

Nerstrand Elementary School  
 Board of Directors Meeting  
 April 14, 2025; 3:30pm  
 Nerstrand Media Center

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

- 1.0 Call to Order
  - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve Meeting Minutes
  - 4.1 Approve February 10, 2025 Minutes; changes
  - 4.2 Approve March 10, 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; added K & 3, lost 1 to homeschool

K	1	2	3	4	5	Total
24	16	19	23	11	14	107

K = 24      1 = 16      2-3 = 20 & 21      4-5 = 25

Enrollment for 25-26 as of 4/7/2025

K	1	2	3	4	5	Total
20	23	16	21	28	11	119

K = 20      1 = 23      2-3 = 18 & 19      4-5 = 20 & 19

6.3 Finance Report

- a) Monthly Financial Update; Traci
- b) Donations over \$500 per policy from Mar 11-April 14; Vote
- c) Approve Teacher Salary Matrix 25-26; Vote
- d) Approve Paraprofessional Salary Matrix 25-26; Vote
- e) Update from Finance Committee
- f) Approve 25-26 Budget; Vote

7.0 Policy

- a) Policy 412 Expense Reimbursement - Vote
- b) Policy 413 Harassment & Violence - First Look
- c) Policy 414 Mandated Reporting of Child Neglect - First Look
- d) Policy 415 Mandated Reporting of Vulnerable Adults - First Look
- e) By-Laws update to meet statute requirements; Vote

8.0 New Business

8.1 Review staffing;

- a) Approve Mikayla Sannes, Special Education Teacher, 25-26, \$58,526.77

8.2 On-going board development - Board Roles & Strategic Planning (sign certificate)

8.3 Approve 25-26 School Calendar; Vote

8.4 Update from Director Support & Evaluation Committee; staff survey is coming up

8.5 Approve 25-26 Contracts

- a) Goodhue County Education District; \$12,495

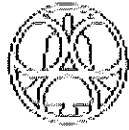
- b) Indigo Education; \$21,500 + 2500
- c) Edvisions Cooperative; 2% of salaries
- d) Evergreen Therapy Solutions; \$85/hour; ceiling of \$59,000
- e) Traci LaFerriere; \$55,200
- f) Student-Centered-Services; \$115/hour; ceiling of \$10,000
- g) Fernbrook Family Center; no cost
- h) Uptick Education; \$120/hour, ceiling of \$24,000

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 May 12, 2025 at 3:30 in the Nerstrand Media Center

11.0 Adjournment



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

## Board of Directors Meeting Minutes

Charter District #4055

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

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

Amendment made to 8.2 Board training will occur in March

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

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve Board Meeting Minutes

4.1 Approve January 13, 2025 Board Meeting Minutes

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

Nerstrand Elementary Charter Authorizer is:

Novation Education Opportunities (NEO)

3432 Denmark Ave, Ste 130

Eagan, MN 55123



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## 5.0 Community Comment

None noted

## 6.0 Reports

### 6.1 Director Report

#### a) News

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

#### b) Student Achievement

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

#### c) NEO Update

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

#### d) Director Performance

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

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## 6.2 Enrollment for 24-25

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

## 6.3 Finance Report

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

## 7.0 Policy

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

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

## 8.0 New Business

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

## 9.0 Old Business

## 10.0 Other

- 10.1 Opportunity for BOD member comments on meeting:  
Did we stay on track? Strategic vs. micro-manage? Everyone able to participate? Yes, the meeting went well, good discussion and

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passing of motions.

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

#### 11.0 Adjournment

Motion to adjourn at 4:15p.m.

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

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Carissa Erickson, Chairperson of the Board

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Tara Vondrasek, Clerk of the Board

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### Board of Directors Meeting Minutes

Charter District #4055

March 10, 2025 | 3:30 p.m.

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Paula, Second: Terri, 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 February 10, 2025 Board Meeting Minutes

Approved. First: Terri, Second: Carmen, Yay: 6, Nay: 0, Abstentions: 0

4.2 Approve February 11, 2025 Election Committee Minutes

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

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## 5.0 Community Comment

None noted

## 6.0 Reports

### 6.1 Director Report

#### a) News

- Whole school field trip to the MN History Center
- Woodland students visited the River Bend Nature Center
- Due to weather only half of the parent/student conferences were held
- Thus far 100% attendance for winter conferences
- Classrooms held Valentine's Day parties
- A brief all school dance party was held to show students how to relieve stress
- Each Wednesday there was some kind of activity to help celebrate I Love to Read month
- We are officially  $\frac{2}{3}$  of the way through the school year
- 20 kindergarteners are registered for the 25/26 school year

#### b) Student Achievement

- Data was reviewed during the teacher workday
- Students in need were regrouped into intervention groups
- Teachers listened to a presentation from a reading vendor
- New reading curriculum options are being investigated
- Five staff members completed their final live course in the READ Act professional development training
- 3-5 grade students will be taking the MCA tests in April

#### c) NEO Update

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- Learning Walk feedback was reviewed

d) Director Performance

- Staff evaluations are underway
- Director's evaluation will be taking place this spring

6.2 Enrollment for 24-25

- Current enrollment for 2024-2025 is 105
- Kindergarten: 23, 1st: 17, 2nd:19, 3rd:21, 4th:11, 5th:14

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere  
Motion to approve Monthly Financial Report  
Motion approved. First: Carmen, Second: Tara,  
Yay: 6, Nay: 0, Abstentions: 0

- b) Vote on donations over \$500 from Feb 11- March 10  
Motion to approve donation from Ag Center  
Motion approved. First: Paula, Second: Terri, Yay: 6, Nay: 0,  
Abstentions: 0

- c) Budget Revision for 24-25  
Motion to approve Budget Revision for 24-25 as

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

Motion approved. First: Carmen, Second: Sarah, Yay: 6, Nay:0,  
Abstentions: 0

- d) Update from Finance Committee: Preview 25-26 budget

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Meeting on March 20th

## 7.0 Policy

- a) Policy 408 Subpoena of an Employee  
Motion to approve Policy 408 Subpoena of an Employee  
Motion approved. First: Terri, Second: Paula, Yay: 6, Nay: 0,  
Abstentions: 0
  
- b) Policy 409 Employee Publications, Instructional Materials,  
Inventions & Creations  
Motion to approve Policy 409 Employee Publications, Instructional  
Materials, Inventions & Creations  
Motion approved. First: Carmen, Second: Sarah, Yay: 6: Nay: 0,  
Abstentions: 0
  
- c) Policy 410 Family & Medical Leave Policy  
Motion to approve Policy 410 Family & Medical Leave Policy  
Motion approved. First: Sarah, Second: Paula, Yay: 6: Nay: 0,  
Abstentions: 0
  
- d) Long Term Strategic Plan  
Motion to approve Long Term Strategic Plan  
Motion approved. First: Paula, Second: Terri, Yay: 6, Nay: 0,  
Abstentions: 0
  
- e) First look Policy 412 Expense Reimbursement

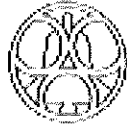
## 8.0 New Business

### 8.1 Review Staffing

Motion to approve the following staff changes

- a) Sue Reuvers, Special Education Paraprofessional,  
termination effective on 2/13/2025
- b) Philip McBride, Special Education Teacher,

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resignation effective on May 30, 2025

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

Motion approved. First: Sarah, Second: Carmen, Yay: 6, Nay: 0,  
Abstentions: 0

#### 8.2 On-going board development- Edvisions Training on Employment Matters

Certificate of completion was signed

#### 8.3 On-going board development- Board Roles & Student Achievement Tabled to April Meeting

#### 8.4 Approve Election committee Responsibility List

30 day election notice date is April 11, 2025

Motion to approve Election Committee Responsibilities

Motion approved. First: Sarah, Second: Terri, Yay: 6, Nay: 0,  
Abstentions: 0

#### 8.5 Update from Director Support & Evaluation Committee Staff survey will be sent out and completed in April

#### 8.6 25-26 School Calendar Update

Teachers will meet Thursday, March 13 to discuss calendar

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## 9.0 Old Business

## 10.0 Other

### 10.1 Opportunity for BOD member comments on meeting:

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

### 10.2 Next Board of Directors meeting – April 14, 2025 at 3:30pm, Nerstrand Media Center

## 11.0 Adjournment

Motion to adjourn at 4:30p.m.

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

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Carissa Erickson, Chairperson of the Board

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Tara Vondrasek, Clerk of the Board

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## **Director's Report:**

March was a short month, but we sure did a lot. Our Prairie Friends went to River Bend for a morning of learning in nature. The PTO held their annual Sock Hop, which was a ton of fun. Each year, every student gets to be in the "Spotlight" and during their week, they get to have lunch with me. We completed all our lunches for the year. I will be sharing the data I learned from those meetings in the near future. The 5th graders went to Eagle Bluff. Their trip was cut short by a day due to inclement weather, but they still got to complete all activities. While they were gone, the 4th graders went to the Big Woods and learned about animal tracks. Our Savannah students held their Invention Convention and our school walked through to see their creations. Some were very thoughtful and unique. We held our final conferences of the year. Our winter conference attendance was 98.5%, which is incredible. We could not be more grateful to our families for their support. As we move into the final 8 weeks of the school year, we have many activities left. We are excited to end this year on a high note.

## **Student Achievement:**

We continued with math and reading interventions in preparation of the State MCA tests that will take place in April. We also completed the MCA training required of us in order to administer the tests.

## **NEO Update including Contract Goals:**

Our formal site visit was completed this month. We did well in many categories. We do have some areas that are in progress simply because they are not done yet. For example, staff evaluations. Once they are completed, they will be marked as done on the site visit checklist. There will be a check-in towards the end of May with NEO to review the final few things that to wrap-up.

## **Director's Performance:**

Staff participated in training on behavior and safety specific to lockdowns. Staff informal observations, as well as formal observations continued throughout this month.

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

The following reports are provided for review: bank statements, journal entries, receipts, checks, wires, bank reconciliation, outstanding payments, balance sheet, cashflow schedule and FY2026 budget, teacher salary schedule and paraprofessional salary scale to be approved by the board.

The balance sheet shows the school has a \$616,264 cash balance that is sufficient to meet the school's expected obligations. Also, the school received \$5241 more than expected from the state for the prior year. The school's fund balance has the following restrictions: \$2022 is restricted for school library expenses (another \$20,000 will be received in FY2025), \$20,000 is restricted for student support personnel expenses (another \$20,000 will be received in FY2025, of the combined \$40,000 only \$20,000 will carryforward to FY2026), \$9472 is restricted for medical assistance expenses and \$227 is restricted for the Regal Eagles program.

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

The FY2025 revised budget is based on 103 adm. The FY2025 actual general fund ending fund balance is expected to be \$7831 less than the revised budget at \$491,856 or 31% of expenditures.

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

The FY2026 budget should be approved as:

	Fund 01	Fund 04
Revenues:	\$1,748,130	\$7,179
Expenditures:	\$1,789,972	\$7,544
Net Income:	-\$41,842	-\$365
Ending Balance:	\$457,845	\$341

The budget 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.

Additionally, the board should approve the Nerstrand 2025-2026 Salary Scale with step 1 being \$44,249 and the Nerstrand 2025-2026 Special Education Paraprofessional Hourly Rates with a base hourly rate of \$20.29. Both schedules are based on Faribault's 2024-2025 scales.



NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2025 Cashflow / Income Statement

	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY25 RvBdgt
<b>GENERAL FUND</b>							
<b>REVENUES</b>							
Fees From Patrons	1,614.00	1,166.00	0.00	65.00	0.00	8,673.00	8,673.00
Med Assist Fr Dept of HS	0.00	0.00	0.00	2,856.57	0.00	8,000.00	8,000.00
Interest Earnings	1,843.27	1,650.00	1,600.00	1,591.73	0.00	22,956.97	22,956.97
Gifts And Bequests	723.35	735.00	0.00	1,400.00	0.00	31,463.11	30,004.76
Peace Garden Gift	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Misc Local Revenue	0.00	0.00	0.00	0.00	0.00	144.00	144.00
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	-12,298.50	-12,298.50
Fundraising Revenue	150.00	0.00	0.00	8,200.00	0.00	26,046.00	26,046.00
Endow Fund Apportion	3,384.45	0.00	0.00	0.00	0.00	6,690.97	6,613.04
General Education Aid	13,080.62	0.00	109,208.57	0.00	79,825.69	798,256.93	798,256.93
Facility Maintenance Revenue	0.00	0.00	0.00	0.00	1,122.00	13,596.00	13,596.00
Literacy Incentive Aid	3,923.01	0.00	0.00	0.00	980.75	9,807.53	9,807.53
School Library Aid (Restricted)	0.00	0.00	0.00	0.00	5,666.68	20,000.00	20,000.00
Building Lease Aid	0.00	0.00	0.00	73,521.24	13,534.20	135,342.00	135,342.00
Read Act Literacy Aid	0.00	0.00	0.00	0.00	1,565.65	3,914.12	3,914.12
Tchr Comp Read Act Trng	0.00	0.00	0.00	0.00	0.00	3,533.88	3,533.88
Sldnt Support Personnel Aid (Equal Exp)	0.00	0.00	0.00	0.00	-6,000.00	0.00	0.00
Title II	0.00	2,639.21	0.00	0.00	0.00	4,500.88	4,500.88
Spec Ed Fed FlowThru	0.00	8,257.60	0.00	4,046.85	0.00	22,590.75	22,857.79
Spec Ed EC	0.00	697.40	0.00	0.00	0.00	775.92	807.80
Federal Aids & Grant	0.00	1,167.63	0.00	702.76	0.00	3,381.51	3,381.51
REAP Direct Fed Aid&Grant	0.00	16,737.99	0.00	0.00	0.00	31,242.00	31,242.00
State Special Education Aid	89,914.49	94,110.30	0.00	0.00	39,473.00	394,730.76	423,129.22
<b>REVENUES TOTAL</b>	<b>114,633.19</b>	<b>127,161.13</b>	<b>110,808.57</b>	<b>92,384.15</b>	<b>136,167.97</b>	<b>1,533,847.83</b>	<b>1,561,008.93</b>
<b>EXPENDITURES</b>							
<b>EDVISIONS SALARY &amp; BENEFIT TOTAL</b>	<b>90,365.92</b>	<b>89,517.17</b>	<b>89,032.39</b>	<b>88,196.25</b>	<b>130,911.30</b>	<b>988,415.50</b>	<b>981,351.80</b>
<b>FACILITY LEASE TOTAL</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>13,687.50</b>	<b>27,375.00</b>	<b>0.00</b>	<b>164,250.00</b>	<b>164,250.00</b>
<b>PURCHASED SERVICES</b>							
Consult Fees (EdVisions)	1,823.58	1,800.90	1,796.65	1,779.93	2,618.23	19,923.98	19,787.89
Marketing/Advert/Promo Fees	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Business Consult Fees	9,151.00	810.00	9,100.00	4,600.00	0.00	71,878.12	71,267.24
Phone	446.49	446.49	446.49	446.49	0.00	5,435.51	5,545.55
Postage & Parcel Svc	151.19	0.00	0.00	16.46	0.00	297.93	307.28
Postage & Parcel Svc	9.35	0.00	0.00	0.00	0.00	9.35	0.00
Technology Svc	0.00	0.00	0.00	200.00	0.00	462.78	462.78
Maintenance	63.31	0.00	0.00	0.00	0.00	63.31	0.00
Utility Services	1,956.68	564.14	5,000.00	5,178.10	0.00	46,763.87	46,763.87
Maintenance	401.88	0.00	348.12	250.00	0.00	3,086.44	3,086.44
Custodial Reimburse To Mn District	6,518.75	6,114.56	6,114.55	12,231.74	0.00	76,640.33	76,236.14
Insurance	0.00	0.00	0.00	0.00	0.00	13,592.76	13,592.76
Elem non-student Consulting	148.78	452.22	127.00	0.00	0.00	2,281.80	2,281.80
Field Trips, Lyceums, River Bend, admissions	0.00	2,502.30	0.00	0.00	0.00	2,502.30	0.00
Music Contract	0.00	0.00	0.00	6,086.34	0.00	6,086.34	6,086.34
3rd Pty Biller Fees	0.00	0.00	0.00	17.00	0.00	27.00	27.00
Contracted Speech Services	3,774.00	3,400.00	5,000.00	5,000.00	0.00	44,671.50	56,052.50
Trav/Conv/Conference	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	8,233.00	0.00	8,233.00	8,233.00
DHH Sp Ed Benis	0.00	0.00	0.00	1,443.00	0.00	1,443.00	1,443.00
ASD Contracted Services	0.00	0.00	0.00	250.00	0.00	882.50	882.50
Dev Delay Contracted Services	0.00	91.30	0.00	0.00	0.00	91.30	0.00
ECSE Svc	0.00	0.00	0.00	0.00	0.00	697.40	729.28
Fed Sub-contr under \$25k	0.00	0.00	4,037.50	0.00	0.00	21,150.00	21,150.00
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	5,508.36	5,508.36
Contracted SpEd Specialists, Psyc, OT	5,117.50	3,605.00	6,200.00	6,200.00	0.00	43,662.50	62,400.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	30.00	30.00
StaffDev - Travel+Conferences	0.00	606.00	0.00	0.00	0.00	3,258.98	3,027.98
<b>PURCHASED SERVICES TOTAL</b>	<b>29,562.51</b>	<b>20,392.91</b>	<b>38,170.31</b>	<b>52,932.06</b>	<b>2,618.23</b>	<b>380,010.36</b>	<b>406,231.71</b>
<b>SUPPLIES</b>							
Sup/Mat Non-Instr.	17.59	0.00	172.38	0.00	0.00	275.00	275.00
Software - JMC, RegionV	0.00	0.00	0.00	0.00	0.00	4,985.71	4,985.71
Non Instruct Tech Supplies	0.00	0.00	0.00	0.00	0.00	10.99	10.99
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	0.00	40.00	40.00
Sup/Mat Non-Instr.	0.00	0.00	467.98	0.00	0.00	500.00	500.00
Sup/Mat Non-Instr.	100.00	0.00	236.01	0.00	0.00	479.22	479.22
Sup/Mat Non-Instr.	320.34	0.00	1,615.66	0.00	0.00	3,331.50	3,331.50
Peace Garden Supplies	0.00	0.00	62.07	0.00	0.00	62.07	62.07
Music Non-instruct supplies	0.00	0.00	120.00	0.00	0.00	217.48	217.48
Library Non instruct supplies	0.00	0.00	0.00	0.00	0.00	1,078.35	1,078.35
Library Non instruct software	0.00	0.00	0.00	0.00	0.00	1,212.49	1,212.49
Instructional software	0.00	0.00	0.00	0.00	0.00	2,817.28	2,817.28
Sup/Mat N-Indiv Inst	155.36	0.00	7,596.39	0.00	0.00	10,000.00	10,000.00

NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2025 Cashflow / Income Statement

	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY25 RvBdgt
Textbooks/Workbooks	0.00	0.00	3,403.10	0.00	0.00	3,500.00	3,500.00
PhysEd/Health-Supplies	0.00	0.00	500.00	0.00	0.00	500.00	500.00
Music Instructional software	95.70	0.00	34.30	0.00	0.00	259.60	259.60
Music Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	181.97	181.97
Library Supplies	0.00	0.00	0.00	0.00	0.00	194.90	194.90
Library Aid Supplies Placeholder	0.00	0.00	0.00	0.00	0.00	1,107.39	1,107.39
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	926.75	926.75
SpEd supplies	23.61	0.00	0.00	0.00	0.00	62.60	38.99
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	1,113.80	1,113.80
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	75.00	75.00
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	0.00	300.00
EC SpEd Instruct Supplies	0.00	0.00	0.00	0.00	0.00	78.52	78.52
SpEd Sup/Mat N-Indiv Inst	11.63	92.61	0.00	0.00	0.00	151.39	47.15
<b>SUPPLIES TOTAL</b>	<b>724.23</b>	<b>92.61</b>	<b>14,207.89</b>	<b>0.00</b>	<b>0.00</b>	<b>33,162.01</b>	<b>33,334.16</b>
<b>CAPITAL EXPENDITURES</b>							
Princ LT Tech Leases	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
<b>CAPITAL EXPENDITURES TOTAL</b>	<b>213.14</b>	<b>213.14</b>	<b>213.14</b>	<b>213.14</b>	<b>0.00</b>	<b>2,557.68</b>	<b>2,557.68</b>
<b>OTHER EXPENDITURES</b>							
BOD Fees to Authorizer	0.00	0.00	3,175.50	0.00	0.00	12,349.56	12,349.56
Dues/Membership - MSBA,MACS, RegionV	0.00	0.00	825.00	0.00	0.00	6,020.25	6,020.25
<b>OTHER EXPENDITURES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.50</b>	<b>0.00</b>	<b>0.00</b>	<b>18,369.81</b>	<b>18,369.81</b>
<b>OTHER FINANCING USES</b>							
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OTHER FINANCING USES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES TOTAL</b>	<b>134,553.30</b>	<b>123,903.33</b>	<b>159,311.73</b>	<b>168,716.45</b>	<b>133,529.53</b>	<b>1,586,765.36</b>	<b>1,606,095.16</b>
<b>NET INCOME</b>	<b>-19,920.11</b>	<b>3,257.80</b>	<b>-48,503.16</b>	<b>-76,332.30</b>	<b>2,638.45</b>	<b>-52,917.53</b>	<b>-45,086.23</b>
<b>BEGINNING BALANCE</b>	<b>630,715.39</b>	<b>610,795.28</b>	<b>614,053.08</b>	<b>565,549.92</b>	<b>489,217.63</b>	<b>544,773.60</b>	<b>544,773.60</b>
<b>ENDING BALANCE</b>	<b>610,795.28</b>	<b>614,053.08</b>	<b>565,549.92</b>	<b>489,217.63</b>	<b>491,856.07</b>	<b>491,856.07</b>	<b>499,687.37</b>
<b>FUND BALANCE AS % OF EXPENDITURES</b>						<b>31.00%</b>	<b>31.11%</b>
<b>FUND 04</b>							
<b>REVENUES</b>							
Fees From Patrons	27.50	625.00	0.00	1,982.15	0.00	6,559.65	6,818.50
<b>REVENUES TOTAL</b>	<b>27.50</b>	<b>625.00</b>	<b>0.00</b>	<b>1,982.15</b>	<b>0.00</b>	<b>6,559.65</b>	<b>6,818.50</b>
<b>EXPENDITURES</b>							
EdVisions Regal Eagle Staff	813.24	527.91	800.00	800.00	0.00	7,784.03	8,042.88
<b>EXPENDITURES TOTAL</b>	<b>813.24</b>	<b>527.91</b>	<b>800.00</b>	<b>800.00</b>	<b>0.00</b>	<b>7,784.03</b>	<b>8,042.88</b>
<b>NET INCOME</b>	<b>-785.74</b>	<b>97.09</b>	<b>-800.00</b>	<b>1,182.15</b>	<b>0.00</b>	<b>-1,224.38</b>	<b>-1,224.38</b>
<b>BEGINNING BALANCE</b>	<b>1,013.50</b>	<b>227.76</b>	<b>324.85</b>	<b>-475.15</b>	<b>707.00</b>	<b>1,931.38</b>	<b>1,931.38</b>
<b>ENDING BALANCE</b>	<b>227.76</b>	<b>324.85</b>	<b>-475.15</b>	<b>707.00</b>	<b>707.00</b>	<b>707.00</b>	<b>707.00</b>

**NERSTRAND ELEMENTARY SCHOOL #4055**  
**Balance Sheet Through March 2025**

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
<b>Assets</b>			
Cash and investments	616,036.72	227.76	616,264.48
Due from governments	-5,241.44	0.00	-5,241.44
Prepaid items	0.00	0.00	0.00
Total assets	<u>610,795.28</u>	<u>227.76</u>	<u>611,023.04</u>
<b>Liabilities</b>			
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>
<b>Net Assets</b>			
Unreserved	<u>569,268.43</u>	0.00	569,268.43
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	227.76	227.76
Reserved for Med Assist	9,472.42	0.00	9,472.42
Total liabilities and net assets	<u>610,795.28</u>	<u>227.76</u>	<u>611,023.04</u>

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1006		CITY OF NERSTRAND	USB	17090		
		PO BOX 161 NERSTRAND, MN 55053				
PO#:		Voucher #:	E 01 005 810 000 000 330	1/15-2/15	3/4/2025	Check \$139.40
			Invoice No: 01-00000516-00-5			Paid Amt: \$139.40
PO#:		Voucher #:	E 01 005 810 000 000 330	1/15-2/15	3/4/2025	Check \$135.46
			Invoice No: 01-00000515-00-4			Paid Amt: \$135.46
						Check Amount: \$274.86
						Vendor Total: \$274.86
1738		E.O. JOHNSON CO. INC.	USB	17096		
		PO BOX 660831 DALLAS, TX 75266-0831				
PO#:		Voucher #:	E 01 010 203 000 000 560	2/25-3/24 copier	3/16/2025	Check \$213.14
			Invoice No: 01-00000516-00-5			Paid Amt: \$213.14
			E 01 010 203 000 000 350	black usage	3/16/2025	Check \$132.83
			Invoice No: 01-00000516-00-5			Paid Amt: \$132.83
			E 01 010 203 000 000 350	color usage	3/16/2025	Check \$269.05
			Invoice No: 01-00000516-00-5			Paid Amt: \$269.05
						Check Amount: \$615.02
						Vendor Total: \$615.02
1755		EVERGREEN THERAPY SOLUTIONS, LLC-S	USB	17097		
		301 DIVISION ST S NORTHFIELD, MN 55057				
PO#:		Voucher #:	E 01 010 401 000 740 394	2/3-28 SLP	3/16/2025	Check \$3,774.00
			Invoice No: 203			Paid Amt: \$3,774.00
						Check Amount: \$3,774.00
						Vendor Total: \$3,774.00
1351		FLOM DISPOSAL SERVICE	USB	17098		
		5865 KENYON BLVD FARIBAULT, MN 55021				
PO#:		Voucher #:	E 01 005 810 000 000 330	March	3/16/2025	Check \$301.08
			Invoice No: 3964			Paid Amt: \$301.08
						Check Amount: \$301.08
						Vendor Total: \$301.08
1133		INDEPENDENT SCHOOL DIST # 656	USB	17099		
		FARIBAULT PUBLIC SCHOOLS 710 17th St SW FARIBAULT, MN 55021				
PO#:		Voucher #:	E 01 005 850 000 348 335	feb rent	3/16/2025	Check \$13,687.50
			Invoice No: 43277			Paid Amt: \$13,687.50
			E 01 005 810 000 000 391	feb custodian	3/16/2025	Check \$6,518.75
			Invoice No: 43277			Paid Amt: \$6,518.75
			E 01 005 810 000 000 305	Dec-Feb tech	3/16/2025	Check \$63.31
			Invoice No: 43277			Paid Amt: \$63.31
						Check Amount: \$20,269.56
						Vendor Total: \$20,269.56

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1545		KEYSTONE INTERPRETING SOLUTIONS, INC	USB	17091		Check	
		1799 HILLCREST AVENUE ST. PAUL, MN 55116-2152					
PO#:		Voucher #: 8753 Invoice	E	01 010 203 000 000 305	3/4/2025	Check	\$148.78
		Invoice No: 2297-00036		2/20 ASL			
						Paid Amt:	\$148.78
						Check Amount:	\$148.78
						Vendor Total:	\$148.78
1673		METRONET INC	USB	17092		Check	
		PO BOX 630546 CINCINNATI, OH 45263-0546					
PO#:		Voucher #: 8754 Invoice	E	01 005 110 000 000 320	3/4/2025	Check	\$207.49
		Invoice No: 1705956		Phone			
						Paid Amt:	\$207.49
						Check Amount:	\$207.49
						Vendor Total:	\$207.49
1492		ON THE MOVE - THERAPY SERVICES	USB	17093		Check	
		PO BOX 22428 EAGAN, MN 55122					
PO#:		Voucher #: 8751 Invoice	E	01 010 420 000 740 394	3/4/2025	Check	\$2,392.50
		Invoice No: 2949		1/13-2/7 OT			
						Paid Amt:	\$2,392.50
						Check Amount:	\$2,392.50
						Vendor Total:	\$2,392.50
1412		RATWIK, ROSZAK, & MALONEY, PA	USB	17094		Check	
		444 CEDAR STREET, SUITE 2100 ST PAUL, MN 55101					
PO#:		Voucher #: 8763 Invoice	E	01 010 420 000 740 394	3/16/2025	Check	\$1,705.00
		Invoice No: 2955		2/13-25 OT			
						Paid Amt:	\$1,705.00
						Check Amount:	\$1,705.00
						Vendor Total:	\$4,097.50
1491		STATE OF MINNESOTA	USB	17095		Check	
		STATE FIRE MARSHAL DIVISION 445 MINNESOTA ST, SUITE 145 ST PAUL, MN 55101					
PO#:		Voucher #: 8755 Invoice	E	01 005 810 000 000 305	3/4/2025	Check	\$100.00
		Invoice No: FM00005073		11/20/24 fire inspection			
						Paid Amt:	\$100.00
						Check Amount:	\$100.00
						Vendor Total:	\$100.00

Detail Payment Register by Vendor  
 Check Number: 0-2147483647 Payment Date: 3/1/2025-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1703		TRACI LAFERRIERE	USB	17101		
					3535 S POINTE DR HASTINGS, MN 55033	
			E	01 005 110 000 000 305	Feb-March	Check
			E	01 005 110 000 000 329	2/6 postage	
PO#:		Voucher #:	8770	Invoice	Invoice No: 20250307	
					3/16/2025	
						Paid Amt: \$9,146.00
						Check Amount: \$9,146.00
						Vendor Total: \$9,146.00
1727		UPTICK EDUCATION LLC	USB	17102		
					13119 DANUBE LANE ROSEMOUNT, MN 55068	
			E	01 010 420 000 740 394	2/3-28 psych	Check
PO#:		Voucher #:	8762	Invoice	Invoice No: 1460	
					3/16/2025	
						Paid Amt: \$1,020.00
						Check Amount: \$1,020.00
						Vendor Total: \$1,020.00
						Report Total: \$40,091.79

# 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
4469	202509	03/16/2025	P	JE March	EdVisions March EFT	B	01	101	000				USB Cash	0.00	92,189.50
						B	04	101	000				USB Cash	0.00	813.24
						E	01	005	050	000	000	305	EdVisions School Administr	8,780.05	0.00
						E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,823.58	0.00
						E	01	010	201	000	000	394	EdVisions Kinder Staff	8,031.66	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	620.48	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	5,667.81	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	1,023.34	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	179.83	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	7,387.16	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	5,173.91	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	653.53	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	217.39	0.00
						E	01	010	203	000	000	394	EdVisions General Staff	8,363.98	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	76.02	0.00
						E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	0.00	0.00
						E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,871.41	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	770.96	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	1,732.22	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	464.88	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	2,280.54	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	2,048.09	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	361.14	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	1,383.47	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	481.52	0.00
						E	01	010	420	000	740	396	EdVisions SpEd Staff	1,922.76	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
4469	202509	03/16/2025	P	JE	March	EdVisions March EFT	Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,078.79	0.00
							Pepin Julie Para Sub	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	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	396	EdVisions SpEd Staff	208.35	0.00
							Temple, Linda	E	01	010	420	000	740	396	EdVisions SpEd Staff	74.08	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,602.95	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	88.21	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	206.40	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	1,126.59	0.00
							Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	218.58	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	36.38	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	762.58	0.00
							Hunt, Mary SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	48.51	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	205.03	0.00
							Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Miller, Meghan	E	01	010	420	000	740	397	EdVisions SpEd Benefits	108.71	0.00
							Pepin Julie Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	12.15	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Schweisthal Para Sub	E	01	010	420	000	740	397	EdVisions SpEd Benefits	20.99	0.00
							Temple, Linda	E	01	010	420	000	740	397	EdVisions SpEd Benefits	13.95	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	155.91	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	8.72	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	193.87	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,421.80	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	1,918.75	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	189.77	0.00
							Musolf, Nicole Literacy	E	01	010	640	000	312	185	Literacy Aid Tchr Trng	552.00	0.00
							Musolf, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	448.00	0.00
							Schaefer, Nicole Literacy Trng	E	01	010	640	000	356	185	Read Act Literacy	466.12	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
4469	202509	03/16/2025	P	JE	March IEdVisions March EFT	Shroyer, Paula Literacy	E	01	010	640	000	356	185	Read Act Literacy	1,000.00	0.00
						Temple, Inmana Literacy	E	01	010	640	000	356	185	Read Act Literacy	1,000.00	0.00
						Vondrasek, T Literacy	E	01	010	640	000	356	185	Read Act Literacy	1,000.00	0.00
						Johnson, Sarah Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	1,000.00	0.00
						McBride Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	1,000.00	0.00
						Peterson, Andrea Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	1,000.00	0.00
						Schaefer, Nicole Read Trng	E	01	010	640	000	357	185	Read Act Tchr Comp Trng	533.88	0.00
						Bollinger, Heather RE Sub	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	41.43	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	0.00	0.00
						Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	771.81	0.00
<table border="1" style="float: right;"> <tr> <td>\$93,002.74</td> <td>\$93,002.74</td> </tr> </table>															\$93,002.74	\$93,002.74
\$93,002.74	\$93,002.74															

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

Bank: USB  
Acct#: 152100023570

3/31/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
4055	8648	Check	1 1492	ON THE MOVE - THERAPY SERVI	01/10/2025	17065	2,420.00
	8701	Check	1 1727	UPTICK EDUCATION LLC	03/16/2025	17102	1,020.00
				<b>Bank</b>		<b>Total</b>	<b>3,440.00</b>
						<b>Total</b>	<b>\$3,440.00</b>

# 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
1974	4055	USB		2002	Credit	A	03/14/25	Wire	1	MDE						
IDEAS							4055	R	01	000	000	000	201		3,384.45	0.00
							4055	R	01	000	000	000	211		13,080.62	0.00
							4055	R	01	000	000	740	360		36,391.25	0.00
							4055	R	01	000	000	312	300		3,923.01	0.00
															<b>\$56,779.33</b>	<b>\$0.00</b>
															<b>\$56,779.33</b>	<b>\$0.00</b>
1975	4055	LCCB		2003	Credit	A	03/13/25	Check	1	Miscellaneous						
Miscel							4055	R	01	000	000	000	096		110.00	0.00
							4055	R	01	000	000	000	620		150.00	0.00
							4055	R	04	000	000	000	050		27.50	0.00
							4055	R	01	000	000	000	096		108.35	0.00
							4055	R	01	000	000	000	096		500.00	0.00
							4055	R	01	000	000	000	096		5.00	0.00
							4055	R	01	000	000	000	050		55.00	0.00
							4055	R	01	000	000	000	050		1,559.00	0.00
															<b>\$2,514.85</b>	<b>\$0.00</b>
															<b>\$2,514.85</b>	<b>\$0.00</b>
1976	4055	USB		2004	Credit	A	03/31/25	Wire	1	Miscellaneous						
interest							4055	R	01	000	000	000	092		1,465.74	0.00
															<b>\$1,465.74</b>	<b>\$0.00</b>
															<b>\$1,465.74</b>	<b>\$0.00</b>
1977	4055	USB		2005	Credit	A	03/31/25	Wire	1	Miscellaneous						
interest							4055	R	01	000	000	000	092		377.53	0.00
															<b>\$377.53</b>	<b>\$0.00</b>
															<b>\$377.53</b>	<b>\$0.00</b>

# 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	
1978	4055	USB		2006	Credit	A	03/30/25	Wire	1	MDE					53,523.24	0.00	
IDEAS							4055	R	01	000	000	000	740	360	State Special Education Aid		
														Receipt Total:	\$53,523.24	\$0.00	
														Deposit Total:	\$53,523.24	\$0.00	
														Report Total:	\$114,660.69	\$0.00	

Nerstrand Charter School #4055  
Reconciliation Worksheet Report  
03/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1322	03/31/2025	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	102,074.60
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
<u>Adjustment Amount</u>	<u>0.00</u>
Amount Per Bank	102,074.60
<u>GL Account Balance</u>	<u>102,074.60</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  
03/31/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1323	03/31/2025	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	517,629.88
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	3,440.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
<u>Adjustment Amount</u>	<u>0.00</u>
Amount Per Bank	514,189.88
GL Account Balance	<u>514,189.88</u>
Difference	0.00

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

Adjustments  
00/00/0000

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 3/1/2025-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
1732		CAPITAL ONE		PO BOX 4069	CAROL STREAM, IL 60197-4069		
			LCCB			Wire	
			E 01	010 420 000 740 433	amazon craft sticks sped		\$11.63
			E 01	010 420 000 419 401	amazon sped folders		\$23.61
			E 01	005 110 000 000 401	amazon pack tape		\$17.59
			E 01	010 203 000 000 430	amazon paper		\$98.80
			E 01	010 203 000 000 430	amazon paper		\$27.88
			E 01	010 203 000 000 430	amazon paper		\$28.68
			E 01	010 203 000 000 401	cub meals for conferences		\$117.23
			E 01	010 203 000 000 401	cub meals for conference & bus driver		\$21.43
			E 01	010 203 000 000 401	sams napkins & tissues		\$104.63
			E 01	005 110 000 000 329	usps postage		\$5.19
PO#:		Voucher #:	8765	Invoice	Invoice No: 20250222	3/16/2025	
		Paid Amt:					\$456.67
		Check Amount:					\$456.67
		Vendor Total:					\$456.67
1673		METRONET INC		PO BOX 630546	CINCINNATI, OH 45263-0546		
			LCCB			Wire	
			E 01	005 110 000 000 320	Phone		\$239.00
PO#:		Voucher #:	8783	Invoice	Invoice No: 1677211	3/18/2025	
		Paid Amt:					\$239.00
		Check Amount:					\$239.00
		Vendor Total:					\$239.00
1297		PLANK ROAD PUBLISHING, INC		PO BOX 26627	WAUWATOSA, WI 53226		
			LCCB			Wire	
			E 01	010 258 000 000 406	music prg songs		\$15.95
PO#:		Voucher #:	8766	Invoice	Invoice No: 20250307	3/7/2025	
		Paid Amt:					\$15.95
		Check Amount:					\$15.95
		Vendor Total:					\$15.95
1766		TRACTOR SUPPLY					
			LCCB			Wire	
			E 01	010 203 000 000 401	swing chains		\$77.05
PO#:		Voucher #:	8782	Invoice	Invoice No: 20250323	3/23/2025	
		Paid Amt:					\$77.05
		Check Amount:					\$77.05
		Vendor Total:					\$77.05

Check Number: 0-2147483647 Payment Date: 3/1/2025-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1004		US POSTAL SERVICE	LCCB			
		ATTN: POSTMASTER 309 MAIN ST NERSTRAND, MN 55053				
PO#:		Voucher #:	8781 Invoice	Invoice No: 20250319	3/19/2025	Wire
			E 01 010 420 000 419 329	sped IEP	\$9.35	
						Paid Amt: \$9.35
						Check Amount: \$9.35
						Vendor Total: \$9.35
1700		USBANK				
		USB				
			E 01 005 110 000 000 305	fee	\$13.50	Wire
PO#:		Voucher #:	8784 Invoice	Invoice No: 20250314	3/14/2025	Paid Amt: \$13.50
						Check Amount: \$13.50
						Vendor Total: \$13.50
1017		XCEL ENERGY				
		USB				
			E 01 005 810 000 000 330	1/28-2/27	\$1,380.74	Wire
PO#:		Voucher #:	8771 Invoice	Invoice No: 916821406	3/7/2025	Paid Amt: \$1,380.74
						Check Amount: \$1,380.74
						Vendor Total: \$1,380.74
						Report Total: \$2,272.01



Gifts Received Mar 11-April 14

Name	Donated Amount	Restriction
Lion's Dennison	\$625.00	

Nerstrand 2025-2026 Salary Scale

Based on 95% #656 2024-2025 (Prorated for 7.5 hour contract day)

Step	AdminAssist	BS/BA + 15	BS/BA + 30	BS/BA + 45	MS/MA	MS/MA + 15	MS/MA + 30
1	44,249	44,965	46,028	47,463	48,892	49,777	53,167
2	45,617	46,318	47,392	49,038	50,688	51,575	54,963
3	46,935	47,745	48,984	50,808	52,644	53,520	56,901
4	48,340	49,186	50,574	52,583	54,542	55,459	58,838
5	49,790	50,745	52,161	54,341	56,517	57,388	60,761
6	51,244	52,333	53,917	56,222	58,527	59,405	62,763
7	52,738	53,901	55,667	58,101	60,536	61,407	64,760
8	52,738	55,678	57,409	59,973	62,527	63,404	66,744
9	52,738	57,496	59,438	61,992	64,546	65,419	68,953
10	52,738	59,306	61,534	64,093	66,641	67,518	71,039
11	52,738	61,102	63,823	66,377	68,931	69,799	73,140
12	52,738	62,989	66,208	68,710	71,218	72,161	75,439
13	52,738	65,798	68,954	71,404	73,865	74,794	78,009
14	56,903	70,418	73,683	76,221	78,764	79,731	83,051

\* Director salary @ regular salary + 20%

Substitute teacher rate is \$200 per day.

Long-term substitute teacher rate is \$210 per day.

**Nerstrand 2025-2026 Special Education Paraprofessional Hourly Rates**  
*Based on #656 2024-2025*

**Base Hourly Rate** \$20.29 per hour  
*Special Education Paraprofessional Substitute hourly rate is \$18.52.*

<b>Longevity Increases</b>	
<b>After 3 years of service</b>	\$1.00 per hour
<b>After 5 years of service</b>	\$1.25 per hour
<b>After 10 years of service</b>	\$1.75 per hour
<b>After 15 years of service</b>	\$2.25 per hour
<b>After 20 years of service</b>	\$2.75 per hour
<b>After 25 years of service</b>	\$3.25 per hour
<b>After 30 years of service</b>	\$3.75 per hour

Average 20 or more hours per week required to be eligible for longevity increases  
Maximum hourly rate is \$24.04.

Example: Completed 10 years of service, initial hourly rate is \$20.29 + \$1.75.

After 15 years of service, assuming the same scale the increase would be \$20.29+\$2.25

NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2026 Budget

	FY25 RvBdgt	FY26 Bdgt	Assumptions
Enrollment			
K	22	20	
1	17	22	
2	18	17	
3	21	21	
4	11	28	
5	14	11	
ADM	103	119	115.5%

GENERAL FUND  
 REVENUES

01 000 000 000 000 050	8,673.00	10,020.26	inc = enroll inc
01 000 000 000 372 071	8,000.00	8,000.00	equal to py
01 000 000 000 000 092	22,956.97	21,120.41	decrease to 92% = fund balance decrease
01 000 000 000 000 096	30,004.76	47,000.00	30K & PTO 12K Lit Curric 5K Chromebooks
01 000 000 016 000 096	500.00	0.00	
01 000 000 017 000 096	0.00	0.00	
01 000 000 000 000 099	144.00	0.00	
01 000 000 000 000 619	-12,298.50	-12,298.50	equal to py
01 000 000 017 000 619	0.00	0.00	
01 000 000 000 000 620	26,046.00	26,046.00	equal to py
01 000 000 017 000 620	0.00	0.00	
01 000 000 000 000 201	6,613.04	6,103.00	
01 000 000 000 000 211	798,256.93	942,038.58	use FY25 projection model adj basic by \$200 inc
01 000 000 000 000 317	13,596.00	15,708.00	
01 000 000 000 312 300	9,807.53	9,807.53	equal to py
01 000 000 000 343 300	20,000.00	20,000.00	156,366.00
01 000 000 000 348 300	135,342.00	147,825.00	119 pu * 1460 is \$173,740
01 000 000 000 356 300	3,914.12	0.00	
01 000 000 000 357 300	3,533.88	0.00	
01 000 000 000 373 300	0.00	0.00	max \$20K restricted fb
01 000 000 000 414 400	4,500.88	4,500.88	will offset existing 2/3 salary
01 000 000 000 419 400	22,857.79	25,405.35	will offset expense
01 000 000 000 420 400	807.80	823.96	will offset expense
01 000 000 000 425 400	3,381.51	3,652.20	est 15% fm 419
01 000 000 000 514 500	31,242.00	31,242.00	will offset existing 2/3 salary
01 000 000 000 740 360	423,129.22	441,135.37	441,135.37
<b>REVENUES TOTAL</b>	<b>1,561,008.93</b>	<b>1,748,130.04</b>	<b>112.0%</b>

EXPENDITURES

EDVISIIONS SALARY & BENEFIT

01 005 050 000 000 305	102,872.82	118,992.02	
01 010 201 000 000 394	93,963.95	102,973.68	
01 010 203 000 000 394	315,544.00	409,371.38	89K new 4/5 tchr
01 010 204 000 514 303	4,500.88	4,500.88	
01 010 204 000 514 303	46,256.10	31,242.00	
01 010 240 000 000 394	46,256.10	47,509.35	
01 010 620 000 343 396	17,000.00	15,000.00	
01 010 620 000 343 397	1,623.64	3,000.00	
01 010 407 000 740 396	39,644.82	58,526.77	

NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2026 Budget

	FY25 RvBdgt	FY26 Bdgt	Assumptions
01 010 407 000 740 397 Ed/Visions Sp Ed Ben Pur F Other D	7,436.00	20,382.25	
01 010 407 013 740 396 Ed/Visions Sp Ed Sal Pur F Other D	2,016.00	0.00	
01 010 407 013 740 397 Ed/Visions Sp Ed Ben Pur F Other D	363.07	0.00	
01 010 408 000 740 396 Sp Ed Sal Pur F Other D	0.00	63,403.81	
01 010 408 000 740 397 Sp Ed Ben Pur F Other D	0.00	21,312.94	
01 010 411 000 740 396 Ed/Visions Sp Ed Sal Pur F Other D	56,759.04	0.00	
01 010 411 000 740 397 Ed/Visions Sp Ed Ben Pur F Other D	18,524.07	0.00	
01 010 420 000 740 396 Ed/Visions SpEd Staff	154,473.23	139,570.67	
01 010 420 000 740 397 Ed/Visions SpEd Benefits	32,044.87	43,199.25	
01 010 420 013 740 396 Ed/Visions ESSY SpEd Staff	555.98	0.00	
01 010 420 013 740 397 Ed/Visions ESSY SpEd Benefits	51.61	0.00	
01 010 422 000 425 303 CEIS para	3,381.51	3,652.20	
01 010 605 000 000 394 Ed/Visions InstructionalSupportAdmin	53,098.21	60,582.05	
<b>EDVISIONS SALARY &amp; BENEFIT TOTAL</b>	<b>981,351.81</b>	<b>1,143,219.26</b>	116.5% 1,150,763.23
<b>FACILITY LEASE</b>			
01 005 850 000 348 335 ST Bid/Land Leases	164,250.00	164,250.00	
<b>FACILITY LEASE TOTAL</b>	<b>164,250.00</b>	<b>164,250.00</b>	100.0%
<b>PURCHASED SERVICES</b>			
01 005 105 000 000 305 Consult Fees (Ed/Visions)	19,787.89	23,015.26	2% of payroll
01 005 107 000 000 305 Marketing/Advert/Promo Fees	200.00	204.00	2% inc LaFemiere 55200 FY26, ABDO 14700 FY25 est 5% inc, BCA 137
01 005 110 000 000 305 Business Consult Fees	71,267.24	74,100.00	2% inc
01 005 110 000 000 320 Phone	5,545.55	5,656.46	2% inc
01 005 110 000 000 329 Postage & Parcel Svc	307.28	313.43	2% inc
01 005 630 000 000 305 Technology Svc	462.78	472.04	2% inc
01 005 810 000 000 330 Utility Services	46,763.87	47,699.15	2% inc
01 010 203 000 000 350 Maintenance	3,066.44	3,127.77	2% inc
01 005 810 000 000 391 Custodial Reimburse To Mn District	76,236.14	79,285.59	104.0%
01 005 940 000 000 340 Insurance	13,592.76	13,864.62	2% inc
01 010 203 000 000 305 Elem non-student Consulting	2,281.80	2,327.44	2% inc
01 010 258 000 000 394 Music Contract	6,086.34	6,208.07	2% inc
01 010 400 000 372 305 3rd Ply Biller Fees	27.00	27.54	2% inc
01 010 401 000 740 394 Contracted Speech Services	56,052.50	59,000.00	Evergreen \$85/H \$59,000
01 010 405 000 740 366 Trav/Conv/Conference	1,000.00	1,000.00	Goodhue J. Wiggins
01 010 405 000 740 396 DHH Sp Ed Sal Pur F Other D	8,233.00	8,856.00	Goodhue J. Wiggins
01 010 405 000 740 397 DHH Sp Ed Benis	1,443.00	2,639.00	Goodhue J. Wiggins
01 010 411 000 740 394 ASD Contracted Services	882.50	0.00	StdntCntrSvc Knutson 1000 code prg 412
01 010 412 000 740 394 Dev Delay Contracted Services	0.00	1,000.00	StdntCntrSvc Knutson 1000
01 010 411 000 420 303 ECSE Svc	729.28	743.87	2% inc
01 010 420 000 419 303 Fed Sub-contr under \$25k	21,150.00	24,000.00	Indigo 21,500 travel up to 2500
01 010 420 000 723 360 Tran-Contract/Pub	5,508.36	5,618.53	2% inc
01 010 420 000 740 394 Contracted SpEd Specialists, Psyc, OT	62,400.00	39,500.00	Uptick Psych \$120/H \$24,000 use \$12,000, OnTheMove OT \$110/H
01 010 420 640 419 366 Trav/Conv/Conference	150.00	153.00	\$80,000 use \$27,500
01 010 420 641 419 366 Trav/Conv/Conference	30.00	0.00	2% inc
01 010 640 000 000 366 StaffDev - Travel+Conferences	3,027.98	2,093.00	Literacy Curriculum PD 2093
<b>PURCHASED SERVICES TOTAL</b>	<b>406,231.71</b>	<b>400,904.74</b>	98.7%

NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2026 Budget

	FY25 RVBdgt	FY26 Bdgt	Assumptions
<b>SUPPLIES</b>			
01 005 110 000 000 401 Sup/Mat Non-Inst.	275.00	280.50	2% inc
01 005 110 000 000 405 Software - JMC, Region V	4,985.71	5,085.42	Region V \$3333 FY26, JMC 1282 FY25, Sped Fm 404 FY25
01 005 110 000 000 455 Non Instruct Tech Supplies	10.99	11.21	2% inc
01 005 630 000 000 405 Tech Non Instr Software/License	40.00	40.80	2% inc
01 005 720 000 000 401 Sup/Mat Non-Inst.	500.00	510.00	2% inc
01 005 810 000 000 401 Sup/Mat Non-Inst.	479.22	488.80	2% inc
01 010 203 000 000 401 Sup/Mat Non-Inst.	3,331.50	3,398.13	2% inc
01 010 203 016 000 401 Peace Garden Supplies	62.07	63.31	2% inc
01 010 258 000 000 401 Music Non-instruct supplies	217.48	221.83	2% inc
01 010 620 000 343 401 Library Non instruct supplies	1,078.35	1,099.92	2% inc
01 010 620 000 343 405 Library Non instruct software	1,212.49	1,236.74	2% inc
01 010 203 000 000 406 Instructional software	2,817.28	2,873.63	2% inc
01 010 203 000 000 430 Sup/Mat N-Indiv Inst	10,000.00	10,200.00	2% inc
01 010 203 000 000 460 Textbooks/Workbooks	3,500.00	26,923.00	Literacy Curriculum 23,423 & 3500 wrkbks Chromebooks w/PTO gift 5K
01 010 203 000 000 466 Instruct Tech Equip	0.00	5,000.00	2% inc
01 010 240 000 000 430 PhysEd/Health-Supplies	500.00	510.00	2% inc
01 010 258 000 000 406 Music Instructional software	259.60	264.79	2% inc
01 010 258 000 000 430 Music Sup/Mat N-Indiv Inst	181.97	185.61	2% inc
01 010 620 000 000 470 Library Supplies	194.90	198.80	2% inc
01 010 620 000 343 470 Library Aid Supplies Placeholder	1,107.39	1,129.54	2% inc
01 010 400 000 372 405 SpEd Forms MA Software/Bill Fees	926.75	945.29	2% inc
01 010 420 000 419 401 SpEd supplies	38.99	39.77	2% inc
01 010 420 000 419 405 SpEd Forms Software	1,113.80	1,136.08	2% inc
01 010 420 640 419 405 SpEd Forms Software	75.00	76.50	2% inc
01 010 420 000 419 433 SpEd Instructional supplies	300.00	0.00	2% inc
01 010 420 000 420 433 EC SpEd Instruct Supplies	78.52	80.09	2% inc
01 010 420 000 740 433 SpEd Sup/Mat N-Indiv Inst	47.15	48.09	2% inc
<b>SUPPLIES TOTAL</b>	<b>33,334.16</b>	<b>62,047.84</b>	<b>186.1%</b>
<b>CAPITAL EXPENDITURES</b>			
01 010 203 000 000 560 Princ LT Tech Leases	2,557.68	2,557.68	equal to py
<b>CAPITAL EXPENDITURES TOTAL</b>	<b>2,557.68</b>	<b>2,557.68</b>	<b>100.0%</b>
<b>OTHER EXPENDITURES</b>			
01 005 010 000 000 820 BOD Fees to Authorizer	12,349.56	14,267.94	inc = enroll inc
01 005 110 000 000 820 Dues/Membership - MSBA, MACS, Region V	6,020.25	2,725.00	MSBA 2725 FY25, No MACS
<b>OTHER EXPENDITURES TOTAL</b>	<b>18,369.81</b>	<b>16,992.94</b>	<b>92.5%</b>
<b>OTHER FINANCING USES</b>			
01 005 950 000 000 910 Perm Interfd Transf	0.00	0.00	
<b>OTHER FINANCING USES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	
<b>EXPENDITURES TOTAL</b>	<b>1,606,095.17</b>	<b>1,789,972.46</b>	<b>111.4%</b>
<b>NET INCOME</b>	<b>-45,086.24</b>	<b>-41,842.42</b>	<b>0.92</b>
<b>BEGINNING BALANCE</b>	<b>544,773.60</b>	<b>499,687.36</b>	
<b>ENDING BALANCE</b>	<b>499,687.36</b>	<b>457,844.94</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>31.11%</b>	<b>25.58%</b>	

NERSTRAND ELEMENTARY SCHOOL #4055  
 FY2026 Budget

	FY25 RvBdgt	FY26 Bdgt	Assumptions
<b>FUND 04</b>			
<b>REVENUES</b>			
04 000 000 000 050 Fees From Patrons	6,818.50	7,178.65	105.3%
<b>REVENUES TOTAL</b>	<b>6,818.50</b>	<b>7,178.65</b>	
<b>EXPENDITURES</b>			
04 005 570 000 000 394 Edv'sions Regal Eagle Staff	8,042.88	7,543.97	93.8%
<b>EXPENDITURES TOTAL</b>	<b>8,042.88</b>	<b>7,543.97</b>	
<b>NET INCOME</b>	<b>-1,224.38</b>	<b>-365.32</b>	
<b>BEGINNING BALANCE</b>	<b>1,931.38</b>	<b>707.00</b>	
<b>ENDING BALANCE</b>	<b>707.00</b>	<b>341.68</b>	

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

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

### **II. AUTHORIZATION**

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

### **III. REIMBURSEMENT**

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

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

### **IV. AIRLINE TRAVEL CREDIT**

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

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



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

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

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

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

## **V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

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

### ***Legal References:***

Minn. Stat. § 15.435 (Airline Travel Credit)

Minn. Stat. § 471.665 (Mileage Allowances)

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

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

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

### ***Cross References:***

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

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

### **II. GENERAL STATEMENT OF POLICY**

A. The policy of the charter school is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other charter school personnel harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the charter school.)

C. A violation of this policy occurs when any student, teacher, administrator, or other charter school personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's Protected Class.

D. The charter school will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student,

teacher, administrator, or other school personnel found to have violated this policy.

### **III. DEFINITIONS**

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual who

- a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
- b. has a record of such an impairment;
- c. is regarded as having such an impairment; or
- d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

2. “Familial status” means the condition of one or more minors having legal status or custody with:

- a. the minor's parent or parents or the minor’s legal guardian or guardians; or
- b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other charter school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

### IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other charter school personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The charter school encourages the reporting party or complainant to use the report form available from the executive director, principal, or building supervisor or available from the school office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a charter school human rights officer or to the executive director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the executive director or the school human rights officer by the reporting party or complainant.

#### D. In Each School Building

The executive director, building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult charter school personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the

building report taker, the complaint shall be made or filed directly with the executive director or the charter school human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. Charter school personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the charter school human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the Charter School

The charter school board hereby designates Nicole Musolf as the charter school human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the executive director.□□

H. The charter school shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

507.333.6854; PO Box 156, Nerstrand, MN 55053



I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The charter school will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the charter school's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from charter school property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

A. By authority of the charter school, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the school.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the charter school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the charter school may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The charter school human rights officer shall make a written report to the executive director upon completion of the investigation. If the complaint involves the executive director, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. CHARTER SCHOOL ACTION**

A. Upon completion of an investigation that determines a violation of this policy has occurred, the charter school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school policies and regulations.

B. The school is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the charter school. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The charter school will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.

B. Nothing in this policy will prohibit the charter school from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall be conspicuously posted throughout each charter school building in areas accessible to students and staff members.

B. This policy shall be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school.

C. This policy shall appear in the student handbook.

D. The charter school will develop a method of discussing this policy with students and employees.

E. The charter school may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

***Legal References:***

Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:***

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital  
Status Nondiscrimination)

## **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of charter school personnel to report suspected child neglect or physical or sexual abuse.

### **II. GENERAL STATEMENT OF POLICY**

A. The policy of the charter school is to fully comply with Minnesota Statutes, chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. A violation of this policy occurs when any charter school personnel fails to immediately report instances of child neglect or physical or sexual abuse when school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **III. DEFINITIONS**

A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:

1. is not likely to occur and could not have been prevented by exercise of due care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.

B. “Child” means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Mandated reporter” means any charter school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.

E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;

2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her care;



4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;

5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);

7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

G. "Non Maltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident

occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.

H. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

I. “Physical abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child’s

behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes, section 121A.58.

J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.

K. "School personnel" means professional employee or professional delegate of the charter school who provides health, educational, social, psychological, law enforcement, or child care services.

L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b) (Registration of Predatory Offenders).

M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to

protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

#### **IV. REPORTING PROCEDURES**

A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.

B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy,

including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.

H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

## **V. INVESTIGATION**

A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of

the interview, and a reference to the statutory authority to conduct an interview on school property.

C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

D. Where the alleged offender is believed to be a school official or employee, the charter school shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

E. Upon request by MDE, the charter school shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The charter school shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the

interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall appear in charter school personnel handbooks.

B. The charter school will develop a method of discussing this policy with school personnel.

C. This policy shall be reviewed at least annually for compliance with state law.

### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)

Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)

Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)

Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:***

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



## **415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

### **II. GENERAL STATEMENT OF POLICY**

A. The policy of the charter school is to comply fully with Minnesota Statutes, section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### **III. DEFINITIONS**

A. "Abuse" means:

1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes, sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes, section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes, section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes, sections 609.342 to

609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes, section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes, section 245.825.

3. Any sexual contact or penetration as defined in Minnesota Statutes, section 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes, section 626.5572, subdivision 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the

Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.

E. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. “Mandated reporter” means a professional or professional’s delegate while engaged in education.

G. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

H. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes, section 626.5572, subdivision 17.

J. “School personnel” means professional employees or their delegates of the charter school engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

K. “Vulnerable adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes, section 626.5572, subdivision 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to provide adequately for the individual’s own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

#### **IV. REPORTING PROCEDURES**

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.

B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *non public data*, as defined under Minnesota Statutes, section 13.02, to the extent necessary to comply with the above reporting requirements.

D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.

F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## **V. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## **VI. DISSEMINATION OF POLICY AND TRAINING**

A. This policy should appear in charter school personnel handbooks as appropriate.

B. The charter school will develop a method of discussing this policy with employees as appropriate.

C. This policy should be reviewed at least annually for compliance with state law.

### ***Legal References:***

Minn. Stat. § 13.02 (Government Data Practices; Definitions)

Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

***Cross References:***

MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against Charter School, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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

**ARTICLE I - Name**

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

**ARTICLE II – Minnesota Law Compliance**

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

**ARTICLE III - Mission Statement**

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

**ARTICLE IV - Purpose**

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

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

**ARTICLE V – Corporate Membership**

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

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

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

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



## ARTICLE VI – Board of Directors

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

member may vote on any matter that could result in personal financial gain or loss. A conflict exists when:

- (1) the board member, employee, officer, or agent;
- (2) the immediate family of the board member, employee, officer, or agent;
- (3) the partner of the board member, employee, officer, or agent; or
- (4) an organization that employs, or is about to employ any individual in clauses (1) to (3), ...has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void.

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

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

F. Board of Directors Training – Board Members shall comply with Minnesota Statutes, Chapter 124E.07, Subd. 7. ~~by completing basic training and continuing or annual training. If basic training is not begun within 6 months of being seated or not completed within 12 months of seating, the director is immediately removed from the board.~~

(a) Every charter school board member and non-voting ex-officio member who is a charter school director or chief administrator must attend board training.

(b) Prior to beginning their term, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law. An ex-officio member, who is a charter school director or chief administrator, must complete this training within three months of starting employment at the school.

(c) A new board member must complete training on employment policies and practices under chapter 181; public school funding and financial management; and the board's roles and responsibilities regarding student success, achievement, and performance within 12 months of being seated on the board or the individual is automatically ineligible to continue to serve as a board member. A board member who does not complete training within the 12-month period is

ineligible to be elected or appointed to a charter school board for a period of 18 months.

(d) Every charter school board member must complete annual training throughout the member's term based on an annual assessment of the training needs of individual members and the full board. Ongoing training includes but is not limited to budgeting, financial management, recruiting and hiring a charter school director or chief administrator, evaluating a charter school director or chief administrator, governance-management relationships, student support services, student discipline, state standards, cultural diversity, succession planning, strategic planning, program oversight and evaluation, compensation systems, human resources policies, effective parent and community relationships, authorizer contract and relationships, charter school law, legal liability, board recruitment and elections, board meetings and operations, policy development and review, and school health and safety.

(e) The organization or person providing training under paragraphs (b), (c), and (d) must certify the individual's completion of the training provided.

(f) The charter school is responsible for covering the costs related to board training. The charter school must include in its annual report the training each board member completed during the previous year.

(g) The board must ensure that an annual assessment of the board's performance is conducted and the results are reported in the school's annual report.

G. Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be an individual human being, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

1. Authority of Committees. Committees shall have authority to consider assigned topics and to advise and make recommendations to the Board of Directors. No actions of a committee shall be binding on the Corporation absent Board ratification of any such recommendations.
2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations, which shall be

consistent with the Articles of Incorporation, these Bylaws, and the policies of the Corporation. The Board Chair shall be an ex officio member of all committees, unless s/he serves as a member of such committee. The meetings of all committees shall be open and posted. Directors may participate in any such meeting but may not vote unless such director is a member of the committee.

3. Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. When the Board has delegated decision making authority to a Committee, the Committee shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

#### **ARTICLE VII - Elections**

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

#### **ARTICLE VIII – Elected Officers**

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

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

2. Clerk.

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

2. Treasurer.

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

#### **ARTICLE IX - Responsibilities**

- A. The Board of Directors carries out the mission statement by providing direction for the school in accordance with school's policy, contractual agreements, and all state and federal requirements unless specific waivers have been granted.
- B. The Board of Directors serves as the primary communications link between the school and the community and provides a forum for discussion of school related issues.
- C. The Board of Directors monitors school operations through collaboration and guidance with the school director, teachers, paraprofessionals and support staff.

#### **ARTICLE X - Task Forces**

- A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.
- B. Task Force meetings will be held at the discretion of the committee members.
- C. The Task Force chairperson or members need not be Board of Directors members.

#### **ARTICLE XI – Financial Matters**

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

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

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

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

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

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

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

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

the extent consistent with Minnesota Statutes, Chapter 124E and the Uniform Financial and Accounting Standards (UFARS) and audit references.

#### **ARTICLE XII – Indemnification**

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

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

#### **ARTICLE XIII – Distribution of Assets**

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

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with

Minnesota Statutes, section 317A.735 and in accordance with the Articles of Incorporation and regulations administered by the Minnesota Department of Education. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, section 317A.723.

#### **ARTICLE XIV – By-laws Amendments**

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

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

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

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

Revised 10/10/2000  
Revised 10/14/2002  
Revised 12/13/2004  
Revised 4/12/2010  
Revised 11/13/2017  
Revised 2/11/2019  
Revised 11/11/19  
Revised 11/16/20  
Revised 10/11/21  
Revised 5/18/23  
Updated 7/27/23  
Reviewed 9-11-23  
Revised 10-7-24

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Board Chair & Date

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Executive Director & Date



# Nerstrand Elementary School

## 2025-2026

### Events

9/4 & 6/4	First and Last Day
	Holiday/Breaks
9/19	No School Teacher Workday
9/25	Prairie Appreciation
9/25	Discovery Day
12/11, 5/1	Music Concerts
10/13, 10/14	Conferences
2/10, 2/12, 2/13	Conferences
9/2	Fall Open House
9/2, 9/3	Kindergarten Round-Up
11/25, 3/6, 6/4	Last Day of Trimester
12/19, 3/18, 6/8	Report Cards go home
8/27-28, 9/2-3	Summer Workshop
10/12-10/14	Eagle Bluff (5th Grade Only)

165	Student Days
178	Teacher Days
	WBWF Meeting September 2
	Fast Bridge Sept, Jan, May
	MCA's April, May
	Daily Schedule 8:15-2:50
	Instructional Hours =
	6.25x165 (1031.25) 15 days

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30	31				

September 25						
Su	M	Tu	W	Th	F	Sa
			2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30					

January 26						
Su	M	Tu	W	Th	F	Sa
						2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

May 26						
Su	M	Tu	W	Th	F	Sa
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	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

October 25						
Su	M	Tu	W	Th	F	Sa
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	11	12	13	14	15	16
	17	18	19	20	21	22
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	29	30	31			

February 26						
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June 26						
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August 25						
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November 25						
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March 26						
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	30	31				

April 26						
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July 26						
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	29	30	31			

December 25						
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August 26						
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September 25						
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January 26						
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	26	27	28	29	30	31

19s 20t

18s 19t

14s 16t

21s 22t

165 178