

Nerstrand Elementary School
 Board of Directors Meeting
 January 13, 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 December 9, 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 24-25;

K	1	2	3	4	5	Total
22	17	19	21	11	14	104

K = 22 1 = 17 2-3 = 19 & 21 4-5 = 25

- 6.3 Finance Report
 - a) Monthly Financial Update; Traci

- b) Vote on donations over \$500 per policy from Nov 13-Jan 13;
Vote

7.0 Policy

- a) Policy 401 Equal Employment Opportunity - Vote
- b) Policy 402 Disability Nondiscrimination Policy - Vote
- c) Policy 403 Discipline, Suspension & Dismissal of School District Employee - Vote
- d) Policy 405 Veteran's Preference - First Look
- e) Policy 406 Public & Private Personnel Data - First Look
- f) Policy 407 Employee Right to Know - Hazardous Substances - First Look

8.0 New Business

- 8.1 Review staffing; none
- 8.2 On-going board development - Adopt a Budget Training (sign certificate)
- 8.3 Review Board of Directors Terms; who is up for election
- 8.4 Establish an Election Committee of 3 or less Board Members; review election requirements
- 8.5 Establish Director Support & Evaluation Committee
- 8.6 Discuss Board Self-Assessment Tool; due Jan 27th

9.0 Old Business

10.0 Other

- 10.1 Opportunity for BOD member comments on meeting:
 - Did we stay on track?
 - Strategic vs. micro-manage?
 - Everyone able to participate?
- 10.2 Next Board of Directors meeting is February 10, 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

December 9, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Sarah, Second: Terri, 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 November 11, 2024 Board Meeting Minutes

Approved. First: Paula, Second: Carmen, 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

- November was full of Thanksgiving and appreciation
- 2nd Town Hall Meeting was held to update the community on some positive progress towards enrollment
- Several tours have been given for the 25-26 school year
- 2025 Elder for the Community Celebration has been selected and accepted
- Prairie students held their annual Thanksgiving Day Feast
- Give to the Max Day raised a little under \$1000
- Homerooms made ornaments for the PTO sponsored tree
- Thanks to Cara and parent volunteer every class experienced Art Adventures

b) Student Achievement

- The Comprehensive Achievement and Civic Readiness Report (formerly WBWF) and the Annual Report were submitted to both MDE and NEO

c) NEO Update

- NEO hosted their fall Leading and Learning day in Eagan with a focus on public relations

d) Director Performance

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- Staff participated in two professional development training sessions on cultural competencies and suicide awareness

6.2 Enrollment for 24-25

- Current enrollment for 2024-2025 is 104
- Kindergarten: 22, 1st: 17, 2nd:19, 3rd:21, 4th:11, 5th:14
- New 2nd graders will start 11/11/24

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Terri, Second: Paula,
Yay: 7, Nay: 0, Abstentions: 0
- b) No vote on donations over \$500 from Nov 12-Dec2

7.0 Policy

- a) Policy 303 Executive Director Selection
Motion to approve Policy 303 Executive Director Selection
Motion approved. First: Paula, Second: Sarah, Yay: 7, Nay: 0,
Abstentions: 0
- b) Policy 304 Executive Director Contract, Duties &
Evaluation
Motion to approve Policy 304 Executive Director Contract, Duties &
Evaluation
Motion approved. First: Carmen, Second: Tara, Yay: 7: Nay: 0,
Abstentions: 0
- c) Policy 305 Policy Implementation
Motion to approve Policy 305 Policy Implementation
Motion approved. First: Terri, Second: Paula, Yay: 7: Nay: 0,
Abstentions: 0

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- d) Policy 306 Administrator's Code of Ethics
Motion to approve Policy 306 Administrator's Code of Ethics
Motion approved. First: Sarah, Second: Tara, Yay: 7: Nay: 0,
Abstentions: 0
- e) Policy 415 Background Checks
Motion to approve Policy 415 Background Checks
Motion approved. First: Carmen, Second: Terri, Yay: 7: Nay: 0,
Abstentions: 0
- f) First look Policy 401 Equal Employment Opportunity
- g) First look Policy 402 Disability Nondiscrimination Policy
- h) First look Policy 403 Discipline, Suspension & Dismissal of School
District Employee

8.0 New Business

- 8.1 Review Staffing
No changes
- 8.2 On-going board development- Authorizer Relationship Training
- 8.3 Discuss Open Enrollment- January 2, 2025- March 7, 2025

9.0 Old Business

10.0 Other

- 10.1 Opportunity for BOD member comments on meeting:

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

10.2 Next Board of Directors meeting – January 13, 2025 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:10p.m.

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

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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Director's Report:

December was a month filled with many memories. Woodland students interviewed our 2025 Elder. Their next task for our upcoming Community Celebration is to begin writing the song. Students did their final preparations for the Winter Concert, which ended up getting postponed until January due to inclement weather. As the holiday season approached and the end of 2024 came to a close, students waited with anticipation for winter break. They made gifts for their parents, decorations for the concert, practiced songs for the program and enjoyed being together. It was a great way to end the calendar year.

12 kindergarteners are registered for the 25-26 school year as of today.

Student Achievement:

Report Cards for trimester one went home.

NEO Update including Contract Goals:

We are continuing to work on all our goals.

Director's Performance:

A student survey was administered to all students K-5 regarding their classroom teacher. The goals of the survey are to gain student feedback, but also to see trends from year to year. 96% said their teacher treats them respectfully. That was our highest score. 74% said they are learning new things. That was the lowest score. The survey had 8 questions in total.

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

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

The balance sheet shows the school has a \$697,405 cash balance that is sufficient to meet the school's expected obligations. Also, the school received \$882 more than expected from the state for the prior year. The school's fund balance has the following restrictions: \$2022 is restricted for school library expenses (another \$20,000 will be received in FY2025), \$20,000 is restricted for student support personnel expenses (another \$20,000 will be received in FY2025, of the combined \$40,000 only \$20,000 will carryforward to FY2026), \$9472 is restricted for medical assistance expenses and \$1161 is restricted for the Regal Eagles program.

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

The FY2025 budget is based on 100 adm. The actual column is based on 103 adm. \$20,000 of new student support personnel aid was not added to the actual column because \$20,000 was carried forward last year and there is a max \$20,000 limit, it must be paid back if not spent on allowable salaries and/or contracted services. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget.

The prior year general fund ending fund balance is \$88,252 more than estimated in the budget at \$544,774. The FY2025 actual general fund ending fund balance is expected to be \$123,640 more than budget at \$488,122.

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2025 Cashflow / Income Statement

	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY2025 Bdg
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	0.00	17.00	0.00	27.00	27.00
Contracted Speech Services	0.00	4,505.00	7,682.09	2,367.30	4,222.40	1,613.30	5,782.41	0.00	45,000.00	45,000.00
Phys Impaired	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	1,160.00	0.00	1,160.00	850.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	0.00	0.00	7,900.00	0.00	7,900.00	6,231.18
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	0.00	0.00	1,833.96	0.00	1,833.96	1,833.96
OHD Contracted Services	0.00	0.00	405.00	0.00	0.00	0.00	0.00	0.00	405.00	405.00
ASD Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	587.40	0.00
Dev Delay Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	632.50	358.00
Fed Sub-contr under \$25k	0.00	4,037.50	0.00	0.00	2,165.38	0.00	0.00	0.00	19,277.88	0.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,713.27
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,564.61
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,519.38
Contracted SpEd Specialists, Psyc, OT	2,830.00	2,420.00	9,850.80	5,724.00	6,704.00	4,712.00	12,109.20	0.00	55,400.00	55,400.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	1,400.40	0.00	0.00	1,550.40	310.40
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	1,270.00
Pymnt to MN District	0.00	0.00	80.45	0.00	0.00	0.00	0.00	0.00	80.45	80.45
StaffDev - Travel+Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,297.54	311.92
PURCHASED SERVICES TOTAL	5,119.53	40,789.50	41,837.71	25,172.72	28,932.87	24,192.51	61,875.07	2,507.49	396,010.87	391,041.48
SUPPLIES										
Marketing Supplies	0.00	0.00	0.00	0.00	0.00	565.41	0.00	0.00	565.41	565.41
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	0.00	1,621.08	0.00	0.00	1,675.00	1,675.00
Software - JMC, RegionV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,985.71	0.00
Non Instruct Tech Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.99	0.00
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	0.00	1,618.37	0.00	0.00	1,618.37	1,618.37
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	0.00	1,235.00	0.00	0.00	1,235.00	1,235.00
Sup/Mat Non-Instr.	0.00	0.00	0.00	0.00	0.00	870.78	0.00	0.00	1,000.00	1,000.00
Sup/Mat Non-Instr.	200.00	0.00	0.00	0.00	0.00	2,167.43	0.00	0.00	3,250.00	3,250.00
Peace Garden Supplies	0.00	0.00	0.00	0.00	0.00	62.07	0.00	0.00	62.07	62.07
Music Non-instruct supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.48	0.00
Library Non instruct supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,078.35	0.00
Library Non instruct software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,212.49	0.00
Non-instruct Software	0.00	0.00	0.00	0.00	0.00	378.40	0.00	0.00	378.40	378.40
Instructional software	0.00	0.00	0.00	0.00	0.00	743.32	0.00	0.00	3,425.60	3,425.60
Sup/Mat N-Indiv Inst	208.99	0.00	0.00	0.00	0.00	8,182.93	0.00	0.00	10,000.00	10,000.00
Textbooks/Workbooks	0.00	0.00	0.00	0.00	0.00	3,403.10	0.00	0.00	3,500.00	3,500.00
Standardized Tests	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00	1,200.00
PhysEd/Health-Supplies	0.00	0.00	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	0.00	0.00	176.32	0.00	0.00	176.32	176.32
Music Instructional software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.60	0.00
Music Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	88.21	0.00	0.00	270.18	270.18
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194.90	0.00
Library Aid Supplies Placeholder	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,107.39	15,000.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	73.76	0.00	0.00	1,000.51	1,000.51
SpEd supplies	0.00	0.00	0.00	0.00	0.00	19.29	0.00	0.00	19.29	0.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.29
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,113.80	0.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,033.32
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00

NERSTRAND ELEMENTARY SCHOOL #4055

FY2025 Cashflow / Income Statement

	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY2025 Bdg't
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	4,882.77	0.00	0.00	4,882.77	0.00
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77
EC SpEd Instruct Supplies	0.00	0.00	0.00	0.00	0.00	540.54	0.00	0.00	619.06	0.00
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	831.25	0.00	0.00	878.40	878.40
SUPPLIES TOTAL	408.99	0.00	0.00	0.00	0.00	29,160.03	0.00	0.00	46,262.09	51,670.64
CAPITAL EXPENDITURES										
Princ LT Tech Leases	213.14	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
CAPITAL EXPENDITURES TOTAL	213.14	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
OTHER EXPENDITURES										
BOD Fees to Authorizer	0.00	0.00	0.00	0.00	3,175.50	0.00	0.00	0.00	12,349.56	12,349.56
Dues/Membership - MSBA,MACS, RegionV	0.00	1,316.22	825.00	0.00	825.00	0.00	0.00	0.00	7,341.22	7,341.22
OTHER EXPENDITURES TOTAL	0.00	1,316.22	825.00	0.00	4,000.50	0.00	0.00	0.00	19,690.78	19,690.78
OTHER FINANCING USES										
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
EXPENDITURES TOTAL	90,082.86	151,998.46	140,421.49	122,931.50	130,692.15	151,156.77	173,507.59	127,882.17	1,583,688.25	1,586,235.73
NET INCOME	30,133.74	-77,192.96	487.66	41,564.18	-10,644.55	-109,337.83	-47,463.66	-4,653.30	-56,651.44	-92,040.36
BEGINNING BALANCE	665,228.88	695,362.62	618,169.66	618,657.32	660,221.50	649,576.96	540,239.12	492,775.47	544,773.60	456,521.92
ENDING BALANCE	695,362.62	618,169.66	618,657.32	660,221.50	649,576.96	540,239.12	492,775.47	488,122.16	364,481.56	22.98%
FUND BALANCE AS % OF EXPENDITURES										
FUND 04										
REVENUES										
Fees From Patrons	93.50	247.50	750.00	750.00	750.00	750.00	0.00	0.00	5,443.00	5,290.00
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
REVENUES TOTAL	93.50	247.50	750.00	750.00	750.00	750.00	0.00	0.00	5,443.00	7,876.00
EXPENDITURES										
EdVisions Regal Eagle Staff	860.49	475.82	800.00	800.00	800.00	800.00	732.43	0.00	7,374.38	7,875.32
EXPENDITURES TOTAL	860.49	475.82	800.00	800.00	800.00	800.00	732.43	0.00	7,374.38	7,875.32
NET INCOME	-766.99	-228.32	-50.00	-50.00	-50.00	-50.00	-732.43	0.00	-1,931.38	0.68
BEGINNING BALANCE	1,927.74	1,160.75	932.43	882.43	832.43	782.43	732.43	0.00	1,931.38	0.00
ENDING BALANCE	1,160.75	932.43	882.43	832.43	782.43	732.43	0.00	0.00	0.00	0.68

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through December 2024

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and Investments	696,244.58	1,160.75	697,405.33
Due from governments	-881.96	0.00	-881.96
Prepaid Items	0.00	0.00	0.00
Total assets	<u>695,362.62</u>	<u>1,160.75</u>	<u>696,523.37</u>
Liabilities			
Accounts payable	0.00	0.00	0.00
Due to Other MN Districts	0.00	0.00	0.00
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets			
Unreserved	<u>653,835.77</u>	<u>0.00</u>	<u>653,835.77</u>
Nonspendable	10,032.56	0.00	10,032.56
Restricted Library Aid	2,021.87	0.00	2,021.87
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	1,160.75	1,160.75
Reserved for Med Assist	9,472.42	0.00	9,472.42
Total liabilities and net assets	<u>695,362.62</u>	<u>1,160.75</u>	<u>696,523.37</u>

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
4419	202506	12/12/2024	P	JE Dec Ed	EdVisions Dec EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	86,045.23
						EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	860.49
						Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,508.82	0.00
						EdVisions Pyrl Srvice Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,704.03	0.00
						Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,774.49	0.00
						Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	54.67	0.00
						Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	432.07	0.00
						Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,435.42	0.00
						McBride 20% gen ed	E	01	010	203	000	000	394	EdVisions General Staff	911.12	0.00
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	164.07	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
						Temple, Innana	E	01	010	203	000	000	394	EdVisions General Staff	7,130.03	0.00
						Turi, Carrie	E	01	010	203	000	000	394	EdVisions General Staff	4,965.85	0.00
						Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	239.52	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	414	303	EdVisions Title II	0.00	0.00
						Vondrasek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	8,182.83	0.00
						Bonde, Carmen-PhyEd Tchr	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,822.28	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	3,098.42	0.00
						McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	546.09	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	1,491.60	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	581.10	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	2,979.60	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,639.34	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	583.38	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,014.85	0.00
						McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,452.50	0.00
						Meyer, S	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	361.14	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
4419	202506	12/12/2024	P	JE	Dec Ed	EdVisions Dec EFT	Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,523.84	0.00
							Schweisthal	E	01	010	420	000	740	396	EdVisions SpEd Staff	148.16	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,780.14	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	204.27	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	247.35	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,206.62	0.00
							Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	246.76	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	55.20	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	887.01	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	230.01	0.00
							Meyer, S	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	34.18	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	236.86	0.00
							Schweisthal	E	01	010	420	000	740	397	EdVisions SpEd Benefits	14.02	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	157.76	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	18.10	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	207.21	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,397.89	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	2,431.25	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	215.46	0.00
							Gilmore, Greta-Regal Eagle Sut	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	860.49	0.00
\$86,905.72																	
\$86,905.72																	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1738		E.O. JOHNSON CO. INC.	USB	17054		
		PO BOX 660831 DALLAS, TX 75266-0831				
			E	01 010 203 000 000 560		Check
						\$213.14
PO#:		Voucher #:		8698 Invoice	12/12/2024	
				Invoice No: 38012646		
						Check Amount: \$213.14
						Vendor Total: \$213.14
1351		FLOM DISPOSAL SERVICE	USB	17055		
		5865 KENYON BLVD FARIBAULT, MN 55021				
			E	01 005 810 000 000 330		Check
						\$306.45
PO#:		Voucher #:		8701 Invoice	12/12/2024	
				Invoice No: 3964		
						Check Amount: \$306.45
						Vendor Total: \$306.45
1673		METRONET INC	USB	17056		
		PO BOX 630546 CINCINNATI, OH 45263-0546				
			E	01 005 110 000 000 320		Check
						\$239.00
PO#:		Voucher #:		8700 Invoice	12/12/2024	
				Invoice No: 1677211		
						Check Amount: \$239.00
						Vendor Total: \$239.00
1492		ON THE MOVE - THERAPY SERVICES	USB	17057		
		PO BOX 22428 EAGAN, MN 55122				
			E	01 010 420 000 740 394		Check
						\$1,210.00
PO#:		Voucher #:		8702 Invoice	12/12/2024	
				Invoice No: 2814		
						Check Amount: \$1,210.00
						Vendor Total: \$1,210.00
1412		RATWIK, ROSZAK, & MALONEY, PA	USB	17059		
		444 CEDAR STREET, SUITE 2100 ST PAUL, MN 55101				
			E	01 005 110 000 000 305		Check
						\$26.50
PO#:		Voucher #:		8703 Invoice	12/12/2024	
				Invoice No: 77943		
						Check Amount: \$26.50
						Vendor Total: \$26.50

Code	Rcd	Vendor	Bank	Check No	13119 DANUBE LANE ROSEMOUNT, MIN 55068	Pmt/Void Date	Pmt Type	
1727		UPTICK EDUCATION LLC	USB	17058				
	E 01	010 420 000 740 394			11/4-11/18 psych		Check	
PO#:	Voucher #:	8699 Invoice	Invoice No:	1405		12/12/2024		
							Paid Amt:	\$1,620.00
							Check Amount:	\$1,620.00
							Vendor Total:	\$1,620.00
							Report Total:	\$3,615.09

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
1948	4055	LCCB														
			1974	Credit	A	12/10/24		Wire	1	Miscellaneous						
							4055	R	01	000 000 000 096	GTTM			775.00		0.00
														Receipt Total:	\$775.00	\$0.00
														Deposit Total:	\$775.00	\$0.00
1949	4055	LCCB														
			1975	Credit	A	12/11/24		Check	1	Miscellaneous						
							4055	R	01	000 000 000 096	Dennison's Lions Gift			1,000.00		0.00
							4055	R	04	000 000 000 050	RE Peterson Furey			82.50		0.00
							4055	R	04	000 000 000 050	RE Parkos			11.00		0.00
														Receipt Total:	\$1,093.50	\$0.00
														Deposit Total:	\$1,093.50	\$0.00
1950	4055	LCCB														
			1976	Credit	A	12/05/24		Check	1	Miscellaneous						
							4055	R	01	000 000 000 620	Kwik Trip Fundraiser			16,046.00		0.00
														Receipt Total:	\$16,046.00	\$0.00
														Deposit Total:	\$16,046.00	\$0.00
1951	4055	USB														
			1977	Credit	A	12/13/24		Wire	1	MDE						
							4055	R	01	000 000 000 211	General Education Aid			55,212.91		0.00
														Receipt Total:	\$55,212.91	\$0.00
														Deposit Total:	\$55,212.91	\$0.00
1952	4055	USB														
			1978	Credit	A	12/30/24		Wire	1	MDE						
							4055	B	01	121 000	FY24 Gen Ed			4.90		0.00
							4055	R	01	000 000 000 211	General Education Aid			52,213.21		0.00
							4055	R	01	000 000 312 300	Literacy Incentive Aid			1,961.51		0.00
							4055	R	01	000 000 356 300	Read Act Literacy Aid			1,174.23		0.00
														Receipt Total:	\$55,353.85	\$0.00
														Deposit Total:	\$55,353.85	\$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
1953	4055	USB		1979	Credit A	12/31/24	4055 R 01 000 000 000 000 092	Wire 1		Miscellaneous					343.71	0.00
interest										Interest Earnings					\$343.71	\$0.00
															\$343.71	\$0.00
1954	4055	USB		1980	Credit A	12/31/24	4055 R 01 000 000 000 000 092	Wire 1		Miscellaneous					1,687.22	0.00
interest										Interest Earnings					\$1,687.22	\$0.00
															\$1,687.22	\$0.00
1955	4055	USB		1981	Credit A	12/05/24	4055 R 01 000 000 000 425 400	Wire 1		MDE					308.29	0.00
MEGS Fin 425							4055 R 01 000 000 000 425 400			Fin 425 crs 011					1,202.83	0.00
															\$1,511.12	\$0.00
MA IEP FFY25				1982	Credit V	12/05/24	4055 R 01 000 000 000 372 071	Wire 1		MDE					590.19	0.00
							4055 R 01 000 000 000 372 071			Med Assist Fr Dept of HS					\$590.19	\$0.00
															\$590.19	\$0.00
Original Receipt # 1982				1983	Credit V	12/05/24	4055 R 01 000 000 000 372 071	Check-V.1		MDE					(590.19)	0.00
							4055 R 01 000 000 000 372 071								(\$590.19)	\$0.00
															\$1,511.12	\$0.00
1956	4055	USB		1984	Credit A	12/18/24	4055 R 01 000 000 000 372 071	Wire 1		MDE					590.19	0.00
MA IEP FFY25							4055 R 01 000 000 000 372 071			Med Assist Fr Dept of HS					\$590.19	\$0.00
															\$590.19	\$0.00
															\$132,613.50	\$0.00

Nerstrand Charter School #4055
Reconciliation Worksheet Report
12/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1316	12/31/2024	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	120,095.91
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
<u>Adjustment Amount</u>	<u>0.00</u>
Amount Per Bank	120,095.91
GL Account Balance	<u>120,095.91</u>
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
12/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1317	12/31/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	577,309.42
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
<u>Adjustment Amount</u>	<u>0.00</u>
Amount Per Bank	577,309.42
GL Account Balance	<u>577,309.42</u>
Difference	0.00

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

Adjustments
00/00/0000

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	Check Amount:
1732		CAPITAL ONE		PO BOX 4069 CAROL STREAM, IL 60197-4069			
		LCCB				Wire	
		E 01 010 203 000 000 430		amazon peace garden shelf			\$208.99
PO#:		Voucher #:	8705	Invoice No: 20241219	12/20/2024	Paid Amt:	\$208.99
						Check Amount:	\$208.99
						Vendor Total:	\$208.99
1763		FIRESIDE LOUNGE		37540 GOODHUE AVE DENNISON, MN 55108			
		LCCB				Wire	
		E 01 010 203 000 000 401		ee appreciation pd Edvisions			\$200.00
PO#:		Voucher #:	8706	Invoice No: 20241213	12/16/2024	Paid Amt:	\$200.00
						Check Amount:	\$200.00
						Vendor Total:	\$200.00
1737		KWIK TRIP, INC.					
		LCCB				Wire	
		R 01 000 000 000 000 619		car wash card fundraiser			\$12,298.50
PO#:		Voucher #:	8704	Invoice No: 20241205	12/5/2024	Paid Amt:	\$12,298.50
						Check Amount:	\$12,298.50
						Vendor Total:	\$12,298.50
1700		USBANK					
		USB				Wire	
		E 01 005 110 000 000 305		fee			\$13.55
PO#:		Voucher #:	8707	Invoice No: 20241213	12/13/2024	Paid Amt:	\$13.55
						Check Amount:	\$13.55
						Vendor Total:	\$13.55
						Report Total:	\$12,721.04

Gifts Received Nov 12-Jan 13

Name	Donated Amount	Restriction
Dennison Lion's Club	\$1,000.00	

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunities for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Executive Director.

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of
Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of
the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with
Disabilities)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact

Nicole Musolf

Executive Director

nmusolf@nerstrand.charter.k12.mn.us

507-333-6854

This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 12101 (Americans with Disabilities Act)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and

3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. neglect or continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;

8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay;
and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

A. When any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References:

- Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
- Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
- Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
- Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
- Minn. Stat. § 123B.143 (Superintendent)
- Minn. Stat. § 123B.147 (Principals)
- Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including charter schools, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

A. The charter school's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.

B. The school's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.

C. Veteran's preference points will be applied pursuant to applicable law as follows:

1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.

2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.

3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.

E. When notifying applicants that they have been accepted into the selection process, the charter school shall notify applicants that they may elect to use veteran's preference.

F. The charter school's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

G. If the charter school rejects a member of the finalist pool who has claimed veteran's preference, the school shall notify the finalist in writing of the reasons for the rejection and file the notice with the school's personnel officer.

[NOTE: A charter school may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes, section 43A.16.]

H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

I. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.

2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

I. The VPA and the provisions of this policy do not apply to the position of private secretary, executive director, head of a department, or any person holding a strictly confidential relation to the charter school board or charter school. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References:

Minn. Stat. § 43A.11 (Veteran's Preference)

Minn. Stat. § 197.455 (Veteran's Preference Applied)

Minn. Stat. § 197.46 (Veterans Preference Act)

Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)

Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References:

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to charter school employees as to the data the charter school collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the charter school, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the charter school.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Confidential” means the data are not public and are not accessible to the subject.
- B. “Finalist” means an individual who is selected to be interviewed by the charter school board for a position.
- C. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers, or independent contractors for the school. Personnel data include data submitted by an employee to the school as part of an organized self-evaluation effort by the

school to request suggestions from all employees on ways to cut costs, make the school more efficient, or to improve school operations.

E. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

F. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

G. "Public" means that the data is available to anyone who requests it.

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as executive director and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, volunteers, and independent contractors of the charter school, is public:

1. name;
2. employee identification number, which may not be the employee's Social Security number;

3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including executive director buyout

agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;

20. work telephone number;

21. badge number;

22. work-related continuing education;

23. honors and awards received; and

24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the charter school is public:

1. veteran status;

2. relevant test scores;

3. rank on eligible list;

4. job history;

5. education and training; and

6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the charter school as a result of the applicant's application for employment are private data on individuals except that the following are public:

- a. name;
- b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minnesota Statutes, section 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected, or maintained by the school to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals is private.

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes, chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Minnesota Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, non-employer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the charter school to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

G. The school may display a photograph of a current or former employee to prospective witnesses as part of the school's investigation of any complaint or charge against the employee.

H. The school may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
3. a court, law enforcement agency, or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.

J. A complainant has access to a statement provided by the complainant to the school in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

M. Private personnel data shall be disclosed to the Minnesota Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.

N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education (“MDE”) under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

O. The school shall release to a requesting school or school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee’s alleged sexual contact with a student to a school or school requesting the data after the employee applies for employment with that school or school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

P. Data submitted by an employee to the school as part of an organized self-evaluation effort by the school to request suggestions from all employees on ways to cut costs, make the school more efficient, or improve the school operations is private data. An employee who is identified in a suggestion,

however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.

R. Personal home contact information for employees may be used by the school to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the

terms of a collective bargaining agreement, the responsible authority for a school must disseminate to another school private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school seeks the information because the subject of the data has applied for employment with the requesting school.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The charter school has designated *Nicole Musolf, Executive Director; 507.333.6854*, as the authority responsible for personnel data.

The responsible authority, or a charter school employee if so designated, shall serve as the school's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.03 (Access to Government Data)
- Minn. Stat. § 13.05 (Duties of Responsible Authority)
- Minn. Stat. § 13.37 (General Nonpublic Data)
- Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.41 (Licensing Data – Public Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Employment)
Minn. Stat. § 15.0597 (Appointment to Multi-member Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

Cross References:

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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide charter school employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this charter school is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

A. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

B. “Commissioner” means the Minnesota Commissioner of Labor and Industry.

C. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.

D. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:

1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

F. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References:

- Minn. Stat. Ch. 182 (Occupational Safety and Health)
- Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
- Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
- 29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References:

- MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
- MSBA/MASA Model Policy 807 (Health and Safety Policy)

Nerstrand Elementary School #4055 Board Roster 2024-25

Position	Name	Address	Phone #	email	Election date	Seated date	Term expires
Seat #1							
Teacher Rep.	Sarah Johnson	315 E 8th St. Apt 1 Northfield, MN 55057	612-308-5777	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	401 3rd Street Nerstrand, MN 55053	507-384-1032	paula@nerstrand.charter.k12.mn.us	7/1/2024	7/1/2024	6/30/2027
Seat #3							
Teacher Rep. (Treasurer)	Carmen Bonde	16751 Kane Ave. Nerstrand, MN 55053	507-210-9781	carmen@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #4							
Teacher Rep. (Clerk)	Tara Vondrasek	1601 Armstrong Road Northfield, MN 55057	507.202.9950	tara@nerstrand.charter.k12.mn.us	7/1/2022	7/1/2022	6/30/2025
Seat #5						Appointed 6/10/24	
Parent Rep.	Ali Bossmann	212 1st St. S Nerstrand, MN 55053	507-210-6577	abossmann@nerstrand.charter.k12.mn.us	7/1/2023	7/1/2023	6/30/2026
Seat #6							
Parent Rep. (Chair)	Carissa Erickson	17893 Coe Avenue Faribault, MN 55021	612.702.4077	carissa@nerstrand.charter.k12.mn.us	7/1/2022	7/01/2022	6/30/2025
Seat #7							
Community Rep.	Terri Neumann	405 Osmundson Ct. Nerstrand, MN 55053	507.334.5580	terri@nerstrand.charter.k12.mn.us	7/1/2022	7/1/2022	6/30/2025

Updated July 2024

Tool for Creating a Board Development Plan

This is a tool for conducting a needs assessment to help create a board development plan, based on Minnesota Statutes and ideas from Nerstrand Elementary Charter School.

I. CARRY OUT THE SCHOOL'S MISSION AND GOALS		Please check the box that represents your answer.					Examples/evidence/ comments (optional)	
Standard	#	Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree		Don't know
A. The Board ensures that the mission statement and the vision statement guide school operations.	1	The Board developed a mission statement for the school and a vision statement of the preferred future for its students.	A	B	C	D	X	
	2	The Board has adopted a policy that establishes expectations regarding the distribution and use of the mission and vision statements within the school community.						
	3	The Board monitors the knowledge and understanding level of the staff, students, parents and community supporters of the mission and vision.						

	4	The Board has adopted and implemented a policy and process for the periodic review of the mission and vision statements.							
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I. CARRY OUT THE SCHOOL'S MISSION AND GOALS (CONTINUED)		Please check the box that represents your answer.						
		Strongly Disagree	A	B	C	D	Don't know	Examples/evidence/comments (optional)
Board Performance and Self-Assessment Tool								
Standard	#	Indicator						
B. The Board keeps the staff and community focused on the strategic directions and long range strategic plan for achieving the mission and fulfilling the vision.	5	The Board has developed strategic directions and priorities, and approved a long range strategic plan and short term action plans consistent with those directions.						
	6	The Board has adopted policy that outlines the process for how staff, parents and other community stakeholders have input into planning processes (strategic plan, long range financial plan, annual budget, etc.).						
	7	The Board has approved specific performance measures for key goals of the strategic plan and short term action plans.						

8	The Board has adopted a policy and process for monitoring the implementation of the long range strategic plan and the short term action plan.								
9	The Board monitors the implementation of the long range strategic plan and short term action plans.								
10	The Board evaluates the alignment of the annual budget with the priorities and goals in the long range strategic plan and short term action plans.								

		Please check the box that represents your answer.					Examples/evidence/comments (optional)
		Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	
II. EVALUATE STUDENT ACHIEVEMENT, POSTSECONDARY AND WORK READINESS AND STUDENT ENGAGEMENT AND CONNECTION GOALS							
Board Performance and Self-Assessment Tool							
Standard	#	A	B	C	D	X	
C. The Board strives to ensure that the school's programs meet	1						
	1						
	1						
	1						
	2						

student needs and contribute to the academic achievement and success of students.		review of academic and other student achievement results on specific measures and curriculum policy outcomes.						
	1	The Board has adopted policies and approved programs for addressing the diverse needs and interests of all students and ensuring equity.						
	3							
	1	The Board monitors academic achievement, curriculum implementation and program success, overall and by focus groups.						
	4							
	1	The Board monitors that all academic reports to MDE are filed on time.						
	5							

III. FINANCIAL OVERSIGHT AND MANAGEMENT		Please check the box that represents your answer.					Examples/evidence/ comments (optional)	
Standard	#	Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree		Don't know
D. The Board strives to ensure that the school is financially solvent,	1	Board oversight of the school budget	A	B	C	D	X	
	6	ensures that allocations are evaluated in terms of the mission, vision, goals and plans.						
	1	The Board monitors the following						
	7	financial statements monthly: a.						

practices sound financial management practices and allocates resources to achieve the mission, vision and goals of the school.		Balance sheet; b. Monthly income/expenditures; c. Budget vs. actual revenue & expenses; d. Cash flow projections.							
	1	The Board has developed and adopted appropriate internal financial control policies.							
	8								
	1	The Board has developed and adopted a 3-5 year financial plan that relates to the achievement of the mission, vision and goals.							
	9								
	2	The Board monitors the implementation of all financial management policies.							
	0								
	2	The Board has established and empowered a Finance Committee to play a leadership role in financial oversight.							
	1								
	2	The Board adopts policies, expectations and goals for fundraising and development activities.							
2									
2	The Board has adopted a policy and process for hiring the auditor.								
3									
2	The Board monitors that all financial reports are filed with MN govt.								
4									

	agencies, including MDE and TRA, on time.							
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IV. EMPLOYMENT POLICIES AND PRACTICES		Please check the box that represents your answer.					Examples/evidence/comments (optional)
Standard	# Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	
E. The Board appropriately delegates authority to manage operations.	2 5					X	
F. The Board ensures that the school has effective administrative leadership managing operations.	2 6 7 8						

	2	The Board has developed and adopted personnel policies that establish clear workplace expectations, processes and procedures.							
G. The Board ensures that the work environment is conducive to fulfilling the mission.	3	The Board monitors the implementation of personnel policies.							
	3	The Board has a policy and process for annually reviewing personnel policies.							
	3	The Board has adopted fair and just compensation and benefits for employees.							
	3	The Board considers equity in adopting personnel policies and in hiring and evaluation procedures.							
	3	The Board ensures that the school provides professional development.							
	4								

		Please check the box that represents your answer.					Examples/evidence/ comments (optional)
		Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	
V. ADVOCACY AND OUTREACH							
Board Performance and Self-Assessment Tool							
Standard	#	Indicator	A	B	C	D	X
H. The Board promotes the interests of the	3	The Board takes action to support public policy agenda.					
	4	The Board encourages staff to participate in the development of public policy agenda.					

<p>school and its students in state and federal legislative processes.</p> <p>I. The Board promotes the school to parents, potential parents and students and the general public.</p>	36	Board members know their local legislators and invite them to visit the school.							
	37	The Board ensures that legislative issues and new laws are reported to staff, parents and other community stakeholders.							
	38	The Board adopts guidelines and goals to guide an annual student recruitment plan.							
	39	The Board uses an equity lens in developing goals related to the student recruitment plan.							
	40	The Board adopts expectations and goals for public relations and community outreach by staff.							
	41	The Board monitors implementation of the student recruiting, public relations and community outreach programs.							
	42	The Board develops and adopts policies for measuring participation and involvement levels of students, staff, parents and community members in school activities; overall and by student focus groups.							

	50	The Board annually assesses its overall performance in fulfilling its duties as a board.						
	51	The Board has developed and adopted a job description and expectations for board members.						
	52	The Board has developed and adopted a process for policymaking that includes staff and parent/guardian input.						
K. The Board maintains focus on the mission of the school.	58	The Board agenda items and meeting topic time allocations primarily deal with student achievement issues.						
	59	The Board has allocated time in its calendar to study, reflect and discuss the philosophy and theories that are the basis of the school's program.						
L. Board members are satisfied with their role and effectiveness.	60	I am involved and interested in the Board's work.						
	61	I am able to contribute to the Board's work in a meaningful way.						
	62	I am comfortable contributing my perspective in board discussions, even if it is controversial.						
	63	I understand my responsibilities as a board member.						

	6	I understand the role of the board as a whole in the school's governance.						
	4	Overall, I am satisfied with my experience on this board.						

VII. Next Steps		Please check the box that represents your answer.						
BOARD PERFORMANCE ASSESSMENT & GROWTH TOOL		A	B	C	D			
Standard	#	Indicator						
	6	Please list 2-3 topics that you believe the board should focus its attention on next year						
	6		A	B	C	D	X	
	6	Do you have any other comments about how the Board is, or should be, working?						
	7							

ONCE SURVEY DATA TABULATED, COMMITTEE COMPLETES SUMMARY

Average the ratings for each section I-VII, and document comments from section VII for the next board meeting.

FULL BOARD CREATES BOARD DEVELOPMENT PLAN

After analyzing results, the board identifies areas of focus, tasks, responsible party(ies), and timeline for the board development plan.

Name: _____ (this is because your individual goal will come from this survey too)