

Nerstrand Elementary School
Board of Directors Meeting
March 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 February 11, 2019 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
 - 6.1 Director Report
 - a) Student performance item
 - b) Director evaluation item
 - 6.2 Enrollment Update
 - 6.3 Finance Report
 - a) Monthly financials
 - b) Budget Committee update
- 7.0 New Business
 - 7.1 Review: Non-salaried Staff Leave Policy #410.2
 - 7.2 Discuss snow days and e-learning
- 8.0 Old Business
 - 8.1 Review BOD working calendar
 - 8.2
- 9.0 Other
 - 9.1 Next Board of Directors meeting April 8, 2019, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Minutes accepted and approved on: _____

Nerstrand Elementary School
Board of Directors Meeting Minutes
February 11th, 2019

Members present

Andrew Lubinski

Morgan Welborn

Matthew Keseley

Paula Shroyer

Rich Bailey (arrived at 3:35)

Others/ Members absent

Alicia Wasilowski

Sarah Stensrud

Others Present

Keith Johnson

Maggie Kiley

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

1.1 Roll Call

2.0 Approve Agenda. Added 7.2 in New Business. Approved. First: Paula; Second: Morgan
Approved Yea: 4. Nay:0. Abstentions: 0.

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

4.0 Approved January 14th, 2019 Board Meeting Minutes. First: Morgan; Second: Paula
Approved Yea: 4. Nay:0. Abstentions: 0.

5.0 Community Comment. No comments noted.

6.0 Reports

6.1 Director's Report. Reviewed aReading and aMath standardized test scores
for Winter.

6.2 Finance Report

6.3 Enrollment Update. Current enrollment: 147.

7.0 New Business

7.1 Approved 2017 IRS Form 990 Tax Return. First: Morgan; Second: Paula Approved

Yea: 5. Nay:0. Abstentions: 0.

7.2 Discussed snow day/e-learning Policy. Tabled discussion for later date. Will

implement e-learning days for next school year.

8.0 Old Business

8.1 Reviewed BOD working calendar.

8.2 Assembled Budget Committee. Members include: Rich Bailey, Paula Shroyer,
and Matthew Keseley.

8.3 Reviewed on-boarding document and no changes needed at this time.

8.4 Second read of Bylaws. Reviewed and approved amended Bylaws. First:

Paula; Second: Rich Yea: 5. Nay:0. Abstentions: 0.

9.0 Other

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

10.0 Adjournment. Adjourned at 4:10 pm. First: Andrew; Second: Morgan Approved Yea: 5.

Nay:0. Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

March 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.

March Highlights

The Sock Hop has been rescheduled for 3/29.

The 5th graders have been creating powerpoints about their Wolf Ridge trip. They are sharing them in Homerooms.

In the music room, work has begun in composing the song for this year's Community Celebration nominee, Betty Redfield. Also, the Savannah have begun their recorder unit.

Report Cards went home on March 8th.

I attended the EdVisions Conversation Day on March 8th.

On March 15th, musician Ken Longquist will be performing for our students. Ken has a long history with Nerstrand School.

Spring break will be the week of March 18th.

The school is moving into MCA testing season. Peggy Isaacson and I are working on finalizing the schedule. Peggy has implemented all the test groups, and we will be using chromebooks to test students. Thank you to Peggy for all of her work on the NAEP (March 8th) and preparing for MCAs.

Personnel Update

We have no personnel changes at this time.

Parent Survey

Our annual parent survey has been sent out. We will continue to encourage our families to complete the survey.

Student Performance Results

We will look at the Group Growth Report for aReading and aMath in Fastbridge.

Director Evaluation/Goals for 2018-2019

Domain 5: School Climate. The school leader ensures that faculty, staff, students, parents and the community perceive the school environment as safe and orderly. Over the last 4 years our staff has put effort and resources into the overall climate of our school. Through continued professional development on Responsive Classroom, sharing information in staff meetings and our special education retreat. As a staff we have decided to incorporate Social/Emotional curriculum into all of our classrooms. In the fall of 2019 we will begin using the secondSTEP curriculum K-5. I am excited about this curriculum because it also includes assistance with all school meetings and weekly announcements around the themes.

Domain 5: School Climate. The school leader is recognized as the leader of the school who continually improves his or her professional practice. As part of my own professional development I will be attending a leadership conference at Southeast Service Cooperative on 4/16. In this seminar, “participants will examine both internal components of character, and operational components of wisdom.”

I am also planning on attending the Hamline Literacy Institute this summer in St. Paul.

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

Group Growth Report: aMath

START:
2018-2019 : Fall

END:
2018-2019 : Winter

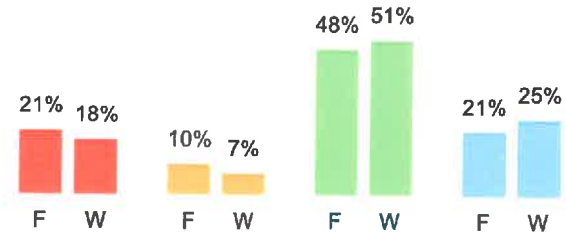
GROWTH %ILES:
Growth by All

COLOR CODING:
Norms

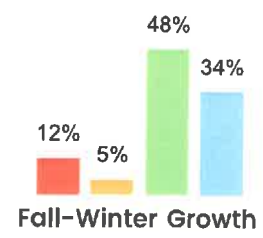
GROWTH:
Monthly

END OF YEAR GOAL:
Next Highest

Scores Of All Students In Group
By Normative Categories: ?



Growth Of All Students In Group
By Normative Categories: ?



School Name	Fall Median %ile	Winter Median %ile	Predicted %ile	End of year Median Goal %ile	Benchmark %ile
Nerstrand Elementary	51	59	77	68	40
Average	51.00	58.50	76.50	68.00	40.00
Median	51.00	58.50	76.50	68.00	40.00
Standard Deviation	0.00	0.00	0.00	0.00	0.00
Min	51.00	58.50	76.50	68.00	40.00
Max	51.00	58.50	76.50	68.00	40.00

■ 0-19.99 %ile
 ■ 20-29.99 %ile
 ■ 30-84.99 %ile
 ■ 85 %ile and Above
 n/a student assessed outside the screening window

National norms are based on the aggregated data from FAST users. They do not necessarily conform to the demographic distribution in the census. There is a standard error rate for all scores which varies by measure. See the knowledge base for more information.

Group Growth Report: aReading

START:
2018-2019 : Fall

END:
2018-2019 : Winter

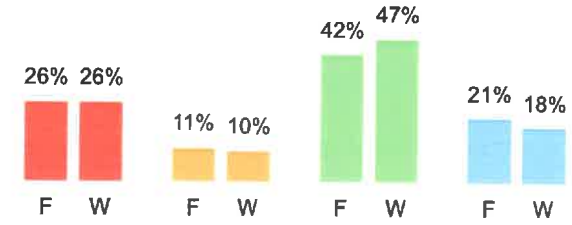
GROWTH %ILES:
Growth by All

COLOR CODING:
Norms

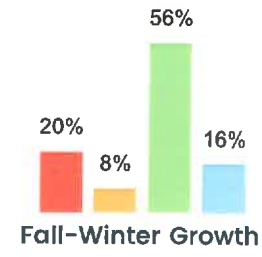
GROWTH:
Monthly

END OF YEAR GOAL:
Next Highest

Scores Of All Students In Group
By Normative Categories: ?



Growth Of All Students In Group
By Normative Categories: ?



School Name	End of year Median		Predicted %ile	Goal %ile	Benchmark %ile
	Fall Median %ile	Winter Median %ile			
Nerstrand Elementary	48	43	61	69	40
Average	48.00	43.00	61.00	69.00	40.00
Median	48.00	43.00	61.00	69.00	40.00
Standard Deviation	0.00	0.00	0.00	0.00	0.00
Min	48.00	43.00	61.00	69.00	40.00
Max	48.00	43.00	61.00	69.00	40.00

■ 0-19.99 %ile
 ■ 20-29.99 %ile
 ■ 30-84.99 %ile
 ■ 85 %ile and Above
 n/a student assessed outside the screening window

National norms are based on the aggregated data from FAST users. They do not necessarily conform to the demographic distribution in the census. There is a standard error rate for all scores which varies by measure. See the knowledge base for more information.

Financial Overview:

	<u>2018-2019 Adopted Budget</u>	<u>2-28-19 YTD</u>	<u>Working Bud/ Outlook</u>
Enrollment (ADM's)	150		148
Fund 01 Revenues	1,701,168	1,017,720	1,821,916
Fund 01 Expenditures	<u>1,698,477</u>	<u>1,081,229</u>	<u>1,812,982</u>
Net Fund 01 Income	2,691	(63,509)	8,934
Audited 6-30-18 Fund 01 Balance			565,989
Projected 6-30-19 Fund 01 Balance			574,923
* % of annual Fund 01 expenditures			31.7%

2018-2019 Income Statement/Working Budget Outlook

- Assumes continued enrollment at 148
- 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 2/28/19

2018-2019 Adopted Budget	2-28-19 YTD	2019 Working Budget/Outlook
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Fd Org Pro Fin Obj/Src Crs

Enrollment ADM

150

148

Fund 1 Revenues

01 000 000 000 050 000	LOCAL: Fees from Families	8,000.00	14,530.52	14,600.00
01 000 000 000 092 000	LOCAL: Interest Income	6,000.00	3,502.69	7,500.00
01 000 000 000 096 000	LOCAL: Donations, Eagle Open	6,000.00	11,007.07	11,250.00
01 000 000 000 099 000	LOCAL: Miscellaneous Revenue	25.00	0.82	25.00
01 000 000 000 071 000	LOCAL: Third Party Billing Revenue	400.00	225.55	400.00
01 000 000 740 360 000	STATE: Spec Ed Aid (was 94%-now 93%)	310,286.07	137,745.03	413,834.23
01 000 000 000 201 000	STATE: Endowment Aid	5,903.43	2,991.81	5,903.43
01 000 000 000 211 000	STATE: GenEd Aid (per WhatIf) -2% in '20	1,066,931.91	750,067.97	992,329.19
01 000 000 000 211 000	STATE: Compensatory Rev (10/1/17 incr.)			57,028.66
01 000 000 000 211 000	STATE: EL			14,080.00
01 000 000 000 212 000	STATE: Literacy Aid	17,455.87	7,949.95	17,455.87
01 000 000 000 317 000	STATE: Facility Maintenance Revenue	19,404.00	9,142.32	19,404.00
01 000 000 348 300 000	STATE: Building Lease Aid	197,100.00	69,426.47	194,472.00
01 000 000 401 400 000	FED: Title I	11,355.62	0.00	20,632.52
01 000 000 414 400 000	FED: Title II	3,243.47	0.00	4,082.94
01 000 000 419 400 000	FED: Spec Ed-FedFlowThru	22,504.36	0.00	23,004.36
01 000 000 425 400 000	FED: CEIS	3,802.00	0.00	3,652.68
01 000 000 514 500 000	FED: REAP	22,756.00	11,130.00	22,261.00
TOTAL FUND 01 REVENUE		1,701,167.73	1,017,720.20	1,821,915.88

Fund 1 Expenditures

Payroll and benefits:

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
Total payroll changes over prior year	32,724.00	32,724.00

Fd Org Pro Fin Obj/Src Crs

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	51,153.48	96,258.00
01 005 105 000 305 000	Payroll Svc Fees, Employ Ads, Backgr Cks	20,934.00	12,530.86	20,934.00
01 005 107 000 305 000	Marketing	1,500.00	269.00	1,500.00
01 005 110 000 305 000	Business: RegionV, Audit, Legal, Consult	71,400.00	42,076.00	71,400.00
01 005 110 000 320 000	Phone, Internet, Firewall	9,500.00	1,882.26	5,500.00
01 005 110 000 329 000	Postage	1,400.00	608.00	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	RegV, MSBA, JMC, SEMNET/e-rate	7,500.00	6,990.47	7,500.00
01 005 720 000 390 000	Health Services - paid to ISD #656	3,000.00	127.39	3,000.00
01 005 810 000 330 000	Utilities + Garbage/Recycle	41,593.15	34,215.63	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	127,750.00	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	31,563.37	59,451.00
01 010 203 000 305 000	Tech Support, Video, Interpreting	9,000.00	2,953.94	7,000.00
01 010 203 000 369 000	Field Trips, Admissions, River Bend	12,000.00	10,805.00	12,000.00
01 010 203 000 370 000	Copier Lease (\$129.77/month)	1,557.24	1,038.16	1,557.24
01 010 203 000 394 000	EdVisions General Staff/Title I	441,079.00	224,678.31	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	2,741.88	9,000.00
01 010 203 000 430 000	Elem Ed - Instructional Supplies	18,000.00	17,083.81	20,000.00
01 010 203 000 460 000	Textbooks/Workbooks/InstructSoftwarePkg:	16,000.00	2,529.00	5,000.00

Nerstrand Elementary
2018-2019 Income Statement
For the Period Ending 2/28/19

						2018-2019 Adopted Budget	2-28-19 YTD	2019 Working Budget/Outlook
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	5,244.34	17,000.00				
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	26,175.47	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	27,363.63	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	59,315.00	70,000.00				
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	36,349.52	61,986.07				
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	6,647.82	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	28,328.63	45,000.00				
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	0.00	7,262.73	11,000.00				
01 010 412 740 394 000	Dev Delay - Contract Fees	0.00	14,498.73	18,000.00				
01 010 420 740 394 000	SpEd Contracted Srvc: Psych, PT, Dape,	23,000.00	36,309.75	40,000.00				
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	100,159.84	132,000.00				
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	22,967.34	46,430.00				
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	2,527.80	3,000.00				
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	36,455.45	63,450.00				
01 010 204 414 366 000	Professional Development - Title II	3,243.47	0.00	4,082.94				
01 010 640 000 366 000	Professional Development - General	8,900.00	5,052.81	6,000.00				
TOTAL FUND 01 EXPENSES						1,698,476.72	1,081,228.93	1,812,981.64

Net Fund 01 Income 2,691.00 (63,508.73) 8,934.24

Beginning of Year Fund 1 Balance 565,989

End of Year Fund 1 Balance 574,923

% of annual expenditures 31.71%

Fd Org Pro Fin Obj/Src Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	3,086.55	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	3,086.55	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	6,462.49	11,500.00	
04 005 570 000 401 000	Regal Eagles Supplies	500.00	187.31	500.00	
		12,200.00	6,759.67	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: 201908 To: 201908

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	78,325.41	0.00	0.00	78,325.41	
4055	B 01 101 002	B	100	Liquid Asset Account	B	100 00	260,434.76	136,831.69	164,900.42	232,366.03	
4055	B 01 101 003	B	100	Lake Country Community Ba	B	100 00	(4,447.00)	845.96	4,609.78	(8,210.82)	
4055	B 01 104 000	B	100	Investments	B	100 00	200,000.00	0.00	0.00	200,000.00	
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	60,916.36	60,916.36	0.00	
4055	B 01 422 000	B	400	Unassigned Fund Balance	B	400 00	(565,989.48)	0.00	0.00	(565,989.48)	
4055	B 04 101 000	B	100	LAF - Cash & Cash Equiv	B	100 00	(50,862.19)	0.00	1,194.12	(52,056.31)	
4055	B 04 101 002	B	100	Cash & Cash Equiv	B	100 00	5,829.84	0.00	0.00	5,829.84	
4055	B 04 101 003	B	100	LCCB Cash & Cash Equiv	B	100 00	42,144.22	519.00	109.87	42,553.35	
4055	B 04 206 000	B	200	Other Accts Payable	B	200 00	0.00	109.87	109.87	0.00	
4055	B 98 143 000	B	100	Equipment	B	100 00	121,226.67	0.00	0.00	121,226.67	
4055	B 98 430 000	B	400	Invest. Fixed Assets	B	400 00	(121,226.67)	0.00	0.00	(121,226.67)	
Report Total:							(\$34,564.31)	\$199,222.88	\$231,840.42	(\$67,181.85)	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	LAF	1312014524	1555	E 01 010 401 000 740 394	KRISTIN FISCHER		Check	
				6077 Invoice	To Non-Ed Agency	2/13/2019	Paid Amt:	\$5,197.50
							Check Amount:	\$5,197.50
4055	LAF	1312014525	1367	E 01 010 203 000 000 305	SEAN HAYFORD OLEARY DESIGN, LLC		Check	
				6078 Invoice	Elem non-student Consulting	2/13/2019	Paid Amt:	\$135.00
							Check Amount:	\$135.00
4055	LAF	1312014526	1417	E 01 005 107 000 000 305	APG MEDIA OF SO MINNESOTA, LLC (S)		Check	
				6082 Invoice	Open enrollment	2/14/2019	Paid Amt:	\$269.00
							Check Amount:	\$269.00
4055	LAF	1312014527	1603	E 01 010 203 000 000 401	BOOK CITY		Check	
				6092 Invoice	Sup/Mat Non-Inst.	2/14/2019	Paid Amt:	\$12.10
							Check Amount:	\$12.10
4055	LAF	1312014528	1315	E 01 005 110 000 000 305	BOOTH LAW GROUP LLC		Check	
				6081 Invoice	Consult/Fees For Svc	2/14/2019	Paid Amt:	\$53.00
							Check Amount:	\$53.00
4055	LAF	1312014529	1023	E 01 005 810 000 000 330	COMMUNITY CO-OP OIL ASSN		Check	
				6085 Invoice	Utility Services	2/14/2019	Paid Amt:	\$2,236.96
							Check Amount:	\$2,236.96
4055	LAF	1312014530	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE		Check	
				6088 Invoice	Utility Services	2/14/2019	Paid Amt:	\$272.78
							Check Amount:	\$272.78
4055	LAF	1312014531	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656		Check	
				6079 Invoice	Jan Lease	2/14/2019	Paid Amt:	\$18,250.00
								\$19.98
								\$1.75
							Check Amount:	\$18,271.73
4055	LAF	1312014532	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS		Check	
				6086 Invoice	Phone	2/14/2019	Paid Amt:	\$119.50
							Check Amount:	\$119.50

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	LAF	1312014533	1555	E 01 010 401 000 740 394	KRISTIN FISCHER	1/28 - 2/7/19 \$90/hr	Check	\$4,410.00
		PO#: Voucher #:	6080	Invoice	Invoice No: 2/10/19	2/14/2019	Paid Amt:	\$4,410.00
							Check Amount:	\$4,410.00
4055	LAF	1312014534	1574	E 01 010 203 000 000 370	MARCO	Copier Lease	Check	\$129.77
				E 01 010 203 000 000 430		copies		\$179.21
				E 01 005 110 000 000 329		Postage & Parcel Svc		\$13.50
		PO#: Voucher #:	6094	Invoice	Invoice No: 24217811	2/14/2019	Paid Amt:	\$322.48
							Check Amount:	\$322.48
4055	LAF	1312014535	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY	January 2019 \$85/hr	Check	\$2,592.50
		PO#: Voucher #:	6083	Invoice	Invoice No: January 2019	2/14/2019	Paid Amt:	\$2,592.50
							Check Amount:	\$2,592.50
4055	LAF	1312014536	1433	E 01 010 203 000 000 430	MYBINDING.COM	lam film	Check	\$250.76
		PO#: Voucher #:	6095	Invoice	Invoice No: 225117	2/14/2019	Paid Amt:	\$250.76
							Check Amount:	\$250.76
4055	LAF	1312014537	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES	1/3 - 1/26/19 \$99/hr	Check	\$3,291.75
		PO#: Voucher #:	6089	Invoice	Invoice No: 1573	2/14/2019	Paid Amt:	\$3,291.75
							Check Amount:	\$3,291.75
4055	LAF	1312014538	1224	E 01 010 420 000 740 433	PRO-ED, INC	SpEd Early Reading Test	Check	\$433.40
		PO#: Voucher #:	6093	Invoice	Invoice No: 2756358	2/14/2019	Paid Amt:	\$433.40
							Check Amount:	\$433.40
4055	LAF	1312014539	1064	E 01 010 203 000 000 430	QUILL CORPORATION	tape	Check	\$40.98
		PO#: Voucher #:	6091	Invoice	Invoice No: 4588866	2/14/2019	Paid Amt:	\$40.98
							Check Amount:	\$40.98
4055	LAF	1312014540	1064	E 01 010 203 000 000 430	QUILL CORPORATION	toner	Check	\$98.99
		PO#: Voucher #:	6096	Invoice	Invoice No: 4844470	2/14/2019	Paid Amt:	\$98.99
							Check Amount:	\$98.99
4055	LAF	1312014541	1561	E 01 010 412 000 740 394	STUDENT-CENTERED SERVICES, LLC	1/6 - 1/19/19 \$90/hr	Check	\$1,998.39
		PO#: Voucher #:	6084	Invoice	Invoice No: 1050	2/14/2019	Paid Amt:	\$1,998.39
							Check Amount:	\$1,998.39

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014542	1536	E 01 010 203 000 000 369	WOLF RIDGE		Check
				6087 Invoice	Wolf Ridge		
						2/14/2019	
							\$6,465.50
							Paid Amt: \$6,465.50
							Check Amount: \$6,465.50
4055	LAF	1312014543	1017	E 01 005 810 000 000 330	XCEL ENERGY		Check
				6090 Invoice	Utility Services		
						2/14/2019	
							\$1,206.68
							Paid Amt: \$1,206.68
							Check Amount: \$1,206.68
4055	LAF	1312014544	1354	E 01 005 110 000 000 305	STATE OF MINNESOTA		Check
				6097 Invoice	Annual non-profit renewal		
						2/14/2019	
							\$25.00
							Paid Amt: \$25.00
							Check Amount: \$25.00
4055	LAF	1312014545	1428	E 01 010 203 000 000 401	ANDREW LUBINSKI		Check
				6098 Invoice	Wolf Ridge supplies		
						2/18/2019	
							\$80.39
							Paid Amt: \$80.39
							Check Amount: \$80.39
4055	LAF	1312014546	1336	E 01 005 110 000 000 320	TDS		Check
				6099 Invoice	Phone		
						2/18/2019	
							\$119.43
							Paid Amt: \$119.43
							Check Amount: \$119.43
4055	LAF	1312014547	1545	E 01 010 203 000 000 305	KEYSTONE INTERPRETING SOLUTIONS, INC		Check
				6104 Invoice	Elem non-student Consulting		
						2/28/2019	
							\$113.52
							Paid Amt: \$113.52
							Check Amount: \$113.52
4055	LAF	1312014548	1555	E 01 010 401 000 740 394	KRISTIN FISCHER		Check
				6102 Invoice	2/11 - 2/21 \$90/hr		
						2/28/2019	
							\$5,355.00
							Paid Amt: \$5,355.00
							Check Amount: \$5,355.00
4055	LAF	1312014549	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES		Check
				6100 Invoice	\$99/hour		
						2/28/2019	
							\$2,697.75
							Paid Amt: \$2,697.75
							Check Amount: \$2,697.75
4055	LAF	1312014550	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
				6103 Invoice	paper		
						2/28/2019	
							\$210.93
							Paid Amt: \$210.93
							Check Amount: \$210.93

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014551	1131		SCHOOL SPECIALTY INC.		Check
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		\$25.56
PO#:		Voucher #:	6101	Invoice	Invoice No: 208122396736	2/28/2019	Paid Amt: \$25.56
							Check Amount: \$25.56
							Report Total: \$56,306.58

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

2019-20 budget factors:

- Estimated enrollment 150
- Possible state aid increases: 2% in FY20, 2% in FY21, 0% in FY22
- Includes approved wage increases (following Faribault schedule changes)
 - Working on Faribault schedules
 - Assumed another 2% COL (same as last year)
- Includes estimated health insurance increase 15%
- Impact of new joiners on health insurance budget
- Compensatory Revenue down ~ \$1.300
- No more LTFM revenue increases
- Significant open items:
 - Technology: e-rate grant, more Chromebooks? etc. \$10,200
 - Curriculum: used ongoing amount of \$10,000
 - I will run an updated payroll outlook on 3/31/19
 - Utilities
 - Special Ed Funding
- Estimate same Title I funding amount for next year
- REAP grant eligibility

Timeline:

- Budget Committee should meet at least once more before the April Board meeting. It would be great to have at least a preliminary budget for the Board to review at their April meeting
- Last year the Board approved the final adopted budget in April. That was nice because it allowed time for working agreements to be all finished before folks leave for the summer
- State law says the Board must approve a budget before July 1st

Nerstrand Elementary School Policy 410.2
Independent Charter School District #4055

Adopted: 4/8/2002

Revised: 2/11/2019

410.2 Non-Salaried Staff Leave Policy

I. PURPOSE

The purpose of this policy is to provide guidelines for the different types of paid leave to Nerstrand School employees in accordance with state and federal personnel laws/policies

II. GENERAL STATEMENT OF POLICY

A. Sick Leave.

1. Non-salaried staff begin each new school year with 10 days of sick leave. Staff hired prior to the 2001 school year are allowed to carry forward 10 additional days from previously accrued sick days from their employment with District 656.
2. No more than 30 days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be 40 days (for qualifying employees). Employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.
3. Long term substitute staff may begin accruing sick leave, after their first 10 days of service. Substitutes earn one (1) days of sick leave per 20 days worked.
4. A sick leave bank may be established by the board based on a determination of need.

B. Maternity/Paternity/Adoption Leave

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.
3. Non-salaried employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/ Adoption Leave. If thirty sick days are not available, employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.

4. Leaves exceeding the six (6) week guideline may be granted at the board's discretion and given appropriate physician's documentation.

C. Personal Leave

1. Non-salaried staff accrues 2 personal leave days per school year, which cannot be carried forward.
2. Employees may request an additional personal leave day without pay.

D. Bereavement Leave

1. Bereavement leave not exceeding 5 days may be granted to non-salaried staff who experience the death of an immediate family member, including: a partner, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

E. Snow/E-Learning Leave

1. Non-salaried staff will have up to 5 paid snow/e-learning days per year, which cannot be carried forward.

IV. DISSEMINATION OF POLICY.

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

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 (March/April)
Review Policy #

April: Continue budget meetings - preliminary budget for next year
Approve School Calendar for next year (if not already approved)
Announce 30-day notice for BOD election
Approve service contracts for next year
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