

Nerstrand Elementary School
Board of Directors Meeting
January 8, 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 December 11th Meeting 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;

K	1	2	3	4	5	Total
16	20	19	14	16	12	97

K = 16 1 = 20 2-3 = 17 & 16 4-5 = 28

6.5 Finance Report

- a) Monthly Financial Update; Traci
- b) Vote on donations over \$500 per policy from Dec 12-Jan 3; None;

7.0 Policy

- a) 101 Legal Status of the Charter School - Vote
- b) 101.1 Name of the Charter School - Vote
- c) 104 Charter School Mission Statement - Vote
- d) 201 Legal Status of the Board of Directors - First Look
- e) 202 School Board Officers - First Look
- f) 203 School Board Governing Rules - First Look

8.0 New Business

- 8.1 Review staffing
- 8.2 Review BOD member terms and prepare for elections
 - a) Tara's term expires in June of 2024 (teacher representative)
- 8.3 Establish an Election Committee of 3 or less Board Members
- 8.4 Update from Director Support & Evaluation Committee
- 8.5 On-going Board Training on Employment; Andi from Edvisions
- 8.6 Contract with Cindy Harmer, DAPE Specialist, \$90/hour

9.0 Old Business

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

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 February 12, 2024 at

3:30pm in the Nerstrand Media Center

11.0 Adjournment

a) Full board picture



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

Board of Directors Meeting Minutes

Charter District #4055

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

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

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

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve November 13, 2023 Board Meeting Minutes

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

Nerstrand Elementary Charter Authorizer is:

Novation Education Opportunities (NEO)

3432 Denmark Ave, Ste 130

Eagan, MN 55123



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

5.0 Community Comment

None present

6.0 Reports

6.1 Director Report

a) News

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

b) Student Achievement

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

c) NEO Update

- Attendance rate for the school is 95.03%

d) Director Performance

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

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6.2 Enrollment Update

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

6.3 Finance Report

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

7.0 Policy

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

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

8.0 New Business

8.1 Review Staffing

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

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

8.3 Copier Lease

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

9.0 Old Business

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

10.0 Other

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10.1 Opportunity for BOD member comments on meeting:

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

10.2 Next Board of Directors meeting – January 8th, 2024 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:10 p.m.

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

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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Director's Report:

December saw NES doing some traditional things. We held our annual Winter Concert. Students prepared a few songs per section and sang their heart's out for our eager audience. Complete with actions, smiles and great singing, the night was a success. On the last day of the month, our entire school watched a movie in pajamas while eating popcorn. It was a fantastic way to close out 2024.

Student Achievement:

In January, students will take the mid-year FAST Assessments, as well as F&P. We will have formal results to report in February.

NEO Update including Contract Goals:

None to report on this month.

Director's Performance:

One of the categories asks for the inclusion of student input on how they feel their learning is going; specifically instruction. A survey was given and results are currently being shared with each teacher, and the staff as a whole. We will be using this data to drive our instruction even further towards greater achievement. As a baseline assessment, we are eager to see the results overtime, as that is the true test.

**Nerstrand Elementary School #4055
Financial Report to the School Board
December 2023**

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 \$654,880 cash balance that is sufficient to meet the school's expected obligations. Also, the school has received \$8417 more than expected from governments for the prior year that will be recaptured eventually and \$7046 of the fund balance is reserved for medical assistance expenditures.

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

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

The prior year ending fund balance/current year beginning balance is \$23,886 less than the budget at \$570,221. The FY2024 actual ending fund balance is expected to be \$406,272 or 25.11% of general fund expenditures. The most significant adjustments to estimated actuals have been decreased state aid from decreased enrollment and decreased special education expense and the addition of library aid; purchased services changes from replacing a general education teacher and replacing a music teacher with a physical education teacher and adding contracted music services and changing special education director service providers. Also, supply expenses are increased to offset the new library aid.

NERSTRAND ELEMENTARY SCHOOL #4055
FY2024 Cashflow Schedule

	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
GENERAL FUND REVENUES										
Fees From Patrons	55.00	0.00	0.00	0.00	0.00	240.00	0.00	0.00	5,280.00	5,665.00
Med Assist Fr Dept of HS	0.00	0.00	0.00	0.00	0.00	3,117.54	0.00	0.00	6,500.00	6,500.00
Interest Earnings	2,576.53	0.00	0.00	0.00	0.00	0.00	6,273.70	0.00	21,779.29	18,587.98
Gifts And Bequests	10,510.00	0.00	0.00	0.00	0.00	9,419.70	0.00	0.00	30,000.00	30,000.00
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00
Misc Local Revenue	80.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	585.62	0.00
Endow Fund Apportion	0.00	0.00	0.00	2,712.43	0.00	0.00	0.00	0.00	5,546.26	5,081.22
General Education Aid	98,340.63	42,389.32	42,389.32	42,389.32	42,389.32	42,389.32	42,389.32	74,284.42	742,844.18	767,509.23
State Literacy Aid	1,914.34	0.00	0.00	3,828.68	0.00	0.00	0.00	957.17	9,571.70	13,964.70
Facility Maintenance Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	440.90	12,672.00	13,596.00
Hfty Wrk Unemploy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,191.31	0.00	0.00
School Library Aid (Restricted)	0.00	0.00	0.00	8,939.14	0.00	0.00	0.00	2,000.00	20,000.00	0.00
Building Lease Aid	0.00	0.00	0.00	49,941.39	0.00	0.00	16,218.51	12,614.40	126,144.00	135,342.00
Stdnt Support Personnel Aid (Equal Exp)	0.00	0.00	0.00	0.00	0.00	0.00	-5,791.05	0.00	0.00	0.00
Title II	0.00	0.00	-259.67	0.00	0.00	0.00	0.00	0.00	264.33	1,300.00
Title II	0.00	0.00	1,374.70	0.00	0.00	0.00	0.00	0.00	1,374.70	0.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	8,467.76	0.00	8,467.76	0.00
Spec Ed Fed FlowThru	3,726.47	0.00	0.00	9,312.23	0.00	0.00	4,308.51	0.00	17,347.21	20,725.00
Spec Ed Fed FlowThru	8,396.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,396.68	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	0.00	2,980.08	0.00	2,980.08	3,691.00
REAP Direct Fed Aid&Grant	0.00	23,315.00	0.00	0.00	0.00	0.00	0.00	0.00	23,315.00	23,315.00
State Special Education Aid	0.00	43,498.99	43,498.99	43,498.99	43,498.99	43,498.99	43,498.99	41,030.98	410,309.82	442,057.41
REVENUES TOTAL	125,600.40	109,203.31	87,003.34	160,622.18	85,888.31	98,665.55	118,345.82	128,136.56	1,453,828.63	1,487,334.54
EXPENDITURES										
EDVISIONS SALARY & BENEFIT TOTAL	81,507.59	84,531.63	84,531.63	84,531.63	84,531.63	84,531.63	84,531.63	127,135.98	953,397.34	935,262.35
FACILITY LEASE TOTAL	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	164,250.00	164,250.00
PURCHASED SERVICES										
Board Wksp/Conference	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Consult Fees (Ed/Visions)	1,646.71	1,690.63	1,690.63	1,690.63	1,690.63	1,690.63	1,690.63	2,776.72	19,358.66	18,938.34
Marketing/Advert/Promo Fees	13.81	0.00	5,838.83	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
Business Consult Fees	0.00	6,949.09	6,949.09	6,949.09	6,949.09	6,949.09	6,949.09	0.00	71,937.51	71,937.51
Phone	239.00	456.00	456.00	456.00	456.00	456.00	673.00	0.00	5,775.20	5,455.00
Postage & Parcel Svc	0.00	0.00	879.43	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Technology Svc	44.42	0.00	0.00	0.00	0.00	0.00	2,100.36	0.00	3,000.00	3,000.00
Utility Services	8,597.83	3,750.08	3,750.08	3,750.08	3,750.08	3,750.08	3,750.08	0.00	57,355.49	57,355.49
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.00	0.00
Maintenance Peace Garden	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00
Custodial Reimburse To Mn District	6,114.19	7,519.64	7,519.64	7,519.64	7,519.64	7,519.64	7,519.64	0.00	75,790.81	75,790.81
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,410.02	9,254.87
Elem non-student Consulting	0.00	0.00	0.00	0.00	0.00	0.00	2,155.15	0.00	2,588.65	1,050.00
Short Term Lease Copiers	0.00	0.00	0.00	0.00	0.00	0.00	2,163.10	0.00	3,708.00	3,708.00
Music Contract	0.00	0.00	0.00	0.00	0.00	0.00	11,645.00	0.00	11,645.00	0.00
Title II - Prof Dev	0.00	939.03	0.00	0.00	0.00	0.00	0.00	0.00	1,439.03	0.00

NERSTRAND ELEMENTARY SCHOOL #4055
FY2024 Cashflow Schedule

	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.00	0.00
Contracted Speech Services	1,613.30	3,872.43	3,872.43	3,872.43	3,872.43	3,872.43	3,216.96	0.00	35,700.00	35,700.00
DCD(M-M) Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	500.00
Phys Impaired	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	0.00	0.00	5,327.46	0.00	5,327.46	5,327.46
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	0.00	0.00	1,326.00	0.00	1,326.00	1,326.00
Dev Delay Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.00	0.00
Fed Sub-contr under \$25k	0.00	0.00	0.00	-3,501.10	0.00	0.00	3,501.10	0.00	3,501.10	12,375.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	5,603.32	0.00	0.00	6,294.46	0.00	11,897.78	0.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,396.68	0.00
SpEd Postage, Employ Advert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,430.76
Contracted SpEd Specialists, Psyc, OT	3,844.00	4,082.00	4,082.00	4,082.00	4,082.00	4,082.00	28,390.00	0.00	66,300.00	66,300.00
Trav/Conv/Conference	230.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00	0.00
Trav/Conv/Conference	0.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.00	1,500.00
StaffDev - Travel+Conferences	0.00	188.08	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
PURCHASED SERVICES TOTAL	22,293.26	30,716.97	35,063.12	30,422.08	28,319.86	28,319.86	89,702.02	2,776.72	413,361.15	383,958.48
SUPPLIES										
Marketing Supplies	0.00	0.00	0.00	0.00	0.00	233.95	0.00	0.00	250.00	250.00
Sup/Mat Non-Instr.	10.91	0.00	0.00	0.00	0.00	530.48	0.00	0.00	714.00	714.00
Library Aid Exp Placeholder	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,046.37	1,900.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	0.00	128.36	0.00	0.00	300.00	300.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	0.00	3,959.22	0.00	0.00	4,000.00	4,000.00
Sup/Mat Non-Instr.	135.12	0.00	0.00	0.00	0.00	2,567.20	0.00	0.00	3,500.00	3,500.00
Non-Instruct Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378.40	400.00
Instructional software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,273.60	3,000.00
Sup/Mat N-Indiv Inst	326.58	0.00	0.00	0.00	0.00	13,386.73	0.00	0.00	15,000.00	15,000.00
Textbooks/Workbooks	0.00	0.00	0.00	0.00	0.00	1,440.16	0.00	0.00	1,600.00	1,600.00
Standardized Tests	0.00	0.00	0.00	0.00	0.00	1,650.00	0.00	0.00	1,650.00	1,650.00
Title II PD Supplies	0.00	0.00	0.00	0.00	0.00	176.00	0.00	0.00	200.00	0.00
PhysEd/Health-Supplies	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	500.00
Music Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	150.00	150.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.51	824.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	2,980.71	0.00	2,980.71	3,000.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.29	0.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,033.32	0.00
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77	2,500.00
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	234.48	0.00	0.00	250.00	250.00
Staff Dev Supplies	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00	100.00
SUPPLIES TOTAL	472.61	20,000.00	0.00	0.00	0.00	25,056.58	2,980.71	0.00	63,828.97	40,888.00
OTHER EXPENDITURES										
BOD Fees to Authorizer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,107.41	11,779.04

NERSTRAND ELEMENTARY SCHOOL #4055
FY2024 Cashflow Schedule

	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
Dues/Membership - RegV,JMC,MACS	0.00	829.75	0.00	0.00	829.75	0.00	0.00	0.00	7,127.40	7,858.78
OTHER EXPENDITURES TOTAL	0.00	829.75	0.00	0.00	829.75	0.00	0.00	0.00	19,234.81	19,637.82
OTHER FINANCING USES										
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,706.00	3,706.00	4,439.28
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,706.00	3,706.00	4,439.28
NET INCOME	117,960.96	149,765.35	133,282.25	128,641.21	127,368.74	151,595.57	190,901.86	147,306.20	1,617,778.27	1,548,435.93
BEGINNING BALANCE	7,639.44	-40,562.54	-46,278.91	31,980.97	-41,480.43	-52,930.02	-72,556.04	-19,169.64	-163,949.64	-61,101.39
ENDING BALANCE	639,629.14	647,268.58	606,706.04	560,427.12	592,408.09	550,927.66	497,997.63	425,441.59	570,221.59	594,107.60
FUND BALANCE AS % OF EXPENDITURES	647,268.58	606,706.04	560,427.12	592,408.09	550,927.66	497,997.63	425,441.59	406,271.95	406,271.95	533,006.21
									25.11%	34.42%
FUND 04										
REVENUES										
Fees From Patrons	424.00	305.50	500.00	500.00	500.00	500.00	441.00	0.00	4,830.50	7,215.50
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,706.00	3,706.00	4,439.28
REVENUES TOTAL	424.00	305.50	500.00	500.00	500.00	500.00	441.00	3,706.00	8,536.50	11,654.78
EXPENDITURES										
EdVisions Regal Eagle Staff	827.89	950.00	950.00	950.00	950.00	950.00	950.00	0.00	8,535.51	11,654.78
EXPENDITURES TOTAL	827.89	950.00	950.00	950.00	950.00	950.00	950.00	0.00	8,535.51	11,654.78
NET INCOME	-403.89	-644.50	-450.00	-450.00	-450.00	-450.00	-509.00	3,706.00	0.99	0.00
BEGINNING BALANCE	-347.62	-751.51	-1,396.01	-1,846.01	-2,296.01	-2,746.01	-3,196.01	-3,705.01	0.00	0.00
ENDING BALANCE	-751.51	-1,396.01	-1,846.01	-2,296.01	-2,746.01	-3,196.01	-3,705.01	0.99	0.99	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
4193	202406	12/10/2023	P	JE	Dec	EdEdVisions Dec EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	83,154.30
							EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	827.89
							Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administ	8,559.94	0.00
							EdVisions Pysl Srvc Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,646.71	0.00
							Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,795.55	0.00
							Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	54.97	0.00
							Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	481.30	0.00
							Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,444.39	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	219.80	0.00
							McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	5,517.29	0.00
							Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,270.02	0.00
							Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	8,192.85	0.00
							Waddell, Cara-Media Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Gilmore, Greta-Regal Eagle StE	E	01	010	203	012	161	303	Fed Sub-contract under \$2	0.00	0.00
							Bonde, Carmen-PhyEd Tchr	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,871.76	0.00
							Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	4,153.00	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur f	761.28	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							Schaefer, Nicole	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
							Schaefer, Nicole	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,494.19	0.00
							Ades, Hudson-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	610.16	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	3,174.42	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,705.56	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,051.99	0.00
							McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,491.74	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,504.72	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,559.88	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	270.98	0.00
							Bonde, Carmen SpEd Retreat	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,257.59	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	268.68	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	874.28	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	246.62	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	249.12	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
4193	202406	12/10/2023	P	JE	Dec Ed	EdVisions Dec EFT	Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	146.23	0.00
							McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	107.81	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSup	4,441.55	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	827.89	0.00
																\$83,982.19	\$83,982.19

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
1707		COMMUNICATION MATTERS, LLC	4055	USB	16865			
				E	01	010 401 000 740 394	11/19-29	
PO#:		Voucher #:	8381	Invoice	Invoice No:	NESSLP07	12/14/2023	Check \$1,613.30
								Paid Amt: \$1,613.30 Check Amount: \$1,613.30 Vendor Total: \$1,613.30
1023		COMMUNITY CO-OP OIL ASSN	4055	LCCB	2731			
				E	01	005 810 000 000 330	9/1/23-4/15/24 5000 gallons	Check \$6,850.00
PO#:		Voucher #:	8377	Invoice	Invoice No:	20231130	12/1/2023	Paid Amt: \$6,850.00 Check Amount: \$6,850.00 Vendor Total: \$6,850.00
1351		FLOM DISPOSAL SERVICE	4055	USB	16866			
				E	01	005 810 000 000 330	december	Check \$306.45
PO#:		Voucher #:	8382	Invoice	Invoice No:	acnt 3964	12/14/2023	Paid Amt: \$306.45 Check Amount: \$306.45 Vendor Total: \$306.45
1133		INDEPENDENT SCHOOL DIST # 656	4055	USB	16867			
				E	01	005 850 000 348 335	Nov rent	Check \$13,687.50
				E	01	005 810 000 000 391	Nov custodian	\$6,114.19
				E	01	005 630 000 000 305	Nov Tech	\$44.42
PO#:		Voucher #:	8378	Invoice	Invoice No:	42228	12/14/2023	Paid Amt: \$19,846.11 Check Amount: \$19,846.11 Vendor Total: \$19,846.11
1673		METRONET INC	4055	USB	16868			
				E	01	005 110 000 000 320	Phone	Check \$239.00
PO#:		Voucher #:	8380	Invoice	Invoice No:	acnt 1677211	12/14/2023	Paid Amt: \$239.00 Check Amount: \$239.00 Vendor Total: \$239.00
1734		NERSTRAND PTO	4055	USB	16869			
				B	01	131 000	2/4/23 Silent Auction	Check \$78.20
PO#:		Voucher #:	8384	Invoice	Invoice No:	20231214	12/14/2023	Paid Amt: \$78.20 Check Amount: \$78.20 Vendor Total: \$78.20

	Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1492			ON THE MOVE - THERAPY SERVICES	4055	USB	16870			
				E	01	010 420 000 740 394	11/14-12/1 OT	Check	\$1,924.00
PO#:	Voucher #:		8379 Invoice			Invoice No: 2556	12/14/2023	Paid Amt: Check Amount:	\$1,924.00 \$1,924.00
Vendor Total:									\$1,924.00
1727			UPTICK EDUCATION LLC	4055	USB	16871		Check	
				E	01	010 420 000 740 394	11/6-20 psych	Check	\$1,920.00
PO#:	Voucher #:		8383 Invoice			Invoice No: 1180	12/14/2023	Paid Amt: Check Amount:	\$1,920.00 \$1,920.00
Vendor Total:									\$1,920.00
1017			XCEL ENERGY	4055	USB	16872		Check	
				E	01	005 810 000 000 330	10/25-11/27	Check	\$1,441.38
PO#:	Voucher #:		8376 Invoice			Invoice No: 854745211	12/14/2023	Paid Amt: Check Amount:	\$1,441.38 \$1,441.38
Vendor Total:									\$1,441.38
Report Total:									\$34,218.44

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through December 2023

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	655,631.54	-751.51	654,880.03
Accounts receivable	0.13	0.00	0.13
Due from governments	-8,417.29	0.00	-8,417.29
Prepaid items	78.20	0.00	78.20
Total assets	<u>647,292.58</u>	<u>-751.51</u>	<u>646,541.07</u>
Liabilities			
Accounts payable	24.00	0.00	24.00
Due to Other MN Districts	0.00	0.00	0.00
Salaries payable	0.00	0.00	0.00
Taxes payable	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total liabilities	<u>24.00</u>	<u>0.00</u>	<u>24.00</u>
Net Assets			
Unreserved	<u>639,327.15</u>	<u>0.00</u>	<u>639,327.15</u>
Nonspendable	895.00	0.00	895.00
Restricted	0.00	-751.51	-751.51
Reserved for Med Assist	<u>7,046.43</u>	<u>0.00</u>	<u>7,046.43</u>
Total liabilities and net assets	<u>647,292.58</u>	<u>-751.51</u>	<u>646,541.07</u>

[illegible]

[illegible]

Nerstrand Charter School #4055
Reconciliation Worksheet Report
12/31/2023

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1292	12/31/2023	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount 68,821.10

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

Amount Per Bank 68,821.10

GL Account Balance 68,821.10

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
12/31/2023

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1293	12/31/2023	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount 586,874.37

Deposits in Transit 0.00

Outstanding Payments

Checks 78.20

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount (737.24)

Amount Per Bank 586,058.93

GL Account Balance 586,058.93

Difference 0.00

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

Adjustments

Manual	12/31/2023	1	Wire	(737.24)
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Nerstrand Charter School #4055
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1843	4055	LCCB														
	RE Gifts EBSCO	Refund Fee	1867	Credit	A	12/14/23		Check	1	M						
							4055	R	04	000 000 000 050					119.00	0.00
							4055	R	04	000 000 000 050					99.00	0.00
							4055	R	04	000 000 000 050					77.00	0.00
							4055	R	04	000 000 000 050					129.00	0.00
							4055	R	01	000 000 000 096					100.00	0.00
							4055	R	01	000 000 000 096					25.00	0.00
							4055	R	01	000 000 000 099					80.75	0.00
							4055	R	01	000 000 000 050					55.00	0.00
										Quay Tech Supply Fee						
															\$684.75	\$0.00
															\$684.75	\$0.00
1844	4055	LCCB														
	Mightycause		1868	Credit	A	12/11/23		Wire	1	M						
							4055	R	01	000 000 000 096					1,360.00	0.00
										Mightycause						
															\$1,360.00	\$0.00
															\$1,360.00	\$0.00
1845	4055	LCCB														
	Kwik Trip Car Wash		1869	Credit	A	12/11/23		Check	1	M						
							4055	R	01	000 000 000 096					9,000.00	0.00
							4055	R	01	000 000 000 096					25.00	0.00
										Kwik Trip Car Wash						
										Gift						
															\$9,025.00	\$0.00
															\$9,025.00	\$0.00
1846	4055	USB														
	IDEAS		1870	Credit	A	12/15/23		Wire	1	MDE						
							4055	R	01	000 000 000 211					50,065.58	0.00
										General Education Aid						
															\$50,065.58	\$0.00
															\$50,065.58	\$0.00
1847	4055	USB														
	IDEAS		1871	Credit	A	12/30/23		Wire	1	MDE						
							4055	R	01	000 000 000 211					48,275.05	0.00
							4055	B	01	121 000					8.84	0.00
										General Education Aid						
										FY23 Gen Ed						

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
1847	4055	USB	1871	Credit	A	12/30/23		Wire	1	MDE	MDE					
IDEAS						4055	R 01 000 000 000 000 212			State Literacy Aid					1,914.34	0.00
														Receipt Total:	\$50,198.23	\$0.00
														Deposit Total:	\$50,198.23	\$0.00
1848	4055	USB	1872	Credit	A	12/31/23		Wire	1	M	Miscellaneous					
Interest						4055	R 01 000 000 000 000 092			Interest Earnings					1,915.87	0.00
														Receipt Total:	\$1,915.87	\$0.00
														Deposit Total:	\$1,915.87	\$0.00
1849	4055	USB	1873	Credit	A	12/31/23		Wire	1	M	Miscellaneous					
Interest						4055	R 01 000 000 000 000 092			Interest Earnings					660.66	0.00
														Receipt Total:	\$660.66	\$0.00
														Deposit Total:	\$660.66	\$0.00
1850	4055	USB	1874	Credit	A	12/31/23		Wire	1	MDE	MDE					
MEGS fin 419						4055	R 01 000 000 012 419 400			Fin 419					8,396.68	0.00
						4055	R 01 000 000 011 419 400			Fin 419					3,726.47	0.00
														Receipt Total:	\$12,123.15	\$0.00
														Deposit Total:	\$12,123.15	\$0.00
														Report Total:	\$126,033.24	\$0.00

Nerstrand Charter School #4055
Outstanding Payments by Payment Date

Bank: USB
Acct#: 152100023570

12/31/2023

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8321	Check	1 1734	NERSTRAND PTO	12/14/2023	16869	78.20
				Bank	Total		78.20
					Total		\$78.20

Nerstrand Elementary School Policy 101
Independent Charter School District #4055
Adopted:

101 LEGAL STATUS OF THE CHARTER SCHOOL

I. PURPOSE

A primary purpose of charter schools is to improve all pupil learning and achievement. Additional purposes include to (1) increase learning opportunities for all pupils; (2) encourage the use of different and innovative teaching methods; (3) measure learning outcomes and create different and innovative forms of measuring outcomes; (4) establish new forms of accountability for schools; and (5) create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.

II. GENERAL STATEMENT OF POLICY

A. The charter school is subject to the control of the legislature, limited only by constitutional restrictions. The charter school has been created for educational purposes.

B. The legislature has authority to prescribe the charter school's powers and privileges, its boundaries, and territorial jurisdictions.

C. The charter school has only the powers conferred on it by the legislature; however, the board of directors' authority to govern, manage, and control the charter school, to carry out its duties and responsibilities, and to conduct the business of the charter school includes implied powers in addition to any specific powers granted by the legislature.

III. NONPROFIT CORPORATION

The charter school must be organized and operated as a nonprofit corporation under Minnesota Statutes Chapter 317A and the provisions of that chapter shall apply to the charter school except as provided in Minnesota Statutes Chapter 124E.

IV. POWERS AND AUTHORITY OF THE CHARTER SCHOOL

A. Funds

1. The charter school, through its board of directors, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
2. The charter school has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. Charter school officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

The charter school has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The charter school may lease space from: an independent or special school board; other public organization, private, nonprofit, nonsectarian organization; private property owner; or a sectarian organization if the leased space is constructed as a school facility. The charter school must not enter into a lease of real property with a related party unless the lessor is a nonprofit corporation under chapter 317A or a cooperative under Minnesota Statutes chapter 308A, and the lease cost is reasonable under Minnesota Statutes chapter 124E.
2. The charter school shall manage its property in a manner consistent with the educational functions of the school.
3. The charter school may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.

D. Contracts

1. The charter school is empowered to enter into contracts in the manner provided by law.
2. The charter school has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
3. The charter school has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The charter school has authority to enter into employment contracts. As a public employer, the charter school, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The charter school, through its board of directors and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The charter school shall establish and apply the school curriculum.

F. Actions and Suits

The charter school has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1

Minn. Stat. Ch. 124E (Charter Schools)

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

Minn. Stat. 124E.13 (Facilities)

Minn. Stat. Ch. 179A (Public Employment Labor Relations)

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

Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)

Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)

Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)

Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)

Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)

State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the Charter School Board)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 705 (Investments)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)

MSBA/MASA Model Policy 801 (Equal Access to Charter School Facilities)

Nerstrand Elementary School Policy 101.1
Independent Charter School District #4055
Adopted:

101.1 NAME OF THE CHARTER SCHOOL

I. PURPOSE

The purpose of this policy is to clarify the name of the charter school.

II. GENERAL STATEMENT OF POLICY

The official name of the charter school is Nerstrand Elementary Charter School. However, the charter school may be referred to by other informal names. To avoid confusion and to encourage consistency in charter school letterheads, signage, publications and other materials, the charter school board intends to establish a uniform name for the charter school.

III. UNIFORM NAME

- A. The name of the charter school shall be Nerstrand Elementary Charter School.
- B. The name specified above may be used to refer to the charter school and may be shown on charter school letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 4055-07 (Nerstrand Elementary Charter School), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 124E.05 (Authorizers)

Nerstrand Elementary School Policy 104
Independent Charter School District #4055
Adopted:

104 CHARTER SCHOOL MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the charter school exists.

II. GENERAL STATEMENT OF POLICY

The board of directors believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The board of directors, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the board of directors governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

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.

IV. REVIEW

The board of directors will review the charter school's mission every two years, especially when members of the board change. The board of directors will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

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

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

201 LEGAL STATUS OF THE CHARTER SCHOOL BOARD OF DIRECTORS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITION

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

IV. ORGANIZATION AND MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. BOARD STRUCTURE

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

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

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

VI. ELIGIBLE VOTERS

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

VII. POWERS AND DUTIES

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

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

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

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

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

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

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

2. The board shall adopt a nepotism policy;

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

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

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

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

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

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

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

VIII. BOARD MEMBER TRAINING

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

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

Minn. Stat. § 124E.13 (Facilities)

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

Cross References: Charter School Bylaws

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

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

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

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

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

202 CHARTER SCHOOL BOARD OFFICERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. ORGANIZATION

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

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

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

IV. OFFICER'S RESPONSIBILITIES

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

B. Chair

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

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

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

C. Treasurer

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

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

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

D. Clerk

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

2. Within three days after an election, the clerk shall notify all persons elected of their election.

3. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

4. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Vice-Chair [Optional]

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

F. Executive Director

1. The Executive Director shall be an ex officio, non voting member of the charter school board.

2. The Executive Director shall perform the following:

a. supervise the charter school, report and make recommendations about their condition when advisable or on request by the charter school board;

b. recommend to the charter school board employment and dismissal of teachers;

c. annually evaluate each employee assigned responsibility for supervising the school;

d. superintend school grading practices and examinations for promotions;

e. make reports required by the Minnesota Commissioner of Education; and

f. perform other duties prescribed by the charter school board.

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

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

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

203 OPERATION OF THE CHARTER SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RULES OF ORDER

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

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

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

Cross References: None

Nerstrand Elementary School #4055 Board Roster 2023-24

Position	Name	Address	Phone #	email	Election date	Seated date	Term expires
Seat #1							
Teacher Rep.	Kelly McGregor	10515 170th St W Lakeville, MN 55044	612-799-6115	kelly@nerstrand.charter.k12.mn.us	7/1/2022	7/1/2022	6/30/2025
Seat #2							
Teacher Rep. (Treasurer)	Phil McBride	12250 170th St. E. Nerstrand, MN 55053	612-760-1854	philip@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #3							
Teacher Rep.	Carmen Bonde	16751 Kane Ave. Nerstrand, MN 55053	507-210-9781	carmen@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #4							
Teacher Rep. (Clerk)	Tara Vondrasek	1601 Armstrong Road Northfield, MN 55057	507-202-9950	tara@nerstrand.charter.k12.mn.us	7/1/2021	7/1/2021	6/30/2024
Seat #5							
Parent Rep.	Ali Bossmann	212 1st St. S Nerstrand, MN 55053	507-210-6577	abossmann@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #6							
Parent Rep. (Chair)	Carissa Erickson	17893 Coe Avenue Faribault, MN 55021	612.702.4077	carissa@nerstrand.charter.k12.mn.us	7/1/2022	7/01/2022	6/30/2025
Seat #7							
Community Rep.	Terri Neumann	405 Osmundson Ct. Nerstrand, MN 55053	507.334.5580	terri@nerstrand.charter.k12mn.us	7/1/2022	7/1/2022	6/30/2025

Updated September 2023

