

Nerstrand Elementary School  
Board of Directors Meeting  
October 8, 2018 - 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 10, 2018 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
  - 6.4 Board Training - Governance
- 7.0 New Business
  - 7.1 First Read: Title I Parent and Family Engagement Policy
  - 7.2 First Read: Conflicts of Interest Policy - Employee
- 8.0 Old Business
  - 8.1 Second Read: Internet Use and Safety Policy
  - 8.2 Review updated Board Development/Training Plan (with updated training record)
  - 8.3 Review BOD working calendar
    - a) Background checks – Morgan/Alicia submitted/approved
    - b) Governance Training
- 9.0 Other
  - 9.1 Next Board of Directors meeting November 12, 2018, 3:30pm at Nerstrand Elementary School
- 11.0 Adjournment

Minutes accepted and approved on: \_\_\_\_\_

Nerstrand Elementary School  
Board of Directors Meeting Minutes  
September 10th, 2018

**Members present**

Andrew Lubinski

Alicia Wasilowski

Matthew Keseley

Morgan Welborn

Paula Shroyer

Rich Bailey

**Others/ Members absent**

Sarah Stensrud

**Others Present**

Keith Johnson

Maggie Kiley

1.0 Call to Order at 3:31.

1.1 Roll Call

2.0 Approved Agenda. First: Paula; Second: Morgan Approved Yea: 6. Nay:0. Abstentions:

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

4.0 Approved August 27, 2018 Board Meeting Minutes. First: Rich; Second: Alicia Approved Yea: 6. Nay:0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

a) Student performance item

b) Director evaluation item

6.2 Enrollment Update. Currently at 149.

6.3 Finance Report

7.0 New Business

7.1 First Read: Internet Use and Safety Policy (complete version). Reviewed Social Media section. Will be on October meeting agenda for second read.

7.2 Approved updated compensation schedule. First: Alicia; Second: Morgan Approved Yea: 6. Nay:0. Abstentions: 0.

8.0 Old Business

8.1 Reviewed "On-Boarding" document for new Board members. Will review in February.

8.2 Reviewed Board Development/Training Plan (updated training record next month).

8.3 Reviewed BOD working calendar.

a) Reviewed BOD list with membership terms

b) Reviewed ByLaws (rev. 10/9/17).

9.0 Other

9.1 Next Board of Directors meeting October 8, 2018, 3:30pm at Nerstrand Elementary School

10.0 Adjournment at 4:46 pm. First: Andrew; Second: Rich Approved Yea: 6. Nay:0. Abstentions: 0.

Signed \_\_\_\_\_

Chairperson of the Board

\_\_\_\_\_

Clerk of the Board

October 2018, 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.***

### **October Highlights**

Our first community lunch was on 10/3. It also included a flu shot clinic. We had a good turnout for both events. Our next Community Lunch will be on April 10th.

The NEO Celebration of Leadership and Learning is scheduled on 10/15. Board members Matthew Keseley and Andrew Lubinski will be attending the meeting with me.

The Savannah classrooms will be headed up to the Como Zoo this month. Tara will go up on 10/16 and Sarah on 10/24.

Our first set of parent conferences are scheduled for Oct 15-17th. We are fortunate in that we always have good parent participation at conferences. It is also MEA break that week.

### **Personnel Update**

We hired a new special education paraprofessional, Margaret Huber. We welcome Margaret to our staff.

We are very pleased to have both Barb Grote and Mike Erickson back full time!

### **Student Performance Results**

Teachers have completed two sets of assessments: BAS and NWEA/MAP testing. Nerstrand School is piloting using the FAST aReading & aMath to replace the NWEA/MAP tests. aReading/aMath should be completed by 10/12. On 10/5, teachers reviewed fall assessments. Data meetings to create our PRESS intervention groups will be held during the week of 10/8.

Review the 2017-2018 press Intervention Summary (attached)

### **Repurposing the Computer Lab**

Computers will be removed during the MEA break. We will be donating 17 computers and monitors to the Faribault School District.

### **Director Evaluation/Goals for 2018-2019**

***Domain 5: School Climate.*** *The school leader ensures that faculty, staff, students, parents and the community perceive the school environment as safe and orderly.* In our monthly para meetings, we have been using videos from the Minnesota Department of Education (MDE) to review our recess time. Through these videos we are reviewing the setup of the playground

and best practices for keeping recess time a fun and active time of day. Carmen has also joined us to make sure that paras are on the same page about rules such as football, that Carmen is teaching in her PE class.

***Domain 5: School Climate. The school leader manages the fiscal, operational, and technological resources of the school in a way that focuses on effective instruction and the achievement of all students.*** We have worked hard as a staff to update curriculum. Our curriculum teams have reviewed multiple curricula to ensure we are using materials that align with our mission. Our Business Manager, Keith Johnson, budgets for materials each year and I work in cooperation with Keith on making decisions about these purchases. In the summer of 2018, training was given to teachers to prepare for the implementation of our new math program.

We also have a Technology Committee to help with ongoing decisions about our needs. We have biweekly Technology Express Meetings to support teachers in their use of technology in their classrooms.

My professional goals for the coming year are the following:

***Review our reading core instruction using our current curriculum.***

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

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

***Support classroom teachers in using the new math curriculum.***

***Create stronger connections with the Big Woods State Park.***

We are hoping that October is a little less busy. I appreciate all the work teachers are putting into the new math curriculum.

Respectfully submitted,

Maggie Kiley

## **2017-2018 Press Intervention Summary – Nerstrand Charter School**

The following information shows the areas of assessment by grade level using the Fast Bridge Screening program.

### **Grade K – Early Reading Screening**

Fall: LS Letter Sounds, OS Onset sounds, WS Word Segmenting, CP Concepts of Print

Winter: LS Letter Sounds, OS Onset Sounds, NW Nonsense Words, WS Word Segmenting

Spring: LS Letter Sounds, NW Nonsense Words, WS Word Segmenting, SW Sight Words

### **Grade 1 – Early Reading Screening**

Fall: SW Sight Words, WS Word Segmenting, NW Nonsense Words, SR Sentence Reading

Winter: SW Sight Words, WS Word Segmenting, NW Nonsense Words, CBMR Reading

Spring: SW Sight Words, WS Word Segmenting, NW Nonsense Words, CBMR Reading

### **Grades 2-5 CBMR Reading**

These grades all read three stories to assess their fluency (Words Per Minute WPM)

## 2017-2018 Press Intervention Summary of Students Served

This information is generated using the Fast Bridge Screening results.

Grade K	Pretest	Posttest	Composite Gain
	Fall/Winter	Spring	
	Score	Score	Early Reading
	28	52	+24
	43	52	+9
	42	57	+15
Totals	113/3 =38	161/3= 54	48/3= +16 avg. gain

Grade 1	Pretest	Posttest	Composite Gain
	Fall/Winter	Spring	
	Score	Score	Early Reading
	34	48	+14
	43	52	+9
	21	41	+20
	39	47	+8
	31	33	+2
	24	29	+5
	30	35	+5
	22	42	+20
	25	37	+12
	25	49	+24
	26	61	+35
Totals	320/11=29	474/11= 43	154/11= +14 avg. gain

Grade 2	Pretest	Posttest	WPM Gain
	Fall/Winter	Spring	
	Score	Score	Words Per Minute
	34	65	+31
	30	87	+57
	42	79	+37
	34	91	+57
	17	58	+41
	33	113	+80
	21	92	+71
	26	86	+60
Totals	237/8= 30	671/8= 84	434/8= +54 avg. gain

Grade 3	Pretest	Posttest	WPM Gain
	Fall/Winter	Spring	
	Score	Score	Words Per Minute
	76	127	+51
	85	140	+55
	90	115	+25
	72	120	+48
	50	84	+34
	30	109	+79
Totals	403/6= 67	695/6= 116	292/6= +49 avg. gain



Grade 4	Pretest	Posttest	WPM Gain
	Fall/Winter	Spring	
	Score	Score	Words Per Minute
	38	73	+35
	88	135	+47
	63	110	+47
	88	127	+39
	54	64	+10
Totals	331/5= 66	509/5= 102	178/5= +36 avg. gain

Grade 5	Pretest	Posttest	WPM Gain
	Fall/Winter	Spring	
	Score	Score	Words Per Minute
	105	135	+30
	118	110	-8
Totals	223/2= 112	245/2= 123	22/2= +11 avg. gain

Financial Overview:

	2018-2019 Adopted Budget	9-30-18 YTD	Budget Outlook
Enrollment (ADM's)	150		149
Total Revenues	1,713,368	310,518	1,755,390
Total Expenditures	1,710,677	242,778	1,771,324
Net Income	2,691	67,740	(15,934)
Estimated 6-30-18 Fund Balance			565,989
Projected 6-30-19 Fund Balance			550,055
* as % of annual expenditures			<b>31.0%</b>

2018-2019 Income Statement/Budget Outlook

- Payroll outlook updated to prelim prior year audit est. (~\$7.5k)
- Enrollment 149 (~\$8k)
- Custodial (~\$3.5k)
- State SpEd Aid – from 94% to 92%
- Teacher Salary Schedule @ 95% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- 2% state basic formula increase in FY19
- Continues programs and spending priorities from last year
- Maintains current staffing levels while also increasing teacher compensation .5 %
- Assumes continued REAP funding
- Technology:
  - \$5,500/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
- New revenue LTFMR - final year of increase
  - \$34 in FY17
  - \$85 in FY18
  - \$132 in FY19
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)
- Negative revenues indicate amounts we're still waiting for from last year
- TRA increases: .0021%/year for 6 years, from 7.5% to 8.75% (approx. \$1,100/year)

Nerstrand Elementary  
2018-2019 Income Statement  
For the Period Ending 9/30/18

		2018-2019 Adopted Budget	9-30-18 YTD	2018-2019 Budget Outlook
Enrollment ADM		150		149
<b>Revenues</b>				
01 000 000 000 000 050	Fees from Families	8,000.00	6,478.00	10,000.00
01 000 000 000 000 092	Interest Income	6,000.00	808.26	6,750.00
01 000 000 000 000 096	Donations, Eagle Open	6,000.00	989.42	8,000.00
01 000 000 000 000 099	Miscellaneous Rev/Local Source	25.00	0.00	25.00
01 000 000 000 000 201	Endowment Aid	5,903.43	2,991.81	5,903.43
01 000 000 000 000 211	General Ed Aid	1,024,266.08	335,747.25	995,264.55
01 000 000 000 000 211	Gen Ed aid increase, 1% ~ \$9k	0.00	0.00	0.00
01 000 000 000 000 211	Decline Enrollment Revenue	4,665.83	0.00	2,999.96
01 000 000 000 000 211	Compensatory Revenue (increase)	38,000.00	0.00	57,028.00
01 000 000 000 000 212	Literacy Aid	17,455.87	(523.68)	17,455.87
01 000 000 000 000 317	Facility Maintenance Revenue	19,404.00	(662.30)	19,404.00
01 000 000 000 348 300	Building Lease Aid	197,100.00	(5,698.75)	195,786.00
01 000 000 000 401 400	Title I	11,355.62	0.00	18,420.42
01 000 000 000 414 400	Title II	3,243.47	0.00	3,243.47
01 000 000 000 419 400	SpecEd-FedFlowThru	22,504.36	0.00	22,504.36
01 000 000 000 425 400	CEIS	3,802.00	0.00	3,802.00
01 000 000 000 514 500	REAP	22,756.00	0.00	22,261.00
01 000 000 000 000 071	Third Party Billing Revenue	400.00	0.00	400.00
01 000 000 000 740 360	State SpEd Aid (was 94%, now 92%)	310,286.07	(30,301.42)	353,942.29
		1,701,167.73	309,828.59	1,743,190.35
04 000 000 000 000 050	Comm Ed - Fees	7,000.00	689.50	7,000.00
04 000 000 000 000 649	Permanent Transfer from Fund 1	5,200.00	0.00	5,200.00
		12,200.00	689.50	12,200.00
Total Revenues		1,713,367.73	310,518.09	1,755,390.35

**Expenses**

Payroll and benefits:

Carry-in payroll increase	0.00	0.00
Teacher salary schedule (to 95% of prior year ISD#656)	24,441.00	24,441.00
Non-teacher schedule (100% of prior year ISD#656)	2,063.00	2,063.00
15% Health insurance premium increases	6,220.00	6,220.00
TRA increases	0.00	1,100.00
Total payroll changes over prior year	32,724.00	33,824.00

**Expenses, cont.**

01 005 010 000 000 366	Board - Wksp/Conf	900.00	0.00	250.00
01 005 010 000 000 820	Authorizer Fee (.015 x \$6,188 x 150)	14,201.46	11,312.21	14,201.46
01 005 050 000 000 305	EdVisions Admin Staff	95,834.00	8,816.10	96,258.00
01 005 105 000 000 305	Payroll Srvc Fees, Employ Ads, Backgr Cks	20,934.00	1,944.20	20,934.00
01 005 107 000 000 305	Marketing	1,500.00	0.00	1,500.00
01 005 110 000 000 305	Business: RegionV, Audit, Legal, Consult	71,400.00	3,836.00	71,400.00
01 005 110 000 000 320	Phone, Internet, Firewall	9,500.00	689.86	5,500.00
01 005 110 000 000 329	Postage	1,400.00	340.50	1,400.00
01 005 110 000 000 401	Business - Non-Inst Supp	200.00	0.00	200.00
01 005 110 000 000 820	Memberships-RegionV, MSBA, JMC, Next	7,500.00	5,592.43	7,500.00
01 005 720 000 000 390	Health Services-PdToMnSchool	3,000.00	0.00	3,000.00
01 005 810 000 000 330	Utilities + Garbage/Recycle	41,593.15	3,801.80	41,593.15
01 005 810 000 000 391	Maint Cost Share to Mn School	47,074.57	9,589.81	50,610.00
01 005 810 000 000 401	Oper/Maint - Non-Inst Supp	4,600.00	764.78	4,600.00
01 005 850 000 348 370	Facilities - Lease	219,000.00	36,500.00	219,000.00
01 005 940 000 000 340	Property/Liability Insurance	9,886.30	9,607.52	9,886.30

Nerstrand Elementary  
2018-2019 Income Statement  
For the Period Ending 9/30/18

					2018-2019	2018-2019	2018-2019		
					Adopted Budget	9-30-18 YTD	Budget Outlook		
01	005	950	000	000	910	Permanent Transfer to Fund 04	5,200.00	0.00	5,200.00
01	010	201	000	000	394	EdVisions Kinder Staff	58,882.00	5,402.80	59,451.00
01	010	203	000	000	305	Elem Consulting, Tech Support	9,000.00	1,437.50	7,000.00
01	010	203	000	000	369	Field Trips, admissions, River Bend	12,000.00	4,339.50	12,000.00
01	010	203	000	000	370	Copier Lease (\$129.77/month)	1,557.24	389.31	1,557.24
01	010	203	000	000	394	EdVisions General Elem Staff, Curric write	408,355.00	36,132.60	409,958.00
01	010	203	000	000	401	Elem Ed - Non-Inst Supp	9,000.00	1,589.97	10,000.00
01	010	203	000	000	430	Elem Ed - Inst Supp	18,000.00	8,888.79	19,000.00
01	010	203	000	000	460	Textbooks/Workbooks/Instruct Software Pk	16,000.00	0.00	16,000.00
01	010	203	000	000	461	Elem Ed - Standardized Tests	3,200.00	2,300.00	3,200.00
01	010	203	000	000	555	Technology	10,200.00	7,992.00	10,200.00
01	010	203	000	733	394	Field Trips - Transportation	3,750.00	0.00	4,250.00
01	010	203	150	000	394	EdVisions Teacher Subs	15,000.00	0.00	17,000.00
01	010	204	000	414	366	Staff Dev - Title II	3,243.47	0.00	3,243.47
01	010	204	000	514	303	EdVisions REAP CSR	22,756.00	0.00	22,261.00
01	010	216	000	401	303	EdVisions Title I Staff	11,355.62	0.00	11,355.62
01	010	216	000	401	430	Title I homeless supplies	0.00	0.00	0.00
01	010	240	000	000	394	EdVisions PhysEd Staff (allocated at EOY)	24,355.00	3,678.25	24,887.00
01	010	240	000	000	430	PhysEd/Health - Inst Supp	1,000.00	0.00	1,000.00
01	010	258	000	000	394	EdVisions Music Staff	54,897.00	4,503.58	54,628.00
01	010	258	000	000	430	Music Supplies	1,500.00	672.45	1,500.00
01	010	420	000	419	303	Fed Sub Contracts under \$25k	15,500.00	16,000.00	15,500.00
01	010	420	000	419	366	SpEd - Prof Dev	2,434.36	1,020.00	2,434.36
01	010	420	000	419	401	SpEd Supplies	1,500.00	703.96	1,500.00
01	010	420	000	419	405	SpEd Forms Software	1,090.00	1,392.95	1,090.00
01	010	420	000	419	433	SpEd Materials	1,980.00	0.00	1,980.00
01	010	401	000	740	394	Speech Lang - Contract Fees	28,000.00	10,377.50	28,000.00
01	010	407	000	740	396	EdVisions SpEd LD Staff - SLD wages	61,986.07	7,818.22	61,986.07
01	010	407	000	740	397	EdVisions SpEd LD Staff - benefits	10,466.97	1,365.53	10,466.97
01	010	408	000	740	394	EBD - Contract Fees	4,600.00	0.00	4,600.00
01	010	408	000	740	396	EdVisions SpEd Staff - wages	20,371.68	5,129.10	45,000.00
01	010	408	000	740	397	EdVisions SpEd Staff - benis	0.00	1,465.72	15,000.00
01	010	412	000	740	394	Dev Delay - Contract Fees	0.00	1,259.82	15,000.00
01	010	420	000	740	394	Contract SpEd Srvc: Psych, PT, Dape,	23,000.00	4,204.75	23,000.00
01	010	420	000	740	396	EdVisions SpEd Staff - Salary	132,000.00	7,885.81	132,000.00
01	010	420	000	740	397	EdVisions SpEd Staff - Benefits	46,430.00	2,354.65	46,430.00
01	010	420	000	740	433	GenSpecEd-IndividInstrSupplies	2,000.00	364.31	2,000.00
01	005	760	000	723	360	Summer ESY bus	1,236.84	1,273.96	1,236.84
01	010	400	000	372	305	Third Party Billing Fees	400.00	0.00	400.00
01	010	422	000	425	303	EdVisions CEIS Staff	3,802.00	0.00	3,802.00
01	010	605	000	000	394	EdVisions Program Support Staff	62,280.00	7,453.46	63,450.00
01	010	640	000	000	366	Staff Dev-Conferences	8,900.00	2,336.14	8,900.00
						1,698,476.72	242,527.84	1,759,124.47	
04	005	570	000	000	320	Regal Eagles Phone	200.00	0.00	200.00
04	005	570	000	000	394	Regal Eagle Staff (allocated at EOY)	11,500.00	204.41	11,500.00
04	005	570	000	000	401	Comm Ed - Non-Inst Supp	500.00	45.84	500.00
						12,200.00	250.25	12,200.00	
						1,710,676.72	242,778.09	1,771,324.47	
						2,691.00	67,740.00	(15,934.12)	
						Estimated 6-30-18 Fund Balance		565,989	
						Projected EOY Fund Balance		550,055	
						% of annual expenditures		31.05%	

# Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201902 To: 201902

Comp L		Fd Org		Pro Crs		Fin		O/S Ty		Account Description		Fin Code	Sub Class	Starting Balance	Debits	Credits	Ending Balance	
4055	B	01	101	000								B	100	00				
4055	B	01	101	002						F	Cash & Cash Equiv	B	100	00	0.00	0.00	0.00	78,325.41
4055	B	01	101	002						F	Liquid Asset Account	B	100	00	228,392.37	37,050.26	37,050.26	337,175.97
4055	B	01	101	003						F	Lake Country Community Ba	B	100	00	155.00	423.16	423.16	(22,918.85)
4055	B	01	104	000						F	Investments	B	100	00	0.00	0.00	0.00	200,000.00
4055	B	01	115	001						F	Payroll Data (Ed Visions)	B	100	00	0.00	0.00	0.00	0.13
4055	B	01	206	000						F	Other Accts Payable	B	200	00	37,473.42	37,473.42	0.00	0.00
4055	B	01	422	000						F	Unassigned Fund Balance	B	400	00	0.00	0.00	0.00	(565,989.48)
4055	B	04	101	000						F	LAF - Cash & Cash Equiv	B	100	00	0.00	0.00	0.00	(45,593.82)
4055	B	04	101	002						F	Cash & Cash Equiv	B	100	00	0.00	0.00	0.00	5,936.97
4055	B	04	101	003						F	LCCB Cash & Cash Equiv	B	100	00	25.50	0.00	0.00	39,786.35
4055	B	98	143	000						F	Equipment	B	100	00	0.00	0.00	0.00	121,226.67
4055	B	98	430	000						F	Invest. Fixed Assets	B	400	00	0.00	0.00	0.00	(121,226.67)
Report Total:															\$266,046.29	\$74,946.84		\$26,722.68



## Nerstrand Charter School #4055 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014330	1133		INDEPENDENT SCHOOL DIST # 656		Check
			E 01	005 810 000 000 391	July custodial		
						\$4,749.79	
		<b>PO#:</b>		<b>5833</b> Invoice	<b>Invoice No:</b> 37119	<b>8/13/2018</b>	<b>Paid Amt:</b> \$22,999.79
							<b>Check Amount:</b> \$22,999.79
4055	LAF	1312014331	1379		MAGGIE KILEY		Check
			E 01	010 640 000 000 366	inservice		
						\$44.15	
		<b>PO#:</b>		<b>5832</b> Invoice	<b>Invoice No:</b> 8/13/18	<b>8/13/2018</b>	<b>Paid Amt:</b> \$44.15
							<b>Check Amount:</b> \$44.15
4055	LAF	1312014332	1514		PREMIER AGENDAS, INC.		Check
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
						\$341.50	
		<b>PO#:</b>		<b>5835</b> Invoice	<b>Invoice No:</b> 204500532761	<b>8/13/2018</b>	<b>Paid Amt:</b> \$341.50
							<b>Check Amount:</b> \$341.50
4055	LAF	1312014333	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>PO#:</b>		<b>5839</b> Invoice	<b>Invoice No:</b> 23149474	<b>8/20/2018</b>	<b>Paid Amt:</b> \$322.48
							<b>Check Amount:</b> \$322.48
4055	LAF	1312014334	1445		MSBA		Check
			E 01	005 010 000 000 820	BOD Training: Fin, Gov, Employ-Alicia, Morgan		
						\$420.00	
		<b>PO#:</b>		<b>5838</b> Invoice	<b>Invoice No:</b> 20313H5G0D6	<b>8/20/2018</b>	<b>Paid Amt:</b> \$420.00
							<b>Check Amount:</b> \$420.00
4055	LAF	1312014335	1309		BON APPETIT DINING SERVICES		Check
			E 01	010 640 000 000 366	Retreat workshop		
						\$1,037.83	
		<b>PO#:</b>		<b>5840</b> Invoice	<b>Invoice No:</b> E13401	<b>8/28/2018</b>	<b>Paid Amt:</b> \$1,037.83
							<b>Check Amount:</b> \$1,037.83
4055	LAF	1312014336	1591		AMY HARRIS		Check
			E 01	010 203 000 000 401	Patrols event supplies		
						\$47.20	
		<b>PO#:</b>		<b>5844</b> Invoice	<b>Invoice No:</b> 8/31/18	<b>8/31/2018</b>	<b>Paid Amt:</b> \$47.20
							<b>Check Amount:</b> \$47.20
4055	LAF	1312014337	1391		BUREAU OF CRIMINAL APPREHENSION		Check
			E 01	005 110 000 000 305	Consult/Fees For Svc		
						\$16.00	
		<b>PO#:</b>		<b>5842</b> Invoice	<b>Invoice No:</b> 8/31/18	<b>8/31/2018</b>	<b>Paid Amt:</b> \$16.00
							<b>Check Amount:</b> \$16.00
4055	LAF	1312014338	1006		CITY OF NERSTRAND		Check
			E 01	005 810 000 000 330	Utility Services		
						\$420.14	
		<b>PO#:</b>		<b>5841</b> Invoice	<b>Invoice No:</b> 8/31/18	<b>8/31/2018</b>	<b>Paid Amt:</b> \$420.14
							<b>Check Amount:</b> \$420.14

## Nerstrand Charter School #4055 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014339	1443	E 01 010 203 000 000 430	EDMENTUM, INC	8/31/2018	Check
		PO#: 5847	Voucher #: 5847	Invoice No: INV106882	Reading Eggs 9/30/18 - 9/30/19 (75)		Paid Amt: \$600.00
							Check Amount: \$600.00
4055	LAF	1312014340	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE	8/31/2018	Check
		PO#: 5855	Voucher #: 5855	Invoice No: Act#3964	Utility Services		Paid Amt: \$257.78
							Check Amount: \$257.78
4055	LAF	1312014341	1264	E 01 005 810 000 000 401	HILLIARD / HUTCHINSON	8/31/2018	Check
		PO#: 5856	Voucher #: 5856	Invoice No: 603125125	Sup/Mat Non-Instr.		Paid Amt: \$745.02
							Check Amount: \$745.02
4055	LAF	1312014342	1042	E 01 010 640 000 000 366	JAN BOUDREAU	8/31/2018	Check
		PO#: 5843	Voucher #: 5843	Invoice No: 8/31/18	MCCR Literacy Conf		Paid Amt: \$64.32
							Check Amount: \$64.32
4055	LAF	1312014343	1379	E 01 010 640 000 000 366	MAGGIE KILEY	8/31/2018	Check
		PO#: 5845	Voucher #: 5845	Invoice No: 8/31/18	Prof Dev Meeting		Paid Amt: \$46.54
							Check Amount: \$46.54
4055	LAF	1312014344	1445	E 01 005 110 000 000 820	MSBA	8/31/2018	Check
		PO#: 5854	Voucher #: 5854	Invoice No: 19811V5B8P7	FY19 annual fee		Paid Amt: \$1,500.00
							Check Amount: \$1,500.00
4055	LAF	1312014345	1592	E 01 010 203 000 000 369	NERSTRAND BIG WOODS STATE PARK	8/31/2018	Check
		PO#: 5858	Voucher #: 5858	Invoice No: 8/31/18	Park use permit (FT)		Paid Amt: \$45.00
							Check Amount: \$45.00
4055	LAF	1312014346	1064	E 01 010 203 000 000 430	QUILL CORPORATION	8/31/2018	Check
		PO#: 5846	Voucher #: 5846	Invoice No: 9301302	paper556.78		Paid Amt: \$556.78
							Check Amount: \$556.78
4055	LAF	1312014347	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.	8/31/2018	Check
		PO#: 5848	Voucher #: 5848	Invoice No: 208121231819	dry erase markers		Paid Amt: \$25.67
							Check Amount: \$25.67



## Nerstrand Charter School #4055 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014348	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.		Check	
				5849 Invoice	Construction paper	8/31/2018		
					Invoice No: 208121286125			
							Paid Amt: \$213.55	
							Check Amount: \$213.55	
4055	LAF	1312014349	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.		Check	
				5850 Invoice	painting supplies	8/31/2018		
					Invoice No: 308103107708			
							Paid Amt: \$192.46	
							Check Amount: \$192.46	
4055	LAF	1312014350	1131	E 01 010 420 000 740 433	SCHOOL SPECIALTY INC.		Check	
				5851 Invoice	SpEd materials	8/31/2018		
					Invoice No: 308103107707			
							Paid Amt: \$54.71	
							Check Amount: \$54.71	
4055	LAF	1312014351	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.		Check	
				5852 Invoice	paint/markers	8/31/2018		
					Invoice No: 208121286126			
							Paid Amt: \$35.51	
							Check Amount: \$35.51	
4055	LAF	1312014352	1524	E 01 010 258 000 000 430	THE MUSIC MART		Check	
				5857 Invoice	coated drum head	8/31/2018		
					Invoice No: 1011898			
							Paid Amt: \$141.30	
							Check Amount: \$141.30	
4055	LAF	1312014353	1017	E 01 005 810 000 000 330	XCEL ENERGY		Check	
				5853 Invoice	Utility Services	8/31/2018		
					Invoice No: Act#51-6189166-3			
							Paid Amt: \$870.13	
							Check Amount: \$870.13	
							Report Total:	\$40,741.61

Nerstrand Elementary School  
2018-2019  
Estimated Cash Flow Projection  
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	Estimated * Cash Balance
2018			373,545
			7/1/18 Beginning Balance
July	119,107	47,652	445,000
August	119,107	86,000	527,746
<b>PY</b>	<b>49,639</b>		
Sept	131,576	157,703	559,850
<b>PY</b>	<b>58,231</b>		
Oct	131,576	157,703	572,156
<b>PY</b>	<b>38,433</b>		
Nov	131,576	157,703	546,029
Dec	131,576	157,703	519,902
2019			
Jan	131,576	157,703	498,301
<b>PY</b>	<b>4,526</b>		
Feb	131,576	157,703	472,174
March	131,576	157,703	446,047
April	131,576	157,703	419,920
May	131,576	157,703	402,355
<b>PY</b>	<b>8,562</b>		
June	131,576	157,703	376,228
	1,713,365	1,710,682	
	1,713,368	1,710,677	
	3	-5	
	0	-1	

\* assumes same 6-30-19 misc payables as prior year

# **Nerstrand School**

## **Parent and Family Engagement Policy**

*School Year 2018/19*

Nerstrand School is committed to providing a quality education for every child. In order to achieve that goal, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents and guardians play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success.

### **PART I. DISTRICT EXPECTATIONS**

Nerstrand School agrees to implement the following requirements:

- Nerstrand School will provide programs, activities and procedures for the engagement of parents within the Title I programs. Families of participating children will have opportunities to have meaningful consultation for those programs, activities and procedures.
- Nerstrand School will work to ensure that the required school-level parent and family engagement policy meets the Title I requirements.
- In carrying out the Title I parent engagement requirements, to the extent practicable, Nerstrand School will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If Nerstrand School's policy for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to Minnesota Department of Education.
- Nerstrand School will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

### **PART II. DISTRICT/SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY REQUIRED COMPONENTS**

1. Nerstrand School will take the following actions to involve parents in the development of its district/school parent and family engagement policy:

Nerstrand School work with a sub-committee of parents to develop a plan for support in the subject area of math/literacy.

1. Nerstrand School will involve parents in the process of district and school plan, review and improvement [i.e. district plan, section 1112, schoolwide section 1114, and/or school improvement section 1116];

Nerstrand School will communicate with families by email, conferences, curriculum meetings and mailings. The school will use a range of assessments, including state data to identify students who qualify.

Staff engages in whole faculty staff development throughout the school year. Sessions will be scheduled to design and implement parent engagement.

1. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review and improvement of the school parental and family engagement policy;

Parent groups are currently involved in a strategic planning process and all parents have been invited to provide input to sub-committee work. Parent engagement and an action plan for developing programs will be one of the outcomes of this planning.

1. Nerstrand School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care or home visits, as such services relate to parental and family engagement;

Updates will be provided during Fall and Spring conferences that are held in the evenings and in the morning. Parents will be able to schedule a time that works for them. Parents who are not able to attend will be updated through email.

5. Nerstrand School will provide the following necessary coordination, technical assistance and other support to assist Title I schools in planning and implementing effective parent engagement activities to improve student academic achievement and school performance:

The school will use funds to support identified students in the area of math and literacy. Title 1 funds will provide instructional support and training for staff

6. Nerstrand School will build the schools' and parents' capacity for strong parental and family engagement, in order to ensure effective engagement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the activities specifically described below:

Nerstrand School will distribute and include on the web site family calendars prior to the beginning of the school year so that parents have advanced notice of school events.

Nerstrand School holds an Open House where families can tour the school, meet teachers, and students see their classrooms. Nerstrand School also holds a Curriculum Night. This evening is a chance for parents to come to school and get more information about their child's curriculum and teacher expectations.

7. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

A. Nerstrand School will provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—

The state's academic content standards,  
The state's student academic achievement standards,  
The state and local academic assessments including alternate assessments,  
The requirements of Title I,  
How to monitor their child's progress, and  
How to work with educators.

Title I funds will support the school in expanding its parent education process. Specifically, funding will enable the school to provide additional curriculum and parent education evenings on the above topics.

B. Nerstrand School will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

C. Nerstrand School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental and family engagement by:

Delivery during conferences.

D. Nerstrand School will, with the assistance of parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

As an outcome of the strategic planning process, the school will develop a team of parents to inform the school of ways to build partnerships and develop parent programs in the area of math and reading.

E. Nerstrand School will, to the extent feasible and appropriate, coordinate and integrate parental and family engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Title I funding will support the hiring of highly qualified staff to review the current math and reading programs, evaluate the needs of students and evaluate technology and other materials to support student academic growth.

F. Nerstrand School will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Nerstrand School will communicate with parents via email, phone calls, letters sent home with students and conferences.

Nerstrand School sends families monthly family updates via email with information pertinent to parents. Nerstrand School does not currently have any ELL students.

8. Nerstrand School will coordinate and integrate parental and family engagement strategies under Title I with parental and family engagement strategies under the following other programs by:

Making changes to our curriculum night, to increase parent and family engagement.

Giving additional information to parents in regards to student support during conferences.

9. Nerstrand School will take the following actions to conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental and family engagement policy and activities to design strategies for more effective parental and family engagement, and to revise, if necessary (and with the engagement of parents) its parental and family engagement policy.

Nerstrand School conducts an annual survey of parents. Additional survey work will be undertaken to get feedback from parents in regard to the new Title I program.

10. Nerstrand School will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved,

Parents are involved in the strategic planning for guiding and financing the education program and parent engagement through the advisory committee and the Annual Meeting held in the fall. Parents also participate in and are invited to attend monthly finance committee and board meetings where all finance decisions are discussed and approved.

11. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Parents will be invited to attend the Advisory Committee meetings in the spring. Parent feedback will be welcomed and will be used as part of the plan to be submitted to MDE for the following year.

### **PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level parental and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

The Strategic Planning Committee will be reviewing parental and family engagement each year.

#### **PART IV. DISCRETIONARY DISTRICT/SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for engagement in the school and school system to support their children's' academic achievement, such as the following discretionary activities:

Nerstrand School seeks to use its Title I plan to implement regular contact with families through parent education meetings at the school in regard to the academic and non-academic program.

Nerstrand School will arrange school meetings at a variety of times, or if necessary, conduct in-home conferences between educators, who work directly with the participating students, with parents who are unable to attend conferences at school.

Nerstrand School will adopt and implement model approaches to improving parental and family engagement.

Title I funds will support the cost of expenses relating to the school facilitating this.

#### **PART V. ACCESSIBILITY**

In carrying out the parent and family engagement requirements of this part Nerstrand School, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Nerstrand School does not currently have any ELL students. Nerstrand school liaises with the authorizing district and social workers as necessary.

#### **PART VI. ADOPTION**

Nerstrand School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

The Parent and Family Engagement Policy will be in effect for the period of the 2018/2019 school years.

Nerstrand School will distribute this policy to all parents of participating Title I children for the 2018/2019 school year.

Parents will be involved with the development of the Nerstrand School Parent and Family Engagement Policy through the school Nerstrand School Advisory Committee.



## Conflicts of Interest

XYZ PUBLIC SCHOOL has established this guidance In accordance with the Uniform Governance Guidance 2 CFR 200, Subpart B, Section §200.112-113.

Employees must avoid activities or relationship that conflict with XYZ PUBLIC SCHOOL's interests or adversely affect the school's reputation. No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Director if you have any questions about conflicts of interest.

A conflict of interest can generally be described as a situation in which your loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of XYZ PUBLIC SCHOOL. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefits in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any business dealings involving XYZ PUBLIC SCHOOL;
- Giving preferential treatment to any person or company in which you, a relative, spouse, partner, child, or a friend has a significant ownership interest or relationship.

Employees will participate annually in training regarding conflicts of interest and complete a Conflict of Interest Disclosure form. Employees must disclose actual or potential conflicts or any relationship that may create the appearance of a conflict of interest to your supervisor, in writing, as soon as you become aware of them so that safeguards can be established to protect all parties. The Executive Director will investigate any conflicts of interest and determine if disciplinary action, including suspension or termination, is warranted.

Failure to make required disclosures or resolve conflicts of interest satisfactorily may result in discipline up to and including termination of employment, as determined by the Executive Director and School Board.

The Executive Director will disclose in writing any potential conflicts of interest to the Minnesota Department of Education (MDE). The disclosure form will be sent to the Chief Financial Officer at MDE.

The Executive Director and School Board Chair will disclose all violations of federal criminal law involving fraud, bribery, or gratuity violations to appropriate authorities and the Minnesota Department of Education (MDE)

See Conflict of Interest Policy Disclosure Forms Part 1 and Part 2

XYZ PUBLIC SCHOOL

**Conflicts of Interest Disclosure Form for Employees**

**Part 1**

Directions: Please complete this form, sign, date and return it to the Director.

I, the undersigned, acknowledge I have received a copy of the XYZ PUBLIC SCHOOL's Conflicts of Interest Policy. I received training on this topic on \_\_\_\_\_ (date).

I, the undersigned, acknowledge this Conflicts of Interest Disclosure Form indicates whether I have any actual or apparent Conflict of Interest with any individual or entity whose interests may reasonably appear to be affected by selecting, awarding, or administering a contract with the entity.

I understand a Conflict of Interest exists when the following individuals or entities have a financial or other interest in an entity with which XYZ PUBLIC SCHOOL is contracting:

1. Board Member, Employee, Officer, or agent;
2. Immediate family of the Board Member, Employee, Officer, or agent;
3. Business Partner of the Board Member, Employee, Officer, or agent;
4. An organization that employs, or is about to employ any individual mentioned in the aforementioned lines.

I agree not to participate in the selecting, awarding, or administering any contract if a conflict of interest exists.

I understand that I have a continuing duty to report any potential Conflicts of Interest and agree to report to the Board any possible conflicts that may develop in addition to any possible conflicts stated below.

I understand a Conflict of Interest may arise in a situation not stated above and this disclosure does not limit XYZ PUBLIC SCHOOL's rights concerning any other conflicts of interest which may arise.

I understand that XYZ PUBLIC SCHOOL will conduct an investigation of any conflict of interest and may result in discipline up to and including termination of employment.

XYZ PUBLIC SCHOOL

**Conflict of Interest Policy Disclosure Form for Employees**  
**Part 2**

I have read, understand, and agree to the provisions of the Conflicts of Interest Policy.

I declare that:

Check one:

\_\_\_\_\_ I have no conflicts to declare.

\_\_\_\_\_ I am declaring the following conflict or potential conflict:

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I understand that if a conflict is declared, XYZ PUBLIC SCHOOL, Director, employee, officer, or agent will notify the Board Chair.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office use:

C of I Trainer: \_\_\_\_\_

Date of training: \_\_\_\_\_

**Internet Acceptable Use and Safety Policy**  
Policy No. XXX

**I. PURPOSE**

The purpose of this policy is to set forth policies, parameters, and guidelines for access to the school's electronic technologies, use of the school network, and acceptable and safe use of the Internet, including electronic communications and social networking tools.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other online resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school is providing students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

A. The following uses of the school system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage, danger, or disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
  - f. shopping online for non-educational items during time designated as work time by the school;
  - g. storage of photos videos or music files not related to educational purposes.
2. Users will not use the school system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use electronic technologies for political campaigning.
5. Users will not use the school system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school system software, hardware, or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.
6. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
7. Users must not deliberately or knowingly delete a student or employee file.

8. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications is for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school as directory information and verification is made that the school has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.
  - c. These prohibitions specifically prohibit a user from utilizing the school system to post personal information about a user or another individual on social networks.
9. Users must keep all account information and passwords on file with the designated school official for key hardware and software applications. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
10. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
11. Users will not use the school system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school system to offer or provide goods or services or for

product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.

12. Users will not use the school system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where the school system is compromised or if a school employee or student is negatively impacted. If the school receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.
  - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.

## **VI. GUIDELINES IN USE OF ELECTRONIC TECHNOLOGIES**

- A. Electronic technologies are assets of the and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on property, is subject to all policies and guidelines, as applicable, and any state and federal laws related to Internet use, including copyright laws.
- B. Personal devices must not be physically connected to the school's wired network and cabling infrastructure.
- C. The school reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- D. Students and employees will not vandalize, damage, or disable any electronic technology or system used by the district.
- E. By authorizing use of the school's system, the school does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the school system.
- F. Routine maintenance and monitoring of electronic technologies, including the school network, may lead to a discovery that a user has violated this policy, another school policy or the law.

## **VII. FILTER**

- A. With respect to any of its computers with Internet access, the school will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school district.

## **IX. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.
- B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.



- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

## **X. EMAIL**

The school provides access to electronic email for school communications between school employee and students, families and community.

- A. Do not use the email system for outside business ventures or other activities that conflict with board policy.
- B. All emails received by, sent through, or generated by school computer network are subject to review by the District.
- C. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records, regarding student and employee privacy.
- D. All emails to a student's parents or guardians about a student must adhere to the following precautions:
  - a. Do not use email to communicate about confidential student information unless the parent or guardian has requested the communication. Emails containing student information should be sent to the parent or guardian's personal email address unless requested otherwise.
  - b. Do not put information in an email that you would not put on school letterhead.
- E. All emails should include the employee's name and contact information at the bottom of the email. The School recommends that electronic mail contain a confidentiality notice, similar to the following:
 

*"If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have*

*received an electronic communication in error, you should immediately return it to the sender and delete it from your system.”*

- F. Employees will report inappropriate emails to the employee’s supervisor or Technology Coordinator.
- G. Emails having content governed by the district’s record retention schedule must be kept in accordance with the retention schedule.

## **XI. SOCIAL MEDIA**

Definition of social media is any form of online publication, discussion, presence, or information sharing that includes but is not limited to social networks, blogs, message boards, wikis, videos, podcasts, photos, YouTube, Facebook, Twitter, Schoology, Instagram, and other online forums or applications.

The school recognizes the value and benefits of online social media applications in instruction and professional development. We encourage teachers, students, and other staff to use social media responsibly as a way to connect, create, and share educational content to enhance the school experience.

Nerstrand Elementary School does not monitor social media accounts, however, the school may take appropriate action if alerted or suspects behavior or communication that unfavorably affects the workplace or violates professional code of conduct. Common code of conduct applies to all students and employees. Any postings or methods of communication must comply with all state and federal laws and any applicable school policies.

Responsibilities:

- A. All postings by individuals must make clear any views expressed are their own and do not necessarily reflect the views of the school. School staff may not post comments representative of the school without authorization by the Superintendent.
- B. Respect all copyright and fair use guidelines.
- C. Students using social networking tools and curriculum content management software for a teacher’s assignment are required to keep personal information out of their postings. Students should not share confidential information about themselves or others.

## **XII. LIMITATION ON SCHOOL LIABILITY**

Use of the school system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school’s system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

## **XIII. USER NOTIFICATION**

All users shall be notified of the school policies relating to Internet use.

- A. This notification shall include the following:
1. Notification that Internet use is subject to compliance with school policies.
  2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school hard drives or servers.
    - b. Information retrieved through school computers, networks, or online resources.
    - c. Personal property used to access school computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
  3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

#### **XIV. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district

system and of the Internet if the student is accessing the school system from home or a remote location.

- B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user and parent or guardian.
5. A statement that the school district's acceptable use policy is available for parental review.

#### **XV. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. The Technology Acceptable Use Consent Form for students is signed by the student and the parent or guardian. The form must then be retained and filed at the school office.
- C. The Technology Acceptable Use Consent Form for employees must be signed by the employee. The form must be retained and filed by Human Resources.

#### **XVI. IMPLEMENTATION; POLICY REVIEW**

- A. The school administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Date of Adoption: \_\_\_\_ July 23, 2018 \_\_\_\_

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
 17 U.S.C. § 101 *et seq.* (Copyrights)  
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969) *United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data) MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 603 (Curriculum Development) MSBA/MASA Model Policy 604 (Instructional Curriculum) MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials) MSBA/MASA Model Policy 806 (Crisis Management Policy) MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**STUDENT TECHNOLOGY ACCEPTABLE USE CONSENT FORM  
TECHNOLOGY ACCEPTABLE USE POLICY XXX**

**NERSTRAND ELEMENTARY SCHOOL #4055**

**Student**

By signing below, I agree to follow the Technology Acceptable Use policy for Nerstrand Elementary School. I understand that the use of the school computer system and access to use of the Internet is a privilege and at that, unacceptable use will result in disciplinary action.

Student Name (print) \_\_\_\_\_

Student ID number \_\_\_\_\_ School Building \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent/Guardian**

I understand:

- I give permission for my child to have access to the Internet using the school's computer network.
- Some materials accessible through the interconnected systems may be inappropriate for school age students. I agree to defend, indemnify and hold harmless Nerstrand Elementary School from any and all claims arising out of or related to the use of this interconnected computer system.
- Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school system/equipment and of the Internet if the student is accessing the school system from home or a remote location.
- Parents have the right to request the termination of their child's individual account access at any time.

APPROVED

DISAPPROVED

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**STAFF TECHNOLOGY ACCEPTABLE USE CONSENT FORM  
TECHNOLOGY ACCEPTABLE USE POLICY XXX**

**NERSTRAND ELEMENTARY SCHOOL ISD #4055**

**Staff**

By signing below, I agree to follow the Technology Acceptable Use policy for Nerstrand Elementary School. I understand that the use of the school computer system and access to use of the Internet is a privilege and at that, unacceptable use will result in disciplinary action.

Staff Name (print) \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

# Nerstrand Elementary School

## Board Development/Training Plan

### A. Board Organization

- a. Officers
  - i. Board Chair - oversees Board process, convenes meetings, Board correspondence
  - ii. Board Treasurer – attends Finance Committee meetings, reviews board financials, assists in budgeting process
  - iii. Board Clerk - oversees recording minutes of meeting
- b. Committees
  - i. The Board may consider forming additional committees (such as Governance, Policy, etc.) and corresponding descriptions of duties and goals

### B. Training

Board members are required to complete certified board training in 3 components areas: employment, governance, and finance. Training records are maintained (see page 2). Training must begin within 6 months of being seated and be completed within 12 months.

The Board shall also receive ongoing annual board training which will be recorded in Board minutes.

### C. Goals

The Board will continue to develop their "Board working calendar of events" including areas for growth, self-evaluation, policy review, etc.

The Board will develop and maintain a welcome packet to assist with on-boarding new members.

### D. Key Board Documents

- a. Original charter application (on file in office)
  - b. Bylaws (on school website)
  - c. Current charter contract (on file in office + on school website in BOD packet)
  - d. Board Policies: Admission, Lottery, Conflict of Interest, Nepotism, Bullying, Fund Balance, Complaint Policy/Procedure (all on, or soon to be on, school website)
  - e. Facility lease (school website in BOD packet)
  - f. Annual financial audit (school website in BOD packet)
  - g. IRS 990 tax return (on file in school business office – available for public inspection)
  - h. Annual school calendar (school website)
  - i. Annual Report (school website in BOD packet)
  - j. Board Minutes and Board Agendas including Finance report (school website)
-



## **BOARD TRAINING RECORD**

<i>Name</i>	<i>Certification</i>	<i>Date Completed</i>	<i>Location</i>
Paula Shroyer	Employment Matters	5/22/2010	Ratwick, Roszak & Maloney
Paula Shroyer	Board Governance	5/22/2010	Ratwick, Roszak & Maloney
Paula Shroyer	Financial Matters	5/21/2010	Nonprofits Assistance Fund
Sarah Stensrud	Board Governance	12/10/2011	University of St. Thomas
Sarah Stensrud	Employment Law	12/10/2011	University of St. Thomas
Sarah Stensrud	Financial Matters	12/10/2011	University of St. Thomas
Matthew Keseley	Board Governance	10/21/2017	NEO – Rod Haenke
Matthew Keseley	Employment Matters	10/21/2017	NEO – Rod Haenke
Matthew Keseley	Financial Matters	10/21/2017	NEO – Rod Haenke
Alicia Wasilowski	Financial Matters	8/7/18	MSBA
Alicia Wasilowski	Employment Matters	8/7/18	MSBA
Alicia Wasilowski	Board Governance	8/7/18	MSBA
Morgan Welborn	Board Governance	8/7/18	MSBA
Morgan Welborn	Employment Matters	8/7/18	MSBA
Morgan Welborn	Financial Matters	8/7/18	MSBA
Rich Bailey	Financial Matters	11/27/17	MACS
Rich Bailey	Employment Matters	3/21/18	MACS
Rich Bailey	Board Governance	3/14/18	MACS
Andrew Lubinski	Financial Matters	8/9/2016	University of St. Thomas
Andrew Lubinski	Employment Matters	8/9/2016	University of St. Thomas
Andrew Lubinski	Board Governance	8/9/2016	University of St. Thomas
Carmen Bonde	Financial Matters	11/13/2010	University of St. Thomas
Carmen Bonde	Employment Matters	5/22/2010	Ratwick, Roszak & Maloney
Carmen Bonde	Board Governance	5/22/2010	Ratwick, Roszak & Maloney

## 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  
Complete an evaluation performance review of School Director
- 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: Presentation by NEO?)
- November: Ongoing Board Training: Employment (example: presentation by EdVisions)  
Ongoing Board Training: State Data Practices Law (Presentation by Maggie)  
Review Policy #
- December: Ongoing Board Training: Finance (example: presentation by Keith Johnson)  
Review Policy #
- January: Review BOD member terms and prepare for election  
Establish an Election Committee of 3 or more Board members  
BOD chair completes check list of board trainings attendance  
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: Continue budget meetings  
Publish/post for interest in BOD open positions  
Approve School Calendar for next year  
Review Policy #
- April: Continue budget meetings - preliminary budget for next year  
Announce 30-day notice for BOD election  
Approve service contracts for next year  
Review Policy #  
Discuss domain focus for next year
- May: Review or approve budget for next year (if not already approved)  
Discuss BOD election progress  
Approve service contracts for next year  
BOD chair completes check list of board trainings, collects certificates  
Review Policy #
- June: Approve revised current year budget (if necessary)  
Approve next year's budget (if not already approved)  
Approve next year's staff hiring list (working agreements)  
Discuss BOD election, certify results  
Approve annual banking resolutions  
Approve designated use of REAP funds  
Approve service contracts for next year  
Approve designations of required roles for next year  
Election of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)  
Approve next year's Board Meeting Schedule  
Review Policy #  
Evaluation of Director