

Nerstrand Elementary School
Board of Directors Meeting
June 9, 2025; 3:30pm
Nerstrand Media Center

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

- 1.0 Call to Order
 - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve Meeting Minutes
 - 4.1 Approve May 12, 2025 Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director's Report
 - a) Student Achievement
 - b) NEO update including ties to Contract Goals
 - c) Director's Performance
 - 6.2 Enrollment for 25-26;

K	1	2	3	4	5	Total
21	25 (closed)	19	25 (closed)	29 (closed)	12	131

K = 21 1 = 25 2-3 = 22 & 22 4-5 = 20 & 21

6.3 Finance Report

- a) Monthly Financial Update; Traci
- b) Donations over \$500 per policy from May 12-June 3; Vote

7.0 Policy

- a) Policy 416 Drug, Alcohol & Cannabis Testing - Vote
- b) Policy 417 Chemical Use & Abuse - Vote
- c) Policy 418 Drug Free Workplace & School - Vote

8.0 New Business

8.1 Review staffing;

- a. Approve hiring Sammi Schweisthal, SPED
Paraprofessional, effective August 27, 2025, \$20.29/hour;

8.2 Review Performance Framework; end of year data

8.3 Appointment of Officers to take effect as of next board meeting

- a. Chair; vote
- b. Secretary; vote
- c. Treasurer; vote

8.4 Approve the following annual Banking Resolutions for 2025-2026 (8/1/25):

- a) Designate Minnesota School District Liquid Asset Fund (US Bank) and Lake Country Community Bank as the Official School Depositories
- b) Authorize Nicole Musolf (8/1/25) or Traci LaFerriere to sign for investments on behalf of Nerstrand Elementary School (e.g. CD's)
- c) Authorize Nicole Musolf (8/1/25) or Traci LaFerriere to make electronic funds transfers between school accounts (e.g. payroll)

8.5 Approve use of REAP grant funds - Board authorizes continued use of REAP funds in 2025-2026 to reduce class size as a long-term strategy to retain/recruit effective teachers and to create a more effective learning environment and maximize one-on-one time with students

8.6 Approve Nicole Musolf as Identified Official with Authority effective 6/9/2025

8.7 Approve the use of Ratwik, Roszak & Maloney as Legal Council for the 2025-2026 school year with Nicole Musolf,

Traci LaFerriere and the Board Chair given designation to consult with them.

9.0 Old Business

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 August 11, 2025 at 3:30 in the Nerstrand Media Center

11.0 Adjournment



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

Board of Directors Meeting Minutes

Charter District #4055

May 12, 2025 | 3:30 p.m.

Nerstrand Elementary Media Center

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

1.0 Call to Order at 3:30 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Paula, Second: Sarah, Yay:6 , Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve Board Meeting Minutes

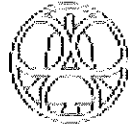
4.1 Approve April 14, 2025 Board Meeting Minutes

Approved. First: Carmen, Second: Paula, Yay: 6, Nay: 0, Abstentions: 0

5.0 Community Comment

None noted

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



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

6.0 Reports

6.1 Director Report

a) News

- The office gave several new family tours
- Hosted a new family and kindergarten night
- PTO held annual carnival
- Students roller skated in Phy. Ed.
- 5th Graders graduated from DARE
- New Woodlands teacher, Alyssa Clark was hired
- School wide bus safety
- Students prepared for the upcoming Community Celebration

b) Student Achievement

- 3-5th Grade took the MCA tests
- 5th Grade took Science MCA test
- Students began FAST AReading, AMath & CBMR testing
- Teachers had a Professional Development Day and started preparing for the end of the year

c) NEO Update

- Checklist items continue to be completed

d) Director Performance

- Director's Evaluation was completed
- Results were shared with the board

6.2 Enrollment for 24-25

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

- Current enrollment for 2024-2025 is 106
- Kindergarten: 23, 1st: 16, 2nd:19, 3rd:23, 4th:11, 5th:14
- Enrollment for 25-26 as of 4/17/25 is 127

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Sarah, Second: Carmen,
Yay: 6, Nay: 0, Abstentions: 0

- b) Vote on donations over \$500 from April 15- May 12, 2025
None

- c) Approve Budget Revision
Motion to approve Budget Revision
The FY25 Revised Budget should be approved as:

	Fund 01	Fund 04
Revenue	\$1,822,836	\$6819
Expense	\$1,610,890	\$8043
Net	\$211,946	-\$1224
Ending	\$756,719	\$707

Motion approved. First: Paula, Second: Tara, Yay: 6, Nay: 0,
Abstentions: 0

7.0 Policy

- a) Policy 413 Harassment & Violence
Motion to approve Policy 413 Harassment & Violence
Motion approved. First: Paula, Second: Sarah, Yay: 6, Nay: 0,
Abstentions: 0
- b) Policy 414 Mandated Reporting of Child Neglect
Motion to approve Policy 414 Mandated Reporting of Child Neglect

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

Motion approved. First: Sarah, Second: Ali, Yay: 6, Nay: 0,
Abstentions: 0

- c) First look Policy 416 Drug, Alcohol & Cannabis Testing
- d) First look Policy 417 Chemical Use & Abuse
- e) First look Policy 418 Drug Free Workplace & School
- f) Director Evaluation Committee Responsibility Document
Motion to approve the Director Evaluation Committee Responsibility Document
Motion approved. First: Sarah, Second: Paula, Yay: 6, Nay: 0,
Abstentions: 0
- g) Finance Committee Responsibility Document
Motion to approve the Finance Committee Responsibility Document
Motion approved. First: Carmen, Second: Tara, Yay: 6, Nay: 0,
Abstentions: 0

8.0 New Business

8.1 Review Staffing

- a) Approve Alyssa Clark, 4-5 Teacher, 25-26 at \$60,536
Motion to approve Alyssa Clark, 4-5 Teacher, 25-26 at \$60,536
Motion approved. First: Tara, Second: Paula, Yay: 6, Nay: 0,
Abstentions: 0

8.2 On-going board development- Follow the Bylaws completed and certificate signed

- 8.3 Approve 25-26 Board Meeting Schedule
Motion to approve 25-26 Board Meeting Schedule
Motion approved. First: Carmen, Second: Sarah, Yay: 6, 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

- 8.4 Update from Director Support & Evaluation Committee
Evaluation was completed and rubric results were shared
- 8.5 Approve Edvisions Health Insurance Plan
Motion to approve Edvisions Health Insurance Plan with no increase, single allocation for employer \$678.77 and family allocation \$1127.85
Motion approved. First: Sarah, Second: Carmen, Yay: 6, Nay: 0, Abstentions: 0
- 8.6 Announce 2025 Board Election Results
Teacher member: Andrea Peterson
Parent member: Carrisa Erickson
Community member: Terri Neumann

9.0 Old Business

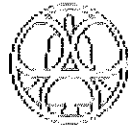
10.0 Other

- 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 – June 9, 2025 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:29p.m.
Approved. First: Tara, Second: Sarah, Yay: 6, 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

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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

Director's Report:

The end of a school year is always filled with so many activities and emotions. This school year was no different. Our month started with our tradition of delivering May Day Baskets to every house in Nerstrand. Students made beautiful suncatchers. The next day, we hosted our time honored tradition, the Community Celebration. This year, Bob Flom was selected. The evening was absolutely wonderful. Board Elections took place in early May. Carissa and Terri will remain on the board and Andrea will join for a three year term. 5th Grade Field Day/Fly Up Day was next. Our school did such a great job in all the events. It was fun to see them compete and work so hard. I think they had fun too. All School Field Day/Color Run was postponed a week due to weather, but we ended up with an absolutely perfect day in the end. We had a special guest come into every class and share his love of the drums. That person was Pepper's Dad - Buck Ennis. The kids enjoyed seeing and learning more about the drums. We hope he will come again. Migration for all grades happened this month too. The butterflies, arctic terns and stork all made a move for the next few months. 5th grade performed a Pirate Play with Ben as their director. It was a great performance and allowed for so many of them to shine. Finally, on the last day of school, we had lunch in Big Woods, which was prepared by a parent volunteer and then returned to the school for a performance from Magician Justin. Now, everyone is ready to enjoy their summer.

Student Achievement:

We completed the Science MCAs. Results for all MCAs will come in between August and October. 5th Grade Graduation was held on the last day of school. Andrea and Larry gave wonderful speeches. We wish our graduates the best in their next endeavors.

NEO Update including Contract Goals:

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

Director's Performance:

Director will focus on Domain 2 next year which is Instruction. This will tie nicely with our adoption of the new reading curriculum.

Nerstrand Elementary School #4055
Financial Report to the School Board
May 2025

The following reports are provided for review: bank statements, journal entries, receipts, checks, wires, bank reconciliation, outstanding payments, balance sheet and cashflow schedule.

The balance sheet shows the school has a \$888,480 cash balance that is sufficient to meet the school's expected obligations. Also, the school received \$40,522 more than expected from the state for the prior year that will be reclaimed. The school's fund balance has the following restrictions at the end of the prior year: \$2022 is restricted for school library expenses (another \$20,000 will be received in FY2025), \$20,000 is restricted for student support personnel expenses (another \$20,000 will be received in FY2025, of the combined \$40,000 only \$20,000 will carryforward to FY2026), and \$9472 is restricted for medical assistance expenses.

The cashflow schedule shows May actual and June projected revenues and expenditures. The column to the right shows the projected end-of-year accruals which are primarily the 10% state aid holdback and payroll earned in FY2025 but paid after June 30. The actual column on the right shows expected variance from the second revised budget approved by the board.

The FY2025 revised budget #2 is based on 103 adm. Actual revenues are calculated at 103.76 adm. The general fund revenues are expected to be \$217,561 more than expenditures. The ending fund balance of \$762,335 is 47.46% of expenditures.

The Regal Eagles program expenditures are expected to be \$1172 more than revenues. The ending fund balance will decrease to \$759.

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 Cashflow / Income Statement

	May-25	Jun-25	Accrual	FY2025 Actual	FY25 RvBdgt#2
SUPPLIES					
Sup/Mat Non-Instr.	21.46	0.00	95.93	275.00	275.00
Software - JMC, RegionV	0.00	0.00	0.00	4,985.71	4,985.71
Non Instruct Tech Supplies	0.00	0.00	0.00	10.99	10.99
Tech Non Instr Software/License	0.00	0.00	0.00	40.00	40.00
Sup/Mat Non-Instr.	61.98	0.00	406.00	500.00	500.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	548.14	548.14
Sup/Mat Non-Instr.	312.59	50.00	1,197.29	3,331.50	3,331.50
Peace Garden Supplies	0.00	0.00	0.00	0.00	62.07
Music Non-Instruct supplies	106.55	0.00	0.00	204.03	217.48
Library Non instruct supplies	0.00	0.00	0.00	867.32	867.32
Library Supplies Walmart Grant	0.00	0.00	0.00	270.56	270.56
Library Non instruct software	0.00	0.00	0.00	1,212.49	1,212.49
Instructional software	0.00	0.00	0.00	2,817.28	2,817.28
Sup/Mat N-Indiv Inst	3,815.03	0.00	3,335.20	10,000.00	10,000.00
Instruct Tech Supplies	363.20	0.00	0.00	363.20	0.00
Textbooks/Workbooks	6,760.88	12,578.00	3,500.00	22,935.78	23,349.90
Textbooks/Workbooks	3,914.12	0.00	0.00	3,914.12	0.00
Instruct Tech Equip	0.00	0.00	5,000.00	5,000.00	5,000.00
PhysEd/Health-Supplies	0.00	0.00	500.00	500.00	500.00
Music Instructional software	0.00	0.00	0.00	225.30	259.60
Music Sup/Mat N-Indiv Inst	0.00	0.00	0.00	181.97	181.97
Library Supplies	0.00	367.33	0.00	562.23	194.90
Library Bks Walmart Grant	14.98	0.00	0.00	230.51	215.53
Library Aid Supplies Placeholder	0.00	-367.33	0.00	740.06	1,107.39
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	926.75	926.75
SpEd supplies	0.00	0.00	0.00	98.07	98.07
SpEd Forms Software	0.00	0.00	0.00	1,113.80	1,113.80
SpEd Forms Software	0.00	0.00	0.00	75.00	75.00
EC SpEd Instruct Supplies	0.00	0.00	0.00	78.52	78.52
SpEd Sup/Mat N-Indiv Inst	25.64	0.00	0.00	185.01	159.37
Staff Dev Software	75.00	0.00	0.00	75.00	75.00
SUPPLIES TOTAL	15,471.43	12,628.00	14,034.42	62,268.34	58,474.34
CAPITAL EXPENDITURES					
Princ LT Tech Leases	213.14	0.00	213.14	2,557.68	2,557.68
CAPITAL EXPENDITURES TOTAL	213.14	0.00	213.14	2,557.68	2,557.68
OTHER EXPENDITURES					
BOD Fees to Authorizer	2,293.52	0.00	0.00	11,467.58	12,349.56
Dues/Membership - MSBA,MACS, RegionV	0.00	0.00	0.00	2,725.00	2,725.00
OTHER EXPENDITURES TOTAL	2,293.52	0.00	0.00	14,192.58	15,074.56
OTHER FINANCING USES					
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00
EXPENDITURES TOTAL	141,035.41	121,773.54	229,677.11	1,606,351.15	1,610,890.42
NET INCOME	244,601.85	-66,249.64	-24,555.18	217,561.76	211,945.20
BEGINNING BALANCE	608,538.33	853,140.18	786,890.54	544,773.60	544,773.60
ENDING BALANCE	853,140.18	786,890.54	762,335.36	762,335.36	756,718.80
FUND BALANCE AS % OF EXPENDITURES				47.46%	46.98%
FUND 04					
REVENUES					
Fees From Patrons	198.50	495.00	550.50	6,400.00	6,818.50
REVENUES TOTAL	198.50	495.00	550.50	6,400.00	6,818.50
EXPENDITURES					
EdVisions Regal Eagle Staff	855.20	535.73	0.00	7,572.43	8,042.88
EXPENDITURES TOTAL	855.20	535.73	0.00	7,572.43	8,042.88
NET INCOME	-656.70	-40.73	550.50	-1,172.43	-1,224.38
BEGINNING BALANCE	905.88	249.18	208.45	1,931.38	1,931.38
ENDING BALANCE	249.18	208.45	758.95	758.95	707.00

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 Cashflow / Income Statement

	May-25	Jun-25	Accrual	FY2025 Actual	FY25 RvBdgt#2
GENERAL FUND					
REVENUES					
Fees From Patrons	55.00	55.00	0.00	8,415.00	8,305.00
Med Assist Fr Dept of HS	0.00	0.00	2,856.57	8,000.00	8,000.00
Interest Earnings	2,291.72	2,000.00	0.00	24,291.42	22,956.97
Gifts And Bequests	164.30	20,969.59	0.00	52,898.84	48,764.95
Peace Garden Gift	0.00	0.00	0.00	500.00	500.00
Misc Local Revenue	273,775.36	0.00	0.00	274,951.38	274,951.38
Fundraising Expense	0.00	0.00	0.00	-12,886.47	-12,886.47
Fundraising Revenue	2,784.08	2,690.00	0.00	23,320.08	26,046.00
Endow Fund Apportion	0.00	0.00	0.00	6,690.97	6,690.97
General Education Aid	68,450.83	28,557.06	72,263.09	803,337.36	798,256.93
Facility Maintenance Revenue	0.00	0.00	1,222.32	13,696.32	13,596.00
Literacy Incentive Aid	0.00	0.00	980.75	9,807.53	9,807.53
School Library Aid (Restricted)	0.00	0.00	5,666.68	20,000.00	20,000.00
Building Lease Aid	0.00	2.94	88,051.14	136,340.64	135,342.00
Read Act Literacy Aid	1,565.65	0.00	0.00	3,914.12	3,914.12
Tchr Comp Read Act Trng	0.00	0.00	0.00	3,533.88	3,533.88
Stdnt Support Personnel Aid (Equal Exp)	0.00	0.00	-6,000.00	0.00	0.00
Title II	0.00	0.00	0.00	4,500.88	4,500.88
Spec Ed Fed FlowThru	44.82	-1,942.00	4,037.50	20,684.22	22,626.22
Spec Ed EC	366.46	0.00	-565.71	576.67	1,142.38
Federal Aids & Grant	193.14	0.00	509.62	3,381.51	3,381.51
REAP Direct Fed Aid&Grant	0.00	0.00	0.00	31,242.00	31,242.00
State Special Education Aid	35,945.90	3,191.31	36,099.97	386,716.56	392,163.37
REVENUES TOTAL	385,637.26	55,523.90	205,121.93	1,823,912.91	1,822,835.62
EXPENDITURES					
EDVISIONS SALARY & BENEFIT TOTAL	91,368.43	86,205.38	134,826.02	980,072.72	983,990.90
FACILITY LEASE TOTAL	0.00	0.00	41,062.50	164,250.00	164,250.00
PURCHASED SERVICES					
Consult Fees (EdVisions)	1,838.85	1,734.82	2,696.52	19,747.27	19,840.67
Marketing/Advert/Promo Fees	0.00	0.00	0.00	200.00	200.00
Business Consult Fees	13.80	13,665.00	0.00	71,870.77	71,891.97
Phone	446.70	446.70	0.00	5,435.93	5,435.51
Postage & Parcel Svc	73.00	100.00	0.00	470.79	297.79
Postage & Parcel Svc	0.00	0.00	0.00	9.35	9.35
Technology Svc	0.00	0.00	200.00	462.78	462.78
Maintenance	0.00	100.00	0.00	163.31	63.31
Utility Services	1,761.12	2,906.14	3,340.60	46,763.87	46,763.87
Maintenance	494.55	0.00	103.57	3,066.44	3,066.44
Custodial Reimburse To Mn District	0.00	0.00	19,554.00	78,251.93	78,251.93
Insurance	0.00	0.00	0.00	13,592.76	13,592.76
Elem non-student Consulting	276.80	0.00	0.00	1,979.38	2,281.80
Field Trips, Lyceums, River Bend, admsslons	0.00	0.00	0.00	2,502.30	2,502.30
Field Trip Transportation	0.00	0.00	0.00	1,190.00	1,190.00
Music Contract	0.00	0.00	6,086.34	6,086.34	6,086.34
3rd Pty Biller Fees	0.00	0.00	0.00	10.00	27.00
Contracted Speech Services	4,717.50	0.00	4,500.00	43,889.00	50,671.50
Trav/Conv/Conference	1,515.36	0.00	0.00	1,515.36	1,000.00
DHH Sp Ed Sal Pur F Other D	8,961.94	0.00	0.00	8,961.94	8,233.00
DHH Sp Ed Benis	2,071.77	0.00	0.00	2,071.77	1,443.00
ASD Contracted Services	565.71	0.00	0.00	831.75	456.62
Dev Delay Contracted Services	0.00	0.00	0.00	91.30	91.30
ECSE Svc	-565.71	0.00	0.00	498.15	1,063.86
Fed Sub-contr under \$25k	4,037.50	0.00	0.00	21,150.00	21,150.00
Tran-Contract/Pub	0.00	0.00	0.00	5,508.36	5,508.36
Contracted SpEd Specialists, Psyc, OT	5,480.00	3,987.50	3,060.00	43,250.00	41,522.50
Trav/Conv/Conference	0.00	30.00	0.00	180.00	150.00
Trav/Conv/Conference	0.00	-30.00	0.00	0.00	30.00
StaffDev - Travel+Conferences	0.00	0.00	0.00	3,258.98	3,258.98
PURCHASED SERVICES TOTAL	31,688.89	22,940.16	39,541.03	383,009.83	386,542.94

Code	Red	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1757		3P LEARNING INC	USB	PO BOX 392751 17121	PITTSBURGH, PA 15251-9751		
PO#:		Voucher #:	B 01	131 000	Reading Eggs Subscription thru 9/29/26	Check	
			8811	Invoice	Invoice No: INVUS23926	5/19/2025	\$450.00
						Paid Amt:	\$450.00
						Check Amount:	\$450.00
						Vendor Total:	\$450.00
1006		CITY OF NERSTRAND	USB	PO BOX 161 17116	NERSTRAND, MN 55053		
PO#:		Voucher #:	E 01	005 810 000 000 330	3/15-4/15	Check	
			8804	Invoice	Invoice No: 01-00000516-00-5	5/9/2025	\$139.40
			E 01	005 810 000 000 330	3/15-4/15	Paid Amt:	\$139.40
			8805	Invoice	Invoice No: 01-00000515-00-4	5/9/2025	\$129.23
						Paid Amt:	\$129.23
						Check Amount:	\$129.23
						Vendor Total:	\$268.63
1738		E.O. JOHNSON CO. INC.	USB	PO BOX 660831 17122	DALLAS, TX 75266-0831		
PO#:		Voucher #:	E 01	010 203 000 000 560	4/25-5/24 copier	Check	
			E 01	010 203 000 000 350	images	5/19/2025	\$213.14
			8816	Invoice	Invoice No: 39120101		\$494.55
						Paid Amt:	\$707.69
						Check Amount:	\$707.69
						Vendor Total:	\$707.69
1333		ENGAGE/NGC, INC.	USB	1000 5th STREET WEST 17117	NORTHFIELD, MN 55057		
PO#:		Voucher #:	E 01	010 203 000 000 401	spotlight poster	Check	
			8808	Invoice	Invoice No: 54533	5/9/2025	\$235.00
						Paid Amt:	\$235.00
						Check Amount:	\$235.00
						Vendor Total:	\$235.00
1755		EVERGREEN THERAPY SOLUTIONS, LLC-S	USB	301 DIVISION ST S 17123	NORTHFIELD, MN 55057		
PO#:		Voucher #:	E 01	010 401 000 740 394	4/4-30	Check	
			8814	Invoice	Invoice No: 5	5/19/2025	\$4,717.50
						Paid Amt:	\$4,717.50
						Check Amount:	\$4,717.50
						Vendor Total:	\$4,717.50

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type	
1351		FLOM DISPOSAL SERVICE			5865 KENYON BLVD FARIBAULT, MN 55021			
		USB		17118			Check	
		E 01 005 810 000 000 330			May			\$301.08
PO#:		Voucher #:	8809	Invoice	Invoice No: 3964	5/9/2025	Paid Amt:	\$301.08
							Check Amount:	\$301.08
							Vendor Total:	\$301.08
1036		GOODHUE CO EDUCATION DIST 6051			395 GUERNSEY LANE RED WING, MN 55066			
		USB		17124			Check	
		E 01 010 405 000 740 396			J Wiggins			\$8,961.94
		E 01 010 405 000 740 397			J Wiggins			\$2,071.77
		E 01 010 405 000 740 366			J Wiggins			\$1,515.36
PO#:		Voucher #:	8817	Invoice	Invoice No: 4804	5/19/2025	Paid Amt:	\$12,549.07
							Check Amount:	\$12,549.07
							Vendor Total:	\$12,549.07
1722		INDIGO EDUCATION			2550 UNIVERSITY AVE W SUITE 200N ST PAUL, MN 55114			
		USB		17119			Check	
		E 01 010 640 000 000 405			para online train subscription			\$75.00
PO#:		Voucher #:	8806	Invoice	Invoice No: 21470	5/9/2025	Paid Amt:	\$75.00
							Check Amount:	\$75.00
		USB		17125			Check	
		E 01 010 420 000 419 303			Q4			\$4,037.50
PO#:		Voucher #:	8810	Invoice	Invoice No: 21505	5/19/2025	Paid Amt:	\$4,037.50
							Check Amount:	\$4,037.50
							Vendor Total:	\$4,112.50
1545		KEYSTONE INTERPRETING SOLUTIONS, INC			1799 HILLCREST AVENUE ST. PAUL, MN 55116-2152			
		USB		17126			Check	
		E 01 010 203 000 000 305			5/2 ASL			\$276.80
PO#:		Voucher #:	8813	Invoice	Invoice No: 2297-00037	5/19/2025	Paid Amt:	\$276.80
							Check Amount:	\$276.80
							Vendor Total:	\$276.80
1364		NOVATION EDUCATION OPPORTUNITIES			3432 DENMARK AVE SUITE 130 EAGAN, MN 55123			
		USB		17130			Check	
		E 01 005 010 000 000 820			authorizer			\$2,293.52
PO#:		Voucher #:	8823	Invoice	Invoice No: 1436	5/19/2025	Paid Amt:	\$2,293.52
							Check Amount:	\$2,293.52
							Vendor Total:	\$2,293.52

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 5/1/2025-5/31/2025 Period: 202511-202511 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1492		ON THE MOVE - THERAPY SERVICES		PO BOX 22428 EAGAN, MN 55122			
		USB		17120		Check	
		E 01 010 420 000 740 394		4/4-4/1822			\$2,420.00
PO#:		Voucher #: 8807 Invoice		Invoice No: 2988	5/9/2025	Paid Amt:	\$2,420.00
						Check Amount:	\$2,420.00
						Vendor Total:	\$2,420.00
1772		OPEN UP RESOURCES		101 JEFFERSON DRIVE, 1st FLOOR MENLO PARK, CA 94025			
		USB		17127		Check	
		E 01 010 610 000 356 460		Literacy curriculum			\$3,914.12
		E 01 010 203 000 000 460		Literacy curriculum			\$6,760.88
PO#:		Voucher #: 8821 Invoice		Invoice No: INV44281	5/19/2025	Paid Amt:	\$10,675.00
		B 01 131 000		Literacy PD FY26			\$2,093.00
PO#:		Voucher #: 8822 Invoice		Invoice No: INV-44280	5/19/2025	Paid Amt:	\$2,093.00
						Check Amount:	\$12,768.00
						Vendor Total:	\$12,768.00
1728		SCHOOL DATEBOOKS, INC.		PO BOX 969 LAFAYETTE, IN 47902			
		USB		17128		Check	
		E 01 010 203 000 000 430		planners			\$205.68
PO#:		Voucher #: 8820 Invoice		Invoice No: S25-0304622	5/19/2025	Paid Amt:	\$205.68
						Check Amount:	\$205.68
						Vendor Total:	\$205.68
1727		UPTICK EDUCATION LLC		13119 DANUBE LANE ROSEMOUNT, MN 55068			
		USB		17129		Check	
		E 01 005 110 000 000 320		4/4-4/30 psych			\$3,060.00
		E 01 005 110 000 000 320		4/4-4/30 psych			(\$3,060.00)
		E 01 010 420 000 740 394		4/4-4/30 psych			\$3,060.00
PO#:		Voucher #: 8819 Invoice		Invoice No: 1504	5/19/2025	Paid Amt:	\$3,060.00
						Check Amount:	\$3,060.00
						Vendor Total:	\$3,060.00
						Report Total:	\$44,365.47

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1187		AMAZON.COM				
			LCCB			Wire
			E 01 010 203 000 000 456	headphones		
PO#:		Voucher #:	8827 Invoice	Invoice No: 20250530	5/30/2025	Paid Amt: \$363.20 Check Amount: \$363.20
						Vendor Total: \$363.20
1732		CAPITAL ONE		PO BOX 4069 CAROL STREAM, IL 60197-4069		
			LCCB			Wire
			E 01 010 203 000 000 401	sams kleenex		\$77.59
			E 01 010 203 000 000 430	amazon paper		\$240.48
			E 01 005 110 000 000 329	usps		\$73.00
			E 01 010 620 018 000 430	walmart library grant		\$14.98
			E 01 010 203 000 000 401	sams kleenex		(\$77.59)
			E 01 010 620 018 000 470	sams kleenex		\$77.59
			E 01 010 620 018 000 470	sams kleenex		(\$77.59)
			E 01 010 203 000 000 401	sams kleenex		\$77.59
			E 01 010 620 018 000 430	walmart library grant		(\$14.98)
			E 01 010 620 018 000 470	walmart library grant		\$14.98
PO#:		Voucher #:	8815 Invoice	Invoice No: 20250424	5/19/2025	Paid Amt: \$406.05 Check Amount: \$406.05
						Vendor Total: \$406.05
			LCCB			Wire

			E 01 010 203 000 000 430	family fare popsicle day		\$19.96
			E 01 010 203 000 000 430	target popsicle day		\$17.97
			E 01 010 203 000 000 430	amazon markers scissors cardholder		\$275.54
			E 01 010 203 000 000 430	amazon chart paper		\$69.98
			E 01 010 203 000 000 430	amazon easel pad		\$416.40
			E 01 010 203 000 000 430	amazon pencilpouch tape sharpener easelpad pi		\$694.77
			E 01 010 203 000 000 430	amazon markers		\$207.69
			E 01 010 203 000 000 430	amazon paper notepads		\$160.16
			E 01 010 420 000 740 433	amazon compression vest		\$25.64
			E 01 010 203 000 000 430	target notebook		\$10.63
			E 01 010 203 000 000 430	target notebook		\$20.20
			E 01 010 203 000 000 430	target folder notebook		\$129.12
			E 01 010 203 000 000 430	amazon storage cases		\$46.99
			E 01 010 203 000 000 430	amazon notebook		\$149.98
			E 01 010 203 000 000 430	amazon supplies		\$824.02
			E 01 010 203 000 000 430	amazon crayons		\$59.40

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1732		CAPITAL ONE		PO BOX 4069 CAROL STREAM, IL 60197-4069		
		LCCB				Wire
		E 01 010 203 000 000 430		amazon crayons		\$89.10
		E 01 005 110 000 000 401		amazon envelopes		\$21.46
		E 01 005 720 000 000 401		sams cups bags health ofc		\$61.98
		E 01 010 203 000 000 430		target folder		\$75.13
PO#:		Voucher #:	8826 Invoice	Invoice No: 20250522	5/22/2025	
						Paid Amt: \$3,376.12
						Check Amount: \$3,376.12
						Vendor Total: \$3,782.17
1736		KENYON MARKET				
		LCCB				Wire
		E 01 010 203 000 000 430		popsicle day		\$101.83
PO#:		Voucher #:	8828 Invoice	Invoice No: 20250530	5/30/2025	
						Paid Amt: \$101.83
						Check Amount: \$101.83
						Vendor Total: \$101.83
1751		MARY'S RUSTIC ROSE				
		LCCB				Wire
		E 01 010 258 000 000 401		flowers celebration		\$106.55
PO#:		Voucher #:	8825 Invoice	Invoice No: 20250519	5/2/2025	
						Paid Amt: \$106.55
						Check Amount: \$106.55
						Vendor Total: \$106.55
1673		METRONET INC		PO BOX 630546 CINCINNATI, OH 45263-0546		
		LCCB				Wire
		E 01 005 110 000 000 320		Phone		\$207.70
PO#:		Voucher #:	8802 Invoice	Invoice No: 1705956	5/9/2025	
						Paid Amt: \$207.70
						Check Amount: \$207.70
						Vendor Total: \$207.70
		LCCB				Wire
		E 01 005 110 000 000 320		Phone		\$239.00
PO#:		Voucher #:	8818 Invoice	Invoice No: 1677211	5/19/2025	
						Paid Amt: \$239.00
						Check Amount: \$239.00
						Vendor Total: \$446.70
1700		USBANK				
		USB				Wire
		E 01 005 110 000 000 305		fee		\$13.80
PO#:		Voucher #:	8824 Invoice	Invoice No: 20250514	5/14/2025	
						Paid Amt: \$13.80
						Check Amount: \$13.80
						Vendor Total: \$13.80

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1017		XCEL ENERGY	USB	PO BOX 9477 MINNEAPOLIS, MN 55484-9477		
PO#:		Voucher #:	E 01 005 810 000 330	3/30-4/28	\$1,191.41	Wire
			8803 Invoice	Invoice No: 925127803	5/9/2025	
Paid Amt: \$1,191.41						
Check Amount: \$1,191.41						
Vendor Total: \$1,191.41						
Report Total: \$6,005.66						

Nerstrand Charter School #4055
Reconciliation Worksheet Report
05/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1326	05/31/2025	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount 75,611.16

Deposits in Transit 0.00

Outstanding Payments

Checks 0.00

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount 0.00

Amount Per Bank 75,611.16

GL Account Balance 75,611.16

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
05/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1327	05/31/2025	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	831,968.64
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	19,099.02
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00

Adjustment Amount	0.00
-------------------	------

Amount Per Bank	812,869.62
GL Account Balance	812,869.62
Difference	0.00

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

Adjustments
00/00/0000

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Page 1 of 2
6/5/2025
21:46:59

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
1989	4055	LCCB														
Gifts ERC fees RE																
			2017	Credit	A	05/15/25		Check	1	Miscellaneous						
						4055	R 01 000 000 000 000	096		CAF Gift					110.00	0.00
						4055	R 01 000 000 000 000	096		Box Top Gift					54.30	0.00
						4055	R 01 000 000 000 000	099		Misc Local Revenue				273,775.36	0.00	0.00
						4055	R 01 000 000 000 000	050		Stdnt Fees				55.00	0.00	0.00
						4055	R 04 000 000 000 000	050		RE Yunker				94.00	0.00	0.00
						4055	R 04 000 000 000 000	050		RE Wagner				77.00	0.00	0.00
						4055	R 04 000 000 000 000	050		RE Parkos				16.50	0.00	0.00
						4055	R 04 000 000 000 000	050		RE Ericksons				11.00	0.00	0.00
Receipt Total:														\$274,193.16		\$0.00
Deposit Total:														\$274,193.16		\$0.00
1990	4055	USB														
Interest																
			2018	Credit	A	05/31/25		Wire	1	Miscellaneous						
						4055	R 01 000 000 000 000	092		Interest Earnings				341.93	0.00	0.00
Receipt Total:														\$341.93		\$0.00
Deposit Total:														\$341.93		\$0.00
1991	4055	USB														
Interest																
			2019	Credit	A	05/31/25		Wire	1	Miscellaneous						
						4055	R 01 000 000 000 000	092		Interest Earnings				1,949.79	0.00	0.00
Receipt Total:														\$1,949.79		\$0.00
Deposit Total:														\$1,949.79		\$0.00
1992	4055	USB														
IDEAS																
			2020	Credit	A	05/15/25		Wire	1	MDE						
						4055	R 01 000 000 000 000	211		General Education Aid				53,523.23	0.00	0.00
Receipt Total:														\$53,523.23		\$0.00
Deposit Total:														\$53,523.23		\$0.00
1993	4055	USB														
IDEAS																
			2021	Credit	A	05/30/25		Wire	1	MDE						
						4055	R 01 000 000 000 000	211		General Education Aid				14,927.60	0.00	0.00
						4055	R 01 000 000 000 000	740 360		State Special Education Aid				35,945.90	0.00	0.00

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1993	4055	USB														
IDEAS			2021	Credit	A	05/30/25		Wire	1	MDE						
						4055	R 01 000 000 000	356	300	Read Act Literacy Aid					1,565.65	0.00
														Receipt Total:	\$52,439.15	\$0.00
														Deposit Total:	\$52,439.15	\$0.00
1994	4055	USB														
CLIOS			2022	Credit	A	05/15/25		Wire	1	MDE						
						4055	R 01 000 000 000	419	400	Spec Ed Fed FlowThru					44.82	0.00
						4055	R 01 000 000 000	420	400	Early Preschool Incentive					366.46	0.00
						4055	R 01 000 000 000	425	400	Federal Aids & Grant					193.14	0.00
														Receipt Total:	\$604.42	\$0.00
														Deposit Total:	\$604.42	\$0.00
1995	4055	USB														
Color Run Venmo			2023	Credit	A	05/28/25		Wire	1	Miscellaneous						
						4055	R 01 000 000 000	620		Color Run Venmo					2,784.08	0.00
														Receipt Total:	\$2,784.08	\$0.00
														Deposit Total:	\$2,784.08	\$0.00
														Report Total:	\$385,835.76	\$0.00

5/31/2025

Nerstrand Charter School #4055

Journal Entry Listing

Page 1 of 3

6/5/2025

21:45:59

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4504	202511	05/31/2025	P	JE		transfer		B	01	101	000				USB Cash	300,000.00	0.00
								B	01	101	003				Lake Country Community B	0.00	300,000.00
																\$300,000.00	\$300,000.00
4508	202511	05/31/2025	P	JE	May	EdEdVisions May EFT		B	01	101	000				USB Cash	0.00	93,207.28
								B	04	101	000				USB Cash	0.00	855.20
								E	01	005	050	000	000	305	EdVisions School Administr	8,597.80	0.00
								E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,838.85	0.00
								E	01	010	201	000	000	394	EdVisions Kinder Staff	7,849.40	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	6,100.43	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	5,485.54	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	986.89	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	536.05	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	0.00	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	7,204.89	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	2,889.00	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	281.10	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	311.12	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	8,257.74	0.00
								E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
								E	01	010	204	000	414	303	EdVisions Title II	0.00	0.00
								E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	0.00	0.00
								E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,824.21	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	3,322.40	0.00
								E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	625.16	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	1,549.96	0.00
								E	01	010	420	000	740	396	EdVisions SpEd Staff	944.52	0.00
								E	01	010	420	000	740	396	EdVisions SpEd Staff	668.27	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	0.00	0.00
								E	01	010	420	000	740	396	EdVisions SpEd Staff	3,472.38	0.00
								E	01	010	420	000	740	396	EdVisions SpEd Staff	2,861.65	0.00

Nerstrand Charter School #4055

Journal Entry Listing

Page 2 of 3
6/5/2025
21:45:59

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4508	202511	05/31/2025	P	JE	May Ed	EdVisions May EFT	Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,328.89	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	120.71	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	361.14	0.00
							McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,295.54	0.00
							Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,778.00	0.00
							Moreno	E	01	010	420	000	740	396	EdVisions SpEd Staff	120.38	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	111.12	0.00
							Temple, Linda	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,299.35	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	185.70	0.00
							Bollinger -SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	95.16	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	284.93	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,306.26	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	284.27	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	234.65	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	31.75	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	36.38	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	228.62	0.00
							Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	397	EdVisions SpEd Benefits	279.91	0.00
							Moreno	E	01	010	420	000	740	397	EdVisions SpEd Benefits	12.14	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	11.19	0.00
							Temple, Linda	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	217.89	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	17.60	0.00
							McCorkell, K ESY	E	01	010	420	013	740	396	ESY Para	0.00	0.00
							Reuvers, S ESY	E	01	010	420	013	740	396	ESY Para	0.00	0.00
							McCorkell, K ESY	E	01	010	420	013	740	397	ESY Para Fringe	0.00	0.00
							Reuvers, S ESY	E	01	010	420	013	740	397	ESY Para Fringe	0.00	0.00
							McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	0.00	0.00
							Waddell, Cara-CEIS	E	01	010	422	000	425	303	CEIS para	264.29	0.00

Nerstrand Charter School #4055

Journal Entry Listing

Page 3 of 3
6/5/2025
21:45:59

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4508	202511	05/31/2025	P	JE	May	EdEdVisions May EFT	Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,418.81	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	2,325.00	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	220.32	0.00
							Musolf, Nicole Literacy	E	01	010	640	000	312	185	Literacy Aid Tchr Trng	0.00	0.00
							Musolf, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Schaefer, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Shroyer, Paula Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Temple, Innana Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Vondrasek, T Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Johnson, Sarah Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							McBride Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Peterson, Andrea Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Schaefer, Nicole Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Bollinger, Heather RE Sub	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	0.00	0.00
							Gilmore, Greta-Regal Eagle Sut	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	0.00	0.00
							Schweisthal, RE	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	31.07	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	824.13	0.00
																\$94,062.48	\$94,062.48

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through May 2025

	<u>General Fund</u>	<u>Community Fund</u>	<u>Total Funds</u>
Assets			
Cash and Investments	888,231.60	249.18	888,480.78
Due from governments	-40,522.44	0.00	-40,522.44
Prepaid items	5,431.02	0.00	5,431.02
Total assets	<u>853,140.18</u>	<u>249.18</u>	<u>853,389.36</u>
Liabilities			
Accounts payable	0.00	0.00	0.00
Due to Other MN Districts	0.00	0.00	0.00
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets			
Unreserved	<u>811,613.33</u>	<u>0.00</u>	<u>811,613.33</u>
Nonspendable	10,032.56	0.00	10,032.56
Restricted Library Aid	2,021.87	0.00	2,021.87
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	249.18	249.18
Reserved for Med Assist	9,472.42	0.00	9,472.42
Total liabilities and net assets	<u>853,140.18</u>	<u>249.18</u>	<u>853,389.36</u>

Gifts Received April 15-June 9			
Name	Donated Amount	Restriction	
Dennison Lions	\$1,000.00		
NES PTO	\$16,378.83	Reading Curriculum & Technology	

416 DRUG, ALCOHOL, AND CANNABIS TESTING

I. PURPOSE

A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.

B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

A. All charter school employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The charter school also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.

B. The charter school may request or require that any charter school employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.

C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on charter school property (which includes charter school vehicles), while operating charter school vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off charter school property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on charter school property.

D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on charter school property (which includes charter school vehicles), while operating charter school vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off charter school property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on charter school property.

E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

F. The charter school may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on charter school premises, or operating a charter school vehicle, machinery, or equipment as follows:

1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;

2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;

3. as provided in the charter school's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by Minnesota Statutes, section 181.952; or

4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the charter school to lose a monetary or licensing-related benefit under federal law or regulations.

III. IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The charter school may request or require cannabis testing or drug and alcohol testing for other charter school personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The charter school does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or

cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.

2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.

4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.

6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

7. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the charter school in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.).

8. “Oral fluid test” means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:

a. can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and

b. does not require the services of a testing laboratory under section 181.953, subdivision 1.

9. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the charter school for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”

10. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

11. “Random Selection Basis” means a mechanism for selection of employees that:

a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

b. does not give the charter school discretion to waive the selection of any employee selected under the mechanism.

12. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

13. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions

1. General Limitations

a. The charter school may not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a.

b. The charter school will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;

b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;

- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The charter school may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the charter school may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the charter school shall notify the job applicant of the reason for its action.

- a. The charter school must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the charter school must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The charter school must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.

d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

4. Oral fluid testing

a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.

b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953, subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.

c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.

d. Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 18.957, unless stated otherwise.

5. Random Testing

The charter school may request or require "other employees" to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

6. Reasonable Suspicion Testing

The charter school may request or require any employee to undergo cannabis testing or drug and alcohol testing if the charter school has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drug, or alcohol;
- b. has violated the charter school's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the charter school's premises or operating the charter school's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

7. Treatment Program Testing

The charter school may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the charter school for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and

for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

8. Routine Physical Examination Testing

The charter school may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The charter school does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the charter school shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the charter school's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the charter school shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the charter school shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the charter school a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the charter school shall provide the individual with notice of the test results and, at the same time, written notice

of the right to explain the results and to submit additional information (see Attachment G to this policy).

b. The charter school may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.

d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the charter school to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the charter school shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the charter school in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the charter school shall notify the original testing laboratory that the employee or job

applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the charter school, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments F and G to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The charter school may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

3. The charter school may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the charter school, unless the following conditions have been met:

a. The charter school has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the charter school after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the charter school may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the charter school believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The charter school may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the charter school, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the charter school to lose money or licensing-related benefit under federal law or regulations.

6. The charter school may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on charter school property during the hours of employment.

7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the charter school may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the charter school may withdraw the job offer.

H. Chain-of-Custody Procedures

The charter school has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the charter school test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13, and may not be disclosed by the charter school or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the charter school drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The charter school shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is

made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment H to this policy.

V. POSTING

The charter school shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 124E.03 (Applicable Law)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also create significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the charter school in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with charter school policies with respect to a Drug-Free Workplace/Drug-Free School.

B. The charter school shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.

C. Every charter school that participates in a charter school chemical abuse program shall establish and maintain in every school a chemical abuse pre assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

D. The charter school shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.

B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes, section 152.02 and "marijuana" as defined in Minnesota Statutes, section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.

C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.

D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including executive directors, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Charter School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the charter school student discipline policy.

B. Programs and Activities

1. The charter school shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

2. As part of its drug-free programs, the charter school may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a charter school chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse pre assessment team, or staff member assigned duties similar to those of such a team, of this information.

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56, and proposed for expulsion.

3. Searches by charter school officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.

4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a charter school chemical abuse program shall establish a chemical abuse pre assessment team designated by the executive director or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the executive director or designee will assign these duties to a designated charter school employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.

2. Destruction of Records

a. If the pre assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the charter school.

c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

A. The charter school shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The charter school's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, and employee assistance programs.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The charter school shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References:

Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis) Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

A. Use or possession of alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. A violation of this policy occurs when any student, teacher, administrator, other charter school personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.

C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the charter school owns, leases, rents, contracts for, or controls.

D. The charter school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the charter school; or during any period of time such employee is supervising students on behalf of the charter school or otherwise engaged in charter school business.

H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.

I. “Toxic substances” includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

J. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, non intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder)

C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non intoxicating cannabinoids, or edible cannabinoid products, must comply with the charter school's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the charter school's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the executive director.

F. No person is permitted to possess or use medical cannabis, non intoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place,

including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non intoxicating cannabinoids, or edible cannabinoid products.

G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VII. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.

2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the charter school's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places

listed above on which work on a charter school federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the charter school. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and charter school policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References:

Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

Minn. Stat. § 152.01, Subd. 15a (Definitions)

Minn. Stat. § 152.0264 (Cannabis Sale Crimes)

Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)

Minn. Stat. § 152.23 (Limitations; Medical Cannabis)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)