

Nerstrand Elementary School  
Board of Directors Meeting Minutes  
September 14th, 2020

Members Present	Members Absent	Others Present
Alicia Wasilowski		Maggie Kiley
Gretta Kunze		Barb Grote
Betty "Skip" Voge		Keith Johnson
Sarah Johnson		Wendy Swanson Choi
Nicole Shaefer		
Jake Kaukola		
Amber Skluzacek		

- 1.0 Call to Order at 3:32 p.m.
  - 1.1 Roll Call
- 2.0 Approve Agenda  
Approved. First: Betty, Second: Nicole, Yay: 6, Nay: 0, Abstentions: 0
- 3.0 Opportunity to Report any Board Conflicts of Interest  
None noted
- 4.0 Approve August 24, 2020 Board Meeting Minutes  
Approved. First: Sarah, Second: Amber, Yay: 6, Nay: 0, Abstentions: 0
- 5.0 Community Comment  
None present
- 6.0 Reports
  - 6.1 Director Report  
Reported on open houses, kindergarten conferences and assessments done for kindergarteners.
    - a) Student performance item  
SEE REPORT
    - b) Director evaluation item

## SEE REPORT

Maggie provided an update about state safety guidelines. She directed all board members to read and understand The 2020-2021 Planning Guide and Safe Learning Plan from the MN Department of Health, which were sent to all members. These will be reviewed at October meeting and board will discuss the flexible learning plan.

### 6.2 NEO Authorizer comments

Current on all submissions and congratulations that school is open and doing well in these first days.

At board level make sure to record notes and be proactive in avoiding negligence to mitigate risk for school.

### 6.3 Enrollment Update

126 students enrolled, 12 doing distance learning and remainder on site.

### 6.4 Finance Report

- a) Monthly Financial report  
Strong fund balance leaving us currently fiscally sound even though enrollment is down.
- b) 2019-2020 Audited Financial Statements  
Official end of year closing statement, audited by Clifton Larson Allen LLC.

The school reports a liability of \$650.150 for its proportionate share of TRA's net pension liability.

Received a clean audit report

No compliance issues were reported

No material weaknesses in internal control were reported

Fund balance went up by \$74,686 during fiscal year 2019-2020.

- c) Board Training: Understanding the Annual Financial Audit
- d) Motion to approve audit.

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

## 7.0 Policy

7.1 COVID Travel Policy – tabled until further review  
Tabled to get input from legal and make sure language is correct before moving forward.

7.2 Policy #412 – Employee Expense Reimbursement Policy – first read

## 8.0 New Business

8.1 Accept \$2,500 donation from the Community Co-op Oil Association  
Motion approved. First: Betty, Second: Nicole, Yay: 7, Nay: 0, Abstentions: 0

8.2 Accept \$5,000 donation from CHS (parent company of Community Co-op Oil)  
Motion approved. First: Sarah, Second: Amber, Yay: 7, Nay: 0, Abstentions: 0

8.3 Approve contract for DHH services with Brenda Crissinger  
Motion approved. First: Amber, Second: Nicole, Yay: 7, Nay: 0, Abstentions: 0

## 9.0 Old Business

9.1 Review BOD Work Calendar

Board of director membership has been updated and sent.

a) Acknowledge/record any new member board trainings (Amber, Jake)

None noted

9.2 Review Onboarding Document - New URL:

[www.mncharterboard.com](http://www.mncharterboard.com)

a) The link is for Board training modules (through NEO) which satisfy the statutory requirement of the training for new board members, and also the required "ongoing" training

b) Maggie will ask NEO to grant access to new members. You must keep a copy of certificates earned after course completion

and give them to Barb in order to meet the “Statutory Requirement for New Board Member Trainings”

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? Meeting went well

10.2 Next Board of Directors meeting: October 19, 2020 at 3:30pm (Zoom link to be posted)

11.0 Adjournment at 5:00 p.m.

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

Signed \_\_\_\_\_

Chairperson of the Board

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Clerk of the Board