

Nerstrand Elementary School
 Board of Directors Meeting
 October 7, 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 September 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; 1 dropped as a no show all year

K	1	2	3	4	5	Total
21	17	18	21	11	14	102

K = 21 1 = 17 2-3 = 19 & 20 4-5 = 25

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

- b) Vote on donations over \$500 per policy from Sept 4-Oct 7;

7.0 Policy

- a) By Laws Review - Vote
- b) Policy 425 Staff Development - Vote
- c) Policy 503 Student Attendance - Vote
- d) Policy 412 Expense Reimbursement - Vote
- e) Policy 516 Student Medications - Vote
- f) Policy 509 Student Admissions & Enrollment - Vote
- g) Policy 426 Nepotism - Vote
- h) Policy 721 Capitalization - First Look
- i) Policy 606.5 Library Materials - First Look
- j) Policy 512 School Sponsored Student Publications & Activities - First Look
- k) Policy 301 - Charter School Administration - First Look
- l) Policy 302 - Executive Director - First Look

8.0 New Business

- 8.1 Review staffing;
- 8.2 Board chair confirms background checks are on-file for all Members;
- 8.3 On-going board training on Governance - Conducting an Open Meeting; board signs certificate

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 November 11, 2024 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
September 9, 2024 | 3:30 p.m.
Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde		Nicole Musolf	Tyler See
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: Paula, Second: Sarah, Yay:7, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

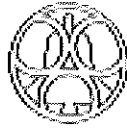
None noted

4.0 Approve Board Meeting Minutes

4.1 Approve August 19, 2024 Board Meeting Minutes

Approved. First: Terri, 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

- Nerstrand welcomed back 102 students
- We had a great turn out at Back to School Night

b) Student Achievement

- MCA Trends for Math, Reading, and Science 2019-2024 were shared
- WBWF Goals from Spring 2022-2024 were shared
- Closing the Achievement Gap goal results were shared

c) NEO Update

- NEO will update MCA results

d) Director Performance

- For 24-25, the director will focus on Domain 4 Cooperation and Collaboration
- Focus will be on observing and discussing effective teaching practices
- Teachers will have a formal role in decision-making regarding school initiatives
- Teacher teams will meet regularly to discuss curriculum, instruction and assessment

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- Director will build these initiatives into the day-to-day operations

6.2 Enrollment for 24-25

- Current enrollment for 2024-2025 is 103
- Kindergarten:21, 1st: 18, 2nd:18, 3rd:21, 4th:11, 5th:14

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Carmen, Second: Sarah,
Yay: 7, Nay: 0, Abstentions: 0
- b) Review and vote to approve donations over \$500
None
- c) Abdo Presents 23-24 Audit (On-going Financial Training)
Tyler See presented that it was a clean audit with no findings

7.0 Policy

- a) Staff Handbook
Motion to approve Staff Handbook
Motion approved. First: Carmen, Second: Tara , Yay: 7, Nay: 0,
Abstentions: 0
- b) Fall COVID Protocol
Motion to approve Fall COVID Protocol
Motion approved. First: Paula, Second: Terri, Yay: 7: Nay: 0,
Abstentions: 0
- c) Policy 522- Title IX
Motion to approve Policy 522- Title IX
Motion approved. First: Terri, Second: Sarah, Yay: 7: Nay: 0,

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Abstentions: 0

- d) Policy 515- Pupil Records
Motion to approve Policy 515- Pupil Records
Motion approved. First: Carmen, Second: Tara, Yay: 7: Nay: 0,
Abstentions: 0
- e) Policy 608- SPED Instruction
Motion to approve Policy 608- SPED Instruction
Motion approved. First: Terri, Second: Paula, Yay: 7: Nay: 0,
Abstentions: 0
- f) Policy 609- Religion
Motion to approve Policy 609- Religion
Motion approved. First: Carmen, Second: Tara, Yay: 7: Nay: 0,
Abstentions: 0
- g) Policy 524a- Cell Phones
Motion to approve Policy 524a- Cell Phones
Motion approved. First: Terri, Second: Sarah, Yay: 7: Nay: 0,
Abstentions: 0
- h) First look By Laws Review
- i) First look Policy 425 Staff Development
- j) First look Policy 503 Student Attendance
- k) First look Policy 412 Expense Reimbursement
- l) First look Policy 516 Student Medications
- m) First look Policy 509 Student Admissions & Enrollment
- n) First look Policy 426 Nepotism

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8.0 New Business

8.1 Review Staffing

- a) Cara Waddell resignation as SPED Paraprofessional effective September 30, 2024

Motion to approve Cara Waddell resignation as SPED Para
Motion Approved. First: Sarah, Second: Tara, Yay: 7, Nay: 0,
Abstentions: 0

- b) Carrie Turi hire as SPED Paraprofessional, \$18.52/hour,
effective October 1, 2024

Motion to approve Carrie Turi hire as SPED Para
Motion Approved. First: Paula, Second: Terri, Yay: 7, Nay: 0,
Abstentions: 0

8.2 Review NEO's observation feedback from August's board meeting

- Observation feedback was all positive

9.0 Old Business

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

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

10.2 Next Board of Directors meeting – October 7, 2024 at 3:30pm, Nerstrand Media Center

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11.0 Adjournment

Motion to adjourn at 4:25p.m.

Approved. First: Tara, Second: Paula, 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:

September was a very joyous month for us. Our school went on two field trips. The first was to Caron Park for Prairie Appreciation Day. We explored the creek (ocean bottom) and the glacier erratic. Students and staff had a beautiful hike and day of making memories. Our second trip was to the Big Woods for Discovery Day. Our theme this year was survival. Students made camouflage jackets out of paper sacks, hiked to the falls, played a game and learned how to conceal themselves among nature. We are so appreciative of the many volunteers who joined us that day. We had gorgeous weather and a tremendous day of learning outside. In addition, our Savannah friends made their way to River Bend for a morning of science learning. All the other classes will go to River Bend this year as well. PTO has graciously supported this learning opportunity. We are off to a great start to this school year.

On Friday, September 27th, teachers participated in two staff development workshops. One was geared towards behavior strategies and the other towards learning about American Indian Cultures. In addition, teachers reviewed student data.

Student Achievement:

We have completed our a/Reading and a/Math assessments for the fall. Here is our initial data:

a/Reading: Students in some risk (!) or high risk (!!)

 in the fall, which we want to decrease by the spring.

K-1	2-3	4-5
13	17	8

a/Math: Students in some risk (!) or high risk (!!)

 in the fall, which we want to decrease by the spring.

K-1	2-3	4-5
12	16	6

Based on this data, teachers spent time on September 27th, on the professional development day grouping students into intervention groups. FASTbridge indicates the intervention and so now the teachers will execute those plans. Students will be progress monitored every two weeks based on their respective interventions. We will retest every student in January.

NEO Update including Contract Goals:

MCA results are updated. Let's go over the contract goals to review.

Director's Performance:

Teachers wrote a goal about their fall data for them to work towards the spring. We are focusing on Science Instructional Strategies that we share at each staff meeting as we have new science standards in place this year. These are pieces to increasing our instructional awareness and increasing student achievement.

**Nerstrand Elementary School #4055
Financial Report to the School Board
September 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 \$633,805 cash balance that is sufficient to meet the school's expected obligations. Also, the school is still expecting \$51,358 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) and \$9472 is restricted for medical assistance expenses.

The cashflow schedule shows September actual and October 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 to the right shows expected variance from the budget.

The FY2025 budget is based on 100 adm. \$20,000 of new student support personnel aid has not been 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 \$85,670 more than budget at \$450,152.

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2025 Cashflow / Income Statement

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY2025 Bdg't
GENERAL FUND													
REVENUES													
Fees From Patrons	680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,411.94	0.00	7,851.94	7,851.94
Med Assist Fr Dept of HS	373.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,445.57	0.00	6,500.00	6,500.00
Interest Earnings	2,041.10	1,900.00	1,700.00	1,500.00	1,300.00	1,224.56	1,100.00	1,100.00	1,100.00	1,100.00	0.00	18,371.06	18,371.06
Gifts And Bequests	840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,160.00	0.00	30,000.00	30,000.00
Peace Garden Gift	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Misc Local Revenue	144.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	144.00	0.00
Fundraising Expense	0.00	0.00	0.00	0.00	-4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00
Fundraising Revenue	3,306.52	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00
Endow Fund Apporition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,613.04	5,546.00
General Education Aid	109,414.60	0.00	25,198.71	67,306.66	67,306.66	67,306.66	67,306.66	67,306.66	67,306.66	0.00	78,199.60	781,996.00	781,996.00
State Literacy Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,571.70
Facility Maintenance Revenue	0.00	0.00	11,880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,320.00	13,200.00	13,200.00
Literacy Incentive Aid	0.00	0.00	2,871.51	1,914.34	0.00	0.00	3,828.68	0.00	0.00	0.00	957.17	9,571.70	0.00
School Library Aid (Restricted)	0.00	0.00	8,938.28	0.00	0.00	0.00	0.00	0.00	0.00	9,075.34	1,986.38	20,000.00	19,863.80
Building Lease Aid	0.00	0.00	47,369.70	0.00	0.00	0.00	0.00	0.00	0.00	70,890.30	13,140.00	131,400.00	131,400.00
Read Act Literacy Aid	1,174.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,739.88	3,914.12	0.00
Tchr Comp Read Act Trng	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,533.88	3,533.88	0.00
Stant Support Personnel Aid (Equal Exp)	0.00	0.00	5,791.05	0.00	0.00	0.00	0.00	0.00	0.00	12,208.95	-18,000.00	0.00	0.00
Title II	0.00	0.00	1,861.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,424.86	4,424.86	1,800.00
Spec Ed Fed FlowThru	0.00	9,097.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,944.96	0.00	28,042.46	0.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,793.67
Spec Ed EC	0.00	78.52	0.00	540.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	619.06	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,381.51	0.00	3,381.51	4,030.97
REAP Direct Fed Aid&Grant	0.00	0.00	0.00	0.00	0.00	0.00	22,893.00	0.00	0.00	0.00	0.00	22,893.00	22,893.00
State Special Education Aid	0.00	27,491.22	30,598.24	0.00	2,371.59	72,302.50	72,333.76	51,640.95	49,173.87	2,764.68	40,424.20	404,242.00	410,377.23
REVENUES TOTAL	118,473.48	40,428.91	136,910.68	71,261.54	75,978.25	140,833.72	170,768.62	120,047.61	116,580.53	150,383.25	124,301.11	1,501,198.63	1,494,195.37
EXPENDITURES													
EDVIONS SALARY & BENEFIT TOTAL	73,966.01	81,631.76	82,054.45	82,054.45	82,054.45	98,626.27	82,054.45	82,054.45	82,054.45	82,054.45	123,440.07	954,621.91	954,439.15
FACILITY LEASE TOTAL	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	27,375.00	0.00	164,250.00	164,250.00
PURCHASED SERVICES													
Consult Fees (Ed/Visions)	1,486.12	1,644.11	1,609.76	1,646.71	1,602.05	1,664.53	1,604.22	1,629.36	1,672.68	1,774.97	2,807.87	19,193.91	19,246.29
Marketing/Advert/Promo Fees	200.00	0.00	0.00	0.00	0.00	0.00	514.64	285.36	0.00	0.00	0.00	1,000.00	1,000.00
Business Consult Fees	119.78	15,783.71	0.00	0.00	675.98	2,166.80	21,265.60	4,627.87	7,811.38	43.22	0.00	71,023.84	71,023.84
Phone	472.47	446.85	563.02	239.00	362.48	686.30	239.00	684.85	461.20	582.14	0.00	5,660.98	5,660.98
Postage & Parcel Svc	35.35	22.50	33.01	0.00	35.55	875.01	1,755.32	136.00	0.00	285.33	0.00	3,200.00	3,200.00
Technology Svc	109.33	222.08	115.48	44.42	111.92	88.83	26.65	8.89	26.65	550.60	0.00	1,318.80	1,318.80
Utility Services	22,525.34	2,117.42	2,311.37	8,597.83	1,978.56	1,005.62	1,674.34	2,144.72	3,216.90	5,846.25	0.00	53,679.75	53,679.75
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	328.75	328.06	319.64	1,474.38	0.00	2,520.00	2,520.00
Maintenance	0.00	213.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.00	213.00
Maintenance Peace Garden	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Custodial Reimburse To Min District	4,606.80	6,114.19	6,114.19	6,114.19	6,114.19	6,116.70	6,114.56	6,114.56	6,114.55	15,988.22	0.00	75,679.09	75,679.09
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,592.76	11,638.22
Elem non-student Consulting	150.00	0.00	295.50	0.00	198.00	127.00	0.00	0.00	239.50	0.00	0.00	6,086.34	6,086.34
Music Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3rd Pry Biller Fees	0.00	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contracted Speech Services	3,017.50	3,317.60	5,525.00	1,613.30	1,450.80	7,682.09	2,367.30	4,222.40	0.00	14,189.01	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	0.00	0.00	0.00	0.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	0.00	850.00	850.00
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,231.18	0.00	6,231.18	6,231.18
OHD Contracted Services	0.00	0.00	0.00	0.00	0.00	405.00	0.00	0.00	0.00	1,833.96	0.00	1,833.96	1,833.96
ASD Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405.00	405.00
Dev Delay Contracted Services	587.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	587.40	0.00
Fed Sub-contr under \$25k	0.00	158.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00	358.00
	0.00	0.00	0.00	0.00	0.00	10,240.38	0.00	0.00	0.00	0.00	0.00	19,277.88	0.00

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2025 Cashflow / Income Statement

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY2025 Bdgt
FUND 04													
REVENUES													
Fees From Patrons	408.00	506.72	506.72	506.72	506.72	506.72	506.72	506.72	506.72	506.72	0.00	5,290.00	5,290.00
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	654.00	0.00	654.00	2,586.00
REVENUES TOTAL	408.00	506.72	506.72	506.72	506.72	506.72	506.72	506.72	506.72	1,160.72	0.00	5,944.00	7,876.00
EXPENDITURES													
EdVisions Regal Eagle Staff	339.90	837.27	837.27	837.27	837.27	837.27	837.27	837.27	837.27	837.27	0.00	7,875.32	7,875.32
EXPENDITURES TOTAL	339.90	837.27	837.27	837.27	837.27	837.27	837.27	837.27	837.27	837.27	0.00	7,875.32	7,875.32
NET INCOME	68.10	-330.55	-330.55	-330.55	-330.55	-330.55	-330.55	-330.55	-330.55	323.45	0.00	-1,931.32	0.68
BEGINNING BALANCE	2,252.88	2,320.98	1,990.43	1,659.89	1,329.34	998.79	668.25	337.70	7.15	-323.39	0.06	1,931.38	0.00
ENDING BALANCE	2,320.98	1,990.43	1,659.89	1,329.34	998.79	668.25	337.70	7.15	-323.39	0.06	0.06	0.06	0.68

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Check Amount	Vendor Total
1757		3P LEARNING INC							
		4055		USB	17003				
				E 01 010 203 000 000 406		Reading Egg Subscription 1yr	Check	\$320.00	
PO#:		Voucher #:		8625	Invoice	Invoice No: INV-US-21388		Paid Amt:	\$320.00
						9/20/2024		Check Amount:	\$320.00
								Vendor Total:	\$320.00
1748		AMANDA BEUCLER							
		4055		USB	17000				
				E 01 010 203 000 000 305		8/22 svc	Check	\$150.00	
PO#:		Voucher #:		8612	Invoice	Invoice No: 20240825		Paid Amt:	\$150.00
						9/4/2024		Check Amount:	\$150.00
								Vendor Total:	\$150.00
1417		APG MEDIA OF SO MINNESOTA, LLC (S)							
		4055		USB	17004				
				E 01 005 107 000 000 305		August ads	Check	\$200.00	
PO#:		Voucher #:		8623	Invoice	Invoice No: 14196-0824		Paid Amt:	\$200.00
						9/20/2024		Check Amount:	\$200.00
								Vendor Total:	\$200.00
1006		CITY OF NERSTRAND							
		4055		USB	16998				
				E 01 005 810 000 000 330		515	Check	\$122.13	
				E 01 005 810 000 000 330		516		\$124.24	
PO#:		Voucher #:		8615	Invoice	Invoice No: 20240816		Paid Amt:	\$246.37
						9/4/2024		Check Amount:	\$246.37
								Vendor Total:	\$246.37
1023		COMMUNITY CO-OP OIL ASSN							
		4055		USB	16999				
				E 01 005 810 000 000 330		boiler oil	Check	\$9,351.38	
				E 01 005 810 000 000 330		boiler oil		\$4,425.85	
PO#:		Voucher #:		8616	Invoice	Invoice No: acctn 632625		Paid Amt:	\$13,777.23
						9/4/2024		Check Amount:	\$13,777.23
								Vendor Total:	\$246.37
		4055		USB	17005				
				E 01 005 810 000 000 330		9/1/24-4/15/25 propane	Check	\$7,000.00	
PO#:		Voucher #:		8620	Invoice	Invoice No: 20240917		Paid Amt:	\$7,000.00
						9/20/2024		Check Amount:	\$7,000.00
								Vendor Total:	\$20,777.23

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1738		E.O. JOHNSON CO. INC.		4055	USB	17006	
				E	01 010 203 000 000 560	copier	
					8624 Invoice	Invoice No: 37353320	
						9/20/2024	
							Check
							\$213.14
							Paid Amt: \$213.14
							Check Amount: \$213.14
							Vendor Total: \$213.14
1755		EVERGREEN THERAPY SOLUTIONS, LLC		4055	USB	17007	
				E	01 010 401 000 740 394	9/12 SLP wrkshp	
					8621 Invoice	Invoice No: 3	
						9/20/2024	
							Check
							\$3,017.50
							Paid Amt: \$3,017.50
							Check Amount: \$3,017.50
							Vendor Total: \$3,017.50
1351		FLOM DISPOSAL SERVICE		4055	USB	17008	
				E	01 005 810 000 000 330	Sept	
					8627 Invoice	Invoice No: 3964	
						9/20/2024	
							Check
							\$306.45
							Paid Amt: \$306.45
							Check Amount: \$306.45
							Vendor Total: \$306.45
1133		INDEPENDENT SCHOOL DIST # 655		4055	USB	17009	
				E	01 005 850 000 348 335	august rent	
				E	01 005 810 000 000 391	august custodian	
				E	01 005 630 000 000 305	august tech	
					8619 Invoice	Invoice No: 42848	
						9/20/2024	
							Check
							\$13,687.50
							\$4,606.80
							\$109.33
							Paid Amt: \$18,403.63
							Check Amount: \$18,403.63
							Vendor Total: \$18,403.63
1722		INDIGO EDUCATION		4055	USB	17010	
				E	01 010 420 640 419 405	8/27 para training 1yr online subscription	
					8630 Invoice	Invoice No: 20985	
						9/20/2024	
							Check
							\$75.00
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
1673		METRONET INC		4055	USB	17001	
				E	01 005 110 000 000 320	Phone	
					8613 Invoice	Invoice No: 1705956	
						9/4/2024	
							Check
							\$233.47
							Paid Amt: \$233.47
							Check Amount: \$233.47

Nerstrand Charter School #4055

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1673		METRONET INC					
		4055	USB		17011		
			E	01	005	110	000
					000	320	sept
PO#:		Voucher #:			8626	Invoice No:	1677211
							9/20/2024
							\$239.00
							Check
							Paid Amt: \$239.00
							Check Amount: \$239.00
							Vendor Total: \$472.47
1472		RATWIK, ROSZAK, & MALONEY, PA					
		4055	USB		17002		
			E	01	005	110	000
					000	305	7/22 svc
PO#:		Voucher #:			8614	Invoice No:	77090
							9/4/2024
							\$106.00
							Check
							Paid Amt: \$106.00
							Check Amount: \$106.00
							Vendor Total: \$106.00
1079		SPED FORMS LLC					
		4055	USB		17012		
			E	01	010	420	000
					419	405	Sped Forms
			E	01	005	110	000
					405	405	504 Forms
			E	01	010	400	000
					372	405	MA Forms
PO#:		Voucher #:			8628	Invoice No:	2222
							9/20/2024
							\$1,113.80
							\$403.71
							\$926.75
							Check
							Paid Amt: \$2,444.26
							Check Amount: \$2,444.26
							Vendor Total: \$2,444.26
1561		STUDENT-CENTERED SERVICES, LLC					
		4055	USB		17013		
			E	01	010	411	000
					740	394	Rebecca Knudson 8/25-9/7
PO#:		Voucher #:			8622	Invoice No:	1265
							9/20/2024
							\$587.40
							Check
							Paid Amt: \$587.40
							Check Amount: \$587.40
							Vendor Total: \$587.40
1727		UPTICK EDUCATION LLC					
		4055	USB		17014		
			E	01	010	420	000
					740	394	8/12-21 Bri H Psych
PO#:		Voucher #:			8629	Invoice No:	1336
							9/20/2024
							\$660.00
							Check
							Paid Amt: \$660.00
							Check Amount: \$660.00
							Vendor Total: \$660.00
							Report Total: \$47,979.45

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through September 2024

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	631,484.12	2,320.98	633,805.10
Due from governments	51,358.87	0.00	51,358.87
Prepaid items	0.00	0.00	0.00
Total assets	<u>682,842.99</u>	<u>2,320.98</u>	<u>685,163.97</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>641,316.14</u>	0.00	<u>641,316.14</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	2,320.98	2,320.98
Reserved for Med Assist	9,472.42	0.00	9,472.42
Total liabilities and net assets	<u>682,842.99</u>	<u>2,320.98</u>	<u>685,163.97</u>

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1187		AMAZON.COM	4055	LCCB			
	PO#:	Voucher #:	8617	E 01 010 203 000 000 401	clocks	9/4/2024	Wire
				Invoice No: 20240830			
							\$349.60
							Paid Amt: \$349.60
							Check Amount: \$349.60
<hr/>							
	PO#:	Voucher #:	8635	E 01 010 203 000 000 430	grocery bag crafts	9/23/2024	Wire
				Invoice No: 20240923			
							\$42.94
							Paid Amt: \$42.94
							Check Amount: \$42.94
<hr/>							
	PO#:	Voucher #:	8636	E 01 010 203 000 000 401	flag	9/11/2024	Wire
				Invoice No: 20240911			
							\$24.62
							Paid Amt: \$24.62
							Check Amount: \$24.62
<hr/>							
	PO#:	Voucher #:	8637	E 01 010 420 000 740 433	fidget putty	9/16/2024	Wire
				Invoice No: 20240916			
							\$20.94
							Paid Amt: \$20.94
							Check Amount: \$20.94
							Vendor Total: \$438.10
<hr/>							
1732		CAPITAL ONE	4055	LCCB			
				E 01 010 203 000 000 430	Target supplies		Wire
				E 01 005 110 000 000 329	USPS		\$49.96
				E 01 005 110 000 000 329	USPS		\$8.95
				E 01 010 203 000 000 401	Tatge Jewelry door nameplate		\$26.40
				E 01 005 110 000 000 401	Amazon labels		\$9.00
				Invoice No: 20240824			\$15.72
	PO#:	Voucher #:	8632	E 01 010 203 000 000 401		9/19/2024	Wire
				Invoice No: 20240824			
							\$110.03
							Paid Amt: \$110.03
							Check Amount: \$110.03
							Vendor Total: \$110.03
<hr/>							
1759		MN ASSOC CHILDREN'S MENTAL HEALTH	4055	LCCB			
				E 01 010 420 641 419 366	9/17 Pepper Wrkshp	9/17/2024	Wire
				Invoice No: 20240917			
							\$30.00
							Paid Amt: \$30.00
							Check Amount: \$30.00
<hr/>							
	PO#:	Voucher #:	8634	E 01 010 420 640 419 366	Nikki Wrkshp 9/17	9/17/2024	Wire
				Invoice No: 20240917			
							\$30.00
							Paid Amt: \$30.00
							Check Amount: \$30.00
							Vendor Total: \$60.00

Nerstrand Charter School #4055

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1186		TARGET					
		4055		LCCB			
		E 01 010 420 000 420 433			outlet plugs & bean bag		
PO#:		Voucher #:	8638	Invoice	Invoice No: 20240930	9/30/2024	
							\$78.52
							Wire
							Paid Amt: \$78.52
							Check Amount: \$78.52
							Vendor Total: \$78.52
1758		TWISTED PLAYS					
		4055		LCCB			
		E 01 010 258 000 000 430			Pirates the Musical		
PO#:		Voucher #:	8631	Invoice	Invoice No: 1989	9/4/2024	
							\$161.98
							Wire
							Paid Amt: \$161.98
							Check Amount: \$161.98
							Vendor Total: \$161.98
1700		USBANK					
		4055		USB			
		E 01 005 110 000 000 305			svc fee		
PO#:		Voucher #:	8639	Invoice	Invoice No: 20240916	9/16/2024	
							\$13.78
							Wire
							Paid Amt: \$13.78
							Check Amount: \$13.78
							Vendor Total: \$13.78
1017		XCEL ENERGY					
		4055		USB			
		E 01 005 810 000 000 330			7/28-8/26		
PO#:		Voucher #:	8618	Invoice	Invoice No: 891879938	9/4/2024	
							\$1,195.29
							Wire
							Paid Amt: \$1,195.29
							Check Amount: \$1,195.29
							Vendor Total: \$1,195.29
							Report Total: \$2,057.70

Nerstrand Charter School #4055
Reconciliation Worksheet Report
09/30/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1310	09/30/2024	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	112,458.26
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	112,458.26
GL Account Balance	<u>112,458.26</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
09/30/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1311	09/30/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	534,367.60
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	13,020.76
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	521,346.84
GL Account Balance	<u>521,346.84</u>
Difference	0.00

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

Adjustments
00/00/0000

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1922	4055	USB																
IDEAS																		
	1946	Credit	A	09/15/24					Wire	1	MDE	MDE						
				4055	R	01	000	000	000	000	201					3,306.52	0.00	
				4055	R	01	000	000	000	000	211					55,344.61	0.00	
																Receipt Total:	\$58,651.13	\$0.00
																Deposit Total:	\$58,651.13	\$0.00
1923	4055	LCCB																
RE Gifts Fees																		
	1947	Credit	A	09/18/24					Check	1	M	Miscellaneous						
				4055	R	04	000	000	000	000	050					102.00	0.00	
				4055	R	04	000	000	000	000	050					16.50	0.00	
				4055	R	04	000	000	000	000	050					80.00	0.00	
				4055	R	04	000	000	000	000	050					113.00	0.00	
				4055	R	01	000	000	016	000	096					500.00	0.00	
				4055	R	01	000	000	000	000	050					55.00	0.00	
				4055	R	01	000	000	000	000	050					55.00	0.00	
				4055	R	01	000	000	000	000	050					30.00	0.00	
				4055	R	01	000	000	000	000	050					25.00	0.00	
				4055	R	01	000	000	000	000	050					55.00	0.00	
				4055	R	01	000	000	000	000	050					110.00	0.00	
				4055	R	01	000	000	000	000	050					350.00	0.00	
																Receipt Total:	\$1,491.50	\$0.00
																Deposit Total:	\$1,491.50	\$0.00
1924	4055	LCCB																
RE EdvisonGift MathLearnReimb																		
	1948	Credit	A	09/27/24					Check	1	M	Miscellaneous						
				4055	R	04	000	000	000	000	050					5.50	0.00	
				4055	R	04	000	000	000	000	050					91.00	0.00	
				4055	R	01	000	000	000	000	096					340.00	0.00	
				4055	R	01	000	000	000	000	099					144.00	0.00	
																Receipt Total:	\$580.50	\$0.00
																Deposit Total:	\$580.50	\$0.00
1925	4055	LCCB																
Walmart Grant \$500 Library																		
	1949	Credit	V	09/17/24					Wire	1	M	Miscellaneous						
				4055	R	01	000	000	000	000	096					500.00	0.00	
																Receipt Total:	\$500.00	\$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
1925	4055	LCCB	1950	Credit	A	09/17/24		Check	1	M					500.00	0.00
		Walmart \$500 Grant Library				4055	R 01 000 000 000 096			Walmart \$500 Grant Library					\$500.00	\$0.00
		Original Receipt # 1949				4055	R 01 000 000 000 096			Miscellaneous					(500.00)	0.00
						4055	R 01 000 000 000 096			Miscellaneous					(\$500.00)	\$0.00
															\$500.00	\$0.00
1926	4055	USB	1952	Credit	A	09/30/24		Wire	1	M				467.79	0.00	
		interest				4055	R 01 000 000 000 092			Miscellaneous					\$467.79	\$0.00
										Interest Earnings					\$467.79	\$0.00
1927	4055	USB	1953	Credit	A	09/30/24		Wire	1	M				1,573.31	0.00	
		interest				4055	R 01 000 000 000 092			Miscellaneous					\$1,573.31	\$0.00
										Interest Earnings					\$1,573.31	\$0.00
1928	4055	USB	1954	Credit	A	09/30/24		Wire	1	MDE				19,444.66	0.00	
		IDEAS				4055	B 01 121 000			FY24 Gen Ed				11,143.74	0.00	
						4055	B 01 121 000			FY24 Sped				5,158.77	0.00	
						4055	B 01 121 000			FY24 Lease				491.35	0.00	
						4055	B 01 121 000			FY24 LTFacility				382.87	0.00	
						4055	B 01 121 000			FY24 Literacy				800.00	0.00	
						4055	B 01 121 000			FY24 Library				800.00	0.00	
						4055	B 01 121 000			FY24 Stdnst Support				54,069.99	0.00	
						4055	R 01 000 000 000 211			General Education Aid				1,174.24	0.00	
						4055	R 01 000 000 000 356 300			Read Act Literacy Aid					\$93,465.62	\$0.00
															\$93,465.62	\$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
1929	4055	USB														
MA			1955	Credit	A	09/11/24		Wire	1	MDE	MDE			373.02		0.00
							4055	R	01	000	000	000	372	071		
										Med Assist Fr Dept of HS						
														Receipt Total:	\$373.02	\$0.00
														Deposit Total:	\$373.02	\$0.00
														Report Total:	\$157,102.87	\$0.00

Nerstrand Charter School #4055 Outstanding Payments by Payment Date

Bank: USB
Acct#: 152100023570

9/30/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount	
4055	8572	Check	1 1757	3P LEARNING INC	09/20/2024	17003	320.00	
	8561	Check	1 1023	COMMUNITY CO-OP OIL ASSN	09/20/2024	17005	7,000.00	
	8571	Check	1 1755	EVERGREEN THERAPY SOLUTIC	09/20/2024	17007	3,017.50	
	8567	Check	1 1673	METRONET INC	09/20/2024	17011	239.00	
	8562	Check	1 1079	SPED FORMS LLC	09/20/2024	17012	2,444.26	
						Bank	Total	13,020.76
							Total	\$13,020.76

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
4383	202503	09/30/2024	P	JE	Sept EcEdVisions Sept EFT	EdVisions (Fd1)	B	01	101	000				USB Cash	0.00	75,452.13
						EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	339.90
						Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,508.81	0.00
						EdVisions Pyrl Srvc Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,486.12	0.00
						Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,774.50	0.00
						Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	54.86	0.00
						Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	83.89	0.00
						Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,460.60	0.00
						McBride 20% gen ed	E	01	010	203	000	000	394	EdVisions General Staff	981.79	0.00
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,130.03	0.00
						Temple, Innana	E	01	010	203	000	000	394	EdVisions General Staff	4,966.29	0.00
						Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						Waddell, Para @ Lunch	E	01	010	203	000	000	394	EdVisions General Staff	55.60	0.00
						Vondrasek Class Sz	E	01	010	204	000	414	303	EdVisions Title II	1,861.67	0.00
						Vondrasek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	6,321.18	0.00
						Bonde, Carmen-PhyEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,880.57	0.00
						Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
						McBride, Phillip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	3,322.40	0.00
						McBride, Phillip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	604.76	0.00
						McBride, Phillip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
						McBride, Phillip-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	1,517.38	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	319.61	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	1,661.70	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,489.95	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,346.33	0.00
						McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,422.45	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	0.00	0.00
						Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,376.64	0.00
						Schweisthal	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00

Nerstrand Charter School #4055 Journal Entry Listing

JE Cd	Period	Date	St Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4383	202503	09/30/2024	P	JE	Sept EcEdVisions Sept EFT	Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	166.68	0.00
						Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	714.95	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	142.99	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	1,053.60	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	144.70	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	912.44	0.00
						McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	138.02	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	0.00	0.00
						Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	134.34	0.00
						Schweisthal	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	15.76	0.00
						Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	63.35	0.00
						McCorkell, K ESY	E	01	010	420	013	740	396	ESY Para	176.58	0.00
						Reuvers, S ESY	E	01	010	420	013	740	396	ESY Para	95.60	0.00
						McCorkell, K ESY	E	01	010	420	013	740	397	ESY Para Fringe	17.13	0.00
						Reuvers, S ESY	E	01	010	420	013	740	397	ESY Para Fringe	9.33	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 InstructionalSupp	4,397.89	0.00
						Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	837.50	0.00
						Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	74.22	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	339.90	0.00
\$75,792.03															\$75,792.03	

Gifts Received August 19-Oct 7

Name	Donated Amount	Restriction
Valley Grove - Grace Cemetary Assoc	\$500.00	Peace Garden

**Nerstrand Elementary School
Independent Charter School District #4055
Board of Directors
By-Laws**

ARTICLE I - Name

The name of this organization is the Nerstrand Elementary School Board of Directors. For convenience, it is referred to in these by-laws as the Board of Directors.

ARTICLE II – Minnesota Law Compliance

"The governance of the Corporation will at all times be in accord with the provisions of Minnesota Statutes, Chapter 124E (formerly sections 124D.10 and 124D.11) and such other provisions of Minnesota laws as are therein referenced, all other statutory requirements and in compliance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.01 et. seq. and Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.01 et.seq. In the event that there are conflicts between the provisions of Minnesota Statutes, Chapter 124E (the Charter School Law) and Minnesota Statutes, Chapter 317A, (the Non-Profit Corporation Act), the provisions of the Charter School Law shall govern. Likewise, the Open Meeting Law, Chapter 13D.01 takes precedent over any conflict surfacing from Minnesota Statutes, Chapter 317A, the Non-Profit Corporation Act."

ARTICLE III - Mission Statement

The mission of the Board of Directors is to ensure the quality of the educational program and the viability of the school through shared decision-making.

ARTICLE IV - Purpose

The Board of Directors' purpose is to focus on all dimensions of the school's operation, including, but not limited to:

1. School philosophy, goals and objectives
2. School policy
3. Budget
4. Curriculum and instructional direction
5. Staffing
6. Long range planning
7. Communication (home, community, sponsor)
8. School enrollment and organization

ARTICLE V – Corporate Membership

- A. Membership. There shall be one class of members. Members of the Corporation shall be the persons designated from time to time by the Board of Directors. Members shall not be required to pay a membership

fee or annual dues. Members vest decision making authority with the Board of Directors.

The Board of Directors may from time to time create additional classes of membership. The terms and conditions of such additional membership classes, if any, shall be determined by the Board of Directors.

- B. Membership Criteria. For classes of members other than Director/Members, membership criteria shall be adopted by the Board of Directors, and all membership approval, classification and reclassification shall be the responsibility of the Board of Directors. Members may be reclassified by an action of the Board of Directors or upon the request of a member, followed by the approval of the Board.
- C. Annual Meeting - The annual meeting of the Members of the Corporation shall be held at such time and location as determined by the Board of Directors. Notification shall be by electronic means consistent with Minnesota Statutes, Chapter 124E. Such notice shall contain the date, time and place of the meeting.
- D. The Board of Directors meet once monthly at a regularly scheduled time. Regularly scheduled and special meeting days and times are determined by the Board of Directors and publicly posted and announced to parents, staff, and community.
- E. Special and Emergency Meetings – Special and Emergency Meetings may be held at the request of the chairperson or three members of the Board of Directors.
- F. Decisions are made by consensus. If consensus cannot be reached and a vote is necessary, decisions will be determined by simple majority of those present and voting.
- G. A quorum is a simple majority of the members of the Board of Directors. When a quorum exists, a majority of those present may act, except in the case of amendments to the By-laws (see Article XIV).
- H. All meetings are open to the general public.
- I. There will be no proxy votes.
- J. The Board at its discretion may permit public comment including comments from students. Requests to be on the agenda must be submitted to the school office at least one week before the meeting. Members may amend the agenda at the beginning of the meeting.
- K. Students may address the Board of Directors.

ARTICLE VI – Board of Directors

- A. The Board of Directors consists of the following members:
1. Four Teacher Representatives (employed/under contract with a cooperative at the school). ~~The board structure is teacher majority.~~
 2. Two Parent Representatives (parents of enrolled students)
 3. One At-large Community Representative (at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school)
 4. Seven Voting Members Total
 5. Three ex-officio nonvoting members - school director/chief administrator, administrative assistant, business manager/chief financial officer
- B. The members serve a three-year renewable term.
1. Every year, one (1) of the two Parents Representatives or At-large Community Representative terms expire.
 2. Every third year, two (2) teacher's terms expire; in each of the two years prior to third year, one (1) teacher's term expires.
 3. A representative may serve two (2) three-year consecutive terms, after which there must be a one-year hiatus before serving on the Board of Directors again.
- C. Termination of membership shall be considered if the Board of Directors member is absent from three consecutive meetings and/or one-half of the meetings in one school year. The Board of Directors shall determine by a simple majority vote that they shall or shall not retain their membership.
Members can also be removed by 2/3rds vote at any time for cause or no cause.
- D. If a vacancy occurs, every attempt will be made to select a replacement within one month's time. The replacement will fulfill the remainder of the vacated term.
- E. Conflict of Interest. 'Conflict' is defined through Minnesota Statutes, Chapter 124E.14 Conflict of Interest.
- (a) No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. No Board member may vote on any matter that could result in personal financial gain or loss. A conflict exists when:
- (1) the board member, employee, officer, or agent;

(2) the immediate family of the board member, employee, officer, or agent;

(3) the partner of the board member, employee, officer, or agent; or

(4) an organization that employs, or is about to employ any individual in clauses (1) to (3), ...has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void.

(b) The conflict of interest provisions under this section do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

(c) A charter school board member, employee, or officer is a local official for purposes of section 471.895 with regard to receipt of gifts as defined under section 10A.071, subdivision 1, paragraph (b). A board member, employee, or officer must not receive compensation from a group health insurance provider.

- F. Board of Directors Training – Board Members shall comply with Minnesota Statutes, Chapter 124E.07, Subd. 7 by completing basic training and continuing or annual training. If basic training is not begun within 6 months of being seated or not completed within 12 months of seating, the director is immediately removed from the board.
- G. Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be an individual human being, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.
1. Authority of Committees. Committees shall have authority to consider assigned topics and to advise and make recommendations to the Board of Directors. No actions of a committee shall be binding on the Corporation absent Board ratification of any such recommendations.

2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations, which shall be consistent with the Articles of Incorporation, these Bylaws, and the policies of the Corporation. The Board Chair shall be an ex officio member of all committees, unless s/he serves as a member of such committee. The meetings of all committees shall be open and posted. Directors may participate in any such meeting but may not vote unless such director is a member of the committee.
3. Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. When the Board has delegated decision making authority to a Committee, the Committee shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

ARTICLE VII - Elections

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year. Elected members to be seated July 1st; board member terms must begin July 1. Terms must be no less than 2 years.
- B. In accordance with MN Statute 124E.07 sub. 5, staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors. A charter school must notify eligible voters of the school board election dates at least 30 days before the election.
- C. The school will notify eligible voters of the school board election dates at least 30 calendar days before the election.

ARTICLE VIII – Elected Officers

- A. Nominations for the officers may come from the floor at the first meeting in July. They are elected by a majority vote through a secret ballot. Officers may be reelected after serving a one-year term.

- B. Duties of the officers:
 - 1. Chairperson.
The chairperson presides at all meetings of the Board of Directors. The Chairperson may call special meetings of the Board of Directors and must do so at the request of three Board of Directors members. (S)he collaborates with the building director to prepare the meeting agenda.

 - 2. Clerk.
S/he records the minutes of the meeting and issues a prepared copy to the Board of Directors at least one week prior to the subsequent meeting. Upon approval, meeting minutes will be available and posted on the school website and copies provided upon request.

 - 2. Treasurer.
The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, support the audit process and ensure that school financial records are maintained and appropriate financial reports are filed with government agencies.

ARTICLE IX - Responsibilities

- A. The Board of Directors carries out the mission statement by providing direction for the school in accordance with school’s policy, contractual agreements, and all state and federal requirements unless specific waivers have been granted.

- B. The Board of Directors serves as the primary communications link between the school and the community and provides a forum for discussion of school related issues.

- C. The Board of Directors monitors school operations through collaboration and guidance with the school director, teachers, paraprofessionals and support staff.

ARTICLE X - Task Forces

- A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.

- B. Task Force meetings will be held at the discretion of the committee members.
- C. The Task Force chairperson or members need not be Board of Directors members.

ARTICLE XI – Financial Matters

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors and in compliance with Minnesota Statutes.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 4. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

Section 5. Corporate Seal. The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office. The Board of Directors shall cause to be kept at the registered office of this Corporation originals or copies of:

- 6.1. Records of all proceedings of the Board of Directors and all committees;
- 6.2. Records of all votes and actions of the members;
- 6.3. All financial statements of this Corporation; and,
- 6.4. Articles of Incorporation and Bylaws of this Corporation and all amendments and restatements thereof.

Section 7. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the records and books of account of the Corporation to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Statutes, Chapter 124E and the Uniform Financial and Accounting Standards (UFARS) and audit references.

ARTICLE XII – Indemnification

Section 1. Indemnification. Each director, officer and employee of the Corporation, past or present, and each person who serves or may have served at the request of the Corporation as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Section 317A.521 except as prohibited by Minnesota Statutes, section 124E.07, subdivision 3(c). The Corporation shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. This Section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, section 317A.521, the Articles of Incorporation or these Bylaws.

ARTICLE XIII – Distribution of Assets

Section 1. Right to Cease Operations and Distribute Assets. By a two-thirds (2/3) vote of all directors, the Board may resolve that the Corporation cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to effect a dissolution. Written notice as required by these Bylaws shall be given to all voting members stating that the purpose of the meeting shall be to vote upon the dissolution of the Corporation. A resolution to dissolve the Corporation shall be approved only upon the affirmative vote of a two-thirds (2/3) of a quorum of voting members of the Corporation taken at a meeting during which the resolution is brought before the voting members. If

such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, section 317A.735 and in accordance with the Articles of Incorporation and regulations administered by the Minnesota Department of Education. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, section 317A.723.

ARTICLE XIV – By-laws Amendments

Amendments to these By-laws may be proposed at any regular Board of Directors meeting. A written notice of the proposed change and the date of the next regular meeting at which the proposed amendment will be discussed shall be posted in the school and sent to each Board of Directors member and to the school director at least ten (10) days prior to the date of the meeting. A favorable vote by five (5) out of seven (7) members is required for approval of any amendment to the By-laws.

Subject to the right of the Members to adopt, amend and repeal these Bylaws as set forth in Minnesota Statutes, section 317A.181, Subd. 2(b), the power to adopt, amend or repeal the Bylaws is vested in the Board of Directors.

The Board may amend its governance model, set forth in the bylaws;

- 1) By a majority vote of the board of directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and 2) with the authorizer's approval (124E.07, Subd. 4)

Revised 10/10/2000
Revised 10/14/2002
Revised 12/13/2004
Revised 4/12/2010
Revised 11/13/2017
Revised 2/11/2019
Revised 11/11/19
Revised 11/16/20
Revised 10/11/21
Revised 5/18/23
Updated 7/27/23

Reviewed 9-11-23
Revised 9-9-24

Board Chair & Date

Executive Director & Date

425 STAFF DEVELOPMENT AND MENTORING

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The charter school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include non teaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the charter school board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and

paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.*

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;

4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:

a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;

b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;

c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the charter school's education diversity plan;

d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the charter school;

e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;

f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and

g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;

b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;

c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes section 120B.125;

d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and

e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

a. Focus on the school classroom and research-based strategies that improve student learning;

b. Provide opportunities for teachers to practice and improve their instructional skills over time;

c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;

d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

e. Align with state and local academic standards;

f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;

g. Align with the plan, if any, of the charter school for an alternative teacher professional pay system;

h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and

i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and

postsecondary education, and training options, including career and technical education options.

7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The charter school may implement other staff development activities required by law and activities associated with professional teacher compensation models.

C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.

E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or charter school, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the charter school's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

F. The Advisory Staff Development Committee shall assist the charter school in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The charter school board will review the site plans for consistency with the Staff Development Plan twice a year.*

B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.

C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

A. Unless the charter school is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The charter school also may use the revenue reserved for staff development for grants to the charter school's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

B. The charter school may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.

C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's

knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes section 122A.61.

D. The charter school may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes sections 124D.861 and 124D.862, may include:

1. additional stipends as incentives to mentors of color or who are American Indian;
2. financial supports for professional learning community affinity groups across schools for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
3. programs for induction aligned with the charter school or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
4. grants supporting licensed and unlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the charter school receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

A. On a yearly³ basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected

budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or executive director for consistency with the Staff Development Plan on a quarterly basis.*

C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to charter school policy, staff procedures, contractual agreement, and the effect on charter school operations. Failure to timely submit such requests may be cause for denial of the request.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

A. The charter school must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The charter school must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.

B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.

C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.

D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.

VIII. REPORTING

A. The charter school and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school's comprehensive achievement and civic readiness report.

1. The report must include assessment and evaluation data indicating progress toward school and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.

2. The report will provide a breakdown of expenditures for:

a. Curriculum development and curriculum training programs;

b. Staff development training models, workshops, and conferences; and

c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

3. The report will be signed by the executive director and staff development chair.

B. To the extent the charter school receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)

Minn. Stat. § 120A.415 (Extended School Calendar)

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)

Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)

Minn. Stat. § 122A.187 (Expiration and Renewal)

Minn. Stat. § 122A.40, Subds. 7, 7a, and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)

Minn. Stat. § 122A.60 (Staff Development Program)

Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)

Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)

Minn. Stat. § 123B.147, Subd. 3 (Principals)

Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)

Minn. Stat. § 124D.862 (Achievement and Integration Revenue)

Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)

Cross References: None

503 STUDENT ATTENDANCE

I. PURPOSE

A. The charter school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the charter school are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and charter school standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the charter school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. A parent, guardian, or other person having control of a child may apply to a charter school to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

c. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

(a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

(b) family emergencies;

(c) the death or serious illness or funeral of an immediate family member;

(d) active duty in any military branch of the United States;

(e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or

(f) other exemptions included in this attendance policy.

(2) that the child has already completed state and charter school standards required for graduation from high school; or

(3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the charter school.

(2) Any absence in which the student failed to comply with any reporting requirements of the charter school's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Absences resulting from accumulated unexcused tardies

(8) Any other absence not included under the attendance procedures set out in this policy.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS AND CULTURAL OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the charter school to accommodate any student who wishes to be excused from a curricular activity for a religious or cultural observance as provided under Policy 609. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B. The charter school will provide annual notice to parents of the charter school's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A charter school attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124E.03, Subd. 2(g) and (j) (Applicable Law)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify charter school business expenses that involve initial payment by an employee and qualify for reimbursement from the charter school, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All charter school business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary charter school business-related expenses.

III. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official charter school form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

A. Employees utilizing charter school funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the charter school rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the charter school, the employee

shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for charter school purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to charter school purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The executive director shall develop a schedule of reimbursement rates for charter school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The executive director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by Charter School Board Members)

516 STUDENT MEDICATION AND TELEHEALTH

I. PURPOSE

The purpose of this policy is to set forth the provisions regarding medicine and telehealth for students while at school.

II. GENERAL STATEMENT OF POLICY

The charter school acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The charter school's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and charter school procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the charter school may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a school that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a school that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;

- c. with a public or private health-related organization, in a school that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
- d. with the appropriate party, in a school that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;

i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

a. the school has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;

b. the inhaler is properly labeled for that student; and

c. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that

a. the pupil may possess the epinephrine or

b. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.

2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

4. Prescription medications are not to be carried by the student, but will be left with the appropriate charter school personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the charter school and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated

person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

8. If the administration of a drug or medication described in this section requires the charter school to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the charter school as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the charter school has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The charter school may revoke a student's privilege to possess and use nonprescription pain relievers if the charter school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is

first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

A school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced

prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

N. Procedure regarding unclaimed drugs or medications

1. The charter school has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the charter school shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the charter school.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the charter school will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the charter school.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the charter school or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The charter school must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

A. Beginning October 1, 2024, to the extent space is available, the school must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive mental health care.

C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (Student Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free
Workplace/Drug-Free School)

**Nerstrand Elementary School Policy 509
Independent Charter School District #4055**

Adopted: 11/11/2013

Revised: 08/24/2020

Revised:

509 Admissions/Enrollment Policy

I. Purpose

To explain the application and enrollment process at Nerstrand Elementary School (NES) so that families will have information to make decisions regarding their childrens' school attendance.

II. III. ADMISSION LIMITATIONS

A. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), may limit admission to:

1. pupils within an age group or grade level;
2. pupils who are eligible to participate in the graduation incentives program under Minnesota Statutes, section 124D.68; or
3. residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

B. The charter school shall comply with the Minnesota Human Rights Act, which prohibits educational institutions from discriminating against students based on a protected class including race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability.

C. Charter schools must disseminate information about the school's offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population. The school must document its dissemination activities in the school's annual report. The school's dissemination activities must be a component of the authorizer's performance review of the school.

III. Application and Enrollment Procedures

A. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.

1. Interested families will submit applications up until the first Friday of March at 4:00 p.m. The board of directors may change any year's deadline by resolution without changing this policy.
2. NES will accept applications for admission to Grades K-5, for which up to 25 students will be accepted in Grade K and up to 26 students will be accepted in Grades 1-5. The board of directors may increase one or more grades' capacity by resolution and without changing this policy.
3. Formal recruitment of incoming students will begin before or during November of each year. NES will encourage families to meet with the faculty, staff and/or board members to discuss the value of NES, and its expectations of students and their families.
4. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. An offer of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
 1. This lottery will be held no later than the second Friday in March after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.
 2. Notice of the lottery will be made public via website and parents will be notified of their status via U.S. mail.

B. Admission to a charter school must be free to any eligible pupil who resides within the state. A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with Minnesota Statutes, section 124E.11, paragraphs (a) to (f).

C. The charter school must give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot.

A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.

D. A person may not be admitted to the charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs A and B.

E. Except as permitted in paragraphs D and I, the charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this section.

F. The charter school or any agent of the school must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

G. Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled

under the Pupil Fair Dismissal Act in Minnesota Statutes, sections 121A.40 to 121A.56.

H. A charter school with at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf or hard-of-hearing may enroll prekindergarten pupils with a disability under Minnesota Statutes, section 126C.05, subdivision 1, paragraph (a), and must comply with the federal Individuals with Disabilities Education Act under 34 Code of Federal Regulations, section 300.324, subsection (2), clause (iv).

I. A charter school serving at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing may give enrollment preference to students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing. The charter school may not limit admission based on the student's eligibility for additional special education services.

IV. Lottery

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be placed on the waiting list before other applicants.
- C. Second priority will be given to children of NES staff. **A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.** If a staff member's employment is ended for any reason before the child is enrolled, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of NES staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from NES, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.

- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

V. Student Recruitment Activities

- A. NES shall market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
- B. In accordance with its marketing strategy, NES may use the measures below, among others, to recruit student applicants.
 - 1. Post flyers and notices on websites, in local newspapers and/or blogs and online newspapers.
 - 2. Post the admissions policy and application (available for download) on NES's website.
- C. NES will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VI. Voluntary Withdrawal

- A. NES is a public charter school of choice for application and withdrawal. With their parents' permission, students may withdraw from NES at any time.
- B. NES personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from NES, as well as to seek solutions to any problems that arise from these discussions. If a parent still wishes to transfer their child to another school, NES will ensure the timely transfer of any school records to the student's new school.

C. The student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)
Minn. Stat. § 124E.17 (Charter School Information)
Minn. Stat. § 363A.13 (Educational Institution)

Cross References: None

**Nerstrand Elementary School Policy 426
Independent Charter School District #4055**

Adopted: 12/9/2013

Revised:

426 NEPOTISM– CHARTER SCHOOLS

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations in which an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the charter school.

II. GENERAL STATEMENT OF POLICY

The charter school may employ family members of current employees. However, to be hired, transferred, or promoted, close family members may *not* be assigned to the following:

A. Positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities, and work assignments; or

B. Positions where one reports to, directs the work of, or otherwise has direct or indirect supervision of another close family member.

III. DEFINITIONS

A. Close Family Member

A close family member means the employee's parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, stepmother, stepfather, stepsister and stepbrother, in-law relationships including father- and

mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the employee or employee's spouse, domestic partner, or person cohabitating in the employee's household regardless of the degree of relationship.

B. Direct or Indirect Supervision

Direct or indirect supervision means the authority to make, participate in, or recommend employment- and/or compensation-related decisions involving a close family member, including, but not limited to, decisions concerning hiring, promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

IV. APPLICATION TO BOARD MEMBERS

Board members are not considered to have direct or indirect supervision except in situations when they are called upon to act specifically on matters of employment status or compensation for an applicant or employee. In such cases, board members shall abstain from the action when a close family member is involved.

V. NEPOTISM

The board must adopt a nepotism policy that prohibits the employment of immediate family members of a board member, a school employee, or a teacher who provides instruction under a contract between the charter school and a cooperative. The board may waive this policy if: (1) the position is publicly posted for 20 business days; and (2) a two-thirds majority of the remaining board of directors who are not immediate family members of an applicant vote to approve the hiring. A board member, school employee, or teacher under contract with a cooperative must not be involved in an interview, selection process, hiring, supervision, or evaluation of an employee who is an immediate family member.

VI. EXCEPTIONS; SPECIAL CIRCUMSTANCES

In exceptional circumstances, a direct or indirect supervision relationship may exist between employees who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved, the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the charter school's chief administrator. Any direct or indirect supervision relationship approved by

the chief administrator shall be reported to the board of directors. All employment decisions affecting the subordinate employee, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the charter school's board of directors. Exceptions involving the charter school's chief administrator and a close family member of the chief administrator shall be approved in writing by the charter school's board of directors.

VII. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN EMPLOYEES

Any charter school employee involved in a direct or indirect supervision relationship with a close family member that existed *prior to* the original approval date of this policy or that arises *after* the adoption of this policy shall promptly notify the charter school's chief administrator of such relationship. The chief administrator shall make suitable arrangements for the transfer of one of the employees, assignment of a different supervisor, or a determination that an exception is necessary under Section V. of this policy. Any direct or indirect supervision relationship approved by the chief administrator under Section V. shall be reported to the board of directors. The chief administrator shall promptly notify the charter school's board of directors of any direct or indirect supervision relationship which arises concerning a close family member of the chief administrator. All such direct or indirect supervision relationships involving the chief administrator shall be resolved by the board of directors in accordance with this policy.

VIII. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision. Nothing in this policy shall be construed to otherwise limit the employment opportunities of any person employed by the charter school.

Legal References: Minn. Stat. § 124E.07, Subd. 6 (Board of Directors)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Nerstrand Elementary School Policy 721
Independent Charter School District #4055
Adopted: November 2023

721 CAPITALIZATION POLICY

This policy revision is to begin with the 2023-2024 school year and continue until revised by board action.

I. PURPOSE

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in Nerstrand Elementary School's annual financial statements in order to comply with the requirements of GASB Statement No. 34. This policy also addresses other considerations for recording and depreciating fixed assets for compliance with the provisions of GASB Statement No. 34.

II. GENERAL STATEMENT OF POLICY

Capital assets will be defined as tangible and intangible assets that have initial estimated useful lives that extend beyond a single reporting period. All capital assets will be recorded at historical cost as of the date acquired or constructed or fair market value at the date of gift if donated.

The Board of Directors of Nerstrand Elementary School establishes the following minimum capitalization thresholds for capitalizing fixed assets:

Land and improvements	\$10,000
Buildings and improvements	\$10,000
Individual Machinery/equipment/vehicles	\$5,000
Grouped Machinery/equipment/vehicles	\$20,000

Detailed records shall be maintained for all fixed assets above the established thresholds.

Records shall be maintained at the discretion of the Executive Director for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory discussed below. These items may include furniture and computer equipment that fall below the established thresholds and any other assets specified by school administration.

Management shall assign an estimated useful life to all assets for the purposes of recording depreciation. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Depreciation will be recorded based on the straight-line method over the estimated useful lives.

As fixed assets are purchased or disposed of, school administration will be responsible for preparing proper supporting documentation, which will then be forwarded to Nerstrand Elementary School's business office to ensure proper recording. A physical inventory will be taken annually on or about June 30 and compared to the physical inventory records. The results will be forwarded to Nerstrand Elementary School's business office where appropriate adjustments will be made to the fixed asset records system.

**Nerstrand Elementary School Policy 606.5
Independent Charter School District #4055**

Adopted:

606.5 LIBRARY MATERIALS

I. PURPOSE

The Board recognizes that library materials are a vital component of a student's education. The library should serve as a marketplace of ideas that go beyond the prescribed curriculum. Students are generally required to utilize curriculum materials. In contrast, students are generally free to access specific library materials that match their interests. Accordingly, library materials should provide opportunities for learning and enrichment that aligns with the needs and broad interests of students in the school.

The Board endorses the inclusion of library materials that present different points of view for students to consider, including differing views on controversial issues. The Board also endorses the inclusion of library materials that reflect our diverse society and the contributions that countless groups and individuals have made to our country and to the world. The Board believes that the inclusion of these types of materials promotes critical thinking and encourages life-long learning.

The purpose of this Policy is to provide direction and delegate responsibility regarding the selection of, challenges to, and reconsideration of library materials in accordance with Minnesota Statutes Section 134.51. Nothing in this Policy impairs or limits the rights of a parent, a guardian, or an adult student to review the content of instructional materials to the extent allowed by law. The Executive Director is responsible for implementing this Policy and may establish additional procedures for responding to requests to remove library materials.

II. DEFINITIONS

A. "Library" means a charter school library or school library media center that contains library materials for students to access and use free of charge and on an equitable basis. A library must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;

4. has technology and internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

A library may also provide access to electronic materials. This Policy does not govern access to electronic materials that are accessed through the internet.

- B. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a library or through access to electronic materials. “Library materials” do not include materials made available to students as part of the curriculum.
- C. “Librarian” is the School staff responsible for the library and administration of this policy.
- D. “Obscene” means a work that, taken as a whole, appeals to the prurient interest in sex and depicts or describes in a patently offensive manner sexual conduct and that, taken as a whole, does not have serious literary, artistic, political, or scientific value.

III. RESPONSIBILITY FOR LIBRARY MATERIALS

The Board recognizes the expertise of the School’s professional staff and the vital need of such staff to be responsible for selection of library materials. While recommendations by administrators, staff members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the librarian/library media specialist, who will administer the procedures for selection and reconsideration of library materials set forth in this Policy.

IV. SELECTION OF LIBRARY MATERIALS

- A. **Selection Criteria.** In selecting library materials, the librarian/library media specialist must apply the criteria articulated here. When considered as a whole, library materials should:
 1. enrich, support, or supplement the curriculum;
 2. promote reading for pleasure by responding to a broad array of personal needs and interests of a diverse student body;
 3. reflect the ages and maturity levels of students in the building in which the library is located;

4. reflect artistic value, literary value, and educational significance;
 5. promote critical thinking in in daily living or in areas of general importance to members of society, including, but not limited to, politics, science, history, religion, medicine, law, economics, or safety; or
 6. promote equity or an understanding of the views, triumphs, or struggles of others.
- B. **Prohibited Criteria.** Library materials must not be excluded from selection, banned, removed, or otherwise restricted because of the race, nationality, religion, sex, gender, gender identity, or political views of the author or based solely on the viewpoint or the messages, ideas, or opinions the materials convey.
- C. **Donations.** The School may accept donated materials for inclusion in its library subject to confirmation by the librarian/library media specialist that such materials are consistent with the selection criteria and the school's library materials needs, and subject to acceptance by the Board.

V. **INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL**

Parents and guardians are responsible for speaking with their children about the library materials they choose to access for independent reading. The School will not honor requests from parents to ban their children from accessing specific materials in the library.

VI. **REQUESTS TO RECONSIDER OR REMOVE LIBRARY MATERIALS**

The Board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this Policy. At the same time, it is necessary to have an identified procedure in place for eligible individuals to challenge and seek reconsideration or removal of library materials. The School will consider requests to reconsider or remove library materials in accordance with the following provisions.

- A. **Eligible Individuals.** The following individuals are eligible to initiate a review process to determine whether a specific library material will be reconsidered or removed:
1. student who is at least eighteen years old and attends the school in which the library material is located;
 2. the parent or guardian of student who is less than eighteen years of age and attends the school in which the library material is located;
 3. the School's Executive Director; or

4. a quorum of the School Board as evidenced by a vote of the Board at an open meeting.
- B. Limited Number of Requests. Because of the time required to process a request for reconsideration or removal, the School will process no more than nine requests for reconsideration or removal per school year.
 - C. Meeting Required. Before requesting reconsideration or removal of a specific library material, an eligible student or eligible parent/guardian considering such request must meet (virtually or in person) with the librarian/library media specialist and building principal to state the objections to the specific library material and to give the librarian/library media specialist and the principal an opportunity to respond.
 - D. Request for Reconsideration or Removal. An eligible individual may request reconsideration or removal of a specific library material by submitting a written request to the Executive Director's office on a form developed by the librarian/library media specialist. The form must be completed in its entirety. The Executive Director shall notify the librarian/library media specialist of receipt of a written request. The School will not process the request if the specific library material has been the subject of a request for reconsideration or removal during the previous five years or if the form is not completed in its entirety.
 - E. Appointment of Review Committee. Within a reasonable period of time after receiving the request for reconsideration or removal, the Executive Director or designee, in consultation with the librarian/library media specialist, will appoint a Review Committee to consider the request. The Executive Director or designee and librarian/library media specialist are encouraged, but not required, to include the following individuals on the Review Committee:
 1. a member of the school administration;
 2. a principal or associate principal;
 3. a teacher;
 4. a librarian;
 5. a community member with no direct connection to the request;
 6. any other person(s) who, in the view of the librarian/library media specialist and/or Executive Director or designee, would be helpful in considering the objection, applying the review criteria, and evaluating whether the specific library material should be reconsidered or removed.
 - F. Continued Access to Material. Absent extraordinary circumstances, the School

will not deny students access to the library material until the review process is completed, unless the library material subject to a reconsideration request has not yet been procured by the School for inclusion in the library. Out of practical necessity, however, copies of the library material may be taken from the library so they can be reviewed by the Review Committee.

- G. Legal Standard. A school must not ban, remove, or otherwise restrict access to a library material based solely on its viewpoint or the messages, ideas, or opinions it conveys. Minn. Stat. § 134.51, subd. 1. In *Board of Education v. Pico*, 457 U.S. 853 (1982), the U.S. Supreme court held that school boards generally have discretion to remove books from school libraries as long as the removal does not violate the First Amendment. Whether a removal violates the First Amendment depends on the motivation for removing the book. School boards “may not remove books from the school library shelves simply because they dislike the ideas contained in those books and seek by their removal to ‘prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion.’” However, the First Amendment does not prohibit school boards from removing books for other legitimate reasons. For example, the Supreme Court noted that school boards may remove books on the ground that they are “vulgar” or lack “educational suitability.” The U.S. Supreme Court has also held that the First Amendment does not prohibit school officials from regulating speech in the educational environment that is “obscene,” “vulgar,” “lewd,” or “plainly offensive.” See *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986); *Morse v. Frederick*, 551 U.S. 393 (2007) (interpreting *Fraser*).
- H. Review Criteria. The Review Committee may decide to exclude or remove a specific library material if the material is:
1. obscene;
 2. vulgar or lewd to a degree that it is educationally unsuitable for students in the school given their ages and levels of maturity;
 3. educationally unsuitable because it does not meet the initial selection criteria; or
 4. objectively inaccurate as a whole.

The Committee may not vote to exclude or remove specific library material because the Committee, the Board, school officials, or any other person dislikes the ideas contained in the library material or wants to remove the material in an effort to prescribe what is orthodox in the reporting of history or in religion, politics, nationalism, or other matters of opinion.

- I. Review and Report. The Review Committee will review the challenged library material as a whole and will apply the review criteria outlined in this Policy. The Review Committee may consult with individuals who have relevant professional

knowledge. After this process is complete, the Review Committee will vote, in a manner that records each member's vote, on whether to exclude or remove the material in question. A meeting is not required. After voting, the Review Committee will submit a brief written report to the Executive Director containing the Review Committee's decision to retain, exclude, or remove the specific library material and the basis for the decision.

- J. Notice of Decision. The Executive Director or a designee will provide notice of the Review Committee's decision to the eligible individual who requested reconsideration or removal of the library material.
- K. Appeal. The eligible individual who made the request may appeal the Review Committee's decision by submitting a written appeal to the Executive Director within fourteen calendar days after receiving notice of the decision. The written appeal must state all reasons the requester believes the Review Committee's decision is incorrect. The Executive Director or designee will review the challenged library material, apply the review criteria that are outlined in this Policy, and then affirm or reverse the Review Committee's decision. The decision of the Executive Director is final, unless a quorum of the Board votes at an open meeting to initiate the process to determine whether the library material should be reviewed. If a quorum of the Board initiates the review process, the Executive Director's decision may be appealed to the Board. On review, the Board is bound by the review criteria outlined in this Policy.

VII. CHALLENGE REPORT

Upon the completion of the review process described in Section VI, the Board must submit a report of the challenge to the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the challenged library material;
- B. the date, time, and location of any public hearing held on the challenge, including minutes or transcripts;
- C. the result of the challenge following the review process; and
- D. accurate and timely information on who from the school the Department of Education may contact with questions or follow-up.

VIII. EXEMPTIONS

- A. This Policy does not prohibit a librarian/library media specialist or other administrator from excluding or removing specific library material because it is outdated, inaccurate, no longer useful for curricular support or reading enrichment, or damaged or in poor physical condition or because it has not been, or has rarely been, utilized by any student for an extended period of time. Library

material may be removed for other similar reasons unrelated to content.

- B. This Policy does not limit the Board's authority to decline to purchase, lend, or shelve or to remove or restrict access to library materials legitimately based on:
1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
 2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience consistent with this Policy, the selection of books and other library materials for a curated collection, or the likelihood of causing a material and substantial disruption to the work and discipline of the school; or
 3. compliance with state or federal law.

IX. RETALIATION PROHIBITED

The School may not discriminate against or discipline an employee for complying with Minnesota Statutes Section 134.51.

Legal References: Minn. Stat. § 120A.22, subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124E.07, subd. 6 (Duties of Board of Directors)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Stat. § 134.51 (Access to Library Materials and Media Centers)
Minn. Rules Part 8710.4550 (Librarians)
Board of Education v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943)

**Nerstrand Elementary School Policy 512
Independent Charter School District #4055**

Adopted:

**512 SCHOOL SPONSORED STUDENT
PUBLICATIONS & ACTIVITIES**

I. PURPOSE

The purpose of this Policy is to address students' rights to freedom of speech and freedom of the press in the production and distribution of school-sponsored media while balancing the School's role in supervising school-sponsored media and the operation of the School. This Policy is designed to ensure all students enjoy the freedoms of speech and press within the confines of the law, including Minnesota Statutes Section 121A.80, and to encourage responsible student journalism.

II. DEFINITIONS

- A. "Defamatory" means a false and unprivileged statement to a third person about an individual that tends to harm the individual's reputation or lower that individual in the esteem of the community.
- B. "Distribute" means to hand-out, offer, circulate, post, display, or otherwise disseminate media to multiple students, regardless of whether the media is free or provided for a charge.
- C. "Material and substantial disruption" means a significant disruption to the learning process, to the rights of others to an education, to school operations, to the ability of any school employee to perform his or her duties, or to the operation of any school-sponsored event or activity. It also includes conduct that creates an immediate danger to self or others or incites unlawful conduct. School officials may reasonably forecast a material and substantial disruption based on factors such as past experience in the school, current events influencing student activities and behaviors, and threatened disruption related to the school-sponsored media in question.
- D. "Prior restraint" means a prohibition under threat of adverse action by the School or a School employee on a student journalist producing, publishing, or distributing school-sponsored media before it has been produced, published, or distributed to its intended audience.
- E. "School-sponsored media" means any material that is:

1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated, in any media form, by a student journalist;
2. distributed or generally made available to students in the school; and
3. prepared by a student journalist under the supervision of a student media advisor.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

- F. “Student journalist” means a charter school student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- G. “Student media advisor” means a qualified teacher, as defined in Minnesota Statutes Section 122A.16, that the School employs, appoints, or designates to supervise student journalists or provide instruction related to school-sponsored media.
- H. “Obscene” means a work that, taken as a whole, appeals to the prurient interest in sex and depicts or describes in a patently offensive manner sexual conduct and that, taken as a whole, does not have serious literary, artistic, political, or scientific value.

III. GUIDELINES

- A. **Protected Student Expression.** Except as provided in Section III.B, a student journalist has the right to exercise the freedoms of speech and press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the School, use School equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. These freedoms include the freedom to express political viewpoints. Subject to Section III.B, student journalists have the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The School must not discipline a student journalist for exercising rights or freedoms consistent with this Policy or under the First Amendment of the United States Constitution.
- B. **Unprotected and Prohibited Student Expression.** This Policy does not authorize or protect and expressly prohibits student expression in school-sponsored media that:
1. is obscene to minors;

2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law or School policies or rules, including but not limited to policies on harassment, discrimination, violence, and bullying;
6. is directed at inciting or producing imminent lawless action on School premises or violation of School policies or rules, including but not limited to policies on harassment, discrimination, violence, and bullying;
7. causes a material and substantial disruption to school activities;
8. advertises or promotes any product or service that is unlawful for purchase or use by minors; or
9. is distributed or displayed in violation of the time, place, and manner regulations in Section III.D.

C. **Student Media Advisors.** Student media advisors shall oversee student journalism in accordance with the terms of this Policy. The School must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under Section III.A or the First Amendment of the United States Constitution.

Nothing in this Policy inhibits a student media advisor from teaching professional standards of English and journalism to student journalists. These professional standards may include, but are not limited to, the following:

1. ensuring students or participants learn the lessons the activity is designed to teach and/or conform to the learning objectives of the activity;
2. ensuring that the intended audience of school-sponsored media is not exposed to material that may be inappropriate for its level of maturity;
3. ensuring that the views of the student journalist or individuals represented in the school-sponsored media are not erroneously attributed to the School or another individual or entity; or
4. ensuring that school-sponsored media is grammatical, proofread, edited, well-researched, factually accurate, and objective.

D. **Time, Place, and Manner of Distribution.** Students shall be permitted to distribute school-sponsored media at school as follows:

1. Time. Distribution shall be limited to the hours before the school day begins, during the lunch hour, and after school is dismissed.
 2. Place. School-sponsored media may be distributed in locations so as not to interfere with or impede the normal flow of traffic in School hallways, walkways, entryways, or parking lots and, if electronically distributed, so as to not interfere with the School's technology systems.
 3. Manner. No one shall induce or coerce a student or staff member to accept school-sponsored media.
- E. **No Representation of School.** No expression made by student journalists, whether protected or unprotected, or in school-sponsored media shall be deemed to be an expression or representation of or by the School.

IV. **PRIOR RESTRAINT**

The School does not authorize prior restraint on school-sponsored media except as consistent with this Policy.

Student journalists who believe their rights under this Policy have been improperly restrained may, in a timely fashion, seek review of the prior restraint by the Principal. To complete this review, the Principal or designee may review the material subject to the student journalist's report and any other information deemed relevant, including consulting with the student media advisor and anyone else with relevant information on the reported prior restraint. The Principal must issue a determination as to whether the reported prior restraint is consistent with this Policy as soon as reasonably possible in an effort to avoid an improper prior restraint. The Principal's determination shall be final, except that the Executive Director may, in the Executive Director's sole discretion, review and revise the determination.

Legal References: U.S. Const. Amend. I
Minn. Const. Art. 1, § 3
Minn. Stat. § 121A.80
Tinker v. Des Moines Indep. Community Sch. Dist., 393 U.S. 503 (1969).
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).
Morse v. Frederick, 551 U.S. 393 (2007).

**Nerstrand Elementary School Policy 301
Independent Charter School District #4055**

Adopted:

301 CHARTER SCHOOL ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the charter school administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the charter school administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.

B. The school board expects all activities related to charter school operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.

C. The school board shall seek specific recommendations, background information and professional advice from the charter school administration and will hold the administration accountable for sound management of the schools.

D. Although the school board holds the chief administrator (Executive Director) ultimately responsible for administration of the charter school and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The charter school board and administration shall work together to share information and decisions that best serve the needs of charter school students within financial and facility constraints that may exist.

III. QUALIFICATIONS

A. A charter school board of directors must establish qualifications for all persons who hold administrative, academic supervision, or instructional leadership positions. The qualifications must include a requirement that a person hold a minimum of a four-year degree from an accredited institution or equivalent experience. Other qualifications for these positions shall include, as appropriate for the specific position: instruction and assessment, curriculum design, human resource and personnel management, professional ethics, child development, financial management, legal and compliance management, special education oversight, contract management, effective communication, cultural competency, board and authorizer relationships, parent relationships, and community partnerships. A charter school board of directors must use those qualifications as the basis for the job description, hiring process, and performance evaluation of the charter school director or chief administrator. The charter school director or chief administrator must use those qualifications as the basis for the job descriptions, hiring, and performance reviews for the administrative staff, academic program supervisors, and instructional leaders who report to the charter school director or chief administrator.

B. A person who does not hold a valid administrator's license may perform administrative, academic supervision, or instructional leadership duties. A person without a valid administrator's license serving as a charter school director or chief administrator must complete a minimum of 25 hours annually of competency-based training corresponding to the individual's annual professional development needs and plan approved by the charter school board of directors. Training includes but is not limited to: instruction and curriculum; state standards; teacher and staff hiring, development, support, and evaluation; social-emotional learning; data collection and usage; assessment methodologies; use of technology for learning and management; charter school law and requirements; code of professional ethics; financial management and state accounting requirements; grant management; legal and compliance management; special education management; health and safety laws; restorative justice; cultural competencies; effective communication; parent relationships; board and management relationships; community partnerships; charter contract and authorizer relationships; and public accountability.

C. A person serving as a charter school director or chief administrator with a valid administrator's license must complete a minimum of ten hours of competency-based training during the first year of employment on the following: charter school law and requirements, board and management relationships, and charter contract and authorizer relationships.

D. The training a person must complete under paragraphs (b) and (c) may not be self-instructional. The organization or instructor providing the training must certify completion of the training. The person must submit the certification of completion of training to the charter school board of directors and certifications must be maintained in the personnel file. Completing required training must be a component of annual performance evaluations.

E. All professional development training completed by the charter school director or chief administrator in the previous academic year must be documented in the charter school's annual report.

F. No charter school administrator may serve as a paid administrator or consultant with another charter school without the knowledge and a two-thirds vote of approval of the boards of directors of the charter schools involved in such an arrangement. The boards of directors involved in such arrangements must send notice of this arrangement to authorizers upon approval by the boards.

G. No charter school administrator may serve on the board of directors of another charter school, except that an individual serving as an administrator serving more than one school under paragraph (f) may serve on each board as an ex-officio member.

Legal References: Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. § 124E.12 (Employment)
Minn. Stat. Ch. 317A (Nonprofit Corporations)

Cross References: Charter School Bylaws

**Nerstrand Elementary School Policy 302
Independent Charter School District #4055**

Adopted:

302 EXECUTIVE DIRECTOR

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the executive director and the overall responsibility of that position within the charter school.

II. GENERAL STATEMENT OF POLICY

The school board shall employ an executive director who shall serve as an ex officio, non voting member of the charter school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

A. The chief administrator (hereinafter referred to as “executive director”) shall fulfill the responsibilities and have the authority of the chief administrator of the charter school.

B. The executive director is responsible for the management of the charter school, the administration of all charter school policies, and is directly accountable to the charter school board.

C. The executive director shall annually evaluate each employee assigned responsibility for supervising the charter school.

D. The executive director may delegate responsibilities to other charter school personnel, but shall continue to be accountable for actions taken under such delegation.

E. Where responsibilities are not specifically prescribed, nor school board policy applicable, the executive director shall use personal and professional judgment, subject to review by the school board.

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

Cross References:

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

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

MSBA/MASA Model Policy 214 (Out-of-State Travel by Charter School Board Members)

MSBA/MASA Model Policy 301 (Charter School Administration)

MSBA/MASA Model Policy 303 (Executive Director Selection)

MSBA/MASA Model Policy 304 (Executive Director Contract, Duties, and Evaluation)

MSBA/MASA Model Policy 305 (Policy Implementation)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)

MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)

MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 701 (Establishment and Adoption of Charter School Budget)

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

MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)

MSBA/MASA Model Policy 903 (Visitors to Charter School District Buildings and Sites)

MSBA/MASA Model Policy 905 (Advertising)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA/MASA Model Policy 907 (Rewards)