

Nerstrand Elementary School  
Board of Directors Meeting  
March 8, 2021 - 3:30 pm

Via Zoom at the following link:

<https://us02web.zoom.us/j/81918282282?pwd=VVdGQkhUWjQ4TDhoKzdJL1hKZlFRZz09>  
Meeting ID: 819 1828 2282 Passcode: 980717

**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.**

BOARD AGENDA

- 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 8, 2021 Board Meeting Minutes
- 5.0 Community Comment
- 6.0 Reports
  - 6.1 Director Report
    - a) Student performance item
    - b) Director evaluation item
    - c) COVID-19 update
  - 6.2 NEO Authorizer comments
  - 6.3 Enrollment Update
  - 6.4 Finance Report
    - a) Monthly Financial report
    - b) Update from Budget Committee
- 7.0 Policy
  - 7.1 Review Policy #601 ELL – updated & revised for first read
- 8.0 New Business
  - 8.1 none

9.0 Old Business

9.1 Review BOD Work Calendar

- a) Verify date of 30-day notice requirement for BOD election
- b) Begin evaluation performance review of School Director

10.0 Other

10.1 Opportunity for BOD member comments on meeting:

- Did we stay on track? Strategic vs. micro-manage? Everyone able to participate?

10.2 Next Board of Directors meeting: April 12, 2021 at 3:30pm (Zoom link to be posted)

11.0 Adjournment

Nerstrand Elementary School  
Board of Directors Meeting Minutes  
Meeting Held Via Zoom  
February 8th, 2021

Members Present	Members Absent	Others Present
Alicia Wasilowski	Amber Skluzacek	Maggie Kiley
Gretta Kunze		Barb Grote
Betty "Skip" Voge		Keith Johnson
Sarah Johnson		
Nicole Shaefer		
Jake Kaukola		

- 1.0 Call to Order at 3:30 p.m.
  - 1.1 Roll Call
  
- 2.0 Approve Agenda  
Approved. First: Betty, Second: Nicole, Yay: 6, Nay: 0, Abstentions: 0
  
- 3.0 Opportunity to Report any Board Conflicts of Interest  
None noted
  
- 4.0 Approve January 11th, 2021 Board Meeting Minutes  
Approved. First: Sarah, Second: Gretta, Yay: 6, Nay: 0, Abstentions: 0
  
- 5.0 Approve January 24th 2021 Special Board Minutes  
Approved. First: Betty, Second: Sarah, Yay: 6, Nay: 0, Abstentions: 0
  
- 6.0 Community Comment  
None
  
- 7.0 Reports
  - 7.1 Director Report
    - a) Student performance item

- SEE REPORT
- b) Director evaluation item
  - SEE REPORT
- c) COVID-19 update
  - Director Maggie is part of the Faribault School District's Incident Command Team. They have been planning the return of students to schools.
  - Our Safety Committee and Incident Command Team will continue conducting monthly meetings and meet when needs arise and if/when learning models change.
  - All committees and teams are working to review information coming from the CDC, MDH and MDE to ensure we are practicing the expected guidelines throughout the pandemic.
  - SEE REPORT for additional practices and details.

7.2 NEO Authorizer comments  
No authorizer present.

7.3 Enrollment Update  
124 students are currently enrolled. Kindergarten enrollment has begun for fall 2021, there are 15 potential sibling enrollments, 11 kindergarten applications (thus far), a second and 3rd grade application. There has been advertising on Facebook by Amber.

7.4 Finance Report

- a) Monthly Financial Report
  - SEE REPORT
  - Motion to approve Monthly Financial Report.
  - Motion approved. First: Nicole, Second: Gretta, Yay: 6, Nay: 0, Abstentions: 0

8.0 Policy

8.1 Review Policy #601 - ELL  
Updates to be made discussed, 2nd reading will be next month.

9.0 New Business

9.1 Ongoing Board Training: GOVERNANCE -  
[www.mncharterboard.com](http://www.mncharterboard.com)

Board viewed Governance Training Video: “Develop an effective relationship with the authorizer”.

9.2 Approve 2019 IRS Form 990 Tax Return

Motion approved. First: Sarah, Second: Betty, Yay: 6, Nay: 0, Abstentions: 0

10.0 Old Business

10.1 Review BOD Work Calendar

- a) Update on interest in BOD open positions, date to post  
Open positions will be posted in Family Update 2/11/21
- b) Establish Budget Committee (3 or fewer BOD members)  
Gretta, Sarah, Amber (Betty is also interested and would be willing to replace Amber if she selected to do so)
- c) New training video on how to search/enroll in 3 required course areas: <https://video.link/w/U0xKb> (published by our own Jake Kaukola!)

11.0 Other

11.1 Opportunity for BOD member comments on meeting:

- Did we stay on track? Strategic vs. micro-manage? Everyone able to participate? Members agreed meeting went well.

11.2 Next Board of Directors meeting: March 8th, 2021 at 3:30pm  
(Zoom link to be posted)

12.0 Adjournment at 4:32 p.m.

Approved. First: Nicole, Second: Betty, Yay: 6, Nay: 0, Abstentions: 0

Signed \_\_\_\_\_

Chairperson of the Board

Clerk of the Board

## March 2021, Director's Report

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

### **March Highlights**

The annual Nerstrand Family Survey will be sent out this month.

On 3/12/21 Caitlin Haugland and Kelly McGregor will attend the Edvisions Spring Conference. This will be a virtual conference. I will also be attending. We will also be having our annual pj and movie day on 3/12/21. It is exciting to be doing something that feels more like our traditions.

Report cards go home on 3/26/21.

Minnesota Comprehensive Assessments (MCA) will be occurring this year. Last year our state was given a waiver and no state testing was done. The MCAs are for Grades 3-5. Reading and Math is assessed in all 3 grades. 5th grade has Reading, Math and Science assessments. I am working with media para, Amy Harris, to train test proctors and prepare the school for testing. MCAs have a lighter effect on the school since we have one to one devices and can test classes simultaneously.

Nerstrand School's spring break is from 3/15/21-3/23/21.

### **Framework & NEO visit**

[CONTRACT VERSION 2017-2022 - Performance Framework Nerstrand Elementary Charter School](#)

Last month we discussed that we would review the Performance Framework.

### **Core Reading Instruction Review**

Nerstrand School will be reviewing our core reading instruction over the next year or longer. Using professional development training we will analyze our data assessments and their use within classrooms.

### **Covid 19 Updates**

We continue to have staff saliva testing every other week.

At this time, all staff members that wanted to receive a vaccine have been vaccinated. Most staff members are fully vaccinated!

*FYI: Our Safety Committee (Phil McBride, Carmen Bonde, Lori Amy, Amy Harris, Barb Grote, Maggie Kiley) will be conducting monthly meetings going forward. We will also meet when the need arises. We are trying to plan ahead if/when we are needing to change learning models.*

*The Incident Command Team or Pivot Team (Maggie Kiley, Barb Grote, Andrew Lubinski, Carmen Bonde) will also be meeting monthly and as needed. Barb Grote and I attend the weekly Rice County Public Health Nursing Meeting and Barb attends the School Nursing Meetings. I also attend a MACS meeting, and the weekly Commissioner of Education meetings. We all work together to sift through the information coming from the CDC, MDH and MDE to make sure we are practicing the expected guidelines throughout the pandemic.*

**Authorizer Update**

No NEO updates at this time.

**Personnel Update**

There are no new changes in personnel.

**Student Performance Results**

We will look at the 2nd grade Impact Report for aReading and aMath.

**Director Evaluation**

***Domain 2: Continuous Improvement of Instruction.*** The school leader ensures that teachers are provided with job-embedded professional development that is directly related to their instructional growth goals. In staff meetings we will be focusing professional development on analyzing our core reading instruction.

At the 3/3/21 staff meeting teachers viewed the webinar: Effective Universal Instruction: An Action-Oriented Approach to Improving Tier 1. We will also be focusing professional development next year on our reading instruction.

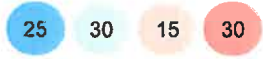
I have reached out to Dr. Debra Peterson to continue our professional development work.

Respectfully submitted,

Maggie Kiley

Sort:  
Low to High Risk

Students by risks levels (%): ?



Students by risks levels (%): ?



Students by risks levels (%): ?



Fall

Winter

Spring

	Fall	Winter	Spring
N	[red]	→ [red]	No information to display
N	[red]	↑ [red]	
N	[red]	↑ [red]	
N	[red]	→ [red]	
N	[red]	→ [red]	
N	[yellow]	↑ [yellow]	
N	[yellow]	→ [yellow]	
N	[yellow]	↓ [yellow]	
N	[yellow]	N	
N	[yellow]	↑ [yellow]	
N	[yellow]	→ [yellow]	
N	[orange]	↑ [orange]	
N	[orange]	↓ [orange]	
N	[orange]	→ [orange]	
N	[red]	↑ [red]	
N	[red]	↑ [red]	
N	[red]	↓ [red]	
N	[red]	→ [red]	
N	[red]	→ [red]	
N	[red]	↑ [red]	
N	[red]	→ [red]	

College Pathway	new student	up from CP	up from some risk	up from high risk
low risk students	continues at CP	continues at low risk	continues at some risk	continues at high risk
some risk students	down from CP	down from low risk	down from some risk	
high risk students				

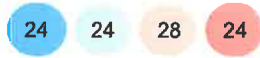


Sort:  
Low to High Risk

Students by risks levels (%): ?



Students by risks levels (%): ?



Students by risks levels (%): ?



Fall

Winter

Spring

N	[Redacted]	→	[Redacted]	No information to display
N	[Redacted]	N	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	↑	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	↑	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	↑	[Redacted]	
N	[Redacted]	↓	[Redacted]	
N	[Redacted]	↓	[Redacted]	
N	[Redacted]	↓	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	↑	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	→	[Redacted]	
N	[Redacted]	→	[Redacted]	

College Pathway	new student	up from CP	up from some risk	up from high risk
low risk students	continues at CP	continues at low risk	continues at some risk	continues at high risk
some risk students	down from CP	down from low risk	down from some risk	
high risk students				

Financial Overview:

	2020-2021 <u>Adopted Budget</u>	<u>2-28-21 YTD</u>	20-21 Working <u>Budget/Outlook</u>
Enrollment (ADM's)	148		124
Fund 01 Revenues	1,979,083	1,079,349	1,781,843
Fund 01 Expenditures	<u>2,003,493</u>	<u>1,063,263</u>	<u>2,049,095</u>
Net Fund 01 Income	(24,410)	16,086	(267,252)
Audited 6-30-20 Fund 01 Balance			690,522
Projected 6-30-21 Fund 01 Balance			423,270
* % of annual Fund 01 expenditures			<b>20.66%</b>

- PPP loan received (\$227,356). We'll apply for forgiveness after making the eligible expenditures

2020-2021 Income Statement and Budget Outlook

- Enrollment 124
- One-time COVID funding \$56,454.09
- Lease aid is reduced for enrollment below 150
- Line changes > \$1,000 highlighted yellow
- Payroll lines have been updated based on last year's actuals
- Budget Outlook is estimated - based on enrollment, COVID effects, etc.
- Includes \$10,000 Title IV (flexed F433 to F401)
- Approx. 2% state basic formula increase for FY21
- Compensatory Revenue based on 10/1/19 counts (\$27,150)
- Continues programs, staffing, and spending priorities from last year
- Technology budget:
  - \$3,000/year expense for fiber lease/maintenance payment to Jaguar, local analog phones to TDS
  - \$129.77/month copier lease
  - \$10,200 for technology equip, repairs, replacements (only used \$6k this year)
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection – FY21 (copy attached)

Nerstrand Elementary School  
Board of Directors  
March 8, 2021

- 10-year Fund Balance History, as of June 30:
  - 2009 = 33.8%
  - 2010 = 36.7%
  - 2011 = 34.7%
  - 2012 = 35.1%
  - 2013 = 35.9%
  - 2014 = 35.2%
  - 2015 = 35.6%
  - 2016 = 36.5% (plus \$48k carryover for FY17 tech/fiber)
  - 2017 = 37.3%
  - 2018 = 32.9%
  - 2019 = 32.2%
  - 2020 = 36.2%
  - 2021 = 20.6% (projected)

Nerstrand Elementary School  
2020-2021 Income Statement  
For the Period Ending 2/28/21

2020-2021 Adopted Budget	2-28-21 YTD	2021 Working Budget/Outlook
-----------------------------	-------------	--------------------------------

*Fd Org Pro Fin Obj/Src Crs*

Enrollment ADMs

148

124

**Fund 1 Revenues**

01 000 000 000 050 000	LOCAL: Fees from Families	13,000.00	6,215.00	8,000.00
01 000 000 000 092 000	LOCAL: Interest Income	6,500.00	178.31	1,000.00
01 000 000 000 096 000	LOCAL: Donations, Eagle Open (cxld)	8,000.00	10,781.02	11,000.00
01 000 000 000 099 000	LOCAL: Miscellaneous Revenue	50.00	39.75	50.00
01 000 000 000 071 000	LOCAL: Third Party Billing Revenue	1,400.00	7,447.34	7,500.00
01 000 000 740 360 000	STATE: Spec Ed Aid (@ 93%)	532,890.00	198,335.58	496,736.10
01 000 000 000 201 000	STATE: Endowment Aid	5,903.43	3,189.13	5,903.43
01 000 000 000 211 000	STATE: GenEd Aid (per WhatIf) 2% in FY21	1,086,771.98	713,952.09	900,209.83
01 000 000 000 211 000	STATE: Compensatory Revenue	27,150.72	0.00	27,150.72
01 000 000 000 212 000	STATE: Literacy Aid	17,455.87	8,533.21	17,455.87
01 000 000 000 317 000	STATE: Facility Maintenance Revenue	19,800.00	14,700.84	16,368.00
01 000 000 348 300 000	STATE: Building Lease Aid	194,472.00	59,522.56	162,936.00
01 000 000 401 400 000	FED: Title I (including flexed Title IV)	21,500.00	0.00	25,634.98
01 000 000 414 400 000	FED: Title II	3,635.72	0.00	2,832.16
01 000 000 419 400 000	FED: Spec Ed-FedFlowThru	21,574.36	0.00	21,574.36
01 000 000 425 400 000	FED: CEIS	4,362.11	0.00	4,256.71
01 000 000 514 500 000	FED: REAP	14,617.00	0.00	16,781.00
01 000 000 514 500 000	<b>COVID one-time (GEER,ESSER,CRF)</b>	<b>14,617.00</b>	<b>56,454.09</b>	<b>56,454.09</b>
<b>TOTAL FUND 01 REVENUE</b>		<b>1,979,083.19</b>	<b>1,079,348.92</b>	<b>1,781,843.25</b>

**Fund 1 Expenditures**

<i>Fd Org Pro Fin Obj/Src Crs</i>				
<u>RegEd payroll and benefits vs. prior year</u>				
	Carry-in payroll increase	0.00		0.00
	Teacher salary schedule (95% of prior year ISD#656)	23,669.00		23,669.00
	Non-teacher schedule (100% of prior year ISD#656)	2,063.00		2,063.00
	15% Health insurance premium increase	7,153.00		7,153.00
	Total payroll changes over prior year	32,885.00		32,885.00
01 005 010 000 366 000	Board Workshops/Conferences	900.00	24.00	900.00
01 005 010 000 820 000	Authorizer Fee (.015 x \$6,188 x 150)	15,212.28	11,820.60	15,212.28
01 005 050 000 305 000	<b>EdVisions Admin Staff</b>	100,750.00	50,582.78	95,000.00
01 005 105 000 305 000	Payroll Svc Fees, Employ Ads, Backgr Cks	24,000.00	13,166.34	24,000.00
01 005 107 000 305 000	Marketing	500.00	0.00	500.00
01 005 110 000 305 000	Business: RegionV, Audit, Legal, Consult	77,385.36	44,840.41	77,385.36
01 005 110 000 320 000	Phone, Internet, Firewall	4,000.00	982.90	4,000.00
01 005 110 000 329 000	Postage	1,400.00	511.39	1,400.00
01 005 110 000 401 000	Business Non-Inst Supplies	200.00	2.00	200.00
01 005 110 000 820 000	RegV, MSBA, JMC, SEMNET/e-rate	9,078.92	10,512.34	11,000.00
01 005 720 000 390 000	Health Services - paid to ISD #656	3,000.00	0.00	3,000.00
01 005 810 000 305 000	Building Contracted Service	0.00	1,000.00	1,000.00
01 005 810 000 330 000	Utilities + Garbage/Recycle	46,200.00	24,989.25	46,200.00
01 005 810 000 391 000	Maint Cost Share - paid to ISD #656	51,622.20	38,234.14	59,000.00
01 005 810 000 401 000	Oper/Maint - Building Supplies	4,600.00	262.90	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	10,899.64	7,977.43	10,899.64
01 005 950 000 910 000	Permanent Transfer to Fund 04	6,500.00	0.00	6,500.00
01 010 201 000 394 000	<b>EdVisions Kinder Staff</b>	64,750.00	35,133.11	67,000.00
01 010 203 000 305 000	Tech Support, Video, Interpreting	4,500.00	1,995.03	4,500.00
01 010 203 000 369 000	Field Trips, Admissions, River Bend	13,000.00	3,360.00	14,000.00
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	<b>EdVisions General Staff</b>	409,571.63	208,534.79	429,000.00
01 010 203 000 401 000	Elem Ed - Non-Inst Supp	9,000.00	16,826.32	24,000.00
01 010 203 000 430 000	Elem Ed - Instruct Supplies	25,000.00	17,467.73	25,000.00

Nerstrand Elementary School  
2020-2021 Income Statement  
For the Period Ending 2/28/21

					2020-2021 Adopted Budget	2-28-21 YTD	2021 Working Budget/Outlook		
01	010	203	000	460	000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	0.00	8,000.00
01	010	203	000	461	000	Elem Ed - Standardized Tests	1,200.00	1,146.00	1,200.00
01	010	203	000	555	000	Technology	10,200.00	0.00	10,200.00
01	010	203	733	394	000	Field Trips - Transportation	6,688.70	847.00	6,688.70
01	010	203	000	394	150	EdVisions Teacher Subs	17,000.00	3,518.64	17,000.00
01	010	204	514	303	000	EdVisions REAP CSR	24,593.00	0.00	16,781.00
01	010	216	401	303	000	EdVisions Title I	30,450.97	0.00	25,634.98
01	010	240	000	394	000	EdVisions PhysEd Staff (allocated at EOY)	27,376.00	24,535.65	27,376.00
01	010	240	000	430	000	PhysEd/Health Instructional Supplies	1,000.00	0.00	1,000.00
01	010	258	000	394	000	EdVisions Music Staff	58,500.00	31,904.27	58,500.00
01	010	258	000	430	000	Music Supplies	1,500.00	603.14	1,500.00
01	010	420	419	303	000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	11,250.00	16,000.00
01	010	420	419	329	000	FED: SpEd Postage, Employ Ads	500.00	0.00	400.00
01	010	420	419	366	000	FED: SpEd Prof Development	2,434.36	598.00	1,934.36
01	010	420	419	401	000	FED: SpEd Supplies	1,500.00	1,183.69	1,500.00
01	010	420	419	405	000	FED: SpEd Forms Software	1,090.00	1,528.23	1,590.00
01	010	420	419	433	000	FED: SpEd Materials	50.00	60.99	150.00
01	010	401	740	394	000	Speech Lang - Contract Fees	80,000.00	47,564.50	80,000.00
01	010	402	740	394	000	DCD/MM - Contract Fees	0.00	147.00	500.00
01	010	407	740	394	000	SLD - Contract Fees	0.00	8,684.06	15,000.00
01	010	407	740	396	000	EdVisions SpEd LD Staff - wages	70,000.00	21,148.40	70,000.00
01	010	407	740	397	000	EdVisions SpEd LD Staff - benefits	13,000.00	3,763.36	12,500.00
01	010	408	740	396	000	EdVisions SpEd EBD Staff - wages	55,000.00	28,888.28	55,000.00
01	010	408	740	397	000	EdVisions SpEd EBD Staff - benefits	15,000.00	8,680.63	15,000.00
01	010	412	740	394	000	Dev Delay - Contract Fees	60,000.00	0.00	0.00
01	010	420	740	394	000	SpEd Contracted Srvcs: Psych, PT, Dape,	60,000.00	26,402.50	60,000.00
01	010	420	740	396	000	EdVisions General SpEd Staff - wages	170,000.00	100,460.89	170,000.00
01	010	420	740	397	000	EdVisions General SpEd Staff - benefits	45,000.00	19,928.24	45,000.00
01	010	420	740	433	000	SpEd General Individ Instr Supplies	2,500.00	5,810.59	6,000.00
01	005	760	723	360	000	SpEd Summer ESY bus	2,500.00	5,124.84	5,124.84
01	010	400	372	xxx	000	Third Party Billing Fees	1,400.00	1,105.55	7,500.00
01	010	422	425	303	000	EdVisions CEIS Staff	4,362.11	0.00	4,256.71
01	010	605	000	394	000	EdVisions Program Support Staff	71,500.00	36,442.47	69,000.00
01	010	204	414	366	000	Professional Development - Title II	3,635.72	0.00	2,832.16
01	010	640	000	366	000	Professional Development - General	6,000.00	2,737.53	6,000.00
01	xxx	xxx	xxx	xxx	000	COVID-funded expenses	0.00	52,186.60	52,186.80
<b>TOTAL FUND 01 EXPENSES</b>						<b>2,003,493.13</b>	<b>1,063,262.67</b>	<b>2,049,095.07</b>	
<b>Net Fund 01 Income</b>						<b>(24,409.94)</b>	<b>16,086.25</b>	<b>(267,251.82)</b>	
Audited Beginning of Year Fund 1 Balance								690,522	
Projected End of Year Fund 1 Balance								423,270	
% of annual expenditures								<b>20.66%</b>	

*Fd Org Pro Fin ObjSrc Crs*

**Fund 4 Revenues**

04	000	000	000	050	000	Comm Ed - Fees	5,700.00	2,483.00	5,700.00
04	000	000	000	649	000	Permanent Transfer from Fund 1	6,500.00	0.00	6,500.00
							12,200.00	2,483.00	12,200.00

**Fund 4 Expenditures**

04	005	570	000	320	000	Regal Eagles Phone	200.00	179.39	200.00
04	005	570	000	394	000	R.E. Staff (incl \$4,267.29 COVID funded)	11,500.00	6,271.99	11,500.00
04	005	570	000	401	000	Regal Eagles Supplies	500.00	279.10	500.00
							12,200.00	6,730.48	12,200.00
Beginning of Year Fund 4 Balance						0.00		0.00	
Projected End of Year Fund 4 Balance						0.00		0.00	

*unreconciled - for management use only*

# Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202108 To: 202108

Account		Fin		Sub		Starting		Ending	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Code Class	Class	Balance	Debits	Credits	Balance
4055	B 01 101 000		F	B 100	00	65,286.24	227,356.00	51,034.70	241,607.54
4055	B 01 101 002		F	B 100	00	706,205.93	100,312.34	104,996.20	701,522.07
4055	B 01 101 003		F	B 100	00	(5,419.78)	34.81	3,780.65	(9,165.62)
4055	B 01 115 001		F	B 100	00	0.13	0.00	0.00	0.13
4055	B 01 206 000		F	B 200	00	0.00	54,815.35	54,815.35	0.00
4055	B 01 422 000		F	B 400	00	(690,521.87)	0.00	0.00	(690,521.87)
4055	B 04 101 000		F	B 100	00	(74,025.39)	0.00	2,465.71	(76,491.10)
4055	B 04 101 002		F	B 100	00	18,248.61	0.00	0.00	18,248.61
4055	B 04 101 003		F	B 100	00	51,529.30	0.00	0.00	51,529.30
4055	B 98 143 000		F	B 100	00	121,226.67	0.00	0.00	121,226.67
4055	B 98 430 000		F	B 400	00	(121,226.67)	0.00	0.00	(121,226.67)
Report Total:						\$71,303.17	\$382,518.50	\$217,092.61	\$236,729.06

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1187	E 01 010 203 000 000 430	Invoice	AMAZON.COM Sup/Mat N-Indiv Inst	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7155</b>	<b>Invoice No:</b>	<b>2/25/21</b>		
							<b>Check Amount: \$8.99</b>
4055	LCCB	1187	E 01 010 203 000 000 430	Invoice	AMAZON.COM Sup/Mat N-Indiv Inst	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7156</b>	<b>Invoice No:</b>	<b>2/24/21</b>		
							<b>Check Amount: \$15.85</b>
4055	LCCB	1187	E 01 010 203 000 000 401	Invoice	AMAZON.COM (50) flash drives	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7157</b>	<b>Invoice No:</b>	<b>2/22/21</b>		
							<b>Check Amount: \$101.30</b>
4055	LCCB	1187	E 01 010 203 000 000 401	Invoice	AMAZON.COM COVID-SocialDistatnce marker strips	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7158</b>	<b>Invoice No:</b>	<b>2/22/21</b>		
							<b>Check Amount: \$59.98</b>
4055	LCCB	1187	E 01 010 203 000 000 430	Invoice	AMAZON.COM Sup/Mat N-Indiv Inst	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7160</b>	<b>Invoice No:</b>	<b>2/17/21</b>		
							<b>Check Amount: \$17.97</b>
4055	LCCB	1187	E 01 010 203 000 000 401	Invoice	AMAZON.COM rewards	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7164</b>	<b>Invoice No:</b>	<b>2/10/21</b>		
							<b>Check Amount: \$22.54</b>
4055	LCCB	1187	E 01 010 203 000 000 401	Invoice	AMAZON.COM (9) air purifiers	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7167</b>	<b>Invoice No:</b>	<b>2/11/21</b>		
							<b>Check Amount: \$2,183.94</b>
4055	LCCB	1187	E 01 010 203 000 000 430	Invoice	AMAZON.COM sharpies	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7168</b>	<b>Invoice No:</b>	<b>2/11/21</b>		
							<b>Check Amount: \$5.87</b>
4055	LCCB	1367	E 01 010 203 000 000 305	Invoice	SEAN HAYFORD OLEARY DESIGN, LLC Elem non-student Consulting	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7166</b>	<b>Invoice No:</b>	<b>2/21/21</b>		
							<b>Check Amount: \$135.00</b>

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1373	E 01 010 203 000 000 430	Invoice	SCHOLASTIC INC	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7165</b>	<b>Invoice No: 2/4/21</b>	Sup/Mat N-Indiv Inst		
							<b>Paid Amt: \$3.04</b>
							<b>Check Amount: \$3.04</b>
4055	LCCB	1400	E 01 010 203 000 000 401	Invoice	APPLE ITUNES	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7154</b>	<b>Invoice No: 2/26/21</b>	Sup/Mat Non-Inst.		
							<b>Paid Amt: \$6.43</b>
							<b>Check Amount: \$6.43</b>
4055	LCCB	1465	E 01 010 420 000 740 433	Invoice	WPS	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7159</b>	<b>Invoice No: 2/17/21</b>	Brief2, Conners3		
							<b>Paid Amt: \$195.80</b>
							<b>Check Amount: \$195.80</b>
4055	LCCB	1520	E 01 010 203 000 000 430	Invoice	STAPLES	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7162</b>	<b>Invoice No: 2/12/21</b>	paper		
							<b>Paid Amt: \$93.38</b>
							<b>Check Amount: \$93.38</b>
4055	LCCB	1520	E 01 010 203 000 000 401	Invoice	STAPLES	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7163</b>	<b>Invoice No: 2/11/21</b>	Sup/Mat Non-Inst.		
							<b>Paid Amt: \$101.56</b>
							<b>Check Amount: \$101.56</b>
4055	LCCB	1669	E 01 010 640 000 000 366	Invoice	CENTER FOR RESPONSIVE SCHOOLS, INC	2/28/2021	Wire
		<b>Voucher #:</b>	<b>7161</b>	<b>Invoice No: 2/16/21</b>	RC-Kelly		
							<b>Paid Amt: \$829.00</b>
							<b>Check Amount: \$829.00</b>
4055	USB	16000 1616	E 01 010 401 000 740 394	Invoice	BEST PRACTICE, LLC-S	2/28/2021	Check
		<b>Voucher #:</b>	<b>7127</b>	<b>Invoice No: #11 2020-21</b>	1/19 - 1/28/21 \$90/hr		
							<b>Paid Amt: \$3,712.50</b>
							<b>Check Amount: \$3,712.50</b>
4055	USB	16001 1023	E 01 005 810 000 000 330	Invoice	COMMUNITY CO-OP OIL ASSN	2/17/2021	Check
		<b>Voucher #:</b>	<b>7124</b>	<b>Invoice No: January 2021</b>	Utility Services		
							<b>Paid Amt: \$1,749.94</b>
							<b>Check Amount: \$1,749.94</b>
4055	USB	16002 1649	E 01 010 407 000 740 394	Invoice	JAN BOUDREAU, LLC	2/17/2021	Check
		<b>Voucher #:</b>	<b>7128</b>	<b>Invoice No: January 2021</b>	\$95/hr		
							<b>Paid Amt: \$1,393.33</b>
							<b>Check Amount: \$1,393.33</b>



# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	USB	16003	1379		MAGGIE KILEY		Check
			E 01	010	640 000 000 401	Staff Dev Supplies	\$22.45
		PO#:	Voucher #:	7129	Invoice	Invoice No: 217121	Paid Amt: \$22.45 Check Amount: \$22.45
4055	USB	16004	1377		MICHELLE FLANNERY		Check
			E 01	010	420 000 740 394	\$90/hr	\$495.00
		PO#:	Voucher #:	7123	Invoice	Invoice No: January 2021	Paid Amt: \$495.00 Check Amount: \$495.00
4055	USB	16005	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$63.48
		PO#:	Voucher #:	7121	Invoice	Invoice No: 14164204	Paid Amt: \$63.48 Check Amount: \$63.48
4055	USB	16006	1131		SCHOOL SPECIALTY INC.		Check
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$69.16
		PO#:	Voucher #:	7125	Invoice	Invoice No: 208126883213	Paid Amt: \$69.16 Check Amount: \$69.16
4055	USB	16007	1371		THE MATH LEARNING CENTER		Check
			E 01	010	203 000 000 430	Bridges math materials	\$1,188.77
		PO#:	Voucher #:	7122	Invoice	Invoice No: BA59138-IN	Paid Amt: \$1,188.77 Check Amount: \$1,188.77
4055	USB	16008	1017		XCELENERGY		Check
			E 01	005	810 000 000 330	Utility Services	\$972.94
		PO#:	Voucher #:	7126	Invoice	Invoice No: Act#51-6189166-3	Paid Amt: \$972.94 Check Amount: \$972.94
4055	USB	16009	1417		APG MEDIA OF SO MINNESOTA, LLC (S)		Check
			E 01	005	105 000 000 305	marketing enrollment ads	\$671.77
		PO#:	Voucher #:	7135	Invoice	Invoice No: 14198-0121	Paid Amt: \$671.77 Check Amount: \$671.77
4055	USB	16010	1344		CLIFTONLARSONALLEN LLP		Check
			E 01	005	110 000 000 305	Business Consult Fees	\$1,050.00
		PO#:	Voucher #:	7136	Invoice	Invoice No: 2732110	Paid Amt: \$1,050.00 Check Amount: \$1,050.00
4055	USB	16011	1133		INDEPENDENT SCHOOL DIST # 656		Check
			E 01	005	850 000 348 370	Op. Rentals & Leases	\$18,250.00
			E 01	005	810 000 000 391	Custodial Reimburse To Mn District	\$5,287.76
			E 01	010	203 000 000 305	Elem non-student Consulting	\$89.88
		PO#:	Voucher #:	7134	Invoice	Invoice No: 39938	Paid Amt: \$23,627.64 Check Amount: \$23,627.64

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	USB	16012	1534		JAGUAR COMMUNICATIONS		Check	
			E 01	005	110 000 000 320	Phone		\$147.80
		PO#: 7132	Invoice #:	7132	Invoice No: Ac#69828	2/14/2021	Paid Amt:	\$147.80
							Check Amount:	\$147.80
4055	USB	16013	1541		NICKY SCHAEFER		Check	
			E 01	010	420 000 740 433	TPT SpEd instruct materials		\$614.94
		PO#: 7130	Invoice #:	7130	Invoice No: 2/14/21	2/14/2021	Paid Amt:	\$614.94
							Check Amount:	\$614.94
4055	USB	16014	1492		ON THE MOVE - THERAPY SERVICES		Check	
			E 01	010	420 000 740 394	\$100/hr		\$3,450.00
		PO#: 7131	Invoice #:	7131	Invoice No: 1869	2/14/2021	Paid Amt:	\$3,450.00
							Check Amount:	\$3,450.00
4055	USB	16015	1005		REGION V COMPUTER SERVICES		Check	
			E 01	005	110 000 000 401	Sup/Mat Non-Inst.		\$2.00
		PO#: 7133	Invoice #:	7133	Invoice No: 13979	2/14/2021	Paid Amt:	\$2.00
							Check Amount:	\$2.00
4055	USB	16016	1616		BEST PRACTICE, LLC-S		Check	
			E 01	010	401 000 740 394	\$90/hr		\$3,487.50
		PO#: 7147	Invoice #:	7147	Invoice No: #12 2020-21	2/21/2021	Paid Amt:	\$3,487.50
							Check Amount:	\$3,487.50
4055	USB	16017	1669		CENTER FOR RESPONSIVE SCHOOLS, INC		Check	
			E 01	010	640 000 000 366	RC- Jake		\$829.00
		PO#: 7140	Invoice #:	7140	Invoice No: INV32291	2/21/2021	Paid Amt:	\$829.00
							Check Amount:	\$829.00
4055	USB	16018	1669		CENTER FOR RESPONSIVE SCHOOLS, INC		Check	
			E 01	010	640 000 000 366	ResponsiveClassroom - Caitlin		\$829.00
		PO#: 7141	Invoice #:	7141	Invoice No: INV32222	2/21/2021	Paid Amt:	\$829.00
							Check Amount:	\$829.00
4055	USB	16019	1111		JMC COMPUTER SERVICE, INC.		Check	
			E 01	005	110 000 000 820	State Reporting		\$1,528.60
		PO#: 7139	Invoice #:	7139	Invoice No: 3294	2/21/2021	Paid Amt:	\$1,528.60
							Check Amount:	\$1,528.60
4055	USB	16020	1574		MARCO		Check	
			E 01	010	203 000 000 370	Copier Lease		\$129.77
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst		\$179.21
			E 01	005	110 000 000 329	Postage & Parcel Svc		\$13.50
		PO#: 7145	Invoice #:	7145	Invoice No: 28718361	2/21/2021	Paid Amt:	\$322.48
							Check Amount:	\$322.48

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	USB	16021	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 430	scissors	\$44.99
		PO#: 7146	Voucher #: 7146	Invoice	Invoice No: 14414350	2/21/2021	Paid Amt: \$44.99 Check Amount: \$44.99
4055	USB	16022	1412		RATWIK, ROSZAK, & MALONEY, PA		Check
			E 01	005	110 000 000 305	Business Consult Fees	\$265.00
		PO#: 7142	Voucher #: 7142	Invoice	Invoice No: January 31, 2021 Stm	2/21/2021	Paid Amt: \$265.00 Check Amount: \$265.00
4055	USB	16023	1626		RIVERSIDE INSIGHTS		Check
			E 01	010	420 000 740 433	SpEd Testing - CONNERS 3-T	\$95.00
		PO#: 7137	Voucher #: 7137	Invoice	Invoice No: INV065180	2/21/2021	Paid Amt: \$95.00 Check Amount: \$95.00
4055	USB	16024	1626		RIVERSIDE INSIGHTS		Check
			E 01	010	420 000 740 433	Woodcock Johnson	\$130.90
		PO#: 7138	Voucher #: 7138	Invoice	Invoice No: INV065158	2/21/2021	Paid Amt: \$130.90 Check Amount: \$130.90
4055	USB	16025	1336		TDS		Check
			E 01	005	110 000 000 320	Phone	\$121.47
		PO#: 7143	Voucher #: 7143	Invoice	Invoice No: Act#507-334-9656	2/21/2021	Paid Amt: \$121.47 Check Amount: \$121.47
4055	USB	16026	1616		BEST PRACTICE, LLC-S		Check
			E 01	010	401 000 740 394	2/15 - 2/25	\$3,487.50
		PO#: 7149	Voucher #: 7149	Invoice	Invoice No: #13 2020-21	2/28/2021	Paid Amt: \$3,487.50 Check Amount: \$3,487.50
4055	USB	16027	1006		CITY OF NERSTRAND		Check
			E 01	005	810 000 000 330	Utility Services	\$421.18
		PO#: 7152	Voucher #: 7152	Invoice	Invoice No: Feb 21	2/28/2021	Paid Amt: \$421.18 Check Amount: \$421.18
4055	USB	16028	1614		LEARNING WITHOUT TEARS		Check
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$25.00
		PO#: 7153	Voucher #: 7153	Invoice	Invoice No: #SO230512	2/28/2021	Paid Amt: \$25.00 Check Amount: \$25.00
4055	USB	16029	1064		QUILL CORPORATION		Check
			E 01	010	203 000 000 430	glue	\$133.05
		PO#: 7150	Voucher #: 7150	Invoice	Invoice No: 14744118	2/28/2021	Paid Amt: \$133.05 Check Amount: \$133.05

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	USB	16030	1064		QUILL CORPORATION		Check	
			E 01	010 203 000 000 430	Sup/Mat N-Indiv Inst		\$6.99	
		PO#:	Voucher #:	7151	Invoice	Invoice No: 14653930	2/28/2021	Paid Amt: \$6.99
								Check Amount: \$6.99
4055	USB	16031	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010 203 000 000 430	paints		\$75.32	
		PO#:	Voucher #:	7148	Invoice	Invoice No: 208126961819	2/28/2021	Paid Amt: \$75.32
								Check Amount: \$75.32
							<b>Report Total:</b>	<b>\$54,815.35</b>

Nerstrand Elementary School  
2020-2021  
Estimated Cash Flow Projection  
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	* Estimated Cash Balance
2020			<b>598,999</b> 7/1/20 Beginning Balance
July	153,437	47,652	<b>704,784</b>
August	153,437	86,000	<b>826,878</b>
<b>PY</b>	<b>54,657</b>		
Sept	137,297	186,757	<b>840,145</b>
<b>PY</b>	<b>62,727</b>		
Oct	137,297	186,757	<b>831,966</b>
<b>PY</b>	<b>41,281</b>		
Nov	137,297	186,757	<b>782,506</b>
Dec	137,297	186,757	<b>733,046</b>
2021			
Jan	137,297	186,757	<b>688,440</b>
<b>PY</b>	<b>4,854</b>		
Feb	137,297	186,757	<b>638,980</b>
March	137,297	186,757	<b>589,520</b>
April	137,297	186,757	<b>540,060</b>
May	137,297	186,757	<b>501,526</b>
<b>PY</b>	<b>10,926</b>		
June	137,297	186,757	<b>452,066</b>
	1,854,290	2,001,220	
	1,854,289	2,001,222	
	1	-2	
	0	0	

\* assumes same 6-30-21 misc payables as prior year

**Nerstrand Elementary School Policy #601**  
**Independent Charter School District #4055**

*Adopted: 1/14/2008*

*Updated: 3/8/2021*

**601 ENGLISH LANGUAGE LEARNER PROGRAM (ELL) POLICY**

1. ELL Identification and Placement Procedures

Nerstrand School uses the School admission form from each child's registration file, as well as teacher observation and parent requests to identify students who may be English Language Learners.

The primary language of the student is identified in the admission form.

A variety of measures may be used to determine if a child would benefit from ELL Services. The measures used for your child could include:

- Teacher observation and classroom curricular assessments
- Work sampling from class assignments and homework
- Grades on assignments and tests
- FASTbridge; aReading and aMath Assessments
- WIDA Screener
- BAS (Fountas & Pinnell) Reading Inventory

Students who are performing below grade level, or whose grade level performance is predicted to improve by ELL services will be offered ELL services. Parents of the students will be notified of the eligibility of their son or daughter to participate in ELL services and will be asked to sign an agreement for ELL services.

2. Annual Assessment: Under both federal and state law, all students enrolled in K-12 grades and identified as English Learners must participate in the annual English language proficiency assessment, ACCESS 2.0. All students who have been identified as English Learners, regardless of whether or not they are enrolled in an LIEP, must participate in the ACCESS 2.0 assessment. This assessment usually takes place in February and March. For additional information on this assessment, please see the statewide testing page on the Minnesota Department of Education's website. For specific questions email [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us)
3. Continuing EL Eligibility: After a student is placed in the LIEP, districts must annually identify students who continue to be eligible for English language

instruction. An EL continues to be eligible for instruction in an LIEP if the student does not have a proficient score on the ACCESS test, or if the district deems the student eligible by using additional criteria.

#### 4. ELL Services at Nerstrand Elementary

A variety of assistance and services may be offered to eligible ELL students at Nerstrand Elementary School, depending on the student's needs. The options offered to your child include:

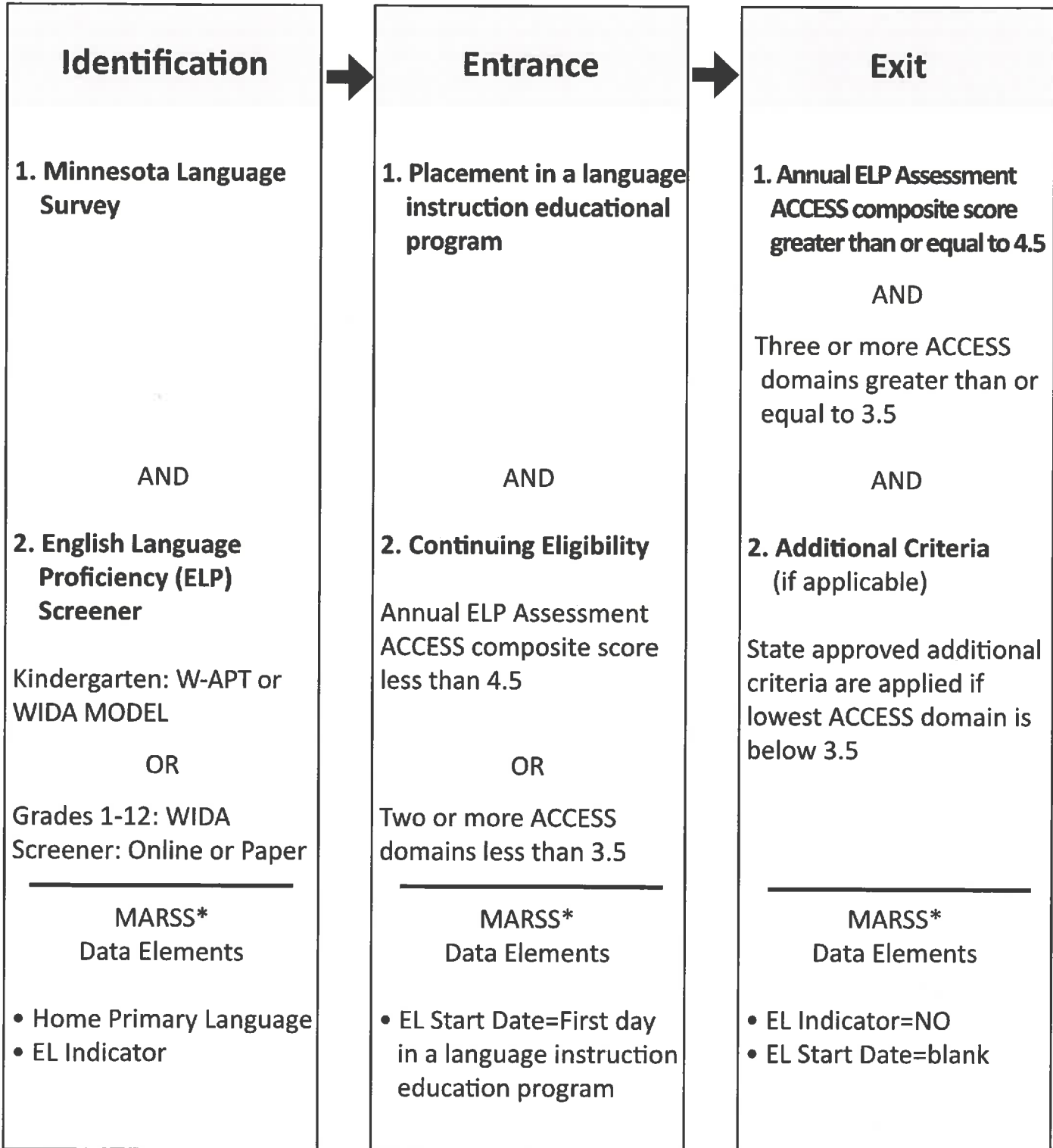
- Some translation by a tutor, paraprofessional or teacher to and from the child's primary language
- Some readings or other materials available in the student's primary language
- Modified classroom assignments and assessments
- Supplemental instruction or tutoring in:
  - Reading and reading comprehension (such as Amazing English, Dictionary of Idioms, I Speak English or others)
  - Writing
  - Speaking and Listening
- Individual or small group tutoring for classroom assignment
- Participation in conversational friendship groups
- Other

Please see page 3 of this policy for Minnesota Department of Education form for Minnesota Standardized English Learner Procedures.

# Minnesota Standardized English Learner Procedures



## Identification, Entrance and Exit



\*Minnesota Automated Reporting Student System



## 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  
Annual review - BOD Onboarding Document  
Annual review - Nerstrand Board Development/Training Plan
- September: Review By-Laws  
Review and update document detailing BOD membership terms  
Review Policy #
- October: BOD chair confirms background checks for BOD members  
Review Policy #  
Ongoing Board Training: Governance (example: Open Meeting Law)
- November: Ongoing Board Training: Finance (example: Understanding the Annual Audit)  
Review Policy #  
Check-in on new member training status for training required by 12/31
- December: BOD Chair verifies new member training status for training required by 12/31  
Review Policy #  
Ongoing Board Training: State Data Practices Law (presentation by Maggie)
- January: Review BOD member terms and prepare for election  
Establish an Election Committee of 3 or less Board members  
Ongoing Board Training: Employment (example: presentation by EdVisions)  
BOD chair completes check list of training certificates received as of 12/31  
Review Policy #
- February: Assemble Budget Committee of 3 or less Board members  
Update on interest in BOD open positions, verify date to post  
Review Policy #

- March: Update from Budget Committee  
Verify date for 30-day notice of BOD election  
Begin evaluation performance review of School Director  
Approve School Calendar for next year (March/April)  
Review Policy #
- April: Update from Budget Committee - preliminary budget for next year  
Approve School Calendar for next year (if not already approved)  
Announce 30-day notice for BOD election  
Approve service contracts for next year  
Continue review of School Director – send out staff surveys  
Review Policy #
- May: Review/approve budget for next year (if not already approved)  
Discuss BOD election progress  
Review NEO Framework  
Approve service contracts for next year  
Continue review of School Director - BOD work session, meet with Director  
BOD chair completes check list of training certificates to be received as of 6/30  
Review Policy #
- June: Approve budget for next year (if not already approved)  
Approve revised current year budget (if necessary)  
Approve next year's staff hiring list (if ready)  
Certify BOD election results  
Approve annual banking resolutions for next year  
Designate use of REAP funds for next year  
Approve service contracts for next year  
Complete Performance Review of School Director – summary presented  
Approve designations of required roles for next year (IOwA, etc.)  
Election of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)  
Approve next year's Board Meeting Schedule  
Review Policy #