

Nerstrand Elementary School  
Board of Directors Meeting  
August 20, 2019 - 3:00 p.m.  
Carleton College, Sayles-Hill Campus Center, Upper Level

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 June 13, 2019 Board Meeting Minutes
  
- 5.0 Approve June 18, 2019 Board Work Session Minutes
  
- 6.0 Community Comment
  
- 7.0 Reports
  - 7.1 Director Report
    - a) Student performance item
    - b) Director evaluation item
  - 7.2 Enrollment Update
  - 7.3 Finance Report
  
- 8.0 New Business
  - 8.1 Review BOD Onboarding Document - welcome new members
  - 8.2 Approve FY20 Staff Hiring List
  - 8.3 Certify June Election of FY20 Board Officers (Gretta K, Treasurer – Tara V, Secretary/Clerk)
  - 8.4 Appoint Chair (to replace Matthew Keseley, resigned)
  - 8.5 Review NEO 6-13-19 Board Meeting Observation Form
  - 8.6 Review Fund Balance Policy #714
  - 8.7 Approve contract with River Bend Nature Center
  
- 9.0 Old Business
  - 9.1 Review Nerstrand Board Development/Training Plan (required)
  - 9.2 Review BOD working calendar
    - a) Update on Director evaluation process
    - b) Acknowledge/record any new member board trainings (Gretta and Betty)
  
- 10.0 Other
  - 10.1 Next Board of Directors meeting September 9, 2019, 3:30pm at Nerstrand Elementary School
  
- 11.0 Adjournment

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

Nerstrand Elementary School  
Board of Directors Meeting Minutes  
June 13th, 2019

**Members present**

**Others/ Members absent**

**Others Present**

Andrew Lubinski

Paula Shroyer

Keith Johnson

Morgan Welborn

Alicia Wasilowski

Maggie Kiley

Matthew Keseley

Eric Molho

Sarah Stensrud

Rich Bailey

1.0 Call to Order. Meeting called to order at 10:00 am.

1.1 Roll Call

2.0 Approve Agenda. Added 7.18: Approve Clifton Larson Allen as the school's auditor. Added 7.19: Approve FY20 school nutrition agreement with ISD 656. Approved additions First: Rich; Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

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

4.0 Approve May 13, 2019 Board Meeting Minutes. Approved. First: Morgan; Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

5.0 Community Comment. None noted.

6.0 Reports

6.1 Director Report

- a) Student performance item. Discussed and reviewed PRESS Intervention data and progress results.
- b) Director evaluation item. Director commented on school climate.

6.2 Enrollment Update. We are currently at 151 students enrolled for the fall.

6.3 Finance Report.

- a) Monthly Finance Report. Our fund balance at this time is 30.76%.
- b) Proposed Revised 2018-19 budget

## 7.0 New Business

7.1 Reviewed NEO 5-13-19 Board Meeting Observation Form.

7.2 Approve paying 100% single, 55% family of BCBS \$1,250 Access Network Plan, prorated to FTE equivalent. Approved. First: Sarah; Second: Morgan. Yea: 5. Nay:0. Abstentions: 0.

7.3 Review Policy #903 Visitors. Reviewed and discussed specific procedures about checking in.

7.4 Approve proposed revised 2018-19 budget as presented. Approved. First: Rich; Second: Andrew. Yea: 5. Nay:0. Abstentions: 0.

7.5 Approve the following annual Banking Resolutions for 2019-2020. Approved. First: Andrew; Second: Morgan. Yea: 5. Nay:0. Abstentions: 0.

- a) Designate Minnesota School District Liquid Asset Fund and Lake Country Community Bank as the Official School Depositories
- b) Authorize Maggie Kiley or Keith Johnson to sign for investments on behalf of Nerstrand Elementary School (e.g. CD's)
- c) Authorize Maggie Kiley or Keith Johnson to make electronic funds transfers between school accounts (e.g. payroll)

7.6 Approve use of REAP grant funds - Board authorizes continued use of REAP funds in 2019- 2020 to reduce class size as a long-term strategy to retain/recruit effective teachers and to create a more effective learning environment and

maximize one-on-one time with students (this is coupled with our Title IIA program of teacher professional development). Approved. First: Morgan; Second: Rich. Yea: 5. Nay:0. Abstentions: 0.

7.7 Approve contract with ISD#656 for FY20 Custodial Services (.7 FTE). Approved. First: Sarah; Second: Morgan. Yea: 5. Nay:0. Abstentions: 0.

7.8 Approve contract with ISD#656 for FY20 Technician Services. Approved. First: Andrew; Second: Rich. Yea: 5. Nay:0. Abstentions: 0.

7.9 Approve contract with Best Practices, LLC (Kristin Fischer) for Speech Services \$90/hr. Approved. First: Rich; Second: Morgan. Yea: 5. Nay:0. Abstentions: 0.

7.10 Approve contract with Student-Centered Learning, LLC for ECSE Teacher \$95/hr. Approved. First: Sarah; Second: Rich. Yea: 5. Nay:0. Abstentions: 0.

7.11 Approve the following 2019-2020 designations for Maggie Kiley: Identified Official with Authority (IOwA), LEA Rep, Homeless Liaison, Special Education Administrator, Human Rights Officer, Title Coordinator, Site Verification Coordinator, District Assessment Coordinator. Approved. First: Andrew; Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

7.12 Approve Michelle Flannery as 504 Coordinator. Approved. First: Morgan; Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

7.13 Certify BOD election results – Skip Voge, Tara Vondrasek, and Gretta Kunze. Approved. First: Rich; Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

7.14 Accept resignation of board member Morgan Welborn from the Board. Approved. First: Sarah; Second: Rich. Yea: 5. Nay:0. Abstentions: 0.

7.15 Appoint replacement for Morgan Welborn's vacancy (until next election). Appointed Jan Boudreau. Approved. First: Andrew; Second: Rich. Yea: 5. Nay:0. Abstentions: 0.

7.16 Election of Officers for next year (Chair, Treasurer, Secretary/Clerk).  
Elected Matthew Keseley as Chair. Yea: 4. Elected Tara Vondrasek as Clerk.  
Yea: 5. Elected Gretta Kunze as Treasurer. Yea: 5.

7.17 Approve 2019-2020 Board Meeting Schedule. Approved. First: Rich;  
Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

7.18 Approve Clifton Larson Allen as the school's auditor. Approved. First:  
Morgan; Second: Sarah. Yea: 5. Nay:0. Abstentions: 0.

7.19 Approve FY20 school nutrition agreement with ISD 656. Approved. First:  
Andrew; Second: Morgan. Yea: 5. Nay:0. Abstentions: 0.

## 8.0 Old Business

8.1 Review BOD working calendar. Director Evaluation set for June 19th.  
Details to be emailed by Matthew.

### a) Director evaluation – discussion

- Set Board work session date for director evaluation.
- Bring evaluation report summary to August Board meeting.
- Board has selected Cooperation and Collaboration as the domain focus for the 2019-2020 school year.

## 9.0 Other

9.1 Next Board of Directors meeting August 20, 2019, 3:00pm at Carlton College  
Sayles-Hill Campus Center.

10.0 Adjournment. Approved. First: Andrew; Second: Morgan. Yea: 5. Nay:0.  
Abstentions: 0.

Signed \_\_\_\_\_

Chairperson of the Board

\_\_\_\_\_

Clerk of the Board

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

Nerstrand Elementary School  
Board of Directors Work Session Minutes  
June 18th, 2019 2:00pm

**Members present**

Rich Bailey

Paula Shroyer

Matthew Keseley

Morgan Welborn

Alicia Wasilowski

**Members absent**

Sarah Stensrud

Andrew Lubinski

**Others Present**

1.0 Call to Order at 2:00

1.1 Roll Call

2.0 Approved Agenda. First: Paula; Second: Alicia Approved Yea: 5. Nay: 0. Abstentions: 0.

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

4.0 Community Comment. None noted.

5.0 New Business

5.1 Reviewed and completed Director Evaluation for school year 2018-2019 in Domain 5. Alicia will send the evaluation rubric and narrative to Maggie Kiley. For the school year 2019-2020 the board is asking Maggie to focus on Domain 4: Cooperation and Collaboration

6.0 Adjournment. First: Alicia; Second: Rich Approved Yea: 5. Nay: 0. Abstentions: 0.

August 2019, Director's Report

***The purpose of Nerstrand School is to provide a warm, nurturing, joyful environment filled with curiosity and celebration.***

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

### **Personnel Update**

Special education paraprofessionals, Katie Pinnt and Beth Babcock have let me know they will not be returning to Nerstrand School this fall. We wish them both well and thank them for their dedication and commitment to the students with whom they worked. We wish them well in their new jobs.

Music teacher, Matthew Keseley, has taken a position in the metro and will not be returning to Nerstrand School. We are grateful to Matthew for the joy and creativity he brought to the music room. He will be greatly missed.

A new music teacher has been hired, Jake Kaukola. We are excited to have Jake join our staff. Jake's a professional musician and has been teaching at Kato Charter School. Jake brings a great deal of excitement and strong musical background to this position. Welcome to Jake!

Finally, we welcome Kelly McGregor as the new Woodlands teacher. Kelly brings a great deal of positive energy and creativity to this position. She has had a background in theater as well as her Masters degree in Education. Kelly and Andy have been meeting quite a bit over the last couple of weeks planning and prepping for the new school year. We are excited to have Kelly join our staff!

Although we have been approved for both Reading and Math Corps volunteers, we have not hired anyone at this point. Paraprofessional, Laurie Haugen-Eitzman, did attend AmeriCorps training to oversee both of these positions. Thank you to Laurie!

### **Annual Retreat-August Board of Directors' Meeting**

Our Special Education retreat is always a wonderful way for our staff to come back together after the summer. We were fortunate to have presentations from child and family therapist, Dr. Christi Bostwick, on working with children with special needs. ***Special thanks to Jan Boudreau for working to organize the retreat and arrange presenters.***

### **New Report Cards**

Nerstrand is moving to a more streamlined report card set up. Thank you to Barb Grote for all of the hours she has put into moving us into this new format. This program will make report cards much easier for teachers to fill out, and will include updated information for families that is aligned with our current math curriculum.

### **Student Performance Results**

Review NEO framework.

### **Reading Instruction Inservice**

Dr. Debra Peterson from the University of Minnesota Center for Reading Research will be working with classroom teachers again this year. During workshop week she will be meeting with all classroom teachers mapping reading instruction for the year. She will then be coming back a couple more times in the year to do some modeling and observations of core instruction.

### **Jeffers Foundation Inservice**

On August 26th, members of the Jeffers Foundation will be working with our staff on bringing nature into the classroom, and the classroom into nature. The Jeffers Foundation is a nonprofit that has the following goal:

#### ***Team Teaching with Mother Nature***

*Jeffers primary purpose is to help youngsters learn sound principles of Environmental Stewardship and to love and understand their natural world. **Jeffers workshops exist for that sole purpose.** One of Jeffers guiding principles has always been to help Teachers do their job more effectively without adding cost or additional work.*

### **Summer Building Work**

Mike and a team of workers from Faribault have been hard at work in the building. We were excited to have the main hallway repainted over the summer and other improvements/updates around the building. Mike has worked hard to wax, polish and clean the entire building. Thank you to all of Mike's work!

### **Director Evaluation/Goals for 2019-2020**

I will continue to use the Director's Report as a way to highlight the areas of the Director Evaluation in which I have been focused.

My professional goals for the coming year are the following:

***Review our reading core instruction using our current curriculum.***

***Continue to offer and encourage teachers to participate in quality professional development.***

- ***Professional Development, using a book club model.***

***Support classroom teachers in using the new math and social/emotional curriculum.***

***Create stronger connections with the Big Woods State Park.***

I feel excited to begin my fifth year as Director. I am grateful to the Board for all of its support. It is a pleasure to work with our wonderfully dedicated staff!



Respectfully submitted,

Maggie Kiley

Nerstrand Elementary School  
 Board of Directors  
 August 20, 2019

Financial Overview:

	2019-2020 <u>Adopted Budget</u>	<u>7-31-19 YTD</u>
Enrollment (ADM's)	150	
Fund 01 Revenues	1,854,950	133,890
Fund 01 Expenditures	<u>1,861,625</u>	<u>15,519</u>
Net Fund 01 Income	(6,675)	118,371
Estimated 6-30-19 Fund 01 Balance	615,835	
Projected 6-30-20 Fund 01 Balance	609,160	
* % of annual Fund 01 expenditures	<b>33.72%</b>	

2019-2020 Budget Summary

- Assumes 150 Enrollment
- Assumes 2% state basic formula increase in FY20
- Compensatory Revenue based on 10/1/18 counts
- Assumes 15% health insurance increase
- Assumes no new joiners on health insurance plan
- Utilities and property insurance – 5% increase
- Continues programs and spending priorities from last year
- Maintains current staffing levels while also improving teacher compensation
- Assumes continued REAP + Title I funding
- Curriculum \$8,000
- Technology:
  - \$7,500/year expense for internet/firewall/phones payment to #656, lease/maintenance payment to Jaguar, local analog phones to TDS
  - \$129.77/month copier lease
  - \$10,200 for technology equip, repairs, replacements
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary  
2019-2020 Income Statement  
For the Period Ending 7/31/19

						2019-2020		
						Adopted Budget	7-31-19 YTD	
<i>Fd</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Crs</i>	Enrollment ADM		
						150		
<b>Fund 1 Revenues</b>								
01	000	000	000	050	000	LOCAL: Fees from Families	13,000.00	55.00
01	000	000	000	092	000	LOCAL: Interest Income	7,500.00	0.00
01	000	000	000	096	000	LOCAL: Donations, Eagle Open	9,000.00	25.95
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	25.00	0.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	400.00	0.00
01	000	000	740	360	000	STATE: Spec Ed Aid (93%)	432,434.23	0.00
01	000	000	000	201	000	STATE: Endowment Aid	5,903.43	0.00
01	000	000	000	211	000	STATE: GenEd Aid (per WhatIf) 2% / 2%	1,022,927.88	133,809.46
01	000	000	000	211	000	STATE: Compensatory Revenue	55,769.87	0.00
01	000	000	000	211	000	STATE: EL	0.00	0.00
01	000	000	000	212	000	STATE: Literacy Aid	17,455.87	0.00
01	000	000	000	317	000	STATE: Facility Maintenance Revenue	19,800.00	0.00
01	000	000	348	300	000	STATE: Building Lease Aid	197,100.00	0.00
01	000	000	401	400	000	FED: Title I	20,632.52	0.00
01	000	000	414	400	000	FED: Title II	4,082.94	0.00
01	000	000	419	400	000	FED: Spec Ed-FedFlowThru	23,004.36	0.00
01	000	000	425	400	000	FED: CEIS	3,652.68	0.00
01	000	000	514	500	000	FED: REAP	22,261.00	0.00
<b>TOTAL FUND 01 REVENUE</b>						<b>1,854,949.78</b>	<b>133,890.41</b>	

**Fund 1 Expenditures**

<u>Payroll and benefits:</u>								
						Carry-in payroll increase		
						Teacher salary schedule (to 95% of prior year ISD#656)	20,039.99	
						Non-teacher schedule (100% of prior year ISD#656)	2,063.00	
						15% Health insurance premium increases	7,153.00	
						Total payroll changes over prior year	29,255.99	
<i>Fd</i>	<i>Org</i>	<i>Pro</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Crs</i>			
01	005	010	000	366	000	Board Workshops/Conferences	900.00	0.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	14,343.47	0.00
01	005	050	000	305	000	EdVisions Admin Staff	96,258.00	0.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	20,934.00	552.36
01	005	107	000	305	000	Marketing	1,500.00	0.00
01	005	110	000	305	000	Business: RegionV, Audit, Legal, Consult	72,828.00	0.00
01	005	110	000	320	000	Phone, Internet, Firewall	7,500.00	239.23
01	005	110	000	329	000	Postage	1,400.00	13.50
01	005	110	000	401	000	Business Non-Inst Supplies	200.00	0.00
01	005	110	000	820	000	RegV, MSBA, JMC, SEMNET/e-rate	7,500.00	2,977.00
01	005	720	000	390	000	Health Services - paid to ISD #656	3,000.00	0.00
01	005	810	000	330	000	Utilities + Garbage/Recycle	43,672.80	0.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	50,610.00	0.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	0.00
01	005	850	348	370	000	Facilities Lease (pd to ISD #656)	219,000.00	0.00
01	005	940	000	340	000	Property/Liability Insurance	10,380.61	9,816.52
01	005	950	000	910	000	Permanent Transfer to Fund 04	5,200.00	0.00
01	010	201	000	394	000	EdVisions Kinder Staff	59,451.00	0.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	6,000.00	0.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	12,000.00	759.50
01	010	203	000	370	000	Copier Lease (\$129.77/month)	1,557.24	129.77
01	010	203	000	394	000	EdVisions General Staff/Title I	433,402.10	0.00
01	010	216	401	303	000	EdVisions Title I Staff	20,632.52	0.00
01	010	203	000	401	000	Elem Ed - Non-Instructional Supplies	9,000.00	0.00

*unreconciled - for management use only*

Nerstrand Elementary  
2019-2020 Income Statement  
For the Period Ending 7/31/19

						2019-2020	
						Adopted Budget	7-31-19 YTD
01 010 203 000 430 000	Elem Ed - Instructional Supplies	20,000.00	633.35				
01 010 203 000 460 000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	0.00				
01 010 203 000 461 000	Elem Ed - Standardized Tests	1,200.00	0.00				
01 010 203 000 555 000	Technology	10,200.00	0.00				
01 010 203 733 394 000	Field Trips - Transportation	4,250.00	0.00				
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	0.00				
01 010 204 514 303 000	EdVisions REAP CSR	22,261.00	0.00				
01 010 216 401 430 000	Title I homeless supplies	0.00	0.00				
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	24,887.00	0.00				
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	0.00				
01 010 258 000 394 000	EdVisions Music Staff	54,628.00	0.00				
01 010 258 000 430 000	Music Supplies	1,500.00	0.00				
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	0.00				
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	0.00				
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	0.00				
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	0.00				
01 010 420 419 433 000	FED: SpEd Materials	1,980.00	0.00				
01 010 420 419 465 000	FED: SpEd Non-instruct Tech Devices	0.00	0.00				
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	0.00				
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	0.00				
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	0.00				
01 010 408 740 394 000	EBD - Contract Fees	4,600.00	0.00				
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	45,000.00	0.00				
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	0.00				
01 010 412 740 394 000	Dev Delay - Contract Fees	15,000.00	0.00				
01 010 420 740 394 000	SpEd Contracted Srvc: Psych, PT, Dape,	50,000.00	0.00				
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	0.00				
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	0.00				
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	0.00				
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	0.00				
01 010 400 372 405 000	Third Party Billing Fees	400.00	0.00				
01 010 422 425 303 000	EdVisions CEIS Staff	3,652.68	0.00				
01 010 605 000 394 000	EdVisions Program Support Staff	63,450.00	0.00				
01 010 204 414 366 000	Professional Development - Title II	4,082.94	0.00				
01 010 640 000 366 000	Professional Development - General	6,000.00	398.00				
<b>TOTAL FUND 01 EXPENSES</b>						<b>1,861,624.76</b>	<b>15,519.23</b>
<b>Net Fund 01 Income</b>						<b>(6,674.98)</b>	<b>118,371.18</b>

Est. beginning of Year Fund 1 Balance	615,835	
Projected End of Year Fund 1 Balance	609,160	
% of annual expenditures	32.72%	

*Ed Org Pro Fin Obj/Src Crs*

**Fund 4 Revenues**

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	47.00
04 000 000 000 649 000	Permanent Transfer from Fund 1	5,200.00	0.00
		12,200.00	

**Fund 4 Expenditures**

04 005 570 000 320 000	Regal Eagles Phone	200.00	0.00
04 005 570 000 394 000	Regal Eagles Staff	11,500.00	0.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	0.00
		12,200.00	0.00

Beginning of Year Fund 4 Balance	0.00	0.00
Projected End of Year Fund 4 Balance	0.00	0.00

*unreconciled - for management use only*

# Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202001 To: 202001

Account		Fin		Sub		Starting Balance		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Fin Code Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance	
4055	B 01 101 000		F	Cash & Cash Equiv	B 100 00	00	74,134.37	0.00	0.00	74,134.37	
4055	B 01 101 002		F	Liquid Asset Account	B 100 00	00	215,262.26	133,809.46	25,005.94	324,065.78	
4055	B 01 101 003		F	Lake Country Community Ba	B 100 00	00	(9,005.08)	80.95	1,404.50	(10,328.63)	
4055	B 01 115 001		F	Payroll Data (Ed Visions)	B 100 00	00	0.13	0.00	0.00	0.13	
4055	B 01 121 000		F	Due Frm Min Children	B 100 00	00	346,460.06	0.00	0.00	346,460.06	
4055	B 01 131 000		F	Prepaid Expenditures	B 100 00	00	12,522.02	0.00	0.00	12,522.02	
4055	B 01 206 000		F	Other Accts Payable	B 200 00	00	(1,465.71)	26,410.44	26,410.44	(1,465.71)	
4055	B 01 210 000		F	Due To Other Mn Dist	B 200 00	00	(22,072.52)	0.00	0.00	(22,072.52)	
4055	B 01 422 000		F	Unassigned Fund Balance	B 400 00	00	(610,502.51)	0.00	0.00	(610,502.51)	
4055	B 01 460 000		F	Nonspendable Fund Balance	B 400 00	00	(5,333.02)	0.00	0.00	(5,333.02)	
4055	B 04 101 000		F	LAF - Cash & Cash Equiv	B 100 00	00	(56,262.66)	0.00	0.00	(56,262.66)	
4055	B 04 101 002		F	Cash & Cash Equiv	B 100 00	00	9,911.36	0.00	0.00	9,911.36	
4055	B 04 101 003		F	LCCB Cash & Cash Equiv	B 100 00	00	45,692.30	47.00	0.00	45,739.30	
4055	B 04 115 000		F	Accounts Receivable	B 100 00	00	659.00	0.00	0.00	659.00	
4055	B 98 143 000		F	Equipment	B 100 00	00	121,226.67	0.00	0.00	121,226.67	
4055	B 98 430 000		F	Invest. Fixed Assets	B 400 00	00	(121,226.67)	0.00	0.00	(121,226.67)	
Report Total:							\$0.00	\$160,347.85	\$52,820.88	\$107,526.97	

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014687	1133		INDEPENDENT SCHOOL DIST # 656		Check
		E 01	005 850 000 348 370		June lease		\$18,250.00
		E 01	005 810 000 000 391		June custodial		\$3,763.10
		E 01	010 203 000 000 305		May/June Elem Tech		\$59.42
PO#:		Voucher #:	6278	Invoice	Invoice No: 38448	7/19/2019	Paid Amt: \$22,072.52 Check Amount: \$22,072.52
4055	LAF	1312014688	1534		JAGUAR COMMUNICATIONS		Check
		E 01	005 110 000 000 320		Phone		\$119.50
PO#:		Voucher #:	6279	Invoice	Invoice No: Act#69828	7/19/2019	Paid Amt: \$119.50 Check Amount: \$119.50
4055	LAF	1312014689	1574		MARCO		Check
		E 01	010 203 000 000 370		Copier Lease		\$129.77
		E 01	010 203 000 000 430		Sup/Mat N-Indiv Inst		\$179.21
		E 01	005 110 000 000 329		Postage & Parcel Svc		\$13.50
PO#:		Voucher #:	6285	Invoice	Invoice No: 25137244	7/18/2019	Paid Amt: \$322.48 Check Amount: \$322.48
4055	LAF	1312014690	1005		REGION V COMPUTER SERVICES		Check
		E 01	005 110 000 000 820		1st Qrt membership		\$906.00
PO#:		Voucher #:	6281	Invoice	Invoice No: 12757	7/18/2019	Paid Amt: \$906.00 Check Amount: \$906.00
4055	LAF	1312014691	1005		REGION V COMPUTER SERVICES		Check
		E 01	005 110 000 000 820		FY19 (3) bank recs		\$125.00
PO#:		Voucher #:	6282	Invoice	Invoice No: 12656	7/18/2019	Paid Amt: \$125.00 Check Amount: \$125.00
4055	LAF	1312014692	1131		SCHOOL SPECIALTY INC.		Check
		E 01	010 203 000 000 430		FY19 - student planners		\$298.10
PO#:		Voucher #:	6283	Invoice	Invoice No: 208123065490	7/18/2019	Paid Amt: \$298.10 Check Amount: \$298.10
4055	LAF	1312014693	1336		TDS		Check
		E 01	005 110 000 000 320		Phone		\$119.73
PO#:		Voucher #:	6280	Invoice	Invoice No: Act#507-334-9656	7/18/2019	Paid Amt: \$119.73 Check Amount: \$119.73
4055	LAF	1312014694	1017		XCEL ENERGY		Check
		E 01	005 810 000 000 330		Utility Services		\$1,042.61
PO#:		Voucher #:	6284	Invoice	Invoice No: Act#51-6189166-3	7/18/2019	Paid Amt: \$1,042.61 Check Amount: \$1,042.61

# Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LCCB	1187	E 01 010 203 000 000 430	6292	AMAZON.COM notebooks	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$180.50</b>
							<b>Check Amount: \$180.50</b>
4055	LCCB	1187	E 01 010 203 000 000 430	6296	AMAZON.COM Growth Mindset books	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$183.30</b>
							<b>Check Amount: \$183.30</b>
4055	LCCB	1410	E 01 010 640 000 000 366	6297	NORTHEAST FOUNDATION FOR CHILDREN, INC. RC training - Kelly and Jake	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$398.00</b>
							<b>Check Amount: \$398.00</b>
4055	LCCB	1417	E 01 005 105 000 000 305	6287	APG MEDIA OF SO MINNESOTA, LLC (S) Faribault Daily News Employ Ad	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$502.00</b>
							<b>Check Amount: \$502.00</b>
4055	LCCB	1440	E 01 010 203 000 000 430	6288	OFFICE DEPOT Sup/Mat N-Indiv Inst	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$20.35</b>
							<b>Check Amount: \$20.35</b>
4055	LCCB	1440	E 01 010 203 000 000 430	6289	OFFICE DEPOT Sup/Mat N-Indiv Inst	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$20.35</b>
							<b>Check Amount: \$20.35</b>
4055	LCCB	1440	E 01 010 203 000 000 430	6290	OFFICE DEPOT Sup/Mat N-Indiv Inst	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$9.66</b>
							<b>Check Amount: \$9.66</b>
4055	LCCB	1440	E 01 010 203 000 000 430	6291	OFFICE DEPOT Sup/Mat N-Indiv Inst	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$6.44</b>
							<b>Check Amount: \$6.44</b>
4055	LCCB	1440	E 01 010 203 000 000 430	6294	OFFICE DEPOT Sup/Mat N-Indiv Inst	7/31/2019	Wire
		<b>Voucher #:</b>	<b>Invoice No:</b>				
							<b>Paid Amt: \$3.22</b>
							<b>Check Amount: \$3.22</b>

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LCCB	1440	E 01 010 203 000 000 430	6295	OFFICE DEPOT Invoice	7/31/2019	Wire	
		<b>Voucher #:</b>	<b>Invoice No:</b>				<b>Paid Amt:</b>	
							<b>Check Amount:</b>	
							\$6.44	
4055	LCCB	1547	E 01 010 203 000 000 430	6286	ADOBE Invoice	7/31/2019	Wire	
		<b>Voucher #:</b>	<b>Invoice No:</b>				<b>Paid Amt:</b>	
							<b>Check Amount:</b>	
							\$23.88	
4055	LCCB	1617	E 01 005 105 000 000 305	6293	LINKEDIN Employ Ad	7/31/2019	Wire	
		<b>Voucher #:</b>	<b>Invoice No:</b>				<b>Paid Amt:</b>	
							<b>Check Amount:</b>	
							\$50.36	
							<b>Report Total:</b>	<b>\$26,410.44</b>



Nerstrand Elementary School  
2019-2020  
Estimated Cash Flow Projection  
Assumes 10% Holdback

	Total Est. Cash Receipts	Total Est. Cash Disbursements	Estimated * Cash Balance
2019			<b>319,088</b> 7/1/19 Beginning Balance
July	133,937	61,562	<b>391,463</b>
August	133,937	61,562	<b>573,152</b>
<b>PY</b>	<b>109,314</b>		
Sept	123,873	172,246	<b>650,233</b>
<b>PY</b>	<b>125,454</b>		
Oct	123,873	172,246	<b>684,422</b>
<b>PY</b>	<b>82,562</b>		
Nov	123,873	172,246	<b>636,049</b>
Dec	123,873	172,246	<b>587,676</b>
2020			
Jan	123,873	172,246	<b>549,011</b>
<b>PY</b>	<b>9,708</b>		
Feb	123,873	172,246	<b>500,638</b>
March	123,873	172,246	<b>452,265</b>
April	123,873	172,246	<b>403,892</b>
May	123,873	172,246	<b>374,941</b>
<b>PY</b>	<b>19,422</b>		
June	123,873	172,246	<b>326,568</b>
	1,853,066	1,845,582	
	1,853,064	1,845,584	

\* assumes same 6-30-20 misc payables as prior year

Welcome to the Nerstrand Board of Directors (BOD). We hope you find the following information helpful as you become familiar with the operations, responsibilities and roles of the BOD.

As a new member of the board it is not expected that you memorize the board by-laws and policies. Our hope is that you feel comfortable and will contribute when and where you feel it appropriate. You will not be expected to be an officer (chairperson, recorder, treasurer) during your first year. It seems very common that as you spend time on the board and do some research as questions or wonderings arise, you will most likely gain a great deal of knowledge and feel effective as a board member. Our Board of Directors bylaws and school policies can be found in a white binder in the administrative assistant's office for you to refer to. Our bylaws, meeting schedule, school policies and other helpful information can be found on our website.

Within 6 months of being seated on the board, you will be expected to attend some board training. While the training is very informative and helpful, it can also seem overwhelming. Things will start to make more sense as you attend our BOD meetings and get more comfortable. You might even elect to defer those required board trainings until you have been to 2 or 3 board meeting to get the feel of things first.

The following is some information that might be helpful going into your new BOD position:

- What are charter schools?

In Minnesota, charter schools are tuition free independent public schools that are open to and welcome all students, no matter ability or need, and are governed and operated jointly by licensed teachers, parents and community members. You may read more about charter by schools by going to [www.mncharterschools.org](http://www.mncharterschools.org). In 1999 Nerstrand converted from a traditional public school (part of District #656) to a public charter school. More about our school's history can be found on our website: [www.nerstrand.charter.k12.mn.us](http://www.nerstrand.charter.k12.mn.us).

- Our relationship with Faribault Public Schools:  
Nerstrand Charter School strives to maintain a favorable, positive relationship with the Faribault Public School in the following areas but not limited to:
  - Rental of building and grounds
  - Contracted services including: tech support, food service, custodial services and busing.
  
- Nerstrand BOD utilizes Roberts Rules to conduct our meetings. As you will notice when you attend our meetings or look at the roster of board members, we are a teacher majority board. We keep the BOD working calendar up to date, adding items as we think of them or as they come up.
  
- All members are seated for a 3 year term (there are some exceptions}. Teachers are on a rotating schedule.
  
- We conduct our meetings using the Open Meeting Law. You may go to [www.house.mn.hrd](http://www.house.mn.hrd) for a complete copy of the Minnesota Open Meeting Law for specific answers to questions you may have.
  
- We must have at least 4 board members present to have a quorum.
  
- Responsibilities of board members include but are not limited to:
  - Attend monthly meetings
  - The Board packet is sent out electronically 4-5 days prior to each meeting. Review the packet before the meeting.
  - Stay current regarding the financial status of the school and the fund balance.
  
- School employees work under an at will contract.

2019-2020 Staff Hiring List  
8/20/19

Salaried Staff

Carmen Bonde .5 FTE  
Jan Boudreau  
Barb Grote  
Sarah Johnson  
Jake Kaukola  
Maggie Kiley  
Gretta Kunze  
Andrew Lubinski  
Kelly McGregor  
Nicole Schaefer  
Paula Shroyer  
Tara Vondrasek

Hourly Staff

Heather Aldrich  
Lori Amy  
Carmen Bonde  
Krin Danberry  
Sara Flom  
Amy Harris  
Teauna Hokanson  
Laurie Hougan-Eitzman  
Margaret Huber  
Peggy Isaacson  
Dana Jans  
Cheryl Keller  
Philip McBride  
Cara Waddell

Novation Education Opportunities

Charter School Board Meeting Observation Form

**School:** Nerstrand Elementary School

**School: Meeting Type** (check one): Regular     Special     Emergency

**Start Time:** 10:00 a.m.    **End Time:**    **Date of Observation:** June 13, 2019    **Observer:** Eric Molho

**Board members in attendance:**    **Attendance rate:** 6 out of 7 seats

**Staff/public in attendance** (include ex. officio members) Maggie Kiley, Keith Johnson, Eric Molho

**Codes:** **Yes (Y)** – There is clear evidence that the indicator exists. **Emerging (EM)** - There is some evidence of the indicator, but improvement is recommended.

**No (N)**–The indicator was not observed. **Not Applicable (NA)** - The indicator was not observed at this meeting, but over the course of year it is expected to be.

Compliance Indicators		Evidence/Comments
<b><i>Open Meeting Law (violations result in written infraction)</i></b>		The meeting was open to the public and appropriate materials were available. Both the full board packet and meeting announcement were posted on the school’s web site. The votes of each member were clearly visible for financial matters and articulated in the previous month’s minutes.
Meeting is open to the public (board meeting time and location are published).	Code Y	
At least one complete set of printed board materials is available for public inspection.	Y	
Meeting is conducted only with a quorum present (more than half of the board members).	Y	
Meeting is not conducted by phone or web unless it meets MN Stat 13D conditions.	N/A	
If a special or emergency meeting, meeting is conducted in accordance with MN Stat13D.	N/A	
If closed, meeting is closed in accordance with MN Stat 13D.	N/A	
Votes are recorded in minutes and made accessible in accordance with MN Stat 13D- the vote of each member must be recorded on each appropriation of money, except for payments of judgements, claims, and amounts fixed by statute.	Y	
Meeting is conducted in accordance with the board's bylaws.	Y	
Continuous Improvement Indicators		Evidence/Comments
<b><i>Board Meeting Organization</i></b>		The meeting was called to order promptly and was well organized with appropriate materials and agenda in place.
Meeting is called to order on time.	Code Y	
An agenda is followed, after board approval.	Y	
Appropriate materials are available to accompany agenda items.	Y	
An orderly methodology guides the running of the meeting (e.g. Roberts Rules).	Y	
Continuous Improvement Indicators		Evidence/Comments
<b><i>Board Meeting Atmosphere</i></b>		Board members were on time and demonstrated professional respect for staff and one another.
Board members are on time.	Code Y	
Board member conduct and meeting minutes are professional.	Y	
Board members receive materials 3-5 days in advance and appear prepared.	Y	
<b><i>Board Agenda</i></b>		The agenda was posted on the school’s website with the complete packet. The director reported on the results of the school’s interventions and what the instructional team is refining for the future. This information was included in the board packet. The school’s FY19 year-end budget forecasts Fund 1 income at \$26,000 greater than the adopted budget
Agenda is posted ahead, for example on the web or wall.	Code Y	
If used, a consent agenda is properly executed.	NA	
The board explicitly verifies that there are no conflicts of interest with any agenda items.	Y	
The agenda contains an item(s) on student performance (board reviews the school's academic performance).	Y	
<b><i>Board Agenda Continued</i></b>		Code

Novation Education Opportunities

Charter School Board Meeting Observation Form

The agenda contains an item(s) for board review of the school's finances.	Y	(favorable variance). The school is currently projected a year end positive budget of \$30,000 which would result in a projected year end fund balance of \$596,000 or 30.8% of annual expenses.
Finance reports tie budgeted Pupil Units/ADM to actual.	Y	
Finance reports include check register, cash flow, budget to actual.	Y	
The agenda includes an item for public comment and the board has a clear process in place to respond to the public comment.	Y	
<b>Continuous Improvement Indicators</b>		<b>Evidence/Comments</b>
<b>Board Capacity</b>		The director opened her report by reading the school's mission which was also printed on the agenda. The director reviewed key elements from the director's evaluation as part of the regular report. This month the focus was on school climate and safety. The school is tracking enrollment at 151 students for the Fall with a budget based on 150 students. There was not formal reference to committees in the board meeting. The board reviewed a number of annual contracts and services.
The board has the expertise and the materials necessary to provide oversight of academic, financial and governance performance (see board member bios/resumes).	Y	
The mission and vision guide decision making.	Y	
The board monitors and evaluates school progress- references the strategic plan, continuous improvement plan, and goals (new schools- readiness to open checklist).	Y	
The board leverages committees to engage board and community members in accomplishing board work and the committee reports are thorough and understandable.	NA	
The board regularly develops and reviews procedures and policies.	Y	
The board addresses general operation concerns without micromanaging.	Y	
Vendors and other experts if consulted, provide appropriate information to the board.	Y	
The board evaluates the school leadership.	Y	
The board evidences continuous improvement (uses feedback to improve work) and monitors board development and completion of training requirements on an ongoing basis.	Y	

***Narrative Section on Board Observation***

This board observation form is electronically delivered to the director and the chair within 2 days of the board meeting.

**Notes: Observations and Questions:**

The board continues to demonstrate fidelity to several best practices and consistent processes. Thank you for your work on behalf of your students and attention to detail regarding board business.

**Items to Share with Other Schools:**

**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.



# River Bend

## NATURE CENTER

June 11, 2019

Maggie Kiley, Director  
205 S 2<sup>nd</sup> St.  
PO Box 156  
Nerstrand, MN 55053

Dear Maggie,

Attached you will find the 2019-2020 contract between Nerstrand Elementary School and River Bend Nature Center. The topics align with current Minnesota Academic Science Standards and the needs of your school.

Please review our new program policies as we discussed during our phone call.

**PROGRAM POLICIES:**

**RESCHEDULING** - There is limited time to reschedule programs. Programs will be adapted for indoor activities based on our staff's discretion and topic. If you have questions or concerns about your program, please call and notify us at least 24 hours before your scheduled program.

**WEATHER** - Programs will be held regardless of the weather. We ask that you dress accordingly. In the event of severe weather or school closings, we may reschedule programs per our discretion. We will notify you within 24 hours of your scheduled program.

**PHOTO** – River Bend Nature Center will assume that all students are able to have their pictures taken for RBNC promotional purposes unless River Bend has been notified otherwise by classroom teacher or school representatives.

Thank you and we look forward to continuing to work with you.

Sincerely,

Breanna Wheeler  
Executive Director

*Helping people discover, enjoy,  
understand, and preserve the incredible  
natural world that surrounds us.*



Nerstrand Elementary School Letter of Agreement

River Bend has enjoyed working with Nerstrand Elementary Schools staff and students for many years and is looking forward to continuing that tradition for the 2019-2020 school year. Our lessons will focus on enhancing the current Minnesota Academic Standards in Science and will be catered to meet the needs of your school.

As a River Bend 2019-2020 contract school, River Bend will provide your schools with the following programs:

Two 1.5-hr sessions for Prairie (Kindergarten & 1<sup>st</sup> grade)

- Winter- "Winter Weather"
- Spring- "Living and Non-living"

Two 1.5-hr sessions for Savannah (2<sup>nd</sup> and 3<sup>rd</sup> grades)

- Fall curriculum- "Seeds of Life"
- Spring curriculum - "Plant and Animal Characteristics"

Two 2-hr sessions for Woodlands (4<sup>th</sup> and 5<sup>th</sup> grades)

- Fall- "Rocks and Minerals"
- Spring- "Weathering and Erosion"

As part of our agreement for the 2019-2020 school year, River Bend will also:

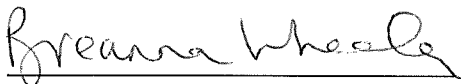
- Work with Nerstrand Elementary School teachers and curriculum directors to ensure lessons meet their needs and integrate reading, writing and math into pre- and post-lesson packets for teachers to use in the classroom that enhance learning.
- Provide emails to teachers including program support specific to the topics covered.
- Arrange busing logistics.
- Offer teachers suggestions, trainings, and advice in teaching science or outdoor based education.

Another service we provide to your school is:

- In-school Waste Education on recycling and reduction at the 3<sup>rd</sup> and 4<sup>th</sup> grade level. The grade levels may vary based on the needs of your school. Funding provided through Rice County.

Our contract fee for the 2019-2020 school year is \$2,835. An invoice will be sent for payment at the beginning of the 2019-2020 school year and is due 9/30/19. River Bend Nature Center is committed to providing Nerstrand Elementary School and its students with high-quality, hands-on science experiences to benefit student learning and well-being.

Agreed to by:



Breanna Wheeler, Executive Director, RBNC

Date 6-11-19

\_\_\_\_\_  
Maggie Kiley, Director, Nerstrand Elementary School

Date \_\_\_\_\_

# Nerstrand Elementary School

## Board Development/Training Plan

### A. Board Organization

- a. Officers
  - i. Board Chair - oversees Board process, convenes meetings, Board correspondence
  - ii. Board Treasurer – attends Finance Committee meetings, reviews board financials, assists in budgeting process
  - iii. Board Clerk - oversees recording minutes of meeting
- b. Committees
  - i. The Board may consider forming additional committees (such as Governance, Policy, etc.) and corresponding descriptions of duties and goals

### B. Training

Board members are required to complete certified board training in 3 components areas: employment, governance, and finance. Training records are maintained (see page 2). Training must begin within 6 months of being seated and be completed within 12 months.

The Board shall also receive ongoing annual board training which will be recorded in Board minutes.

### C. Goals

The Board will continue to develop their "Board working calendar of events" including areas for growth, self-evaluation, policy review, etc.

The Board will develop and maintain a welcome packet to assist with on-boarding new members.

### D. Key Board Documents

- a. Original charter application
  - b. Bylaws
  - c. Current charter contract
  - d. Board policies
  - e. Facility lease
  - f. Annual financial audit
  - g. IRS 990 tax return
  - h. Annual school calendar
  - i. Annual Report
  - j. Board Minutes and Board Agendas (including Finance report) posted on website
-

## Nerstrand Board of Directors Work Calendar

- August: Review Policy #  
BOD Chair verifies status of new members' required BOD trainings  
Certify June Election of Officers (Board Chair, Treasurer, Secretary/Clerk)  
Approve staff hiring list for the new year  
Complete an evaluation performance review of School Director
- September: Review By-Laws  
Review Policy #  
Review and update document detailing BOD membership terms
- October: BOD chair to review background checks of BOD members  
Review Policy #  
Ongoing Board Training: Governance (example: Presentation by NEO?)
- November: Ongoing Board Training: Employment (example: presentation by EdVisions)  
Ongoing Board Training: Finance (example: presentation by Keith Johnson)  
Review Policy #
- December: Ongoing Board Training: State Data Practices Law (presentation by Maggie)  
Review Policy #
- January: Review BOD member terms and prepare for election  
Establish an Election Committee of 3 or less Board members  
BOD chair completes check list of board trainings attendance  
Review Policy #
- February: Assemble Budget Committee  
Ensure notification for BOD elections is made public 30 days prior

Review "On-Boarding" document for new board members  
Review Policy #

March: Update from Budget Committee  
Publish/post for interest in BOD open positions  
Approve School Calendar for next year (March/April)  
Review Policy #

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

May: Review or approve budget for next year (if not already approved)  
Discuss BOD election progress  
Review NEO Framework  
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 (when ready)  
Certify BOD election results  
Approve annual banking resolutions  
Designate use of REAP funds for next year  
Approve service contracts for next year  
Approve designations of required roles for next year  
Election of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)  
Approve next year's Board Meeting Schedule  
Review Policy #  
Evaluation of Director