

Nerstrand Elementary School
Board of Directors Meeting
December 9, 2019 - 3:30 p.m.
Nerstrand School Media Center

BOARD AGENDA

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

- 1.0 Call to Order
 - 1.1 Roll Call
- 2.0 Approve Agenda
- 3.0 Opportunity to Report any Board Conflicts of Interest
- 4.0 Approve November 11, 2019 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director Report
 - a) Student performance item
 - b) Director evaluation item
 - 6.2 **NEO Authorizer comments**
 - 6.3 Enrollment Update
 - 6.4 Finance Report
 - a) Monthly Financial report
- 7.0 New Business
 - 7.1 Ongoing Board Training: State Data Practices (Maggie)
 - 7.2 Policy review: Policy #209.1 - Code of Ethics
 - 7.3 Review NEO Board Observation Form from 11-11-19 meeting
- 8.0 Old Business
 - 8.1 Review BOD Work Calendar
 - a) Update/review new member board trainings (Gretta, Betty, Nicole)
- 9.0 Other
 - 9.1 **Opportunity for BOD member meeting comments**
 - 9.2 Next Board of Directors meeting January 13, 2020, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Nerstrand Elementary School
Board of Directors Meeting Minutes
November 11, 2019

Members present

Rich Bailey
Jan Boudreau
Gretta Kunze
Nicky Schaefer
Betty "Skip" Voge
Tara Vondrasek
Alicia Wasilowski

Others/ Members absent

Others Present

Maggie Kiley
Barb Grote
Keith Johnson
Dr. Jean Neuman (NEO)
Amber Reher

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

1.1 Roll Call

2.0 Approve Agenda. Added 7.3: Approve 2018-2019 Audit

Approved additions. First: Alicia; Second: Skip. Yea: 7. Nay:0. Abstentions: 0

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

4.0 Approve October 7, 2019 Board Meeting Minutes.

Approved. First: Alicia; Second: Nicky. Yea: 7. Nay:0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

a) Student performance item. Discussed upcoming Art Adventures, Fall Music Program, report cards using the new JMC program, NEO annual site visit, and hiring Hattie Geist for Reading Corps.

b) Director evaluation item. Shared NEO framework growth rate and discussed Andrea Harder's visit with staff on open communication.

6.2 Enrollment Update. We are currently at 152 students.

6.3 Finance Report.

- a) Monthly Finance Report. Our FY20 projected fund balance is 33.3%.
- b) 2018-2019 Audited Financial Statements
- c) Board Training: Understanding the annual financial audit

7.0 New Business

7.1 Approve Assurances of Compliance (prohibiting discrimination).

Approved. First: Skip; Second: Gretta. Yea: 7. Nay: 0. Abstentions: 0.

7.2 Policy Review: Policy #414 Mandatory Reporting.

Approved. First: Alicia; Second: Tara. Yea: 7. Nay: 0. Abstentions: 0.

7.3 Approve 2018-2019 Audit.

Approved. First: Rich; Second: Nicky. Yea: 7. Nay: 0. Abstentions: 0.

8.0 Old Business

8.1 Proposed Revised By-laws: 2nd read.

Approved. First: Gretta; Second: Rich. Yea: 7. Nay: 0. Abstentions: 0.

8.2 Update on Student-Centered Services, LLC

Approved last month subject to legal.

8.3 Review BOD Work Calendar

- a) Update/review new member board trainings. Gretta, Skip, and Nicky
Finance training to be done 11/11/19.

9.0 Other

9.1 Next Board of Directors meeting December 9, 2019, 3:30pm at Nerstrand Elementary School.

11.0 Adjournment. Approved.

First: Nicky; Second: Tara. Yea: 7. Nay: 0. Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

December 2019, 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.

December Highlights

We successfully sent home our first set of report cards using the JMC system. Thank you to the teachers for being both patient and persistent working this out. Also, thank you to Barb Grote for putting all the report cards together!

The evening music program was rescheduled due to weather. The performance was December 6th. Well done Jake Kaukola for putting on your first Nerstrand concert.

Songwriter and musician, Ken Longquist spent 3 days with us this week. The theme of his songwriting with children was on showing empathy. A concert was performed on December 5. It was a pleasure having Ken back at Nerstrand.

The Nerstrand tipi will be put up on 12/9/19. All classrooms will have time in the tipi this week. We kicked off the week with an all school meeting. Thank to Larry Richie for bringing this unique experience to our school and our students. It is an unforgettable school memory.

Pajama and movie day will be on December 20th. This is always a favorite day for students and staff. We will then be on break until December 6, 2020.

Personnel Update

Nerstrand has hired a new special education paraprofessional. Brooke Kaukola has 2 years experience working as a special ed para. We welcome Brooke to our staff!

Student Performance Results

PRESS data meetings are being held over the next 2 weeks. I will discuss our procedure for interventions and data meetings, as well as upcoming assessments in January.

NEO Learning Walk

NEO will visit Nerstrand on 12/19/19 for its annual Learning Walk. NEO visitors will be observing classrooms looking for evidence of a positive learning environment and differentiation in classroom reading lessons.

Director Evaluation/Goals for 2019-2020

Domain 4: Cooperation and Collaboration. The school leader ensures that teachers have opportunities to observe and discuss effective teaching. Through our annual book club

teachers have regular times to discuss effective instructional practices. In book discussions teachers are encouraged to share their own professional experiences related to the text, and share ideas with each other.

Teachers are also asked to share information gleaned from their own professional development experiences. Our teaching staff has learned that shared professional development experiences enhance the culture of the school.

Dr. Deb Peterson has done modeling with our classroom teachers on effective guided reading. She will continue this work over the coming months.

Behavior specialists, Jeff Fink and Jon Halpern, will be returning to Nerstrand to discuss classroom management techniques and the newest research (Dr. Ross Green). They will work with our entire staff on 2 upcoming workdays. We will also be offering a parent education night hosted by Jeff and Jon in April.

Domain 4: Cooperation and Collaboration: The school leader ensures that teachers have formal roles in the decision-making process regarding school initiatives. At the start of each year we have set up meeting norms. In order to hear from staff members, we use “Fist to 5” to ensure that all staff have a vote when appropriate. “Fist to 5” is also a procedure to help us reach consensus, as well as open up discussions about various topics.

As Director I have strived to both enhance and encourage communication within our staff. Holding team meetings is another way to discuss questions and concerns in a smaller setting, rather than the larger staff meetings.

We will also continue to use the new staff survey that was developed with Andrea Harder. The survey will go out again in the spring.

As requested by the board I have also done some of my own professional development. On December 4th, 2019 I attended a conference, *Acknowledging the Role of Implicit Bias as a Barrier to Reaching All Children*. This training was hosted by the Minnesota Elementary School Principals’ Association.

My professional goals for the coming year are the following:

Review our reading core instruction using our current curriculum.

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

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

Support classroom teachers in using the new math curriculum.

Create stronger connections with the Big Woods State Park.

Respectfully submitted,

Maggie Kiley

Nerstrand Elementary School
 Board of Directors
 December 9, 2019

Financial Overview:

	<u>2019-2020 Adopted Budget</u>	<u>11-30-19 YTD</u>	<u>Working budget/ Budget Outlook</u>
Enrollment (ADM's)	150		152
Fund 01 Revenues	1,854,950	734,923	1,958,989
Fund 01 Expenditures	<u>1,861,625</u>	<u>586,876</u>	<u>1,927,818</u>
Net Fund 01 Income	(6,675)	148,047	31,170
Audited 6-30-19 Fund 01 Balance			615,835
Projected 6-30-20 Fund 01 Balance			647,006
* % of annual Fund 01 expenditures			33.6%

2019-2020 Budget Outlook Summary

- Assumes enrollment at 152 (was 148.5 last year)
- Includes \$10,000 Title IV (flex F433 to F401)
- Includes new School Safety Revenue - assumes equal School Safety Expenses
- 2% state basic formula increase for FY20
- Compensatory Revenue based on 10/1/18 counts
- Assumes 15% health insurance increase
- Assumes no new joiners on health insurance plan
- Utilities and property insurance – 5% increase
- Continues programs, staffing, and spending priorities from last year
- Continued REAP + Title I funding
- Curriculum \$8,000
- Technology:
 - \$7,500/year expense for internet/firewall/phones payment to #656, lease/maintenance payment to Jaguar, local analog phones to TDS
 - \$129.77/month copier lease
 - \$10,200 for technology equip, repairs, replacements
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 11/30/19

						2019-2020	2020 Working	
						Adopted Budget	11-30-19 YTD	Budget/Outlook
<i>Fd Org Pro Fin Obj/Src Crs</i>						Enrollment ADMs	150	152
Fund 1 Revenues								
01 000 000 000 050 000	LOCAL: Fees from Families					13,000.00	9,536.00	13,000.00
01 000 000 000 092 000	LOCAL: Interest Income					7,500.00	2,411.37	7,500.00
01 000 000 000 096 000	LOCAL: Donations, Eagle Open					9,000.00	4,834.49	6,000.00
01 000 000 000 099 000	LOCAL: Miscellaneous Revenue					25.00	217.09	250.00
01 000 000 000 071 000	LOCAL: Third Party Billing Revenue					400.00	1,400.94	1,400.94
01 000 000 740 360 000	STATE: Spec Ed Aid (@ 93%)					432,434.23	159,089.82	475,599.96
01 000 000 000 201 000	STATE: Endowment Aid					5,903.43	3,310.09	5,903.43
01 000 000 000 211 000	STATE: GenEd Aid (per WhatIf)					1,022,927.88	459,198.19	1,064,500.00
01 000 000 000 211 000	STATE: Compensatory Revenue					55,769.87		57,053.81
01 000 000 000 212 000	STATE: Literacy Aid					17,455.87	4,798.28	17,455.87
01 000 000 000 317 000	STATE: Facility Maintenance Revenue					19,800.00	17,232.26	20,064.00
01 000 000 348 300 000	STATE: Building Lease Aid					197,100.00	67,698.57	197,100.00
01 000 000 342 300 000	STATE: School Safety					0.00	5,195.61	5,195.61
01 000 000 401 400 000	FED: Title I (incl flexed Title IV)					20,632.52	0.00	30,632.52
01 000 000 414 400 000	FED: Title II					4,082.94	0.00	4,082.94
01 000 000 419 400 000	FED: Spec Ed-FedFlowThru					23,004.36	0.00	25,004.36
01 000 000 425 400 000	FED: CEIS					3,652.68	0.00	3,652.68
01 000 000 514 500 000	FED: REAP					22,261.00	0.00	24,593.00
TOTAL FUND 01 REVENUE						1,854,949.78	734,922.71	1,958,989.12

Fund 1 Expenditures

<u>RegEd payroll and benefits:</u>								
Carry-in payroll increase								
					Teacher salary schedule (95% of prior year ISD#656)	20,039.99		20,039.99
					Non-teacher schedule (100% of prior year ISD#656)	2,063.00		2,031.64
					15% Health insurance premium increase	7,153.00		7,153.00
<i>Fd Org Pro Fin Obj/Src Crs</i>	Total payroll changes over prior year					29,255.99		29,224.63
01 005 010 000 366 000	Board Workshops/Conferences					900.00	712.00	900.00
01 005 010 000 820 000	Authorizer Fee (.015 x \$6,188 x 150)					14,343.47	11,588.40	14,914.00
01 005 050 000 305 000	EdVisions Admin Staff					96,258.00	26,098.66	101,750.00
01 005 105 000 305 000	Payroll Srvc Fees, Employ Ads, Backgr Cks					20,934.00	6,657.33	24,000.00
01 005 107 000 305 000	Marketing					1,500.00	0.00	1,500.00
01 005 110 000 305 000	Business: RegionV, Audit, Legal, Consult					72,828.00	12,512.50	74,868.00
01 005 110 000 320 000	Phone, Internet, Firewall					7,500.00	1,102.36	6,500.00
01 005 110 000 329 000	Postage					1,400.00	171.55	1,400.00
01 005 110 000 401 000	Business Non-Inst Supplies					200.00	0.00	200.00
01 005 110 000 820 000	RegV, MSBA, JMC, SEMNET/e-rate					7,500.00	7,266.92	8,000.00
01 005 720 000 390 000	Health Services - paid to ISD #656					3,000.00	0.00	3,000.00
01 005 810 000 330 000	Utilities + Garbage/Recycle					43,672.80	18,714.79	48,060.00
01 005 810 000 391 000	Maint Cost Share - paid to ISD #656					50,610.00	19,566.77	50,610.00
01 005 810 000 401 000	Oper/Maint - Building Supplies					4,600.00	2,301.85	4,600.00
01 005 850 348 370 000	Facilities Lease (pd to ISD #656)					219,000.00	73,000.00	219,000.00
01 005 Xxx 342 Xxx 000	School Safety Expense						0.00	5,195.61
01 005 940 000 340 000	Property/Liability Insurance					10,380.61	9,816.52	10,380.61
01 005 950 000 910 000	Permanent Transfer to Fund 04					5,200.00	0.00	5,200.00
01 010 201 000 394 000	EdVisions Kinder Staff					59,451.00	16,749.51	63,250.00
01 010 203 000 305 000	Tech Support, Video, Interpreting					6,000.00	796.43	6,000.00
01 010 203 000 369 000	Field Trips, Admissions, River Bend					12,000.00	4,294.50	12,000.00
01 010 203 000 370 000	Copier Lease (\$129.77/month)					1,557.24	648.85	1,557.24
01 010 203 000 394 000	EdVisions General Staff/Title I excess					433,402.10	120,888.56	397,000.00
01 010 216 401 303 000	EdVisions Title I					20,632.52	0.00	30,632.52

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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 11/30/19

		2019-2020		2020 Working
		Adopted Budget	11-30-19 YTD	Budget/Outlook
01 010 203 000 401 000	Elem Ed - Non-Instructional Supplies	9,000.00	1,471.14	9,000.00
01 010 203 000 430 000	Elem Ed - Instructional Supplies	20,000.00	10,056.80	25,000.00
01 010 203 000 460 000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	0.00	8,000.00
01 010 203 000 461 000	Elem Ed - Standardized Tests	1,200.00	1,160.00	1,200.00
01 010 203 000 555 000	Technology	10,200.00	0.00	10,200.00
01 010 203 733 394 000	Field Trips - Transportation	4,250.00	1,629.50	5,000.00
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	2,085.34	17,000.00
01 010 204 514 303 000	EdVisions REAP CSR	22,261.00	0.00	22,261.00
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	24,887.00	12,668.59	26,376.00
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	58.45	1,000.00
01 010 258 000 394 000	EdVisions Music Staff	54,628.00	13,772.26	57,000.00
01 010 258 000 430 000	Music Supplies	1,500.00	57.93	1,500.00
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	16,000.00	18,000.00
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	1,869.63	2,434.36
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	0.00	1,500.00
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	957.50	1,090.00
01 010 420 419 433 000	FED: SpEd Materials	1,980.00	27.98	1,980.00
01 010 420 419 465 000	FED: SpEd Non-instruct Tech Devices	0.00	0.00	0.00
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	22,522.50	80,000.00
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	19,599.54	67,000.00
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	3,536.83	13,000.00
01 010 408 740 394 000	EBD - Contract Fees	4,600.00	0.00	0.00
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	45,000.00	13,399.37	50,000.00
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	4,084.23	15,000.00
01 010 412 740 394 000	Dev Delay - Contract Fees	15,000.00	29,481.02	30,000.00
01 010 420 740 394 000	SpEd Contracted Svcs: Psych, PT, Dape,	50,000.00	19,952.75	60,000.00
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	42,563.88	140,000.00
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	7,655.65	50,000.00
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	324.60	2,500.00
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	3,897.81	3,897.81
01 010 400 372 405 000	Third Party Billing Fees	400.00	943.85	1,400.94
01 010 422 425 303 000	EdVisions CEIS Staff	3,652.68	0.00	3,652.68
01 010 605 000 394 000	EdVisions Program Support Staff	63,450.00	18,765.10	70,000.00
01 010 204 414 366 000	Professional Development - Title II	4,082.94	0.00	4,082.94
01 010 640 000 366 000	Professional Development - General	6,000.00	5,445.86	9,000.00
TOTAL FUND 01 EXPENSES		1,861,624.76	586,875.61	1,927,818.34

Net Fund 01 Income (6,674.98) 148,047.10 31,170.78

Beginning of Year Fund 1 Balance	615,835
Projected End of Year Fund 1 Balance	647,006
% of annual expenditures	33.56%

Fd Org Pro Fin Obi/Src Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	764.00	7,000.00
04 000 000 000 649 000	Permanent Transfer from Fund 1	5,200.00	0.00	5,200.00
		12,200.00	764.00	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	3,380.65	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	209.48	500.00
		12,200.00	3,590.13	12,200.00

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

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Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202005 To: 202005

Account		Fin		Sub		Starting		Ending	
Comp L	Fd Org Pro Crs Fin O/S Ty	Code Class	Class	Balance	Debits	Credits	Balance	Debits	Credits
4055	B 01 101 000	B	100	00	74,134.37	0.00	74,134.37	0.00	0.00
4055	B 01 101 002	B	100	00	660,184.09	178,882.03	691,820.64	147,245.48	0.00
4055	B 01 101 003	B	100	00	(833.38)	682.44	(972.72)	821.78	0.00
4055	B 01 115 001	B	100	00	0.13	0.00	0.13	0.00	0.00
4055	B 01 206 000	B	200	00	0.00	47,834.95	0.00	47,834.95	0.00
4055	B 01 422 000	B	400	00	(615,835.53)	0.00	(615,835.53)	0.00	0.00
4055	B 04 101 000	B	100	00	(58,269.03)	0.00	(59,643.31)	1,374.28	0.00
4055	B 04 101 002	B	100	00	9,899.44	0.00	9,899.44	0.00	0.00
4055	B 04 101 003	B	100	00	46,466.74	451.00	46,917.74	0.00	0.00
4055	B 98 143 000	B	100	00	121,226.67	0.00	121,226.67	0.00	0.00
4055	B 98 430 000	B	400	00	(121,226.67)	0.00	(121,226.67)	0.00	0.00
Report Total:					\$115,746.83	\$227,850.42	\$197,276.49		\$146,320.76

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014818	1023	E 01 005 810 000 000 330	UTILITY SERVICES		Check
		PO#: Voucher #:	6458	Invoice No: Ac#632625		11/4/2019	Paid Amt: \$741.57 Check Amount: \$741.57
4055	LAF	1312014819	1033	E 01 010 203 000 733 394	10/2 4th/5th gr to RBNC		Check
		PO#: Voucher #:	6460	Invoice No: 27491		11/4/2019	Paid Amt: \$182.00 Check Amount: \$182.00
4055	LAF	1312014820	1035	E 01 010 240 000 000 430	PhysEd/Health-Supplies		Check
		PO#: Voucher #:	6456	Invoice No: 9646593		11/4/2019	Paid Amt: \$58.45 Check Amount: \$58.45
4055	LAF	1312014821	1264	E 01 005 810 000 000 401	Sup/Mat Non-Inst.		Check
		PO#: Voucher #:	6457	Invoice No: 603641907		11/4/2019	Paid Amt: \$21.76 Check Amount: \$21.76
4055	LAF	1312014822	1379	E 01 010 640 000 000 366	Work day supplies (croissants)		Check
		PO#: Voucher #:	6461	Invoice No: 11/4/19		11/4/2019	Paid Amt: \$35.00 Check Amount: \$35.00
4055	LAF	1312014823	1377	E 01 010 420 000 740 394	\$85/hr		Check
		PO#: Voucher #:	6459	Invoice No: October 2019		11/4/2019	Paid Amt: \$2,082.50 Check Amount: \$2,082.50
4055	LAF	1312014824	1427	E 01 010 640 000 000 366	Deb Peterson 8/28 ProfDev		Check
		PO#: Voucher #:	6455	Invoice No: 0290050555		11/4/2019	Paid Amt: \$750.00 Check Amount: \$750.00
4055	LAF	1312014825	1616	E 01 010 401 000 740 394	\$90/hr		Check
		PO#: Voucher #:	6463	Invoice No: 6		11/14/2019	Paid Amt: \$3,982.50 Check Amount: \$3,982.50
4055	LAF	1312014826	1523	E 01 010 400 000 372 305	3rd Pty Biller Fess		Check
		PO#: Voucher #:	6462	Invoice No: Cust#1455		11/14/2019	Paid Amt: \$7.00 Check Amount: \$7.00
4055	LAF	1312014827	1133	E 01 005 850 000 348 370	Oct lease		Check
							Paid Amt: \$18,250.00 Check Amount: \$18,250.00

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014827	1133		INDEPENDENT SCHOOL DIST # 656		Check
			E 01	005	810 000 000 391	Oct custodial	\$4,880.18
			E 01	010	203 000 000 305	Tech	\$118.93
		Voucher #:	6470	Invoice	Invoice No: 38951		Paid Amt: \$23,249.11 Check Amount: \$23,249.11
4055	LAF	1312014828	1534		JAGUAR COMMUNICATIONS		Check
			E 01	005	110 000 000 320	Phone	\$95.60
		Voucher #:	6468	Invoice	Invoice No: Act#69828		Paid Amt: \$95.60 Check Amount: \$95.60
4055	LAF	1312014829	1628		KELLY MCGREGOR		Check
			E 01	010	640 000 000 366	RC workshop	\$14.50
		Voucher #:	6473	Invoice	Invoice No: 10/18/19		Paid Amt: \$14.50 Check Amount: \$14.50
4055	LAF	1312014830	1628		KELLY MCGREGOR		Check
			E 01	010	203 000 000 401	Sup/Mat Non-Inst.	\$40.37
		Voucher #:	6474	Invoice	Invoice No: 11/13/19		Paid Amt: \$40.37 Check Amount: \$40.37
4055	LAF	1312014831	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$278.99
		Voucher #:	6467	Invoice	Invoice No: 2359628		Paid Amt: \$278.99 Check Amount: \$278.99
4055	LAF	1312014832	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 401	Sup/Mat Non-Inst.	\$19.99
		Voucher #:	6469	Invoice	Invoice No: 2378888		Paid Amt: \$19.99 Check Amount: \$19.99
4055	LAF	1312014833	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$105.60
		Voucher #:	6471	Invoice	Invoice No: 2453121		Paid Amt: \$105.60 Check Amount: \$105.60
4055	LAF	1312014834	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$270.75
		Voucher #:	6472	Invoice	Invoice No: 2359496		Paid Amt: \$270.75 Check Amount: \$270.75
4055	LAF	1312014835	1367		SEAN HAYFORD OLEARY DESIGN, LLC		Check
			E 01	010	203 000 000 305	Elem non-student Consulting	\$67.50
		Voucher #:	6464	Invoice	Invoice No: 1293		Paid Amt: \$67.50 Check Amount: \$67.50

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014836	1561		STUDENT-CENTERED SERVICES, LLC		Check	
			E 01 010 412 000 740 394		Ahmi A. - 10/29 - 11/8	11/14/2019		\$5,427.30
		PO#: 6465	Invoice No: 1087				Paid Amt:	\$5,427.30
							Check Amount:	\$5,427.30
4055	LAF	1312014837	1561		STUDENT-CENTERED SERVICES, LLC		Check	
			E 01 010 412 000 740 394		Ahmi Alvares 10/14 - 10/26 \$95/hr	11/14/2019		\$5,045.83
		PO#: 6466	Invoice No: 1084				Paid Amt:	\$5,045.83
							Check Amount:	\$5,045.83
4055	LAF	1312014838	1006		CITY OF NERSTRAND		Check	
			E 01 005 810 000 000 330		Utility Services	11/21/2019		\$560.90
		PO#: 6475	Invoice No: Nerstrand school				Paid Amt:	\$560.90
							Check Amount:	\$560.90
4055	LAF	1312014839	1625		JAKE KAUKOLA		Check	
			E 01 010 258 000 000 430		Music Sup/Mat N-Indiv Inst	11/21/2019		\$6.00
		PO#: 6477	Invoice No: 11/19/19				Paid Amt:	\$6.00
							Check Amount:	\$6.00
4055	LAF	1312014840	1574		MARCO		Check	
			E 01 010 203 000 000 370		Copier Lease	11/21/2019		\$129.77
			E 01 010 203 000 000 430		Sup/Mat N-Indiv Inst	11/21/2019		\$179.21
			E 01 005 110 000 000 329		Postage & Parcel Svc	11/21/2019		\$13.50
		PO#: 6481	Invoice No: 2587785				Paid Amt:	\$322.48
							Check Amount:	\$322.48
4055	LAF	1312014841	1492		ON THE MOVE - THERAPY SERVICES		Check	
			E 01 010 420 000 740 394		\$100/hr 10/25 - 11/14/19	11/21/2019		\$3,250.00
		PO#: 6482	Invoice No: 1700				Paid Amt:	\$3,250.00
							Check Amount:	\$3,250.00
4055	LAF	1312014842	1064		QUILL CORPORATION		Check	
			E 01 010 203 000 000 430		ink	11/21/2019		\$105.61
		PO#: 6479	Invoice No: 2523103				Paid Amt:	\$105.61
							Check Amount:	\$105.61
4055	LAF	1312014843	1412		RATWIK, ROSZAK, & MALONEY, PA		Check	
			E 01 005 110 000 000 305		Consult/Fees For Svc	11/21/2019		\$159.00
		PO#: 6480	Invoice No: 10/31/19				Paid Amt:	\$159.00
							Check Amount:	\$159.00
4055	LAF	1312014844	1336		TDS		Check	
			E 01 005 110 000 000 320		Phone	11/21/2019		\$120.36
		PO#: 6478	Invoice No: Ac#507-334-9656				Paid Amt:	\$120.36
							Check Amount:	\$120.36

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014845	1524		THE MUSIC MART		
			E 01	010 258 000 000 430	Euphonium		
PO#:		Voucher #:	6476	Invoice	Invoice No: 1126206	11/21/2019	Paid Amt: \$12.50 Check Amount: \$12.50
4055	LCCB	1182			MACS		
			E 01	005 010 000 000 366	Board Training: (4) Finance		
PO#:		Voucher #:	6490	Invoice	Invoice No: 11/4/19	11/26/2019	Paid Amt: \$356.00 Check Amount: \$356.00
4055	LCCB	1187			AMAZON.COM		
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
PO#:		Voucher #:	6483	Invoice	Invoice No: 11/25/19	11/26/2019	Paid Amt: \$18.44 Check Amount: \$18.44
4055	LCCB	1187			AMAZON.COM		
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
PO#:		Voucher #:	6484	Invoice	Invoice No: 11/19/19	11/26/2019	Paid Amt: \$30.58 Check Amount: \$30.58
4055	LCCB	1187			AMAZON.COM		
			E 01	010 203 000 000 430	pencils		
PO#:		Voucher #:	6487	Invoice	Invoice No: 11/12/19	11/26/2019	Paid Amt: \$18.98 Check Amount: \$18.98
4055	LCCB	1187			AMAZON.COM		
			E 01	010 203 000 000 430	pencils		
PO#:		Voucher #:	6488	Invoice	Invoice No: 11/12/19	11/26/2019	Paid Amt: \$16.38 Check Amount: \$16.38
4055	LCCB	1187			AMAZON.COM		
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
PO#:		Voucher #:	6489	Invoice	Invoice No: 11/8/19	11/26/2019	Paid Amt: \$13.85 Check Amount: \$13.85
4055	LCCB	1629			SWEETWATER MUSIC		
			E 01	010 258 000 000 430	Neutrik speakON adapter		
PO#:		Voucher #:	6485	Invoice	Invoice No: 11/18/19	11/26/2019	Paid Amt: \$23.98 Check Amount: \$23.98
4055	LCCB	1630			INKCARTRIDGES.COM		
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		
PO#:		Voucher #:	6486	Invoice	Invoice No: 11/15/19	11/26/2019	Paid Amt: \$343.57 Check Amount: \$343.57

Report Total: \$47,834.95

Nerstrand Elementary School
2019-2020
Estimated Cash Flow Projection
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	Estimated * Cash Balance
2019			319,088
			7/1/19 Beginning Balance
July	133,937	61,562	391,463
August	133,937	61,562	573,152
PY	109,314		
Sept	123,873	172,246	650,233
PY	125,454		
Oct	123,873	172,246	684,422
PY	82,562		
Nov	123,873	172,246	636,049
Dec	123,873	172,246	587,676
2020			
Jan	123,873	172,246	549,011
PY	9,708		
Feb	123,873	172,246	500,638
March	123,873	172,246	452,265
April	123,873	172,246	403,892
May	123,873	172,246	374,941
PY	19,422		
June	123,873	172,246	326,568
	1,853,066	1,845,582	
	1,853,064	1,845,584	

* assumes same 6-30-20 misc payables as prior year

Nerstrand Elementary School Policy 209.1
Independent Charter School District #4055
Adopted: 04/14/2003

209.1 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist board of directors' members in recognizing the role of individual board members and the contribution each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE NERSTRAND BOARD OF DIRECTORS I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my school.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the school is properly run, not to run them myself.
7. Work through the administration employees of the school board--not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A BOARD OF DIRECTORS' MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE NERSTRAND BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis.

E. IN WORKING WITH THE NERSTRAND DIRECTOR AND STAFF I WILL:

1. Hold the Director responsible for the administration of the school.
2. Give the School Director authority commensurate with the responsibility.
3. Assure the school be administered by the best professional personnel available.
4. Consider the recommendation of the Director in the appointment of all employees.

5. Participate in school board action after considering the recommendation of the Director and only after they have furnished adequate information supporting the recommendation.
6. Expect the Director to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in board meetings on school policies including:
 - Mission and Vision
 - Curricular Direction
 - Quality of Instruction
8. Give the Director counsel and advice.
9. Recognize the status of the Director as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the Director and not to the board.
12. Provide support for the Director and employees of the school so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. Comply with all school policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Children, Families and Learning and other federal and state agencies with jurisdiction over schools.

School: Nerstrand Charter School

School: Meeting Type Regular X

Start Time: 3:29 pm **End Time:** 4:25 pm **Date of Observation:** November 11, 2019 **Observer:** Jean M. Neuman

Board members in attendance: Jan Boudreau, Board chair, Gretta Kunze, Nick Schaefer, Betty "Skip" Voge, Alicia Wasilowski, Rich Bailey, Tara Vondrasek (7 of 7 members present) **Staff/public in attendance:** Maggie Kiley, Director, Barb Grote, Secretary, Keith Johnson, Finance director, Amber Rare student teacher **Codes:** **Yes (Y)** – There is clear evidence that the indicator exists. **Emerging (EM)** - There is some evidence of the indicator, but improvement is recommended. **No (N)**–The indicator was not observed. **Not Applicable (NA)** - The indicator was not observed at this meeting, but over the course of year it is expected to be.

Compliance Indicators		Evidence/Comments
<i>Open Meeting Law (violations result in written infraction)</i>		Code
Meeting is open to the public (board meeting time and location are published).	Y	Board meeting time and location is publicly posted on the website and within the school. A set of board materials was available at the meeting. A link to the agenda was on the website. Meeting is conducted with a quorum present. Minutes for approval include record of votes, and if vote involved appropriation of money, votes of each member were recorded. Up to date minutes are posted on the school's website. There were no observed violations of board bylaws.
At least one complete set of printed board materials is available for public inspection.	Y	
Meeting is conducted only with a quorum present (more than half of the board members).	Y	
Meeting is not conducted by phone or web unless it meets MN Stat 13D conditions.	Y	
If a special or emergency meeting, meeting is conducted in accordance with MN Stat13D.	NA	
If closed, meeting is closed in accordance with MN Stat 13D.	NA	
Votes are recorded in minutes and made accessible in accordance with MN Stat 13D- the vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.	Y	
Meeting is conducted in accordance with the board's bylaws.	Y	
Continuous Improvement Indicators		Evidence/Comments
<i>Board Meeting Organization</i>		Code
Meeting is called to order on time.	Y	The meeting was started on time. The board efficiently followed an agenda after approving it with one amendment. All items discussed had appropriate materials available for board members and public to reference. The board used Roberts Rules.
An agenda is followed, after board approval.	Y	
Appropriate materials are available to accompany agenda items.	Y	
An orderly methodology guides the running of the meeting (e.g. Roberts Rules).	Y	
Continuous Improvement Indicators		Evidence/Comments
<i>Board Meeting Atmosphere</i>		Code
Board members are on time.	Y	All board members were on time. Board minutes for approval and board conduct at the meeting were highly professional. Board members appeared prepared. Board members received board materials at least three days in advance.
Board member conduct and meeting minutes are professional.	Y	
Board members receive materials 3-5 days in advance and appear prepared.	Y	
<i>Board Agenda</i>		Code
Agenda is posted ahead, for example on the web or wall.	Y	The board agenda is easy to follow and posted so that the public has notice of the board business at hand. No potential conflict of interest was observed and was an item on the agenda to check for. Some student performance was discussed via the performance framework. The board reviewed a complete set of financials. The accountant, Keith Johnson, presented financials. The financials included actual ADM compared to the budgeted, check and electronic transactions, cash flow modeled over the year, and actual revenue and expenditures
If used, a consent agenda is properly executed.	Y	
The board explicitly verifies that there are no conflicts of interest with any agenda items.	Y	
The agenda contains an item(s) on student performance (board reviews the school's academic performance).	Y	
<i>Board Agenda Continued</i>		Code
The agenda contains an item(s) for board review of the school's finances.	Y	
Finance reports tie budgeted Pupil Units/ADM to actual.	Y	

Finance reports include check register, cash flow, & budget to actual.	Y	compared to budgeted. There is at presently over 30% fund balance. CLAAconnect.com is the audit group. As a method of new board induction, Keith walked the board through the understanding of the audit through quality handouts, overhead and oral presentation. The audit was clean and the board accepted it. There was an opportunity for public comment. NEO advisor thanked the board for their work and updated them on any upcoming requirements/alerts.
The agenda includes an item for public comment and the board has a clear process in place to respond to the public comment.	Y	
Continuous Improvement Indicators		Evidence/Comments
Board Capacity		Code
The board has the expertise and the materials necessary to provide oversight of academic, financial and governance performance (see board member bios/resumes).	Y	The mission and vision were read and referenced throughout the meeting. The board/school leadership referenced the contract goals and provided an update on the NEO contract/Framework. Student performance was discussed especially around reading. AReading and AMath through FASTBRIDGE has been added to the PF instead of NWEA results. These assessments will be given 3 times per year replacing other assessments. Feedback on student work and growth should be more user friendly. Working with Dr. Deb Peterson continues. The director's evaluation domain on communication and collaboration was discussed. The board leverages a few committees and committee reports that are clear. The board reviewed policies as part of a cycle of review. This meeting it was #416 mandated reporting & the policy update was approved. The board also approved the change to the policy on governance changes to align more closely to state statute. Board discussion appeared to remain at strategic level of governance rather than micromanaging. No vendors were present. The board reflected on its own performance via the monthly schedule & review of the PF.
The mission and vision guide decision-making.	Y	
The board monitors and evaluates school progress- references the strategic plan, continuous improvement plan, and goals (new schools- readiness to open checklist).	Y	
The board leverages committees to engage board and community members in accomplishing board work and the committee reports are thorough and understandable.	Y	
The board regularly develops and reviews procedures and policies.	Y	
The board addresses general operation concerns without micromanaging.	Y	
Vendors and other experts if consulted, provide appropriate information to the board.	Y	
The board evaluates the school leadership.	Y	
The board evidences continuous improvement (uses feedback to improve work) and monitors board development and completion of training requirements on an ongoing basis.	Y	

Narrative Section on Board Observation

This board observation form is electronically delivered to the director and the chair within 2 days of the board meeting.

Notes: Observations and Questions:

The director shared the Performance Framework and how it is also being shared with staff. Several categories were shared with the board. There was mention of the newest hires. 152 students are presently enrolled. The director talked about her continued goal of supporting staff in continuous improvement of instruction & also quality professional development. Three new board members have been added this fall. Financial training of these members included today's presentation by Keith on the audit. The audit was walked through. There were no compliance issues. The audit was approved.

It was mentioned that the original loss of revenue will be less than the \$6,000 projected. Title I funds' and enrollment positively affects' this change. Title IV funds, (School safety funds') will be also coming and is probably not yearly. It was noted that the school receives its food service from Fairbault Public schools.

The assurances were accepted and passed by the board. It appears that time is being taken at each board meeting to further induct the new board members on the "work" of the board. Wondering: Is there a folder or binder with information about roles, responsibilities, & other important information that is or could be shared with the new board members? Could a question be added at the end of the agenda that asks how the members thought the meeting went?

Items to Share with Other Schools:

Nerstrand Board of Directors Work Calendar

- August: Review Policy #
BOD Chair verifies status of new members' required BOD trainings
Certify June Election of Officers (Board Chair, Treasurer, Secretary/Clerk)
Approve staff hiring list for the new year
- September: Review By-Laws
Review and update document detailing BOD membership terms
Review Policy #
- October: BOD chair to review background checks of BOD members
Review Policy #
Ongoing Board Training: Governance (example: Open Meeting Law)
- November: Ongoing Board Training: Finance (example: presentation by Keith Johnson)
Review Policy #
- December: Ongoing Board Training: State Data Practices Law (presentation by Maggie)
Review Policy #
- January: Review BOD member terms and prepare for election
Establish an Election Committee of 3 or less Board members
Ongoing Board Training: Employment (example: presentation by EdVisions)
BOD chair completes check list of board trainings as of 12/31, collects certificates
Review Policy #
- February: Assemble Budget Committee
Ensure notification for BOD elections is made public 30 days prior
Review "On-Boarding" document for new board members
Review Policy #

- March: Update from Budget Committee
Publish/post for interest in BOD open positions
Approve School Calendar for next year (March/April)
Review Policy #
- April: Update from Budget Committee - preliminary budget for next year
Approve School Calendar for next year (if not already approved)
Announce 30-day notice for BOD election
Approve service contracts for next year
Complete an evaluation performance review of School Director
Review Policy #
- May: Review/approve budget for next year (if not already approved)
Discuss BOD election progress
Review NEO Framework
Approve service contracts for next year
Complete an evaluation review of School Director (if not already done)
BOD chair completes check list of board trainings, collects certificates
Review Policy #
- June: Approve budget for next year (if not already approved)
Approve revised current year budget (if necessary)
Approve next year's staff hiring list (if ready)
Certify BOD election results
Approve annual banking resolutions for next year
Designate use of REAP funds for next year
Approve service contracts for next year
Discuss Director Evaluation
Approve designations of required roles for next year (IOwA, etc.)
Election of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)
Approve next year's Board Meeting Schedule
Review Policy #