

Nerstrand Elementary School
Board of Directors Meeting
September 11, 2017 - 3:30 p.m.
Nerstrand Elementary School Media Center

A G E N D A

**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 August 22, 2017 Board Meeting Minutes
 - 5.0 Community Comment
 - 6.0 Reports
 - 6.1 Director Report
 - 6.2 Finance Committee Report
 - 6.3 Enrollment Update
 - 7.0 New Business
 - 7.1 Review bylaws
 - 7.2 Review updated Board roster
 - 7.3 Approve 2017-18 contract with River Bend
 - 8.0 Old Business
 - 8.1 Review BOD working calendar
 - 8.2 Review Admissions Policy #510 – second read
 - 9.0 Other
 - 9.1 Next Board of Directors meeting 3:30pm, October 9, 2017, Nerstrand Elementary School Media Center
 - 11.0 Adjournment
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Nerstrand Elementary School
Board of Directors Meeting Minutes
August 22, 2017

Members Present

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

Members/Others Absent

Others Present

Keith Johnson
Maggie Kiley
Barb Grote

- 1.0 Call to Order at 3:03 p.m.
- 2.0 Approve Agenda. Added New Business 8.5. Motion: First: Andrew; Second: Jason Approved Yea: 6. Nay:0. Abstentions: 0.
- 3.0 Opportunity to Report any Board Conflicts of Interest. No conflicts noted.
- 4.0 Approved June 26, 2017 Meeting Minutes: First:Jason; Second: Andrew Approved Yea: 6. Nay: 0. Abstentions: 0.
- 5.0 Approved August 7, 2017 Board Work Session Minutes: First: Paula; Second: Jason Approved Yea: 6. Nay: 0. Abstentions: 0.
- 6.0 Community Comment. No comments noted.
- 7.0 Reports
 - 7.1 Director Report
 - 7.2 Finance Committee Report
 - 7.3 Enrollment Update. 149 students currently enrolled.
- 8.0 New Business
 - 8.1 Approved the following FY18 hiring lists First: Jason; Second: Sarah Approved Yea: 6. Nay: 0. Abstentions: 0.
Salaried Staff
Gretta Kunze
Paula Shroyer
Tara Vondrasek
Andrew Lubinski
Jan Boudreau
Carmen Bonde
Barb Grote

Sarah Johnson
Morgan Welborn
Matthew Keseley
Maggie Kiley

Hourly Staff

Lori Amy
Amy Harris
Peggy Isaacson
Nicole Schaefer
Brenda Mullenmaster
Carmen Bonde
Cheryl Keller
Laurie Hougan-Eitzman
Heather Aldrich
Rebecca Amy
Susan Aldrich
Cara Waddell
Katie Pinnt

- 8.2 First read of Admittance Policy #510
- 8.3 Approved Legal Retainer with Booth Law Group. First:Andrew; Second: Ritch Approved Yea: 6. Nay: 0. Abstentions: 0.
- 8.4 Certified BOD Election of Officers for 2017-2018 - Board Chair Carmen Bonde, Board Secretary/Clerk Andrew Lubinski. First: Jason; Second: Paula Approved Yea: 6. Nay: 0. Abstentions: 0.
- 8.5 Tabled fiscal year 2017-2018 RiverBend contract until the next BOD meeting on September 11, 2017.

- 9.0 Old Business
 - 9.1 Reviewed BOD working calendar. Discussed required training for individual members. Barb will send Bylaws to BOD members in advance for the next board meeting.
 - 9.2 Director Evaluation -Discussion

- 10.0 Other
 - 10.1 Next Board of Director's meeting 3:30 pm, September 11, 2017, Nerstrand Elementary School Media Center.

- 11.0 Adjournment. First: Andrew; Second: Sarah Approved Yea: 6. Nay: 0. Abstentions: 0.

Board Chair

Board Clerk

September, 2017, 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.

It has been a smooth beginning to the school year. Teachers and Paras are doing a great deal of modelling, so that our students know the expectations of our school. The Ambassador and Peace Garden Committee met for the first time this week.

Prairie Appreciation Day and other September highlights

Our yearly Prairie Appreciation Day is scheduled for Sept. 15th. We will be studying animals of the prairie this year. Larry Richie is also having the students collect prairie plant seeds this year, to help with a restoration project on the prairie. We are so grateful to have Larry be apart of our school!

Climb Theater will be coming to Nerstrand on Sept. 28th. Climb theater works with our students to help create a positive, accepting climate in our school. This visit is made possible because of our amazing PTO.

Our first Community Coffee will be on 9/21 from 3:00-4:00. Three homerooms will be hosting this event in the Media Center. Community members are invited in to have coffee, treats and play a game with some students. This year, we are making a stronger effort to get information about our coffees out to the community. We are hoping to see some new faces, as well as our "regulars" at this year's coffees.

NWEA and FAST Assessments

Our NWEA (MAP) testing started on 9/12. All 1-5 graders are tested in reading and math. NWEA tests are given twice a year. Our second round will be in April and May and will include the kindergartners. FAST is being done K-5. We now have an assessment calendar on our web site.

Personnel Update

There are no new personnel changes

The planned Reading Corps tutor decided not to take that position. Reading Corps is still trying to hire someone for Nerstrand.

Faribault Facilities Committee

No new information on this, at this time.

Director Evaluation/Goals for 2017-2018

Domain 2: Continuous Improvement of Instruction. The school leader effectively supports and retains teachers who continually enhance their pedagogical skills through reflection and professional growth.

Professional Development is an essential part of the lives of teachers. I have always been active in my own professional development and have tried to do the same for our staff. This year, we will be doing another book club and using early dismissals for review of curriculum. However, over the last two years we have had quite a few speakers at our school and outside opportunities for teachers:

- 2015-2016 School year
 - Math consultant Jerry Burkhart-aligning math curriculum with the state
 - PRESS training for all new teachers
 - RC training for all new teachers
 - Lisa Boldt Simons on working with ELL students
 - PRESS/Reading Corps consultant Stephanie Snidarich
 - Behavior Specialists Jeff Fink and Jon Halpern (all staff)
- 2016-2017
 - Mindfulness trainer, Sarah Ruddell Beach
 - Small group of teachers attended the Prairie Creek Educator's Day
 - Book club, *Lost at School*
 - Small group of teachers attended the annual EdVisions Educator's Day
 - Cecelia Dodge on ADHD information
 - Professor Jean Strait (Hamline) ADHD resources (all staff)
 - 3 teachers attended RC training during the summer
- 2017-2018
 - Professional book club, *The Innovator's Mindset*
 - Possible St. Olaf professor meeting with us on reviewing data
 - I have been discussing with teachers what their needs are for professional development.
 - Another possible topic for this year is in school EnVoy training

Domain 3: A Guaranteed and Viable Curriculum. The school leader ensures that the school curriculum and accompanying assessments adhere to state and district standards.

This year as well as reviewing our math curriculum, we will also be reflecting on our new Reading curriculum and its use within the classroom. We will be looking at data from PRESS, FAST, NWEA and MCAs to help us to refine and assess this curriculum.

The math committee will be working towards purchasing a new math curriculum for our school. All math curriculums considered must be in line with MN State standards. We are also reviewing our Science curriculum, using the MN State standards to ensure that we are teaching the necessary curriculum outlined by the state.

I will also include the larger goals I set forth at the start of the school year in each month's Director's Report. They are the following:

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.

We are off to a good start to the school year. I feel we have a wonderful team at our school right now. It's also a good feeling to have 2 years of experience as the Director. Thank you to the Board for all of its work and support of our school.

Respectfully submitted,

Maggie Kiley

Financial Overview:

	2017-2018 <u>Adopted Budget</u>	<u>8-31-17 YTD</u>
Enrollment (ADM's)	150	
Total Revenues	1,588,700	69,311
Total Expenditures	<u>1,611,745</u>	<u>60,869</u>
Net Income	(23,045)	8,442
Estimated 6-30-17 Fund Balance	596,402	
Projected 6-30-18 Fund Balance	573,357	
* as % of annual expenditures	35.6%	

2017-2018 Budget Summary

- Teacher Salary Schedule @ 94.5% of prior year #656
- Non-teacher Schedule @ 100% of prior year #656
- Assumes enrollment at 150 students
- Assumes 1% state basic formula increase in FY18
- Continues programs and spending priorities from last year
- Maintains current staffing levels while also improving teacher compensation
- Assumes continued REAP funding
- Several technology changes still sorting out: e-rate, \$3,966 internet/firewall/phones payment to #656, lease/maintenance payment to Jaguar, wireless access points and installation, possible new copier/copier maintenance contract, etc.

- Negative revenues indicate amounts receivable from prior year accruals

- 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 8/31/17

Adopted Budget
2017-2018

8-31-17 YTD

Enrollment ADM

150

Revenues

01 000 000 000 000 050	Fees from Families	8,000.00	390.00
01 000 000 000 000 092	Interest Income	2,800.00	341.34
01 000 000 000 000 096	Donations, Eagle Open	5,000.00	0.00
01 000 000 000 000 099	Miscellaneous Rev/Local Source	200.00	0.00
01 000 000 000 000 201	Endowment Aid	5,016.94	0.00
01 000 000 000 000 211	General Ed Aid	1,009,628.71	149,368.86
01 000 000 000 000 212	Literacy Aid	17,015.89	(1,155.08)
01 000 000 000 000 317	Facility Maintenance Revenue (\$34/PU)	12,750.00	(281.35)
01 000 000 000 348 300	Building Lease Aid	190,530.00	(14,223.06)
01 000 000 000 401 400	Title I	11,461.15	0.00
01 000 000 000 414 400	Title II	3,358.07	0.00
01 000 000 000 419 400	SpecEd-FedFlowThru	23,103.11	(28,478.25)
01 000 000 000 425 400	CEIS	4,035.12	0.00
01 000 000 000 514 500	REAP	20,769.00	0.00
01 000 000 000 000 071	Third Party Billing Revenue	2,250.00	0.00
01 000 000 000 740 360	Special Education Aid (94%)	261,681.85	(36,377.89)
		1,577,599.84	69,584.57
04 000 000 000 000 050	Comm Ed - Fees	8,500.00	(273.25)
04 000 000 000 000 649	Permanent Transfer from Fund 1	2,600.00	0.00
		11,100.00	(273.25)
	Total Revenues	1,588,699.84	69,311.32

Expenses

01 005 010 000 000 366	Board - Wksp/Conf	900.00	0.00
01 005 010 000 000 820	Authorizer Fee	13,877.75	0.00
01 005 050 000 000 305	EdVisions Admin Staff	96,756.85	0.00
01 005 105 000 000 305	Payroll Srvc Fees, Employ Ads, Backgr Cks	18,000.00	(681.26)
01 005 107 000 000 305	Marketing	2,100.00	733.25
01 005 110 000 000 305	Business: Consult,Region V,Audit	67,660.00	0.00
01 005 110 000 000 320	Phone, Internet, Firewall	11,500.00	587.73
01 005 110 000 000 329	Postage	900.00	294.00
01 005 110 000 000 401	Business - Non-Inst Supp	100.00	0.00
01 005 110 000 000 820	Memberships-RegionV, MSBA, JMC, Next	7,500.00	2,995.84
01 005 720 000 000 390	Health Services-PdToMnSchool	2,371.85	0.00
01 005 810 000 000 330	Utilities + Garbage/Recycle	49,612.52	1,989.71
01 005 810 000 000 391	Maint Cost Share to Mn School	46,651.54	3,629.66
01 005 810 000 000 401	Oper/Maint - Non-Inst Supp	4,600.00	0.00
01 005 850 000 348 370	Facilities - Lease	211,700.00	17,641.67
01 005 940 000 000 340	Property/Liability Insurance	11,069.46	9,415.52
01 005 950 000 000 910	Permanent Transfer to Fund 04	2,600.00	0.00
01 010 201 000 000 394	EdVisions Kinder Staff	64,462.25	0.00
01 010 203 000 000 305	Elem Consulting, Tech Support	9,966.00	362.50
01 010 203 000 000 369	Field Trips, admissions, River Bend	10,000.00	759.50
01 010 203 000 000 394	EdVisions General Elem Staff, Curric write	389,789.88	0.00
01 010 203 000 000 401	Elem Ed - Non-Inst Supp	9,000.00	1,764.91
01 010 203 000 000 430	Elem Ed - Inst Supp	18,000.00	5,141.96
01 010 203 000 000 460	Textbooks/Workbooks/Instruct Software Pk	10,000.00	2,183.45

Nerstrand Elementary
2017-2018 Income Statement
For the Period Ending 8/31/17

		Adopted Budget 2017-2018	8-31-17 YTD
01 010 203 000 000 461	Elem Ed - Standardized Tests	2,522.50	3,142.50
01 010 203 000 000 555	Misc Tech: Replacements, Mobile Learning,	10,200.00	0.00
01 010 203 000 000 555	One-time Technology (copier purchase)	10,000.00	0.00
01 010 203 000 733 394	Field Trips - Transportation	3,000.00	0.00
01 010 203 150 000 394	EdVisions Teacher Subs	16,020.31	0.00
01 010 204 000 414 303	EdVisions F414 CSR	3,358.07	0.00
01 010 204 000 514 303	EdVisions REAP CSR	20,769.00	0.00
01 010 216 000 401 303	EdVisions Title I Staff	11,461.15	0.00
01 010 216 000 401 430	Title I homeless supplies	0.00	0.00
01 010 240 000 000 394	EdVisions PhysEd Staff (allocated at EOY)	30,126.03	0.00
01 010 240 000 000 430	PhysEd/Health - Inst Supp	1,000.00	0.00
01 010 258 000 000 394	EdVisions Music Staff	52,969.30	0.00
01 010 258 000 000 430	Music Supplies	1,500.00	0.00
01 010 420 000 419 303	Fed Sub Contracts under \$25k	14,500.00	0.00
01 010 420 150 419 303	SpEd Workshops	3,289.13	0.00
01 010 420 000 419 366	GenSpEd - Prof Dev	1,645.23	0.00
01 010 420 000 419 401	SpEd Supplies	1,668.75	53.68
01 010 420 000 419 405	SpEd Forms Software	0.00	1,090.00
01 010 420 000 419 433	SpEd Materials	2,000.00	0.00
01 010 401 000 740 394	Speech Lang - Contract Fees	29,000.00	1,320.46
01 010 407 000 740 396	EdVisions SpEd LD Staff - Salary	61,986.07	2,250.00
01 010 407 000 740 397	EdVisions SpEd LD Staff - Benefits	10,466.97	349.66
01 010 408 000 740 394	EBD - Contract Fees	600.00	0.00
01 010 408 000 740 396	EdVisions SpEd Staff - 1:1 wages	20,371.68	0.00
01 010 408 000 740 397	EdVisions SpEd Staff - 1:1 benefits	9,734.91	0.00
01 005 760 000 723 360	June ESY bus	0.00	1,236.84
01 010 420 000 372 305	Third Party Billing Fees	200.00	298.78
01 010 420 000 740 394	Contract SpEd Srvc: Psych, PT, Dape,	25,000.00	0.00
01 010 420 000 740 396	EdVisions SpEd Staff - Salary	84,723.84	0.00
01 010 420 000 740 397	EdVisions SpEd Staff - Benefits	36,695.09	0.00
01 010 420 000 740 433	GenSpecEd-IndividInstrSupplies	2,000.00	397.35
01 010 422 000 425 303	EdVisions CEIS Staff	3,784.08	0.00
01 010 605 000 000 394	EdVisions Program Support Staff	62,034.37	0.00
01 010 640 000 000 366	StaffDev-Conferences	8,900.00	3,911.20
		<u>1,600,644.58</u>	<u>60,868.91</u>
04 005 570 000 000 320	Regal Eagles Phone	150.00	0.00
04 005 570 000 000 394	Regal Eagle Staff (allocated at EOY)	10,000.00	0.00
04 005 570 000 000 401	Comm Ed - Non-Inst Supp	950.00	0.00
		<u>11,100.00</u>	<u>0.00</u>
	Total Expenses	<u>1,611,744.58</u>	<u>60,868.91</u>
	Net Income	<u>(23,044.74)</u>	<u>8,442.41</u>

Estimated 6-30-17 Fund Balance 596,402.20

Projected EOY Fund Balance	573,357.46
% of annual expenditures	35.57%

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 201801 To: 201802

Account		Fin		Sub		Starting Balance		Credits		Ending Balance	
Comp L	Fd Org Pro Crs	Fin	O/S Ty	Description	Code Class	Class	Balance	Debits	Credits	Balance	
4055	B 01 101 000	B	100	F Cash & Cash Equiv	100	00	85,156.60	0.00	0.00	85,156.60	
4055	B 01 101 002	B	100	F Liquid Asset Account	100	00	314,562.52	330,746.67	101,007.05	544,302.14	
4055	B 01 101 003	B	100	F Lake Country Community Ba	100	00	(20,449.77)	432.71	1,579.14	(21,596.20)	
4055	B 01 115 001	B	100	F Payroll Data (Ed Visions)	100	00	0.13	0.00	0.00	0.13	
4055	B 01 121 000	B	100	F Due Frm Mn Children	100	00	217,073.85	0.00	217,073.85	0.00	
4055	B 01 122 000	B	100	F Due Frm Fed.-Mdcfl	100	00	28,478.25	0.00	28,478.25	0.00	
4055	B 01 131 000	B	100	F Prepaid Expenditures	100	00	759.50	0.00	759.50	0.00	
4055	B 01 206 000	B	200	F Other Accis Payable	200	00	(5,236.39)	121,213.64	115,977.25	0.00	
4055	B 01 210 000	B	200	F Due To Other Mn Dist	200	00	(21,197.68)	21,197.68	0.00	0.00	
4055	B 01 422 000	B	400	F Unassigned Fund Balance	400	00	(598,387.51)	0.00	759.50	(599,147.01)	
4055	B 01 460 000	B	400	F Nonspendable Fund Balance	400	00	(759.50)	759.50	0.00	0.00	
4055	B 04 101 000	B	100	F LAF - Cash & Cash Equiv	100	00	(34,442.74)	0.00	0.00	(34,442.74)	
4055	B 04 101 002	B	100	F Cash & Cash Equiv	100	00	(231.36)	0.00	0.00	(231.36)	
4055	B 04 101 003	B	100	F LCCB Cash & Cash Equiv	100	00	33,949.35	451.50	0.00	34,400.85	
4055	B 04 115 000	B	100	F Accounts Receivable	100	00	724.75	0.00	724.75	0.00	
4055	B 98 143 000	B	100	F Equipment	100	00	76,549.69	0.00	0.00	76,549.69	
4055	B 98 430 000	B	400	F Invest. Fixed Assets	400	00	(76,549.69)	0.00	0.00	(76,549.69)	
Report Total:							\$0.00	\$474,801.70	\$466,359.29	\$8,442.41	

Nerstrand Charter School #4055

Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312013915	1033	E 01	FARIBAUT TRANSPORTATION, INC		Check
					IEP ESY transport July 11, 13, 25, 27		
		Voucher #: 5343	Invoice		Invoice No: 7/31/17	8/3/2017	Paid Amt: \$1,236.84
							Check Amount: \$1,236.84
4055	LAF	1312013916	1472	E 01	FASTBRIDGE LEARNING, LLC		Check
					annual FAST subscription		
		Voucher #: 5341	Invoice		Invoice No: Quote#1890	8/3/2017	Paid Amt: \$930.00
							Check Amount: \$930.00
4055	LAF	1312013917	1385	E 01	MELISSA BEITHON, MS, CCC-SLP		Check
					\$70/hr		
		Voucher #: 5340	Invoice		Invoice No: 20	8/3/2017	Paid Amt: \$1,320.46
							Check Amount: \$1,320.46
4055	LAF	1312013918	1131	E 01	SCHOOL SPECIALTY INC.		Check
					markerboard SKIN		
		Voucher #: 5346	Invoice		Invoice No: 208118687420	8/3/2017	Paid Amt: \$355.93
							Check Amount: \$355.93
4055	LAF	1312013919	1367	E 01	SEAN HAYFORD OLEARY DESIGN, LLC		Check
					Elem non-student Consulting		
		Voucher #: 5345	Invoice		Invoice No: 838	8/3/2017	Paid Amt: \$112.50
							Check Amount: \$112.50
4055	LAF	1312013920	1017	E 01	XCEL ENERGY		Check
					Utility Services		
		Voucher #: 5342	Invoice		Invoice No: Act#51-6189166-3	8/3/2017	Paid Amt: \$783.99
							Check Amount: \$783.99
4055	LAF	1312013921	1309	E 01	BON APPETIT DINING SERVICES		Check
					Prof Dev Food		
		Voucher #: 5347	Invoice		Invoice No: Event#E12489	8/11/2017	Paid Amt: \$1,011.20
							Check Amount: \$1,011.20
4055	LAF	1312013922	1443	E 01	EDMENTUM, INC		Check
					reading eggs 9/17 - 9/18		
		Voucher #: 5348	Invoice		Invoice No: INV089960	8/16/2017	Paid Amt: \$674.25
							Check Amount: \$674.25
4055	LAF	1312013923	1133	E 01	INDEPENDENT SCHOOL DIST # 656		Check
					July janitorial		
					July lease		
		Voucher #: 5351	Invoice		Invoice No: 35744	8/16/2017	Paid Amt: \$21,271.33
							Check Amount: \$21,271.33

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312013924	1534	E 01	JAGUAR COMMUNICATIONS 005 110 000 000 320 Phone	8/16/2017	Check
		Voucher #:	5355	Invoice	Invoice No: Act#69828		Paid Amt: \$239.00 Check Amount: \$239.00
4055	LAF	1312013925	1173	E 01	MARCO TECHNOLOGIES LLC 010 203 000 000 430 copies	8/16/2017	Check
		Voucher #:	5350	Invoice	Invoice No: INV4481891		Paid Amt: \$37.81 Check Amount: \$37.81
4055	LAF	1312013926	1131	E 01	SCHOOL SPECIALTY INC. 010 203 000 000 430 Sup/Mat N-Indiv Inst	8/16/2017	Check
		Voucher #:	5352	Invoice	Invoice No: 208118804895		Paid Amt: \$18.11 Check Amount: \$18.11
4055	LAF	1312013927	1131	E 01	SCHOOL SPECIALTY INC. 010 203 000 000 430 planners	8/16/2017	Check
		Voucher #:	5354	Invoice	Invoice No: 204500505599		Paid Amt: \$341.50 Check Amount: \$341.50
4055	LAF	1312013928	1549	E 01	SUPER DUPEP PUBLICATIONS INC 010 420 000 740 433 SpEd materials (speech)	8/16/2017	Check
		Voucher #:	5349	Invoice	Invoice No: 2272427A		Paid Amt: \$154.79 Check Amount: \$154.79
4055	LAF	1312013929	1336	E 01	TDS 005 110 000 000 320 Phone	8/16/2017	Check
		Voucher #:	5353	Invoice	Invoice No: Act#507-334-9656		Paid Amt: \$114.71 Check Amount: \$114.71
4055	LAF	1312013930	1551	E 01	LESLIE LAGERSTROM 010 640 000 000 366 Gender Diversity Training	8/22/2017	Check
		Voucher #:	5356	Invoice	Invoice No: 8/22/17		Paid Amt: \$250.00 Check Amount: \$250.00
4055	LAF	1312013931	1550	E 01	TODD SAVAGE 010 640 000 000 366 Gender Diversity Training	8/22/2017	Check
		Voucher #:	5357	Invoice	Invoice No: 8/22/17		Paid Amt: \$250.00 Check Amount: \$250.00
4055	LAF	1312013932	1045	E 01	BARBARA GROTE 010 203 000 000 401 Sup/Mat Non-Inst.	8/28/2017	Check
		Voucher #:	5359	Invoice	Invoice No: 8/28/17		Paid Amt: \$41.19 Check Amount: \$41.19

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312013933	1006		CITY OF NERSTRAND		Check	
			E 01	005	810 000 000 330	Utility Services		\$191.80
		Voucher #:	5366	Invoice	Invoice No: 8/28/17	8/28/2017	Paid Amt:	\$191.80
							Check Amount:	\$191.80
4055	LAF	1312013934	1333		ENGAGE/NGC, INC.		Check	
			E 01	010	203 000 000 430	spotlight posters		\$254.00
		Voucher #:	5363	Invoice	Invoice No: 43840	8/28/2017	Paid Amt:	\$254.00
							Check Amount:	\$254.00
4055	LAF	1312013935	1509		FOLLETT SCHOOL SOLUTIONS, INC		Check	
			E 01	010	203 000 000 460	Math Journals		\$2,183.45
		Voucher #:	5364	Invoice	Invoice No: 2107289A	8/28/2017	Paid Amt:	\$2,183.45
							Check Amount:	\$2,183.45
4055	LAF	1312013936	1445		MSBA		Check	
			E 01	005	110 000 000 820	FY18		\$1,500.00
		Voucher #:	5365	Invoice	Invoice No: 17440J4J2L4	8/28/2017	Paid Amt:	\$1,500.00
							Check Amount:	\$1,500.00
4055	LAF	1312013937	1064		QUILL CORPORATION		Check	
			E 01	010	203 000 000 401	labels		\$68.28
		Voucher #:	5369	Invoice	Invoice No: 9221342	8/28/2017	Paid Amt:	\$68.28
							Check Amount:	\$68.28
4055	LAF	1312013938	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010	203 000 000 430	folders, markers		\$123.84
		Voucher #:	5367	Invoice	Invoice No: 208119056685	8/28/2017	Paid Amt:	\$123.84
							Check Amount:	\$123.84
4055	LAF	1312013939	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst		\$40.93
		Voucher #:	5360	Invoice	Invoice No: 208118903944	8/28/2017	Paid Amt:	\$40.93
							Check Amount:	\$40.93
4055	LAF	1312013940	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010	203 000 000 430	Construction paper, paint, etc		\$2,373.13
		Voucher #:	5361	Invoice	Invoice No: 208118903945	8/28/2017	Paid Amt:	\$2,373.13
							Check Amount:	\$2,373.13
4055	LAF	1312013941	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010	203 000 000 430	carpet squares		\$478.47
		Voucher #:	5362	Invoice	Invoice No: 308102825135	8/28/2017	Paid Amt:	\$478.47
							Check Amount:	\$478.47
4055	LAF	1312013942	1079		SPED FORMS INC		Check	
			E 01	010	420 000 372 305	MA billing		\$298.78

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312013942	1079	E 01	SPED FORMS INC		Check	
		Voucher #: 5358	Invoice	010 420 000 419 405	SpEd Forms Software	8/28/2017		
				Invoice No: 5021			Paid Amt: \$1,388.78	
							Check Amount: \$1,388.78	
4055	LAF	1312013943	1017	E 01	XCEL ENERGY		Check	
		Voucher #: 5368	Invoice	005 810 000 000 330	Utility Services	8/28/2017		
				Invoice No: Act#51-6189166-3			Paid Amt: \$759.70	
							Check Amount: \$759.70	
4055	LCCB	2698	1004	E 01	US POSTAL SERVICE		Check	
		Voucher #: 5374	Invoice	005 110 000 000 329	Postage & Parcel Svc	8/16/2017		
				Invoice No: 8/16/17			Paid Amt: \$294.00	
							Check Amount: \$294.00	
							Report Total:	\$38,799.99

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

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

7/1/17 Beginning Balance

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

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

**Nerstrand Elementary School
Independent Charter School District #4055
Board of Directors
By-Laws**

ARTICLE I - Name

The name of this organization is the Nerstrand Elementary School Board of Directors. For convenience, it is referred to in these by-laws as the Board of Directors.

ARTICLE II - Mission Statement

The mission of the Board of Directors is to ensure the quality of the educational program and the viability of the school through shared decision-making.

ARTICLE III - Purpose

The Board of Directors' purpose is to focus on all dimensions of the school's operation, including, but not limited to:

1. School philosophy, goals and objectives
2. School policy
3. Budget
4. Curriculum and instructional direction
5. Staffing
6. Long range planning
7. Communication (home, community, sponsor)
8. School enrollment and organization

ARTICLE IV - Membership

- A. The Board of Directors consists of the following members:
 1. Four Teacher Representatives (employed/under contract with a cooperative at the school)
 2. Two Parent Representatives (parents of enrolled students)
 3. One At-large Community Representative (not employed by the school and does not have a child enrolled in the school)
 4. Seven Voting Members Total
 5. Three ex-officio nonvoting members - school director/chief administrator, administrative assistant, business manager/chief financial officer

- B. The members serve a three-year renewable term.
 1. Every year, one (1) of the two Parents Representatives or At-large Community Representative terms expire.
 2. Every third year, two (2) teacher's terms expire; in each of the two years prior to third year, one (1) teacher's term expires.

3. A representative may serve two (2) three-year consecutive terms, after which there must be a one-year hiatus before serving on the Board of Directors again.
- C. Termination of membership shall be considered if the Board of Directors member is absent from three consecutive meetings and/or one-half of the meetings in one school year. The Board of Directors shall determine by a simple majority vote that they shall or shall not retain their membership.
 - D. If a vacancy occurs, every attempt will be made to select a replacement within one month's time. The replacement will fulfill the remainder of the vacated term.

ARTICLE V - Elections

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year.
- B. Voters eligible to elect the members of the school's board of directors include staff members employed at the school (including teachers providing instruction under a contract with a cooperative) and all parents or legal guardians of children enrolled in the school.
- C. The school will notify eligible voters of the school board election dates at least 30 calendar days before the election.
- D. Within ten business days of the board election, the results will be submitted, with an updated board roster, to the Department of Charter Schools office at 1500 Highway 36 West, Roseville, MN 55113 or mde.school-choice@state.mn.us. The roster shall include member and member-elect names, identification of current officers, affiliation (Teacher, Parent, or At-large Community), terms of office (including seating date) and personal contact information for each member.

ARTICLE VI – Elected Officers

- A. Nominations for the officers may come from the floor at the first meeting in July. They are elected by a majority vote through a secret ballot. Officers may be reelected after serving a one-year term.
- B. Duties of the officers:
 1. Chairperson.
The chairperson presides at all meetings of the Board of Directors. The Chairperson may call special meetings of the Board of Directors and must do so at the request of three Board of Directors

members. (S)he collaborates with the building director to prepare the meeting agenda.

2. Clerk.

S/he records the minutes of the meeting and issues a prepared copy to the Board of Directors at least one week prior to the subsequent meeting. Upon approval, meeting minutes will be posted in the front hall of the school and copies will be made available to those requesting them.

ARTICLE VII - Meetings/Voting

- A. The Board of Directors meet once monthly at a regularly scheduled time, Scheduled and special meeting days and times are determined by the Board of Directors and announced to parents, staff, and community. Special meetings may be held at the request of the chairperson or three members of the Board of Directors.
- B. Decisions are made by consensus. If consensus cannot be reached and a vote is necessary, decisions will be determined by simple majority of those present and voting.
- C. A quorum is a simple majority of the members of the Board of Directors. When a quorum exists, a majority of those present may act, except in the case of amendments to the By-laws (see Article X).
- D. All meetings are open to the general public.
- E. There will be no proxy votes.
- F. Requests to be on the agenda must be submitted to the school office at least one week before the meeting. Members may amend the agenda at the beginning of the meeting.
- G. Students may address the Board of Directors.

ARTICLE VIII - Responsibilities

- A. The Board of Directors carries out the mission statement by providing direction for the school in accordance with school's policy, contractual agreements, and all state and federal requirements unless specific waivers have been granted.
- B. The Board of Directors serves as the primary communications link between the school and the community and provides a forum for discussion of school related issues.

- C. The Board of Directors monitors school operations through collaboration and guidance with the school director, teachers, paraprofessionals and support staff.

ARTICLE IX - Task Forces

- A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.
- B. Task Force meetings will be held at the discretion of the committee members.
- C. The Task Force chairperson or members need not be Board of Directors members.

ARTICLE X – By-laws Amendments

Amendments to these By-laws may be proposed at any regular Board of Directors meeting. A written notice of the proposed change and the date of the next regular meeting at which the proposed amendment will be discussed shall be posted in the school and sent to each Board of Directors member and to the school director at least ten (10) days prior to the date of the meeting. A favorable vote by five (5) out of seven (7) members is required for approval of any amendment to the By-laws.

Revised 10/10/2000

Revised 10/14/2002

Revised 12/13/2004

Revised 4/12/2010

**Nerstrand Elementary School
#4055 Board Roster 2017-2018**

Position	Name	Address	Phone #	email	Election date	Seated date	Term expires
Seat #1							
Teacher Rep. (Clerk)	Andrew Lubinski	18351 Kenyon Ave. #305 Lakeville, MN 55044	507.458.1695	andrew@nerstrand.charter.k12.mn.us	5/2/2016	7/1/2016	6/30/2019
Seat #2							
Teacher Rep.	Matthew Keseley	220 E. 19 th Street #307 Minneapolis, MN 55403	507.273.8899	matthew@nerstrand.charter.k12.mn.us	5/20/2017	7/1/2017	6/30/2020
Seat #3							
Teacher Rep. (Chair)	Carmen Bonde	16751 Kane Avenue Faribault, MN 55021	507.334.4012	carmen@nerstrand.charter.k12.mn.us	5/20/2017	7/1/2017	6/30/2018
Seat #4							
Teacher Rep.	Paula Shroyer	401 3 rd Street Nerstrand, MN 55053	507.334.3369	paula@nerstrand.charter.k12.mn.us	5/02/2016	7/1/2016	6/30/2019
Seat #5							
Parent Rep.	Rich Bailey	1000 Shumway Ave. Faribault, MN 55021	612.685.4648	Rich.Bailey@s-sm.org	5/20/2017	7/1/2017	6/30/2020
Seat #6							
Parent Rep.	Jason DeMars	1308 S.W. 19 th Street Faribault, MN 55021	507.838.9732	jdemars@cybexintl.com	5/29/2015	7/01/2015	6/30/2018
Seat #7							
Community Rep.	Sarah Stensrud	1810 Birchwood Ct. Faribault, MN 55021	507.334.2826	sastensrud@charter.net	5/02/2016	7/1/2016	6/30/2019

Nerstrand Elementary School Policy 510
Independent Charter School District #4055

Adopted: April 16, 2007

Revised: January 9, 2017

Revised:

510 HOME-SCHOOLED AND/OR ONLINE STUDENT ADMITTANCE POLICY

I. PURPOSE

The purpose of this policy is to provide guidance to the staff when previously home-school and/or online students apply for enrollment at Nerstrand Elementary School.

II. GENERAL STATEMENT OF POLICY

When a previously home-school and/or online student makes application for admittance to Nerstrand Elementary School, the student will be assessed to determine appropriate grade level placement using assessments that may include, but are not limited to the following:

- NWEA MAPs – Northwest Evaluation Association (Measures of Academic Progress assessments)
- F.A.S.T. (Functional Assessment Screening Tool)
- F. & P. Benchmark Assessment System (Fountas and Pinnell)
- Fry Word Assessment
- End of Year Assessments



River Bend

NATURE CENTER

August 17, 2017

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

Dear Maggie,

Attached you will find the 2017-2018 contract between Nerstrand Elementary School and River Bend Nature Center. The topics align with Minnesota Academic Standards in Science revised in 2009 and the needs of your school.

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's staff and students for many years and is looking forward to continuing that tradition for the 2017/2018 school year. Our lessons will focus on enhancing the 2009 Minnesota Academic Standards in Science and will be catered to meet the needs of your school.

As a River Bend 2017-2018 contract school, River Bend will provide your schools with the following programs:

Two 1.5-hr sessions for Prairie (Kindergarten & 1st grade)

- Winter-"Homes & Habitats"
- Spring-"Life Cycles"

Two 2-hr sessions for Savannah (2nd and 3rd grades)

- Fall curriculum- "Seeds of Life"
- Spring curriculum - "All About Plants"

Two 2-hr sessions for Woodlands (4th and 5th grades)

- Fall- Rocks and Minerals
- Spring- The Water Cycle

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

As part of our agreement for the 2017-2018 school year River Bend will also:

- Work with Nerstrand Elementary School teachers and curriculum directors to ensure lessons meet their needs.
- Arrange busing logistics.
- Offer teachers suggestions, trainings, and advice in teaching science or outdoor based education.

Our contract fee for the 2017/2018 school year is \$2,835. An invoice will be sent for payment at the beginning of the 2017/2018 school year. River Bend Nature Center is committed to providing Nerstrand Elementary School and its students with a high-quality, hands-on science experience to benefit student learning and well-being.

Agreed to by:

Breanna Wheeler, Executive Director, RBNC

Date_____

Maggie Kiley, Director, Nerstrand Elementary School

Date_____

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: Law (example: Presentation by NEO?)
- November: Ongoing Board Training: Finance (example: Presentation by Keith Johnson)
Review Policy #
- December: Ongoing Board Training: Employment (example: presentation from EdVisions)
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 trainings provided and 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
Review Policy #
- May: Review preliminary Proposed Budget for next year
Review staff working agreements for presentation in May-June
Discuss/hold BOD election
Review Policy #
- June: Approve revised current year budget (if necessary)
Approve next year's budget (if not already approved)
Approve annual banking resolutions
Approve designated use of REAP funds
Approve next year's Service Contracts
Approve designations of required roles for next year
Certify BOD election results
Election of Officers for next year (Board Chair, Board Secretary/Clerk)
Approve next year's Board Meeting Schedule
Review Policy #
Evaluation of Director