

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

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

- 1.0 Call to Order
 - 1.1 Roll Call

- 2.0 Approve Agenda

- 3.0 Opportunity to Report any Board Conflicts of Interest

- 4.0 Approve Meeting Minutes
 - 4.1 Approve October 7, 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; no change since last month to enrollment. Interest in 2nd grader for this year. Lots of interest in K for next 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 Oct 8-Nov 11;

7.0 Policy

- a) Policy 721 Capitalization - Vote
- b) Policy 606.5 Library Materials - Vote
- c) Policy 512 School Sponsored Student Publications & Activities - Vote
- d) Policy 301 - Charter School Administration - Vote
- e) Policy 302 - Executive Director - Vote
- f) Annual Report 23-24 including WBWF- Vote
- g) Policy 303 Executive Director Selection - First Look
- h) Policy 304 Executive Director Contract, Duties & Evaluation - First Look
- i) Policy 305 Policy Implementation - First Look
- j) Policy 306 Administrator's Code of Ethics - First Look

8.0 New Business

- 8.1 Review staffing; none

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 December 9, 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

October 7, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

| Members Present | Members Absent | Staff Present | Other Attendees |
|------------------|----------------|------------------|-----------------|
| Carmen Bonde | | Nicole Musolf | Tu Nguyen |
| 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 September 9, 2024 Board Meeting Minutes

Approved. First: Carmen, 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
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 students visited Caron Park for Prairie Appreciation Day to explore the creek (ocean bottom) and the glacial erratic
- Nerstrand students walked to the Big Woods State Park for Discovery Day. The theme this year was survival.
- Savannah students went to River Bend Nature Center for a morning of science learning on plants
- PTO is graciously supporting all River Bend trips this year
- On Friday, September 27th teachers participated in two staff development workshops. One on behavior strategies and another on American Indian Culture

b) Student Achievement

- FAST A-Reading and A-Math assessments are completed for fall and results were shared
- On September 27th teachers also grouped students into intervention groups depending on FASTbridge assessment scores

c) NEO Update

- MCA results are updated
- Contract goals were reviewed

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d) Director Performance

- Teachers wrote a goal about their fall data for them to work towards in the spring.
- Teachers are focusing on Science Instructional Strategies that will be shared at staff meetings
- These are pieces to increase our instructional awareness and increasing student achievement

6.2 Enrollment for 24-25

- Current enrollment for 2024-2025 is 102
- Kindergarten: 21, 1st: 17, 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: Ali, Second: Paula,
Yay: 7, Nay: 0, Abstentions: 0
- b) Review and vote to approve donations over \$500
Motion to approve \$500 donation from Valley Grove to be used for the Peace Garden
Motion approved. First: Terri, Second: Tara, Yay: 7, Nay: 0,
Abstentions: 0

7.0 Policy

- a) Bylaws Review
Motion to approve Bylaws
Motion approved. First: Terri, Second: Paula , Yay: 7, Nay: 0,
Abstentions: 0
- b) Policy 425 Staff Development

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Motion to approve Policy 425 Staff Development

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

c) Policy 503 Student Attendance

Motion to approve Policy 503 Student Attendance

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

d) Policy 412 Expense Reimbursement

Motion to approve Policy 412 Expense Reimbursement

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

e) Policy 516 Student Medications

Motion to approve Policy 516 Student Medications

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

f) Policy 509 Student Admissions & Enrollment

Motion to approve Policy 509 Student Admissions & Enrollment

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

g) Policy 426 Nepotism

Motion to approve Policy 426 Nepotism

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

h) First look Policy 721 Capitalization

i) First look Policy 606.5 Library Materials

j) First look Policy 512 School Sponsored Student Publications &
Activities

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k) First look Policy 301 Charter School Administration

l) First look Policy 302 Executive Director

8.0 New Business

8.1 Review Staffing

No changes

8.2 Board Chair confirms background checks are on file for all
Members

All background checks are good and on file

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 – November 11, 2024 at
3:30pm, Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:23p.m.

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

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Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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Director's Report:

October was a month full of activities. We started the month welcoming Faribault for the Parade of Schools for homecoming. The students love to make signs for returning alumni and signing/chanting along with the band. This is always a joyous experience for our students. We held fall conferences for families in the middle of the month. 94% of our students had a conference. We appreciate the incredible support from our families. Their investment in their child's education is noted and appreciated. We all recharged our batteries over MEA. We celebrated Halloween with our Harvest Parade. Despite the weather, we walked downtown and visited the businesses for candy/trinkets. We had a blast. The staff were Gru and Minions. The kids loved it. We are thankful to the Nerstrand Businesses for their support of our school community.

Student Achievement:

Students are learning each and every day. All age groups migrated in the prairie garden this month moving the butterflies, terns and stork. The Woodlands got hands-on experience shingling a small lean-to roof in our Peace Garden. They worked hard and showed great effort. We continue with interventions and progress monitoring.

Due to the READ Act, every teacher has to be trained in the Science of Reading. 3 of our 8 teachers did LETRS training before it was required. Our PE teacher is exempt. That leaves 4 teachers and myself having to take this professional development. We are taking CORE, which is between 45-54 hours of online training, plus 3 live sessions between September and February. MDE is providing funding to give stipends to teachers for completing this training. A Memorandum of Understanding was given to each person that details the requirements and satisfies that law (unlocking the eligible money). Each person is getting a \$1000 stipend that will run through payroll in March after successful completion of the course. Those who did LETRS are eligible as they are using the training in their classroom this year. The money being used to support this is restricted to Literacy Professional Development.

NEO Update including Contract Goals:

This month, the focus was on making sure the website was in compliance with State statutes, as well as completing the annual report. The website is done. The annual report has been submitted to the board for a vote tonight, which can then be submitted to NEO after the vote.

NEO visited our board meeting last month. The board should review the feedback. There were no areas noted for improvement.

Director's Performance:

The director continues visiting classrooms and engaging in instructional conversations based on observations. At staff meetings, the director is sharing responsive classroom strategies. This

month, the focus was on morning meetings. In addition, teachers are continuing to share science instructional strategies during staff meetings.

| | | | |
|--|---|--------------------------------|---|
| School: | Nerstrand Elementary | Date of Observation: 10/7/2024 | Observer: Tu Nguyen |
| Start Time: | 3:30 PM | End Time: 4:23 PM | School Meeting Type: Regular |
| Board Members Attending: | Carissa Erickson, Tara Vondrasek, Ali Bossmann, Carmen Bonde, Terri Neumann, Paula Shroyer, Sarah Johnson | | |
| Board Members Absent: | None | | |
| Staff/Public in Attendance (Include ex-officio members): | Nicole Musolf, Traci Laferriere, Tu Nguyen | | |
| Compliance Indicators | | | |
| Open Meeting Law (violations result in written infraction) | | | |
| Meeting is open to the public (board meeting time and location are published). | | Code | Board meeting time and location including directions to meeting room was publicly posted (on website). |
| At least one complete set of printed board materials is available for public inspection. | | M | Set of all board materials was available at the meeting. |
| Meeting is conducted only with a quorum present (more than half of the board members). | | M | Meeting was conducted with a quorum present. |
| Meeting is not conducted by phone or web unless it meets MN Stat 13D conditions. | | NA | All members could see and hear each other (no members were participating via electronic means). |
| If a special or emergency meeting, meeting is conducted in accordance with MN Stat 13D. | | NA | Minutes for approval included a clear record of votes. |
| If closed, meeting is closed in accordance with MN Stat 13D. | | NA | Votes were taken by roll call on appropriations of money. |
| Votes are recorded in the 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. | | M | Up to date and professional minutes are posted at the school's website. |
| Minutes of the board and committees are published and maintained on the school's website within 30 days following the earlier of: 1) the date the board approved the minutes or 2) the next regularly scheduled meeting, and minutes remain posted for at least 365 days from the date of publication. | | | There was no observed violation of board's bylaws. |
| Meeting is conducted in accordance with the board's bylaws. | | M | |
| Continuous Improvement Indicators/BOARD MEETING ORGANIZATION | | | |
| Meeting is called to order on time. | | Code | Meeting was started on time. |
| An agenda is followed, after board approval. | | M | The board followed the agenda after approving it. |
| Appropriate materials are available to accompany agenda items. | | M | All items discussed had appropriate materials available for board members and the public to reference. The board conducted an orderly meeting (followed Roberts Rules). |
| An orderly methodology guides the running of the meeting (e.g., Roberts Rules). | | M | |
| Continuous Improvement Indicators/BOARD MEETING ATMOSPHERE | | | |
| Evidence/Comments | | | |

| | | | |
|--|--|------|---|
| Board members are on time. | | Code | All board members were on time. |
| Board member conduct and meeting minutes are professional. | | M | Board minutes for approval and board conduct at the meeting appeared professional. Board members appeared prepared. |
| Board members receive materials 3-5 days in advance and appear prepared. | | M | Board members received board materials at least five days in advance of the board meeting. |
| Continuous Improvement Indicators/BOARD AGENDA | | | |
| Agenda is posted ahead, for example on the web or wall. | | 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- the agenda included a check for conflict of interest. |
| If used, a consent agenda is properly executed. | | NA | Board discussion included a review of academic performance and progress toward contract goals. |
| The board explicitly verifies that there are no conflicts of interest with any agenda items. | | M | The board reviewed a complete set of financials. |
| The agenda contains an item(s) on student performance (board reviews the school's academic performance). | | M | The financials included a bank statement, actual ADM (102) and Pupil Units compared to budgeted (100), a record of transactions, cash flow modeled over the year, and actual revenue and expenditures compared to budgeted. |
| The agenda contains an item(s) for board review of the school's finances. | | M | There was an opportunity for public comment. |
| Finance reports tie budgeted Pupil Units/ADM to actual. | | M | |
| Finance reports include bank statement, check register, cash flow, budget to actual. | | M | |
| The agenda includes an item for public comment and the board has a clear process in place to respond to the public comment. | | M | |
| Continuous Improvement Indicators/BOARD CAPACITY | | | |
| The board has the expertise and the materials necessary to provide oversight of academic, financial and governance performance (see board member bios/resumes). | | Code | The mission and vision were reiterated and referenced throughout the meeting. |
| The mission and vision guide decision making. | | M | The board/school leadership referenced the contract goals and provided an update on progress toward them – mainly the state assessment goals as these were most recently updated. |
| The board monitors and evaluates school progress- references the strategic plan, continuous improvement plan, and goals (new schools- readiness to open checklist). | | M | The board reviewed policies as part of a cycle of review. |
| The board leverages committees to engage board and community members in accomplishing board work and the committee reports are thorough and understandable. | | N/A | Board discussion seemed to remain at a strategic level of governance rather than micromanaging. |
| The board regularly develops and reviews procedures and policies. | | M | The school leader gave an update on their work and progress toward leadership development as part of the leadership evaluation. |
| The board addresses general operation concerns without micromanaging. | | M | The director's report included items that the board evaluates. |
| Vendors and other experts, if consulted, provide appropriate information to the board. | | M | |
| The board evaluates the school leadership. | | M | |
| The board shows evidence of continuous improvement (uses feedback to improve work) and monitors board development and completion of training requirements on an ongoing basis. | | M | |

| | |
|---|--|
| <p>Vendors provided appropriate information to the board per board request.</p> <p>The board engaged in board training through MNCharterboard.com and completed the minicourse, "Conduct an Open Meeting".</p> <p>The board reflected on its own performance at the end of the meeting in the spirit of continuous improvement.</p> | |
| <p><u>Narrative Section on Board Observation</u></p> | |
| <p><i>This board observation form is electronically delivered to the director and chair within 2 days of the board meeting.</i></p> | |
| <p>Observations and Questions:</p> | |
| <p>Items to share with other schools:</p> | |

[1] Codes: (M) 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
October 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 \$669,441 cash balance that is sufficient to meet the school's expected obligations. Also, the school has received \$877 more than expected from the state for the prior year. The school's fund balance has the following restrictions: \$2022 is restricted for school library expenses (another \$20,000 will be received in FY2025), \$20,000 is restricted for student support personnel expenses (another \$20,000 will be received in FY2025, of the combined \$40,000 only \$20,000 will carryforward to FY2026), \$9472 is restricted for medical assistance expenses and \$2198 is restricted for the Regal Eagles program.

The cashflow schedule shows October actual and November 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. The actual column is based on 103 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 \$118,522 more than budget at \$483,004.

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 Cashflow / Income Statement

GENERAL FUND

REVENUES

| | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Accrual | FY2025 Actual | FY2025 Bdg |
|---|------------|------------|-----------|-----------|------------|------------|------------|-----------|------------|------------|---------------|--------------|
| Fees From Patrons | 550.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,861.94 | 0.00 | 7,851.94 | 7,851.94 |
| Med Assist Fr Dept of HS | 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 | 2,007.73 | 1,700.00 | 1,500.00 | 1,300.00 | 1,300.00 | 1,100.00 | 1,100.00 | 1,100.00 | 916.83 | 0.00 | 18,371.06 | 18,371.06 |
| Gifts And Bequests | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,160.00 | 0.00 | 30,000.00 | 30,000.00 |
| Peace Garden Gift | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Misc Local Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 144.00 | 0.00 |
| Fundraising Expense | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | -1,000.00 | 0.00 | 0.00 | -5,000.00 | -5,000.00 |
| Fundraising Revenue | 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 Apportion | 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 | 50,329.21 | 25,198.71 | 67,306.66 | 67,306.66 | 67,306.66 | 67,306.66 | 67,306.66 | 31,298.96 | 0.00 | 79,790.88 | 797,908.79 | 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 | 9,571.70 |
| Facility Maintenance Revenue | 0.00 | 12,236.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,359.60 | 13,596.00 | 13,200.00 |
| Literacy Incentive Aid | 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 | 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 | 47,369.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 74,438.10 | 13,534.20 | 135,342.00 | 131,400.00 |
| Read Act Literacy Aid | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,738.88 | 3,914.12 | 0.00 |
| Tchr Comp Read Act Trng | 3,533.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,533.88 | 0.00 |
| Stdnt Support Personnel Aid (Equal Exp) | 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 | 1,861.67 | 2,563.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,424.86 | 1,800.00 |
| Spec Ed Fed FlowThru | 10,286.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,662.84 | 0.00 | 26,949.14 | 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 | 26,793.67 |
| Spec Ed EC | 0.00 | 78.52 | 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 | 3,381.51 | 0.00 | 3,381.51 | 4,030.97 |
| REAP Direct Fed Aid&Grant | 0.00 | 14,504.01 | 0.00 | 0.00 | 0.00 | 16,737.99 | 0.00 | 0.00 | 0.00 | 0.00 | 31,242.00 | 22,893.00 |
| State Special Education Aid | 60,268.76 | 30,598.24 | 0.00 | 2,371.59 | 72,302.50 | 72,333.76 | 51,640.95 | 19,436.72 | 0.00 | 40,454.80 | 404,548.31 | 410,377.23 |
| REVENUES TOTAL | 130,837.55 | 151,849.61 | 71,261.54 | 75,978.25 | 140,909.16 | 164,613.61 | 120,047.61 | 50,835.68 | 146,151.08 | 122,822.91 | 1,529,011.41 | 1,494,195.37 |

EXPENDITURES

EDVISIIONS SALARY & BENEFIT TOTAL
FACILITY LEASE TOTAL

| | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|
| | 83,541.10 | 83,098.68 | 83,098.68 | 83,098.85 | 85,277.53 | 83,098.85 | 83,098.85 | 83,098.85 | 83,098.85 | 126,374.25 | 953,427.17 | 954,439.15 |
| | 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 (EdVisions) | 1,689.34 | 1,609.76 | 1,646.71 | 1,602.05 | 1,664.53 | 1,604.22 | 1,629.36 | 1,672.68 | 1,774.97 | 2,815.02 | 19,246.29 | 19,246.29 |
| Marketing/AdventPromo Fees | 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 | 12,171.49 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 8,703.07 | 0.00 | 71,023.84 | 71,023.84 |
| Phone | 472.59 | 474.00 | 474.00 | 474.00 | 474.00 | 474.00 | 474.00 | 474.00 | 474.25 | 0.00 | 5,660.98 | 5,660.98 |
| Postage & Parcel Svc | 0.00 | 55.51 | 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 | 27.90 | 115.48 | 44.42 | 111.92 | 88.83 | 26.65 | 8.89 | 26.65 | 744.78 | 0.00 | 1,318.80 | 1,318.80 |
| Utility Services | 3,456.82 | 2,311.37 | 8,597.83 | 1,978.56 | 1,005.62 | 1,674.34 | 2,144.72 | 3,216.90 | 4,506.85 | 0.00 | 53,679.75 | 53,679.75 |
| Maintenance | 250.04 | 0.00 | 0.00 | 0.00 | 0.00 | 328.75 | 328.06 | 319.64 | 1,224.34 | 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 | 213.00 | 213.00 |
| Maintenance | 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 Mn District | 9,303.09 | 6,114.19 | 6,114.19 | 6,114.19 | 6,116.70 | 6,114.56 | 6,114.56 | 6,114.55 | 12,799.32 | 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 | 13,592.76 | 11,638.22 |
| Elem non-student Consulting | 0.00 | 295.50 | 0.00 | 138.00 | 127.00 | 0.00 | 0.00 | 239.50 | 0.00 | 0.00 | 1,050.00 | 1,050.00 |
| Music Contract | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,086.34 | 0.00 | 6,086.34 | 6,086.34 |
| 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 | 500.00 |
| 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 | 1,300.00 |
| 3rd Pty Biller Fees | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.00 | 0.00 | 27.00 | 27.00 |
| Contracted Speech Services | 6,417.50 | 5,525.00 | 1,613.30 | 1,450.80 | 7,682.09 | 2,367.30 | 4,222.40 | 0.00 | 11,089.11 | 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 | 1,000.00 |
| Trav/Conv/Conference | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,160.00 | 0.00 | 1,160.00 | 850.00 |
| DHH Sp Ed Sal Pur F Other D | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,900.00 | 0.00 | 7,900.00 | 6,231.18 |

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 Cashflow / Income Statement

| | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Accrual | FY2025 Actual | FY2025 Bdgt |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-------------------|-------------------|
| DHH Sp Ed Benis | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,833.96 | 0.00 | 1,833.96 | 1,833.96 |
| OHD Contracted Services | 0.00 | 0.00 | 0.00 | 0.00 | 405.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 405.00 | 405.00 |
| ASD Contracted Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 587.40 | 0.00 |
| Dev Delay Contracted Services | 532.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 632.50 | 358.00 |
| Fed Sub-contr under \$25k | 0.00 | 0.00 | 0.00 | 4,037.50 | 0.00 | 0.00 | 6,202.88 | 0.00 | 0.00 | 0.00 | 19,277.88 | 0.00 |
| Fed Sub-contract under \$25k | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,713.27 |
| Fed Sub-contract under \$25k | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,564.61 |
| Tran-Contract/Pub | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,508.36 |
| Contracted SpEd Specialists, Psyc, OT | 3,617.50 | 5,754.00 | 3,844.00 | 6,592.00 | 9,850.80 | 5,724.00 | 6,704.00 | 4,712.00 | 7,941.70 | 0.00 | 55,400.00 | 55,400.00 |
| Trav/Conv/Conference | 120.00 | 0.00 | 1,400.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,550.40 | 310.40 |
| Trav/Conv/Conference | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 1,270.00 |
| Pymnt to MN District | 0.00 | 0.00 | 0.00 | 80.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80.45 | 80.45 |
| StaffDev - Travel+Conferences | 375.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,942.10 | 311.92 |
| PURCHASED SERVICES TOTAL | 38,543.77 | 27,017.81 | 28,234.85 | 27,115.02 | 32,789.58 | 25,083.78 | 32,750.23 | 21,275.92 | 66,541.02 | 2,815.02 | 395,655.90 | 391,041.48 |
| SUPPLIES | | | | | | | | | | | | |
| Marketing Supplies | 0.00 | 16.05 | 0.00 | 549.36 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 565.41 | 565.41 |
| Sup/Mat Non-Instr. | 8.28 | 0.00 | 10.91 | 0.00 | 54.05 | 0.00 | 25.78 | 0.00 | 1,541.34 | 0.00 | 1,675.00 | 1,675.00 |
| Software - JMC, RegionV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,985.71 | 0.00 |
| Non Instruct Tech Supplies | 10.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.99 | 0.00 |
| Tech Non Instr Software/License | 0.00 | 1,618.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,618.37 | 1,618.37 |
| Sup/Mat Non-Instr. | 0.00 | 943.95 | 0.00 | 36.49 | 0.00 | 0.00 | 3.74 | 250.82 | 0.00 | 0.00 | 1,235.00 | 1,235.00 |
| Sup/Mat Non-Instr. | 129.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 870.78 | 0.00 | 1,000.00 | 1,000.00 |
| Sup/Mat Non-Instr. | 71.16 | 58.04 | 135.12 | 34.11 | 0.00 | -2.20 | 103.74 | 508.60 | 1,687.37 | 0.00 | 3,250.00 | 3,250.00 |
| Peace Garden Supplies | 0.00 | 0.00 | 0.00 | 62.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.07 | 62.07 |
| Music Non-instruct supplies | 97.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 97.48 | 0.00 |
| Library Non instruct supplies | 223.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 616.98 | 0.00 |
| Library Non instruct software | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,212.49 | 0.00 |
| Non-instruct Software | 0.00 | 378.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 378.40 | 378.40 |
| Instructional software | 0.00 | 743.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,425.60 | 3,425.60 |
| Sup/Mat N-Indiv Inst | 612.50 | 240.27 | 326.58 | 44.97 | 787.37 | 632.06 | 230.62 | 5,565.20 | 0.00 | 0.00 | 10,000.00 | 10,000.00 |
| Textbooks/Workbooks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,403.10 | 0.00 | 0.00 | 3,500.00 | 3,500.00 |
| Standardized Tests | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 1,200.00 |
| PhysEd/Health-Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| PhysEd/Health-Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 176.32 | 0.00 | 0.00 | 176.32 | 176.32 |
| Music Instructional software | 129.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 129.60 | 0.00 |
| Music Sup/Mat N-Indiv Inst | 19.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 88.21 | 0.00 | 0.00 | 270.18 | 270.18 |
| Library Aid Supplies Placeholder | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,659.03 | 0.00 | 0.00 | 0.00 | 0.00 | 10,700.99 | 15,000.00 |
| SpEd Forms MA Software/Bill Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 73.76 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.51 | 1,000.51 |
| SpEd supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19.29 | 0.00 | 0.00 | 19.29 | 0.00 |
| SpEd supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19.29 |
| SpEd Forms Software | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,113.80 | 0.00 |
| SpEd Forms Software | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,033.32 |
| SpEd Forms Software | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 |
| SpEd Instructional supplies | 0.00 | 0.00 | 4,882.77 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,882.77 | 0.00 |
| SpEd Instructional supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,882.77 |
| EC SpEd Instructional supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SpEd Sup/Mat N-Indiv Inst | 26.21 | 0.00 | 540.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 619.06 | 0.00 |
| SpEd Sup/Mat N-Indiv Inst | 1,328.85 | 3,998.40 | 5,895.92 | 1,308.15 | 841.42 | 10,362.65 | 363.88 | 12,885.88 | 4,175.25 | 0.00 | 55,199.42 | 51,670.64 |
| SUPPLIES TOTAL | | | | | | | | | | | | |
| CAPITAL EXPENDITURES | | | | | | | | | | | | |
| Princ LT Tech Leases | 213.14 | 213.14 | 213.14 | 213.14 | 213.14 | 213.14 | 213.14 | 213.14 | 213.14 | 0.00 | 2,557.68 | 2,557.68 |
| CAPITAL EXPENDITURES TOTAL | | | | | | | | | | | | |
| OTHER EXPENDITURES | | | | | | | | | | | | |
| BOD Fees to Authorizer | 9,174.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,175.50 | 0.00 | 0.00 | 0.00 | 12,349.56 | 12,349.56 |

NERSTRAND ELEMENTARY SCHOOL #4055
FY2025 Cashflow / Income Statement

| | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Accrual | FY2025 Actual | FY2025 Bdgt |
|---------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|----------------|
| Dues/Membership - MSBA/MACS, Region V | 825.00 | 1,316.22 | 0.00 | 0.00 | 825.00 | 0.00 | 825.00 | 0.00 | 0.00 | 0.00 | 7,341.22 | 7,341.22 |
| OTHER EXPENDITURES TOTAL | 9,999.06 | 1,316.22 | 0.00 | 0.00 | 825.00 | 0.00 | 4,000.50 | 0.00 | 0.00 | 0.00 | 19,690.78 | 19,690.78 |
| OTHER FINANCING USES | | | | | | | | | | | | |
| Perm Interf'd Transf | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,586.00 |
| OTHER FINANCING USES TOTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,586.00 |
| EXPENDITURES TOTAL | 147,313.42 | 129,331.75 | 131,130.09 | 125,422.66 | 133,634.17 | 132,445.92 | 134,114.10 | 131,161.29 | 181,403.26 | 129,189.27 | 1,590,780.95 | 1,586,235.73 |
| NET INCOME | -16,475.87 | 22,517.86 | -59,868.55 | -49,444.41 | 7,274.99 | 32,167.69 | -14,066.49 | -80,325.61 | -35,252.18 | -6,366.36 | -61,769.54 | -92,040.36 |
| BEGINNING BALANCE | 682,842.99 | 666,367.12 | 688,884.98 | 629,016.43 | 579,572.02 | 586,847.01 | 619,014.70 | 604,948.21 | 524,622.60 | 489,370.43 | 544,773.60 | 456,521.92 |
| ENDING BALANCE | 666,367.12 | 688,884.98 | 629,016.43 | 579,572.02 | 586,847.01 | 619,014.70 | 604,948.21 | 524,622.60 | 489,370.43 | 483,004.06 | 483,004.06 | 364,481.56 |
| FUND BALANCE AS % OF EXPENDITURES | | | | | | | | | | | 30.36% | 22.98% |

| | | | | | | | | | | | | |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| FUND 04 | | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | | |
| Fees From Patrons | 802.50 | 700.00 | 700.00 | 700.00 | 700.00 | 700.00 | 700.00 | 491.00 | 0.00 | 0.00 | 6,223.00 | 5,290.00 |
| Perm Interf'd Transf | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,586.00 |
| REVENUES TOTAL | 802.50 | 700.00 | 700.00 | 700.00 | 700.00 | 700.00 | 700.00 | 491.00 | 0.00 | 0.00 | 6,223.00 | 7,876.00 |
| EXPENDITURES | | | | | | | | | | | | |
| Ed/Visions Regal Eagle Staff | 925.74 | 753.71 | 753.71 | 753.71 | 753.71 | 753.71 | 753.71 | 753.71 | 0.00 | 0.00 | 6,541.62 | 7,875.32 |
| EXPENDITURES TOTAL | 925.74 | 753.71 | 753.71 | 753.71 | 753.71 | 753.71 | 753.71 | 753.71 | 0.00 | 0.00 | 6,541.62 | 7,875.32 |
| NET INCOME | -123.24 | -53.71 | -53.71 | -53.71 | -53.71 | -53.71 | -53.71 | -262.71 | 0.00 | 0.00 | -318.62 | 0.68 |
| BEGINNING BALANCE | 2,320.98 | 2,197.74 | 2,144.03 | 2,090.32 | 2,036.61 | 1,982.89 | 1,929.18 | 1,875.47 | 1,612.76 | 1,612.76 | 1,931.38 | 0.00 |
| ENDING BALANCE | 2,197.74 | 2,144.03 | 2,090.32 | 2,036.61 | 1,982.89 | 1,929.18 | 1,875.47 | 1,612.76 | 1,612.76 | 1,612.76 | 1,612.76 | 0.68 |

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through October 2024

| | <u>General Fund</u> | <u>Community Fund</u> | <u>Total Funds</u> |
|----------------------------------|-------------------------|---------------------------|------------------------|
| Assets | | | |
| Cash and investments | 667,244.18 | 2,197.74 | 669,441.92 |
| Due from governments | -877.06 | 0.00 | -877.06 |
| Prepaid items | 0.00 | 0.00 | 0.00 |
| Total assets | <u>666,367.12</u> | <u>2,197.74</u> | <u>668,564.86</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>624,840.27</u> | <u>0.00</u> | <u>624,840.27</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 | 2,197.74 | 2,197.74 |
| Reserved for Med Assist | <u>9,472.42</u> | <u>0.00</u> | <u>9,472.42</u> |
| Total liabilities and net assets | <u>666,367.12</u> | <u>2,197.74</u> | <u>668,564.86</u> |

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Nerstrand Charter School #4055

Journal Entry Listing

Page 1 of 2
11/10/2024
23:03:02

| JE Cd | Period | Date | St | Src | Ref | Description | Detail Desc | L | Fd | Org | Pro | Crs | Fin | O/S | Account Description | Debit Amount | Credit Amount |
|-------|--------|------------|----|-----|-----|-------------------|----------------------------|---|----|-----|-----|-----|-----|-----|----------------------------|--------------|---------------|
| 4391 | 202504 | 10/17/2024 | P | JE | Oct | EdVisions Oct EFT | EdVisions (Fd1) | B | 01 | 101 | 000 | | | | USB Cash | 0.00 | 85,230.44 |
| | | | | | | | EdVisions (Fd4) | B | 04 | 101 | 000 | | | | USB Cash | 0.00 | 925.74 |
| | | | | | | | Musclif, Nicole | E | 01 | 005 | 050 | 000 | 000 | 305 | EdVisions School Administr | 8,508.81 | 0.00 |
| | | | | | | | EdVisions Pysl Srce Fee | E | 01 | 005 | 105 | 000 | 000 | 305 | Consult Fees (EdVisions) | 1,689.34 | 0.00 |
| | | | | | | | Shroyer, Paula | E | 01 | 010 | 201 | 000 | 000 | 394 | EdVisions Kinder Staff | 7,774.49 | 0.00 |
| | | | | | | | Harris, Amy | E | 01 | 010 | 203 | 000 | 000 | 394 | EdVisions General Staff | 54.70 | 0.00 |
| | | | | | | | Huber, Margaret-GenEd Para | E | 01 | 010 | 203 | 000 | 000 | 394 | EdVisions General Staff | 606.16 | 0.00 |
| | | | | | | | Johson, Sarah | E | 01 | 010 | 203 | 000 | 000 | 394 | EdVisions General Staff | 5,460.61 | 0.00 |
| | | | | | | | McBride 20% gen ed | E | 01 | 010 | 203 | 000 | 000 | 394 | EdVisions General Staff | 979.87 | 0.00 |
| | | | | | | | McCorkell, Kate | E | 01 | 010 | 203 | 000 | 000 | 394 | EdVisions General Staff | 738.30 | 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 | 4,982.63 | 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 | 164.15 | 0.00 |
| | | | | | | | Vondrasek Class Sz | E | 01 | 010 | 204 | 000 | 414 | 303 | EdVisions Title II | 0.00 | 0.00 |
| | | | | | | | Vondrasek REAP | E | 01 | 010 | 204 | 000 | 514 | 303 | EdVisions REAP CSR - Fec | 8,182.83 | 0.00 |
| | | | | | | | Bonde, Carmen-PhysEd Tch | E | 01 | 010 | 240 | 000 | 000 | 394 | EdVisions PhysEd Staff | 3,828.29 | 0.00 |
| | | | | | | | Bonde, Linda-PE Sub | E | 01 | 010 | 240 | 000 | 000 | 394 | EdVisions PhysEd Staff | 0.00 | 0.00 |
| | | | | | | | McBride, Philip | E | 01 | 010 | 407 | 000 | 740 | 396 | EdVisions Sp Ed Sal Pur F | 3,322.40 | 0.00 |
| | | | | | | | McBride, Philip | E | 01 | 010 | 407 | 000 | 740 | 397 | EdVisions Sp Ed Ben Pur F | 597.08 | 0.00 |
| | | | | | | | McBride, Philip-ESY | E | 01 | 010 | 407 | 013 | 740 | 396 | Sp Ed Sal Pur F Other D | 0.00 | 0.00 |
| | | | | | | | McBride, Philip-ESY | E | 01 | 010 | 407 | 013 | 740 | 397 | Sp Ed Ben Pur F Other D | 0.00 | 0.00 |
| | | | | | | | Schaefer, Nicole | E | 01 | 010 | 411 | 000 | 740 | 396 | EdVisions Sp Ed Sal Pur F | 4,729.92 | 0.00 |
| | | | | | | | Schaefer, Nicole | E | 01 | 010 | 411 | 000 | 740 | 397 | Sp Ed Ben Pur F Other D | 1,491.60 | 0.00 |
| | | | | | | | Ades, Hudson-Sped Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 0.00 | 0.00 |
| | | | | | | | Bonde, Carmen-SpEd Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 552.05 | 0.00 |
| | | | | | | | Bonde, Riann-Sped Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 120.38 | 0.00 |
| | | | | | | | Cook, Dana Sped Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 199.09 | 0.00 |
| | | | | | | | Flom, Sara-SpEd Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 2,882.19 | 0.00 |
| | | | | | | | Harris, Amy-SpEd Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 2,412.30 | 0.00 |
| | | | | | | | Houghten-Eitzman, Laura | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 504.67 | 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 | 1,932.57 | 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 | 120.38 | 0.00 |
| | | | | | | | Reuvers, Suzanne | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 2,380.44 | 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 |
|-------|--------|------------|----|-----|-----|-------------|---------------------------------|---|----|-----|-----|-----|-----|-----|-----------------------------|--------------|---------------|
| 4391 | 202504 | 10/17/2024 | P | JE | Oct | Ed | EdVisions Oct EFT | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 120.38 | 0.00 |
| | | | | | | | Turi Carrie | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 1,074.16 | 0.00 |
| | | | | | | | Waddell, Cara-Sped Para | E | 01 | 010 | 420 | 000 | 740 | 396 | EdVisions SpEd Staff | 643.08 | 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 | 236.22 | 0.00 |
| | | | | | | | Bonde, Riann-Sped Para | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 11.38 | 0.00 |
| | | | | | | | Cook, Dana SpEd Para | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 18.83 | 0.00 |
| | | | | | | | Flom, Sara-SpEd Para | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 1,191.92 | 0.00 |
| | | | | | | | Harris, Amy-SpEd Para | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 226.61 | 0.00 |
| | | | | | | | Houghten-Eitzman, Laura | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 47.75 | 0.00 |
| | | | | | | | Huber, Margaret-GenEd Para | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 791.04 | 0.00 |
| | | | | | | | McCorkell, Kate | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 181.23 | 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 | 11.38 | 0.00 |
| | | | | | | | Reuvers, Suzanne | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 224.15 | 0.00 |
| | | | | | | | Schweisthal | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 11.39 | 0.00 |
| | | | | | | | Turi Carrie | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 100.00 | 0.00 |
| | | | | | | | Waddell, Cara-Sped Para | E | 01 | 010 | 420 | 000 | 740 | 397 | EdVisions SpEd Benefits | 56.99 | 0.00 |
| | | | | | | | McCorkell, K ESY | E | 01 | 010 | 420 | 013 | 740 | 396 | ESY Para | 0.00 | 0.00 |
| | | | | | | | Reuvers, S ESY | E | 01 | 010 | 420 | 013 | 740 | 396 | ESY Para | 0.00 | 0.00 |
| | | | | | | | McCorkell, K ESY | E | 01 | 010 | 420 | 013 | 740 | 397 | ESY Para Fringe | 0.00 | 0.00 |
| | | | | | | | Reuvers, S ESY | E | 01 | 010 | 420 | 013 | 740 | 397 | ESY Para Fringe | 0.00 | 0.00 |
| | | | | | | | McCorkell, Kate | E | 01 | 010 | 422 | 000 | 425 | 303 | CEIS para | 0.00 | 0.00 |
| | | | | | | | Waddell, Cara-CEIS | E | 01 | 010 | 422 | 000 | 425 | 303 | CEIS para | 1,202.83 | 0.00 |
| | | | | | | | Jans, Dana | E | 01 | 010 | 605 | 000 | 000 | 394 | EdVisions InstructionalSupp | 4,397.90 | 0.00 |
| | | | | | | | Waddell, Cara-Media Para | E | 01 | 010 | 620 | 000 | 343 | 396 | Library Salary | 1,181.25 | 0.00 |
| | | | | | | | Waddell, Cara - Media Para | E | 01 | 010 | 620 | 000 | 343 | 397 | Library Benefits | 104.68 | 0.00 |
| | | | | | | | Gilmore, Greta-Regal Eagle Suit | 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 | 925.74 | 0.00 |
| | | | | | | | | | | | | | | | | \$86,156.18 | \$86,156.18 |

Nerstrand Charter School #4055
Outstanding Payments by Payment Date

Bank: USB
Acct#: 152100023570

10/31/2024

| Co | Pmt No | Pmt Type | Grp Code | Vendor | Pmt Date | Check No | Amount |
|------|--------|----------|----------|---------------------------|------------|----------|------------|
| 4055 | 8580 | Check | 1 1364 | NOVATION EDUCATION OPPORT | 10/03/2024 | 17019 | 9,174.06 |
| | | | | Bank | Total | | 9,174.06 |
| | | | | | Total | | \$9,174.06 |

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 | | | | | | | | | | | | |
|----------------------|------|-------|--------|--------------|------------|----------|----------|----------|----------|----------|--------|----------|----------|----------------|----------------|------------------|----------------|---|----|-----|-----|-----|-----|-----------------------|-----------------------------|--|-------------|--------|
| 1930 IDEAS | 4055 | USB | 1956 | Credit | A | 10/15/24 | | Wire | 1 | MDE | | | | | 9,361.44 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 211 | General Education Aid | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 740 | 360 | State Special Education Aid | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 357 | 300 | Tchr Comp Read Act | | | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | | | | \$58,756.85 | \$0.00 |
| 1931 Gift RE Fees | 4055 | LCCB | 1957 | Credit | A | 10/28/24 | | Check | 1 | M | | | | | 2,000.00 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 096 | American Giving Fndt | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Kleimeyer | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Parkos | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Allaster | | | | |
| | | | | | | | | | | | | | | | 55.00 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Jans Fees | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Hubmer Fees | | | | |
| | | | | | | | | | | | | | | | | | 4055 | E | 01 | 010 | 203 | 000 | 000 | 430 | Huber Supplies OweCara Wa | | | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | | | | \$2,467.00 | \$0.00 |
| 1932 Fees RE | 4055 | LCCB | 1958 | Credit | A | 10/22/24 | | Check | 1 | M | | | | | 110.00 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Miscellaneous | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Beucier Fee | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Finnley Fee | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Kleimeyer Fee | | | | |
| | | | | | | | | | | | | | | | 55.00 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | OBrien Fee | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 050 | Sittala-Choban Fee | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Wagner | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Bonde | | | | |
| | | | | | | | | | | | | | | | 143.00 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Parkos | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Localio | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Clemmensen | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Peterson | | | | |
| | | | | | | | | | | | | | | | 80.00 | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 04 | 000 | 000 | 000 | 050 | RE Peterson | | | | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | | | | \$910.50 | \$0.00 |
| | | | | | | | | | | | | | | | | | Deposit Total: | | | | | | | | | | \$910.50 | \$0.00 |

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

| Deposit Co | Bank | Batch | Rct No | Receipt Type | Receipt St | Date | Check No | Pmt Type | Grp Code | Customer | Inv No | Inv Date | Inv Type | Invoice Amount | Applied Amount | Unapplied Amount | | | | | | | | | |
|----------------|------|-------|--------------------|--------------|------------|------|----------|----------|-------------------------|----------|-----------------------|-----------------------------|-----------|----------------|----------------|------------------|----------------|---|----|-----|-----|-------------|-----|------------|--------|
| 1933 | 4055 | LCCB | School Spec Credit | 1959 | Credit | A | 10/28/24 | Wire | 1 | M | Miscellaneous | Schl Spec v8671 credit | | | 55.84 | 0.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | E | 01 | 010 | 620 | 000 | 343 | 401 | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | \$55.84 | \$0.00 |
| | | | | | | | | | | | | | | | | | Deposit Total: | | | | | | | \$55.84 | \$0.00 |
| 1934 | 4055 | USB | IDEAS | 1960 | Credit | A | 10/30/24 | Wire | 1 | MDE | | | | | 22,519.00 | 0.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | B | 01 | 121 | 000 | FY24 Gen Ed | | | |
| | | | | | | | | | | | | | | | | | 4055 | B | 01 | 121 | 000 | FY24 Sped | | | |
| | | | | | | | | | | | | | | | | | 4055 | B | 01 | 121 | 000 | FY24 Lease | | | |
| | | | | 4055 | B | 01 | 121 | 000 | FY24 Literacy Incentive | 95.72 | 0.00 | | | | | | | | | | | | | | |
| | | | | 4055 | R | 01 | 000 | 000 | 000 | 211 | General Education Aid | 40,967.77 | 0.00 | | | | | | | | | | | | |
| | | | | 4055 | R | 01 | 000 | 000 | 000 | 740 | 360 | State Special Education Aid | 14,407.23 | 0.00 | | | | | | | | | | | |
| Receipt Total: | | | | | | | | | | | | | | \$107,610.93 | \$0.00 | | | | | | | | | | |
| Deposit Total: | | | | | | | | | | | | | | \$107,610.93 | \$0.00 | | | | | | | | | | |
| 1935 | 4055 | USB | Interest | 1961 | Credit | A | 10/31/24 | Wire | 1 | M | Miscellaneous | Interest Earnings | | | 1,594.31 | 0.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 092 | | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | \$1,594.31 | \$0.00 |
| | | | | | | | | | | | | | | | | | Deposit Total: | | | | | | | \$1,594.31 | \$0.00 |
| 1936 | 4055 | USB | Interest | 1962 | Credit | A | 10/31/24 | Wire | 1 | M | Miscellaneous | Interest Earnings | | | 413.42 | 0.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 092 | | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | \$413.42 | \$0.00 |
| | | | | | | | | | | | | | | | | | Deposit Total: | | | | | | | \$413.42 | \$0.00 |
| 1937 | 4055 | USB | Fin 419 | 1963 | Credit | A | 10/24/24 | Wire | 1 | MDE | MDE | Spec Ed Fed FlowThru | | | 1,188.80 | 0.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 419 | 400 | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | \$1,188.80 | \$0.00 |
| | | | | | | | | | | | | | | | | | Deposit Total: | | | | | | | \$1,188.80 | \$0.00 |
| 1938 | 4055 | USB | Fin 414 & Fin 419 | 1964 | Credit | A | 10/10/24 | Wire | 1 | MDE | MDE | Title II | | | 1,861.67 | 0.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 4055 | R | 01 | 000 | 000 | 000 | 414 | 400 | |
| | | | | | | | | | | | | | | | | | Receipt Total: | | | | | | | \$1,861.67 | \$0.00 |
| | | | | | | | | | | | | | | | | | Deposit Total: | | | | | | | \$1,861.67 | \$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 |
|-------------------|------|-------|--------|--------------|------------|----------|--------------------------|----------|----------|----------------------|--------|----------|----------|----------------|----------------|------------------|
| 1938 | 4055 | USB | | | | | | | | | | | | | | |
| Fin 414 & Fin 419 | | | 1964 | Credit | A | 10/10/24 | | Wire | 1 | MDE | MDE | | | | | |
| | | | | | | 4055 | R 01 000 000 000 419 400 | | | Spec Ed Fed FlowThru | | | | | 9,097.50 | 0.00 |
| Receipt Total: | | | | | | | | | | | | | | | \$10,959.17 | \$0.00 |
| Deposit Total: | | | | | | | | | | | | | | | \$10,959.17 | \$0.00 |
| Report Total: | | | | | | | | | | | | | | | \$183,956.82 | \$0.00 |

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 | | | Wire | |
| | | | | E | 01 010 203 000 000 430 | scissors | \$30.96 | |
| PO#: | | Voucher #: | | 8661 | Invoice | Invoice No: 20241023 | 10/28/2024 | |
| | | | | | | | Paid Amt: | \$30.96 |
| | | | | | | | Check Amount: | \$30.96 |
| | | | | | | | Vendor Total: | \$30.96 |
| 1732 | | CAPITAL ONE | | | | | | |
| | | 4055 | | LCCB | | | Wire | |
| | | | | E | 01 010 420 000 740 433 | parkside sped | \$6.21 | |
| | | | | E | 01 010 203 000 000 430 | engage posters | \$235.00 | |
| | | | | E | 01 010 203 000 000 401 | menards bins | \$58.82 | |
| | | | | E | 01 010 203 000 000 430 | walmart praire appreciation PTO reimburse | \$36.42 | |
| | | | | E | 01 005 110 000 000 455 | amazon admin mouse | \$10.99 | |
| | | | | E | 01 005 810 000 000 401 | amazon clean supplies | \$129.22 | |
| | | | | E | 01 010 258 000 000 401 | amazon music projector bulb | \$97.48 | |
| | | | | E | 01 010 258 000 000 430 | amazon web cam | \$19.99 | |
| | | | | E | 01 010 203 000 000 401 | amazon batteries | \$12.34 | |
| | | | | E | 01 005 110 000 000 401 | amazon stickers | \$8.28 | |
| PO#: | | Voucher #: | | 8660 | Invoice | Invoice No: 20240924 | 10/17/2024 | |
| | | | | | | | Paid Amt: | \$614.75 |
| | | | | | | | Check Amount: | \$614.75 |
| | | | | | | | Vendor Total: | \$614.75 |
| 1722 | | INDIGO EDUCATION | | | | | | |
| | | 4055 | | LCCB | | | Wire | |
| | | | | E | 01 010 420 640 419 366 | 11/14 CPI Training | \$120.00 | |
| PO#: | | Voucher #: | | 8662 | Invoice | Invoice No: 20241028 | 10/29/2024 | |
| | | | | | | | Paid Amt: | \$120.00 |
| | | | | | | | Check Amount: | \$120.00 |
| | | | | | | | Vendor Total: | \$120.00 |
| 1760 | | JIMMY JOHNS | | | | | | |
| | | 4055 | | LCCB | | | Wire | |
| | | | | E | 01 010 203 000 000 430 | Sup/Mat N-Indiv Inst | \$335.12 | |
| PO#: | | Voucher #: | | 8673 | Invoice | Invoice No: 20241031 | 10/31/2024 | |
| | | | | | | | Paid Amt: | \$335.12 |
| | | | | | | | Check Amount: | \$335.12 |
| | | | | | | | Vendor Total: | \$335.12 |
| 1297 | | PLANK ROAD PUBLISHING, INC | | | | | | |
| | | 4055 | | LCCB | | | Wire | |
| | | | | E | 01 010 258 000 000 406 | winter songs | \$129.60 | |
| PO#: | | Voucher #: | | 8672 | Invoice | Invoice No: 25-809206 | 10/15/2024 | |
| | | | | | | | Paid Amt: | \$129.60 |
| | | | | | | | Check Amount: | \$129.60 |
| | | | | | | | Vendor Total: | \$129.60 |

[illegible]

Nerstrand Charter School #4055
Reconciliation Worksheet Report
10/31/2024

| Audit No | Statement Date | Co | Bank Code | Bank Name/Description |
|----------|----------------|------|-----------|--|
| 1312 | 10/31/2024 | 4055 | LCCB | Lake Country Community Bank Lake Country Community Bank |

Worksheet has been Finalized

Statement Amount 114,356.60

Deposits In Transit 0.00

Outstanding Payments

Checks 0.00

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 114,356.60

GL Account Balance 114,356.60

Difference 0.00

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

Ty
F

Adjustments
00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
10/31/2024

| Audit No | Statement Date | Co | Bank Code | Bank Name/Description |
|----------|----------------|------|-----------|-----------------------------|
| 1313 | 10/31/2024 | 4055 | USB | US BANK CHECKING ACCOUNT |

Worksheet has been Finalized

Statement Amount 564,259.38

Deposits in Transit 0.00

Outstanding Payments

Checks 9,174.06

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 555,085.32

GL Account Balance 555,085.32

Difference 0.00

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

Ty
F

Adjustments
00/00/0000

| Gifts Received Oct 8-Nov 11 | | | |
|--|----------------|-------------|--|
| Name | Donated Amount | Restriction | |
| Sage Glass; American Online Giving Foundation | \$2,000.00 | | |
| Friends of Nerstrand | \$600.00 | | |
| | | | |

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)

**Nerstrand Elementary School Policy 303
Independent Charter School District #4055**

Adopted:

303 EXECUTIVE DIRECTOR SELECTION

I. PURPOSE

The purpose of this policy is to convey to the charter school community that the authority to select and employ an executive director is vested in the charter school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ an executive director to serve as the chief executive officer of the charter school and to conduct the daily operations of the charter school.

III. QUALIFICATIONS

A. The charter school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the executive director position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The charter school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the charter school board.

B. The school board may contract for assistance in the search for an executive director.

C. The school board shall provide the contract for the executive director and specifically identify all conditions of employment mutually agreed upon with the executive director. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 124E.12 (Employment)

Cross References: Charter School Bylaws

**Nerstrand Elementary School Policy 304
Independent Charter School District #4055**

Adopted:

**304 EXECUTIVE DIRECTOR CONTRACT, DUTIES, AND
EVALUATION**

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the executive director, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

A. The executive director's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the executive director.

B. The specific duties for which the executive director is accountable shall be set forth in a position description for the executive director and shall be measured by a performance appraisal instrument approved by the school board in consultation with the executive director. The school board shall use this instrument to periodically evaluate the performance of the executive director.

Legal References: Minn. Stat. § 124E.12 (Employment)

Cross References: Charter School Bylaws

**Nerstrand Elementary School Policy 305
Independent Charter School District #4055**

Adopted:

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of charter school policy.

II. GENERAL STATEMENT OF POLICY

A. It shall be the responsibility of the executive director to implement charter school policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of charter school policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives, shall be presented to the school board for review.

B. Employee and student handbooks shall be subject to annual review and approval by the school board.

C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the executive director to assure compliance with charter school policy and shall be approved by the school board.

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

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
Charter School Bylaws

Adopted:

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the charter school board's requirement that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. Administrators acknowledge that the charter schools belong to the public they serve for the purpose of providing educational opportunities to all. The administrator assumes responsibility for providing professional leadership in the charter school and community. This responsibility requires that administrators maintain standards of exemplary professional conduct. It must be recognized that administrators' actions will be viewed and appraised by the community, professional associates, and students. To these ends, administrators must subscribe to the following standards.

B. An educational administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.

4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None