

Nerstrand Elementary School
Board of Directors Meeting
September 9, 2019 - 3:30 p.m.
Nerstrand School Media Center

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 August 20, 2019 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
- 7.0 New Business
 - 7.1 Policy Review: Hiring Policy/Procedure
 - 7.2 Board Training: Minnesota Open Meeting Law
- 8.0 Old Business
 - 8.1 Review BOD Working Calendar
 - a) Review By-Laws
 - b) Review 2019-2020 Board Roster
 - c) Review Board Development/Training Plan and NEO guidelines
 - d) Acknowledge/record new member board trainings (Gretta, Betty, Nicole)
- 9.0 Other
 - 9.1 Next Board of Directors meeting October 14, 2019, 3:30pm at Nerstrand Elementary School
- 10.0 Adjournment

Minutes accepted and approved on: _____

Nerstrand Elementary School
Board of Directors Meeting Minutes
August 20, 2019

Members present

Rich Bailey
Jan Boudreau
Gretta Kunze
Skip Voge
Tara Vondrasek
Alicia Wasilowski

Others/ Members absent

Others Present

Barb Grote
Keith Johnson
Maggie Kiley
Nicky Schaefer
Paula Shroyer

1.0 Call to Order. Meeting called to order at 3:00pm.

1.1 Roll Call

2.0 Approve Agenda.

Added 8.8: Designate the Identified Official with Authority (IOwA) to authorize user access to State of Minnesota Education secure websites for Nerstrand Elementary School.

Moved 8.4: Appoint new member and new Chair (to replace Matthew Keseley, resigned) to 8.1 instead.

Approved Agenda with changes. First: Alicia; Second: Rich. Yea: 6. Nay:0.

Abstentions: 0.

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

4.0 Approve June 13, 2019 Board Meeting Minutes.

Approved. First: Rich; Second: Skip. Yea: 6. Nay:0. Abstentions: 0.

5.0 Approve June 18, 2019 Board Work Session Minutes.

Approved. First: Rich; Second: Alicia. Yea: 6. Nay: 0. Abstentions: 0.

6.0 Community Comment. None noted.

7.0 Reports

7.1 Director Report

- a) Student performance item. Discussed and reviewed NEO report of K/1 Reading and Math results.
- b) Director evaluation item. Director commented on school climate and shared 2019-2020 goals.

7.2 Enrollment Update. We are currently at 152 students enrolled for the fall with a possible addition of 1 3rd grader.

7.3 Finance Report.

- a) Monthly Finance Report. Our fund balance at this time is 33.72%.
- b) Budget reported is for 150 students.

8.0 New Business

8.1 Appoint New Member Nichole Schaefer. Approved. First: Alicia; Second: Jan. Yea: 6. Nay: 0 Abstentions: 0.

Nominate Jan Boudreau as Board Chair. Approved. First: Tara; Second: Gretta. Yea: 6 Nay: 0 Abstentions: 0.

8.2 Reviewed BOD Onboarding Document. Welcomed new members and discussed BOD training requirements.

8.3 Approve FY20 Staff Hiring List. Approved. First: Rich; Second: Gretta. Yea: 7 Nay: 0. Abstentions: 0.

8.4 Certify June Election of FY20 Board Officers (Gretta, Treasurer- Tara, Secretary/Clerk) Approved. First: Alicia; Second: Nicky. Yea: 7. Nay: 0. Abstentions: 0.

8.5 Review NEO 6-13-19 Board Meeting Observation Form. Received very positive feedback from Eric Molho.

8.6 Review Policy #714 Fund Balance. Reviewed and discussed

8.7 Approve contract with River Bend Nature Center. Approved. First: Rich; Second: Tara. Yea: 7. Nay: 0. Abstentions: 0.

8.8 Designation of an Identified Official with Authority for the External User Access Recertification System: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Maggie Kiley to act as the Identified Official with Authority (IOwA) and Barb Grote to act as the IOwA to add and remove names only for Nerstrand Elementary School #4055-07.

Approved. First: Rich; Second: Skip. Yea: 7. Nay: 0. Abstentions: 0.

9.0 Old Business

9.1 Review Nerstrand Board Development/Training Plan. Explained to new members the 3 required areas of training.

9.2 Review BOD Working Calendar. Added to complete an evaluation performance of school director in April/May and to review the completed evaluation of director in June.

10.0 Other

10.1 Next Board of Directors meeting September 9, 2019, 3:30pm at Nerstrand Elementary School.

11.0 Adjournment. Approved. First: Alicia; Second: Nicky. Yea: 6. Nay:0. Abstentions: 1.

Signed _____

Chairperson of the Board

Clerk of the Board

September 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.

September Highlights

September is a very busy month around the school.

Our yearly Prairie Appreciation Day is scheduled for Friday, September 13th. We will be studying the Savannah this year and learning about the oak trees that make up this ecosystem. We are grateful to Larry Richie for leading this yearly tradition

Discovery Day is coming up quickly this year. We will be heading out to the park on September 27th. The theme is *Native Americans*. We are working to get volunteers to help.

Our Woodlands team will be hosting their Wolf Ridge parent meeting on September 16th. The Woodlands classes will be headed to Wolf Ridge in January. Thank you to Kelly and Andrew for all the work they do to prepare for this week, and for chaperoning this trip!

Savannah classes will be headed out to River Bend this month.

Personnel Update

No personnel changes. Andrew Lubinski does have a student teacher this fall. Amber Brossard is a former Nerstrand student and Riverbend naturalist. We are pleased to have Amber back in the building. Welcome to Amber!

Workshop Week/Start of School

It was a very busy workshop week, that included 2 inservices; one on core reading instruction and an all staff meeting with the Jeffers Foundation. Thank you to all of our staff for the hard work put into getting the year started.

Student Performance Results

The Minnesota Comprehensive Assessments results have been released from MDE. (see web site) During the month of September a number of assessments will be carried out throughout the building. I will be sharing results on those assessments in upcoming Director's Reports.

Director Evaluation/Goals for 2019-2020

Domain 4: Cooperation and Collaboration. The school leader ensures that students, parents and community have formal ways to provide input regarding the optimal functioning of the

school. I Over the course of this last year, I have been working with the paras on ways to make our playground and recess time safer and more enjoyable for students. We met right away this year to discuss the playground, and I greatly value and seek out their observations and suggestions for recess. The paras will be going in groups of two to each of the 6 classrooms over the next week to discuss playground rules and expectations. We are striving to have more continuity between paras and to also let teachers know about expectations on the playground as well. We greatly value our paraprofessionals and having their voice in making decisions is important to our school.

The Behavior Committee is helping to update posters around the building that review expectations for Nerstrand School. Last year the Committee updated rules for the playground, using the bathrooms and hallway expectations. We use CARES (which is associated with Responsive Classroom) to help us focus on our rules. C-Cooperation, A-Assertive, R-Responsible, E-Empathy and S-Self-control.

I will be creating a new staff survey in the coming weeks, to get more input on areas of strength and weakness observed by our staff.

Domain 4: Cooperation and Collaboration. The school leader ensures that teachers and staff have formal ways to provide input regarding the optimal functioning of the school and delegates responsibilities appropriately. I have been in communication with Andrea Harder (HR, EdVisions) to discuss ways of maintaining and improving the culture within staff at Nerstrand. Formalizing some of our communication, and outlining ways to problem solve.

This year there will be monthly meetings between the Special Education Department and each of the teams (Prairie, Savannah, Woodlands). We are working on ways to formalize communication between all teachers to best support staff and students.

I have updated the beginning of the year goal sheets to increase communication.

My professional goals for the coming year are the following:

Review our reading core instruction using our current curriculum.

Clarify systems of communication within the staff to maintain and strengthen our school culture

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 curriculum.

Create stronger connections with the Big Woods State Park.

We are off to a busy, but smooth start to the school year!

Respectfully submitted,

Maggie Kiley

Financial Overview:

	<u>2019-2020 Adopted Budget</u>	<u>8-31-19 YTD</u>	<u>Working budget/ Budget Outlook</u>
Enrollment (ADM's)	150		152
Fund 01 Revenues	1,854,950	145,540	1,977,857
Fund 01 Expenditures	<u>1,861,625</u>	<u>82,741</u>	<u>1,965,169</u>
Net Fund 01 Income	(6,675)	62,709	12,688
Estimated 6-30-19 Fund 01 Balance			615,835
Projected 6-30-20 Fund 01 Balance			628,523
* % of annual Fund 01 expenditures			31.98%

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
- Negative balances indicate amounts we're still waiting for from last year
- Balance Sheet/Trial Balance Report
- Monthly Check Register
- Annual Cash Flow Projection (copy attached)

Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 8/31/19

						2019-2020		2020 Working	
						Adopted Budget	8-31-19 YTD	Budget/Outlook	
						Enrollment ADM	150	152	
Fund 1 Revenues									
01	000	000	000	050	000	LOCAL: Fees from Families	13,000.00	1,135.00	13,000.00
01	000	000	000	092	000	LOCAL: Interest Income	7,500.00	560.19	7,500.00
01	000	000	000	096	000	LOCAL: Donations, Eagle Open	9,000.00	38.05	9,000.00
01	000	000	000	099	000	LOCAL: Miscellaneous Revenue	25.00	0.00	25.00
01	000	000	000	071	000	LOCAL: Third Party Billing Revenue	400.00	365.99	400.00
01	000	000	740	360	000	STATE: Spec Ed Aid (93%)	432,434.23	(32,546.36)	524,520.00
01	000	000	000	201	000	STATE: Endowment Aid	5,903.43	0.00	5,903.43
01	000	000	000	211	000	STATE: GenEd Aid (per WhatIf) 2% '20+'21	1,022,927.88	192,033.27	1,037,573.28
01	000	000	000	211	000	STATE: Compensatory Revenue	55,769.87	0.00	57,053.81
01	000	000	000	211	000	STATE: EL	0.00	0.00	0.00
01	000	000	000	212	000	STATE: Literacy Aid	17,455.87	(1,112.99)	17,455.87
01	000	000	000	317	000	STATE: Facility Maintenance Revenue	19,800.00	-1,371.40	20,064.00
01	000	000	348	300	000	STATE: Building Lease Aid	197,100.00	(13,651.67)	199,728.00
01	000	000	401	400	000	FED: Title I (incl flexed Title IV)	20,632.52	0.00	30,632.52
01	000	000	414	400	000	FED: Title II	4,082.94	0.00	4,082.94
01	000	000	419	400	000	FED: Spec Ed-FedFlowThru	23,004.36	0.00	25,004.36
01	000	000	425	400	000	FED: CEIS	3,652.68	0.00	3,652.68
01	000	000	514	500	000	FED: REAP	22,261.00	0.00	22,261.00
TOTAL FUND 01 REVENUE							1,854,949.78	145,450.08	1,977,856.89

Fund 1 Expenditures

RegEd payroll and benefits:

						Carry-in payroll increase			
						Teacher salary schedule (to 95% of prior year ISD#656)	20,039.99		20,039.99
						Non-teacher schedule (100% of prior year ISD#656)	2,063.00		2,063.00
						15% Health insurance premium increases	7,153.00		7,153.00
						Total payroll changes over prior year	29,255.99		29,255.99
01	005	010	000	366	000	Board Workshops/Conferences	900.00	0.00	900.00
01	005	010	000	820	000	Authorizer Fee (.015 x \$6,188 x 150)	14,343.47	11,588.40	14,914.00
01	005	050	000	305	000	EdVisions Admin Staff	96,258.00	0.00	101,750.00
01	005	105	000	305	000	Payroll Srvc Fees, Employ Ads, Backgr Cks	20,934.00	552.36	24,000.00
01	005	107	000	305	000	Marketing	1,500.00	0.00	1,500.00
01	005	110	000	305	000	Business: RegionV, Audit, Legal, Consult	72,828.00	3,875.00	74,868.00
01	005	110	000	320	000	Phone, Internet, Firewall	7,500.00	454.85	7,500.00
01	005	110	000	329	000	Postage	1,400.00	27.00	1,400.00
01	005	110	000	401	000	Business Non-Inst Supplies	200.00	0.00	200.00
01	005	110	000	820	000	RegV, MSBA, JMC, SEMNET/e-rate	7,500.00	6,360.92	8,000.00
01	005	720	000	390	000	Health Services - paid to ISD #656	3,000.00	0.00	3,000.00
01	005	810	000	330	000	Utilities + Garbage/Recycle	43,672.80	1,607.97	46,724.00
01	005	810	000	391	000	Maint Cost Share - paid to ISD #656	50,610.00	4,879.94	50,610.00
01	005	810	000	401	000	Oper/Maint - Building Supplies	4,600.00	1,437.08	4,600.00
01	005	850	348	370	000	Facilities Lease (pd to ISD #656)	219,000.00	18,250.00	219,000.00
01	005	940	000	340	000	Property/Liability Insurance	10,380.61	9,816.52	10,380.61
01	005	950	000	910	000	Permanent Transfer to Fund 04	5,200.00	0.00	5,200.00
01	010	201	000	394	000	EdVisions Kinder Staff	59,451.00	0.00	63,250.00
01	010	203	000	305	000	Tech Support, Video, Interpreting	6,000.00	542.50	6,000.00
01	010	203	000	369	000	Field Trips, Admissions, River Bend	12,000.00	759.50	12,000.00
01	010	203	000	370	000	Copier Lease (\$129.77/month)	1,557.24	259.54	1,557.24
01	010	203	000	394	000	EdVisions General Staff/Title I	433,402.10	0.00	397,000.00
01	010	216	401	303	000	EdVisions Title I Staff	20,632.52	0.00	30,632.52
01	010	203	000	401	000	Elem Ed - Non-Instructional Supplies	9,000.00	733.59	9,000.00

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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 8/31/19

		2019-2020		2020 Working
		Adopted Budget	8-31-19 YTD	Budget/Outlook
01 010 203 000 430 000	Elem Ed - Instructional Supplies	20,000.00	6,419.71	20,000.00
01 010 203 000 460 000	Textbooks/Workbooks/InstructSoftwarePkg:	8,000.00	0.00	8,000.00
01 010 203 000 461 000	Elem Ed - Standardized Tests	1,200.00	1,160.00	1,200.00
01 010 203 000 555 000	Technology	10,200.00	0.00	10,200.00
01 010 203 733 394 000	Field Trips - Transportation	4,250.00	375.00	4,250.00
01 010 203 000 394 150	EdVisions Teacher Subs	17,000.00	0.00	17,000.00
01 010 204 514 303 000	EdVisions REAP CSR	22,261.00	0.00	22,261.00
01 010 216 401 430 000	Title I homeless supplies	0.00	0.00	0.00
01 010 240 000 394 000	EdVisions PhysEd Staff (allocated at EOY)	24,887.00	0.00	26,376.00
01 010 240 000 430 000	PhysEd/Health Instructional Supplies	1,000.00	0.00	1,000.00
01 010 258 000 394 000	EdVisions Music Staff	54,628.00	0.00	57,000.00
01 010 258 000 430 000	Music Supplies	1,500.00	0.00	1,500.00
01 010 420 419 303 000	FED: SpEd SubCont < \$25k, SpEd Director	16,000.00	0.00	18,000.00
01 010 420 419 366 000	FED: SpEd Prof Development	2,434.36	1,369.64	2,434.36
01 010 420 419 401 000	FED: SpEd Supplies	1,500.00	0.00	1,500.00
01 010 420 419 405 000	FED: SpEd Forms Software	1,090.00	957.50	1,090.00
01 010 420 419 433 000	FED: SpEd Materials	1,980.00	0.00	1,980.00
01 010 420 419 465 000	FED: SpEd Non-instruct Tech Devices	0.00	0.00	0.00
01 010 401 740 394 000	Speech Lang - Contract Fees	80,000.00	2,160.00	80,000.00
01 010 407 740 396 000	EdVisions SpEd LD Staff - wages	61,986.07	0.00	70,000.00
01 010 407 740 397 000	EdVisions SpEd LD Staff - benefits	10,466.97	0.00	13,000.00
01 010 408 740 394 000	EBD - Contract Fees	4,600.00	0.00	0.00
01 010 408 740 396 000	EdVisions SpEd EBD Staff - wages	45,000.00	0.00	56,000.00
01 010 408 740 397 000	EdVisions SpEd EBD Staff - benefits	15,000.00	0.00	15,000.00
01 010 412 740 394 000	Dev Delay - Contract Fees	15,000.00	0.00	30,000.00
01 010 420 740 394 000	SpEd Contracted Svcs: Psych, PT, Dape,	50,000.00	2,450.25	60,000.00
01 010 420 740 396 000	EdVisions General SpEd Staff - wages	132,000.00	0.00	185,000.00
01 010 420 740 397 000	EdVisions General SpEd Staff - benefits	46,430.00	0.00	50,000.00
01 010 420 740 433 000	SpEd General Individ Instr Supplies	2,000.00	0.00	2,500.00
01 005 760 723 360 000	SpEd Summer ESY bus	2,500.00	3,897.81	2,500.00
01 010 400 372 405 000	Third Party Billing Fees	400.00	936.85	400.00
01 010 422 425 303 000	EdVisions CEIS Staff	3,652.68	0.00	3,652.68
01 010 605 000 394 000	EdVisions Program Support Staff	63,450.00	0.00	70,000.00
01 010 204 414 366 000	Professional Development - Title II	4,082.94	0.00	4,082.94
01 010 640 000 366 000	Professional Development - General	6,000.00	1,869.32	6,000.00
TOTAL FUND 01 EXPENSES		1,861,624.76	82,741.25	1,965,169.34
Net Fund 01 Income		(6,674.98)	62,708.83	12,687.55
Est. beginning of Year Fund 1 Balance				615,835
Projected End of Year Fund 1 Balance				628,523
% of annual expenditures				31.98%

Fd Org Pro Fin Obj/Src Crs

Fund 4 Revenues

04 000 000 000 050 000	Comm Ed - Fees	7,000.00	527.00	7,000.00
04 000 000 000 649 000	Permanent Transfer from Fund 1	5,200.00	0.00	5,200.00
		12,200.00	527.00	12,200.00

Fund 4 Expenditures

04 005 570 000 320 000	Regal Eagles Phone	200.00	0.00	200.00
04 005 570 000 394 000	Regal Eagles Staff	11,500.00	0.00	11,500.00
04 005 570 000 401 000	Regal Eagles Supplies	500.00	0.00	500.00
		12,200.00	0.00	12,200.00
Beginning of Year Fund 4 Balance		0.00	0.00	0.00
Projected End of Year Fund 4 Balance		0.00	0.00	0.00

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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 8/31/19

2020-2021	2021-2022	2022-2023	
150	150	150	
13,000.00	13,000.00	13,000.00	
7,500.00	7,500.00	7,500.00	
9,000.00	9,000.00	9,000.00	
25.00	25.00	25.00	
400.00	400.00	400.00	
524,520.00	524,520.00	524,520.00	
5,903.43	5,903.43	5,903.43	
1,043,386.44	1,043,386.44	1,043,386.44	1,022,927.88
55,769.87	55,769.87	55,769.87	1,016,774.94
0.00	0.00	0.00	
17,455.87	17,455.87	17,455.87	
19,800.00	19,800.00	19,800.00	
197,100.00	197,100.00	197,100.00	
20,632.52	20,632.52	20,632.52	
4,082.94	4,082.94	4,082.94	
25,004.36	25,004.36	25,004.36	
3,652.68	3,652.68	3,652.68	
22,261.00	22,261.00	22,261.00	
1,969,494.11	1,969,494.11	1,969,494.11	

Total

29,255.99	60,639.30	93,256.50
21,094.36	21,094.36	21,094.36
2,063.00	2,063.00	2,063.00
8,225.95	9,459.84	10,878.82
60,639.30	93,256.50	127,292.68
900.00	900.00	900.00
15,212.28	15,516.53	15,826.86
101,750.00	101,750.00	101,750.00
24,000.00	24,000.00	24,000.00
1,500.00	1,500.00	1,500.00
76,365.36	77,892.67	79,450.52
7,500.00	7,500.00	7,500.00
1,400.00	1,400.00	1,400.00
200.00	200.00	200.00
8,000.00	8,000.00	8,000.00
3,000.00	3,000.00	3,000.00
49,060.20	51,513.21	54,088.87
51,622.20	52,654.64	53,707.74
4,600.00	4,600.00	4,600.00
219,000.00	219,000.00	219,000.00
10,899.64	11,444.62	12,016.85
5,200.00	5,200.00	5,200.00
63,250.00	63,250.00	63,250.00
6,000.00	6,000.00	6,000.00
12,000.00	12,000.00	12,000.00
1,557.24	1,557.24	1,557.24
407,000.00	407,000.00	407,000.00
20,632.52	20,632.52	20,632.52
9,000.00	9,000.00	9,000.00

FY18 EOY Actual FY19 EOY Actual

96,259.00	101,741.00
20,813.00	24,015.00
68,494.00	74,145.00
2,475.00	2,301.00
1,222.00	1,124.00
6,390.00	7,880.00
534.00	127.00
39,217.00	46,724.00
50,610.00	46,732.00
2,549.00	3,123.00
9,145.00	9,607.00
59,451.00	63,127.00
4,999.00	3,204.00
11,534.00	10,045.00
409,958.00	397,084.00
11,073.00	30,309.35
3,897.00	4,092.00

FY18 Wolf Ridge Budget details:	
(525.00)	Calendar purchases
1,200.00	Calendar sales ~1
2,700.00	\$100/student PTC
4,160.00	Student/family fee
(2,400.00)	bus RT
(5,859.00)	Admission fee \$2
(724.00)	Total funded

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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 8/31/19

2020-2021	2021-2022	2022-2023		
20,000.00	20,000.00	20,000.00	26,090.00	23,103.00
8,000.00	8,000.00	8,000.00	23,803.00	4,158.00
1,200.00	1,200.00	1,200.00		
10,200.00	10,200.00	10,200.00	34,095.00	9,532.00
4,250.00	4,250.00	4,250.00	4,492.00	4,532.00
17,000.00	17,000.00	17,000.00	16,955.00	11,818.00
22,261.00	22,261.00	22,261.00		
0.00	0.00	0.00		
26,376.00	26,376.00	26,376.00	24,887.00	26,376.00
1,000.00	1,000.00	1,000.00	67.00	1,290.00
57,000.00	57,000.00	57,000.00	54,628.00	57,084.00
1,500.00	1,500.00	1,500.00		
18,000.00	18,000.00	18,000.00		
2,434.36	2,434.36	2,434.36		
1,500.00	1,500.00	1,500.00		
1,090.00	1,090.00	1,090.00		
1,980.00	1,980.00	1,980.00		
0.00	0.00	0.00		
80,000.00	80,000.00	80,000.00		
70,000.00	70,000.00	70,000.00		
13,000.00	13,000.00	13,000.00		
0.00	0.00	0.00		
56,000.00	56,000.00	56,000.00		
15,000.00	15,000.00	15,000.00		
30,000.00	30,000.00	30,000.00		
60,000.00	60,000.00	60,000.00		
185,000.00	185,000.00	185,000.00	114,459.00	175,235.00
50,000.00	50,000.00	50,000.00	49,861.00	49,777.00
2,500.00	2,500.00	2,500.00		
2,500.00	2,500.00	2,500.00		
400.00	400.00	400.00		
3,652.68	3,652.68	3,652.68		
70,000.00	70,000.00	70,000.00	63,450.00	69,739.00
4,082.94	4,082.94	4,082.94		
6,000.00	6,000.00	6,000.00	4,436.00	2,279.00
2,002,215.72	2,040,694.91	2,080,800.26		
(32,721.61)	(71,200.81)	(111,306.15)		
628,523	595,801	524,600		
595,801	524,600	413,294		
29.76%	25.71%	19.86%		
7,000.00	7,000.00	7,000.00	<u>FY18 EOY actual</u>	
5,200.00	5,200.00	5,200.00	6,831.00	4,191.00
12,200.00	12,200.00	12,200.00		
200.00	200.00	200.00		
11,500.00	11,500.00	11,500.00	11,149.00	10,769.00
500.00	500.00	500.00		
12,200.00	12,200.00	12,200.00		
0.00	0.00	0.00		
0.00	0.00	0.00		

unreconciled - for management use only

Nerstrand Elementary
 2019-2020 Income Statement
 For the Period Ending 8/31/19

	FY20 ADP	FY20 Budget Outlook
F740 expenditures	464,983.04	564,000.00
93.0%	432,434.23	524,520.00

es (6) cases of 25 @ \$87.50 00+ @ \$12/ea) x 27 e \$160/student (~26 paying) 17/student x 27	<u>FY18 Wolf Ridge Expenses</u> <div style="text-align: center; padding-top: 20px;">Chaperones paying \$305</div>
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Nerstrand Elementary
2019-2020 Income Statement
For the Period Ending 8/31/19

Nerstrand Charter School #4055 Trial Balance Summary Report

Periods: 202001 To: 202002

Comp L	Fd Org	Pro	Crs	Fin	O/S	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4055	B	01	101	000	F	Cash & Cash Equiv	B	100	00	74,134.37	0.00	0.00	74,134.37
4055	B	01	101	002	F	Liquid Asset Account	B	100	00	215,262.26	490,737.09	90,515.69	615,483.66
4055	B	01	101	003	F	Lake Country Community Ba	B	100	00	(9,005.08)	1,173.05	3,241.77	(11,073.80)
4055	B	01	115	001	F	Payroll Data (Ed Visions)	B	100	00	0.13	0.00	0.00	0.13
4055	B	01	121	000	F	Due Frm Mn Children	B	100	00	346,460.06	0.00	346,460.06	0.00
4055	B	01	131	000	F	Prepaid Expenditures	B	100	00	12,522.02	0.00	12,522.02	0.00
4055	B	01	206	000	F	Other Accts Payable	B	200	00	(1,465.71)	95,223.17	93,757.46	0.00
4055	B	01	210	000	F	Due To Other Mn Dist	B	200	00	(22,072.52)	22,072.52	0.00	0.00
4055	B	01	422	000	F	Unassigned Fund Balance	B	400	00	(610,502.51)	0.00	5,333.02	(615,835.53)
4055	B	01	460	000	F	Nonspendable Fund Balance	B	400	00	(5,333.02)	5,333.02	0.00	0.00
4055	B	04	101	000	F	LAF - Cash & Cash Equiv	B	100	00	(56,262.66)	0.00	0.00	(56,262.66)
4055	B	04	101	002	F	Cash & Cash Equiv	B	100	00	9,911.36	0.00	0.00	9,911.36
4055	B	04	101	003	F	LCCB Cash & Cash Equiv	B	100	00	45,692.30	132.00	0.00	45,824.30
4055	B	04	115	000	F	Accounts Receivable	B	100	00	659.00	0.00	659.00	0.00
4055	B	98	143	000	F	Equipment	B	100	00	121,226.67	0.00	0.00	121,226.67
4055	B	98	430	000	F	Invest. Fixed Assets	B	400	00	(121,226.67)	0.00	0.00	(121,226.67)
Report Total:										\$0.00	\$614,670.85	\$552,489.02	\$62,181.83

Nerstrand Charter School #4055

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014695	1006		CITY OF NERSTRAND		Check	
			E 01	005 810 000 000 330	Utility Services			\$275.94
		PO#: Voucher #:	6312	Invoice	Invoice No: 8/2/19	8/2/2019	Paid Amt:	\$275.94
							Check Amount:	\$275.94
4055	LAF	1312014696	1023		COMMUNITY CO-OP OIL ASSN		Check	
			E 01	005 810 000 000 330	Utility Services			\$233.19
		PO#: Voucher #:	6300	Invoice	Invoice No: #632625	8/2/2019	Paid Amt:	\$233.19
							Check Amount:	\$233.19
4055	LAF	1312014697	1443		EDMENTUM, INC		Check	
			E 01	010 203 000 000 430	Reading eggs			\$600.00
		PO#: Voucher #:	6303	Invoice	Invoice No: Order#Q-161733	8/2/2019	Paid Amt:	\$600.00
							Check Amount:	\$600.00
4055	LAF	1312014698	1033		FARIBAULT TRANSPORTATION, INC		Check	
			E 01	005 760 000 723 360	ESY bus			\$984.12
		PO#: Voucher #:	6310	Invoice	Invoice No: 19353	8/2/2019	Paid Amt:	\$984.12
							Check Amount:	\$984.12
4055	LAF	1312014699	1033		FARIBAULT TRANSPORTATION, INC		Check	
			E 01	005 760 000 723 360	ESY bus			\$1,968.24
		PO#: Voucher #:	6311	Invoice	Invoice No: 21109	8/2/2019	Paid Amt:	\$1,968.24
							Check Amount:	\$1,968.24
4055	LAF	1312014700	1472		FASTBRIDGE LEARNING, LLC		Check	
			E 01	010 203 000 000 461	FY19 FAST			\$1,085.00
		PO#: Voucher #:	6304	Invoice	Invoice No: Quote#4984	8/2/2019	Paid Amt:	\$1,085.00
							Check Amount:	\$1,085.00
4055	LAF	1312014701	1615		HELD BUS SERVICE		Check	
			E 01	005 760 000 723 360	ESY bus			\$945.45
		PO#: Voucher #:	6305	Invoice	Invoice No: 7/25/19	8/2/2019	Paid Amt:	\$945.45
							Check Amount:	\$945.45
4055	LAF	1312014702	1064		QUILL CORPORATION		Check	
			E 01	010 203 000 000 401	envelopes			\$24.58
		PO#: Voucher #:	6307	Invoice	Invoice No: 8810498	8/2/2019	Paid Amt:	\$24.58
							Check Amount:	\$24.58
4055	LAF	1312014703	1064		QUILL CORPORATION		Check	
			E 01	010 203 000 000 401	envelopes, file folders			\$29.48
		PO#: Voucher #:	6308	Invoice	Invoice No: 8792085	8/2/2019	Paid Amt:	\$29.48
							Check Amount:	\$29.48

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4055	LAF	1312014704	1064		QUILL CORPORATION		Check	
			E 01 010 203 000 000 430		Sup/Mat N-Indiv Inst			\$14.98
		PO#: Voucher #:	6309 Invoice		Invoice No: 8782097	8/2/2019	Paid Amt:	\$14.98
							Check Amount:	\$14.98
4055	LAF	1312014705	1131		SCHOOL SPECIALTY INC.		Check	
			E 01 010 203 000 000 401		horseshoe table			\$317.42
		PO#: Voucher #:	6302 Invoice		Invoice No: 208123331862	8/2/2019	Paid Amt:	\$317.42
							Check Amount:	\$317.42
4055	LAF	1312014706	1367		SEAN HAYFORD OLEARY DESIGN, LLC		Check	
			E 01 010 203 000 000 305		development			\$292.50
		PO#: Voucher #:	6298 Invoice		Invoice No: 1241	8/2/2019	Paid Amt:	\$292.50
							Check Amount:	\$292.50
4055	LAF	1312014707	1367		SEAN HAYFORD OLEARY DESIGN, LLC		Check	
			E 01 010 203 000 000 305		annual hosting			\$250.00
		PO#: Voucher #:	6299 Invoice		Invoice No: 1234	8/2/2019	Paid Amt:	\$250.00
							Check Amount:	\$250.00
4055	LAF	1312014708	1363		ULINE		Check	
			E 01 005 810 000 000 401		dolly			\$173.51
		PO#: Voucher #:	6306 Invoice		Invoice No: 110312079	8/2/2019	Paid Amt:	\$173.51
							Check Amount:	\$173.51
4055	LAF	1312014709	1017		XCEL ENERGY		Check	
			E 01 005 810 000 000 330		Utility Services			\$824.28
		PO#: Voucher #:	6301 Invoice		Invoice No: Act#51-6189166-3	8/2/2019	Paid Amt:	\$824.28
							Check Amount:	\$824.28
4055	LAF	1312014710	1045		BARBARA GROTE		Check	
			E 01 010 640 000 000 366		JMC Workshop			\$77.25
		PO#: Voucher #:	6319 Invoice		Invoice No: 8/19/19	8/19/2019	Paid Amt:	\$77.25
							Check Amount:	\$77.25
4055	LAF	1312014711	1616		BEST PRACTICE, LLC-S		Check	
			E 01 010 401 000 740 394		\$90/hour			\$2,160.00
		PO#: Voucher #:	6324 Invoice		Invoice No: #2	8/19/2019	Paid Amt:	\$2,160.00
							Check Amount:	\$2,160.00
4055	LAF	1312014712	1344		CLIFTONLARSONALLEN LLP		Check	
			E 01 005 110 000 000 305		Consult/Fees For Svc			\$4,000.00
		PO#: Voucher #:	6314 Invoice		Invoice No: 2207985	8/19/2019	Paid Amt:	\$4,000.00
							Check Amount:	\$4,000.00

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014721	1336	E 01 005 110 000 000 320	TDS Phone	8/19/2019	Check
		PO#: 6315	Voucher #: 6315	Invoice No: Ac#507-334-9656			Paid Amt: \$120.02 Check Amount: \$120.02
4055	LAF	1312014722	1618	E 01 010 420 000 419 366	ME DO IT, LLC SpEd Prof Dev Workshop	8/22/2019	Check
		PO#: 6325	Voucher #: 6325	Invoice No: 08202019			Paid Amt: \$1,200.00 Check Amount: \$1,200.00
4055	LAF	1312014723	1258	E 01 010 420 000 419 366	CARLETON COLLEGE SpEd Retreat	8/30/2019	Check
		PO#: 6328	Voucher #: 6328	Invoice No: Res#243448			Paid Amt: \$100.00 Check Amount: \$100.00
4055	LAF	1312014724	1006	E 01 005 810 000 000 330	CITY OF NERSTRAND Utility Services	8/30/2019	Check
		PO#: 6327	Voucher #: 6327	Invoice No: 8/30/19			Paid Amt: \$274.56 Check Amount: \$274.56
4055	LAF	1312014725	1620	E 01 010 203 000 000 401	DECKER INC. tack strip	8/30/2019	Check
		PO#: 6335	Voucher #: 6335	Invoice No: Order#311710A			Paid Amt: \$202.39 Check Amount: \$202.39
4055	LAF	1312014726	1264	E 01 005 810 000 000 401	HILLYARD / HUTCHINSON Sup/Mat Non-Inst.	8/30/2019	Check
		PO#: 6329	Voucher #: 6329	Invoice No: 603561881			Paid Amt: \$318.70 Check Amount: \$318.70
4055	LAF	1312014727	1133	E 01 005 850 000 348 370	INDEPENDENT SCHOOL DIST # 656 July lease	8/30/2019	Check
				E 01 005 810 000 000 391	July custodial		\$18,250.00
				E 01 010 203 000 000 430	Follett		\$4,879.94
		PO#: 6337	Voucher #: 6337	Invoice No: 38487			\$1,038.34
							Paid Amt: \$24,168.28 Check Amount: \$24,168.28
4055	LAF	1312014728	1619	E 01 010 640 000 000 366	JOHN MILEWSKI CPR training	8/30/2019	Check
		PO#: 6326	Voucher #: 6326	Invoice No: 8/26/19			Paid Amt: \$360.00 Check Amount: \$360.00
4055	LAF	1312014729	1541	E 01 010 203 000 000 401	NICKY SCHAEFER Sup/Mat Non-Inst.	8/30/2019	Check
		PO#: 6336	Voucher #: 6336	Invoice No: 8/30/19			Paid Amt: \$153.72 Check Amount: \$153.72

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4055	LAF	1312014730	1364	E 01 005 010 000 000 820	NOVATION EDUCATION OPPORTUNITIES FY20 Authorizer - 1st pymnt	8/30/2019	Check
		PO#: Voucher #:		6330 Invoice	Invoice No: 1123		Paid Amt: \$11,588.40 Check Amount: \$11,588.40
4055	LAF	1312014731	1492	E 01 010 420 000 740 394	ON THE MOVE - THERAPY SERVICES \$99/hr	8/30/2019	Check
		PO#: Voucher #:		6331 Invoice	Invoice No: 1662		Paid Amt: \$2,450.25 Check Amount: \$2,450.25
4055	LAF	1312014732	1064	E 01 010 203 000 000 430	QUILL CORPORATION paper	8/30/2019	Check
		PO#: Voucher #:		6332 Invoice	Invoice No: 9570673		Paid Amt: \$481.79 Check Amount: \$481.79
4055	LAF	1312014733	1064	E 01 010 203 000 000 430	QUILL CORPORATION Sup/Mat N-Indiv Inst	8/30/2019	Check
		PO#: Voucher #:		6339 Invoice	Invoice No: 9431769		Paid Amt: \$183.39 Check Amount: \$183.39
4055	LAF	1312014734	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC. Sup/Mat N-Indiv Inst	8/30/2019	Check
		PO#: Voucher #:		6333 Invoice	Invoice No: 308103398966		Paid Amt: \$46.71 Check Amount: \$46.71
4055	LAF	1312014735	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC. folders/markers	8/30/2019	Check
		PO#: Voucher #:		6334 Invoice	Invoice No: 208123701768		Paid Amt: \$111.13 Check Amount: \$111.13
4055	LAF	1312014736	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC. Sup/Mat N-Indiv Inst	8/30/2019	Check
		PO#: Voucher #:		6338 Invoice	Invoice No: 208123665028		Paid Amt: \$2,290.35 Check Amount: \$2,290.35
4055	LAF	1312014737	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC. Sup/Mat N-Indiv Inst	8/30/2019	Check
		PO#: Voucher #:		6340 Invoice	Invoice No: 208123665018		Paid Amt: \$17.40 Check Amount: \$17.40
4055	LAF	1312014738	1131	E 01 010 203 000 000 430	SCHOOL SPECIALTY INC. Sup/Mat N-Indiv Inst	8/30/2019	Check
		PO#: Voucher #:		6341 Invoice	Invoice No: 308103393316		Paid Amt: \$50.69 Check Amount: \$50.69

Nerstrand Charter School #4055 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4055	LAF	1312014739	1131		SCHOOL SPECIALTY INC.		Check	
			E 01	010	203 000 000 430	Sup/Mat N-Indiv Inst	\$50.17	
PO#:		Voucher #:	6342	Invoice	Invoice No: 208123665013	8/30/2019	Paid Amt: \$50.17	
							Check Amount:	\$50.17
							Report Total:	\$65,509.75

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

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

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

Hiring Policy and Procedures

Objective

[Company Name] believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to [Company Name]. In hiring the most qualified candidates for positions, the following process should be followed.

Hiring Process and Procedures

Personnel requisitions

Personnel requisitions must be completed to fill [Company Name] positions. Requisitions must be initiated by the department supervisor/manager, approved by the division vice president and then forwarded to the human resource (HR) department.

Personnel requisitions should indicate the following:

- Position title.
- Position hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

Intake meetings

HR will arrange a meeting with the hiring manager to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.

Job postings

HR will create job postings that briefly describe the job opening and communicate [Company Name's] brand. All job openings will be posted concurrently on [Company Name's] intranet and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled.

The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings. The consents of the employee's manager and the HR department may be necessary for employees with less than one year of service with [Company Name].

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

Interview process

The HR department and the hiring manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the HR department and the hiring manager using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

The HR department will notify applicants who are not selected for positions at [Company Name].

Reference checks

HR will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three professional references are required from each candidate.

Job offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

Once the HR department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.

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
- 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: Open Meeting Law)
- 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, collects certificates
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
Complete an evaluation performance review of School Director
Review Policy #
- 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
Complete an evaluation review of School Director (if not already done)
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
Discuss Director Evaluation
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

**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 – Minnesota Law Compliance

"The governance of the Corporation will at all times be in accord with the provisions of Minnesota Statutes, Chapter 124E (formerly sections 124D.10 and 124D.11) and such other provisions of Minnesota laws as are therein referenced, all other statutory requirements and in compliance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.01 et. seq. and Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.01 et.seq. In the event that there are conflicts between the provisions of Minnesota Statutes, Chapter 124E (the Charter School Law) and Minnesota Statutes, Chapter 317A, (the Non-Profit Corporation Act), the provisions of the Charter School Law shall govern. Likewise, the Open Meeting Law, Chapter 13D.01 takes precedent over any conflict surfacing from Minnesota Statutes, Chapter 317A, the Non-Profit Corporation Act."

ARTICLE III - 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 IV - 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 V – Corporate Membership

- A. Membership. There shall be one class of members. Members of the Corporation shall be the persons designated from time to time by the Board of Directors. Members shall not be required to pay a membership

fee or annual dues. Members vest decision making authority with the Board of Directors.

The Board of Directors may from time to time create additional classes of membership. The terms and conditions of such additional membership classes, if any, shall be determined by the Board of Directors.

- B. Membership Criteria. For classes of members other than Director/Members, membership criteria shall be adopted by the Board of Directors, and all membership approval, classification and reclassification shall be the responsibility of the Board of Directors. Members may be reclassified by an action of the Board of Directors or upon the request of a member, followed by the approval of the Board.
- C. Annual Meeting - The annual meeting of the Members of the Corporation shall be held at such time and location as determined by the Board of Directors. Notification shall be by electronic means consistent with Minnesota Statutes, Chapter 124E. Such notice shall contain the date, time and place of the meeting.
- D. The Board of Directors meet once monthly at a regularly scheduled time. Regularly scheduled and special meeting days and times are determined by the Board of Directors and publicly posted and announced to parents, staff, and community.
- E. Special and Emergency Meetings – Special and Emergency Meetings may be held at the request of the chairperson or three members of the Board of Directors.
- F. 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.
- G. 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 XIV).
- H. All meetings are open to the general public.
- I. There will be no proxy votes.
- J. 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.
- K. Students may address the Board of Directors.

ARTICLE VI – Board of Directors

- 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.
- E. Conflict of Interest. 'Conflict' is defined through Minnesota Statutes, Chapter 124E.14 Conflict of Interest.
- (a) No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. No Board member may vote on any matter that could result in personal financial gain or loss. A conflict exists when:
- (1) the board member, employee, officer, or agent;
 - (2) the immediate family of the board member, employee, officer, or agent;

(3) the partner of the board member, employee, officer, or agent; or

(4) an organization that employs, or is about to employ any individual in clauses (1) to (3), ...has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void.

(b) The conflict of interest provisions under this section do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

(c) A charter school board member, employee, or officer is a local official for purposes of section 471.895 with regard to receipt of gifts as defined under section 10A.071, subdivision 1, paragraph (b). A board member, employee, or officer must not receive compensation from a group health insurance provider.

F. Board of Directors Training – Board Members shall comply with Minnesota Statutes, Chapter 124E.07, Subd. 7 by completing basic training and continuing or annual training. If basic training is not begun within 6 months of being seated or not completed within 12 months of seating, the director is immediately removed from the board.

G. Committees of the Board. The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be an individual human being, but need not be members of the Board of Directors. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

1. Authority of Committees. Committees shall have authority to consider assigned topics and to advise and make recommendations to the Board of Directors. No actions of a committee shall be binding on the Corporation absent Board ratification of any such recommendations.

2. Procedures for Conducting Meetings. The activities of all committees of this Corporation shall be conducted in such manner as will advance the best interest of the

Corporation. Each committee shall fix its own rules of procedure and other regulations, which shall be consistent with the Articles of Incorporation, these Bylaws, and the policies of the Corporation. The Board Chair shall be an ex officio member of all committees, unless he serves as a member of such committee. The meetings of all committees shall be open and posted. Directors may participate in any such meeting but may not vote unless such director is a member of the committee.

3. Limitation on Authority of Committees. Each committee shall be under the direction and control of the Board. Each committee shall meet as provided by its rules or by resolution of the Board of Directors. When the Board has delegated decision making authority to a Committee, the Committee shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

ARTICLE VII - 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 VIII – 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.

2. Treasurer.

The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, oversee the audit process and ensure that school financial records are maintained and appropriate financial reports are filed with government agencies.

ARTICLE IX - 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 X - 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 XI – Financial Matters

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors and in compliance with Minnesota Statutes.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 4. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

Section 5. Corporate Seal. The Corporation shall not have a corporate seal.

Section 6. Documents Kept at Registered Office. The Board of Directors shall cause to be kept at the registered office of this Corporation originals or copies of:

- 6.1. Records of all proceedings of the Board of Directors and all committees;
- 6.2. Records of all votes and actions of the members;
- 6.3. All financial statements of this Corporation; and,
- 6.4. Articles of Incorporation and Bylaws of this Corporation and all amendments and restatements thereof.

Section 7. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for the Corporation. The Board shall cause the

records and books of account of the Corporation to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Statutes, Chapter 124E and the Uniform Financial and Accounting Standards (UFARS) and audit references.

ARTICLE XII – Indemnification

Section 1. Indemnification. Each director, officer and employee of the Corporation, past or present, and each person who serves or may have served at the request of the Corporation as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Section 317A.521. The Corporation shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. This Section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, section 317A.521, the Articles of Incorporation or these Bylaws.

ARTICLE XIII – Distribution of Assets

Section 1. Right to Cease Operations and Distribute Assets. By a two-thirds (2/3) vote of all directors, the Board may resolve that the Corporation cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to effect a dissolution. Written notice as required by these Bylaws shall be given to all voting members stating that the purpose of the meeting shall be to vote upon the dissolution of the Corporation. A resolution to dissolve the Corporation shall be approved only upon the affirmative vote of a two-thirds (2/3) of a quorum of voting members of the Corporation taken at a meeting during which the resolution is brought before the voting members. If such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the

designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, section 317A.735 and in accordance with the Articles of Incorporation and regulations administered by the Minnesota Department of Education. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, section 317A.723.

ARTICLE XIV – 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

Revised 11/13/2017

Revised 2/11/2019

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 (listed in the Board Working Calendar which is reviewed each month) and 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 (on file in office, or posted on website)

- a. Original charter application
 - b. Bylaws
 - c. Current charter contract
 - d. Board Policies: Admission, Lottery, Conflict of Interest, Nepotism, Bullying, Fund Balance, Complaint Policy/Procedure
 - e. Facility lease
 - f. Annual financial audit
 - g. IRS 990 tax return (on file in school business office – available for public inspection)
 - h. Annual approved school calendar
 - i. Annual Report
 - j. Board Minutes and Board Agendas including Finance report
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BOARD TRAINING RECORD

<i>Name</i>	<i>Certification</i>	<i>Date Completed</i>	<i>Location</i>
Gretta Kunze	Employment Matters	First course by 12/31/19	
Gretta Kunze	Board Governance	First course by 12/31/19	
Gretta Kunze	Financial Matters	First course by 12/31/19	
Betty "Skip" Voge	Board Governance	First course by 12/31/19	
Betty "Skip" Voge	Employment Law	First course by 12/31/19	
Betty "Skip" Voge	Financial Matters	First course by 12/31/19	
Nicole Schaefer	Board Governance	First course by 12/31/19	
Nicole Schaefer	Employment Matters	First course by 12/31/19	
Nicole Schaefer	Financial Matters	First course by 12/31/19	
Alicia Wasilowski	Financial Matters	8/7/2018	MSBA
Alicia Wasilowski	Employment Matters	8/7/2018	MSBA
Alicia Wasilowski	Board Governance	8/7/2018	MSBA
Jan Boudreau	Board Governance	5/22/10	Ratwik, Roszak, & Maloney
Jan Boudreau	Employment Matters	5/22/10	Ratwik, Roszak, & Maloney
Jan Boudreau	Financial Matters	11/13/10	University of St. Thomas
Rich Bailey	Financial Matters	11/27/17	MACS
Rich Bailey	Employment Matters	3/21/18	MACS
Rich Bailey	Board Governance	3/14/18	MACS
Tara Vondrasek	Financial Matters	5/21/10	Nonprofit Assistance Fund
Tara Vondrasek	Employment Matters	5/22/10	Ratwik, Roszak, & Maloney
Tara Vondrasek	Board Governance	5/22/10	Ratwik, Roszak, & Maloney

BOARD DEVELOPMENT PLAN

Each board should have a formal process to sustain and regenerate itself. Boards need to develop a working knowledge of the prevailing value system as well as talents and levels of commitment for each board member. Board members need to understand the importance of establishing data-based methods for goal evaluation. Board members need to understand techniques for recruiting and developing new board members as well as improving the knowledge and skills of existing board members. The board must understand the difference between governance and management, guarding against intrusive micro-management. *And, among the many purposes of a school, it must recognize that the most important purpose of a school is the education of children.*

Certain strategic planning can place a board on a more solid foundation and prepare it for long term sustainability. An overworked board and an under-represented school allow governance to change into something less than desirable. Board members begin to express individual preference at the expense of the group. Board members begin to express the power of the board outside the confines of a board meeting.

Plan Contents

Plans can take on several characteristics. **Plans can include items similar to the outline below.**

A. Board Organization

- Officer and committee assignments (description of duties, goals and personnel)
- Board and committee attendance (recorded and reported)
- Needed areas of expertise on the board
- Methods of recruitment

B. Training

- Orientation program for new board members
- Record of initial training (3 components) for new board members
- Records of annual training for all members (a monthly topic at meetings is used by many)
- Areas for individual and group growth
- Methods and calendar for board evaluation and policy review

C. Board Goals

- Description of process to establish goals (short and long range)
- Published current and long range goals for the board and school
- Specific methods to evaluate goals quarterly and yearly

D. Key Board Documents

- Original Application of the Charter and its Bylaws, Current Charter Contract
- Board Policies, Handbooks, Leases, Audits, Calendar, Annual Reports
- Board Minutes, Treasurers Reports

Goal Samples

The goal samples below are intended to generate discussion and develop a truly open and functional board that takes an active role in the governance of the school as a group. The goal samples could provide for an expanded involvement of the community, including parents and teachers.

These thoughts are not authorizer requirements. They are suggestions for continued improvement. These thoughts presume that a board of 5 members is too small, whereas a board of 11 or more members is too large. It is also assumed that some control of vested power needs to be released. If a board has 5 members, it needs to expand its representation to diffuse the power and increase efficiency. Finally, a board should meet at least once a month to improve its effectiveness and safeguard sustainability, while prevailing upon a strong committee structure. There are boards that meet quarterly or every other month. That practice can reduce effective oversight and is not recommended.

GOAL: Develop a Board Development Plan

A. Develop a sustainable board model

- i. Create a committee structure to improve effectiveness and aid board recruitment
 - a. Develop a governance committee
 - i. Expands effectiveness of oversight
 - ii. Attends to goal improvement and evaluation procedures
 - iii. Guides the nominations process
 - iv. Aids in the design of the leadership evaluation
 - b. Develop a finance committee
 - i. Expands membership (director, treasurer, external expertise 2-3)
 - ii. Reviews proposed expenditures through contracts (bids)
 - iii. Develop a contract review process (multi years only with board approval)
 - iv. Reviews monthly financials
 - v. Assists in budget development
 - c. Develop a policy review committee
 - i. Create a policy review calendar
 - ii. Develop initial oversight procedure for policies in review
 - iii. Bring policy suggestions to the full board
- ii. Create a self-evaluation system
 - a. Create a skill improvement track for individuals
 - b. Create an attendance threshold that demonstrates the Duty of Caring
Check bylaws for higher attendance
 - c. Censure behavior that is counter to board values and good governance

- iii. Create a group development program
 - a. Develop systems to assure continued cohesiveness
 - b. Develop systems to allow for on-going training and recording of same (possible monthly topic to focus on learning)
- iv. Create a system for the development and evaluation of board goals

B. Develop a new member orientation program

- i. Develop a materials package for all members that includes:
Bylaws, Policies, Calendar, Handbooks, Web directions,
Board expectations including hours per month and attendance,
Committees and assignments
- ii. Develop a calendar of events for new members
Recruit in February and March for Parent members
Develop methods to get parents involved (farming)
Engage new members in a summer orientation program
New members attend at least 2 meetings before being seated
New members complete basic training in the first year of election