

Nerstrand Elementary School
Board of Directors Meeting
January 6, 2020 - 3:30 p.m.
Nerstrand School Media Center

BOARD AGENDA

**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 December 9, 2019 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director Report
 - a) Student performance item
 - b) Director evaluation item
 - 6.2 NEO Authorizer comments
 - 6.3 Enrollment Update
 - 6.4 Finance Report
 - a) Monthly Financial report
- 7.0 New Business
 - 7.1 Proposed Revised Budget with net income \$57,975.65
 - 7.2 Policy review: Policy #608 Instructional Services – Special Education Policy
 - 7.3 Review NEO Board Observation Form from 12-9-19 meeting
- 8.0 Old Business
 - 8.1 Review BOD Work Calendar
 - a) Update/review new member board trainings (Nicole)
- 9.0 Other
 - 9.1 Opportunity for BOD member comments on meeting
 - 9.2 Next Board of Directors meeting February 10, 2020, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Nerstrand Elementary School
Board of Directors Meeting Minutes
December 9, 2019

Members present

Rich Bailey
Jan Boudreau
Betty "Skip" Voge
Tara Vondrasek
Alicia Wasilowski

Others/ Members absent

Gretta Kunze
Nicole Schaefer

Others Present

Maggie Kiley
Barb Grote
Keith Johnson
Rod Hanke

1.0 Call to Order. Meeting called to order at 3:30pm.

1.1 Roll Call

2.0 Approve Agenda.

Approved additions. First: Skip; Second: Alicia. Yea: 5. Nay:0. Abstentions: 0

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

4.0 Approve November 11, 2019 Board Meeting Minutes.

Approved. First: Rich; Second: Skip. Yea: 5. Nay:0. Abstentions: 0.

5.0 Community Comment. Rich shared on behalf of community members that the notification of change of music program date was not affiant.

6.0 Reports

6.1 Director Report

- a) Student performance item. Discussed JMC report cards, Fall Music Program, Ken Longquist artist in residency, and tipi week.
- b) Director evaluation item. Shared staff meetings norm, fist of 5 voting, book club, team meetings, and Jeff Fink & Jon Halpem visi on classroom management.

6.2 NEO Authorizer Comments. Rod shared new online NEO Board Training Resource. There are currently 14 online courses.

6.3 Enrollment Update. We are currently at 151 students. Lost 1 student to homeschool.

6.4 Finance Report.

- a) Monthly Finance Report. Projected EOY fund balance is 33.6%.
- b) Will update student enrollment to 151.
- c) Payroll will be analyzed in January.
- c) Budget Committee to be convened in February

7.0 New Business

7.1 Ongoing Board Training: State Data Practices. Maggie presented - shared handout on what categories data falls under.

7.2 Policy Reviewed: Policy #209.1 Code of Ethics. Review date will be updated.

7.3 Reviewed NEO Board Observation Form from 11-11-19

8.0 Old Business

8.1 Review BOD Work Calendar

a) Update/review new member board trainings: Gretta and Betty have completed all required training. Nicole will have required training completed by the end of the year (6/30/19).

9.0 Other

9.1 Opportunity for BOD member meeting comments

9.2 Next Board of Directors meeting changed to January 6, 2020, 3:30pm at Nerstrand Elementary School. Approved. First: Alicia; Second: Tara. Yea: 5. Nay: 0. Abstentions: 0.

10.0 Adjournment. Approved.

First: Skip; Second: Alicia. Yea: 5. Nay: 0. Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

January 2020, 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

January is a busy time for mid-year assessments. FAST, aReading, aMath, and BAS assessments for all levels. Results of these assessments are shared with parents at conferences in February. We also use this data to reconfigure intervention groups, and teachers use them internally to make decisions about classroom instruction and grouping.

DARE will begin this month for 5th grade students. A DARE officer will work with students weekly for about 6 weeks. The work that they do centers around making healthy choices in their life not just around smoking and drugs but in their relationships with friends.

On Jan 14, Deb Peterson will be modeling guided lesson plans and meeting with teachers about core reading instruction

I will be in Japan from 1/15/20-1/31/20.

Later this month the entire school will be heading into Faribault for the annual Children's Play put on by Faribault High School students.

Jan. 21 is a Teacher Workday. We will be reviewing our most recent data. New intervention groups will be formed. We will also do some reflecting on the 2nd half of the year as well as our new math curriculum.

The last week in January, our fifth graders will be heading up to Wolf Ridge Environmental Learning Center. On Friday of that week the fourth graders will have a trip to the Minnesota Institute of Art.

Personnel Update

No Personnel updates

Student Performance Results

PRESS data meetings are being held over the next 2 weeks. I will discuss our procedure for interventions and data meetings, as well as upcoming assessments in January.

NEO

NEO visit ed Nerstrand on 12/19/19 for its annual Learning Walk. NEO visitors observed classrooms looking for evidence of a positive learning environment and differentiation in classroom reading lessons. Special Education teacher, Nicky Schaefer, joined this year's

learning walk. It was a positive visit and a pleasure to discuss the many activities we have at our school. Thank you to Nicky for being a part of this visit.

Rod Henke visited the December board meeting to discuss NEO's web site designed to share information with Charter school boards.

Director Evaluation/Goals for 2019-2020 Domain 4: Cooperation and Collaboration: The school leader ensures that students, parents and community have formal ways to provide input regarding the optimal functioning of the school. We have data collection systems in place to collect opinion data from parents, community and staff regarding our school. Our data is archived through a variety of means (standardized tests are archived at the state level, and through the vendors used for testing, we also house data inhouse). Data is reviewed throughout the school year, and is shared with parents/guardians.

As Director, I am visible at school functions, and have weekly spotlight lunches with all students. I also host the Behavior Playground Committee and Library Committee (these are student committees).

I have spoken at Nerstrand community events (City Council meetings, Nerstrand Women's Group, Interfaith summer event). I was also part of the Faribault Bond committee for 2 years to promote the school and Nerstrand community's interests. I have spoken at the state level on 3 different occasions in support of the 5-mile radius bill. I was invited by Faribault Superintendent Todd Sesker to speak at the February Faribault Rotary meeting. For the last two years I have spoken at the Faribault's Future meeting on Lifelong Learning about Nerstrand School. I recently led a visit from a group of Japanese educators interested in progressive/project based education.

My professional goals for the coming year are the following:

Review our reading core instruction using our current curriculum.

Continue to offer and encourage teachers to participate in quality professional development.

- ***Professional Development, using a book club model.***

Support classroom teachers in using the new math curriculum.

Create stronger connections with the Big Woods State Park.

Respectfully submitted,
Maggie Kiley

Nerstrand Elementary School
 Board of Directors
 January 6, 2020

Financial Overview:

	<u>2019-2020 Adopted Budget</u>	<u>12-31-19 YTD</u>	<u>Proposed Revised 2019-2020 Budget</u>
Enrollment (ADM's)	150		151
Fund 01 Revenues	1,854,950	882,359	2,055,623
Fund 01 Expenditures	<u>1,861,625</u>	<u>748,280</u>	<u>1,997,647</u>
Net Fund 01 Income	(6,675)	134,079	57,976
Audited 6-30-19 Fund 01 Balance			615,835
Projected 6-30-20 Fund 01 Balance			673,811
* % of annual Fund 01 expenditures			33.7%

Proposed Revised 2019-2020 Budget:

- Lines changed from last month **highlighted yellow**
- Enrollment at 151 (was 148.5 last year)
- Includes \$10,000 Title IV (flex F433 to F401)
- Includes new School Safety Revenue - assumes equivalent School Safety Expenditures
- 2% state basic formula increase for FY20
- Compensatory Revenue based on 10/1/18 counts
- Health insurance budget reduced to \$2,000 under prior year
- Continues programs, staffing, and spending priorities from last year
- Continued REAP + Title I funding
- Curriculum \$8,000
- Technology:
 - \$7,500/year expense for internet/firewall/phones payment to #656, lease/maintenance payment to Jaguar, local analog phones to TDS
 - \$129.77/month copier lease
 - \$10,200 for technology equip, repairs, replacements
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 12/31/19

						2019-2020			
						Adopted Budget	12-31-19 YTD	Proposed Revised Budget	
<i>Fd Org Pro Fin Obj/Src Crs</i>						Enrollment ADMs	150	151	
Fund 1 Revenues									
01	000	000	000	050	000	LOCAL: Fees from Families	13,000.00	11,291.00	13,000.00
01	000	000	000	092	000	LOCAL: Interest Income	7,500.00	4,454.41	7,500.00
01	000	000	000	096	000	LOCAL: Donations, Eagle Open	9,000.00	4,909.49	9,000.00
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	25.00	217.09	250.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	400.00	1,400.94	1,400.94
01	000	000	740	360	000	STATE: Spec Ed Aid (@ 93%)	432,434.23	159,089.82	548,139.96
01	000	000	000	201	000	STATE: Endowment Aid	5,903.43	3,310.09	5,903.43
01	000	000	000	211	000	STATE: GenEd Aid (per WhatIf) 2% in 20+21	1,022,927.88	602,761.43	1,085,443.87
01	000	000	000	211	000	STATE: Compensatory Revenue	55,769.87	0.00	57,053.81
01	000	000	000	212	000	STATE: Literacy Aid	17,455.87	4,798.28	17,455.87
01	000	000	000	317	000	STATE: Facility Maintenance Revenue	19,800.00	17,232.26	20,064.00
01	000	000	348	300	000	STATE: Building Lease Aid	197,100.00	67,698.57	197,100.00
01	000	000	342	300	000	STATE: School Safety	0.00	5,195.61	5,195.61
01	000	000	401	400	000	FED: Title I (including flexed Title IV)	20,632.52	0.00	30,632.52
01	000	000	414	400	000	FED: Title II	4,082.94	0.00	4,082.94
01	000	000	419	400	000	FED: Spec Ed-FedFlowThru	23,004.36	0.00	25,154.36
01	000	000	425	400	000	FED: CEIS	3,652.68	0.00	3,652.68
01	000	000	514	500	000	FED: REAP	22,261.00	0.00	24,593.00
TOTAL FUND 01 REVENUE							1,854,949.78	882,358.99	2,055,622.99

Fund 1 Expenditures

						<u>RegEd payroll and benefits:</u>			
						Carry-in payroll increase			
						Teacher salary schedule (95% of prior year ISD#656)	20,039.99	20,039.99	
						Non-teacher schedule (100% of prior year ISD#656)	2,063.00	2,031.64	
						15% Health insurance premium increase	7,153.00	(2,000.00)	
<i>Fd Org Pro Fin Obj/Src Crs</i>						Total payroll changes over prior year	29,255.99	20,071.63	
01	005	010	000	366	000	Board Workshops/Conferences	900.00	712.00	900.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	14,343.47	11,588.40	14,914.00
01	005	050	000	305	000	EdVisions Admin Staff	96,258.00	34,742.59	101,750.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	20,934.00	8,783.11	24,000.00
01	005	107	000	305	000	Marketing	1,500.00	0.00	1,500.00
01	005	110	000	305	000	Business: RegionV, Audit, Legal, Consult	72,828.00	12,528.50	74,868.00
01	005	110	000	320	000	Phone, Internet, Firewall	7,500.00	1,317.89	6,500.00
01	005	110	000	329	000	Postage	1,400.00	460.05	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	7,500.00	7,266.92	8,000.00
01	005	720	000	390	000	Health Services - paid to ISD #656	3,000.00	0.00	3,000.00
01	005	810	000	330	000	Utilities + Garbage/Recycle	43,672.80	21,078.51	48,060.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	50,610.00	24,493.71	50,610.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	2,826.55	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	Xxx	342	Xxx	000	School Safety Expense	0.00	0.00	5,195.61
01	005	940	000	340	000	Property/Liability Insurance	10,380.61	9,816.52	10,380.61
01	005	950	000	910	000	Permanent Transfer to Fund 04	5,200.00	0.00	5,200.00
01	010	201	000	394	000	EdVisions Kinder Staff	59,451.00	22,274.52	63,250.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	6,000.00	1,256.40	4,500.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	12,000.00	6,144.50	12,000.00
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/Title I excess	433,402.10	162,775.37	397,000.00
01	010	216	401	303	000	EdVisions Title I	20,632.52	0.00	30,632.52

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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 12/31/19

		2019-2020		Proposed
		Adopted Budget	12-31-19 YTD	Revised Budget
01 010 203 000 401 000	Elem Ed - Non-Instructional Supplies	9,000.00	1,844.07	9,000.00
01 010 203 000 430 000	Elem Ed - Instructional Supplies	20,000.00	11,091.82	25,000.00
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	1,160.00	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	4,250.00	1,629.50	5,000.00
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	4,566.62	17,000.00
01 010 204 514 303 000	EdVisions REAP CSR	22,261.00	0.00	24,593.00
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	24,887.00	17,220.29	26,376.00
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	58.45	1,000.00
01 010 258 000 394 000	EdVisions Music Staff	54,628.00	18,625.02	57,000.00
01 010 258 000 430 000	Music Supplies	1,500.00	57.93	1,500.00
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	16,000.00	18,000.00
01 010 420 419 329 000	FED: SpEd Postage	0.00	123.36	150.00
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	1,869.63	2,434.36
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	0.00	1,500.00
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	957.50	1,090.00
01 010 420 419 433 000	FED: SpEd Materials	1,980.00	27.98	1,980.00
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	29,272.50	80,000.00
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	25,415.28	70,000.00
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	4,601.51	13,000.00
01 010 408 740 394 000	EBD - Contract Fees	4,600.00	0.00	0.00
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	45,000.00	16,029.97	55,000.00
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	5,153.01	15,000.00
01 010 412 740 394 000	Dev Delay - Contract Fees	15,000.00	40,781.86	60,000.00
01 010 420 740 394 000	SpEd Contracted Svcs: Psych, PT, Dape,	50,000.00	24,715.25	60,000.00
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	60,682.46	185,000.00
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	10,954.46	45,000.00
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	669.07	2,500.00
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	3,897.81	3,897.81
01 010 400 372 405 000	Third Party Billing Fees	400.00	943.85	1,400.94
01 010 422 425 303 000	EdVisions CEIS Staff	3,652.68	0.00	3,652.68
01 010 605 000 394 000	EdVisions Program Support Staff	63,450.00	24,281.37	70,000.00
01 010 204 414 366 000	Professional Development - Title II	4,082.94	0.00	4,082.94
01 010 640 000 366 000	Professional Development - General	6,000.00	5,555.48	9,000.00
TOTAL FUND 01 EXPENSES		1,861,624.76	748,280.21	1,997,647.34

Net Fund 01 Income (6,674.98) 134,078.78 57,975.65

Beginning of Year Fund 1 Balance	615,835
Projected End of Year Fund 1 Balance	673,811
% of annual expenditures	33.73%

Ed Org Pro Fin Obi/Src Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	1,492.00	7,000.00
04 000 000 000 649 000	Permanent Transfer from Fund 1	5,200.00	0.00	5,200.00
		12,200.00	1,492.00	12,200.00

Fund 4 Expenditures

04 005 570 000 320 000	Regal Eagles Phone	200.00	0.00	200.00
04 005 570 000 394 000	Regal Eagles Staff	11,500.00	4,550.55	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	209.48	500.00
		12,200.00	4,760.03	12,200.00

Beginning of Year Fund 4 Balance	0.00	0.00
Projected End of Year Fund 4 Balance	0.00	0.00

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Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202006 To: 202006

Account		Fin		Sub		Starting Balance		Debits		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code	Class	Class	Balance	Debits	Credits	Balance	Debits	Credits
4055	B 01 101 000			F Cash & Cash Equiv	B	100	00	74,134.37	0.00	0.00	74,134.37	0.00	0.00
4055	B 01 101 002			F Liquid Asset Account	B	100	00	692,763.89	143,563.64	160,916.80	675,410.73	143,563.64	160,916.80
4055	B 01 101 003			F Lake Country Community Ba	B	100	00	(897.72)	1,755.00	487.80	369.48	1,755.00	487.80
4055	B 01 115 001			F Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00	0.13	0.00	0.00
4055	B 01 206 000			F Other Accts Payable	B	200	00	0.00	53,823.87	53,823.87	0.00	53,823.87	53,823.87
4055	B 01 422 000			F Unassigned Fund Balance	B	400	00	(615,835.53)	0.00	0.00	(615,835.53)	0.00	0.00
4055	B 04 101 000			F LAF - Cash & Cash Equiv	B	100	00	(59,643.31)	0.00	1,169.90	(60,813.21)	0.00	1,169.90
4055	B 04 101 002			F Cash & Cash Equiv	B	100	00	9,899.44	0.00	0.00	9,899.44	0.00	0.00
4055	B 04 101 003			F LCCB Cash & Cash Equiv	B	100	00	46,917.74	728.00	0.00	47,645.74	728.00	0.00
4055	B 98 143 000			F Equipment	B	100	00	121,226.67	0.00	0.00	121,226.67	0.00	0.00
4055	B 98 430 000			F Invest. Fixed Assets	B	400	00	(121,226.67)	0.00	0.00	(121,226.67)	0.00	0.00
Report Total:								\$147,339.01	\$199,870.51	\$216,398.37	\$130,811.15		

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	2238	1004		US POSTAL SERVICE		Check
			E 01	005	110 000 000 329	Postage & Parcel Svc	
							\$275.00
		PO#:		6524	Invoice	Invoice No: 12/3/19	
						12/3/2019	Paid Amt: \$275.00
							Check Amount: \$275.00
4055	LAF	1312014846	1417		APG MEDIA OF SO MINNESOTA, LLC (S)		Check
			E 01	010	420 000 419 329	SpEd para employment ad	
							\$123.36
		PO#:		6496	Invoice	Invoice No: 14198-1119	
						12/6/2019	Paid Amt: \$123.36
							Check Amount: \$123.36
4055	LAF	1312014847	1616		BEST PRACTICE, LLC-S		Check
			E 01	010	401 000 740 394	\$90/hr 11/25 - 12/5/19	
							\$3,060.00
		PO#:		6493	Invoice	Invoice No: #8	
						12/6/2019	Paid Amt: \$3,060.00
							Check Amount: \$3,060.00
4055	LAF	1312014848	1616		BEST PRACTICE, LLC-S		Check
			E 01	010	401 000 740 394	invoice #7 dated 11/21/19	
							\$3,690.00
		PO#:		6494	Invoice	Invoice No: #7	
						12/6/2019	Paid Amt: \$3,690.00
							Check Amount: \$3,690.00
4055	LAF	1312014849	1023		COMMUNITY CO-OP OIL ASSN		Check
			E 01	005	810 000 000 330	Utility Services	
							\$1,123.89
		PO#:		6492	Invoice	Invoice No: Nerstrand School	
						12/6/2019	Paid Amt: \$1,123.89
							Check Amount: \$1,123.89
4055	LAF	1312014850	1351		FLOM DISPOSAL SERVICE		Check
			E 01	005	810 000 000 330	Utility Services	
							\$272.78
		PO#:		6504	Invoice	Invoice No: 3964	
						12/6/2019	Paid Amt: \$272.78
							Check Amount: \$272.78
4055	LAF	1312014851	1133		INDEPENDENT SCHOOL DIST # 656		Check
			E 01	010	203 000 000 401	Volunteer lunches	
							\$60.00
		PO#:		6491	Invoice	Invoice No: Learn&Serve lunches	
						12/6/2019	Paid Amt: \$60.00
							Check Amount: \$60.00
4055	LAF	1312014852	1133		INDEPENDENT SCHOOL DIST # 656		Check
			E 01	005	850 000 348 370	Nov lease	
							\$18,250.00
			E 01	005	810 000 000 391	Nov custodial	
							\$4,926.94
			E 01	010	203 000 000 305	Elem non-student Consulting	
							\$89.97
		PO#:		6495	Invoice	Invoice No: 38992	
						12/6/2019	Paid Amt: \$23,266.91
							Check Amount: \$23,266.91
4055	LAF	1312014853	1545		KEYSTONE INTERPRETING SOLUTIONS, INC		Check
			E 01	010	203 000 000 305	ASL interpreter	
							\$130.00
		PO#:		6500	Invoice	Invoice No: 2297-00002	
						12/6/2019	Paid Amt: \$130.00
							Check Amount: \$130.00

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014854	1379	E 01 010 203 000 000 401	MAGGIE KILEY		Check
				6499 Invoice	Japan day supplies	12/6/2019	
					Invoice No: 11/22/19		
							Paid Amt: \$120.00
							Check Amount: \$120.00
4055	LAF	1312014855	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY		Check
				6498 Invoice	\$85/hr	12/6/2019	
					Invoice No: November 2019		
							Paid Amt: \$1,062.50
							Check Amount: \$1,062.50
4055	LAF	1312014856	1377	E 01 010 420 000 740 433	MICHELLE FLANNERY		Check
				6502 Invoice	SpEd WISC-V forms (reimbursed)	12/6/2019	
					Invoice No: 12/3/19		
							Paid Amt: \$268.61
							Check Amount: \$268.61
4055	LAF	1312014857	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
				6503 Invoice	paper, cups, supplies	12/6/2019	
					Invoice No: 2849938		
							Paid Amt: \$192.93
							Check Amount: \$192.93
4055	LAF	1312014858	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
				6506 Invoice	toner	12/6/2019	
					Invoice No: 2902799		
							Paid Amt: \$103.74
							Check Amount: \$103.74
4055	LAF	1312014859	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
				6507 Invoice	Sup/Mat N-Indiv Inst	12/6/2019	
					Invoice No: 2912335		
							Paid Amt: \$103.74
							Check Amount: \$103.74
4055	LAF	1312014860	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
				6508 Invoice	Sup/Mat N-Indiv Inst	12/6/2019	
					Invoice No: 2902645		
							Paid Amt: \$103.74
							Check Amount: \$103.74
4055	LAF	1312014861	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
				6509 Invoice	Sup/Mat N-Indiv Inst	12/6/2019	
					Invoice No: 2914378		
							Paid Amt: \$103.74
							Check Amount: \$103.74
4055	LAF	1312014862	1561	E 01 010 412 000 740 394	STUDENT-CENTERED SERVICES, LLC		Check
				6501 Invoice	Ahmi Alvarez \$95/hr	12/6/2019	
					Invoice No: 1092		
							Paid Amt: \$6,261.28
							Check Amount: \$6,261.28

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014863	1084	E 01 010 203 000 000 305	TLT VIDEO PRODUCTIONS		Check
				6497 Invoice	video editing	12/6/2019	
		Voucher #:		Invoice No: 1093			
							Paid Amt: \$240.00
							Check Amount: \$240.00
4055	LAF	1312014864	1017	E 01 005 810 000 000 330	XCEL ENERGY		Check
				6505 Invoice	Utility Services	12/6/2019	
		Voucher #:		Invoice No: Act#51-6189166-3			
							Paid Amt: \$967.05
							Check Amount: \$967.05
4055	LAF	1312014865	1391	E 01 005 110 000 000 305	BUREAU OF CRIMINAL APPREHENSION		Check
				6516 Invoice	Consult/Fees For Svc	12/16/2019	
		Voucher #:		Invoice No: 12/16/19			
							Paid Amt: \$16.00
							Check Amount: \$16.00
4055	LAF	1312014866	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS		Check
				6513 Invoice	Phone	12/16/2019	
		Voucher #:		Invoice No: Act#69828			
							Paid Amt: \$95.60
							Check Amount: \$95.60
4055	LAF	1312014867	1051	E 01 010 203 000 000 430	LARRY RICHIE		Check
				6512 Invoice	Sup/Mat N-Indiv Inst	12/16/2019	
		Voucher #:		Invoice No: 12/10/19			
							Paid Amt: \$28.91
							Check Amount: \$28.91
4055	LAF	1312014868	1597	E 01 010 640 000 000 366	LAURIE HOUGEN-EITZMAN		Check
				6511 Invoice	reading corp training	12/16/2019	
		Voucher #:		Invoice No: 12/13/19			
							Paid Amt: \$109.62
							Check Amount: \$109.62
4055	LAF	1312014869	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES		Check
				6514 Invoice	\$100/hr	12/16/2019	
		Voucher #:		Invoice No: 1710			
							Paid Amt: \$3,700.00
							Check Amount: \$3,700.00
4055	LAF	1312014870	1561	E 01 010 412 000 740 394	STUDENT-CENTERED SERVICES, LLC		Check
				6515 Invoice	Ahmi Alvarez \$95/hr	12/16/2019	
		Voucher #:		Invoice No: 1093			
							Paid Amt: \$5,039.56
							Check Amount: \$5,039.56
4055	LAF	1312014871	1336	E 01 005 110 000 000 320	TDS		Check
				6510 Invoice	Phone	12/16/2019	
		Voucher #:		Invoice No: Act#507-334-9656			
							Paid Amt: \$119.93
							Check Amount: \$119.93

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014872	1264		HILLYARD / HUTCHINSON		Check
			E 01	005	810 000 000 401	Sup/Mat Non-Inst.	
							\$524.70
		PO#:		Voucher #:	6526	Invoice No: 603696708	
						12/19/2019	Paid Amt: \$524.70
							Check Amount: \$524.70
4055	LAF	1312014873	1631		KENLAND MUSIC, INC.		Check
			E 01	010	203 000 000 369	Lyceum	
							\$1,850.00
		PO#:		Voucher #:	6527	Invoice No: 12/9/19	
						12/19/2019	Paid Amt: \$1,850.00
							Check Amount: \$1,850.00
4055	LAF	1312014874	1574		MARCO		Check
			E 01	010	203 000 000 370	Copier Lease	
							\$129.77
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	
							\$179.21
			E 01	005	110 000 000 329	Postage & Parcel Svc	
							\$13.50
		PO#:		Voucher #:	6525	Invoice No: 26072165	
						12/19/2019	Paid Amt: \$322.48
							Check Amount: \$322.48
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010	203 000 000 430	toner	
							\$115.00
		PO#:		Voucher #:	6517	Invoice No: 12/3/19	
						12/19/2019	Paid Amt: \$115.00
							Check Amount: \$115.00
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010	420 000 740 433	Sup/Mat N-Indiv Inst	
							\$18.91
		PO#:		Voucher #:	6518	Invoice No: 12/5/19	
						12/19/2019	Paid Amt: \$18.91
							Check Amount: \$18.91
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010	420 000 740 433	Sup/Mat N-Indiv Inst	
							\$20.98
		PO#:		Voucher #:	6519	Invoice No: 12/5/19	
						12/19/2019	Paid Amt: \$20.98
							Check Amount: \$20.98
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010	420 000 740 433	Sup/Mat N-Indiv Inst	
							\$6.99
		PO#:		Voucher #:	6521	Invoice No: 12/11/19	
						12/19/2019	Paid Amt: \$6.99
							Check Amount: \$6.99
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010	420 000 740 433	Sup/Mat N-Indiv Inst	
							\$28.98
		PO#:		Voucher #:	6522	Invoice No: 12/12/19	
						12/19/2019	Paid Amt: \$28.98
							Check Amount: \$28.98
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	
							\$47.48
		PO#:		Voucher #:	6523	Invoice No: 12/18/19	
						12/19/2019	Paid Amt: \$47.48
							Check Amount: \$47.48

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1440	E 01	010 203 000 000 430	OFFICE DEPOT		Wire	
				6520 Invoice	Invoice No: 12/6/19	12/19/2019		
							Paid Amt: \$249.46	
							Check Amount: \$249.46	
							Report Total:	\$53,823.87

Nerstrand Elementary School
2019-2020
Estimated Cash Flow Projection
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	Estimated * Cash Balance
2019			319,088 7/1/19 Beginning Balance
July	133,937	61,562	391,463
August	133,937	61,562	573,152
PY	109,314		
Sept	123,873	172,246	650,233
PY	125,454		
Oct	123,873	172,246	684,422
PY	82,562		
Nov	123,873	172,246	636,049
Dec	123,873	172,246	587,676
2020			
Jan	123,873	172,246	549,011
PY	9,708		
Feb	123,873	172,246	500,638
March	123,873	172,246	452,265
April	123,873	172,246	403,892
May	123,873	172,246	374,941
PY	19,422		
June	123,873	172,246	326,568
	1,853,066	1,845,582	
	1,853,064	1,845,584	

* assumes same 6-30-20 misc payables as prior year

Nerstrand Elementary School Policy 608
Independent Charter School District #4055
Adopted: 12/3/2001

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION POLICY

I. PURPOSE

The purpose of this policy is to set forth the position of the Nerstrand Elementary School Board of Directors on the need for special education services on the part of some students of the school district.

II. GENERAL STATEMENT OF POLICY

Nerstrand Elementary School recognizes that special education needs exist on the part for some students and the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES AND ACKNOWLEDGEMENTS

A. Nerstrand Elementary School accepts its responsibility to identify, evaluate and provide special instruction and services for disabled children who are properly the responsibility of Nerstrand Elementary School, meeting the criteria to qualify for special instruction and services set forth in federal and state law.

B. Nerstrand Elementary School shall ensure that all qualified children are provided the special instruction and services appropriate to their educational needs.

C. It is the responsibility of the Director to see to the development of administrative procedures and practices necessary to deliver appropriate special education services.

D. When such services require or result in interagency cooperation, Nerstrand Elementary School will participate in such processes in compliance with law.

E. Nerstrand Elementary School adopts the use of the *developmental delay* category to be used as per Minn.Stat.§125A.01, subdivision 1 and as defined in Minn. R.3235.1350, subpart 3b, as one of the 14 options for eligibility for special education and services for children who are between the age of three and six as of September 1st of the school year.

Novation Education Opportunities

Charter School Board Meeting Observation Form

School: Nerstrand

School: Meeting Type (check one): X Regular Special Emergency

Start Time: 3:30 pm End Time: Date of Observation: 12.9.19 Observer: Haenke

Board members in attendance: Rich Bailey, Jan Boudreau, , Betty "Skip" Voge, Tara Vondrasek, Alicia Wasilowski

Not in attendance: Gretta Kunze, Nicky Schaefer

Attendance rate: 5/7

Staff/public in attendance: Maggie Kiley, Keith Johnson

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 was publicly posted (on website and/or on school official bulletin board). Set of all board materials was available at meeting. Meeting was conducted only with a quorum present. No member was participating remotely unless all could see and hear them. Up to date minutes are posted at the school’s website. All board members are accurately listed on the website. There was no observed violation of board's 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 Stat 13D.	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 judgements, 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	Meeting was started on time. The board followed agenda after approving it. All items discussed had appropriate materials available for board members and public to reference. Board conducted an orderly meeting (followed 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		Evidence/Comments
Board Meeting Atmosphere		Code
Board members are on time.	Y	All board members were on time. Board minutes for approval and board conduct at the meeting appeared professional. Board members appeared prepared. Board members received board materials at least five 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 was easy to follow and was posted so that the public had notice of the board business at hand. No potential conflict of interest was observed- agenda included check for conflict of interest.
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	

Novation Education Opportunities

Charter School Board Meeting Observation Form

The agenda contains an item(s) on student performance (board reviews the school's academic performance).	Y	There was an opportunity for public comment. Information about board training was shared.
Board Agenda Continued	Code	
The agenda contains an item(s) for board review of the school's finances.	Y	
Finance reports tie budgeted Pupil Units/ADM to actual.	Y	
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	<p>The board/school leadership provided an update on performance. Director evaluation was on the agenda. The board leverages committees to complete work and committee reports were clear. The board reviewed policies as part of a cycle of review. Board discussion seemed to remain at strategic level of governance rather than micromanaging. Training on data practices was provided. NEO shared mncharterboard.com training resource. The board asked about reflecting on its own performance at the end of the meeting using this form – it may add as a continuing agenda item.</p>
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:

Upcoming in Epicenter:

STAR Submission (School) (Due Dec. 10)

WBWF Summary/Annual Report (If submitted by Dec. 1, NEO can review and comment.) (School) (Due Dec. 15)

December Board Meeting Agenda and Packet including Financials (Board) (Due Dec. 29)

Most Recently Approved Board Meeting Minutes Posted on Website (Board) (Dec. 29)

Financial Audit (School) (Due Dec. 30)

Observations and Questions: none

Items to Share with Other Schools: none

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
- September: Review By-Laws
Review and update document detailing BOD membership terms
Review Policy #
- October: BOD chair to review background checks of BOD members
Review Policy #
Ongoing Board Training: Governance (example: Open Meeting Law)
- November: Ongoing Board Training: Finance (example: presentation by Keith Johnson)
Review Policy #
- December: Ongoing Board Training: State Data Practices Law (presentation by Maggie)
Review Policy #
- 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 board trainings as of 12/31, collects certificates
Review Policy #
- February: Assemble Budget Committee
Ensure notification for BOD elections is made public 30 days prior
Review "On-Boarding" document for new board members
Review Policy #

- March: Update from Budget Committee
Publish/post for interest in BOD open positions
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
Complete an evaluation performance review of School Director
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
Complete an evaluation review of School Director (if not already done)
BOD chair completes check list of board trainings, collects certificates
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
Discuss Director Evaluation
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 #