

Nerstrand Elementary School
Board of Directors Meeting
January 11, 2021 - 3:30 pm
Via Zoom at the following link:

<https://us02web.zoom.us/j/85916530422?pwd=VIZNanlwSnBGMkZnWG1GSFFDL1Vwdz09>

Meeting ID: 859 1653 0422 Passcode: 674166

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.

BOARD AGENDA

- 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 December 14, 2020 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director Report
 - a) Student performance item
 - b) Director evaluation item
 - c) COVID-19 update
 - 6.2 NEO Authorizer comments
 - 6.3 Enrollment Update
 - 6.4 Finance Report
 - a) Monthly Financial report
- 7.0 Policy
 - 7.1 Review Policy #209 – Code of Ethics (for board members)
- 8.0 New Business
 - 8.1 Review NEO Observation Form from 12-14-20
 - 8.2 Ongoing Board Training: EMPLOYMENT MATTERS - www.mncharterboard.com
 - 8.3 Families First Coronavirus Response Act (FFCRA) requires that employers with fewer than 500 employees provide some sick and family leave benefits for certain COVID-19 related reasons, but that mandate is ending. ISD #656 is considering extending the benefit and will decide at their meeting on 1/25/21. We recommend that Nerstrand go along with whatever ISD#656 decides.

- 8.4 Change 2/15/21 from a teacher curriculum day to a non-work day.
- 9.0 Old Business
- 9.1 Review BOD Work Calendar
- a) Review BOD member terms in preparation for election
 - b) Establish Election Committee (3 or fewer BOD members)
 - c) BOD Chair to verify new member training certificates received (Amber and Jake – first course certificates required by 12/31/20)
- 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: February 8, 2021 at 3:30pm (Zoom link to be posted)
- 11.0 Adjournment
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Nerstrand Elementary School
 Board of Directors Meeting Minutes
 Meeting Held Via Zoom
 December 14th, 2020

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

- 1.0 Call to Order at 3:31 p.m.
 - 1.1 Roll Call

- 2.0 Approve Agenda
 - Approved. First: Betty, Second: Sarah, Yay: 7, Nay: 0, Abstentions: 0

- 3.0 Opportunity to Report any Board Conflicts of Interest
 - None noted

- 4.0 Approve November 16th, 2020 Board Meeting Minutes
 - Approved. First: Betty, Second: Nicole, Yay: 7, Nay: 0, Abstentions: 0

- 5.0 Community Comment
 - None present

- 6.0 Reports
 - 6.1 Director Report
 - a) Student performance item
- SEE REPORT
 - b) 2019-2020 Annual Report and World's Best Workforce Summary

- SEE DOCUMENT for full details

- c) Director evaluation item
 - SEE REPORT
- c) COVID-19 update
 - Director Maggie was invited to join Faribault School District's Incident Command Team. They will discuss scenarios for returning to school.
 - Our Safety Committee and Incident Command Team will be conducting monthly meetings and meet when needs arise and if/when learning models change.
 - All committees and teams are working to review information coming from the CDC, MDH and MDE to ensure we are practicing the expected guidelines throughout the pandemic.
 - SEE REPORT for additional practices and details.

6.2 NEO Authorizer comments

- Jean Neuman listening today. Meeting going well, continue.

6.3 Enrollment Update

124 students currently enrolled. Kindergarten enrollment has begun for fall 2021, there are 14 potential sibling enrollments and 4 other kindergarten applications thus far.

6.4 Finance Report

- a) Monthly Financial Report
 - SEE REPORT

Motion to approve Monthly Financial Report.

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

7.0 Policy

7.1 Review Policy #102: Equal Educational Opportunity/Inclusive Education Plan

8.0 New Business

8.1 Review NEO Observation Form from 11-16-20

8.2 Approve 2019-2020 Annual Report and World's Best Workforce Summary

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

8.3 Ongoing Board Training: State Data Practices Law - www.mncharterboard.com, video presentation

9.0 Old Business

9.1 Review BOD Work Calendar

a) BOD Chair to verify new member trainings (Amber and Jake first course required by 12/31/2020).

- Jake completed two courses, Amber has started a training

b) Reminder to turn in copies of course completion certificates to Barb for NEO file.

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? Members agreed meeting went well.

10.2 Next Board of Directors meeting: January 11th, 2021 at 3:30pm (Zoom link to be posted)

11.0 Adjournment at 4:38 p.m.

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

Signed _____

Chairperson of the Board

Clerk of the Board

January 2021, Director's Report

Our mission is to empower students to be self-directed, lifelong learners by providing a nurturing, multiage environment that fosters cooperation and character development.

January Highlights

Before the 2020 winter break, it was announced that Nerstrand School would begin a rolling start to bring students back to school. This was based on new guidance from the MDE Safe Learning Plan: [Safe Learning Plan](#)

On January 18, 2021, Nerstrand School will begin a rolling start to In Person Learning. We will begin with bringing back our Kindergarten, 1st and 2nd grade students. Two weeks later, we will bring back grades 3-5. These plans are contingent on factors associated with the virus: community spread in Nerstrand/Faribault and virus activity within our school. Our ICT Team will continue to meet to clarify and use the new Decision Making Guide from MDE (12/17/20).

January 14 & 15 will be planning days for returning students to in person learning. We will continue to have Tier 1 Childcare on these 2 days, as well as for Grades 3-5 until those grades are back in the building.

NEO Site Visit. On January 25, 2021, we will have our annual site visit with NEO (virtually). Board Chair, Alicia Wasilowski, will be joining me for this meeting.

Covid 19 Updates

I have attended two of the Faribault Task Force meetings. At this time Faribault is also planning a rolling start, but will be coming back in their 4 day Hybrid Scenario for elementary students. *FYI: Our Safety Committee (Phil McBride, Carmen Bonde, Lori Amy, Amy Harris, Barb Grote, Maggie Kiley) will be conducting monthly meetings going forward. We will also meet when the need arises. We are trying to plan ahead if/when we are needing to change learning models.*

The Incident Command Team or Pivot Team (Maggie Kiley, Barb Grote, Andrew Lubinski, Carmen Bonde) will also be meeting monthly and as needed. Barb Grote and I attend the weekly Rice County Public Health Nursing Meeting and Barb attends the School Nursing Meetings. I also attend a MACS meeting, and the weekly Commissioner of Education meetings. We all work together to sift through the information coming from the CDC, MDH and MDE to make sure we are practicing the expected guidelines throughout the pandemic.

Personnel Update

There are no new changes in personnel.

Student Performance Results

This month the board will see results from the fall with our 2nd grade class. We will be looking at the Screening to Intervention(Reading) and the Group Screening Report (aReading).

Director Evaluation

Domain 5: School Climate. The school leader has the trust of the faculty and staff that his or her actions are guided by what is best for all student populations. A survey was sent to staff late December to get a feel for how staff are feeling at this time. We will take a look at the results.

Someone recently asked me how it is going in a school setting right now. I answered that it feels like it has gone as well as it possibly could, in this circumstance. It is still very hard, but everyone is working together to do their best for our students and families.

Respectfully submitted,

Maggie Kiley

Whole Group Instruction

Small Group Instruction

INTERVAL:
Fall: 08/31/2020 - 10/12/20... ▾

Students On Track: Met Low Risk Benchmark



earlyReading English -
Word Segmenting*
PHONEMIC AWARENESS



CBMreading English
PHONICS & FLUENCY



aReading
GENERAL READING

Whole Group Recommendation



1.1: Phonemic Awareness & Phonics

Build skills identified in this plan during whole group instruction

Go to plan

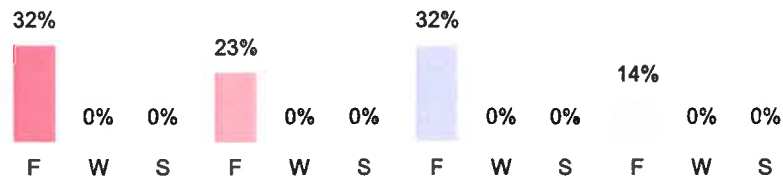
Next Steps

- Whole Group recommendation is determined by the needs of most students in the class
- Examine Whole Group recommended plan and interventions to adjust group instruction
- Review plans for individual students to inform small group and individual instruction

Student Name					Progress Monitoring		
	Phonemic Awareness*	Phonics & Fluency	General Reading	Read. Program LEXILE	Plan	Intervention	Recom. Assessment
	>=32	76	493	529	On Track		
	>=32	83	481	385	On Track		
	!! <28	76	!! 391	NA	1.1: Phonemic Awareness & Phonics	Word Mix-up	CBMreading
	>=32	71	494	529	On Track		
	>=32	61	474	313	On Track		
	!! <28	! 26	! 443	BR	1.1: Phonemic Awareness & Phonics	Word Mix-up	CBMreading
	>=32	91	476	331	On Track		
	!! <28	! 24	!! 442	BR	1.1: Phonemic Awareness & Phonics	Word Mix-up	CBMreading
	!! <28	!! 5	!! 442	BR	0.2: Phonemic Awareness & Phonics	Onset-Rime Sequence - Substitution & Deletion	earlyReading English - Nonsense Words

Scores Of Students In Group By Benchmark Categories: ?

Nerstrand Elementary Grade:02 Teacher: Haugland, Caitlin



494	99	99	99	78
493	95	95	95	76
493	90	90	90	75
481	86	86	86	59
478	81	81	81	54
476	76	76	76	51
476	71	71	71	51
474	67	67	67	47
470	62	62	62	40
469	57	57	57	39
468	52	52	52	37
467	48	48	48	37
465	43	43	43	34
459	38	38	38	26
450	33	33	33	18
443	29	29	29	13
442	24	24	24	12
442	19	19	19	12
437	14	14	14	0
388	5	5	5	1
378	1	1	1	1

Financial Overview:

	2020-2021 Adopted Budget	12-31-20 YTD	2021 Working Budget/Outlook
Enrollment (ADM's)	148		123
Fund 01 Revenues	1,979,083	894,033	1,825,415
Fund 01 Expenditures	<u>2,003,493</u>	<u>732,824</u>	<u>2,068,945</u>
Net Fund 01 Income	(24,410)	161,209	(243,530)
Audited 6-30-20 Fund 01 Balance			690,522
Projected 6-30-21 Fund 01 Balance			446,992
* % of annual Fund 01 expenditures			21.6%

2020-2021 Income Statement and Budget Outlook

- Uses enrollment of 123
- One-time COVID funding ~ \$56k
- Lease aid is reduced for enrollment below 150
- Line changes > \$1,000 **highlighted yellow**
- Payroll lines have been updated based on last year's actuals
- Budget Outlook is estimated - based on enrollment, COVID effects, etc.
- Includes \$10,000 Title IV (flexed F433 to F401)
- Approx. 2% state basic formula increase for FY21
- Compensatory Revenue based on 10/1/19 counts (\$27,150)
- Negative values are those \$\$ still expected from prior year
- Continues programs, staffing, and spending priorities from last year
- Technology budget:
 - \$3,000/year expense for fiber lease/maintenance payment to Jaguar, local analog phones to TDS
 - \$129.77/month copier lease
 - \$10,200 for technology equip, repairs, replacements (only used \$6k this year)
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection – FY21 (copy attached)

Nerstrand Elementary School
2020-2021 Income Statement
For the Period Ending 12/31/20

2020-2021 Adopted Budget	12-31-20 YTD	2021 Working Budget/Outlook
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Fd Org Pro Fin Obj/Src Crs

Enrollment ADMs

148

123

Fund 1 Revenues

01 000 000 000 050 000	LOCAL: Fees from Families	13,000.00	5,990.00	10,000.00
01 000 000 000 092 000	LOCAL: Interest Income	6,500.00	178.31	3,000.00
01 000 000 000 096 000	LOCAL: Donations, Eagle Open (cxld)	8,000.00	10,682.31	10,700.00
01 000 000 000 099 000	LOCAL: Miscellaneous Revenue	50.00	27.75	50.00
01 000 000 000 071 000	LOCAL: Third Party Billing Revenue	1,400.00	6,389.21	7,000.00
01 000 000 740 360 000	STATE: Spec Ed Aid (@ 93%)	532,890.00	170,143.38	537,656.10
01 000 000 000 201 000	STATE: Endowment Aid	5,903.43	3,189.13	5,903.43
01 000 000 000 211 000	STATE: GenEd Aid (per WhatIf) 2% in FY21	1,086,771.98	586,819.19	900,209.83
01 000 000 000 211 000	STATE: Compensatory Revenue	27,150.72		27,150.72
01 000 000 000 212 000	STATE: Literacy Aid	17,455.87	(341.08)	17,455.87
01 000 000 000 317 000	STATE: Facility Maintenance Revenue	19,800.00	14,106.96	16,236.00
01 000 000 348 300 000	STATE: Building Lease Aid	194,472.00	59,522.56	161,622.00
	COVID one-time (GEER,ESSER,CRF)		37,325.04	56,443.00
01 000 000 401 400 000	FED: Title I (including flexed Title IV)	21,500.00	0.00	25,634.98
01 000 000 414 400 000	FED: Title II	3,635.72	0.00	3,635.72
01 000 000 419 400 000	FED: Spec Ed-FedFlowThru	21,574.36	0.00	21,574.36
01 000 000 425 400 000	FED: CEIS	4,362.11	0.00	4,362.11
01 000 000 514 500 000	FED: REAP	14,617.00	0.00	16,781.00
TOTAL FUND 01 REVENUE		1,979,083.19	894,032.76	1,825,415.12

Fund 1 Expenditures

<u>RegEd payroll and benefits vs. prior year</u>				
		Carry-in payroll increase	0.00	0.00
		Teacher salary schedule (95% of prior year ISD#656)	23,669.00	23,669.00
		Non-teacher schedule (100% of prior year ISD#656)	2,063.00	2,063.00
		15% Health insurance premium increase	7,153.00	7,153.00
		Total payroll changes over prior year	32,885.00	32,885.00
<i>Fd Org Pro Fin Obj/Src Crs</i>				
01 005 010 000 366 000	Board Workshops/Conferences	900.00	24.00	900.00
01 005 010 000 820 000	Authorizer Fee (.015 x \$6,188 x 150)	15,212.28	11,820.60	15,212.28
01 005 050 000 305 000	EdVisions Admin Staff	100,750.00	34,474.29	95,000.00
01 005 105 000 305 000	Payroll Svc Fees, Employ Ads, Backgr Cks	24,000.00	8,431.68	24,000.00
01 005 107 000 305 000	Marketing	500.00	0.00	500.00
01 005 110 000 305 000	Business: RegionV, Audit, Legal, Consult	77,385.36	12,471.22	77,385.36
01 005 110 000 320 000	Phone, Internet, Firewall	4,000.00	444.60	4,000.00
01 005 110 000 329 000	Postage	1,400.00	484.39	1,400.00
01 005 110 000 401 000	Business Non-Inst Supplies	200.00	0.00	200.00
01 005 110 000 820 000	RegV, MSBA, JMC, SEMNET/e-rate	9,078.92	8,093.24	11,000.00
01 005 720 000 390 000	Health Services - paid to ISD #656	3,000.00	0.00	3,000.00
01 005 810 000 305 000	Building Contracted Service	0.00	1,000.00	1,000.00
01 005 810 000 330 000	Utilities + Garbage/Recycle	46,200.00	19,242.80	46,200.00
01 005 810 000 391 000	Maint Cost Share - paid to ISD #656	51,622.20	27,135.89	59,000.00
01 005 810 000 401 000	Oper/Maint - Building Supplies	4,600.00	262.90	4,600.00
01 005 850 348 370 000	Facilities Lease (pd to ISD #656)	219,000.00	91,250.00	219,000.00
01 005 940 000 340 000	Property/Liability Insurance	10,899.64	7,977.43	10,899.64
01 005 950 000 910 000	Permanent Transfer to Fund 04	6,500.00	0.00	6,500.00
01 010 201 000 394 000	EdVisions Kinder Staff	64,750.00	23,508.09	67,000.00
01 010 203 000 305 000	Tech Support, Video, Interpreting	4,500.00	1,533.53	4,500.00
01 010 203 000 369 000	Field Trips, Admissions, River Bend	13,000.00	3,360.00	14,000.00
01 010 203 000 370 000	Copier Lease (\$129.77/month)	1,557.24	778.62	1,557.24
01 010 203 000 394 000	EdVisions General Staff (some COVID)	409,571.63	155,010.94	429,000.00
01 010 203 000 401 000	Elem Ed - Non-Inst Supp (some COVID)	9,000.00	19,154.63	24,000.00
01 010 203 000 430 000	Elem Ed - Instruct Supplies (some COVID)	25,000.00	36,066.24	40,000.00

unreconciled - for management use only

Nerstrand Elementary School
2020-2021 Income Statement
For the Period Ending 12/31/20

					2020-2021 Adopted Budget	12-31-20 YTD	2021 Working Budget/Outlook
01 010 203 000 460 000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	0.00	8,000.00			
01 010 203 000 461 000	Elem Ed - Standardized Tests	1,200.00	1,146.00	1,200.00			
01 010 203 000 555 000	Technology	10,200.00	0.00	10,200.00			
01 010 203 733 394 000	Field Trips - Transportation	6,688.70	847.00	6,688.70			
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	2,104.68	17,000.00			
01 010 204 514 303 000	EdVisions REAP CSR	24,593.00	0.00	24,593.00			
01 010 216 401 303 000	EdVisions Title I	30,450.97	0.00	30,450.97			
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	27,376.00	17,714.19	27,376.00			
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	0.00	1,000.00			
01 010 258 000 394 000	EdVisions Music Staff	58,500.00	21,392.66	58,500.00			
01 010 258 000 430 000	Music Supplies	1,500.00	603.14	1,500.00			
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	11,250.00	16,000.00			
01 010 420 419 329 000	FED: SpEd Postage, Employ Ads	500.00	0.00	400.00			
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	598.00	1,934.36			
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	1,183.69	1,500.00			
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	1,528.23	1,590.00			
01 010 420 419 433 000	FED: SpEd Materials	50.00	60.99	150.00			
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	34,267.00	80,000.00			
01 010 402 740 394 000	DCD/MM - Contract Fees	0.00	147.00	500.00			
01 010 407 740 394 000	SLD - Contract Fees	0.00	5,970.19	15,000.00			
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	70,000.00	14,380.40	70,000.00			
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	13,000.00	2,530.32	12,500.00			
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	55,000.00	20,499.44	55,000.00			
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	5,942.50	15,000.00			
01 010 412 740 394 000	Dev Delay - Contract Fees	60,000.00	0.00	45,000.00			
01 010 420 740 394 000	SpEd Contracted Srvcs: Psych, PT, Dape,	60,000.00	17,417.50	60,000.00			
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	170,000.00	62,980.66	170,000.00			
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	45,000.00	11,436.15	45,000.00			
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,500.00	4,754.00	5,000.00			
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	5,124.84	5,124.84			
01 010 400 372 xxx 000	Third Party Billing Fees	1,400.00	1,105.55	7,000.00			
01 010 422 425 303 000	EdVisions CEIS Staff	4,362.11	0.00	4,362.11			
01 010 605 000 394 000	EdVisions Program Support Staff	71,500.00	25,193.29	69,000.00			
01 010 204 414 366 000	Professional Development - Title II	3,635.72	0.00	3,635.72			
01 010 640 000 366 000	Professional Development - General	6,000.00	121.42	6,000.00			

TOTAL FUND 01 EXPENSES	2,003,493.13	732,823.93	2,068,945.22
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Net Fund 01 Income	(24,409.94)	161,208.83	(243,530.10)
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Audited Beginning of Year Fund 1 Balance	690,522
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Projected End of Year Fund 1 Balance	446,992
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% of annual expenditures	21.60%
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Fd Org Pro Fin ObjSrc Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	5,700.00	1,519.00	5,700.00
04 000 000 000 649 000	Permanent Transfer from Fund 1	6,500.00	0.00	6,500.00
		12,200.00	1,519.00	12,200.00

Fund 4 Expenditures

04 005 570 000 320 000	Regal Eagles Phone	200.00	156.61	200.00
04 005 570 000 394 000	Regal Eagles Staff (some COVID Tier 1)	11,500.00	5,002.89	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	279.10	500.00
		12,200.00	5,438.60	12,200.00

Beginning of Year Fund 4 Balance	0.00	0.00
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Projected End of Year Fund 4 Balance	0.00	0.00
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Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202106 To: 202106

Comp L		Fd Org		Pro Crs		Fin		O/S Ty		Account Description		Fin Code Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4055	B	01	101	000						F	Cash & Cash Equiv	B 100 00	00	65,286.24	0.00	0.00	65,286.24
4055	B	01	101	002						F	Liquid Asset Account	B 100 00	00	823,023.27	136,982.38	171,132.09	788,873.56
4055	B	01	101	003						F	Lake Country Community Ba	B 100 00	00	(23,390.71)	21,394.87	433.39	(2,429.23)
4055	B	01	115	001						F	Payroll Data (Ed Visions)	B 100 00	00	0.13	0.00	0.00	0.13
4055	B	01	206	000						F	Other Accts Payable	B 200 00	00	0.00	44,431.99	44,431.99	0.00
4055	B	01	422	000						F	Unassigned Fund Balance	B 400 00	00	(690,521.87)	0.00	0.00	(690,521.87)
4055	B	04	101	000						F	LAF - Cash & Cash Equiv	B 100 00	00	(72,505.69)	0.00	250.60	(72,756.29)
4055	B	04	101	002						F	Cash & Cash Equiv	B 100 00	00	18,248.61	0.00	0.00	18,248.61
4055	B	04	101	003						F	LCCB Cash & Cash Equiv	B 100 00	00	50,301.78	309.00	22.70	50,588.08
4055	B	04	206	000						F	Other Accts Payable	B 200 00	00	0.00	22.70	22.70	0.00
4055	B	98	143	000						F	Equipment	B 100 00	00	121,226.67	0.00	0.00	121,226.67
4055	B	98	430	000						F	Invest. Fixed Assets	B 400 00	00	(121,226.67)	0.00	0.00	(121,226.67)
Report Total:														\$170,441.76	\$203,140.94	\$216,293.47	\$157,289.23

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312015218	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S	11/16 - 11/24/20 \$90	Check
		PO#: 7062	Voucher #: 7062	Invoice No: #72020-21		12/6/2020	Paid Amt: \$2,835.00 Check Amount: \$2,835.00
4055	LAF	1312015219	1023	E 01 005 810 000 000 330	COMMUNITY CO-OP OIL ASSN	Utility Services	Check
		PO#: 7060	Voucher #: 7060	Invoice No: Nerstrand School		12/6/2020	Paid Amt: \$956.57 Check Amount: \$956.57
4055	LAF	1312015220	1035	E 01 010 203 000 000 430	GOPHER	COVID	Check
		PO#: 7058	Voucher #: 7058	Invoice No: 9781868		12/6/2020	Paid Amt: \$86.30 Check Amount: \$86.30
4055	LAF	1312015221	1649	E 01 010 407 000 740 394	JAN BOUDREAU, LLC	\$95	Check
		PO#: 7063	Voucher #: 7063	Invoice No: November 2020		12/6/2020	Paid Amt: \$1,809.83 Check Amount: \$1,809.83
4055	LAF	1312015222	1545	E 01 010 203 000 000 305	KEYSTONE INTERPRETING SOLUTIONS, INC	V/Interpreter	Check
		PO#: 7059	Voucher #: 7059	Invoice No: 2297-00009		12/6/2020	Paid Amt: \$150.00 Check Amount: \$150.00
4055	LAF	1312015223	1666	E 01 010 400 000 372 305	MN DEPT OF HUMAN SERVICES	MA 3rd Pty IEP Bill Rev	Check
		PO#: 7066	Voucher #: 7066	Invoice No: Cust#1455		12/6/2020	Paid Amt: \$21.00 Check Amount: \$21.00
4055	LAF	1312015224	1064	E 01 010 203 000 000 430	QUILL CORPORATION	Sup/Mat N-Indiv Inst	Check
		PO#: 7061	Voucher #: 7061	Invoice No: 12397355		12/6/2020	Paid Amt: \$303.61 Check Amount: \$303.61
4055	LAF	1312015225	1131	E 01 010 203 000 000 401	SCHOOL SPECIALTY INC.	lap tray	Check
		PO#: 7064	Voucher #: 7064	Invoice No: 131368		12/6/2020	Paid Amt: \$19.18 Check Amount: \$19.18
4055	LAF	1312015226	1017	E 01 005 810 000 000 330	XCEL ENERGY	Utility Services	Check
		PO#: 7065	Voucher #: 7065	Invoice No: Act#51-6189166-3		12/6/2020	Paid Amt: \$1,084.70 Check Amount: \$1,084.70

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312015227	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S	\$90 12/1 - 12/11/20	Check
		PO#: 7073	Voucher #: 7073	Invoice No: #8 2020-2021		12/13/2020	Paid Amt: \$3,780.00 Check Amount: \$3,780.00
4055	LAF	1312015228	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST #656	Nov lease	Check
		PO#: 7070	Voucher #: 7070	Invoice No: 39811		12/13/2020	Paid Amt: \$23,479.67 Check Amount: \$23,479.67
							\$18,250.00 \$5,229.67
4055	LAF	1312015229	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS	Phone	Check
		PO#: 7072	Voucher #: 7072	Invoice No: Act#69828		12/13/2020	Paid Amt: \$147.80 Check Amount: \$147.80
4055	LAF	1312015230	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY	\$90/hr	Check
		PO#: 7067	Voucher #: 7067	Invoice No: November 2020		12/13/2020	Paid Amt: \$540.00 Check Amount: \$540.00
4055	LAF	1312015231	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES	\$100/hr	Check
		PO#: 7069	Voucher #: 7069	Invoice No: 1843		12/13/2020	Paid Amt: \$5,051.00 Check Amount: \$5,051.00
4055	LAF	1312015232	1064	E 01 010 420 000 419 401	QUILL CORPORATION	SpEd supplies	Check
		PO#: 7068	Voucher #: 7068	Invoice No: 12722476		12/13/2020	Paid Amt: \$25.58 Check Amount: \$25.58
4055	LAF	1312015233	1064	E 01 010 203 000 000 401	QUILL CORPORATION	ring binders, envelopes	Check
		PO#: 7071	Voucher #: 7071	Invoice No: 12677681		12/13/2020	Paid Amt: \$60.55 Check Amount: \$60.55
4055	LAF	1312015234	1574	E 01 010 203 000 000 370	MARCO	Copier Lease	Check
		PO#: 7076	Voucher #: 7076	Invoice No: 28334240		12/20/2020	Paid Amt: \$322.48 Check Amount: \$322.48
							\$129.77 \$179.21 \$13.50

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312015235	1667	E 01 010 203 000 000 401	NICOLE KADRLIK		Check
				Invoice No: 12/20/20	covid	12/20/2020	
							Paid Amt: \$22.79
							Check Amount: \$22.79
4055	LAF	1312015236	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
				Invoice No: 12866088	Sup/Mat Non-Inst.	12/20/2020	
							Paid Amt: \$20.99
							Check Amount: \$20.99
4055	LAF	1312015237	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.		Check
				Invoice No: 203126423705	Sup/Mat N-Indiv Inst	12/20/2020	
							Paid Amt: \$33.98
							Check Amount: \$33.98
4055	LAF	1312015238	1336	E 01 005 110 000 000 320	TDS		Check
				Invoice No: ACT#507-334-9656	Phone	12/20/2020	
							Paid Amt: \$120.15
							Check Amount: \$120.15
4055	LAF	1312015239	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S		Check
				Invoice No: #9 20-21	12/15 - 12/22/20	12/28/2020	
							Paid Amt: \$2,812.50
							Check Amount: \$2,812.50
4055	LAF	1312015240	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND		Check
				Invoice No: 12/28/20	Utility Services	12/28/2020	
							Paid Amt: \$314.92
							Check Amount: \$314.92
4055	LCCB	1187	1187	E 01 010 203 000 000 401	AMAZON.COM		Wire
				Invoice No: 12/9/20	charger	12/28/2020	
							Paid Amt: \$11.99
							Check Amount: \$11.99
4055	LCCB	1187	1187	E 01 010 203 000 000 430	AMAZON.COM		Wire
				Invoice No: 12/9/20	Sup/Mat N-Indiv Inst	12/28/2020	
							Paid Amt: \$9.99
							Check Amount: \$9.99
4055	LCCB	1187	1187	E 01 010 203 000 000 430	AMAZON.COM		Wire
				Invoice No: 12/8/20	beads	12/28/2020	
							Paid Amt: \$50.55
							Check Amount: \$50.55

**Nerstrand Charter School #4055
Detail Payment Register By Check**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1367	E 01 010 203 000 000 305	7085	SEAN HAYFORD OLEARY DESIGN, LLC Elem non-student Consulting	12/28/2020	Wire	
		Voucher #:	Invoice No:				Paid Amt:	
							Check Amount:	
4055	LCCB	1668	E 01 010 420 000 740 433	7081	OSMO SpEd instruct materials	12/28/2020	Wire	
		Voucher #:	Invoice No:				Paid Amt:	
							Check Amount:	
4055	LCCB	1291	E 01 010 203 000 000 401	7087	HEWLETT-PACKARD Sup/Mat Non-Inst.	12/31/2020	Wire	
		Voucher #:	Invoice No:				Paid Amt:	
							Check Amount:	
4055	LCCB	1454	E 04 005 570 000 000 320	7088	TRACFONE Ext Day Phone	12/31/2020	Wire	
		Voucher #:	Invoice No:				Paid Amt:	
							Check Amount:	
							Report Total:	\$44,454.69

Nerstrand Elementary School
2020-2021
Estimated Cash Flow Projection
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	* Estimated Cash Balance
2020			598,999 7/1/20 Beginning Balance
July	153,437	47,652	704,784
August	153,437	86,000	826,878
PY	54,657		
Sept	137,297	186,757	840,145
PY	62,727		
Oct	137,297	186,757	831,966
PY	41,281		
Nov	137,297	186,757	782,506
Dec	137,297	186,757	733,046
2021			
Jan	137,297	186,757	688,440
PY	4,854		
Feb	137,297	186,757	638,980
March	137,297	186,757	589,520
April	137,297	186,757	540,060
May	137,297	186,757	501,526
PY	10,926		
June	137,297	186,757	452,066
	1,854,290	2,001,220	
	1,854,289	2,001,222	
	1	-2	
	0	0	

* assumes same 6-30-21 misc payables as prior year

Nerstrand Elementary School Policy 209.1
Independent Charter School District #4055
Adopted: 04/14/2003

209.1 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist board of directors' members in recognizing the role of individual board members and the contribution each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE NERSTRAND BOARD OF DIRECTORS I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my school.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the school is properly run, not to run them myself.
7. Work through the administration employees of the school board--not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A BOARD OF DIRECTORS' MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE NERSTRAND BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis.

E. IN WORKING WITH THE NERSTRAND DIRECTOR AND STAFF I WILL:

1. Hold the Director responsible for the administration of the school.
2. Give the School Director authority commensurate with the responsibility.
3. Assure the school be administered by the best professional personnel available.
4. Consider the recommendation of the Director in the appointment of all employees.

5. Participate in school board action after considering the recommendation of the Director and only after they have furnished adequate information supporting the recommendation.
6. Expect the Director to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in board meetings on school policies including:
 - Mission and Vision
 - Curricular Direction
 - Quality of Instruction
8. Give the Director Counsel and advice.
9. Recognize the status of the Director as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the Director and not to the board.
12. Provide support for the Director and employees of the school so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. Comply with all school policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Children, Families and Learning and other federal and state agencies with jurisdiction over schools.

Novation Education Opportunities

Charter School Board Meeting Observation Form

School: Nerstrand Charter School

School: Meeting Type Regular X (Virtual due to COVID 19)

Start Time: 3:28 pm **End Time:** 4:38 pm **Date of Observation:** December 14, 2020 **Observer:** Jean M. Neuman

Board members in attendance: Gretta Kunze, Board Chair, Alicia Wasilowski, Betty “Skip” Voge, Sarah Johnson, Nicole Shaefer, Jake Kaukola Amber Sklizacek (7of 7 members present) **Staff/public in attendance (include ex. officio members)** Maggie Kiley, Director, Barb Grote, Secretary, Keith Johnson, Finance director. **Codes: Yes (Y)** – There is clear evidence that the indicator exists. **Emerging (EM)** - There is some evidence of the indicator, but improvement is recommended. **No (N)**–The indicator was not observed. **Not Applicable (NA)** - The indicator was not observed at this meeting, but over the course of year it is expected to be.

Compliance Indicators		Evidence/Comments
Open Meeting Law (violations result in written infraction)		Code
Meeting is open to the public (board meeting time and location are published).	Y	Board meeting time and location is publicly posted on the website and within the school. A set of board materials was available at the meeting. A link to the agenda was on the website. Meeting is conducted with a quorum present. Minutes for approval include record of votes. Votes of each member were recorded. Up to date minutes are posted on the school’s website. There were no observed violations of board bylaws.
At least one complete set of printed board materials is available for public inspection.	Y	
Meeting is conducted only with a quorum present (more than half of the board members).	Y	
Meeting is not conducted by phone or web unless it meets MN Stat 13D conditions.	Y	
If a special or emergency meeting, meeting is conducted in accordance with MN Stat13D.	NA	
If closed, meeting is closed in accordance with MN Stat 13D.	NA	
Votes are recorded in minutes and made accessible in accordance with MN Stat 13D- the vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.	Y	
Meeting is conducted in accordance with the board's bylaws.	Y	
Continuous Improvement Indicators		Evidence/Comments
Board Meeting Organization		Code
Meeting is called to order on time.	Y	The meeting was started on time. The board efficiently followed an agenda after approving it. All items discussed had appropriate materials available for board members and public to reference. The board used Roberts Rules.
An agenda is followed, after board approval.	Y	
Appropriate materials are available to accompany agenda items.	Y	
An orderly methodology guides the running of the meeting (e.g. Roberts Rules).	Y	
Continuous Improvement Indicators		
Board Meeting Atmosphere		Code
Board members are on time.	Y	Board members were on time. Board minutes for approval and board conduct at the meeting were highly professional. Board members appeared prepared. Board members received board materials at least three days in advance.
Board member conduct and meeting minutes are professional.	Y	
Board members receive materials 3-5 days in advance and appear prepared.	Y	
Board Agenda		Code
Agenda is posted ahead, for example on the web or wall.	Y	The board agenda is easy to follow and posted so that the public has notice of the board business at hand. No potential conflict of interest was observed. The director gave a report that included school highlights, COVID update, NEO learning walk & Fastbridge assessments update. She also mentioned having teacher meetings via zoom. The board reviewed a complete set of financials. The accountant, Keith Johnson, presented financials.
If used, a consent agenda is properly executed.	Y	
The board explicitly verifies that there are no conflicts of interest with any agenda items.	Y	
The agenda contains an item(s) on student performance (board reviews the school's academic performance).	Y	
Board Agenda Continued		
The agenda contains an item(s) for board review of the school's finances.	Y	

Novation Education Opportunities

Charter School Board Meeting Observation Form

Finance reports tie budgeted Pupil Units/ADM to actual.	Y	The financials included actual ADM compared to the budgeted, check and electronic transactions, cash flow modeled over the year, and actual revenue and expenditures compared to budgeted. The fund balance is decreasing due to enrollment and COVID 19, presently (21.9%). The finance report was approved. The school is looking to review their fund balance policy. There was an opportunity for public comment.
Finance reports include check register, cash flow, & budget to actual.	Y	
The agenda includes an item for public comment and the board has a clear process in place to respond to the public comment.	Y	
Continuous Improvement Indicators		Evidence/Comments
Board Capacity		Code The mission and vision were read at the meeting. The board/school leadership referenced the contract goals. Student performance was briefly discussed. The director's evaluation domain was discussed. The board leverages a few committees and committee reports that are clear. The board reviewed a policy as part of a cycle of review. (#102, Equal Ed. Opportunity) Board discussion appeared to remain at strategic level of governance rather than micromanaging. No vendors were present. The board reflected on its own performance via the monthly schedule & review of NEO board notes.
The board has the expertise and the materials necessary to provide oversight of academic, financial and governance performance (see board member bios/resumes).	Y	
The mission and vision guide decision-making.	Y	
The board monitors and evaluates school progress- references the strategic plan, continuous improvement plan, and goals (new schools- readiness to open checklist).	Y	
The board leverages committees to engage board and community members in accomplishing board work and the committee reports are thorough and understandable.	Y	
The board regularly develops and reviews procedures and policies.	Y	
The board addresses general operation concerns without micromanaging.	Y	
Vendors and other experts if consulted, provide appropriate information to the board.	Y	
The board evaluates the school leadership.	Y	
The board evidences continuous improvement (uses feedback to improve work) and monitors board development and completion of training requirements on an ongoing basis.	Y	

Narrative Section on Board Observation

This board observation form is electronically delivered to the director and the chair within 2 days of the board meeting.

Notes: Observations and Questions:
 The director shared the WBWF report which was well explained as a plan and a report. She also drew relationships to the Performance Framework. Part of the director's evaluation was shared as well as a COVID 19 update where she is joining a task force with Fairbault. 124 students are presently enrolled.
 The WBWF plan and annual report were approved.
 Under new business the board reviewed the prior NEO School board meeting notes and the board work calendar.
 The board did a training on data via the MN.Charter School videos.

Items to Share with Other Schools:
 **The board continues to use their ongoing monthly schedule to guide their work and is an example to others.

The school director continues to align her report to her expected outcomes and eventual evaluation. An item on the director's evaluation (with evidence) is shared at each board meeting.

Nerstrand Board of Directors Work Calendar

- August: Review Policy #
BOD Chair verifies status of new members' required BOD trainings
Certify June Election of Officers (Board Chair, Treasurer, Secretary/Clerk)
Approve staff hiring list for the new year
Annual review - BOD Onboarding Document
Annual review - Nerstrand Board Development/Training Plan
- September: Review By-Laws
Review and update document detailing BOD membership terms
Review Policy #
- October: BOD chair confirms background checks for BOD members
Review Policy #
Ongoing Board Training: Governance (example: Open Meeting Law)
- November: Ongoing Board Training: Finance (example: Understanding the Annual Audit)
Review Policy #
Check-in on new member training status for training required by 12/31
- December: BOD Chair verifies new member training status for training required by 12/31
Review Policy #
Ongoing Board Training: State Data Practices Law (presentation by Maggie)
- January: Review BOD member terms and prepare for election
Establish an Election Committee of 3 or less Board members
Ongoing Board Training: Employment (example: presentation by EdVisions)
BOD chair completes check list of training certificates received as of 12/31
Review Policy #
- February: Assemble Budget Committee
Update/post for interest in BOD open positions
Review "On-Boarding" document for new board members
Review Policy #

- March: Update from Budget Committee
Ensure notification for BOD elections is made 30 days prior
Begin evaluation performance review of School Director
Approve School Calendar for next year (March/April)
Review Policy #
- April: Update from Budget Committee - preliminary budget for next year
Approve School Calendar for next year (if not already approved)
Announce 30-day notice for BOD election
Approve service contracts for next year
Continue review of School Director – send out staff surveys
Review Policy #
- May: Review/approve budget for next year (if not already approved)
Discuss BOD election progress
Review NEO Framework
Approve service contracts for next year
Continue review of School Director - BOD work session, meet with Director
BOD chair completes check list of training certificates to be received as of 6/30
Review Policy #
- June: Approve budget for next year (if not already approved)
Approve revised current year budget (if necessary)
Approve next year's staff hiring list (if ready)
Certify BOD election results
Approve annual banking resolutions for next year
Designate use of REAP funds for next year
Approve service contracts for next year
Complete Performance Review of School Director – summary presented
Approve designations of required roles for next year (IOwA, etc.)
Election of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)
Approve next year's Board Meeting Schedule
Review Policy #

**Nerstrand Elementary School
#4055 Board Roster 2020-2021**

Position	Name	Address	Phone #	email	Election date	Seated date	Term expires
Seat #1					(one year term 20-21 to replace Tara)		
Teacher Rep.	Jake Kaukola	2818 Brockman Court Northfield, MN 55057	507.276-5297	jake@nerstrand.charter.k12.mn.us	appointed	7/1/2020	6/30/2021
Seat #2							
Teacher Rep.	Sarah Johnson	315 East 8 th Street Apt.1 Northfield, MN 55057	612-308-5777	sarah@nerstrand.charter.k12.mn.us	7/1/2020	7/1/2020	6/30/2023
Seat #3							
Teacher Rep.	Nicole Schaefer	23459 Jacobs Ave. Kenyon, MN 55946	952.807.6784	nicky@nerstrand.charter.k12.mn.us	7/1/2020	7/1/2020	6/30/2023
Seat #4							
Teacher Rep. (Treasurer)	Gretta Kunze	2424 Cotton Lane Northfield, MN 55057	507.440.3269	gretta@nerstrand.charter.k12.mn.us	7/1/2019	7/1/2019	6/30/2022
Seat #5							
Parent Rep. (Clerk)	Amber Skluzacek	14524 Ibson Avenue Nerstrand, MN 55053	952-994-2438	amber@nerstrand.charter.k12.mn.us	7/1/2020	7/1/2020	6/30/2023
Seat #6							
Parent Rep. (Chair)	Alicia Wasilowski	1526 Prairie Ave. SW Faribault, MN 55021	507.491.1703	alicia@nerstrand.charter.k12.mn.us	7/1//2018	7/01/2018	6/30/2021
Seat #7							
Community Rep.	Betty Voge	216 South 2 nd Street Nerstrand, MN 55053	507.334.3238	skip@nerstrand.charter.k12.mn.us	7/1/2019	7/1/2019	6/30/2022