

Nerstrand Elementary School
Board of Directors Meeting
December 11, 2017 - 3:30 p.m.
Nerstrand Elementary School Media Center

A G E N D A

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

- 1.0 Call to Order
 - 1.1 Roll Call
 - 2.0 Approve Agenda
 - 3.0 Opportunity to Report any Board Conflicts of Interest
 - 4.0 Approve November 13, 2017 Board Meeting Minutes
 - 5.0 Community Comment
 - 6.0 Reports
 - 6.1 Director Report
 - 6.1.1 Student Performance item
 - 6.1.2 Director evaluation item
 - 6.2 Enrollment Update
 - 6.3 Finance Report
 - 6.4 Copier update
 - 7.0 New Business
 - 7.1 Ongoing Board Training: Annual Financial Audit walk-through
 - 7.2 Approve \$500 Wolf Ridge stipend
 - 7.3 Review Policy #706 Acceptance of Gifts, review Receipt for Gifts form
 - 8.0 Old Business
 - 8.1 Review BOD working calendar
 - 9.0 Other
 - 9.1 Next Board of Directors meeting January 8, 2018, 3:30pm at Nerstrand Elementary School
 - 11.0 Adjournment
-

Minutes accepted and approved on: _____

Nerstrand Elementary School
Board of Directors Meeting Minutes
November 13th, 2017

Members present

Andrew Lubinski
Carmen Bonde
Matthew Keseley
Sarah Stensrud
Paula Shroyer
Rich Bailey

Others/ Members absent

Jason DeMars

Others Present

Keith Johnson
Maggie Kiley
Barb Grote

1.0 Call to Order. Meeting called to order at 3:32 pm.

1.1 Roll Call

2.0 Approve Agenda - Approved. First: Sarah; Second: Paula Approved Yea: 6. Nay:0. Abstentions: 0.

3.0 Opportunity to Report any Board Conflicts of Interest. No conflicts noted.

4.0 Approved October 9th, 2017 Board Meeting Minutes. Minutes approved. First: Matthew;
Second: Andrew Approved Yea: 6. Nay:0. Abstentions: 0.

5.0 Community Comment. No comments noted.

6.0 Reports

6.1 Director's Report

6.2 Finance Committee Report

6.3 Enrollment Update. Current enrollment: 150.

7.0 New Business

7.1 Ongoing Board Training. Reviewed State Data Practice Law.

7.2 Approved FY 18 SpEd contract with Strategic Staffing Solutions (Rachel Tressel -

Physical Therapy) - \$78/hr First:Paula; Second: Matthew Approved Yea: 6. Nay:0.

Abstentions: 0.

7.3 Approved FY 18 SpEd contract with Student - centered Services, LLC - ECSE (Rebecca

Knutsen) - \$90/hr First:Andrew; Second: Paula Approved Yea: 6. Nay:0. Abstentions:

0.

7.4 Ongoing Board Training: Employment (Edvisions Powerpoint)

8.0 Old Business

8.1 Review BOD working calendar. Reviewed.

8.2 Reviewed and discussed Nerstrand Elementary School By-laws - second reading.

Motion to approve revised Bylaws (adding third elected position: Treasurer)

First:Paula; Second: Matthew Approved Yea: 6. Nay:0. Abstentions: 0.

8.3 Elected Matthew Keseley as Treasurer - unanimous vote.

9.0 Other

9.1 Next Board of Directors meeting 3:30 pm, December 11th ,2017, Nerstrand Elementary School

10.0 Adjournment. Adjourned at 4:40 pm. First:Andrew; Second: Sarah Approved Yea: 6. Nay:0.

Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

December, 2017, Director's Report

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

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

December Highlights

Report cards were sent home on Dec. 1st. Parent Conferences will be held again in mid-February and the second set of report cards will be sent home in mid-March.

Around the school, classrooms are decorating for the Winter Program. The Music Room is fun to visit this time of year! All the classes are practicing their songs, and their movements. We are having a jazz inspired program titled, "A Swingin' Holiday". December 15th, our students will perform two concerts, at 1:00 and 7:00 pm. Along with singing, the band and the drum line will perform. We are grateful for all the work that Matthew Keseley has put into this annual event.

Our other big December event is the annual PJ and Movie Day on December 21st. Students and staff are invited to wear pj's to school. In the afternoon, the entire school goes down to the gym to watch a movie, eat popcorn and drink/spill pop in the gym. It's one of the most exciting days of the year for our students!

December Early Release

A library representative from Scholastic visited with the teachers about the library collection. We hope to have a long term plan to update the library.

Teachers, Tara Vondrasek, Andrew Lubinski, Sarah Johnson and Gretta Kunze, all attended a professional development seminar on working with students with ADHD. They presented material on the early dismissal.

Classroom teachers had a data meeting, reviewing the most recent progress monitoring for the PRESS interventions. Data meetings help teachers determine which students should be part of an intervention group and which interventions should be used with those students.

NEO Annual Meeting

Two NEO representatives visited our school on 11/16 for our Formal Site Visit. Board Chair, Carmen Bonde was also in attendance. The Nerstrand compliance checklist is complete. There were no documented infractions or requirements for follow up by the school.

At some point NEO will also attend a Board Meeting(s) to ensure that our Board is following the proper procedures.

Math and Tech Committees Update

The Tech Committee is moving forward on purchasing equipment for the gym. We are getting bids for portable carts for chromebooks. We would also like to purchase a classroom set of Chromebooks for MCA testing in Spring of 2018. We have been exploring lower cost options of Chromebook tubs for storage option and charging capability.

The Math Committee is reviewing its first curriculum.

Student Performance

World's Best Workforce and Annual Report.

Wolfridge

On 12/4, Andrew and Morgan hosted a parent information night, that was very well attended. They are in the process of finalizing chaperones. We are trying to sell the last two boxes of calendars. Wolf Ridge is scheduled for the week of 1/29/18.

Personnel Update

There are no new personnel changes
Reading Corps is still trying to hire someone for Nerstrand.

5 Mile Radius Enrollment Update

We have about 500 signatures. They have been sent to Rep. Brian Daniels.

Director Evaluation/Goals for 2017-2018

Domain 3: A Guaranteed and Viable Curriculum. The school leader ensures that the school curriculum and accompanying assessments adhere to state and district standards. Our school has been reviewing curriculum throughout the last 3 years. This year our focus has been in math, science and music. The math committee is reviewing a number of vendors. All math curriculum is aligned with state standards. We hope to make a decision by the end of the school year.

Domain 2: Continuous Improvement of Instruction. The school leader is aware of predominant instructional practices throughout the school. As part of my observations of teachers, I am aware of the instructional practices within the school. Also, as part of our monthly/bi monthly team meetings, curriculum concerns/practices are regularly discussed. I have been apart of each of the Curriculum Committees that have been created over my three years as Director, so that I am knowledgeable of the curriculum used throughout the school.

Director Goals for 2017-2018 School year.

Review our current math curriculum with a plan to purchase new curriculum by the end of the school year.

Create a Technology Committee to plan next steps in purchasing/implementing technology.

Ongoing review of Science Curriculum with MN State Standards.

Professional Development, using a book club model.

Respectfully submitted,

Maggie Kiley

Financial Overview:

	2017-2018 <u>Adopted Budget</u>	<u>11-30-17 YTD</u>
Enrollment (ADM's)	150	
Total Revenues	1,588,700	550,085
Total Expenditures	<u>1,611,745</u>	<u>497,264</u>
Net Income	(23,045)	52,821
Audited 6-30-17 Fund Balance	599,148	
Projected 6-30-18 Fund Balance	576,103	
* as % of annual expenditures	35.7%	

2017-2018 Budget Summary

- Teacher Salary Schedule @ 94.5% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- Assumes enrollment at 150 students
- Budget includes 1% state basic formula increase in FY18 (actual is 2%)
- Continues programs and spending priorities from last year
- Maintains current staffing levels while also improving teacher compensation
- Assumes continued REAP funding
- Technology changes: e-rate, \$3,966 internet/firewall/phones payment to #656, lease/maintenance payment to Jaguar, wireless access points installed, possible new copier/copier maintenance contract
- Facility Maintenance Revenue, can be used for any purpose related to school. Phase in:
 - \$34 in FY17
 - \$85 in FY18
 - \$132 in FY19
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary
2017-2018 Income Statement
For the Period Ending 11/30/17

		2017-2018 Adopted Budget	11-30-17 YTD	2017-2018 Budget Outlook
Enrollment ADM		150		150
<u>Revenues</u>				
01 000 000 000 000 050	Fees from Families	8,000.00	9,445.00	10,000.00
01 000 000 000 000 092	Interest Income	2,800.00	1,830.96	2,800.00
01 000 000 000 000 096	Donations, Eagle Open	5,000.00	1,011.26	5,000.00
01 000 000 000 000 099	Miscellaneous Rev/Local Source	200.00	8.00	200.00
01 000 000 000 000 201	Endowment Aid	5,016.94	2,947.12	5,016.94
01 000 000 000 000 211	General Ed Aid	1,009,628.71	407,846.34	1,021,658.67
01 000 000 000 000 212	Literacy Aid	17,015.89	4,906.74	17,015.89
01 000 000 000 000 317	Facility Maintenance Revenue (\$34/PU)	12,750.00	2,521.19	12,750.00
01 000 000 000 348 300	Building Lease Aid	190,530.00	61,941.30	190,530.00
01 000 000 000 401 400	Title I	11,461.15	0.00	11,461.15
01 000 000 000 414 400	Title II	3,358.07	0.00	3,358.07
01 000 000 000 419 400	SpecEd-FedFlowThru	23,103.11	0.00	23,173.11
01 000 000 000 425 400	CEIS	4,035.12	0.00	4,035.12
01 000 000 000 514 500	REAP	20,769.00	0.00	20,769.00
01 000 000 000 000 071	Third Party Billing Revenue	2,250.00	0.00	2,250.00
01 000 000 000 740 360	Special Education Aid (94%)	261,681.85	56,532.36	263,032.48
		1,577,599.84	548,990.27	1,593,050.43
04 000 000 000 000 050	Comm Ed - Fees	8,500.00	1,094.75	8,500.00
04 000 000 000 000 649	Permanent Transfer from Fund 1	2,600.00	0.00	2,600.00
		11,100.00	1,094.75	11,100.00
	Total Revenues	1,588,699.84	550,085.02	1,604,150.43
<u>Expenses</u>				
01 005 010 000 000 366	Board - Wksp/Conf	900.00	0.00	900.00
01 005 010 000 000 820	Authorizer Fee	13,877.75	11,138.00	13,877.75
01 005 050 000 000 305	EdVisions Admin Staff	96,756.85	24,024.99	96,756.85
01 005 105 000 000 305	Payroll Srvc Fees, Employ Ads, Backgr Cks	18,000.00	4,878.18	18,000.00
01 005 107 000 000 305	Marketing	2,100.00	733.25	2,100.00
01 005 110 000 000 305	Business: Consult,Region V,Audit	67,660.00	9,104.50	67,660.00
01 005 110 000 000 320	Phone, Internet, Firewall	11,500.00	3,378.64	11,500.00
01 005 110 000 000 329	Postage	900.00	341.94	900.00
01 005 110 000 000 401	Business - Non-Inst Supp	100.00	130.20	200.00
01 005 110 000 000 820	Memberships-RegionV, MSBA, JMC, Next	7,500.00	4,410.84	7,500.00
01 005 720 000 000 390	Health Services-PdToMnSchool	2,371.85	287.55	2,371.85
01 005 810 000 000 330	Utilities + Garbage/Recycle	49,612.52	13,858.37	49,612.52
01 005 810 000 000 391	Maint Cost Share to Mn School	46,651.54	10,961.27	46,651.54
01 005 810 000 000 401	Oper/Maint - Non-Inst Supp	4,600.00	1,705.09	4,600.00
01 005 850 000 348 370	Facilities - Lease	211,700.00	74,196.36	211,700.00
01 005 940 000 000 340	Property/Liability Insurance	11,069.46	9,415.52	11,069.46
01 005 950 000 000 910	Permanent Transfer to Fund 04	2,600.00	0.00	2,600.00
01 010 201 000 000 394	EdVisions Kinder Staff	64,462.25	14,568.90	64,462.25
01 010 203 000 000 305	Elem Consulting, Tech Support	9,966.00	1,032.79	9,966.00
01 010 203 000 000 369	Field Trips, admissions, River Bend	10,000.00	4,469.50	10,000.00
01 010 203 000 000 394	EdVisions General Elem Staff, Curric write	389,789.88	115,415.79	389,789.88
01 010 203 000 000 401	Elem Ed - Non-Inst Supp	9,000.00	2,576.91	9,000.00
01 010 203 000 000 430	Elem Ed - Inst Supp	18,000.00	12,736.66	18,000.00
01 010 203 000 000 460	Textbooks/Workbooks/Instruct Software Pk	10,000.00	10,679.17	15,000.00
01 010 203 000 000 461	Elem Ed - Standardized Tests	2,522.50	3,142.50	3,200.00

Nerstrand Elementary
2017-2018 Income Statement
For the Period Ending 11/30/17

		2017-2018 Adopted Budget	11-30-17 YTD	2017-2018 Budget Outlook	
01	010 203 000 000 555	Misc Tech: Replacements, Mobile Learning,	10,200.00	8,765.46	10,200.00
01	010 203 000 000 555	One-time Technology (copier purchase)	10,000.00	0.00	10,000.00
01	010 203 000 733 394	Field Trips - Transportation	3,000.00	1,045.94	3,000.00
01	010 203 150 000 394	EdVisions Teacher Subs	16,020.31	3,603.53	16,020.31
01	010 204 000 414 303	EdVisions F414 CSR	3,358.07	0.00	3,358.07
01	010 204 000 514 303	EdVisions REAP CSR	20,769.00	0.00	20,769.00
01	010 216 000 401 303	EdVisions Title I Staff	11,461.15	0.00	11,461.15
01	010 216 000 401 430	Title I homeless supplies	0.00	0.00	0.00
01	010 240 000 000 394	EdVisions PhysEd Staff (allocated at EOY)	30,126.03	11,871.91	30,126.03
01	010 240 000 000 430	PhysEd/Health - Inst Supp	1,000.00	0.00	1,000.00
01	010 258 000 000 394	EdVisions Music Staff	52,969.30	13,325.96	52,969.30
01	010 258 000 000 430	Music Supplies	1,500.00	390.45	1,500.00
01	010 420 000 419 303	Fed Sub Contracts under \$25k	14,500.00	0.00	14,500.00
01	010 420 150 419 303	SpEd Workshops	3,289.13	0.00	3,289.13
01	010 420 000 419 366	GenSpEd - Prof Dev	1,645.23	282.48	1,645.23
01	010 420 000 419 401	SpEd Supplies	1,668.75	53.68	1,668.75
01	010 420 000 419 405	SpEd Forms Software	0.00	1,090.00	1,090.00
01	010 420 000 419 433	SpEd Materials	2,000.00	0.00	980.00
01	010 401 000 740 394	Speech Lang - Contract Fees	29,000.00	11,422.96	28,000.00
01	010 407 000 740 394	Contracted SpEd Teacher Consultant	0.00	346.70	1,000.00
01	010 407 000 740 396	EdVisions SpEd LD Staff - Salary	61,986.07	19,297.31	61,986.07
01	010 407 000 740 397	EdVisions SpEd LD Staff - Benefits	10,466.97	3,452.39	10,466.97
01	010 408 000 740 394	EBD - Contract Fees	600.00	0.00	600.00
01	010 408 000 740 396	EdVisions SpEd Staff - 1:1 wages	20,371.68	0.00	20,371.68
01	010 408 000 740 397	EdVisions SpEd Staff - 1:1 benefits	9,734.91	0.00	9,734.91
01	005 760 000 723 360	Summer ESY bus	0.00	1,236.84	1,236.84
01	010 420 000 372 305	Third Party Billing Fees	200.00	305.78	400.00
01	010 420 000 740 394	Contract SpEd Srvc: Psych, PT, Dape,	25,000.00	6,398.00	25,000.00
01	010 420 000 740 396	EdVisions SpEd Staff - Salary	84,723.84	38,946.63	84,723.84
01	010 420 000 740 397	EdVisions SpEd Staff - Benefits	36,695.09	12,405.81	36,695.09
01	010 420 000 740 433	GenSpecEd-IndividInstrSupplies	2,000.00	1,054.92	2,000.00
01	010 422 000 425 303	EdVisions CEIS Staff	3,784.08	0.00	4,035.12
01	010 605 000 000 394	EdVisions Program Support Staff	62,034.37	16,663.77	62,034.37
01	010 640 000 000 366	StaffDev-Conferences	8,900.00	4,979.33	8,900.00
		<u>1,600,644.58</u>	<u>490,126.77</u>	<u>1,608,179.96</u>	
04	005 570 000 000 320	Regal Eagles Phone	150.00	0.00	150.00
04	005 570 000 000 394	Regal Eagle Staff (allocated at EOY)	10,000.00	6,994.32	10,000.00
04	005 570 000 000 401	Comm Ed - Non-Inst Supp	950.00	142.69	950.00
		<u>11,100.00</u>	<u>7,137.01</u>	<u>11,100.00</u>	
Total Expenses		<u>1,611,744.58</u>	<u>497,263.78</u>	<u>1,619,279.96</u>	
Net Income		<u>(23,044.74)</u>	<u>52,821.24</u>	<u>(15,129.53)</u>	

Audited 6-30-17 Fund Balance

599,148

Projected EOY Fund Balance	584,018
% of annual expenditures	36.07%

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201805 To: 201805

Account		Fin		Sub		Starting Balance		Debits		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code Class	Class	Balance					Balance	
4055	B 01 101 000			F Cash & Cash Equiv	B 100	00	85,156.60	0.00	0.00	0.00	0.00	85,156.60	
4055	B 01 101 002			F Liquid Asset Account	B 100	00	609,551.58	118,516.36	144,018.54			584,049.40	
4055	B 01 101 003			F Lake Country Community Ba	B 100	00	(11,598.49)	703.50	300.63			(11,195.62)	
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 Accis Payable	B 200	00	0.00	49,483.98	49,483.98			0.00	
4055	B 01 422 000			F Unassigned Fund Balance	B 400	00	(599,147.01)	0.00	0.00			(599,147.01)	
4055	B 04 101 000			F LAF - Cash & Cash Equiv	B 100	00	(38,811.97)	0.00	2,625.09			(41,437.06)	
4055	B 04 101 002			F Cash & Cash Equiv	B 100	00	(374.05)	0.00	0.00			(374.05)	
4055	B 04 101 003			F LCCB Cash & Cash Equiv	B 100	00	35,431.85	337.00	0.00			35,768.85	
4055	B 98 143 000			F Equipment	B 100	00	76,549.69	0.00	0.00			76,549.69	
4055	B 98 430 000			F Invest. Fixed Assets	B 400	00	(76,549.69)	0.00	0.00			(76,549.69)	
Report Total:								\$80,208.64	\$169,040.84	\$196,428.24		\$52,821.24	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014026	1534	E 01 010 203 000 000 555	JAGUAR COMMUNICATIONS		Check
				5481 Invoice	(18) wireless access pts install	11/2/2017	
							Paid Amt: \$3,850.00
							Check Amount: \$3,850.00
4055	LAF	1312014027	1555	E 01 010 401 000 740 394	KRISTIN FISCHER		Check
				5479 Invoice	\$90/hr	11/2/2017	
					Invoice No: 10/16 - 10/27		Paid Amt: \$2,610.00
							Check Amount: \$2,610.00
4055	LAF	1312014028	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY		Check
				5483 Invoice	\$85/hr	11/2/2017	
					Invoice No: October		Paid Amt: \$1,317.50
							Check Amount: \$1,317.50
4055	LAF	1312014029	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES		Check
				5480 Invoice	\$98/hr	11/2/2017	
					Invoice No: 1328		Paid Amt: \$1,127.00
							Check Amount: \$1,127.00
4055	LAF	1312014030	1367	E 01 010 203 000 000 305	SEAN HAYFORD OLEARY DESIGN, LLC		Check
				5484 Invoice	Elem non-student Consulting	11/2/2017	
					Invoice No: 884		Paid Amt: \$45.00
							Check Amount: \$45.00
4055	LAF	1312014031	1017	E 01 005 810 000 000 330	XCEL ENERGY		Check
				5482 Invoice	Utility Services	11/2/2017	
					Invoice No: Act#51-6189166-3		Paid Amt: \$1,191.70
							Check Amount: \$1,191.70
4055	LAF	1312014032	1344	E 01 005 110 000 000 305	CLIFTONLARSONALLEN LLP		Check
				5491 Invoice	Consult/Fees For Svc	11/10/2017	
					Invoice No: 1657825		Paid Amt: \$2,675.00
							Check Amount: \$2,675.00
4055	LAF	1312014033	1028	E 01 010 203 000 000 401	DEMCO INC		Check
				5490 Invoice	Sup/Mat Non-Inst. r.	11/10/2017	
					Invoice No: 6244427		Paid Amt: \$32.95
							Check Amount: \$32.95
4055	LAF	1312014034	1033	E 01 010 203 000 733 394	FARIBAULT TRANSPORTATION, INC		Check
				5494 Invoice	10/4 + 10/17 Riverbend	11/10/2017	
					Invoice No: 10/31/17		Paid Amt: \$347.76
							Check Amount: \$347.76

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	LAF	1312014035	1485	E 01 010 258 000 000 430	GROTH MUSIC		Check	
				5492 Invoice	Alto Sax Reeds	11/10/2017	Paid Amt:	\$22.99
					Invoice No: 187858		Check Amount:	\$22.99
4055	LAF	1312014036	1133	E 01 005 110 000 000 320	INDEPENDENT SCHOOL DIST # 656		Check	
				5489 Invoice	Annual:Internet,Phones,Firewall,Access Pt	11/10/2017	Paid Amt:	\$2,730.60
					Software:Library,AVG Virus scan,MS Office		Check Amount:	\$1,910.36
					Invoice No: 36097		Paid Amt:	\$4,640.96
							Check Amount:	\$4,640.96
4055	LAF	1312014037	1469	E 01 010 407 000 740 394	KELSEY FITSCHEN-HEMMAH		Check	
				5493 Invoice	\$70/hr	11/10/2017	Paid Amt:	\$346.70
					Invoice No: 11/6/17		Check Amount:	\$346.70
4055	LAF	1312014038	1173	E 01 010 203 000 000 430	MARCO TECHNOLOGIES LLC		Check	
				5498 Invoice	copies	11/10/2017	Paid Amt:	\$458.08
					Invoice No: INV4720554		Check Amount:	\$458.08
4055	LAF	1312014039	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check	
				5499 Invoice	post-its	11/10/2017	Paid Amt:	\$51.92
					Invoice No: 2209784		Check Amount:	\$51.92
4055	LAF	1312014040	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check	
				5500 Invoice	Sup/Mat N-Indiv Inst	11/10/2017	Paid Amt:	\$60.99
					Invoice No: 2208259		Check Amount:	\$60.99
4055	LAF	1312014041	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check	
				5501 Invoice	Sup/Mat N-Indiv Inst	11/10/2017	Paid Amt:	\$282.99
					Invoice No: 2205824		Check Amount:	\$282.99
4055	LAF	1312014042	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check	
				5502 Invoice	Music Sup/Mat N-Indiv Inst	11/10/2017	Paid Amt:	\$169.99
					Invoice No: 2207875		Check Amount:	\$169.99
4055	LAF	1312014043	1259	E 01 010 203 000 000 369	RIVER BEND NATURE CENTER		Check	
				5495 Invoice	FY18 annual field trips	11/10/2017	Paid Amt:	\$2,835.00
					Invoice No: Nerstrand		Check Amount:	\$2,835.00

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014044	1524	E 01 010 258 000 000 430	THE MUSIC MART		Check
				5496 Invoice	Barriton BC 1	11/10/2017	
					Invoice No: 973430		
							Check Amount: \$8.00
							Paid Amt: \$8.00
4055	LAF	1312014045	1524	E 01 010 258 000 000 430	THE MUSIC MART		Check
				5497 Invoice	Herc Folk Instru stand	11/10/2017	
					Invoice No: 972120		
							Check Amount: \$24.30
							Paid Amt: \$24.30
4055	LAF	1312014046	1391	E 01 005 110 000 000 305	BUREAU OF CRIMINAL APPREHENSION		Check
				5509 Invoice	(3) background checks	11/15/2017	
					Invoice No: 11/15/17		
							Check Amount: \$24.00
							Paid Amt: \$24.00
4055	LAF	1312014047	1553	E 01 010 203 000 000 430	GRETITA KUNZE		Check
				5505 Invoice	Sup/Mat N-Indiv Inst	11/15/2017	
					Invoice No: 11/15/17		
							Check Amount: \$66.51
							Paid Amt: \$66.51
4055	LAF	1312014048	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656		Check
				5506 Invoice	October lease	11/15/2017	
					October custodial		
					Oct health		
					Sept Tech orders		
					Invoice No: 36172		
							Check Amount: \$21,770.16
							Paid Amt: \$21,770.16
4055	LAF	1312014049	1545	E 01 010 203 000 000 305	KEYSTONE INTERPRETING SOLUTIONS, INC		Check
				5503 Invoice	Elem non-student Consulting	11/15/2017	
					Invoice No: 9684		
							Check Amount: \$170.28
							Paid Amt: \$170.28
4055	LAF	1312014050	1555	E 01 010 401 000 740 394	KRISTIN FISCHER		Check
				5504 Invoice	\$90/hour speech	11/15/2017	
					Invoice No: 10/30 - 11/10/17		
							Check Amount: \$2,790.00
							Paid Amt: \$2,790.00
4055	LAF	1312014051	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
				5508 Invoice	Sup/Mat Non-Inst.	11/15/2017	
					Invoice No: 2282835		
							Check Amount: \$100.62
							Paid Amt: \$100.62

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014052	1336		TDS		Check	
			E 01	005	110 000 000 320	Phone		
			5507	Invoice	Invoice No: Ac#507-334-9656		\$115.23	
		PO#:	Voucher #:			11/15/2017	Paid Amt: \$115.23	
							Check Amount: \$115.23	
4055	LAF	1312014053	1492		ON THE MOVE - THERAPY SERVICES		Check	
			E 01	010 420 000 740 394	\$98/hr		\$1,568.00	
		PO#:	Voucher #:	5510	Invoice Invoice No: 1343	11/20/2017	Paid Amt: \$1,568.00	
							Check Amount: \$1,568.00	
							Report Total:	\$48,703.63

Nerstrand Elementary School
2017-2018
Estimated Cash Flow Projection
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	Estimated * Cash Balance
2017			382,067
July	110,330	83,003	409,394
August	120,829	83,003	493,388
PY	46,168		
Sept	120,829	144,574	525,100
PY	55,457		
Oct	120,829	144,574	538,110
PY	36,755		
Nov	120,829	144,574	514,365
Dec	120,829	144,574	490,620
2018			
Jan	120,829	144,574	471,164
PY	4,289		
Feb	120,829	144,574	447,419
March	120,829	144,574	423,674
April	120,829	144,574	399,929
May	120,829	144,574	376,184
PY	6,581		
June	120,829	144,574	352,439

7/1/17 Beginning Balance

1,588,699	1,611,746
1,588,700	1,611,745

* assumes same 6-30-18 misc payables as prior year

Nerstrand Elementary School Policy 706
Independent Charter School District #4055
Adopted: 1/12/2015

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the Board of Directors.

II. GENERAL STATEMENT OF POLICY

It is the policy of Nerstrand Elementary School to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

Individuals or organizations desiring to contribute gifts and donations will counsel with the School Director or Board of Directors regarding the responsibility of such contributions. Any gift or donation of over \$500 value will require Board of Directors' acceptance.

Conditions for acceptance of any gift include:

- A. The gift or donation must have a purpose consistent with those of the School.
- B. The gift or donation must be offered by a source acceptable to the Board of Directors.
- C. The gift or donation will not result in the initiation of a program which the Board of Directors would be unwilling to continue after the gift or donated funds are exhausted, unless specific authorization to the contrary is given by the Board of Directors at the time the gift or donation is accepted.
- D. The gift or donation will not bring undesirable or hidden costs to the School.
- E. The gift or donation will place no restrictions on the school program.
- F. The acceptance of a gift or donation will not imply Nerstrand Elementary School endorsement of any product or service.

When the above conditions have been met, gift/donations will be accepted and added to classroom inventory.

Faribault Public Schools

Receipt for Gifts

Minnesota Statute § 465.03 allows school districts to accept donations made to the school district, but requires that any gift be accepted by a resolution approved by the school board. Charitable contributions to school districts are tax-deductible by the donor under IRC section 170(C)(1). A receipt will be mailed to the donor after acceptance by the school board. Please send completed form to Kathy Matejcek at the District Office.

Date:

Group, agency, organization or individual making the contribution:

Mailing address (for receipt):

Name of program for which contribution is made:

Name of staff member responsible for program:

Faribault Public Schools has received (include amount of donation; if other than a monetary gift, include description and estimated value of goods received, if provided by donor):

as a gift from the above-named group, agency, organization or individual to be applied toward the program as listed above.

Purpose of gift:

For office use only:

Presented to the School Board on: _____

Accepted: Yes _____ No _____

Nerstrand Board of Directors Work Calendar

- August: Review Policy #
BOD Chair verifies all members have received appropriate BOD training
Certify June Election of Officers (Board Chair, Board Secretary/Clerk)
Approve staff hiring list for the new year
Discuss performance review of School Director
- September: Review By-Laws
Review Policy #
Review and create document detailing BOD membership terms
- October: BOD chair to review background checks of BOD members
Review Policy #
Ongoing Board Training: Governance (example: Presentation by NEO?)
- November: Ongoing Board Training: Employment (example: presentation by EdVisions)
Ongoing Board Training: State Data Practices Law (Presentation by Maggie)
Review Policy #
- December: Ongoing Board Training: Finance (example: presentation by Keith Johnson)
Review Policy #
- January: Review BOD member terms and prepare for election
Establish an Election Committee of 3 or more Board members
BOD chair completes check list of trainings provided and attendance
Review Policy #

- February: Assemble Budget Committee
Ensure notification for BOD elections is made public 30 days prior
Review Policy #
- March: Continue budget meetings
Publish/post for interest in BOD open positions
Approve School Calendar for next year
Review Policy #
- April: Continue budget meetings - preliminary budget for next year
Announce 30-day notice for BOD election
Review Policy #
- May: Review preliminary Proposed Budget for next year
Review staff working agreements for presentation in May-June
Discuss/hold BOD election
Review Policy #
- June: Approve revised current year budget (if necessary)
Approve next year's budget (if not already approved)
Approve annual banking resolutions
Approve designated use of REAP funds
Approve next year Service Contracts
Approve designations of required roles for next year
Certify BOD election results
Election of Officers for next year (Board Chair, Board Secretary/Clerk)
Approve next year's Board Meeting Schedule
Review Policy #
Evaluation of Director