

Nerstrand Elementary School  
Board of Directors Meeting  
March 11, 2024; 3:30pm  
Nerstrand Media Center

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

- 1.0 Call to Order
  - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve Meeting Minutes
  - 4.1 Approve February 12, 2024 Minutes
- 5.0 Community Comment
- 6.0 Reports
  - 6.1 Director's Report
    - a) Student Achievement
    - b) NEO update including ties to Contract Goals
    - c) Director's Performance
  - 6.2 Enrollment for 23-24; we picked up a 4th grader

K	1	2	3	4	5	Total
17	20	19	14	17	13	100

K = 17      1 = 20      2-3 = 17 & 16      4-5 = 30

## 6.5 Finance Report

- a) Monthly Financial Update; Traci
- b) Vote on donations over \$500 per policy from Feb 5-Mar 4;  
no vote
- c) Adopt revised budget from cash flow

## 7.0 Policy

- a) 203.1 School Board Procedures - Vote
- b) 203.2 Order of Regular School Board Meeting - Vote
- c) 203.5 Board Meeting Agenda - Vote
- d) 204 Charter School Board Meeting Minutes - First Look
- e) 205 Open & Closed Meeting - First Look
- f) 207 Public Hearing - First Look

## 8.0 New Business

- 8.1 Review staffing; none to report
- 8.2 Adopt Finance Committee of Phil and Carissa
- 8.3 Update from Director Support & Evaluation Committee
- 8.4 Approve Uptick Education Contract for 24-25, Psychology,  
\$120/hour
- 8.5 Approve Traci LaFerriere as Business Manager for 24-25,  
\$54,000/year
- 8.6 Approve EdVisions Cooperative for 24-25, 2% of payroll
- 8.7 Approve Student Centered Services for 24-25, \$110/hour

## 9.0 Old Business

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

## 10.0 Other

- 10.1 Opportunity for BOD member comments on meeting:  
Did we stay on track?  
Strategic vs. micro-manage?  
Everyone able to participate?
- 10.2 Next Board of Directors meeting is April 8, 2024 at

3:30pm 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

February 12, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde (3:40)		Nicole Musolf	
Ali Bossmann (3:40)		Traci LaFerriere	
Kelly McGregor			
Carissa Erickson			
Phil McBride			
Terri Neumann			
Tara Vondrasek			

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

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Kelly, Second: Terri, Yay: 5, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve Board Meeting Minutes

4.1 Approve January 8, 2024 Board Meeting Minutes

Approved. First: Terri, Second: Kelly, Yay: 5, Nay: 0, Abstentions: 0

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



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#### 4.2 Approve December 11, 2023 Board Meeting Minutes

Approved. First: Terri, Second: Kelly, Yay: 5, Nay: 0, Abstentions: 0

#### 5.0 Community Comment

None present

#### 6.0 Reports

##### 6.1 Director Report

###### a) News

- Open enrollment began for the 24-25 school year
- Nicole interviewed on two radio stations-KYMN and KDHL
- 15,000 marketing fliers were distributed to Northfield and Faribault school district homes
- Several private tours were given
- Eagle Bluff Trip for 5th graders scheduled March 18-20
- Fundraising rewards of Fancy Lunch, Pie in the Face, and Kiss a goat were a hit by all
- New copier was installed
- Entire school attended FHS Childrens Play of Rainbow Fish

###### b) Student Achievement

- FAST A-Reading and A-Math results from fall to winter were shared. K-1 and 4-5 had reductions and 2-3 remained stagnant in reading. In math, 2-3 and 4-5 saw reductions and K-1 saw an increase.
- Teachers looked at data and planned interventions during their January workday

###### c) NEO Update

- NEO completed the Learning Walk for the year

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- They observed a responsive learning environment, teachers and paraprofessionals working as a team, multiple strategies to improve student learning, many strategies layered into the instruction and enjoyed seeing the maple trees being tapped

#### d) Director Performance

- Director Support and Evaluation Committee will begin to formalize the process of the director's evaluation for the year

### 6.2 Enrollment Update

- Current enrollment for 2023-2024 is 99
- Kindergarten:17, 1st: 20, 2nd:19, 3rd:14, 4th:16, 5th:13

### 6.3 Finance Report

#### a) Monthly Financial Report by Traci LaFerriere

Motion to approve Monthly Financial Report

Motion approved. First: Tara, Second: Kelly, roll call vote.

Yay: 7, Nay: 0, Abstentions: 0

#### b) Review and vote to approve donations over \$500

Motion to approve donations over \$500 per policy from 1/3-2/5

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

Abstentions: 0

### 7.0 Policy

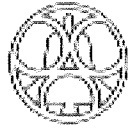
#### a) Policy 201 Legal Status of the Board of Directors

Motion to approve policy 201 Legal Status of the Board of Directors

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

Abstentions: 0

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- b) Policy 202 School Board Officers  
Motion to approve policy 202 School Board Officers  
Motion approved. First: Kelly, Second: Carmen, Yay: 7, Nay: 0,  
Abstentions: 0
- c) Policy 203 School Board Governing Rules  
Motion to approve policy 203 School Board Governing Rules  
Motion approved. First: Kelly, Second: Terri, Yay: 7, Nay: 0,  
Abstentions: 0
- d) First look at policy 203.1 School Board Procedures
- e) First look at policy 203.2 Order of Regular School Board Meeting
- f) First look at policy 203.5 Board Meeting Agenda

## 8.0 New Business

- 8.1 Review Staffing  
No change

- 8.2 Update from Election Committee
  - a) Paula Shroyer to run
  - b) Election to be held on May 13, 2024
  - c) Voters to be notified on Apr 12, 2024
  - d) Ballots to go home on May 6, 2024

- 8.3 Establish a Finance Committee of 3 or less Board Members  
Carissa and Phil will be on committee

- 8.4 Approve On the Move Contract for 24-25 & 25-26, \$110/hour  
Motion to approve On the Move Contract

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

## 9.0 Old Business

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

## 10.0 Other

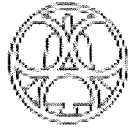
- 10.1 Opportunity for BOD member comments on meeting:  
Did we stay on track? Strategic vs. micro-manage? Everyone able to participate? Yes, the meeting went well, good discussion and passing of motions.

- 10.2 Next Board of Directors meeting – March 11, 2024 at 3:30pm,  
Nerstrand Media Center

## 11.0 Adjournment

Motion to adjourn at 3:49 p.m.

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



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Carissa Erickson, Chairperson of the Board

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Tara Vondrasek, Clerk of the Board

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## Director's Report:

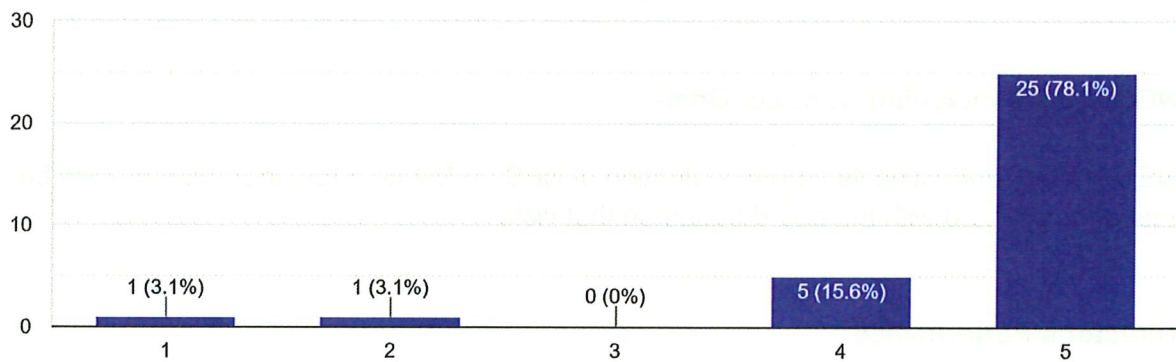
February was a busy month. PTO sponsored its annual Carnival. We held conferences, in which we had a 93% family turn out. Classrooms celebrated Valentine's Day. Savannah students had a special Cinderella Ball. It was a delightful month of learning, socialization and collaboration.

## Student Achievement:

Annually, the school asks families to complete a Family Satisfaction Survey. Below are some results from the 23-24 survey.

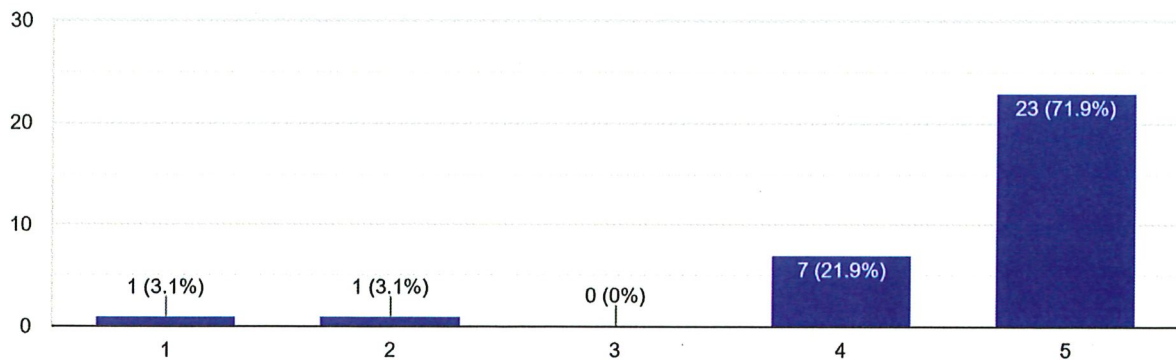
I feel my child is receiving a well rounded education at NES.

32 responses



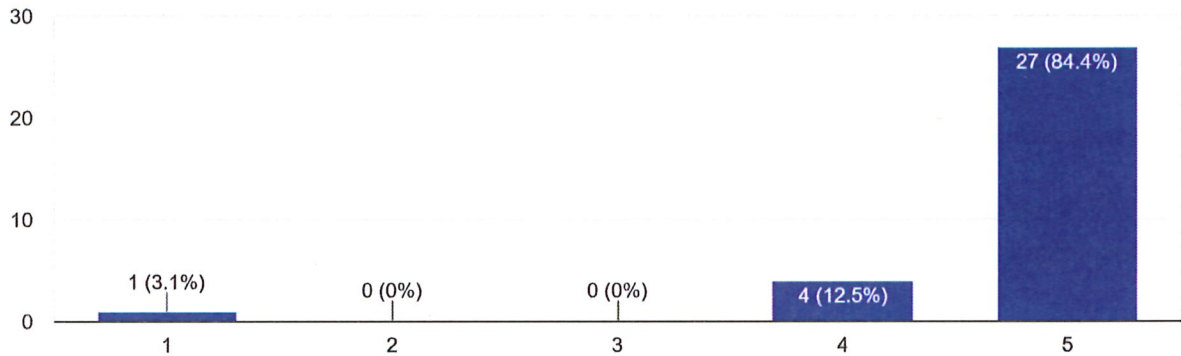
My child appears to be progressing academically.

32 responses



My child is happy at NES.

32 responses



#### NEO Update including Contract Goals:

NEO will be conducting its formal evaluation of NES on March 20th. In April, there will be feedback to share with the board based on that visit.

#### Director's Performance:

The Director Support and Evaluation Committee will begin to formalize the process of the director's evaluation for the year. The Director has been doing formal evaluations on teachers.

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

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

The balance sheet shows the school has a \$643,871 cash balance that is sufficient to meet the school's expected obligations. Also, the school has received \$11,693 more than expected from governments for the prior year that will be recaptured eventually and \$7,046 of the fund balance is reserved for medical assistance expenditures.

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

\$20,000 of new school library aid revenue is added. However, the average daily membership (adm) decrease from 103 to 96, creates a significant decrease in state revenues. Special education revenue also decreases because corresponding expenditures decreased.

The school has adjusted expenditures by replacing a general education teacher and replacing a music teacher position with a physical education teacher and adding contracted music services and changing special education director service providers. Supply expenses are increased to offset the new library aid. With those changes, the school's annual expenditures are expected to be \$113,700 more than revenues. The prior year ending/current year beginning balance is \$23,886 less than estimated in the original budget at \$570,221 and ending fund balance of the actual/budget revision is 29% of general fund expenditures. The school's authorizer requires a fund balance of 20% of expenditures.

The FY2024 Actual column in the cashflow may be approved as the Fiscal Year 2024 Budget Revision. It should be approved as:

	Fund 01	Fund 04
Revenues:	\$1,456,980	\$6,246
Expenditures:	\$1,570,680	\$6,246
Net Income:	-\$113,700	\$0
Ending Balance:	\$456,522	\$0

The budget revision shows a \$956 transfer from fund 01 to fund 04.



NERSTRAND ELEMENTARY SCHOOL #4055  
FY2024 Cashflow Schedule

	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
<b>GENERAL FUND</b>								
<b>REVENUES</b>								
Fees From Patrons	2,334.00	0.00	0.00	0.00	0.00	0.00	7,537.86	5,665.00
Med Assist Fr Dept of HS	0.00	0.00	0.00	3,117.54	0.00	0.00	6,500.00	6,500.00
Interest Earnings	2,367.39	2,000.00	2,000.00	2,000.00	2,000.00	0.00	28,395.64	18,587.98
Gifts And Bequests	3,124.80	0.00	0.00	12,726.74	0.00	0.00	30,000.00	30,000.00
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00
Night Out Gift	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
Misc Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	585.62	0.00
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00	0.00
Fundraising Revenue	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
Endow Fund Apportion	0.00	2,712.43	0.00	0.00	0.00	0.00	5,546.26	5,081.22
General Education Aid	51,555.75	26,286.12	26,286.12	26,286.12	26,286.12	74,284.42	742,844.18	767,509.23
State Literacy Aid	0.00	3,828.68	0.00	0.00	0.00	957.17	9,571.70	13,964.70
Facility Maintenance Revenue	0.00	0.00	0.00	0.00	0.00	440.90	12,672.00	13,596.00
Hrly Wrk Unemploy	0.00	0.00	0.00	0.00	0.00	-3,191.31	0.00	0.00
School Library Aid (Restricted)	0.00	8,939.14	0.00	0.00	0.00	2,000.00	20,000.00	0.00
Building Lease Aid	0.00	49,941.39	0.00	0.00	16,218.51	12,614.40	126,144.00	135,342.00
Stdnt Support Personnel Aid (Equal Exp)	0.00	0.00	0.00	0.00	-5,791.05	0.00	0.00	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Aids & Grant	0.00	1,473.72	0.00	0.00	0.00	0.00	1,473.72	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II	0.00	0.00	0.00	0.00	-24.00	0.00	500.00	1,300.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	671.78	0.00	671.78	0.00
Spec Ed Fed FlowThru	0.00	9,312.23	0.00	0.00	4,308.51	0.00	17,347.21	20,725.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	8,396.68	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	1,329.72	0.00	1,329.72	3,691.00
REAP Direct Fed Aid&Grant	0.00	30,764.00	0.00	0.00	0.00	0.00	30,764.00	23,315.00
State Special Education Aid	72,302.50	44,653.88	44,653.88	44,653.88	44,653.88	40,174.95	401,749.46	442,057.41
<b>REVENUES TOTAL</b>	<b>132,184.44</b>	<b>179,911.58</b>	<b>72,939.99</b>	<b>88,784.27</b>	<b>89,653.47</b>	<b>127,280.52</b>	<b>1,456,979.83</b>	<b>1,487,334.54</b>
<b>EXPENDITURES</b>								
<b>EDVISIONS SALARY &amp; BENEFIT TOTAL</b>	<b>83,954.12</b>	<b>83,945.39</b>	<b>83,945.39</b>	<b>83,945.39</b>	<b>88,945.39</b>	<b>127,690.78</b>	<b>951,061.75</b>	<b>935,262.35</b>
<b>FACILITY LEASE TOTAL</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>164,250.00</b>	<b>164,250.00</b>
<b>PURCHASED SERVICES</b>								
Board Wksp/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Consult Fees (EdVisions)	1,664.53	1,678.91	1,678.91	1,678.91	1,778.91	2,787.82	19,308.17	18,938.34
Marketing/Advert/Promo Fees	0	155.74	500.00	0.00	0.00	0.00	816.91	6,000.00
Business Consult Fees	2,166.80	21,250.00	0.00	0.00	13,306.00	0.00	67,641.75	71,937.51
Phone	686.30	239.00	480.00	480.00	480.00	0.00	5,549.98	5,455.00
Postage & Parcel Svc	875.01	1,934.79	0.00	0.00	200.00	0.00	3,165.92	1,000.00
Technology Svc	88.83	45.00	45.00	45.00	45.00	0.00	1,280.39	3,000.00
Utility Services	1,005.62	0.00	5,000.00	9,788.00	0.00	0.00	52,627.21	57,355.49
Maintenance	0.00	211.30	211.30	211.30	211.30	0.00	845.20	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	213.00	0.00
Maintenance Peace Garden	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00
Custodial Reimburse To Mn District	6,116.70	6,114.19	6,114.19	6,114.19	6,114.19	6,114.19	73,474.84	75,790.81

## FY2024 Cashflow Schedule

	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	11,410.02	9,254.87
Elem non-student Consulting	127.00	0.00	0.00	138.00	0.00	0.00	836.50	1,050.00
Short Term Lease Copiers	0.00	342.48	0.00	0.00	0.00	0.00	2,505.34	3,708.00
Music Contract	0.00	0.00	0.00	0.00	5,967.00	0.00	5,967.00	0.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	0.00	27.00	0.00
Contracted Speech Services	7,682.09	5,686.55	5,686.55	5,686.55	5,686.55	0.00	45,000.00	35,700.00
DCD(M-M) Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Phys Impaired	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	850.00	0.00	850.00	0.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	6,109.00	0.00	6,109.00	5,327.46
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	1,798.00	0.00	1,798.00	1,326.00
OHD Contracted Services	405.00	0.00	0.00	0.00	0.00	0.00	405.00	0.00
Dev Delay Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	358.00	0.00
Fed Sub-contr under \$25k	-3,501.10	0.00	0.00	0.00	0.00	0.00	0.00	12,375.00
Fed Sub-contract under \$25k	7,002.21	0.00	0.00	0.00	3,501.00	0.00	10,503.21	0.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	8,396.68	0.00
SpEd Postage, Employ Advert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,515.00
Contracted SpEd Specialists, Psysc, OT	9,850.80	5,364.30	5,364.30	5,364.30	5,364.30	0.00	55,400.00	66,300.00
Trav/Conv/Conference	0.00	80.40	0.00	0.00	0.00	0.00	310.40	0.00
Trav/Conv/Conference	0.00	1,270.00	0.00	0.00	0.00	0.00	1,270.00	1,500.00
Pymnt to MN District	0.00	0.00	0.00	0.00	0.00	0.00	78.11	0.00
StaffDev - Travel+Conferences	0.00	0.00	0.00	0.00	0.00	0.00	311.92	500.00
PURCHASED SERVICES TOTAL	34,169.79	44,372.66	25,080.25	29,506.25	52,411.25	8,902.01	382,440.31	383,958.48
SUPPLIES								
Marketing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	565.41	250.00
Sup/Mat Non-Instr.	54.05	0.00	0.00	1,437.43	0.00	0.00	1,675.00	714.00
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	0.00	0.00	1,618.37	1,900.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	1,026.87	0.00	0.00	1,235.00	300.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	959.22	0.00	0.00	1,000.00	4,000.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	2,283.09	0.00	0.00	3,250.00	3,500.00
Peace Garden Supplies	0.00	0.00	0.00	0.00	0.00	0.00	62.07	0.00
Non-instruct Software	0.00	0.00	0.00	0.00	0.00	0.00	378.40	400.00
Instructional software	0.00	0.00	0.00	0.00	0.00	0.00	3,425.60	3,000.00
Sup/Mat N-Indiv Inst	787.37	0.00	0.00	7,554.39	0.00	0.00	10,000.00	15,000.00
Textbooks/Workbooks	0.00	0.00	0.00	3,340.16	0.00	0.00	3,500.00	1,600.00
Standardized Tests	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00	1,650.00
Title II PD Supplies	-24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PhysEd/Health-Supplies	0.00	0.00	0.00	500.00	0.00	0.00	500.00	500.00
PhysEd/Health-Supplies	0.00	0.00	0.00	176.32	0.00	0.00	176.32	0.00
Music Sup/Mat N-Indiv Inst	270.18	0.00	0.00	0.00	0.00	0.00	270.18	150.00
Library Aid Supplies Placeholder	0.00	0.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,000.51	824.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	19.29	0.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	1,033.32	0.00



NERSTRAND ELEMENTARY SCHOOL #4055  
FY2024 Cashflow Schedule

	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Budget
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77	2,500.00
SpEd Sup/Mat N-Indiv Inst	-47.39	0.00	0.00	0.00	0.00	0.00	878.40	250.00
Staff Dev Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
<b>SUPPLIES TOTAL</b>	<b>1,040.21</b>	<b>0.00</b>	<b>0.00</b>	<b>33,477.48</b>	<b>0.00</b>	<b>0.00</b>	<b>51,670.64</b>	<b>40,888.00</b>
<b>CAPITAL EXPENDITURES</b>								
Princ LT Tech Leases	213.14	213.14	213.14	213.14	213.14	0.00	1,065.70	0.00
<b>CAPITAL EXPENDITURES TOTAL</b>	<b>213.14</b>	<b>213.14</b>	<b>213.14</b>	<b>213.14</b>	<b>213.14</b>	<b>0.00</b>	<b>1,065.70</b>	<b>0.00</b>
<b>OTHER EXPENDITURES</b>								
BOD Fees to Authorizer	0.00	0.00	0.00	0.00	0.00	0.00	12,107.41	11,779.04
Dues/Membership - RegV,JMC,MACS	829.75	0.00	829.75	0.00	0.00	0.00	7,127.40	7,858.78
<b>OTHER EXPENDITURES TOTAL</b>	<b>829.75</b>	<b>0.00</b>	<b>829.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,234.81</b>	<b>19,637.82</b>
<b>OTHER FINANCING USES</b>								
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	956.29	956.29	4,439.28
<b>OTHER FINANCING USES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>956.29</b>	<b>956.29</b>	<b>4,439.28</b>
<b>EXPENDITURES TOTAL</b>	<b>133,894.51</b>	<b>142,218.69</b>	<b>123,756.03</b>	<b>160,829.76</b>	<b>155,257.28</b>	<b>151,236.57</b>	<b>1,570,679.49</b>	<b>1,548,435.93</b>
<b>NET INCOME</b>	<b>-1,710.07</b>	<b>37,692.89</b>	<b>-50,816.04</b>	<b>-72,045.49</b>	<b>-65,603.81</b>	<b>-23,956.05</b>	<b>-113,699.66</b>	<b>-61,101.39</b>
<b>BEGINNING BALANCE</b>	<b>632,960.48</b>	<b>631,250.41</b>	<b>668,943.30</b>	<b>618,127.27</b>	<b>546,081.78</b>	<b>480,477.97</b>	<b>570,221.59</b>	<b>594,107.60</b>
<b>ENDING BALANCE</b>	<b>631,250.41</b>	<b>668,943.30</b>	<b>618,127.27</b>	<b>546,081.78</b>	<b>480,477.97</b>	<b>456,521.93</b>	<b>456,521.93</b>	<b>533,006.21</b>
<b>FUND BALANCE AS % OF EXPENDITURES</b>							<b>29.07%</b>	<b>34.42%</b>
<b>FUND 04</b>								
<b>REVENUES</b>								
Fees From Patrons	959.50	500.00	500.00	500.00	216.00	0.00	5,290.00	7,215.50
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	956.29	956.29	4,439.28
<b>REVENUES TOTAL</b>	<b>959.50</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b>216.00</b>	<b>956.29</b>	<b>6,246.29</b>	<b>11,654.78</b>
<b>EXPENDITURES</b>								
EdVisions Regal Eagle Staff	-727.88	900.00	900.00	900.00	900.00	0.00	6,246.29	11,654.78
<b>EXPENDITURES TOTAL</b>	<b>-727.88</b>	<b>900.00</b>	<b>900.00</b>	<b>900.00</b>	<b>900.00</b>	<b>0.00</b>	<b>6,246.29</b>	<b>11,654.78</b>
<b>NET INCOME</b>	<b>1,687.38</b>	<b>-400.00</b>	<b>-400.00</b>	<b>-400.00</b>	<b>-684.00</b>	<b>956.29</b>	<b>0.00</b>	<b>0.00</b>
<b>BEGINNING BALANCE</b>	<b>-759.67</b>	<b>927.71</b>	<b>527.71</b>	<b>127.71</b>	<b>-272.29</b>	<b>-956.29</b>	<b>0.00</b>	<b>0.00</b>
<b>ENDING BALANCE</b>	<b>927.71</b>	<b>527.71</b>	<b>127.71</b>	<b>-272.29</b>	<b>-956.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



Check			Pmt/Void		Pmt
Co	Bank	No	Code	Rcd	Type
4055	LCCB	1187	AMAZON.COM		Wire
PO#:		Voucher #:	E 01 010 203 000 000 430	copy paper	
		8423	Invoice	Invoice No: 20240201	2/1/2024
					Paid Amt: \$210.40
					Check Amount: \$210.40
4055	LCCB	1741	ALFRED MUSIC		Wire
PO#:		Voucher #:	E 01 010 258 000 000 430	Musical for woodlands	
		8449	Invoice	Invoice No: 875749	2/5/2024
					Paid Amt: \$98.22
					Check Amount: \$98.22
4055	LCCB	1742	TEXTHELP INC.		Wire
PO#:		Voucher #:	E 01 010 203 000 000 430	app purchase	
		8450	Invoice	Invoice No: 20240209	2/9/2024
					Paid Amt: \$480.00
					Check Amount: \$480.00
4055	LCCB	1187	AMAZON.COM		Wire
PO#:		Voucher #:	E 01 010 203 000 000 430	supplies MCAfood flag NNO	
		8451	Invoice	Invoice No: 20240208	2/8/2024
					Paid Amt: \$168.24
					Check Amount: \$54.05
4055	USB	1017	XCEL ENERGY		Wire
PO#:		Voucher #:	E 01 005 810 000 000 330	reissue lost chk	
		8448	Invoice	Invoice No: 51-6189166-3	2/29/2024
					Paid Amt: \$1,401.79
					Check Amount: \$1,449.81
					(\$1,285.68)
4055	USB	1700	USBANK		Wire
PO#:		Voucher #:	E 01 005 110 000 000 305	fee	
		8452	Invoice	Invoice No: 20240214	2/14/2024
					Paid Amt: \$13.80
					Check Amount: \$13.80
Report Total:					\$2,590.63



Nerstrand Charter School #4055  
Reconciliation Worksheet Report  
02/29/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1296	02/29/2024	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	69,999.35
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
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	69,999.35
GL Account Balance	69,999.35
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  
02/29/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1297	02/29/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	606,266.83
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	30,829.23
Wires	1,565.92
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	0.00
Amount Per Bank	573,871.68
GL Account Balance	573,871.68
Difference	0.00

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

Adjustments  
00/00/0000

## Receipt Listing Report with Detail by Deposit

[illegible]

**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
1861	4055	LCCB														
	fees gift RE		1885	Credit	A	02/29/24		Check	1	M						
						4055	R 04 000 000 000 000 050			Miscellaneous					209.00	0.00
														Receipt Total:	\$887.50	\$0.00
														Deposit Total:	\$887.50	\$0.00
1862	4055	USB														
	IDEAS		1886	Credit	A	02/15/24		Wire	1	MDE						
						4055	R 01 000 000 000 000 740 360			State Special Education Aid					72,302.50	0.00
														Receipt Total:	\$72,302.50	\$0.00
														Deposit Total:	\$72,302.50	\$0.00
1863	4055	USB														
	IDEAS		1887	Credit	A	02/29/24		Wire	1	MDE						
						4055	B 01 121 000			FY23 LTFM					388.83	0.00
						4055	R 01 000 000 000 000 211			General Education Aid					51,555.75	0.00
														Receipt Total:	\$51,944.58	\$0.00
														Deposit Total:	\$51,944.58	\$0.00
1864	4055	LCCB														
	miscel		1888	Credit	A	02/15/24		Check	1	M						
						4055	R 01 000 000 000 000 096			PTO Alice Play					928.00	0.00
						4055	R 01 000 000 000 000 096			CAF gift					50.00	0.00
						4055	R 04 000 000 000 000 050			RE Wagner					60.50	0.00
						4055	R 04 000 000 000 000 050			RE Autumn F					5.50	0.00
						4055	R 04 000 000 000 000 050			RE Kielmeyer					110.00	0.00
						4055	R 04 000 000 000 000 050			RE Richardson					38.50	0.00
						4055	R 01 000 000 000 000 050			Eagle Bluff					328.00	0.00
						4055	R 01 000 000 000 000 050			Eagle Bluff					114.00	0.00
						4055	R 01 000 000 000 000 050			Eagle Bluff					114.00	0.00
						4055	R 01 000 000 000 000 050			Eagle Bluff					114.00	0.00
						4055	R 01 000 000 000 000 050			Eagle Bluff					214.00	0.00
						4055	R 01 000 000 000 000 050			Eagle Bluff					114.00	0.00
														Receipt Total:	\$2,190.50	\$0.00
														Deposit Total:	\$2,190.50	\$0.00



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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1865	4055	LCCB														
Winsor v8417 tax refund			1889	Credit	A	02/01/24		Wire	1 M	Miscellaneous						
						4055	E 01 010 420 000 740 433			Winsor v8417 tax refund					47.39	0.00
														Receipt Total:	\$47.39	\$0.00
														Deposit Total:	\$47.39	\$0.00
1866	4055	USB														
Interest			1890	Credit	A	02/29/24		Wire	1 M	Miscellaneous						
						4055	R 01 000 000 000 000 092			Interest Earnings					1,868.84	0.00
														Receipt Total:	\$1,868.84	\$0.00
														Deposit Total:	\$1,868.84	\$0.00
1867	4055	USB														
Interest			1891	Credit	A	02/29/24		Wire	1 M	Miscellaneous						
						4055	R 01 000 000 000 000 092			Interest Earnings					498.55	0.00
														Receipt Total:	\$498.55	\$0.00
														Deposit Total:	\$498.55	\$0.00
														Report Total:	\$133,658.36	\$0.00



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

Bank: USB  
Acct#: 152100023570

2/29/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8383	Wire	1 1017	XCEL ENERGY	02/29/2024		1,565.92
	8373	Check	1 1006	CITY OF NERSTRAND	02/29/2024	16900	279.11
	8378	Check	1 1707	COMMUNICATION MATTERS, LLC	02/29/2024	16901	3,867.50
	8379	Check	1 1738	E.O. JOHNSON CO. INC.	02/29/2024	16902	213.14
	8375	Check	1 1545	KEYSTONE INTERPRETING SOLL	02/29/2024	16903	127.00
	8376	Check	1 1597	LAURIE HOUGEN-EITZMAN	02/29/2024	16904	35.41
	8377	Check	1 1673	METRONET INC	02/29/2024	16905	223.65
	8374	Check	1 1492	ON THE MOVE - THERAPY SERVI	02/29/2024	16906	1,970.80
	8381	Check	1 1707	COMMUNICATION MATTERS, LLC	02/29/2024	16907	3,814.59
	8382	Check	1 1740	CYNTHIA JANE HARMER	02/29/2024	16908	405.00
	8380	Check	1 1133	INDEPENDENT SCHOOL DIST # 6	02/29/2024	16909	19,893.03
Bank						<b>Total</b>	32,395.15
						<b>Total</b>	<b>\$32,395.15</b>



## Nerstrand Charter School #4055

## Journal Entry Listing

Page 1 of 3  
3/4/2024  
08:49:38

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4233	202408	02/12/2024	P	JE	Feb	EdEdVisions Feb EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	84,137.47
							EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	372.92
							Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administ	8,600.62	0.00
							EdVisions Pysl Srvice Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,657.07	0.00
							Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,840.73	0.00
							Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	55.32	0.00
							Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	1,985.33	0.00
							Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,487.13	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	608.52	0.00
							McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	5,556.23	0.00
							Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,213.24	0.00
							Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	8,241.06	0.00
							Waddell, Cara-Media Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Bonde, Carmen-PhysEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,896.45	0.00
							Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	4,153.00	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	800.59	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							Schaefer, Nicole	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
							Schaefer, Nicole	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,540.11	0.00
							Ades, Hudson-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	552.05	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	120.38	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,899.38	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,450.14	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,457.75	0.00
							McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,020.86	0.00
							Pepin Julie	E	01	010	420	000	740	396	EdVisions SpEd Staff	319.47	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,361.32	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	675.98	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,485.60	0.00
							Ades, Hudson-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Carmen-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	250.25	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	12.14	0.00
							Flom, Sara-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,230.10	0.00
							Harris, Amy-SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	260.69	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	538.20	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
4233	202408	02/12/2024	P	JE	Feb	EdEdVisions Feb EFT	McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	215.00	0.00
							Pepin Julie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	32.22	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	252.12	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	68.17	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	149.81	0.00
							McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	0.00	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSup	4,420.52	0.00
							Gilmore, Greta-Regal Eagle St	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	0.00	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	372.92	0.00
																\$84,510.39	\$84,510.39
4238	202408	02/22/2024	P	JE	Feb	2 fEdVisions Feb 2 EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	1,481.18
							EdVisions (Fd4)	B	04	101	000				USB Cash	1,100.80	0.00
							Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administ	0.00	0.00
							EdVisions Pysl Srvice Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	7.46	0.00
							Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	0.00	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	0.00	0.00
							McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
							Waddell, Cara-Media Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	30,764.00
							Turi, Carrie	E	01	010	203	012	161	303	Fed Sub-contract under \$2	1,473.72	0.00
							Vondrasek, T	E	01	010	204	000	514	303	EdVisions REAP CSR - Fe	30,764.00	0.00
							Bonde, Carmen-PhysEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	0.00	0.00
							McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur f	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
							McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
							Schaefer, Nicole	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	0.00	0.00
							Schaefer, Nicole	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	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
							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
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00

## Nerstrand Charter School #4055

## Journal Entry Listing

Page 3 of 3

3/4/2024

08:49:38

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4238	202408	02/22/2024	P	JE	Feb 2	EdVisions Feb 2 EFT	McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Pepin Julie	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
							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
							Ades, Hudson-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Carmen-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Harris, Amy-Sped Para	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
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Pepin Julie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	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, Kate	E	01	010	422	000	425	303	CEIS para	0.00	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSup	0.00	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	1,473.72	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Sta	372.92	0.00
																\$33,718.90	\$33,718.90





[illegible]

Nerstrand Charter School #4055  
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1740		CYNTHIA JANE HARMER	4055	USB	16908		
				E	01 010 410 000 740 394	1/17-1/19	
PO#:		Voucher #:	8447	Invoice	Invoice No: NE-0001	2/29/2024	Check \$405.00
							Paid Amt: \$405.00 Check Amount: \$405.00 Vendor Total: \$405.00
1738		E.O. JOHNSON CO. INC.	4055	USB	16902		
				E	01 010 203 000 000 560	60 payments start 1/31/24	
PO#:		Voucher #:	8443	Invoice	Invoice No: 35836894	2/29/2024	Check \$213.14
							Paid Amt: \$213.14 Check Amount: \$213.14 Vendor Total: \$213.14
1351		FLOM DISPOSAL SERVICE	4055	USB	16893		
				E	01 005 810 000 000 330	feb svc	
PO#:		Voucher #:	8433	Invoice	Invoice No: 3964	2/5/2024	Check \$306.45
							Paid Amt: \$306.45 Check Amount: \$306.45 Vendor Total: \$306.45
1133		INDEPENDENT SCHOOL DIST # 656	4055	USB	16909		
				E	01 005 850 000 348 335	Jan Rent	
				E	01 005 810 000 000 391	Jan Custodian	\$13,687.50 \$6,116.70
				E	01 005 630 000 000 305	Jan Tech	\$88.83
PO#:		Voucher #:	8446	Invoice	Invoice No: 42359	2/29/2024	Paid Amt: \$19,893.03 Check Amount: \$19,893.03 Vendor Total: \$19,893.03
1722		INDIGO EDUCATION	4055	USB	16894		
				E	01 010 420 000 419 303	qtr 3	
				E	01 010 420 000 419 303	qtr 3	\$3,501.11 (\$3,501.11)
				E	01 010 420 011 419 303	qtr 3	\$3,501.11
PO#:		Voucher #:	8435	Invoice	Invoice No: 20484	2/5/2024	Paid Amt: \$3,501.11 Check Amount: \$3,501.11 Vendor Total: \$3,501.11

Nerstrand Charter School #4055  
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1545		KEYSTONE INTERPRETING SOLUTIONS, INC					
	4055	USB		16903			
		E	01	010	203	000 305	2/15 conf interpreter
PO#:	Voucher #:	8439	Invoice	Invoice No:	2297-00030		
					2/29/2024	\$127.00	Check
						Paid Amt:	\$127.00
						Check Amount:	\$127.00
						Vendor Total:	\$127.00
1597		LAURIE HOUGEN-EITZMAN					
	4055	USB		16904			
		E	01	010	258	000 430	music mart
		E	01	010	258	000 430	music mart
PO#:	Voucher #:	8437	Invoice	Invoice No:	20240228		
					2/29/2024	\$16.10	Check
						\$19.31	
						Paid Amt:	\$35.41
						Check Amount:	\$35.41
						Vendor Total:	\$35.41
1673		METRONET INC					
	4055	USB		16895			
		E	01	005	110	000 320	Phone
PO#:	Voucher #:	8428	Invoice	Invoice No:	1705956		
		E	01	005	110	000 320	Phone
PO#:	Voucher #:	8434	Invoice	Invoice No:	1677211		
					2/5/2024	\$223.65	Check
						\$239.00	
						Paid Amt:	\$223.65
						Check Amount:	\$223.65
						Vendor Total:	\$223.65
	4055	USB		16905			
		E	01	005	110	000 320	Phone
PO#:	Voucher #:	8440	Invoice	Invoice No:	1705956		
					2/29/2024	\$223.65	Check
						Check Amount:	\$223.65
						Vendor Total:	\$223.65
1492		ON THE MOVE - THERAPY SERVICES					
	4055	USB		16896			
		E	01	010	420	000 740 394	1/7-1/19 ot
PO#:	Voucher #:	8430	Invoice	Invoice No:	2598		
		E	01	010	420	000 740 394	1/23-1/26 OT
PO#:	Voucher #:	8431	Invoice	Invoice No:	2606		
					2/5/2024	\$2,678.00	Check
						\$1,092.00	
						Paid Amt:	\$2,678.00
						Check Amount:	\$1,092.00
						Vendor Total:	\$3,770.00
	4055	USB		16906			
		E	01	010	420	000 740 394	2/7-15
PO#:	Voucher #:	8442	Invoice	Invoice No:	2611		
					2/29/2024	\$1,970.80	Check
						Paid Amt:	\$1,970.80
						Check Amount:	\$1,970.80
						Vendor Total:	\$5,740.80

r\_ap\_checkregdv

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

	<u>General Fund</u>	<u>Community Fund</u>	<u>Total Funds</u>
<b>Assets</b>			
Cash and investments	642,943.32	927.71	643,871.03
Accounts receivable	0.13	0.00	0.13
Due from governments	-11,693.04	0.00	-11,693.04
Prepaid items	0.00	0.00	0.00
Total assets	<u>631,250.41</u>	<u>927.71</u>	<u>632,178.12</u>
<b>Liabilities</b>			
Accounts payable	0.00	0.00	0.00
Due to Other MN Districts	0.00	0.00	0.00
Salaries payable	0.00	0.00	0.00
Taxes payable	0.00	0.00	0.00
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Unreserved	<u>623,308.98</u>	<u>0.00</u>	<u>623,308.98</u>
Nonspendable	895.00	0.00	895.00
Restricted	0.00	927.71	927.71
Reserved for Med Assist	<u>7,046.43</u>	<u>0.00</u>	<u>7,046.43</u>
Total liabilities and net assets	<u><u>631,250.41</u></u>	<u><u>927.71</u></u>	<u><u>632,178.12</u></u>



**Nerstrand Elementary School Policy 203.1**  
**Independent Charter School District #4055**  
Adopted:

**203.1 CHARTER SCHOOL BOARD PROCEDURES; RULES OF ORDER**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

To ensure that charter school board meetings are conducted in an orderly fashion, the charter school board will follow rules of order which will allow the charter school board:

- A. To establish guidelines by which the business of the charter school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the charter school board and decisions of the charter school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the charter school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the charter school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

**III. RULES OF ORDER**

- A. Charter school board members need not rise to gain the recognition of the chair.





B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

C. All motions that require a second shall receive a second prior to opening the issue for discussion of the charter school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

D. The chair shall decide the order in which charter school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

E. The chair shall rule on all questions relating to motions and points of order brought before the charter school board.

F. A ruling by the chair is subject to appeal to the full charter school board pursuant to Robert's Rules of Order.

G. The charter school board shall have authority to recognize any member of the audience regarding a request to be heard at the charter school board meeting. Members of the public who wish to be heard shall follow charter school board procedures.

H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.

J. The order in which names will be called for roll call votes will be determined by the charter school board.

K. The chair has the same right and responsibility as each charter school board member to vote on all issues.



L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

M. A majority of the voting members of the charter school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the charter school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)

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

MSBA/MASA Model Policy 204 (Charter School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in Charter School Board Meetings/Complaints about Persons at Charter School Board Meetings and Data Privacy Considerations)



**Nerstrand Elementary School Policy 203.2**  
**Independent Charter School District #4055**  
Adopted:

**203.2 ORDER OF THE REGULAR CHARTER SCHOOL BOARD MEETING**

**I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular charter school board of directors' meetings.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the charter school board to consider matters that come before it in a consistent and orderly manner.

**III. ORDER**

A. The charter school board shall conduct an orderly charter school board meeting. The charter school board will, at all regular charter school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda
3. Opportunity to report any conflict of interest
4. Approval of prior meeting minutes
5. Community comment
6. Reports
7. Finances
8. Policies



9. New business
10. Old or unfinished business
11. Others
12. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The charter school board may depart from the order of business with the consent of the majority of directors present.

***Legal References:*** Minn. Stat. § 124E.07 (Board of Directors)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)  
MSBA/MASA Model Policy 203.5 (Charter School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)





**Nerstrand Elementary School Policy 203.5**  
**Independent Charter School District #4055**  
Adopted:

**203.5 CHARTER SCHOOL BOARD MEETING AGENDA**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the charter school board of directors' meeting agenda to ensure that the charter school board can accomplish its business as efficiently and expeditiously as possible.

**II. GENERAL STATEMENT OF POLICY**

The policy of the charter school board is that charter school board meetings shall be conducted in a manner to allow the charter school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

**III. PROCEDURES**

A. While all charter school board members may provide input, it shall be the responsibility of the board chair and executive director to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each board meeting.

B. Persons wishing to place an item on the agenda must make a request to the board chair or executive director in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and executive director shall determine whether to place the matter on the tentative agenda.

C. The tentative agenda and supporting documents shall be sent to the board members email (7) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.



E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the charter school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

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

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

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

MSBA/MASA Model Policy 203.2 (Order of the Regular Charter School Board Meeting)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

MSBA/MASA Model Policy 204 (Charter School Board Meeting Minutes)



**Nerstrand Elementary School Policy 204**  
**Independent Charter School District #4055**  
Adopted:

**CHARTER SCHOOL BOARD MEETING MINUTES**

**I. PURPOSE**

The purpose of this policy is to establish procedures relating to the maintenance of records of the charter school board of directors and the publication of its official proceedings.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the charter school to maintain its records so that they will be available for inspection by members of the public and to provide for the publication of its official proceedings in compliance with law.

**III. MAINTENANCE OF MINUTES AND RECORDS**

A. The clerk shall keep and maintain permanent records of the board of directors, including records of the minutes of board of directors' meetings and other required records of the board of directors. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the charter school must be available for inspection by members of the public during the regular business hours of the charter school. Minutes of meetings shall be available for inspection at the administrative offices of the charter school after they have been prepared. Minutes of a board of directors meeting shall be approved or modified by the board of directors at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the charter school's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such

meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

2. Recordings of closed meetings shall be preserved by the charter school for the following time periods:

a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.

c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.

d. All other closed meetings shall be preserved by the charter school for at least three (3) years after the date of the meeting.

e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the charter school's Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the charter school as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:

a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the charter school for the current budget period.

b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the charter school has abandoned the purchase or sale.

c. Recordings of any other closed meetings shall be classified and/or released as required by court order.

4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the charter school, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
- b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
- c. The classification of the data.

6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **IV. PUBLICATION OF MEETING MINUTES**

A charter school shall publish and maintain on the school's official website: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication; (2) directory information for the board of directors and for the members of committees having board-delegated authority; and (3) identifying and contact information for the school's authorizer.

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

Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)

Minn. Stat. § 124E.07, Subd. 8 (Board of Directors)

Op. Atty. Gen. 161-a-20, December 17, 1970

*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

***Cross References:***

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



**Nerstrand Elementary School Policy 205**  
**Independent Charter School District #4055**  
Adopted:

**205 OPEN MEETINGS AND CLOSED MEETINGS**

**I. PURPOSE**

A. The charter school board of directors embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient-administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The charter school board shall conduct its business under a presumption of openness. At the same time, the charter school board recognizes and respects the privacy rights of individuals as provided by law. The charter school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the charter school board.

B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at charter school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

**II. GENERAL STATEMENT OF POLICY**

A. Except as otherwise expressly provided by statute, all meetings of the charter school board, including executive sessions, shall be open to the public and comply with Minnesota's Open Meeting Law

B. Meetings shall be closed only when expressly authorized by law.

**III. DEFINITION**

"Meeting" means a gathering of at least a quorum of charter school board members-or quorum of a committee or subcommittee of charter school board members, at which members discuss, decide, or receive information as a group on issues relating to the

official business of the charter school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the public. For purposes of the Open Meeting Law, social media does not include e-mail.

#### **IV. PROCEDURES**

##### **A. Meetings**

###### **1. Regular Meetings**

A schedule of the regular meetings of the charter school board shall be kept on file at the charter school office. If the charter school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

###### **2. Special Meetings**

a. For a special meeting, the charter school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the charter school or on the door of the charter school board's usual meeting room if there is no principal bulletin board. The charter school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the charter school board may publish the notice once, at least three days before the meeting, in the official newspaper of the charter school or, if none, in a qualified newspaper of general circulation within the area of the charter school.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the charter school board is required to send notice to that person only concerning those particular subjects.

e. The charter school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the charter school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the charter school board's judgment, require immediate consideration.

b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

c. The charter school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the charter school board.

e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the charter school board members.

f. Notice shall include the subject of the meeting.

g. Posted or published notice of an emergency meeting shall not be required.

h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the charter school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of charter school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the charter school's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the charter school board or its employees and distributed to or available to all charter school board members shall be available in the meeting room for inspection by the public while the charter school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the charter school board's authority and is reasonably necessary to conduct the business or agenda item before the charter school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

a. The charter school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation

proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)

b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of charter school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the charter school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the charter school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The charter school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the charter school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the charter school, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The charter school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The charter school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the charter school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the charter school, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the charter school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the charter school board and is closed, the closed meeting must be electronically recorded at the expense of the charter

school, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

a. If the charter school board has declined to renew the coaching contract of a licensed or unlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

b. If the coach requests the reasons for the nonrenewal, the charter school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the charter school board not to renew a coaching contract.

c. On the request of the coach, the charter school board must provide the coach with a reasonable opportunity to respond to the reasons at a charter school board meeting.

d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05, subdivision 2, to discuss educational or certain other nonpublic data.

e. A meeting closed for this purpose must be electronically recorded at the expense of the charter school, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

a. Any portion of a meeting must be closed if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;



(2) active investigative data collected or created by a law enforcement agency;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

(4) an individual's personal medical records.

b. A closed meeting must be electronically recorded at the expense of the charter school, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The charter school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the charter school;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b. Before closing the meeting, the charter school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

c. The closed meeting must be tape recorded at the expense of the charter school. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the charter school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of charter school board members and all other persons

present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the charter school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

a. The charter school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

c. Before closing a meeting, the charter school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d. The closed meeting must be tape recorded at the expense of the charter school and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the charter school, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The charter school board shall provide notice of a closed meeting just as for an open meeting. A charter school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the charter school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:***

MSBA/MASA Model Policy 204 (Charter School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in Charter School Board Meetings/Complaints about Persons at Charter School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

**Nerstrand Elementary School Policy 207**  
**Independent Charter School District #4055**  
Adopted:

**207 PUBLIC HEARINGS**

**I. PURPOSE**

The charter school board recognizes the importance of properly obtaining public input on matters before the charter school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

**II. GENERAL STATEMENT OF POLICY**

For the charter school board to efficiently receive public input on matters properly before the charter school board, the charter school board establishes the procedures set forth in this policy.

**III. PROCEDURES**

A. Public Hearings

Public hearings are required by law concerning certain issues. Additionally, other public hearings may be held by the charter school board on charter school matters at the charter school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the charter school board.

C. Public Participation

The charter school board retains the right to require that those in attendance at a public hearing indicate their desire to address the charter school board, prior to

commencement of the hearing, by completing and filing the appropriate request card with the clerk of the charter school, if the charter school board utilizes this procedure. In that case, any request to address the charter school board after the commencement of the hearing will be granted only at the charter school board's discretion.

1. Format of Request: If required by the charter school board, a written request of an individual or a group to address the charter school board shall contain the name and address of the person or group seeking to address the charter school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The charter school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups: The charter school board retains the discretion to require that any group of persons who desire to address the charter school board designate one representative or spokesperson. If the charter school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the charter school board, except as the charter school board otherwise determines.

4. Privilege to Speak: A charter school board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the charter school board, or the proceedings may be directed to leave.

5. Personal Attacks: Personal attacks by anyone addressing the charter school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the charter school board.

6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the charter school board reserves the right to impose other such limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

***Cross References:***

MSBA/MASA Model Policy 206 (Public Participation in Charter School Board of Directors' Meetings/Complaints about Persons at Charter School Board of Directors' Meetings and Data Privacy Considerations)

