

Nerstrand Elementary School
Board of Directors Meeting
November 16, 2020 - 3:30 pm
Via Zoom at the following link:

<https://us02web.zoom.us/j/86485627467?pwd=ZXNseVBhTTM4Z3loTnlZeWhiblBrdz09>

Meeting ID: 864 8562 7467 Passcode: 607052

Nerstrand Elementary School will empower students to be self-directed lifelong learners by providing a nurturing multi-age environment which fosters cooperation and character development.

BOARD AGENDA

- 1.0 Call to Order
 - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve October 19, 2020 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director Report
 - a) Student performance item
 - b) Director evaluation item
 - c) COVID-19 update
 - 6.2 NEO Authorizer comments (Dan Jett)
 - 6.3 Enrollment Update
 - 6.4 Finance Report
 - a) Monthly Financial report
- 7.0 Policy
 - 7.1 Bylaws revisions – second read
 - 7.2 Policy #808 – Face Covering Policy – second read
- 8.0 New Business
 - 8.1 None
- 9.0 Old Business
 - 9.1 Review BOD Work Calendar
 - a) Review status of new member trainings (required by 12/31/20)
 - b) Remember to give a copy of course completion certificates to Barb (for NEO file)

c) Discuss www.mncharterboard.com – was everyone able to login?

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

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

10.2 Next Board of Directors meeting: December 14, 2020 at 3:30pm (Zoom link to be posted)

11.0 Adjournment

Nerstrand Elementary School
Board of Directors Meeting Minutes
October 19th, 2020

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

- 1.0 Call to Order at 3:30 p.m.
 - 1.1 Roll Call

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

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

- 4.0 Approve September 14, 2020 Board Meeting Minutes
 - Approved. First: Sarah, Second: Gretta, Yay: 7, Nay: 0, Abstentions: 0

- 5.0 Community Comment
 - None present

- 6.0 Reports
 - 6.1 Director Report
 - SEE REPORT for full details
 - Maggie highlighted the success of practicing safety measures to maintain special school traditions while protecting students and staff against Covid 19.
 - a) Student performance item

- SEE REPORT
- b) Director evaluation item
 - SEE REPORT

- Discussed how county numbers are affecting local schools and what Nerstrand is doing and will proceed. Maggie contacted the MDE Regional Consultation Team to get information and guidance on how the school should proceed with numbers changing in Rice County.
- Reviewed scenarios for the three learning models based on county Covid 19 case rates. This includes multiple learning groups, scheduling, safety procedures, technology, transportation, meals, childcare, visitor and all other policies.

6.2 NEO Authorizer comments
None

6.3 Enrollment Update
123 students currently enrolled

6.4 Finance Report

- a) Monthly Financial report
SEE REPORT
 - Current fund balance gives flexibility during this time.
 - Projected fund balance of 22.1%, goal to be above 25%

7.0 Policy

7.1 Policy #412 – Employee Expense Reimbursement Policy – second read
Motion approved. First: Amber, Second: Sarah, Yay: 7, Nay: 0, Abstentions: 0

7.2 Bylaws review - first read

7.3 Policy #808 - Face Covering Policy - first read

8.0 New Business

8.1 Approve updated 2020-2021 Nerstrand Compensation Schedule
Motion approved. First: Amber, Second: Skip, Yay: 7, Nay: 0, Abstentions: 0

November 2020, Director's Report

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

November Highlights

Former Nerstrand parent and Middle School Science teacher, Linda Bonde, has been working with all of our students throughout the fall. She has been presenting exciting and engaging lessons following the Minnesota State Science Standards for each grade. I have received positive feedback about her lessons, from teachers, students and parents. Linda will be completing her work with students, and we are grateful to have had her working in the building.

Art Adventures will be returning to our building. Thank you to parent and paraprofessional, Cara Waddell, for keeping this long running program going at our school. Cara will be showcasing pieces of art from the Minnesota Institute of Art to our students.

Covid 19 Updates

On 11/11/20 we made the decision to move into Distance Learning until the winter break. This was based on rising case rates in our county and increased quarantines in staff and students. We hope that we will be able to return to Hybrid Learning after the break. Our ICT Team will continue to monitor the situation over the break.

FYI: Our Safety Committee (Phil McBride, Carmen Bonde, Lori Amy, Amy Harris, Barb Grote, Maggie Kiley) will be conducting monthly meetings going forward. We will also meet when the need arises. We are trying to plan ahead if/when we are needing to change learning models. The Incident Command Team or Pivot Team (Maggie Kiley, Barb Grote, Andrew Lubinski, Carmen Bonde) will also be meeting monthly and as needed. Barb Grote and I attend the weekly Rice County Public Health Nursing Meeting and Barb attends the School Nursing Meetings. I also attend a MACS meeting, and the weekly Commissioner of Education meetings. We all work together to sift through the information coming from the CDC, MDH and MDE to make sure we are practicing the expected guidelines throughout the pandemic.

Personnel Update

There are no new changes in personnel.

Student Performance Results

The attached report is the FASTBRIDGE aMath assessment. This was completed in late September with our kindergarten class.

Director Evaluation

I am requesting that the board is open to my focusing on Domains that are more relevant to challenges of this year. I am hopeful that I can return to Domain 3 before the end of the school year but our main focus has been around the following domains: Domain 1 (Data Driven Focus on Achievement); Domain 4 (Cooperation and Collaboration) and Domain 5 (School Climate).

Domain 4: Cooperation and Collaboration **The school leader ensures that teachers have formal roles in the decision-making process regarding school initiatives.** As we have moved through this pandemic, teacher input has been an essential part of the process. Transparency and cooperation have been important in working for the good of our students and staff. In our staff meetings I have asked for teacher input regarding important decisions. We have worked together to communicate expectations of teachers, students and families in the different learning models. Within our teacher staff meetings, I have seen a greater degree of discussion from all teachers about teaching methods, communication with families and where supports need to be put in place. Our teachers are collaborating and supporting each other through this year. That is both a necessity and a bright spot in this challenging time.

Domain 5: School Climate. **The school leader has the trust of the faculty and staff that his or her actions are guided by what is best for all student populations.** As the Director I have always sought out mentors for validation and feedback. I have connected with local Directors and School leaders throughout the state to help guide our work this year. I have been able to share with faculty, how other schools are working through challenges this year, and have connected teachers with Prairie Creek Community School teachers for support.

In faculty meetings, I am seeking out information from teachers on where they need administrative support, resources that would be beneficial, and encouraging them to attend to their own mental and emotional needs during this time.

I am grateful to have such a creative and supportive staff, in particular our licensed teachers, that have worked with their students in mind in all their planning.

Respectfully submitted,

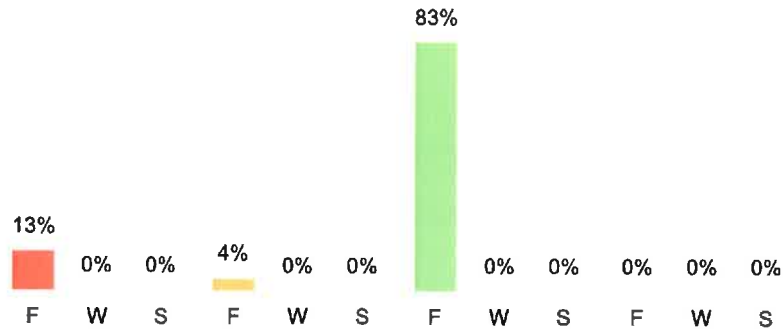
Maggie Kiley

Group Screening Report: aMath

2020-21 Nerstrand Elementary Nerstrand Elementary Grade:KG Teacher: Kunze, Gretta

INTERVAL: 2020-2021 : Fall
 COLOR CODING: Norms

Scores Of Students In Group By Normative Categories: ?



179	50	50	50	48
!!! 171	1	1	1	7
182	95	95	95	65
184	99	99	99	71
178	27	27	27	44
181	82	82	82	61
179	68	68	68	49
180	73	73	73	51
!!! 172	5	5	5	9
178	36	36	36	46
178	41	41	41	46
179	45	45	45	47
!!! 172	9	9	9	9
181	86	86	86	61
179	64	64	64	48
!!! 174	14	14	14	26
179	55	55	55	48
179	59	59	59	48
100 182	91	91	91	63

	178	23	23	23	44
	177	18	18	18	40
	181	77	77	77	59
Group Average	178.28				
Group Median	178.84				
Group Standard Deviation	3.40				
Group Min	170.72				
Group Max	184.40				

!! High Risk
 ! Some Risk
 College Pathway
■ 0-19.99 %ile
■ 20-29.99 %ile
■ 30-84.99 %ile
■ 85 %ile and Above

N/A student percentile not shown

- Please note you will not see operational score information if the score 70% of the students have completed the assessment
- * Information has been disabled by your district manager
- + Student was assessed outside of the scoring window

To enhance FAST system speed and performance, all percentile calculations are gathered nightly from the day's assessment activities. Percentile calculations in this report reflects the prior day's scores.

Financial Overview:

	2020-2021 Adopted Budget	10-31-20 YTD	2021 Working Budget/Outlook
Enrollment (ADM's)	148		123
Fund 01 Revenues	1,979,083	572,710	1,826,874
Fund 01 Expenditures	2,003,493	415,309	2,063,345
Net Fund 01 Income	(24,410)	124,765	(236,471)
Audited 6-30-20 Fund 01 Balance			690,522
Projected 6-30-21 Fund 01 Balance			454,051
* % of annual Fund 01 expenditures			22.01%

2020-2021 Income Statement and Budget Outlook

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

Nerstrand Elementary School
Board of Directors
November 16, 2020

- 10-year Fund Balance History, as of June 30:
 - 2009 = 33.8%
 - 2010 = 36.7%
 - 2011 = 34.7%
 - 2012 = 35.1%
 - 2013 = 35.9%
 - 2014 = 35.2%
 - 2015 = 35.6%
 - 2016 = 36.5% (plus \$48k carryover for FY17 tech/fiber)
 - 2017 = 37.3%
 - 2018 = 32.9%
 - 2019 = 32.2%
 - 2020 = 36.2%
 - 2021 = 22.0% (projected)

Nerstrand Elementary School
2020-2021 Income Statement
For the Period Ending 10/31/20

2020-2021 Adopted Budget	10-31-20 YTD	2021 Working Budget/Outlook
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Fd Org Pro Fin Obj/Src Crs

Enrollment ADMs

148

123

Fund 1 Revenues

01 000 000 000 050 000	LOCAL: Fees from Families	13,000.00	5,880.00	10,000.00
01 000 000 000 092 000	LOCAL: Interest Income	6,500.00	0.00	6,500.00
01 000 000 000 096 000	LOCAL: Donations, Eagle Open (cxld)	8,000.00	10,530.73	10,600.00
01 000 000 000 099 000	LOCAL: Miscellaneous Revenue	50.00	0.00	50.00
01 000 000 000 071 000	LOCAL: Third Party Billing Revenue	1,400.00	1,368.31	1,400.00
01 000 000 740 360 000	STATE: Spec Ed Aid (@ 93%)	532,890.00	135,248.21	537,656.10
01 000 000 000 201 000	STATE: Endowment Aid	5,903.43	3,189.13	5,903.43
01 000 000 000 211 000	STATE: GenEd Aid (per WhatIf) 2% in FY21	1,086,771.98	421,694.00	903,869.08
01 000 000 000 211 000	STATE: Compensatory Revenue	27,150.72	0.00	27,150.72
01 000 000 000 212 000	STATE: Literacy Aid	17,455.87	(341.08)	17,455.87
01 000 000 000 317 000	STATE: Facility Maintenance Revenue	19,800.00	(861.84)	16,236.00
01 000 000 348 300 000	STATE: Building Lease Aid	194,472.00	(3,997.87)	161,622.00
01 000 000 342 300 000	STATE: School Safety	0.00	0.00	0.00
	COVID one-time (GEER,ESSER,CRF)		0.00	56,443.00
01 000 000 401 400 000	FED: Title I (including flexed Title IV)	21,500.00	0.00	25,634.98
01 000 000 414 400 000	FED: Title II	3,635.72	0.00	3,635.72
01 000 000 419 400 000	FED: Spec Ed-FedFlowThru	21,574.36	0.00	21,574.36
01 000 000 425 400 000	FED: CEIS	4,362.11	0.00	4,362.11
01 000 000 514 500 000	FED: REAP	14,617.00	0.00	16,781.00
TOTAL FUND 01 REVENUE		1,979,083.19	572,709.59	1,826,874.37

Fund 1 Expenditures

<u>RegEd payroll and benefits vs. prior year</u>				
	Carry-in payroll increase	0.00		0.00
	Teacher salary schedule (95% of prior year ISD#656)	23,669.00		23,669.00
	Non-teacher schedule (100% of prior year ISD#656)	2,063.00		2,063.00
	15% Health insurance premium increase	7,153.00		7,153.00
<i>Fd Org Pro Fin Obj/Src Crs</i>	Total payroll changes over prior year	32,885.00		32,885.00
01 005 010 000 366 000	Board Workshops/Conferences	900.00	24.00	900.00
01 005 010 000 820 000	Authorizer Fee (.015 x \$6,188 x 150)	15,212.28	11,820.60	15,212.28
01 005 050 000 305 000	EdVisions Admin Staff	100,750.00	18,496.25	95,000.00
01 005 105 000 305 000	Payroll Svc Fees, Employ Ads, Backgr Cks	24,000.00	4,296.72	24,000.00
01 005 107 000 305 000	Marketing	500.00	0.00	500.00
01 005 110 000 305 000	Business: RegionV, Audit, Legal, Consult	77,385.36	12,471.22	77,385.36
01 005 110 000 320 000	Phone, Internet, Firewall	4,000.00	(91.30)	4,000.00
01 005 110 000 329 000	Postage	1,400.00	364.00	1,400.00
01 005 110 000 401 000	Business Non-Inst Supplies	200.00	0.00	200.00
01 005 110 000 820 000	RegV, MSBA, JMC, SEMNET/e-rate	9,078.92	8,093.24	11,000.00
01 005 720 000 390 000	Health Services - paid to ISD #656	3,000.00	0.00	3,000.00
01 005 810 000 305 000	Building Contratted Services	0.00	1,000.00	1,000.00
01 005 810 000 330 000	Utilities + Garbage/Recycle	46,200.00	14,373.74	46,200.00
01 005 810 000 391 000	Maint Cost Share - paid to ISD #656	51,622.20	15,594.46	59,000.00
01 005 810 000 401 000	Oper/Maint - Building Supplies	4,600.00	1,167.58	4,600.00
01 005 850 348 370 000	Facilities Lease (pd to ISD #656)	219,000.00	54,750.00	219,000.00
01 005 940 000 340 000	Property/Liability Insurance	10,899.64	7,977.43	10,899.64
01 005 950 000 910 000	Permanent Transfer to Fund 04	6,500.00	0.00	6,500.00
01 010 201 000 394 000	EdVisions Kinder Staff	64,750.00	11,984.10	67,000.00
01 010 203 000 305 000	Tech Support, Video, Interpreting	4,500.00	1,113.53	4,500.00
01 010 203 000 369 000	Field Trips, Admissions, River Bend	13,000.00	3,360.00	14,000.00
01 010 203 000 370 000	Copier Lease (\$129.77/month)	1,557.24	519.08	1,557.24
01 010 203 000 394 000	EdVisions General Staff (some COVID)	409,571.63	73,054.38	429,000.00
01 010 203 000 401 000	Elem Ed - Non-Inst Supp (some COVID)	9,000.00	11,043.74	19,000.00

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Nerstrand Elementary School
2020-2021 Income Statement
For the Period Ending 10/31/20

					2020-2021 Adopted Budget	10-31-20 YTD	2021 Working Budget/Outlook
01 010 203 000 430 000	Elem Ed - Instructional Supplies	25,000.00	13,050.31	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	1,146.00	1,200.00			
01 010 203 000 555 000	Technology (some COVID)	10,200.00	20,005.40	30,200.00			
01 010 203 733 394 000	Field Trips - Transportation	6,688.70	330.00	6,688.70			
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	926.38	17,000.00			
01 010 204 514 303 000	EdVisions REAP CSR	24,593.00	0.00	24,593.00			
01 010 216 401 303 000	EdVisions Title I	30,450.97	0.00	30,450.97			
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	27,376.00	8,330.44	27,376.00			
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	0.00	1,000.00			
01 010 258 000 394 000	EdVisions Music Staff	58,500.00	10,975.17	58,500.00			
01 010 258 000 430 000	Music Supplies	1,500.00	603.14	1,500.00			
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	0.00	16,000.00			
01 010 420 419 329 000	FED: SpEd Postage, Employ Ads	500.00	0.00	400.00			
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	598.00	1,934.36			
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	1,158.11	1,500.00			
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	1,528.23	1,590.00			
01 010 420 419 433 000	FED: SpEd Materials	50.00	60.99	150.00			
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	17,302.50	80,000.00			
01 010 407 740 394 000	SLD - Contract Fees	0.00	2,002.20	5,000.00			
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	70,000.00	7,612.40	70,000.00			
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	13,000.00	1,337.91	13,000.00			
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	55,000.00	12,110.60	55,000.00			
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	3,302.57	15,000.00			
01 010 412 740 394 000	Dev Delay - Contract Fees	60,000.00	0.00	55,000.00			
01 010 420 740 394 000	SpEd Contracted Srvcs: Psych, PT, Dape,	60,000.00	5,990.00	60,000.00			
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	170,000.00	25,716.24	170,000.00			
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	45,000.00	5,116.52	45,000.00			
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,500.00	4,331.97	5,000.00			
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	5,124.84	5,124.84			
01 010 400 372 xxx 000	Third Party Billing Fees	1,400.00	1,084.55	1,400.00			
01 010 422 425 303 000	EdVisions CEIS Staff	4,362.11	0.00	4,362.11			
01 010 605 000 394 000	EdVisions Program Support Staff	71,500.00	14,030.75	69,000.00			
01 005 xxx 342 xxx 000	School Safety Expense	0.00		0.00			
01 010 204 414 366 000	Professional Development - Title II	3,635.72	0.00	3,635.72			
01 010 640 000 366 000	Professional Development - General	6,000.00	121.42	6,000.00			
TOTAL FUND 01 EXPENSES							
2,003,493.13 415,309.41 2,063,345.22							
Net Fund 01 Income (24,409.94) 157,400.18 (236,470.85)							
Audited Beginning of Year Fund 1 Balance							
690,522							
Projected End of Year Fund 1 Balance							
454,051							
% of annual expenditures 22.01%							

Fd Org Pro Fin ObjSrc Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	5,700.00	34.00	5,700.00
04 000 000 000 649 000	Permanent Transfer from Fund 1	6,500.00	0.00	6,500.00
12,200.00 34.00 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	0.00	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	0.00	500.00
12,200.00 0.00 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: 202104 To: 202104

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	65,286.24
4055	B	01	101	002						F	Liquid Asset Account	B	100	00	161,306.21	126,108.57		805,711.17
4055	B	01	101	003						F	Lake Country Community Ba	B	100	00	627.00	3,189.58		(23,075.49)
4055	B	01	115	001						F	Payroll Data (Ed Visions)	B	100	00	0.00	0.00		0.13
4055	B	01	206	000						F	Other Accts Payable	B	200	00	24,366.02	24,366.02		0.00
4055	B	01	422	000						F	Unassigned Fund Balance	B	400	00	0.00	0.00		(690,521.87)
4055	B	04	101	000						F	LAF - Cash & Cash Equiv	B	100	00	0.00	1,860.32		(70,182.29)
4055	B	04	101	002						F	Cash & Cash Equiv	B	100	00	0.00	27.48		18,296.08
4055	B	04	101	003						F	LCCB Cash & Cash Equiv	B	100	00	47.00	100.42		49,580.76
4055	B	04	206	000						F	Other Accts Payable	B	200	00	127.90	127.90		0.00
4055	B	98	143	000						F	Equipment	B	100	00	0.00	0.00		121,226.67
4055	B	98	430	000						F	Invest. Fixed Assets	B	400	00	0.00	0.00		(121,226.67)
Report Total:														\$124,400.89	\$186,474.13	\$155,780.29	\$155,094.73	

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312015134	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S	10/8/2020	Check
				6949 Invoice	\$90/hr 9/21 - 10/1/20		
					Invoice No: 3		
							Paid Amt: \$3,870.00
							Check Amount: \$3,870.00
4055	LAF	1312015135	1344	E 01 005 110 000 000 305	CLIFTONLARSONALLEN LLP	10/8/2020	Check
				6951 Invoice	Business Consult Fees		
					Invoice No: 2629202		
							Paid Amt: \$963.22
							Check Amount: \$963.22
4055	LAF	1312015136	1027	E 01 010 203 000 000 430	DELTA EDUCATION	10/8/2020	Check
				6941 Invoice	Sup/Mat N-Indiv Inst		
					Invoice No: 302500183772		
							Paid Amt: \$959.88
							Check Amount: \$959.88
4055	LAF	1312015137	1033	E 01 010 203 000 733 394	FARIBAULT TRANSPORTATION, INC	10/8/2020	Check
				6950 Invoice	RBNC 9/29+9/30		
					Invoice No: 39112		
							Paid Amt: \$330.00
							Check Amount: \$330.00
4055	LAF	1312015138	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE	10/8/2020	Check
				6940 Invoice	Utility Services		
					Invoice No: NER 9/20		
							Paid Amt: \$272.78
							Check Amount: \$272.78
4055	LAF	1312015139	1264	E 01 005 810 000 000 401	HILLYARD / HUTCHINSON	10/8/2020	Check
				6944 Invoice	COVID		
					Invoice No: 604070369		
							Paid Amt: \$10.40
							Check Amount: \$10.40
4055	LAF	1312015140	1264	E 01 005 810 000 000 401	HILLYARD / HUTCHINSON	10/8/2020	Check
				6953 Invoice	COVID-disinfect		
					Invoice No: 604080516		
							Paid Amt: \$71.52
							Check Amount: \$71.52
4055	LAF	1312015141	1545	E 01 010 203 000 000 305	KEYSTONE INTERPRETING SOLUTIONS, INC	10/8/2020	Check
				6948 Invoice	Elem non-student Consulting		
					Invoice No: 2297-00008		
							Paid Amt: \$127.00
							Check Amount: \$127.00
4055	LAF	1312015142	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY	10/8/2020	Check
				6952 Invoice	September 2020		
					Invoice No: September 2020		
							Paid Amt: \$1,125.00
							Check Amount: \$1,125.00

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312015143	1492		ON THE MOVE - THERAPY SERVICES		Check
			E 01 010 420 000 740 394		\$100/hr	\$4,225.00	
PO#:		Voucher #:	6945	Invoice	Invoice No: 1812		Paid Amt: \$4,225.00 Check Amount: \$4,225.00
4055	LAF	1312015144	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 401		COVID-hand sanitizer	\$124.99	
			E 01 010 203 000 000 430		Sup/Mat N-Indiv Inst	\$6.99	
PO#:		Voucher #:	6938	Invoice	Invoice No: 10432475		Paid Amt: \$131.98 Check Amount: \$131.98
4055	LAF	1312015145	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 430		Sup/Mat N-Indiv Inst	\$26.94	
PO#:		Voucher #:	6939	Invoice	Invoice No: 10642576		Paid Amt: \$26.94 Check Amount: \$26.94
4055	LAF	1312015146	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 430		toner, paper	\$386.95	
PO#:		Voucher #:	6946	Invoice	Invoice No: 10786232		Paid Amt: \$386.95 Check Amount: \$386.95
4055	LAF	1312015147	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 430		cardstock	\$18.79	
PO#:		Voucher #:	6947	Invoice	Invoice No: 10821109		Paid Amt: \$18.79 Check Amount: \$18.79
4055	LAF	1312015148	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 401		laneyards	\$29.88	
PO#:		Voucher #:	6954	Invoice	Invoice No: 10917705		Paid Amt: \$29.88 Check Amount: \$29.88
4055	LAF	1312015149	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 401		Sup/Mat Non-Inst.	\$27.98	
PO#:		Voucher #:	6955	Invoice	Invoice No: 10902309		Paid Amt: \$27.98 Check Amount: \$27.98
4055	LAF	1312015150	1131		SCHOOL SPECIALTY INC.		Check
			E 01 010 203 000 000 401		Sup/Mat Non-Inst.	\$163.67	
PO#:		Voucher #:	6942	Invoice	Invoice No: 308103642506		Paid Amt: \$163.67 Check Amount: \$163.67
4055	LAF	1312015151	1017		XCELENERGY		Check
			E 01 005 810 000 000 330		Utility Services	\$1,217.01	
PO#:		Voucher #:	6943	Invoice	Invoice No: Act#51-6189166-3		Paid Amt: \$1,217.01 Check Amount: \$1,217.01

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	131201512	1391	E 01 005 110 000 000 305	BUREAU OF CRIMINAL APPREHENSION Business Consult Fees		Check
PO#:		Voucher #:	6957	Invoice	Invoice No: Eltonga	10/11/2020	Paid Amt: \$8.00 Check Amount: \$8.00
4055	LAF	131201513	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656 Sept lease		Check
PO#:		Voucher #:	6956	Invoice	Invoice No: 39666	10/11/2020	Paid Amt: \$18,250.00 Check Amount: \$23,479.67
							\$5,229.67
4055	LAF	131201514	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS Phone		Check
PO#:		Voucher #:	6958	Invoice	Invoice No: Act#69828	10/11/2020	Paid Amt: \$147.80 Check Amount: \$147.80
4055	LAF	131201515	1593	E 04 005 570 000 000 401	DANA JANS Regal Eagles Sup/Mat Non-Inst.		Check
PO#:		Voucher #:	6959	Invoice	Invoice No: 10/18/20	10/18/2020	Paid Amt: \$19.24 Check Amount: \$19.24
4055	LAF	131201516	1433	E 01 010 203 000 000 430	MYBINDING.COM lam film		Check
PO#:		Voucher #:	6960	Invoice	Invoice No: Ref#473034	10/18/2020	Paid Amt: \$116.28 Check Amount: \$116.28
4055	LAF	131201517	1005	E 01 005 110 000 000 820	REGION V COMPUTER SERVICES 2nd Qtr membership		Check
PO#:		Voucher #:	6961	Invoice	Invoice No: 13695	10/18/2020	Paid Amt: \$890.50 Check Amount: \$940.50
							\$50.00
4055	LAF	131201518	1575	E 01 010 203 000 000 401	ACP DIRECT COVID 6-slot tech tub		Check
PO#:		Voucher #:	6970	Invoice	Invoice No: 0235270	10/25/2020	Paid Amt: \$221.00 Check Amount: \$221.00
4055	LAF	131201519	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S \$90		Check
PO#:		Voucher #:	6975	Invoice	Invoice No: 20-21 #4	10/25/2020	Paid Amt: \$3,622.50 Check Amount: \$3,622.50
4055	LAF	1312015160	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND Utility Services		Check
PO#:		Voucher #:	6966	Invoice	Invoice No: Nerstrand 10/20	10/25/2020	Paid Amt: \$416.34 Check Amount: \$416.34

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	1312015161	1593	E 04	DANA JANS		Check	
					005 570 000 000 401	Regal Eagles Sup/Mat Non-Inst.		
					6963 Invoice	10/25/2020	Paid Amt:	\$8.24
							Check Amount:	\$8.24
4055	LAF	1312015162	1264	E 01	HILLYARD / HUTCHINSON		Check	
					010 203 000 000 401	COVID sprayer pump		
					6969 Invoice	10/25/2020	Paid Amt:	\$33.99
							Check Amount:	\$33.99
4055	LAF	1312015163	1264	E 01	HILLYARD / HUTCHINSON		Check	
					010 203 000 000 401	COVID foam soap		
					6973 Invoice	10/25/2020	Paid Amt:	\$56.63
							Check Amount:	\$56.63
4055	LAF	1312015164	1264	E 01	HILLYARD / HUTCHINSON		Check	
					010 203 000 000 401	COVID spray trigger		
					6974 Invoice	10/25/2020	Paid Amt:	\$7.20
							Check Amount:	\$7.20
4055	LAF	1312015165	1051	E 01	LARRY RICHIE		Check	
					010 203 000 000 401	peace garden		
					6972 Invoice	10/25/2020	Paid Amt:	\$57.60
							Check Amount:	\$57.60
4055	LAF	1312015166	1574	E 01	MARCO		Check	
					010 203 000 000 370	Copier Lease		
					010 203 000 000 430	Sup/Mat N-Indiv Inst		
					010 005 110 000 000 329	Postage & Parcel Svc		
					6962 Invoice	10/25/2020	Paid Amt:	\$129.77
							Check Amount:	\$179.21
							Check Amount:	\$13.50
4055	LAF	1312015167	1064	E 01	QUILL CORPORATION		Check	
					010 203 000 000 401	Sup/Mat Non-Inst.		
					6964 Invoice	10/25/2020	Paid Amt:	\$8.38
							Check Amount:	\$8.38
4055	LAF	1312015168	1064	E 01	QUILL CORPORATION		Check	
					010 203 000 000 430	paper		
					6965 Invoice	10/25/2020	Paid Amt:	\$155.26
							Check Amount:	\$155.26
4055	LAF	1312015169	1064	E 01	QUILL CORPORATION		Check	
					010 203 000 000 430	paper		
					6977 Invoice	10/25/2020	Paid Amt:	\$69.48
							Check Amount:	\$69.48

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312015170	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
					COVID sanitizing wipes		
							\$6.79
							Paid Amt: \$6.79
							Check Amount: \$6.79
4055	LAF	1312015171	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
					pens		
							\$189.90
							Paid Amt: \$189.90
							Check Amount: \$189.90
4055	LAF	1312015172	1412	E 01 005 110 000 000 305	RATWIK, ROSZAK, & MALONEY, PA		Check
					Business Consult Fees		
							\$159.00
							Paid Amt: \$159.00
							Check Amount: \$159.00
4055	LAF	1312015173	1336	E 01 005 110 000 000 320	TDS		Check
					Phone		
							\$120.25
							Paid Amt: \$120.25
							Check Amount: \$120.25
4055	LAF	1312015174	1660	E 01 010 258 000 000 430	THEMES & VARIATIONS INC.		Check
					musicplay online		
							\$149.95
							Paid Amt: \$149.95
							Check Amount: \$149.95
4055	LAF	1312015175	1659	E 01 010 203 000 000 401	TLS		Check
					COVID (25) tablet headsets		
							\$513.05
							Paid Amt: \$513.05
							Check Amount: \$513.05
4055	LCCB	1186		E 01 010 203 000 000 401	TARGET		Wire
					batteries		
							\$17.17
							Paid Amt: \$17.17
							Check Amount: \$17.17
4055	LCCB	1187		E 01 010 203 000 000 430	AMAZON.COM		Wire
					Sup/Mat N-Indiv Inst		
							\$31.65
							Paid Amt: \$31.65
							Check Amount: \$31.65
4055	LCCB	1187		E 01 010 203 000 000 401	AMAZON.COM		Wire
					COVID-storage bags		
							\$15.35
							Paid Amt: \$15.35
							Check Amount: \$15.35

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1187			AMAZON.COM		Wire
			E 04	005 570 000 000 401	RE		
		PO#: 6983	Invoice	Invoice No: 10/28/20		10/30/2020	Paid Amt: \$100.42 Check Amount: \$100.42
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010 420 000 419 401	SpEd Fireking Turrite Cabinet		
		PO#: 6984	Invoice	Invoice No: 10/27/20		10/30/2020	Paid Amt: \$1,059.00 Check Amount: \$1,059.00
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010 258 000 000 430	Music Sup/Mat N-Indiv Inst		
		PO#: 6987	Invoice	Invoice No: 10/26/20		10/30/2020	Paid Amt: \$21.99 Check Amount: \$21.99
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010 420 000 740 433	SpEd IPad/case replacement		
		PO#: 6988	Invoice	Invoice No: 10/23/20		10/30/2020	Paid Amt: \$408.98 Check Amount: \$408.98
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010 203 000 000 430	books		
		PO#: 6992	Invoice	Invoice No: 10/13/20		10/30/2020	Paid Amt: \$33.73 Check Amount: \$33.73
4055	LCCB	1187			AMAZON.COM		Wire
			E 01	010 203 000 000 401	Sup/Mat Non-Inst.		
		PO#: 6993	Invoice	Invoice No: 10/13/20		10/30/2020	Paid Amt: \$7.46 Check Amount: \$7.46
4055	LCCB	1291			HEWLETT-PACKARD		Wire
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
		PO#: 6982	Invoice	Invoice No: 10/28/20		10/30/2020	Paid Amt: \$5.36 Check Amount: \$5.36
4055	LCCB	1327			WEST MUSIC		Wire
			E 01	010 258 000 000 430	Music Sup/Mat N-Indiv Inst		
			E 01	010 258 000 000 430	Music Sup/Mat N-Indiv Inst		
		PO#: 6989	Invoice	Invoice No: 10/7&10/20/20		10/30/2020	Paid Amt: \$29.70 \$273.46 Check Amount: \$303.16
4055	LCCB	1367			SEAN HAYFORD OLEARY DESIGN, LLC		Wire
			E 01	010 203 000 000 305	September		
		PO#: 6998	Invoice	Invoice No: 10/1/20		10/30/2020	Paid Amt: \$337.50 Check Amount: \$337.50

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1520	E 01 010 203 000 000 430	Invoice	STAPLES paper	10/30/2020	Wire	
		Voucher #:	6991	Invoice No:	10/14/20			
							Paid Amt: \$96.61	
							Check Amount: \$96.61	
4055	LCCB	1547	E 01 010 203 000 000 401	Invoice	ADOBE maggie	10/30/2020	Wire	
		Voucher #:	6997	Invoice No:	10/5/20			
							Paid Amt: \$16.10	
							Check Amount: \$16.10	
4055	LCCB	1640	E 01 010 203 000 000 401	Invoice	BIC Graphic.com COVID	10/30/2020	Wire	
		Voucher #:	6986	Invoice No:	10/26/20			
							Paid Amt: \$395.86	
							Check Amount: \$395.86	
4055	LCCB	1661	E 01 010 203 000 000 305	Invoice	ETS PARAPRO N. Kadriik	10/30/2020	Wire	
		Voucher #:	6985	Invoice No:	10/27/20			
							Paid Amt: \$55.00	
							Check Amount: \$55.00	
4055	LCCB	1662	E 01 010 258 000 000 430	Invoice	SHOPNEMC.COM COVID-(15)wind instrument mask	10/30/2020	Wire	
		Voucher #:	6990	Invoice No:	10/15/20			
							Paid Amt: \$128.04	
							Check Amount: \$128.04	
4055	LCCB	1663	E 01 005 110 000 000 329	Invoice	FIREKING Postage & Parcel Svc	10/30/2020	Wire	
		Voucher #:	6994	Invoice No:	10/9/20			
							Paid Amt: \$35.00	
							Check Amount: \$35.00	
4055	LCCB	1664	E 01 010 203 000 000 401	Invoice	SP FACESHIELDS faceshields	10/30/2020	Wire	
		Voucher #:	6995	Invoice No:	10/5/20			
							Paid Amt: \$221.62	
							Check Amount: \$221.62	
							Report Total:	\$48,077.53

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

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

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

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

ARTICLE I - Name

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

ARTICLE II – Minnesota Law Compliance

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

ARTICLE III - Mission Statement

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

ARTICLE IV - Purpose

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

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

ARTICLE V – Corporate Membership

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

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

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

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

ARTICLE VI – Board of Directors

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

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

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

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

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

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

ARTICLE VII - Elections

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year. **Elected members to be seated July 1st.**
- 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
Revised 11/11/19
Revised 11/16/20

**Nerstrand Elementary School Policy 808
Independent Charter School District #4055**

Adopted:

808 COVID-19 FACE COVERING POLICY

[Note: The Governor’s Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
1. Paper or disposable mask;
 2. Cloth face mask;
 3. Scarf;
 4. Neck gaiter;
 5. Bandana;
 6. Religious face covering; and
 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 2. A teacher of any grade level may wear a face shield when wearing a face

covering may impede the educational process.

3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.

4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.

C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:

1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;

2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;

3. During activities, such as swimming or showering, where the face covering will get wet;

4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;

5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;

6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;

7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;

8. When required by school staff for the purposes of identification;

9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;

10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or

11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.

B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.

C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.

D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504 – Student Dress and Appearance, this Policy shall control.

F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
Emergency Executive Order 20-82
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)

Nerstrand Board of Directors Work Calendar

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

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