

Nerstrand Elementary School
 Board of Directors Meeting
 February 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 January 13, 2025 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 changes

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

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

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

- b) Vote on donations over \$500 per policy from Jan 14-Feb10; Vote
- c) Preview Cash Flow/Budget Revision for vote in March

7.0 Policy

- a) Policy 405 Veteran's Preference - No Vote; Discuss
- b) Policy 406 Public & Private Personnel Data - Vote
- c) Policy 407 Employee Right to Know - Hazardous Substances - Vote
- d) Policy 408 Subpoena of an Employee - First Look
- e) Policy 409 Employee Publications, Instructional Materials, Inventions & Creations - First Look
- f) Policy 410 Family & Medical Leave Policy - First Look

8.0 New Business

- 8.1 Review staffing; none
- 8.2 On-going board development - EdVisions Training on Employment Matters (sign certificate)
- 8.3 Establish Finance Committee with less than 3 members
- 8.4 Give update on Performance Framework; 4 areas
- 8.5 Discuss Board Survey Results & selection 1 area to be trained on this spring
- 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?
- 10.2 Next Board of Directors meeting is March 10, 2025 at 3:30 in the Nerstrand Media Center

11.0 Adjournment



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

Board of Directors Meeting Minutes

Charter District #4055

January 13, 2024 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde	Carissa Erickson	Nicole Musolf	
Ali Bossmann		Traci LaFerriere	
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: Terri, Second: Paula, Yay: 6, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

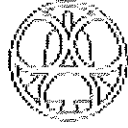
None noted

4.0 Approve Board Meeting Minutes

4.1 Approve December 9, 2024 Board Meeting Minutes

Approved. First: Paula, Second: Sarah, Yay: 6, 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

- December was filled with many memories
- Woodland students interviewed our 2025 Elder
- Students did their final preparations for the Winter Concert
- Students made gifts for their parents, decorations for the concert, practiced songs for the program and enjoyed being with each other
- 12 kindergarteners are registered for the 25-26 school year

b) Student Achievement

- Report cards for trimester one went home

c) NEO Update

- We are continuing to work on all our goals

d) Director Performance

- Student surveys were administered to all students K-5th grade
- The goal was to gain student feedback and see trends from year to year
- 96% said their teacher treats them respectfully and was our highest score
- 74% said they are learning new things and was our lowest

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score

- There were 8 questions total on the survey

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: Sarah, Second: Terri,
Yay: 6, Nay: 0, Abstentions: 0
- b) Vote on donations over \$500 from Nov 13-Jan 13
Motion to approve \$1000 donation from Dennison Lions.
Motion approved. First: Tara, Second: Terri, Yay: 6, Nay: 0,
Abstentions: 0

7.0 Policy

- a) Policy 401 Equal Employment Opportunity
Motion to approve Policy 401 Equal Employment Opportunity
Motion approved. First: Terri, Second: Paula, Yay: 6, Nay: 0,
Abstentions: 0
- b) Policy 402 Disability Nondiscrimination Policy
Motion to approve Policy 402 Disability Nondiscrimination Policy
Motion approved. First: Tara, Second: Sarah, Yay: 6: Nay: 0,
Abstentions: 0
- c) Policy 403 Discipline, Suspension & Dismissal of School
District Employee
Motion to approve Policy 403 Discipline, Suspension & Dismissal of
School District Employee
Motion approved. First: Sarah, Second: Ali, Yay: 6: Nay: 0,

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Abstentions: 0

- d) First look Policy 405 Veteran's Preference
- e) First look Policy 406 Public & Private Personnel Data
- f) First look Policy 407 Employee Right to Know- Hazardous Substances

8.0 New Business

- 8.1 Review Staffing
No changes
- 8.2 On-going board development- Adopt a Budget Training
- 8.3 Review Board of Directors Terms
Carissa, Terri, and Tara's term end in June 2025
- 8.4 Establish an Election Committee of 3 or less Board Members
Paula and Tara will serve on the Election Committee
- 8.5 Establish Director Support & Evaluation Committee
Carmen, Terri, and Sarah will serve on the Director Committee
- 8.6 Discuss Board Self-Assessment Tool
Board members will complete Self-Assessment by Jan. 27th

9.0 Old Business

10.0 Other

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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 – February 10, 2025 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

Motion to adjourn at 4:33p.m.

Approved. First: Tara, Second: Sarah, Yay: 6, Nay: 0, Abstentions: 0

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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Eagan, MN 55123

Director's Report:

We began January with Open Enrollment for the 25-26 school year. We are eager to see how things come together for next year. Our Winter Concert was held in January due to a weather event from December. The children did so well remembering the songs and actions. I am so proud of them and the staff who work so hard to put this event on. It was a very special night. We held our annual PJ/Movie Day and watched Babe. We are grateful to PTO for providing us with the popcorn and Post for the cereal. We hosted a Community Luncheon and welcomed in almost 100 guests to join our students for a celebratory dinner. It was a wonderful experience and we loved having family, friends and community members join us. We are thankful to Becky for preparing lunch for all of us. We attended the high school play in Faribault - Chaos in Fairy Tale Forest. It was really cute. Overall, the month was busy and full of learning.

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

Student Achievement:

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

a/Reading: Students in some risk (I) or high risk (II) in the **fall**, which we want to decrease by the spring.

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

a/Reading: Students in some risk (I) or high risk (II) in the **winter**, which we want to decrease by the spring.

K-1	2-3	4-5
12 (so decreasing)	14 (so decreasing)	10 (increased)

a/Math: Students in some risk (I) or high risk (II) in the **fall**, which we want to decrease by the spring.

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

a/Math: Students in some risk (!) or high risk (!!) in the winter, which we want to decrease by the spring.

K-1	2-3	4-5
13 (increased)	11 (so decreasing)	5 (so decreasing)

Another EOY goal: More than 75% of K-2 students will reach the mean score for their grade level in aMath. As of winter, we are at 30/58 or 52%.

Another EOY goal: As of winter, our progress is as follows:

K students will be at Level D on F&P = 9/22 or 41%

1 students will be at Level J on F&P = 7/17 or 41%

2 students will be at Level M on F&P = 14/19 or 74%

NEO Update including Contract Goals:

Our Learning Walk and Site Visits are coming up, so we are preparing for them. We continue to work towards all goals as indicated above in student achievement.

Director’s Performance:

Our staff attended Cultural Training on January 20th. Included in this training was some tips about working with people who have experienced trauma. Our staff continue with CORE training. They are slated to be done at the end of February.

An evaluation committee was formed to begin the Director’s Evaluation. Their work will continue through the early part of the spring. The focus continues to be Domain 4.

**Nerstrand Elementary School #4055
Financial Report to the School Board
January 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 draft budget revision to be reviewed by the board.

The balance sheet shows the school has a \$658,632 cash balance that is sufficient to meet the school's expected obligations. Also, the school received \$3652 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 \$1924 is restricted for the Regal Eagles program.

The cashflow schedule shows January actual and February 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 draft budget revision the board should review for approval at the next board meeting.

The FY2025 budget is based on 100 adm. The budget revision is based on 103 adm. General fund revenues are expected to increase by \$61,518 from interest, net fundraising, general education aid, lease aid, reading aid, title II, REAP, and special education aid.

The significant changes in expenditures are reduced supply expense and eliminating the transfer from the general fund to Regal Eagles.

With those changes, the school's annual expenditures in the general fund are expected to be \$22,697 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 \$157,594 more than budget at \$522,076 or 33% of expenditures.

The Regal Eagles program ended the prior year with a \$1931 fund balance. This year expenditures are expected to be \$623 more than revenues and decrease the ending fund balance to \$1308.

If there are no changes to the draft FY2025 budget revision, it will be approved as:

	Fund 01	Fund 04
Revenues:	\$1,555,714	\$6,819
Expenditures:	\$1,578,411	\$7,442
Net Income:	-\$22,697	-\$623
Ending Balance:	\$522,076	\$1308

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 Draft FY25 Budget Revision

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY25 Draft RvBdgt	FY2025 Bdgt
GENERAL FUND										
REVENUES										
Fees From Patrons	316.00	0.00	0.00	0.00	3,118.00	249.00	0.00	8,673.00	8,673.00	7,851.94
Med Assist Fr Dept of HS	482.86	0.00	0.00	0.00	0.00	2,856.57	0.00	8,000.00	8,000.00	6,500.00
Interest Earnings	1,998.35	1,956.00	1,904.00	1,842.00	1,770.00	1,688.00	0.00	23,596.49	23,596.49	18,371.06
Gifts And Bequests	3,018.66	14,099.78	0.00	0.00	0.00	1,400.00	0.00	29,104.76	29,104.76	30,000.00
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00
Misc Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.00	144.00	0.00
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12,298.50	-12,298.50	-5,000.00
Endow Fund Apportion	150.00	0.00	0.00	0.00	0.00	9,850.00	0.00	26,046.00	26,046.00	9,000.00
General Education Aid	0.00	0.00	0.00	0.00	0.00	3,306.52	0.00	6,613.04	6,613.04	5,546.00
State Literacy Aid	95,978.02	0.00	0.00	0.00	189,940.14	0.00	79,825.69	798,256.93	798,256.93	781,996.00
Facility Maintenance Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,571.70
Literacy Incentive Aid	0.00	0.00	0.00	0.00	0.00	3,923.01	1,122.00	13,596.00	13,596.00	13,200.00
School Library Aid (Restricted)	0.00	0.00	0.00	0.00	0.00	0.00	980.75	9,807.53	9,807.53	0.00
Building Lease Aid	0.00	0.00	0.00	0.00	0.00	0.00	5,666.68	20,000.00	20,000.00	19,863.80
Read Act Literacy Aid	0.00	0.00	0.00	0.00	0.00	73,521.24	13,534.20	135,342.00	135,342.00	131,400.00
Tchr Comp Read Act Trng	0.00	0.00	0.00	0.00	0.00	0.00	1,565.65	3,914.12	3,914.12	0.00
Stndt Support Personnel Aid (Equal Exp)	0.00	0.00	0.00	0.00	0.00	12,000.00	-18,000.00	0.00	0.00	0.00
Title II	0.00	0.00	0.00	0.00	0.00	2,639.21	0.00	4,500.88	4,500.88	1,800.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	12,571.49	0.00	22,857.79	22,857.79	0.00
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,793.67
Federal Aids & Grant	78.52	0.00	0.00	0.00	0.00	729.28	0.00	807.80	807.80	0.00
REAP Direct Fed Aid&Grant	0.00	0.00	0.00	0.00	0.00	1,870.39	0.00	3,381.51	3,381.51	4,030.97
State Special Education Aid	0.00	0.00	0.00	0.00	0.00	16,737.99	0.00	31,242.00	31,242.00	22,893.00
REVENUES TOTAL	14,755.98	72,923.72	72,923.72	72,923.72	74,765.72	194,828.14	126,504.42	1,555,713.72	1,555,713.72	1,494,195.37
	116,778.39	88,979.50	74,827.72	74,765.72	194,828.14	143,342.70	126,504.42	1,555,713.72	1,555,713.72	1,494,195.37
EXPENDITURES										
EDVISIONS SALARY & BENEFIT TOTAL	82,304.60	63,934.16	63,858.14	63,858.14	83,903.59	84,044.38	125,374.68	954,992.85	954,992.85	954,439.15
FACILITY LEASE TOTAL	27,375.00	13,687.50	13,687.50	13,687.50	13,687.50	27,375.00	0.00	164,250.00	164,250.00	164,250.00
PURCHASED SERVICES										
Consult Fees (Edvissions)	1,655.61	1,694.68	1,693.16	1,693.16	1,694.07	1,696.89	2,507.49	19,248.69	19,248.69	19,246.29
Marketing/Advert/Promo Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	1,000.00
Business Consult Fees	14,223.49	4,500.00	4,500.00	4,500.00	4,500.00	4,912.62	0.00	71,100.00	71,100.00	71,023.84
Phone	663.61	474.00	474.00	474.00	474.00	239.00	0.00	5,545.55	5,545.55	5,660.98
Postage & Parcel Svc	0.00	0.00	0.00	0.00	250.00	0.00	0.00	307.28	307.28	3,200.00
Technology Svc	69.75	40.00	40.00	40.00	40.00	40.00	0.00	462.78	462.78	1,318.80
Utility Services	3,206.38	2,000.00	2,000.00	5,000.00	2,000.00	2,000.00	0.00	46,763.87	46,763.87	53,679.75
Maintenance	936.07	250.00	250.00	250.00	250.00	250.00	0.00	2,947.61	2,947.61	2,520.00
Custodial Reimburse To Mn District	12,785.43	6,116.70	6,114.56	6,114.56	6,114.55	12,636.20	0.00	76,236.14	76,236.14	75,679.09
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,592.76	13,592.76	11,638.22
Elem non-student Consulting	389.80	127.00	474.00	0.00	127.00	0.00	0.00	1,781.80	1,781.80	1,050.00
Music Contract	0.00	0.00	0.00	0.00	0.00	6,086.34	0.00	6,086.34	6,086.34	6,086.34
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	17.00	0.00	27.00	27.00	27.00
Contracted Speech Services	7,225.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	56,052.50	56,052.50	45,000.00
Phys Impaired	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	850.00

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

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY25 Draft RvBdgt	FY2025 Bdgt
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	0.00	8,233.00	0.00	8,233.00	8,233.00	6,231.18
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	0.00	1,443.00	0.00	1,443.00	1,443.00	1,833.96
OHD Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405.00
ASD Contracted Services	45.10	0.00	0.00	0.00	250.00	0.00	0.00	882.50	882.50	0.00
Dev Delay Contracted Services	-632.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00
ECSE Svc	697.40	31.88	0.00	0.00	0.00	0.00	0.00	729.28	729.28	0.00
Fed Sub-contr under \$25k	0.00	4,037.50	0.00	4,037.50	0.00	0.00	0.00	21,150.00	21,150.00	0.00
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,713.27
Fed Sub-contract under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,564.61
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,508.36	5,508.36	4,519.38
Contracted SpEd Specialists, Psyc, OT	6,200.00	8,464.00	8,464.00	8,464.00	8,464.00	8,464.00	0.00	62,400.00	62,400.00	55,400.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	310.40
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00	1,270.00
Pymnt to MN District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.45
StaffDev - Travel+Conferences	355.44	0.00	0.00	375.00	0.00	0.00	0.00	3,027.98	3,027.98	311.92
PURCHASED SERVICES TOTAL	47,820.58	33,735.76	30,009.72	36,948.22	30,163.62	53,018.05	2,507.49	404,906.44	404,906.44	391,041.48
SUPPLIES										
Marketing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	565.41
Sup/Mat Non-Inst.	0.00	0.00	0.00	0.00	221.08	0.00	0.00	275.00	275.00	1,675.00
Software - JMC, Region\	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,985.71	4,985.71	0.00
Non instruct Tech Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.99	10.99	0.00
Tech Non Instr Software/License	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00	1,618.37
Sup/Mat Non-Inst.	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	500.00	1,235.00
Sup/Mat Non-Inst.	0.00	0.00	0.00	0.00	350.00	0.00	0.00	479.22	479.22	1,000.00
Sup/Mat Non-Inst.	81.50	0.00	0.00	0.00	2,167.43	0.00	0.00	3,331.50	3,331.50	3,250.00
Peace Garden Supplies	0.00	0.00	0.00	0.00	62.07	0.00	0.00	62.07	62.07	0.00
Music Non-instruct supplies	0.00	0.00	0.00	0.00	120.00	0.00	0.00	217.48	217.48	0.00
Library Non instruct supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,078.35	1,078.35	0.00
Library Non instruct software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,212.49	1,212.49	0.00
Non-instruct Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378.40
Instructional software	135.00	0.00	0.00	0.00	0.00	0.00	0.00	2,817.28	2,817.28	3,425.60
Sup/Mat N-indiv Inst	256.20	0.00	0.00	0.00	7,926.73	0.00	0.00	10,000.00	10,000.00	10,000.00
Textbooks/Workbooks	0.00	0.00	0.00	0.00	3,403.10	0.00	0.00	3,500.00	3,500.00	3,500.00
Standardized Tests	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
PhysEd/Health-Supplies	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	500.00	500.00
PhysEd/Health-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176.32
Music Instructional software	0.00	0.00	0.00	0.00	130.00	0.00	0.00	259.60	259.60	0.00
Music Sup/Mat N-indiv Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.97	181.97	270.18
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194.90	194.90	0.00
Library Aid Supplies Placeholder	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,107.39	1,107.39	15,000.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	926.75	926.75	1,000.51
SpEd supplies	38.99	0.00	0.00	0.00	0.00	0.00	0.00	38.99	38.99	0.00
SpEd supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.29
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,113.80	1,113.80	0.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,033.32
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00	0.00
SpEd Instructional supplies	0.00	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	0.00	4,882.77
EC SpEd Instruct Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.52	78.52	0.00

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

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY25 Draft RvBdgt	FY2025 Bdgt
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.15	47.15	878.40
SUPPLIES TOTAL	551.69	0.00	0.00	0.00	15,680.41	0.00	0.00	33,334.16	33,334.16	51,670.64
CAPITAL EXPENDITURES	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68	2,557.68
Princ LT Tech Leases	213.14	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	213.14	0.00	2,557.68	2,557.68	2,557.68
OTHER EXPENDITURES	0.00	0.00	0.00	3,175.50	0.00	0.00	0.00	12,349.56	12,349.56	12,349.56
BOD Fees to Authorizer	820.25	0.00	0.00	825.00	0.00	0.00	0.00	6,020.25	6,020.25	7,341.22
Dues/Membership - MSBA,MACS, RegionV	820.25	0.00	0.00	4,000.50	0.00	0.00	0.00	18,369.81	18,369.81	19,690.78
OTHER EXPENDITURES TOTAL	820.25	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
EXPENDITURES TOTAL	159,085.26	131,570.56	127,768.50	138,707.50	143,648.26	164,650.57	127,882.17	1,578,410.94	1,578,410.94	1,586,235.73
NET INCOME	-42,306.87	-42,591.06	-52,940.78	-63,941.78	51,179.88	-21,307.87	-1,377.75	-22,697.22	-22,697.22	-92,040.36
BEGINNING BALANCE	695,362.62	653,055.75	610,464.69	557,523.90	493,582.12	544,762.00	523,454.13	544,773.60	544,773.60	456,521.92
ENDING BALANCE	653,055.75	610,464.69	557,523.90	493,582.12	544,762.00	523,454.13	522,076.38	522,076.38	522,076.38	364,481.56
FUND BALANCE AS % OF EXPENDITURES								33.08%	33.08%	22.98%

FUND 04

REVENUES	1,239.00	0.00	0.00	0.00	3,384.00	0.00	0.00	6,818.50	6,818.50	5,290.00
Fees From Patrons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
Perm Interfd Transf	1,239.00	0.00	0.00	0.00	3,384.00	0.00	0.00	6,818.50	6,818.50	7,876.00
REVENUES TOTAL	1,239.00	0.00	0.00	0.00	3,384.00	0.00	0.00	6,818.50	6,818.50	7,876.00
EXPENDITURES	475.82	800.00	800.00	800.00	800.00	800.00	0.00	7,441.95	7,441.95	7,875.32
EdVisions Regal Eagle Staff	475.82	800.00	800.00	800.00	800.00	800.00	0.00	7,441.95	7,441.95	7,875.32
EXPENDITURES TOTAL	475.82	800.00	800.00	800.00	800.00	800.00	0.00	7,441.95	7,441.95	7,875.32
NET INCOME	763.18	-800.00	-800.00	-800.00	2,584.00	-800.00	0.00	-623.45	-623.45	0.68
BEGINNING BALANCE	1,160.75	1,923.93	1,123.93	323.93	-476.07	2,107.93	1,307.93	1,931.38	1,931.38	0.00
ENDING BALANCE	1,923.93	1,123.93	323.93	-476.07	2,107.93	1,307.93	1,307.93	1,307.93	1,307.93	0.68

Nerstrand Charter School #4055

Journal Entry Listing

JE Cd	Period	Date	St Src	Ref	Description	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4439	202507	01/13/2025	P	JE	Jan Ed'EdVisions Jan EFT	B	01	101	000				USB Cash	0.00	83,960.21
						B	04	101	000				USB Cash	0.00	475.82
						E	01	005	050	000	000	305	EdVisions School Administr	8,639.79	0.00
						E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,655.61	0.00
						E	01	010	201	000	000	394	EdVisions Kinder Staff	7,883.07	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	55.33	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	496.64	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	5,508.35	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	991.87	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	7,241.30	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	5,016.85	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	236.02	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	5,352.69	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						E	01	010	204	000	414	303	EdVisions Title II	0.00	0.00
						E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	2,935.52	0.00
						E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,865.13	0.00
						E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
						E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	3,322.40	0.00
						E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	645.10	0.00
						E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
						E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
						E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
						E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,576.90	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	493.94	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	2,555.58	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	2,194.72	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	180.57	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	1,829.15	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	203.72	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	2,187.63	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00

Nerstrand Charter School #4055 Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4439	202507	01/13/2025	P	JE	Jan	EdVisions Jan EFT	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	2,141.44	0.00
							Schweisthal	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,734.81	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	273.91	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	218.14	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,168.06	0.00
							Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	233.95	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	18.20	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	862.52	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	20.52	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	233.88	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	12.12	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	228.98	0.00
							Schweisthal	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	174.80	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	27.60	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	183.97	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,438.33	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	1,881.25	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	189.55	0.00
							Gilmore, Greta-Regal Eagle Sut	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	0.00	0.00
							Pepin, Julie RE	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	40.77	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	435.05	0.00
\$84,436.03																	
\$84,436.03																	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	Check Amount:
1764		ACCO BRANDS USA LLC	USB	17073		Check	
							Vendor Total: \$429.52
PO#:		8736 Invoice		Invoice No: 4729890467	1/31/2025	Paid Amt:	\$429.52
						Check Amount:	\$429.52
1391		BUREAU OF CRIMINAL APPREHENSION	LCCB	2737		Check	
							Vendor Total: \$56.00
PO#:		8727 Invoice		Invoice No: 20250115	1/15/2025	Paid Amt:	\$56.00
						Check Amount:	\$56.00
PO#:		8738 Invoice		Invoice No: 20250128	1/28/2025	Paid Amt:	\$24.75
						Check Amount:	\$24.75
1006		CITY OF NERSTRAND	USB	17060		Check	
							Vendor Total: \$80.75
PO#:		8709 Invoice		Invoice No: 516	1/10/2025	Paid Amt:	\$137.20
						Check Amount:	\$137.20
PO#:		8708 Invoice		Invoice No: 515	1/10/2025	Paid Amt:	\$127.32
						Check Amount:	\$127.32
PO#:		8733 Invoice		Invoice No: 01-00000515-00-4	1/31/2025	Paid Amt:	\$129.40
						Check Amount:	\$129.40
PO#:		8732 Invoice		Invoice No: 01-00000516-00-5	1/31/2025	Paid Amt:	\$137.76
						Check Amount:	\$137.76
1738		E.O. JOHNSON CO. INC.	USB	17068		Check	
							Vendor Total: \$531.68
							\$213.14
							\$155.84

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 1/1/2025-1/31/2025 Period: 202507-202507 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1738		E.O. JOHNSON CO. INC.	USB	17068		Check
		PO BOX 660831 DALLAS, TX 75266-0831				
PO#:		Voucher #: 8726 Invoice		01 010 203 000 350	1/20/2025	\$350.71
		Invoice No: 38228485		color images		
						Paid Amt: \$719.69
						Check Amount: \$719.69
						Vendor Total: \$719.69
1755		EVERGREEN THERAPY SOLUTIONS, LLC-S	USB	17061		Check
		301 DIVISION ST S NORTHFIELD, MN 55057				
PO#:		Voucher #: 8710 Invoice		01 010 401 000 740 394	1/10/2025	\$4,505.00
		Invoice No: 9		12/1-19 SLP		
						Paid Amt: \$4,505.00
						Check Amount: \$4,505.00
						Vendor Total: \$4,505.00
1351		FLOM DISPOSAL SERVICE	USB	17062		Check
		5865 KENYON BLVD FARIBAULT, MN 55021				
PO#:		Voucher #: 8711 Invoice		01 005 810 000 000 330	1/10/2025	\$301.08
		Invoice No: 3964		January		
						Paid Amt: \$301.08
						Check Amount: \$301.08
						Vendor Total: \$301.08
1133		INDEPENDENT SCHOOL DIST # 656	LCCB	2736		Check
		FARIBAULT PUBLIC SCHOOLS 710 17th St SW FARIBAULT, MN 55021				
PO#:		Voucher #: 8723 Invoice		01 005 850 000 348 335	1/15/2025	\$13,687.50
		Invoice No: 43049		Nov Rent		
				01 005 810 000 000 391		\$5,803.38
				Nov Custodian		
				01 005 810 000 000 391		\$464.27
				Nov Custodian		
				01 005 630 000 000 305		\$64.58
				Nov Tech		
				01 005 630 000 000 305		\$5.17
				Nov Tech		
				01 005 850 000 348 335		\$13,687.50
				Dec Rent		
				01 005 810 000 000 391		\$6,034.98
				Dec Custodian		
				01 005 810 000 000 391		\$482.80
				Dec Custodian		
				01 005 630 000 000 405		\$40.00
				Triple3 Domain		
				8722 Invoice		
				Invoice No: 43117		
						Paid Amt: \$20,245.28
						Check Amount: \$40,270.18
						Vendor Total: \$40,270.18

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1545		KEYSTONE INTERPRETING SOLUTIONS, INC		1799 HILLCREST AVENUE ST. PAUL, MN 55116-2152			
		USB		17063			
PO#:		Voucher #:	8712 Invoice	Invoice No: 2297-00032	1/10/2025	Check	\$138.00
						Paid Amt:	\$138.00
						Check Amount:	\$138.00
PO#:		Voucher #:	8735 Invoice	Invoice No: 2297-00034	1/31/2025	Check	\$251.80
						Paid Amt:	\$251.80
						Check Amount:	\$251.80
						Vendor Total:	\$389.80
1696		MARGARET HUBER		8989 DALTON AVENUE NORTHFIELD, MN 55057			
		USB		17069			
PO#:		Voucher #:	8719 Invoice	Invoice No: 20250115	1/20/2025	Check	\$26.83
						Paid Amt:	\$26.83
						Check Amount:	\$26.83
						Vendor Total:	\$26.83
1673		MIETRONET INC		PO BOX 630546 CINCINNATI, OH 45263-0546			
		USB		17064			
PO#:		Voucher #:	8714 Invoice	Invoice No: 1705956	1/10/2025	Check	\$207.12
						Paid Amt:	\$207.12
PO#:		Voucher #:	8713 Invoice	Invoice No: 1677211	1/10/2025	Check	\$239.00
						Paid Amt:	\$239.00
						Check Amount:	\$446.12
PO#:		Voucher #:	8731 Invoice	Invoice No: 1705956	1/31/2025	Check	\$217.49
						Paid Amt:	\$217.49
						Check Amount:	\$217.49
						Vendor Total:	\$663.61
1492		ON THE MOVE - THERAPY SERVICES		PO BOX 22428 EAGAN, MN 55122			
		USB		17065			
PO#:		Voucher #:	8715 Invoice	Invoice No: 2915	1/10/2025	Check	\$2,420.00
						Paid Amt:	\$2,420.00
						Check Amount:	\$2,420.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 1/1/2025-1/31/2025 Period: 202507-202507 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Check	Pmt/Void Date	Pmt Type	
1492		ON THE MOVE - THERAPY SERVICES	USB	17076				
		PO BOX 22428 EAGAN, MN 55122						
		E 01 010 420 000 740 394			12/16-1/10 OT			\$2,640.00
PO#:		Voucher #: 8737 Invoice			Invoice No: 0002931	1/31/2025	Paid Amt:	\$2,640.00
							Check Amount:	\$2,640.00
							Vendor Total:	\$5,060.00
1412		RATWIK, ROSZAK, & MALONEY, PA	USB	17066				
		444 CEDAR STREET, SUITE 2100 ST PAUL, MN 55101						
		E 01 005 110 000 000 305			11/13-18			\$265.00
PO#:		Voucher #: 8716 Invoice			Invoice No: 78146	1/10/2025	Paid Amt:	\$265.00
							Check Amount:	\$265.00
							Vendor Total:	\$629.00
1005		REGION V COMPUTER SERVICES	USB	17070				
		1917 EXCEL DRIVE MANKATO, MN 56001						
		E 01 005 110 000 000 820			FY25 Qtr 3 Membership			\$820.25
PO#:		Voucher #: 8725 Invoice			Invoice No: 17579	1/20/2025	Paid Amt:	\$820.25
							Check Amount:	\$820.25
							Vendor Total:	\$820.25
1561		STUDENT-CENTERED SERVICES, LLC	USB	17071				
		2490 INDIAN WAY NORTH ST PAUL, MN 55109						
		E 01 010 411 000 420 303			December ASD ECSE R Knutsen			\$110.00
PO#:		Voucher #: 8721 Invoice			Invoice No: 1292	1/20/2025	Paid Amt:	\$110.00
							Check Amount:	\$110.00
							Vendor Total:	\$110.00
1762		TERRELL WILSON	USB	17078				
		406 AUGUST HILLS DRIVE LACRESCENT, MN 55947						
		E 01 010 640 000 000 366			PD			\$355.44
PO#:		Voucher #: 8728 Invoice			Invoice No: 20250120	1/31/2025	Paid Amt:	\$355.44
							Check Amount:	\$355.44
							Vendor Total:	\$355.44

Detail Payment Register by Vendor
 Check Number: 0-2147483647 Payment Date: 1/1/2025-1/31/2025 Period: 202507-202507 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1703		TRACI LAFERRIERE	USB	3535 S POINTE DR HASTINGS, MN 55033 17067		
			E 01 005 110 000 000 305	nov dec jan		
PO#:		Voucher #:	8717 Invoice	Invoice No: 20250103	1/10/2025	Check
						\$13,500.00
						Paid Amt: \$13,500.00
						Check Amount: \$13,500.00
						Vendor Total: \$13,500.00
1727		UPTICK EDUCATION LLC	USB	13119 DANUBE LANE ROSEMOUNT, MN 55068 17072		
			E 01 010 420 000 740 394	12/2-27 psych Bri H		
PO#:		Voucher #:	8720 Invoice	Invoice No: 1415	1/20/2025	Check
						\$1,140.00
						Paid Amt: \$1,140.00
						Check Amount: \$1,140.00
						Vendor Total: \$1,140.00
						Report Total: \$72,252.83

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through January 2025

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	656,708.52	1,923.93	658,632.45
Due from governments	-3,652.77	0.00	-3,652.77
Prepaid items	0.00	0.00	0.00
Total assets	<u>653,055.75</u>	<u>1,923.93</u>	<u>654,979.68</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>611,528.90</u>	0.00	611,528.90
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	1,923.93	1,923.93
Reserved for Med Assist	<u>9,472.42</u>	0.00	9,472.42
Total liabilities and net assets	<u>653,055.75</u>	<u>1,923.93</u>	<u>654,979.68</u>

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
LCCB	1732			CAPITAL ONE		Wire	
		E 01	010	203 000 000 401	Amazon Sped Staff Gifts NIM Reimbursed		\$54.67
		E 01	010	203 000 000 430	Amazon paper		\$137.97
		E 01	010	203 000 000 430	Amazon paper tax		\$11.60
		E 01	010	203 000 000 430	Amazon putty & markers		\$12.63
		E 01	010	420 000 419 401	Amazon ink sped		\$38.99
		E 01	010	203 000 000 430	Amazon paper & brd erasers		\$41.41
		E 01	010	203 000 000 406	Learn AZ License		\$135.00
		E 01	010	203 000 000 430	Amazon expo markers		\$52.59
PO#:	Voucher #:	8724	Invoice	Invoice No: 20250119	1/19/2025	Paid Amt:	\$484.86
						Check Amount:	\$484.86
USB	1017			XCEL ENERGY		Wire	
		E 01	005	810 000 000 330	11/24-12/26		\$1,028.29
PO#:	Voucher #:	8718	Invoice	Invoice No: 908462655	1/3/2025	Paid Amt:	\$1,028.29
						Check Amount:	\$1,028.29
USB	1017			XCEL ENERGY		Wire	
		E 01	005	810 000 000 330	12/26-1/28		\$1,345.33
PO#:	Voucher #:	8729	Invoice	Invoice No: 912737940	1/31/2025	Paid Amt:	\$1,345.33
						Check Amount:	\$1,345.33
USB	1700			USBANK		Wire	
		E 01	005	110 000 000 305	service chrg		\$13.74
PO#:	Voucher #:	8740	Invoice	Invoice No: 20250115	1/15/2025	Paid Amt:	\$13.74
						Check Amount:	\$13.74
						Report Total:	\$2,872.22

Nerstrand Charter School #4055
Reconciliation Worksheet Report
01/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1318	01/31/2025	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	84,008.53
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	24.75
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	83,983.78
GL Account Balance	<u>83,983.78</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
01/31/2025**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1319	01/31/2025	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	585,686.24
Deposits In Transit	0.00
<u>Outstanding Payments</u>	
Checks	9,692.24
Wires	1,345.33
SHR - Payments	0.00
SHR - Thlr Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	<u>0.00</u>
Amount Per Bank	574,648.67
GL Account Balance	<u>574,648.67</u>
Difference	0.00

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

Adjustments
00/00/0000

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1957	4055	LCCB		1985	Credit	A	01/03/25	Check	1	Miscellaneous						
							4055	R	01	Edvisions Wellness Staff Gift				225.00	0.00	0.00
							4055	R	01	St Johns Big Woods Gift				100.00	0.00	0.00
							4055	R	01	Anne Haynes Gift				50.00	0.00	0.00
							4055	R	01	Grace ELC Women Gift				200.00	0.00	0.00
							4055	R	01	Gifts And Bequests				60.00	0.00	0.00
							4055	R	01	Cash Gift				10.00	0.00	0.00
							4055	R	04	RE Hjeingren				5.50	0.00	0.00
							4055	R	04	RE Bonde				143.00	0.00	0.00
							4055	R	04	RE Wagner				66.00	0.00	0.00
							4055	R	04	RE Bossmann				33.00	0.00	0.00
														Receipt Total:	\$892.50	\$0.00
														Deposit Total:	\$892.50	\$0.00
1958	4055	LCCB		1986	Credit	A	01/16/25	Check	1	Miscellaneous						
							4055	R	01	Nicole Gift Sped Staff Gifts				54.67	0.00	0.00
							4055	R	01	Tech & Supply Fees				110.00	0.00	0.00
							4055	R	01	Gift Dennison Lions Club				375.00	0.00	0.00
							4055	R	01	Gift Grace Lutheran				1,000.00	0.00	0.00
							4055	R	01	Gift Xcel				180.00	0.00	0.00
							4055	R	04	RE Bonde				110.00	0.00	0.00
							4055	R	04	RE Allaster Zemeck				109.50	0.00	0.00
							4055	R	04	RE Wagner				60.50	0.00	0.00
							4055	R	04	RE Yunker				181.00	0.00	0.00
							4055	R	04	RE Parkos				11.00	0.00	0.00
							4055	R	04	RE Peterson Furey				35.50	0.00	0.00
							4055	R	04	RE Lucalio				22.00	0.00	0.00
														Receipt Total:	\$2,249.17	\$0.00
														Deposit Total:	\$2,249.17	\$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	Check	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1959	4055	USB		1987	Credit A	01/15/25			Wire	1	MDE						
IDEAS							4055	R 01 000 000 000 000 211			General Education Aid				55,345.91		0.00
															Receipt Total:	\$55,345.91	\$0.00
															Deposit Total:	\$55,345.91	\$0.00
1960	4055	LCCB		1988	Credit A	01/28/25			Check	1	Miscellaneous						
RE ColorRun Fees Gifts							4055	R 01 000 000 000 000 050			Willow Fees				55.00		0.00
							4055	R 01 000 000 000 000 096			Patricia Gift				55.00		0.00
							4055	R 01 000 000 000 000 096			PTO Gift - grow lights				208.99		0.00
							4055	R 04 000 000 000 000 050			RE Kielmeyer				308.00		0.00
							4055	R 04 000 000 000 000 050			RE Jones				154.00		0.00
							4055	R 01 000 000 000 000 620			ColorRun Sponsor on Tees				150.00		0.00
							4055	R 01 000 000 000 000 050			Eagle Bluff Nelson				151.00		0.00
															Receipt Total:	\$1,081.99	\$0.00
															Deposit Total:	\$1,081.99	\$0.00
1961	4055	USB		1989	Credit A	01/30/25			Wire	1	MDE						
IDEAS							4055	B 01 121 000			FY24 Lease				2,579.38		0.00
							4055	B 01 121 000			FY24 Lit Incentive				191.43		0.00
							4055	R 01 000 000 000 000 211			General Education Aid				40,632.11		0.00
							4055	R 01 000 000 000 740 360			State Special Education Aid				14,755.98		0.00
															Receipt Total:	\$58,158.90	\$0.00
															Deposit Total:	\$58,158.90	\$0.00
1962	4055	LCCB		1990	Credit A	01/31/25			Check	1	Miscellaneous						
Post Gift							4055	R 01 000 000 000 000 096			Post Gift				500.00		0.00
															Receipt Total:	\$500.00	\$0.00
															Deposit Total:	\$500.00	\$0.00

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1963	4055	USB		1991	Credit	A	01/31/25	Wire	1	Miscellaneous				409.02		0.00
interest							4055	R	01	000	000	000	092		\$409.02	\$0.00
										Interest Earnings					\$409.02	\$0.00
														Receipt Total:		
														Deposit Total:		
1964	4055	USB		1992	Credit	A	01/31/25	Wire	1	Miscellaneous				1,576.97		0.00
interest							4055	R	01	000	000	000	092		\$1,576.97	\$0.00
										Interest Earnings					\$1,576.97	\$0.00
														Receipt Total:		
														Deposit Total:		
1965	4055	USB		1993	Credit	A	01/23/25	Wire	1	MDE				78.52		0.00
Fin 420							4055	R	01	000	000	420	400		\$78.52	\$0.00
										Early Preschool Incentive					\$78.52	\$0.00
														Receipt Total:		
														Deposit Total:		
1966	4055	USB		1994	Credit	A	01/15/25	Wire	1	MDE				482.86		0.00
MA IEP							4055	R	01	000	000	372	071		\$482.86	\$0.00
										MA IEP					\$482.86	\$0.00
														Receipt Total:		
														Deposit Total:		
1967	4055	USB		1995	Credit	A	01/02/25	Wire	1	Miscellaneous				12.36		0.00
adj Dec interest							4055	R	01	000	000	000	092		\$12.36	\$0.00
										adj Dec interest					\$12.36	\$0.00
														Receipt Total:		
														Deposit Total:		
														Report Total:		

Nerstrand Charter School #4055 Outstanding Payments by Payment Date

Bank: LCCB
Acct#:

1/31/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8663	Check	1 1391	BUREAU OF CRIMINAL APPREHE	01/28/2025	2738	24.75
				Bank		Total	24.75

Nerstrand Charter School #4055 Outstanding Payments by Payment Date

Bank: USB
Acct#: 152100023570

1/31/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8662	Wire	1 1017	XCEL ENERGY	01/31/2025		1,345.33
	8648	Check	1 1492	ON THE MOVE - THERAPY SERVI	01/10/2025	17065	2,420.00
	8659	Check	1 1696	MARGARET HUBER	01/20/2025	17069	26.83
	8670	Check	1 1764	ACCO BRANDS USA LLC	01/31/2025	17073	429.52
	8664	Check	1 1006	CITY OF NERSTRAND	01/31/2025	17074	267.16
	8667	Check	1 1545	KEYSTONE INTERPRETING SOLI	01/31/2025	17075	251.80
	8666	Check	1 1492	ON THE MOVE - THERAPY SERVI	01/31/2025	17076	2,640.00
	8665	Check	1 1412	RATWIK, ROSZAK, & MALONEY, f	01/31/2025	17077	364.00
	8669	Check	1 1762	TERRELL WILSON	01/31/2025	17078	355.44
	8672	Check	1 1755	EVERGREEN THERAPY SOLUTIC	01/31/2025	17080	2,720.00
	8671	Check	1 1673	METRONET INC	01/31/2025	17081	217.49
Bank						Total	11,037.57
						Total	\$11,062.32

Gifts Received Jan 14-Feb 10		
Name	Donated Amount	Restriction
Grace Lutheran Church	\$1,000.00	
Bonde Farms	\$5,000.00	
Ag Center	\$7,049.89	

Nerstrand Elementary School Policy #406
Independent Charter School District #4055
Adopted:

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

IV. PUBLIC PERSONNEL DATA

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

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

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

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

19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

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

D. Applicants for appointment to a public body.

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

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

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

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

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

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

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

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

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

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

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

V. PRIVATE PERSONNEL DATA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. an investigation conducted by or on behalf of the school or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee’s alleged sexual contact with a student to a school or school requesting the data after the employee applies for employment with that school or school and the data remain classified as provided in Minnesota Statutes, chapter 13.

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

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

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

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

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

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

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

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

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Legal References:

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

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

Cross References:

MSBA/MASA Model Policy 206 (Public Participation in Charter School Board Meetings/Complaints about Persons at Charter School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

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

IV. TARGET JOB CATEGORIES

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

V. TRAINING SCHEDULE

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

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

Legal References:

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

Cross References:

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

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.I.c. 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)

Employment Matters On-Going Board Training

Monday, February 10, 2025

By: EdVisions Cooperative online at Board Meeting

Carissa: _____ Tara: _____

Carmen: _____ Ali: _____

Sarah: _____ Paula: _____

Terri: _____ Nicole: _____

Video by Andrea Harder & Date: _____

Board Results 24-25 Sy.

Tool for Creating a Board Development Plan

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

I. CARRY OUT THE SCHOOL'S MISSION AND GOALS		Please check the box that represents your answer.						Examples/evidence/comments (optional)
Standard	#	Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	
A. The Board ensures that the mission statement and the vision statement guide school operations.	1	The Board developed a mission statement for the school and a vision statement of the preferred future for its students.	A	B	C	D	X	100%
	2	The Board has adopted a policy that establishes expectations regarding the distribution and use of the mission and vision statements within the school community.			I	IIII		100%
	3	The Board monitors the knowledge and understanding level of the staff, students, parents and community supporters of the mission and vision.			I	IIII	I	How do we monitor this?

Nerstrand has a Mission Statement describing what we currently do. What about vision?

86%

	4	The Board has adopted and implemented a policy and process for the periodic review of the mission and vision statements.					Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	Examples/evidence/comments (optional)
												every 2 years Policy 10H

100%

I. CARRY OUT THE SCHOOL'S MISSION AND GOALS (CONTINUED)												
Please check the box that represents your answer.												
Standard	#	Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	Examples/evidence/comments (optional)				
A	B	C	D	X								
B. The Board keeps the staff and community focused on the strategic directions and long range strategic plan for achieving the mission and fulfilling the vision.	5	The Board has developed strategic directions and priorities, and approved a long range strategic plan and short term action plans consistent with those directions.			II	III		100%				
	6	The Board has adopted policy that outlines the process for how staff, parents and other community stakeholders have input into planning processes (strategic plan, long range financial plan, annual budget, etc.).			I	III	III	100%	Comments @ Board Mtg? Task Force?			
	7	The Board has approved specific performance measures for key goals of the strategic plan and short term action plans.			I	IIII	II		Ned contract			

57%

71%

8	The Board has adopted a policy and process for monitoring the implementation of the long range strategic plan and the short term action plan.				I think so
9	The Board monitors the implementation of the long range strategic plan and short term action plans.				policy 208
10	The Board evaluates the alignment of the annual budget with the priorities and goals in the long range strategic plan and short term action plans.				

57%

86%

86%

II. EVALUATE STUDENT ACHIEVEMENT, POSTSECONDARY AND WORK READINESS AND STUDENT ENGAGEMENT AND CONNECTION GOALS		Please check the box that represents your answer.						Examples/evidence/ comments (optional)
Board Performance and Self-Assessment Tool	#	Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know	
C. The Board strives to ensure that the school's programs meet	1	The Board has adopted academic and other student achievement goals, specific measures and curriculum policies to achieve those goals.	A	B	C	D	X	
	1	The Board has adopted and implemented a process of periodic						
	2							

100%

practices sound financial management practices and allocates resources to achieve the mission, vision and goals of the school.	Balance sheet; b. Monthly income/expenditures; c. Budget vs. actual revenue & expenses; d. Cash flow projections.								
	1 The Board has developed and adopted appropriate internal financial control policies.	1	### _						100%.
	1 The Board has developed and adopted a 3-5 year financial plan that relates to the achievement of the mission, vision and goals.	1	### _						80%.
	2 The Board monitors the implementation of all financial management policies.	0	### _						100%.
	2 The Board has established and empowered a Finance Committee to play a leadership role in financial oversight.	1	### _						100%. Every Spring a Finance Committee is formed
	2 The Board adopts policies, expectations and goals for fundraising and development activities.	2	11	11	111				80%. PTD + staff do Fundraising
	2 The Board has adopted a policy and process for hiring the auditor.	3	1	### _					71%. 57%.
	2 The Board monitors that all financial reports are filed with MN govt.	4	1	### _					100%.

	agencies, including MDE and TRA, on time.								
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IV. EMPLOYMENT POLICIES AND PRACTICES		Please check the box that represents your answer.							Examples/evidence/comments (optional)
Standard	#	Indicator	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know		
Board Performance and Self-Assessment Tool									
E. The Board appropriately delegates authority to manage operations.	2 5	The Board has developed and adopted a policy that appropriately delegates authority for the management of the school and that defines the respective roles and responsibilities of the Board and the management.				IIII II		X	100%
F. The Board ensures that the school has effective administrative leadership managing operations.	2 6 7	The Board has developed policy that establishes clear expectations for the effective management of operations. The Board has developed and adopted evaluation criteria and process for evaluating the Board, management, and teachers.				IIII I	I		Is this the board? Is it board's job to evaluate teachers? Board + Admin
	2 8	The Board has approved a succession process for major changes to the Board and management that includes addressing voluntary resignation, involuntary resignation, retirement and dismissal.				IIII II			100%

school and its students in state and federal legislative processes.	3 6	Board members know their local legislators and invite them to visit the school.		II	I	IIII	Anytime Come Recently?	Have we invited? 43%.
3 7	The Board ensures that legislative issues and new laws are reported to staff, parents and other community stakeholders.		I	II	IIII	IIII	How groups? Town Hall Family Newsletters	43%.
3 8	The Board adopts guidelines and goals to guide an annual student recruitment plan.		I	III	IIII	IIII	Task Force Staffing Board	57%.
3 9	The Board uses an equity lens in developing goals related to the student recruitment plan.		I	IIII	IIII	IIII		57%.
4 0	The Board adopts expectations and goals for public relations and community outreach by staff.		III	II	IIII	IIII	PTD?	57%.
4 1	The Board monitors implementation of the student recruiting, public relations and community outreach programs.		III	II	IIII	II		71%.
4 2	The Board develops and adopts policies for measuring participation and involvement levels of students, staff, parents and community members in school activities; overall and by student focus groups.		I	III	IIII	IIII	Student focus? conference w/o board involved	57%.

VI. BOARD DEVELOPMENT

Board Performance and Self-Assessment Tool		Please check the box that represents your answer.						Examples/evidence/ comments (optional)
		Strongly Disagree	Disagree	Agree	Strongly Agree	Don't know		
Standard	#	A	B	C	D	X		
J. The Board operates in a manner that helps ensure effective governance and decision-making processes.	4					X		
	3				///		100%	
	4						57%	
	4				///		80%	
	4				///		80%	
	5				///		80%	
	4				///		100%	
	6				///		100%	
	4				///		100%	
7					///	100%		
4					///	100%		
8					///	100%		
4						29%	Do we?	

100%

57%

80%

80%

100%

Timeline

100%

29%

	5 0	The Board annually assesses its overall performance in fulfilling its duties as a board.				1	III	86%	Need visits
	5 1	The Board has developed and adopted a job description and expectations for board members.				1	III	100%	
	5 2	The Board has developed and adopted a process for policymaking that includes staff and parent/guardian input.				1	III	100%	Mean parent rep on board?
K. The Board maintains focus on the mission of the school.	5 8	The Board agenda items and meeting topic time allocations primarily deal with student achievement issues.				1	III	100%	Policies + budget usually
	5 9	The Board has allocated time in its calendar to study, reflect and discuss the philosophy and theories that are the basis of the school's program.				1	III	100%	Monthly work calendar 86%
L. Board members are satisfied with their role and effectiveness.	6 0	I am involved and interested in the Board's work.				1	III	100%	
	6 1	I am able to contribute to the Board's work in a meaningful way.				1	III	100%	
	6 2	I am comfortable contributing my perspective in board discussions, even if it is controversial.				1	III	100%	
	6 3	I understand my responsibilities as a board member.				1	III	100%	

6	I understand the role of the board as a whole in the school's governance.							
4	Overall, I am satisfied with my experience on this board.							
6								
5								

100%
100%

Should board involve parents & community more?
Should board be more involved in Fundraising

Are not aware of

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

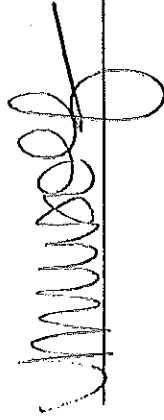
Work on enrollment - 11
more grants
ways to compensate staff if raises not feasible
less cumbersome survey
focus groups
what we've missed in survey
Good job board
policy updating allows board members to learn
trainings throughout year helpful
Board has efficient leader who is educated & on top of things

ONCE SURVEY DATA TABULATED, COMMITTEE COMPLETES SUMMARY

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

FULL BOARD CREATES BOARD DEVELOPMENT PLAN

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



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