

Nerstrand Elementary School  
 Board of Directors Meeting  
 May 13, 2024; 3:30pm  
 Nerstrand Media Center

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

- 1.0 Call to Order
  - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve Meeting Minutes
  - 4.1 Approve April 8, 2024 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 23-24; one unenrolled to homeschool

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

K = 17      1 = 19      2-3 = 17 & 16      4-5 = 30

### 6.3 Enrollment for 24-25;

K	1	2	3	4	5	Total
16	19	19	18	11	15	98

K = 16      1 = 19      2-3 = 19 & 18      4-5 = 26

### 6.5 Finance Report

- a) Monthly Financial Update; Traci
- b) Vote on donations over \$500 per policy from April 3-May 13;
- c) Recommendation from Finance Committee
- d) Approve budget for 24-25 school year
- e) Approve Staff Compensation Schedule for 24-25
- f) Approve EdVisions Cooperative Health Insurance 3% increase; school pays 3% increase for 24-25 school year

### 7.0 Policy

- a) 208 Development, Adoption and Implementation of Policies - Vote
- b) 209 Code of Ethics - Vote
- c) 210.1 Conflict of Interest - Vote
- d) 211 Criminal or Civil Action against Charter School, Board, Employee or student - First Look
- e) 212 Charter School Board Development - First Look
- f) 213 Charter School Board Committees - First Look
- g) 214 Out of State Travel by School Board Members - First Look

### 8.0 New Business

- 8.1 Review staffing; none to report
- 8.2 Approve Indigo Education for 24-25 SY; \$21,150/year
- 8.3 Approve Lease Agreement with Faribault Public Schools, contingent on it passing their board meeting in May 2024; for SY24-25; \$164,250/year

- 8.4 Approve Custodian Agreement with Faribault Public Schools, contingent on it passing their board meeting in May 2024; for SY24-25; \$4% increase
- 8.5 Approve Kitchen Agreement with Faribault Public Schools, contingent on it passing their board meeting in May 2024; for SY24-25;
- 8.6 Approve Technology Agreement with Faribault Public Schools, contingent on it passing their board meeting in May 2024; for SY24-25; \$4% increase
- 8.7 Approve Nursing Agreement with Faribault Public Schools, contingent on it passing their board meeting in May 2024; for SY24-25; \$4% increase
- 8.8 Update from Director Support & Evaluation Committee
- 8.9 Certify Board Election Results
- 8.10 Approve Board Meeting Schedule for 24-25
- 8.11 Discuss next board meeting time
- 8.12 Discuss Marketing Plan for Enrollment
- 8.13 Approve Macphail Music Contract for SY24-25 at a rate of \$16.50/hour or 6979.50/year
- 8.14 Approve Goodhue County Education District Contract for D/HH for 24-25SY at \$10,676
  
- 9.0 Old Business
  - 9.1 Chair reminds new board members that they have 1 year to complete 3 required trainings (finance, governance and employment), but one training must be completed within the first 6 months. This affects Board Members Bossmann and McBride who both need to complete finance training by Aug. 22, 2024.
  
- 10.0 Other
  - 10.1 Opportunity for BOD member comments on meeting:
    - Did we stay on track?
    - Strategic vs. micro-manage?
    - Everyone able to participate?
  - 10.2 Next Board of Directors meeting is June 10, 2024 at TBD time 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

April 8, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

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

1.0 Call to Order at 3:29 p.m.

1.1 Roll Call

2.0 Approve Agenda

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

3.0 Opportunity to Report any Board Conflicts of Interest

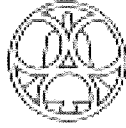
Carissa cannot attend May's meeting so Carmen will serve as chair.

4.0 Approve Board Meeting Minutes

4.1 Approve March 11, 2024 Board Meeting Minutes

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

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



Nerstrand Elementary School  
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## 5.0 Community Comment

None present

## 6.0 Reports

### 6.1 Director Report

#### a) News

- PTO hosted annual Sock Hop; was a huge success
- All school field trip to Alice in the Wonderland at the Children's Theater
- 5th graders went to Eagle Bluff for 3 days
- 4th graders spent the afternoon learning about overpopulation of animals at the Big Woods State Park
- Last week of March was Spring Break

#### b) Student Achievement

- Interventions continued for all students requiring them
- Final preparations for MCA testing
- Final FAST aReading, aMath, and F&P testing was scheduled

#### c) NEO Update

- NEO conducted formal site visit via Zoom
- Operations and curricular focuses are excellent
- Completed Drill Log will be sent when completed

#### d) Director Performance

- Director will continue formal teacher observations including summative portfolios

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## 6.2 Enrollment Update

- Current enrollment for 2023-2024 is 100
- Kindergarten:17, 1st: 20, 2nd:19, 3rd:14, 4th:17, 5th:13

## 6.3 Enrollment for 24-25

- Current enrollment for 2024-2025 is 101
- Kindergarten: 17, 1st: 18, 2nd: 19, 3rd: 20, 4th: 11, 5th: 15

## 6.4 Finance Report

- a) Monthly Financial Report by Traci LaFerriere  
Motion to approve Monthly Financial Report  
Motion approved. First: Kelly, Second: Carmen,  
Yay: 7, Nay: 0, Abstentions: 0
- b) Review and vote to approve donations over \$500  
Motion to approve donations over \$500  
Motion approved. First: Terri, Second: Tara, Yay: 7, Nay: 0,  
Abstentions: 0
- c) Update from Finance Committee
  - Committee will meet today and will bring draft to May's meeting

## 7.0 Policy

- a) Policy 204 Charter School Board Meeting Minutes  
Motion to approve policy 204 Charter School Board Meeting Minutes  
Motion approved. First: Kelly, Second: Terri, Yay: 7, Nay: 0,  
Abstentions: 0
- b) Policy 205 Open & Closed Meeting

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Motion to approve policy 205 Open & Closed Meeting  
Motion approved. First: Phil, Second: Kelly, Yay: 7, Nay: 0,  
Abstentions: 0

c) Policy 207 Public Hearing

Motion to approve policy 207 Public Hearing  
Motion approved. First: Tara, Second: Carmen, Yay: 7, Nay: 0,  
Abstentions: 0

d) First look at policy 208 Development, Adoption and Implementation  
of Policies

e) First look at policy 209 Code of Ethics

f) First look at policy 210.1 Conflict of Interest

## 8.0 New Business

### 8.1 Review Staffing

No change

### 8.2 Approve Evergreen Therapy Solutions as Speech Provider for 24-25; \$85/hour

Motion to approve Evergreen Therapy Solutions as Speech  
Provider

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

### 8.3 Update from Director Support & Evaluation Committee

- Committee will meet today to review survey results
- Will use results to fill out rubric on Domain 2
- Will present results to Director in May

### 8.4 Review Banking at Lake Country Community Bank

- Names on account are Nicole, Traci, Dana, and Phil

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- 8.5 Review Banking at US Bank  
- Names on account are Nicole and Traci
- 8.6 Approve Fernbrook Services for 24-25 SY; SLMH Grant  
Motion to approve Fernbrook Services for 24-25 SY; SLMH Grant  
Motion approved. First: Carmen, Second: Ali, Yay: 7, Nay: 0,  
Abstentions: 0
- 8.7 Approve 24-25 School Calendar  
Motion to approve 24-25 School Calendar  
Motion approved. First: Carmen, Second: Terri, Yay: 7, Nay: 0,  
Abstentions: 0

#### 9.0 Old Business

- 9.1 Chair reminds new board members Bossmann and McBride that they have 1 year to complete 3 required trainings (finance, governance, employment). Finance training must be completed By Aug. 22, 2024

#### 10.0 Other

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

- 10.2 Next Board of Directors meeting – May 13, 2024 at 3:30pm,  
Nerstrand Media Center

#### 11.0 Adjournment

- Motion to adjourn at 3:55 p.m.

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

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Carissa Erickson, Chairperson of the Board

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Tara Vondrasek, Clerk of the Board

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## Director's Report:

April came in quickly and saw us doing many things at NES. We hosted a 24-25 Kindergarten meeting to welcome our newly enrolled students for next year. We are eager for them to join our family at NES. We hosted 5th grade DARE graduation. All students went on a trip to the Rice County Historical Society via a grant. We dedicated Ukraine to our Peace Garden. A website for our first Color Run launched with donations coming in at a steady pace. In between all of these things, we continued learning and growing, as well as looking ahead to May.

### **Student Achievement:**

Students began taking the MCA/MTAS assessments. We completed reading and math. Science tests will occur on May 1st and 2nd. Results are embargoed until August, but will be shared with the board as soon as they are publicly released.

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

Throughout the next month, we will be wrapping up our school year and taking final data on our contract goals. This includes FAST assessments, attendance, and F&P. During the June meeting, we will go over our contract goals and an update will be provided on the most current data.

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

The Director Support & Evaluation Committee will provide a full board update during the May meeting on the Director's review for the year.



**Nerstrand Elementary School #4055  
Financial Report to the School Board  
April 2024**

The following reports are provided for review: bank statements, journal entry listing, receipt listing, check listing, wire listing, bank reconciliation, outstanding payment listing, balance sheet and cashflow schedule. Additionally, the school's FY2025 budget and FY2025 salary matrices are provided for review and approval.

The balance sheet shows the school has a \$599,900 cash balance that is sufficient to meet the school's expected obligations. Also, \$7,046 of the fund balance is reserved for medical assistance expenditures.

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

Revenues are calculated on 96 average daily membership (adm). The annual expenditures are \$114,608 more than revenues. The ending fund balance of \$455,613 is 29.12% of general fund expenditures. The school's authorizer requires a fund balance of 20% of expenditures.

The expected transfer from fund 01 to 04 is \$592.

The finance committee has met to review the FY2025 budget and consider opportunities to increase revenue and decrease expenditures. A budget is being provided to the board for review and approval along with a salary matrix that remains the same as the previous year.

The budget should be approved as:

	Fund 01	Fund 04
Revenue	\$1,494,195	\$7,876
Expense	\$1,586,236	\$7,875
Net Income	-\$92,041	\$1
Ending Balance	\$364,482	\$1



NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2024 Cashflow Schedule

	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Rv Bdg
<b>GENERAL FUND REVENUES</b>						
Fees From Patrons	110.00	0.00	0.00	0.00	7,761.86	7,537.86
Med Assist Fr Dept of HS	0.00	0.00	3,117.54	0.00	6,500.00	6,500.00
Interest Earnings	2,364.56	2,000.00	2,000.00	0.00	29,314.63	28,395.64
Gifts And Bequests	11,433.52	0.00	992.42	0.00	30,000.00	30,000.00
Peace Garden Gift	0.00	0.00	0.00	0.00	450.00	450.00
Night Out Gift	2,330.00	0.00	0.00	0.00	4,500.00	500.00
Misc Local Revenue	0.00	0.00	0.00	0.00	585.62	585.62
Fundraising Expense	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00
Fundraising Revenue	0.00	0.00	0.00	0.00	9,000.00	9,000.00
Endow Fund Apportion	0.00	0.00	0.00	-339.49	5,546.26	5,546.26
General Education Aid	51,517.11	0.00	26,646.94	74,284.42	742,844.18	742,844.18
State Literacy Aid	0.00	0.00	0.00	957.17	9,571.70	9,571.70
Facility Maintenance Revenue	0.00	0.00	0.00	440.90	12,672.00	12,672.00
Hrly Wrk Unemploy	0.00	0.00	0.00	-3,191.31	0.00	0.00
School Library Aid (Restricted)	0.00	8,939.14	0.00	2,000.00	20,000.00	20,000.00
Building Lease Aid	0.00	49,941.39	16,218.51	12,614.40	126,144.00	126,144.00
Stdnt Support Personnel Aid (Equal Exp)	0.00	0.00	-5,791.05	0.00	0.00	0.00
Federal Aids & Grant	1,473.72	0.00	0.00	0.00	1,473.72	1,473.72
Title II	0.00	0.00	0.00	0.00	524.00	500.00
Spec Ed Fed FlowThru	0.00	0.00	671.78	0.00	671.78	671.78
Spec Ed Fed FlowThru	0.00	9,312.23	4,308.51	0.00	17,347.21	17,347.21
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	8,396.68	8,396.68
Federal Aids & Grant	616.46	0.00	410.82	0.00	1,027.28	1,329.72
REAP Direct Fed Aid&Grant	0.00	0.00	0.00	0.00	30,764.00	30,764.00
State Special Education Aid	51,640.95	0.00	44,018.30	38,994.67	389,946.69	401,749.46
<b>REVENUES TOTAL</b>	<b>121,486.32</b>	<b>70,192.76</b>	<b>92,593.77</b>	<b>125,760.76</b>	<b>1,450,041.61</b>	<b>1,456,979.83</b>
<b>EXPENDITURES</b>						
<b>EDVISIONS SALARY &amp; BENEFIT TOTAL</b>	<b>80,810.11</b>	<b>83,945.39</b>	<b>88,945.39</b>	<b>127,690.78</b>	<b>943,415.29</b>	<b>951,061.75</b>
<b>FACILITY LEASE TOTAL</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>164,250.00</b>	<b>164,250.00</b>
<b>PURCHASED SERVICES</b>						
Consult Fees (EdVisions)	1,629.36	1,678.91	1,778.91	2,553.82	18,949.93	19,308.17
Marketing/Advert/Promo Fees	333.00	0.00	167.00	0.00	1,732.17	816.91
Business Consult Fees	4,627.87	0.00	9,028.00	0.00	68,007.22	67,641.75
Phone	684.85	480.00	480.00	0.00	5,754.83	5,549.98
Postage & Parcel Svc	136.00	0.00	200.00	0.00	3,670.17	3,165.92
Technology Svc	8.89	45.00	45.00	0.00	1,225.93	1,280.39
Utility Services	2,144.72	0.00	8,054.00	0.00	49,712.27	52,627.21
Maintenance	328.06	211.30	211.30	0.00	1,079.41	845.20
Maintenance	0.00	0.00	0.00	0.00	213.00	213.00
Maintenance Peace Garden	0.00	0.00	0.00	0.00	50.00	50.00
Custodial Reimburse To Mn District	6,114.56	6,114.19	6,114.19	6,114.19	73,475.58	73,474.84
Insurance	0.00	0.00	0.00	0.00	11,410.02	11,410.02
Elem non-student Consulting	0.00	138.00	0.00	0.00	836.50	836.50
Field Trips, Lyceums, River Bend, admissions	2,715.30	0.00	0.00	0.00	3,643.30	0.00
Short Term Lease Copiers	0.00	342.48	0.00	0.00	2,505.34	2,505.34
Field Trip Transportation	1,014.38	0.00	0.00	0.00	1,014.38	0.00
Music Contract	0.00	0.00	5,967.00	0.00	5,967.00	5,967.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	500.00	500.00
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	27.00	27.00
Contracted Speech Services	4,222.40	4,840.00	4,840.00	0.00	38,523.49	45,000.00
Phys Impaired	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
Trav/Conv/Conference	0.00	0.00	850.00	0.00	850.00	850.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	6,109.00	0.00	6,109.00	6,109.00
DHH Sp Ed Benis	0.00	0.00	1,798.00	0.00	1,798.00	1,798.00
OHD Contracted Services	0.00	0.00	0.00	0.00	405.00	405.00
Dev Delay Contracted Services	0.00	0.00	0.00	0.00	358.00	358.00
Fed Sub-contract under \$25k	0.00	0.00	3,501.00	0.00	10,503.21	10,503.21
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	8,396.68	8,396.68
Tran-Contract/Pub	0.00	0.00	0.00	0.00	4,430.76	4,430.76
Contracted SpEd Specialists, Psyc, OT	6,704.00	5,364.30	5,364.30	0.00	57,099.40	55,400.00
Trav/Conv/Conference	0.00	80.40	0.00	0.00	310.40	310.40
Trav/Conv/Conference	0.00	1,270.00	0.00	0.00	1,270.00	1,270.00
Pymnt to MN District	0.00	0.00	0.00	0.00	78.11	78.11
StaffDev - Travel+Conferences	0.00	0.00	0.00	0.00	311.92	311.92
<b>PURCHASED SERVICES TOTAL</b>	<b>30,663.39</b>	<b>20,564.58</b>	<b>55,507.70</b>	<b>8,668.01</b>	<b>381,218.02</b>	<b>382,440.31</b>

NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2024 Cashflow Schedule

	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Rv Bdgt
<b>SUPPLIES</b>						
Marketing Supplies	0.00	0.00	0.00	0.00	565.41	565.41
Sup/Mat Non-Instr.	25.78	0.00	1,411.65	0.00	1,675.00	1,675.00
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	1,618.37	1,618.37
Sup/Mat Non-Instr.	3.74	0.00	1,023.13	0.00	1,235.00	1,235.00
Sup/Mat Non-Instr.	0.00	0.00	959.22	0.00	1,000.00	1,000.00
Sup/Mat Non-Instr.	103.74	0.00	2,181.55	0.00	3,250.00	3,250.00
Peace Garden Supplies	30.00	0.00	0.00	0.00	92.07	62.07
Non-instruct Software	0.00	0.00	0.00	0.00	378.40	378.40
Instructional software	0.00	0.00	0.00	0.00	3,425.60	3,425.60
Sup/Mat N-Indiv Inst	230.62	0.00	6,691.71	0.00	10,000.00	10,000.00
Instruct Tech Supplies	24.88	0.00	0.00	0.00	49.75	0.00
Textbooks/Workbooks	160.00	0.00	3,180.16	0.00	4,276.00	3,500.00
Standardized Tests	0.00	0.00	1,200.00	0.00	1,200.00	1,200.00
Title II PD Supplies	0.00	0.00	0.00	0.00	24.00	0.00
PhysEd/Health-Supplies	0.00	0.00	500.00	0.00	500.00	500.00
PhysEd/Health-Supplies	0.00	0.00	176.32	0.00	176.32	176.32
Music Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	351.93	270.18
Library Aid Supplies Placeholder	5,506.63	0.00	9,493.37	0.00	15,000.00	15,000.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	1,000.51	1,000.51
SpEd supplies	0.00	0.00	0.00	0.00	19.29	19.29
SpEd Forms Software	0.00	0.00	0.00	0.00	1,033.32	1,033.32
SpEd Instructional supplies	0.00	0.00	0.00	0.00	4,882.77	4,882.77
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	878.40	878.40
<b>SUPPLIES TOTAL</b>	<b>6,085.39</b>	<b>0.00</b>	<b>26,817.11</b>	<b>0.00</b>	<b>52,732.14</b>	<b>51,670.64</b>
<b>CAPITAL EXPENDITURES</b>						
Princ LT Tech Leases	213.14	213.14	213.14	0.00	1,065.70	1,065.70
<b>CAPITAL EXPENDITURES TOTAL</b>	<b>213.14</b>	<b>213.14</b>	<b>213.14</b>	<b>0.00</b>	<b>1,065.70</b>	<b>1,065.70</b>
<b>OTHER EXPENDITURES</b>						
BOD Fees to Authorizer	920.80	0.00	0.00	0.00	13,028.21	12,107.41
Dues/Membership - RegV,JMC,MACS	2,050.75	0.00	0.00	0.00	8,348.40	7,127.40
<b>OTHER EXPENDITURES TOTAL</b>	<b>2,971.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,376.61</b>	<b>19,234.81</b>
<b>OTHER FINANCING USES</b>						
Perm Interfd Transf	0.00	0.00	0.00	592.00	592.00	956.29
<b>OTHER FINANCING USES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>592.00</b>	<b>592.00</b>	<b>956.29</b>
<b>EXPENDITURES TOTAL</b>	<b>134,431.08</b>	<b>118,410.61</b>	<b>185,170.84</b>	<b>150,638.28</b>	<b>1,564,649.76</b>	<b>1,570,679.49</b>
<b>NET INCOME</b>	<b>-12,944.76</b>	<b>-48,217.85</b>	<b>-92,577.06</b>	<b>-24,877.52</b>	<b>-114,608.15</b>	<b>-113,699.66</b>
<b>BEGINNING BALANCE</b>	<b>634,230.63</b>	<b>621,285.87</b>	<b>573,068.02</b>	<b>480,490.96</b>	<b>570,221.59</b>	<b>570,221.59</b>
<b>ENDING BALANCE</b>	<b>621,285.87</b>	<b>573,068.02</b>	<b>480,490.96</b>	<b>455,613.44</b>	<b>455,613.44</b>	<b>456,521.93</b>
<b>FUND BALANCE AS % OF EXPENDITURES</b>					<b>29.12%</b>	<b>29.07%</b>
<b>FUND 04</b>						
<b>REVENUES</b>						
Fees From Patrons	787.00	0.00	705.00	0.00	5,290.00	5,290.00
Perm Interfd Transf	0.00	0.00	0.00	592.00	592.00	956.29
<b>REVENUES TOTAL</b>	<b>787.00</b>	<b>0.00</b>	<b>705.00</b>	<b>592.00</b>	<b>5,882.00</b>	<b>6,246.29</b>
<b>EXPENDITURES</b>						
EdVisions Regal Eagle Staff	657.80	900.00	900.00	0.00	5,881.01	6,246.29
<b>EXPENDITURES TOTAL</b>	<b>657.80</b>	<b>900.00</b>	<b>900.00</b>	<b>0.00</b>	<b>5,881.01</b>	<b>6,246.29</b>
<b>NET INCOME</b>	<b>129.20</b>	<b>-900.00</b>	<b>-195.00</b>	<b>592.00</b>	<b>0.99</b>	<b>0.00</b>
<b>BEGINNING BALANCE</b>	<b>374.79</b>	<b>503.99</b>	<b>-396.01</b>	<b>-591.01</b>	<b>0.00</b>	<b>0.00</b>
<b>ENDING BALANCE</b>	<b>503.99</b>	<b>-396.01</b>	<b>-591.01</b>	<b>0.99</b>	<b>0.99</b>	<b>0.00</b>



# Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1787		AMAZON.COM					
		4055		LCCB			
				E 01 010 203 000 000 430	tattoos thermometer		
PO#:		Voucher #:		8500 Invoice	Invoice No: 20240418	4/18/2024	
							Paid Amt: \$37.50
							Check Amount: \$37.50
<hr/>							
1732		CAPITAL ONE					
		4055		LCCB			
				E 01 010 203 000 000 401	keypad		
PO#:		Voucher #:		8501 Invoice	Invoice No: 20240404	4/8/2024	
							Paid Amt: \$25.78
							Check Amount: \$25.78
<hr/>							
				E 01 010 203 000 000 430	art supplies		
PO#:		Voucher #:		8502 Invoice	Invoice No: 20240411	4/15/2024	
							Paid Amt: \$38.32
							Check Amount: \$38.32
							Vendor Total: \$101.60
<hr/>							
1746		CAPSTONE					
		4055		LCCB			
				E 01 010 203 000 000 401	amazon projector bulb		
				E 01 010 203 000 000 401	sams kleenex		
				E 01 005 720 000 000 401	amazon bandaids		
				E 01 010 203 000 000 430	amazon paper		
				E 01 010 203 000 000 456	amazon laptop battery		
PO#:		Voucher #:		8499 Invoice	Invoice No: 20240325	4/17/2024	
							Paid Amt: \$287.16
							Check Amount: \$287.16
							Vendor Total: \$287.16
<hr/>							
1700		USBANK					
		4055		USB			
				E 01 005 110 000 000 305	svc fee		
PO#:		Voucher #:		8509 Invoice	Invoice No: 20240412	4/12/2024	
							Paid Amt: \$34.87
							Check Amount: \$34.87
							Vendor Total: \$34.87

# Nerstrand Charter School #4055

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1747		VENTRIS LEARNING					
		4055		LCCB			
		E 01	010	203	000 000 460		Wire
					Textbooks/Workbooks	\$160.00	
PO#:		Voucher #:	8508	Invoice	Invoice No: 20240430	4/30/2024	Paid Amt: \$160.00
							Check Amount: \$160.00
							Vendor Total: \$160.00
1017		XCEL ENERGY					
		4055		USB			
		E 01	005	810	000 000 330		Wire
					2/28-3/28	\$1,288.88	
PO#:		Voucher #:	8492	Invoice	Invoice No: 51-6189166-3	4/29/2024	Paid Amt: \$1,288.88
							Check Amount: \$1,288.88
							Vendor Total: \$1,288.88
							Report Total: \$7,379.14

Nerstrand Charter School #4055  
Reconciliation Worksheet Report  
04/30/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1300	04/30/2024	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	81,574.19
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	0.00
Wires	5,506.63
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00

Adjustment Amount 0.00

Amount Per Bank 76,067.56

GL Account Balance 76,067.56

Difference 0.00

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

Adjustments  
00/00/0000

Nerstrand Charter School #4055  
Reconciliation Worksheet Report  
04/30/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1301	04/30/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount 553,477.92

Deposits in Transit 0.00

Outstanding Payments

Checks 29,645.13

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 523,832.79

GL Account Balance 523,832.79

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

## Receipt Listing Report with Detail by Deposit

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	
1879	4055	LCCB															
Miscel			1903	Credit A	04/03/24			Check	1 M	Miscellaneous							
						4055	R 04 000 000 000 000 050			RE Wagner					71.50	0.00	
															<b>\$1,803.00</b>	<b>\$0.00</b>	
															<b>\$1,803.00</b>	<b>\$0.00</b>	
1880	4055	LCCB															
Miscel			1904	Credit A	04/30/24			Check	1 M	Miscellaneous							
						4055	R 01 000 000 000 000 096			Oil Co-op Gift					434.17	0.00	
						4055	R 01 000 000 017 000 096			Night Out Gifts					610.00	0.00	
						4055	R 01 000 000 000 000 096			Box Tops					28.10	0.00	
						4055	R 01 000 000 000 000 096			PTO Eagle Bluff Gift					1,300.00	0.00	
						4055	R 04 000 000 000 000 050			RE Bonde Jones					82.50	0.00	
						4055	R 04 000 000 000 000 050			RE Bonde					165.00	0.00	
						4055	R 01 000 000 000 000 096			Color Run Gifts					225.00	0.00	
															<b>\$2,844.77</b>	<b>\$0.00</b>	
															<b>\$2,844.77</b>	<b>\$0.00</b>	
1881	4055	LCCB															
Color Run Gifts			1905	Credit A	04/30/24			Wire	1 M	Miscellaneous							
						4055	R 01 000 000 000 000 096			Gifts And Bequests					3,962.75	0.00	
						4055	R 01 000 000 000 000 096			Color Run 4/29					4,258.50	0.00	
															<b>\$8,221.25</b>	<b>\$0.00</b>	
															<b>\$8,221.25</b>	<b>\$0.00</b>	
1882	4055	USB															
interest			1906	Credit A	04/30/24			Wire	1 M	Miscellaneous							
						4055	R 01 000 000 000 000 092			Interest Earnings					571.89	0.00	
															<b>\$571.89</b>	<b>\$0.00</b>	
															<b>\$571.89</b>	<b>\$0.00</b>	
1883	4055	USB															
Interest			1907	Credit A	04/30/24			Wire	1 M	Miscellaneous							
						4055	R 01 000 000 000 000 092			Interest Earnings					1,792.67	0.00	
															<b>\$1,792.67</b>	<b>\$0.00</b>	
															<b>\$1,792.67</b>	<b>\$0.00</b>	

# Nerstrand Charter School #4055

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1884	4055	USB															
SERVS 161			1908	Credit	A	04/12/24		Wire	1	MDE	MDE				1,473.72		0.00
						4055	R 01 000 000 012	161	400	SERVS	161				\$1,473.72		\$0.00
														Receipt Total:			
														Deposit Total:	\$1,473.72		\$0.00
1885	4055	USB															
SERVS 425			1909	Credit	A	04/12/24		Wire	1	MDE	MDE				616.46		0.00
						4055	R 01 000 000 000	425	400	SERVS	425				\$616.46		\$0.00
														Receipt Total:			
														Deposit Total:	\$616.46		\$0.00
														Report Total:	\$94,192.38		\$0.00





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

Bank: USB  
Acct#: 152100023570

4/30/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8419	Check	1 1006	CITY OF NERSTRAND	04/29/2024	16934	270.05
	8423	Check	1 1707	COMMUNICATION MATTERS, LLC	04/29/2024	16935	1,691.30
	8422	Check	1 1673	METRONET INC	04/29/2024	16936	222.20
	8421	Check	1 1492	ON THE MOVE - THERAPY SERVI	04/29/2024	16937	1,560.00
	8420	Check	1 1412	RATWIK, ROSZAK, & MALONEY, P	04/29/2024	16938	263.50
	8429	Check	1 1417	APG MEDIA OF SO MINNESOTA, I	04/29/2024	16939	333.00
	8431	Check	1 1738	E.O. JOHNSON CO. INC.	04/29/2024	16940	541.20
	8428	Check	1 1133	INDEPENDENT SCHOOL DIST # 6	04/29/2024	16941	19,810.95
	8430	Check	1 1492	ON THE MOVE - THERAPY SERVI	04/29/2024	16942	2,158.00
	8427	Check	1 1005	REGION V COMPUTER SERVICES	04/29/2024	16943	829.75
	8434	Check	1 1033	FARIBAULT TRANSPORTATION, II	04/29/2024	16944	525.00
	8435	Check	1 1033	FARIBAULT TRANSPORTATION, II	04/29/2024	16945	489.38
	8436	Check	1 1208	SIGN PRO	04/29/2024	16946	30.00
	8437	Check	1 1364	NOVATION EDUCATION OPPORTI	04/30/2024	16947	920.80
						<b>Bank</b>	
						<b>Total</b>	29,645.13
						<b>Total</b>	<b>\$35,151.76</b>

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

Bank: LCCB  
Acct#:

4/30/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8438	Wire	1 1746	CAPSTONE	04/30/2024		5,506.63
						<b>Bank Total</b>	<b>5,506.63</b>

# Nerstrand Charter School #4055 Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4268	202410	04/29/2024	P	JE	IDEAS	4/30/24 ADJ	B	01	121	000	000	000	211	Due Fm Mn Children	28,080.94	0.00
							R	01	000	000	000	000	000	General Education Aid	0.00	28,080.94
4276	202410	04/15/2024	P	JE	April E	EdVisions April EFT	B	01	101	000	000	000	000	USB Cash	\$28,080.94	\$28,080.94
							B	04	101	000	000	000	000	USB Cash	0.00	82,439.47
							E	01	005	050	000	000	305	EdVisions School Administ	8,600.62	0.00
							E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,629.36	0.00
							E	01	010	201	000	000	394	EdVisions Kinder Staff	7,832.44	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	55.07	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	944.10	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	5,468.30	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	716.68	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	5,542.21	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	7,562.34	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	8,229.76	0.00
							E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,916.14	0.00
							E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	4,153.00	0.00
							E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	783.49	0.00
							E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
							E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,524.42	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	464.89	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	2,452.44	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	2,090.66	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	1,083.42	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	1,569.17	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	1,182.11	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	120.38	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	2,036.28	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	120.38	0.00
							E	01	010	420	000	740	396	EdVisions SpEd Staff	222.24	0.00

# Nerstrand Charter School #4055 Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4276	202410	04/15/2024	P	JE	April	EdVisions April EFT	Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,188.48	0.00
							Ades, Hudson-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	214.15	0.00
							Bonde, Riann-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	2,068.46	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	211.84	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	109.25	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	709.98	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	121.27	0.00
							Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	12.14	0.00
							Pepin Julie	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	207.87	0.00
							Schweisthal	E	01	010	420	000	740	397	EdVisions SpEd Benefits	12.14	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	22.41	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	119.83	0.00
							McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	10.82	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSup	4,401.01	0.00
							Gilmore, Greta-Regal Eagle Sta	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	31.08	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	626.72	0.00
<table border="1" style="float: right;"> <tr> <td>\$83,097.27</td> <td>\$83,097.27</td> </tr> </table>																\$83,097.27	\$83,097.27
\$83,097.27	\$83,097.27																

**Nerstrand Charter School #4055  
Detail Payment Register By Vendor**

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1417		APG MEDIA OF SO MINNESOTA, LLC (S)					
		4055	USB		16939		
			E	01	005 107 000 000 305	kenyon mag ad	Check
							\$333.00
PO#:		Voucher #:			8496 Invoice	Invoice No: 14198-0324	4/29/2024
							Paid Amt: \$333.00
							Check Amount: \$333.00
							Vendor Total: \$333.00
1006		CITY OF NERSTRAND					
		4055	USB		16922		
			E	01	005 810 000 000 330	2/13-3/18	Check
							\$129.10
PO#:		Voucher #:			8476 Invoice	Invoice No: 515	4/4/2024
							Paid Amt: \$129.10
PO#:		Voucher #:			8477 Invoice	Invoice No: 516	4/4/2024
							Paid Amt: \$150.24
							Check Amount: \$150.24
							Vendor Total: \$279.34
1707		COMMUNICATION MATTERS, LLC					
		4055	USB		16923		
			E	01	010 401 000 740 394	3/18-4/15	Check
							\$2,531.10
PO#:		Voucher #:			8487 Invoice	Invoice No: 516	4/29/2024
							Paid Amt: \$129.26
PO#:		Voucher #:			8488 Invoice	Invoice No: 515	4/29/2024
							Paid Amt: \$140.79
							Check Amount: \$140.79
							Vendor Total: \$549.39
1738		E.O. JOHNSON CO. INC.					
		4055	USB		16940		
			E	01	010 203 000 000 560	copier 3/25-4/24	Check
							\$213.14
							\$125.35
							\$202.71
PO#:		Voucher #:			8489 Invoice	Invoice No: NESSLP14	4/29/2024
							Paid Amt: \$1,691.30
							Check Amount: \$1,691.30
							Vendor Total: \$4,222.40
							Paid Amt: \$541.20
							Check Amount: \$541.20
							Vendor Total: \$541.20

# Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1715		EAGLE BLUFF	4055	USB	16924		Check
				E 01 010 203 000 000 369	students		\$1,267.50
				E 01 010 203 000 000 369	stdnt food		\$682.50
				E 01 010 203 000 000 369	adult		\$487.50
				E 01 010 203 000 000 369	adult food		\$262.50
				E 01 010 203 000 000 369	snacks		\$15.30
<b>PO#:</b>		<b>Voucher #:</b>		<b>8479 Invoice</b>	<b>Invoice No: 008748</b>	<b>4/4/2024</b>	<b>Paid Amt: \$2,715.30</b>
							<b>Check Amount: \$2,715.30</b>
							<b>Vendor Total: \$2,715.30</b>
1033		FARIBAUT TRANSPORTATION, INC	4055	USB	16944		Check
				E 01 010 203 000 733 360	3/20 bus to Eagle Bluff		\$525.00
<b>PO#:</b>		<b>Voucher #:</b>		<b>8504 Invoice</b>	<b>Invoice No: 94362</b>	<b>4/29/2024</b>	<b>Paid Amt: \$525.00</b>
							<b>Check Amount: \$525.00</b>
							<b>Vendor Total: \$525.00</b>
1351		FLOM DISPOSAL SERVICE	4055	USB	16925		Check
				E 01 005 810 000 000 330	April garbage		\$306.45
<b>PO#:</b>		<b>Voucher #:</b>		<b>8475 Invoice</b>	<b>Invoice No: 3964</b>	<b>4/4/2024</b>	<b>Paid Amt: \$306.45</b>
							<b>Check Amount: \$306.45</b>
							<b>Vendor Total: \$306.45</b>
1133		INDEPENDENT SCHOOL DIST # 656	4055	USB	16941		Check
				E 01 005 850 000 348 570	march rent		\$13,687.50
				E 01 005 810 000 000 391	march custodian		\$6,114.56
				E 01 005 630 000 000 305	march tech		\$8.89
				E 01 005 850 000 348 570	march rent		(\$13,687.50)
				E 01 005 850 000 348 335	march rent		\$13,687.50
<b>PO#:</b>		<b>Voucher #:</b>		<b>8495 Invoice</b>	<b>Invoice No: 42496</b>	<b>4/29/2024</b>	<b>Paid Amt: \$19,810.95</b>
							<b>Check Amount: \$19,810.95</b>
							<b>Vendor Total: \$19,810.95</b>

# Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1111		JMC COMPUTER SERVICE, INC.			16926		
		4055	USB		16926		
			B	01	131	FY25	Check
							\$1,282.00
PO#:		Voucher #:		8473	Invoice	Invoice No: 2177	Paid Amt: \$1,282.00
							Check Amount: \$1,282.00
		4055	USB		16927		Check
			E	01	005	110 000 000 820 fy 24	
							\$1,221.00
PO#:		Voucher #:		8474	Invoice	Invoice No: 1573	Paid Amt: \$1,221.00
							Check Amount: \$1,221.00
							Vendor Total: \$2,503.00
1673		METRONET INC					
		4055	USB		16928		Check
			E	01	005	110 000 000 320 Phone	
							\$223.65
PO#:		Voucher #:		8482	Invoice	Invoice No: 1705956	Paid Amt: \$223.65
							\$239.00
PO#:		Voucher #:		8483	Invoice	Invoice No: 1677211	Paid Amt: \$239.00
							Check Amount: \$462.65
		4055	USB		16936		Check
			E	01	005	110 000 000 320 Phone	
							\$222.20
PO#:		Voucher #:		8491	Invoice	Invoice No: 1705956	Paid Amt: \$222.20
							Check Amount: \$222.20
							Vendor Total: \$684.85
1364		NOVATION EDUCATION OPPORTUNITIES					
		4055	USB		16947		Check
			E	01	005	010 000 000 820 FY24 fee second 20%	
							\$920.80
PO#:		Voucher #:		8506	Invoice	Invoice No: 1386	Paid Amt: \$920.80
							Check Amount: \$920.80
							Vendor Total: \$920.80
1492		ON THE MOVE - THERAPY SERVICES					
		4055	USB		16929		Check
			E	01	010	420 000 740 394 3/6-3/22	
							\$2,626.00
PO#:		Voucher #:		8481	Invoice	Invoice No: 0002661	Paid Amt: \$2,626.00
							Check Amount: \$2,626.00
		4055	USB		16937		Check
			E	01	010	420 000 740 394 4/17-4/24	
							\$1,560.00
PO#:		Voucher #:		8486	Invoice	Invoice No: 0002675	Paid Amt: \$1,560.00
							Check Amount: \$1,560.00

# Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1492		ON THE MOVE - THERAPY SERVICES					
		4055	USB	16942			
		E 01 010 420 000 740 394		4/3-11			Check
						\$2,158.00	
PO#:		Voucher #: 8497	Invoice No: 0002670		4/29/2024		Paid Amt: \$2,158.00
							Check Amount: \$2,158.00
							Vendor Total: \$6,344.00
1412		RATWIK, ROSZAK, & MALONEY, PA					
		4055	USB	16930			
		E 01 005 110 000 000 305		2/7 phone conference			Check
						\$79.50	
PO#:		Voucher #: 8478	Invoice No: 76002		4/4/2024		Paid Amt: \$79.50
							Check Amount: \$79.50
							Vendor Total: \$343.00
1005		REGION V COMPUTER SERVICES					
		4055	USB	16931			
		B 01 131 000		FY25 finance & server			Check
						\$3,300.00	
PO#:		Voucher #: 8485	Invoice No: FY2025		4/4/2024		Paid Amt: \$3,300.00
							Check Amount: \$3,300.00
							Vendor Total: \$4,129.75
1208		SIGN PRO					
		4055	USB	16946			
		E 01 010 203 016 000 401		2024 qtr 4 membership			Check
				peace garden flags		\$30.00	
PO#:		Voucher #: 8494	Invoice No: 16644		4/29/2024		Paid Amt: \$829.75
							Check Amount: \$829.75
							Vendor Total: \$4,129.75
1703		TRACI LAFERRIERE					
		4055	USB	16932			
		E 01 005 110 000 000 305		April			Check
				3/20 postage		\$4,250.00	
						\$136.00	
PO#:		Voucher #: 8472	Invoice No: 20240404		4/4/2024		Paid Amt: \$4,386.00
							Check Amount: \$4,386.00
							Vendor Total: \$4,386.00



# Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1727		UPTICK EDUCATION LLC	4055	USB	16933		
			E 01	010 420 000 740 394		3/4-3/28 psych B Holtorf	Check
							\$360.00
PO#:		Voucher #:	8480	Invoice	Invoice No: 1263	4/4/2024	
							Paid Amt: \$360.00
							Check Amount: \$360.00
							Vendor Total: \$360.00
							Report Total: \$49,194.47



**NERSTRAND ELEMENTARY SCHOOL #4055**  
**Balance Sheet Through April 2024**

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
<b>Assets</b>			
Cash and investments	599,396.36	503.99	599,900.35
Accounts receivable	2.33	0.00	2.33
Due from governments	16,387.90	0.00	16,387.90
Prepaid items	5,499.28	0.00	5,499.28
Total assets	<u>621,285.87</u>	<u>503.99</u>	<u>621,789.86</u>
<b>Liabilities</b>			
Accounts payable	0.00	0.00	0.00
Due to Other MN Districts	0.00	0.00	0.00
Salaries payable	0.00	0.00	0.00
Taxes payable	0.00	0.00	0.00
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Unreserved	613,344.44	0.00	613,344.44
Nonspendable	895.00	0.00	895.00
Restricted	0.00	503.99	503.99
Reserved for Med Assist	7,046.43	0.00	7,046.43
Total liabilities and net assets	<u>621,285.87</u>	<u>503.99</u>	<u>621,789.86</u>



**Gifts Received 4/3/24-5/13/24**

<b>Name</b>	<b>Donated Amount</b>	<b>Restriction</b>
PTO	\$1,300.00	Eagle Bluff



NERSTRAND ELEMENTARY SCHOOL #4055  
 Fiscal Years 2024-25-26 Budget

					FY24 RvBdgt	FY25 Budget	FY26 Budget	
				FY25				
				K	16	17	17	
				1	20	16	17	
				2	19	19	16	
				3	13	20	19	
				4	16	12	20	
				5	12	16	12	
				ADM/WADM	96	100	101	
<b>GENERAL FUND</b>								
<b>REVENUES</b>								
R 01	000	000	000	050	Fees From Patrons	7,537.86	7,851.94	7,930.46
R 01	000	000	000	372 071	Med Assist Fr Dept of HS	6,500.00	6,500.00	6,500.00
R 01	000	000	000	092	Interest Earnings	28,395.64	18,371.06	12,625.77
R 01	000	000	000	096	Gifts And Bequests	30,000.00	30,000.00	30,000.00
R 01	000	000	016	000 096	Peace Garden Gift	450.00	0.00	0.00
R 01	000	000	017	000 096	Night Out Gift	500.00	0.00	0.00
R 01	000	000	000	099	Misc Local Revenue	585.62	0.00	0.00
R 01	000	000	000	619	Fundraising Expense	-5,000.00	-5,000.00	-5,000.00
R 01	000	000	000	620	Fundraising Revenue	9,000.00	9,000.00	9,000.00
R 01	000	000	000	000 201	Endow Fund Apportion	5,546.26	5,546.00	5,546.00
R 01	000	000	000	000 211	General Education Aid	742,844.18	781,996.00	803,474.00
R 01	000	000	000	000 212	State Literacy Aid	9,571.70	9,571.70	9,571.70
R 01	000	000	000	000 317	Facility Maintenance Revenue	12,672.00	13,200.00	13,332.00
R 01	000	000	000	343 300	School Library Aid (Restricted)	20,000.00	19,863.80	20,000.00
R 01	000	000	000	348 300	Building Lease Aid	126,144.00	131,400.00	132,714.00
R 01	000	000	012	161 400	Federal Aids & Grant	1,473.72	0.00	0.00
R 01	000	000	000	414 400	Title II	500.00	1,800.00	1,800.00
R 01	000	000	000	419 400	Spec Ed Fed FlowThru	671.78	0.00	0.00
R 01	000	000	011	419 400	Spec Ed Fed FlowThru	17,347.21	26,793.67	26,793.67
R 01	000	000	012	419 400	Spec Ed Fed FlowThru	8,396.68	0.00	0.00
R 01	000	000	000	425 400	Federal Aids & Grant	1,329.72	4,030.97	4,151.90
R 01	000	000	000	514 500	REAP Direct Fed Aid&Grant	30,764.00	22,893.00	22,893.00
R 01	000	000	000	740 360	State Special Education Aid	401,749.46	410,377.23	419,429.38
					<b>REVENUES TOTAL</b>	<b>1,456,979.83</b>	<b>1,494,195.37</b>	<b>1,520,761.88</b>
<b>EXPENDITURES</b>								
<b>EDVISIONS SALARY &amp; BENEFIT</b>								
E 01	005	050	000	000 305	EdVisions School Administration	103,319.22	102,920.48	106,008.10
E 01	010	203	012	161 303	Fed Sub-contract under \$25k	1,473.72	0.00	0.00
E 01	010	201	000	000 394	EdVisions Kinder Staff	94,083.20	0.00	0.00
E 01	010	203	000	000 394	EdVisions General Staff	300,354.69	385,665.75	398,158.64
E 01	010	204	000	514 303	EdVisions REAP CSR - Fed Sub-contr under \$25k	30,764.00	30,764.00	30,764.00
E 01	010	240	000	000 394	EdVisions PhysEd Staff	47,018.12	45,164.77	46,519.71
E 01	010	620	000	343 394	EdVisions Library Aid Exp Cara	5,000.00	4,863.80	5,000.00
E 01	010	407	000	740 396	EdVisions Sp Ed Sal Pur F Other D	49,836.17	49,836.00	51,331.08
E 01	010	407	000	740 397	EdVisions Sp Ed Ben Pur F Other D	9,513.35	9,243.82	9,521.13
E 01	010	407	013	740 396	EdVisions Sp Ed Sal Pur F Other D	2,299.44	0.00	0.00
E 01	010	407	013	740 397	EdVisions Sp Ed Ben Pur F Other D	425.69	0.00	0.00
E 01	010	408	000	740 396	Sp Ed Sal Pur F Other D	0.00	56,759.00	58,461.77
E 01	010	408	000	740 397	Sp Ed Ben Pur F Other D	0.00	19,259.81	19,837.60
E 01	010	411	000	740 396	Sp Ed Sal Pur F Other D	56,759.04	0.00	0.00
E 01	010	411	000	740 397	Sp Ed Ben Pur F Other D	18,384.00	0.00	0.00
E 01	010	420	000	740 396	EdVisions SpEd Staff	146,251.37	146,179.22	150,564.60
E 01	010	420	000	740 397	EdVisions SpEd Benefits	31,956.95	43,171.91	44,467.06
E 01	010	422	000	425 303	CEIS para	1,329.72	4,030.97	4,151.90
E 01	010	605	000	000 394	EdVisions InstructionalSupportAdmin	52,293.07	56,579.62	58,277.01
					<b>EDVISIONS SALARY &amp; BENEFIT TOTAL</b>	<b>951,061.75</b>	<b>954,439.15</b>	<b>983,062.61</b>
<b>FACILITY LEASE</b>								
E 01	005	850	000	348 335	Bld/Land Leases	164,250.00	164,250.00	164,250.00
					<b>FACILITY LEASE TOTAL</b>	<b>164,250.00</b>	<b>164,250.00</b>	<b>164,250.00</b>
<b>PURCHASED SERVICES</b>								
E 01	005	105	000	000 305	Consult Fees (EdVisions)	19,308.17	19,246.29	19,823.48
E 01	005	107	000	000 305	Marketing/Advert/Promo Fees	816.91	1,000.00	1,000.00
E 01	005	110	000	000 305	Business Consult Fees	67,641.75	71,023.84	72,444.31

NERSTRAND ELEMENTARY SCHOOL #4055  
 Fiscal Years 2024-25-26 Budget

					FY24 RvBdgt	FY25 Budget	FY26 Budget
E 01 005 110 000 000 320	Phone				5,549.98	5,660.98	5,660.98
E 01 005 110 000 000 329	Postage & Parcel Svc				3,165.92	3,200.00	3,200.00
E 01 005 630 000 000 305	Technology Svc				1,280.39	1,318.80	1,318.80
E 01 005 720 000 000 390	Pymnt to MN Dist				78.11	80.45	80.45
E 01 005 810 000 000 330	Utility Services				52,627.21	53,679.75	53,679.75
E 01 005 810 000 000 350	Maintenance				213.00	213.00	213.00
E 01 005 810 016 000 350	Maintenance Peace Garden				50.00	50.00	50.00
E 01 005 810 000 000 391	Custodial Reimburse To Mn District				73,474.84	75,679.09	75,679.09
E 01 005 940 000 000 340	Insurance				11,410.02	11,638.22	11,638.22
E 01 010 203 000 000 305	Elem non-student Consulting				836.50	1,050.00	1,050.00
E 01 010 203 000 000 350	Maintenance				845.20	2,520.00	2,520.00
E 01 010 203 000 000 380	Short Term Lease Copiers				2,505.34	0.00	0.00
E 01 010 204 640 414 303	Title II - Prof Dev				500.00	500.00	500.00
E 01 010 204 000 414 366	Title II - Prof Dev				0.00	1,300.00	1,300.00
E 01 010 258 000 000 394	Music Contract				5,967.00	6,086.34	6,086.34
E 01 010 400 000 372 305	3rd Pty Biller Fees				27.00	27.00	27.00
E 01 010 401 000 740 394	Contracted Speech Services				45,000.00	45,000.00	45,000.00
E 01 010 404 000 740 394	Phys Impaired				1,000.00	1,000.00	1,000.00
E 01 010 405 000 740 366	Trav/Conv/Conference				850.00	850.00	850.00
E 01 010 405 000 740 396	DHH Sp Ed Sal Pur F Other D				6,109.00	6,231.18	6,231.18
E 01 010 405 000 740 397	DHH Sp Ed Benis				1,798.00	1,833.96	1,833.96
E 01 010 410 000 740 394	OHD Contracted Services				405.00	405.00	405.00
E 01 010 412 000 740 394	Dev Delay Contracted Services				358.00	358.00	358.00
E 01 010 420 011 419 303	Fed Sub-contract under \$25k				10,503.21	10,713.27	10,713.27
E 01 010 420 012 419 303	Fed Sub-contract under \$25k				8,396.68	8,564.61	8,564.61
E 01 010 420 640 419 366	Trav/Conv/Conference				310.40	310.40	310.40
E 01 010 420 641 419 366	Trav/Conv/Conference				1,270.00	1,270.00	1,270.00
E 01 010 420 000 723 360	Tran-Contract/Pub				4,430.76	4,519.38	4,519.38
E 01 010 420 000 740 394	Contracted SpEd Specialists, Psyc, OT				55,400.00	55,400.00	55,400.00
E 01 010 640 000 000 366	StaffDev - Travel+Conferences				311.92	311.92	311.92
	<b>PURCHASED SERVICES TOTAL</b>				<b>382,440.31</b>	<b>391,041.48</b>	<b>393,039.16</b>
	<b>SUPPLIES</b>						
E 01 005 107 000 000 401	Marketing Supplies				565.41	565.41	565.41
E 01 005 110 000 000 401	Sup/Mat Non-Instr.				1,675.00	1,675.00	1,675.00
E 01 005 630 000 000 405	Tech Non Instr Software/License				1,618.37	1,618.37	1,618.37
E 01 005 720 000 000 401	Health Office Supplies				1,235.00	1,235.00	1,235.00
E 01 005 810 000 000 401	Sup/Mat Non-Instr.				1,000.00	1,000.00	1,000.00
E 01 010 203 000 000 401	Sup/Mat Non-Instr.				3,250.00	3,250.00	3,250.00
E 01 010 203 016 000 401	Peace Garden Supplies				62.07	62.07	62.07
E 01 010 203 000 000 405	Instruct Software				378.40	378.40	378.40
E 01 010 203 000 000 406	Instructional software				3,425.60	3,425.60	3,425.60
E 01 010 203 000 000 430	Sup/Mat N-Indiv Inst				10,000.00	10,000.00	10,000.00
E 01 010 203 000 000 460	Textbooks/Workbooks				3,500.00	3,500.00	3,500.00
E 01 010 203 000 000 461	Standardized Tests				1,200.00	1,200.00	1,200.00
E 01 010 240 000 000 430	PhysEd/Health-Supplies				500.00	500.00	500.00
E 01 010 240 014 000 430	PhysEd/Health-Supplies				176.32	176.32	176.32
E 01 010 258 000 000 430	Music Sup/Mat N-Indiv Inst				270.18	270.18	270.18
E 01 010 400 000 372 405	SpEd Forms MA Software/Bill Fees				1,000.51	1,000.51	1,000.51
E 01 010 420 011 419 401	SpEd supplies				19.29	19.29	19.29
E 01 010 420 011 419 405	SpEd Forms Software				1,033.32	1,033.32	1,033.32
E 01 010 420 011 419 433	SpEd Instructional supplies				4,882.77	4,882.77	4,882.77
E 01 010 420 000 740 433	SpEd Sup/Mat N-Indiv Inst				878.40	878.40	878.40
E 01 010 620 000 343 470	Library Aid Supplies Placeholder				15,000.00	15,000.00	15,000.00
	<b>SUPPLIES TOTAL</b>				<b>51,670.64</b>	<b>51,670.64</b>	<b>51,670.64</b>
	<b>CAPITAL EXPENDITURES</b>						
E 01 010 203 000 000 560	Princ LT Tech Leases				1,065.70	2,557.68	2,557.68
	<b>CAPITAL EXPENDITURES TOTAL</b>				<b>1,065.70</b>	<b>2,557.68</b>	<b>2,557.68</b>
	<b>OTHER EXPENDITURES</b>						
E 01 005 010 000 000 820	BOD Fees to Authorizer				12,107.41	12,349.56	12,349.56
E 01 005 110 000 000 820	Dues/Membership - RegV,JMC,MACS				7,127.40	7,341.22	7,341.22
	<b>OTHER EXPENDITURES TOTAL</b>				<b>19,234.81</b>	<b>19,690.78</b>	<b>19,690.78</b>



NERSTRAND ELEMENTARY SCHOOL #4055  
 Fiscal Years 2024-25-26 Budget

	FY24 RvBdgt	FY25 Budget	FY26 Budget
<b>OTHER FINANCING USES</b>			
E 01 005 950 000 000 910 Perm Interfd Transf	956.29	2,586.00	896.00
<b>OTHER FINANCING USES TOTAL</b>	<b>956.29</b>	<b>2,586.00</b>	<b>896.00</b>
<b>EXPENDITURES TOTAL</b>	<b>1,570,679.50</b>	<b>1,586,235.73</b>	<b>1,615,166.86</b>
<b>NET INCOME</b>	<b>-113,699.67</b>	<b>-92,040.36</b>	<b>-94,404.99</b>
<b>BEGINNING BALANCE</b>	<b>570,221.59</b>	<b>456,521.92</b>	<b>364,481.56</b>
<b>ENDING BALANCE</b>	<b>456,521.92</b>	<b>364,481.56</b>	<b>270,076.58</b>
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>29.07%</b>	<b>22.98%</b>	<b>16.72%</b>
<b>FUND 04</b>			
<b>REVENUES</b>			
R 04 000 000 000 000 050 Fees From Patrons	5,290.00	5,290.00	7,215.50
R 04 000 000 000 000 649 Perm Interfd Transf	956.29	2,586.00	896.00
<b>REVENUES TOTAL</b>	<b>6,246.29</b>	<b>7,876.00</b>	<b>8,111.50</b>
<b>EXPENDITURES</b>			
E 04 005 570 000 000 394 EdVisions Regal Eagle Staff	6,246.29	7,875.32	8,111.58
<b>EXPENDITURES TOTAL</b>	<b>6,246.29</b>	<b>7,875.32</b>	<b>8,111.58</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>0.68</b>	<b>-0.08</b>
<b>BEGINNING BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.68</b>
<b>ENDING BALANCE</b>	<b>0.00</b>	<b>0.68</b>	<b>0.60</b>



**Nerstrand 2024-2025 (freeze from 23-24) (~95% prior year #656 2021-2022)**  
 - based on 7.5 hour contract day

Step	BS/BA + AdminAssist	BS/BA + 15	BS/BA + 30	BS/BA + 45	MS/MA	MS/MA + 15	MS/MA + 30
1	40,900	41,562	42,545	43,871	45,192	46,010	49,143
2	42,164	42,812	43,805	45,326	46,852	47,672	50,803
3	43,383	44,132	45,277	46,962	48,660	49,469	52,594
4	44,682	45,464	46,747	48,603	50,414	51,262	54,385
5	46,021	46,904	48,213	50,228	52,240	53,044	56,162
6	47,365	48,372	49,836	51,967	54,097	54,909	58,013
7	48,747	49,821	51,454	53,704	55,955	56,759	59,859
8	48,747	51,464	53,064	55,434	57,795	58,605	61,693
9	48,747	53,144	54,939	57,300	59,661	60,468	63,734
10	48,747	54,817	56,876	59,242	61,597	62,408	65,662
11	48,747	56,478	58,993	61,353	63,714	64,516	67,605
12	48,747	58,222	61,197	63,509	65,828	66,699	69,730
13	48,747	60,818	63,735	66,000	68,274	69,134	72,105
14	52,596	65,089	68,107	70,452	72,802	73,696	76,766

\* Director salary @ regular salary + 20%

## **Nerstrand 2024-2025**

(#656 2021-2022)

### **Regular Education**

#### Class Room paraprofessional

Step 1	\$13.38
Step 2	\$13.73
Step 3	\$14.18
Step 4	\$14.60

#### Media paraprofessional

Step 1	\$15.68
Step 2	\$16.02
Step 3	\$16.40
Step 4	\$16.78

#### Plus longevity

After 5 full years	\$0.28
Plus .02/year	\$0.02

#### Plus additional

Regal Eagles	\$4.00
Sped clerical	\$0.49
Sped behavioral para	\$4.00

### **Special Education**

*Special Ed para (#656 "EA")*

*(incl para subs) \$18.52*

*Plus \$.05/hr per year of service*

### **Teacher Substitute**

Daily rate	\$200.00
Long-term	\$210.00
Special ed hourly	\$60.00
Regal Eagles sub	\$18.82

**Nerstrand Elementary School Policy 208**  
**Independent Charter School District #4055**  
Adopted:

**208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

**I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the charter school board of directors and provide the means for it to be an ongoing effort.

**II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the charter school community that the charter school responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the charter school board and should be in a form that is sufficiently explicit to guide administrative action.

**III. DEVELOPMENT OF POLICY**

A. The charter school board has jurisdiction to legislate policy with the force and effect of law for the charter school. Charter school policy provides the charter school board's general direction while delegating policy implementation to the administration.

B. The charter school's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The charter school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a charter school board member, employee, parent, student, or charter school community member. Proposed policies or ideas shall be submitted to the executive director for review prior to possible placement on the charter school board agenda.

**IV. ADOPTION AND REVIEW OF POLICY**

A. The charter school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two charter school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the charter school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the charter school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The charter school board shall have discretion to determine what constitutes an emergency.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the charter school board has no control, the modified policy may be approved at one meeting at the discretion of the charter school board.

## **V. IMPLEMENTATION OF AND ACCESS TO POLICY**

A. The executive director shall be responsible for implementing charter school board policies, other than the policies that cover how the charter school board will operate. The executive director shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the charter school board.

B. Each charter school board member shall have access to charter school policies. A copy of the charter school policies shall be placed in the office of each school attendance center and in the central charter school office and shall be available for reference purposes to other interested persons.

C. The executive director, employees designated by the executive director, and individual charter school board members shall be responsible for keeping the policy current.

D. The charter school board shall review policies at least once every three years. The executive director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the charter school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.

E. When no charter school board policy exists to provide guidance on a matter, the executive director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the charter school. Under such circumstances, the executive director shall advise the charter school board of the need for a policy and present a recommended policy to the charter school board for approval.

***Legal References:***

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

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

***Cross References:***

MSBA/MASA Model Policy 305 (Policy Implementation)





**Nerstrand Elementary School Policy 209**  
**Independent Charter School District #4055**  
Adopted:

**209 CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to assist the individual charter school board member in understanding the role as part of a charter school board and in recognizing the contribution that each member must make to develop an effective and responsible charter school board.

**II. GENERAL STATEMENT OF POLICY**

Each charter school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE CHARTER SCHOOL BOARD, I WILL:**

1. Attend charter school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other charter school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the charter school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my charter school.

8. Inform myself about the proper duties and functions of a charter school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A CHARTER SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the charter school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the executive director – not over or around the executive director.

6. Delegate the implementation of charter school board decisions to the executive director.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE CHARTER SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the charter school board in legal session – not with the individual members of the charter school board except as authorized by law.

3. Make no disparaging remarks, in or out of charter school board meetings, about other members of the charter school board or their opinions.

4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.

5. Make decisions by voting in charter school board meetings after all sides of debatable questions have been presented.

6. Insist that committees be appointed to serve only in an advisory capacity to the charter school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the charter school and community.

2. Attempt to obtain adequate financial support for the charter school's programs.

3. Insist that business transactions of the charter school be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers.

E. IN WORKING WITH THE EXECUTIVE DIRECTOR OF SCHOOLS AND STAFF, I WILL:

1. Hold the executive director responsible for the administration of the charter school.

2. Give the executive director authority commensurate with the responsibilities.

3. Assure that the charter school will be administered by the best professional personnel available.

4. Consider the recommendation of the executive director in hiring all employees.

5. Participate in charter school board action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.

6. Insist the executive director keep the charter school board adequately informed at all times.

7. Offer the executive director counsel and advice.

8. Recognize the status of the executive director as the chief executive officer and a non-voting, ex-officio member of the charter school board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole charter school board for proper referral according to the chain of command.

10. Present any personal criticisms of employees to the executive director.

11. Provide support for the executive director and employees of the charter school so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A CHARTER SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a charter school board member.

2. Comply with all charter school policies as adopted by the charter school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over charter schools.

4. Recognize that charter school business may be legally transacted only in an open meeting of the charter school board.
5. Avoid conflicts of interest and refrain from using my charter school board position for personal gain.
6. Take no private action that will compromise the charter school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:***

Minn. Stat. § 124E.01 (Purpose and Applicability)

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

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



**Nerstrand Elementary School Policy 210.1**  
**Independent Charter School District #4055**  
Adopted:

**210.1 CONFLICT OF INTEREST – CHARTER SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

**II. GENERAL STATEMENT OF POLICY**

The policy of the charter school board is to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

**III. CONFLICTING BUSINESS RELATIONSHIPS**

A. An individual is prohibited from serving as a member of the board of directors of a charter school if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the Minnesota Commissioner of Education (Commissioner) or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when: (1) the board member,

employee, officer, or agent; (2) the immediate family of the board member, employee, officer, or agent; (3) the partner of the board member, employee, officer, or agent; or (4) an organization that employs, or is about to employ, any individual in clauses (1) to (3), has a financial or other interest in the entity with which the charter school is contracting. A violation of this provision renders the contract void.

C. Any employee, agent, or board member of the authorizer of a charter school who participates in the initial review, approval, ongoing oversight, evaluation, or the charter school renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

D. The charter school board member conflict of interest provisions do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under Minnesota Statutes chapter 308A when the teacher also serves on the charter school board of directors.

E. A charter school board member, employee, or officer is a local official with regard to the receipt of gifts as defined under Minnesota Statutes section 10A.071, subdivision 1, paragraph (b). A board member, employee, or officer must not receive compensation from a group health insurance provider.

***Legal References:***

Minn. Stat. § 10A.071, Subd. 1 (Certain Gifts by Lobbyists and Principals Prohibited)

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

Minn. Stat. § 124E.14 (Conflicts of Interest)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

***Cross References:*** None



**Nerstrand Elementary School Policy 211**  
**Independent Charter School District #4055**  
Adopted:

**211 CRIMINAL OR CIVIL ACTION AGAINST CHARTER SCHOOL,  
CHARTER SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**

**I. PURPOSE**

The purpose of this policy is to provide guidance about the charter school's position, rights, and responsibilities when a civil or criminal action is pending against the charter school, or a charter school board member, charter school employee, or student.

**II. GENERAL STATEMENT OF POLICY**

A. The charter school recognizes that, when civil or criminal actions are pending against a charter school board member, charter school employee, or student, the charter school may be requested or required to take action.

B. In responding to such requests and/or requirements, the charter school will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The charter school acknowledges its statutory obligations with respect to providing assistance to charter school board members and teachers who are sued in connection with performance of charter school duties. Collective bargaining agreements and charter school policies may also apply.

**III. CIVIL ACTIONS**

A. Pursuant to Minnesota Statutes section 466.07, subdivision 1, the charter school shall defend and indemnify any charter school board member or charter school employee for damages in school-related litigation, including punitive damages, claimed or levied against the charter school board member or employee, provided that the charter school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Notwithstanding Minnesota Statutes section 3.736, the charter school shall assume full liability for its activities and indemnify and hold harmless the authorizer and its officers, agents, and employees from any suit, claim, or liability arising from any operation of the charter school and the commissioner and department officers, agents, and employees. A charter school is not required to indemnify or hold harmless a state employee if the state would not be required to indemnify and hold the employee harmless under Minnesota Statutes section 3.736, subdivision 9.

C. Data Practices

Educational data and personnel data maintained by the charter school may be sought as evidence in a civil proceeding. The charter school will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code § 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the executive director or designee. No charter school board member or employee may release data without consultation in advance with the charter school official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

Charter school officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with charter school personnel policies and applicable collective bargaining agreements.

**IV. CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The charter school expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.

2. If the charter school receives information relating to activities of a criminal nature by an employee, the charter school will investigate and take appropriate disciplinary action, which may include discharge, subject to charter school policies, statutes, and provisions of applicable collective bargaining agreements.

B. Students

The charter school has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the charter school will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the charter school is to cooperate with law enforcement officials. The charter school will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.

2. If questioning at school is unavoidable, the charter school will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The charter school will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the executive director, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The charter school will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act),<sup>20</sup> United States Code section 1232g (FERPA), or other federal or state law.

## **V. STATEMENTS WHEN LITIGATION IS PENDING**

The charter school recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, charter school board members or charter school employees shall make or release statements in that situation only in consultation with legal counsel.

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

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Stat. § 124E.03, Subd. 2(j) (Applicable Law)  
Minn. Stat. § 124E.09 (Extent of Specific Legal Authority)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Records)  
Minn. Stat. § 260E.22 (Interviews)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)  
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)  
*Wood v. Strickland*, 420 U.S. 308 (1975)

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

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 408 (Subpoena of a Charter School Employee)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**Nerstrand Elementary School Policy 212**  
**Independent Charter School District #4055**  
Adopted:

**212 CHARTER SCHOOL BOARD MEMBER DEVELOPMENT**

**I. PURPOSE**

In recognition of the charter school's need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the charter school board to participate in professional development activities designed for them so that they may perform their responsibilities.

**II. GENERAL STATEMENT OF POLICY**

A. All charter school board members are encouraged to participate in charter school board and related workshops and activities sponsored by local, state, and national charter school boards associations, as well as in the activities of other educational groups.

B. Charter school board members are expected to report back to the charter school board with materials of interest gathered at the various meetings and workshops.

C. The charter school board will reimburse the necessary expenses of all charter school board members who attend meetings and conventions pertaining to school activities and the objectives of the charter school board, within the approved policy and budget allocations of the charter school board relating to the reimbursement of expenses involving the attendance at workshops and conventions.

***Legal References:***

Minn. Stat. § 124E.07, Subd. 7 (Board of Directors)

***Cross References:***

MSBA/MASA Model Policy 201 (Legal Status of the Charter School Board of Directors)

MSBA/MASA Model Policy 214 (Out-of-State Travel by Charter School Board Members)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

**Nerstrand Elementary School Policy 213**  
**Independent Charter School District #4055**  
Adopted:

**213 CHARTER SCHOOL BOARD COMMITTEES**

**I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the charter school board.

**II. GENERAL STATEMENT OF POLICY**

A. It is the policy of the charter school board to designate charter school board committees or subcommittees when it is determined that a committee process facilitates the mission of the charter school board.

B. The charter school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the charter school board and the charter school.

C. A charter school board committee or subcommittee will be formed by charter school board resolution which shall outline the duties and purpose of the committee or subcommittee.

D. A committee or subcommittee is advisory in nature and has only such authority as specified by the charter school board.

E. The charter school board will receive reports or recommendations from a committee or subcommittee for consideration. The charter school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

F. The charter school board also may establish such ad hoc committees for specific purposes as it deems appropriate.

G. The charter school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

H. A committee of the charter school board shall not appoint a subcommittee of that committee without approval of the charter school board.

### **III. APPOINTMENT OF COMMITTEES**

A. The charter school board hereby appoints the following standing committees:

1. Audit.
2. Policy.
3. Building and Grounds.
4. Negotiations Committee(s) for various employee groups.

B. The charter school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.

C. The charter school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

### **IV. PROCEDURES FOR CHARTER SCHOOL BOARD COMMITTEES**

A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the charter school board.

C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the charter school board.

D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the charter school board committee.



E. The power of a committee or subcommittee of the charter school board is advisory only and is limited to making recommendations to the charter school board.

F. A committee or subcommittee of the charter school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the charter school board.

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

***Cross References:***

MSBA/MASA Model Policy 201 (Legal Status of the Charter School Board of Directors)

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

MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)



**Nerstrand Elementary School Policy 214**  
**Independent Charter School District #4055**  
Adopted:

**214 OUT-OF-STATE TRAVEL BY CHARTER SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to control out-of-state travel by charter school board members as required by law.

**II. GENERAL STATEMENT OF POLICY**

Charter school board members have an obligation to become informed on the proper duties and functions of a charter school board member, to become familiar with issues that may affect the charter school, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and charter school policies that relate to their functions as charter school board members. Occasionally, it may be appropriate for charter school board members to travel out of state to fulfill their obligations.

**III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the charter school board finds it proper for charter school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as charter school board members. Travel to regional or national meetings of the National Charter school boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the charter school should be pre-approved by the charter school board.

**IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary charter school-related expenses.

**V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official charter school form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the charter school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the charter school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The executive director shall develop a schedule of reimbursement rates for charter school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The executive director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

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

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

Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

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

MSBA/MASA Model Policy 212 (Charter School Board Member Development)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

Board Meeting Schedule  
2024-2025  
3:30pm Meetings in Library at NES

August 19, 2024

September 9, 2024

October 7, 2024

November 11, 2024

December 9, 2024

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 9, 2025

