

Nerstrand Elementary School
Board of Directors Meeting
October 7, 2019 - 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 September 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 Enrollment Update
 - 6.3 Finance Report
- 7.0 New Business
 - 7.1 Review: Proposed By-laws revision, 1st read (next month consider 2nd read + approve)
 - 7.2 Policy review: Admissions Policy 509
- 8.0 Old Business
 - 8.1 Review BOD Work Calendar
 - a) Verify that background checks are completed for new BOD members
 - b) Update/review new member board trainings and intentions (Gretta, Betty, Nicole)
- 9.0 Other
 - 9.1 Next Board of Directors meeting November 11, 2019, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Minutes accepted and approved on: _____

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

Members present

Gretta Kunze
Nicky Schaefer
Skip Voge
Tara Vondrasek

Others/ Members absent

Rich Bailey
Jan Boudreau
Alicia Wasilowski

Others Present

Barb Grote
Keith Johnson
Maggie Kiley

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

1.1 Roll Call

2.0 Approve Agenda. Added 7.3: Approve FY20 Contract with ISD 656 Licensed Nursing Services

Approved with addition. First: Skip; Second: Nicky. Yea: 4. Nay:0. Abstentions: 0.

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

4.0 Approve August 20, 2019 Board Meeting Minutes.

Approved. First: Skip; Second: Nicky. Yea: 4. Nay:0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

a) Student performance item. Discussed and reviewed MN Report Card of 3-5th grade reading and math scores.

b) Director evaluation item. Director reviewed and commented on Domain 4: Cooperation and Collaboration and ways of maintaining and improving the culture within the staff at Nerstrand Elementary.

6.2 Enrollment Update. We are currently at 152 students.

6.3 Finance Report.

- a) Monthly Finance Report. Our projected EOY fund balance is 31.98%.
- b) Title IV Grant was received.

7.0 New Business

7.1 Policy Review: Hiring Policy/Procedure. Reviewed and discussed. Noted that Faribault (and many other schools) do not currently have this type of policy in place.

7.2 Board Training: Minnesota Open Meeting Law - Board training video that reviewed guidelines for the various types of meetings that a board can hold.

7.3 Approve FY20 Contract with ISD 656 for Licensed Nursing Services. Approved. First: Gretta; Second: Skip. Yea: 4. Nay: 0. Abstentions: 0.

8.0 Old Business

8.1 Review BOD Working Calendar. Reviewed By-Laws, 2019-2020 Board Roster, and the Board Development/Training Plan. No new member board trainings were noted.

9.0 Other

9.1 Next Board of Directors meeting October 14, 2019, 3:30pm at Nerstrand Elementary School.

11.0 Adjournment. Approved.

First: Tara; Second: Skip. Yea: 4. Nay: 0. Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

October 2019, Director's Report

The purpose of Nerstrand School is to provide a warm, nurturing, joyful environment filled with curiosity and celebration.

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

Our first community lunch was on 10/2. It also included a flu shot clinic. We had a good turn out for both events.

All Licensed staff members attended the PEN Conference on 10/4. We will have a brief discussion of that day of learning for staff.

The NEO Celebration of Leadership and Learning is on 10/7. I will be attending.

Migration Day in the Peace Garden is scheduled for 10/10. Thank you to Larry Richie for bringing this interactive addition to the Peace Garden.

Our first set of parent conferences are scheduled for Oct 14-16th. We are fortunate in that we always have good parent participation at conferences. It is also MEA break that week.

New staff members, Kelly McGregor and Jake Kaukola will be attending a one day inservice training on Responsive Classroom during MEA break.

On 10/23/19 our entire staff will be participating in an inservice led by Andrea Harder from EdVisions Cooperative. Communication and collaboration is a major theme in our building this year. Andrea will be reviewing our staff satisfaction survey as well as focusing on school climate with our entire staff.

On 10/24/19, NEO team members will come to Nerstrand School for our annual Site Visit. This visit from NEO focuses on compliance. As board chair, Jan Boudreau, will be a part of the meeting for the first hour. NEO is scheduled to meet with us from 9:45-12:45 that day. Thank you to Jan for her work as board chair.

Personnel Update

No personnel changes. We are still looking for a Math and Reading Corps applicant.

Student Performance Results

We will look at aReading and aMath results on fall testing.

Director Evaluation/Goals for 2019-2020

Domain 4: The school leader ensures that teacher teams and collaborative groups regularly interact to address common issues regarding, curriculum, assessment, instruction, and the

achievement of all students. During the month of September, many assessments are given to students. One of them involves the FAST assessments to determine our reading intervention groups. Teachers meet with Lori Amy to look at the results and determine next steps for students. I meet with Lori about scheduling interventions. Teachers involvement in this process is crucial as they report information to parents, and also may be needing to do a whole group intervention. In approximately 6 weeks time a data meeting will be scheduled to review student data to this point, and rescheduling of students that are in need of a new intervention, or have graduated out of intervention support.

I also have monthly team meetings with all gen ed teams. These discussions revolve around curriculum and achievement, what administrative support is needed in classrooms and looking ahead.

This year, all teams will also schedule monthly meetings with the sped teachers to help improve communication and support to students.

Domain 4: Cooperation and Collaboration. The school leader ensures that teachers and staff have formal ways to provide input regarding the optimal functioning of the school and delegates responsibilities appropriately. With the help of EdVisions Co-op Director, Andrea Harder, a new staff satisfaction survey has been created. It was sent out to all staff members in September. 21 of 24 staff members have filled it out. Andrea will then be coming to work with all staff members on October 23rd. We will review the results and discuss systems of communication at our school, as well as climate.

My professional goals for the coming year are the following:

Review our reading core instruction using our current curriculum.

Clarify systems of communication within the staff to maintain and strengthen our school culture

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.

We are off to a busy, but smooth start to the school year!

Respectfully submitted,

Maggie Kiley

Financial Overview:

	2019-2020 <u>Adopted Budget</u>	<u>9-30-19 YTD</u>	<u>Working budget/ Budget Outlook</u>
Enrollment (ADM's)	150		152
Fund 01 Revenues	1,854,950	362,962	1,949,686
Fund 01 Expenditures	<u>1,861,625</u>	<u>260,083</u>	<u>1,919,824</u>
Net Fund 01 Income	(6,675)	102,879	29,862
Audited 6-30-19 Fund 01 Balance			615,835
Projected 6-30-20 Fund 01 Balance			645,697
* % of annual Fund 01 expenditures			33.6%

2019-2020 Budget Outlook Summary

- Assumes increased enrollment to 152 (was 148.5 last year)
- Includes additional \$10,000 of Title IV (F433 to F401)
- 2% state basic formula increase for FY20
- Compensatory Revenue based on 10/1/18 counts
- Assumes 15% health insurance increase
- Assumes no new joiners on health insurance plan
- Utilities and property insurance – 5% increase
- Continues programs, staffing, and spending priorities from last year
- Assumes 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
- Negative balances indicate amounts we're still waiting for from last year
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 9/30/19

						2019-2020		2020 Working	
						Adopted Budget	9-30-19 YTD	Budget/Outlook	
								Enrollment 152	
<i>Ed</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj</i>	<i>Src</i>	<i>Crs</i>			
Fund 1 Revenues									
01	000	000	000	050	000	LOCAL: Fees from Families	13,000.00	7,451.00	13,000.00
01	000	000	000	092	000	LOCAL: Interest Income	7,500.00	1,314.68	7,500.00
01	000	000	000	096	000	LOCAL: Donations, Eagle Open	9,000.00	4,772.05	6,000.00
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	25.00	157.09	175.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	400.00	527.34	1,000.00
01	000	000	740	360	000	STATE: Spec Ed Aid (@ 93%)	432,434.23	(11,978.92)	474,300.00
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% '20+'21	1,022,927.88	364,323.99	1,064,500.00
01	000	000	000	211	000	STATE: Compensatory Revenue	55,769.87	0.00	57,053.81
01	000	000	000	211	000	STATE: EL	0.00	0.00	0.00
01	000	000	000	212	000	STATE: Literacy Aid	17,455.87	(477.00)	17,455.87
01	000	000	000	317	000	STATE: Facility Maintenance Revenue	19,800.00	(587.74)	20,064.00
01	000	000	348	300	000	STATE: Building Lease Aid	197,100.00	(5,850.72)	197,100.00
01	000	000	401	400	000	FED: Title I (incl 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	25,004.36
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	22,261.00
TOTAL FUND 01 REVENUE							1,854,949.78	362,961.86	1,949,685.61

Fund 1 Expenditures

RegEd payroll and benefits:

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	7,153.00

<i>Ed</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj</i>	<i>Src</i>	<i>Crs</i>			
						Total payroll changes over prior year	29,255.99		29,224.63
01	005	010	000	366	000	Board Workshops/Conferences	900.00	356.00	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	8,815.12	101,750.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	20,934.00	2,535.18	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	7,118.00	74,868.00
01	005	110	000	320	000	Phone, Internet, Firewall	7,500.00	670.11	7,500.00
01	005	110	000	329	000	Postage	1,400.00	144.55	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	6,360.92	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	13,675.09	49,060.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	50,610.00	9,759.89	50,610.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	1,437.08	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	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	5,709.25	63,250.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	6,000.00	610.00	6,000.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	12,000.00	4,294.50	12,000.00
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/Title I excess	433,402.10	39,545.80	397,000.00
01	010	216	401	303	000	EdVisions Title I	20,632.52	0.00	30,632.52
01	010	203	000	401	000	Elem Ed - Non-Instructional Supplies	9,000.00	1,133.85	9,000.00

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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 9/30/19

		2019-2020		2020 Working
		Adopted Budget	9-30-19 YTD	Budget/Outlook
01 010 203 000 430 000	Elem Ed - Instructional Supplies	20,000.00	7,626.51	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	375.00	5,000.00
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	0.00	17,000.00
01 010 204 514 303 000	EdVisions REAP CSR	22,261.00	0.00	22,261.00
01 010 216 401 430 000	Title I homeless supplies	0.00	0.00	0.00
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	24,887.00	3,764.34	26,376.00
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	0.00	1,000.00
01 010 258 000 394 000	EdVisions Music Staff	54,628.00	4,066.72	57,000.00
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	16,000.00	16,000.00	18,000.00
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	1,369.64	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	0.00	1,980.00
01 010 420 419 465 000	FED: SpEd Non-instruct Tech Devices	0.00	0.00	0.00
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	7,335.00	80,000.00
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	7,968.06	67,000.00
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	1,409.37	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	6,195.53	50,000.00
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	1,666.08	15,000.00
01 010 412 740 394 000	Dev Delay - Contract Fees	15,000.00	6,078.03	30,000.00
01 010 420 740 394 000	SpEd Contracted Srvc: Psych, PT, Dape,	50,000.00	5,282.75	60,000.00
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	9,754.55	140,000.00
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	2,083.88	50,000.00
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	55.00	2,500.00
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	3,897.81	2,500.00
01 010 400 372 405 000	Third Party Billing Fees	400.00	936.85	1,000.00
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	7,554.09	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	4,086.30	6,000.00
TOTAL FUND 01 EXPENSES		1,861,624.76	260,082.58	1,919,823.98

Net Fund 01 Income	(6,674.98)	102,879.28	29,861.63
Beginning of Year Fund 1 Balance		615,835	
Projected End of Year Fund 1 Balance		645,697	
% of annual expenditures		33.63%	

Ed Org Pro Fin Obj/Src Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	(7.00)	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	(7.00)	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	607.99	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	197.56	500.00
		12,200.00	805.55	12,200.00

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

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Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202003 To: 202003

Comp L	Fd Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4055	B 01	101	000			F	Cash & Cash Equiv	B	100	00	74,134.37	0.00	0.00	74,134.37
4055	B 01	101	002			F	Liquid Asset Account	B	100	00	616,238.15	205,550.20	176,034.37	645,753.98
4055	B 01	101	003			F	Lake Country Community Ba	B	100	00	(11,073.80)	11,387.59	1,487.46	(1,173.67)
4055	B 01	115	001			F	Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00	0.13
4055	B 01	206	000			F	Other Accts Payable	B	200	00	0.00	77,006.22	77,006.22	0.00
4055	B 01	422	000			F	Unassigned Fund Balance	B	400	00	(615,835.53)	0.00	0.00	(615,835.53)
4055	B 04	101	000			F	LAF - Cash & Cash Equiv	B	100	00	(56,262.66)	0.00	607.99	(56,870.65)
4055	B 04	101	002			F	Cash & Cash Equiv	B	100	00	9,911.36	0.00	0.00	9,911.36
4055	B 04	101	003			F	LCCB Cash & Cash Equiv	B	100	00	45,824.30	520.00	197.56	46,146.74
4055	B 04	206	000			F	Other Accts Payable	B	200	00	0.00	197.56	197.56	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:											\$62,936.32	\$294,661.57	\$255,531.16	\$102,066.73

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014740	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S		Check
						\$90/hour	
		PO#: 6359	Voucher #: 6359	Invoice No: 8/29/19		9/9/2019	Paid Amt: \$2,025.00 Check Amount: \$2,025.00
4055	LAF	1312014741	1344	E 01 005 110 000 000 305	CLIFTONLARSONALLEN LLP		Check
						Consult/Fees For Svc	
		PO#: 6365	Voucher #: 6365	Invoice No: 2234790		9/9/2019	Paid Amt: \$2,875.00 Check Amount: \$2,875.00
4055	LAF	1312014742	1023	E 01 005 810 000 000 330	COMMUNITY CO-OP OIL ASSN		Check
						Utility Services	
		PO#: 6368	Voucher #: 6368	Invoice No: Avt#632625		9/9/2019	Paid Amt: \$10,537.16 Check Amount: \$10,537.16
4055	LAF	1312014743	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE		Check
						Utility Services	
		PO#: 6357	Voucher #: 6357	Invoice No: Act#3064		9/9/2019	Paid Amt: \$272.78 Check Amount: \$272.78
4055	LAF	1312014744	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS		Check
						Phone	
		PO#: 6356	Voucher #: 6356	Invoice No: Act#69828		9/9/2019	Paid Amt: \$95.60 Check Amount: \$95.60
4055	LAF	1312014745	1379	E 01 010 640 000 000 366	MAGGIE KILEY		Check
						back to school meeting	
		PO#: 6358	Voucher #: 6358	Invoice No: 8/29/19		9/9/2019	Paid Amt: \$62.50 Check Amount: \$62.50
4055	LAF	1312014746	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
						sharpies	
		PO#: 6360	Voucher #: 6360	Invoice No: 9741889		9/9/2019	Paid Amt: \$52.48 Check Amount: \$52.48
4055	LAF	1312014747	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
						labels, envelopes	
		PO#: 6361	Voucher #: 6361	Invoice No: 9741505		9/9/2019	Paid Amt: \$203.95 Check Amount: \$203.95
4055	LAF	1312014748	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
						files	
		PO#: 6366	Voucher #: 6366	Invoice No: 9778718		9/9/2019	Paid Amt: \$55.99 Check Amount: \$55.99

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount
4055	LAF	1312014749	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 430		crayons			\$77.85
		PO#: Voucher #:	6362	Invoice	Invoice No: 208123775024	9/9/2019	Paid Amt:	\$77.85
							Check Amount:	\$77.85
4055	LAF	1312014750	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 430		crayons/markers			\$167.58
		PO#: Voucher #:	6370	Invoice	Invoice No: 308103422579	9/9/2019	Paid Amt:	\$167.58
							Check Amount:	\$167.58
4055	LAF	1312014751	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 430		sharpener			\$90.21
		PO#: Voucher #:	6371	Invoice	Invoice No: 208123819182	9/9/2019	Paid Amt:	\$90.21
							Check Amount:	\$90.21
4055	LAF	1312014752	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 430		folders			\$12.99
		PO#: Voucher #:	6372	Invoice	Invoice No: 208123834269	9/9/2019	Paid Amt:	\$12.99
							Check Amount:	\$12.99
4055	LAF	1312014753	1367		SEAN HAYFORD OLEARY DESIGN, LLC		Check	
			E 01 010 203 000 000 305		Elem non-student Consulting			\$67.50
		PO#: Voucher #:	6367	Invoice	Invoice No: 1253	9/9/2019	Paid Amt:	\$67.50
							Check Amount:	\$67.50
4055	LAF	1312014754	1561		STUDENT-CENTERED SERVICES, LLC		Check	
			E 01 010 412 000 740 394		Ahmi Alvarez			\$452.57
		PO#: Voucher #:	6364	Invoice	Invoice No: 1076	9/9/2019	Paid Amt:	\$452.57
							Check Amount:	\$452.57
4055	LAF	1312014755	1536		WOLF RIDGE		Check	
			E 01 010 203 000 000 369		(8) cases Calendars			\$700.00
		PO#: Voucher #:	6369	Invoice	Invoice No: 3693	9/9/2019	Paid Amt:	\$700.00
							Check Amount:	\$700.00
4055	LAF	1312014756	1017		XCELENERGY		Check	
			E 01 005 810 000 000 330		Utility Services			\$864.64
		PO#: Voucher #:	6363	Invoice	Invoice No: Ac#51-6189166-3	9/9/2019	Paid Amt:	\$864.64
							Check Amount:	\$864.64
4055	LAF	1312014757	1616		BEST PRACTICE, LLC-S		Check	
			E 01 010 401 000 740 394		\$90/hr			\$3,150.00
		PO#: Voucher #:	6373	Invoice	Invoice No: #2	9/14/2019	Paid Amt:	\$3,150.00
							Check Amount:	\$3,150.00

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014758	1393	E 01 010 420 000 419 303	BONNIE CARLSON FY20 SpEd Director fee	9/14/2019	Check
		PO#: Voucher #:		6376 Invoice	Invoice No: 9/14/19		Paid Amt: \$16,000.00 Check Amount: \$16,000.00
4055	LAF	1312014759	1391	E 01 005 110 000 000 305	BUREAU OF CRIMINAL APPREHENSION (46) @ \$8	9/14/2019	Check
		PO#: Voucher #:		6378 Invoice	Invoice No: 9/14/19		Paid Amt: \$368.00 Check Amount: \$368.00
4055	LAF	1312014760	1553	E 01 010 640 000 000 366	GRETTA KUNZE IGDI training	9/14/2019	Check
		PO#: Voucher #:		6375 Invoice	Invoice No: 9/14/19		Paid Amt: \$62.64 Check Amount: \$62.64
4055	LAF	1312014761	1179	E 01 005 110 000 000 329	PETTY CASH petty cash - postage	9/14/2019	Check
		PO#: Voucher #:		6377 Invoice	Invoice No: 9/14/19		Paid Amt: \$104.05 Check Amount: \$104.05
4055	LAF	1312014762	1621	E 01 010 640 000 000 366	PROGRESSIVE EDUCATION NETWORK (1) @ \$115.44, Fri only	9/14/2019	Check
		PO#: Voucher #:		6374 Invoice	Invoice No: Inv#PEN000022		Paid Amt: \$1,269.84 Check Amount: \$1,269.84
4055	LAF	1312014763	1622	E 01 010 203 000 000 401	ELLISON EDUCATIONAL EQUIP, INC (2) cutting boards	9/19/2019	Check
		PO#: Voucher #:		6386 Invoice	Invoice No: 3258316		Paid Amt: \$16.00 Check Amount: \$16.00
4055	LAF	1312014764	1133	E 01 010 203 000 000 401	INDEPENDENT SCHOOL DIST # 656 Negative student account balances	9/19/2019	Check
		PO#: Voucher #:		6384 Invoice	Invoice No: 38624		Paid Amt: \$86.40 Check Amount: \$86.40
4055	LAF	1312014765	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656 August	9/19/2019	Check
		PO#: Voucher #:		6385 Invoice	Invoice No: 38626		Paid Amt: \$18,250.00 Check Amount: \$23,129.95
					August custodial		\$4,879.95
4055	LAF	1312014766	1574	E 01 010 203 000 000 370	MARCO Copier Lease	9/19/2019	Check
					Sup/Mat N-Indiv Inst		\$179.21

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014766	1574	E 01 005 110 000 000 329	MARCO		Check
					Postage & Parcel Svc		
					Invoice No: 25504733	9/19/2019	
							Paid Amt: \$322.48
							Check Amount: \$322.48
4055	LAF	1312014767	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY		Check
					Invoice No: August 2019	9/19/2019	
							Paid Amt: \$382.50
							Check Amount: \$382.50
4055	LAF	1312014768	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES		Check
					Invoice No: 1664	9/19/2019	
							Paid Amt: \$2,450.00
							Check Amount: \$2,450.00
4055	LAF	1312014769	1259	E 01 010 203 000 000 369	RIVER BEND NATURE CENTER		Check
					Student: Field Trips, admission, River Bend		
					Invoice No: NERSTRAND	9/19/2019	
							Paid Amt: \$2,835.00
							Check Amount: \$2,835.00
4055	LAF	1312014770	1336	E 01 005 110 000 000 320	TDS		Check
					Phone		
					Invoice No: Act#507-334-9656	9/19/2019	
							Paid Amt: \$119.66
							Check Amount: \$119.66
4055	LAF	1312014771	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND		Check
					Utility Services		
					Invoice No: Nerstrand	9/25/2019	
							Paid Amt: \$392.54
							Check Amount: \$392.54
4055	LAF	1312014772	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
					lam film		
					Invoice No: 1220397	9/25/2019	
							Paid Amt: \$449.94
							Check Amount: \$449.94
4055	LAF	1312014773	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
					Sup/Mat N-Indiv Inst		
					Invoice No: 1187229	9/25/2019	
							Paid Amt: \$34.94
							Check Amount: \$34.94
4055	LAF	1312014774	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.		Check
					Califone		
					Invoice No: 208123960366	9/25/2019	
							Paid Amt: \$105.56
							Check Amount: \$105.56

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014775	1561		STUDENT-CENTERED SERVICES, LLC		Check
			E 01 010 412 000 740 394		\$95/hr Ahmi Alvarez		
		PO#: 6387	Invoice	Invoice No: 1077		9/25/2019	Paid Amt: \$5,625.46 Check Amount: \$5,625.46
4055	LCCB	1182			MACS		Wire
			E 01 005 010 000 000 366		Board Train:Governance+EmployMatters,Betty+		
		PO#: 6408	Invoice	Invoice No: 9/13/19		9/30/2019	Paid Amt: \$356.00 Check Amount: \$356.00
4055	LCCB	1187			AMAZON.COM		Wire
			E 01 010 203 000 000 430		Art books		
		PO#: 6398	Invoice	Invoice No: 9/27/19		9/30/2019	Paid Amt: \$75.06 Check Amount: \$75.06
4055	LCCB	1187			AMAZON.COM		Wire
			E 01 010 203 000 000 430		Art book		
		PO#: 6400	Invoice	Invoice No: 9/27/19		9/30/2019	Paid Amt: \$36.34 Check Amount: \$36.34
4055	LCCB	1187			AMAZON.COM		Wire
			E 01 010 203 000 000 401		Sup/Mat N-Indiv Inst		
		PO#: 6402	Invoice	Invoice No: 9/27/19		9/30/2019	Paid Amt: \$22.98 Check Amount: \$22.98
4055	LCCB	1187			AMAZON.COM		Wire
			E 04 005 570 000 000 401		Sup/Mat Non-Inst.		
		PO#: 6403	Invoice	Invoice No: 9/20/19		9/30/2019	Paid Amt: \$76.76 Check Amount: \$76.76
4055	LCCB	1187			AMAZON.COM		Wire
			E 01 010 203 000 000 430		Discovery Day		
		PO#: 6410	Invoice	Invoice No: 9/13/19		9/30/2019	Paid Amt: \$105.14 Check Amount: \$105.14
4055	LCCB	1187			AMAZON.COM		Wire
			E 01 010 203 000 000 401		Sup/Mat Non-Inst.		
		PO#: 6411	Invoice	Invoice No: 9/5/19		9/30/2019	Paid Amt: \$14.94 Check Amount: \$14.94
4055	LCCB	1248			HEINEMANN		Wire
			E 01 010 640 000 000 366		Reading wkshp - Sarah J		
		PO#: 6405	Invoice	Invoice No: 9/17/19-sarah		9/30/2019	Paid Amt: \$209.00 Check Amount: \$209.00

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1248	E 01 010 640 000 000 366	HEINEMANN	Reading wkshp-Kelly	9/30/2019	Wire	
		PO#:	Voucher #: 6406	Invoice	Invoice No: 9/17/19-Kelly		Paid Amt: \$209.00 Check Amount: \$209.00	
4055	LCCB	1248	E 01 010 640 000 000 366	HEINEMANN	Reading wkshp-Paula	9/30/2019	Wire	
		PO#:	Voucher #: 6407	Invoice	Invoice No: 9/17/19-paula		Paid Amt: \$209.00 Check Amount: \$209.00	
4055	LCCB	1374	E 01 010 640 000 000 366	MINNESOTA ORFF CHAPTER	StaffDev - Travel+Conferences	9/30/2019	Wire	
		PO#:	Voucher #: 6399	Invoice	Invoice No: 9/27/19		Paid Amt: \$50.00 Check Amount: \$50.00	
4055	LCCB	1465	E 01 010 420 000 740 433	WPS	CASL-2	9/30/2019	Wire	
		PO#:	Voucher #: 6401	Invoice	Invoice No: 9/23/19		Paid Amt: \$55.00 Check Amount: \$55.00	
4055	LCCB	1510	E 04 005 570 000 000 401	DISCOUNT SCHOOL SUPPLY	crayons, paper	9/30/2019	Wire	
		PO#:	Voucher #: 6404	Invoice	Invoice No: 9/19/19		Paid Amt: \$120.80 Check Amount: \$120.80	
4055	LCCB	1623	E 01 010 640 000 000 366	MINNESOTA COUNCIL FOR GIFTED & TALENTED	StaffDev - Travel+Conferences	9/30/2019	Wire	
		PO#:	Voucher #: 6409	Invoice	Invoice No: 9/13/19		Paid Amt: \$145.00 Check Amount: \$145.00	
							Report Total:	\$77,203.78

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
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. 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.
- 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 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.
- 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. 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 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

Proposed Revisions – October 7, 2019

Nerstrand Elementary School Policy 509

Independent Charter School District #4055

Adopted: 11/11/2013

Admissions/Enrollment Policy

I. Purpose

To explain the application and enrollment process at Nerstrand Elementary School (NES) so that families will have information to make decisions regarding their children's school attendance.

II. General Statement of Policy

- A. NES is a public school and pursuant to state law must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be placed on a waiting list according to the procedures set forth below. As required by state law, NES will give preference for enrollment to siblings of an enrolled student. As allowed by state law, NES will also give preference to children of NES staff members as outlined below. NES shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124.10 of the Minnesota Education Law governing charter schools.
- B. NES shall not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- C. NES shall not seek any information about any applicant that may be used to discriminate against them, against either NES's policies or governing laws. This does not preclude NES from seeking such information for a lawful purpose about a student after the student has been admitted.

III. Application and Enrollment Procedures

- A. Interested families will submit applications up until the first Friday of March at 4:00 p.m. The board of directors may change any year's deadline by resolution without changing this policy.
- B. NES will accept application for admission to Grades K-5, for which up to 25 students will be accepted in Grade K and up to 26 students will be accepted in Grades 1-5. The board

of directors may increase one or more grades' capacity by resolution and without changing this policy.

- C. Formal recruitment of incoming students will begin before or during November of each year. NES will encourage families to meet with the faculty, staff and/or board members to discuss the value of NES, and its expectations of students and their families.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. An offer of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
 - 1. This lottery will be held no later than the second Friday in March after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.
 - 2. Notice of the lottery will be made public via website and parents will be notified of their status via U.S. mail.

IV. Lottery

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be placed on the waiting list before other applicants.
- C. Second priority will be given to children of NES staff. If a staff member's employment is ended for any reason before the child is enrolled, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of NES staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from NES, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

V. Student Recruitment Activities

- A. NES shall market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.

- B. In accordance with its marketing strategy, NES may use the measures below, among others, to recruit student applicants.
 - 1. Post flyers and notices on website, in local newspapers and/or blogs and online newspapers.
 - 2. Post the admissions policy and application (available for download) on NES's website.
- C. NES will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VI. Voluntary Withdrawal

- A. NES is a public charter school of choice for application and withdrawal. With their parents' permission, students may withdraw from NES at any time.
- B. NES personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from NES, as well as to seek solutions to any problems that arise from these discussions. If a parent still wishes to transfer their child to another school, NES will ensure the timely transfer of any school records to the student's new school.

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 Policy #
Review and update document detailing BOD membership terms
- October: BOD chair to review background checks of BOD members
Review Policy #
Ongoing Board Training: Governance (example: Open Meeting Law)
- November: Ongoing Board Training: Employment (example: presentation by EdVisions)

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
BOD chair completes check list of board trainings, 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 #