

Nerstrand Elementary School  
Board of Directors Meeting  
February 12, 2018 - 3:30 p.m.  
Nerstrand Elementary School

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 8, 2018 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
  - 7.0 New Business
    - 7.1 Review Policy: #527 Social Media Policy
    - 7.2 Approve the hiring of Cassandra Quamme, Special Education teacher
    - 7.3 Approve the hiring of Gailyn Lamphere, Special Education EA/EBD para
  - 8.0 Old Business
    - 8.1 Review BOD working calendar
      - a) Establish Budget Committee
      - b) Election Committee update, verify BOD election timelines
      - c) Rich Bailey – (2) BOD trainings by 6-30-18
  - 9.0 Other
    - 9.1 Next Board of Directors meeting March 12, 2018, 3:30pm at Nerstrand Elementary School
  - 11.0 Adjournment
-

Minutes accepted and approved on: \_\_\_\_\_

Nerstrand Elementary School  
Board of Directors Meeting Minutes  
January 8th, 2018

**Members present**

Andrew Lubinski

Carmen Bonde

Matthew Keseley

Sarah Stensrud (Arrived  
at 3:35)

Paula Shroyer

Rich Bailey

Jason DeMars

**Others/ Members absent**

Maggie Kiley

**Others Present**

Keith Johnson

Barb Grote

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

1.1 Roll Call

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

Abstentions: 0.

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

4.0 Approved December 11, 2017 Board Meeting Minutes. Minutes approved. First:

Matthew; Second: Jason Approved Yea: 6. Nay:0. Abstentions: 0.

5.0 Community Comment. No comments noted.

6.0 Reports

6.1 Director's Report. Reviewed Director's written report.

6.2 Finance Report

6.3 Enrollment Update. Current enrollment: 151.

6.4 Reviewed NEO Observation Form.

7.0 New Business

7.1 Approved FY18 contract with WestEd \$1,500/day (Cecelia Dodge) First: Jason;

Second: Paula Approved Yea: 7. Nay:0. Abstentions:0.

7.2 Accepted \$7,800 donation from Eagle Open Tournament. First: Matthew; Second:

Rich Approved Yea:7. Nay:0. Abstentions: 0.

7.3 Reviewed copier proposal and approved agreement with Marco @ \$308.98/month.

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

8.0 Old Business

8.1 Reviewed BOD working calendar. Established Election Committee: Carmen,

Sarah, Paula. Rich Bailey needs to complete two Board trainings by 6/30/18

8.2 Approved updated Receipt of Gift form (for Policy #706 Acceptance of Gifts).

First: Matthew; Second: Sarah Approved Yea: 7. Nay:0. Abstentions:0.

8.3 Approved World's Best Workforce Report. First: Jason; Second: Andrew Approved

Yea: 7. Nay:0. Abstentions:0.

8.4 Reviewed and accepted final 2016-2017 financial audit. First: Matthew; Second:

Paula Approved Yea: 7. Nay:0. Abstentions:0.

9.0 Other

9.1 Next Board of Directors meeting 3:30 pm, February 12th, 2018, Nerstrand

Elementary School.

10.0 Adjournment. Adjourned at 4:10 pm. First: Andrew; Second: Sarah Approved Yea: 7. Nay:0.

Abstentions: 0.

Signed \_\_\_\_\_

Chairperson of the Board

\_\_\_\_\_

Clerk of the Board

## February 2018, 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 got back from Wolf Ridge on 2/2/18 after a successful week! Thank you again to Morgan and Andrew for chaperoning this trip.

On 2/2/18 I chaperoned the 4th grade trip to Ramsey and Hill houses in St. Paul. The students were great, so engaged and curious about the houses and time period. Thank you to PTO for making this trip possible, as well as contributions to Wolf Ridge and our all school field trip.

On Monday, 2/5/18 Carmen started the game "Highway" in her PE classes. The entire school was buzzing with excitement. Thank you, Carmen!

Recorders are back in the music room this month.

On 2/9, our entire school went to the Children's Theater to see The Wiz. It was a wonderful production between CTC and Penumbra Theater.

During the week of 2/12 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 2/19 we will have a teacher workday.

### **Math and Tech Committees Update**

The Tech Committee recommended purchasing a mobile unit of Chromebooks (24) along with 6 per classroom at grades 2-5. The Chromebooks arrived and will be assigned to classrooms. The Prairie Team has requested 6 iPads for each of their rooms.

The Math Committee met on 2/8/18. Gretta, Paula, Andrew and Tara all taught multiple lessons in using one of the programs the committee is reviewing. We will meet again on 3/29/18 to review the second program.

### **Student Performance**

FAST assessments were completed this month.

### **Personnel Update**

We completed two new hires this month. Paraprofessional Gailyn Lamphere and Special Education Teacher Cassandra Quamme. Paraprofessional Susie Aldrich accepted another position in her new field. We wish Susie all the best and have enjoyed all the work she has done at our school.

Reading Corps is still trying to hire someone for Nerstrand.

### **5 Mile Radius Enrollment Update**

Rep. Brian Daniels expects that our bill will be one of the first to be brought up in the session beginning in February. I have no news on when this is scheduled at this time.

### **Harassment Report**

On 1/19/18 a harassment report was filed. In keeping with our policy #413, I notified the Board Chair immediately. An investigation into the matter was completed on 1/29/18. The report has now been closed.

### **Director Evaluation/Goals for 2017-2018**

***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 which has been submitted in a portfolio asks teachers to reflect on their leadership, their professional growth and exemplary teaching examples while at Nerstrand School. 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.

Also, as part of our monthly/bi monthly team meetings, curriculum concerns/practices are regularly discussed. Director Goals for 2017-2018 School year.

- ***Review our current math curriculum with a plan to purchase new curriculum by the end of the school year.***
- ***Create a Technology Committee to plan next steps in purchasing/implementing technology.***
- ***Ongoing review of Science Curriculum with MN State Standards.***
- ***Professional Development, using a book club model.***

Respectfully submitted,

Maggie Kiley

Nerstrand Elementary School  
 Board of Directors  
 February 12, 2018

Financial Overview:

	2017-2018 <u>Adopted Budget</u>	<u>1-31-18 YTD</u>	<u>Budget Outlook</u>
Enrollment (ADM's)	150		150
Total Revenues	1,588,700	810,987	1,615,515
Total Expenditures	<u>1,611,745</u>	<u>808,509</u>	<u>1,630,594</u>
Net Income	(23,045)	2,478	(15,078)
Audited 6-30-17 Fund Balance	599,148		599,148
Projected 6-30-18 Fund Balance	576,103		584,070
* as % of annual expenditures	<b>35.7%</b>		<b>35.82%</b>

2017-2018 Budget Summary

- Teacher Salary Schedule @ 94.5% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- Assumes enrollment at 150 students
- Budget Outlook includes 2% state basic formula increase in FY18
- Continues programs, staffing levels and spending priorities from last year
- Assumes continued REAP funding
- Main Budget Outlook updates
  - General entitlement amounts updated
  - Fees from Families updated for Wolf Ridge tuition and calendars
  - Donations updated for the Eagle Open donation this month
  - New line (account code) added for copier lease
  - Tech budget updated to include Chromebooks
- Technology points of interest:
  - E-rate for next year
  - \$3,966 internet/firewall/phones annual payment to #656
  - Lease + line maintenance payment to Jaguar, annual Chromebook mgmnt license
  - One time: wireless access points installed, new copier, gym projection system, Chromebooks/Tech Tubs
- Facility Maintenance Revenue, can be used for any purpose related to school. Phase in:
  - \$34 in FY17
  - \$85 in FY18
  - \$132 in FY19
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary  
2017-2018 Income Statement  
For the Period Ending 1/31/18

		2017-2018 Adopted Budget	1-31-18 YTD	2017-2018 Budget Outlook
Enrollment ADM		150		150
<b>Revenues</b>				
01 000 000 000 000 050	Fees from Families	8,000.00	15,596.00	16,000.00
01 000 000 000 000 092	Interest Income	2,800.00	2,360.31	2,800.00
01 000 000 000 000 096	Donations, Eagle Open	5,000.00	9,384.89	9,500.00
01 000 000 000 000 099	Miscellaneous Rev/Local Source	200.00	8.00	200.00
01 000 000 000 000 201	Endowment Aid	5,016.94	2,947.12	5,016.94
01 000 000 000 000 211	General Ed Aid	1,009,628.71	632,803.47	1,021,658.67
01 000 000 000 000 212	Literacy Aid	17,015.89	4,906.74	17,015.89
01 000 000 000 000 317	Facility Maintenance Revenue (\$34/PU)	12,750.00	2,521.19	12,750.00
01 000 000 000 348 300	Building Lease Aid	190,530.00	62,066.71	190,530.00
01 000 000 000 401 400	Title I	11,461.15	0.00	11,355.62
01 000 000 000 414 400	Title II	3,358.07	0.00	3,243.47
01 000 000 000 419 400	SpecEd-FedFlowThru	23,103.11	0.00	22,504.36
01 000 000 000 425 400	CEIS	4,035.12	0.00	3,802.00
01 000 000 000 514 500	REAP	20,769.00	11,378.00	22,756.00
01 000 000 000 000 071	Third Party Billing Revenue	2,250.00	0.00	2,250.00
01 000 000 000 740 360	Special Education Aid (94%)	261,681.85	64,796.41	263,032.48
		1,577,599.84	808,768.84	1,604,415.43
04 000 000 000 000 050	Comm Ed - Fees	8,500.00	2,218.25	8,500.00
04 000 000 000 000 649	Permanent Transfer from Fund 1	2,600.00	0.00	2,600.00
		11,100.00	2,218.25	11,100.00
	<b>Total Revenues</b>	1,588,699.84	810,987.09	1,615,515.43
<b>Expenses</b>				
01 005 010 000 000 366	Board - Wksp/Conf	900.00	95.00	900.00
01 005 010 000 000 820	Authorizer Fee	13,877.75	11,138.00	13,877.75
01 005 050 000 000 305	EdVisions Admin Staff	96,756.85	40,019.65	96,756.85
01 005 105 000 000 305	Payroll Srvc Fees, Employ Ads, Backgr Cks	18,000.00	8,651.79	18,000.00
01 005 107 000 000 305	Marketing	2,100.00	733.25	2,100.00
01 005 110 000 000 305	Business: Consult,Region V,Audit	67,660.00	39,510.26	67,660.00
01 005 110 000 000 320	Phone, Internet, Firewall	11,500.00	3,616.45	11,500.00
01 005 110 000 000 329	Postage	900.00	590.27	900.00
01 005 110 000 000 401	Business - Non-Inst Supp	100.00	130.20	200.00
01 005 110 000 000 820	Memberships-RegionV, MSBA, JMC, Next	7,500.00	5,515.34	7,500.00
01 005 720 000 000 390	Health Services-PdToMnSchool	2,371.85	359.86	2,371.85
01 005 810 000 000 330	Utilities + Garbage/Recycle	49,612.52	20,494.91	49,612.52
01 005 810 000 000 391	Maint Cost Share to Mn School	46,651.54	18,618.07	46,651.54
01 005 810 000 000 401	Oper/Maint - Non-Inst Supp	4,600.00	2,549.87	4,600.00
01 005 850 000 348 370	Facilities - Lease	211,700.00	109,479.70	211,700.00
01 005 940 000 000 340	Property/Liability Insurance	11,069.46	9,415.52	11,069.46
01 005 950 000 000 910	Permanent Transfer to Fund 04	2,600.00	0.00	2,600.00
01 010 201 000 000 394	EdVisions Kinder Staff	64,462.25	24,555.26	64,462.25
01 010 203 000 000 305	Elem Consulting, Tech Support	9,966.00	2,081.41	9,966.00
01 010 203 000 000 369	Field Trips, admissions, River Bend	10,000.00	4,469.50	10,000.00
01 010 203 000 000 370	Copier Lease (\$129.77/month)	0.00	0.00	648.85
01 010 203 000 000 394	EdVisions General Elem Staff, Curric write	389,789.88	178,579.39	389,789.88
01 010 203 000 000 401	Elem Ed - Non-Inst Supp	9,000.00	2,908.56	9,000.00
01 010 203 000 000 430	Elem Ed - Inst Supp	18,000.00	15,663.42	18,000.00
01 010 203 000 000 460	Textbooks/Workbooks/Instruct Software Pk	10,000.00	10,679.17	15,000.00

Nerstrand Elementary  
2017-2018 Income Statement  
For the Period Ending 1/31/18

		2017-2018 Adopted Budget	1-31-18 YTD	2017-2018 Budget Outlook
01 010 203 000 000 461	Elem Ed - Standardized Tests	2,522.50	3,142.50	3,200.00
01 010 203 000 000 555	Technology: Repair/replace, mobile learning	20,200.00	13,889.00	29,500.00
01 010 203 000 733 394	Field Trips - Transportation	3,000.00	1,045.94	3,500.00
01 010 203 150 000 394	EdVisions Teacher Subs	16,020.31	3,870.46	16,020.31
01 010 204 000 414 303	EdVisions F414 CSR	3,358.07	0.00	3,243.47
01 010 204 000 514 303	EdVisions REAP CSR	20,769.00	11,378.00	22,756.00
01 010 216 000 401 303	EdVisions Title I Staff	11,461.15	0.00	11,355.62
01 010 216 000 401 430	Title I homeless supplies	0.00	0.00	0.00
01 010 240 000 000 394	EdVisions PhysEd Staff (allocated at EOY)	30,126.03	20,114.92	30,126.03
01 010 240 000 000 430	PhysEd/Health - Inst Supp	1,000.00	0.00	1,000.00
01 010 258 000 000 394	EdVisions Music Staff	52,969.30	21,974.80	52,969.30
01 010 258 000 000 430	Music Supplies	1,500.00	419.40	1,500.00
01 010 420 000 419 303	Fed Sub Contracts under \$25k	14,500.00	9,684.03	10,000.00
01 010 420 150 419 307	Federal - SpEd Teacher Subs	0.00	3,956.71	5,500.00
01 010 420 000 419 366	SpEd - Prof Dev	4,934.36	282.48	3,934.36
01 010 420 000 419 401	SpEd Supplies	1,668.75	178.99	1,000.00
01 010 420 000 419 405	SpEd Forms Software	0.00	1,090.00	1,090.00
01 010 420 000 419 433	SpEd Materials	2,000.00	0.00	980.00
01 010 401 000 740 394	Speech Lang - Contract Fees	29,000.00	20,602.96	28,000.00
01 010 407 000 740 394	Contracted SpEd Teacher Consultant	0.00	346.70	1,000.00
01 010 407 000 740 396	EdVisions SpEd LD Staff - Salary	61,986.07	30,441.35	61,986.07
01 010 407 000 740 397	EdVisions SpEd LD Staff - Benefits	10,466.97	5,572.19	10,466.97
01 010 408 000 740 394	EBD - Contract Fees	600.00	0.00	600.00
01 010 408 000 740 396	EdVisions SpEd Staff - 1:1 wages	20,371.68	0.00	20,371.68
01 010 408 000 740 397	EdVisions SpEd Staff - 1:1 benefits	9,734.91	0.00	9,734.91
01 010 412 000 740 394	Contract SpEd Srvcs: ECSE	0.00	1,176.30	2,000.00
01 005 760 000 723 360	Summer ESY bus	0.00	1,236.84	1,236.84
01 010 420 000 372 305	Third Party Billing Fees	200.00	305.78	400.00
01 010 420 000 740 394	Contract SpEd Srvcs: Psych, PT, Dape,	25,000.00	12,146.00	23,000.00
01 010 420 000 740 396	EdVisions SpEd Staff - Salary	84,723.84	69,143.61	84,723.84
01 010 420 000 740 397	EdVisions SpEd Staff - Benefits	36,695.09	20,928.55	36,695.09
01 010 420 000 740 433	GenSpecEd-IndividInstrSupplies	2,000.00	1,312.86	2,000.00
01 010 422 000 425 303	EdVisions CEIS Staff	3,784.08	0.00	3,802.00
01 010 605 000 000 394	EdVisions Program Support Staff	62,034.37	26,720.34	62,034.37
01 010 640 000 000 366	StaffDev-Conferences	8,900.00	5,214.33	8,900.00
		<u>1,600,644.58</u>	<u>796,029.89</u>	<u>1,619,493.81</u>
04 005 570 000 000 320	Regal Eagles Phone	150.00	187.29	200.00
04 005 570 000 000 394	Regal Eagle Staff (allocated at EOY)	10,000.00	11,996.46	10,000.00
04 005 570 000 000 401	Comm Ed - Non-Inst Supp	950.00	295.45	900.00
		<u>11,100.00</u>	<u>12,479.20</u>	<u>11,100.00</u>
	Total Expenses	<u>1,611,744.58</u>	<u>808,509.09</u>	<u>1,630,593.81</u>
	Net Income	<u>(23,044.74)</u>	<u>2,478.00</u>	<u>(15,078.38)</u>

Audited 6-30-17 Fund Balance

599,148

Projected EOY Fund Balance	584,070
% of annual expenditures	35.82%



# Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201807 To: 201807

Account		Fin		Sub		Starting Balance		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code Class	Class	Balance	Debits	Credits	Balance	
4055	B 01 101 000	B	100	Cash & Cash Equiv	B	100 00	85,156.60	0.00	0.00	85,156.60	
4055	B 01 101 002	B	100	Liquid Asset Account	B	100 00	553,467.15	132,120.61	534,398.93	151,188.83	
4055	B 01 101 003	B	100	Lake Country Community Ba	B	100 00	(8,586.37)	11,246.45	279.68	2,380.40	
4055	B 01 104 000	B	100	Investments	B	100 00	0.00	400,000.00	0.00	400,000.00	
4055	B 01 115 001	B	100	Payroll Data (Ed Visions)	B	100 00	0.13	0.00	0.00	0.13	
4055	B 01 206 000	B	200	Other Accts Payable	B	200 00	0.00	40,227.24	40,227.24	0.00	
4055	B 01 422 000	B	400	Unassigned Fund Balance	B	400 00	(599,147.01)	0.00	0.00	(599,147.01)	
4055	B 04 101 000	B	100	LAF - Cash & Cash Equiv	B	100 00	(43,928.38)	0.00	2,510.82	(46,439.20)	
4055	B 04 101 002	B	100	Cash & Cash Equiv	B	100 00	(526.81)	0.00	187.29	(714.10)	
4055	B 04 101 003	B	100	LCCB Cash & Cash Equiv	B	100 00	36,096.85	795.50	0.00	36,892.35	
4055	B 04 206 000	B	200	Other Accts Payable	B	200 00	0.00	187.29	187.29	0.00	
4055	B 98 143 000	B	100	Equipment	B	100 00	76,549.69	0.00	0.00	76,549.69	
4055	B 98 430 000	B	400	Invest. Fixed Assets	B	400 00	(76,549.69)	0.00	0.00	(76,549.69)	
Report Total:							\$22,532.16	\$584,577.09	\$577,791.25	\$29,318.00	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014089	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND Utility Services	1/4/2018	Check
		PO#: 5557	Voucher #: 1/4/18	Invoice No: 1/4/18			Paid Amt: \$528.78
							Check Amount: \$528.78
4055	LAF	1312014090	1344	E 01 005 110 000 000 305	CLIFTONLARSONALLEN LLP Consult/Fees For Svc	1/4/2018	Check
		PO#: 5560	Voucher #: 1692940	Invoice No: 1692940			Paid Amt: \$1,850.00
							Check Amount: \$1,850.00
4055	LAF	1312014091	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE Utility Services	1/4/2018	Check
		PO#: 5563	Voucher #: Act#3964	Invoice No: Act#3964			Paid Amt: \$257.78
							Check Amount: \$257.78
4055	LAF	1312014092	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY \$85/hr	1/4/2018	Check
		PO#: 5564	Voucher #: December	Invoice No: December			Paid Amt: \$1,020.00
							Check Amount: \$1,020.00
4055	LAF	1312014093	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES \$99/hr	1/4/2018	Check
		PO#: 5565	Voucher #: 1369	Invoice No: 1369			Paid Amt: \$1,064.25
							Check Amount: \$1,064.25
4055	LAF	1312014094	1064	E 01 010 203 000 000 401	QUILL CORPORATION tissue	1/4/2018	Check
		PO#: 5558	Voucher #: 3348996	Invoice No: 3348996			Paid Amt: \$98.98
							Check Amount: \$98.98
4055	LAF	1312014095	1367	E 01 010 203 000 000 305	SEAN HAYFORD OLEARY DESIGN, LLC Elem non-student Consulting	1/4/2018	Check
		PO#: 5561	Voucher #: 920	Invoice No: 920			Paid Amt: \$225.00
							Check Amount: \$225.00
4055	LAF	1312014096	1009	E 01 010 203 000 000 401	SUPREME SCHOOL SUPPLY CO visitor labels	1/4/2018	Check
		PO#: 5559	Voucher #: 76731	Invoice No: 76731			Paid Amt: \$63.70
							Check Amount: \$63.70
4055	LAF	1312014097	1017	E 01 005 810 000 000 330	XCEL ENERGY Utility Services	1/4/2018	Check
		PO#: 5562	Voucher #: Act#51-6189166-3	Invoice No: Act#51-6189166-3			Paid Amt: \$1,198.55
							Check Amount: \$1,198.55

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014098	1006		CITY OF NERSTRAND		Check
			E 01	005 810 000 000 330	Utility Services		
						1/10/2018	
		PO#:	Voucher #:	5566	Invoice No: Nerstrand		Paid Amt: \$290.60
							Check Amount: \$290.60
4055	LAF	1312014099	1023		COMMUNITY CO-OP OIL ASSN		Check
			E 01	005 810 000 000 330	Utility Services		
						1/10/2018	
		PO#:	Voucher #:	5567	Invoice No: Act#632625		Paid Amt: \$929.41
							Check Amount: \$929.41
4055	LAF	1312014100	1571		COMPVIEW INC.		Check
			E 01	010 203 000 000 555	DALITE Gym Screen		
						1/10/2018	
		PO#:	Voucher #:	5573	Invoice No: 0251599-N		Paid Amt: \$2,454.54
							Check Amount: \$2,454.54
4055	LAF	1312014101	1571		COMPVIEW INC.		Check
			E 01	010 203 000 000 555	Gym Projector & cables		
						1/10/2018	
		PO#:	Voucher #:	5574	Invoice No: 0251527-IN		Paid Amt: \$1,978.46
							Check Amount: \$1,978.46
4055	LAF	1312014102	1027		DELTA EDUCATION		Check
			E 01	010 203 000 000 430	owl pellets		
						1/10/2018	
		PO#:	Voucher #:	5571	Invoice No: 202501506420		Paid Amt: \$68.07
							Check Amount: \$68.07
4055	LAF	1312014103	1485		GROTH MUSIC		Check
			E 01	010 258 000 000 430	Boomwacker diatonic set		
						1/10/2018	
		PO#:	Voucher #:	5568	Invoice No: 2699033		Paid Amt: \$19.95
							Check Amount: \$19.95
4055	LAF	1312014104	1002		KEITH JOHNSON		Check
			E 04	005 570 000 000 320	Regal Eagles tracophone reimburse		
						1/10/2018	
		PO#:	Voucher #:	5572	Invoice No: 1/10/18		Paid Amt: \$187.29
							Check Amount: \$187.29
4055	LAF	1312014105	1545		KEYSTONE INTERPRETING SOLUTIONS, INC		Check
			E 01	010 203 000 000 305	Elem non-student Consulting		
						1/10/2018	
		PO#:	Voucher #:	5569	Invoice No: 10180		Paid Amt: \$357.60
							Check Amount: \$357.60
4055	LAF	1312014106	1173		MARCO TECHNOLOGIES LLC		Check
			E 01	010 203 000 000 430	copies		
						1/10/2018	
		PO#:	Voucher #:	5570	Invoice No: INV4876168		Paid Amt: \$476.33
							Check Amount: \$476.33
4055	LAF	1312014107	1005		REGION V COMPUTER SERVICES		Check
			E 01	005 110 000 000 820	Qtrly		
						1/10/2018	
		PO#:	Voucher #:	5571	Invoice No: INV4876168		Paid Amt: \$875.00
							Check Amount: \$875.00

# Nerstrand Charter School #4055

## Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014107	1005	E 01	005 110 000 000 305		Check
					(3) bank recs		
		PO#:	Voucher #:	5575	Invoice	1/10/2018	Paid Amt: \$1,037.50
					Invoice No: 11689		Check Amount: \$1,037.50
4055	LAF	1312014108	1133	E 01	005 850 000 348 370		Check
					Dec lease		
					Dec custodial		
					Dec health		
		PO#:	Voucher #:	5578	Invoice	1/18/2018	Paid Amt: \$21,741.10
					Invoice No: 36405		Check Amount: \$21,741.10
4055	LAF	1312014109	1555	E 01	010 401 000 740 394		Check
					\$90/hr		
		PO#:	Voucher #:	5579	Invoice	1/18/2018	Paid Amt: \$2,385.00
					Invoice No: 1/5/18 - 1/12/18		Check Amount: \$2,385.00
4055	LAF	1312014110	1572	E 01	010 203 000 000 430		Check
					projector		
		PO#:	Voucher #:	5583	Invoice	1/18/2018	Paid Amt: \$74.80
					Invoice No: 1/18/18		Check Amount: \$74.80
4055	LAF	1312014111	1064	E 01	010 203 000 000 401		Check
					Sup/Mat Non-Inst.		
		PO#:	Voucher #:	5581	Invoice	1/18/2018	Paid Amt: \$11.99
					Invoice No: 3748118		Check Amount: \$11.99
4055	LAF	1312014112	1064	E 01	010 203 000 000 430		Check
					paper		
		PO#:	Voucher #:	5582	Invoice	1/18/2018	Paid Amt: \$323.18
					Invoice No: 3751188		Check Amount: \$323.18
4055	LAF	1312014113	1373	E 01	010 203 000 000 430		Check
					Sup/Mat N-Indiv Inst		
		PO#:	Voucher #:	5577	Invoice	1/18/2018	Paid Amt: \$77.78
					Invoice No: 16373512		Check Amount: \$77.78
4055	LAF	1312014114	1131	E 01	010 203 000 000 430		Check
					colored pencils		
		PO#:	Voucher #:	5580	Invoice	1/18/2018	Paid Amt: \$50.70
					Invoice No: 208119779288		Check Amount: \$50.70
4055	LAF	1312014115	1336	E 01	005 110 000 000 320		Check
					Phone		
		PO#:	Voucher #:	5576	Invoice	1/18/2018	Paid Amt: \$119.13
					Invoice No: Ac#507-334-9656		Check Amount: \$119.13

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014116	1264		HILLYARD / HUTCHINSON		Check	
			E 01	005 810 000 000 401	cleaning supplies, paper	\$844.78		
<b>PO#:</b>		<b>Voucher #:</b>	<b>5586</b>	<b>Invoice No:</b>	<b>602848919</b>	<b>1/25/2018</b>	<b>Paid Amt: \$844.78</b>	
							<b>Check Amount: \$844.78</b>	
4055	LAF	1312014117	1561		STUDENT-CENTERED SERVICES, LLC		Check	
			E 01	010 412 000 740 394	12/17 - 1/20/18 \$90/hr	\$390.60		
<b>PO#:</b>		<b>Voucher #:</b>	<b>5584</b>	<b>Invoice No:</b>	<b>12/17 - 1/20/18</b>	<b>1/25/2018</b>	<b>Paid Amt: \$390.60</b>	
							<b>Check Amount: \$390.60</b>	
4055	LAF	1312014118	1524		THE MUSIC MART		Check	
			E 01	010 258 000 000 430	Music Sup/Mat N-Indiv Inst	\$9.00		
<b>PO#:</b>		<b>Voucher #:</b>	<b>5585</b>	<b>Invoice No:</b>	<b>984845</b>	<b>1/25/2018</b>	<b>Paid Amt: \$9.00</b>	
							<b>Check Amount: \$9.00</b>	
							<b>Report Total:</b>	<b>\$40,134.85</b>

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

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

7/1/17 Beginning Balance

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

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

**Nerstrand Elementary School Policy 527**  
**Independent Charter School District #4055**  
*Adopted:*

**527 SOCIAL MEDIA POLICY**

**I. PURPOSE**

The purpose of this Social Media Policy is to: 1) act as a guide for Nerstrand Elementary Charter School (Nerstrand School), its director, school employees, students, school board members, and parents and give guidelines regarding use of Social Media and to protect our interests, including but not limited to, the privacy of our employees and confidentiality regarding our educational purpose, plans, students, staff and families and 2) these guidelines will help parents, students, employees make respectful and appropriate decisions about school related interactions with people on the Internet. Social Media are websites or applications that allow information and content to be shared electronically. Social networking sites like Facebook, Twitter or YouTube foster communication and networking online. Users can share information, personal messages, photos, and other ideas electronically.

**II. GENERAL STATEMENT OF POLICY**

At Nerstrand Elementary School we know that online social platforms, including blogs, wikis, message boards, video and photo sharing websites, and social networking services, are constantly transforming the way we interact. We also recognize the importance of the Internet in shaping the public view of our school. Nerstrand Elementary School is committed to supporting the rights of individuals to interact responsibly and knowledgeably on the Internet through blogging and interaction in social media. We want our stakeholders to share and learn from others to build a valuable online community.

Any activity in or outside of school that affects one's performance, the performance of others at the school or the school's educational interests are a proper focus for this Social Media Policy. School related social media activity is visible to the school as well as current and potential employees and families. The school reserves the right to direct its members to avoid certain subjects and remove inappropriate comments and posts. Our internal policies remain in effect in our workplace.

## Nerstrand Board of Directors Work Calendar

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



February: Assemble Budget Committee  
Ensure notification for BOD elections is made public 30 days prior  
Review Policy #

March: Continue budget meetings  
Publish/post for interest in BOD open positions  
Approve School Calendar for next year  
Review Policy #

April: Continue budget meetings - preliminary budget for next year  
Announce 30-day notice for BOD election  
Review Policy #

May: Review preliminary Proposed Budget for next year  
Review staff working agreements for presentation in May-June  
Discuss/hold BOD election  
BOD chair completes check list of board trainings attendance  
Review Policy #

June: Approve revised current year budget (if necessary)  
Approve next year's budget (if not already approved)  
Approve annual banking resolutions  
Approve designated use of REAP funds  
Approve next year Service Contracts  
Approve designations of required roles for next year  
Certify BOD election results  
Election of Officers for next year (Board Chair, Board Secretary/Clerk)  
Approve next year's Board Meeting Schedule  
Review Policy #  
Evaluation of Director