

Nerstrand Elementary School
Board of Directors Meeting
August 11, 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 June 9, 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)	21	25 (closed)	28 (closed)	10	130

K = 21

1 = 25

2-3 = 23 & 23

4-5 = 19 & 19

6.3 Finance Report

- a) Monthly Financial Update; Traci
- b) Donations over \$500 per policy from July 1-Aug 11; Vote

7.0 Policy

- a) Staff Handbook 25-26- Vote
- b) Student Handbook 25-26 - Vote
- c) Language Access Plan - Vote
- d) Policy #806 Crisis Management - First Look
- e) Step-By-Step Crisis Management - First Look
- f) Policy #721 Procurement Policy - Vote

8.0 New Business

- 8.1 Review staffing; NA
- 8.2 Approve Reno Mothes, DAPE, \$100/hour with a \$10K ceiling, for 25-26 school year
- 8.3 Approve Faribault Public Schools, School Nutrition Program, for 25-26 school year
- 8.4 Approve Faribault Public Schools, LPN, 15 hours ceiling, includes salary/benefits, plus 8% admin fee
- 8.5 Approve Faribault Public Schools, Technology Support, July & August 2025 for hours worked, salary/benefits, plus 8% admin fee
- 8.6 Approve Faribault Public Schools, Custodian, .925 salary/benefits, plus 8% admin fee, for 25-26 school year
- 8.7 Approve Faribault Public Schools, Lease, July & August 2025 for \$13,687.50 per month.
- 8.8 Board to sign Lease Aid Certification Form
- 8.9 Review BOD Onboarding Document including Ethics Policy
- 8.10 Review BOD Board Development/Training Plan
- 8.11 Approve BOD Calendar
- 8.12 Approve 25-26 Board Roster
- 8.13 Discuss Principal Evaluation
- 8.14 Board to sign NEO Oath of Office

9.0 Old Business

- 9.1 Board Chair checks in with Director Peterson regarding

board trainings. Are the initial three done to be seated? One is due Jan 2026 and remaining two are due June 2026.

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

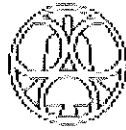
Did we stay on track?

Strategic vs. micro-manage?

Everyone able to participate?

10.2 Next Board of Directors meeting is September 8, 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

June 9, 2025 | 3:30 p.m.

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Paula, Second: Sarah, Yay:7 , Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

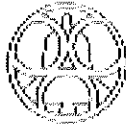
None noted

4.0 Approve Board Meeting Minutes

4.1 Approve May 12, 2025 Board Meeting Minutes

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

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



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

5.0 Community Comment

None noted

6.0 Reports

6.1 Director Report

a) News

- Students delivered May Day Suncatchers to every house in Nerstrand
- Hosted Community Celebration and honored Bob Flom
- Board Elections took place and Carissa and Terri will remain on the board. Andrea will join as a teacher for a 3 year term
- 5th Grade Field Day & All School Fly Up day was a success
- All School Field Day & Color Run was postponed a week due to weather but was also a huge success
- Buck Ennis, Pepper's Dad, shared his love for drums with every class
- All classes went to the Peace Garden to migrate the monarchs, arctic terns, and stork
- 5th Graders performed a Pirate Play with Ben as director
- Last day of school was a success with award day, 5th grade graduation, picnic lunch at the Big Woods, and performance from Magician Justin

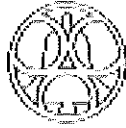
b) Student Achievement

- 5th Grade completed the Science MCA's
- 5th Grade graduation was held the last day of school

c) NEO Update

- All data, minus MCA information has been entered

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- NEO needs to calculate data with prior year's data

d) Director Performance

- Director will focus on Domain 2 next year

6.2 Enrollment for 25-26

- Current enrollment for 2025-2026 is 131
- Kindergarten: 21, 1st: 25, 2nd:19, 3rd:25, 4th:29, 5th:12
- 1st, 3rd & 4th grade are closed

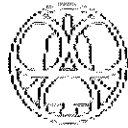
6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Carmen, Second: Tara,
Yay: 7, Nay: 0, Abstentions: 0
- b) Vote on donations over \$500 from May 12- June 3, 2025
Motion to approve \$1,000 donation from Dennison Lions
Motion approved. First: Paula, Second: Sarah, Yay: 7, Nay: 0,
Abstentions: 0
Motion to approve \$16,378.83 donation from NES PTO
Motion approved. First: Carmen, Second: Sarah, Yay: 7, Nay:0,
Abstentions: 0

7.0 Policy

- a) Policy 416 Drug, Alcohol & Cannabis Testing
Motion to approve Policy 416 Drug, Alcohol & Cannabis Testing
Motion approved. First: Terri, Second: Tara, Yay: 7, Nay: 0,
Abstentions: 0
- b) Policy 417 Chemical Use & Abuse

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Motion to approve Policy 417 Chemical Use & Abuse

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

c) Policy 418 Drug Free Workplace & School

Motion to approve Policy 418 Drug Free Workplace & School

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

8.0 New Business

8.1 Review Staffing

a) Approve hiring Sammi Schweisthal, SPED Paraprofessional, effective
August 27, 2025 at \$20.29/hour

Motion to approve Sammi Schweisthal, SPED Para, 25-26 at
\$20.29/hr

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

8.2 Review Performance Framework; end of year data

Board reviewed Performance Framework results

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

a) Board Chair

Motion to approve Carissa to continue as Board Chair

Motion approved. First: Paula, Second: Ali, Yay: 7, Nay: 0,
Abstentions: 0

b) Board Secretary

Motion to approve Sarah Johnson as Board Secretary

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

c) Board Treasurer

Motion to approve Carmen to continue as Board Treasurer

Motion approved. First: Sarah, Second: Paula, Yay: 7, Nay: 0,



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Abstentions: 0

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

Motion to designate Minnesota School District Liquid Asset Fund (Us Bank) and Lake Country Community Bank as the Official School Depositories

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

- b) Authorize Nicole Musolf (8/1/25) or Traci LaFerriere to sign for investments on behalf of Nerstrand Elementary School (e.g. CD's)
Motion to authorize Nicole Musolf or Traci LaFerriere to sign for investments on behalf of Nerstrand Elementary School

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

- c) Authorize Nicole Musolf (8/1/25) or Traci LaFerriere to make electronic funds transfers between school accounts (e.g. payroll)
Motion to authorize Nicole Musolf or Traci LaFerriere to make electronic funds transfers between school accounts

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

8.5 Approve use of REAP grant funds- Board authorized 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

Motion to approve use of REAP grant funds

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

8.6 Approve Nicole Musolf as Identified Official with Authority effective

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June 9, 2025

Motion to approve Nicole Musolf as Identified Official with
Authority effective June 9, 2025

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

- 8.7 Approve the use of Ratwik, Roszak & Maloney as Legal Council for
the 25-26 school year with Nicole Musolf, Traci LaFerriere and the
Board Chair given designation to consult with them

Motion to approve the use of Ratwik, Roszak & Maloney as Legal
Council for the 25-26 school year with Nicole Musolf, Traci
LaFerriere and the Board Chair given designation to consult with
them

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

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.

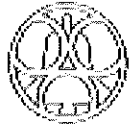
- 10.2 Next Board of Directors meeting – August 11, 2025 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:02p.m.

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

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Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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Director's Report:

The 25-26 school year is upon us. We have been working hard this summer to get ready. We adopted a new reading curriculum called EL Open Up Resources so teachers have been taking some professional development training. We are eager to use the new program and see results. We are looking forward to welcoming around 130 students and 3 new staff.

Kinder-Go-Round will be held on September 2nd and 3rd with Paula. Back to School Open House will take place on September 2nd from 6:00-7:00pm. We are looking forward to seeing all our families.

Student Achievement:

Results for all MCAs will come in between August and October. Once they do, we will review.

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

NEO Update including Contract Goals:

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

Director's Performance:

The 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
July 2025**

Fiscal Year 2025

The fiscal year 2025 audit fieldwork was completed on July 24 and 25. The deadline for submitting unaudited UFARS data to MDE by September 15 was met. The next deadline is November 30 to submit audited UFARS data and the compliance table. The final audit document is due by December 31.

Fiscal Year 2026

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

The FY2025/FY2026 income statement shows the unaudited FY2025 revenues, expenditures, and ending balances in each fund and compares year to date (July only) revenues and expenditures to the FY2026 budget. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget.

The prior year ending general fund balance was \$35,718 more than the prior year revised budget #2 at \$792,437. The 04 fund balance ended at \$843 and did not require a transfer from the general fund. The beginning general fund balance is \$292,750 higher than the budgeted amount for FY2026 at \$792,437.

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 FY2026 Income Statement

	FY2025 Actual	FY2026 Jul-25	FY2026 Budget
GENERAL FUND			
REVENUES			
Fees From Patrons	8,415.00	220.00	10,020.26
Med Assist Fr Dept of HS	12,509.69	0.00	8,000.00
Interest Earnings	24,864.21	2,597.47	21,120.41
Gifts And Bequests	53,140.05	700.00	47,000.00
Peace Garden Gift	500.00	0.00	0.00
Misc Local Revenue	274,951.38	0.00	0.00
Fundraising Expense	-14,499.53	0.00	-12,298.50
Fundraising Revenue	23,815.08	0.00	26,046.00
Endow Fund Apportion	6,690.97	0.00	6,103.00
General Education Aid	795,440.14	102,113.12	942,038.58
Facility Maintenance Revenue	13,683.12	0.00	15,708.00
Literacy Incentive Aid	9,807.53	0.00	9,807.53
School Library Aid (Restricted)	20,000.00	0.00	20,000.00
Building Lease Aid	136,209.24	0.00	147,825.00
Read Act Literacy Aid	3,914.12	0.00	0.00
Tchr Comp Read Act Trng	3,533.88	0.00	0.00
Title II	4,500.88	0.00	4,500.88
Spec Ed Fed FlowThru	20,684.22	0.00	25,405.35
Spec Ed EC	576.67	0.00	823.96
Federal Aids & Grant	3,381.51	0.00	3,652.20
REAP Direct Fed Aid&Grant	31,242.00	0.00	31,242.00
State Special Education Aid	394,044.49	0.00	441,135.37
REVENUES TOTAL	1,827,404.65	105,630.59	1,748,130.04
EXPENDITURES			
EDVISIONS SALARY & BENEFIT TOTAL	965,841.34	0.00	1,143,219.25
FACILITY LEASE TOTAL	164,250.00	0.00	164,250.00
PURCHASED SERVICES			
Consult Fees (EdVisions)	19,462.65	0.00	23,015.26
Marketing/Advert/Promo Fees	200.00	0.00	204.00
Business Consult Fees	71,995.28	9,213.73	74,100.00
ABC Consult Svc	247.50	82.50	0.00
Phone	5,435.93	654.01	5,656.46
Postage & Parcel Svc	512.82	23.25	313.43
Postage & Parcel Svc	9.35	0.00	0.00
Technology Svc	381.88	0.00	472.04
Consult	0.00	3,933.00	0.00
Utility Services	45,692.72	1,267.62	47,699.15
Maintenance	2,962.87	778.33	3,127.77
Custodial Reimburse To Mn District	78,253.30	0.00	79,285.59
Insurance	13,592.76	15,108.88	13,864.62
Elem non-student Consulting	1,979.38	0.00	2,327.44
Field Trips, Lyceums, River Bend, admissions	2,502.30	0.00	0.00
Field Trip Transportation	1,190.00	0.00	0.00
Music Contract	4,224.00	0.00	6,208.07
3rd Pty Biller Fees	10.00	0.00	27.54
Contracted Speech Services	43,469.00	0.00	59,000.00
Trav/Conv/Conference	1,515.36	0.00	1,000.00
DHH Sp Ed Sal Pur F Other D	8,961.94	0.00	8,856.00
DHH Sp Ed Benis	2,071.77	0.00	2,639.00
ASD Contracted Services	831.75	0.00	0.00
Dev Delay Contracted Services	91.30	0.00	1,000.00
ECSE Svc	498.15	0.00	743.87
Fed Sub-contr under \$25k	21,150.00	5,000.00	24,000.00
SpEd Repair & Maintenance	0.00	99.86	0.00
Tran-Contract/Pub	5,508.36	0.00	5,618.53
Contracted SpEd Specialists, Psyc, OT	43,670.00	2,310.00	39,500.00
Trav/Conv/Conference	180.00	0.00	153.00
StaffDev - Travel+Conferences	3,258.98	2,393.00	2,093.00
PURCHASED SERVICES TOTAL	379,859.35	40,864.18	400,904.77

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 FY2026 Income Statement

	FY2025 Actual	FY2026 Jul-25	FY2026 Budget
SUPPLIES			
Marketing Supplies	0.00	525.00	0.00
Sup/Mat Non-Instr.	179.07	0.00	280.50
Software - JMC, RegionV	4,985.71	1,390.02	5,085.42
Non Instruct Tech Supplies	10.99	0.00	11.21
Tech Non Instr Software/License	40.00	0.00	40.80
Sup/Mat Non-Instr.	94.00	0.00	510.00
Sup/Mat Non-Instr.	548.14	133.24	488.80
Sup/Mat Non-Instr.	2,296.04	0.00	3,398.13
Peace Garden Supplies	0.00	0.00	63.31
Music Non-instruct supplies	204.03	0.00	221.83
Library Non Instruct supplies	867.32	0.00	1,099.92
Library Supplies Walmart Grant	270.56	0.00	0.00
Library Non instruct software	1,212.49	0.00	1,236.74
Instructional software	2,817.28	2,448.00	2,873.63
Sup/Mat N-Indiv Inst	6,706.30	2,115.01	10,200.00
Instruct Tech Supplies	363.20	0.00	0.00
Textbooks/Workbooks	20,175.04	0.00	26,923.00
Textbooks/Workbooks	3,914.12	0.00	0.00
Instruct Tech Equip	3,788.76	0.00	5,000.00
PhysEd/Health-Supplies	0.00	0.00	510.00
Music Instructional software	225.30	0.00	264.79
Music Sup/Mat N-Indiv Inst	181.97	0.00	185.61
Library Supplies	562.23	0.00	198.80
Library Bks Walmart Grant	230.51	0.00	0.00
Library Aid Supplies Placeholder	740.06	0.00	1,129.54
MA Supplies Non-Instruct	0.00	3,980.00	0.00
SpEd Forms MA Software/Bill Fees	926.75	0.00	945.29
SpEd supplies	98.07	37.96	39.77
SpEd Forms Software	1,113.80	0.00	1,136.08
SpEd Forms Software	75.00	0.00	76.50
EC SpEd Instruct Supplies	78.52	0.00	80.09
SpEd Sup/Mat N-Indiv Inst	185.01	787.74	48.09
Staff Dev Software	150.00	0.00	0.00
SUPPLIES TOTAL	53,040.27	11,416.97	62,047.85
CAPITAL EXPENDITURES			
Princ LT Tech Leases	2,557.68	213.14	2,557.68
CAPITAL EXPENDITURES TOTAL	2,557.68	213.14	2,557.68
OTHER EXPENDITURES			
BOD Fees to Authorizer	11,467.58	0.00	14,267.94
Dues/Membership - MSBA,MACS, RegionV	2,725.00	3,568.25	2,725.00
OTHER EXPENDITURES TOTAL	14,192.58	3,568.25	16,992.94
OTHER FINANCING USES TOTAL	0.00	0.00	0.00
EXPENDITURES TOTAL	1,579,741.22	56,062.54	1,789,972.49
NET INCOME	247,663.43	49,568.05	-41,842.45
BEGINNING BALANCE	544,773.60	792,437.03	499,687.36
ENDING BALANCE	792,437.03	842,005.08	457,844.91
FUND BALANCE AS % OF EXPENDITURES	50.16%		25.58%
FUND 04			
REVENUES			
Fees From Patrons	6,484.00	0.00	7,178.65
REVENUES TOTAL	6,484.00	0.00	7,178.65
EXPENDITURES			
EdVisions Regal Eagle Staff	7,572.43	0.00	7,543.97
EXPENDITURES TOTAL	7,572.43	0.00	7,543.97
NET INCOME	-1,088.43	0.00	-365.32
BEGINNING BALANCE	1,931.38	842.95	707.00
ENDING BALANCE	842.95	842.95	341.68

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1187		AMAZON.COM				
			LCCB			Wire
PO#:		Voucher #:	E 01 010 203 000 000 430	emergency instruct backpacks	\$33.28	
			8880 Invoice	Invoice No: 20250723	7/23/2025	
					Paid Amt:	\$33.28
					Check Amount:	\$33.28
			LCCB			Wire
PO#:		Voucher #:	E 01 010 420 000 419 401	sped tchr laptop battery	\$37.96	
			8882 Invoice	Invoice No: 20250730	7/30/2025	
					Paid Amt:	\$37.96
					Check Amount:	\$37.96
					Vendor Total:	\$71.24
1732		CAPITAL ONE		PO BOX 4069	CAROL STREAM, IL 60197-4069	
			LCCB			Wire
PO#:		Voucher #:	E 01 010 203 000 000 466	cdw chromebooks	\$3,788.76	
			E 01 010 203 000 000 466	short paid	(\$412.64)	
			8867 Invoice	Invoice No: 20250525	6/25/2025	
					Paid Amt:	\$3,376.12
					Check Amount:	\$3,376.12
			LCCB			Wire
			E 01 010 203 000 000 466	v8867 balance due cdw chromebooks	\$412.64	
			E 01 010 203 000 000 460	math learning cnt	\$739.26	
			R 01 000 000 000 000 619	larsons printing color run shirts	\$1,023.31	
			B 01 131 000	3plearning duplicate to be repaid	\$0.00	
			E 01 005 110 000 000 329	USPS	\$42.03	
			E 01 010 203 000 000 401	amazon planners	\$43.23	
			E 01 010 203 000 000 401	amazon clorox wipes	\$118.60	
			E 01 010 203 000 000 430	amazon rubber cement	\$41.50	
			B 01 131 000	fee to be credited back	\$0.00	
			B 01 131 000	interest to be credit back	\$0.00	
			E 01 005 110 000 000 305	interest	\$94.68	
			B 01 131 000	prepaids	\$190.99	
			E 01 010 203 000 000 466	v8867 balance due cdw chromebooks	(\$412.64)	
			B 01 115 000	overpaid AR	\$412.64	
			B 01 131 000	prepaids	(\$190.99)	
			B 01 115 000	overpaid AR	\$190.99	
			B 01 115 000	overpaid AR	(\$412.64)	
			E 01 010 203 000 000 466	correct adj error	\$412.64	
PO#:		Voucher #:	8866 Invoice	Invoice No: 20250624	6/26/2025	
					Paid Amt:	\$2,706.24
					Check Amount:	\$2,706.24

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 01 005 110 000 000 329	postage		\$23.25	
		E 01 010 420 000 419 350	sped laptop repair		\$99.86	
		E 01 010 203 000 000 430	supplies		\$274.51	
		E 01 010 420 000 740 433	sped supplies		\$195.48	
		E 01 010 203 000 000 430	supplies		\$1,575.73	
		B 01 115 000	rvAR v8866		(\$190.99)	
		B 01 115 000	3P Learn to credit back		\$450.00	
		B 01 115 000	fees to credit back		\$89.00	
PO#:		Voucher #:	8888 Invoice	Invoice No: 20250721	7/21/2025	
					Paid Amt:	\$2,516.84
					Check Amount:	\$2,516.84
					Vendor Total:	\$8,599.20
1722		INDIGO EDUCATION	2550 UNIVERSITY AVE W SUITE 200N ST PAUL, MN 55114			
		LCCB				Wire
		E 01 010 420 000 419 303	FY26 Director Deposit		\$5,000.00	
PO#:		Voucher #:	8852 Invoice	Invoice No: 21604	7/8/2025	
					Paid Amt:	\$5,000.00
					Check Amount:	\$5,000.00
					Vendor Total:	\$5,000.00
1673		METRONET INC	PO BOX 630546 CINCINNATI, OH 45263-0546			
		LCCB				Wire
		E 01 005 110 000 000 320	Phone		\$239.00	
PO#:		Voucher #:	8833 Invoice	Invoice No: 1677211	6/5/2025	
					Paid Amt:	\$239.00
					Check Amount:	\$239.00
					Vendor Total:	\$239.00
		LCCB				Wire
		E 01 005 110 000 000 320	Phone		\$207.70	
PO#:		Voucher #:	8834 Invoice	Invoice No: 1705956	6/5/2025	
					Paid Amt:	\$207.70
					Check Amount:	\$207.70
					Vendor Total:	\$207.70
		LCCB				Wire
		E 01 005 110 000 000 320	July		\$207.70	
PO#:		Voucher #:	8886 Invoice	Invoice No: 1705956	7/11/2025	
					Paid Amt:	\$207.70
					Check Amount:	\$207.70
					Vendor Total:	\$207.70
		LCCB				Wire
		E 01 005 110 000 000 320	July		\$239.00	
PO#:		Voucher #:	8887 Invoice	Invoice No: 1677211	7/18/2025	
					Paid Amt:	\$239.00
					Check Amount:	\$239.00
					Vendor Total:	\$893.40

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1780		NORTHFIELD RENT N SAVE		1680 HIGHWAY 3 S NORTHFIELD, MN 55057		
		LCCB				
		E 01 005 810 000 000 401		gym floor sanding supplies		Wire
PO#:		Voucher #: 8884 Invoice		Invoice No: 20250724	7/24/2025	
						Paid Amt: \$133.24
						Check Amount: \$133.24
						Vendor Total: \$133.24
1175		PEARSON EDUCATION		PO BOX 409496 ATLANTA, GA 30384-9496		
		LCCB				
		E 01 010 420 000 740 433		sped assessments		Wire
PO#:		Voucher #: 8869 Invoice		Invoice No: 20250717	7/17/2025	
						Paid Amt: \$158.20
						Check Amount: \$158.20
						Vendor Total: \$158.20
1224		PRO-ED, INC		PO BOX 679029 DALLAS, TX 75267-9029		
		LCCB				
		E 01 010 420 000 740 433		sped assessments		Wire
PO#:		Voucher #: 8865 Invoice		Invoice No: 3094710	7/17/2025	
						Paid Amt: \$59.06
						Check Amount: \$59.06
						Vendor Total: \$59.06
1626		RIVERSIDE INSIGHTS		P.O. BOX 7410058 ITASCA, IL 60674-5058		
		LCCB				
		E 01 010 420 000 740 433		woodcock johnson tests		Wire
PO#:		Voucher #: 8883 Invoice		Invoice No: rpt 1791-8818	7/22/2025	
						Paid Amt: \$375.00
						Check Amount: \$375.00
						Vendor Total: \$375.00
1775		SCREENFLEX PORTABLE PARTITIONS				
		LCCB				
		E 01 010 400 000 372 401		sped partitions		Wire
PO#:		Voucher #: 8868 Invoice		Invoice No: 33450-607840	7/16/2025	
						Paid Amt: \$3,980.00
						Check Amount: \$3,980.00
						Vendor Total: \$3,980.00
1700		USBANK				
		USB				
		E 01 005 110 000 000 305		fee		Wire
PO#:		Voucher #: 8858 Invoice		Invoice No: 20250616	6/18/2025	
						Paid Amt: \$13.83
						Check Amount: \$13.83

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 6/1/2025-7/31/2025 Period: 202512-202601 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
1700		USBANK					
			USB				Wire
			E 01	005 110 000 000 305	svc fee	\$13.73	
PO#:		Voucher #:	8885	Invoice No: 20250715		7/15/2025	
							Paid Amt: \$13.73
							Check Amount: \$13.73
							Vendor Total: \$27.56
1017		XCEL ENERGY			PO BOX 9477 MINNEAPOLIS, MN 55484-9477		
			USB				Wire
			E 01	005 810 000 000 330	4/28-5/27	\$2,324.58	
PO#:		Voucher #:	8843	Invoice No: 929545119		6/5/2025	
							Paid Amt: \$2,324.58
							Check Amount: \$2,324.58
							Wire
			E 01	005 810 000 000 330	5/27-6/26	\$1,656.62	
PO#:		Voucher #:	8859	Invoice No: 933830321		7/13/2025	
							Paid Amt: \$1,656.62
							Check Amount: \$1,656.62
							Vendor Total: \$3,981.20
							Report Total: \$23,278.10

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
1996	4055	LCCB														
PTO ColorRun Fees Lions RE																
			2024	Credit	A	06/03/25		Check	1	Miscellaneous						
						4055	R 01 000 000 000	000	096	PTO gift for yrbks					91.00	0.00
						4055	R 01 000 000 000	000	096	PTO gift for yr end treats					101.83	0.00
						4055	R 01 000 000 000	000	096	PTO gift for popscies					37.93	0.00
						4055	R 01 000 000 000	000	620	Fundraising Revenue					2,690.00	0.00
						4055	R 01 000 000 000	000	050	Fees From Patrons					55.00	0.00
						4055	R 01 000 000 000	000	096	Lions Gift f/meat raffel					1,000.00	0.00
						4055	R 01 000 000 000	000	096	Lions Gift f/ticket heist					3,360.00	0.00
						4055	R 04 000 000 000	000	050	RE Allaster					44.00	0.00
						4055	R 04 000 000 000	000	050	RE Bonde					132.00	0.00
						4055	R 04 000 000 000	000	050	RE Bond					165.00	0.00
						4055	R 04 000 000 000	000	050	RE Jones					110.00	0.00
						4055	R 04 000 000 000	000	050	RE Allaster					44.00	0.00
						4055	R 01 000 000 000	000	096	PTO gift for tech & literacy					16,378.83	0.00
Receipt Total:														\$24,209.59		\$0.00
Deposit Total:														\$24,209.59		\$0.00
1997	4055	USB														
IDEAS																
			2025	Credit	A	06/18/25		Wire	1	MDE						
						4055	R 01 000 000 000	000	740	State Special Education Aid					9,356.60	0.00
						4055	R 01 000 000 000	000	348	Building Lease Aid					36,831.89	0.00
Receipt Total:														\$46,188.49		\$0.00
Deposit Total:														\$46,188.49		\$0.00
1998	4055	LCCB														
RE Gifts Yrbk																
			2026	Credit	A	06/18/25		Check	1	Miscellaneous						
						4055	R 04 000 000 000	000	050	RE Locallo					132.00	0.00
						4055	R 04 000 000 000	000	050	RE Wagner					55.00	0.00
						4055	R 04 000 000 000	000	050	RE Parkos					25.00	0.00
						4055	R 04 000 000 000	000	050	RE Yunker					77.00	0.00
						4055	R 01 000 000 000	000	096	Gifts And Bequests					100.10	0.00
						4055	R 01 000 000 000	000	096	Flynn Gift					11.11	0.00
						4055	R 01 000 000 000	000	620	Fundraising Revenue					495.00	0.00
Receipt Total:														\$895.21		\$0.00
Deposit Total:														\$895.21		\$0.00

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1999	4055	LCCB														
FY26 Fees	FY25 RE	2027	Credit	A	06/30/25			Check	1	Miscellaneous						
					4055	B	01 230 000			FY26 Rafel & Carlos Fees					110.00	0.00
					4055	B	01 230 000			FY26 Beverly Fees					55.00	0.00
					4055	B	01 230 000			FY26 Purris Fees					55.00	0.00
					4055	R	04 000 000 000 000 050			FY25 RE Kielmeyers					187.00	0.00
					4055	R	04 000 000 000 000 050			FY25 RE Bonde Jones					93.50	0.00
					4055	R	04 000 000 000 000 050			FY25 RE Bossmann					44.00	0.00
														Receipt Total:	\$544.50	\$0.00
														Deposit Total:	\$544.50	\$0.00
2000	4055	USB														
IDEAS		2028	Credit	A	06/30/25			Wire	1	MDE						
					4055	R	01 000 000 000 348 300			Building Lease Aid					37,869.01	0.00
					4055	R	01 000 000 000 343 300			Library Aid					3,666.68	0.00
					4055	R	01 000 000 000 373 300			Student Support Aid					12,000.00	0.00
														Receipt Total:	\$53,535.69	\$0.00
														Deposit Total:	\$53,535.69	\$0.00
2001	4055	USB														
Interest		2029	Credit	A	06/30/25			Wire	1	Miscellaneous						
					4055	R	01 000 000 000 000 092			Interest Earnings					234.11	0.00
														Receipt Total:	\$234.11	\$0.00
														Deposit Total:	\$234.11	\$0.00
2002	4055	USB														
Interest		2030	Credit	A	06/30/25			Wire	1	Miscellaneous						
					4055	R	01 000 000 000 000 092			Interest Earnings					2,338.68	0.00
														Receipt Total:	\$2,338.68	\$0.00
														Deposit Total:	\$2,338.68	\$0.00
2003	4055	USB														
MEGS Fin 419		2031	Credit	A	06/12/25			Wire	1	MDE						
					4055	R	01 000 000 000 419 400			Fin 419					4,037.50	0.00
														Receipt Total:	\$4,037.50	\$0.00
														Deposit Total:	\$4,037.50	\$0.00

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2004	4055	USB													
MA			2032	Credit	A 06/04/25		Wire	1	MDE						
					4055	R 01 000 000 000 372 071			Med Assist Fr Dept of HS					1,424.51	0.00
													Receipt Total:	\$1,424.51	\$0.00
													Deposit Total:	\$1,424.51	\$0.00
2005	4055	USB													
MA			2033	Credit	A 06/18/25		Wire	1	Miscellaneous						
					4055	R 01 000 000 000 372 071			Med Assist Fr Dept of HS					5,941.75	0.00
													Receipt Total:	\$5,941.75	\$0.00
													Deposit Total:	\$5,941.75	\$0.00
2006	4055	USB													
IDEAS			2034	Credit	A 07/15/25		Wire	1	MDE						
					4055	R 01 000 000 000 000 211			General Education Aid					51,117.85	0.00
													Receipt Total:	\$51,117.85	\$0.00
													Deposit Total:	\$51,117.85	\$0.00
2007	4055	LCCB													
FY25 & FY26 Gifts			2035	Credit	A 07/16/25		Wire	1	Miscellaneous						
					4055	R 01 000 000 000 000 096			FY25 Xcel Gift					25.00	0.00
					4055	R 01 000 000 000 000 096			FY25 Xcel Gift					105.00	0.00
					4055	R 01 000 000 000 000 096			FY26 Blackbaud Gift					100.00	0.00
													Receipt Total:	\$230.00	\$0.00
													Deposit Total:	\$230.00	\$0.00
2008	4055	USB													
IDEAS			2036	Credit	A 07/30/25		Wire	1	MDE						
					4055	R 01 000 000 000 000 211			General Education Aid					50,995.27	0.00
													Receipt Total:	\$50,995.27	\$0.00
													Deposit Total:	\$50,995.27	\$0.00
2009	4055	LCCB													
FY25 RE & FY26 gifts			2037	Credit	A 07/30/25		Check	1	Miscellaneous						
					4055	R 01 000 000 000 000 096			Allina Gift					500.00	0.00
					4055	R 01 000 000 000 000 096			Haynes Gift					100.00	0.00

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
2009	4055	LCCB														
FY25 RE & FY26 gifts			2037	Credit	A	07/30/25		Check	1	Miscellaneous						
						4055	R 04 000 000 000 050			FY25 RE Bossmann					21.00	0.00
														Receipt Total:	\$621.00	\$0.00
														Deposit Total:	\$621.00	\$0.00
2010	4055	USB														
Interest			2038	Credit	A	07/31/25		Wire	1	Miscellaneous					2,251.31	0.00
						4055	R 01 000 000 000 092			Interest Earnings				Receipt Total:	\$2,251.31	\$0.00
														Deposit Total:	\$2,251.31	\$0.00
2011	4055	USB														
Interest			2039	Credit	A	07/31/25		Wire	1	Miscellaneous					346.16	0.00
						4055	R 01 000 000 000 092			Interest Earnings				Receipt Total:	\$346.16	\$0.00
														Deposit Total:	\$346.16	\$0.00
2012	4055	USB														
FY25 Fin 425			2040	Credit	A	07/17/25		Wire	1	Miscellaneous					509.62	0.00
						4055	B 01 122 000			FY25 Fin 425				Receipt Total:	\$509.62	\$0.00
														Deposit Total:	\$509.62	\$0.00
														Report Total:	\$245,421.24	\$0.00

Nerstrand Charter School #4055
Outstanding Payments by Payment Date

Bank: LCCB

Acct#:

6/30/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8787	Check	1 1391	BUREAU OF CRIMINAL APPREHE	06/30/2025	2748	16.00
						Bank	
						Total	16.00
						Total	\$16.00

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Acct#:

7/31/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8802	Wire	1 1187	AMAZON.COM	07/30/2025		37.96
				Bank		Total	37.96

Nerstrand Charter School #4055
Outstanding Payments by Payment Date

Bank: USB
 Acct#: 152100023570

7/31/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8799	Check	1 1776	CHARMTECH LABS LLC (CAPTI)	07/17/2025	17152	800.00
	8811	Check	1 1778	BRAUN INTERTEC CORPORATIO	07/30/2025	17158	3,933.00
	8805	Check	1 1006	CITY OF NERSTRAND	07/30/2025	17159	249.28
	8809	Check	1 1593	DANA JANS	07/30/2025	17160	231.49
	8806	Check	1 1351	FLOM DISPOSAL SERVICE	07/30/2025	17161	301.08
	8808	Check	1 1492	ON THE MOVE - THERAPY SERVI	07/30/2025	17162	2,310.00
	8807	Check	1 1412	RATWIK, ROSZAK, & MALONEY, F	07/30/2025	17163	82.50
	8810	Check	1 1703	TRACI LAFERRIERE	07/30/2025	17164	9,200.00
						Bank	
						Total	17,107.35
						Total	\$17,145.31

Nerstrand Charter School #4055

Journal Entry Listing

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4515	202512	06/04/2025	P	JE	June	EdVisions June EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	87,940.20
							EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	535.73
							Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,582.78	0.00
							EdVisions Pyrt Srvc Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,734.82	0.00
							Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,849.89	0.00
							Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	6,459.35	0.00
							Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,485.87	0.00
							McBride 20% gen ed	E	01	010	203	000	000	394	EdVisions General Staff	986.96	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	902.73	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,205.39	0.00
							Temple, Innana	E	01	010	203	000	000	394	EdVisions General Staff	2,889.19	0.00
							Temple Insur Adj	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Temple, Linda	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Turi, Carrie	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	238.65	0.00
							Waddell, Para @ Lunch	E	01	010	203	000	000	394	EdVisions General Staff	8,258.24	0.00
							Vondrasek Class Sz	E	01	010	204	000	414	303	EdVisions Title II	0.00	0.00
							Vondrasek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	0.00	0.00
							Bonde, Carmen-PhyEd Tchr	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,857.31	0.00
							Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	3,322.40	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	625.43	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							Schaefer, Nicole Sped Tchr	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
							Schaefer, Nicole Sped Tchr	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,550.34	0.00
							Bollinger-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	713.02	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	493.94	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Cook, Dana Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,716.02	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,279.86	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,796.44	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Hunt, Mary Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	240.76	0.00

Nerstrand Charter School #4055

Journal Entry Listing

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4515	202512	06/04/2025	P	JE	June	EdVisions June EFT	McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,677.51	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	2,194.62	0.00
							Moreno	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	240.76	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Temple, Linda	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,763.66	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bollinger -Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	71.91	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	216.70	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	3,089.04	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	255.52	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	181.16	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	24.27	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	186.28	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	214.03	0.00
							Moreno	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	24.26	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Temple, Linda	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	167.28	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	294.80	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,419.09	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	0.00	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	0.00	0.00

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4515	202512	06/04/2025	P	JE	June	E/EdVisions June EFT	Musolf, Nicole Literacy	E	01	010	640	000	312	185	Literacy Aid Tchrr 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 Tchrr Comp Trng	0.00	0.00
							McBride Read Trng	E	01	010	640	000	357	185	Read Act Tchrr Comp Trng	0.00	0.00
							Peterson, Andrea Read Trng	E	01	010	640	000	357	185	Read Act Tchrr Comp Trng	0.00	0.00
							Schaefer, Nicole Read Trng	E	01	010	640	000	357	185	Read Act Tchrr 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	0.00	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	535.73	0.00
																\$88,475.93	\$88,475.93
4521	202512	06/05/2025	P	JE	fin 425	r fin 425 recode	Waddell Fringe lunch supervise	E	01	010	203	000	000	394	EdVisions General Staff	49.27	0.00
							Waddell Fringe lunch supervise	E	01	010	422	000	425	303	CEIS para	0.00	49.27
																\$49.27	\$49.27
4522	202512	06/05/2025	P	JE	fin 356	fin 356 recode	N Musolf Lit Training	E	01	010	640	000	312	394	Literacy Incentive PD	448.00	0.00
							N Schaefer Lit Training	E	01	010	640	000	312	394	Literacy Incentive PD	466.12	0.00
							P Shroyer Lit Training	E	01	010	640	000	312	394	Literacy Incentive PD	1,000.00	0.00
							I Temple Lit Training	E	01	010	640	000	312	394	Literacy Incentive PD	1,000.00	0.00
							T Vondrasek Lit Training	E	01	010	640	000	312	394	Literacy Incentive PD	1,000.00	0.00
							recode to fin 312	E	01	010	640	000	356	185	Read Act Literacy	0.00	3,914.12
																\$3,914.12	\$3,914.12
4524	202512	06/05/2025	P	JE	fin 425	r fin 425 recode	Waddell Fringe lunch supervise	E	01	010	203	000	000	394	EdVisions General Staff	0.20	0.00
							Waddell Fringe lunch supervise	E	01	010	422	000	425	303	CEIS para	0.00	0.20
																\$0.20	\$0.20
4526	202512	06/05/2025	P	JE	IDEAS	IDEAS PY ADJ	11/30 IDEAS	B	01	121	000				Due Fm Mn Children	2.94	0.00
							1/30 IDEAS	B	01	121	000				Due Fm Mn Children	5.89	0.00
							415 IDEAS	B	01	121	000				Due Fm Mn Children	3,191.31	0.00
							4/30 IDEAS	B	01	121	000				Due Fm Mn Children	28,551.17	0.00
							1/30 IDEAS	R	01	000	000	000	000	211	General Education Aid	0.00	5.89
							4/30 IDEAS	R	01	000	000	000	000	211	General Education Aid	0.00	28,551.17
							11/30 IDEAS	R	01	000	000	000	348	300	Building Lease Aid	0.00	2.94
							4/15 IDEAS	R	01	000	000	000	740	360	State Special Education Aid	0.00	3,191.31
																\$31,751.31	\$31,751.31

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JE Cd	Period	Date	St Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount	
4527	202512	06/18/2025	P	JE	MOE at MOE adj IDEAS 6/20	MOE adj	R	01	000	000	000	000	211	General Education Aid	7,157.19	0.00	
						MOE adj	R	01	000	000	000	740	360	State Special Education Aid	0.00	7,157.19	
															\$7,157.19	\$7,157.19	
4534	202513	06/30/2025	P	JE	July Ed EdVisions July EFT	EdVisions (Fd1)	B	01	206	000				Other Accts Payable	0.00	61,503.27	
						EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	0.00	
						Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,592.47	0.00	
						EdVisions Pysl Srvice Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,205.95	0.00	
						Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,915.51	0.00	
						Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,533.38	0.00	
						McBride 20% gen ed	E	01	010	203	000	000	394	EdVisions General Staff	996.67	0.00	
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,267.62	0.00	
						Temple, Innana	E	01	010	203	000	000	394	EdVisions General Staff	2,918.75	0.00	
						Temple Insur Adj	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Temple, Linda	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Turi, Carrie	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	8,316.08	0.00	
						Waddell, Para @ Lunch	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00	
						Vondrasek Class Sz	E	01	010	204	000	000	414	303	EdVisions Title II	0.00	0.00
						Vondrasek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	0.00	0.00	
						Bonde, Carmen-PhyEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	4,015.59	0.00	
						Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00	
						McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F (3,322.40	0.00	
						McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	664.27	0.00	
						McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00	
						McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00	
						Schaefer, Nicole Sped Tch	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F (4,729.92	0.00	
						Schaefer, Nicole Sped Tch	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,601.36	0.00	
						Bollinger-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00	
						Bonde, Carmen-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00	
						Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00	
						Cook, Dana Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00	
						Florn, Sara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00	
						Harris, Amy-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00	

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Journal Entry Listing

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4534	202513	06/30/2025	P	JE	July Ed	EdVisions July EFT	Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							McCorkelli, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Moreno	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Temple, Linda	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bollinger -SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							McCorkelli, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Moreno	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Temple, Linda	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							McCorkelli, 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
							McCorkelli, 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
							McCorkelli, Kate	E	01	010	422	000	425	303	CEIS para	0.00	0.00
							Waddell, Cara-CEIS	E	01	010	422	000	425	303	CEIS para	0.00	0.00

\$61,503.27	\$61,503.27
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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4535	202513	06/30/2025	P	JE	Aug	Ed	EdVisions Aug EFT										
							Vondraesk REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec		0.00
							Bonde, Carmen-PhysEd Tchr	E	01	010	240	000	000	394	EdVisions PhysEd Staff	4,015.59	0.00
							Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	3,322.40	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	664.27	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							Schaefer, Nicole SpEd Tchr	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
							Schaefer, Nicole SpEd Tchr	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,601.36	0.00
							Bollinger-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bonde, Riann-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Moreno	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Temple, Linda	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Waddell, Cara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bollinger -SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Riann-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00

Nerstrand Charter School #4055
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4535	202513	06/30/2025	P	JE	Aug Ed	EdVisions Aug EFT	Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Moreno	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Temple, Linda	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							McCorkell, K ESY	E	01	010	420	013	740	396	ESY Para	0.00	0.00
							Reuvers, S ESY	E	01	010	420	013	740	396	ESY Para	0.00	0.00
							McCorkell, K ESY	E	01	010	420	013	740	397	ESY Para Fringe	0.00	0.00
							Reuvers, S ESY	E	01	010	420	013	740	397	ESY Para Fringe	0.00	0.00
							McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	0.00	0.00
							Waddell, Cara-CEIS	E	01	010	422	000	425	303	CEIS para	0.00	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,423.30	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	0.00	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	0.00	0.00
							Musolf, Nicole Literacy	E	01	010	640	000	312	185	Literacy Aid Tchr Trng	0.00	0.00
							Musolf, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Schaefer, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Shroyer, Paula Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Temple, Innana Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Vondrasek, T Literacy	E	01	010	640	000	356	185	Read Act Literacy	0.00	0.00
							Johnson, Sarah Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							McBride Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Peterson, Andrea Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Schaefer, Nicole Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	0.00	0.00
							Bollinger, Heather RE Sub	E	04	005	570	000	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	0.00	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	0.00	0.00
																\$61,503.27	\$61,503.27
4542	202512	06/30/2025	P	JE	IDEAS	IDEAS adj 6/20 MOE	IDEAS 6/20 adj MOE	R	01	000	000	000	000	211	General Education Aid	0.00	7,157.19
							IDEAS 6/20 adj MOE	R	01	000	000	000	740	360	State Special Education Aid	7,157.19	0.00
																\$7,157.19	\$7,157.19
4543	202512	06/30/2025	P	JE	cancel	jcancel ie4542		R	01	000	000	000	000	211	General Education Aid	7,157.19	0.00

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount	
4543	202512	06/30/2025	P	JE	cancel	jcancel je4542		R	01	000	000	000	740	360	State Special Education Aid		7,157.19	
4547	202513	06/30/2025	P	JE	federal	federal receivable	Fed Rcv	B	01	122	000				Due Frm Fed.-Mdcfl	509.62	0.00	
							MDE v8855	B	01	206	000				Other Accts Payable	565.71	0.00	
							MDE v8855	B	01	212	000				Due To Other Govt	0.00	565.71	
							Fed Rcv	R	01	000	000	000	425	400	Federal Aids & Grant	0.00	509.62	
4549	202512	06/30/2025	P	JE	RE rec'd	RE FY26 rcpt recode		B	01	101	003				Lake Country Community B&	\$1,075.33	\$1,075.33	
								B	01	230	000				Deferred Revenue	220.00	220.00	
								B	04	101	003				LCCB Cash	220.00	0.00	
								B	04	230	000				Deferred Revenue	0.00	220.00	
4553	202513	06/30/2025	P	JE	AR	Acnts Rcv	AR	B	01	115	000				Accounts Receivable	\$440.00	\$440.00	
							AR	B	04	115	000				Accounts Receivable	130.00	0.00	
							CAF Xcel Gift	R	01	000	000	000	096	096	Gifts And Bequests	0.00	25.00	
							CAF Xcel Gift	R	01	000	000	000	096	096	Gifts And Bequests	0.00	105.00	
							Bossmann Re fee	R	04	000	000	000	050	050	Fees From Patrons	0.00	21.00	
4555	202513	06/30/2025	P	JE	AP/Due	AP/Due to District		B	01	206	000				Other Accts Payable	\$151.00	\$151.00	
							AP to Due to Dist	B	01	206	000				Other Accts Payable	0.00	75.00	
							AP to Due to Dist	B	01	210	000				Due To Other Mn Dist	20,205.99	0.00	
							Indigo v8870	E	01	010	640	000	000	405	PD Software	0.00	20,205.99	
4556	202513	06/30/2025	P	JE	State R	State Rcv	py over/under	B	01	121	000				Due Frm Mn Children	\$20,280.99	\$20,280.99	
								B	01	121	000				Due Frm Mn Children	8,771.13	0.00	
								R	01	000	000	000	211	211	General Education Aid	89,074.75	0.00	
								R	01	000	000	000	211	211	General Education Aid	0.00	209.07	
								R	01	000	000	000	317	317	Facility Maintenance Reven	0.00	71,313.99	
								R	01	000	000	000	312	300	Literacy Incentive Aid	0.00	1,209.12	
								R	01	000	000	000	343	300	Library Aid	0.00	980.75	
								R	01	000	000	000	348	300	Building Lease Aid	0.00	2,000.00	
								R	01	000	000	000	373	300	Student Support Aid	0.00	13,218.84	
															18,000.00	0.00	0.00	
								py under accrual	R	01	000	000	000	740	360	State Special Education Aid	0.00	8,562.06
									R	01	000	000	000	740	360	State Special Education Aid	0.00	18,352.05
							4557	202512	06/30/2025	P	JE	Rv JE4549			B	01	101	003
								B	01	230	000			Deferred Revenue	220.00	0.00		
															0.00	220.00		

Nerstrand Charter School #4055

Journal Entry Listing

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4557	202512	06/30/2025	P	JE	Rv	JE4549		B	04	101	003				LCCB Cash	0.00	220.00
								B	04	230	000				Deferred Revenue	220.00	0.00
4559	202513	06/30/2025	P	JE	nonspe	nonspendable		B	01	422	000				Unassigned Fund Balance	10,923.52	0.00
								B	01	460	000				Nonspendable Fund Balance	0.00	10,923.52
																\$10,923.52	\$10,923.52
4560	202513	06/30/2025	P	JE	Flom 1:1	Para	Flom 1:1 Para	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	15,493.92	0.00
							Flom 1:1 Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	15,493.92
																\$15,493.92	\$15,493.92
4567	202601	07/31/2025	P	JE	Rv	JE4 Rv JE4534 July Payroll		B	01	101	000				USB Cash	0.00	61,503.27
								B	01	206	000				Other Accts Payable	61,503.27	0.00
																\$61,503.27	\$61,503.27
4574	202601	07/31/2025	P	JE	AR	Acnts Rcv	AR	B	01	115	000				Accounts Receivable	0.00	130.00
							AR	B	04	115	000				Accounts Receivable	0.00	21.00
							CAF Xcel Gift	R	01	000	000	000	000	096	Gifts And Bequests	25.00	0.00
							CAF Xcel Gift	R	01	000	000	000	000	096	Gifts And Bequests	105.00	0.00
							Bossmann Re fee	R	04	000	000	000	000	050	Fees From Patrons	21.00	0.00
																\$151.00	\$151.00
4575	202601	07/31/2025	P	JE	Rv	Prep Rv Prepaids	JMC v8793	B	01	131	000				Prepaid Expenditures	0.00	20,956.08
							Community Coop v8620	E	01	005	110	000	000	405	Non Instruct Software	1,390.02	0.00
							EMC Insur v8948	E	01	005	810	000	000	330	Utility Services	416.18	0.00
							Capital 1/Mystery Sci v8795	E	01	005	940	000	000	340	Insurance	15,108.88	0.00
							3P Learning v8811	E	01	010	203	000	000	406	Instructional software	1,498.00	0.00
							Open Up Resources v8822	E	01	010	203	000	000	406	Instructional software	450.00	0.00
								E	01	010	640	000	000	366	StaffDev - Travel+Conferenc	2,093.00	0.00
																\$20,956.08	\$20,956.08
4576	202601	07/31/2025	P	JE	AP/Due	AP/Due to District	AP	B	01	206	000				Other Accts Payable	75.00	0.00
							AP to Due to Dist	B	01	206	000				Other Accts Payable	0.00	20,205.99
							AP to Due to Dist	B	01	210	000				Due To Other Mn Dist	20,205.99	0.00
							Indigo v8870	E	01	010	640	000	000	405	PD Software	0.00	75.00
																\$20,280.99	\$20,280.99
4577	202601	07/31/2025	P	JE	federal	federal receivable	MDE v8855	B	01	206	000				Other Accts Payable	0.00	565.71
							MDE v8855	B	01	212	000				Due To Other GovT	565.71	0.00
																\$565.71	\$565.71
4578	202601	07/31/2025	P	JE	rv	unearned FY26 fees	FY26 fees	B	01	230	000				Deferred Revenue	220.00	0.00

\$220.00	\$220.00
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Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1777		ASHLEY OLSON					
			LCCB	2749		Check	
			E 01 005 107 000 000 401	cookies for community			\$525.00
PO#:		Voucher #:	8872 Invoice	Invoice No: 20250709	7/9/2025	Paid Amt:	\$525.00
						Check Amount:	\$525.00
						Vendor Total:	\$525.00
1778		BRAUN INTERTEC CORPORATION					
			USB	17158		Check	
			E 01 005 810 019 000 305	7/12 bldg inspection			\$3,933.00
PO#:		Voucher #:	8873 Invoice	Invoice No: B435260	7/30/2025	Paid Amt:	\$3,933.00
						Check Amount:	\$3,933.00
						Vendor Total:	\$3,933.00
1391		BUREAU OF CRIMINAL APPREHENSION					
			LCCB	2748		Check	
			E 01 005 110 000 000 305	Business Consult Fees			\$16.00
PO#:		Voucher #:	8860 Invoice	Invoice No: 20250630	6/30/2025	Paid Amt:	\$16.00
						Check Amount:	\$16.00
						Vendor Total:	\$16.00
1776		CHARMTECH LABS LLC (CAPTI)					
			USB	17152		Check	
			E 01 010 203 000 000 406	Dyslexia Assess Subscription			\$500.00
			E 01 010 640 000 000 366	Initial Yr PD			\$300.00
PO#:		Voucher #:	8871 Invoice	Invoice No: 1810	7/17/2025	Paid Amt:	\$800.00
						Check Amount:	\$800.00
						Vendor Total:	\$800.00
1006		CITY OF NERSTRAND					
			USB	17131		Check	
			E 01 005 810 000 000 330	4/15-5/15			\$130.38
PO#:		Voucher #:	8839 Invoice	Invoice No: 79	6/5/2025	Paid Amt:	\$130.38
			E 01 005 810 000 000 330	4/15-5/15			\$150.10
PO#:		Voucher #:	8840 Invoice	Invoice No: 78	6/5/2025	Paid Amt:	\$150.10
						Check Amount:	\$280.48
						Vendor Total:	\$280.48
			USB	17147		Check	
			E 01 005 810 000 000 330	5/15-6/16 78			\$131.20
			E 01 005 810 000 000 330	5/15-6/16 79			\$126.12
PO#:		Voucher #:	8856 Invoice	Invoice No: 20250619	7/8/2025	Paid Amt:	\$257.32
						Check Amount:	\$257.32

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1006		CITY OF NERSTRAND		PO BOX 161 NERSTRAND, MN 55053		
		USB		17159		Check
		E 01 005 810 000 330		6/15-7/15 78	\$124.64	
		E 01 005 810 000 330		6/15-7/15 79	\$124.64	
PO#:		Voucher #:	8874 Invoice	Invoice No: 20250718	7/30/2025	Paid Amt: \$249.28 Check Amount: \$249.28
						Vendor Total: \$787.08
1023		COMMUNITY CO-OP OIL ASSN		9 CENTRAL AVENUE FARIBAULT, MN 55021-5295		
		USB		17140		Check
		E 01 005 810 000 330		Utility Services	\$771.69	
PO#:		Voucher #:	8847 Invoice	Invoice No: 20250606	6/18/2025	Paid Amt: \$771.69 Check Amount: \$771.69
						Vendor Total: \$771.69
1593		DANA JANS		PO BOX 156 NERSTRAND, MN 55053		
		USB		17160		Check
		E 01 010 203 000 430		target supplies	\$117.35	
		E 01 010 203 000 430		target supplies	\$114.14	
PO#:		Voucher #:	8881 Invoice	Invoice No: 20250730	7/30/2025	Paid Amt: \$231.49 Check Amount: \$231.49
						Vendor Total: \$231.49
1738		E.O. JOHNSON CO. INC.		PO BOX 660831 DALLAS, TX 75266-0831		
		USB		17141		Check
		E 01 010 203 000 560		5/25-6/24 copier	\$213.14	
PO#:		Voucher #:	8849 Invoice	Invoice No: 39350466	6/18/2025	Paid Amt: \$213.14 Check Amount: \$213.14
						Check
		USB		17153		
		E 01 010 203 000 560		6/25-7/24	\$213.14	
		E 01 010 203 000 350		6/25-7/24 usage	\$778.33	
PO#:		Voucher #:	8863 Invoice	Invoice No: 39561768	7/17/2025	Paid Amt: \$991.47 Check Amount: \$991.47
						Vendor Total: \$1,204.61
1647		EMC INSURANCE COMPANIES		PO BOX 219637 KANSAS CITY, MO 64121-9637		
		USB		17142		Check
		B 01 131 000		7/1/25-7/1/26	\$15,108.88	
PO#:		Voucher #:	8848 Invoice	Invoice No: 7002614389	6/18/2025	Paid Amt: \$15,108.88 Check Amount: \$15,108.88
						Vendor Total: \$15,108.88

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1755		EVERGREEN THERAPY SOLUTIONS, LLC-S		301 DIVISION ST S NORTHFIELD, MN 55057			
		USB		17143			
		E	01	010 401 000 740 394	5/5-6/2	Check	
PO#:		Voucher #:	8844	Invoice	No: 61	Paid Amt:	\$4,080.00
						Check Amount:	\$4,080.00
						Vendor Total:	\$4,080.00
1351		FLOM DISPOSAL SERVICE		5865 KENYON BLVD FARIBAULT, MN 55021			
		USB		17132			
		E	01	005 810 000 000 330	June	Check	
PO#:		Voucher #:	8838	Invoice	No: 3964	Paid Amt:	\$301.08
					6/5/2025	Check Amount:	\$301.08
						Vendor Total:	\$301.08
		USB		17148			
		E	01	005 810 000 000 330	July	Check	
PO#:		Voucher #:	8857	Invoice	No: 3964	Paid Amt:	\$301.08
					7/8/2025	Check Amount:	\$301.08
						Vendor Total:	\$301.08
		USB		17161			
		E	01	005 810 000 000 330	august	Check	
PO#:		Voucher #:	8876	Invoice	No: 3964	Paid Amt:	\$301.08
					7/30/2025	Check Amount:	\$301.08
						Vendor Total:	\$301.08
1133		INDEPENDENT SCHOOL DIST # 656		FARIBAULT PUBLIC SCHOOLS 710 17th St SW FARIBAULT, MN 55021			
		USB		17144			
		E	01	005 850 000 348 335	may rent	Check	
		E	01	005 810 000 000 391	may custodian		\$13,687.50
		E	01	005 630 000 000 305	may tech		\$6,518.43
PO#:		Voucher #:	8851	Invoice	No: 43525	Paid Amt:	\$55.79
					6/18/2025	Check Amount:	\$20,261.72
		E	01	005 850 000 348 335	april rent		\$13,687.50
		E	01	005 810 000 000 391	april custodian		\$6,518.45
PO#:		Voucher #:	8850	Invoice	No: 43444	Paid Amt:	\$20,205.95
					6/18/2025	Check Amount:	\$40,467.67
						Vendor Total:	\$40,467.67
		USB		17154			
		E	01	005 850 000 348 335	June Rent	Check	
		E	01	005 810 000 000 391	June Custodian		\$13,687.50
PO#:		Voucher #:	8852	Invoice	No: 43591	Paid Amt:	\$6,518.49
					7/17/2025	Check Amount:	\$20,205.99
						Vendor Total:	\$20,205.99
							\$60,673.66

Nerstrand Charter School #4055
Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 6/1/2025-7/31/2025 Period: 202512-202601 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1722		INDIGO EDUCATION	2550 UNIVERSITY AVE W SUITE 200N ST PAUL, MN 55114				
		USB	17155				
		E 01 010 640 000 000 405	6/16 paraeducator training				
PO#:		Voucher #:	8870 Invoice	Invoice No: 21709	7/17/2025		
						Paid Amt:	\$75.00
						Check Amount:	\$75.00
						Vendor Total:	\$75.00
1719		MACPHAIL	501 SOUTH SECOND STREET MINNEAPOLIS, MN 55401				
		USB	17156				
		E 01 010 258 000 000 394	9/1/24-5/29/25				
PO#:		Voucher #:	8861 Invoice	Invoice No: INV-14173	7/17/2025		
						Paid Amt:	\$4,224.00
						Check Amount:	\$4,224.00
						Vendor Total:	\$4,224.00
1214		MN DEPARTMENT OF EDUCATION	400 NE STINSON BLVD MINNEAPOLIS, MN 55413				
		USB	17133				
		R 01 000 000 000 419 400	Fin419 overdraw				
PO#:		Voucher #:	8830 Invoice	Invoice No: 00000849694	6/5/2025		
						Paid Amt:	\$1,942.00
						Check Amount:	\$1,942.00
						Vendor Total:	\$1,942.00
		USB	17149				
		R 01 000 000 000 420 400	FY25 Mags overdraw fin 420				
PO#:		Voucher #:	8855 Invoice	Invoice No: 875527	7/8/2025		
						Paid Amt:	\$565.71
						Check Amount:	\$565.71
						Vendor Total:	\$2,507.71
1445		MSBA	1900 WEST JEFFERSON AVE ATTN: SHELBY HERRERA ST PETER, MN 56082-3015				
		USB	17150				
		E 01 005 110 000 000 820	FY26 associate fee				
		E 01 005 110 000 000 820	FY26 polidy				
		E 01 005 110 000 000 820	Dues/Membership - RegV,JMC,MACS				
		E 01 005 110 000 000 820	Dues/Membership - RegV,JMC,MACS				
		E 01 005 110 000 000 820	Dues/Membership - RegV,JMC,MACS				
PO#:		Voucher #:	8853 Invoice	Invoice No: INV13407-C1Q2Q2	7/8/2025		
						Paid Amt:	\$2,735.00
						Check Amount:	\$2,735.00
						Vendor Total:	\$2,735.00
1492		ON THE MOVE - THERAPY SERVICES	PO BOX 22428 EAGAN, MN 55122				
		USB	17134				
		E 01 010 420 000 740 394	4/28-5/16 OT				
PO#:		Voucher #:	8831 Invoice	Invoice No: 0003011	6/5/2025		
						Paid Amt:	\$3,135.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1492		ON THE MOVE - THERAPY SERVICES		PO BOX 22428 EAGAN, MN 55122			
		USB		17134			
PO#:		E 01 010 420 000 740 394		5/21-5/23 OT		Check	\$852.50
		Voucher #: 8832 Invoice		Invoice No: 0003018	6/5/2025	Paid Amt:	\$852.50
						Check Amount:	\$3,987.50
		USB		17162		Check	
PO#:		E 01 010 420 000 740 394		7/8-7/23 Katie F ESY OT		Paid Amt:	\$2,310.00
		Voucher #: 8877 Invoice		Invoice No: 3043	7/30/2025	Check Amount:	\$2,310.00
						Vendor Total:	\$6,297.50
1772		OPEN UP RESOURCES		101 JEFFERSON DRIVE, 1st FLOOR MENLO PARK, CA 94025			
		USB		17135		Check	
PO#:		E 01 010 203 000 000 460		literacy curric		Paid Amt:	\$12,578.00
		Voucher #: 8835 Invoice		Invoice No: INV-44378	6/5/2025	Check Amount:	\$12,578.00
						Vendor Total:	\$12,578.00
1412		RATWIK, ROSZAK, & MALONEY, PA		444 CEDAR STREET, SUITE 2100 ST PAUL, MN 55101			
		USB		17136		Check	
PO#:		E 01 005 110 000 000 305		4/8-4/17		Paid Amt:	\$165.00
		Voucher #: 8836 Invoice		Invoice No: 79644	6/5/2025	Check Amount:	\$165.00
		USB		17151		Check	
PO#:		E 01 005 110 019 000 305		5/16-5/23		Paid Amt:	\$247.50
		Voucher #: 8854 Invoice		Invoice No: 79938	7/8/2025	Check Amount:	\$247.50
		USB		17163		Check	
PO#:		E 01 005 110 019 000 305		6/2 ABC lease		Paid Amt:	\$82.50
		Voucher #: 8875 Invoice		Invoice No: 80145	7/30/2025	Check Amount:	\$82.50
						Vendor Total:	\$495.00
1005		REGION V COMPUTER SERVICES		1917 EXCEL DRIVE MANKATO, MN 56001			
		USB		17157		Check	
PO#:		E 01 005 110 000 000 820		FY26 Qtr 1 membership		Paid Amt:	\$833.25
		Voucher #: 8854 Invoice		Invoice No: 18067	7/17/2025	Check Amount:	\$833.25
						Vendor Total:	\$833.25

Nerstrand Charter School #4055
Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 6/1/2025-7/31/2025 Period: 202512-202601 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1774		STRAWBRIDGE STUDIOS, INC.	USB	17145	YEARBOOK DIVISION PO BOX 3005 DURHAM, NC 27715-3005	
			R	01 000 000 000 619	yrbks	Check
			R	01 000 000 000 619	less online orders	
PO#:		Voucher #:	8846	Invoice	Invoice No: 114199-30098	
					6/18/2025	
						Paid Amt: \$589.75
						Check Amount: \$589.75
						Vendor Total: \$589.75
1703		TRACI LAFERRIERE	USB	17138	3535 S POINTE DR HASTINGS, MN 55033	
			E	01 005 110 000 305	April - June	Check
PO#:		Voucher #:	8842	Invoice	Invoice No: Apr-Jun	
					6/5/2025	
						Paid Amt: \$13,500.00
						Check Amount: \$13,500.00
						Vendor Total: \$13,500.00
1727		UPTICK EDUCATION LLC	USB	17164	13119 DANUBE LANE ROSEMOUNT, MN 55068	
			E	01 005 110 000 305	July	Check
			E	01 005 110 000 305	August	
PO#:		Voucher #:	8878	Invoice	Invoice No: 20250730	
					7/30/2025	
						Paid Amt: \$9,200.00
						Check Amount: \$9,200.00
						Vendor Total: \$22,700.00
1727		UPTICK EDUCATION LLC	USB	17146	13119 DANUBE LANE ROSEMOUNT, MN 55068	
			E	01 010 420 000 740	5/1-30	Check
PO#:		Voucher #:	8845	Invoice	Invoice No: 1525	
					6/18/2025	
						Paid Amt: \$3,480.00
						Check Amount: \$3,480.00
						Vendor Total: \$3,480.00
1004		US POSTAL SERVICE	USB	17139	ATTN: POSTMASTER 309 MAIN ST NERSTRAND, MN 55053	
			E	01 005 110 000 329	post box renewal	Check
PO#:		Voucher #:	8841	Invoice	Invoice No: BOX 156 55053	
					6/5/2025	
						Paid Amt: \$100.00
						Check Amount: \$100.00
						Vendor Total: \$100.00
						Report Total: \$145,649.86

Nerstrand Charter School #4055
Reconciliation Worksheet Report
06/30/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1328	06/30/2025	4055	LCCB	Lake Country Community Bank
				Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	94,681.40
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	16.00
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	94,665.40
GL Account Balance	94,665.40
Difference	0.00

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

Adjustments
00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
06/30/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1329	06/30/2025	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount 738,190.82

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 738,190.82

GL Account Balance 738,190.82

Difference 0.00

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

Ty
F

Adjustments

00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
07/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1330	07/31/2025	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount 749,801.09

Deposits in Transit 0.00

Outstanding Payments

Checks 17,107.35

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 732,693.74

GL Account Balance 732,693.74

Difference 0.00

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

Ty
F

Adjustments

00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
07/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1331	07/31/2025	4055	LCCB	Lake Country Community Bank
				Lake Country Community Bank

Worksheet has been Finalized

Statement Amount 82,289.08

Deposits in Transit 0.00

Outstanding Payments

Checks 0.00

Wires 37.96

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount 0.00

Amount Per Bank 82,251.12

GL Account Balance 82,251.12

Difference 0.00

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

Ty
F

Adjustments

00/00/0000

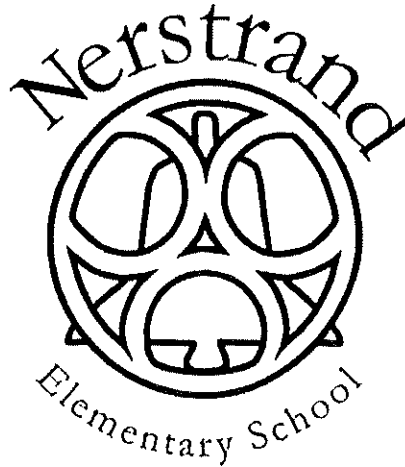
NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through June 2025

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	832,034.27	821.95	832,856.22
Accounts receivable	320.99	21.00	341.99
Due from governments	89,584.37	0.00	89,584.37
Prepaid items	20,956.08	0.00	20,956.08
Total assets	<u>942,895.71</u>	<u>842.95</u>	<u>943,738.66</u>
Liabilities			
Accounts payable	129,466.98	0.00	129,466.98
Due to Other MN Districts	20,205.99	0.00	20,205.99
Due to governments	565.71	0.00	
Deferred revenue - unearned	220.00	0.00	220.00
Total liabilities	<u>150,458.68</u>	<u>0.00</u>	<u>150,458.68</u>
Net Assets			
Unreserved	<u>730,435.59</u>	<u>0.00</u>	<u>730,435.59</u>
Nonspendable	20,956.08	0.00	20,956.08
Restricted Library Aid	0.00	0.00	0.00
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	842.95	842.95
Reserved for Med Assist	<u>21,045.36</u>	<u>0.00</u>	<u>21,045.36</u>
Total liabilities and net assets	<u>942,895.71</u>	<u>842.95</u>	<u>943,738.66</u>

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through July 2025

	<u>General Fund</u>	<u>Community Fund</u>	<u>Total Funds</u>
Assets			
Cash and investments	814,101.91	842.95	814,944.86
Accounts receivable	539.00	0.00	539.00
Due from governments	89,074.75	0.00	89,074.75
Prepaid items	0.00	0.00	0.00
Total assets	<u>903,715.66</u>	<u>842.95</u>	<u>904,558.61</u>
Liabilities			
Accounts payable	<u>61,710.58</u>	<u>0.00</u>	<u>61,710.58</u>
Total liabilities	<u>61,710.58</u>	<u>0.00</u>	<u>61,710.58</u>
Net Assets			
Unreserved	<u>780,003.64</u>	<u>0.00</u>	<u>780,003.64</u>
Nonspendable	20,956.08	0.00	20,956.08
Restricted Library Aid	0.00	0.00	0.00
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	842.95	842.95
Reserved for Med Assist	<u>21,045.36</u>	<u>0.00</u>	<u>21,045.36</u>
Total liabilities and net assets	<u>903,715.66</u>	<u>842.95</u>	<u>904,558.61</u>

Gifts Received Juy 1 - Aug 11		
Name	Donated Amount	Restriction
Allina	\$500.00	



Student Handbook

2025-2026

Contact Information:

205 South Second Street

PO Box 156

Nerstrand, MN 55053

Website: <https://nerstrand.charter.k12.mn.us>

Office (Dana): 507-333-6850

Dana's Email: Dana@nerstrand.charter.k12.mn.us

Executive Director (Nicole): 507-333-6854

Nicole's Email: Nmusolf@nerstrand.charter.k12.mn.us

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Absence:

If your child will not be attending school, call the office at 507-333-6850 to report the reason why by 8:30am. If we have not heard from a family and a student is not in school, we will call to verify the student's absence.

After-School Plans:

If a student wishes to go home with another student, plans must be made in advance and both students must bring notes from home outlining the specific details. Parents must provide transportation when arrangements to visit a friend have been made after school, as Faribault Transportation does not allow students to ride to another student's house. We avoid calls during the day by students to make plans as it can lead to miscommunications and confusion.

In the event that your child is being picked up by someone other than a parent, communication needs to be sent to the office either via phone, email or note.

If your child is leaving school early, please let the office know, as soon as possible, via phone, email or note. An adult must come into school to pick up the student in person.

Behavior Expectations:

Our behavior plan provides an environment that ensures growth and success for each learner, in addition to promoting courtesy and respect. We expect the following:

- ☐ Treat yourself, others, and property with respect
- ☐ Work to the best of your ability
- ☐ Show self-control

While we teach reading and math, we also are teaching social skills and acceptable behavior. Behavior is a form of communication. We use Problem-Solving Plans (PSP) to talk through behavior that is unwanted, unexpected or unacceptable. This form then goes home where families complete a portion. Anytime we are working through a behavior, the goal is to teach a more acceptable approach. At the time of registration, the PSP chart is shared with families where our behavior expectations are more clearly defined.

Board of Directors:

As a charter school, we are governed by a seven-member board of directors composed of four teachers, two parents and one community member. The Board meets monthly in the media center and is open to the public. Their schedule can be found online, as well as the agendas and minutes.

Busing:

We contract with Faribault Public Schools for our busing services. They provide busing for students who reside within their boundaries. Families residing in districts other than Faribault will need to provide their own transportation to and from school at Nerstrand. If you have any questions or concerns about bus routes, pick-up times, etc please contact Transportation at 507-333-5121. Please do not park in the bus loading zone outside of the school from 8:00-8:15am and 2:30-2:45pm.

Conferences:

We value the partnership between school, parents and students. Once in the fall and once in the spring, we ask families (parents and

students) to come to conferences so we can talk about progress. During these two meetings, you will participate in goal setting and review academic progress. It is important that everyone engages so a student's academic and social journey can be the most successful. Report cards are sent home three times a year.

Curriculum:

We follow the Minnesota Academic Standards in our teaching. We are guided by the following curriculums:

- ☐ EL Open Up Resources for Language Arts, which meets the Science of Reading Standards
- ☐ Bridges in Mathematics for Math
- ☐ FOSS for Science
- ☐ Second Step for Social Emotional Learning, which happens once a week in CORE classrooms, plus time during Homeroom

Social-Emotional Learning is an important part of a student's academic journey and one that we value. Each day, just as students are learning about reading and math, they are also learning about emotional regulation, cooperation and how to be a good friend & student. The staff are trained in Responsive Classroom and it is our building-wide approach to working with students to help them grow and achieve their best both personally and academically.

We administer assessments throughout the year to our students to gauge their learning and what academic adjustments need to be considered. Annually, in the spring, our students in grades 3-5 take the Minnesota Comprehensive Assessments (MCAs) in reading, math and science (5th grade only). Three times a year, fall-winter-spring, all our students take FASTBridge tests in the area of reading and math to assess progress.

Daily Schedule:

Office Hours are 7:30-3:30

School day is 8:15-2:50

Morning Drop off occurs between 8:00-8:15am for bus and car riders, as well as walkers. Any student arriving after 8:30am needs to be escorted into school by an adult to check them in and sign-up for lunch.

Afternoon Dismissal starts at 2:35pm with our first bus. The second bus goes next. Finally, car riders and Regal Eagle Students are dismissed around 2:45pm.

Dress Code:

A correlation exists between good grooming, personal attire, personal/public respect and student achievement. Our dress code is designed to allow for student comfort, while maintaining an environment conducive to learning and appropriate for an educational setting. Please read our Dress Code Policy #504 for further details. Hats are not allowed in school except during special dress up days.

Emergency Closing of School:

Late starts, early outs and cancellation of school due to emergency conditions will come to you via your email. In addition, we will post on Facebook. Our school follows Faribault Public Schools since we participate in their transportation program. Annually, families submit to the office an “emergency dismissal” form. This form is absolutely necessary so we know where to send all our students in

the event of an emergency. If there is no form on record, students will follow their normal after school process.

In the event that we would have to leave our building (ex: due to a gas leak), our relocation center is Grace Lutheran Church.

Food (Lunch/Breakfast/Treats):

Our breakfast and lunch are provided to us by Sodexo through Faribault Public Schools. The cost of breakfast and lunch are free. If your child wants milk with their home lunch, that cost is \$.58. Cash or check (payable to Faribault Public Schools) are acceptable. There are two lunch choices each day. Students always have the option to bring lunch from home.

Students eat breakfast from 8:15-8:30am in their classrooms. Lunch is served from 11:30-12:20 with Prairie & Savannah eating/playing in one group and Woodlands in the other. Students either eat first, then go to recess or they do the reverse of that.

Each year, there is a form called Educational Benefits that we ask families to complete. While the main use for this form used to be free or reduced lunches which are obsolete since meals are free now, there are additional benefits available to schools. The main benefit to our school comes in the form of Compensatory Dollars (Title I Money) that we can use to help struggling students who need a little boost or keep class sizes low. The form will be in your back to school paperwork and we urge you to complete it.

Parents are not required to bring treats to school for birthdays or other special events, but we know many enjoy doing this for their children. In the event that treats are brought to school, they must

be store or bakery bought, not homemade. We do ask that you give consideration to your child's classroom if there happens to be a food allergy.

Gum is only allowed in school on special occasions, such as during MCA testing and will be provided to the students by the school. Please do not send gum to school with your child.

Pop should not be sent to school with students except on Movie/PJ day, which is a very special treat. If you send a home lunch with your child, please send another beverage choice.

Health Office:

Our school has a health paraprofessional who takes care of medication distribution, ill and injured students. If your child becomes ill during the day, we will contact you to arrange for a pick-up. If you cannot be reached, someone from your emergency contact card will be called.

While not an all inclusive list, the following are reasons not to send a child to school.

- ☐ Fever (must be fever free for 24 hours without medication)
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Cough that is disruptive
- ☐ Strep Throat
- ☐ Other things not listed; call if you have questions to discuss case by case situations

Students in grades 1, 3, 4 & 5 will be screened annually for vision and hearing. Additional students may be tested if requested by parents or school staff.

Homeroom:

Multiaged homeroom classes (K-5) work with teachers in areas such as community building, self-esteem, conflict management, current events, careers and the study of world cultures. Homeroom meets twice a week on Tuesday & Thursday. Tuesday is Spotlight day, which means one student in each Homeroom shares their poster and items from home with their peers while being recorded. Families are welcomed to come and watch their child when they are in the Spotlight. At the end of each child's tenure at NES, they get all their Spotlight recordings. In addition, Spotlight students get to have lunch with the principal. Homeroom is a regular part of our schedule and an important aspect of our family atmosphere. Siblings are assigned in the same Homeroom except in very rare cases.

Kindergarten:

Starting kindergarten is the beginning of a wonderful academic and social journey that will span multiple years. Registration for kindergarten will begin in January of the year your child will attend. That spring, we will host a Kindergarten Parent Night to welcome in new families and complete paperwork. Prior to school starting, during back to school workshop week for teachers, kindergarten families will come to Kinder-Go-Round, which are 1:1 scheduled meetings with the teacher. Students can become more familiar with the classroom, staff and a small assessment will take place during that time.

All students need to have a pre-school screening done prior to starting kindergarten. Any child between 3-5 can be screened. Screening takes approximately one hour. Bring completed screening paperwork to our office at the time of registration.

Medication Guidelines:

We have a health para who administers all prescription and nonprescription medication to students, including cough drops. Medications must be sent to school in their original containers labeled with the student's name, directions for administration and accompanied by the Health History Form. To protect them, students are not allowed to self-administer medications.

Multiage Groupings:

At our school, we believe in multiage classrooms. Our groups are as follows:

- ☐ Kindergarten.....Prairie
- ☐ First Grade.....Prairie
- ☐ Second and Third Grade.....Savannah
- ☐ Fourth and Fifth Grade.....Woodlands

Our Prairie Friends are in stand alone, grade level classrooms, except during Homeroom, which is multiage for everyone. Savannah and Woodland students are multiaged during the day except for reading and math. During those instructional times, they are grade level.

Parent-Teacher Organization (PTO):

The mission of the PTO is to provide an effective partnership in the enrichment of educational experiences for children at our school. These areas include, but are not limited to, in and out of school programs, fundraising and field trips. Meetings are held monthly in the school media center. All parents are encouraged to attend.

Parties:

Celebrations are fun and at the elementary level, they are some of the best days students remember. Our classrooms will do some type of celebrations, which can include games, food, crafts, etc., on the following days:

- ☐ Harvest Parade (Halloween); all school
- ☐ Thanksgiving Feast for K-1
- ☐ Valentine's Day; all school

Look to the teacher's Weekly Peek for more details about these events and opportunities to participate.

Recognition:

Students who demonstrate their commitment to our behavior plan could receive "I Got Caught" slips from adults observing their positive behavior. Slips then go into Homeroom drawings for a small prize like a pencil, notebook or sticker. We hold bigger drawings monthly/quarterly.

Regal Eagles After School Club:

Regal Eagles is open nightly when school is in session. Children engaged in play, homework and outside activities. A daily snack is provided. All other information regarding Regal Eagles can be found in their handbook. If you wish to register your child for Regal Eagles, please speak to the office.

School Supplies:

For many years, our school has used community school supplies in the classrooms. This approach leads to a more communal, cooperative and engaged classroom. As such, families do not

purchase the majority of their child's school supplies. Instead, they pay a fee of \$30.00 for the year and that covers your child. Families do provide a backpack, gym shoes and typically one folder.

In addition, we charge a \$25.00 technology fee. While we are not a 1:1 school, we do have a device for every child come testing time. There is time devoted, specific to learning in each classroom, to being on a device. For example, K-1 spends time during their Guided Reading rotations on Reading Eggs, which helps children with their phonics development. Our 4-5 graders spend time writing papers on their devices during certain times of the year, as research is important at that age.

In total, families are asked for \$55.00 at the beginning of each year to cover both.

Secure Building:

Our building is locked daily when students are in school. If you come during the day, please enter through our locked front door, by the elephant, where you will be let in by staff. You will then sign in and be given a visitor sticker.

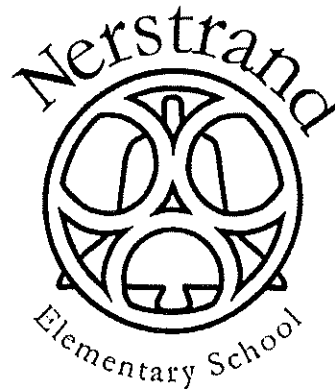
Staff Structure:

Our dedicated staff is experienced and love being a part of the NES community. We have six general education classrooms that each have a special education paraprofessional as part of their team. Our special education department is made up of two teachers and includes all services such as OT, Psych and Speech. We have daily PE, as well as weekly music, library and art. Our team also includes an administrative assistant, cook, counselor, custodian, executive

director and librarian, plus all our contracted providers. Should you wish to get ahold of them, their contact information can be found on our website.

Appendix A:

Language Access Plan:



Nerstrand Elementary School's Language Access Plan to Ensure Effective Communication with Multilingual Students and Families

Section 1: Policy Directives

This section sets forth the laws, standards, and operating principles that will govern the implementation of Nerstrand Elementary School's language access plan.

Policy Foundation

Federal

- Title VI of the Civil Rights Act of 1964 was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
- Equal Educational Opportunity Act (EEOA) requires states and school districts to provide equal educational opportunity to students learning English by taking appropriate actions to overcome language barriers.
- Individuals with Disabilities Education Act (IDEA) upholds language access rights for bilingual families by requiring that students be tested in their home language and Individual Educational Plans (IEP) be written in the appropriate home language. IEP meetings must be conducted in the family's home language using a highly trained and qualified interpreter.

State

Minnesota Statutes, section 123B.32 states:

- Subd. 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.
- Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.
- Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.
- Minnesota Learning for English Academic Proficiency (LEAPS) Act of 2014, Chapter 272, H.F. No. 2397, Article 1. The law has three principal goals for all English Learner (EL) students: 1) academic English proficiency; 2) grade-level content knowledge; and 3) multilingual skills development.

Definitions

American Sign Language (ASL) – A visually perceived language based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.

Relay – Telephone accessibility services to people who are deaf, deafblind, hard of hearing, or speech disabled.

Screen Reader – Software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display.

Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language). The interpreter must retain the same meaning as the original message without omitting information, summarizing or otherwise altering the message and without adding the interpreter's own thoughts or opinions.

Interpreter – A person who provides interpreting services.

Simultaneous Interpretation Equipment – Equipment that allows a group of people to listen through headsets to information interpreted into their primary language. This method is most appropriate for large group settings and meetings where multiple languages are being interpreted simultaneously.

Language Assistance Services – Oral, expressive, written, and technological supportive services that help students and families communicate effectively with school staff. These services ensure students and families can participate fully in school services, activities, and programs.

Limited English Proficient (LEP) – Individuals whose primary language is not English and who have limited ability to communicate effectively in English, including writing, reading, speaking, and listening comprehension. Federal law uses this term to refer to the intended beneficiaries of language access services.

Emergent Multilingual Speakers – Individuals whose primary language is not English and who have limited ability to communicate effectively in English but are in the process of developing their English language proficiency. Language access industry leaders and advocates prefer the use of this term when referring to the intended beneficiaries of language access services.

English Learner (EL) – A status assigned to students whose primary language is not English, who lack the necessary skills to understand, speak, read, and write in English but are receiving English language development instructions in a public school or charter setting.

Home Language – The language that is most commonly used in the home by members of a family, or the language that parents use when speaking with their children.

Primary Language – An individual's native tongue or the language in which an individual most effectively communicates.

Sight Translation – The oral interpretation of a written document. This occurs when an interpreter reads a document and then provides a complete oral interpretation of the information that it contains.

Remote Interpreting – Interpreting that is provided via telephone or video call.

Translator – A person who provides translation services.

Translation – The restating of written text from one language (source language) into an equivalent written text in another language (target language).

Vital Document – Materials deemed vital to ensuring access to educational services, programs, and activities, or contain information required by law to translate or provide in audio format.

Code of Ethics and Standards of Practice

The Minnesota Department of Education (MDE) provides guidance on the Codes of Ethics and Standards of Practice for Educational Interpreters of Spoken Language that can be viewed on the [English Learner Disability Resources](#) webpage. This guide is only available in English because it was intended for language access practitioners.

Section 2: The Plan

Overview

Nerstrand Elementary School's language access plan provides a blueprint for bringing the charter school into compliance with state and federal language access requirements, including how the charter will increase its capacity to address language service and resource needs identified in its self-assessment.

This plan is also a roadmap that will help staff navigate the process of setting deadlines, priorities, and identifying responsible personnel for policy and procedures development; hire, contract, assess, and ensure quality control of language assistance services; provide notice of services; provide training of staff; and conduct ongoing monitoring and evaluation.

Language Access Plan

Description of Services

Nerstrand Elementary School offers interpretation (American Sign Language, translator for events such as conferences, concerts, graduation, etc). A request for these services can be made through the administrative assistant via email at dana@nerstrand.charter.k12.mn.us or phone at 507-333-6850.

The administrative assistant will work with professional organizations to provide appropriate interpretation services that are requested. Families are asked to give ample time to the administrative assistant in which to find an interpreter or translator. The interpreters or translators will meet the families at the events in which they are requested and provide their services throughout the entirety that their child is involved.

Implementation

Nerstrand Elementary School board, administration and staff are responsible for the implementation of this language access plan and updating as appropriate.

Board	Ensure the Language Access Plan is being implemented
Administration	Ensure families and staff know about the Language Access plan via email, in person, trainings and website; ensure services are in place when appropriate
Administrative Assistant	Schedule Interpretation Services for required events
Teachers	Work with families and interpreters/translators during events so important information is communicated both ways

Identification and Assessment of Language Assistance Needs

Nerstrand Elementary School will determine a families Language Assistance needs by first identifying if a family is multilingual via their MN Language Survey that is completed with their school enrollment paperwork. If they indicate multiple languages, the administrative assistant will ask if they need language assistance services and what those might include.

ASL Interpreter	A qualified interpreter will be provided from a professional company that the school will contract with to provide services for events such as conferences, concerts, graduation, etc.
Translator	A translator will be provided from a professional company that the school will contract with to provide services for events such as conferences, concerts, graduation, etc.

Timeline

Nerstrand's Language Access Plan is in effect as of the date the board adopts it. Nerstrand will review this plan every two years and when a situation arises in which it is not addressed in this plan.

Notice of Services

Nerstrand Elementary School will post the Language Access Plan in the following locations:

Student Handbook, Staff Handbook, School Website, Back to School Email to Families and in Board Packet when it was approved.

The School will work with families who need Language Access services to arrange for those services. Families are encouraged to speak to the administrative assistant about all events in which they need Language Access services as soon as possible so there is ample time to make arrangements.

It is a requirement of Minnesota Statutes, section 123B.32, Language Access Plan Required, that a charter's plan be included in their Parent Handbook.

Training for Staff

Nerstrand Elementary School will train its staff on Language Access services during a staff meeting in September of each school year. During that time, staff will be made aware of services available and how to refer a family who might have a Language Access need.

Plan Maintenance

Nerstrand Elementary School will closely monitor how the Language Access services work with families by seeking their feedback. Should services not be adequate, the school will work to address the deficiency in a timely manner and to the satisfaction of both the families and the school. This plan will be updated as needed and as required every two years.

Community Engagement and Partnership

Nerstrand Elementary School will work with our families to seek their input with respect to meeting their needs when it comes to Language Access services. When services are needed, the school will work closely with those in our community to find the best available resources to provide those services. Family input will be sought after.

Emergency Communication Protocol

Nerstrand Elementary School will communicate promptly and effectively with parents in the case of emergencies, transportation scheduling changes, ill children, etc. Communication will come via email in most cases, except if your child is ill, in which case we will call you. For our ASL families, when a child is ill, we will communicate via text.

Section 3: Procedures

Overview

This section sets forth guidelines and steps for staff to coordinate, gather data, and deliver uniform services to students, families, and community members.

Procedures

When a family requests Language Access services, they will be directed to speak to the administrative assistant who will make appropriate arrangements.

Nerstrand Elementary School uses the MN Language Survey to track Language Access. The administrative assistant tracks the services needed for families who require certain language access.

Nerstrand Elementary School communicates our Language Access plan in a variety of ways including: Student Handbook, Staff Handbook, School Website, Back to School Email to Families and in Board Packet when it was approved. The School will work with families who need Language Access services to arrange for those services.

Nerstrand Elementary School will use professional contracted service companies for interpreting, telephone or video interpreting services and written interpretation services. Should we have a family that needs these language accesses, they should be referred to the administrative assistant to arrange for that.

Nerstrand Elementary School will handle Language Access complaints through its Executive Director. Any concerns should be directed to her. Those involved will

work together to solve the concerns so communication can be restored efficiently and as effectively as possible.

Contact Information

Executive Director, Nicole Musolf

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507-333-6854

Resources

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Nerstrand Elementary School Policy 806
Independent Charter School District #4055

Adopted: 10/08/2001

Reviewed: 3/9/2015

Reviewed:

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the Charter school Crisis Management Policy

1. General Crisis Procedures.

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

a. Lock-Down Procedures

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

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

b. Evacuation Procedures

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

c. Sheltering Procedures

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

2. Crisis-Specific Procedures

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

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

3. School Emergency Response Teams

a. Composition

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

b. Leaders

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

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. Charter School Employees

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

2. Students and Parents

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

B. Planning and Preparing for Fire

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

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

C. Facility Diagrams and Site Plans

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

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

D. Emergency Telephone Numbers

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

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

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

E. Warning and Notification Systems

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

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

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

F. Early School Closure Procedures

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

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

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

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

I. Long-Term Recovery Intervention Procedures

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

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

Legal References:

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

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

Cross References:

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

Nerstrand Elementary School Policy 806
Independent Charter School District #4055

Adopted: 10/08/2001

Reviewed: 3/9/2015

Reviewed

806 CRISIS MANAGEMENT POLICY - Step by Step

CRISIS RESPONSE TEAM:

Nicole, Dana, Carmen, & Sara F.

CRISIS LEADER: Nicole

CRISIS DESIGNEE: Dana

CRISIS AREAS COVERED BY THIS POLICY

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

A. Fire.

Procedures at the time of the emergency:

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

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

Procedures for teachers:

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

At the safe area:

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

B. Severe Weather.

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

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

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

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

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

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

Procedures after the emergency:

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

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

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

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

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

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

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

C. Assault/Fight.

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

Procedures:

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

D. Serious Injury/Death

Procedures:

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

E. Weapons.

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

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

Procedures for the Director if a weapon is suspected:

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

F. Bomb Threat.

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

Procedures for bomb threat recipient:

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

If you receive a bomb threat by telephone:

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

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

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

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

9. Notify parents and guardians per school district policies.

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

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

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

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

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

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

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

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

1. Assess the situation as to:

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

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

3. Secure the school building, if appropriate.

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

H. Suicide.

Procedures for a suicide attempt:

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

I. Intruder/hostage.

Procedures for the staff member who sees an unauthorized intruder:

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

Witness to a hostage situation:

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

If taken hostage:

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

Procedures after the emergency:

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

J. Demonstration or disturbance.

Procedures:

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

K. Hazardous Materials.

Procedures for on-site chemical accidents:

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

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

Procedures for off-site chemical Accidents:

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

L. Terrorism (Chemical or biological threat).

Upon receiving a chemical or biological threat phone call:

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

Upon receiving a chemical or biological threat letter:

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

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

Evacuation Procedures:

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

M. Emergency Phone Numbers

Police, Fire, Ambulance - 911

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

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

Poison Control - 800-222-1222

Rice County Public Health Nurse - 507-332-6111

Utilities (XCEL) - 800-895-4999

City of Nerstand (Water) - 332-8000

Mental Health (Fernbrook) - 507-331-3454

Rice County Social Services - 507-332-6115

721 PURCHASING, PROCUREMENT, AND CONTRACTING

I. PURPOSE

The purpose of this policy is to establish procedures for carrying out purchasing, procurement and contracting functions of the charter school, to provide efficient use of public monies, and to ensure compliance with all applicable state and federal laws, including Minn. Stat. 124E.26, Subd. 4, with respect to procurement using state funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Charter School board to utilize resources to the greatest benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff members, and fairness in dealing with vendors.

III. CONFLICT OF INTEREST

Notwithstanding anything in this policy to the contrary, the Charter School shall not enter into any contract or agreement that does not align with the provisions of this Section III.

1. Minn. Stat. 124E.14:

- a. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:
 - i. the board member, employee, officer, or agent;
 - ii. the immediate family member of the board member, employee, officer, or agent;
 - iii. the partner of the board member, employee, officer, or agent; or
 - iv. an organization that employs, or is about to employ any individual in clauses (1) to (3),

has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void. The foregoing does not apply to

compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

2. Minn. Stat. 124E.07, Subd. 3(e): A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors. In addition, an individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.
3. Minn. Stat. 124E.10, Subd. 2(a): The charter school must disclose to the commissioner any potential contract, lease, or purchase of service from the school's authorizer or a current board member, employee, contractor, volunteer, or agent of the school's authorizer. The contract, lease, or purchase must be accepted through an open bidding process and be separate from the charter contract. The school must document the open bidding process. An authorizer must not enter into a contract to provide management and financial services to a school it authorizes, unless the school documents receiving at least two competitive bids. This paragraph does not apply to a charter school or an authorizer when contracting for legal services from a lawyer that provides professional services to the charter school or authorizer and who is subject to the Minnesota Rules of Professional Conduct.

IV. GENERAL PROCUREMENT PROVISIONS

1. **Authorization:** The charter school director or chief administrator (hereinafter referred to as the "director"), in conjunction with the board of directors (hereinafter referred to as the "board"), is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board.

Individual school employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school's board-approved budget, provided that in all cases, the board retains authority to disapprove any expenditure for any reason at the sole discretion of the board:

- a. Any school employee may purchase goods (but not services) for use in connection with school operations where the expenditure is less than \$1,000. The school may issue credit or debit cards to individual employees for these expenditures.
- b. In addition to the foregoing, the following school employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:
 - i. Executive Director (his/her designee): Up to \$100,000
2. **Scope:** Purchasing procedures apply to procurement of equipment, supplies, and services, including services provided by vendors and by individuals who are engaged by the charter school as independent contractors (i.e. – individuals who receive a form 1099 rather than form W-2). Purchasing procedures do not apply to hiring employees of the charter school (i.e. – individuals who receive a W-2).

3. **Documentation:** The director shall design and implement procedures to create and preserve documentation establishing that all procurement is implemented in accordance with this policy. The director will provide such documentation to the charter school board upon request by the board.
4. **Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
5. **Best Value:** The school shall endeavor in all cases to obtain the best value in all purchase or procurement decisions, taking into account the price, quality, and quantity of the goods or services being purchased or procured, along with consideration of other criteria, which may include, but are not limited to:
 - (i) the vendor's or contractor's knowledge or expertise with respect to services as evidenced by performance on previous projects;
 - (ii) the quality and timeliness of the vendor's or contractor's performance on previous projects;
 - (iii) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
 - (iv) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
 - (v) the vendor's or contractor's ability to minimize change orders;
 - (vi) the vendor's or contractor's ability to prepare appropriate project plans;
 - (vii) the vendor's or contractor's technical capabilities;
 - (viii) the individual qualifications of the contractor's key personnel; or
 - (ix) the vendor's or contractor's ability to assess and minimize risks.
6. **Competitive Procurement Process:** As used in this Policy, "Competitive Procurement Process" means one of the following: (a) Procurement by Sealed Bids, or (b) Procurement by Proposals. In implementing a Competitive Procurement Process (whether by bid or proposal):
 - a. To solicit bids or quotations the director (or, where applicable, the responsible party) (i) shall post a request for bids or proposals on a public portion of the charter school's web site, or utilize another public posting mechanism as reasonably determined by the director (or, where applicable, the responsible party), and (ii) shall deliver solicitations directly to two or more potential vendors or contractors, in all cases providing a reasonable time period for response to any solicitation of or posting for bids or proposals.
 - b. If, after such reasonable time period, the director has not received two or more bids or proposals for the goods or service to be procured, the director shall use reasonably prudent inquiry to ascertain the price for such goods from two or more vendors, contractors, or other knowledgeable third party advisors (such as a broker or appraiser).
 - c. If (i) after complying with all of the foregoing the director is able to locate only a single vendor or contractor from which to procure a particular good or service, or (ii) due to the nature of the services being procured, the market for such goods or services is such that there is only one vendor or contractor to supply such goods or services, the director shall, to the extent reasonably practicable, endeavor to negotiate for the most favorable price that may be obtained from such vendor or contractor.

7. **Procurement by Sealed Bids:** As used in this Policy, "Procurement by Sealed Bids" means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. Procurement by Sealed Bids is subject to the following:
- a. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
 - b. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - c. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
 - d. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
 - e. any or all bids may be rejected if there is a sound documented reason; and
 - f. in order for a sealed bid to be feasible, the following conditions must be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.
8. **Procurement by Proposals:** As used in this Policy, "Procurement by Proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. Procurement by Proposals is subject to the following:
- a. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. the charter school must have a written method for conducting technical evaluations of the proposals received and for making selections; and
 - c. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the charter school, with price and other factors considered.

V. PROCUREMENT OF GOODS USING STATE FUNDS

The following will govern procurement of goods using state funds. The school shall not break up a single procurement into smaller component procurements to avoid the threshold in this Section V. In all cases, the school shall endeavor to complete each procurement in a manner that obtains the best value for the charter school, taking into account the factors enumerated in Section IV, subd. 5, above.

1. **Procurements Less than \$25,000.** The director (or, as applicable, the responsible party) shall be responsible for implementing procurements within these limits. The director (or, as applicable, the responsible party) shall, when reasonably practicable, use processes to endeavor to obtain competitive market rates or reasonably competitive available prices or rates.
2. **Procurements between \$25,000 and \$175,000.** Prior to any procurement above \$25,000 but not above \$175,000, the director (or, as applicable, the responsible party) shall (a) implement a Competitive Procurement Process or (b) obtain bids or quotations from at least two sellers or vendors or, if market conditions for a purchase are such that sellers or vendors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of multiple sellers or vendors, or negotiate the price from the single available vendor, in all cases documenting efforts to obtain "best value" for the procurement, taking into account the factors enumerated in Section IV, subd. 5, above.
3. **Procurements Above \$175,000.** Prior to any procurement above \$175,000, the charter school shall implement and complete a Competitive Procurement Process.

VI. PROCUREMENT OF SERVICES USING STATE FUNDS

The following will govern procurement of services using state funds. The school shall not break up any single procurement into smaller component procurements to avoid the threshold in this Section VI. In all cases, the school shall endeavor to complete each procurement in a manner that obtains the best value for the charter school, taking into account the factors enumerated in Section IV, subd. 5, above.

In determining the amount of a contract for services, the total cost of the contract under its stated term shall apply. For contracts that have annual price but a multi-year term, or include an automatic annual renewal (or so-called "evergreen") provision, the total of all years shall apply. Under no circumstances will a charter school enter into a multi-year or automatic annual renewal agreement with an outside term greater than five (5) years; provided that the foregoing limit will not apply to a lease for school facilities or an agreement that the charter school may terminate at will at any time without cause.

1. **Procurement Less than \$25,000.** The director (or, as applicable, the responsible party) shall be responsible for implementing procurement within these limits. The director (or, as applicable, the responsible party) shall, when reasonably practicable, use processes to endeavor to obtain "best value" prices or rates and shall maintain records documenting efforts to obtain "best value".

The foregoing shall include contracts for services where the total cost of services cannot be determined because the cost is dependent upon periodic or "as-needed" requests for services by the charter school, at its discretion, and the following are true: (a) the contract does not require an advance payment or deposit, and (b) the contract or the services may be terminated without cause at any time by the charter school.

2. **Procurement between \$25,000 and \$175,000.** Prior to entering into an agreement to procure a service with a value of more than \$25,000 but not more than \$175,000 or more, the director (or,

as applicable, the responsible party) shall (a) implement a Competitive Procurement Process or (b) obtain bids or quotations from at least two vendors or contractors, if market conditions for acquiring a particular service are such that vendors or contractors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of multiple vendors or contractors, or negotiate the price from the single available vendor, in all cases documenting efforts to obtain best value for the procurement, taking into account the factors enumerated in Section IV, subd. 5, above.

3. **Procurements Above \$175,000.** Prior to any procurement above \$175,000, the charter school shall implement and complete a Competitive Procurement Process.

VII. USE OF FEDERAL FUNDS [Effective October 1, 2024]

1. **Procurement Methods.** There are three types of procurement methods (1) informal (for micro-purchases and simplified acquisitions) (2) formal (through sealed bids or proposals) and (3) noncompetitive. For all of these methods, the recipient or subrecipient must maintain and use documented procurement procedures.

- a. **Informal Procurement Methods for Small Purchases.**

- i. **Micro-purchases:** the aggregate amount of the procurement transaction does not exceed \$10,000, which may be increased to \$50,000 on an annual basis if the recipient or sub-recipient self-certifies and provides supporting documentation. Micro-purchases may be awarded without soliciting competitive price or rate quotes if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support its conclusion.
- ii. **Simplified Acquisitions:** for procurement transactions in which the aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold (\$10,000, or \$50,000, if applicable), but lower than \$250,000. In simplified acquisitions, the price or rate quotes must be obtained from an adequate number of qualified sources. The recipient or subrecipient may exercise judgment in determining what number is adequate.

- b. **Formal Procurement Methods.** The recipient or subrecipient is required to use one of the following formal procurement methods when the value of the procurement transaction exceeds the simplified acquisition threshold of the recipient or subrecipient. This method requires competition and public notice.

- i. **Sealed Bids.** Preferred for procuring construction services. Bids are publicly solicited through an invitation and a firm fixed-priced contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price.

- a. Sealed bids are appropriate when:

- i. A complete, adequate and realistic specification or purchase description is available;
- ii. Two or more responsible bidders have been identified as

willing and able to compete effectively for the business;
and

- iii. The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on price

b. If sealed bids are used, the following requirements apply:

- i. Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate;
- ii. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;
- iii. All bids will be opened at the time and place prescribed in the invitation for bids.
- iv. A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.
- v. The recipient or subrecipient must document and provide a justification for all bids it rejects.

- ii. Proposals. Used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:

- a. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
- b. The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.
- c. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and

- d. The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.
- c. **Noncompetitive Procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:
 - i. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
 - ii. The procurement transaction can only be fulfilled by a single source;
 - iii. The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - iv. The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
 - v. After soliciting several sources, competition is determined inadequate.
- 2. **Contracting with small and minority firms, women's business enterprises, and labor surplus area firms, pursuant to 2 CFR § 200.321.** Non-Federal entities will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:
 - a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
 - b. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's' business enterprises;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in a-e above.
3. **Contract Cost, Price, and Monitoring by the non-Federal Entity.**
- a. The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
 - b. The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
 - c. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under federal regulations. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
 - d. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
 - e. The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity. See also 2 C.F.R. § 200.332.

VIII. RECORDS TO BE MAINTAINED

- 1. **Public Data.** All records of charter school expenditures are considered “public data” under Minn. Stat. Chapter 13 (the “**Minnesota Government Data Practices Act**” or the “**Act**”). The charter school will create, maintain, and preserve such records in accordance with the Act.
- 2. **Record Retention Requirements for Federal Awards.¹** The recipient and subrecipient must retain all Federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient and subrecipient must retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except for the following:
 - a. The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is

¹ These regulations take effect on October 1, 2024, and can be found under 2 C.F.R. § 200.334.

started before the expiration of the three-year period.

- b. When the recipient or subrecipient is notified in writing by the Federal agency or pass-through entity, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs to extend the retention period.
- c. The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.
- d. The three-year retention requirement does not apply to the recipient or subrecipient when records are transferred to or maintained by the Federal agency.
- e. The records for program income earned after the period of performance must be retained for three years from the end of the recipient's or subrecipient's fiscal year in which the program income is earned. This only applies if the Federal agency or pass-through entity requires the recipient or subrecipient to report on program income earned after the period of performance in the terms and conditions of the Federal award.
- f. The records for indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) must be retained according to the applicable option below:
 - i. If submitted for negotiation. When a proposal, plan, or other computation must be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the date of submission.
 - ii. If not submitted for negotiation. When a proposal, plan, or other computation is not required to be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

Nerstrand Elementary School New Board Members – Welcome Aboard!

Welcome to the Nerstrand Board of Directors (BOD). We hope you find the following information helpful as you become familiar with the operations, responsibilities and roles of the BOD.

As a new member of the board it is not expected that you memorize the board by-laws and policies. Our hope is that you feel comfortable and will contribute when and where you feel it appropriate. You will not be expected to be an officer (chairperson, recorder, treasurer) during your first year. It seems very common that as you spend time on the board and do some research as questions or wonderings arise, you will most likely gain a great deal of knowledge and feel effective as a board member. Our Board of Directors bylaws and school policies can be found in the shared Google Drive. Our bylaws, meeting schedule, school policies and other helpful information can be found on our website too.

New in 2024: Before you can serve on the board, you have to complete 3 trainings: Board Roles/Responsibilities, Open Meeting Law and Data Practices Law.

Within 6 months of being seated on the board, you will be expected to attend some board training. While the training is very informative and helpful, it can also seem overwhelming. Things will start to make more sense as you attend our BOD meetings and get more comfortable. You might even elect to defer those required board trainings until you have been to 1 or 2 board meetings to get the feel of things first. The Board will provide you with available training opportunities.

There are three trainings required for new members: Employment matters, Governance, and Financials.

One option is free, on-demand, trainings available through the MN Charter Board Training and Development Grant (with support from NEO). These training modules are available at: mncharterboard.com (after access has been granted).

Be sure and watch this training video link on how to search/enroll in all three required course areas on mncharterboard.com:
<https://video.link/w/U0xKb> (created by Jake Kaukola)

New members must keep a copy of certificates earned after course completion and give them to Dana in order to meet the Statutory Requirement for each of the (6) New Board Member Trainings. Let Nicole know so she can put it in our Annual Report

The following is some information that might be helpful going into your new BOD position:

- What is a charter school?

In Minnesota, charter schools are tuition free independent public schools that are open to and welcome all students, no matter ability or need, and are governed and operated jointly by licensed teachers, parents and community members. You may read more about charter schools by going to www.mncharterschools.org. In 1999 Nerstrand converted from a traditional public school (part of District #656) to a public charter school. More about our school's history can be found on our website: www.nerstrand.charter.k12.mn.us.

- Our relationship with Faribault Public Schools:

Nerstrand Charter School strives to maintain a favorable, positive relationship with the Faribault Public School in the following areas but not limited to:

- Rental of building and grounds
- Contracted services including: tech support, food service, custodial services and busing.

- Nerstrand BOD utilizes Roberts Rules to conduct our meetings. As you will notice when you attend our meetings or look at the roster of board members, we are a teacher majority board. We keep the BOD working calendar up to date, adding items as we think of them or as they come up.
- BOD positions are for 3-year terms. The school by-laws specify a 7-member board, composed of 4 teachers, 2 parents, and 1 community representative. Teachers have historically “volunteered” to run for the teacher positions on a rotating schedule.
- It is helpful for new BOD members to attend a meeting or two before their full term begins.
- The Board will receive a minimum of 4 ongoing training sessions annually (during the regular meetings) in areas of governance, employment matters, school finance, and state data practices.
- Each BOD member receives a new email address when they join the Board to use for all Board correspondence. Members should not use their personal email.
- We conduct our meetings using the Open Meeting Law. You may go to www.house.mn.hrd for a complete copy of the Minnesota Open Meeting Law for specific answers to questions you may have.
- We must have at least 4 board members present to have a quorum.
- Responsibilities of board members include but are not limited to:
 - Attend monthly meetings
 - Review the BOD packet ahead of time (sent out electronically 3-5 days prior to each meeting)
 - Stay current regarding the financial status of the school and the fund balance

- EdVisions: School staff are employed by EdVisions Cooperative, work under an at-will agreement, and get all employment benefits through EdVisions. EdVisions is the employer of record - staff receive their paychecks from EdVisions. The school BOD approves a contract annually with EdVisions to provide staff to Nerstrand Elementary School.
- Charter schools are required to have a contract with an MDE-approved Authorizer and Nerstrand's Authorizer is Novation Education Opportunities (NEO). They provide oversight and guidance to the school and report to MDE on the compliance track record of each of their schools, including Nerstrand. NEO occasionally attends Nerstrand BOD meetings, and gives the Board a written report evaluating the visit. We signed a 5-year contract with NEO, which expires 6-30-22.
- Please review the Nerstrand Code of Ethics's Policy 209.1 (on our website) for an overview of the roles and contributions of individual board members.

Nerstrand Elementary School Policy 209.1
Independent Charter School District #4055
Adopted: 04/14/2003

209.1 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist board of directors' members in recognizing the role of individual board members and the contribution each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

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

A. AS A MEMBER OF THE NERSTRAND BOARD OF DIRECTORS I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my school.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the school is properly run, not to run them myself.
7. Work through the administration employees of the school board--not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A BOARD OF DIRECTORS' MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE NERSTRAND BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

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

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis.

E. IN WORKING WITH THE NERSTRAND DIRECTOR AND STAFF I WILL:

1. Hold the Director responsible for the administration of the school.
2. Give the School Director authority commensurate with the responsibility.
3. Assure the school be administered by the best professional personnel available.
4. Consider the recommendation of the Director in the appointment of all employees.

5. Participate in school board action after considering the recommendation of the Director and only after they have furnished adequate information supporting the recommendation.

6. Expect the Director to keep the school board adequately informed at all times through both oral and written reports.

7. Spend adequate time in board meetings on school policies including:

- Mission and Vision
- Curricular Direction
- Quality of Instruction

8. Give the Director counsel and advice.

9. Recognize the status of the Director as an ex officio member of the school board.

10. Refer all complaints to the proper administrative officer or insist they be presented in writing to the whole school board.

11. Present any personal criticisms of employees to the Director and not to the board.

12. Provide support for the Director and employees of the school so they may perform their proper functions on a professional level.

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

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

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

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Children, Families and Learning and other federal and state agencies with jurisdiction over schools.

Nerstrand Elementary School Board Development/Training Plan

A. Board Organization

- a. Officers
 - i. Board Chair - oversees Board process, convenes meetings, Board correspondence
 - ii. Board Treasurer – attends Finance Committee meetings, reviews board financials, assists in budgeting process
 - iii. Board Clerk - oversees recording minutes of meeting
- b. Committees
 - i. The Board may consider forming additional committees (such as Governance, Policy, etc.) and corresponding descriptions of duties and goals

B. Training

Board members are required to complete certified board training in 3 components areas: employment, governance, and finance. Training records are maintained (see page 2). Training must begin within 6 months of being seated and be completed within 12 months.

The Board shall also hold ongoing board training each year in areas of governance, employment matters, school finance, state data practices, etc. (as listed in the Board Working Calendar, reviewed monthly) and will be recorded in Board minutes.

New Training as of 2024: Before board members are seated they need Board Roles/Responsibilities, Open Meeting Law and Data Practices Law

C. Goals

The Board will continue to develop their "Board Working Calendar" of events including areas for growth, self-evaluation, policy review, etc.

The Board will develop and maintain a welcome packet to assist with on-boarding new members.

D. Key Board Documents (on file in office, or posted on website)

- a. Original charter application
 - b. Bylaws
 - c. Current charter contract
 - d. Board Policies: Admission, Lottery, Conflict of Interest, Nepotism, Bullying, Fund Balance, Complaint Policy/Procedure (on website)
 - e. Facility lease
 - f. Annual financial audit
 - g. IRS 990 tax return (on file in school business office – available for public inspection)
 - h. Annual approved school calendar
 - i. Annual Report
 - j. Board Minutes and Board Agendas including Finance report
-

Nerstrand Board of Directors Work Calendar for 25-26

President: Carissa

Secretary: Sarah

Treasurer: Carmen

- August:
- Review Policy #
 - Review Staff Handbook and Family Handbook
 - BOD Chair verifies status of new members' required BOD trainings
 - Approve staff hiring list for the new year
 - Annual review - BOD Onboarding Document
 - Annual review - Nerstrand Board Development/Training Plan
 - Annual review - BOD Calendar
 - Review and update Board Roster
- September:
- Review By-Laws
 - Review Policy #
 - Go over performance framework (MCA results)
 - Ongoing Board Training:
- October:
- BOD chair confirms background checks for BOD members
 - Ongoing Board Training: Governance (example: Open Meeting Law)
 - Review Policy #
- November:
- Ongoing Board Training: Finance (example: Understanding the Annual Audit)
 - Review Policy #
 - Check-in on new member training status for training required by 12/31
 - Approve Civic Readiness Plan & Annual Report (final December)

- December: BOD Chair verifies new member training status for training required by 12/31
Review Policy #
Ongoing Board Training: State Data Practices Law (presentation by Director)
Complete Board Assessment (Individual & Whole)
- January: Review BOD member terms and prepare for election
Establish an Election Committee of 3 or less Board members
Establish Director Support and Evaluation Committee
Ongoing Board Training: Employment (example: presentation by EdVisions)
BOD chair completes check list of training certificates received as of 12/31
Review Policy #
Review Board Assessment Results
- February: Assemble new Budget/Finance Committee of 3 or less Board members
Update on interest in BOD open positions: verify date to post
Review Policy #
Review Performance Framework
- March: Update from Budget/Finance Committee
Verify date for 30-day notice of BOD election
Update from Director Support and Evaluation Committee (begin evaluation)
Approve School Calendar for next year (March/April)
Review Policy #
- April: Update from Budget/Finance Committee - preliminary budget for next year
Approve School Calendar for next year (if not already approved)
Announce 30-day notice for BOD election
Approve service contracts for next year
Continue review of School Director – send out staff surveys
Review Policy #
Start sharing enrollment for next year

May:

- Review/approve budget for next year (if not already approved)
- Approve Staff Compensation Schedule for next year
- Approve EdVisions Health Insurance plan for next year
- Approve next year's Board Meeting Schedule
- Discuss BOD election progress
- Approve service contracts for next year
- Final update from Director Support and Evaluation Committee after they meet with Director
- BOD chair completes check list of training certificates expected as of 6/30
- Review Policy #
- Certify BOD election results

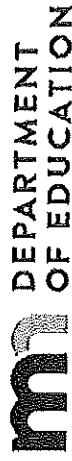
June:

- Approve budget for next year (if not already approved)
- Approve revised current year budget (if necessary)
- Discuss Director Domaine focus for next year
- Approve annual banking resolutions for next year
- Approve legal counsel for next year
- Designate use of REAP funds for next year
- Approve any remaining service contracts for next year
- Approve designations of required roles for next year (IOWA, etc.)
- Appointment of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)
- Final Policy reviews for year
- Review performance framework

Nerstrand Elementary School #4055 Board Roster 2025-26

Position	Name	Address	Phone #	email	Election date	Seated date	Term expires
Seat #1							
Teacher Rep. (Clerk)	Sarah Johnson	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	sarah@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #2						Appointed 8/19/24	
Teacher Rep.	Paula Shroyer	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	paula@nerstrand.charter.k12.mn.us	7/1/2024	7/1/2024	6/30/2027
Seat #3							
Teacher Rep. (Treasurer)	Carmen Bonde	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	carmen@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #4							
Teacher Rep.	Andrea Peterson	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	apeterson@nerstrand.charter.k12.mn.us	7/1/2025	7/1/2025	6/30/2028
Seat #5							
Parent Rep. 6/30/2026	Ali Bossmann	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	abossmann@nerstrand.charter.k12.mn.us	7/1/2023		06/30/2026
Seat #6							
Parent Rep. (Chair)	Carissa Erickson	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	carissa@nerstrand.charter.k12.mn.us	7/1/2025	7/01/2025	6/30/2028
Seat #7							
Community Rep.	Terri Neumann	205 South 2nd Street Nerstrand, MN 55053	507-333-6850	terri@nerstrand.charter.k12.mn.us	7/1/2025	7/1/2025	6/30/2028

Updated August 2025



Minnesota Principal Performance Measures and Indicators

Performance Measure #1: Develops, Advocates for, and Enacts a Shared Vision for High Student Achievement Supported by a Culture of High Expectations and Family Engagement

- A. Develops and enacts a shared vision for high achievement and postsecondary success for all students.
- B. Identifies school-wide priorities, establishes rigorous, measurable and aligned goals for student learning, and implements a strategic plan to achieve those goals.
- C. Builds a sense of community where all students and adults are valued and fosters a shared commitment to high expectations for student and adult behaviors aligned to the vision.
- D. Develops cultural competence in the school community and promotes responsiveness to both the resources and the biases connected to race, culture and diversity.
- E. Engages families and communities in the academic success of students.

Performance Measure #2: Provides Instructional Leadership for High Student Academic Performance

- A. Ensures implementation of curricula and assessments aligned to college and career readiness standards.
- B. Supports teachers in implementing high-quality, effective classroom instructional strategies to meet diverse student learning needs, increase intellectual challenge, and drive increases in student achievement.
- C. Tracks and analyzes multiple forms of qualitative and quantitative student data to drive instructional and intervention strategies and to monitor the effectiveness of those strategies.
- D. Provides coherent systems of academic and social supports and services to meet the range of learning needs of each student.

Performance Measure #3: Develops and Maintains a High-Quality, Effective Staff

- A. Implements a cohesive approach to recruiting, selecting, assigning, and retaining effective staff.
- B. Facilitates high-quality professional learning for teachers and other staff.
- C. Increases teacher and staff effectiveness through high-quality observations, actionable feedback, coaching, and evaluation.
- D. Selects, develops and supports a high-performing instructional leadership team with a diverse skill set.

Performance Measure #4: Demonstrates Ethical Personal Leadership through Relationship Building, Effective Communication, and Self-Reflection

- A. Models appropriate personal, professional, and ethical behavior that is respectful and fair.
- B. Maintains a relentless focus on student learning and demonstrates resiliency in the face of challenge.
- C. Constructively manages and adapts to change and employs problem-solving strategies with the ultimate goal of improving student achievement.
- D. Demonstrates strong communication, facilitation and interpersonal skills for multiple audiences.
- E. Models self-awareness, reflection and ongoing learning.

Performance Measure #5: Strategically Manages and Monitors School Systems and Operations

- A. Organizes and manages resources (e.g., time, money, technology) in alignment with school priorities and goals.
- B. Maintains a safe, secure and respectful learning environment for all students and adults.
- C. Ensures the school is in compliance with local, state, and federal laws, standards, regulations, and district initiatives.