

Nerstrand Elementary School
Board of Directors Meeting
April 9, 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 March 12, 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
 - 6.4 Budget Committee Report - Proposed FY19 Budget and 3-year Budget
- 7.0 New Business
 - 7.1 Approve 2018-2019 School Calendar
 - 7.2 Approve FY19 Kristin Fischer Speech Contract (\$90/hr)
 - 7.3 Approve FY19 Ann Dybvik Speech Contract (\$75/hr)
 - 7.4 Approve FY19 On the Move Therapy Srvcs, OT (\$99/hr)
 - 7.5 Approve FY19 Keith Johnson Financial Srvcs (\$60/hr) – hours/week increased from 17.1 to 18.9
 - 7.6 Approve FY19 Student-Centered Learning, ECSE (\$90/hr)
 - 7.7 Approve FY19 Budget
 - 7.8 Review Policy #714 – Fund Balance Policy
- 8.0 Old Business
 - 8.1 Review BOD working calendar
 - a) Election Committee update, verify BOD election timelines
 - b) All Board member trainings have been completed
- 9.0 Other
 - 9.1 Next Board of Directors meeting May14, 2018, 3:30pm at Nerstrand Elementary School
- 11.0 Adjournment

Minutes accepted and approved on: _____

Nerstrand Elementary School
Board of Directors Meeting Minutes
March 12th, 2018

Members present

Andrew Lubinski
Carmen Bonde
Matthew Keseley
Jason DeMars
Paula Shroyer
Rich Bailey

Others/ Members absent

Sarah Stensrud

Others Present

Keith Johnson
Barb Grote
Maggie Kiley
Wendy Swanson-Choi
Tony Vu

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

1.1 Roll Call

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

Abstentions: 0.

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

4.0 Approved February 12th, 2018 Board Meeting Minutes. Minutes approved. First: Jason;

Second: Paula Approved Yea: 6. Nay:0. Abstentions: 0.

5.0 Community Comment: Wendy Swanson-Choi introduced new NEO staff, Tony Vu

6.0 Reports

6.1 Director's Report.

A] Student Performance Item

B] Director Evaluation Item

6.2 Finance Report

6.3 Enrollment Update. Current enrollment: 149

6.4 Budget Committee Update. Next meeting scheduled for March 27th at 3:00
at Nerstrand Elementary School

7.0 New Business

7.1 Approved the 2016 IRS Form 990 (non-profit tax return) First: Matthew; Second:
Andrew Approved Yea: 6. Nay:0. Abstentions: 0.

7.2 Reviewed 2018-2019 School Calendar. First reading. Discussion tabled for next
Board meeting in April

8.0 Old Business

8.1 Discussed Social Media Policy

8.2 Reviewed BOD working calendar

A] March Budget Committee meetings update

B] Verified BOD election timelines

C] Reviewed 2018-2019 school Calendar

D] Reviewed needed board trainings

9.0 Other

9.1 Next Board of Directors meeting 3:30 pm, April 9th, 2018, Nerstrand
Elementary School

10.0 Adjournment. Adjourned at 4:22 pm. First: Rich; Second: Jason Approved Yea: 6. Nay:0.
Abstentions: 0.

Signed _____

Chairperson of the Board

Clerk of the Board

April 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.

April Highlights

The two major events this month are MCA testing and the Community Celebration. We will be using the Chromebooks for testing and are hopeful that this will go well. The Community Celebration will be on 4/27 in the gym. We are excited to hear the song created for community elder, Bob Olson.

Early dismissal. The teachers will be discussing our Teacher Evaluation process, specifically the use of portfolios in the 3rd year review.

Math Committees Update

The Math Committee met on 3/29 to review the second publisher. We have added another publisher to review. This committee will meet later in April and we will select two top choices to bring to the rest of the staff. Committee members are teaching lessons from the publisher and taking notes to share with the rest of the staff. We then plan on inviting publishing reps in to meet with the entire staff to make a final determination.

Student Performance

As part of our reading interventions, using the PRESS materials, data meetings have been scheduled every 3 weeks for each of the 3 teams (Prairie, Savannah, Woodlands). At these data meetings each of the students that are in reading interventions are reviewed to see their progress over the last three weeks. Using the recommendations of the PRESS materials students that have reached 90% on their intervention work are moved out or into another group. The Woodlands and Prairie teams are meeting over the next two weeks to determine new groupings. We have received positive feedback from our parent survey on the specific information we are now able to give to parents regarding reading fluency and responses to reading interventions.

Personnel Update

We have posted for a Special Education para to replace Nicole's position, as she was moved into the Special Education teacher position.

I am hopeful we will be able to be approved for a tutor again, and that we will be able to find one to take the position.

5 Mile Radius Enrollment Update

During Spring Break, I testified at a Senate Committee hearing about our proposal. We will know the results at the end of the session.

Director Evaluation/Goals for 2017-2018

Domain 3: A Guaranteed and Viable Curriculum: The school leader ensures that the school curriculum and accompanying assessments adhere to state and district standards. We continue to work to update our curriculum so that we are aligned with state standards. Over the last three years we have reviewed Reading Curriculum, Music Curriculum, Science Curriculum and Math.

Domain 5: School Climate. The school leader has the trust of the faculty and staff that his or her actions are guided by what is best for all student populations. Our annual staff survey was sent out recently. This survey is useful as a guide to deepening our conversations and feedback within the staff. An ongoing goal I have is to find ways to have staff share feedback in ways that are more helpful in making necessary changes, and celebrating achievements.

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
 April 9, 2018

Financial Overview:

	2017-2018 <u>Adopted Budget</u>	<u>3-31-18 YTD</u>	<u>Budget Outlook</u>
Enrollment (ADM's)	150		150
Total Revenues	1,588,700	1,060,657	1,662,070
Total Expenditures	<u>1,611,745</u>	<u>1,111,008</u>	<u>1,681,841</u>
Net Income	(23,045)	(50,351)	(19,771)
Audited 6-30-17 Fund Balance			599,148
Projected 6-30-18 Fund Balance			579,377
* as % of annual expenditures			34.45%

2017-2018 Budget Outlook

- Teacher Salary Schedule @ 94.5% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- Assumes enrollment at 150 students
- 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:
 - Payroll and fees updated
 - Utilities
 - Tech budget includes final Chromebooks
- Technology points of interest:
 - Telecom Equity Access Aid application submitted
 - \$3,966 internet/firewall/phones annual payment to #656
 - Lease + line maintenance payment to Jaguar, annual Chromebook mgmnt license
 - 2017-18 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 3/31/18

		2017-2018 Adopted Budget	3-31-18 YTD	2017-2018 Budget Outlook
Enrollment ADM		150		150
<u>Revenues</u>				
01 000 000 000 000 050	Fees from Families	8,000.00	15,666.00	15,700.00
01 000 000 000 000 092	Interest Income	2,800.00	3,452.81	5,000.00
01 000 000 000 000 096	Donations, Eagle Open	5,000.00	11,804.89	12,000.00
01 000 000 000 000 099	Miscellaneous Rev/Local Source	200.00	18.00	25.00
01 000 000 000 000 201	Endowment Aid	5,016.94	5,903.43	5,903.43
01 000 000 000 000 211	General Ed Aid	1,009,628.71	765,485.52	1,021,658.67
01 000 000 000 000 212	Literacy Aid	17,015.89	15,710.28	17,455.87
01 000 000 000 000 317	Facility Maintenance Revenue	12,750.00	2,521.19	12,750.00
01 000 000 000 348 300	Building Lease Aid	190,530.00	65,085.07	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	17,004.36
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	400.00
01 000 000 000 740 360	Special Education Aid (94%)	261,681.85	160,232.65	310,286.07
		1,577,599.84	1,057,257.84	1,649,870.49
04 000 000 000 000 050	Comm Ed - Fees	8,500.00	3,398.75	7,000.00
04 000 000 000 000 649	Permanent Transfer from Fund 1	2,600.00	0.00	5,200.00
		11,100.00	3,398.75	12,200.00
	Total Revenues	1,588,699.84	1,060,656.59	1,662,070.49
<u>Expenses</u>				
01 005 010 000 000 366	Board - Wksp/Conf	900.00	270.00	500.00
01 005 010 000 000 820	Authorizer Fee (.015 x \$6,188 x 150)	13,877.75	11,138.00	13,923.00
01 005 050 000 000 305	EdVisions Admin Staff	96,756.85	56,049.95	95,834.00
01 005 105 000 000 305	Payroll Srvc Fees, Employ Ads, Backgr Cks	18,000.00	12,485.51	20,934.00
01 005 107 000 000 305	Marketing	2,100.00	982.25	1,500.00
01 005 110 000 000 305	Business: Consult,Region V,Audit	67,660.00	39,654.26	70,000.00
01 005 110 000 000 320	Phone, Internet, Firewall	11,500.00	4,140.08	9,500.00
01 005 110 000 000 329	Postage	900.00	1,078.79	1,400.00
01 005 110 000 000 401	Business - Non-Inst Supp	100.00	169.45	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	3,000.00
01 005 810 000 000 330	Utilities + Garbage/Recycle	49,612.52	29,543.49	39,612.52
01 005 810 000 000 391	Maint Cost Share to Mn School	46,651.54	26,905.13	46,151.54
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	144,763.04	211,700.00
01 005 940 000 000 340	Property/Liability Insurance	11,069.46	9,415.52	9,415.52
01 005 950 000 000 910	Permanent Transfer to Fund 04	2,600.00	0.00	5,200.00
01 010 201 000 000 394	EdVisions Kinder Staff	64,462.25	34,538.69	58,882.00
01 010 203 000 000 305	Elem Consulting, Tech Support	9,966.00	3,787.01	9,000.00
01 010 203 000 000 369	Field Trips, admissions, River Bend	10,000.00	11,793.50	12,000.00
01 010 203 000 000 370	Copier Lease (\$129.77/month)	0.00	259.54	648.85
01 010 203 000 000 394	EdVisions General Elem Staff, Curric write	389,789.88	255,035.57	408,355.00
01 010 203 000 000 401	Elem Ed - Non-Inst Supp	9,000.00	3,220.83	7,000.00
01 010 203 000 000 430	Elem Ed - Inst Supp	18,000.00	17,755.17	20,000.00
01 010 203 000 000 460	Textbooks/Workbooks/Instruct Software Pk	10,000.00	10,679.17	13,000.00

Nerstrand Elementary
2017-2018 Income Statement
For the Period Ending 3/31/18

		2017-2018 Adopted Budget	3-31-18 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	20,200.00	32,736.47	36,250.00
01 010 203 000 733 394	Field Trips - Transportation	3,000.00	3,445.94	3,750.00
01 010 203 150 000 394	EdVisions Teacher Subs	16,020.31	11,409.01	15,000.00
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	28,200.05	24,355.00
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	30,657.06	54,897.00
01 010 258 000 000 430	Music Supplies	1,500.00	549.20	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	4,565.47	0.00
01 010 420 000 419 366	SpEd - Prof Dev	4,934.36	282.48	2,434.36
01 010 420 000 419 401	SpEd Supplies	1,668.75	1,350.54	1,500.00
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
01 010 420 000 419 555	SpEd Equip	0.00	975.63	1,000.00
01 010 401 000 740 394	Speech Lang - Contract Fees	29,000.00	29,535.46	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	41,585.39	61,986.07
01 010 407 000 740 397	EdVisions SpEd LD Staff - Benefits	10,466.97	7,718.94	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	2,206.71	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 Srvc: ECSE	0.00	3,248.10	3,000.00
01 010 420 000 740 394	Contract SpEd Srvc: Psych, PT, Dape,	25,000.00	18,330.00	23,000.00
01 010 420 000 740 396	EdVisions SpEd Staff - Salary	84,723.84	93,729.43	132,000.00
01 010 420 000 740 397	EdVisions SpEd Staff - Benefits	36,695.09	29,793.31	36,695.09
01 010 420 000 740 433	GenSpecEd-IndividInstrSupplies	2,000.00	1,497.00	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
01 010 422 000 425 303	EdVisions CEIS Staff	3,784.08	0.00	3,802.00
01 010 605 000 000 394	EdVisions Program Support Staff	62,034.37	37,055.60	62,280.00
01 010 640 000 000 366	StaffDev-Conferences	8,900.00	5,283.92	8,900.00
		<u>1,600,644.58</u>	<u>1,093,429.58</u>	<u>1,669,641.44</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	17,014.81	11,500.00
04 005 570 000 000 401	Comm Ed - Non-Inst Supp	950.00	375.89	500.00
		<u>11,100.00</u>	<u>17,577.99</u>	<u>12,200.00</u>
	Total Expenses	<u>1,611,744.58</u>	<u>1,111,007.57</u>	<u>1,681,841.44</u>
	Net Income	<u>(23,044.74)</u>	<u>(50,350.98)</u>	<u>(19,770.95)</u>

Audited 6-30-17 Fund Balance

599,148

Projected EOY Fund Balance	579,377
% of annual expenditures	34.45%

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201809 To: 201809

Comp L		Fd Org		Pro Crs		Fin O/S Ty		Account Description		Fin Code	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4055	B	01	101	000	F	Cash & Cash Equiv	B	100	00	85,156.60	0.00	0.00	85,156.60		
4055	B	01	101	002	F	Liquid Asset Account	B	100	00	117,297.48	119,950.73	136,472.55	100,775.66		
4055	B	01	101	003	F	Lake Country Community Ba	B	100	00	(22,538.60)	70.00	488.52	(22,957.12)		
4055	B	01	104	000	F	Investments	B	100	00	400,000.00	0.00	0.00	400,000.00		
4055	B	01	115	001	F	Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00	0.13		
4055	B	01	206	000	F	Other Accts Payable	B	200	00	0.00	42,665.21	42,665.21	0.00		
4055	B	01	422	000	F	Unassigned Fund Balance	B	400	00	(599,147.01)	0.00	0.00	(599,147.01)		
4055	B	04	101	000	F	LAF - Cash & Cash Equiv	B	100	00	(49,081.73)	0.00	2,375.82	(51,457.55)		
4055	B	04	101	002	F	Cash & Cash Equiv	B	100	00	(794.54)	0.00	0.00	(794.54)		
4055	B	04	101	003	F	LCCB Cash & Cash Equiv	B	100	00	37,526.85	546.00	0.00	38,072.85		
4055	B	98	143	000	F	Equipment	B	100	00	76,549.69	0.00	0.00	76,549.69		
4055	B	98	430	000	F	Invest. Fixed Assets	B	400	00	(76,549.69)	0.00	0.00	(76,549.69)		
Report Total:												\$163,231.94	\$182,002.10	(\$50,350.98)	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014157	1575	E 01 010 203 000 000 555	ACP DIRECT		Check
					(6) 6-slot tech tubs + 24-slot tech tub cart		
						3/1/2018	
							\$2,686.00
							Paid Amt: \$2,686.00
							Check Amount: \$2,686.00
4055	LAF	1312014158	1315	E 01 005 110 000 000 305	BOOTH LAW GROUP LLC		Check
					Consult/Fees For Svc		
						3/1/2018	
							\$120.00
							Paid Amt: \$120.00
							Check Amount: \$120.00
4055	LAF	1312014159	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND		Check
					Utility Services		
						3/1/2018	
							\$552.62
							Paid Amt: \$552.62
							Check Amount: \$552.62
4055	LAF	1312014160	1472	E 01 010 203 000 000 305	FASTBRIDGE LEARNING, LLC		Check
					18-19 FAST assessment		
						3/1/2018	
							\$1,007.50
							Paid Amt: \$1,007.50
							Check Amount: \$1,007.50
4055	LAF	1312014161	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE		Check
					Utility Services		
						3/1/2018	
							\$257.78
							Paid Amt: \$257.78
							Check Amount: \$257.78
4055	LAF	1312014162	1545	E 01 010 203 000 000 305	KEYSTONE INTERPRETING SOLUTIONS, INC		Check
					2/1518 parent-teacher conference		
						3/1/2018	
							\$187.32
							Paid Amt: \$187.32
							Check Amount: \$187.32
4055	LAF	1312014163	1555	E 01 010 401 000 740 394	KRISTIN FISCHER		Check
					\$90/hour		
						3/1/2018	
							\$2,070.00
							Paid Amt: \$2,070.00
							Check Amount: \$2,070.00
4055	LAF	1312014164	1367	E 01 010 203 000 000 305	SEAN HAYFORD OLEARY DESIGN, LLC		Check
					Elem non-student Consulting		
						3/1/2018	
							\$180.00
							Paid Amt: \$180.00
							Check Amount: \$180.00
4055	LAF	1312014165	1561	E 01 010 412 000 740 394	STUDENT-CENTERED SERVICES, LLC		Check
					\$90/hr		
						3/1/2018	
							\$863.10
							Paid Amt: \$863.10
							Check Amount: \$863.10

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014166	1023	E 01 005 810 000 000 330	COMMUNITY CO-OP OIL ASSN Utility Services		Check
		PO#:	Voucher #:	5647	Invoice No: Nerstrand School	3/8/2018	Paid Amt: \$2,213.36 Check Amount: \$2,213.36
4055	LAF	1312014167	1377	E 01 010 420 000 740 394	MICHELLE FLANNERY \$85/hr		Check
		PO#:	Voucher #:	5642	Invoice No: Feb 2018	3/8/2018	Paid Amt: \$1,530.00 Check Amount: \$1,530.00
4055	LAF	1312014168	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES \$99/hr		Check
		PO#:	Voucher #:	5641	Invoice No: 1408	3/8/2018	Paid Amt: \$1,460.25 Check Amount: \$1,460.25
4055	LAF	1312014169	1064	E 01 010 203 000 000 430	QUILL CORPORATION paper, labels, kraft paper		Check
		PO#:	Voucher #:	5643	Invoice No: 5156833	3/8/2018	Paid Amt: \$236.85 Check Amount: \$236.85
4055	LAF	1312014170	1064	E 01 010 420 000 419 401	QUILL CORPORATION SpEd resource room printer toner		Check
		PO#:	Voucher #:	5644	Invoice No: 5085315	3/8/2018	Paid Amt: \$62.99 Check Amount: \$62.99
4055	LAF	1312014171	1304	E 01 005 110 000 000 401	SCHWAAB, INC stamper		Check
		PO#:	Voucher #:	5646	Invoice No: B059134	3/8/2018	Paid Amt: \$39.25 Check Amount: \$39.25
4055	LAF	1312014172	1017	E 01 005 810 000 000 330	XCEL ENERGY Utility Services		Check
		PO#:	Voucher #:	5645	Invoice No: Act#51-6189166-3	3/8/2018	Paid Amt: \$1,268.14 Check Amount: \$1,268.14
4055	LAF	1312014173	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656 Feb lease		Check
		PO#:	Voucher #:	5648	Invoice No: 36578	3/15/2018	Paid Amt: \$17,641.67 Check Amount: \$21,757.04
4055	LAF	1312014174	1555	E 01 010 401 000 740 394	KRISTIN FISCHER \$90/hr		Check
		PO#:	Voucher #:	5649	Invoice No: 2/26 - 3/9/18	3/15/2018	Paid Amt: \$4,115.37 Check Amount: \$2,430.00

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014175	1574		MARCO		Check	
			E 01 010 203 000 000 370		lease			\$129.77
			E 01 010 203 000 000 430		copels			\$179.21
			E 01 010 203 000 000 430		supply freight			\$13.50
		PO#:	Voucher #:	Invoice No:	22284042	3/15/2018	Paid Amt:	\$322.48
							Check Amount:	\$322.48
4055	LAF	1312014176	1336		TDS		Check	
			E 01 005 110 000 000 320		Phone			\$118.52
		PO#:	Voucher #:	Invoice No:	Ac#507-334-9656	3/15/2018	Paid Amt:	\$118.52
							Check Amount:	\$118.52
4055	LAF	1312014177	1576		TERRY HUNSAID		Check	
			E 01 010 420 000 740 433		weighted sped40.blanket			\$40.00
		PO#:	Voucher #:	Invoice No:	3/15/18	3/15/2018	Paid Amt:	\$40.00
							Check Amount:	\$40.00
4055	LAF	1312014178	1536		WOLF RIDGE		Check	
			E 01 010 203 000 000 369		deposit			\$759.50
		PO#:	Voucher #:	Invoice No:	Nerstrand Elementary	3/15/2018	Paid Amt:	\$759.50
							Check Amount:	\$759.50
4055	LAF	1312014179	1006		CITY OF NERSTRAND		Check	
			E 01 005 810 000 000 330		Utility Services			\$511.12
		PO#:	Voucher #:	Invoice No:	3/29/18	3/29/2018	Paid Amt:	\$511.12
							Check Amount:	\$511.12
4055	LAF	1312014180	1351		FLOM DISPOSAL SERVICE		Check	
			E 01 005 810 000 000 330		Utility Services			\$257.78
		PO#:	Voucher #:	Invoice No:	Act#3964	3/29/2018	Paid Amt:	\$257.78
							Check Amount:	\$257.78
4055	LAF	1312014181	1534		JAGUAR COMMUNICATIONS		Check	
			E 01 005 110 000 000 320		(3) x \$95.60 (due 1/20,2/20,3/20)			\$286.80
		PO#:	Voucher #:	Invoice No:	1523A	3/29/2018	Paid Amt:	\$286.80
							Check Amount:	\$286.80
4055	LAF	1312014182	1577		JONES SCHOOL SUPPLY, INC		Check	
			E 01 010 203 000 000 430		presentation board			\$101.25
		PO#:	Voucher #:	Invoice No:	1551649	3/29/2018	Paid Amt:	\$101.25
							Check Amount:	\$101.25
4055	LAF	1312014183	1064		QUILL CORPORATION		Check	
			E 01 010 420 000 740 433		velcro			\$42.98
		PO#:	Voucher #:	Invoice No:	5621753	3/29/2018	Paid Amt:	\$42.98
							Check Amount:	\$42.98

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014184	1272	E 01 005 720 000 000 401	SCHOOL NURSE SUPPLY, INC		Check	
				5659 Invoice	health supplies	3/29/2018		
		Voucher #:		Invoice No: 0676893-IN			Paid Amt: \$263.30	
							Check Amount: \$263.30	
4055	LAF	1312014185	1131	E 01 010 420 000 740 433	SCHOOL SPECIALTY INC.		Check	
				5660 Invoice	go-go driving	3/29/2018		
		Voucher #:		Invoice No: 208120097458			Paid Amt: \$101.16	
							Check Amount: \$101.16	
4055	LAF	1312014186	1561	E 01 010 412 000 740 394	STUDENT-CENTERED SERVICES, LLC		Check	
				5658 Invoice	\$90/hr	3/29/2018		
		Voucher #:		Invoice No: 1007			Paid Amt: \$375.60	
							Check Amount: \$375.60	
4055	LAF	1312014187	1524	E 01 010 258 000 000 430	THE MUSIC MART		Check	
				5656 Invoice	cymbal stand	3/29/2018		
		Voucher #:		Invoice No: 993560			Paid Amt: \$74.00	
							Check Amount: \$74.00	
							Report Total:	\$42,176.69

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

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

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
Board of Directors
Report from Budget Committee
April 9, 2018

2018-2019 Budget Summary

- Teacher Salary Schedule @ 95% of prior year #656 (up from 94.5%)

- Non-teacher Schedule @ 100% of prior year #656

- 2018-2019 Budget Highlights
 - Assumes enrollment at 147 students
 - Assumes ongoing 2% state basic formula increases
 - Increased Compensatory Revenue for next year
 - Health insurance - 15% increase
 - Assumes no new joiners to our health insurance plan
 - Utilities and property insurance - 5% increases
 - Continues existing programs and spending priorities
 - Maintains current staffing levels while also improving teacher compensation
 - Assumes continued REAP funding
 - Technology:
 - \$9,500.00/year expense for internet/firewall/phones payment to #656, lease/maintenance payment to Jaguar, local analog phone to TDS
 - \$129.77/month copier lease
 - \$10,200 for technology equipment, repairs, replacements

 - Fund Balance History
 - 2008 = 34.3%
 - 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 = 37.2%
 - 2018 = 34.4 (projected)
 - 2019 = 33.2 (estimated)

- 3-year Budget
 - Nerstrand Board of Directors has a 3-year Fund Balance Target Objective of 25%. The proposed 3-year budget meets that goal

Proposed Nerstrand 2018-2019 (~95% prior year #656)

Step	BS/BA	BS/BA + 15	BS/BA + 30	BS/BA + 45	MS/MA	MS/MA + 15	MS/MA + 30
1	36,905	37,502	38,389	39,585	40,778	41,515	44,343
2	38,046	38,631	39,526	40,899	42,275	43,015	45,841
3	39,145	39,821	40,854	42,375	43,907	44,637	47,457
4	40,317	41,023	42,180	43,856	45,490	46,255	49,073
5	41,526	42,323	43,504	45,322	47,137	47,863	50,676
6	42,739	43,647	44,968	46,891	48,813	49,546	52,347
7	43,985	44,955	46,428	48,458	50,489	51,215	54,012
8	43,985	46,437	47,881	50,019	52,150	52,881	55,667
9	43,985	47,953	49,573	51,703	53,834	54,562	57,509
10	43,985	49,463	51,321	53,456	55,580	56,312	59,249
11	43,985	50,961	53,231	55,360	57,490	58,214	61,001
12	43,985	52,535	55,220	57,306	59,398	60,184	62,919
13	43,985	54,878	57,510	59,553	61,605	62,381	65,062
14	47,459	58,731	61,454	63,570	65,691	66,498	69,267

**Proposed Nerstrand
2018-19 Hourly Wage
(100% prior year #656)**

Class room para

step 1	\$12.62
step 2	\$12.95
step 3	\$13.37
step 4	\$13.76

Media para

step 1	\$14.79
step 2	\$15.11
step 3	\$15.46
step 4	\$15.83

SpeEd para

step 1	\$15.71
step 2	\$15.98
step 3	\$16.25
step 4	\$16.51

plus longevity:

after 5 full years	\$0.18
10	\$0.28
15	\$0.33
20	\$0.38
25	\$0.43

SpEd EA (EBD/1:1)

\$16.68

plus \$.05/hr per year of service

plus Regal Eagles:

\$2.00

Nerstrand Elementary Board of Directors

Proposed 2018-2019 Budget

Proposed 3-year Budget

		2017-18 Outlook	2018-2019 Proposed Budget	2019-2020	2020-2021	2021-2022
ADMs		150.00	147.00	147.00	147.00	147.00
LEP		0.00	0.00	0.00	0.00	0.00
Revenues						
1-0-000-000-050	FeesFromPatrons(Families)	15,700.00	8,000.00	8,000.00	8,000.00	8,000.00
1-0-000-000-092	Interest Income	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
1-0-000-000-096	Gifts and Bequests	12,000.00	6,000.00	6,000.00	6,000.00	6,000.00
1-0-000-000-099	Miscellaneous Rev/Local Source	25.00	25.00	25.00	25.00	25.00
1-0-000-000-201	Endowment Aid	5,903.43	5,903.43	5,903.43	5,903.43	5,903.43
1-0-000-000-211	General Education Aid	1,021,658.67	1,024,266.08	1,024,266.08	1,042,266.08	1,060,266.08
1-0-000-000-211	State aid increases (1% ~ 9,000)			18,000.00	18,000.00	18,000.00
1-0-000-000-211	DeclineEnroll Revenue		4,665.83	0.00	0.00	0.00
1-0-000-000-211	Compensatory Revenue (incr)		20,000.00	0.00	0.00	0.00
1-0-000-000-212	Literacy Aid	17,455.87	17,455.87	17,455.87	17,455.87	17,455.87
1-0-000-000-317	LTFMR	12,750.00	19,404.00	19,404.00	19,404.00	19,404.00
1-0-000-348-300	Building Lease Aid	190,530.00	190,530.00	190,530.00	190,530.00	190,530.00
1-0-000-401-400	Title I	11,355.62	11,355.62	11,355.62	11,355.62	11,355.62
1-0-000-414-400	Title II	3,243.47	3,243.47	3,243.47	3,243.47	3,243.47
1-0-000-419-400	SpecEd-FedFlowThru	17,004.36	22,504.36	22,504.36	22,504.36	22,504.36
1-0-000-425-400	CEIS	3,802.00	3,802.00	3,802.00	3,802.00	3,802.00
1-0-000-514-500	REAP	22,756.00	22,756.00	22,756.00	22,756.00	22,756.00
1-0-000-000-071	Third Party Billing Revenue	400.00	400.00	400.00	400.00	400.00
1-0-000-740-360	Special Education Aid (94%)	310,286.07	310,286.07	310,286.07	310,286.07	310,286.07
4-0-000-000-050	Comm Ed - Fees	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
4-0-000-000-649	Permanent Transfer from Fund 1	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00
Total Revenues		1,662,070.49	1,688,797.73	1,682,131.90	1,700,131.90	1,718,131.90

Expenses

Payroll and benefits:

Carry-in payroll increase		0.00	32,724.00	63,605.00	95,558.95
Teacher salary schedule (to 95% of prior year ISD#656)		24,441.00	21,665.00	21,665.00	21,665.00
Non-teacher schedule (100% of prior year ISD#656)		2,063.00	2,063.00	2,063.00	2,063.00
15% Health insurance premium increases		6,220.00	7,153.00	8,225.95	9,459.84
New joiner to insurance plans		0.00	0.00	0.00	0.00
Total Changes (incl FY18 payroll over-budget)			32,724.00	63,605.00	128,746.79

Nerstrand Elementary Board of Directors

Proposed 2018-2019 Budget

Proposed 3-year Budget

2017-18 Outlook	2018-2019 Proposed Budget	2019-2020	2020-2021	2021-2022
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Expenses, cont.

1-0-010-000-366	Board - Wksp/Conf	500.00	900.00	900.00	900.00	900.00
1-0-010-000-820	Board Authorizer Fee	13,923.00	14,201.46	14,343.47	14,486.91	14,631.78
1-0-050-000-305	EdVisions Admin Staff	95,834.00	95,834.00	95,834.00	95,834.00	95,834.00
1-0-105-000-305	Payroll Srvc Fees, Employ Ads	20,934.00	20,934.00	20,934.00	20,934.00	20,934.00
1-0-107-000-305	Marketing	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
1-0-110-000-305	Business:Consult,RegionV,Audit (2% incr/yr)	70,000.00	71,400.00	72,828.00	74,284.56	75,770.25
1-0-110-000-320	Business - Phone + Internet	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
1-0-110-000-329	Postage	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
1-0-110-000-401	Business - Non-Inst Supp	200.00	200.00	200.00	200.00	200.00
1-0-110-000-820	Region V, MSBA, JMC, SEMNET, E-Rate	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
1-0-720-000-390	Health Services-PdToMnSchool	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
1-0-810-000-330	Utilities + Garbage/Recycle (5% incr/yr)	39,612.52	41,593.15	43,672.80	45,856.44	48,149.27
1-0-810-000-391	Maint Cost Share to Mn School (2% incr/yr)	46,151.54	47,074.57	48,016.06	48,976.38	49,955.91
1-0-810-000-401	Oper/Maint - Non-Inst Supp	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00
1-0-850-348-370	Facilities - Lease	211,700.00	211,700.00	211,700.00	211,700.00	211,700.00
1-0-940-000-340	Property/Liability Insurance (5% incr/yr)	9,415.52	9,886.30	10,380.61	10,899.64	11,444.62
1-0-950-000-910	Permanent Transf to other Fund	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00
1-1-201-000-394	EdVisions Kinder Staff	58,882.00	58,882.00	58,882.00	58,882.00	58,882.00
1-1-203-000-305	Elem Consulting, Tech Support	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
1-1-203-000-369	Field trips, Admissions, River Bend, Elem Fees	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
1-1-203-000-370	ElemEd - copier lease (\$129.77/mo)	648.85	1,557.24	1,557.24	1,557.24	1,557.24
1-1-203-000-394	EdVisions General Elem Staff, Curric writing	408,355.00	408,355.00	408,355.00	408,355.00	408,355.00
1-1-203-000-401	Elem Ed - Non-Inst Supplies	7,000.00	9,000.00	9,000.00	9,000.00	9,000.00
1-1-203-000-430	Elem Ed - Inst Supplies	20,000.00	18,000.00	18,000.00	18,000.00	18,000.00
1-1-203-000-460	Elem Ed - Textbooks/Workbooks/Curriculum	13,000.00	16,000.00	10,000.00	10,000.00	10,000.00
1-1-203-000-461	Standardized Tests	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
1-1-203-000-555	Elem Ed - Tech Equip	36,250.00	10,200.00	10,200.00	10,200.00	10,200.00
1-1-203-733-394	Field Trips - Transportation	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00
1-1-203-000-394-1	EdVisions Teacher Subs	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
1-1-204-414-303	EdVisions F414 CSR	3,243.47	3,243.47	3,243.47	3,243.47	3,243.47
1-1-204-514-303	EdVisions F514 CSR	22,756.00	22,756.00	22,756.00	22,756.00	22,756.00
1-1-204-401-303	EdVisions F401 Title I	11,355.62	11,355.62	11,355.62	11,355.62	11,355.62
1-1-240-000-394	EdVisions PhysEd Staff	24,355.00	24,355.00	24,355.00	24,355.00	24,355.00
1-1-240-000-430	PhysEd/Health - Inst Supp	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
1-1-258-000-394	EdVisions Music Staff	54,897.00	54,897.00	54,897.00	54,897.00	54,897.00

Nerstrand Elementary Board of Directors

Proposed 2018-2019 Budget

Proposed 3-year Budget

	2017-18 Outlook	2018-2019 Proposed Budget	2019-2020	2020-2021	2021-2022
1-1-258-000-430 Music - Inst Supp	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
1-1-420-419-303 Fed Sub Contracts under \$25k	10,000.00	15,500.00	15,500.00	15,500.00	15,500.00
1-1-420-419-366-1 GenSpEd-Fed-Travel	2,434.36	2,434.36	2,434.36	2,434.36	2,434.36
1-1-420-419-401 SpEd Supplies	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
1-1-420-419-405 SpEd Forms Software	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00
1-1-420-419-433 SpED Instructional Supplies	1,980.00	1,980.00	1,980.00	1,980.00	1,980.00
1-1-401-740-394 Speech Lang - Contract Fees	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
1-1-407-740-396 EdVisions SpEd LD Staff	61,986.07	61,986.07	61,986.07	61,986.07	61,986.07
1-1-407-740-397 EdVisions SpEd LD benefits	10,466.97	10,466.97	10,466.97	10,466.97	10,466.97
1-1-408-740-394 EBD Contract Fees	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00
1-1-412-740-396 EdVisions SpEd DD Staff	20,371.68	20,371.68	20,371.68	20,371.68	20,371.68
1-1-412-740-397 EdVisions SpEd DD benefits	9,734.91	9,734.91	9,734.91	9,734.91	9,734.91
1-1-760-723-360 Summer ESY bus	1,236.84	1,236.84	1,236.84	1,236.84	1,236.84
1-1-420-372-305 Third Party Billing	400.00	400.00	400.00	400.00	400.00
1-1-420-740-394 Contracted SpEd Srvcs, Psych, PT	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
1-1-420-740-396-1 EdVisions SpEd Non-licensed Staff - Salary	132,000.00	132,000.00	132,000.00	132,000.00	132,000.00
1-1-420-740-397-1 EdVisions SpEd Non-licensed - Benefits	36,695.09	36,695.09	36,695.09	36,695.09	36,695.09
1-1-420-740-433 GenSpecEd-IndividInstrSupplies	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
1-1-422-425-303 EdVisions CEIS Staff	3,802.00	3,802.00	3,802.00	3,802.00	3,802.00
1-1-605-000-394 EdVisions Program Support Staff	62,280.00	62,280.00	62,280.00	62,280.00	62,280.00
1-1-640-000-366 StaffDev-Conferences	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00
4-1-110-000-320 Regal Eagles Phone	200.00	200.00	200.00	200.00	200.00
4-1-570-000-394 EdVisions Regal Eagle Staff	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00
4-1-570-000-401 Comm Ed - Non-Inst Supp	500.00	500.00	500.00	500.00	500.00
Total Expenses	1,681,841.44	1,703,376.72	1,733,343.20	1,770,560.14	1,809,195.87
Net Income	(19,770.95)	(14,579.00)	(51,211.30)	(70,428.24)	(91,063.98)

BOY Fund Balance	599,148.00	579,377.05	564,798.05	513,586.75	443,158.50
Projected EOY Fund Balance	579,377.05	564,798.05	513,586.75	443,158.50	352,094.53
% of annual expenditures =	34.45%	33.16%	29.63%	25.03%	19.46%

NERSTRAND ELEMENTARY SCHOOL 2018-2019

CALENDAR KEY:

WORKSHOP DAYS

HOLIDAYS/BREAKS

CONFERENCES

FIRST/LAST DAY OF SCHOOL

END OF TRIMESTER

CURRICULUM/WORK DAY

OPEN HOUSE & KINDER-GO-ROUND - AUG. 30, 2018

DISCOVERY DAY SEPT. 28

WINTER CONCERT/COMMUNITY CELEBRATION 12/14/18 & 4/26/19

DISCOVERY DAY SEPT. 28

NERSTRAND ONLY DAYS OFF - SNOW MAKE-UP DAYS IF NEEDED

REPORT CARDS GO HOME

NUMBER OF STUDENT CONTACT DAYS: 165

NUMBER OF STAFF DAYS: 179

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4			3	4	5	6	7	8	1		1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31				
0/4						0/4	30	17/19				17/23	20/22					37/45	18/19						55/64	30	31	14/14				69/78	21/22						90/100				
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
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24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31						
18/20						108/120	31	14/15				122/135	21/21					143/156	22/22						165/178	30	0/1					165/179											

WBWF Meeting- August 30, 2018

NWEA, FAST & BAS Testing – September 10-28, 2018

FAST (BAS as needed) Testing – January 7 – 31, 2019

MCA II Testing – March 26-29, April 1- May 17, 2019

NWEA Testing – April 29 – May 24, 2019

Daily Schedule: Instructional Hours: 6.0

8:30 a.m. – Instructional Day Begins

2:50 p.m. – Instructional Day Ends

Kristin Fischer, MA CCC-SLP
Speech Language Pathologist
MN Teaching License File Folder #284394
5244 Knox Ave S. Minneapolis, MN 55419
612-616-6890 kristinfischer.slp@gmail.com

Independent Contracting Agreement

This agreement is made as of June 1, 2018 between Nerstrand Elementary School (“*Client*”) and Kristin Fischer, MA CCC-SLP (“*Provider*”).

The Provider has the special skills, training, experience, knowledge and ability to perform services that the Provider is in the business of providing. The Provider seeks to be retained by the Client and Client seeks to retain the Provider under the terms and conditions set forth below.

The Terms:

1. ***Term of Agreement.*** This agreement will commence from August 1, 2018 and end on June 15, 2019 unless otherwise terminated in the process outlined in Section 9 of this agreement.
2. ***Services.*** Provider agrees to perform for Client the speech and language therapy services listed below for Client’s students currently located at 205 S 2nd Street, Nerstrand MN 55053 during the term of this agreement in accordance with the American Speech Language and Hearing Association standards, federal and state Special Education regulations and school policies. Provider is free to secure its own clients and patrons, as long as the performance of services to such clients and patrons does not conflict with or preclude Provider’s performance.
 - a. speech and language evaluation to include administration of standardized and non-standardized assessments, file reviews, staff/parent interviews, observations and written reports
 - b. direct, indirect and consultative treatment as stated on each IEP
 - c. case management of students with speech/language as a primary disability category
 - d. speech and language screening
 - e. periodic written progress notes
 - f. preparation time related to evaluation and treatment
 - g. participation in the referral/intervention process, child study team and due process meetings
 - h. completion of third party billing logs for MA eligible students

3. **Certification and licensing.** Provider will maintain all necessary certifications and licenses at its expense prior to undertaking any work on Client's behalf, including a MN teaching license and an ASHA Certificate of Clinical Competence.
4. **On-site resources.** Client agrees to provide Provider with the following on-site resources:
 - a. Quiet, self-contained therapy space with electrical outlets, school computer with internet access, telephone with voicemail system, child-sized table and chairs; book shelves or cabinet and desk/table
 - b. Access to copier and fax machines
 - c. Access to standardized speech and language assessment tools and treatment materials
5. **Compensation.** Client agrees to pay Provider for services for a minimum of 24 hours per week (three 8 hour days) at the hourly rate of \$90.00. Service time beyond this minimum will require approval from the Client and will be billed in 15-minute increments. Client also agrees to compensate Provider for travel time @ \$90.00 per on site service day.
6. Provider will not bill Client for:
 - a. Sessions cancelled by Provider due to illness or personal days.

Provider will bill Client for:

 - b. Scheduled session time when students are absent or unable to be present for evaluation or treatment due to illness, classroom or district testing, field trips, special school events or weather-related late starts and snow days.
7. **Invoicing.** Client will pay the amounts agreed to herein upon receipt of invoices which will be sent twice monthly to the Client and Client will pay the amount of such invoices to Provider within one week of receiving the invoice. Fee schedules are at a fixed rate for one learning year from the signed agreement date.
8. **Taxes.** Provider will act as an independent contractor of the Client in the performance of its duties under this agreement. Provider will, therefore, be responsible for claiming earnings rising out of or related to the Provider's work for the Client at the end of the fiscal year. Client will provide Provider with a 1099 reporting form. Provider will provide a Federal Tax ID number and proof of professional liability insurance if requested.

9. **Termination.** Client may terminate this agreement anytime based on Provider's failure to provide services hereunder in accordance with Client's standards or those of the American Speech Language and Hearing Association. Client may also terminate this agreement based on Provider's failure or refusal to secure the licenses, certifications and/or insurance required by this agreement. Any such termination must be affected by Client providing Provider with 30 days written notice of the reason for termination at:

Kristin Fischer, MA CCC-SLP
5244 Knox Ave S.
Minneapolis, MN 55419

Provider may terminate this agreement anytime based on Client's breach of any of the Agreement terms and conditions presented herein, based on the Client's failure to compensate the Provider as determined by the billing, or by the Provider's inability to continue to fulfill its responsibilities to the Client per this Agreement. Any such termination must be affected by the Provider providing Client with 30 days written notice of the reason for termination at:

Nerstrand Elementary School
205 S. 2nd Street
Nerstrand, MN 55053

10. **Default.** In the event of a default or breach of this Agreement by either party, the other party shall be entitled to all remedies available whether in law or in equity, and all such remedies shall be cumulative and may be exercised separately or concurrently without waiver of any other remedies. The failure of either party to act on a default or breach of this Agreement by the other shall not be deemed a waiver of such default or breach. In the event of a default or breach, the prevailing party shall be entitled to recover all the expenses, including reasonable attorneys' fees and costs, in addition to any monetary recovery or other relief.
11. **Arbitration.** In the event of any dispute, claim, question or disagreement arising from or relating to the Agreement or the breach thereof, the parties hereto shall use their best effort to settle such dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interest, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions or disagreements shall be finally settled by arbitration administered by the American Arbitration Association in accordance with its provisions of its Commercial Arbitration Rules.

12. **Governing Law.** This Agreement and the performance of services hereunder will be governed by the laws of the State of Minnesota.

13. **Entire Agreement.** This Agreement contains the complete agreement of the parties and will supersede any and all other agreements, understandings and representations by and between the parties hereto.

Client

Provider

Print Name and Title

Print Name and Title

Date

Date

**Contract for Speech/Language Services
2018-19 School Year**

Contracting for Emergency Services, Speech/Language

Service Provider: Ann Dybvik, CCC-SLP; Speech/Language Pathologist

Provider Address: 1300 Liberty Ct, Northfield, MN 55057

Contact Information:

Home Phone: 507 645-1673

Cell: 507 301-4575

Email: anndbyk@gmail.com

MDE Licensure Number: 403028

Services to be provided on emergency basis as indicated by Special Education Director

- * Speech/Language Therapy
- * Case Management for Speech Students
- * Evaluations/ Reports/Meetings for new referrals
- * MA Third Party Billing for eligible clients
- * Coordination with teachers/parents as needed to provide effective service delivery
- * Other duties as needed.

Dates of Service: 2018-2019 School Year

Services Charge: Seventy-five (\$ 75.00) dollars per hour

Note: Time spent traveling to and from client's location will be billed at half the hourly rate. Mileage will be charged at current IRS mileage rate. The maximum billable amount under this contract will not exceed 600 hours, or \$40,000.

Rationale for Contract:

- To provide "emergency needed" speech and language services for Special Education students as needed throughout the school year.

School Address:

Nerstrand Elementary Charter School
205 South Second St.
Nerstrand, MN 55053

(507) 333-6850

Service Provider Signature:

Nerstrand Board of Directors Chairperson:

Date of Board of Directors Approval:

Nerstrand School Director:

SERVICE AGREEMENT

Contracted Occupational Therapy Services

This Service Agreement ("Agreement") is made effective as of April 4th, 2018 by and between On The Move – Therapy Services, LLC ("Provider") and Nerstrand Elementary School ("Client").

RECITALS

- A. Provider is a provider of occupational therapy consultation, evaluation, and therapeutic services to students.
- B. Client wishes to enter into this Agreement to retain Provider to provide some or all of such services to Client's students under their Individual Educational Program ("IEP") for the 2018-2019 school year.

AGREEMENT

Therefore, in consideration of the terms, conditions, and agreements set forth herein, the sufficiency and form of which are expressly acknowledged by the parties hereto, the parties hereto agree as follows:

1. **Term of Agreement.** This Agreement shall commence from the effective date of this Agreement and continue until the end of the school year (June 15, 2019), unless earlier terminated pursuant to Section 6 below.
2. **Duties and Responsibilities of Provider.** Provider agrees to provide occupational therapy consultation, evaluation, and/or therapeutic services for certain of Client's students during the term of this Agreement in accordance with standards and ethical principles established by National Board Certification of Occupational Therapy and Minnesota Occupational Therapy Association. Provider shall perform such services at those times and schedules as are reasonably requested with sufficient advance notice by Client, from time to time during the term as scheduled and agreed to by Provider and Client using those therapeutic and evaluation procedures set forth in Exhibit A (which is incorporated herein by reference).
3. **Compensation; Expenses.** Client will pay Provider fees for each Client student to whom Provider renders services or treatment according to the fee schedule attached hereto as Exhibit B. Fee schedules are at a fixed rate for the term of this Agreement. Provider shall bill Client on at least a monthly basis for services performed. Client must pay all invoices within 30 days of the date of invoice. Any late payment shall be subject to a charge of the lesser of: (i) 1.5% per month on all amounts overdue; or (ii) the maximum amount permitted under applicable law. Client shall reimburse Provider for the cost of any background checks or similar matters required by Client.
4. **Licenses and Certification.** Provider will secure all licenses required by law to perform its services under this Agreement at its expense prior to undertaking any work on Client's behalf. Provider will perform its services using one or more Minnesota state registered occupational therapists.
5. **Location of Work.** Provider will perform all direct interactions with Client's students at the school, located at 205 S. 2nd Street Nerstrand, MN 55053.

6. **Termination.** If either party materially breaches this Agreement (Client's failure to pay amounts owed to Provider when due shall be deemed a material breach), the non-breaching party may give written notice of such breach after which the breaching party shall have 30 days to cure such breach. If the breaching party does not cure the breach within such 30 day period, the non-breaching party may terminate this Agreement immediately upon written notice of such termination to the breaching party.
7. **Default; Remedies.** In addition to the rights under Section 6, in the event of a default or breach of this Agreement by either party, the other party shall be entitled to all remedies available in law and in equity. The failure of either party to act on a default or breach of this Agreement by the other shall not be deemed a waiver of such default or breach. In the event of a default or breach, the prevailing party shall be entitled to recover all of its expenses incurred in enforcing its rights and claims, including reasonable attorneys' fees and costs, in addition to any monetary recovery or other relief.
8. **Limitation of Liability.** IF PROVIDER OR ANY OF ITS RESPECTIVE OFFICERS, MANAGERS, GOVERNORS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS OR OWNERS IS EVER LIABLE TO CLIENT FOR ONE OR MORE BREACHES, DISPUTES, CONTROVERSIES OR CLAIMS ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PROVIDED HEREUNDER (WHETHER ANY SUCH BREACH, DISPUTE, CONTROVERSY OR CLAIM IS BASED UPON CONTRACT, TORT, STATUTE, EQUITY OR ANY OTHER LEGAL THEORY), EXCEPT FOR CLAIMS FOR GROSS NEGLIGENCE OR INTENTIONAL/WILLFUL MISCONDUCT, THEN, (I) THE CUMULATIVE AMOUNT OF ALL DAMAGES AND PENALTIES, IF ANY, RECOVERABLE FOR ALL SUCH BREACHES, DISPUTES, CONTROVERSIES AND CLAIMS WILL NOT EXCEED, IN THE AGGREGATE, AN AMOUNT EQUAL TO THE TOTAL AMOUNT OF THE FEES PAID BY CLIENT UNDER THIS AGREEMENT, (II) RECOVERY OF SUCH AMOUNT AS LIMITED HEREBY WILL BE CLIENT'S SOLE AND EXCLUSIVE REMEDY, AND (III) CLIENT RELEASES PROVIDER AND ITS RESPECTIVE OFFICERS, MANAGERS, GOVERNORS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS OR OWNERS FROM ANY LIABILITY IN EXCESS OF SUCH AMOUNT.
9. **Independent Contractor.** Provider is at all times an independent contractor to Client in the performance of its duties under this Agreement. Provider will, therefore, be responsible for the payment of all federal, state and local taxes rising out of or related to Provider's work for Client. Provider will maintain professional liability insurance in the coverage amount of \$1 million and will present Client with evidence of such insurance coverage if requested. Provider will also provide background checks if requested.

Provider may use one or more subcontractors to perform the services hereunder (such subcontractors shall be subject to the licensing and professional requirements set forth in Sections 2 and 4 of this Agreement). Regardless of whether Provider provides the services directly or through subcontractors, all communications regarding this Agreement and payments under this Agreement shall be by and between Provider and Client only.

Provider is free to contract with and provide services to other clients and patrons, as long as the performance of such services to such other clients and patrons does not prevent Provider's performance under this Agreement.

10. **Arbitration.** In the event of any dispute or claim arising from or relating to this Agreement or the breach thereof, the parties hereto shall use their best effort to settle such dispute or claim. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interest, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes and claims shall be finally settled by arbitration administered by the American Arbitration Association in accordance

with its provisions of its Commercial Arbitration Rules. The parties agree that arbitration shall be the sole and final method of resolving any disputes or claims, that the award (if any) entered by the arbitrator or arbitrators shall be final and binding on the parties, and that any such award shall be specifically enforceable in any court having jurisdiction (and such award may be entered in any court having jurisdiction).

11. **Governing Law.** This Agreement and the performance of services hereunder will be governed by the laws of the State of Minnesota without regard to its choice of law rules or principles of comity.
12. **Assignment.** Neither party may assign, delegate or otherwise transfer this Agreement without the written consent of the other party, except that Provider may assign, delegate, and transfer as part of a sale of all or substantially all of its business (including by sale of all or substantially all of its assets).
13. **Force Majeure.** If the performance of this Agreement or any obligations hereunder is prevented, restricted or interfered with by reason of fire or other casualty or accident, strikes or labor disputes, war or other violence, any law, order, proclamation, regulations, ordinance, demand or requirement of any government agency, or any other act or condition beyond the reasonable control of the party required to perform, the party so affected upon giving prompt notice to the other party shall be excused from such performance to the extent of such prevention, restriction or interference (provided that in no event shall a failure to make payment due under this Agreement be deemed excused). The party so affected shall use its reasonable efforts to avoid or remove such causes of nonperformance and shall continue performance hereunder whenever such causes are removed.
14. **Entire Agreement.** This Agreement contains the complete agreement of the parties and supersedes any and all other agreements, understandings and representations by and between the parties hereto.

IN WITNESS WHEREOF, the parties have signed this Agreement this _____ day of _____, 20__.

PROVIDER:

CLIENT:

ON THE MOVE – THERAPY SERVICES, LLC

Nerstrand Elementary School

By: Allison J. Egner

By: _____

Allison J. Egner

(Signature)

Its: President
PO Box 22428
Eagan, MN 55122
612.803.5338

Its: _____
(Title)

EXHIBIT A

Therapeutic/Evaluation Procedures

Therapeutic/Evaluation Procedures:

Therapeutic services will be provided according to the number of minutes and days recorded on the student's IEP.

- A. Evaluations or IEP cases will not be initiated prior to written parent/guardian permission, to be obtained by Client. Provider requires a copy of such documentation for assessments, reassessment, screenings, observations, and therapy initiation.**
- B. Provider will provide all reports in Provider's format; Client will be responsible for entering these reports into the students' records under Client's system.**
- C. Provider will try to attend case meetings upon receipt of timely notification, schedule permitting.**
- D. Client understands that situations may arise where Provider will have to cancel sessions. In the event of a cancellation caused by Provider, attempts will be made to reschedule any missed appointments and Client will not be billed for a missed session. Client will be billed according to the fee schedule for any sessions thereafter rescheduled.**
- E. Any educational data produced, including assessment protocols, as a result of working with a student shall be released to the school to be included in the student's file at the school's request.**

EXHIBIT B

Compensation

- 1. Client agrees to pay Provider as follows:**

\$99 per hour for the following services:

Therapy:

- i. direct and indirect therapy services – as stated on the IEP**

Evaluation:

- ii. evaluations (including administrating tests, interviewing staff, observations of student and report writing)**

Consultation:

- iii. consultation/training of staff**
- iv. meetings, phone calls, emails with staff and/or parents**
- v. prep time for services**
- vi. paperwork related to therapy services (IEP writing, daily notes, progress notes)**
- vii. travel time to the location**

- 2. A 3 hour minimum will apply per visit.**

- 3. Supplies:**

Provider will supply all evaluation materials and general therapy supplies/equipment to be used during therapy time (as determined necessary at Provider's sole discretion). If supplies/equipment is recommended for student, Client will pay for supplies/equipment and it will remain property of Client.

Agreement for Financial Services FY 2018 – 2019

THIS AGREEMENT made on ____April 9, 2018____, effective July 1, 2018, by and between Keith Johnson Financial Services, Inc, whose address is 8704 Bagley Avenue, Northfield, MN 55057, hereinafter referred to as the "Service Provider", and Nerstrand Elementary School, whose address is 205 South Second Street, Nerstrand Minnesota hereinafter referred to as "School".

WHEREAS, the School desires to engage the services of the Service Provider to perform for the School business office financial services as an independent contractor and not as an employee; and WHEREAS, Service Provider desires to contract with the Board of Directors, the officers of the School, and the administrative staff, to provide the following services to School:

Business Office/Financial/Record Keeping Services

SERVICES: The "Contractor" will report directly to the Board. He/she will work closely with staff and the Board. Key areas of responsibility include overseeing the budget and preparing for the annual financial audit. He/she will be responsible for UFARS, SEDRA, SERVS, support local MARSS and STARS reporter as needed, ESEA (Title) finance, accounts payable/receivable and recording of deposits, oversee account reconciliation, manage financial accounting software, any financial recording and reporting required for the annual financial audit, work with payroll/bookkeeping services to get payroll data and assure proper payroll recording, attend monthly meetings of the Board of Directors and be responsible for working with Finance Committee to develop the annual budget. He/she will work to assure that work is done in a manner and timeframe consistent with the needs of the school. He/she will have the authority to outsource work to a third party if the current structure cannot meet the needs of the work requirement.

NOW, THEREFORE, it is agreed as follows:

1. Term. The respective duties and obligations of the contracting parties shall be for a period of one year, commencing on July 1, 2018, and may be terminated by either party giving sixty (60) days' written notice to the other party at the addresses stated above or at an address chosen subsequent to the execution of this agreement and duly communicated to the party giving notice.
2. Liability. With regard to the services to be performed by the Service Provider pursuant to the terms of this agreement, the Service Provider shall not be liable to the School, or to anyone who may claim any right due to any relationship with the Corporation, for any acts or omissions in the performance of services on the part of the Service Provider or on the part of the agents or employees of the Service Provider, except when said acts or omissions of the Service Provider are due to willful misconduct or gross negligence. The School shall hold the Service Provider free and harmless from any obligations, costs, claims, judgments, attorneys' fees, and attachments arising from or growing out of the services rendered to the School pursuant to the terms of this agreement or in any way connected with the rendering of services, except when the same shall arise due to the willful misconduct or gross negligence of the Service Provider and the Service Provider is adjudged to be guilty of willful misconduct or gross negligence by a court of competent jurisdiction.

3. Compensation. The Service Provider shall submit invoices for services and fees in an amount not to exceed the Board approved amount. School shall pay Service Provider within thirty (30) days of receiving an invoice for hourly services:

Fee for Services

1) Hourly fees for services @ \$60.00/hour, up to 18.9 hours/week - approx. 50% onsite

4. Arbitration. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance of the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) shall be entered in any court having jurisdiction thereof. For that purpose, the parties hereto consent to the jurisdiction and venue of an appropriate court located in Rice County, State of Minnesota. In the event that litigation results from or arises out of this Agreement or the performance thereof, the parties agree to reimburse the prevailing party's reasonable attorney's fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing party may be entitled. In such event, no action shall be entertained by said court or any court of competent jurisdiction if filed more than one year subsequent to the date the cause(s) of action actually accrued regardless of whether damages were otherwise as of said time calculable.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement on __April 9, 2018__.

Nerstrand Elementary School

Keith Johnson Financial Services, Inc.

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Independent Contractor Agreement Early Childhood Special Education Teacher

This Independent Contractor Agreement ("Agreement") is entered into between Student-Centered Services, LLC ("Contractor") at 15298 68th Place N, Maple Grove, MN 55311 and Nerstrand Elementary ("Client") at 205 2nd St S, Nerstrand, MN 55053 (collectively, the "Parties"). This Agreement is effective upon execution by all Parties ("the Effective Date").

1. Engagement of Services: The Contractor will provide the Client with the following services:

- For students under age seven (7) who are enrolled at Nerstrand Elementary and receiving Special Education services under the educational criteria of Developmental Delay as of the Effective Date (one [1] student), the Contractor will provide indirect Special Education services as defined by the student's Individualized Education Plan.
- For students under age seven (7) and enrolled at Nerstrand Elementary and who are referred for a Special Education evaluation during the term of this Agreement, the Contractor will complete all assessment procedures determined to be appropriate and within the scope of practice of an Early Childhood Special Education Teacher. These assessment procedures will be administered after written permission is obtained from the student's legal guardian and completed within 30 school days. The Contractor will complete all due process related to aforementioned assessment procedures and maintain compliance with timelines as defined by Minnesota Department of Education to the best of her ability. The Contractor will attend meetings on-site, via conference call, or video chat at the Contractor's discretion.
- Other duties determined to be within the Contractor's expertise and licensure area may be issued within the duration of the Agreement upon agreement by both parties. These duties may include, but are not limited to, provision of indirect service for students under age seven (7) that initially qualify for Special Education or students under age seven (7) that receive Special Education and enroll in Nerstrand Elementary during the term of the agreement, observation of student functioning within the educational environment, consultation with Special Education and general education staff to determine appropriate programming for students, and development of accommodations for students' Individualized Education Plans.

2. Compensation:

The Client shall compensate the Contractor for services in accordance with the following fee schedule:

- \$90.00 per hour on-site services (pro-rated, minimum one (1) hour)
- \$90.00 per hour off-site services (pro-rated, minimum ten (10) minutes)
- \$45.00 per hour for travel (pro-rated)
- \$.535 mileage expense

The Contractor shall submit an invoice for services rendered in two week increments. The Contractor shall receive payment from the Client within fourteen (14) calendar days of invoice submission date.

3. Term of Agreement: The term of this Agreement shall commence upon Effective Date and end one day before the beginning of the 2019/2020 school year. This Agreement may be terminated by either party with thirty (30) days advance written notice effective as of the expiration of the notice period. Upon termination, the Contractor shall provide the Client with an invoice detailing all services rendered that the Contractor has not previously received compensation for. The Contractor shall receive payment from the Client within fourteen (14) calendar days of submission of final invoice.

4. Limitation on Liability: To the maximum extent permitted by applicable law and notwithstanding the failure of any remedy to fulfill its essential purpose, in no event shall either party be liable for any indirect, special, punitive, or consequential damages, including without limitation loss of profits, arising from or related to this agreement regardless of the form of action even if the party was informed of the possibility of such damages.

5. Authority: The Parties represent and warrant that they are authorized to enter into this Agreement. The Parties represent and warrant that they have not assigned or otherwise transferred any claim or cause of action released by this Agreement and that no other person or entity has any interest in the matters released in this Agreement.

6. Independent Contractor Relationship: The Contractor's relationship with the Client will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. The Contractor will not be entitled under this Agreement to any of the benefits that the Client may make available to its employees, including but not limited to group health insurance, life insurance, profit-sharing, retirement benefits, paid vacation, holidays or sick leave, or workers' compensation insurance. No part of the Contractor's compensation will be subject to withholding by the Client for the payment of any social security, federal, state or any other employee payroll taxes. The Contractor may perform the services required by this Agreement at any place or location and at such times as the Contractor shall determine.

7. Intellectual Property Rights: The Parties agree that any intellectual property created by the Contractor in the performance of this Agreement is owned exclusively by the Contractor, and the Contractor has all rights to said intellectual property.

8. Governing Law: This Agreement shall be governed by the laws of the State of Minnesota and shall be venued in Hennepin County, Minnesota.

9. Severability: If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable, (a) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (b) the legality, validity, and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

10. Cumulative Rights: Any specific right or remedy provided in this contract will not be exclusive but will be cumulative of all other rights and remedies.

11. Force Majeure: Neither party shall be held responsible for any delay or failure in performance of any part of this agreement to the extent such delay or failure is caused by fire,

flood, explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will notify the other party in writing within ten (10) days after the beginning of any such cause that would affect its performance. Notwithstanding, if a party's performance is delayed for a period exceeding thirty (30) days from the date the other party receives notice under this paragraph, the non-affected party will have the right without any liability to the other party, to terminate this agreement.

12. Waiver: Failure of either party to insist on strict compliance with any of the terms, covenants, and conditions of this agreement shall not be deemed a waiver of such terms, covenants, and conditions, or of any similar right or power hereunder at any subsequent time.

13. Entire Agreement: This agreement sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this agreement.

14. Notices: All notices shall be in writing and shall be delivered personally, by United States certified or registered mail, postage prepaid, return receipt requested, or by a recognized overnight delivery service. Any notice must be delivered to the parties at their respective addresses set forth at the beginning of this Agreement. The date that notice shall be deemed to have been made shall be the date of delivery, when delivered personally; on written verification of receipt if delivered by overnight delivery; or the date set forth on the return receipt if sent by certified or registered mail.

I REPRESENT AND AGREE THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT AND ITS TERMS AND CONDITIONS. I REPRESENT I AM COMPETENT TO ENTER INTO THIS AGREEMENT AND THAT I AM DOING SO VOLUNTARILY, FREE OF ANY DURESS OR COERCION.

CONTRACTOR SIGNATURE

Rebecca Knutsen
Student-Centered Services, LLC
15298 68th Place N
Maple Grove, MN 55311

Dated

CLIENT SIGNATURE

Nerstrand Elementary
205 2nd St S
Nerstrand, MN 55053

Dated

4/2/2018

Nerstrand Elementary School Policy 714
Independent Charter School District #4055
Adopted: 5/14/2014

714 Fund Balance Policy

It is the policy of Nerstrand Elementary School that each fiscal year will end with a zero or positive fund balance in all -422 and -464 accounts (i.e., Funds 1 and 4).

The school will transfer funds between accounts at the end of each year to maintain these fund balance standards.

The school's target objective is for the balance in Fund 1 to be 25% of annual Fund 1 expenditures plus an additional 3% of annual Fund 1 expenditures for large items (especially technology expenses and playground equipment), for a total unassigned Fund 1 goal of 28%.

The Board will assure that all initial adopted budgets maintain a minimum fund balance of 25% for 3 years, as shown in a 3-year budget projection to be approved at the time of initial budget adoption each year.

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
Approve any Service Contracts for next year
Review Policy #

May: Review or approve proposed budget for next year (if not already approved)
Approve staff working agreements in May-June
Discuss/hold BOD election
Approve any Service Contracts for next year
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 any Service Contracts for next year
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