

Nerstrand Elementary School
Board of Directors Meeting
February 11, 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 January 14, 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 Enrollment Update
 - 6.3 Finance Report
 - a) Monthly financials
- 7.0 New Business
 - 7.1 Approve 2017 IRS Form 990 Tax Return
- 8.0 Old Business
 - 8.1 Review BOD working calendar
 - 8.2 Assemble Budget Committee
 - 8.3 Review "On-boarding" document
 - 8.4 Policy review: Bylaws second read
- 9.0 Other
 - 9.1 Next Board of Directors meeting March 11, 2019, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Minutes accepted and approved on: _____

Nerstrand Elementary School
Board of Directors Meeting Minutes
January 14th, 2019

Members present

Andrew Lubinski

Alicia Wasilowski

Matthew Keseley

Sarah Stensrud (Arrived at
3:32)

Paula Shroyer

Morgan Welborn

Rich Bailey

Others/ Members absent

Others Present

Keith Johnson

Maggie Kiley

Barb Grote

1.0 Call to Order at 3:30

1.1 Roll Call

2.0 Approved Agenda. First: Alicia; Second: Paula. Approved Yea: 6. Nay:0. Abstentions: 0.

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

4.0 Approved December 10th, 2018 Board Meeting Minutes. First: Rich; Second: Alicia. Approved Yea: 6. Nay:0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

a) Student performance item. Reviewed upcoming school-wide events, including our winter, standardized assessments.

b) Director evaluation item. Reviewed director's goals for the school.

6.2 Enrollment Update. Currently at 148 students. We have begun the enrollment process for the next school year.

6.3 Finance Report

- a) Monthly financials. Reviewed Working budget and fund balance percentage. Discussed our Special Education revenue, along with an increase in Wolf Ridge Scholarships.
- b) Reviewed Whatif Report. Discussed how to locate the document on MDE website, under data center.

7.0 New Business

- 7.1 First read of bylaws with changes made, in response to NEO recommendations.
- 7.2 Reviewed NEO Board Observation Form from 12-10-18 meeting.
- 7.3 Appointed Keith Johnson as Nerstrand Elementary School authorized representative and Entity Administrator for the purposes of the federal System of Award Management (SAM). First: Andrew; Second: Paula Approved Yea: 7. Nay:0. Abstentions: 0.

8.0 Old Business

- 8.1 Reviewed BOD working calendar. Discussed board member terms of service. Two teachers and one community member at large will finish their term after this year. Matthew, Morgan, Barb and Paula volunteered to be on the election committee. Reviewed board training certifications.
- 8.2 Second Read – Internet Acceptable Use Policy #524. Reviewed and approved. First: Andrew; Second: Morgan Approved Yea: 7. Nay:0. Abstentions: 0.
- 8.3 Reviewed Board Training: State Data Practices Law .

9.0 Other

- 9.1 Next Board of Directors meeting February 11th, 2019, 3:30pm at Nerstrand Elementary School.

10.0 Adjournment. First: Paula; Second: Sarah Approved Yea: 7. Nay:0. Abstentions: 0.

Minutes accepted and approved on: _____

February 2019, 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.

February Highlights

Our 5th graders returned back from Wolf Ridge on 2/1/19 after a very cold but successful week! Thank you again to Morgan, Andrew, Sherry Langfeldt, Jenny Siegert, Robert Waddell, Kurt Klett and Dana Jans for chaperoning this trip. Although the cold was brutal, we spent time outside every day and students had great attitudes about being outside.

On 2/1/18 the 4th grade traveled to Hill house in St. Paul. Thank you to PTO for making this trip possible, as well as contributions to the Wolf Ridge school field trip.

Roller skating will be back at Nerstrand next week. Thank you Carmen and the PTO for making this wonderful tradition continue.

During the week of 2/11 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 2/22, our entire school will be traveling to St. Paul to tour the Minnesota History Center. This all school field trip is one of the highlights of the year. Thank you again to PTO for making this possible.

On 2/18 we will have a teacher workday. We will be reflecting on the year thus far, our new math curriculum and discussing our newest professional development book on collective efficacy.

Personnel Update

We have no personnel changes at this time.

Student Performance Results

The next round of FAST have begun. All students are screened in reading, and results are shared with parents at the Winter Conferences next month. Teachers will also do reading screening in their classrooms, using the Fountas and Pinnell Benchmark Assessment System (BAS).

Director Evaluation/Goals for 2018-2019

Domain 4: Cooperation and Collaboration. The school leader ensures that teachers have opportunities to observe and discuss effective teaching. As part of Nerstrand's Teacher Evaluation Process, colleagues work together in small groups throughout the year, observing each other teach and evaluating teaching skills. Within staff meetings, teachers consistently share best practices with each other, and work collaboratively to enhance their own skills and support others. Teachers are encouraged to bring strategies to share at Team meetings, and to see their colleagues as an important source of support in their work with children.

Domain 2: Continuous Improvement of Instruction. The school leader effectively supports and retains teachers who continually enhance their pedagogical skills through reflection and professional growth. As part of our Teacher Evaluation model adopted by Nerstrand School, teachers are required to submit a reflection as part of their 3 year evaluation. This reflection, that has been submitted in a portfolio asks teachers to reflect on their leadership, their professional growth and exemplary teaching examples while at Nerstrand School. This year we will begin the second round of 3 year evaluations. As a teaching staff we discussed how best to continue this process in a way that will be valuable to teachers. We will continue to discuss this 3 year evaluation. By March, I will begin the Director evaluations of all teaching staff, using our teacher developed rubric.

On a yearly basis all teachers and paras are required to create goals for the year and evaluate them at the end of each year. We also use reflection within our staff meetings and in team meetings with the Director.

I continue work to find ways to bring PD to our school and to have our teachers attend conferences that hone their skills and strengthen our school.

My professional goals for the 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

Financial Overview:

	2018-2019 Adopted Budget	1-31-19 YTD	Working Bud/ Outlook
Enrollment (ADM's)	150		148
Fund 01 Revenues	1,701,168	879,794	1,804,764
Fund 01 Expenditures	1,698,477	913,475	1,797,982
Net Fund 01 Income	2,691	(33,680)	9,684
Audited 6-30-18 Fund 01 Balance			565,989
Projected 6-30-19 Fund 01 Balance			575,673
* % of annual Fund 01 expenditures			32.0%

2018-2019 Income Statement/Working Budget Outlook

- Assumes continued enrollment at 148 (148.5 last month)
- Payroll Working Budget Outlook based on prior year actual
- Changes greater than \$1k highlighted yellow
- State Special Ed Aid – 93% of eligible expenditures (94% last year)
- Teacher Salary Schedule @ 95% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- 2% state basic formula increase in FY19
- Continues programs and spending priorities from last year
- Maintains current staffing levels while also increasing teacher compensation .5 %
- Assumes continued REAP funding
- Technology:
 - \$5,500/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
- New revenue LTFMR - final year of increase
 - \$34 in FY17
 - \$85 in FY18
 - \$132 in FY19
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)
- TRA increases: .0021%/year for 6 years, from 7.5% to 8.75% (approx. \$1,100/year)

Nerstrand Elementary
2018-2019 Income Statement
For the Period Ending 1/31/19

				2018-2019 Adopted Budget	1-31-19 YTD	2019 Working Budget/Outlook		
<i>Fd Org Pro Fin Obj/Src Crs</i>				Enrollment ADM	150	148		
Fund 1 Revenues								
01	000	000	050	000	LOCAL: Fees from Families	8,000.00	14,065.52	14,300.00
01	000	000	092	000	LOCAL: Interest Income	6,000.00	2,873.49	7,500.00
01	000	000	096	000	LOCAL: Donations, Eagle Open	6,000.00	11,007.07	11,250.00
01	000	000	099	000	LOCAL: Miscellaneous Revenue	25.00	0.82	25.00
01	000	000	071	000	LOCAL: Third Party Billing Revenue	400.00	225.55	400.00
01	000	000	740	360	STATE: Spec Ed Aid (was 94%-now 93%)	310,286.07	88,514.05	399,884.23
01	000	000	201	000	STATE: Endowment Aid	5,903.43	2,991.81	5,903.43
01	000	000	211	000	STATE: General Ed Aid (per WhatIf)	1,066,931.91	669,851.40	992,329.19
01	000	000	211	000	STATE: Compensatory Rev (10/1/17 incr.)			57,028.66
01	000	000	211	000	STATE: EL	0.00	0.00	14,080.00
01	000	000	212	000	STATE: Literacy Aid	17,455.87	4,246.29	17,455.87
01	000	000	317	000	STATE: Facility Maintenance Revenue	19,404.00	9,142.32	19,404.00
01	000	000	348	300	STATE: Building Lease Aid	197,100.00	65,745.99	194,472.00
01	000	000	401	400	FED: Title I	11,355.62	0.00	20,632.52
01	000	000	414	400	FED: Title II	3,243.47	0.00	4,082.94
01	000	000	419	400	FED: Spec Ed-FedFlowThru	22,504.36	0.00	23,004.36
01	000	000	425	400	FED: CEIS	3,802.00	0.00	3,652.68
01	000	000	514	500	FED: REAP	22,756.00	11,130.00	22,261.00
				TOTAL FUND 01 REVENUE	1,701,167.73	879,794.31	1,807,665.88	

Fund 1 Expenditures

				<u>Payroll and benefits:</u>					
				Carry-in payroll increase					
				Teacher salary schedule (to 95% of prior year ISD#656)	24,441.00		24,441.00		
				Non-teacher schedule (100% of prior year ISD#656)	2,063.00		2,063.00		
				15% Health insurance premium increases	6,220.00		6,220.00		
				TRA increases	0.00		1,276.42		
				Total payroll changes over prior year	32,724.00		34,000.42		
<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	0.00	250.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	14,201.46	11,312.21	14,201.46
01	005	050	000	305	000	EdVisions Admin Staff	95,834.00	42,661.05	96,258.00
01	005	105	000	305	000	Payroll Svc Fees, Employ Ads, Backgr Cks	20,934.00	10,378.15	20,934.00
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	71,400.00	41,998.00	71,400.00
01	005	110	000	320	000	Phone, Internet, Firewall	9,500.00	1,643.33	5,500.00
01	005	110	000	329	000	Postage	1,400.00	594.50	1,400.00
01	005	110	000	401	000	Business Non-Inst Supplies	200.00	93.69	200.00
01	005	110	000	820	000	Memberships-RegionV, MSBA, JMC	7,500.00	7,371.43	7,500.00
01	005	720	000	390	000	Health Services - paid to ISD #656	3,000.00	125.64	3,000.00
01	005	810	000	330	000	Utilities + Garbage/Recycle	41,593.15	30,499.21	49,000.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	47,074.57	26,258.11	50,610.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	2,450.26	4,600.00
01	005	850	348	370	000	Facilities Lease (pd to ISD #656)	219,000.00	109,500.00	219,000.00
01	005	940	000	340	000	Property/Liability Insurance	9,886.30	9,607.52	9,886.30
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	58,882.00	26,306.29	59,451.00
01	010	203	000	305	000	Elem Consulting, Tech Support	9,000.00	2,685.44	7,000.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	12,000.00	4,339.50	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	441,079.00	184,806.26	433,402.10
01	010	216	401	303	000	EdVisions Title I Staff	11,355.62	0.00	20,632.52
01	010	203	000	401	000	Elem Ed - Non-Instructional Supplies	9,000.00	2,569.95	10,000.00

Nerstrand Elementary
2018-2019 Income Statement
For the Period Ending 1/31/19

						2018-2019 Adopted Budget	1-31-19 YTD	2019 Working Budget/Outlook
01 010 203 000 430 000	Elem Ed - Instructional Supplies	18,000.00	16,385.16	19,000.00				
01 010 203 000 460 000	Textbooks/Workbooks/InstructSoftwarePkg:	16,000.00	0.00	5,000.00				
01 010 203 000 461 000	Elem Ed - Standardized Tests	3,200.00	2,300.00	3,200.00				
01 010 203 000 555 000	Technology	10,200.00	9,424.63	10,200.00				
01 010 203 733 394 000	Field Trips - Transportation	3,750.00	535.50	4,250.00				
01 010 203 000 394 150	EdVisions Teacher Subs	15,000.00	3,779.97	17,000.00				
01 010 204 414 366 000	Professional Development - Title II	3,243.47	0.00	4,082.94				
01 010 204 514 303 000	EdVisions REAP CSR	22,756.00	11,130.00	22,261.00				
01 010 216 401 430 000	Title I homeless supplies	0.00	0.00	0.00				
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	24,355.00	21,645.85	24,887.00				
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	389.14	1,000.00				
01 010 258 000 394 000	EdVisions Music Staff	54,897.00	22,848.71	54,628.00				
01 010 258 000 430 000	Music Supplies	1,500.00	1,128.45	1,500.00				
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	15,500.00	16,000.00	16,000.00				
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	1,020.00	2,434.36				
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	703.96	1,000.00				
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	1,392.95	1,590.00				
01 010 420 419 433 000	FED: SpEd Materials	1,980.00	0.00	980.00				
01 010 420 419 465 000	FED: SpEd Non-instruct Tech Devices	0.00	490.49	1,000.00				
01 010 401 740 394 000	Speech Lang - Contract Fees	28,000.00	44,352.50	60,000.00				
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	30,643.26	61,986.07				
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	5,570.09	10,466.97				
01 010 408 740 394 000	EBD - Contract Fees	4,600.00	0.00	4,600.00				
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	20,371.68	22,866.40	45,000.00				
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	0.00	6,093.18	15,000.00				
01 010 412 740 394 000	Dev Delay - Contract Fees	0.00	12,500.34	15,000.00				
01 010 420 740 394 000	SpEd Contracted Srvcs: Psych, PT, Dape,	23,000.00	27,727.75	35,000.00				
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	81,214.39	132,000.00				
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	18,708.44	46,430.00				
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	1,360.21	2,000.00				
01 005 760 723 360 000	SpEd Summer ESY bus	1,236.84	1,336.60	2,500.00				
01 010 400 372 305 000	Third Party Billing Fees	400.00	0.00	400.00				
01 010 422 425 303 000	EdVisions CEIS Staff	3,802.00	0.00	3,652.68				
01 010 605 000 394 000	EdVisions Program Support Staff	62,280.00	30,764.91	63,450.00				
01 010 640 000 366 000	Professional Development, Conferences	8,900.00	5,052.81	6,000.00				
TOTAL FUND 01 EXPENSES								
1,698,476.72 913,474.62 1,797,981.64								

Net Fund 01 Income 2,691.00 (33,680.31) 9,684.24

Beginning of Year Fund 1 Balance 565,989

End of Year Fund 1 Balance 575,673

% of annual expenditures 32.02%

Fd Org Pro Fin ObiSrc Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	2,567.55	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	2,567.55	12,200.00	

Fund 4 Expenditures

04 005 570 000 320 000	Regal Eagles Phone	200.00	109.87	200.00	
04 005 570 000 394 000	Regal Eagles Staff (allocated at EOY)	11,500.00	5,268.37	11,500.00	
04 005 570 000 401 000	Regal Eagles Supplies	500.00	187.31	500.00	
		12,200.00	5,565.55	12,200.00	

Audited 6-30-18 Fund 4 Balance 0.00

Projected 6-30-19 Fund 4 Balance 0.00

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201907 To: 201907

Account		Fin		Sub		Starting		Debits		Credits		Ending	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Code Class	Class	Balance	Balance	Debits	Debits	Credits	Credits	Balance	Balance
4055	B 01 101 000			B 100	00	78,325.41	78,325.41	0.00	0.00	0.00	0.00	78,325.41	78,325.41
4055	B 01 101 002			B 100	00	299,721.95	299,721.95	134,407.33	144,838.90	144,838.90	144,838.90	289,290.38	289,290.38
4055	B 01 101 003			B 100	00	(9,814.34)	(9,814.34)	5,366.52	29,484.00	29,484.00	29,484.00	(33,931.82)	(33,931.82)
4055	B 01 104 000			B 100	00	200,000.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00
4055	B 01 115 001			B 100	00	0.13	0.13	0.00	0.00	0.00	0.00	0.13	0.13
4055	B 01 206 000			B 200	00	0.00	0.00	68,038.84	68,038.84	68,038.84	68,038.84	0.00	0.00
4055	B 01 422 000			B 400	00	(565,989.48)	(565,989.48)	0.00	0.00	0.00	0.00	(565,989.48)	(565,989.48)
Report Total:						\$2,243.67	\$2,243.67	\$207,812.69	\$242,361.74	\$242,361.74	\$242,361.74	(\$32,305.38)	(\$32,305.38)

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014498	1351	E 01	FLOM DISPOSAL SERVICE		Check
					005 810 000 000 330 Utility Services		
					Invoice No: Nerstrand School	1/3/2019	
		Voucher #:	6039				Paid Amt: \$272.78
							Check Amount: \$272.78
4055	LAF	1312014499	1133	E 01	INDEPENDENT SCHOOL DIST # 656		Check
					005 850 000 348 370 Dec lease		
					005 810 000 000 391 Dec custodial		
		Voucher #:	6036		Invoice No: 37737	1/3/2019	
							Paid Amt: \$22,165.33
							Check Amount: \$22,165.33
4055	LAF	1312014500	1044	E 01	TARA VONDRASEK		Check
					010 203 000 000 401 Sup/Mat Non-Inst.		
		Voucher #:	6038		Invoice No: 1/3/19	1/3/2019	
							Paid Amt: \$44.99
							Check Amount: \$44.99
4055	LAF	1312014501	1084	E 01	TLT VIDEO PRODUCTIONS		Check
					010 203 000 000 305 winter program		
		Voucher #:	6041		Invoice No: 1027	1/3/2019	
							Paid Amt: \$240.00
							Check Amount: \$240.00
4055	LAF	1312014502	1004	E 01	US POSTAL SERVICE		Check
					005 110 000 000 329 (4) rolls stamps		
		Voucher #:	6040		Invoice No: Nerstrand School	1/3/2019	
							Paid Amt: \$200.00
							Check Amount: \$200.00
4055	LAF	1312014503	1017	E 01	XCEL ENERGY		Check
					005 810 000 000 330 Utility Services		
		Voucher #:	6037		Invoice No: Act#51-6189166-3	1/3/2019	
							Paid Amt: \$1,248.45
							Check Amount: \$1,248.45
4055	LAF	1312014504	1023	E 01	COMMUNITY CO-OP OIL ASSN		Check
					005 810 000 000 330 Utility Services		
		Voucher #:	6044		Invoice No: Act#632625	1/12/2019	
							Paid Amt: \$996.17
							Check Amount: \$996.17
4055	LAF	1312014505	1545	E 01	KEYSTONE INTERPRETING SOLUTIONS, INC		Check
					010 203 000 000 305 Elem non-student Consulting		
		Voucher #:	6043		Invoice No: 13177	1/12/2019	
							Paid Amt: \$326.38
							Check Amount: \$326.38
4055	LAF	1312014506	1555	E 01	KRISTIN FISCHER		Check
					010 401 000 740 394 1/2 - 1/10/19 \$90/hr		
		Voucher #:	6045		Invoice No: 1/2 - 1/10/19	1/12/2019	
							Paid Amt: \$4,050.00
							Check Amount: \$4,050.00

Nerstrand Charter School #4055

Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014507	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY		Check
				6042 Invoice	Invoice No: December 2018	1/12/2019	
							Paid Amt: \$1,530.00
							Check Amount: \$1,530.00
4055	LAF	1312014508	1005	E 01 005 110 000 000 820	REGION V COMPUTER SERVICES		Check
				E 01 005 110 000 000 305	3rd Qtr (3) bank recs		
				6046 Invoice	Invoice No: 12404	1/12/2019	
							Paid Amt: \$1,039.50
							Check Amount: \$1,039.50
4055	LAF	1312014509	1028	E 01 010 203 000 000 401	DEMCO INC		Check
				6049 Invoice	Invoice No: 6522208	1/17/2019	
							Paid Amt: \$44.05
							Check Amount: \$44.05
4055	LAF	1312014510	1553	E 01 005 110 000 000 401	GRETTA KUNZE		Check
				6056 Invoice	Invoice No: 1/17/19	1/17/2019	
							Paid Amt: \$53.85
							Check Amount: \$53.85
4055	LAF	1312014511	1264	E 01 005 810 000 000 401	HILLYARD / HUTCHINSON		Check
				6058 Invoice	Invoice No: 603287076	1/17/2019	
							Paid Amt: \$992.72
							Check Amount: \$992.72
4055	LAF	1312014512	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS		Check
				6048 Invoice	Invoice No: Act#69828	1/17/2019	
							Paid Amt: \$119.50
							Check Amount: \$119.50
4055	LAF	1312014513	1379	E 01 010 203 000 000 401	MAGGIE KILEY		Check
				6047 Invoice	Invoice No: 1/17/19	1/17/2019	
							Paid Amt: \$71.25
							Check Amount: \$71.25
4055	LAF	1312014514	1574	E 01 010 203 000 000 370	MARCO		Check
				E 01 010 203 000 000 430	Copier Lease		
				E 01 005 110 000 000 329	Sup/Mat N-Indiv Inst Postage & Parcel Svc		
				6052 Invoice	Invoice No: 24038252	1/17/2019	
							Paid Amt: \$322.48
							Check Amount: \$322.48

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014515	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES	1/17/2019	Check	
				6055 Invoice	12/18 - 1/11/19 \$99/hr			
							\$2,697.75	
							Paid Amt: \$2,697.75	
							Check Amount: \$2,697.75	
4055	LAF	1312014516	1064	E 01 010 420 000 740 433	QUILL CORPORATION	1/17/2019	Check	
				6050 Invoice	SpEd Resource room printer ink			
							\$96.99	
							Paid Amt: \$96.99	
							Check Amount: \$96.99	
4055	LAF	1312014517	1064	E 01 010 203 000 000 430	QUILL CORPORATION	1/17/2019	Check	
				6054 Invoice	ink			
							\$219.98	
							Paid Amt: \$219.98	
							Check Amount: \$219.98	
4055	LAF	1312014518	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.	1/17/2019	Check	
				6053 Invoice	pencils			
							\$38.42	
							Paid Amt: \$38.42	
							Check Amount: \$38.42	
4055	LAF	1312014519	1561	E 01 010 412 000 740 394	STUDENT-CENTERED SERVICES, LLC	1/17/2019	Check	
				6057 Invoice	12/17 - 12/19 \$90/hr			
							\$1,012.32	
							Paid Amt: \$1,012.32	
							Check Amount: \$1,012.32	
4055	LAF	1312014520	1336	E 01 005 110 000 000 320	TDS	1/17/2019	Check	
				6051 Invoice	Phone			
							\$118.94	
							Paid Amt: \$118.94	
							Check Amount: \$118.94	
4055	LAF	1312014521	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND	1/24/2019	Check	
				6059 Invoice	Utility Services			
							\$633.36	
							Paid Amt: \$633.36	
							Check Amount: \$633.36	
4055	LAF	1312014522	1593	E 04 005 570 000 000 401	DANA JANS	1/24/2019	Check	
				6060 Invoice	Sup/Mat Non-Inst.			
							\$21.96	
							Paid Amt: \$21.96	
							Check Amount: \$21.96	
4055	LAF	1312014523	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC.	1/24/2019	Check	
				6061 Invoice	Sup/Mat N-Indiv Inst			
							\$19.63	
							Paid Amt: \$19.63	
							Check Amount: \$19.63	
							Report Total:	\$38,576.80

Nerstrand Elementary School
2018-2019
Estimated Cash Flow Projection
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	Estimated * Cash Balance
2018			373,545
			7/1/18 Beginning Balance
July	119,107	47,652	445,000
August	119,107	86,000	527,746
PY	49,639		
Sept	131,576	157,703	559,850
PY	58,231		
Oct	131,576	157,703	572,156
PY	38,433		
Nov	131,576	157,703	546,029
Dec	131,576	157,703	519,902
2019			
Jan	131,576	157,703	498,301
PY	4,526		
Feb	131,576	157,703	472,174
March	131,576	157,703	446,047
April	131,576	157,703	419,920
May	131,576	157,703	402,355
PY	8,562		
June	131,576	157,703	376,228
	1,713,365	1,710,682	
	1,713,368	1,710,677	
	3	-5	
	0	-1	

* assumes same 6-30-19 misc payables as prior year

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2017 calendar year, or tax year beginning **JUL 1, 2017** and ending **JUN 30, 2018**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization NERSTRAND ELEMENTARY SCHOOL Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite P.O. BOX 156, 205 S. SECOND STREET City or town, state or province, country, and ZIP or foreign postal code NERSTRAND, MN 55053 F Name and address of principal officer: MAGGIE KILEY SAME AS C ABOVE	D Employer identification number 41-1946091 E Telephone number 507-333-6850 G Gross receipts \$ 1,699,955. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: ▶ WWW.NERSTRAND.CHARTER.K12.MN.US		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		
		L Year of formation: 1999
		M State of legal domicile: MN

Part I Summary

1	Briefly describe the organization's mission or most significant activities: PUBLIC SCHOOL SERVING STUDENTS IN GRADES K-5.			
2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
3	Number of voting members of the governing body (Part VI, line 1a)	3		7
4	Number of independent voting members of the governing body (Part VI, line 1b)	4		3
5	Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5		47
6	Total number of volunteers (estimate if necessary)	6		100
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a		0.
7b	Net unrelated business taxable income from Form 990-T, line 34	7b		0.
8	Contributions and grants (Part VIII, line 1h)	8	Prior Year	Current Year
9	Program service revenue (Part VIII, line 2g)	9	1,614,156.	1,672,369.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	10	20,931.	20,836.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	11	3,788.	6,750.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	12	0.	0.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	13	1,638,875.	1,699,955.
14	Benefits paid to or for members (Part IX, column (A), line 4)	14	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	15	0.	0.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	16a	974,871.	1,098,886.
b	Total fundraising expenses (Part IX, column (D), line 25) ▶	b	0.	0.
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	17	616,851.	646,438.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	18	1,591,722.	1,745,324.
19	Revenue less expenses. Subtract line 18 from line 12	19	47,153.	-45,369.
20	Total assets (Part X, line 16)	20	Beginning of Current Year	End of Year
21	Total liabilities (Part X, line 26)	21	2,059,376.	1,777,378.
22	Net assets or fund balances. Subtract line 21 from line 20	22	2,191,327.	2,240,137.
			-131,951.	-462,759.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer MAGGIE KILEY, SCHOOL DIRECTOR Type or print name and title	Date
Paid Preparer Use Only	Print/Type preparer's name DENNIS HOOGEVEEN	Preparer's signature Date
	Firm's name ▶ CLIFTONLARSONALLEN LLP Firm's address ▶ 220 SOUTH SIXTH STREET, SUITE 300 MINNEAPOLIS, MN 55402	Check if self-employed <input type="checkbox"/> PTIN P01788739 Firm's EIN ▶ 41-0746749 Phone no. 612-376-4500

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: TO EMPOWER STUDENTS TO BE SELF-DIRECTED, LIFELONG LEARNERS BY PROVIDING A NURTURING, MULTI-AGE ENVIRONMENT WHICH FOSTERS COOPERATION AND CHARACTER DEVELOPMENT.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 1,506,951. including grants of \$ 0.) (Revenue \$ 20,836.) PROVIDE PUBLIC EDUCATION TO STUDENTS IN GRADES K-5. APPROXIMATELY 150 STUDENTS WERE ENROLLED DURING THE FISCAL YEAR ENDED JUNE 30, 2018.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 1,506,951.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?		
Note. All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Input box for Schedule O

Main table with columns for question ID, description, and Yes/No checkboxes. Includes rows 1a-14b with various tax-related questions.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?	X	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	X	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	X	
8b	Each committee with authority to act on behalf of the governing body?		X
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official	X	
15b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		X
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **MN**
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: **KEITH JOHNSON - 507-333-6850**
P.O. BOX 156, 205 S. SECOND STREET, NERSTRAND, MN 55053

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	1,657,251.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	15,118.				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f			1,672,369.			
Program Service Revenue	2 a FEES FROM PATRONS	Business Code 611710	20,836.	20,836.			
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			20,836.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		6,750.			6,750.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real	(ii) Personal				
		b Less: rental expenses					
		c Rental income or (loss)					
		d Net rental income or (loss)					
	7 a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
		d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a					
		b Less: direct expenses	b				
		c Net income or (loss) from fundraising events					
	9 a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses		b					
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
11 a							
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions.			1,699,955.	20,836.	0.	6,750.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	326,895.	326,895.		
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	216,510.	216,510.		
7 Other salaries and wages	441,400.	368,142.	73,258.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	28,881.	23,387.	5,494.	
9 Other employee benefits	21,787.	9,127.	12,660.	
10 Payroll taxes	63,413.	57,809.	5,604.	
11 Fees for services (non-employees):				
a Management				
b Legal	146.		146.	
c Accounting	67,566.		67,566.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	150,336.	128,117.	22,219.	
12 Advertising and promotion				
13 Office expenses	75,184.	71,318.	3,866.	
14 Information technology				
15 Royalties				
16 Occupancy	251,566.	251,566.		
17 Travel	14,045.	14,045.		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	8,250.	7,979.	271.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	19,330.	19,330.		
23 Insurance	9,416.	9,416.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a CAPITAL OUTLAY	26,976.		26,976.	
b DUES AND LICENSES	20,313.		20,313.	
c				
d				
e All other expenses	3,310.	3,310.		
25 Total functional expenses. Add lines 1 through 24e	1,745,324.	1,506,951.	238,373.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year	(B) End of year
Assets	1 Cash - non-interest-bearing		1
	2 Savings and temporary cash investments	378,545.	2 361,408.
	3 Pledges and grants receivable, net		3
	4 Accounts receivable, net	246,277.	4 247,544.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6
	7 Notes and loans receivable, net		7
	8 Inventories for sale or use		8
	9 Prepaid expenses and deferred charges	760.	9 5,941.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 121,226.	
	b Less: accumulated depreciation	10b 85,325.	10c 35,901.
	11 Investments - publicly traded securities		11
	12 Investments - other securities. See Part IV, line 11		12
	13 Investments - program-related. See Part IV, line 11		13
	14 Intangible assets		14
	15 Other assets. See Part IV, line 11	1,385,682.	15 1,126,584.
16 Total assets. Add lines 1 through 15 (must equal line 34)	2,059,376.	16 1,777,378.	
Liabilities	17 Accounts payable and accrued expenses	26,434.	17 48,903.
	18 Grants payable		18
	19 Deferred revenue		19
	20 Tax-exempt bond liabilities		20
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22
	23 Secured mortgages and notes payable to unrelated third parties		23
	24 Unsecured notes and loans payable to unrelated third parties		24
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	2,164,893.	25 2,191,234.
	26 Total liabilities. Add lines 17 through 25	2,191,327.	26 2,240,137.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.		
	27 Unrestricted net assets		27
	28 Temporarily restricted net assets		28
	29 Permanently restricted net assets		29
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.		
	30 Capital stock or trust principal, or current funds	-180,063.	30 -498,660.
	31 Paid-in or capital surplus, or land, building, or equipment fund	48,112.	31 35,901.
	32 Retained earnings, endowment, accumulated income, or other funds	0.	32 0.
33 Total net assets or fund balances	-131,951.	33 -462,759.	
34 Total liabilities and net assets/fund balances	2,059,376.	34 1,777,378.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,699,955.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,745,324.
3	Revenue less expenses. Subtract line 2 from line 1	3	-45,369.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	-131,951.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	-285,439.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	-462,759.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input checked="" type="checkbox"/> Other <u>SEE SCH O</u> If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2017)

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2016 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test - 2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2016 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2016 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2017. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2016. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI .		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017			
a			
b From 2013			
c From 2014			
d From 2015			
e From 2016			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2018. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2013			
b Excess from 2014			
c Excess from 2015			
d Excess from 2016			
e Excess from 2017			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

DRAFT

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization NERSTRAND ELEMENTARY SCHOOL **Employer identification number** 41-1946091

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (e.g., recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2017

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a Public exhibition
- b Scholarly research
- c Preservation for future generations
- d Loan or exchange programs
- e Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
- b Permanent endowment %
- c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		121,226.	85,325.	35,901.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				35,901.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) DEFERRED PENSION OUTFLOWS	1,126,584.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	1,126,584.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) PENSION LIABILITY PAYABLE	1,856,449.
(3) DEFERRED PENSION INFLOWS	334,785.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	2,191,234.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	1,699,955.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	1,699,955.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	1,699,955.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	1,733,113.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	7,119.	
e	Add lines 2a through 2d		2e	7,119.
3	Subtract line 2e from line 1		3	1,725,994.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b	19,330.	
c	Add lines 4a and 4b		4c	19,330.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	1,745,324.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

CAPITALIZED EXPENDITURES 7,119.

PART XII, LINE 4B - OTHER ADJUSTMENTS:

DEPRECIATION EXPENSE 19,330.

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Schools

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization **NERSTRAND ELEMENTARY SCHOOL** Employer identification number **41-1946091**

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	X	
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	X	
3 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II	X	
THE NONDISCRIMINATORY POLICY IS CONTAINED IN THE SCHOOL'S REGISTRATION MATERIALS.		
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	X	
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	X	
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	X	
d Copies of all material used by the organization or on its behalf to solicit contributions?	X	
If you answered "No" to any of the above, please explain. If you need more space, use Part II.		
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?		X
b Admissions policies?		X
c Employment of faculty or administrative staff?		X
d Scholarships or other financial assistance?		X
e Educational policies?		X
f Use of facilities?		X
g Athletic programs?		X
h Other extracurricular activities?		X
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		
6a Does the organization receive any financial aid or assistance from a governmental agency?	X	
b Has the organization's right to such aid ever been revoked or suspended?		X
If you answered "Yes" on either line 6a or line 6b, explain on Part II.		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	X	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2017

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable.

Also provide any other additional information.

LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:

THE SCHOOL RECEIVES FEDERAL AND STATE FUNDING.

DRAFT

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2017

Open to Public Inspection

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization

NERSTRAND ELEMENTARY SCHOOL

Employer identification number

41-1946091

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|---|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as, maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan?
- c** Participate in, or receive payment from, an equity-based compensation arrangement?
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

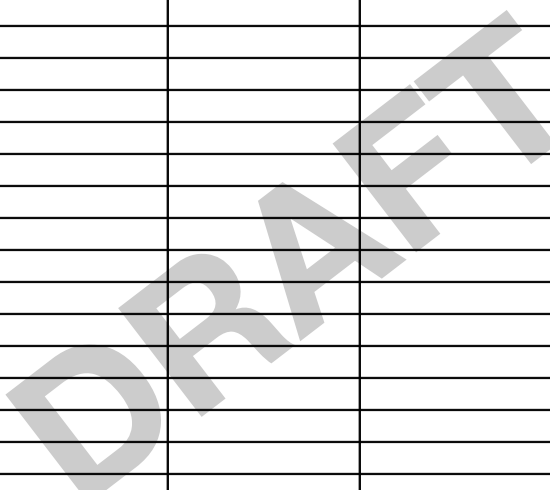
Schedule J (Form 990) 2017

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
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	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							



Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE J, PART II

THE SCHOOL CONTRACTS WITH EDVISIONS COOPERATIVE, AN UNRELATED ORGANIZATION FOR ALL PERSONNEL SERVICES. COMPENSATION INFORMATION IS REPORTED IN THE FORM 990 AS SALARY, PENSION, BENEFITS, AND PAYROLL TAXES IN THE STATEMENT OF FUNCTIONAL EXPENSES TO BE CONSISTENT WITH THE FINANCIAL STATEMENT PRESENTATION.

DRAFT

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2017

Open to Public
Inspection

Name of the organization

NERSTRAND ELEMENTARY SCHOOL

Employer identification number

41-1946091

FORM 990, PART VI, SECTION A, LINE 6:

THE SCHOOL HAS TWO CLASSES OF MEMBERS: PARENT MEMBERS AND EMPLOYEE MEMBERS.

FORM 990, PART VI, SECTION A, LINE 7A:

THE SCHOOL'S BOARD IS ELECTED BY PARENT AND EMPLOYEE MEMBERS. THE SCHOOL'S GOVERNING BODY CONSISTS OF FOUR TEACHER REPRESENTATIVES, TWO PARENT REPRESENTATIVES, AND ONE UNRELATED COMMUNITY MEMBER. EACH MEMBER RECEIVES ONE VOTE.

FORM 990, PART VI, SECTION A, LINE 8B:

THE SCHOOL DOES NOT HAVE ANY COMMITTEES THAT HAVE THE AUTHORITY TO ACT ON BEHALF OF GOVERNING BODY.

FORM 990, PART VI, SECTION B, LINE 11B:

THE FORM 990 WAS PREPARED BY AN INDEPENDENT ACCOUNTING FIRM. THE COMPLETED RETURN WAS PRESENTED AND REVIEWED AT THE FIRST REGULAR BOARD MEETING BY THE FULL GOVERNING BODY FOLLOWING RECEIPT FROM THE ACCOUNTING FIRM. THE FINAL APPROVED COPY WAS SUBSEQUENTLY FILED WITH THE IRS.

FORM 990, PART VI, SECTION B, LINE 12C:

ALL OFFICERS, DIRECTORS, AND KEY EMPLOYEES ARE REQUIRED TO COMPLETE AN ANNUAL CONFLICT OF INTEREST QUESTIONNAIRE. CONFLICTS ARE REVIEWED AT THE BOARD OR COMMITTEE LEVEL. INDIVIDUALS ARE NOT ALLOWED TO VOTE ON TRANSACTIONS WHERE A CONFLICT IS DETERMINED TO EXIST. ALL CONFLICTS AND PROCEEDINGS ARE DOCUMENTED IN MEETING MINUTES.

Name of the organization NERSTRAND ELEMENTARY SCHOOL	Employer identification number 41-1946091
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FORM 990, PART VI, SECTION B, LINE 15A:

THE SCHOOL USED THE MACS SURVEY TO HELP ESTABLISH THE DIRECTOR'S SALARY.
 THE SCHOOL DIRECTOR'S COMPENSATION IS DETERMINED BY ANNUAL REVIEW BY BOARD
 EVALUATION AND RESULTING INCREASE OF AVERAGE ANNUAL TEACHER STEP INCREASE.
 THIS PROCESS WAS USED FOR MAGGIE KILEY IN THE SPRING OF 2018.

FORM 990, PART VI, SECTION C, LINE 19:

THE SCHOOL MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND
 FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

CHANGE IN PENSION LIABILITY	-285,439.
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FORM 990, PART XII, LINE 1, EXPLANATION FOR OTHER METHOD OF ACCOUNTING:

THE SCHOOL FOLLOWS A MODIFIED ACCRUAL METHOD OF ACCOUNTING AS
 PRESCRIBED BY THE MINNESOTA DEPARTMENT OF EDUCATION. THE SCHOOL-WIDE
 FINANCIAL STATEMENTS ARE REPORTED USING THE ECONOMIC RESOURCES
 MEASUREMENT FOCUS AND THE ACCRUAL BASIS OF ACCOUNTING. GRANTS AND
 SIMILAR ITEMS ARE RECOGNIZED WHEN ALL ELIGIBILITY REQUIREMENTS IMPOSED
 BY THE PROVIDER HAVE BEEN MET.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**

▶ **Information about Form 8868 and its instructions is at www.irs.gov/form8868.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile, click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

		Enter filer's identifying number
Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. NERSTRAND ELEMENTARY SCHOOL	Employer identification number (EIN) or 41-1946091
	Number, street, and room or suite no. If a P.O. box, see instructions. P.O. BOX 156, 205 S. SECOND STREET	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. NERSTRAND, MN 55053	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

KEITH JOHNSON

• The books are in the care of ▶ **P.O. BOX 156, 205 S. SECOND STREET - NERSTRAND, MN 55053**
Telephone No. ▶ **507-333-6850** Fax No. ▶ _____

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2019**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ▶ calendar year _____ or
- ▶ tax year beginning **JUL 1, 2017**, and ending **JUN 30, 2018**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

**MAIL TO: DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE CENTER
OGDEN, UT 84201-0045**

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
Complete an evaluation performance review of School Director
- September: Review By-Laws
Review Policy #
Review and update 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: 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
BOD chair completes check list of board trainings attendance
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
Review Policy #
- April: Continue budget meetings - preliminary budget for next year
Announce 30-day notice for BOD election
Approve service contracts for next year
Review Policy #
Discuss domain focus for next year
- May: Review or approve budget for next year (if not already approved)
Discuss BOD election progress
Approve service contracts for next year
BOD chair completes check list of board trainings, collects certificates
Review Policy #
- June: Approve revised current year budget (if necessary)
Approve next year's budget (if not already approved)
Approve next year's staff hiring list (working agreements)
Discuss BOD election, certify results
Approve annual banking resolutions
Approve designated use of REAP funds
Approve service contracts for next year
Approve designations of required roles for next year
Election of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)
Approve next year's Board Meeting Schedule
Review Policy #
Evaluation of Director

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 2 or 3 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 are charter schools?

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 by 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.

- All BOD members are seated for a 3-year term (there are some exceptions). 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.

- 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 (sent out electronically 3-5 days prior to each meeting) before the 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.

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

ARTICLE I - Name

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

ARTICLE II - Mission Statement

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

ARTICLE III - Purpose

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

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

ARTICLE IV - Membership

A. The Board of Directors consists of the following members:

1. Four Teacher Representatives (employed/under contract with a cooperative at the school)
2. Two Parent Representatives (parents of enrolled students)
3. One At-large Community Representative (not employed by the school and does not have a child enrolled in the school)
4. Seven Voting Members Total
5. Three ex-officio nonvoting members - school director/chief administrator, administrative assistant, business manager/chief financial officer

B. The members serve a three-year renewable term.

1. Every year, one (1) of the two Parents Representatives or At-large Community Representative terms expire.
2. Every third year, two (2) teacher's terms expire; in each of the two years prior to third year, one (1) teacher's term expires.

3. A representative may serve two (2) three-year consecutive terms, after which there must be a one-year hiatus before serving on the Board of Directors again.
- C. Termination of membership shall be considered if the Board of Directors member is absent from three consecutive meetings and/or one-half of the meetings in one school year. The Board of Directors shall determine by a simple majority vote that they shall or shall not retain their membership.
- D. If a vacancy occurs, every attempt will be made to select a replacement within one month's time. The replacement will fulfill the remainder of the vacated term.

ARTICLE V - Elections

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year.
- B. Voters eligible to elect the members of the school's board of directors include staff members employed at the school (including teachers providing instruction under a contract with a cooperative) and all parents or legal guardians of children enrolled in the school.
- C. The school will notify eligible voters of the school board election dates at least 30 calendar days before the election.
- D. Within ten business days of the board election, the results will be submitted, with an updated board roster, to the Department of Charter Schools office at 1500 Highway 36 West, Roseville, MN 55113 or mde.school-choice@state.mn.us. The roster shall include member and member-elect names, identification of current officers, affiliation (Teacher, Parent, or At-large Community), terms of office (including seating date) and personal contact information for each member.

ARTICLE VI – Elected Officers

- A. Nominations for the officers may come from the floor at the first meeting in July. They are elected by a majority vote through a secret ballot. Officers may be reelected after serving a one-year term.
- B. Duties of the officers:
 1. Chairperson.
The chairperson presides at all meetings of the Board of Directors. The Chairperson may call special meetings of the Board of Directors and must do so at the request of three Board of Directors

members. (S)he collaborates with the building director to prepare the meeting agenda.

2. Clerk.

S/he records the minutes of the meeting and issues a prepared copy to the Board of Directors at least one week prior to the subsequent meeting. Upon approval, meeting minutes will be posted in the front hall of the school and copies will be made available to those requesting them.

3. Treasurer.

The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, oversee the audit process and ensure that school financial records are maintained and appropriate financial reports are filed with government agencies.

ARTICLE VII - Meetings/Voting

A. The Board of Directors meet once monthly at a regularly scheduled time, Scheduled and special meeting days and times are determined by the Board of Directors and announced to parents, staff, and community. Special meetings may be held at the request of the chairperson or three members of the Board of Directors.

B. Decisions are made by consensus. If consensus cannot be reached and a vote is necessary, decisions will be determined by simple majority of those present and voting.

C. A quorum is a simple majority of the members of the Board of Directors. When a quorum exists, a majority of those present may act, except in the case of amendments to the By-laws (see Article X).

D. All meetings are open to the general public.

E. There will be no proxy votes.

F. Requests to be on the agenda must be submitted to the school office at least one week before the meeting. Members may amend the agenda at the beginning of the meeting.

G. Students may address the Board of Directors.

ARTICLE VIII - Responsibilities

A. The Board of Directors carries out the mission statement by providing direction for the school in accordance with school's policy, contractual

agreements, and all state and federal requirements unless specific waivers have been granted.

- B. The Board of Directors serves as the primary communications link between the school and the community and provides a forum for discussion of school related issues.
- C. The Board of Directors monitors school operations through collaboration and guidance with the school director, teachers, paraprofessionals and support staff.

ARTICLE IX - Task Forces

- A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.
- B. Task Force meetings will be held at the discretion of the committee members.
- C. The Task Force chairperson or members need not be Board of Directors members.

ARTICLE X – By-laws Amendments

Amendments to these By-laws may be proposed at any regular Board of Directors meeting. A written notice of the proposed change and the date of the next regular meeting at which the proposed amendment will be discussed shall be posted in the school and sent to each Board of Directors member and to the school director at least ten (10) days prior to the date of the meeting. A favorable vote by five (5) out of seven (7) members is required for approval of any amendment to the By-laws.

Revised 10/10/2000

Revised 10/14/2002

Revised 12/13/2004

Revised 4/12/2010

Revised 11/13/2017

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

ARTICLE I - Name

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

ARTICLE II – Minnesota Law Compliance

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

ARTICLE III - Mission Statement

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

ARTICLE IV - Purpose

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

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

ARTICLE V – Corporate Membership

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

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

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

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

ARTICLE VI – Board of Directors

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

(3) the partner of the board member, employee, officer, or agent; or

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

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

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

F. Board of Directors Training – Board Members shall comply with Minnesota Statutes, Chapter 124E.07, Subd. 7 by completing basic training and continuing or annual training. If basic training is not begun within 6 months of being seated or not completed within 12 months of seating, the director is immediately removed from the board.

G. Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be an individual human being, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

1. Authority of Committees. Committees shall have authority to consider assigned topics and to advise and make recommendations to the Board of Directors. No actions of a committee shall be binding on the Corporation absent Board ratification of any such recommendations.

2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the

Corporation. Each committee shall fix its own rules of procedure and other regulations, which shall be consistent with the Articles of Incorporation, these Bylaws, and the policies of the Corporation. The Board Chair shall be an ex officio member of all committees, unless he serves as a member of such committee. The meetings of all committees shall be open and posted. Directors may participate in any such meeting but may not vote unless such director is a member of the committee.

3. Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. When the Board has delegated decision making authority to a Committee, the Committee shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

ARTICLE VII - Elections

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year.
- B. Voters eligible to elect the members of the school's board of directors include staff members employed at the school (including teachers providing instruction under a contract with a cooperative) and all parents or legal guardians of children enrolled in the school.
- C. The school will notify eligible voters of the school board election dates at least 30 calendar days before the election.
- D. Within ten business days of the board election, the results will be submitted, with an updated board roster, to the Department of Charter Schools office at 1500 Highway 36 West, Roseville, MN 55113 or mde.school-choice@state.mn.us. The roster shall include member and member-elect names, identification of current officers, affiliation (Teacher, Parent, or At-large Community), terms of office (including seating date) and personal contact information for each member.

ARTICLE VIII – Elected Officers

- A. Nominations for the officers may come from the floor at the first meeting in July. They are elected by a majority vote through a secret ballot. Officers may be reelected after serving a one-year term.

B. Duties of the officers:

1. Chairperson.

The chairperson presides at all meetings of the Board of Directors. The Chairperson may call special meetings of the Board of Directors and must do so at the request of three Board of Directors members. (S)he collaborates with the building director to prepare the meeting agenda.

2. Clerk.

S/he records the minutes of the meeting and issues a prepared copy to the Board of Directors at least one week prior to the subsequent meeting. Upon approval, meeting minutes will be posted in the front hall of the school and copies will be made available to those requesting them.

2. Treasurer.

The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, oversee the audit process and ensure that school financial records are maintained and appropriate financial reports are filed with government agencies.

ARTICLE IX - Responsibilities

A. The Board of Directors carries out the mission statement by providing direction for the school in accordance with school's policy, contractual agreements, and all state and federal requirements unless specific waivers have been granted.

B. The Board of Directors serves as the primary communications link between the school and the community and provides a forum for discussion of school related issues.

C. The Board of Directors monitors school operations through collaboration and guidance with the school director, teachers, paraprofessionals and support staff.

ARTICLE X - Task Forces

A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.

B. Task Force meetings will be held at the discretion of the committee members.

C. The Task Force chairperson or members need not be Board of Directors

members.

ARTICLE XI – Financial Matters

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors and in compliance with Minnesota Statutes.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 4. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

Section 5. Corporate Seal. The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office. The Board of Directors shall cause to be kept at the registered office of this Corporation originals or copies of:

- 6.1. Records of all proceedings of the Board of Directors and all committees;
- 6.2. Records of all votes and actions of the members;
- 6.3. All financial statements of this Corporation; and,
- 6.4. Articles of Incorporation and Bylaws of this Corporation and all amendments and restatements thereof.

Section 7. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the

records and books of account of the Corporation to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Statutes, Chapter 124E and the Uniform Financial and Accounting Standards (UFARS) and audit references.

ARTICLE XII – Indemnification

Section 1. Indemnification. Each director, officer and employee of the Corporation, past or present, and each person who serves or may have served at the request of the Corporation as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Section 317A.521. The Corporation shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. This Section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, section 317A.521, the Articles of Incorporation or these Bylaws.

ARTICLE XIII – Distribution of Assets

Section 1. Right to Cease Operations and Distribute Assets. By a two-thirds (2/3) vote of all directors, the Board may resolve that the Corporation cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to effect a dissolution. Written notice as required by these Bylaws shall be given to all voting members stating that the purpose of the meeting shall be to vote upon the dissolution of the Corporation. A resolution to dissolve the Corporation shall be approved only upon the affirmative vote of a two-thirds (2/3) of a quorum of voting members of the Corporation taken at a meeting during which the resolution is brought before the voting members. If such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the

designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, section 317A.735 and in accordance with the Articles of Incorporation and regulations administered by the Minnesota Department of Education. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, section 317A.723.

ARTICLE XIV – By-laws Amendments

Amendments to these By-laws may be proposed at any regular Board of Directors meeting. A written notice of the proposed change and the date of the next regular meeting at which the proposed amendment will be discussed shall be posted in the school and sent to each Board of Directors member and to the school director at least ten (10) days prior to the date of the meeting. A favorable vote by five (5) out of seven (7) members is required for approval of any amendment to the By-laws.

Revised 10/10/2000

Revised 10/14/2002

Revised 12/13/2004

Revised 4/12/2010

Revised 11/13/17

revisions draft 2/11/19