00</u>	<u>196.28</u>
<b>Net Assets</b>			
Unreserved	<u>826,189.55</u>	<u>0.00</u>	<u>826,189.55</u>
Nonspendable	20,956.08	0.00	20,956.08
Restricted Library Aid	0.00	0.00	0.00
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	842.95	842.95
Reserved for Med Assist	<u>21,045.36</u>	<u>0.00</u>	<u>21,045.36</u>
Total liabilities and net assets	<u>888,387.27</u>	<u>842.95</u>	<u>889,230.22</u>

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE  
OF TOBACCO, TOBACCO-RELATED DEVICES, AND  
ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND  
PREVENTION INSTRUCTION**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the charter school, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a charter school owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all charter school property and all off-campus events sponsored by the charter school.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a charter school owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all charter school property and all off-campus events sponsored by the charter school.

C. The charter school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The charter school will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The charter school will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### **III. DEFINITIONS**

A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

A. A violation of this policy does not occur when an Indian adult lights tobacco on charter school property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the charter school.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

## **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to charter school discipline procedures.
- C. Charter school administrators and other school personnel who violate this tobacco-free policy shall be subject to charter school discipline procedures.
- D. Charter school action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and charter school policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other charter school supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The charter school will develop a method of discussing this policy with students and employees.

### ***Legal References:***

Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)

Minn. Stat. § 121A.08 (Smudging Permitted)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)  
Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

***Cross References:***

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

**420                    STUDENTS AND EMPLOYEES WITH SEXUALLY  
TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN  
OTHER COMMUNICABLE DISEASES AND INFECTIOUS  
CONDITIONS**

**I.        PURPOSE**

Public concern that students and staff of the charter school be able to attend the school without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the charter school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

**II.       GENERAL STATEMENT OF POLICY**

**A.       Students**

The policy of the charter school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the charter school. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the charter school in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

**B.       Employees**

The policy of the charter school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the charter school will be made on a case-by-case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The charter school's Special Education Director, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others,



if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E.     Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the charter school are subject to a requirement of equal access and comparable services.

F.     Precautions

The charter school will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school's procedures regarding blood-borne pathogens developed pursuant to the school's employee right to know policy.)

G.     Information Sharing

1.     Employee and student health information shall be shared within the charter school only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2.     Employee and student health data shall be shared outside the charter school only in accordance with state and federal law and with the school's policies on employee and student records and data.

H.     Reporting

If a medical condition of a student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The charter school shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes, section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts, charter schools, and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.

11. The charter school may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The charter school will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

***Legal References:***

Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)

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

Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)

Minn. Stat. § 142 (Testing in School Clinics)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

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

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1910.1030 (Bloodborne Pathogens)

*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)

*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)

16 EHLR 712, OCR Staff Memo, April 5, 1990

***Cross References:***

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**Nerstrand Elementary School Policy 421**  
**Independent Charter School District #4055**

*Adopted: 1/12/2015*

Revised:

## **421 GIFTS TO EMPLOYEES AND CHARTER SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to charter school employees and school board members.

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

A. The charter school recognizes that students, parents, and others may wish to show appreciation to school employees. The policy of the charter school, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.

C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The executive director has discretion to determine what value is "insignificant."

D. Teachers may accept from publishers free samples of textbooks and related teaching materials.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the charter school. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school.

F. An elected or appointed member of a school board, an executive director, a school principal, or a charter school officer, including the school business official, may not accept a gift from an interested person. Members of charter school boards and persons employed as charter school directors and chief administrators are subject to the requirements of Minnesota Statutes, sections 10A.071 and 471.895.

### **III. DEFINITIONS**

A. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

B. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

C. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a charter school board member, an executive director, a school principal, or a school officer is authorized to make.

### **IV. PROCEDURES**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

### **V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

**Legal References:**

Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee;  
Penalty)  
Minn. Stat. § 124E.03, subdivision 11 (Statement of Economic Interest;  
Gift Ban)  
Minn. Stat. § 124E.14 (Conflicts of Interest)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

**Cross References:**

MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School  
Board Members)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The charter school is committed to an educational environment in which all students are treated with respect and dignity. Every school employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

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

A. This policy applies to all charter school employees at all times, whether on or off duty and on or off of school locations.

B. At all times, students will be treated by teachers and other charter school employees with respect, courtesy, and consideration and in a professional manner. Each school employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other charter school employees also may hold positions of authority over students of the school and must be mindful of their authority and influence over students.

D. Sexual relationships between charter school employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

E. Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the charter school.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

F. Charter school employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. (Ex: minimizing physical contact, keeping doors open when talking or meeting 1:1 with students and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

H. Charter school employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the charter school.

B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

### **IV. CHARTER SCHOOL ACTION**

Upon receipt of a report, the charter school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state



or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. Charter school action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and charter school policies.

## **V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the charter school is not required to defend and indemnify the employee for damages in school-related litigation.

### ***Legal References:***

- Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
- Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
- Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
- Minn. Stat. §§ 609.341-609.352 (Definitions)
- Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
- Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
- Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

### ***Cross References:***

- MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
- MSBA/MASA Model Policy 211 (Criminal or Civil Action Against Charter School, School Board Member, Employee, or Student)
- MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
- MSBA/MASA Model Policy 507 (Corporal Punishment)

**Nerstrand Elementary School Policy 806**  
**Independent Charter School District #4055**

*Adopted: 10/08/2001*

*Reviewed: 3/9/2015*

*Reviewed:*

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Model Crisis Management Policy is to act as a guide for charter school and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the charter school. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

The charter school will, to the extent possible, engage in ongoing emergency planning within the charter school and with emergency responders and other relevant community organizations. The charter school will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to charter school staff to enable them to act appropriately in the event of a crisis.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The charter school's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The charter school's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the Charter school Crisis Management Policy

1. General Crisis Procedures.

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These charter school-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or

her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Minnesota law requires a minimum of five lock-down drills each school year.

b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee for situations such as severe weather, fire, gas leaks, bomb threats or other reasons deemed necessary by the building administrator or his or her designee. The building administrator or his or her designee will announce the need for evacuation over the public address system. Evacuation plans will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Our evacuation site is Grace Lutheran Church should we have to leave campus. Minnesota law requires a minimum of five fire drills and one tornado drill per school year.

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system.

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at

school-sponsored events and functions. These charter school-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

### 3. School Emergency Response Teams

#### a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the charter school office.

#### b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of

the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

##### **1. Charter School Employees**

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the charter school's Crisis Management Policy and shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the crisis management plans and shall receive periodic training on plan implementation.

##### **2. Students and Parents**

Students and parents shall be made aware of the charter school's Crisis Management Policy and relevant tailored crisis management plans for each school building via email. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### **B. Planning and Preparing for Fire**

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies.
5. A record of fire drills conducted at the building will be maintained in the building administrator's office.
6. The charter school will have prearranged sites for emergency evacuation and transportation as needed.
7. The charter school will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The charter school also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility

diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the charter school office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the charter school office, and will be updated annually.

Charter school employees will receive training on how to make emergency contacts, including 911 calls, when the charter school's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

Charter school plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The charter school shall maintain a warning system (public announcement system) designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for



all school buildings. The charter school should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation.

F. Early School Closure Procedures

The executive director will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or charter school web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The executive director has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The executive director is the spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the charter school is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, or

others in the community. Counseling procedures will be used whenever the executive director determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

***Legal References:***

Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.038 (Students Safe at School)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses)  
Minn. Rules Ch. 7511 (Fire Code)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

***Cross References:***

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to Charter School Buildings and Sites)

**Nerstrand Elementary School Policy 806**  
**Independent Charter School District #4055**

*Adopted: 10/08/2001*

*Reviewed: 3/9/2015*

Reviewed

**806 CRISIS MANAGEMENT POLICY - Step by Step**

**CRISIS RESPONSE TEAM:**

Nicole, Dana, Carmen, & Sara F.

**CRISIS LEADER:** Nicole

**CRISIS DESIGNEE:** Dana

**CRISIS AREAS COVERED BY THIS POLICY**

- A. Fire
- B. B. Severe Weather
  - 1. Tornado/Severe Thunderstorm/Indoor Shelter
  - 2. Flooding/Evacuation
  - 3. Snow Days
- C. Assault/Fight
- D. Serious Injury/Death
- E. Weapons
- F. Bomb Threat
- G. Shooting
- H. Suicide
- I. Intruder/Hostage
- J. Demonstration or Disturbance
- K. Hazardous Materials
- L. Terrorism (Chemical or Biological Threat)
- M. Emergency Phone Numbers

A. Fire.

Procedures at the time of the emergency:

1. Pull the fire alarm, notify building occupants of the evacuation, and evacuate the building.
2. The first person aware of the fire should contact the Director and attempt to evacuate the area. Check facility diagrams for the nearest evacuation route and safe area.

3. The Director or designee will call **911** and notify the crisis team.
4. The Director or designee will meet with local fire or law enforcement agents upon arrival, giving them an update, a facility diagram and a site plan when they arrive.
5. The Director or designee will report the incident (even if it is a false alarm) to the fire marshal as required by state law.

Procedures for teachers:

1. During an evacuation, take the class roster and Emergency To Go Bag. Make sure all students and adults have left the room. Close the classroom door leaving it unlocked.
2. Lead all students in an orderly manner to the safe area. Do not allow students to stop at lockers to get books, sweaters, jackets, or other personal belongings.
3. The first person to reach any door should feel the door to see if it is hot. If it **is not** hot, open it and proceed slowly and low to the floor. If it **is** hot, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the Director.
2. Do not block any door or gate that may be used by emergency response personnel.
3. While at the safe area, teachers supervise the group closely.
4. Do not re-enter any school buildings until fire department officials declare them safe.
5. Transport students as needed.

B. Severe Weather.

Procedures when a tornado/severe thunderstorm watch has been issued:

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

- a. Monitor Emergency Alert Stations.
- b. Bring all persons inside the building. Keep students, staff, and visitors inside the building.
- c. Close windows and blinds.
- d. Review tornado drill procedures and the location of the closest safe areas.
- e. Review "drop and tuck" procedures with students.

Procedures when a tornado/severe thunderstorm warning has been issued:

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

- a. Evacuate unsafe classrooms and offices. Teachers take class rosters and Emergency To Go Bags. Close the classroom door but do not lock it.
- b. Move along inside walls to the safest areas of the building.
- c. Ensure that students are in the "tuck" position.
- d. Account for all students and staff. Report any missing students or staff to the Director, when it is safe to do so.
- e. The director or designee will monitor any changes in the weather.
- f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures after the emergency:

- a. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
- b. Check utilities and electrical devices for damage due to any outage.

2. Flooding/Evacuation. These procedures are for any weather situation that requires students and staff to evacuate the building.

Procedures for the Director if a building is in an area where a flood watch has been issued:

- a. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition.
- b. Keep staff posted of changes or emergencies.
- c. Review evacuation procedures with staff and prepare students.
- d. Check relocation centers and secure transportation to them.

Procedures for buildings in an area where a flood warning has been issued:

- a. If advised by local emergency management officials to evacuate, do so immediately.
- b. Follow evacuation procedures; teachers take class rosters.
- c. Turn off utilities in the building and lock the doors.

- d. Take attendance after evacuation to the shelter. Report any missing students to the Director.
- e. Notify parents or guardians per school district policies.
- f. Stay with the students until released to a parent or guardian.

### C. Assault/Fight.

These procedures apply to close contact physical confrontations including fistfights, knife assaults, and the use of other weapons that require close proximity to result in a significant physical threat.

#### Procedures:

1. Ensure the safety of all students and staff.
2. Contact the Director, or **911**, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. Control the scene and demand that the combatants stop; clear onlookers.
5. Contact CPR/first aid certified persons in the school building to handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the office keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the Director. The Director will:
  - a. Notify staff and combatants' parent(s) or guardian(s), as appropriate.
  - b. Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with school district discipline and harassment and violence policies, as appropriate.
  - c. Notify law enforcement, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).
9. Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
10. Document all activities.

#### D. Serious Injury/Death

##### Procedures:

1. Call **911**, but do not leave the victim unattended.
2. Contact a first aid provider (school nurse) or a member of the crisis response team.
3. Clear onlookers and isolate the victim.
4. Perform preliminary first aid, if trained.
5. Do not move the victim unless an immediate emergency situation dictates evacuation.
6. Notify the Director.
7. Designate a staff person to accompany the injured or ill person to the hospital.
8. Administrative follow-up may include the following:
  - a. Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee.
  - b. Notify the Director.
  - c. Determine method of informing staff, students, and parents, if appropriate.
  - d. Prepare an accident report.
  - e. Initiate the grief-counseling plan, if appropriate.
  - f. Prepare a news media release with the crisis team, if appropriate.

#### E. Weapons.

##### If a student or staff member is aware of a weapon brought to school:

1. Immediately notify the Director or any staff member.
2. Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself or herself.
3. If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the Director. Do not leave the classroom.

##### Procedures for the Director if a weapon is suspected:



1. Call the local law enforcement agency if a weapon is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another staff member to join in questioning the suspected student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
6. Document the incident and report it, if appropriate.
7. Notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

**F. Bomb Threat.**

**Never attempt to touch, move, dismantle, or carry any object that is suspicious.**

**Procedures for bomb threat recipient:**

1. *If you receive a bomb threat by written message*, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to Step 2.

***If you receive a bomb threat by telephone:***

- a. Record exactly what the caller says. Activate caller ID where available. Complete the "*Bomb Threat Phone Report*" and the "*Caller Identification Checklist*."
- b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
- c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
2. Notify the Director.
3. Call **911** and report the bomb threat.
4. Call the Director to report the incident and any action taken so far.
5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention "bomb threat."
6. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the classroom door but leave it unlocked. Teachers take class rosters

and Emergency To Go Bags. Once evacuated, roll call should be taken. Notify the Director of any missing students or staff.

7. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.

8. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.

9. Notify parents and guardians per school district policies.

G. Shooting. These procedures apply to snipers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

Procedures for staff and students if a person threatens with a firearm or begins shooting:

1. **If outside**, staff and students should use ALICE training. Students should be directed, based on the situation, to go to our evacuation site, behind objects, but to run/hide.

2. **If inside**, staff, students and visitors should turn off the lights, lock all doors and use ALICE training. If it is safe to evacuate the rooms via windows, do so. If you cannot escape a room, stay away from windows and doors, but do not congregate in one group (spread out). Barricade the points of entry.

3. Staff, students and visitors should use ALICE training. If it is safe to evacuate the rooms via windows, do so. If you cannot escape a room, stay away from locked windows and locked doors, but do not congregate in one group (spread out). Barricade the points of entry.

4. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.

5. Take roll call and notify the Director of any missing students or staff, when it is safe to do so.

Procedures for the Director or police liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:

- a. shooter's location,
- b. injuries, and
- c. potential for additional shooting.

2. Call **911** and give them as much detail as possible about the situation.

3. Secure the school building, if appropriate.

4. Assist students and staff in evacuating from immediate danger to a safe area.
5. Care for the injured to the extent practicable until emergency personnel arrive.
6. Refer media calls, contacts, and questions to the school district spokesperson.
7. Meet with the crisis team to prepare a news or information release.
8. Notify parents and guardians per school district policies, if appropriate.
9. Hold an information meeting with all staff, if appropriate.
10. Initiate the grief-counseling plan, if appropriate.

#### H. Suicide.

##### Procedures for a suicide attempt:

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
3. Call **911** if the person dies, needs medical attention, has a weapon, or needs to be restrained.
4. Notify the school psychologist or counselor, Director, or appropriate crisis intervention or mental health hotline.
5. The Director will activate the crisis response team.
6. Stay with the person until counselor/suicide intervention arrives. **DO NOT LEAVE A SUICIDAL PERSON ALONE.**
7. Designate a responsible adult to meet with emergency personnel upon arrival.
8. The Director will notify the crisis team and the parent(s) or guardian(s) if the suicidal person or victim is a student, or a family member if the person is a staff member.
9. The Director may arrange a meeting with parents and the school psychologist or counselor to determine a course of action.
10. Determine method of notifying students, staff and parents, as appropriate.
11. Initiate the grief-counseling plan, if appropriate.

#### I. Intruder/hostage.

##### Procedures for the staff member who sees an unauthorized intruder:

1. If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify him or herself and to state what is the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany the intruder to exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on school property. Inform him or her that the police will be contacted.
7. If the intruder still refuses to comply, notify the Director and give as complete a description of the person as possible. A soft lockdown may be initiated by the Director.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Monitor the intruder leaving campus, if possible.
9. Call **911** and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed).

Witness to a hostage situation:

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call **911** immediately, if possible. Give the dispatcher details of the situation, asking for assistance from the hostage negotiation team.
3. Seal off the area near the hostage situation, to the extent possible.
4. Notify the Director who may elect to evacuate the rest of the building or put the building into a lockdown.
5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

If taken hostage:

1. Follow instructions of the hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

Procedures after the emergency:

1. Designate a spokesperson to handle media calls, questions, and contacts.
2. Prepare a news/information release, as appropriate.
3. Prepare a parent and guardian letter, as appropriate.
4. Hold an information meeting with all staff.
5. Initiate the grief-counseling plan, if appropriate.

J. Demonstration or disturbance.

Procedures:

1. Notify the Director of the disturbance.
2. During the disturbance, the Director will take corrective action, such as:
  - a. Ask the demonstrators to disperse.
  - b. Notify the local law enforcement agency, if necessary.
  - c. Contain the disturbance by sealing off the area, to the extent possible.
  - d. Secure the building, if necessary.
  - e. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, teachers should:
  - a. Keep students in classrooms and lock the door (soft lock-down). Do not allow students out of the classroom until the Director gives an all-clear signal.
  - b. Make a list of students absent from the class

K. Hazardous Materials.

Procedures for on-site chemical accidents:

1. Determine the name of the chemical, where it is located, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors. School personnel should not attempt to clean up or remove the spill - leave that for trained personnel. Refer to the M.S.D.S. for guidance.
2. Notify the Director about the accident.

3. Relocate students and staff to safe areas, upwind of the accident. Teachers bring the class roster and Emergency To Go Bag. Take roll call and immediately report any missing students to the Director.
4. Call **911** (the fire department will contact the local hazardous materials team).
5. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. The Director will meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

Procedures for off-site chemical Accidents:

1. When evacuation of the area is necessary staff and students will be directed to relocate to another area by local emergency management officials.
2. If students are evacuated, notify parents and guardians per school district policies.
3. Evacuation may be made to a location designated in advance by the Director if emergency response officials do not make a specific alternative assignment.

L. Terrorism (Chemical or biological threat).

Upon receiving a chemical or biological threat phone call:

1. Complete the "*Chemical/Biological Threat Phone Report*" and "*Caller Identification Checklist*."
2. Listen closely to the caller's voice, speech patterns, and to noises in the background.
3. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
4. Notify the Director who is responsible for notifying the local law enforcement agency.
5. The Director may order an evacuation of all persons inside the school building(s), or other actions, per school district policies.
6. If evacuation occurs, teachers should take the class roster and Emergency To Go Bag.

Upon receiving a chemical or biological threat letter:

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.
2. Seal the letter in a zip-lock bag or another envelope.
3. Call **911** first, then the Minnesota Duty Officer at 651-649-54551

4. Separate "involved" people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
5. Remove "uninvolved" people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
6. Ask "involved" people to remain calm until emergency response officials arrive.
7. Ask "involved" people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

Evacuation Procedures:

1. The Director should notify staff and students of evacuation.
2. Lead students calmly to the nearest designated safe area away from the school building.
3. Teachers take roll call after the evacuation. Immediately report any missing students to the Director.
4. Students and staff who were "involved" in receiving the threat (by telephone or letter) will be evacuated as a group, separate from "uninvolved" students and staff.
5. The Director will announce the termination of the emergency after consulting with emergency response officials.
6. Notify parents and guardians per school district policies.
7. Notify the media per school district policies, if appropriate.

M. Emergency Phone Numbers

Police, Fire, Ambulance - 911

Police (non-emergency) - 507-334-4391

Hospital in Faribault (Allina) - 507-334-3921

Poison Control - 800-222-1222

Rice County Public Health Nurse - 507-332-6111

Utilities (XCEL) - 800-895-4999

City of Nerstand (Water) - 332-8000

Mental Health (Fernbrook) - 507-331-3454

Rice County Social Services - 507-332-6115



# Retain & Maintain Records On-Going Board Training

Monday, September 8, 2025

By: MN Charter Boards Online at Board Meeting

Carissa: \_\_\_\_\_ Andrea: \_\_\_\_\_

Carmen: \_\_\_\_\_ Ali: \_\_\_\_\_

Sarah: \_\_\_\_\_ Paula: \_\_\_\_\_

Terri: \_\_\_\_\_ Nicole: \_\_\_\_\_

Video & Date: \_\_\_\_\_