

Nerstrand Elementary School
 Board of Directors Meeting
 April 8, 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 March 11, 2024 Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director's Report
 - a) Student Achievement
 - b) NEO update including ties to Contract Goals
 - c) Director's Performance
 - 6.2 Enrollment for 23-24;

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

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

6.3 Enrollment for 24-25

K	1	2	3	4	5	Total
17	18	19	20	11	15	101

K = 17 1 = 18 2-3 = 19 & 20 4-5 = 26

6.5 Finance Report

- a) Monthly Financial Update; Traci
- b) Vote on donations over \$500 per policy from Mar 4-April 2;
- c) Update from Finance Committee

7.0 Policy

- a) 204 Charter School Board Meeting Minutes - Vote
- b) 205 Open & Closed Meeting - Vote
- c) 207 Public Hearing - Vote
- d) 208 Development, Adoption and Implementation of Policies - First Look
- e) 209 Code of Ethics - First Look
- f) 210.1 Conflict of Interest - First Look

8.0 New Business

- 8.1 Review staffing; none to report
- 8.2 Approve Evergreen Therapy Solutions as Speech Provider for 24-25; \$85/hour
- 8.3 Update from Director Support & Evaluation Committee
- 8.4 Review Banking at Lake Country Community Bank
- 8.5 Review Banking at US Bank
- 8.6 Approve Fernbrook Services for 24-25 SY; SLMH Grant
- 8.7 Approve 24-25 School Calendar

9.0 Old Business

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

and McBride who both need to complete finance training by Aug. 22, 2024.

10.0 Other

10.1 Opportunity for BOD member comments on meeting:
Did we stay on track?
Strategic vs. micro-manage?
Everyone able to participate?

10.2 Next Board of Directors meeting is May 13, 2024 at
3:30pm in the Nerstrand Media Center

11.0 Adjournment



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

Board of Directors Meeting Minutes

Charter District #4055

March 11, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde		Nicole Musolf	Jean Neuman
Ali Bossmann		Traci LaFerriere	
Kelly McGregor			
Carissa Erickson			
Phil McBride			
Terri Neumann			
Tara Vondrasek			

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

1.1 Roll Call

2.0 Approve Agenda

Addition to agenda by McGregor that she will exit the board meeting at 4pm
 Approved. First: Terri, Second: Carmen, 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 February 12, 2024 Board Meeting Minutes

Approved. First: Kelly, Second: Terri, 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
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5.0 Community Comment

None present

6.0 Reports

6.1 Director Report

a) News

- PTO sponsored annual Carnival was a hit
- Winter conferences had a 93% family participation
- Classrooms celebrated Valentine's Day
- Savannah classrooms had a special Cinderella Ball

b) Student Achievement

- Some results from the annual Family Satisfaction Survey were shared
- There were 32 out of 69 surveys completed

c) NEO Update

- NEO will be conducting its formal evaluation of NES on March 20th
- Feedback will be shared with the board in April

d) Director Performance

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

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6.2 Enrollment Update

- Current enrollment for 2023-2024 is 100
- Kindergarten:17, 1st: 20, 2nd:19, 3rd:14, 4th:17, 5th:13

6.3 Finance Report

a) Monthly Financial Report by Traci LaFerriere

Motion to approve Monthly Financial Report

Motion approved. First: Kelly, Second: Tara,

Yay: 7, Nay: 0, Abstentions: 0

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

No vote

c) Adopt revised budget from cash flow as follows

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

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

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

Motion to adopt revised budget from cash flow

Motion approved. First: Carmen, Second: Kelly,

Yay: 7, Nay: 0, Abstentions: 0

7.0 Policy

a) Policy 203.1 School Board Procedures

Motion to approve policy 203.1 School Board Procedures

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

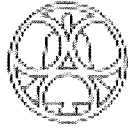
Abstentions: 0

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- b) Policy 203.2 Order of Regular School Board Meeting
Motion to approve policy 203.2 Order of Regular School Board Meeting
Motion approved. First: Kelly, Second: Tara, Yay: 7, Nay: 0, Abstentions: 0
- c) Policy 203.5 Board Meeting Agenda
Motion to approve policy 203.5 Board Meeting Agenda
Motion approved. First: Carmen, Second: Terri, Yay: 7, Nay: 0, Abstentions: 0
- d) First look at policy 204 Charter School Board Meeting Minutes
- e) First look at policy 205 Open & Closed Meeting
- f) First look at policy 207 Public Hearing

8.0 New Business

8.1 Review Staffing
No change

8.2 Adopt Finance Committee of Phil and Carissa
Motion to adopt Finance Committee of Phil and Carissa
Motion approved. First: Carmen, Second: Tara, Yay: 7, Nay: 0, Abstentions: 0

8.3 Update from Director Support & Evaluation Committee

- Staff Survey has been sent out and is due Friday, Mar 15, 2024
- Committee will meet after April board meeting to discuss results and rubric
- Results will be shared with Director in May

8.4 Approve Uptick Education Contract for 24-25, Psychology, \$120/hr

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Motion to approve Uptick Education Contract

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

8.5 Approve Traci LaFerriere as Business Manager for 24-25, \$54,000/yr

Motion to approve Traci LaFerriere as Business Manager

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

8.6 Approve EdVisions Cooperative for 24-25, 2% of payroll

Motion to approve EdVisions Cooperative 2% of payroll

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

8.7 Approve Student Centered Services for 24-25, \$110/hr

Motion to approve Student Centered Services

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

9.0 Old Business

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

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

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

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10.2 Next Board of Directors meeting – April 8, 2024 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 3:53 p.m.

Approved. First: Tara, Second: Carmen, 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:

March flew by at NES. PTO hosted the annual Sock Hop. Students picked our songs this year, which was a huge success. The school went to see Alice in Wonderland at the Children's Museum. It was a great experience for everyone. 5th graders went to Eagle Bluff for three days. Kudos to Andrea for leading this adventure. 4th graders went to the Big Woods for an afternoon to learn about overpopulation for animals. Spring break was the last week of March.

Student Achievement:

Interventions continued for all students requiring them. Final preparations occurred for MCA testing which will happen the first part of April to include all staff training. The scheduling of the final FAST, a/Reading and a/Math, as well as F&P testing happened. Results will come as we take these exams.

NEO Update including Contract Goals:

NEO conducted our formal site visit via Zoom. They shared that our operations and curricular focuses are excellent. When our drills are completed for the year, we need to submit a copy to them. Otherwise, we have completed all requirements of the formal site visit. A big thank you goes out to Dana, Rob and Becky for helping Nicole get everyone in order for that visit.

Director's Performance:

Director is working on formal teacher observations to include summative portfolios.

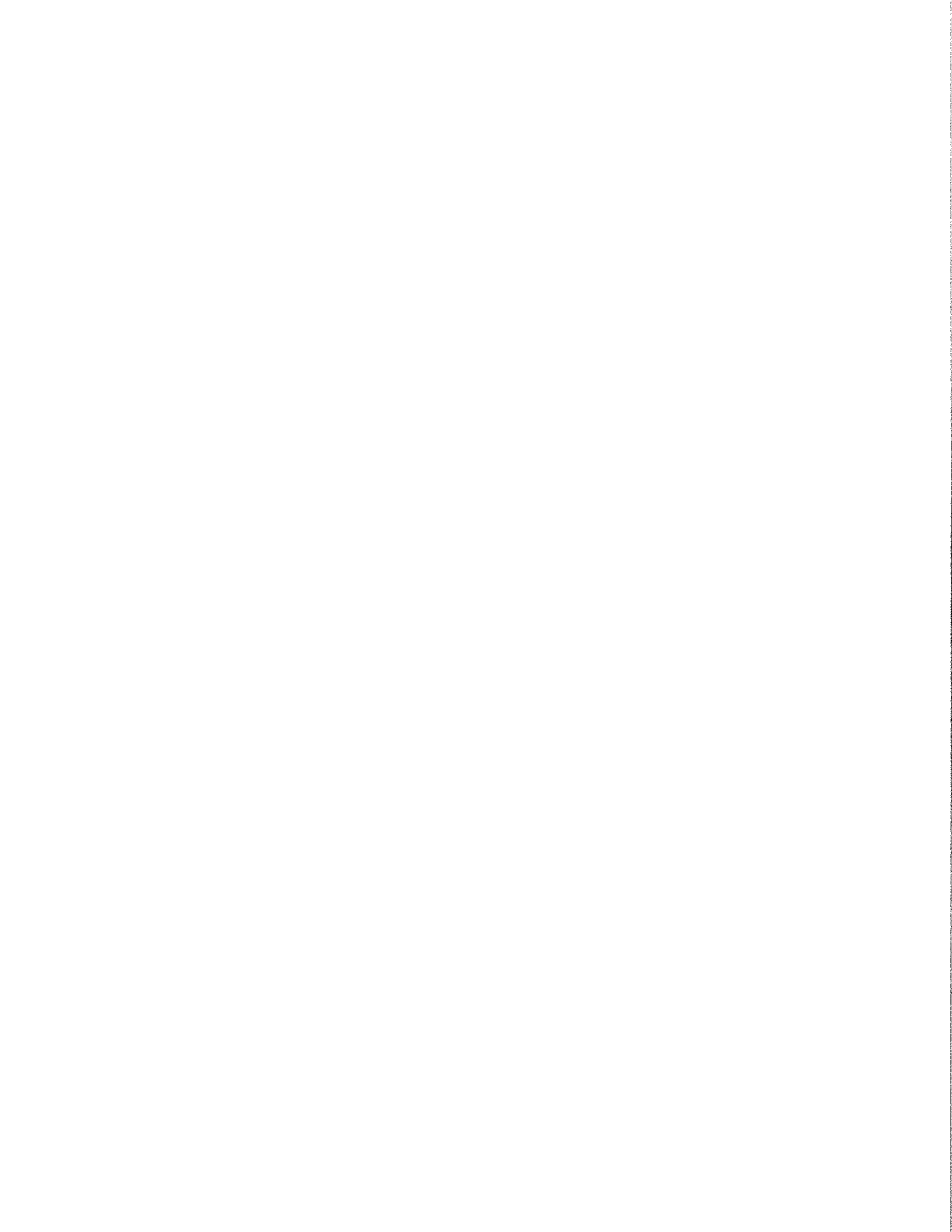


School	Nerstrand	Date of Observation: 3.11.24	Observer: Jean M. Neuman
Start Time: 3:30 PM	End Time: 3:53	School Meeting Type: Regular	
Board Members Attending: Kelly McGregor, Tara Vondrasek, Ali Bossman, Carmen Bonde, Philip McBride, Terri Neumann, Carissa Erickson, board chair.			
Board Members Absent: Director, Nicole Musolf, Traci LaFerriere Attendance Rate: 7 of 7			
Staff/Public in Attendance (Include ex-officio members): Executive Director, NEO Advisor			
Compliance Indicators			
Open Meeting Law (violations result in written infraction)			
Meeting is open to the public (board meeting time and location are published).	Y	Board meeting time and location was posted on website. Set of all board materials was available at the meeting, posted on the website and sent to members ahead of time.	
At least one complete set of printed board materials is available for public inspection.	Y		
Meeting is conducted only with a quorum present (more than half of the board members).	Y		
Meeting is not conducted by phone or web unless it meets MN Stat 13D conditions.	Y	Meeting was conducted with a quorum present.	
If a special or emergency meeting, meeting is conducted in accordance with MN Stat13D.	NA	Minutes for approval included record of votes.	
If closed, meeting is closed in accordance with MN Stat 13D.	NA	Votes were taken by roll call.	
Votes are recorded in minutes and made accessible in accordance with MN Stat 13D- the vote of each member must be recorded on each appropriation of money, except for payments of judgements, claims, and amounts fixed by statute.	Y	After approval, up to date and professional minutes are posted at the school's website.	
Meeting is conducted in accordance with the board's bylaws.	Y		
Continuous Improvement Indicators/BOARD MEETING ORGANIZATION			
Meeting is called to order on time.	Y	The meeting was started on time. A clear agenda was followed. All items discussed had appropriate materials available for board members and public to	

An agenda is followed, after board approval.	Y	reference. Board conducted an orderly meeting (followed Roberts Rules). After every motion remember to ask: "Is there any further discussion?"
Appropriate materials are available to accompany agenda items.	Y	
An orderly methodology guides the running of the meeting (e.g., Roberts Rules).	Y	
Continuous Improvement Indicators/BOARD MEETING ATMOSPHERE		
	Code	Board members were on time. Board minutes for approval and board conduct at the meeting appeared professional. Board members appeared prepared.
Board members are on time.	Y	Board members received board materials at least five days in advance of the board meeting. Board efficiency is supported in part by reviewing materials ahead of time.
Board member conduct and meeting minutes are professional.	Y	
Board members receive materials 3-5 days in advance and appear prepared.	Y	
Continuous Improvement Indicators/BOARD AGENDA		
	Code	The board agenda was easy to follow and was posted so that the public had notice of the board business at hand in advance of the meeting. No potential conflict of interest was observed- agenda included a check for conflict of interest.
Agenda is posted ahead, for example on the web or wall.	Y	
If used, a consent agenda is properly executed.	NA	
The board explicitly verifies that there are no conflicts of interest with any agenda items.	Y	Board information included a brief review of academic performance and progress toward contract goals.
The agenda contains an item(s) on student performance (board reviews the school's academic performance).	Y	The board reviewed a complete set of financials as presented by business manager. The financials included actual ADM and Pupil Units compared to budgeted, a record of transactions, cash flow modeled over the year, and actual revenue and expenditures compared to budgeted. An adopted revised budget was approved for this year. There was an opportunity for public comment.
The agenda contains an item(s) for board review of the school's finances.	Y	
Finance reports tie budgeted Pupil Units/ADM to actual.	Y	
Finance reports include check register, cash flow, budget to actual.	Y	
The agenda includes an item for public comment and the board has a clear process in place to respond to the public comment.	Y	
Continuous Improvement Indicators/BOARD CAPACITY		

			Code
The board has the expertise and the materials necessary to provide oversight of academic, financial and governance performance (see board member bios/resumes).			Y
The mission and vision guide decision making.			Y
The board monitors and evaluates school progress- references the strategic plan, continuous improvement plan, and goals (new schools- readiness to open checklist).			Y
The board leverages committees to engage board and community members in accomplishing board work and the committee reports are thorough and understandable.			Y
The board regularly develops and reviews procedures and policies.			Y
The board addresses general operation concerns without micromanaging.			Y
Vendors and other experts, if consulted, provide appropriate information to the board.			Y
The board evaluates the school leadership.			Y
The board shows evidence continuous improvement (uses feedback to improve work) and monitors board development and completion of training requirements on an ongoing basis.			Y
<u>Narrative Section on Board Observation</u>			
<i>This board observation form is electronically delivered to the director and chair within 2 days of the board meeting.</i>			
Notes: Observations and Questions:			
Enrollment is presently at 100 students. Fund balance is at 29%. Tracie LaFerriere was approved as business manager for 2024-2025. EdVisions was approved next year at 2% of payroll. Student services was approved by hourly for potential SPED evals.for incoming students at primary.			
Items to share with other schools:			

[1] Codes: (Y) There is clear evidence that the indicator exists. Emerging (EM) – There is some evidence of the indicator, but improvement is recommended. No(N) – The indicator was not observed. Not Applicable (NA) The indicator was not observed at this meeting, but over the course of year it is expected to be.



Nerstrand Elementary School #4055
Financial Report to the School Board
March 2024

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

The balance sheet shows the school has a \$645,378 cash balance that is sufficient to meet the school's expected obligations. Also, the school has received \$11,693 more than expected from governments for the prior year that will be recaptured eventually and \$7,046 of the fund balance is reserved for medical assistance expenditures.

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

Revenues are calculated on 96 average daily membership (adm). The school is expected to make a \$956 transfer from fund 01 to 04. The annual expenditures are \$116,007 more than revenues. The ending fund balance of \$454,213 is 28.9% of general fund expenditures. The school's authorizer requires a fund balance of 20% of expenditures.

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2024 Cashflow Schedule

	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Rv Bdg
GENERAL FUND REVENUES							
Fees From Patrons	114.00	0.00	0.00	0.00	0.00	7,651.86	7,537.86
Med Assist Fr Dept of HS	0.00	0.00	0.00	3,117.54	0.00	6,500.00	6,500.00
Interest Earnings	2,554.43	1,815.19	1,815.19	1,815.19	0.00	28,395.64	28,395.64
Gifts And Bequests	300.80	1,000.00	0.00	11,425.94	0.00	30,000.00	30,000.00
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	450.00	450.00
Night Out Gift	1,670.00	440.00	0.00	0.00	0.00	2,610.00	500.00
Misc Local Revenue	0.00	0.00	0.00	0.00	0.00	585.62	585.62
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00
Fundraising Revenue	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00
Endow Fund Apportion	3,051.92	0.00	0.00	0.00	-339.49	5,546.26	5,546.26
General Education Aid	26,980.42	26,286.12	26,286.12	26,286.12	73,590.12	742,844.18	742,844.18
State Literacy Aid	3,828.68	0.00	0.00	0.00	957.17	9,571.70	9,571.70
Facility Maintenance Revenue	0.00	0.00	0.00	0.00	440.90	12,672.00	12,672.00
Hrly Wrk Unemploy	0.00	0.00	0.00	0.00	-3,191.31	0.00	0.00
School Library Aid (Restricted)	0.00	8,939.14	0.00	0.00	2,000.00	20,000.00	20,000.00
Building Lease Aid	0.00	49,941.39	0.00	16,218.51	12,614.40	126,144.00	126,144.00
Stdnt Support Personnel Aid (Equal Exp)	0.00	0.00	0.00	-5,791.05	0.00	0.00	0.00
Federal Aids & Grant	0.00	1,473.72	0.00	0.00	0.00	1,473.72	1,473.72
Title II	0.00	0.00	0.00	0.00	0.00	524.00	500.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	671.78	0.00	671.78	671.78
Spec Ed Fed FlowThru	0.00	9,312.23	0.00	4,308.51	0.00	17,347.21	17,347.21
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	8,396.68	8,396.68
Federal Aids & Grant	0.00	0.00	0.00	1,216.46	0.00	1,216.46	1,329.72
REAP Direct Fed Aid&Grant	30,764.00	0.00	0.00	0.00	0.00	30,764.00	30,764.00
State Special Education Aid	72,333.76	34,226.84	34,226.84	34,226.84	39,774.81	397,748.09	401,749.46
REVENUES TOTAL	141,598.01	133,434.62	62,328.14	93,495.84	125,846.60	1,455,113.21	1,456,979.83
EXPENDITURES							
EDVISIONS SALARY & BENEFIT TOTAL	79,434.21	83,945.39	83,945.39	88,945.39	127,690.78	946,550.57	951,061.75
FACILITY LEASE TOTAL	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	164,250.00	164,250.00
PURCHASED SERVICES							
Consult Fees (EdVisions)	1,604.22	1,678.91	1,678.91	1,778.91	2,787.82	19,233.48	19,308.17
Marketing/Advert/Promo Fees	1,071.00	0.00	0.00	0.00	0.00	1,232.17	816.91
Business Consult Fees	21,265.60	4,329.50	0.00	8,960.90	0.00	67,641.75	67,641.75
Phone	239.00	462.65	480.00	497.35	0.00	5,549.98	5,549.98
Postage & Parcel Svc	2,303.04	136.00	0.00	0.00	0.00	3,470.17	3,165.92
Technology Svc	26.65	45.00	45.00	63.35	0.00	1,280.39	1,280.39
Utility Services	1,674.34	585.79	9,788.00	2,739.87	0.00	52,627.21	52,627.21
Maintenance	328.75	211.30	211.30	93.85	0.00	845.20	845.20
Maintenance	0.00	0.00	0.00	0.00	0.00	213.00	213.00

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2024 Cashflow Schedule

	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Rv Bdgt
Maintenance Peace Garden	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Custodial Reimburse To Mn District	6,114.56	6,114.19	6,114.19	6,114.19	6,113.82	73,474.84	73,474.84
Insurance	0.00	0.00	0.00	0.00	0.00	11,410.02	11,410.02
Elem non-student Consulting	0.00	0.00	138.00	0.00	0.00	836.50	836.50
Field Trips, Lyceums, River Bend, admissions	928.00	2,715.30	0.00	0.00	0.00	3,643.30	0.00
Short Term Lease Copiers	0	342.48	0.00	0.00	0.00	2,505.34	2,505.34
Music Contract	0.00	0.00	0.00	5,280.00	0.00	5,280.00	5,967.00
Title II - Prof Dev	0.00	0.00	0.00	0.00	0.00	500.00	500.00
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	27.00	27.00
Contracted Speech Services	2,367.30	2,531.10	0.00	17,847.81	0.00	45,000.00	45,000.00
Phys Impaired	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	850.00	0.00	850.00	850.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	6,109.00	0.00	6,109.00	6,109.00
DHH Sp Ed Benis	0.00	0.00	0.00	1,798.00	0.00	1,798.00	1,798.00
OHD Contracted Services	0.00	0.00	0.00	0.00	0.00	405.00	405.00
Dev Delay Contracted Services	0.00	0.00	0.00	0.00	0.00	358.00	358.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	3,501.00	0.00	10,503.21	10,503.21
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	8,396.68	8,396.68
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	4,430.76	4,430.76
Contracted SpEd Specialists, Psyc, OT	5,724.00	2,986.00	0.00	12,747.20	0.00	55,400.00	55,400.00
Trav/Conv/Conference	0.00	80.40	0.00	0.00	0.00	310.40	310.40
Trav/Conv/Conference	0.00	1,270.00	0.00	0.00	0.00	1,270.00	1,270.00
Pymnt to MN District	0.00	0.00	0.00	0.00	0.00	78.11	78.11
StaffDev - Travel+Conferences	0.00	0.00	0.00	0.00	0.00	311.92	311.92
PURCHASED SERVICES TOTAL	43,646.46	23,488.62	18,455.40	69,381.43	8,901.64	386,041.43	382,440.31
SUPPLIES							
Marketing Supplies	0.00	0.00	0.00	0.00	0.00	565.41	565.41
Sup/Mat Non-Instr.	0.00	0.00	1,437.43	0.00	0.00	1,675.00	1,675.00
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	0.00	1,618.37	1,618.37
Sup/Mat Non-Instr.	0.00	0.00	1,026.87	0.00	0.00	1,235.00	1,235.00
Sup/Mat Non-Instr.	0.00	0.00	959.22	0.00	0.00	1,000.00	1,000.00
Sup/Mat Non-Instr.	-2.20	0.00	2,285.29	0.00	0.00	3,250.00	3,250.00
Peace Garden Supplies	0.00	0.00	0.00	0.00	0.00	62.07	62.07
Non-instruct Software	0.00	0.00	0.00	0.00	0.00	378.40	378.40
Instructional software	0.00	0.00	0.00	0.00	0.00	3,425.60	3,425.60
Sup/Mat N-Indiv Inst	632.06	0.00	6,922.33	0.00	0.00	10,000.00	10,000.00
Instruct Tech Supplies	24.87	0.00	0.00	0.00	0.00	24.87	0.00
Textbooks/Workbooks	0.00	0.00	3,340.16	0.00	0.00	3,500.00	3,500.00
Standardized Tests	0.00	0.00	1,200.00	0.00	0.00	1,200.00	1,200.00
Title II PD Supplies	24.00	0.00	0.00	0.00	0.00	24.00	0.00
PhysEd/Health-Supplies	0.00	0.00	500.00	0.00	0.00	500.00	500.00
PhysEd/Health-Supplies	0.00	0.00	176.32	0.00	0.00	176.32	176.32

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2024 Cashflow Schedule

	Mar-24	Apr-24	May-24	Jun-24	Accrual	FY2024 Actual	FY2024 Rv Bdgt
Music Sup/Mat N-Indiv Inst	81.75	0.00	0.00	0.00	0.00	351.93	270.18
Library Aid Supplies Placeholder	876.00	0.00	14,124.00	0.00	0.00	15,000.00	15,000.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	1,000.51	1,000.51
SpEd supplies	0.00	0.00	0.00	0.00	0.00	19.29	19.29
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	1,033.32	1,033.32
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	4,882.77	4,882.77
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	878.40	878.40
SUPPLIES TOTAL	1,636.48	0.00	31,971.62	0.00	0.00	51,801.26	51,670.64
CAPITAL EXPENDITURES							
Princ LT Tech Leases	213.14	213.14	213.14	213.14	0.00	1,065.70	1,065.70
CAPITAL EXPENDITURES TOTAL	213.14	213.14	213.14	213.14	0.00	1,065.70	1,065.70
OTHER EXPENDITURES							
BOD Fees	0.00	0.00	0.00	0.00	0.00	12,107.41	12,107.41
Dues/Membership - RegV,JMC,MACS	0.00	1,221.00	829.75	0.00	0.00	8,348.40	7,127.40
OTHER EXPENDITURES TOTAL	0.00	1,221.00	829.75	0.00	0.00	20,455.81	19,234.81
OTHER FINANCING USES							
Perm Interfd Transf	0.00	0.00	0.00	0.00	956.29	956.29	956.29
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	956.29	956.29	956.29
EXPENDITURES TOTAL	138,617.79	122,555.65	149,102.80	172,227.46	151,236.20	1,571,121.06	1,570,679.49
NET INCOME	2,980.22	10,878.98	-86,774.65	-78,731.62	-25,389.60	-116,007.85	-113,699.66
BEGINNING BALANCE	631,250.41	634,230.63	645,109.61	558,334.96	479,603.34	570,221.59	570,221.59
ENDING BALANCE	634,230.63	645,109.61	558,334.96	479,603.34	454,213.74	454,213.74	456,521.93
FUND BALANCE AS % OF EXPENDITURES						28.91%	29.07%
FUND 04							
REVENUES							
Fees From Patrons	224.00	363.00	0.00	1,006.00	0.00	5,167.00	5,290.00
Perm Interfd Transf	0.00	0.00	0.00	0.00	956.29	956.29	956.29
REVENUES TOTAL	224.00	363.00	0.00	1,006.00	956.29	6,123.29	6,246.29
EXPENDITURES							
EdVisions Regal Eagle Staff	776.92	900.00	900.00	900.00	0.00	6,123.21	6,246.29
EXPENDITURES TOTAL	776.92	900.00	900.00	900.00	0.00	6,123.21	6,246.29
NET INCOME	-552.92	-537.00	-900.00	106.00	956.29	0.08	0.00
BEGINNING BALANCE	927.71	374.79	-162.21	-1,062.21	-956.21	0.00	0.00
ENDING BALANCE	374.79	-162.21	-1,062.21	-956.21	0.08	0.08	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	
4254	202409	03/14/2024	P	JE	Marc E:EdVisions March EFT	EDVisions (Fd1)	E	01	101	000			USB Cash	0.00	81,038.43	
						EDVisions (Fd4)	B	04	101	000			USB Cash	0.00	776.92	
						Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,600.64	0.00
						EDVisions Pysl Srnce Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,604.22	0.00
						Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,832.44	0.00
						Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	55.27	0.00
						Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	635.72	0.00
						Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,468.28	0.00
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	635.56	0.00
						McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	5,542.22	0.00
						Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	7,207.64	0.00
						Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	8,229.74	0.00
						Waddell, Cara-Media Para	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						Bonde, Carmen-PhysEd Tch	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,896.46	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	4,153.00	0.00
						McBride, Phillip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	783.52	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	1,524.42	0.00
						Ades, Hudson-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Bonde, Carmen-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	552.05	0.00
						Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	185.20	0.00
						Flom, Sara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,469.06	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,046.46	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,051.99	0.00
						McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,912.95	0.00
						Peplin Julie	E	01	010	420	000	740	396	EdVisions SpEd Staff	203.72	0.00
						Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,380.44	0.00
						Turti Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	194.46	0.00
						Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,429.89	0.00
						Ades, Hudson-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Bonde, Carmen-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	250.25	0.00
						Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	18.67	0.00
						Flom, Sara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	260.46	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
4254	202409	03/14/2024	P	JE	Marc E:EdVisions March EFT											
						Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	206.37	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	846.88	0.00
						McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	201.45	0.00
						Pepin Julie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	20.54	0.00
						Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	254.05	0.00
						Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	19.61	0.00
						Waddell, Cara-Speed Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	144.20	0.00
						McCorkell, Kate	E	01	010	422	000	425	303	CEIS para	86.74	0.00
						Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,403.94	0.00
						Gilmore, Greta-Regal Eagle Sui	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	72.51	0.00
						Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	704.41	0.00
															\$81,815.35	\$81,815.35

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through March 2024

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	645,004.06	374.79	645,378.85
Accounts receivable	2.33	0.00	2.33
Due from governments	-11,693.04	0.00	-11,693.04
Prepaid items	<u>917.28</u>	<u>0.00</u>	<u>917.28</u>
Total assets	<u>634,230.63</u>	<u>374.79</u>	<u>634,605.42</u>
Liabilities			
Accounts payable	0.00	0.00	0.00
Due to Other MN Districts	0.00	0.00	0.00
Salaries payable	0.00	0.00	0.00
Taxes payable	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets			
Unreserved	<u>626,289.20</u>	<u>0.00</u>	<u>626,289.20</u>
Nonspendable	895.00	0.00	895.00
Restricted	0.00	374.79	374.79
Reserved for Med Assist	<u>7,046.43</u>	<u>0.00</u>	<u>7,046.43</u>
Total liabilities and net assets	<u><u>634,230.63</u></u>	<u><u>374.79</u></u>	<u><u>634,605.42</u></u>



Nerstrand Charter School #4055 Outstanding Payments by Payment Date

Bank: USB
Acct#: 152100023570

3/31/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount	
4055	8382	Check	1 1740	CYNTHIA JANE HARMER	02/29/2024	16908	405.00	
						Bank	Total	<input type="text" value="405.00"/>
							Total	<input type="text" value="\$405.00"/>



Nerstrand Charter School #4055
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1417		APG MEDIA OF SO MINNESOTA, LLC (S)					
		4055	USB		16911		Check
					E 01 005 107 000 000 305	Paper ads 2/14 2/21	
							Paid Amt: \$571.00
		PO#:			Voucher #: 8466	Invoice No: 14198-0224	Check Amount: \$571.00
							Vendor Total: \$571.00
1707		COMMUNICATION MATTERS, LLC					
		4055	USB		16912		Check
					E 01 010 401 000 740 394	2/21-28 SLP	
							Paid Amt: \$2,367.30
		PO#:			Voucher #: 8467	Invoice No: NESSLP10	Check Amount: \$2,367.30
							Vendor Total: \$2,367.30
1738		E.O. JOHNSON CO. INC.					
		4055	USB		16913		Check
					E 01 010 203 000 000 560	2/25-3/24 copier	
					E 01 010 203 000 000 350	2/25-3/24 maintenance	
							Paid Amt: \$541.89
		PO#:			Voucher #: 8465	Invoice No: 36046053	Check Amount: \$541.89
							Vendor Total: \$541.89
1351		FLOM DISPOSAL SERVICE					
		4055	USB		16914		Check
					E 01 005 810 000 000 330	March	
							Paid Amt: \$306.45
		PO#:			Voucher #: 8455	Invoice No: 3964	Check Amount: \$306.45
							Vendor Total: \$306.45
1133		INDEPENDENT SCHOOL DIST # 656					
		4055	USB		16915		Check
					E 01 005 850 000 348 335	Feb Rent	
					E 01 005 810 000 000 391	Feb custodian	
					E 01 005 630 000 000 305	Feb tech	
							Paid Amt: \$19,828.71
		PO#:			Voucher #: 8461	Invoice No: 42435	Check Amount: \$19,828.71
							Vendor Total: \$19,828.71
1744		KDHL-AM					
		4055	USB		16916		Check
					E 01 005 107 000 000 305	radio ad	
							Paid Amt: \$500.00
		PO#:			Voucher #: 8459	Invoice No: 4593297-2	Check Amount: \$500.00
							Vendor Total: \$500.00

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	16917		Check	\$239.00
PO#:		Voucher #:	E 01	005 110 000 000 320	Phone		
				8458 Invoice	Invoice No: 1677211		
					3/15/2024	Paid Amt:	\$239.00
						Check Amount:	\$239.00
						Vendor Total:	\$239.00
1743 NICOLE MUSOLF							
		4055	USB	16910		Check	\$24.00
PO#:		Voucher #:	E 01	010 204 000 414 401	amazon PD bk		
				8453 Invoice	Invoice No: 20240308		
					3/8/2024	Paid Amt:	\$24.00
						Check Amount:	\$24.00
						Vendor Total:	\$24.00
1492 ON THE MOVE - THERAPY SERVICES							
		4055	USB	16918		Check	\$2,574.00
PO#:		Voucher #:	E 01	010 420 000 740 394	OT 2/22-3/1		
				8456 Invoice	Invoice No: 2636		
					3/15/2024	Paid Amt:	\$2,574.00
						Check Amount:	\$2,574.00
						Vendor Total:	\$2,574.00
1724 RENAISSANCE							
		4055	USB	16919		Check	\$917.28
PO#:		Voucher #:	B 01	131 000	FY25 FAST test subscription annual		
				8463 Invoice	Invoice No: INV5319654		
					3/15/2024	Paid Amt:	\$917.28
						Check Amount:	\$917.28
						Vendor Total:	\$917.28
1703 TRACI LAFERRIERE							
		4055	USB	16920		Check	\$21,250.00
PO#:		Voucher #:	E 01	005 110 000 000 305	Nov-Mar		
				8457 Invoice	Invoice No: 20240301		
					3/15/2024	Paid Amt:	\$21,250.00
						Check Amount:	\$21,250.00
						Vendor Total:	\$21,250.00
1727 UPTICK EDUCATION LLC							
		4055	USB	16921		Check	\$3,150.00
PO#:		Voucher #:	E 01	010 420 000 740 394	2/1-26 psych		
				8460 Invoice	Invoice No: 1248		
					3/15/2024	Paid Amt:	\$3,150.00
						Check Amount:	\$3,150.00
						Vendor Total:	\$3,150.00
Report Total:							\$52,269.63

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1732 CAPITAL ONE								
		4055		LCCB				
		E 01	010	203	000 000 430	thermometer fundraiser duct tape	Wire	
		E 01	010	203	000 000 430	colorrnn fundraiser supplies		
		8462 Invoice Invoice No: 20240304					3/4/2024	
		Paid Amt: \$632.06						
		Check Amount: \$632.06						
		Vendor Total: \$632.06						
<hr/>								
		E 01	010	203	000 000 369	PTO Reimburse childrens theatre	Wire	
		B 01	115	000		Robins Egg bakery Nicole Repay		
		E 01	010	203	000 000 456	Amazon laptop battery		
		E 01	005	110	000 000 329	USPS		
		E 01	005	110	000 000 329	USPS		
		8464 Invoice Invoice No: acctn 8040					3/14/2024	
		Paid Amt: \$2,263.00						
		Check Amount: \$2,263.00						
		Vendor Total: \$2,263.00						
<hr/>								
1745 HIGH NOON BOOKS								
		4055		LCCB				
		E 01	010	203	000 000 460	bks	Wire	
		E 01	010	203	000 000 460	bks		
		E 01	010	620	000 343 470	bks		
		8471 Invoice Invoice No: 20240325					3/25/2024	
		Paid Amt: \$876.00						
		Check Amount: \$876.00						
		Vendor Total: \$876.00						
<hr/>								
1297 PLANK ROAD PUBLISHING, INC								
		4055		LCCB				
		E 01	010	258	000 000 430	songs community celebration	Wire	
		8470 Invoice Invoice No: 20240315					3/15/2024	
		Paid Amt: \$81.75						
		Check Amount: \$81.75						
		Vendor Total: \$81.75						
<hr/>								
1004 US POSTAL SERVICE								
		4055		LCCB				
		E 01	005	110	000 000 329	marketing postage	Wire	
		8469 Invoice Invoice No: 20240306					3/6/2024	
		Paid Amt: \$995.11						
		Check Amount: \$995.11						
		Vendor Total: \$995.11						

**Nerstrand Charter School #4055
Detail Payment Register By Vendor**

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1700		USBANK	4055	USB			
				E 01 005 110 000 000 305	fee		
					Invoice No: 20240314		
PO#:		Voucher #:	8468	Invoice		3/14/2024	Wire
						\$15.60	
							Paid Amt: \$15.60
							Check Amount: \$15.60
							Vendor Total: \$15.60
1017		XCEL ENERGY	4055	USB			
				E 01 005 810 000 000 330	1/29-2/28		
					Invoice No: 51-6189166-3		
PO#:		Voucher #:	8454	Invoice		3/8/2024	Wire
						\$1,367.89	
							Paid Amt: \$1,367.89
							Check Amount: \$1,367.89
							Vendor Total: \$1,367.89
							Report Total: \$6,231.41

Nerstrand Charter School #4055
Reconciliation Worksheet Report
03/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1298	03/31/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount 526,525.12

Deposits in Transit 51,796.30

Outstanding Payments

Checks 405.00

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 577,916.42

GL Account Balance 577,916.42

Difference 0.00

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

Ty
F

Adjustments
00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
03/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1299	03/31/2024	4055	LCCB	Lake Country Community Bank
				Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	67,462.43
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00

Adjustment Amount

Amount Per Bank	67,462.43
GL Account Balance	67,462.43
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 Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1868	4055	USB														
	IDEAS		1892	Credit A	03/15/24			Wire	1	MDE	MDE					
														3,051.92		0.00
														26,980.42		0.00
														20,537.46		0.00
														3,828.68		0.00
														Receipt Total:	\$54,398.48	\$0.00
														Deposit Total:	\$54,398.48	\$0.00
1869	4055	LCCB														
	Miscellaneous		1893	Credit A	03/13/24			Check	1	M	Miscellaneous					
														2.20		0.00
														0.80		0.00
														114.00		0.00
														420.00		0.00
														55.00		0.00
														66.00		0.00
														103.00		0.00
														100.00		0.00
														250.00		0.00
														1,000.00		0.00
														Receipt Total:	\$2,111.00	\$0.00
														Deposit Total:	\$2,111.00	\$0.00
1870	4055	USB														
	interest		1894	Credit A	03/31/24			Wire	1	M	Miscellaneous					
														2,127.31		0.00
														Receipt Total:	\$2,127.31	\$0.00
														Deposit Total:	\$2,127.31	\$0.00
1871	4055	USB														
	interest		1895	Credit A	03/31/24			Wire	1	M	Miscellaneous					
														427.12		0.00
														Receipt Total:	\$427.12	\$0.00
														Deposit Total:	\$427.12	\$0.00

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1872	4055			Credit A	03/30/24		Wire 1	MDE MDE					51,796.30		0.00
IDEAS													Receipt Total:	\$51,796.30	\$0.00
													Deposit Total:	\$51,796.30	\$0.00
1873	4055			Credit A	03/25/24		Wire 1	M Miscellaneous					200.00		0.00
Mightycause													Receipt Total:	\$200.00	\$0.00
													Deposit Total:	\$200.00	\$0.00
1874	4055			Credit A	03/01/24		Wire 1	M Miscellaneous					30,764.00		0.00
REAP													Receipt Total:	\$30,764.00	\$0.00
													Deposit Total:	\$30,764.00	\$0.00
													Report Total:	\$141,824.21	\$0.00

Gifts Received 2/13-4/2/2024

Name	Donated Amount	Restriction
Nerstrand Custom Cabinets	\$1,000.00	
Land o Lakes	\$1,000.00	

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

CHARTER SCHOOL BOARD MEETING MINUTES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. PUBLICATION OF MEETING MINUTES

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

Legal References:

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

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

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

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

Cross References:

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

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

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITION

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

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

IV. PROCEDURES

A. Meetings

1. Regular Meetings

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

2. Special Meetings

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

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

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

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

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

3. Emergency Meetings

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

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

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

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

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

f. Notice shall include the subject of the meeting.

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

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Meetings during Pandemic or Chapter 12 Emergency

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

8. Meetings by Interactive Technology

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

B. Votes

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

C. Written Materials

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

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

D. Open Meetings and Data

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

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

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

E. Closed Meetings

1. Labor Negotiations Strategy

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

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

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

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Allegations or Charges

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

4. Performance Evaluations

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

5. Attorney-Client Privilege Meeting

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

6. Dismissal Hearing

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

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

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

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

7. Coaches; Opportunity to Respond

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

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

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

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

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

8. Meetings to Discuss Certain Not Public Data

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

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

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

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

(4) an individual's personal medical records.

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

9. Purchase and Sale of Property

a. The charter school board may close a meeting:

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

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

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

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

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

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

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

10. Security Matters

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

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

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

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

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

Legal References:

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

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

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

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

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

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

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

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

MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

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

207 PUBLIC HEARINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

A. Public Hearings

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

B. Notice of Public Hearings

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

C. Public Participation

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

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

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

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

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

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

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

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

Cross References:

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



Nerstrand Elementary School Policy 208
Independent Charter School District #4055
Adopted:

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the charter school board of directors and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the charter school community that the charter school responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the charter school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The charter school board has jurisdiction to legislate policy with the force and effect of law for the charter school. Charter school policy provides the charter school board's general direction while delegating policy implementation to the administration.

B. The charter school's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The charter school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a charter school board member, employee, parent, student, or charter school community member. Proposed policies or ideas shall be submitted to the executive director for review prior to possible placement on the charter school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

A. The charter school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two charter school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the charter school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the charter school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The charter school board shall have discretion to determine what constitutes an emergency.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the charter school board has no control, the modified policy may be approved at one meeting at the discretion of the charter school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

A. The executive director shall be responsible for implementing charter school board policies, other than the policies that cover how the charter school board will operate. The executive director shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the charter school board.

B. Each charter school board member shall have access to charter school policies. A copy of the charter school policies shall be placed in the office of each school attendance center and in the central charter school office and shall be available for reference purposes to other interested persons.

C. The executive director, employees designated by the executive director, and individual charter school board members shall be responsible for keeping the policy current.

D. The charter school board shall review policies at least once every three years. The executive director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the charter school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.

E. When no charter school board policy exists to provide guidance on a matter, the executive director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the charter school. Under such circumstances, the executive director shall advise the charter school board of the need for a policy and present a recommended policy to the charter school board for approval.

Legal References:

Minn. Stat. § 124E.03 (Applicable Law)

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

Cross References:

MSBA/MASA Model Policy 305 (Policy Implementation)

Nerstrand Elementary School Policy 209
Independent Charter School District #4055
Adopted:

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual charter school board member in understanding the role as part of a charter school board and in recognizing the contribution that each member must make to develop an effective and responsible charter school board.

II. GENERAL STATEMENT OF POLICY

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

A. AS A MEMBER OF THE CHARTER SCHOOL BOARD, I WILL:

1. Attend charter school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other charter school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the charter school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my charter school.

8. Inform myself about the proper duties and functions of a charter school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A CHARTER SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the charter school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the executive director – not over or around the executive director.

6. Delegate the implementation of charter school board decisions to the executive director.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE CHARTER SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the charter school board in legal session – not with the individual members of the charter school board except as authorized by law.

3. Make no disparaging remarks, in or out of charter school board meetings, about other members of the charter school board or their opinions.

4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.

5. Make decisions by voting in charter school board meetings after all sides of debatable questions have been presented.

6. Insist that committees be appointed to serve only in an advisory capacity to the charter school board.

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

1. Attempt to appraise and plan for both the present and future educational needs of the charter school and community.

2. Attempt to obtain adequate financial support for the charter school's programs.

3. Insist that business transactions of the charter school be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers.

E. IN WORKING WITH THE EXECUTIVE DIRECTOR OF SCHOOLS AND STAFF, I WILL:

1. Hold the executive director responsible for the administration of the charter school.

2. Give the executive director authority commensurate with the responsibilities.

3. Assure that the charter school will be administered by the best professional personnel available.

4. Consider the recommendation of the executive director in hiring all employees.

5. Participate in charter school board action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.

6. Insist the executive director keep the charter school board adequately informed at all times.

7. Offer the executive director counsel and advice.

8. Recognize the status of the executive director as the chief executive officer and a non-voting, ex-officio member of the charter school board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole charter school board for proper referral according to the chain of command.

10. Present any personal criticisms of employees to the executive director.

11. Provide support for the executive director and employees of the charter school so they may perform their proper functions on a professional level.

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

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

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

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over charter schools.

4. Recognize that charter school business may be legally transacted only in an open meeting of the charter school board.
5. Avoid conflicts of interest and refrain from using my charter school board position for personal gain.
6. Take no private action that will compromise the charter school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References:

Minn. Stat. § 124E.01 (Purpose and Applicability)

Minn. Stat. § 124E.03 (Applicable Law)

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

Nerstrand Elementary School Policy 210.1
Independent Charter School District #4055
Adopted:

210.1 CONFLICT OF INTEREST – CHARTER SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

The policy of the charter school board is to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

III. CONFLICTING BUSINESS RELATIONSHIPS

A. An individual is prohibited from serving as a member of the board of directors of a charter school if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the Minnesota Commissioner of Education (Commissioner) or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when: (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 employees, 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 provision renders the contract void.

C. Any employee, agent, or board member of the authorizer of a charter school who participates in the initial review, approval, ongoing oversight, evaluation, or the charter school renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

D. The charter school board member conflict of interest provisions 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 Minnesota Statutes chapter 308A when the teacher also serves on the charter school board of directors.

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

Legal References:

Minn. Stat. § 10A.071, Subd. 1 (Certain Gifts by Lobbyists and Principals Prohibited)

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

Minn. Stat. § 124E.14 (Conflicts of Interest)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: None

Nerstrand Elementary School Policy 209
Independent Charter School District #4055
Adopted:

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual charter school board member in understanding the role as part of a charter school board and in recognizing the contribution that each member must make to develop an effective and responsible charter school board.

II. GENERAL STATEMENT OF POLICY

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

A. AS A MEMBER OF THE CHARTER SCHOOL BOARD, I WILL:

1. Attend charter school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other charter school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the charter school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my charter school.

8. Inform myself about the proper duties and functions of a charter school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A CHARTER SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the charter school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the executive director – not over or around the executive director.

6. Delegate the implementation of charter school board decisions to the executive director.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE CHARTER SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the charter school board in legal session – not with the individual members of the charter school board except as authorized by law.

3. Make no disparaging remarks, in or out of charter school board meetings, about other members of the charter school board or their opinions.

4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
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6. Insist the executive director keep the charter school board adequately informed at all times.

7. Offer the executive director counsel and advice.

8. Recognize the status of the executive director as the chief executive officer and a non-voting, ex-officio member of the charter school board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole charter school board for proper referral according to the chain of command.

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3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over charter schools.

4. Recognize that charter school business may be legally transacted only in an open meeting of the charter school board.
5. Avoid conflicts of interest and refrain from using my charter school board position for personal gain.
6. Take no private action that will compromise the charter school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References:

Minn. Stat. § 124E.01 (Purpose and Applicability)

Minn. Stat. § 124E.03 (Applicable Law)

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

Nerstrand Elementary School

2024-2025

Calendar

July 24						
Su	M	Tu	W	Th	F	Sa
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September 24						
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January 25						
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May 25						
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August 24						
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December 24						
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April 25						
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August 25						
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November 24						
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July 25						
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October 24						
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February 25						
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June 25						
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18s 19t

Approved: April 8, 2024 Calendar Key

Last Day/First Day	8/28 & 5/29
Holidays/Breaks	
No School Teacher Work Day	
Faribault Homecoming	10/4, 2-hour early release
Prairie Appreciation	9/20
Discovery Day	9/26
Music Concerts	12/19 & 5/2
Conferences	10/14-10/15, 10/16 (8:00am-noon) 2/18 & 2/20
Fall Open House	8/22 6:00pm-7:00pm
Kindergarten Round Up	8/21 & 8/22
Last Day of a Trimester	11/22, 2/28, 5/29
Report Cards Go Home	12/13, 3/14, 5/28
Summer Work Shop Days	8/19-8/22
SPED Retreat	8/20
Eagle Bluff - 5th grade only	3/19-3/21

Student Days = 165
Teacher Days = 178
WBWF Meeting - August 22
Fastbridge - Sept, Jan, May
MCAAs - April, May
Daily Schedule 8:15am-2:50pm
Instructional Hours = 6.25x165=1031.25 (15 days)

