

Nerstrand Elementary School  
Board of Directors Meeting  
November 8, 2021 - 3:30 pm  
Nerstrand Elementary Media Center

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

BOARD AGENDA

- 1.0 Call to Order
  - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve October 11, 2021 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
  - 6.1 Director Report
    - a) Student performance item
    - b) Director evaluation item
    - c) COVID-19 update
  - 6.2 Sara Coulter, Rice County Public Health
  - 6.3 NEO Authorizer comments
  - 6.4 Enrollment Update
  - 6.5 Finance Report
    - a) Monthly Financial Report
- 7.0 Policy
  - 7.1 Fund Balance Policy #714 – review
- 8.0 New Business
  - 8.1 Ongoing Board Training (Finance) – Fund Balance and School Financial Health
- 9.0 Old Business
  - 9.1 Review COVID-19 Protocols
  - 9.2 Review BOD Work Calendar
    - a) Check in on status of new member training required by 12/31/21
- 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 13, 2021 at 3:30pm, Nerstrand Media Center
- 11.0 Adjournment



Nerstrand Elementary School  
205 2nd St | PO Box 156  
Nerstrand MN 55053

## Board of Directors Meeting Minutes

Charter District #4055

October 11th, 2021 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Others Present	Community Members Present
Amber Skluzacek		Maggie Kiley	Nichole Miller
Jake Kaukola		Keith Johnson	Ashley Hanson
Nicole Shaefer			Christy Hanson
Sarah Johnson			Ali Bossmann
Alicia Wasilowski			Dana Jans
Tara Vondrasek			Sami Shwietsthal
Terri Neumann			Lori Hougen-Eitzman
			Caitlin Haugland
			Margaret Huber
			Sue Reuvers

1.0 Call to Order at 3:30 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Sarah, Second: Nikki, Yay: 7, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

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



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4.0 Approve September 13th, 2021 Board Meeting Minutes, with friendly amendment to say September 13th instead 23rd as written on agenda. Approved. First: Terri, Second: Tara, Yay: 7, Nay: 0, Abstentions: 0

#### 5.0 Community Comment

Parent Nichole Miller spoke regarding masking at Nerstrand and disagreeing with a school wide mandate and not having choices for children. Concerns were posed over children's mental health and well being. Asked for a survey to be sent to parents asking about masking preference and for board to reconsider mandate at Nerstrand Elementary.

Community member and parent Ashley Hanson asked board to reconsider mask mandate. It is affecting her daughter with asthma's mental and physical health, this has affected her daughters joy/comfort in attending school.

Parent and community member Christy Hanson spoke about children not being able to hear, missing facial expressions and lost focus in students. Highlighted that we are a charter school and have the opportunity to make different decisions and how masks negatively affect children. Brought information from WHO on masking elementary aged children and the germs and bacteria in fabric face masks.

#### 6.0 Reports

##### 6.1 Director Report

- a) Student performance item  
Compared our reading scores with Jefferson Elementary in Faribault  
- SEE REPORT
- b) Director evaluation item  
Focus on culture and communication. Staff meetings are recorded by another staff member and sent out  
- SEE REPORT
- c) COVID-19 update

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Part of ICT team is looking at adding Covid-19 testing at Nerstrand. We have received a grant from the state to make this an option.

- SEE REPORT for other details

- 6.2 NEO Authorizer comments  
None present
- 6.3 Enrollment Update  
We are at 119 students. 5 students have left Nerstrand in the past week.
- 6.4 Finance Report
  - a) Monthly Financial Report  
Motion to approve Monthly Financial Report  
Motion approved. First: Amber, Second: Terri, Yay: 7, Nay: 0, Abstentions: 0
- 7.0 Policy
  - 7.1 Bylaws Review - second read  
Motion to approve Bylaws as edited  
Motion approved. First: Amber, Second: Sarah, Yay: 7, Nay: 0, Abstentions: 0
- 8.0 New Business
  - 8.1 Ongoing Board Training - Open Meeting Law (Governance)  
Board watched short video on Open Meeting Law
  - 8.2 Review NEO Board Observation Form - 9/13/2021  
All positive scores and remarks from NEO
- 9.0 Old Business

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9.1 Review BOD Work Calendar

- a) Update Board Roster
- b) Update from Direction Support and Evaluation Committee  
October 28th there will be a committee meeting
- c) BOD Chair - confirm BOD member background checks

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

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

- Amber posed question on how to have topics added to the agenda in the future. Members discussed how to move forward with agenda planning and adding important discussion points.
- Amber inquired as to what the process for special meetings being called looks like, President Alicia Wasilowski informed the board the the president may call one at any time or that three individual members of the board would need to request one in writing to the president. From that point there would need to be three days notice to schedule a meeting and then a minimum of 3 days for the meeting to be listed on the website to ensure the community knows about all meetings called.
- The meeting went well and progressed properly.

10.2 Next Board of Directors meeting – November 8th, 2021 at 3:30pm,  
Nerstrand Media Center

11.0 Adjournment at 5:14 p.m.

Approved. First: Nicole, Second: Tara, Yay: 7, Nay: 0, Abstentions: 0

Signed \_\_\_\_\_

Chairperson of the Board

Clerk of the Board

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## November 2021, Director's Report

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

### **October Highlights**

We were able to offer parents either online or in person conferences. Conferences were well attended.

On October 15th, I accompanied the Savannah team to Gibb's Farm. It was a beautiful fall day and we were outside for the entire field trip. All students learned about life as pioneers in the 1800's and learned about the Gibb Family. We made candles and a beaded bracelet. It was wonderful to be able to go on a field trip. Thank you to teachers, Sarah Johnson and Tara Vondrasek for organizing this great trip.

On 10/29/21 we had our annual Harvest Festival parade downtown Nerstrand. It was another beautiful fall day and so much fun! This is always a favorite day for students and we are grateful for the support from the Nerstrand downtown businesses for coming out to celebrate the season and our school. Thank you to the Nerstrand community!

### **Personnel Update**

Trace Miner-Jacobson was hired this month as a special education paraprofessional. We welcome her to our team!

### **NEO Updates**

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

### **Student Performance Results**

Within the month of September, all students are screened in math and reading. We will look at the Group Screening Report.

### **World's Best Workforce and Annual Report**

Per state legislation, districts and charter schools are required to submit a World's Best Workforce (WBWF) Annual Summary Report each year. We will view the report for board approval. These reports are required of all public schools in the state of Minnesota each year.

### **Covid 19 Updates**

Andrew Lubinski and Carmen Bonde have been the point of contact for testing this year. We are asking the board to review the letter the team has written.

### **Director Evaluation**

**Culture and Communication between Director and Staff.** I will be sending out a staff survey later this month to get a check on staff morale, communication and job satisfaction.

Our employee handbook requires the Director to have a meeting with new staff after approximately 30 days. I am scheduling meetings with our 3 new paraprofessionals.

Our licensed staff is reading a professional book for this year's book club. *The Joyful Teacher: Strategies for Becoming the Teacher Every Student Deserves.* We will be meeting on 11/10 to discuss chapters 3 & 4. I have seen great participation in our discussions, and lots of sharing.

**Professional Development focus on staff training to work with a diversity of students.**

The first part of our Curriculum Day all staff worked with ChildSense founders, Jeff Fink and Jon Halpern. Jeff and Jon have worked with our staff before and we have gained a great deal from these professional development days. Jeff and Jon work with staff members on classroom management strategies and language used with students that are struggling. I am surveying staff on this training. Responses have been very positive, with staff stating they found it useful and were given strategies they could use immediately.

Our special education Director, Mark Krug, is presenting at the 11/3 staff meeting to discuss our special education referral process and discussing strategies for working with students. This is for teachers.

**Data Literacy and instruction.** In staff meetings we will plan our next steps in improving data literacy after the recent training on 11/1/21. I will be attending an MDE training on data literacy in December.

**External Relations.** Phil McBride and I are leading the Ambassadors student committee. Jan Boudreau was the leader for many years. Our Ambassadors have met twice this year, and on 11/3 we walked to the new cafe, Boots' and Lou's, to officially introduce our committee and welcome the new cafe. Owner, Mary Haggedah, discussed with the students why she had wanted to open a cafe and a reporter from the Faribault News took pictures and interviewed students. Mary treated all the Ambassadors to ice cream. Thank you to Mary for the visit and her continued support of our school.

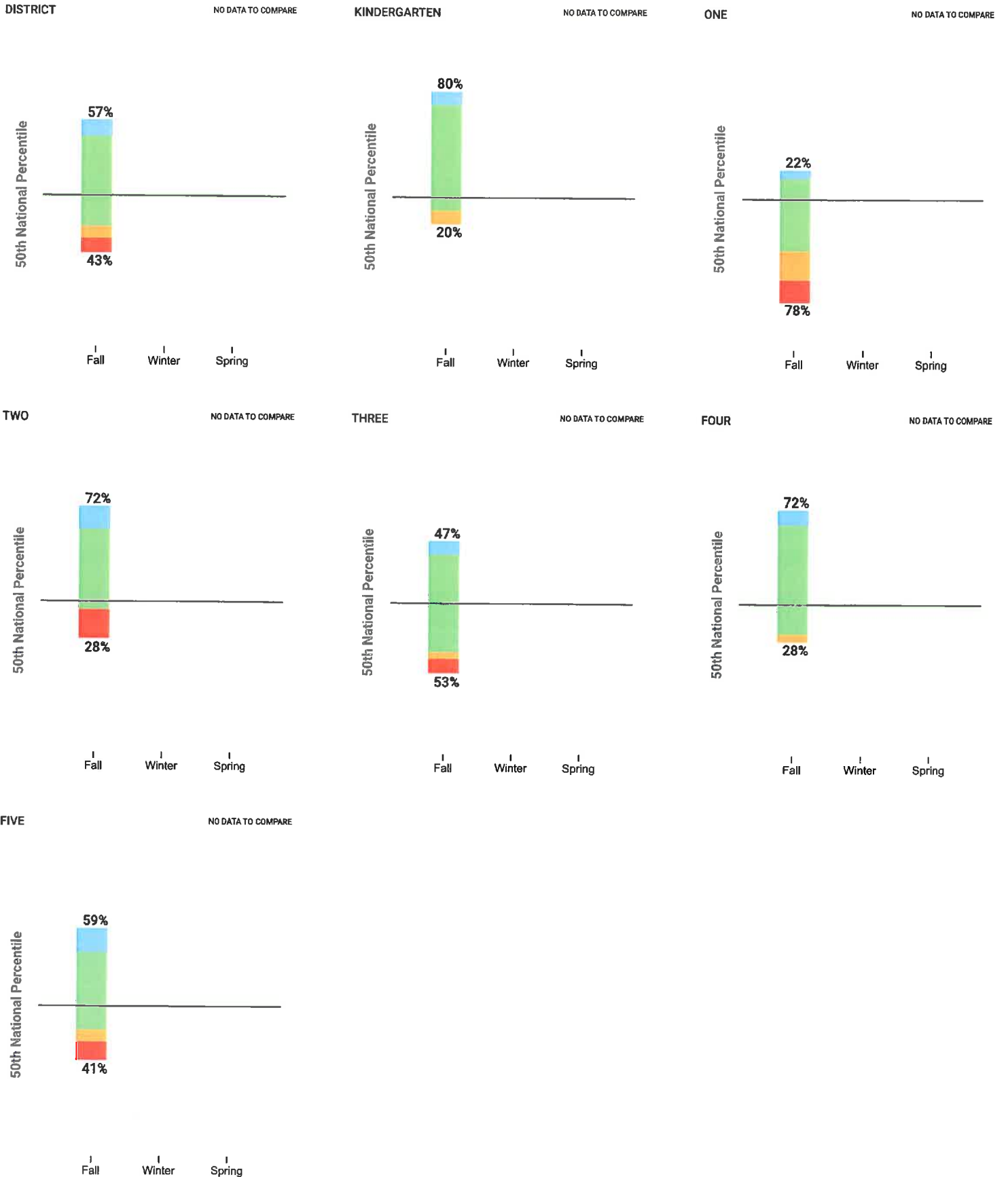
**Ongoing Relationship with NEO.** I will be attending NEO's annual meeting on 11/12/21. Jake Kaukola will also attend.

We continue to submit compliance items on time to the Epicenter website.

Our annual site visit is on 11/19/21.

Respectfully submitted,

Maggie Kiley





## Communication to B.O.D. - Nerstrand School COVID-19 Testing

Through Minnesota's COVID-19 testing program, schools have access to individual PCR tests, pooled PCR tests and rapid tests—both antigen and molecular. Districts, charter schools, tribal schools, and nonpublic schools will be able to assess which tests work best for their school community and have autonomy in developing their testing program. These testing supplies are provided at no cost to schools or students.

Our Incident Command Team here at Nerstrand Elementary School has decided to obtain and make available for families an at-home testing option. Our intent is to offer a fast testing option for families that need to test their student because of symptoms and they are unable to find a test at either a local retailer or a testing site. The family would have to contact the school, arrange for a pick-up of the test to be used at home and it would then be administered by the family. ***We hope that by making this option available it will eliminate absenteeism of students that are awaiting the acquisition of tests and as well as slowing the spread of COVID-19.*** (No student testing would be performed here at school.)

The communication sent home to families would also provide links to free community testing sites as well as the no-cost COVID-19 test at home program to have a test mailed to them.

Financial Overview:

	2021-2022 Adopted Budget	10-31-21 YTD	21-22 Working Budget/Outlook
Enrollment (ADM's)	150		114
Fund 01 Revenues	2,071,239	504,791	1,702,284
Fund 01 Expenditures	1,952,702	421,723	1,981,157
Net Fund 01 Income	118,538	83,068	(278,872)
Audited 6-30-21 Fund 01 Balance			869,685
Projected 6-30-22 Fund 01 Balance			590,813
* % of annual Fund 01 expenditures			<b>29.82%</b>

2021-2022 Income Statement and Budget Outlook

- Enrollment of 114
  - Adopted Budget included PPP, but PPP came in (forgiven) during FY21 (\$227,356)
  - Negative values indicate amounts still expected from last year
  - Lease aid is reduced for enrollments below 150 (\$1,314 per ADM)
  - Line changes > \$1,000 highlighted yellow
  - 2.4% state basic formula increase for FY22
  - COL wage increases to follow Faribault prior year (~2%)
  - No Title I funding in FY22
  - Compensatory Revenue based on 10/1/20 counts = \$12,838
  - Continues programs, staffing, and spending priorities from last year
  - Technology budget includes repair/replacement \$10,200
  - Curriculum budget \$8,000
  - Includes Pandemic Enrollment Loss Support \$28,701
  - Includes ESSER III funds (F160 \$93,127)
- 
- Balance Sheet/Trial Balance Report
- 
- Monthly Check Register
- 
- Annual Cash Flow Projection – FY22 (copy attached)

Nerstrand Elementary School  
2021-2022 Income Statement  
for the Period Ending 10/31/21

						Adopted	2022 Working		
						2021-2022	10/31/21 YTD	Budget Outlook	
<i>Fd</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Crs</i>	Enrollment ADMs	150	114	
<b>Fund 1 Revenues</b>									
01	000	000	000	050	000	LOCAL: Fees from Families	10,000.00	6,815.00	10,000.00
01	000	000	000	092	000	LOCAL: Interest Income	1,000.00	7.76	500.00
01	000	000	000	096	000	LOCAL: Donations	8,000.00	417.80	8,000.00
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	50.00	0.00	50.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	1,400.00	4,360.73	4,500.00
01	000	000	740	360	000	STATE: Spec Ed Aid (@ 93%)	474,881.10	69,324.40	497,438.25
01	000	000	000	201	000	STATE: Endowment Aid	6,321.45	2,583.54	6,321.45
01	000	000	000	211	000	STATE: GenEd Aid (WhatIf)	1,055,389.00	414,467.58	817,755.38
01	000	000	000	211	000	STATE: Compensatory Revenue	12,487.00	0.00	12,838.02
01	000	000	000	212	000	STATE: Literacy Aid	17,455.87	(354.97)	17,455.87
01	000	000	000	317	000	STATE: Facility Maintenance Revenue	19,800.00	(839.55)	15,048.00
01	000	000	348	300	000	STATE: Building Lease Aid	197,100.00	(3,241.38)	149,796.00
01	000	000	401	400	000	FED: Title I (including flexed Title IV)	0.00	0.00	0.00
01	000	000	414	400	000	FED: Title II	2,930.97	0.00	2,930.97
01	000	000	419	400	000	FED: Spec Ed-FedFlowThru	16,824.36	11,250.00	16,824.36
01	000	000	425	400	000	FED: CEIS	3,462.71	0.00	3,462.71
01	000	000	514	500	000	FED: REAP	16,781.00	0.00	17,535.00
01	005	000	160	400	000	ESSER III - Flexible 80%	0.00	0.00	93,127.22
01	005	000	170	400	000	COVID Testing (\$40k available)	0.00	0.00	0.00
01	005	000	171	400	000	Pandemic Enrollment Loss	0.00	0.00	28,701.00
01	000	000	163	400	000	EXPAND SUM PROG E2 - MISC FED	0.00	0.00	0.00
01	000	000	173	641	000	Paycheck Protection Program	227,356.00	0.00	0.00
<b>TOTAL FUND 01 REVENUE</b>						2,071,239.46	504,790.91	1,702,284.23	

**Fund 1 Expenditures**

						<u>RegEd payroll and benefits vs. prior year</u>			
						Carry-in payroll increase	3,000.00	3,000.00	
						Teacher salary schedule (95% of prior year ISD#656)	20,689.26	20,689.26	
						Non-teacher schedule (100% of prior year ISD#656)	2,063.00	2,063.00	
						15% Health insurance premium increase	8,225.95	8,225.95	
						<b>Total payroll increase over prior year</b>	<b>33,978.21</b>	<b>33,978.21</b>	
<i>Fd</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Crs</i>				
01	005	010	000	366	000	Board Workshops/Conferences	25.00	0.00	25.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	15,516.53	12,110.40	15,516.53
01	005	050	000	305	000	EdVisions Admin Staff	98,900.00	16,744.69	98,900.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	24,000.00	4,147.28	24,000.00
01	005	107	000	305	000	Marketing	500.00	0.00	500.00
01	005	110	000	305	000	Business: RegionV, Audit, Legal, Consult	78,933.07	13,304.10	78,933.07
01	005	110	000	320	000	Phone, Internet, Firewall	4,000.00	1,899.26	4,000.00
01	005	110	000	329	000	Postage	1,400.00	111.60	1,400.00
01	005	110	000	401	000	Business Non-Inst Supplies	200.00	569.34	200.00
01	005	110	000	820	000	RegV, MSBA, JMC, SEMNET/e-rate	11,500.00	5,214.60	11,500.00
01	005	720	000	390	000	Health Services - paid to ISD #656	3,000.00	0.00	3,000.00
01	005	810	000	330	000	Utilities + Garbage/Recycle	46,200.00	16,763.71	46,200.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	70,100.00	19,560.54	70,100.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	1,659.67	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	8,925.00	8,356.93	8,925.00
01	005	950	000	910	000	Permanent Transfer to Fund 04	6,500.00	0.00	6,500.00
01	010	201	000	394	000	EdVisions Kinder Staff	70,000.00	11,602.17	70,000.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	4,500.00	724.00	4,500.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	13,000.00	3,505.00	13,000.00

*unreconciled - for management use only*

Nerstrand Elementary School  
2021-2022 Income Statement  
for the Period Ending 10/31/21

						Adopted	2022 Working		
						2021-2022	10/31/21 YTD	Budget Outlook	
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 (+pyrl incr over pr yr)	409,571.63	74,966.90	409,571.63
01	010	203	000	401	000	Elem Ed - Non-Inst Supp	9,000.00	1,949.96	9,000.00
01	010	203	000	405	000	Elem Ed - Non-Inst Software	0.00	1,072.94	1,100.00
01	010	203	000	430	000	Elem Ed - Instruct Supplies	25,000.00	11,847.99	25,000.00
01	010	203	000	460	000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	2,508.80	8,000.00
01	010	203	000	461	000	Elem Ed - Standardized Tests	1,200.00	1,123.75	1,200.00
01	010	203	000	555	000	Technology	10,200.00	1,128.96	10,200.00
01	010	203	733	394	000	Field Trips - Transportation	6,688.70	420.00	6,688.70
01	010	203	000	394	150	EdVisions Teacher Subs	17,000.00	6,443.22	17,000.00
01	010	204	514	303	000	EdVisions REAP CSR	16,781.00	0.00	16,781.00
01	010	216	401	303	000	EdVisions Title I	25,643.98	0.00	25,643.98
01	010	240	000	394	000	EdVisions PhysEd Staff (allocated at EOY)	30,200.00	5,299.49	30,200.00
01	010	240	000	430	000	PhysEd/Health Instructional Supplies	1,000.00	26.82	1,000.00
01	010	258	000	394	000	EdVisions Music Staff	63,300.00	11,328.00	63,300.00
01	010	258	000	430	000	Music Supplies	1,500.00	192.05	1,500.00
01	010	420	419	303	000	FED: SpEd SubCont < \$25k, SpEd Director	11,250.00	11,250.00	11,250.00
01	010	420	419	329	000	FED: SpEd Postage, Employ Ads	400.00	536.17	900.00
01	010	420	419	366	000	FED: SpEd Prof Development	1,934.36	0.00	934.36
01	010	420	419	401	000	FED: SpEd Supplies	1,500.00	29.96	500.00
01	010	420	419	405	000	FED: SpEd Forms Software	1,590.00	1,464.54	1,590.00
01	010	420	419	433	000	FED: SpEd Materials	150.00	631.48	650.00
01	010	420	419	465	000	FED: SpEd Non-instruct Tech Devices	0.00	899.99	1,000.00
01	010	401	740	394	000	Speech Lang - Contract Fees	80,000.00	7,785.00	80,000.00
01	010	402	740	394	000	DCD/MM - Contract Fees	500.00	0.00	500.00
01	010	407	740	394	000	SLD - Contract Fees	15,000.00	5,062.16	15,000.00
01	010	407	740	396	000	EdVisions SpEd LD Staff - wages	41,500.00	7,601.40	41,500.00
01	010	407	740	397	000	EdVisions SpEd LD Staff - benefits	7,500.00	1,386.11	7,500.00
01	010	408	740	396	000	EdVisions SpEd EBD Staff - wages	55,000.00	13,034.92	55,255.00
01	010	408	740	397	000	EdVisions SpEd EBD Staff - benefits	17,000.00	3,564.11	17,000.00
01	010	412	740	394	000	Dev Delay - Contract Fees	1,000.00	9,019.37	5,000.00
01	010	420	740	305	000	SpEd Clerical	0.00	4,156.20	20,000.00
01	010	420	740	394	000	SpEd Contracted Srvcs: Psych, PT, Dape,	60,000.00	8,071.80	60,000.00
01	010	420	740	396	000	EdVisions General SpEd Staff - wages	177,000.00	27,239.36	177,000.00
01	010	420	740	397	000	EdVisions General SpEd Staff - benefits	45,000.00	8,904.41	45,000.00
01	010	420	740	433	000	SpEd General Individ Instr Supplies	6,000.00	121.99	6,000.00
01	005	760	723	360	000	SpEd Summer ESY bus	5,124.84	3,828.33	5,124.84
01	010	400	372	305	000	Third Party Billing Fees	800.00	611.50	3,900.00
01	010	400	372	405	000	SpedForms MA 3rd Pty Billing Software	600.00	569.70	600.00
01	010	422	425	303	000	EdVisions CEIS Staff	3,500.00	0.00	3,500.00
01	010	605	000	394	000	EdVisions Program Support Staff	70,100.00	12,607.55	70,100.00
01	010	204	414	366	000	Professional Development - Title II	2,832.16	0.00	2,832.16
01	010	640	000	366	000	Professional Development - General	6,000.00	3,495.58	6,000.00
01	010	203	170	401	000	COVID Testing Supplies	0.00	0.00	0.00
TOTAL FUND 01 EXPENSES						1,952,701.71	421,722.88	1,981,156.72	
<b>Net Fund 01 Income</b>						<b>118,537.75</b>	<b>83,068.03</b>	<b>(278,872.49)</b>	
Audited Beginning of Year Fund 1 Balance								869,685	
Projected End of Year Fund 1 Balance								590,813	
% of annual expenditures								<b>29.82%</b>	

Nerstrand Elementary School  
 2021-2022 Income Statement  
 for the Period Ending 10/31/21

	Adopted	2022 Working
	2021-2022	10/31/21 YTD Budget Outlook

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*Fd Org Pro Fin Obj/Src Crs*

**Fund 4 Revenues**

04	000	000	050	000	Regal Eagles - Fees	5,700.00	242.00	5,700.00
04	000	000	649	000	Permanent Transfer from Fund 1	6,500.00	0.00	6,500.00
						12,200.00	242.00	12,200.00

**Fund 4 Expenditures**

04	005	570	000	320	Regal Eagles Phone	200.00	90.20	200.00
04	005	570	000	394	Regal Eagles Staff	11,500.00	2,485.62	11,500.00
04	005	570	000	401	Regal Eagles Supplies	500.00	5.12	500.00
						12,200.00	2,580.94	12,200.00

	Beginning of Year Fund 4 Balance	0.00		0.00
		0.00		0.00

# Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202204 To: 202204

Comp L		Fd Org		Pro Crs		Fin O/S Ty		Account Description		Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4055	B	01	101	000				F	Cash & Cash Equiv	B	100	00	998,620.75	107,052.21	65,802.25	1,039,870.71
4055	B	01	101	002				F	Liquid Asset Account	B	100	00	36,991.46	0.00	109,108.94	(72,117.48)
4055	B	01	101	003				F	Lake Country Community Ba	B	100	00	(14,228.99)	1,326.49	2,097.58	(15,000.08)
4055	B	01	115	001				F	Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00	0.13
4055	B	01	206	000				F	Other Accts Payable	B	200	00	0.00	67,074.97	67,074.97	0.00
4055	B	01	422	000				F	Unassigned Fund Balance	B	400	00	(869,685.25)	0.00	0.00	(869,685.25)
4055	B	04	101	000				F	LAF - Cash & Cash Equiv	B	100	00	(83,260.69)	0.00	1,689.35	(84,950.04)
4055	B	04	101	002				F	Cash & Cash Equiv	B	100	00	27,555.96	0.00	0.00	27,555.96
4055	B	04	101	003				F	LCCB Cash & Cash Equiv	B	100	00	54,590.74	487.00	22.60	55,055.14
4055	B	04	206	000				F	Other Accts Payable	B	200	00	0.00	22.60	22.60	0.00
4055	B	98	143	000				F	Equipment	B	100	00	121,226.67	0.00	0.00	121,226.67
4055	B	98	430	000				F	Invest. Fixed Assets	B	400	00	(121,226.67)	0.00	0.00	(121,226.67)
Report Total:													\$175,963.27	\$245,818.29	\$80,729.09	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1004	E 01 005 110 000 000 329		US POSTAL SERVICE		Wire
					Postage & Parcel Svc		
		PO#: 7491	Invoice No: 10/14/21			10/31/2021	Paid Amt: \$40.40
							Check Amount: \$40.40
4055	LCCB	1174	R 01 000 000 000 050		LAKE COUNTRY COMMUNITY BANK		Wire
		PO#: 7483	Invoice No: 10/4/21		NSF supplies fee	10/31/2021	Paid Amt: \$110.00
							Check Amount: \$110.00
4055	LCCB	1187	E 01 010 203 000 430		AMAZON.COM		Wire
		PO#: 7485	Invoice No: 10/5/21		books	10/31/2021	Paid Amt: \$47.35
							Check Amount: \$47.35
4055	LCCB	1187	E 01 010 203 000 401		AMAZON.COM		Wire
		PO#: 7486	Invoice No: 10/8/21		facemasks	10/31/2021	Paid Amt: \$83.88
							Check Amount: \$83.88
4055	LCCB	1187	E 01 010 203 000 401		AMAZON.COM		Wire
		PO#: 7487	Invoice No: 10/12/21		batteries	10/31/2021	Paid Amt: \$10.58
							Check Amount: \$10.58
4055	LCCB	1187	E 01 010 203 000 430		AMAZON.COM		Wire
		PO#: 7488	Invoice No: 10/12/21		Sup/Mat N-Indiv Inst	10/31/2021	Paid Amt: \$17.47
							Check Amount: \$17.47
4055	LCCB	1187	E 01 010 203 000 430		AMAZON.COM		Wire
		PO#: 7492	Invoice No: 10/14/21		(50) flash drives	10/31/2021	Paid Amt: \$111.88
							Check Amount: \$111.88
4055	LCCB	1187	E 01 010 203 000 430		AMAZON.COM		Wire
		PO#: 7495	Invoice No: 10/19/21		books	10/31/2021	Paid Amt: \$7.41
							Check Amount: \$7.41
4055	LCCB	1187	E 01 010 203 000 430		AMAZON.COM		Wire
		PO#: 7496	Invoice No: 10/19/21		books	10/31/2021	Paid Amt: \$25.95
							Check Amount: \$25.95

# Nerstrand Charter School #4055

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1187	E 01 010 203 000 000 430	Invoice	AMAZON.COM		Wire
		<b>Voucher #:</b>	<b>7499</b>	<b>Invoice No:</b>	10/28/21	10/31/2021	
					books		\$10.49
							<b>Paid Amt: \$10.49</b>
							<b>Check Amount: \$10.49</b>
4055	LCCB	1187	E 01 010 203 000 000 401	Invoice	AMAZON.COM		Wire
		<b>Voucher #:</b>	<b>7501</b>	<b>Invoice No:</b>	10/29/21	10/31/2021	
					walkie batteries		\$53.94
							<b>Paid Amt: \$53.94</b>
							<b>Check Amount: \$53.94</b>
4055	LCCB	1230	E 01 010 203 000 000 430	Invoice	BLICK ART MATERIALS		Wire
		<b>Voucher #:</b>	<b>7494</b>	<b>Invoice No:</b>	10/18/21	10/31/2021	
					Sup/Mat N-Indiv Inst		\$154.00
							<b>Paid Amt: \$154.00</b>
							<b>Check Amount: \$154.00</b>
4055	LCCB	1291	E 01 010 203 000 000 401	Invoice	HEWLETT-PACKARD		Wire
		<b>Voucher #:</b>	<b>7500</b>	<b>Invoice No:</b>	10/29/21	10/31/2021	
					ink		\$5.36
							<b>Paid Amt: \$5.36</b>
							<b>Check Amount: \$5.36</b>
4055	LCCB	1373	E 01 010 203 000 000 430	Invoice	SCHOLASTIC INC		Wire
		<b>Voucher #:</b>	<b>7490</b>	<b>Invoice No:</b>	10/12/21	10/31/2021	
					Sup/Mat N-Indiv Inst		\$32.84
							<b>Paid Amt: \$32.84</b>
							<b>Check Amount: \$32.84</b>
4055	LCCB	1454	E 04 005 570 000 000 320	Invoice	TRACPHONE		Wire
		<b>Voucher #:</b>	<b>7498</b>	<b>Invoice No:</b>	10/26/21	10/31/2021	
					Ext Day Phone		\$22.60
							<b>Paid Amt: \$22.60</b>
							<b>Check Amount: \$22.60</b>
4055	LCCB	1520	E 01 005 110 000 000 401	Invoice	STAPLES		Wire
		<b>Voucher #:</b>	<b>7493</b>	<b>Invoice No:</b>	10/15/21	10/31/2021	
					ink		\$364.46
							<b>Paid Amt: \$364.46</b>
							<b>Check Amount: \$364.46</b>
4055	LCCB	1558	E 01 010 203 000 000 401	Invoice	OTC BRANDS, INC.		Wire
		<b>Voucher #:</b>	<b>7489</b>	<b>Invoice No:</b>	10/12/21	10/31/2021	
					goodie bags		\$19.28
							<b>Paid Amt: \$19.28</b>
							<b>Check Amount: \$19.28</b>
4055	LCCB	1594	E 01 010 420 000 419 401	Invoice	MIDLAND RADIO CORPORATION		Wire
		<b>Voucher #:</b>	<b>7497</b>	<b>Invoice No:</b>	10/21/21	10/31/2021	
					Special Ed APV-10 charger		\$29.96
							<b>Paid Amt: \$29.96</b>
							<b>Check Amount: \$29.96</b>



# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1644	E 01 010 420 000 419 329		INDEED	Special Ed para employ ad	Wire
		<b>Voucher #:</b>	7484	Invoice No: 10/4/21		10/31/2021	Paid Amt: \$129.96
							Check Amount: \$129.96
4055	LCCB	1677	E 01 010 203 000 000 430		DISCOVER BOOKS	Sup/Mat N-Indiv Inst	Wire
		<b>Voucher #:</b>	7482	Invoice No: 10/4/21		10/31/2021	Paid Amt: \$17.51
							Check Amount: \$17.51
4055	USB	16210 1344	E 01 005 110 000 000 305		CLIFTONLARSONALLEN LLP	Business Consult Fees	Check
		<b>Voucher #:</b>	7420	Invoice No: 3016219		10/1/2021	Paid Amt: \$1,023.68
							Check Amount: \$1,023.68
4055	USB	16211 1278	E 01 010 420 000 419 303		DESIGNS FOR LEARNING	SpEd Dorector - Mark Krug	Check
		<b>Voucher #:</b>	7418	Invoice No: 22-0185		10/1/2021	Paid Amt: \$11,250.00
							Check Amount: \$11,250.00
4055	USB	16212 1351	E 01 005 810 000 000 330		FLOM DISPOSAL SERVICE	Utility Services	Check
		<b>Voucher #:</b>	7424	Invoice No: 10/1/21		10/1/2021	Paid Amt: \$289.02
							Check Amount: \$289.02
4055	USB	16213 1648	E 01 010 640 000 000 366		ILLUMINATE EDUCATION INC	Fastbridge training	Check
		<b>Voucher #:</b>	7421	Invoice No: INV0000062837		10/1/2021	Paid Amt: \$500.00
							Check Amount: \$500.00
4055	USB	16214 1649	E 01 010 407 000 740 394		JAN BOUDREAU, LLC	\$95/hr	Check
		<b>Voucher #:</b>	7417	Invoice No: September 2021		10/1/2021	Paid Amt: \$2,281.70
							Check Amount: \$2,281.70
4055	USB	16215 1051	E 01 010 203 000 000 401		LARRY RICHIE	Sup/Mat Non-Inst.	Check
		<b>Voucher #:</b>	7422	Invoice No: 10/1/21		10/1/2021	Paid Amt: \$37.60
							Check Amount: \$37.60
4055	USB	16216 1492	E 01 010 420 000 740 394		ON THE MOVE - THERAPY SERVICES	\$102/hr	Check
		<b>Voucher #:</b>	7426	Invoice No: 2008		10/1/2021	Paid Amt: \$3,162.00
							Check Amount: \$3,162.00
4055	USB	16217 1272	E 01 010 720 000 170 401		SCHOOL NURSE SUPPLY, INC	COVID	Check
							Check Amount: \$128.00

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	USB	16217	1272		SCHOOL NURSE SUPPLY, INC		Check	
			E 01 010 720 000 170 401		COVID		(\$128.00)	
			E 01 010 203 000 000 401		COVID - prevention		\$128.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7419</b>	<b>Invoice No:</b>	<b>0856003-IN</b>	<b>10/1/2021</b>	<b>Paid Amt: \$128.00</b>
								<b>Check Amount: \$128.00</b>
4055	USB	16218	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 430		Sup/Mat N-Indiv Inst		\$25.99	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7415</b>	<b>Invoice No:</b>	<b>208128261011</b>	<b>10/1/2021</b>	<b>Paid Amt: \$25.99</b>
								<b>Check Amount: \$36.58</b>
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7416</b>	<b>Invoice No:</b>	<b>208128260916</b>	<b>10/1/2021</b>	<b>Paid Amt: \$36.58</b>
								<b>Check Amount: \$62.57</b>
4055	USB	16219	1327		WEST MUSIC		Check	
			E 01 010 258 000 000 430		Lollipop Drum		\$153.15	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7425</b>	<b>Invoice No:</b>	<b>S12059935</b>	<b>10/1/2021</b>	<b>Paid Amt: \$153.15</b>
								<b>Check Amount: \$153.15</b>
4055	USB	16220	1017		XCEL ENERGY		Check	
			E 01 005 810 000 000 330		Utility Services		\$1,481.24	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7423</b>	<b>Invoice No:</b>	<b>Act#51-6189166-3</b>	<b>10/1/2021</b>	<b>Paid Amt: \$1,481.24</b>
								<b>Check Amount: \$1,481.24</b>
4055	USB	16221	1391		BUREAU OF CRIMINAL APPREHENSION		Check	
			E 01 005 110 000 000 305		(6)		\$48.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7442</b>	<b>Invoice No:</b>	<b>10/9/21</b>	<b>10/9/2021</b>	<b>Paid Amt: \$48.00</b>
								<b>Check Amount: \$48.00</b>
4055	USB	16222	1278		DESIGNS FOR LEARNING		Check	
			E 01 005 110 000 000 305		Business Consult Fees		\$26.92	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7443</b>	<b>Invoice No:</b>	<b>22-0227</b>	<b>10/9/2021</b>	<b>Paid Amt: \$26.92</b>
								<b>Check Amount: \$26.92</b>
4055	USB	16223	1033		FARIBAULT TRANSPORTATION, INC		Check	
			E 01 010 203 000 733 394		(2) Riverbend		\$420.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7448</b>	<b>Invoice No:</b>	<b>49597</b>	<b>10/9/2021</b>	<b>Paid Amt: \$420.00</b>
								<b>Check Amount: \$420.00</b>
4055	USB	16224	1035		GOPHER		Check	
			E 01 010 240 000 000 430		PhysEd/Health-Supplies		\$26.82	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>7450</b>	<b>Invoice No:</b>	<b>IN89000</b>	<b>10/9/2021</b>	<b>Paid Amt: \$26.82</b>
								<b>Check Amount: \$26.82</b>



# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	USB	16233	1133		INDEPENDENT SCHOOL DIST # 656		Check	
			E 01	005	810 000 000 391	Custodial Reimburse To Mn District		\$6,840.72
		PO#: 7462		Invoice	Invoice No: 40457	10/19/2021	Paid Amt:	\$25,090.72
							Check Amount:	\$25,090.72
4055	USB	16234	1407		KEYS TO COMMUNICATION, LLC(S)		Check	
			E 01	010	401 000 740 394	Sept \$90/hr		\$6,030.00
		PO#: 7471		Invoice	Invoice No: 9201683	10/19/2021	Paid Amt:	\$6,030.00
							Check Amount:	\$6,030.00
4055	USB	16235	1292		LIFELINE AUDIO VIDEO TECHNOLOGIES		Check	
			E 01	010	203 000 000 401	batteries		\$80.00
		PO#: 7465		Invoice	Invoice No: 64755	10/19/2021	Paid Amt:	\$80.00
							Check Amount:	\$80.00
4055	USB	16236	1574		MARCO		Check	
			E 01	010	203 000 000 370	Copier Lease		\$129.77
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst		\$179.21
			E 01	005	110 000 000 329	Postage & Parcel Svc		\$13.50
		PO#: 7475		Invoice	Invoice No: 30244840	10/19/2021	Paid Amt:	\$322.48
							Check Amount:	\$322.48
4055	USB	16237	1673		METRONET		Check	
			E 01	005	110 000 000 320	Phone		\$241.25
		PO#: 7464		Invoice	Invoice No: Ac#1677211 NERSTRAD	10/19/2021	Paid Amt:	\$241.25
							Check Amount:	\$241.25
4055	USB	16238	1666		MN DEPT OF HUMAN SERVICES		Check	
			E 01	010	400 000 372 305	IEP Billing fee		\$23.00
		PO#: 7452		Invoice	Invoice No: 676468	10/19/2021	Paid Amt:	\$23.00
							Check Amount:	\$23.00
4055	USB	16239	1492		ON THE MOVE - THERAPY SERVICES		Check	
			E 01	010	420 000 740 394	\$102/hr		\$2,142.00
		PO#: 7470		Invoice	Invoice No: 2019	10/19/2021	Paid Amt:	\$2,142.00
							Check Amount:	\$2,142.00
4055	USB	16240	1064		QUILL CORPORATION		Check	
			E 01	010	203 000 000 430	paper		\$227.91
		PO#: 7454		Invoice	Invoice No: 19914908	10/19/2021	Paid Amt:	\$227.91
							Check Amount:	\$227.91
4055	USB	16241	1064		QUILL CORPORATION		Check	
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst		\$113.39
		PO#: 7456		Invoice	Invoice No: 19787309	10/19/2021	Paid Amt:	\$113.39
							Check Amount:	\$113.39

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	USB	16242	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 430		paper		
PO#:		Voucher #:	7457	Invoice	Invoice No: 19861689	10/19/2021	Paid Amt: \$36.87 Check Amount: \$36.87
4055	USB	16243	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 430		paper		
PO#:		Voucher #:	7458	Invoice	Invoice No: 19878937	10/19/2021	Paid Amt: \$79.08 Check Amount: \$79.08
4055	USB	16244	1064		QUILL CORPORATION		Check
			E 01 010 203 000 000 430		ink		
PO#:		Voucher #:	7473	Invoice	Invoice No: 20015001	10/19/2021	Paid Amt: \$19.59 Check Amount: \$19.59
4055	USB	16245	1005		REGION V COMPUTER SERVICES		Check
			E 01 005 110 000 000 820		2nd Qtly fee		
PO#:		Voucher #:	7463	Invoice	Invoice No: 14530	10/19/2021	Paid Amt: \$893.00 Check Amount: \$893.00
4055	USB	16246	1131		SCHOOL SPECIALTY INC.		Check
			E 01 010 203 000 000 430		folders		
PO#:		Voucher #:	7459	Invoice	Invoice No: 208128772925	10/19/2021	Paid Amt: \$44.85 Check Amount: \$44.85
PO#:		Voucher #:	7460	Invoice	Invoice No: 208128751605	10/19/2021	Paid Amt: \$495.79 Check Amount: \$495.79
PO#:		Voucher #:	7461	Invoice	Invoice No: 208128772714	10/19/2021	Paid Amt: \$69.79 Check Amount: \$69.79
PO#:		Voucher #:	7466	Invoice	Invoice No: 208128792401	10/19/2021	Paid Amt: \$128.32 Check Amount: \$128.32
PO#:		Voucher #:	7467	Invoice	Invoice No: 208128784844	10/19/2021	Paid Amt: \$48.58 Check Amount: \$48.58
PO#:		Voucher #:	7468	Invoice	Invoice No: 208128784766	10/19/2021	Paid Amt: \$24.29 Check Amount: \$24.29
PO#:		Voucher #:	7469	Invoice	Invoice No: 208128784978	10/19/2021	Paid Amt: \$99.70 Check Amount: \$99.70
4055	USB	16247	1336		TDS		Check
			E 01 005 110 000 000 320		Phone		
PO#:		Voucher #:	7474	Invoice	Invoice No: Ac# 507-334-9656	10/19/2021	Paid Amt: \$121.84 Check Amount: \$121.84

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	USB	16248	1006		CITY OF NERSTRAND		Check
			E 01	005 810 000 000 330	Utility Services		
						10/24/2021	
							\$460.52
							Paid Amt: \$460.52
							Check Amount: \$460.52
4055	USB	16249	1264		HILLYARD / HUTCHINSON		Check
			E 01	005 810 000 000 401	tissue		
						10/24/2021	
							\$104.58
							Paid Amt: \$104.58
							Check Amount: \$104.58
4055	USB	16250	1064		QUILL CORPORATION		Check
			E 01	010 203 000 000 430	art		
						10/31/2021	
							\$45.99
							Paid Amt: \$45.99
							Check Amount: \$45.99
4055	USB	16251	1504		RITEWAY BUSINESS FORMS, INC		Check
			E 01	005 110 000 000 401	blank check stock		
						10/31/2021	
							\$101.93
							Paid Amt: \$101.93
							Check Amount: \$101.93
4055	USB	16252	1131		SCHOOL SPECIALTY INC.		Check
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
						10/31/2021	
							\$12.97
							Paid Amt: \$12.97
							Check Amount: \$12.97
4055	USB	16253	1561		STUDENT-CENTERED SERVICES, LLC		Check
			E 01	010 412 000 740 394	\$95/hr Rebecca Knutsen		
						10/31/2021	
							\$5,617.70
							Paid Amt: \$5,617.70
							Check Amount: \$5,617.70
<b>Report Total:</b>							<b>\$67,097.57</b>

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

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

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

**Nerstrand Elementary School Policy 714**  
**Independent Charter School District #4055**  
*Adopted: 5/14/2014*

**714 Fund Balance Policy**

It is the policy of Nerstrand Elementary School that each fiscal year will end with a zero or positive fund balance in all -422 and -464 accounts (i.e., Funds 1 and 4).

The school will transfer funds between accounts at the end of each year to maintain these fund balance standards.

The school's target objective is for the balance in Fund 1 to be 25% of annual Fund 1 expenditures plus an additional 3% of annual Fund 1 expenditures for large items (especially technology expenses and playground equipment), for a total unassigned Fund 1 goal of 28%.

The Board will assure that all initial adopted budgets maintain a minimum fund balance of 25% for 3 years, as shown in a 3-year budget projection to be approved at the time of initial budget adoption each year.

If at any time the Fund balance falls below the above targets, the following year's operational budget will replenish the fund balance by 1% per year towards the prescribed 25% until that goal is achieved.



Nerstrand Elementary School  
Board of Directors  
November 8, 2021

EOY (June 30<sup>th</sup>) Fund Balance history for the past 14 years:

- 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 towards FY17 tech/fiber)
- 2017 = 37.3%
- 2018 = 32.9%
- 2019 = 32.2%
- 2020 = 36.2%
- 2021 = 46.9%
- 2022 = 29.6% (projected)

# Nerstrand School Covid 19 Protocols

*This document outlines Nerstrand Public Charter Schools current COVID-19 protocols. They are subject to change based on the evolving public health situation. Families will be immediately notified of changes to COVID-19 protocols. Statewide and/or federal protocols may supersede certain district protocols. **Document updated Sept. 24, 2021)***

## **Vaccination**

Vaccination for those 12 and older is the best tool we have to fight COVID-19. All three of the available vaccines are safe, free and highly effective. The vaccines have gone through the same safety steps and studies as the other vaccines our children routinely get. While a fully vaccinated person may be able to pass the disease to others, the health experts we've consulted with tell us a vaccinated person is much less likely to become infected, and if they do, their illness is less likely to be severe.

## **Face Coverings**

For K-5 students, staff, visitors and volunteers, **the Center for Disease Control transmission matrix will be referred to for determining when masks are strongly recommended or required based on the Rice County seven-day case rate per 100,000 residents.** (Effective Sept. 24)

Masks will be **strongly recommended** indoors for everyone age 5 and older if transmission of COVID-19 in Rice County is **Low** (0-9 cases per 100,000 residents) or **Moderate** (10-49 cases per 100,000).

**Masks will be required indoors** for everyone age 5 and older, regardless of vaccination status, if transmission of COVID-19 is **Substantial** (50-99 cases per 100,000) or **High** (greater than or equal to 100 cases per 100,000)

**Shifting between strongly recommended or required masking will be made after case rates remain within a category for at least seven consecutive days.**

The following face coverings are acceptable: paper or disposable mask, cloth face mask, scarf, neck gaiter, bandana, and medical-grade masks and respirators.

## **Physical Distancing**

Staff will take reasonable steps to provide spacing between students whenever possible.

### **Self-screening**

Students and staff are expected to [self-screen](#) for COVID-19 symptoms daily before coming to school. Those experiencing any symptoms should follow the [COVID-19 Decision Tree](#) to determine if they should attend school.

### **Cleaning and Hygiene**

Enhanced cleaning and disinfecting of classrooms and common areas will continue. Healthy hygiene behaviors, such as regular hand washing, are strongly recommended.

### **Handling suspected or confirmed cases**

The district health aide will report cases of COVID-19 to the Minnesota Department of Health. Staff and families should self-report to the school if they or their student have symptoms of COVID-19, test positive for COVID-19, or recently had close contact with someone who tested positive for COVID-19

### **Isolation**

Anyone who tests positive for COVID-19 must isolate themselves by staying home from school until all three of the following are true: 1. They are asymptomatic, 2. It has been 10 days since they first felt sick or tested positive, and 3. They have had no fever for at least 24 hours, without using fever-reducing medicine.

Students or staff with a member of their household who tested positive for COVID-19 should follow the [COVID-19 Decision Tree](#) to determine if the individual needs to quarantine. Students displaying at least one common symptom or two less common symptoms should also follow the [COVID-19 Decision Tree](#). Families should contact their Barb Grote (school health aide) if they have any questions.

Quarantine for close contact with someone at school who tested positive for COVID-19 is no longer required. The Minnesota Department of Health and Centers for Disease Control recommend that all close contacts, vaccinated and unvaccinated, get tested for COVID-19 3-5 days after exposure.

### **Transportation**

Face coverings are required to be worn by all staff and students riding in school buses and other vehicles as part of instructional programming (e.g. to and from school, field trips, educational outings), per the CDC's federal order.

### **Visitors and volunteers**

Visitors and volunteers are welcome. Nerstrand School will keep a roster of visitors and volunteers (name, contact information, date, time, program, site, etc) as practicable.

## **Face coverings required starting Friday, Sept. 24th.**

At the August 30th Nerstrand Board of Directors Special meeting it was decided by vote that should Faribault School District move to a mask mandate, Nerstrand School would follow this mandate. At a special meeting on Monday, Sept. 20, the Faribault Public Schools board voted to approve that the district follow the Center for Disease Control's recommendation to require indoor masking in response to the COVID-19 pandemic.

Under these [new guidelines](#) **beginning Friday, September 24th, face coverings will be required for all students (5 and older) and staff at Nerstrand School until the Rice County COVID-19 case rate falls to below 50 cases per 100,000 residents.** The current Rice County case rate is 261.

The following face coverings are acceptable: paper or disposable masks, cloth face mask, scarf, neck gaiter, bandana, and medical-grade masks and respirators. Those requesting a medical exemption can contact Barb at 333-6850 or email: [barb@nerstrand.charter.k12.mn.us](mailto:barb@nerstrand.charter.k12.mn.us).

The CDC's masking recommendation is supported by Rice County Public Health and Mayo Clinic. Additionally, nearly 70 local doctors, nurse practitioners and physician assistants have endorsed indoor masking as a way to help limit the spread of COVID-19.

In addition to reviewing information provided by public health experts, the Faribault School Board and the Nerstrand ICT team has also monitored situations in other school districts without masking requirements where outbreaks forced large numbers of students to go into quarantine. By following the CDC's masking recommendation, the Nerstrand Board of Directors and Nerstrand ICT Team hopes Nerstrand Public Charter School can avoid any disruptions to learning, and keep students and staff safe, healthy, and in the classroom.

9/24/21

## Nerstrand Board of Directors Work Calendar

- August:           Review Policy #  
BOD Chair verifies status of new members' required BOD trainings  
Election of Officers (certifies June Appointments of Officers)  
Approve staff hiring list for the new year  
Annual review - BOD Onboarding Document  
Annual review - Nerstrand Board Development/Training Plan
- September:       Review By-Laws  
Review and update Board Roster  
Review Policy #
- October:           BOD chair confirms background checks for BOD members  
Update from Director Support and Evaluation Committee  
Ongoing Board Training: Governance (example: Open Meeting Law)  
Review Policy #
- November:         Ongoing Board Training: Finance (example: Understanding the Annual Audit)  
Review Policy #  
Check-in on new member training status for training required by 12/31
- December:         BOD Chair verifies new member training status for training required by 12/31  
Review Policy #  
Ongoing Board Training: State Data Practices Law (presentation by Director)
- January:           Review BOD member terms and prepare for election  
Establish an Election Committee of 3 or less Board members  
Update from Director Support and Evaluation Committee  
Ongoing Board Training: Employment (example: presentation by EdVisions)  
BOD chair completes check list of training certificates received as of 12/31  
Review Policy #

- February: Assemble new Budget/Finance Committee of 3 or less Board members  
Update on interest in BOD open positions, verify date to post  
Review Policy #
- March: Update from Budget/Finance Committee  
Verify date for 30-day notice of BOD election  
Begin evaluation performance review of School Director  
Update from Director Support and Evaluation Committee  
Approve School Calendar for next year (March/April)  
Review Policy #
- April: Update from Budget/Finance Committee - preliminary budget for next year  
Approve School Calendar for next year (if not already approved)  
Announce 30-day notice for BOD election  
Approve service contracts for next year  
Continue review of School Director – send out staff surveys  
Review Policy #
- May: Review/approve budget for next year (if not already approved)  
Discuss BOD election progress  
Review NEO Framework  
Approve service contracts for next year  
Update from Director Support and Evaluation Committee  
Continue review of School Director - BOD work session, meet with Director  
BOD chair completes check list of training certificates expected as of 6/30  
Review Policy #
- June: Approve budget for next year (if not already approved)  
Approve revised current year budget (if necessary)  
Discuss Director Domaine focus for next year  
Certify BOD election results

Approve annual banking resolutions for next year

Designate use of REAP funds for next year

Approve service contracts for next year

Complete Performance Review of School Director – summary presented

Approve designations of required roles for next year (IOwA, etc.)

Appointment of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)

Approve next year's Board Meeting Schedule

Review Policy #