

Nerstrand Elementary School  
Board of Directors Meeting  
October 11, 2021 - 3:30 pm  
Nerstrand Elementary Media Center

**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 September 23, 2021 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 Bylaws rev. – second read
- 8.0 New Business
  - 8.1 Ongoing Board Training – Open Meeting Law (Governance)
  - 8.2 Review NEO Board Observation Form – 9-13-21
- 9.0 Old Business
  - 9.1 Review BOD Work Calendar
    - a) Updated Board Roster
    - b) Update from Director Support and Evaluation Committee
    - c) BOD Chair - confirm BOD member background checks
- 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 – November 8, 2021 at 3:30pm, 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

September 13th, 2021 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Others Present
Amber Skluzacek		Maggie Kiley
Jake Kaukola		Barb Grote
Nicole Shaefer		Keith Johnson
Sarah Johnson		Terri Neumann
Alicia Wasilowski		
Tara Vondrasek		

- 1.0 Call to Order at 3:37 p.m.
  - 1.1 Roll Call
- 2.0 Approve Agenda  
Approved. First: Jake, Second: Amber, Yay: 6, Nay: 0, Abstentions: 0
- 3.0 Opportunity to Report any Board Conflicts of Interest  
None noted
- 4.0 Approve August 23rd, 2021 Board Meeting Minutes  
Approved. First: Amber, Second: Sarah, Yay: 6, Nay: 0, Abstentions: 0
- 5.0 Approve August 30th, 2021 Special Meeting Minutes  
Approved. First: Tara, Second: Jake, Yay: 6, Nay: 0, Abstentions: 0
- 6.0 Community Comment

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



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Amber Skluzacek, brought a parent concern forward. The concern was regarding a correspondence that stated vaccinations would need to be shown for parent volunteers. After discussion it was noted that parents should reference the most current email sent during the week of the 6th of September. With frequent changes due to Covid-19 policies are subject to change. Vaccination status is not required to volunteer, however masks are required for everyone who comes to school and works with children.

## 7.0 Reports

### 7.1 FY20-21 Audit Presentation by Michelle Hoffman, CliftonLarsonAllen

Motion to Accept 2020-2021 Executive Audit Summary (EAS)

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

### 7.2 Director Report

- a) Student performance item
  - MCA Math testing has gone very well, viewed comparisons between Nerstrand and Roosevelt Elementary
  - See report for more details
- b) Director evaluation item
  - Shared about workshop on climate with staff learning about personal communication style to deal with conflict
  - See report for more details
- c) COVID-19 update
  - We hope to remain in person for the entirety of the school year
  - Our ICT Team continues to meet to evaluate recommendations and ensure consistency in approaching quarantine and positive cases
  - Maggie attends ICC Team Meetings, along with Rice County Public Health and MACS meetings
  - Attends meeting with local directors to discuss Covid policies
  - Faribault updates that we will be following include:

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- mask mandates when a classroom has a positive case
- will follow the Matrix showing spread of virus
- See report for more details

7.3 NEO Authorizer comments - Nerstrand Performance Framework  
- Reviewed Percent of Total Nerstrand Elementary Performance Framework

- Contract is up for renewal. Nerstrand is on track to be recommended for a 3 year or 5 year renewal. Site visit is scheduled for November 19th
- Academically we are rating at least 10% performance over resident district in math and reading, which is great scoring

7.4 Enrollment Update

- 124 students registered

7.5 Finance Report

a) Monthly Financial Report

Motion to approve Monthly Financial Report

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

8.0 Policy

8.1 Policy #509A Early Kindergarten Admission Policy - for review

9.0 New Business

9.1 Appoint Board Community Member, Terri Neumann, with a seat term set to expire on 6/30/22

Approved. First: Amber, Second: Nicole, Yay: 6, Nay: 0, Abstentions: 0

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9.2 Proposed new Director Review Performance Evaluation Rubric (to replace Director Domain Areas/Focus) and goals for 2021-2022 Evaluation

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

10.0 Old Business

10.1 Review Bylaws (proposed updates highlighted) – first read

10.2 Review BOD Work Calendar

- a) New quarterly “Update from Director Support and Evaluation Committee”
  - Committee will schedule meetings with director
- b) Review/update Board Roster

11.0 Other

11.1 Opportunity for BOD member comments on meeting:

- Did we stay on track? Strategic vs. micro-manage? Everyone able to participate?
- Yes was the consensus

11.2 Next Board of Directors meeting – October 11, 2021 at 3:30 p.m., Nerstrand Media Center

12.0 Adjournment at 5:28 p.m.

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

Signed \_\_\_\_\_

Chairperson of the Board

Clerk of the Board

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## October 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.***

### **September Highlights**

We had a wonderful Discovery Day at the park on October 1st. I am grateful to our teachers for the work they put into planning for this day. We honored our pandemic cohorts and the weather was beautiful. It was wonderful to be able to have this special day, after being unable to host it last year.

The patrol installation occurred on 10/5/21. Rice County Sheriff, Troy Dunn, came out to school to officially install our newest patrols. Thank you to our patrol supervisor, Margaret Huber for her work with the patrols this year.

We were able to bring back all of our student committees this year. Our Peace Garden has been meeting with Larry on Thursdays. Learn and Serve met on 9/30/21, and Ambassadors met on 10/7/21. Our School Spirit committee has met twice and will be planning special days every month. October 13th is National Farmer Day and School Spirit is asking everyone to dress like a farmer that day.

Family conferences will be held on 10/18, 10/19 and the morning of 10/20. We offered families in person and online conferences. Teachers will focus on beginning of the year assessments and how students are acclimating to the new school year.

MEA week. We will not have school on 10/21-10/22. These days are the annual Minnesota Education Association Days conferences.

On 10/29/21 Nerstrand School will have its annual Harvest Festival parade downtown Nerstrand. This is always a favorite day for students and we are grateful for the support from the Nerstrand downtown businesses for coming out to celebrate the season and our school. Thank you to the Nerstrand community!

### **Personnel Update**

We have no new hires at this time.

### **NEO Updates**

I will be attending the annual NEO Celebration of Leadership and Learning on November 12th. Alicia and I will be attending our yearly Site Visit with NEO on 11/19. The NEO Learning Walk has been scheduled for 11/7/21.

### **Student Performance Results**

MCA reading scores. We will look at a comparison between Nerstrand School, State of Minnesota and Faribault (Jefferson) data.

[Minnesota Report Card](#)

## **Covid 19 Updates**

Covid 19 coordinator/Nerstrand ICT member, Andrew Lubinski and ICT member Carmen Bonde are looking into offering Covid 19 testing at Nerstrand School. Carmen has reached out to Prairie Creek Community School to get more information on their testing program.

Rice County is still in a high rate of spread at this time. We continue to follow the matrix to make recommendations about masking.

## **Director Evaluation**

**Culture and Communication between Director and Staff.** Staff meeting agendas are sent out within 24 hours of meeting, and note taking is done by another staff member. Notes are then sent out to the entire staff.

Teachers are taking turns presenting activities during our staff meetings.

**Professional Development focus on staff training to work with a diversity of students.** We started the year with culturally responsive training at our Special Education retreat. We will continue this work.

The first part of our Curriculum Day will be working with ChildSense founders, Jeff Fink and Jon Halpern. Jeff and Jon have worked with our staff before and we have gained a great deal from these professional development days. Jeff and Jon work with staff members on classroom management strategies and language used with students that are struggling.

**Data Literacy and instruction.** Our teachers will be part of a training on Nov 1, 2021. Randy Haack from Illuminate (Fastbridge) Education will be our leader.

*Randy Haack has been an Illuminate: FastBridge trainer since 2014. Prior to joining FASTBridge Learning, Randy spent 34 years working in a suburban Chicago public school district. Over the years Randy held the roles of School Psychologist, Coordinator of Specialized Assessment, and District Assessment Coordinator.*

*Randy has special expertise with curriculum-based measurement (CBM). He has extensive experience supporting district-wide RtI/MTSS implementation. Randy has lectured and conducted workshops on Curriculum Based Measurement and RTI/MTSS at the local, state and national levels. He received his Master's degree (MA) in School Psychology at Eastern Illinois University, and administrative license at Concordia (IL) University.*

*Randy's professional interests include early literacy development, preventing reading failure, and problem solving models. He has conducted research on the relationship of Preschool and Early literacy CBM measures, and their relationship to future student reading outcomes.*

**External Relations.** I have been invited to attend the Faribault Futures Meeting on 10/14. I will be part of a panel that presents information on schools within the Faribault area. I have attended 4 of these meetings.

**Ongoing Relationship with NEO.** I will be attending NEO's annual meeting. Jake Kaukola will also attend. We continue to submit compliance items on time to the Epicenter website.

Both the Site Visit and Learning Walk have been scheduled.

Respectfully submitted,

Maggie Kiley



Financial Overview:

	2021-2022 Adopted Budget	9-30-21 YTD	2022 Working Budget/Outlook
Enrollment (ADM's)	150		124
Fund 01 Revenues	2,071,239	397,349	1,681,004
Fund 01 Expenditures	<u>1,952,702</u>	<u>245,650</u>	<u>1,981,157</u>
Net Fund 01 Income	118,538	151,698	(300,153)
Audited 6-30-21 Fund 01 Balance			869,685
Projected 6-30-22 Fund 01 Balance			569,532
* % of annual Fund 01 expenditures			<b>28.75%</b>

2021-2022 Income Statement and Budget Outlook

- Enrollment of 124
- Adopted Budget included PPP, but PPP came in (forgiven) during FY21 (\$227,356)
- Negative values indicate amounts still expected from last year
- Lease aid is reduced for enrollments below 150 (\$1,314 per ADM)
- Line changes > \$1,000 highlighted yellow
- 2.4% state basic formula increase for FY22
- COL wage increases to follow Faribault prior year (~2%)
- No Title I funding in FY22
- Compensatory Revenue based on 10/1/20 counts = \$12,838
- Continues programs, staffing, and spending priorities from last year
- Technology budget includes repair/replacement \$10,200
- Curriculum budget \$8,000
- Includes Pandemic Enrollment Loss Support \$28,701
- We have applied for ESSER III funds (F160 \$93,127 + F161 \$23,282)
  
- Balance Sheet/Trial Balance Report
  
- Monthly Check Register
  
- Annual Cash Flow Projection – FY22 (copy attached)

Nerstrand Elementary School  
2021-2022 Income Statement for the Period Ending 9/30/21

							Adopted	2022 Working	
							2021-2022	9/30/21 YTD	Budget Outlook
							150		
							Enrollment ADMs		
							124		
<i>Fd</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj</i>	<i>Src</i>	<i>Crs</i>			
<b>Fund 1 Revenues</b>									
01	000	000	000	050	000	LOCAL: Fees from Families	10,000.00	6,000.00	10,000.00
01	000	000	000	092	000	LOCAL: Interest Income	1,000.00	7.76	1,000.00
01	000	000	000	096	000	LOCAL: Donations, Eagle Open?	8,000.00	17.80	8,000.00
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	50.00	0.00	50.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	1,400.00	4,360.73	4,500.00
01	000	000	740	360	000	STATE: Spec Ed Aid (@ 93%)	474,881.10	64,995.61	497,438.25
01	000	000	000	201	000	STATE: Endowment Aid	6,321.45	2,583.54	6,321.45
01	000	000	000	211	000	STATE: GenEd Aid (WhatIf) 2% incr 22/23/24	1,055,389.00	324,417.19	876,396.50
01	000	000	000	211	000	STATE: Compensatory Revenue	12,487.00	0.00	12,838.02
01	000	000	000	212	000	STATE: Literacy Aid	17,455.87	(532.46)	17,455.87
01	000	000	000	317	000	STATE: Facility Maintenance Revenue	19,800.00	(839.55)	16,368.00
01	000	000	348	300	000	STATE: Building Lease Aid	197,100.00	(4,862.06)	162,936.00
01	000	000	401	400	000	FED: Title I (including flexed Title IV)	0.00	0.00	0.00
01	000	000	414	400	000	FED: Title II	2,930.97	0.00	2,930.97
01	000	000	419	400	000	FED: Spec Ed-FedFlowThru	16,824.36	0.00	15,824.36
01	000	000	425	400	000	FED: CEIS	3,462.71	0.00	3,462.71
01	000	000	514	500	000	FED: REAP	16,781.00	0.00	16,781.00
01	005	000	000	211	000	Pandemic Enrollment Loss Support for FY21		0.00	28,701.00
01	005	000	153	400	011	GEER			
01	005	000	154	400	000	Coronavirus Relief Funds (CRF)			
01	000	000	155	400	000	ESSER II (Formula)			
01	000	000	163	400	000	EXPAND SUM PROG E2 - MISC FED	0.00	1,200.00	
01	000	000	173	641	000	Paycheck Protection Program	227,356.00	0.00	0.00
<b>TOTAL FUND 01 REVENUE</b>							2,071,239.46	397,348.56	1,681,004.13

**Fund 1 Expenditures**

<u>RegEd payroll and benefits vs. prior year</u>									
Carry-in payroll increase							3,000.00	3,000.00	
Teacher salary schedule (95% of prior year ISD#656)							20,689.26	20,689.26	
Non-teacher schedule (100% of prior year ISD#656)							2,063.00	2,063.00	
15% Health insurance premium increase							8,225.95	8,225.95	
<b>Total payroll increase over prior year</b>							33,978.21	33,978.21	
<i>Fd</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj</i>	<i>Src</i>	<i>Crs</i>			
01	005	010	000	366	000	Board Workshops/Conferences	25.00	0.00	25.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	15,516.53	12,110.40	15,516.53
01	005	050	000	305	000	EdVisions Admin Staff	98,900.00	8,466.66	98,900.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	24,000.00	1,974.77	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	78,933.07	12,197.50	78,933.07
01	005	110	000	320	000	Phone, Internet, Firewall	4,000.00	1,353.28	4,000.00
01	005	110	000	329	000	Postage	1,400.00	57.70	1,400.00
01	005	110	000	401	000	Business Non-Inst Supplies	200.00	102.95	200.00
01	005	110	000	820	000	RegV, MSBA, JMC, SEMNET/e-rate	11,500.00	4,321.60	11,500.00
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	46,200.00	14,532.93	46,200.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	70,100.00	12,719.82	70,100.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	882.19	4,600.00
01	005	850	348	370	000	Facilities Lease (pd to ISD #656)	219,000.00	36,500.00	219,000.00
01	005	940	000	340	000	Property/Liability Insurance	8,925.00	8,356.93	8,925.00
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	70,000.00	6,045.28	70,000.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	4,500.00	724.00	4,500.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	13,000.00	3,005.00	13,000.00

unreconciled - for management use only

Nerstrand Elementary School  
2021-2022 Income Statement for the Period Ending 9/30/21

						Adopted	2022 Working		
						2021-2022	9/30/21 YTD	Budget Outlook	
01	010	203	000	370	000	Copier Lease (\$129.77/month)	1,557.24	389.31	1,557.24
01	010	203	000	394	000	EdVisions General Staff	409,571.63	36,736.01	409,571.63
01	010	203	000	401	000	Elem Ed - Non-Inst Supp	9,000.00	706.14	9,000.00
01	010	203	000	405	000	Elem Ed - Non-Inst Software	0.00	1,072.94	1,100.00
01	010	203	000	430	000	Elem Ed - Instruct Supplies	25,000.00	9,775.78	25,000.00
01	010	203	000	460	000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	2,508.80	8,000.00
01	010	203	000	461	000	Elem Ed - Standardized Tests	1,200.00	1,123.75	1,200.00
01	010	203	000	555	000	Technology	10,200.00	1,128.96	10,200.00
01	010	203	733	394	000	Field Trips - Transportation	6,688.70	0.00	6,688.70
01	010	203	000	394	150	EdVisions Teacher Subs	17,000.00	1,420.00	17,000.00
01	010	204	514	303	000	EdVisions REAP CSR	16,781.00	0.00	16,781.00
01	010	216	401	303	000	EdVisions Title I	25,643.98	0.00	25,643.98
01	010	240	000	394	000	EdVisions PhysEd Staff (allocated at EOY)	30,200.00	2,633.23	30,200.00
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	63,300.00	5,762.67	63,300.00
01	010	258	000	430	000	Music Supplies	1,500.00	0.00	1,500.00
01	010	420	419	303	000	FED: SpEd SubCont < \$25k, SpEd Director	11,250.00	0.00	11,250.00
01	010	420	419	329	000	FED: SpEd Postage, Employ Ads	400.00	406.21	900.00
01	010	420	419	366	000	FED: SpEd Prof Development	1,934.36	0.00	934.36
01	010	420	419	401	000	FED: SpEd Supplies	1,500.00	0.00	500.00
01	010	420	419	405	000	FED: SpEd Forms Software	1,590.00	1,464.54	1,590.00
01	010	420	419	433	000	FED: SpEd Materials	150.00	631.48	650.00
01	010	420	419	465	000	FED: SpEd Non-instruct Tech Devices	0.00	899.99	1,000.00
01	010	401	740	394	000	Speech Lang - Contract Fees	80,000.00	1,755.00	80,000.00
01	010	402	740	394	000	DCD/MM - Contract Fees	500.00	0.00	500.00
01	010	407	740	394	000	SLD - Contract Fees	15,000.00	2,780.46	15,000.00
01	010	407	740	396	000	EdVisions SpEd LD Staff - wages	41,500.00	4,028.14	41,500.00
01	010	407	740	397	000	EdVisions SpEd LD Staff - benefits	7,500.00	727.46	7,500.00
01	010	408	740	396	000	EdVisions SpEd EBD Staff - wages	55,000.00	8,579.01	55,255.00
01	010	408	740	397	000	EdVisions SpEd EBD Staff - benefits	17,000.00	2,129.64	17,000.00
01	010	412	740	394	000	Dev Delay - Contract Fees	1,000.00	3,401.67	5,000.00
01	010	420	740	305	000	SpEd Clerical	0.00	1,962.45	20,000.00
01	010	420	740	394	000	SpEd Contracted Srvc: Psych, PT, Dape,	60,000.00	2,023.30	60,000.00
01	010	420	740	396	000	EdVisions General SpEd Staff - wages	177,000.00	8,790.23	177,000.00
01	010	420	740	397	000	EdVisions General SpEd Staff - benefits	45,000.00	3,843.28	45,000.00
01	010	420	740	433	000	SpEd General Individ Instr Supplies	6,000.00	121.99	6,000.00
01	005	760	723	360	000	SpEd Summer ESY bus	5,124.84	3,828.33	5,124.84
01	010	400	372	xxx	000	Third Party Billing Fees	1,400.00	1,158.20	4,500.00
01	010	422	425	303	000	EdVisions CEIS Staff	3,500.00	0.00	3,500.00
01	010	605	000	394	000	EdVisions Program Support Staff	70,100.00	6,818.04	70,100.00
01	010	204	414	366	000	Professional Development - Title II	2,832.16	0.00	2,832.16
01	010	640	000	366	000	Professional Development - General	6,000.00	2,995.58	6,000.00
01	010	203	151	303	011	ESSER I EdVisions contracted staff			
01	010	203	151	430	011	ESSER I Instruct. materials			
01	010	203	153	430	011	GEER Instruct Materials, Tech			
01	010	203	154	303	000	COVID CRF EdVisions Staff			
01	010	203	170	401	000	COVID TESTING/MITIGATION Supplies	0.00	696.86	
01	010	203	154	430	000	COVID CRF Instruction Supplies			
01	010	203	155	303	000	ESSER II EdVisions Contracted Staff			
<b>TOTAL FUND 01 EXPENSES</b>						<b>1,952,701.71</b>	<b>245,650.46</b>	<b>1,981,156.72</b>	
<b>Net Fund 01 Income</b>						<b>118,537.75</b>	<b>151,698.10</b>	<b>(300,152.59)</b>	
Audited Beginning of Year Fund 1 Balance								869,685	
Projected End of Year Fund 1 Balance								569,532	
% of annual expenditures								28.75%	

Nerstrand Elementary School  
2021-2022 Income Statement for the Period Ending 9/30/21

	Adopted	2022 Working
	2021-2022	9/30/21 YTD Budget Outlook

*Fd Org Pro Fin Obj/Src Crs*

**Fund 4 Revenues**

04	000	000	000	050	000	Comm Ed - Fees	5,700.00	(245.00)	5,700.00
04	005	000	151	400	011	ESSER I (Formula)			
04	005	000	154	400	000	Coronavirus Relief Funds (CRF)			
04	000	000	000	649	000	Permanent Transfer from Fund 1	6,500.00	0.00	6,500.00
							12,200.00	(245.00)	12,200.00

**Fund 4 Expenditures**

04	005	570	000	320	000	Regal Eagles Phone	200.00	67.60	200.00
04	005	570	000	394	000	R.E. Staff	11,500.00	796.27	11,500.00
04	005	570	000	401	000	Regal Eagles Supplies	500.00	5.12	500.00
04	005	570	151	303	011	Tier I Childcare			
04	005	570	154	303	000	Tier I Childcare			
							12,200.00	868.99	12,200.00
Beginning of Year Fund 4 Balance							0.00		0.00
Projected End of Year Fund 4 Balance							0.00		0.00

# Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202203 To: 202203

Account		Fin		Sub		Starting Balance		Debits		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code	Class	Class	Balance				Balance	
4055	B 01 101 000			F Cash & Cash Equiv	B	100	00	897,487.56	199,167.80	98,034.61		998,620.75	
4055	B 01 101 002			F Liquid Asset Account	B	100	00	136,908.33	0.00	99,916.87		36,991.46	
4055	B 01 101 003			F Lake Country Community Ba	B	100	00	(14,963.71)	4,580.00	3,845.28		(14,228.99)	
4055	B 01 115 001			F Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00		0.13	
4055	B 01 121 000			F Due Frn Mn Children	B	100	00	89,713.96	0.00	0.00		89,713.96	
4055	B 01 131 000			F Prepaid Expenditures	B	100	00	12,083.53	0.00	0.00		12,083.53	
4055	B 01 206 000			F Other Accts Payable	B	200	00	(3,711.90)	101,879.89	101,879.89		(3,711.90)	
4055	B 01 210 000			F Due To Other Mn Dist	B	200	00	(82,346.54)	0.00	0.00		(82,346.54)	
4055	B 01 230 000			F Deferred Revenue	B	200	00	(1,200.00)	0.00	0.00		(1,200.00)	
4055	B 01 422 000			F Unassigned Fund Balance	B	400	00	(857,601.72)	0.00	0.00		(857,601.72)	
4055	B 01 460 000			F Nonspendable Fund Balance	B	400	00	(12,083.53)	0.00	0.00		(12,083.53)	
4055	B 04 101 000			F LAF - Cash & Cash Equiv	B	100	00	(82,459.30)	0.00	801.39		(83,260.69)	
4055	B 04 101 002			F Cash & Cash Equiv	B	100	00	27,555.96	0.00	0.00		27,555.96	
4055	B 04 101 003			F LCCB Cash & Cash Equiv	B	100	00	53,838.54	775.00	22.80		54,590.74	
4055	B 04 115 000			F Accounts Receivable	B	100	00	1,154.00	0.00	0.00		1,154.00	
4055	B 04 206 000			F Other Accts Payable	B	200	00	0.00	27.92	27.92		0.00	
4055	B 98 143 000			F Equipment	B	100	00	121,226.67	0.00	0.00		121,226.67	
4055	B 98 430 000			F Invest. Fixed Assets	B	400	00	(121,226.67)	0.00	0.00		(121,226.67)	
Report Total:									\$306,430.61	\$304,528.76		\$166,277.16	
									\$164,375.31				

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1187	E 01 010 203 000 000 430	430	AMAZON.COM	9/30/2021	Wire	
		PO#: 7429	Invoice	Invoice No: 9/27/21			Paid Amt: \$94.97	Check Amount: \$94.97
4055	LCCB	1187	E 01 010 203 000 000 430	430	AMAZON.COM	9/30/2021	Wire	
		PO#: 7430	Invoice	Invoice No: 9/27/21			Paid Amt: \$29.58	Check Amount: \$29.58
4055	LCCB	1187	E 01 010 203 000 000 430	430	AMAZON.COM	9/30/2021	Wire	
		PO#: 7432	Invoice	Invoice No: 9/21/21			Paid Amt: \$7.92	Check Amount: \$7.92
4055	LCCB	1187	E 01 010 420 000 740 433	433	AMAZON.COM	9/30/2021	Wire	
		PO#: 7435	Invoice	Invoice No: 9/20/21			Paid Amt: \$16.99	Check Amount: \$16.99
4055	LCCB	1187	E 01 010 203 000 000 401	401	AMAZON.COM	9/30/2021	Wire	
		PO#: 7438	Invoice	Invoice No: 9/7/21			Paid Amt: \$27.83	Check Amount: \$27.83
4055	LCCB	1187	E 01 010 720 000 170 401	401	AMAZON.COM	9/30/2021	Wire	
		PO#: 7441	Invoice	Invoice No: 9/1/21			Paid Amt: \$696.86	Check Amount: \$696.86
4055	LCCB	1291	E 01 010 203 000 000 405	405	HEWLETT-PACKARD	9/30/2021	Wire	
		PO#: 7428	Invoice	Invoice No: 9/29/21			Paid Amt: \$5.36	Check Amount: \$5.36
4055	LCCB	1362	E 01 010 203 000 000 555	555	CDW GOVERNMENT	9/30/2021	Wire	
		PO#: 7433	Invoice	Invoice No: 9/20/21			Paid Amt: \$1,128.96	Check Amount: \$1,128.96
4055	LCCB	1454	E 04 005 570 000 000 320	320	TRACFONE	9/30/2021	Wire	
		PO#: 7431	Invoice	Invoice No: 9/27/21			Paid Amt: \$22.80	Check Amount: \$22.80

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1614	E 01 010 640 000 000 366	Invoice	LEARNING WITHOUT TEARS	9/30/2021	Wire
		<b>Voucher #:</b>	<b>7436</b>		Print Virtual - training		
					Invoice No: 9/15/21		
							<b>Paid Amt: \$275.00</b>
							<b>Check Amount: \$275.00</b>
4055	LCCB	1614	E 01 010 203 000 000 430	Invoice	LEARNING WITHOUT TEARS	9/30/2021	Wire
		<b>Voucher #:</b>	<b>7437</b>		Sup/Mat N-Indiv Inst		
					Invoice No: 9/15/21		
							<b>Paid Amt: \$75.00</b>
							<b>Check Amount: \$75.00</b>
4055	LCCB	1614	E 01 010 203 000 000 430	Invoice	LEARNING WITHOUT TEARS	9/30/2021	Wire
		<b>Voucher #:</b>	<b>7439</b>		print book,letters/numbers,kinder kickstart		
					Invoice No: 9/2/21		
							<b>Paid Amt: \$910.80</b>
							<b>Check Amount: \$910.80</b>
4055	LCCB	1644	E 01 010 420 000 419 329	Invoice	INDEED	9/30/2021	Wire
		<b>Voucher #:</b>	<b>7440</b>		SpEd Para ad: Jacob,Katie,Sue,Trace		
					Invoice No: 9/2/21		
							<b>Paid Amt: \$406.21</b>
							<b>Check Amount: \$406.21</b>
4055	LCCB	1669	E 01 010 640 000 000 366	Invoice	CENTER FOR RESPONSIVE SCHOOLS, INC	9/30/2021	Wire
		<b>Voucher #:</b>	<b>7427</b>		StaffDev - Travel+Conferences		
					Invoice No: 9/30/21		
							<b>Paid Amt: \$64.80</b>
							<b>Check Amount: \$64.80</b>
4055	LCCB	1676	E 01 010 420 000 740 433	Invoice	PARINC.COM	9/30/2021	Wire
		<b>Voucher #:</b>	<b>7434</b>		BRIEF-2		
					Invoice No: 9/20/21		
							<b>Paid Amt: \$105.00</b>
							<b>Check Amount: \$105.00</b>
4055	USB	16180 1258	E 01 010 640 000 000 366	Invoice	CARLETON COLLEGE	9/6/2021	Check
		<b>Voucher #:</b>	<b>7380</b>		Space rental		
					Invoice No: NERSTRAND ELEM SCHOO		
							<b>Paid Amt: \$100.00</b>
							<b>Check Amount: \$100.00</b>
4055	USB	16181 1344	E 01 005 110 000 000 305	Invoice	CLIFTONLARSONALLEN LLP	9/6/2021	Check
		<b>Voucher #:</b>	<b>7385</b>		Business Consult Fees		
					Invoice No: 2988747		
							<b>Paid Amt: \$4,200.00</b>
							<b>Check Amount: \$4,200.00</b>
4055	USB	16182 1351	E 01 005 810 000 000 330	Invoice	FLOM DISPOSAL SERVICE	9/6/2021	Check
		<b>Voucher #:</b>	<b>7381</b>		Utility Services		
					Invoice No: Nerstrand August 202		
							<b>Paid Amt: \$288.24</b>
							<b>Check Amount: \$288.24</b>

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	USB	16183	1264	E 01	HILLYARD / HUTCHINSON		Check	
					005 810 000 000 401	paper and cleaning supplies		
		Voucher #:	7386	Invoice	Invoice No: 604442901	9/6/2021	Paid Amt:	\$798.81
							Check Amount:	\$798.81
4055	USB	16184	1133	E 01	INDEPENDENT SCHOOL DIST # 656		Check	
					005 850 000 348 370	July Lease		\$18,250.00
					005 810 000 000 391	July custodial		\$6,305.06
					010 203 000 000 405	Follett License FY22		\$1,038.34
		Voucher #:	7388	Invoice	Invoice No: 40337	9/6/2021	Paid Amt:	\$25,593.40
							Check Amount:	\$25,593.40
4055	USB	16185	1649	E 01	JAN BOUDREAU, LLC		Check	
					010 407 000 740 394	\$95/hr		\$868.76
		Voucher #:	7387	Invoice	Invoice No: July/August 2021	9/6/2021	Paid Amt:	\$868.76
							Check Amount:	\$868.76
4055	USB	16186	1614	E 01	LEARNING WITHOUT TEARS		Check	
					010 203 000 000 460	K/1 curric		\$910.80
		Voucher #:	7384	Invoice	Invoice No: INV123442	9/6/2021	Paid Amt:	\$910.80
							Check Amount:	\$910.80
4055	USB	16187	1064	E 01	QUILL CORPORATION		Check	
					010 203 000 000 430	paper		\$24.99
		Voucher #:	7382	Invoice	Invoice No: 18839245	9/6/2021	Paid Amt:	\$24.99
							Check Amount:	\$24.99
4055	USB	16188	1259	E 01	RIVER BEND NATURE CENTER		Check	
					010 203 000 000 369	FY22		\$3,005.00
		Voucher #:	7383	Invoice	Invoice No: 8/30/21	9/6/2021	Paid Amt:	\$3,005.00
							Check Amount:	\$3,005.00
4055	USB	16189	1017	E 01	XCEL ENERGY		Check	
					005 810 000 000 330	Utility Services		\$929.25
		Voucher #:	7389	Invoice	Invoice No: Act#51-6189166-3	9/6/2021	Paid Amt:	\$929.25
							Check Amount:	\$929.25
4055	USB	16190	1391	E 01	BUREAU OF CRIMINAL APPREHENSION		Check	
					005 110 000 000 305	(5) background checks		\$40.00
		Voucher #:	7393	Invoice	Invoice No: Nerstrand Elementary	9/14/2021	Paid Amt:	\$40.00
							Check Amount:	\$40.00
4055	USB	16191	1023	E 01	COMMUNITY CO-OP OIL ASSN		Check	
					005 810 000 000 330	No. 2 heating oil		\$11,189.63
		Voucher #:	7397	Invoice	Invoice No: 9/14/21	9/14/2021	Paid Amt:	\$11,189.63
							Check Amount:	\$11,189.63



# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	USB	16192	1673	E 01 005 110 000 000 320	METRONET		Check	
					Phone			
		PO#:	Voucher #:	7395	Invoice	Ac#1677211	Paid Amt: \$241.25	Check Amount: \$241.25
4055	USB	16193	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES		Check	
					\$100/hr			
		PO#:	Voucher #:	7394	Invoice	Invoice No: 0002000	Paid Amt: \$3,575.00	Check Amount: \$3,575.00
4055	USB	16194	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check	
					COVID wipes			
		PO#:	Voucher #:	7390	Invoice	Invoice No: 19219659	Paid Amt: \$179.98	Check Amount: \$179.98
					paper			
		PO#:	Voucher #:	7391	Invoice	Invoice No: 19149069	Paid Amt: \$237.76	Check Amount: \$237.76
					tape, toner, pens			
		PO#:	Voucher #:	7392	Invoice	Invoice No: 19081872	Paid Amt: \$218.26	Check Amount: \$218.26
4055	USB	16195	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.		Check	
					Sup/Mat N-Indiv Inst			
		PO#:	Voucher #:	7396	Invoice	Invoice No: 308103858728	Paid Amt: \$98.09	Check Amount: \$98.09
4055	USB	16196	1391	E 01 005 110 000 000 305	BUREAU OF CRIMINAL APPREHENSION		Check	
					(4) background checks			
		PO#:	Voucher #:	7399	Invoice	Invoice No: 9/26/21	Paid Amt: \$32.00	Check Amount: \$32.00
4055	USB	16197	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND		Check	
					Utility Services			
		PO#:	Voucher #:	7409	Invoice	Invoice No: 9/26/21	Paid Amt: \$378.40	Check Amount: \$378.40
4055	USB	16198	1593	E 04 005 570 000 000 401	DANA JANS		Check	
					RE supplies			
		PO#:	Voucher #:	7405	Invoice	Invoice No: 9/26/21	Paid Amt: \$5.12	Check Amount: \$5.12
4055	USB	16199	1028	E 01 010 203 000 000 430	DEMCO INC		Check	
					clear label protectors			
		PO#:	Voucher #:	7412	Invoice	Invoice No: 7006648	Paid Amt: \$44.33	Check Amount: \$44.33

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

r\_ap\_checkregd

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	USB	16200	1264		HILLYARD / HUTCHINSON		Check	
			E 01	005 810 000 000 401	can liners			\$83.38
		<b>Voucher #:</b>	<b>7410</b>	Invoice	Invoice No: 604467296	9/26/2021	<b>Paid Amt:</b>	<b>\$83.38</b>
							<b>Check Amount:</b>	<b>\$83.38</b>
4055	USB	16201	1133		INDEPENDENT SCHOOL DIST # 656		Check	
			E 01	005 850 000 348 370	august lease			\$18,250.00
			E 01	005 810 000 000 391	august custodial			\$6,402.27
		<b>Voucher #:</b>	<b>7403</b>	Invoice	Invoice No: 40393	9/26/2021	<b>Paid Amt:</b>	<b>\$24,652.27</b>
							<b>Check Amount:</b>	<b>\$24,652.27</b>
4055	USB	16202	1133		INDEPENDENT SCHOOL DIST # 656		Check	
			E 01	005 110 000 000 320	phone - metronet			\$407.62
		<b>Voucher #:</b>	<b>7404</b>	Invoice	Invoice No: 40394	9/26/2021	<b>Paid Amt:</b>	<b>\$407.62</b>
							<b>Check Amount:</b>	<b>\$407.62</b>
4055	USB	16203	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
		<b>Voucher #:</b>	<b>7398</b>	Invoice	Invoice No: 30049696	9/26/2021	<b>Paid Amt:</b>	<b>\$322.48</b>
							<b>Check Amount:</b>	<b>\$322.48</b>
4055	USB	16204	1364		NOVATION EDUCATION OPPORTUNITIES		Check	
			E 01	005 010 000 000 820	FY22 initial 80%			\$12,110.40
		<b>Voucher #:</b>	<b>7413</b>	Invoice	Invoice No: 1229	9/26/2021	<b>Paid Amt:</b>	<b>\$12,110.40</b>
							<b>Check Amount:</b>	<b>\$12,110.40</b>
4055	USB	16205	1064		QUILL CORPORATION		Check	
			E 01	010 203 000 000 430	toner			\$177.99
		<b>Voucher #:</b>	<b>7401</b>	Invoice	Invoice No: 19252892	9/26/2021	<b>Paid Amt:</b>	<b>\$177.99</b>
			E 01	005 110 000 000 401	cash receipt book			\$102.95
		<b>Voucher #:</b>	<b>7402</b>	Invoice	Invoice No: 19328930	9/26/2021	<b>Paid Amt:</b>	<b>\$102.95</b>
							<b>Check Amount:</b>	<b>\$280.94</b>
4055	USB	16206	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010 203 000 000 430	notebooks			\$101.00
		<b>Voucher #:</b>	<b>7406</b>	Invoice	Invoice No: 208128606315	9/26/2021	<b>Paid Amt:</b>	<b>\$101.00</b>
			E 01	010 203 000 000 430	pencils paper			\$69.67
		<b>Voucher #:</b>	<b>7407</b>	Invoice	Invoice No: 308103872300	9/26/2021	<b>Paid Amt:</b>	<b>\$69.67</b>
			E 01	010 203 000 000 430	school supplies			\$3,522.03
		<b>Voucher #:</b>	<b>7408</b>	Invoice	Invoice No: 308103872258	9/26/2021	<b>Paid Amt:</b>	<b>\$3,522.03</b>
							<b>Check Amount:</b>	<b>\$3,692.70</b>

# Nerstrand Charter School #4055

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	USB	16207	1561		STUDENT-CENTERED SERVICES, LLC		Check
			E 01	010 412 000 740 394	\$95/hr Rebecca Knutsen	9/26/2021	\$3,401.67
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7411</b>	<b>Invoice No:</b> 1147		<b>Paid Amt: \$3,401.67</b>
							<b>Check Amount: \$3,401.67</b>
4055	USB	16208	1336		TDS		Check
			E 01	005 110 000 000 320	Phone	9/26/2021	\$121.20
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7400</b>	<b>Invoice No:</b> Act#507-334-9656		<b>Paid Amt: \$121.20</b>
							<b>Check Amount: \$121.20</b>
4055	USB	16209	1391		BUREAU OF CRIMINAL APPREHENSION		Check
			E 01	005 110 000 000 305	Business Consult Fees	9/26/2021	\$8.00
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7414</b>	<b>Invoice No:</b> 9/26/21 - Nerstrand		<b>Paid Amt: \$8.00</b>
							<b>Check Amount: \$8.00</b>
<b>Report Total:</b>							<b>\$101,907.81</b>

Nerstrand Elementary School  
2021-2022  
Estimated Cash Flow Projection  
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	* Estimated Cash Balance
2021			856,463
			7/1/21 Beginning Balance
July	122,517	34,683	944,297
August	159,946	137,279	1,025,606
<b>PY</b>	<b>58,642</b>		
Sept	125,754	178,420	989,882
<b>PY</b>	<b>16,942</b>		
Oct	125,754	178,420	918,356
<b>PY</b>	<b>31,614</b>	50,474	
Nov	125,754	178,420	865,690
Dec	125,754	178,420	813,024
2022			
Jan	125,754	178,420	764,453
<b>PY</b>	<b>4,095</b>		
Feb	125,754	178,420	711,787
March	125,754	178,420	659,121
April	125,754	178,420	606,455
May	125,754	178,420	568,440
<b>PY</b>	<b>14,651</b>		
June	125,754	178,420	515,774
	1,665,943	1,956,157	
	1,665,947	1,956,162	
	-4	-5	
	0	-1	

\* assumes same 6-30-22 misc payables as prior year

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

**ARTICLE I - Name**

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

**ARTICLE II – Minnesota Law Compliance**

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

**ARTICLE III - Mission Statement**

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

**ARTICLE IV - Purpose**

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

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

**ARTICLE V – Corporate Membership**

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

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

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

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

## **ARTICLE VI – Board of Directors**

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

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

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

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

- F. Board of Directors Training – Board Members shall comply with Minnesota Statutes, Chapter 124E.07, Subd. 7 by completing basic training and continuing or annual training. If basic training is not begun within 6 months of being seated or not completed within 12 months of seating, the director is immediately removed from the board.
- G. Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be an individual human being, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.
1. Authority of Committees. Committees shall have authority to consider assigned topics and to advise and make recommendations to the Board of Directors. No actions of a committee shall be binding on the Corporation absent Board ratification of any such recommendations.



2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations, which shall be consistent with the Articles of Incorporation, these Bylaws, and the policies of the Corporation. The Board Chair shall be an ex officio member of all committees, unless **he/she** serves as a member of such committee. The meetings of all committees shall be open and posted. Directors may participate in any such meeting but may not vote unless such director is a member of the committee.
3. Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. When the Board has delegated decision making authority to a Committee, the Committee shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

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

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year. Elected members to be seated July 1<sup>st</sup>.
- B. Voters eligible to elect the members of the school's board of directors include staff members employed at the school (including teachers providing instruction under a contract with a cooperative) and all parents or legal guardians of children enrolled in the school.
- C. The school will notify eligible voters of the school board election dates at least 30 calendar days before the election.
- D. Within ten business days of the board election, the results will be submitted, with an updated board roster, to the Department of Charter Schools office at 1500 Highway 36 West, Roseville, MN 55113 or [mde.school-choice@state.mn.us](mailto:mde.school-choice@state.mn.us). The roster shall include member and member-elect names, identification of current officers, affiliation (Teacher, Parent, or At-large Community), terms of office (including seating date) and personal contact information for each member.

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

- A. Nominations for the officers may come from the floor at the first meeting in July. They are elected by a majority vote through a secret ballot. Officers may be reelected after serving a one-year term.
- B. Duties of the officers:
  - 1. Chairperson.  
The chairperson presides at all meetings of the Board of Directors. The Chairperson may call special meetings of the Board of Directors and must do so at the request of three Board of Directors members. (S)he collaborates with the building director to prepare the meeting agenda.
  - 2. Clerk.  
S/he records the minutes of the meeting and issues a prepared copy to the Board of Directors at least one week prior to the subsequent meeting. Upon approval, meeting minutes will be posted ~~in the front hall of the school~~ on the school website and copies will be made available to those requesting them.
  - 2. Treasurer.  
The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, oversee the audit process and ensure that school financial records are maintained and appropriate financial reports are filed with government agencies.

### **ARTICLE IX - Responsibilities**

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

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

- A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.

- B. Task Force meetings will be held at the discretion of the committee members.
- C. The Task Force chairperson or members need not be Board of Directors members.

## **ARTICLE XI – Financial Matters**

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

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

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

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

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

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

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

Section 7. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the records and books of account of the Corporation to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Statutes, Chapter 124E and the Uniform Financial and Accounting Standards (UFARS) and audit references.

## **ARTICLE XII – Indemnification**

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

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

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

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

such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, section 317A.735 and in accordance with the Articles of Incorporation and regulations administered by the Minnesota Department of Education. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, section 317A.723.

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

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

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

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

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

Revised 10/10/2000  
Revised 10/14/2002  
Revised 12/13/2004  
Revised 4/12/2010  
Revised 11/13/2017  
Revised 2/11/2019  
Revised 11/11/19  
Revised 11/16/20



Novation Education Opportunities

Charter School Board Meeting Observation Form

**School:** Nerstrand Elementary School

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

**Start Time:** 3:37 PM **End Time:** 5:29 PM **Date of Observation:** 9/13/2021

**Observer:** Tu Nguyen

**Board members in attendance:** Alicia Wasilowski, Tara Vondrasek, Amber Skluzacek, Nicky Schaefer, Jake, Kaukola, Sarah Johnson

**Attendance rate:** 5 out of 6 seats (1 open seat)

**Staff/public in attendance** (include ex. officio members): Maggie Kiley, Keith Johnson, Terry Newman

**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
<b><i>Open Meeting Law (violations result in written infraction)</i></b>		Code
Meeting is open to the public (board meeting time and location are published).	Y	Board meeting time and location including directions to meeting room was publicly posted (on website and/or on school official bulletin board). Set of all board materials was available at meeting. Meeting was conducted with a quorum present. All members could see and hear each other (even if meeting is held electronically). Minutes for approval included record of votes, and if vote involved appropriation of money, votes of each member were recorded. If the meeting is held remotely votes need be taken by roll call. Up to date minutes are posted at the school’s 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 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 judgements, claims, and amounts fixed by statute.	Y	
Meeting is conducted in accordance with the board's bylaws.	Y	
Continuous Improvement Indicators		Evidence/Comments
<b><i>Board Meeting Organization</i></b>		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
<b><i>Board Meeting Atmosphere</i></b>		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 of the board meeting.
Board member conduct and meeting minutes are professional.	Y	
Board members receive materials 3-5 days in advance and appear prepared.	Y	
<b><i>Board Agenda</i></b>		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 in advance of the meeting. No potential conflict of interest was observed- agenda included a 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	Board discussion included a review of academic performance and progress toward contract goals. The board reviewed a complete set of financials. The financials included actual ADM (124) and Pupil Units compared to budgeted, a record of transactions, cash flow modeled over the year, and actual revenue and expenditures compared to budgeted. There was an opportunity for public comment.
<b><i>Board Agenda Continued</i></b>	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	
<b>Continuous Improvement Indicators</b>		<b>Evidence/Comments</b>
<b><i>Board Capacity</i></b>	Code	The mission and vision were reiterated and referenced throughout the meeting. The board/school leadership referenced the contract goals and provided an update on performance. 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. The school leader and board provided an update on the leadership evaluation. Vendor provided appropriate information to the board per board request. The board reflected on its own performance at the end of the meeting in the spirit of continuous improvement.
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: Please note major items of discussion that were observed.**

  
  

**Items to Share with Other Schools:**

**Please identify, document, and collect any items or practices that may be helpful for other schools so that NEO can facilitate sharing them.**



## Nerstrand Board of Directors Work Calendar

- August:
- Review Policy #
  - BOD Chair verifies status of new members' required BOD trainings
  - Election of Officers (certifies June Appointments of Officers)
  - 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 Board Roster
  - Review Policy #
- October:
- BOD chair confirms background checks for BOD members
  - Update from Director Support and Evaluation Committee
  - Ongoing Board Training: Governance (example: Open Meeting Law)
  - Review Policy #
- 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 Director)
- January:
- Review BOD member terms and prepare for election
  - Establish an Election Committee of 3 or less Board members
  - Update from Director Support and Evaluation Committee
  - 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 new Budget/Finance Committee of 3 or less Board members  
Update on interest in BOD open positions, verify date to post  
Review Policy #
- March: Update from Budget/Finance Committee  
Verify date for 30-day notice of BOD election  
Begin evaluation performance review of School Director  
Update from Director Support and Evaluation Committee  
Approve School Calendar for next year (March/April)  
Review Policy #
- April: Update from Budget/Finance 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  
Update from Director Support and Evaluation Committee  
Continue review of School Director - BOD work session, meet with Director  
BOD chair completes check list of training certificates expected as of 6/30  
Review Policy #
- June: Approve budget for next year (if not already approved)  
Approve revised current year budget (if necessary)  
Discuss Director Domaine focus for next year  
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.)

Appointment 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 2021-2022**

Position	Name	Address	Phone #	email	Election date	Seated date	Term expires
Seat #1					(one year term 21-22 to replace Gretta)		
Teacher Rep.	Jake Kaukola	2818 Brockman Court Northfield, MN 55057	507.276-5297	<a href="mailto:jake@nerstrand.charter.k12.mn.us">jake@nerstrand.charter.k12.mn.us</a>	appointed	7/1/2021	6/30/2022
Seat #2							
Teacher Rep. (Treasurer)	Sarah Johnson	315 East 8 <sup>th</sup> Street Apt.1 Northfield, MN 55057	612.308.5777	<a href="mailto:sarah@nerstrand.charter.k12.mn.us">sarah@nerstrand.charter.k12.mn.us</a>	7/1/2020	7/1/2020	6/30/2023
Seat #3							
Teacher Rep.	Nicole Schaefer	23459 Jacobs Ave. Kenyon, MN 55946	952.807.6784	<a href="mailto:nicky@nerstrand.charter.k12.mn.us">nicky@nerstrand.charter.k12.mn.us</a>	7/1/2020	7/1/2020	6/30/2023
Seat #4							
Teacher Rep.	Tara Vondrasek	1601 Armstrong Road Northfield, MN 55057	507.202.9950	<a href="mailto:tara@nerstrand.charter.k12.mn.us">tara@nerstrand.charter.k12.mn.us</a>	7/1/2021	7/1/2021	6/30/2024
Seat #5							
Parent Rep. (Clerk)	Amber Skluzacek	14524 Ibson Avenue Nerstrand, MN 55053	952.994.2438	<a href="mailto:amber@nerstrand.charter.k12.mn.us">amber@nerstrand.charter.k12.mn.us</a>	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	<a href="mailto:alicia@nerstrand.charter.k12.mn.us">alicia@nerstrand.charter.k12.mn.us</a>	7/1/2021	7/01/2021	6/30/2024
Seat #7					(one year term to replace Skip)		
Community Rep	Terri Neumann	405 Osmundson Court Nerstrand, MN 55053	507.334.5580	<a href="mailto:terri@nerstrand.charter.k12mn.us">terri@nerstrand.charter.k12mn.us</a>	appointed	9/13/2021	6/30/2022