

Nerstrand Elementary School
 Board of Directors Meeting
 March 10, 2025; 3:30pm
 Nerstrand Media Center

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

- 1.0 Call to Order
 - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve Meeting Minutes
 - 4.1 Approve February 10, 2025 Minutes
 - 4.2 Approve February 11, 2025 Minutes (Election Committee)
- 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; added a kindergartener

K	1	2	3	4	5	Total
23	17	19	21	11	14	105

K = 23 1 = 17 2-3 = 19 & 21 4-5 = 25

6.3 Finance Report

- a) Monthly Financial Update; Traci
- b) Donations over \$500 per policy from Feb 11-Mar 10; Vote
- c) Budget Revision for 24-25; Vote
- d) Update from Finance Committee: Preview 25-26 budget

7.0 Policy

- a) Policy 408 Subpoena of an Employee - Vote
- b) Policy 409 Employee Publications, Instructional Materials, Inventions & Creations - Vote
- c) Policy 410 Family & Medical Leave Policy - Vote
- d) Long Term Strategic Plan - Vote
- e) Policy 412 Expense Reimbursement - First Look

8.0 New Business

8.1 Review staffing;

- a) Sue Reuvers, Special Education Paraprofessional, termination effective on 2/13/2025
- b) Philip McBride, Special Education Teacher, resignation effective on May 30, 2025
- c) Margaret Huber, Special Education Paraprofessional, resignation effective on May 30, 2025
- d) Meghan Miller, Special Education Paraprofessional, employment effective on 2/28/2025 at \$18.52/hour
- e) Innana Temple, First Grade Teacher, Family Leave effective on or around April 7, 2025 through May 30, 2025
- f) Margaret Huber, Substitute Teacher, effective April 1, 2025 through May 30, 2025
- g) Laurie Hougen-Eitzmen, Special Education Paraprofessional Substitute, effective April 1, 2025 through May 30, 2025

8.2 On-going board development - EdVisions Training on Employment Matters (sign certificate)

8.3 On-going board development - Board Roles & Student Achievement (sign certificate)

8.4 Approve Election Committee Responsibility List

- a) 30 day election notice date is April 11, 2025

- 8.5 Update from Director Support & Evaluation Committee;
plan to begin evaluation
- 8.6 25-26 School Calendar Update

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 April 14, 2025 at
3:30 in the Nerstrand Media Center

11.0 Adjournment



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

Board of Directors Meeting Minutes

Charter District #4055

February 10, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

Amendment made to 8.2 Board training will occur in March

Approved. First: Paula, Second: Terri, Yay: , Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve Board Meeting Minutes

4.1 Approve January 13, 2025 Board Meeting Minutes

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

Nerstrand Elementary Charter Authorizer is:

Novation Education Opportunities (NEO)

3432 Denmark Ave, Ste 130

Eagan, MN 55123



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

5.0 Community Comment

None noted

6.0 Reports

6.1 Director Report

a) News

- Winter Concert was held in January due to weather
- Annual PJ/Movie Day was held
- Hosted Community Luncheon and welcomed almost 100 guests
- Attended Faribault High School Children's Play
- 15 Kindergarteners are registered for the 25-26 school year

b) Student Achievement

- AReading and AMath Assessments are completed for winter
- K/1 and 2/3 at risk students had a decrease in AReading
- 2/3 and 4/5 at risk students had a decrease in AMath

c) NEO Update

- Learning Walk and Site Visit is coming up
- We continue to work towards all goals in student achievement

d) Director Performance

- Staff attended Cultural Training on January 20th
- Staff continue with CORE training
- An evaluation committee was formed to begin the Director's Evaluation on Domain 4

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6.2 Enrollment for 24-25

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

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Carmen, Second: Tara,
Yay: 7, Nay: 0, Abstentions: 0
- b) Vote on donations over \$500 from Jan 14- Feb 10
Motion to approve donations from Grace Lutheran, Bonde Farms, and
Ag Center
Motion approved. First: Terri, Second: Sarah, Yay: 7, Nay: 0,
Abstentions: 0

7.0 Policy

- a) Policy 405 Veteran's Preference
This policy does not apply to Charter Schools so no vote
- b) Policy 406 Public & Private Personnel Data
Motion to approve Policy 406 Public & Private Personnel Data
Motion approved. First: Terri, Second: Sarah, Yay: 7: Nay: 0,
Abstentions: 0
- c) Policy Policy 407 Employee Right to Know- Hazardous
Substances
Motion to approve Policy 407 Employee Right to Know- Hazardous
Substances
Motion approved. First: Carmen, Second: Tara, Yay: 7: Nay: 0,
Abstentions: 0
- d) First look Policy 408 Subpoena of an Employee

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- e) First look Policy 409 Employee Publications, Instructional Materials, Inventions & Creations
- f) First look Policy 410 Family & Medical Leave Policy

8.0 New Business

- 8.1 Review Staffing
No changes
- 8.3 Establish Finance Committee of 3 or less Board Members
Ali and Carmen will serve on the Finance Committee
- 8.4 Give update on Performance Framework; 4 areas
3 areas were addressed in Directors report
4th area is attendance and we are at 93%
- 8.5 Discuss Board Survey Results & select 1 area to be trained on this Spring
The Board will create task descriptions for all board committees to create continuity
- 8.6 Review Board Roster Information & Update Accordingly

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

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passing of motions.

10.2 Next Board of Directors meeting – March 10, 2025 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:15p.m.

Approved. First: Tara, Second: Sarah, Yay: 70, Nay: 0, Abstentions: 0

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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February 11, 2025

Present: Paula, Tara & Nicole

Discussed: Election process, timelines for 2025 election, needed positions to be filled (teacher, parent, community member) and group completed Election Process Checklist for full board approval.

Director's Report:

February was another busy month at NES. We took our whole school field trip to the MN History Center, which was sponsored by our generous PTO. Everyone was engaged and had a great experience. Our Woodland students went to River Bend for a winter learning opportunity. We held half of our conferences. The other half were postponed due to severe cold weather and will be completed in March. Thus far, we have 100% attendance for winter conferences. We held a brief dance party to show students how to relieve stress. Classrooms held Valentine's Day parties. We also celebrated I Love to Read month each Wednesday with various activities. It was a great month and we are now officially $\frac{2}{3}$ of the way through this school year. Time is flying by.

20 kindergarteners are registered for the 25-26 school year as of today. We continue to give tours and have interest expressed.

Student Achievement:

We had a teacher workday at the beginning of the month where we focused on data. We looked at our most current information and regrouped students into intervention groups. Students are working hard to show us what they know. This month, teachers listened to a presentation from a reading vendor. We are investigating new reading curriculum options for next year. The five staff who are participating in the required READ Act professional development training completed their final live course training. The course officially ends at the beginning of March. Our next big adventure is for our 3-5 graders to take the MCA tests, which begin in April.

NEO Update Including Contract Goals:

Our Learning Walk took place this month. We were given feedback (noticings and wonderings) on the "why" of teaching and student collaboration. That feedback was shared with staff. We thank NEO for their guidance and support.

Director's Performance:

Evaluations of all staff are underway. The Director's evaluation will be taking place this spring.

**Nerstrand Elementary School #4055
Financial Report to the School Board
February 2025**

The following reports are provided for review: bank statements, journal entries listing, receipt listing, check listing, wire listing, bank reconciliation, outstanding payments, balance sheet and cashflow schedule that includes a budget revision to be approved by the board.

The balance sheet shows the school has a \$636,970 cash balance that is sufficient to meet the school's expected obligations. Also, the school received \$5241 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 \$1013 is restricted for the Regal Eagles program.

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

The FY2025 budget is based on 100 adm. The budget revision is based on 103 adm. General fund revenues are expected to be \$66,813 more than originally budgeted. Expenditures are \$19,859 more.

With those changes, the school's annual expenditures in the general fund are expected to be \$45,086 more than revenues. 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 \$135,205 more than budget at \$499,687 or 31% of expenditures.

The Regal Eagles program ended the prior year with a \$1931 fund balance. This year expenditures are expected to be \$1224 more than revenues and decrease the ending fund balance to \$707.

The FY2025 budget revision should be approved as:

	Fund 01	Fund 04
Revenues:	\$1,561,009	\$6,818
Expenditures:	\$1,606,095	\$8,042
Net Income:	-\$45,086	-\$1224
Ending Balance:	\$499,687	\$707

The budget revision does not include a transfer from fund 01 to fund 04 but it is recommended that the board authorize a transfer in the minimum amount necessary to keep the fund 04 fund balance positive.

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2025 Cashflow / Income Statement and FY25 Budget Revision

	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY25 RvBdgt	FY2025 Bdgt
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00	0.00
SpEd Instructional supplies	0.00	0.00	0.00	300.00	0.00	0.00	300.00	300.00	0.00
SpEd Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	0.00	78.52	78.52	0.00
SUPPLIES TOTAL	483.53	100.00	0.00	15,096.88	0.00	0.00	33,334.16	33,334.16	51,670.64
CAPITAL EXPENDITURES									
Princ LT Tech Leases	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68	2,557.68
CAPITAL EXPENDITURES TOTAL	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68	2,557.68
OTHER EXPENDITURES									
BOD Fees to Authorizer	0.00	0.00	3,175.50	0.00	0.00	0.00	12,349.56	12,349.56	12,349.56
Dues/Membership - MSBA,MACS, RegionV	0.00	0.00	825.00	0.00	0.00	0.00	6,020.25	6,020.25	7,341.22
OTHER EXPENDITURES TOTAL	0.00	0.00	4,000.50	0.00	0.00	0.00	18,369.81	18,369.81	19,690.78
OTHER FINANCING USES									
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
EXPENDITURES TOTAL	122,567.66	119,256.91	152,373.34	146,668.06	170,885.80	150,160.03	1,606,095.16	1,586,235.73	1,586,235.73
NET INCOME	-22,340.36	-44,598.19	-14,013.73	-19,883.87	-29,380.10	-23,152.13	-45,086.22	-45,086.23	-92,040.36
BEGINNING BALANCE	653,055.75	630,715.39	586,117.20	572,103.47	552,219.61	522,839.51	544,773.60	544,773.60	456,521.92
ENDING BALANCE	630,715.39	586,117.20	572,103.47	552,219.61	522,839.51	499,687.38	499,687.38	499,687.37	364,481.56
FUND BALANCE AS % OF EXPENDITURES							31.14%	31.14%	22.98%
FUND 04									
REVENUES									
Fees From Patrons	490.50	0.00	0.00	2,893.50	0.00	0.00	6,818.50	6,818.50	5,290.00
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
REVENUES TOTAL	490.50	0.00	0.00	2,893.50	0.00	0.00	6,818.50	6,818.50	7,876.00
EXPENDITURES									
Ed/Visions Regal Eagle Staff	1,400.93	800.00	800.00	800.00	800.00	0.00	8,042.88	8,042.88	7,875.32
EXPENDITURES TOTAL	1,400.93	800.00	800.00	800.00	800.00	0.00	8,042.88	8,042.88	7,875.32
NET INCOME	-910.43	-800.00	-800.00	2,093.50	-800.00	0.00	-1,224.38	-1,224.38	0.68
BEGINNING BALANCE	1,923.93	1,013.50	213.50	-586.50	1,507.00	707.00	1,931.38	1,931.38	0.00
ENDING BALANCE	1,013.50	213.50	-586.50	1,507.00	707.00	707.00	707.00	707.00	0.68

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
1391		BUREAU OF CRIMINAL APPREHENSION	LCCB	2739		Check	
				E 01 005 110 000 000 305	Nate & Brent		\$16.00
PO#:		Voucher #:		8744 Invoice	Invoice No: 20250213		2/13/2025
						Paid Amt:	\$16.00
						Check Amount:	\$16.00
						Vendor Total:	\$16.00
1738		E.O. JOHNSON CO. INC.	USB	17082		Check	
				E 01 010 203 000 000 560	1/25-2/24		\$213.14
				E 01 010 203 000 000 350	usage		\$135.85
				E 01 010 203 000 000 350	usage		\$232.98
PO#:		Voucher #:		8742 Invoice	Invoice No: 38454141		2/19/2025
						Paid Amt:	\$581.97
						Check Amount:	\$581.97
						Vendor Total:	\$581.97
1755		EVERGREEN THERAPY SOLUTIONS, LLC-S	USB	17083		Check	
				E 01 010 401 000 740 394	1/16-31 SLP		\$1,445.00
PO#:		Voucher #:		8748 Invoice	Invoice No: 34		2/19/2025
						Paid Amt:	\$1,445.00
						Check Amount:	\$1,445.00
						Vendor Total:	\$1,445.00
1351		FLOM DISPOSAL SERVICE	USB	17084		Check	
				E 01 005 810 000 000 330	February		\$301.08
PO#:		Voucher #:		8747 Invoice	Invoice No: 3964		2/19/2025
						Paid Amt:	\$301.08
						Check Amount:	\$301.08
						Vendor Total:	\$301.08
1133		INDEPENDENT SCHOOL DIST # 656	USB	17085		Check	
				E 01 005 850 000 348 335	January Rent		\$13,687.50
				E 01 005 810 000 000 391	January Custodian		\$6,521.16
PO#:		Voucher #:		8741 Invoice	Invoice No: 43206		2/19/2025
						Paid Amt:	\$20,208.66
						Check Amount:	\$20,208.66
						Vendor Total:	\$20,208.66

Nerstrand Charter School #4055
Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 2/1/2025-2/28/2025 Period: 202508-202508 Void Status: N

Code	Recd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	Amount	
1722		INDIGO EDUCATION	USB	17086		Check	\$4,037.50	
		451 LEXINGTON PARKWAY NORTH SUITE 1700 ST PAUL, MN 55104						
			E	01 010 420	000 419 303		FY25 qtr 3	
PO#:		Voucher #:		8745 Invoice	Invoice No: 21312		2/19/2025	
						Paid Amt:	\$4,037.50	
						Check Amount:	\$4,037.50	
						Vendor Total:	\$4,037.50	
1765		JUSTIN ALAN ENTERTAINMENT	LCCB	2740		Check	\$500.00	
		529 RED WING AVE KENYON, MN 55946						
			E	01 010 203	000 000 305		EOY Magician PTO Reimburse	
PO#:		Voucher #:		8758 Invoice	Invoice No: 20250219		2/19/2025	
						Paid Amt:	\$500.00	
						Check Amount:	\$500.00	
						Vendor Total:	\$500.00	
1673		METRONET INC	USB	17087		Check	\$239.00	
		PO BOX 630546 CINCINNATI, OH 45263-0546						
			E	01 005 110	000 000 320		Phone	
PO#:		Voucher #:		8746 Invoice	Invoice No: 1677211		2/19/2025	
						Paid Amt:	\$239.00	
						Check Amount:	\$239.00	
						Vendor Total:	\$239.00	
1743		NICOLE MUSOLF	USB	17088		Check	\$13.99	
			E	01 005 810	000 000 401		clorox wipes	
PO#:		Voucher #:		8743 Invoice	Invoice No: 20250130		2/19/2025	
						Paid Amt:	\$13.99	
						Check Amount:	\$13.99	
						Vendor Total:	\$13.99	
1727		UPTICK EDUCATION LLC	USB	17089		Check	\$2,460.00	
		13119 DANUBE LANE ROSEMOUNT, MN 55068						
			E	01 010 420	000 740 394		1/8-1/31 psych	
PO#:		Voucher #:		8749 Invoice	Invoice No: 1433		2/19/2025	
						Paid Amt:	\$2,460.00	
						Check Amount:	\$2,460.00	
						Vendor Total:	\$2,460.00	
						Report Total:	\$29,803.20	

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through February 2025

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	635,956.83	1,013.50	636,970.33
Due from governments	-5,241.44	0.00	-5,241.44
Prepaid items	0.00	0.00	0.00
Total assets	<u>630,715.39</u>	<u>1,013.50</u>	<u>631,728.89</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	589,188.54	0.00	589,188.54
Nonspendable	10,032.56	0.00	10,032.56
Restricted Library Aid	2,021.87	0.00	2,021.87
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	1,013.50	1,013.50
Reserved for Med Assist	9,472.42	0.00	9,472.42
Total liabilities and net assets	<u>630,715.39</u>	<u>1,013.50</u>	<u>631,728.89</u>

Code Rcd Vendor Bank Check No Pmt/Void Date Pmt Type

1732 CAPITAL ONE PO BOX 4069 CAROL STREAM, IL 60197-4069

LCCB

PO#:	Voucher #:	Invoice No:	Invoice No:	Item Description	Amount	Paid Amt:	Check Amount:
	E 01 005 110 000 000 329			usps	\$73.00		
	E 01 010 203 000 000 430			amazon card stock	\$55.10		
	E 01 010 203 000 000 401			amazon flashdrives & caughtslips	\$123.98		
	E 01 005 720 000 000 401			amazon bandages	\$28.80		
	E 01 010 203 000 000 401			amazon flashdrives	\$84.99		
	E 01 010 203 000 000 401			parkside general community lunch coffee	\$18.18		
	E 01 010 203 000 000 430			amazonpaper stickers lockdwrbk batteries	\$119.88		
	E 01 005 110 000 000 401			target plates	\$31.11		
	E 01 005 720 000 000 401			target medicine straws	\$3.22		
	E 01 010 203 000 000 401			target gum for testing	\$4.28		
	8750 Invoice		12/26/24-1/25/25			\$542.54	\$542.54
							Vendor Total: \$542.54

PO#:	Voucher #:	Invoice No:	Invoice No:	Item Description	Amount	Paid Amt:	Check Amount:
	E 01 005 110 000 000 305			fee	\$13.74		
	8759 Invoice		20250214			\$13.74	\$13.74
							Vendor Total: \$13.74

Report Total: \$556.28

**Nerstrand Charter School #4055
Reconciliation Worksheet Report
02/28/2025**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1320	02/28/2025	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	100,437.52
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	<input type="text" value="0.00"/>
Amount Per Bank	100,437.52
GL Account Balance	<u>100,437.52</u>
Difference	0.00

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

Adjustments
00/00/0000

Nerstrand Charter School #4055
Reconciliation Worksheet Report
02/28/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1321	02/28/2025	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	542,233.78
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	5,700.97
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
<u>Adjustment Amount</u>	<u>0.00</u>
Amount Per Bank	536,532.81
GL Account Balance	<u>536,532.81</u>
Difference	0.00

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

Adjustments
00/00/0000

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1968	4055	LCCB														
RE ColorRun EagleBluff Gifts																
			1996	Credit	A	02/13/25		Check	1	Miscellaneous						
			4055	R	01	000	000	000	000	620	Color Run			150.00		0.00
			4055	R	01	000	000	000	000	050	Eagle Bluff Fee			151.00		0.00
			4055	R	04	000	000	000	000	050	RE Marley			40.00		0.00
			4055	R	04	000	000	000	000	050	RE Bonde			143.00		0.00
			4055	R	04	000	000	000	000	050	RE Bossmann			44.00		0.00
			4055	R	01	000	000	000	000	096	Skijor Gift			500.00		0.00
			4055	R	01	000	000	000	000	096	Bonde Gift			5,000.00		0.00
			4055	R	01	000	000	000	000	096	Ag Ctr Gift			454.71		0.00
			4055	R	01	000	000	000	000	096	Ag Ctr Gift			454.71		0.00
			4055	R	01	000	000	000	000	096	Skijor Gift			50.00		0.00
			4055	R	01	000	000	000	000	096	Ag Ctr Gift			1,140.47		0.00
			4055	R	01	000	000	000	000	096	Ag Ctr Gift			7,049.89		0.00
			4055	R	01	000	000	000	000	096	Dennison Lions Gift			150.00		0.00
														Receipt Total:	\$15,327.78	\$0.00
														Deposit Total:	\$15,327.78	\$0.00
1969	4055	USB														
IDEAS																
			1997	Credit	A	02/15/25		Wire	1	MDE						
			4055	B	01	121	000			FY24 LTFM				388.67		0.00
			4055	B	01	121	000			FY24 Library				600.00		0.00
			4055	B	01	121	000			FY24 Stndt Support				600.00		0.00
			4055	R	01	000	000	000	740	360	State Special Education Aid			13,719.09		0.00
														Receipt Total:	\$15,307.76	\$0.00
														Deposit Total:	\$15,307.76	\$0.00
1970	4055	LCCB														
ColorRun Fess RE Gifts																
			1998	Credit	A	02/27/25		Wire	1	Miscellaneous						
			4055	R	01	000	000	000	000	050	Colton Eagle Bluff			151.00		0.00
			4055	R	01	000	000	000	000	096	Colton Gift			30.00		0.00
			4055	R	04	000	000	000	000	050	RE Wagner			71.50		0.00
			4055	R	04	000	000	000	000	050	RE Localio			55.00		0.00
			4055	R	04	000	000	000	000	050	RE Zemanek-Coughlan			49.50		0.00
			4055	R	04	000	000	000	000	050	RE Parkos			27.50		0.00
			4055	R	04	000	000	000	000	050	RE Clayton			60.00		0.00
			4055	R	01	000	000	000	000	050	Fees From Patrons			220.00		0.00

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1970	4055	LCCB														
				1998	Credit	A	02/27/25		Wire	1						
										Miscellaneous						
										CAF Gift				60.00		0.00
										CAF Gift				60.00		0.00
										Am Giving				50.00		0.00
										Color Run Advertising on Tees				1,350.00		0.00
														Receipt Total:	\$2,184.50	\$0.00
														Deposit Total:	\$2,184.50	\$0.00
1971	4055	USB														
				1999	Credit	A	02/28/25		Wire	1						
										Miscellaneous						
										Interest Earnings				295.97		0.00
														Receipt Total:	\$295.97	\$0.00
														Deposit Total:	\$295.97	\$0.00
1972	4055	USB														
				2000	Credit	A	02/28/25		Wire	1						
										Miscellaneous						
										Interest Earnings				1,539.51		0.00
														Receipt Total:	\$1,539.51	\$0.00
														Deposit Total:	\$1,539.51	\$0.00
1973	4055	USB														
				2001	Credit	A	02/28/25		Wire	1						
										MDE						
										General Education Aid				67,650.95		0.00
														Receipt Total:	\$67,650.95	\$0.00
														Deposit Total:	\$67,650.95	\$0.00
														Report Total:	\$102,306.47	\$0.00

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

Bank: USB
Acct#: 152100023570

2/28/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8648	Check	1 1492	ON THE MOVE - THERAPY SERVI	01/10/2025	17065	2,420.00
	8680	Check	1 1738	E.O. JOHNSON CO. INC.	02/19/2025	17082	581.97
	8677	Check	1 1673	METRONET INC	02/19/2025	17087	239.00
	8679	Check	1 1727	UPTICK EDUCATION LLC	02/19/2025	17089	2,460.00
				Bank			
							Total
							5,700.97
							Total
							5,700.97

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	
4453	202508	02/20/2025	P	JE	Feb Ed EdVisions Feb EFT	EdVisions (Fd1)	B	01	101	000			USB Cash	0.00	92,208.18	
						EdVisions (Fd4)	B	04	101	000			USB Cash	0.00	1,400.93	
						Musolf, Nicole	E	01	005	050	000	000	EdVisions School Administr	8,397.79	0.00	
						EdVisions Pysl Svce Fee	E	01	005	105	000	000	Consult Fees (EdVisions)	1,835.47	0.00	
						Shroyer, Paula	E	01	010	201	000	000	EdVisions Kinder Staff	7,857.64	0.00	
						Harris, Amy	E	01	010	203	000	000	EdVisions General Staff	0.00	0.00	
						Huber, Margaret-GenEd Para	E	01	010	203	000	000	EdVisions General Staff	2,860.64	0.00	
						Johnson, Sarah	E	01	010	203	000	000	EdVisions General Staff	5,504.73	0.00	
						McBride 20% gen ed	E	01	010	203	000	000	EdVisions General Staff	990.30	0.00	
						McCorkell, Kate	E	01	010	203	000	000	EdVisions General Staff	310.88	0.00	
						McCorkell, Kate	E	01	010	203	000	000	EdVisions General Staff	0.00	0.00	
						McGregor, Kelly	E	01	010	203	000	000	EdVisions General Staff	0.00	0.00	
						Peterson, Andrea	E	01	010	203	000	000	EdVisions General Staff	7,210.48	0.00	
						Temple, Inana	E	01	010	203	000	000	EdVisions General Staff	5,008.43	0.00	
						Turi, Carrie	E	01	010	203	000	000	EdVisions General Staff	283.12	0.00	
						Vondrassek, T	E	01	010	203	000	000	EdVisions General Staff	8,289.19	0.00	
						Waddell, Para @ Lunch	E	01	010	203	000	000	EdVisions General Staff	0.00	0.00	
						Vondrassek Class Sz	E	01	010	204	000	414	303	EdVisions Title II	0.00	0.00
						Vondrassek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fac	0.00	0.00
						Bonde, Carmen-PhysEd Tchr	E	01	010	240	000	000	EdVisions PhysEd Staff	3,835.41	0.00	
						Bonde, Linda-PE Sub	E	01	010	240	000	000	EdVisions PhysEd Staff	0.00	0.00	
						McBride, Philip	E	01	010	407	000	740	396	EdVisions SpEd Staff	3,322.40	0.00
						McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	638.82	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	1,565.01	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	639.21	0.00
						Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Cook, Dana Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	64.82	0.00
						Flom, Sara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	3,357.78	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,852.19	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,346.33	0.00
						Hunt, Mary Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	860.61	0.00
						McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,643.80	0.00
						Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00

Gifts Received Feb 11-Mar 10		
Name	Donated Amount	Restriction
A9 Center	\$1,140.47	

408 SUBPOENA OF A CHARTER SCHOOL EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of charter school employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for charter school employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes, chapter 13 classifies all educational data, except for directory information as designated by the school, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under

the federal law require that the school must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the executive director that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the charter school official who is designated as the authority responsible for the collection, use and dissemination of data.

C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.

D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the charter school or its employees to civil or criminal penalties or loss of employment, the administration shall confer with charter school legal counsel prior to release of such data.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against Charter School, Charter School Board Member, Employee, or Student)

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

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the charter school to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school facilities or equipment, the employee shall immediately disclose and, on demand of the school, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for a year thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the charter school relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The charter school shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References:

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

Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)

17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

None

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to charter school employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the charter school, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code, section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the charter school for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the charter school’s intention to rehire the employee after the break in service.

D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.

E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family

members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;

8. to address care needs of a covered military member's parent who is incapable of self-care; and

9. to address other events related to a covered military member that both the employee and charter school agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or

2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 United States Code, section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

a. birth of the employee's child and to care for such child;

- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
- e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the charter school are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the charter school does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the charter school or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the charter school may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the charter school has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the charter school's expense. If the opinions of the first and second health care providers differ, the charter school may require certification from a third health care provider at the charter school's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the charter school. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the charter school of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the charter school, subject to and in coordination with the health care provider.

11. The charter school may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the charter school may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the charter school will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the charter school for the cost of the health plan premiums paid by it.

13. The charter school may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The executive director shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The charter school shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the charter school. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the charter school so that the total leave does not exceed 12 weeks, unless agreed to by the charter school, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the charter school reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by the charter school are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The charter school may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the charter school may require that the leave be continued until the end of the semester.

2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the charter school may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the charter school may require the employee to continue taking leave until the end of the semester.

4. If the charter school requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the charter school to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the charter school shall maintain the employee's group health

insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the charter school regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each charter school building in areas accessible to employees and applicants for employment.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References:

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

Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)

29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)

29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References:

MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)



Nerstrand Elementary School Strategic Plan 2025-2027

Updated February 2025

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INTRODUCTION:

Our Mission: Nerstrand Elementary School will empower students to be self-directed, lifelong learners by providing a nurturing, multiage environment that fosters cooperation and character development.

Our Vision: Nerstrand Staff members will work collaboratively to plan programs that ensure that students develop skills and attitudes necessary for being responsible citizens in the twenty-first century.

The primary purpose of mission-driven charter schools is to improve the learning and achievement, and success of all students. The additional purposes of our charter school is to:

(1) increase quality learning opportunities for all students;

Nerstrand Elementary School is committed to providing a quality, child-focused educational program for all students. The staff collaboratively works to ensure that students receive a balanced education that includes academic achievement, physical growth, social education, arts programming, and character development.

(2) encourage the use of different and innovative teaching methods;

Staff at Nerstrand Elementary School continue to evolve their practice. The latest addition to their repertoire is training in LETRS, which incorporates the Science of Reading into our classrooms. Part of the staff is trained in this approach and began using it during the 23-24 school year. The remainder of the staff will be trained in the Science of Reading during the 24-25 school year.

(3) measure learning outcomes and create different and innovative forms of measuring outcomes;

Individual student progress is measured and documented through formal and informal classroom assessments and used as a tool to develop instructional strategies. Achievement is reported in a variety of ways to parents. Nerstrand Elementary

School uses the Benchmark System to level readers, the FASTBridge aReading and aMath standardized tests, and the Minnesota Comprehensive Assessments (MCAs).

(4) establish new forms of accountability for schools; or

The majority of the School Board is represented by teachers, which is a form of accountability NES has used for years. This creates an onus by the staff that is seen in much of the work that they do. They have a voice in decisions that are made at all levels, as well as accountability for the outcomes of those decisions.

(5) create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.

Licensed staff have significant input into the staff development opportunities afforded to them at Nerstrand Elementary School. Beginning two years ago, over half the staff voluntarily elected to get trained in the science of reading (LETRS). This research based instructional pedagogy is now being mandated through the READ Act, but over half the staff at the school is already, voluntarily trained.

Authorizer Information

Nerstrand Elementary School is pleased to have the opportunity to function under the authorization of NEO. We are proud to be the first Minnesota public school to have officially "converted" from regular district school status to charter school status. We have been a charter school since the spring of 1999 and are thankful for the support provided by the Administration and School Board of the Faribault School District during our first thirteen years and now by NEO. We recognize the strong support we have received from the community of Nerstrand and the parents of Nerstrand Elementary School. The sense of celebration that we experienced at the time of our chartering remains with us today as our community demonstrates its commitment to the vitality of the school in countless ways. We submit this Annual Report to NEO with gratefulness and in anticipation of many productive years to come.

Novation Education Opportunities (NEO)
 3432 Denmark Avenue, Suite 30
 Eagan, MN 55123
 Wendy Swanson Choi,
 Executive Director
 Phone – 612-889-2103
 Email – executive.director.neo@gmail.com

GOALS & BENCHMARKS:

All Students Ready for School

Goal	Result	Goal Status
Long term goal: By June 30, 2027, 75% of kindergarten students will be ready for first grade by reaching the kindergarten end of year Benchmark, Level D, as measured by the Fountas and Pinnell Leveled Literacy Intervention System.	In the spring of 2024, 76% of Kindergarteners had reached Level D.	Check one of the following: On Track (multi-year goal)

All Students are Prepared to be Lifelong Learners

Goal	Result	Goal Status
By June 30, 2027, Nerstrand School's combined FY 2022-FY2027 proficiency rate in reading will exceed the state combined FY2022-FY2027 proficiency rate. This is measured by the MCA Reading tests in 3rd grade.	In three years, we have exceeded the State two out of three times. We exceeded in 2022 and 2024. 22: NES: 56.3 State: 48.1 23: NES: 47.1 State: 47.4 24: NES: 57.1 State: 46.5	<i>Check one of the following:</i> On Track (multi-year)

Close the Achievement Gap(s) Between Student Groups

Goal	Result	Goal Status
Through June 30, 2027, Nerstrand School's proficiency rates for Free and Reduced Students (FRP), as measured by the MCA Math test (grades 3-5) will be greater than 10 percentage points above the state average.	For school year 23-24, Nerstrand scored 78.57% and the State scored 34.98%. Over the past three years, NES' average is 10 percentage points above the State.	<i>Check one of the following:</i> On Track (multi-year goal)

All Students Career- and College-Ready by Graduation

Goal	Result	Goal Status
<p>The overall percentage of students identified by FastBridge in the 'some risk' or 'high risk' categories, as measured by aMath, will decrease by more than 10 percentage points between Fall to Spring.</p> <p>The overall percent of students identified by FastBridge, aReading in the 'some risk' or 'high risk' categories will decrease by more than 10 percentage points between Fall to Spring.</p>	<p>The decrease in students in the "high and some risk " category for aMath was 1%.</p> <p>The decrease in students in the "high and some risk" category for aReading was 4%.</p>	<p><i>Check one of the following:</i></p> <p>Not On Track (multi-year goal)</p>

All Students Will Graduate

Goal	Result	Goal Status
Students will be in school 94% (attendance) of the time over the course of the school year.	This is a five year goal. 21-22 = 92.50% 22-23 = 94.26 23-24 = 94.22	<i>Check one of the following:</i> On Track (multi-year goal)

PROCESS TO EVALUATE PROGRESS TOWARDS STANDARDS:

Data meetings are held with our problem solving teams on reading and math interventions and student progress so adjustments can be made accordingly. Data meetings are also held in individual team meetings with the Executive Director, using data collected three times a year through the FASTBridge program (reading & math). In team meetings, all subject areas are reviewed and analyzed. Workdays are also a time for reflection and evaluation of curriculum, instruction and student work. We are a small staff so all licensed staff are part of our ongoing planning and reflection of academics and the climate of our school.

PROCESS TO IDENTIFY GIFTED & TALENTED STUDENTS & ACCELERATED THEIR LEARNING:

If students show they are above grade level via FASTBridge testing or other assessments such as the MCA tests, differentiated learning is provided within the classroom. This happens naturally in our multi-age classrooms in grades 2-5. Intervention groups are offered for students who are behind, but acceleration opportunities are offered for students who show extra potential.

PROCESS TO ADOPT EARLY ADMISSIONS:

We follow policy 509 Admissions and Lottery, as well as 509A Early Admissions with respect to admitting students early to our school. Both policies can be found on our website at nerstrand.charter.k12.mn.us.

SYSTEM TO REVIEW THE EFFECTIVENESS OF INSTRUCTION & CURRICULUM:

We believe in reflection and adjusting our practice based on data. In team meetings, time is given to reflect and discuss the curriculums and instruction, as well as to analyze its effectiveness through student's success. We are using our FASTBridge results, MCA scores, F&P data and in classroom assessments to measure effectiveness. Lastly, math & reading interventions are happening based on assessment data (FASTBridge) and implemented in classrooms based on a prescribed basis. Students are progress monitored, data is analyzed and adjustments to groups are made based on that feedback. Given all of this, when we meet every other week to look at data, our students and our school, we go over learning. This is our time to talk about student achievement and progress. Currently, we are satisfied with all curriculums except reading. We have begun the process to obtain a new reading series that we plan to implement during the 25-26 school year.

SYSTEM TO PROVIDE STUDENTS ACCESS TO EFFECTIVE TEACHERS WHO REFLECT THE DIVERSITY OF ENROLLED STUDENTS:

Nerstrand School is a small school, with only five classrooms. Our students will have access to all classrooms and specialist teachers during their time at Nerstrand School. All students will have worked with every general education licensed teacher by the time they have graduated from Nerstrand School. Historically, Nerstrand has veteran staff who come to Nerstrand and stay.

We do have a small population of African American & American Indian students, but unfortunately our staff is not racially diverse. We have had no African American or American Indian teaching candidates apply for teaching positions. We would need one African American or American Indian teacher to reflect our student population. We use multiple hiring websites to recruit a diverse pool of applicants. Our number of applicants has increasingly gotten smaller over the years. We have tried to increase our salary scale to attract more candidates of all demographics. However, our best recruitment strategy tool seems to be word of mouth.

STRATEGIES FOR IMPROVING DEVELOPMENT OF MULTILINGUAL LEARNERS:

The Nerstrand Elementary School Board of Directors has developed a policy for English Language Learners. A variety of measures may be used to determine if a child would benefit from ELL services. Once eligibility for services is determined, a variety of curriculum is used to work with students. Our PRESS interventions through FASTBridge are beneficial for ELL learners in reading. If needed, contracted services with licensed ELL teachers would also be assessed.

PRACTICES THAT INTEGRATE HIGH QUALITY INSTRUCTION, RIGOROUS CURRICULUM, TECHNOLOGY & A COLLABORATIVE PROFESSIONAL CULTURE:

Multi-age Benefits

The multi-age setting positively impacts the overall climate of the school by enhancing positive social interaction, reducing interfering behaviors, and strengthening a strong sense of community. The benefits of multiage education for student growth and development are many:

- Increased time on task
- Greater student self-direction
- Emergence of peer leadership
- Active participation of students
- Greater student ownership
- Enhanced learning through teaching others
- Increased willingness to take learning risks
- Enhanced self-discipline and self-confidence
- Reduced competition among peers
- More individualized instruction
- Added inclusivity

Service Learning

We define Service Learning as “a form of experiential learning whereby students apply content knowledge, critical thinking and good judgment to address genuine community needs.” More simply, it is the “blending of both service and learning in such ways that both occur and are enriched by each other.” Through Service Learning projects, interpersonal skills such as collaboration, civic engagement, and problem solving are developed while students’ academic skills in reading, writing, science, art, math and social studies are enhanced through reflection and the projects themselves. The successful school-wide implementation of service learning has enabled students, parents, and staff to engage in extensive service projects that benefit the school and the community. Students also have leadership opportunities by serving on a variety of committees and task forces, including:

- Peace Garden Committee
- Learn and Serve Steering Committee
- Ambassadors
- School Spirit Task Force
- Safety Patrols

Many of the established projects have become traditions at Nerstrand Elementary School, which continue on today.

Environmental Learning

Other Service Learning projects have an environmental focus. For a number of years, Nerstrand Elementary School has worked in partnership with both the Nerstrand Big Woods State Park and Rice County's Caron Park where reforestation, landscaping, and prairie restoration efforts have been carried out with the help of community volunteer Larry Richie. We also maintain and enhance the Peace Garden on the school grounds. During 2022-2023 we began to restore another prairie in town. Students walked to Prairie Creek Engeseth Rinde and worked with Larry on helping to grow this prairie into a lush establishment. Our work continued into the 2023-2024 school year as students planted more prairie seeds and flowers there to help that prairie continue its establishment.

Responsive Classroom

We recognize the benefits of using a shared language around behavior that creates a supportive climate for students. Therefore, we have continued our successful implementation of this program. No matter what adult is speaking with students, the words addressing behavior are consistent. As new personnel join the Nerstrand staff, we are committed to providing training for them.

Web-based Enrichment and Intervention:

In the fall of 2011, with the help of the Nerstrand PTO, the *Reading Eggs* program was purchased to promote reading development at the K-1 level. Students use these online activities at home and at school to strengthen their academic skills.

In the fall of 2023, the Savannah classrooms began using UFLI Foundations as an intervention for students needing additional help with phonemic awareness. Students are progressed monitored using our FASTBridge program where gains are detectable. This program was expanded to include the Prairie Classrooms in the 24-25 school year.

Cultural Competency: Multiple times a week, in their core rooms, students experience social-emotional learning through our Second Step curriculum. Through this, students work through different social situations and outcomes. They learn about perspective taking, empathy, processing emotions, understanding and resolving conflict and building positive relationships. We see the positive effects of this program in the daily interactions with students towards staff and towards each other. We value this curriculum and the experiences it has created for our students.

ANNUAL BUDGET FOR IMPLEMENTING THE LONG-TERM STRATEGIC PLAN:

Our Title II funds support our professional development goals, which are tied to lower class sizes and reading instruction improvement. In addition, we have the REAP Grant, which we use to reduce class sizes. We also support professional development training that is tied to teacher licensure requirements. In addition, we used Literacy Aid funds to support READ ACT training legislative requirements. This amounts to approximately \$47,000 a year.

412 EXPENSE REIMBURSEMENT

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

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

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

IV. AIRLINE TRAVEL CREDIT

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

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

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

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

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

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

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References:

Minn. Stat. § 15.435 (Airline Travel Credit)

Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References:

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

Board Election Committee:

Meets in February for 1st time

Less than 3 board members plus Executive Director

Determine the following:

- Establish Board Election Committee at December Board Meeting
- Establish open board seats at January Board Meeting
- Get candidate pool by end of February each year by sending email to parents and community to see who is interested. Teacher candidates have a rotation already established.
- Determine 30 days notification (mark calendar) from May Board Meeting
- Send home or mail ballots one week before election day
- Biographies from candidates due April 1 of each year
- Office to create voter list and ballots/envelopes by 2nd week of April. Administrative Assistant has sample ballot, envelope and voter list.
- By 2nd week of April, post on website statute requirements:
 - The board of directors must establish and publish election policies and procedures on the school's website.
 - The board of directors must notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post this information on the school's website.
 - The board of directors must notify eligible voters of the candidates' names, biographies, and candidate statements at least ten calendar days before the

election and post this information on the school's website.

- Count Votes on Election Day before board meets (same day as May Board Meeting); ensure someone who is not on the committee comes to verify results
- Certify election results at May Board meeting (make sure this is on board agenda for May)
- Executive Director notifies winners the day after May Board meeting and explains required training that must be completed prior to being seated in July
- New candidates take their seat starting July 1

Updated: 2/11/2025