

Nerstrand Elementary School
Board of Directors Meeting
May 14, 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 April 9, 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
 - a) Each board member please complete 1) the annual conflict of interest questionnaire, and also 2) a “Lease Aid Board Certification Form”
 - b) Updated FY19 Adopted Budget and 3-year Budget
- 7.0 New Business
 - 7.1 Approve updated FY19 Adopted Budget and 3-year Budget
 - 7.2 Update on Board Training experience: Governance and Employment - Rich Bailey
 - 7.3 Designate as snow days: 1/23/18 and 4/3/18 – neither day will be made up
 - 7.4 Approve new Building Lease with ISD#656
 - 7.5 Approve 2018-19 EdVisions Cooperative Contract
 - 7.6 Approve Special Education Director contract – Bonnie Carlson
 - 7.7 Approve FY19 Tech Support Services contract with ISD#656
 - 7.8 Approve FY19 Custodial Services contract with ISD#656
 - 7.9 Review Policy #509 - Admissions
- 8.0 Old Business
 - 8.1 Review BOD working calendar
 - a) BOD election update
 - b) Collect Board Training Certificates
- 9.0 Other
 - 9.1 Next Board of Directors meeting June 25, 2018, 3:30pm at Nerstrand Elementary School
- 11.0 Adjournment

Nerstrand Elementary School
Board of Directors Meeting Minutes
April 9th, 2018

Members present

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

Others/ Members absent

Others Present

Keith Johnson
Barb Grote
Maggie Kiley
Morgan Welborn

1.0 Call to Order at 3:32 pm

1.1 Roll Call

2.0 Approved Agenda. First: Matthew; Second: Paula Approved Yea: 7. Nay:0. Abstentions: 0.

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

4.0 Approved March 12, 2018 Board Meeting Minutes. First: Paula; Second: Jason Approved Yea: 7. Nay:0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

a) Student performance item

b) Director evaluation item

6.2 Enrollment Update. Current enrollment: 149.

6.3 Finance Report

6.4 Reviewed Budget Committee Report - Proposed FY19 Budget and 3-year Budget.

7.0 New Business

7.1 Approved 2018-2019 School Calendar. First: Andrew; Second: Matthew Approved Yea: 7. Nay:0. Abstentions: 0.

**7.2 Approved FY19 Kristin Fischer Speech Contract (\$90/hr). First: Sarah; Second: Paula
Approved Yea: 7. Nay:0. Abstentions: 0.**

**7.3 Approved FY19 Ann Dybvik Speech Contract (\$75/hr). First: Matthew; Second: Jason
Approved Yea: 7. Nay:0. Abstentions: 0.**

**7.4 Approved FY19 On the Move Therapy Srvcs, OT (\$99/hr). First: Jason; Second: Sarah
Approved Yea: 7. Nay:0. Abstentions: 0.**

**7.5 Approved FY19 Keith Johnson Financial Srvcs (\$60/hr) hours/week increased from 17.1 to
18.9. First: Jason; Second: Paula Approved Yea: 7. Nay:0. Abstentions: 0.**

**7.6 Approved FY19 Student-Centered Learning, ECSE (\$90/hr). First: Paula; Second: Matthew
Approved Yea: 7. Nay:0. Abstentions: 0.**

7.7 Approved FY19 Budget. First: Matthew; Second: Rich Approved Yea: 7. Nay:0. Abstentions: 0.

7.8 Reviewed Policy #714 – Fund Balance Policy

8.0 Old Business

8.1 Reviewed 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

10.0 Adjournment

Signed _____

Chairperson of the Board

Clerk of the Board

Minutes accepted and approved on: _____

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.

May Highlights

May is a busy month around here! We will be having our annual 5th grade Field Day & Fly up Day on 5/15. Our Nerstrand Field Day on 5/18. We also have Prairie planting scheduled for 5/14.

Classrooms are completing end of year projects and Liz Nelson did an artist's residency in each of our classrooms. We are also having students take NWEA assessments on the Chromebooks for the first time.

Math Committees Update

On the May early release all licensed staff attended a video conference describing the Bridges Math Curriculum. The Math Committee has selected this curriculum as the top pick, but is wanting to get feedback from all licensed staff. Over the next week, all classroom teachers will have an opportunity to view the curriculum for their grade level and will view an entire lesson using Bridges. We still hope to make a final decision by the end of this year on a new curriculum. Thank to our Math Committee; Paula Shroyer, Gretta Kunze, Tara Vondrasek and Andrew Lubinski. I appreciate their thoughtful consideration of all the curriculum that we have reviewed.

Student Performance

Jan Boudreau and I have been a part of PRESS leaders cohort over the course of this year. PRESS is the program that our school uses for reading interventions. Our final cohort meeting was on 5/4/18. We both have gained a great deal of information about PRESS and how best to use it at our school. We have worked hard this year to increase our fidelity checks with the interventions and to have 3-week progress monitoring meetings with all teachers. We have been pleased to see reading growth for most students. In the June DR I will be sharing more specifics about reading using the data used to complete The Reading Well by Third Grade report to MDE.

We are also completing our assessments of all students in Math and Reading using the NWEA/MAP testing system. I will share more results of those assessments in the June board meeting as well.

Personnel Update

Nicky Schaffer, Jan Boudreau and I completed interviews for the new special education paraprofessional position for the 2018-2019 school year. I will have more details next month.

Our Reading Corps application was accepted and I will be interviewing a candidate for the Reading Tutor position later this week. Paraprofessional, Laurie Haugen Eitzman has agreed to be the Tutor overseer for this position. Thank you to Laurie!

5 Mile Radius Enrollment Update

Our bill has passed the House, and has moved onto the Senate. We will know the outcome of the bill at the end of the session (late May).

Director Evaluation/Goals for 2017-2018

Domain 2: Continuous Improvement of Instruction: The school leader is aware of predominant instructional practices throughout the school. Over the course of the last month, I have been observing and completing teacher evaluations for all licensed staff. This involves scheduling a pre-observation meeting, the viewing of the lesson and a post-observation meeting with each teacher. Through this process I have learned a great deal about the goals of teachers, their lesson objectives, materials being used in lessons, and teacher reflections about lessons. It has been a highlight of my position to be able to see all of our teachers at work. We are fortunate to have such dedicated professionals that see their careers as a journey in which they are always striving to improve.

Domain 1: A Data Driven Focus on Student Achievement: The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward school achievement goals. There has been a shift at Nerstrand School over the last 3 years in the comfort level and versatility in which teachers are using data in their analysis of their work. In particular, the regular scheduling of Progress Monitoring groups and Data Meetings has increased teacher's insight into data and ability to use it to make adaptations in their classrooms. We still are working towards having as strong a use of data in math groups as well. However, our reading interventions have greatly impacted our use of data to monitor and adjust teaching within classrooms.

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
 May 14, 2018

Financial Overview:

	2017-2018 <u>Adopted Budget</u>	<u>4-30-18 YTD</u>	<u>Budget Outlook</u>
Enrollment (ADM's)	150		149.7
Total Revenues	1,588,700	1,175,313	1,679,143
Total Expenditures	<u>1,611,745</u>	<u>1,248,258</u>	<u>1,698,834</u>
Net Income	(23,045)	(72,944)	(19,691)
Audited 6-30-17 Fund Balance			599,148
Projected 6-30-18 Fund Balance			579,457
* as % of annual expenditures			34.11%

2017-2018 Budget Outlook

- Teacher Salary Schedule @ 94.5% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- Assumes enrollment at 149.7 students
- 2% state basic formula increase in FY18
- Continues programs, staffing levels and spending priorities from last year
- Budget Outlook includes updated payroll, utilities, and 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 4/30/18

		2017-2018 Adopted Budget	4-30-18 YTD	2017-2018 Budget Outlook
Enrollment ADM		150		149.7
<u>Revenues</u>				
01 000 000 000 000 050	Fees from Families	8,000.00	15,711.00	15,750.00
01 000 000 000 000 092	Interest Income	2,800.00	3,587.63	5,000.00
01 000 000 000 000 096	Donations, Eagle Open	5,000.00	12,054.89	12,100.00
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	822,405.14	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	11,419.15
01 000 000 000 414 400	Title II	3,358.07	0.00	3,260.89
01 000 000 000 419 400	SpecEd-FedFlowThru	23,103.11	0.00	22,504.36
01 000 000 000 425 400	CEIS	4,035.12	0.00	3,863.64
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	217,289.09	321,566.07
		1,577,599.84	1,171,663.72	1,666,943.08
04 000 000 000 000 050	Comm Ed - Fees	8,500.00	3,649.75	6,100.00
04 000 000 000 000 649	Permanent Transfer from Fund 1	2,600.00	0.00	6,100.00
		11,100.00	3,649.75	12,200.00
	Total Revenues	1,588,699.84	1,175,313.47	1,679,143.08
<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	13,923.00	13,923.00
01 005 050 000 000 305	EdVisions Admin Staff	96,756.85	64,059.84	95,834.00
01 005 105 000 000 305	Payroll Srvc Fees, Employ Ads, Backgr Cks	18,000.00	14,318.52	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	41,666.76	70,000.00
01 005 110 000 000 320	Phone, Internet, Firewall	11,500.00	4,353.61	8,500.00
01 005 110 000 000 329	Postage	900.00	1,092.29	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	6,390.34	7,500.00
01 005 720 000 000 390	Health Services-PdToMnSchool	2,371.85	359.86	2,500.00
01 005 720 000 000 401	Health supplies	0.00	263.30	500.00
01 005 810 000 000 330	Utilities + Garbage/Recycle	49,612.52	32,402.30	39,612.52
01 005 810 000 000 391	Maint Cost Share to Mn School	46,651.54	29,772.36	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	162,404.71	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	6,100.00
01 010 201 000 000 394	EdVisions Kinder Staff	64,462.25	39,520.72	58,882.00
01 010 203 000 000 305	Elem Consulting, Tech Support	9,966.00	4,076.65	8,000.00
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	568.52	648.85
01 010 203 000 000 394	EdVisions General Elem Staff, Curric write	389,789.88	290,496.12	408,355.00
01 010 203 000 000 401	Elem Ed - Non-Inst Supp	9,000.00	3,134.91	7,000.00
01 010 203 000 000 430	Elem Ed - Inst Supp	18,000.00	18,429.76	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 4/30/18

		2017-2018 Adopted Budget	4-30-18 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	4,176.44	4,200.00
01 010 203 150 000 394	EdVisions Teacher Subs	16,020.31	7,963.12	15,000.00
01 010 204 000 414 303	EdVisions F414 CSR	3,358.07	0.00	3,260.89
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	11,119.15
01 010 216 000 401 430	Title I homeless supplies	0.00	0.00	300.00
01 010 240 000 000 394	EdVisions PhysEd Staff (allocated at EOY)	30,126.03	32,098.90	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	34,986.73	54,897.00
01 010 258 000 000 430	Music Supplies	1,500.00	570.80	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	5,326.42	5,500.00
01 010 420 000 419 329	Federal - Postage/Dissemination	0.00	978.30	1,000.00
01 010 420 000 419 366	SpEd - Prof Dev	4,934.36	282.48	1,434.36
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	35,272.96	38,000.00
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	47,157.41	61,986.07
01 010 407 000 740 397	EdVisions SpEd LD Staff - Benefits	10,466.97	8,788.03	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	6,187.88	20,371.68
01 010 408 000 740 397	EdVisions SpEd Staff - 1:1 benefits	9,734.91	1,236.73	9,734.91
01 010 412 000 740 394	Contract SpEd Srvs: ECSE	0.00	3,248.10	4,000.00
01 010 420 000 740 394	Contract SpEd Srvs: Psych, PT, Dape,	25,000.00	21,601.75	24,000.00
01 010 420 000 740 396	EdVisions SpEd Staff - Salary	84,723.84	108,910.03	132,000.00
01 010 420 000 740 397	EdVisions SpEd Staff - Benefits	36,695.09	32,819.03	36,695.09
01 010 420 000 740 433	GenSpecEd-IndividInstrSupplies	2,000.00	1,829.14	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	3,863.64
01 010 605 000 000 394	EdVisions Program Support Staff	62,034.37	42,449.91	62,280.00
01 010 640 000 000 366	StaffDev-Conferences	8,900.00	7,160.92	8,900.00
		1,600,644.58	1,228,384.90	1,686,634.03
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	19,210.18	11,500.00
04 005 570 000 000 401	Comm Ed - Non-Inst Supp	950.00	475.57	500.00
		11,100.00	19,873.04	12,200.00
	Total Expenses	1,611,744.58	1,248,257.94	1,698,834.03
	Net Income	(23,044.74)	(72,944.47)	(19,690.95)

Audited 6-30-17 Fund Balance

599,148

Projected EOY Fund Balance	579,457
% of annual expenditures	34.11%

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201810 To: 201810

Account		Fin		Sub		Starting Balance		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code	Class	Class	Debits	Credits	Balance	Balance
4055	B 01 101 000	B	F	Cash & Cash Equiv	B	100	00	0.00	0.00	85,156.60	85,156.60
4055	B 01 101 002	B	F	Liquid Asset Account	B	100	00	113,976.06	133,176.67	81,709.88	81,709.88
4055	B 01 101 003	B	F	Lake Country Community Ba	B	100	00	295.00	1,778.66	(24,440.78)	(24,440.78)
4055	B 01 104 000	B	F	Investments	B	100	00	0.00	0.00	400,000.00	400,000.00
4055	B 01 115 001	B	F	Payroll Data (Ed Visions)	B	100	00	0.00	0.00	0.13	0.13
4055	B 01 206 000	B	F	Other Accts Payable	B	200	00	43,666.62	43,666.62	0.00	0.00
4055	B 01 422 000	B	F	Unassigned Fund Balance	B	400	00	0.00	0.00	(599,147.01)	(599,147.01)
4055	B 04 101 000	B	F	LAF - Cash & Cash Equiv	B	100	00	0.00	2,195.37	(53,654.92)	(53,654.92)
4055	B 04 101 002	B	F	Cash & Cash Equiv	B	100	00	0.00	99.68	(894.22)	(894.22)
4055	B 04 101 003	B	F	LCCB Cash & Cash Equiv	B	100	00	253.00	0.00	38,325.85	38,325.85
4055	B 04 206 000	B	F	Other Accts Payable	B	200	00	99.68	99.68	0.00	0.00
4055	B 98 143 000	B	F	Equipment	B	100	00	0.00	0.00	76,549.69	76,549.69
4055	B 98 430 000	B	F	Invest. Fixed Assets	B	400	00	0.00	0.00	(76,549.69)	(76,549.69)
Report Total:								\$158,290.36	\$181,016.68	(\$72,944.47)	

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	LAF	1312014188	1315	E 01	BOOTH LAW GROUP LLC		Check	
					005 110 000 000 305	Consult/Fees For Svc		
		Voucher #:		5668	Invoice No: 5359	4/6/2018	Paid Amt:	\$26.00
							Check Amount:	\$26.00
4055	LAF	1312014189	1023	E 01	COMMUNITY CO-OP OIL ASSN		Check	
					005 810 000 000 330	Utility Services		
		Voucher #:		5665	Invoice No: Act#632625	4/6/2018	Paid Amt:	\$937.05
							Check Amount:	\$937.05
4055	LAF	1312014190	1033	E 01	FARIBAULT TRANSPORTATION, INC		Check	
					010 203 000 733 394	3 buses to #656 HS		
		Voucher #:		5673	Invoice No: 323349	4/6/2018	Paid Amt:	\$561.75
							Check Amount:	\$561.75
4055	LAF	1312014191	1133	E 01	INDEPENDENT SCHOOL DIST # 656		Check	
					005 850 000 348 370	march rent		\$17,641.67
					005 810 000 000 391	march custodial		\$2,867.23
					010 203 000 000 305	Tech		\$87.14
		Voucher #:		5667	Invoice No: 36686	4/6/2018	Paid Amt:	\$20,596.04
							Check Amount:	\$20,596.04
4055	LAF	1312014192	1555	E 01	KRISTIN FISCHER		Check	
					010 401 000 740 394	3/12 - 3/29/18 \$90/hr		\$3,240.00
		Voucher #:		5671	Invoice No: 3/12 - 3/29 18	4/6/2018	Paid Amt:	\$3,240.00
							Check Amount:	\$3,240.00
4055	LAF	1312014193	1377	E 01	MICHELLE FLANNERY		Check	
					010 420 000 740 394	\$85/hr		\$722.50
		Voucher #:		5670	Invoice No: March 2018	4/6/2018	Paid Amt:	\$722.50
							Check Amount:	\$722.50
4055	LAF	1312014194	1489	E 01	PROMEVO, LLC		Check	
					010 203 000 000 430	Chrome Mgmt		\$60.00
		Voucher #:		5669	Invoice No: 90724	4/6/2018	Paid Amt:	\$60.00
							Check Amount:	\$60.00
4055	LAF	1312014195	1005	E 01	REGION V COMPUTER SERVICES		Check	
					005 110 000 000 305	(3) Bank Recs		\$137.50
					005 110 000 000 820	qtrly		\$875.00
		Voucher #:		5664	Invoice No: 11847	4/6/2018	Paid Amt:	\$1,012.50
							Check Amount:	\$1,012.50

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014196	1367	E 01 010 203 000 000 305	SEAN HAYFORD OLEARY DESIGN, LLC Elem non-student Consulting		Check
		PO#: 5672	Voucher #: 5672	Invoice No: 969		4/6/2018	Paid Amt: \$202.50 Check Amount: \$202.50
4055	LAF	1312014197	1354	E 01 005 110 000 000 305	STATE OF MINNESOTA Annual non-profit filing		Check
		PO#: 5674	Voucher #: 5674	Invoice No: 4/6/18		4/6/2018	Paid Amt: \$25.00 Check Amount: \$25.00
4055	LAF	1312014198	1017	E 01 005 810 000 000 330	XCEL ENERGY Utility Services		Check
		PO#: 5666	Voucher #: 5666	Invoice No: Act#51-6189166-3		4/6/2018	Paid Amt: \$1,066.40 Check Amount: \$1,066.40
4055	LAF	1312014199	1417	E 01 010 420 000 419 329	APG MEDIA OF SO MINNESOTA, LLC (S) SpEd para ad		Check
		PO#: 5676	Voucher #: 5676	Invoice No: 14198-0318		4/12/2018	Paid Amt: \$978.30 Check Amount: \$978.30
4055	LAF	1312014201	1344	E 01 005 110 000 000 305	CLIFTONLARSONALLEN LLP 990		Check
		PO#: 5680	Voucher #: 5680	Invoice No: 1772982		4/12/2018	Paid Amt: \$1,800.00 Check Amount: \$1,800.00
4055	LAF	1312014202	1033	E 01 010 203 000 733 394	FARIBAULT TRANSPORTATION, INC Riverbend 3/1		Check
		PO#: 5682	Voucher #: 5682	Invoice No: 3/31/18		4/12/2018	Paid Amt: \$168.75 Check Amount: \$168.75
4055	LAF	1312014203	1553	E 01 010 203 000 000 430	GRETTA KUNZE Sup/Mat N-Indiv Inst		Check
		PO#: 5679	Voucher #: 5679	Invoice No: 4/12/18		4/12/2018	Paid Amt: \$119.95 Check Amount: \$119.95
4055	LAF	1312014204	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES \$99		Check
		PO#: 5683	Voucher #: 5683	Invoice No: 1426		4/12/2018	Paid Amt: \$1,386.00 Check Amount: \$1,386.00
4055	LAF	1312014205	1479	E 04 005 570 000 000 401	REBECCA AMY Sup/Mat Non-Inst.		Check
		PO#: 5681	Voucher #: 5681	Invoice No: 4/12/18		4/12/2018	Paid Amt: \$99.68 Check Amount: \$99.68

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014206	1087	E 01 010 420 000 740 433	REMEDIA PUBLICATIONS		Check
				5678 Invoice	Invoice No: 476249	4/12/2018	Paid Amt: \$106.93
							Check Amount: \$106.93
4055	LAF	1312014207	1336	E 01 005 110 000 000 320	TDS		Check
				5677 Invoice	Invoice No: Act#507-334-9656	4/12/2018	Paid Amt: \$117.93
							Check Amount: \$117.93
4055	LAF	1312014208	1579	E 01 010 640 000 000 366	AUSTIN PUBLIC SCHOOLS		Check
				5691 Invoice	Invoice No: Order#9186038	4/19/2018	Paid Amt: \$200.00
							Check Amount: \$200.00
4055	LAF	1312014209	1133	E 01 010 203 000 000 401	INDEPENDENT SCHOOL DIST # 656		Check
				5688 Invoice	Invoice No: Learn&Serve	4/19/2018	Paid Amt: \$35.00
							Check Amount: \$35.00
4055	LAF	1312014210	1534	E 01 005 110 000 000 320	JAGUAR COMMUNICATIONS		Check
				5685 Invoice	Invoice No: Act#69828	4/19/2018	Paid Amt: \$95.60
							Check Amount: \$95.60
4055	LAF	1312014211	1555	E 01 010 401 000 740 394	KRISTIN FISCHER		Check
				5687 Invoice	Invoice No: 4/2/18 - 4/13/18	4/19/2018	Paid Amt: \$2,497.50
							Check Amount: \$2,497.50
4055	LAF	1312014212	1574	E 01 010 203 000 000 370	MARCO		Check
				5692 Invoice	Invoice No: 22453646	4/19/2018	Paid Amt: \$322.48
							Check Amount: \$322.48
4055	LAF	1312014213	1364	E 01 005 010 000 000 820	NOVATION EDUCATION OPPORTUNITIES		Check
				5686 Invoice	Invoice No: 1057	4/19/2018	Paid Amt: \$2,785.00
							Check Amount: \$2,785.00
4055	LAF	1312014214	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES		Check
				5684 Invoice	Invoice No: 1437	4/19/2018	Paid Amt: \$1,163.25
							Check Amount: \$1,163.25

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014215	1489	E 01 010 203 000 000 430	PROMEVO, LLC		Check
					(1) Chrome Mgmnt		
		PO#: 5689	Voucher #: 5689	Invoice No: 92140		4/19/2018	Paid Amt: \$30.00 Check Amount: \$30.00
4055	LAF	1312014216	1489	E 01 010 203 000 000 430	PROMEVO, LLC		Check
					(5) Chrome Mgmnt		
		PO#: 5690	Voucher #: 5690	Invoice No: 92141		4/19/2018	Paid Amt: \$150.00 Check Amount: \$150.00
4055	LAF	1312014217	1391	E 01 005 110 000 000 305	BUREAU OF CRIMINAL APPREHENSION		Check
					Consult/Fees For Svc		
		PO#: 5675	Voucher #: 5675	Invoice No: 4/12/18		4/23/2018	Paid Amt: \$24.00 Check Amount: \$24.00
4055	LAF	1312014218	1576	E 01 010 420 000 740 433	TERRY HUNSAID		Check
					weighted sped40.blanket		
		PO#: 5653	Voucher #: 5653	Invoice No: 3/15/18		4/23/2018	Paid Amt: \$40.00 Check Amount: \$40.00
4055	LAF	1312014219	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND		Check
					Utility Services		
		PO#: 5695	Voucher #: 5695	Invoice No: 4/26/18		4/26/2018	Paid Amt: \$597.58 Check Amount: \$597.58
4055	LAF	1312014220	1351	E 01 005 810 000 000 330	FLOM DISPOSAL SERVICE		Check
					Utility Services		
		PO#: 5694	Voucher #: 5694	Invoice No: Act#3964		4/26/2018	Paid Amt: \$257.78 Check Amount: \$257.78
4055	LAF	1312014221	1541	E 01 010 420 000 740 433	NICKY SCHAEFER		Check
					SpEd Curric		
		PO#: 5699	Voucher #: 5699	Invoice No: 4/26/18		4/26/2018	Paid Amt: \$204.25 Check Amount: \$204.25
4055	LAF	1312014222	1064	E 01 010 203 000 000 430	QUILL CORPORATION		Check
					Sup/Mat N-Indiv Inst		
		PO#: 5693	Voucher #: 5693	Invoice No: 6498177		4/26/2018	Paid Amt: \$83.94 Check Amount: \$83.94
4055	LAF	1312014223	1064	E 01 010 203 000 000 401	QUILL CORPORATION		Check
					paper, postits, env		
		PO#: 5698	Voucher #: 5698	Invoice No: 6384881		4/26/2018	Paid Amt: \$142.38 Check Amount: \$142.38

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014224	1580		SOUTH CENTRAL SERVICE COOPERATIVE		Check
			E 01	010 640 000 000 366	Bullying Conf 5/7/18		\$150.00
PO#:		Voucher #:	5697	Invoice	Invoice No: Bullying Conf 5/7/18	4/26/2018	Paid Amt: \$150.00
							Check Amount: \$150.00
4055	LAF	1312014225	1524		THE MUSIC MART		Check
			E 01	010 258 000 000 430	triangle holder		\$21.60
PO#:		Voucher #:	5696	Invoice	Invoice No: 998536	4/26/2018	Paid Amt: \$21.60
							Check Amount: \$21.60
Report Total:							\$42,027.64

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 7/1/17 Beginning Balance
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

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

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

Nerstrand Elementary Board of Directors

Proposed 2018-2019 Budget

Proposed 3-year Budget

	2018-2019 Proposed	2019-2020	2020-2021	2021-2022
ADMs	150.00	150.00	150.00	150.00
LEP	0.00	0.00	0.00	0.00

Revenues

1-0-000-000-050	FeesFromPatrons(Families)	8,000.00	8,000.00	8,000.00	8,000.00
1-0-000-000-092	Interest Income	6,000.00	6,000.00	6,000.00	6,000.00
1-0-000-000-096	Gifts and Bequests	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
1-0-000-000-201	Endowment Aid	5,903.43	5,903.43	5,903.43	5,903.43
1-0-000-000-211	General Education Aid	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)	38,000.00	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
1-0-000-000-317	LTFMR	19,404.00	19,800.00	19,800.00	19,800.00
1-0-000-348-300	Building Lease Aid	197,100.00	197,100.00	197,100.00	197,100.00
1-0-000-401-400	Title I	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
1-0-000-419-400	SpecEd-FedFlowThru	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
1-0-000-514-500	REAP	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
1-0-000-740-360	Special Education Aid (94%)	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
4-0-000-000-649	Permanent Transfer from Fund 1	5,200.00	5,200.00	5,200.00	5,200.00
	Total Revenues	1,713,367.73	1,689,097.90	1,707,097.90	1,725,097.90

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	95,558.95	128,746.79

Expenses, cont.

1-0-010-000-366	Board - Wksp/Conf	900.00	900.00	900.00	900.00
1-0-010-000-820	Board Authorizer Fee	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
1-0-105-000-305	Payroll Srvc Fees, Employ Ads	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
1-0-110-000-305	Business:Consult,RegionV,Audit	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
1-0-110-000-329	Postage	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
1-0-110-000-820	Region V, MSBA, JMC, SEMNET, E-Rate	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
1-0-810-000-330	Utilities + Garbage/Recycle (5% incr/yr)	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)	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
1-0-850-348-370	Facilities - Lease	219,000.00	219,000.00	219,000.00	219,000.00
1-0-940-000-340	Property/Liability Insurance (5% incr/yr)	9,886.30	10,380.61	10,899.64	11,444.62

Nerstrand Elementary Board of Directors

Proposed 2018-2019 Budget

Proposed 3-year Budget

		2018-2019 Proposed	2019-2020	2020-2021	2021-2022
1-0-950-000-910	Permanent Transf to other Fund	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
1-1-203-000-305	Elem Consulting, Tech Support	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
1-1-203-000-370	ElemEd - copier lease (\$129.77/mo)	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
1-1-203-000-401	Elem Ed - Non-Inst Supplies	9,000.00	9,000.00	9,000.00	9,000.00
1-1-203-000-430	Elem Ed - Inst Supplies	18,000.00	18,000.00	18,000.00	18,000.00
1-1-203-000-460	Elem Ed - Textbooks/Workbooks/Curriculum	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
1-1-203-000-555	Elem Ed - Tech Equip	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
1-1-203-000-394-1	EdVisions Teacher Subs	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
1-1-204-514-303	EdVisions F514 CSR	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
1-1-240-000-394	EdVisions PhysEd Staff	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
1-1-258-000-394	EdVisions Music Staff	54,897.00	54,897.00	54,897.00	54,897.00
1-1-258-000-430	Music - Inst Supp	1,500.00	1,500.00	1,500.00	1,500.00
1-1-420-419-303	Fed Sub Contracts under \$25k	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
1-1-420-419-401	SpEd Supplies	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
1-1-420-419-433	SpED Insructional Supplies	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
1-1-407-740-396	EdVisions SpEd LD Staff	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
1-1-408-740-394	EBD Contract Fees	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
1-1-412-740-397	EdVisions SpEd DD benefits	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
1-1-420-372-305	Third Party Billing	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
1-1-420-740-396-1	EdVisions SpEd Non-licensed Staff - Salary	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
1-1-420-740-433	GenSpecEd-IndividInstrSupplies	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
1-1-605-000-394	EdVisions Program Support Staff	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
4-1-110-000-320	Regal Eagles Phone	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
4-1-570-000-401	Comm Ed - Non-Inst Supp	500.00	500.00	500.00	500.00
Total Expenses		1,710,676.72	1,740,643.20	1,777,860.14	1,816,495.87
Net Income		2,691.00	(51,545.30)	(70,762.24)	(91,397.98)

BOY Fund Balance	579,377.05	582,068.05	530,522.75	459,760.50
Projected EOY Fund Balance	582,068.05	530,522.75	459,760.50	368,362.53
% of annual expenditures =	34.03%	30.48%	25.86%	20.28%

Lease

THIS LEASE AGREEMENT, Made and entered into the 1st day of July, 2018 by and between Independent School District #656 hereinafter referred to as "School District" whose address is 710 17th St SW, Faribault, MN 55021 and Nerstrand Charter School whose address is 205 South Second Street, Nerstrand, MN 55053.

WITNESS THAT:

- 1) PREMISES TO BE LEASED: Nerstrand Elementary School including the building, storage area, and adjacent grounds.
- 2) TERM: The term of this lease shall begin on the 1st day of July 2018 and shall continue for a period of twelve months, ending on June 30, 2019 with up to two one-year renewals with mutual agreement between the School District and Nerstrand Charter School.
- 3) RENT: The basic rent for the leased property shall be \$219,000 payable in monthly installments of \$18,250 due the 1st day of each month beginning July 2018.
- 4) USE: During the term of this lease the property shall be used only for operating Nerstrand Charter School and for no other purpose.
- 5) CARE AND MAINTENANCE OF PREMISES: Landlord shall be solely responsible and liable for all major repairs necessary to maintain the structural integrity of the interior and exterior of the building; to maintain all heating, cooling, electrical and plumbing systems efficient working order; and to repair and replace as necessary. The landlord shall comply with all laws.
- 6) UTILITIES: The Tenant shall be liable for payment of heat and electric utilities and garbage/recycling costs as the same become due and payable month to month during the term of this lease.
- 7) INDEMNIFICATION OF LANDLORD: To the extent authorized by law, tenant will indemnify Landlord and save it harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life and/or personal injury and/or property damage arising from or out of the occupancy or use by Tenant of the Premises or any part thereof or any other part of Landlord's property, occasioned wholly or in part by any willful or negligent act or omission of Tenant, its officers, agents contractors or employees.
- 8) INSURANCE: The tenant shall additionally keep the leased property insured throughout the term of this lease against the following:

- (a) Claims for personal injury or property damage under a policy of general public liability insurance with such limits as may be reasonably requested by the landlord.
 - (b) Nerstrand Charter School shall purchase insurance as required by law and provide the school district with documentation of said coverage. The types and amounts of insurance obtained by Nerstrand Charter School will cover the exposure limits of municipal corporations established by Minnesota Statute 466.04, subd. 1. Faribault Public Schools, ISD #656 shall be named as additional insured.
- 9) INSPECTION OF THE PREMISES BY LANDLORD: (a) The tenant shall permit the landlord and authorized representatives of the landlord to enter the lease property upon reasonable prior notice to the tenant during the usual business hours, whether or not the tenant or tenant's representatives are present (and at any time in the event of emergencies) for the purpose of (1) inspecting the same, and (2) performing any work therein which may be necessary by reason of the tenant's default under any terms of this lease. Nothing herein shall imply any duty upon the part of the landlord to do any such work which under any provision of this lease the tenant may be required to perform not to place upon the landlord any obligation or liability whatsoever, for the care, supervision or repair of the leased property. The landlord may during the progress of any work in the leased property keep and store therein all necessary materials, tools, and equipment. The landlord shall not in any event be responsible for inconvenience, loss of business or other damage to the tenant by reason of the performance of any such work in the leased property or on account of bringing materials, supplies and equipment into or through the leased property during the course thereof. (b) The landlord is hereby given the right during usual business hours to enter the leased property and to exhibit the same in a reasonable manner for the purpose of sale during the last three months of the initial term to exhibit the same to any prospective tenant.
- 10) SURRENDER IN GOOD REPAIR AND CONDITION: The tenant shall surrender the leased property in good repair and condition, rooms cleaned and free of tenant's property.
- 11) NON-ASSIGNABILITY: Tenant may not sublease, assign, transfer, mortgage, or encumber its interest in this lease.
- 12) PERFORMANCE OF LANDLORD'S OBLIGATION: If the landlord defaults in the observance or performance of any term or covenant required to be performed under this lease, and such default is not being legally contested, the tenant after no less than 30 days notice to the landlord may but shall not be obligated to remedy such default and in connection therewith may pay expenses and employ counsel, provided that the tenant shall have the right to remedy such default without notice in the event of emergency. All sums expended or obligations incurred by the tenant in connection therewith shall be paid by the landlord to the tenant upon demand: and if the landlord fails to reimburse the tenant, then tenant in addition to any other right or remedy that

tenant may have may deduct such amount in subsequent installments of basic rent which from time to time thereafter may become due to the landlord.

- 13) TERMINATION OF LEASE AND DEFAULT OF TENANT: (a) Upon default in payment of rent herein or upon any other default by the tenant in accordance with the terms and provisions of this lease, the lease may at the option of the landlord be cancelled or forfeited, PROVIDED HOWEVER, that before any such cancellation or forfeiture except as provided in subparagraph (b) hereof, the Landlord shall give Tenant a written notice specifying the default or defaults and stating that this lease will be cancelled and forfeited 30 days after the giving of such notice unless default or defaults are remedied within such grace period. (b) Bankruptcy or insolvency of tenant: In the event the Tenant is adjudicated a bankrupt or in the event of a judicial sale or other transfer of tenant's leasehold interest by reason of any bankruptcy or insolvency proceedings or by the other operation of law, but not by death, and such bankruptcy, judicial sale or transfer has not been vacated or set aside within 30 days from the giving of notice thereof by the landlord to the tenant, then and in such event the landlord may at its option immediately terminate this lease, re-enter the premises upon giving 30 days notice by landlord to tenant. (c) Termination of Charter School contract: Pursuant to Minn. Stat. § 124D.11, subd. 4, this Lease is subject to cancellation upon thirty (30) days prior written notice by Tenant to Landlord, if the Tenant's charter contract is terminated or not renewed. This provision shall not be constructed or construed to relieve the Tenant of its lease obligations in effect before the charter contract is terminated or not renewed.
- 14) MECHANIC'S LIENS: Neither the tenant nor anyone claiming by, through or under the tenant shall have the right to file or place upon said premises or upon any building or improvement thereon or upon the leasehold interest of the tenant therein any mechanic's lien or other lien of any kind or character whatsoever, and notice is hereby given that no contractor, sub-contractor or anyone else who may furnish any materials, services or labor for any building, improvement, alterations, repair or any part thereof, shall be or become entitled to any lien thereon and for the further security of the landlord the tenant covenants and agrees to give actual notice thereof in advance to any and all contractors and sub-contractors who may furnish or agree to furnish any such materials, service of labor.
- 15) CONSENT OF LANDLORD AND IMPROVEMENTS TO BECOME PROPERTY OF LANDLORD: No alteration, addition or improvement in excess of \$1,000 to the leased property shall be made by the tenant without the written consent of the landlord. Any alteration, addition or improvement made by the tenant after such consent shall have been given and any fixtures installed as part thereof shall at the landlord's option become the property of the landlord upon expiration or other sooner termination of this lease: provided, however, that the landlord shall have the right to require the tenant to remove such fixtures at the tenant's cost upon such termination of this lease.

- 16) NOTICE AND DEMANDS: Notices as provided for in this lease shall be given to the respective parties hereto at the respective addresses designated on Page 1 of this lease unless either party notified the other in writing of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such message shall be considered given under the terms of this lease when sent, addressed as above designated, postage prepaid by certified mail, return receipt requested, and so deposited in the United States Mail Box.
- 17) CHANGE TO BE IN WRITING: None of the covenants, provisions, terms or conditions of this lease to be kept or performed by the landlord or tenant shall be in any manner modified, waived or abandoned except by a written instrument duly signed by the parties and delivered to the landlord and tenant. This lease contains the whole agreement of the parties.
- 18) FIRE AND OTHER CASUALTY LOSS: In case of damage by fire or other casualty to the building in which the leased property is located, if the damage is so extensive as to amount practically to the substantial destruction of the leased property or of such building, the rent shall be apportioned to the time of the damage and the lease shall cease unless the tenant, at his option, requests that the premise be restored as nearly as possible of the business for which this lease is intended at the present location. Since under the terms hereof, it is the obligation of the landlord to insure said premises, said insurance should therefore be maintained at a level adequate to restore the premises to substantially the same degree as they now exist. In all other cases where the leased property is damaged by fire or other casualty, the landlord shall repair the damage with reasonable dispatch and if the damage has rendered the leased property untenable, in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by strikes, adjustments of insurance and other causes beyond the landlord's control.
- 19) REMEDIES CUMULATIVE: All remedies conferred in this Lease shall be deemed cumulative and no one exclusive of the other, or of any other remedy conferred by law.
- 20) PARTIES BOUND: The covenants and conditions contained in this Lease shall apply to and bind the heirs, successors, executors, administrators, and assigns of all the parties to the Agreement.
- 21) TIME OF THE ESSENCE Time is of the essence of this Lease, and of each and every covenant, term, condition, and provision of this Lease.
- 22) SECTION CAPTIONS: The captions appearing after the section number designations of this Lease for are convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions of this Agreement.

- 23) CONSTRUCTION OF LEASE: It is agreed that this Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota. It is further agreed that both parties have participated in the drafting of this Lease, by and through their respective legal counsel, and that the rule of construction that ambiguities in such agreements will be construed against the drafter will have no application on any interpretation or construction of this Lease or the parties rights and responsibilities hereunder.
- 24) MODIFICATION OF LEASE: Any modification of this Lease or additional obligation assumed by either party in connection with this Lease shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.
- 25) ADDITIONAL DOCUMENTS: The parties agree to execute whatever papers and documents may be necessary to effectuate the terms of this Lease, including without limitation, a memorandum of this Lease in recordable form.

Faribault Public Schools
Independent School District #656

Nerstrand Charter School

Chair

Chair

Clerk

Clerk

Date

Date

EDVISIONS COOPERATIVE CONTRACT

THIS AGREEMENT is made and entered into effective as of **July 1, 2018** by and between **EdVisions Cooperative**, a Minnesota cooperative (“EdVisions”) and **Nerstrand Elementary School**, a Minnesota nonprofit corporation charter school. (“School”).

WHEREAS, the school operates a public charter school located in **Nerstrand**, Minnesota designated Independent School District **#4055**.

WHEREAS, the School desires to retain EdVisions to provide educational and management services to the School through a Teacher Professional Partnership (as such term is defined below), and EdVisions desires to provide such services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual conditions and promises as hereinafter set forth, the parties agree as follows:

ARTICLE I DEFINITIONS:

1. **EdVisions Cooperative/EdVisions** – the legal entity defined above.
2. **School** – the legal entity defined above that is the charter school.
3. **Site** – the actual location of the School.
4. **Site Personnel Committee** – a committee at the School designated to make employment decisions and otherwise interact with the Staff at EdVisions Office.
5. **Personnel Team Lead(s)/Director** – the specific individual or individuals specifically identified by the School in a writing submitted to EdVisions during the Term of this Agreement.
6. **Staff at the Site** – the people employed by EdVisions and assigned to the School/Site.
7. **Staff at EdVisions Office** - the employees of EdVisions coordinating the functions of EdVisions Cooperative.
8. **Teacher Professional Partnership** - a group of educators contractually placed in the position of authority and given legal responsibility for fulfilling the vision and mission of the charter school.

ARTICLE II RESPONSIBILITIES:

EdVisions and the School agree as follows:

1. The Staff at the Site are responsible for providing an educational environment and setting that will fulfill the vision and mission of the School in accordance with a Teacher Professional Partnership model. The Site Personnel Committee/Director will provide appropriate daily supervision to ensure the success of the School.

2. The Site Personnel Committee/Director will make employment recommendations to the Staff at EdVisions Office including employment terms, specifically, hiring, firing, setting salaries, wages or other compensation.
3. Staff at EdVisions Office will provide oversight for human resource (HR) management activities such as hiring, firing, evaluation, crisis intervention, personnel issues, and labor law compliance for Staff at the Site and assist with all aspects of employee management (the "Human Resource Management Services"). The Staff at EdVisions Office will deliver these Human Resource Management Services by working directly with the Site Personnel Committee or site-based management team through HR Training days, email, phone communications and site visits as needed.
4. EdVisions will be the employer of the Staff at the Site.
5. EdVisions will provide payroll service, manage fringe benefits, workers' compensation, unemployment compensation, teachers' and employees' retirement, social security and professional liability insurance for the Staff at the Site.
6. The School hereby agrees that the Staff at the Site will provide educational services to students enrolled in the School and curriculum development pursuant to the terms and conditions contained herein, and in conformance with normal professional standards and specifically to:

Fulfill the mission and vision set forth in the school's charter.

In exercising the above responsibilities, EdVisions at all times reserves the right of direction and control of the Staff at the Site and has the right to hire, reassign and fire any of the employees that comprise the Staff at the Site for any action or activity of employee related to the services set forth above. EdVisions will consider recommendations of the School and/or the Site Personnel Committee/Director regarding hiring and firing, but final legal authority remains with EdVisions.

ARTICLE III LIMITATION AND EXTENT OF AUTHORITY.

The School grants the Staff at the Site authority and autonomy for school-level operations such as:

1. Developing Learning program
2. Providing General Day to Day management of the school, including but not limited to:
 - a. Purchasing
 - b. Facility Management
 - c. Transportation
 - d. Food Service
3. Creating Schedules
4. Determining School Level Policy
5. Determining Teacher Work Hours
6. Selecting Colleagues
7. Choosing School Leaders
8. Arranging Professional Development
9. Evaluating Colleagues
10. Providing input regarding termination/transfer of colleagues

11. Developing the Budget
12. Determining Compensation
13. Setting Staff Pattern(s)
14. Determining Assessments

The School and EdVisions acknowledge that this grant of authority by the School to the Staff at the Site is meant to clarify that even though the Staff at the Site are employees of EdVisions per the terms of this Agreement, the Staff at the Site has the authority to bind the School on the above matters.

The School retains the authority to:

1. Maintain the Mission and Vision of the School
2. Approve the Budget of the School
3. Enter into contracts on behalf of the School, including this EdVisions Contract
4. Approve and enter into Lease Agreements for facilities for the School
5. Evaluate and assess effectiveness of the above responsibilities

This Agreement does not grant EdVisions any authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the School or to bind the School in any manner outside of the terms listed above and elsewhere in this Agreement. In addition, this Agreement does not grant the School any authority or right, expressed or implied to assume or create any obligation or responsibility on behalf of EdVisions.

ARTICLE IV TERMS AND TERMINATION:

1. The duration of this Agreement shall be from **July 1, 2018**, the effective date of this agreement, through June 30, 2019 unless otherwise terminated pursuant to the terms and conditions contained herein.
2. This Agreement may be terminated prior to June 30, 2019 by mutual written consent of the School and EdVisions.
3. The School and EdVisions shall begin negotiations for the next contract within sixty (60) days prior to expiration of this Agreement. The current contract will remain in effect until a new contract is adopted or the current contract is terminated by mutual consent of the School and EdVisions.

ARTICLE V PAYMENTS:

1. The School shall pay EdVisions the amount necessary to cover the wages/salaries/benefits that may arise as a result of employment of the Staff at the Site plus a 2% administrative fee on all such amount remitted. Schools in the first three years of operations will pay an additional startup fee that will be an additional 1.5% year 1, 1% year 2 and 0.5% year 3. The monthly payment amount shall be based on actual costs for the month.
2. Additional charges may occur based upon the provision of additional services or changes in costs of services.

3. EdVisions will invoice the School prior to the monthly payroll and the School will provide payment for the invoiced amount by the date stated on the invoice each month. Payment must be received by EdVisions no later than the 15th of each month. Three late payments will result in a 10% surcharge on subsequent billings that will accumulate to build a one (1) month prepay on account for the School to cover possible future late payments.
4. Any other costs incurred by a School will be billed to the Site. This may include but not be limited to corrections for: TRA, worker's compensation, unemployment insurance, professional liability insurance; specific legal fees; and excessive HR issues.

ARTICLE VI INSURANCE AND INDEMNIFICATION:

1. The School agrees to secure and maintain in full force and effect during the term of this Agreement, liability coverage insurance including \$1,000,000 each Occurrence / \$2,000,000 General Aggregate Limits and a \$1,000,000 Umbrella limit, including Additional Insured coverage. The insurance policy shall include EdVisions as a named insured.
2. The School agrees to defend, indemnify and hold harmless EdVisions, its Board of Directors, officers, agents and employees, volunteers, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, school and educators professional liability, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the School.
3. The School further agrees to provide EdVisions a Certificate of Insurance for liability coverage including \$1,000,000 each Occurrence / \$2,000,000 General Aggregate Limits and a \$1,000,000 Umbrella limit, including Additional Insured coverage with primary and non-contributory wording and hold harmless wording in EdVisions favor and naming EdVisions as additionally insured.

ARTICLE VII MISCELLANEOUS PROVISIONS:

1. **Entire Agreement.** This Agreement shall supersede all prior agreements and understandings, both written and oral, between parties hereto with respect to the subject matter hereof, and no party shall be liable or bound to the other in any manner by any warranties or representations not set forth herein.
2. **Successor or Assigns.** This Agreement may not be assigned by either party.
3. **Notices.** All notices, requests and demands provided for in this Agreement shall be delivered to:

If to EdVisions:

EdVisions Cooperative

**P.O. Box 183
111 S. Meridian St.
Belle Plaine, MN 56011**

If to the School:

**Nerstrand Elementary School
205 South 2nd Street
P.O. Box 156
Nerstrand, MN 55053**

4. **Modification or Waiver.** Any of the terms or conditions of this Agreement shall be waived, modified or amended only by mutual written consent of the parties. Such waiver, modification or amendment shall not constitute a continuing waiver, modification or amendment in future agreements.

5. **Governing Law.** The parties hereby agree that this Agreement shall be construed, enforced and governed by the laws of the State of Minnesota.

EDVISIONS COOPERATIVE

Nerstrand Elementary School

BY: Kevin Fitton, President

BY: _____, Board Chair

DATE: _____

DATE: _____

Nerstrand Elementary School
Contract for Director of Special Education
2018-2019

Nerstrand Elementary School and Bonnie Carlson referred to herein as the “special education director”, enter into the following agreement for services for the 2018- 2019 school year.

1. The Charter School engages the special education director as an independent contractor to perform the services identified and agreed upon by both parties.

Bonnie Carlson, a licensed Special Education Director (File Folder 276417) agrees to provide all administrative and managerial services to support the special education program at the above mentioned Charter School.

2. Services:

- Provide services as the special education director.
 - Unlimited phone and email support
 - Attend special education meetings as appropriate.
 - Provide onsite visits, to be determined by school administration and special education director.
 - Regular contact with business manager.
 - Coordinate with MARSS Coordinator
 - Provide staff development training.
 - Develop and assist in the implementation of special education performance plans for special education licensed teachers.
 - Collaborate and provide guidance with the school’s director in both state and federal financial and due process requirements.
 - Complete and submit applications and other data collection forms required by the Minnesota Department of Education (MDE).
 - Oversee implementation and ensure compliance to third party billing.
 - Assist in the development of due process procedures and when requested fiscal procedures.
 - Maintain Nerstrand’s Total Special Education Services Manual.
 - Support development of Nerstrand’s Special Education Advisory Committee.
 - Participate in due process self-reviews, district monitoring, and as requested fiscal monitoring conducted by the MDE.
 - Ensure timely correction of identified individual student record non-compliance.
 - Prepare for MDE monitoring on-site visit, as appropriate.
- MNCIMP State monitoring visit:
- a. On-site review of special education student records with Nerstrand Elementary School staff
 - b. Respond to MDE preliminary data requests
 - c. Participate in MDE special education monitor on –site visit.
 - d. Develop Corrective Action Plans related to MDE monitoring findings.
 - e. Implement Approved Corrective Action Plan and provide documentation of completion.
- Develop and monitor response to parent complaints, as requested.
 - Fulfill other duties as assigned by the school director and agreed upon by the special education director.

3. Access to Information and Education Data:

Nerstrand Elementary School acknowledges and agrees that while providing special education services, the special education director will have access to information necessary to perform duties related to this position. This access includes but is not limited to educational data, personal data, staff qualification, budgeting information, child count data, federal expenditure reporting, and excess billing information, and other school data needed to fulfill agreed upon services.

4. Termination of Agreement:

Either party may terminate this agreement for just cause by providing thirty days written notice of such intent.

5. Service Options and Fees

Option 1 Services: Fee: \$14,000

- On site visit once per month
- Unlimited phone and email support
- Attendance at IEP meetings, as needed
- Regular contact with business manager

Option 2 Services Fee: \$16,000

- Option 1 services
- 3rd Pty Billing support
- MNCIMP state monitoring: On-site record review with staff

Option 3 Services Fee: Negotiated

- Negotiated services and rate
- Additional training as requested and agreed upon

Both the charter school and the special education director agree upon terms of payment, as indicated.

Partial payment is due upon signed contract.

Single payment July 30, 2018

Two payments July 30 and October 30, 2018

Three payments July 30, October 30, and December 20, 2018

Other _____

Both the charter school and the special education director agree upon terms of payment, as indicated.

Terms of this contract begin July 1, 2018 and end June 30, 2019.

By signing below, the Nerstrand Elementary School Director and the Special Education Director execute this agreement.

By: _____
Maggie Kiley, Director

Date: _____

By: _____
Bonnie Carlson, Special Education Director

Date: _____

SERVICE AGREEMENT
BETWEEN NERSTRAND ELEMENTARY SCHOOL
AND FARIBAULT PUBLIC SCHOOLS

SERVICE

IT IS HEREBY AGREED, for the 2018-2019 school year, technical support services will be provided as follows: 1) Data Technician services will be provided by staff employed by Faribault Public Schools. Nerstrand will be billed for the actual hours of work performed for Data Technician Services, either on or off site, at the employees hourly rate. 2) Infrastructure services (internet, phones, internet filter, fire wall) at actual annual cost; and 3) Software services (Destiny Library Manager, AVG Virus Scan, Microsoft Office) at actual annual cost.

RELATIONSHIP

The Data Technicians shall remain solely the employees of the Faribault Public Schools. The hiring, evaluation, and termination of such employees shall be the responsibility of the School District. In the event that said employees are unable to fulfill said assignment to Nerstrand Elementary School, the School District reserves the right to alter the person(s) providing services under this agreement, after consultation with representatives of Nerstrand Elementary School. Thus, the cost of providing services may vary according to the applicable salary and benefits of those persons providing services.

PAYMENT

The contracting school, Nerstrand Elementary School, shall pay to the School District as invoiced an amount not to exceed the hourly rate times the actual hours of work performed for Nerstrand Elementary for data technician services. For infrastructure and software services, Nerstrand Elementary School shall pay to the School District as invoiced based on the actual cost of the services.

ADMINISTRATIVE FEE

Nerstrand Elementary School shall pay Faribault Public Schools a yearly administrative fee of 8%. The fee will be applied to the total cost of this contract and invoiced at the same time as the other costs of the contract are invoiced.

TERM

The agreement shall be in effect for one school year and is to be renegotiated annually. The school year shall be July 1, 2018 to June 30, 2019. Further, this agreement can only be amended in whole or in part during the time it is in effect by mutual agreement of both parties. If this contract is not to be renewed by either party, said party wishing to non-renew must notify the other party by April 1, 2019.

NOTICE

All notices required to be given under this agreement shall be in writing and be addressed to either the Chair of the School Board of the School District or the Chair of the Board of Directors of Nerstrand Elementary School. All notices required to be provided on a specific day or date shall be considered as timely if postmarked on or before the due date.

WAIVER

The waiver by the School District or Nerstrand Elementary School or any provision of this agreement in a particular instance does not constitute a waiver overall. Both parties, rather, continue to reserve all of its rights pursuant hereto at all times.

HEREBY, this agreement is approved by the following:

FARIBAULT PUBLIC SCHOOLS
DISTRICT #656

NERSTRAND ELEMENTARY SCHOOL

CHAIR OF THE BOARD

CHAIR OF THE BOARD

CLERK OF THE BOARD

SECRETARY OF THE BOARD

DATE OF BOARD APPROVAL

DATE OF BOARD APPROVAL

SERVICE AGREEMENT
BETWEEN NERSTRAND ELEMENTARY SCHOOL
AND INDEPENDENT SCHOOL DISTRICT #656

SERVICE

IT IS HEREBY AGREED, for the 2018-2019 school year the following services will be provided by staff employed by the School District:

<u>Service:</u>	Salary & Benefits
Custodial Services	Responsibility of <u>Nerstrand Elementary School:</u> .7 FTE

RELATIONSHIP

The employee shall remain solely the employee of the School District. The hiring, evaluation, and termination of such employee shall be the responsibility of the School District. In the event that said employee is unable to fulfill said assignment to Nerstrand Elementary School, the School District reserves the right to alter the person(s) providing services under this agreement, after consultation with representatives of Nerstrand Elementary School. Thus, the cost of providing services may vary according to the applicable salary and benefits of those persons providing services.

PAYMENT

The contracting school, Nerstrand Elementary School, shall pay to the School District as invoiced an amount equal to the percentage of salary and benefits for the employees noted above.

ADMINISTRATIVE FEE

Nerstrand Elementary School shall pay Faribault Public Schools a yearly administrative fee of 8%. The fee will be applied to the total cost of this contract and invoiced at the same time as the other costs of the contract are invoiced.

TERM

The agreement shall be in effect for one school year and is to be renegotiated annually. The school year shall be July 1, 2018, to June 30, 2019. Further, this agreement can only be amended in whole or in part during the time it is in effect by mutual agreement of both parties. If this contract is not to be renewed by either party, said party wishing to non-renew must notify the other party by April 1, 2019.

NOTICE

All notices required to be given under this agreement shall be in writing and be addressed to either the Chair of the School Board of the School District or the Chair of the Board of Directors of Nerstrand Elementary School. All notices required to be provided on a specific day or date shall be considered as timely if postmarked on or before the due date.

WAIVER

The waiver by the School District or Nerstrand Elementary School or any provision of this agreement in a particular instance does not constitute a waiver overall. Both parties, rather, continue to reserve all of its rights pursuant hereto at all times.

HEREBY, this agreement is approved by the following:

INDEPENDENT SCHOOL DISTRICT 656

NERSTRAND ELEMENTARY SCHOOL

CHAIR OF THE BOARD

CHAIR OF THE BOARD

CLERK OF THE BOARD

SECRETARY OF THE BOARD

DATE OF BOARD APPROVAL

DATE OF BOARD APPROVAL

Nerstrand Elementary School Policy 509

Independent Charter School District #4055

Adopted: 11/11/2013

Admissions/Enrollment Policy

I. Purpose

To explain the application and enrollment process at Nerstrand Elementary School (NES) so that families will have information to make decisions regarding their children's school attendance.

II. General Statement of Policy

- A. NES is a public school and pursuant to state law must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be placed on a waiting list according to the procedures set forth below. **As required by state law, NES will give preference for enrollment to siblings of an enrolled student. As allowed by state law, NES will also give preference to children of NES staff members as outlined below.** NES shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124.10 of the Minnesota Education Law governing charter schools.
- B. NES shall not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- C. NES shall not seek any information about any applicant that may be used to discriminate against them, against either NES's policies or governing laws. This does not preclude NES from seeking such information for a lawful purpose about a student after the student has been admitted.

III. Application and Enrollment Procedures

- A. Interested families will submit applications up until the first Friday of March at 4:00 p.m. The board of directors may change any year's deadline by resolution without changing this policy.
- B. NES will accept application for admission to Grades K-5, for which up to 25 students will be accepted in Grade K and up to 26 students will be accepted in Grades 1-5. The board

of directors may increase one or more grades' capacity by resolution and without changing this policy.

- C. Formal recruitment of incoming students will begin before or during November of each year. NES will encourage families to meet with the faculty, staff and/or board members to discuss the value of NES, and its expectations of students and their families.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. An offer of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
 - 1. This lottery will be held no later than the second Friday in March after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.
 - 2. Notice of the lottery will be made public via website and parents will be notified of their status via U.S. mail.

IV. Lottery

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be placed on the waiting list before other applicants.
- C. Second priority will be given to children of NES staff. If a staff member's employment is ended for any reason before the child is enrolled, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of NES staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from NES, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

V. Student Recruitment Activities

- A. NES shall market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.

- B. In accordance with its marketing strategy, NES may use the measures below, among others, to recruit student applicants.
 - 1. Post flyers and notices on website, in local newspapers and/or blogs and online newspapers.
 - 2. Post the admissions policy and application (available for download) on NES's website.
- C. NES will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VI. Voluntary Withdrawal

- A. NES is a public charter school of choice for application and withdrawal. With their parents' permission, students may withdraw from NES at any time.
- B. NES personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from NES, as well as to seek solutions to any problems that arise from these discussions. If a parent still wishes to transfer their child to another school, NES will ensure the timely transfer of any school records to the student's new school.

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 service contracts for next year
Review Policy #
- May: Review or approve budget for next year (if not already approved)
Discuss BOD election progress
Approve service contracts for next year
BOD chair completes check list of board trainings, collects certificates
Review Policy #
- June: Approve revised current year budget (if necessary)
Approve next year's budget (if not already approved)
Approve next year's staff hiring list (working agreements)
Discuss BOD election, certify results
Approve annual banking resolutions
Approve designated use of REAP funds
Approve service contracts for next year
Approve designations of required roles for next year
Election of Officers for next year (Board Chair, Board Secretary/Clerk)
Approve next year's Board Meeting Schedule
Review Policy #
Evaluation of Director