

Nerstrand Elementary School
Board of Directors Meeting
February 10, 2020 - 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 January 6, 2020 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 Policy review: Policy #510
 - 7.2 Review BOD "On-Boarding" document for new Board members
- 8.0 Old Business
 - 8.1 Review BOD Work Calendar
 - a) Assemble Budget Committee
 - b) BOD election process
- 9.0 Other
 - 9.1 Opportunity for BOD member comments on meeting:
 - Did we stay on track?
 - Strategic vs. micro-manage?
 - Everyone feel like they had opportunity to participate?
 - 9.2 Next Board of Directors meeting March 2, 2020, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Minutes accepted and approved on: _____

Nerstrand Elementary School
Board of Directors Meeting Minutes
January 6, 2020

Members present

Jan Boudreau
Gretta Kunze
Nicole Schaefer
Betty "Skip" Voge
Tara Vondrasek
Alicia Wasilowski

Others/ Members absent

Rich Bailey

Others Present

Maggie Kiley
Barb Grote
Keith Johnson

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

1.1 Roll Call

2.0 Approve Agenda.

First: Alicia; Second: Nicole. Yea: 6. Nay: 0. Abstentions: 0

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

4.0 Approve December 9, 2019 Board Meeting Minutes.

Approved. First: Skip; Second: Gretta. Yea: 6. Nay: 0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

a) Student performance item. Midyear student assessment of Areading, Amath, and BAS. PRESS data meetings were held with classroom teachers to determine who will receive reading support. The 6 week DARE program started for the 5th graders.

b) Director evaluation item. Discussed NEO visit and will share their write up with teaching staff.

6.2 NEO Authorizer Comments. None noted.

6.3 Enrollment Update. We are currently at 151 students.

6.4 Finance Report.

a) Monthly Finance Report. Our fund balance at this time is 33.7%.

7.0 New Business

7.1 Proposed Revised Budget with net income \$57,975.65.

Approved. First: Alicia; Second: Gretta. Yea: 6. Nay: 0. Abstentions: 0.

7.2 Policy Review: Policy #608 Instructional Services- Special Education Policy.
Review date will be updated.

7.3 Review NEO Board Observation Form from 12-9-19

8.0 Old Business

8.1 Review BOD Work Calendar

a) Update/review new member board trainings. Nicole will have required training completed in February.

b) Election Committee members are Nicole Schaefer, Tara Vondrasek, and Barb Grote

9.0 Other

9.1 Opportunity for BOD member meeting comments

9.2 Next Board of Directors meeting will be February 10, 2020, 3:30pm at Nerstrand Elementary School.

10.0 Adjournment. Approved.

First: Tara; Second: Gretta. Yea: 6. Nay:0. Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

February 2020, Director's Report

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

February Highlights

Our 5th graders returned from Wolf Ridge after a successful week! Thank you again to Kelly, Andrew, and all our parent volunteers for chaperoning this trip.

On 2/7, Jake Kaukola, chaperoned the fifth-grade trip to the Faribault Middle School. All of our fifth graders heard about the band, choir and orchestra offerings at FMS.

Also on 2/7, our PTO hosted our annual Nerstrand carnival. This is always a fun event that students enjoy. Thank you to our PTO, and in particular Carmen Bonde for organizing.

During the week of 2/10 we will be having our second round of conferences. Teachers will be sharing the latest assessment results, and reviewing goals made in the fall.

On 2/17 we will have a teacher workday. This morning of learning for our staff will be led by child behavior authorities and ChildSense founders Jeff Fink and Jon Halpern who have developed strategies that help adults raise respectful children who take more responsibility for their own behavior. Recognized as experts in the process of changing children's behavior and known for their entertaining and dynamic style, Jon and Jeff's seminars and videos have educated parents and teachers nationwide.

On 2/21, our entire school will be traveling to St. Paul to the Science Museum. This all school field trip is one of the highlights of the year. Thank you to the PTO for making this possible.

On 2/26 author team Stephen and Trisha Shaskan will be visiting Nerstrand.

Personnel Update

No Personnel updates

Student Performance Results

aReading and aMath assessments have been completed for all grades. The board will review a set of data from these assessments from grade 4.

NEO

Our authorizer is being reviewed by the Minnesota Department of Education as part of MDE's authorizer evaluation process. A survey was sent out to all NEO Directors. All who participate in the survey are invited to an interview at MDE with other NEO schools. I have completed the survey, and will also join the in-person interview March 20th at MDE.

Domain 4: Cooperation and Collaboration. The school leader ensures that teacher teams and collaborative groups regularly interact to address common issues regarding curriculum, assessment, instruction and the achievement of all students. All classroom teachers have been involved in data meetings over the last 2 weeks. These data meetings are used to screen students and can result in children being placed in reading interventions. Interventions are done 4 days a week, and children are progress monitored (re-evaluated) regularly to determine if they should exit an intervention. As Director, I regularly examine data teams progress toward goals by attending data meetings and analyzing data.

The work done with Dr. Peterson has also been a way for teacher teams to evaluate their reading core instruction. Deb observed teachers, and then met with them on 2/5/20. She then presented to our licensed staff about analyzing students' writing, and using it to determine next steps in teaching.

Domain 2: Continuous Improvement of Instruction. The school leader ensures that teachers are provided with job-embedded professional development that is directly related to their instruction growth goals. Nerstrand staff has had many opportunities for professional development this year. The licensed staff attended the PEN conference earlier in the year. Classroom teachers have worked with Dr. Peterson 3 times this year on analyzing their core reading instruction and incorporating more writing into their classrooms. All staff will be part of 2 professional development seminars on child behavior management, incorporating the work by psychiatrist and Harvard Professor, Dr. Ross Greene. All staff will also be part of a Cultural Competency training on 3/4/20. We also continue to have a professional book club for licensed staff.

Peer coaching through our teacher evaluation process is also given to all licensed staff.

Outside professional development courses and resources are available to teachers regarding their instructional growth goals.

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.

Support classroom teachers in using the new math curriculum.

Respectfully submitted,

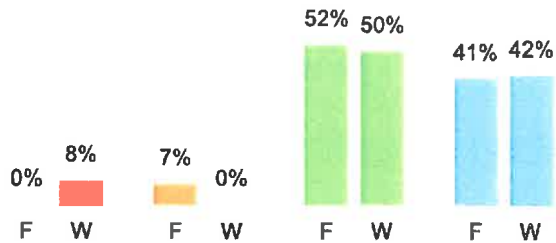
Maggie Kiley

Group Growth Report: aMath

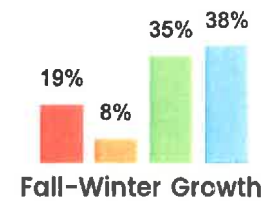
2019-20 Nerstrand Elementary Nerstrand Elementary **Grade 04**

START: 2019-2020 : Fall END: 2019-2020 : Winter GROWTH %ILES: Growth by All COLOR CODING: Norms GROWTH: Monthly END OF YEAR GOAL: Next Highest

Scores Of All Students In Group
By Normative Categories: ?



Growth Of All Students In Group
By Normative Categories: ?



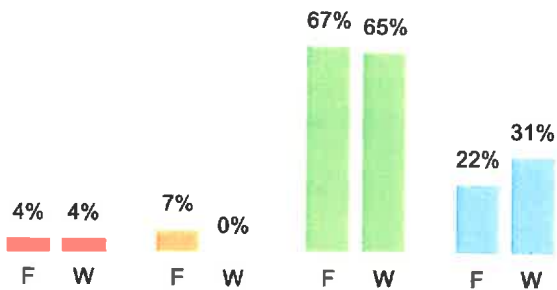
End of Year

Group Growth Report: aReading

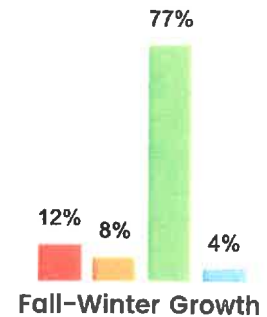
2019-20 Nerstrand Elementary Nerstrand Elementary **Grade 04**

START: 2019-2020 : Fall END: 2019-2020 : Winter GROWTH %ILES: Growth by All COLOR CODING: Norms GROWTH: Monthly END OF YEAR GOAL: Next Highest

Scores Of All Students In Group
By Normative Categories: ?



Growth Of All Students In Group
By Normative Categories: ?



Financial Overview:

	2019-2020 Budget (1/6/20)	1-31-20 YTD	Working budget/ Budget Outlook
Enrollment (ADM's)	151		151
Fund 01 Revenues	2,055,623	1,048,528	2,051,383
Fund 01 Expenditures	<u>1,997,647</u>	<u>938,072</u>	<u>1,985,512</u>
Net Fund 01 Income	57,976	110,456	65,871
Audited 6-30-19 Fund 01 Balance			615,835
Projected 6-30-20 Fund 01 Balance			681,706
* % of annual Fund 01 expenditures			34.3%

2019-2020 Budget Outlook Summary

- Line changes > \$1,000 **highlighted yellow**
- Enrollment at 151 (was 148.5 last year)
- Includes \$10,000 Title IV (flex F433 to F401)
- Includes new School Safety Revenue - assumes equivalent School Safety Expenditures
- 2% state basic formula increase for FY20
- Compensatory Revenue based on 10/1/18 counts
- Health insurance budget reduced to \$2,000 under prior year
- 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 School
Board of Directors
February 10, 2020

- 10-year Fund Balance History, as of June 30:
 - 2009 = 33.8%
 - 2010 = 36.7%
 - 2011 = 34.7%
 - 2012 = 35.1%
 - 2013 = 35.9%
 - 2014 = 35.2%
 - 2015 = 35.6%
 - 2016 = 36.5% (plus \$48k carryover for FY17 tech/fiber)
 - 2017 = 37.3%
 - 2018 = 32.9%
 - 2019 = 32.2%
 - 2020 = 34.3% (projected)

Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 1/31/20

						2019-2020	2020 Working		
						Budget (1/6/20)	1-31-20 YTD	Budget/Outlook	
						Enrollment ADMs	151	151	
Fund 1 Revenues									
01	000	000	000	050	000	LOCAL: Fees from Families	13,000.00	15,891.00	16,500.00
01	000	000	000	092	000	LOCAL: Interest Income	7,500.00	6,369.14	7,500.00
01	000	000	000	096	000	LOCAL: Donations, Eagle Open	9,000.00	8,546.19	9,000.00
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	250.00	217.09	250.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	1,400.94	3,092.55	3,092.55
01	000	000	740	360	000	STATE: Spec Ed Aid (@ 93%)	548,139.96	159,090.80	538,839.96
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) 2% in 20+21	1,085,443.87	744,789.94	1,085,443.87
01	000	000	000	211	000	STATE: Compensatory Revenue	57,053.81	0.00	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	20,064.00	17,232.26	19,932.00
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	5,195.61	5,195.61	5,195.61
01	000	000	401	400	000	FED: Title I (including flexed Title IV)	30,632.52	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	25,154.36	0.00	25,154.36
01	000	000	425	400	000	FED: CEIS	3,652.68	0.00	3,652.68
01	000	000	514	500	000	FED: REAP	24,593.00	12,296.50	24,593.00
TOTAL FUND 01 REVENUE						2,055,622.99	1,048,528.02	2,051,382.60	

Fund 1 Expenditures

RegEd payroll and benefits vs. prior year

Teacher salary schedule (95% of prior year ISD#656)	20,039.99
Non-teacher schedule (100% of prior year ISD#656)	2,031.64
15% Health insurance premium increase	(2,000.00)

<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	900.00	890.00	900.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	14,914.00	11,588.40	14,914.00
01	005	050	000	305	000	EdVisions Admin Staff	103,750.00	42,535.70	103,750.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	24,000.00	10,750.65	24,000.00
01	005	107	000	305	000	Marketing	1,500.00	0.00	500.00
01	005	110	000	305	000	Business: RegionV, Audit, Legal, Consult	74,868.00	42,752.18	74,868.00
01	005	110	000	320	000	Phone, Internet, Firewall	6,500.00	1,532.32	6,500.00
01	005	110	000	329	000	Postage	1,400.00	473.55	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	8,000.00	8,172.92	8,172.92
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	48,060.00	24,250.74	48,060.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	50,610.00	24,493.71	50,610.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	2,826.55	4,600.00
01	005	850	348	370	000	Facilities Lease (pd to ISD #656)	219,000.00	114,415.13	219,000.00
01	005	Xxx	342	Xxx	000	School Safety Expense	5,195.61	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	64,750.00	27,850.49	64,750.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	4,500.00	2,377.40	4,500.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	12,000.00	6,244.50	12,000.00
01	010	203	000	370	000	Copier Lease (\$129.77/month)	1,557.24	908.39	1,557.24
01	010	203	000	394	000	EdVisions General Staff/Title I excess	409,571.63	189,907.44	409,571.63
01	010	216	401	303	000	EdVisions Title I	30,632.52	0.00	30,632.52
01	010	203	000	401	000	Elem Ed - Non-Instructional Supplies	9,000.00	2,000.89	9,000.00

unreconciled - for management use only

Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 1/31/20

		2019-2020		2020 Working
		Budget (1/6/20)	1-31-20 YTD	Budget/Outlook
01 010 203 000 430 000	Elem Ed - Instructional Supplies	25,000.00	12,178.61	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	5,000.00	1,629.50	5,000.00
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	6,040.45	17,000.00
01 010 204 514 303 000	EdVisions REAP CSR	24,593.00	12,296.50	24,593.00
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	27,376.00	21,471.69	27,376.00
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	58,500.00	23,148.33	58,500.00
01 010 258 000 430 000	Music Supplies	1,500.00	207.88	1,500.00
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	18,000.00	16,000.00	18,000.00
01 010 420 419 329 000	FED: SpEd Postage	150.00	123.36	150.00
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	42.18	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
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	40,882.50	80,000.00
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	70,000.00	31,231.02	70,000.00
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	13,000.00	5,739.58	13,000.00
01 010 408 740 394 000	EBD - Contract Fees	0.00	0.00	0.00
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	55,000.00	18,903.40	55,000.00
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	6,286.45	15,000.00
01 010 412 740 394 000	Dev Delay - Contract Fees	60,000.00	53,437.37	60,000.00
01 010 420 740 394 000	SpEd Contracted Svcs: Psych, PT, Dape,	60,000.00	29,900.25	60,000.00
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	185,000.00	75,656.02	175,000.00
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	45,000.00	13,678.43	45,000.00
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,500.00	834.74	2,500.00
01 005 760 723 360 000	SpEd Summer ESY bus	3,897.81	3,897.81	3,897.81
01 010 400 372 405 000	Third Party Billing Fees	1,400.94	943.85	3,092.55
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	71,500.00	29,840.70	71,500.00
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	9,000.00	5,840.48	6,000.00
TOTAL FUND 01 EXPENSES		1,997,647.34	938,072.14	1,985,511.87
Net Fund 01 Income		57,975.65	110,455.88	65,870.73

Beginning of Year Fund 1 Balance	615,835
Projected End of Year Fund 1 Balance	681,706
% of annual expenditures	34.33%

Ed Org Pro Fin Obj/Src Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	2,077.00	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	2,077.00	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	5,663.95	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	311.39	500.00
		12,200.00	5,975.34	12,200.00

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

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014876	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S	12/9 - 12/19 \$90/hr	Check
		PO#: Voucher #:	6529	Invoice	Invoice No: #9	1/8/2020	Paid Amt: \$4,387.50 Check Amount: \$4,387.50
4055	LAF	1312014877	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND	Utility Services	Check
		PO#: Voucher #:	6538	Invoice	Invoice No: Jan 2020	1/8/2020	Paid Amt: \$525.02 Check Amount: \$525.02
4055	LAF	1312014878	1023	E 01 005 810 000 000 330	COMMUNITY CO-OP OIL ASSN	Utility Services	Check
		PO#: Voucher #:	6534	Invoice	Invoice No: Act#632625	1/8/2020	Paid Amt: \$824.18 Check Amount: \$824.18
4055	LAF	1312014879	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE	Utility Services	Check
		PO#: Voucher #:	6530	Invoice	Invoice No: Act#3964	1/8/2020	Paid Amt: \$272.78 Check Amount: \$272.78
4055	LAF	1312014880	1545	E 01 010 203 000 000 305	KEYSTONE INTERPRETING SOLUTIONS, INC	Elem non-student Consulting	Check
		PO#: Voucher #:	6532	Invoice	Invoice No: 2297-00006	1/8/2020	Paid Amt: \$422.50 Check Amount: \$422.50
4055	LAF	1312014881	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY	\$85	Check
		PO#: Voucher #:	6533	Invoice	Invoice No: December 2019 hours	1/8/2020	Paid Amt: \$510.00 Check Amount: \$510.00
4055	LAF	1312014882	1064	E 01 010 203 000 000 430	QUILL CORPORATION	paper	Check
		PO#: Voucher #:	6528	Invoice	Invoice No: 3317689	1/8/2020	Paid Amt: \$104.97 Check Amount: \$104.97
4055	LAF	1312014883	1064	E 01 010 203 000 000 430	QUILL CORPORATION	Sup/Mat N-Indiv Inst	Check
		PO#: Voucher #:	6536	Invoice	Invoice No: 3456567	1/8/2020	Paid Amt: \$16.99 Check Amount: \$16.99
4055	LAF	1312014884	1064	E 01 010 203 000 000 430	QUILL CORPORATION	glue	Check
		PO#: Voucher #:	6537	Invoice	Invoice No: 3503220	1/8/2020	Paid Amt: \$31.99 Check Amount: \$31.99

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014885	1367	E 01 010 203 000 000 305	SEAN HAYFORD OLEARY DESIGN, LLC Elem non-student Consulting	1/8/2020	Check
		PO#: 6531		Invoice No: 1317			Paid Amt: \$202.50
							Check Amount: \$202.50
4055	LAF	1312014886	1017	E 01 005 810 000 000 330	XCEL ENERGY Utility Services	1/8/2020	Check
		PO#: 6535		Invoice No: Act#51-6189166-3			Paid Amt: \$1,179.79
							Check Amount: \$1,179.79
4055	LAF	1312014887	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656 Dec lease		Check
				E 01 005 850 000 348 370	Op. Rentals & Leases		Paid Amt: \$23,165.13
		PO#: 6543		Invoice No: 39038		1/9/2020	Check Amount: \$23,165.13
4055	LAF	1312014888	1051	E 01 010 203 000 000 430	LARRY RICHIE Sup/Mat N-Indiv Inst	1/9/2020	Check
		PO#: 6542		Invoice No: 1/9/20			Paid Amt: \$8.40
							Check Amount: \$8.40
4055	LAF	1312014889	1614	E 01 010 640 000 000 366	LEARNING WITHOUT TEARS Paula workshop	1/9/2020	Check
		PO#: 6540		Invoice No: INV51416			Paid Amt: \$285.00
							Check Amount: \$285.00
4055	LAF	1312014890	1633	E 01 010 203 000 000 369	MINNEAPOLIS INSTITUTE OF ART 5th-Art Adventure Tour	1/9/2020	Check
		PO#: 6541		Invoice No: Conf#34993.90074			Paid Amt: \$50.00
							Check Amount: \$50.00
4055	LAF	1312014891	1616	E 01 010 401 000 740 394	BEST PRACTICE, LLC-S 1/6 - 1/16/20	1/16/2020	Check
		PO#: 6545		Invoice No: 10			Paid Amt: \$4,387.50
							Check Amount: \$4,387.50
4055	LAF	1312014892	1593	E 04 005 570 000 000 401	DANA JANS Sup/Mat Non-Inst.	1/16/2020	Check
		PO#: 6550		Invoice No: 1/16/20			Paid Amt: \$5.28
							Check Amount: \$5.28
4055	LAF	1312014893	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS Phone	1/16/2020	Check
		PO#: 6549		Invoice No: Act#69828			Paid Amt: \$95.60
							Check Amount: \$95.60

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014894	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#:		Voucher #:	6551	Invoice	Invoice No: 26254674	1/16/2020	Paid Amt: \$322.48 Check Amount: \$322.48
4055	LAF	1312014895	1492		ON THE MOVE - THERAPY SERVICES		Check
			E 01 010 420 000 740 394		12/10 - 12/20/19 \$100/hr		\$2,400.00
PO#:		Voucher #:	6544	Invoice	Invoice No: 1723	1/16/2020	Paid Amt: \$2,400.00 Check Amount: \$2,400.00
4055	LAF	1312014896	1005		REGION V COMPUTER SERVICES		Check
			E 01 005 110 000 000 820		3rd Qtr fees		\$906.00
			E 01 005 110 000 000 305		(3) bank recs		\$150.00
PO#:		Voucher #:	6547	Invoice	Invoice No: 13117	1/16/2020	Paid Amt: \$1,056.00 Check Amount: \$1,056.00
4055	LAF	1312014897	1561		STUDENT-CENTERED SERVICES, LLC		Check
			E 01 010 412 000 740 394		12/9 - 12/20 Ahmi Alvarez \$95/hr		\$6,084.64
PO#:		Voucher #:	6546	Invoice	Invoice No: 1098	1/16/2020	Paid Amt: \$6,084.64 Check Amount: \$6,084.64
4055	LAF	1312014898	1634		SWANK MOVIE LICENSING USA INC		Check
			E 01 010 203 000 000 305		Public Performance Site License		\$496.00
PO#:		Voucher #:	6552	Invoice	Invoice No: Order#1679868	1/16/2020	Paid Amt: \$496.00 Check Amount: \$496.00
4055	LAF	1312014899	1336		TDS		Check
			E 01 005 110 000 000 320		Phone		\$118.83
PO#:		Voucher #:	6548	Invoice	Invoice No: Ac#507-334-9656	1/16/2020	Paid Amt: \$118.83 Check Amount: \$118.83
4055	LAF	1312014900	1006		CITY OF NERSTRAND		Check
			E 01 005 810 000 000 330		Utility Services		\$370.46
PO#:		Voucher #:	6557	Invoice	Invoice No: January 2020	1/23/2020	Paid Amt: \$370.46 Check Amount: \$370.46
4055	LAF	1312014901	1492		ON THE MOVE - THERAPY SERVICES		Check
			E 01 010 420 000 740 394		\$100/hr		\$2,275.00
PO#:		Voucher #:	6555	Invoice	Invoice No: 0001729	1/23/2020	Paid Amt: \$2,275.00 Check Amount: \$2,275.00

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014902	1064		QUILL CORPORATION		Check	
			E 01 010 203 000 000 401		Sup/Mat Non-Inst.			\$39.98
		PO#: 6554	Invoice #:	3962189		1/23/2020	Paid Amt:	\$39.98
							Check Amount:	\$39.98
4055	LAF	1312014903	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 430		paint			\$285.23
		PO#: 6553	Invoice #:	20812444271		1/23/2020	Paid Amt:	\$285.23
							Check Amount:	\$285.23
4055	LAF	1312014904	1561		STUDENT-CENTERED SERVICES, LLC		Check	
			E 01 010 412 000 740 394		Ahmi \$95/hr			\$6,570.87
		PO#: 6556	Invoice #:	1101		1/23/2020	Paid Amt:	\$6,570.87
							Check Amount:	\$6,570.87
4055	LAF	1312014905	1616		BEST PRACTICE, LLC-S		Check	
			E 01 010 401 000 740 394		1/20 - 1/30 \$90/hr			\$2,835.00
		PO#: 6569	Invoice #:	11		1/30/2020	Paid Amt:	\$2,835.00
							Check Amount:	\$2,835.00
4055	LCCB	1182			MACS		Wire	
			E 01 005 010 000 000 366		Nicky Governance+Employ Matters			\$178.00
		PO#: 6565	Invoice #:	1/13/20		1/30/2020	Paid Amt:	\$178.00
							Check Amount:	\$178.00
4055	LCCB	1187			AMAZON.COM		Wire	
			E 01 010 420 000 740 433		Sup/Mat N-Indiv Inst			\$23.94
		PO#: 6566	Invoice #:	1/10/20		1/30/2020	Paid Amt:	\$23.94
							Check Amount:	\$23.94
4055	LCCB	1187			AMAZON.COM		Wire	
			E 01 010 203 000 000 401		Sup/Mat Non-Inst.			\$17.84
		PO#: 6567	Invoice #:	1/10/20		1/30/2020	Paid Amt:	\$17.84
							Check Amount:	\$17.84
4055	LCCB	1187			AMAZON.COM		Wire	
			E 04 005 570 000 000 401		folding sofabed chair			\$96.63
		PO#: 6568	Invoice #:	1/9/20		1/30/2020	Paid Amt:	\$96.63
							Check Amount:	\$96.63
4055	LCCB	1433			MYBINDING.COM		Wire	
			E 01 010 203 000 000 430		lam film			\$258.40
		PO#: 6562	Invoice #:	1/16/20		1/30/2020	Paid Amt:	\$258.40
							Check Amount:	\$258.40

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1458	E 01 010 420 000 740 433	Invoice	UNIVERSITY OF MINNESOTA SpEd Intervention Manual	1/30/2020	Wire	
		Voucher #:	6558	Invoice No:	1/24/20		Paid Amt: \$110.97	
							Check Amount: \$110.97	
4055	LCCB	1594	E 01 010 420 000 419 401	Invoice	MIDLAND RADIO CORPORATION SpEd walkie batteries	1/30/2020	Wire	
		Voucher #:	6550	Invoice No:	1/17/20		Paid Amt: \$42.18	
							Check Amount: \$42.18	
4055	LCCB	1633	E 01 010 203 000 000 369 FT	Invoice	MINNEAPOLIS INSTITUTE OF ART	1/30/2020	Wire	
		Voucher #:	6559	Invoice No:	1/24/20		Paid Amt: \$50.00	
							Check Amount: \$50.00	
4055	LCCB	1635	E 01 010 420 000 740 433 (2) 3/4" red	Invoice	LEGI LINER	1/30/2020	Wire	
		Voucher #:	6561	Invoice No:	1/17/20		Paid Amt: \$30.76	
							Check Amount: \$30.76	
4055	LCCB	1636	E 01 010 203 000 000 401 conference signup tool	Invoice	SIGNUP GENIUS	1/30/2020	Wire	
		Voucher #:	6563	Invoice No:	1/15/20		Paid Amt: \$99.00	
							Check Amount: \$99.00	
4055	LCCB	1637	E 01 010 203 000 000 430 metallic pencils	Invoice	J. ROUSEK TOY CO. INC	1/30/2020	Wire	
		Voucher #:	6564	Invoice No:	1/14/20		Paid Amt: \$201.60	
							Check Amount: \$201.60	
4055	LCCB	2709 1048	E 01 005 110 000 000 305 7/1/19-12/31/19, 491.4 hrs @ \$61.20/hr	Invoice	KEITH JOHNSON FINANCIAL SRVCS INC.	1/9/2020	Check	
		Voucher #:	6570	Invoice No:	1/9/20		Paid Amt: \$30,073.68	
							Check Amount: \$30,073.68	
							Report Total:	\$90,512.62

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202007 To: 202007

Account		Fin		Sub		Starting		Debits		Credits		Ending	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code	Class	Class	Balance				Balance	Balance
4055	B 01 101 000			F Cash & Cash Equiv	B	100	00	74,134.37	0.00	0.00	0.00	74,134.37	
4055	B 01 101 002			F Liquid Asset Account	B	100	00	677,407.11	155,935.55	158,555.61	158,555.61	674,787.05	
4055	B 01 101 003			F Lake Country Community Ba	B	100	00	219.53	8,236.70	31,086.37	31,086.37	(22,630.14)	
4055	B 01 115 001			F Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00	0.00	0.13	
4055	B 01 206 000			F Other Accts Payable	B	200	00	(4,492.47)	90,410.71	85,918.24	85,918.24	0.00	
4055	B 01 422 000			F Unassigned Fund Balance	B	400	00	(615,835.53)	0.00	0.00	0.00	(615,835.53)	
Report Total:								\$131,433.14	\$254,582.96	\$275,560.22		\$110,455.88	

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 510
Independent Charter School District #4055

Adopted: April 16, 2007

Revised: January 9, 2017

Revised:

510 HOME-SCHOOLED AND/OR ONLINE STUDENT ADMITTANCE POLICY

I. PURPOSE

The purpose of this policy is to provide guidance to the staff when previously home-school and/or online students apply for enrollment at Nerstrand Elementary School.

II. GENERAL STATEMENT OF POLICY

When a previously home-school and/or online student makes application for admittance to Nerstrand Elementary School, the student will be assessed to determine appropriate grade level placement using assessments that may include, but are not limited to the following:

- NWEA MAPs – Northwest Evaluation Association (Measures of Academic Progress assessments)
- F.A.S.T. (Functional Assessment Screening Tool)
- F. & P. Benchmark Assessment System (Fountas and Pinnell)
- Fry Word Assessment
- End of Year Assessments

Nerstrand Elementary School New Board Members – Welcome Aboard!

Welcome to the Nerstrand Board of Directors (BOD). We hope you find the following information helpful as you become familiar with the operations, responsibilities and roles of the BOD.

As a new member of the board it is not expected that you memorize the board by-laws and policies. Our hope is that you feel comfortable and will contribute when and where you feel it appropriate. You will not be expected to be an officer (chairperson, recorder, treasurer) during your first year. It seems very common that as you spend time on the board and do some research as questions or wonderings arise, you will most likely gain a great deal of knowledge and feel effective as a board member. Our Board of Directors bylaws and school policies can be found in a white binder in the administrative assistant's office for you to refer to. Our bylaws, meeting schedule, school policies and other helpful information can be found on our website.

Within 6 months of being seated on the board, you will be expected to attend some board training. While the training is very informative and helpful, it can also seem overwhelming. Things will start to make more sense as you attend our BOD meetings and get more comfortable. You might even elect to defer those required board trainings until you have been to **1 or 2** board meeting to get the feel of things first.

The following is some information that might be helpful going into your new BOD position:

- What is a charter school?
In Minnesota, charter schools are tuition free independent public schools that are open to and welcome all students, no matter ability or need, and are governed and operated jointly by licensed teachers, parents and community members. You may read more about charter

schools by going to www.mncharterschools.org. In 1999 Nerstrand converted from a traditional public school (part of District #656) to a public charter school. More about our school's history can be found on our website: www.nerstrand.charter.k12.mn.us.

- Our relationship with Faribault Public Schools:
Nerstrand Charter School strives to maintain a favorable, positive relationship with the Faribault Public School in the following areas but not limited to:
 - Rental of building and grounds
 - Contracted services including: tech support, food service, custodial services and busing.
- Nerstrand BOD utilizes Roberts Rules to conduct our meetings. As you will notice when you attend our meetings or look at the roster of board members, we are a teacher majority board. We keep the BOD working calendar up to date, adding items as we think of them or as they come up.
- BOD positions are for 3-year terms. The school by-laws specify a 7-member board, comprised of 4 teachers, 2 parents, and 1 community representative. Teachers have historically “volunteered” to run for the teacher positions on a rotating schedule.
- It is helpful for new BOD members to attend a meeting or two before their full term begins.
- The Board will receive a minimum of 4 ongoing training sessions annually (during the regular meetings) in areas of governance, employment matters, school finance, and state data practices.
- Each BOD member receives a new email address when they join the Board to use for all Board correspondence. Members should not use their personal email.

- We conduct our meetings using the Open Meeting Law. You may go to www.house.mn.hrd for a complete copy of the Minnesota Open Meeting Law for specific answers to questions you may have.
- We must have at least 4 board members present to have a quorum.
- Responsibilities of board members include but are not limited to:
 - Attend monthly meetings
 - Review the BOD packet ahead of time (sent out electronically 3-5 days prior to each meeting)
 - Stay current regarding the financial status of the school and the fund balance
- EdVisions: School staff are employed by EdVisions Cooperative, work under an at-will agreement, and get all employment benefits through EdVisions. EdVisions is the employer of record - staff receive their paychecks from EdVisions. The school BOD approves a contract annually with EdVisions to provide staff to Nerstrand Elementary School.
- Charter schools are required to have a contract with an MDE-approved Authorizer and Nerstrand's Authorizer is Novation Education Opportunities (NEO). They provide oversight and guidance to the school and report to MDE on the compliance track record of each of their schools, including Nerstrand. NEO occasionally attends Nerstrand BOD meetings, and gives the Board a written report evaluating the visit. We signed a 5-year contract with NEO, which expires 6-30-22.
- Please review the Nerstrand Code of Ethics Policy 209.1 (attached) for an overview of the roles and contributions of individual board members.

****ADD A LINK TO NEO'S COMMUNICATION PLATFORM **HERE**
SOON**

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.

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 #