

Nerstrand Elementary School
 Board of Directors Meeting
 December 9, 2024; 3:30pm
 Nerstrand Media Center

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

- 1.0 Call to Order
 - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve Meeting Minutes
 - 4.1 Approve November 11, 2024 Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director's Report
 - a) Student Achievement
 - b) NEO update including ties to Contract Goals
 - c) Director's Performance
 - 6.2 Enrollment for 24-25; add a Kindergartener

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

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

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

- b) Vote on donations over \$500 per policy from Nov 12-Dec 2;
No vote

7.0 Policy

- a) Policy 303 Executive Director Selection - Vote
- b) Policy 304 Executive Director Contract, Duties & Evaluation
- Vote
- c) Policy 305 Policy Implementation - Vote
- d) Policy 306 Administrator's Code of Ethics - Vote
- e) Policy 415 Background Checks - Vote
- f) Policy 401 Equal Employment Opportunity - First Look
- g) Policy 402 Disability Nondiscrimination Policy - First Look
- h) Policy 403 Discipline, Suspension & Dismissal of School
District Employee - First Look

8.0 New Business

- 8.1 Review staffing; none
- 8.2 On-going board development - Authorizer Relationship
Training (sign certificate)
- 8.3 Discuss Open Enrollment - January 2, 2025-March 7, 2025

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 January 13, 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

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

Nerstrand Elementary Media Center

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

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

1.1 Roll Call

2.0 Approve Agenda

Approved. First: 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 October 7, 2024 Board Meeting Minutes

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

Nerstrand Elementary Charter Authorizer is:
Novation Education Opportunities (NEO)
3432 Denmark Ave, Ste 130
Eagan, MN 55123



Nerstrand Elementary School
205 2nd St | PO Box 156
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5.0 Community Comment

None noted

6.0 Reports

6.1 Director Report

a) News

- Students made signs for returning alumni students for the Faribault Homecoming Parade
- 94% of our students participated in Fall conferences
- Halloween was celebrated with the annual Harvest Parade through downtown
- Staff had a blast dressing up as Gru and Minions
- We are thankful for the Nerstrand Businesses for all their support

b) Student Achievement

- Students are learning each and every day
- All age groups helped migrate the monarchs, arctic terns, and stork in the Peace Garden
- The Woodland students got hands-on experience shingling a small lean-to roof also in the Peace Garden
- Due to the READ Act, all teachers must be trained in the Science of Reading. $\frac{3}{8}$ of the teachers are trained in LETRS and 4 teachers are currently being trained in CORE

c) NEO Update

- Website was in compliance with State statutes
- Annual report was completed

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- NEO visited last board meeting and no areas were noted for improvement

d) Director Performance

- Director continues visiting classrooms and engaging in instructional conversations based on observations
- During staff meetings Director is sharing Responsive Classroom strategies on Morning Meetings
- Teachers are sharing science instructional strategies during staff meetings

6.2 Enrollment for 24-25

- Current enrollment for 2024-2025 is 102
- Kindergarten: 21, 1st: 17, 2nd:18, 3rd:21, 4th:11, 5th:14
- New 2nd graders will start 11/11/24

6.3 Finance Report

- a) Monthly Financial Report by Traci LaFerriere
Motion to approve Monthly Financial Report
Motion approved. First: Paula, Second: Tara,
Yay: 6, Nay: 0, Abstentions: 0
- b) Review and vote to approve donations over \$500
Motion to approve \$2000 donation from Sage Glass and a \$600 donation from Friends of Nerstrand
Motion approved. First: Tara, Second: Paula, Yay: 6, Nay: 0,
Abstentions: 0

7.0 Policy

- a) Policy 721 Capitalization
Motion to approve Policy 721 Capitalization
Motion approved. First: Sarah, Second: Ali , Yay: 6, Nay: 0,

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Abstentions: 0

b) Policy 606.5 Library Materials

Motion to approve Policy 606.5 Library Materials

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

Abstentions: 0

c) Policy 512 School Sponsored Student Publications & Activities

Motion to approve Policy 512 School Sponsored Student Publications & Activities

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

Abstentions: 0

d) Policy 301 Charter School Administration

Motion to approve Policy 301 Charter School Administration

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

Abstentions: 0

e) Policy 302 Executive Director

Motion to approve Policy 302 Executive Director

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

Abstentions: 0

f) Annual Report 23-24 including WBWF

Motion to approve Annual Report 23-24 including WBWF

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

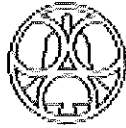
Abstentions: 0

g) First look Policy 303 Executive Director Selection

h) First look Policy 304 Executive Director Contract, Duties & Evaluation

i) First look Policy 305 Policy Implementation

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j) First look Policy 306 Administrator's Code of Ethics

8.0 New Business

- 8.1 Review Staffing
No changes

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 – December 9, 2024 at 3:30pm,
Nerstrand Media Center

11.0 Adjournment

- Motion to adjourn at 3:52p.m.
Approved. First: Tara, Second: Paula, Yay: 6, Nay: 0, Abstentions: 0

Carissa Erickson, Chairperson of the Board

Tara Vondrasek, Clerk of the Board

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Director's Report:

November was a month full of Thanksgiving and appreciation. The month began with a second town hall meeting being held to update the community on the State of NES. It is worth noting that we are stabilizing out with some positive progress towards enrollment. Over this past month, several tours have been given for the 25-26 school year, specifically for kindergarten. We are excited to see the interest in our great school. We invited our 2025 Elder for their December interview with the Woodland students. They have accepted and we are eager to get to know them better ahead of their big reveal at the Community Celebration on May 2, 2025. Prairie students held their annual Thanksgiving Day Feast. It was joyful to watch them share a meal together with their placemats and hats. The community they share is priceless. Give to the Max Day came and went. We raised a little under a \$1000. We are thankful to our supporters. Classrooms made ornaments for the PTO tree that will be going up in Faribault for Winter Walk. The students love showing off their creativity. The month concluded with a time-honored tradition at NES - Art Adventures. Cara, with the help from parent volunteer Meghan, ensured every class experienced Art Adventures this year. The kids love to engage with the pictures and think creatively about what the artist might have been thinking as they designed the picture. Thank you to both Cara and Meghan for doing this important work. Finally, we went on Thanksgiving Break to celebrate with our friends and family.

Student Achievement:

The Comprehensive Achievement and Civic Readiness Report (formerly WBWF) and Annual Report were submitted to both MDE and NEO this month. This report highlights all of NES' strengths and achievements over the past year. We are proud of the work we have accomplished together and we continue to work to achieve more.

Trimester one came to a close. Report cards go home in December.

NEO Update including Contract Goals:

NEO hosted their fall Leading and Learning day in Eagan. It was geared towards board development with a large focus on public relations. Information was pertinent to new statutes and requirements that all charter schools must adhere to.

Director's Performance:

Staff participated in two professional development training sessions. One was geared toward cultural competencies and the other towards suicide awareness. While both intense, staff were able to walk away with more tools in their tool chests to help themselves, their students and families.

**Nerstrand Elementary School #4055
Financial Report to the School Board
November 2024**

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

The balance sheet shows the school has a \$668,033 cash balance that is sufficient to meet the school's expected obligations. Also, the school has received \$877 more than expected from the state for the prior year. The school's fund balance has the following restrictions: \$2022 is restricted for school library expenses (another \$20,000 will be received in FY2025), \$20,000 is restricted for student support personnel expenses (another \$20,000 will be received in FY2025, of the combined \$40,000 only \$20,000 will carryforward to FY2026), \$9472 is restricted for medical assistance expenses and \$1927 is restricted for the Regal Eagles program.

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

The FY2025 budget is based on 100 adm. The actual column is based on 103 adm. \$20,000 of new student support personnel aid has not been added to the actual column because \$20,000 was carried forward last year and there is a max \$20,000 limit, it must be paid back if not spent on allowable salaries and/or contracted services. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget.

The prior year general fund ending fund balance is \$88,252 more than estimated in the budget at \$544,774. The FY2025 actual general fund ending fund balance is expected to be \$117,900 more than budget at \$482,382.

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2025 Cashflow / Income Statement

	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FY2025 Actual	FY2025 Bdgt
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00
SpEd Instructional supplies	0.00	4,882.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77	0.00
SpEd Instructional supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,882.77
EC SpEd Instruct Supplies	0.00	540.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	619.06	0.00
SpEd Sup/Mat N-Indiv Inst	0.00	0.00	581.15	0.00	0.00	0.00	174.34	75.76	0.00	878.40	878.40
SUPPLIES TOTAL	1,325.20	9,269.43	1,263.18	54.05	71.56	133.26	23,844.83	4,064.94	0.00	55,394.32	51,670.64
CAPITAL EXPENDITURES											
Princ LT Tech Leases	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
CAPITAL EXPENDITURES TOTAL	213.14	213.14	213.14	213.14	213.14	213.14	213.14	213.14	0.00	2,557.68	2,557.68
OTHER EXPENDITURES											
BOD Fees to Authorizer	0.00	0.00	0.00	0.00	0.00	3,175.50	0.00	0.00	0.00	12,349.56	12,349.56
Dues/Membership - MSBA,MACS, RegionV	0.00	1,316.22	0.00	825.00	0.00	825.00	0.00	0.00	0.00	7,341.22	7,341.22
OTHER EXPENDITURES TOTAL	0.00	1,316.22	0.00	825.00	0.00	4,000.50	0.00	0.00	0.00	19,690.78	19,690.78
OTHER FINANCING USES											
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
EXPENDITURES TOTAL	132,066.79	135,860.98	125,100.34	132,261.16	121,877.48	130,344.06	142,129.61	179,581.02	129,189.27	1,591,359.17	1,586,235.73
NET INCOME	-1,138.24	-61,957.74	-49,122.10	8,647.99	42,665.37	-10,296.46	-62,884.28	-46,971.34	-2,927.98	-62,391.23	-92,040.36
BEGINNING BALANCE	666,367.12	665,228.88	603,271.14	554,149.05	562,797.04	605,462.42	595,165.96	532,281.69	485,310.35	544,773.60	456,521.92
ENDING BALANCE	665,228.88	603,271.14	554,149.05	562,797.04	605,462.42	595,165.96	532,281.69	485,310.35	482,382.37	482,382.37	364,481.56
FUND BALANCE AS % OF EXPENDITURES										30.31%	22.98%

FUND 04

REVENUES

Fees From Patrons	570.00	700.00	700.00	700.00	700.00	700.00	621.00	0.00	0.00	6,223.00	5,290.00
Perm Interfd Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,586.00
REVENUES TOTAL	570.00	700.00	700.00	700.00	700.00	700.00	621.00	0.00	0.00	6,223.00	7,876.00

EXPENDITURES

EdVisions Regal Eagle Staff	840.00	753.71	753.71	753.71	753.71	753.71	667.42	0.00	0.00	6,541.62	7,875.32
EXPENDITURES TOTAL	840.00	753.71	753.71	753.71	753.71	753.71	667.42	0.00	0.00	6,541.62	7,875.32
NET INCOME	-270.00	-53.71	-53.71	-53.71	-53.71	-53.71	-46.42	0.00	0.00	-318.62	0.68
BEGINNING BALANCE	2,197.74	1,927.74	1,874.03	1,820.32	1,766.61	1,712.89	1,659.18	1,612.76	1,612.76	1,931.38	0.00
ENDING BALANCE	1,927.74	1,874.03	1,820.32	1,766.61	1,712.89	1,659.18	1,612.76	1,612.76	1,612.76	1,612.76	0.68

Nerstrand Charter School #4055
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1492		ON THE MOVE - THERAPY SERVICES						
		4055	USB		17052			
			E	01	010 420 000 740 394	11/5-15	Check	
					Invoice No: 2801			
PO#:						11/30/2024		
							Paid Amt: \$1,732.50	
							Check Amount: \$1,732.50	
							Vendor Total: \$5,692.50	
1412		RATWIK, ROSZAK, & MALONEY, PA						
		4055	USB		17038			
			E	01	005 110 000 000 305	9/4-30	Check	
					Invoice No: 77478			
PO#:						11/7/2024		
							Paid Amt: \$889.00	
							Check Amount: \$889.00	
							Vendor Total: \$889.00	
1762		TERRELL WILSON						
		4055	USB		17053			
			E	01	010 640 000 000 366		Check	
					Invoice No: 20241115			
PO#:						11/30/2024		
							Paid Amt: \$355.44	
							Check Amount: \$355.44	
							Vendor Total: \$355.44	
1727		UPTICK EDUCATION LLC						
		4055	USB		17046			
			E	01	010 420 000 740 394	10/7-10/30 PSYCH	Check	
					Invoice No: 1376			
PO#:						11/12/2024		
							Paid Amt: \$1,080.00	
							Check Amount: \$1,080.00	
							Vendor Total: \$1,080.00	
							Report Total: \$44,934.66	

Nerstrand Charter School #4055

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1722		INDIGO EDUCATION					
		4055	USB		17043		
			E	01	010 420 000 419 303	Q2	Check
							\$4,037.50
PO#:		Voucher #:		8681	Invoice	Invoice No: 21105	11/12/2024
							Paid Amt: \$4,037.50
							Check Amount: \$4,037.50
							Vendor Total: \$4,037.50
1545		KEYSTONE INTERPRETING SOLUTIONS, INC					
		4055	USB		17035		
			E	01	010 203 000 000 305	10/14-10/15 interpret	Check
							\$414.00
PO#:		Voucher #:		8668	Invoice	Invoice No: 2297-00031	11/7/2024
							Paid Amt: \$414.00
							Check Amount: \$414.00
							Vendor Total: \$414.00
1673		METRONET INC					
		4055	USB		17036		
			E	01	005 110 000 000 320	Phone	Check
							\$193.09
PO#:		Voucher #:		8666	Invoice	Invoice No: 1705956	11/7/2024
							Paid Amt: \$193.09
							Check Amount: \$193.09
							Vendor Total: \$193.09
		4055	USB		17044		
			E	01	005 110 000 000 320	Phone	Check
							\$239.00
PO#:		Voucher #:		8682	Invoice	Invoice No: 1677211	11/12/2024
							Paid Amt: \$239.00
							Check Amount: \$239.00
							Vendor Total: \$239.00
		4055	USB		17051		
			E	01	005 110 000 000 320	Phone	Check
							\$207.12
PO#:		Voucher #:		8686	Invoice	Invoice No: 1705956	11/30/2024
							Paid Amt: \$207.12
							Check Amount: \$207.12
							Vendor Total: \$639.21
1492		ON THE MOVE - THERAPY SERVICES					
		4055	USB		17037		
			E	01	010 420 000 740 394	10/8-15 OT	Check
							\$1,787.50
PO#:		Voucher #:		8669	Invoice	Invoice No: 2772	11/7/2024
							Paid Amt: \$1,787.50
							Check Amount: \$1,787.50
							Vendor Total: \$1,787.50
		4055	USB		17045		
			E	01	010 420 000 740 394	10/22-11/1	Check
							\$2,172.50
PO#:		Voucher #:		8683	Invoice	Invoice No: 2792	11/12/2024
							Paid Amt: \$2,172.50
							Check Amount: \$2,172.50
							Vendor Total: \$2,172.50

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Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1738		E.O. JOHNSON CO. INC.					
		4055	USB	17040			
		E 01	010	203	000 000 560	10/25-11/24	Check
		E 01	010	203	000 000 350	10/25-11/24 images	\$213.14
		E 01	010	203	000 000 350	10/25-11/24 images	\$147.49
		E 01	010	203	000 000 350	10/25-11/24 images	\$294.84
PO#:		Voucher #:	8677	Invoice	Invoice No: 37786550	11/12/2024	
							Paid Amt: \$655.47
							Check Amount: \$655.47
							Vendor Total: \$708.20
1755		EVERGREEN THERAPY SOLUTIONS, LLC					
		4055	USB	17041			
		E 01	010	401	000 740 394	10/21-10/31 SLP	Check
PO#:		Voucher #:	8678	Invoice	Invoice No: 6	11/12/2024	
							\$2,847.50
							Paid Amt: \$2,847.50
							Check Amount: \$2,847.50
1351		FLOM DISPOSAL SERVICE					
		4055	USB	17042			
		E 01	010	401	000 740 394	11/18-25	Check
PO#:		Voucher #:	8687	Invoice	Invoice No: 8	11/30/2024	
							\$2,125.00
							Paid Amt: \$2,125.00
							Check Amount: \$2,125.00
							Vendor Total: \$4,930.00
							\$7,777.50
1133		INDEPENDENT SCHOOL DIST # 656					
		4055	USB	17047			
		E 01	005	810	000 000 330	nov	Check
PO#:		Voucher #:	8680	Invoice	Invoice No: 3964	11/12/2024	
							\$306.45
							Paid Amt: \$306.45
							Check Amount: \$306.45
							Vendor Total: \$306.45
							\$306.45
							Check
							\$13,687.50
							\$6,277.31
							\$41.85
PO#:		Voucher #:	8685	Invoice	Invoice No: 42983	11/12/2024	
							Paid Amt: \$20,006.66
							Check Amount: \$20,006.66
							Vendor Total: \$20,006.66

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
1705	ABDO LLP				
	4055	USB	17039		
		E 01 005 110 000 000 305	990		Check
					\$2,200.00
PO#:	Voucher #:	8676	Invoice No: 497451	11/12/2024	Paid Amt: \$2,200.00
					Check Amount: \$2,200.00
					Vendor Total: \$2,200.00
1761	CARA WADDELL				
	4055	LCCB	2735		
		E 01 010 620 000 343 401	book bunch		Check
					\$25.00
PO#:	Voucher #:	8696	Invoice No: 20241021	11/1/2024	Paid Amt: \$25.00
					Check Amount: \$25.00
	4055	USB	17048		
		E 01 010 620 000 343 401	target bins		Check
		E 01 010 620 000 343 401	target bins		\$48.96
		E 01 010 620 000 343 401	target bins		\$32.64
		E 01 010 620 000 343 401	target bins		\$89.77
		E 01 010 620 000 343 401	ikea storage		\$53.97
		E 01 010 620 000 343 470	target bks		\$38.11
PO#:	Voucher #:	8695	Invoice No: 20241130	11/30/2024	Paid Amt: \$263.45
					Check Amount: \$263.45
					Vendor Total: \$288.45
1006	CITY OF NERSTRAND				
	4055	USB	17033		
		E 01 005 810 000 000 330	9/16-10/14		Check
					\$141.42
PO#:	Voucher #:	8664	Invoice No: 516	11/7/2024	Paid Amt: \$141.42
		E 01 005 810 000 000 330	9/16-10/14		\$128.78
PO#:	Voucher #:	8665	Invoice No: 515	11/7/2024	Paid Amt: \$128.78
					Check Amount: \$270.20
					Vendor Total: \$270.20
	4055	USB	17049		
		E 01 005 810 000 000 330	10/14-11/18		Check
					\$128.13
PO#:	Voucher #:	8691	Invoice No: 515	11/30/2024	Paid Amt: \$128.13
		E 01 005 810 000 000 330	10/14-11/18		\$141.42
PO#:	Voucher #:	8692	Invoice No: 516	11/30/2024	Paid Amt: \$141.42
					Check Amount: \$269.55
					Vendor Total: \$539.75
1738	E.O. JOHNSON CO. INC.				
	4055	USB	17034		
		E 01 010 203 000 000 401	staples		Check
					\$52.73
PO#:	Voucher #:	8667	Invoice No: INV1629981	11/7/2024	Paid Amt: \$52.73
					Check Amount: \$52.73

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
4406	202505	11/11/2024	P	JE	Nov Ed	EdVisions Nov EFT	B	01	101	000				USB Cash	0.00	84,972.76
						EdVisions (Fd4)	B	04	101	000				USB Cash	0.00	840.00
						Musolf, Nicole	E	01	005	050	000	000	305	EdVisions School Administr	8,508.81	0.00
						EdVisions Pysl Srvc Fee	E	01	005	105	000	000	305	Consult Fees (EdVisions)	1,682.60	0.00
						Shroyer, Paula	E	01	010	201	000	000	394	EdVisions Kinder Staff	7,774.49	0.00
						Harris, Amy	E	01	010	203	000	000	394	EdVisions General Staff	54.71	0.00
						Huber, Margaret-GenEd Para	E	01	010	203	000	000	394	EdVisions General Staff	665.63	0.00
						Johnson, Sarah	E	01	010	203	000	000	394	EdVisions General Staff	5,443.60	0.00
						McBride 20% gen ed	E	01	010	203	000	000	394	EdVisions General Staff	976.64	0.00
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						McCorkell, Kate	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						McGregor, Kelly	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						Peterson, Andrea	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						Temple, Innana	E	01	010	203	000	000	394	EdVisions General Staff	7,130.02	0.00
						Turi, Carrie	E	01	010	203	000	000	394	EdVisions General Staff	4,965.85	0.00
						Vondrasek, T	E	01	010	203	000	000	394	EdVisions General Staff	235.08	0.00
						Waddell, Para @ Lunch	E	01	010	203	000	000	394	EdVisions General Staff	0.00	0.00
						Vondrasek Class Sz	E	01	010	204	000	414	303	EdVisions Title II	2,563.19	0.00
						Vondrasek REAP	E	01	010	204	000	514	303	EdVisions REAP CSR - Fec	5,619.65	0.00
						Bonde, Carmen-PhyEd Tchr	E	01	010	240	000	000	394	EdVisions PhysEd Staff	3,834.40	0.00
						Bonde, Linda-PE Sub	E	01	010	240	000	000	394	EdVisions PhysEd Staff	0.00	0.00
						McBride, Philip	E	01	010	407	000	740	396	EdVisions Sp Ed Sal Pur F	3,322.40	0.00
						McBride, Philip	E	01	010	407	000	740	397	EdVisions Sp Ed Ben Pur F	584.16	0.00
						McBride, Philip-ESY	E	01	010	407	013	740	396	Sp Ed Sal Pur F Other D	0.00	0.00
						McBride, Philip-ESY	E	01	010	407	013	740	397	Sp Ed Ben Pur F Other D	0.00	0.00
						Schaefer, Nicole	E	01	010	411	000	740	396	EdVisions Sp Ed Sal Pur F	4,729.92	0.00
						Schaefer, Nicole	E	01	010	411	000	740	397	Sp Ed Ben Pur F Other D	1,491.58	0.00
						Ades, Hudson-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Bonde, Carmen-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	522.99	0.00
						Bonde, Riann-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Cook, Dana-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Flom, Sara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
						Harris, Amy-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,704.56	0.00
						Houghten-Eitzman, Laura	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,298.78	0.00
						Huber, Margaret-GenEd Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	435.22	0.00
						McCorkell, Kate	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,912.71	0.00
						Meyer, S	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,266.11	0.00
						Pepin Julie	E	01	010	420	000	740	396	EdVisions SpEd Staff	120.38	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
4406	202505	11/11/2024	P	JE	Nov Ed	EdVisions Nov EFT	Reuvers, Suzanne	E	01	010	420	000	740	396	EdVisions SpEd Staff	2,237.04	0.00
							Schweisthal	E	01	010	420	000	740	396	EdVisions SpEd Staff	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	396	EdVisions SpEd Staff	1,747.18	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	396	EdVisions SpEd Staff	255.34	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	224.98	0.00
							Bonde, Riann-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Cook, Dana SpEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Flom, Sara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	1,168.49	0.00
							Harris, Amy-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	216.53	0.00
							Houghten-Eitzman, Laura	E	01	010	420	000	740	397	EdVisions SpEd Benefits	41.19	0.00
							Huber, Margaret-GenEd Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	767.61	0.00
							McCorkell, Kate	E	01	010	420	000	740	397	EdVisions SpEd Benefits	214.26	0.00
							Meyer, S	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Pepin Julie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	11.39	0.00
							Reuvers, Suzanne	E	01	010	420	000	740	397	EdVisions SpEd Benefits	211.45	0.00
							Schweisthal	E	01	010	420	000	740	397	EdVisions SpEd Benefits	0.00	0.00
							Turi Carrie	E	01	010	420	000	740	397	EdVisions SpEd Benefits	154.83	0.00
							Waddell, Cara-Sped Para	E	01	010	420	000	740	397	EdVisions SpEd Benefits	22.62	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	308.29	0.00
							Jans, Dana	E	01	010	605	000	000	394	EdVisions InstructionalSupp	4,397.88	0.00
							Waddell, Cara-Media Para	E	01	010	620	000	343	396	Library Salary	2,893.75	0.00
							Waddell, Cara - Media Para	E	01	010	620	000	343	397	Library Benefits	256.45	0.00
							Gilmore, Greta-Regal Eagle SutE	04	005	570	000	000	000	394	EdVisions Regal Eagle Staff	0.00	0.00
							Turi, Carrie	E	04	005	570	000	000	394	EdVisions Regal Eagle Staff	840.00	0.00
							NES RE Beucler Fee	B	04	101	003				LCCB Cash	0.00	110.00
							NES RE Beucler Fee	R	04	000	000	000	000	050	Fees From Patrons	110.00	0.00
4413	202505	11/30/2024	P	JE	NSF RINES	RE fee Beucler										\$85,812.76	\$85,812.76
																0.00	110.00
																\$110.00	\$110.00

Nerstrand Charter School #4055 Outstanding Payments by Payment Date

Bank: USB
Acct#: 152100023570

11/30/2024

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount	
4055	8624	Wire	1 1017	XCEL ENERGY	11/30/2024		1,161.28	
	8629	Check	1 1761	CARA WADDELL	11/30/2024	17048	263.45	
	8625	Check	1 1006	CITY OF NERSTRAND	11/30/2024	17049	269.55	
	8630	Check	1 1755	EVERGREEN THERAPY SOLUTIC	11/30/2024	17050	4,930.00	
	8627	Check	1 1673	METRONET INC	11/30/2024	17051	207.12	
	8626	Check	1 1492	ON THE MOVE - THERAPY SERVI	11/30/2024	17052	1,732.50	
	8631	Check	1 1762	TERRELL WILSON	11/30/2024	17053	355.44	
						Bank	Total	8,919.34
							Total	\$8,919.34

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1939	4055	LCCB		1965	Credit A	11/12/24		Check	1	M	Miscellaneous						
						4055	R 01 000 000 000 096		000	000	CAF Xcel Gift				60.00	60.00	0.00
						4055	R 01 000 000 000 096		000	000	CAF Xcel Gift				60.00	60.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Bonde				198.00	198.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Bonde Jones				99.00	99.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Pancos				5.50	5.50	0.00
						4055	R 04 000 000 000 050		000	000	RE Bonde Jones				99.00	99.00	0.00
						4055	R 01 000 000 000 096		000	000	PTO Reimb Prairie Snack				36.42	36.42	0.00
						4055	R 04 000 000 000 050		000	000	RE Hubmer				6.00	6.00	0.00
						4055	R 01 000 000 000 096		000	000	Friends of Nerstrand Gift				50.00	50.00	0.00
						4055	R 01 000 000 000 096		000	000	Friends of Nerstrand Gift				550.00	550.00	0.00
															Receipt Total:	\$1,163.92	\$0.00
															Deposit Total:	\$1,163.92	\$0.00
1940	4055	LCCB		1966	Credit A	11/30/24		Check	1	M	Miscellaneous						
						4055	R 01 000 000 000 096		000	000	Cash Gifts				20.00	20.00	0.00
						4055	R 01 000 000 000 096		000	000	PTO reimb Bks v8694				194.90	194.90	0.00
						4055	R 04 000 000 000 050		000	000	RE Bossmann				55.00	55.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Localio				44.00	44.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Brosseau				10.00	10.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Wagner				66.00	66.00	0.00
						4055	R 04 000 000 000 050		000	000	RE Zemanek/Coughlan				86.50	86.50	0.00
						4055	R 04 000 000 000 050		000	000	RE Clemmensen				11.00	11.00	0.00
															Receipt Total:	\$487.40	\$0.00
															Deposit Total:	\$487.40	\$0.00
1941	4055	USB		1967	Credit A	11/30/24		Wire	1	M	Miscellaneous						
						4055	R 01 000 000 000 092		000	000	Interest Earnings				220.53	220.53	0.00
															Receipt Total:	\$220.53	\$0.00
															Deposit Total:	\$220.53	\$0.00

Nerstrand Charter School #4055

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1942	4055	USB		Credit	A	11/30/24		Wire	1	Miscellaneous					1,832.45	0.00
interest						4055	R 01 000 000 000 092			Interest Earnings					\$1,832.45	\$0.00
														Receipt Total:		
														Deposit Total:	\$1,832.45	\$0.00
1943	4055	USB		Credit	A	11/15/24		Wire	1	MDE					27,348.15	0.00
IDEAS						4055	R 01 000 000 740 360			State Special Education Aid					27,910.41	0.00
						4055	R 01 000 000 348 300			Building Lease Aid					\$55,258.56	\$0.00
														Receipt Total:		
														Deposit Total:	\$55,258.56	\$0.00
1944	4055	USB		Credit	A	11/30/24		Wire	1	MDE					20,376.15	0.00
IDEAS						4055	R 01 000 000 348 300			Building Lease Aid					12,474.00	0.00
						4055	R 01 000 000 317			Facility Maintenance Revenue					2,942.26	0.00
						4055	R 01 000 000 312 300			Literacy Incentive Aid					14,333.32	0.00
						4055	R 01 000 000 343 300			Library Aid					6,000.00	0.00
						4055	R 01 000 000 373 300			Student Support Aid					\$56,125.73	\$0.00
														Receipt Total:		
														Deposit Total:	\$56,125.73	\$0.00
1945	4055	USB		Credit	A	11/06/24		Wire	1	Miscellaneous					787.02	0.00
MA						4055	R 01 000 000 372 071			Med Assist Fr Dept of HS					\$787.02	\$0.00
														Receipt Total:		
														Deposit Total:	\$787.02	\$0.00
1946	4055	USB		Credit	A	11/20/24		Wire	1	Miscellaneous					1,228.93	0.00
MA						4055	R 01 000 000 372 071			Med Assist Fr Dept of HS					\$1,228.93	\$0.00
														Receipt Total:		
														Deposit Total:	\$1,228.93	\$0.00

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
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1947	4055	USB		1973	Credit	A	11/13/24	Wire	1	MDE	MDE				14,504.01		0.00
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Receipt Total: \$14,504.01

Deposit Total: \$14,504.01

Report Total: \$131,608.55

REAP Direct Fed Aid&Grant

Nerstrand Charter School #4055
Reconciliation Worksheet Report
11/30/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1314	11/30/2024	4055	LCCB	Lake Country Community Bank Lake Country Community Bank

Worksheet has been Finalized

Statement Amount	114,888.90
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	114,888.90
GL Account Balance	<u>114,888.90</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
11/30/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1315	11/30/2024	4055	USB	US BANK CHECKING ACCOUNT

Worksheet has been Finalized

Statement Amount	562,064.12
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	7,758.06
Wires	1,161.28
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	553,144.78
GL Account Balance	<u>553,144.78</u>
Difference	0.00

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

Adjustments
00/00/0000

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1732		CAPITAL ONE	4055	LCCB			Wire
				E 01	005 110 000 000 401	tatge jewelry name plate	\$11.00
				E 01	010 620 000 343 401	walmart library bins	\$19.05
				E 01	010 620 000 000 470	red balloon bks PTO paid	\$194.90
				E 01	010 620 000 343 470	red balloon bks	\$27.32
				E 01	010 620 000 343 401	walmart library bins	\$38.54
				E 01	010 620 000 343 401	walmart library bins	\$57.54
				E 01	010 620 000 343 401	walmart library bins	\$19.18
				E 01	010 620 000 343 401	walmart library bins	\$28.77
				E 01	010 620 000 343 401	walmart library bins	\$47.95
				E 01	010 203 000 000 430	joann prizes PTO paid	\$5.35
				E 01	010 203 000 000 430	joann prizes PTO paid	\$11.39
				E 01	010 203 000 000 430	joann prizes PTO paid	\$33.05
				E 01	010 203 000 000 430	joann prizes PTO paid & paint bins	\$60.68
				E 01	010 203 000 000 401	target conference meal	\$21.96
				E 01	010 203 000 000 401	target conference meal	\$74.08
				E 01	010 203 000 000 430	joann prizes PTO paid	\$8.68
				E 01	010 203 000 000 430	amazon printer paper	\$185.94
				E 01	010 203 000 000 430	amazon paper	\$16.26
				E 01	010 203 000 000 401	amazon binder sheets	\$8.58
				E 01	010 203 000 000 430	amazon paper	\$71.64
				E 01	010 203 000 000 430	amazon paper	\$42.16
PO#:		Voucher #:	8694	Invoice	Invoice No: 20241119	11/19/2024	Paid Amt: \$984.02 Check Amount: \$984.02
							Vendor Total: \$984.02
1700		USBANK	4055	USB			Wire
				E 01	005 110 000 000 305	fee	\$14.07
PO#:		Voucher #:	8697	Invoice	Invoice No: 20241115	11/15/2024	Paid Amt: \$14.07 Check Amount: \$14.07
							Vendor Total: \$14.07

Nerstrand Charter School #4055 Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1017		XCEL ENERGY	4055	USB			
				E 01 005 810 000 330	10/24-11/24		
				8688 Invoice	Invoice No: 904341653	11/30/2024	Wire
						\$1,161.28	
							Paid Amt: \$1,161.28
							Check Amount: \$1,161.28
							Vendor Total: \$1,161.28
							Report Total: \$2,159.37

NERSTRAND ELEMENTARY SCHOOL #4055
Balance Sheet Through November 2024

	<u>General</u> <u>Fund</u>	<u>Community</u> <u>Fund</u>	<u>Total</u> <u>Funds</u>
Assets			
Cash and investments	666,105.94	1,927.74	668,033.68
Due from governments	-877.06	0.00	-877.06
Prepaid items	0.00	0.00	0.00
Total assets	<u>665,228.88</u>	<u>1,927.74</u>	<u>667,156.62</u>
Liabilities			
Accounts payable	0.00	0.00	0.00
Due to Other MN Districts	0.00	0.00	0.00
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets			
Unreserved	<u>623,702.03</u>	0.00	<u>623,702.03</u>
Nonspendable	10,032.56	0.00	10,032.56
Restricted Library Aid	2,021.87	0.00	2,021.87
Restricted Student Support Aid	20,000.00	0.00	20,000.00
Restricted	0.00	1,927.74	1,927.74
Reserved for Med Assist	<u>9,472.42</u>	0.00	<u>9,472.42</u>
Total liabilities and net assets	<u>665,228.88</u>	<u>1,927.74</u>	<u>667,156.62</u>

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

Adopted:

303 EXECUTIVE DIRECTOR SELECTION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. QUALIFICATIONS

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

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

IV. SELECTION

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

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

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

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

Cross References: Charter School Bylaws

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

Adopted:

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

Cross References: Charter School Bylaws

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

Adopted:

305 POLICY IMPLEMENTATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

**Nerstrand Elementary School Policy 306
Independent Charter School District #4055**

Adopted:

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

B. An educational administrator:

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

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

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

Cross References: None

Nerstrand Elementary School Policy #404 (from 415)

Independent Charter School District #4055

Adopted: 9/10/2012

Reviewed: 4/11/2022

Reviewed: 6/12/2023

~~404 (from 415)~~ VOLUNTEER BACKGROUND CHECK POLICY

The safety and well-being of our students is of utmost importance to Nerstrand Elementary School. Parents/Guardians and students trust that Nerstrand Elementary School is a safe place for them and we do not take that trust lightly. We are committed to maintaining policies and procedures that create a safe environment for students to discover, connect and learn. As such, it is our policy to conduct criminal background checks on all volunteers and staff. Carrying out criminal background checks provide a safeguard to ensure that students are provided a safe and nurturing environment.

Nerstrand Elementary School will conduct background checks on every volunteer every three years. This policy includes all volunteers who work with students, regardless of the frequency of their volunteering. Nerstrand Elementary School has the forms for volunteers to complete, and will send in the completed forms, along with payment for processing. Nerstrand Elementary School will notify volunteers if their background check needs updating if they request to volunteer at the school. Nerstrand Elementary School will notify volunteers if they did not pass their background check.

Nerstrand Elementary School will conduct background checks on every non-licensed staff member upon hire and every three years thereafter. Nerstrand Elementary School has the forms for staff members to complete, and will send in the completed forms, along with payment for processing. Nerstrand Elementary School will notify staff if their background check needs updating. Nerstrand Elementary School will notify staff if they did not pass their background check.

Nerstrand Elementary School will conduct background checks on every licensed staff member upon hire and every five years thereafter. Nerstrand Elementary School has the forms for staff members to complete, and will send in the completed forms, along with payment for processing. Nerstrand Elementary

School will notify staff if their background check needs updating, which will be done in conjunction with their license renewal. Nerstrand Elementary School will notify staff if they did not pass their background check.

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunities for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Executive Director.

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of
Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of
the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with
Disabilities)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact

Nicole Musolf

Executive Director

nmusolf@nerstrand.charter.k12.mn.us

507-333-6854

This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 12101 (Americans with Disabilities Act)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and

3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;

8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay;
and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References:

- Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
- Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
- Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
- Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
- Minn. Stat. § 123B.143 (Superintendent)
- Minn. Stat. § 123B.147 (Principals)
- Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

Authorizer Training

On-Going Board Training

Monday, December 9, 2024

By: MN Charter Boards online at Board Meeting

Carissa: _____ Tara: _____

Carmen: _____ Ali: _____

Sarah: _____ Paula: _____

Terri: _____ Nicole: _____

Video Maintain Authorize Relation & Date: _____