



Nerstrand Elementary School  
 205 2nd St | PO Box 156  
 Nerstrand MN 55053

**Board of Directors Meeting Minutes**

Charter District #4055

August 22, 2023 | 3:30 p.m.

Nerstrand Elementary Media Center

Members Present	Members Absent	Staff Present	Other Attendees
Carmen Bonde		Nicole Musolf	
Ali Bossmann		Traci LaFerriere	
Carissa Erickson			
Phil McBride			
Kelly McGregor			
Terri Neumann			
Tara Vondrasek			

1.0 Call to Order at 3:32 p.m.

1.1 Roll Call

2.0 Approve Agenda

Approved. First: Tara, Second: Kelly, Yay: 7, Nay: 0, Abstentions: 0

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve June 12th, 2023 Board Meeting Minutes

Approved. First: Tara, Second: Terri, Yay: 7, Nay: 0, Abstentions: 0

5.0 Community Comment

None present

6.0 Reports

Nerstrand Elementary Charter Authorizer is:  
 Novation Education Opportunities (NEO)  
 3432 Denmark Ave, Ste 130  
 Eagan, MN 55123



## 6.1 Director Report

### a) News

- Staff officially started today with three areas of training in Special education, mental health, and accommodations and modifications for students who are deaf and hard of hearing.
- The four work days will be spent going through professional development training, preparing classrooms, and getting reacquainted with one another.

### b) Student Achievement

- MCA testing results will be released this Thursday 8/24/23
- The BOD learned about FAST and Fountas & Pinnell assessments that are done three times a year

### c) NEO Update

None to report

### d) Director Performance

- The Director will focus on instruction this year

## 6.2 Enrollment Update

Current enrollment for 23-24 is 97 students:

Kindergarten-15, 1st-20, 2nd-18, 3rd-15, 4th-16, 5th-13

## 6.3 Finance Report

### a) Monthly Financial Report by Traci LaFerriere

Motion to approve Monthly Financial Report

Motion approved. First: Carissa, Second: Tara, roll call vote.

Yay: 7, Nay: 0, Abstentions: 0

### b) Review and vote to approve donations over \$500

None received



## 7.0 Policy

- 7.1 Policy 516.5 Overdose Medication - First Look
- 7.2 Naloxone Emergency Response Procedure - First Look
- 7.3 Policy 709 Student Safety Transportation- First Look
- 7.4 Policy 621 Literacy & Read Act- First Look
- 7.5 Policy 514 Bully Prohibition- First Look
- 7.6 Policy 506 Student Discipline- First Look
- 7.7 Policy 417 Chemical Use & Abuse- First Look
- 7.8 Fall Covid 23 Protocol  
Motion to approve Fall Covid 23 Protocol  
Motion approved. First: Terri, Second: Carmen, Yay: 7, Nay: 0,  
Abstentions: 0

## 8.0 New Business

### 8.1 Review Staffing

- a) Resignation of Andrew Lubinski; 4-5 Teacher; effective July 20, 2023
- b) Resignation of Trace Miner-Jacobson, Administrative Assistant, effective July 31, 2023
- c) Hired Andrea Peterson, 4-5 Teacher; effective July 28, 2023, at \$72,802/year
- d) Hired Dana Jans, Administrative Assistant, effective August 10, 2023, at \$40,900/year



8.2 Election of Officers for next year:

- a) Carissa Erickson was nominated to be chair.  
Motion to approve Carissa Erickson as chair.  
Motion approved. First: Terri, Second: Carmen, Yay: 7,  
Nay:0, Abstentions: 0
- b) Phil McBride was nominated to be Treasurer.  
Motion to approve Phil McBride as Treasurer.  
Motion approved. First: Carmen, Second: Carissa,  
Yay: 7, Nay: 0, Abstentions: 0
- c) Tara Vondrasek was nominated to be Clerk.  
Motion to approve Tara Vondrasek as Clerk.  
Motion approved. First: Carmen, Second: Terri, Yay: 7,  
Nay: 0, Abstentions: 0

8.3 Decide on Music Programing

- a) No candidates for music position
- b) The plan is to go part time with MacPhail
- c) St. Olaf music student is interested in volunteering 30 minutes per class on Tuesdays this fall
- d) Possible interest in volunteer to help with Community Celebration song writing

8.4 Schedule time for Treasurer, Business Manager, Admin Assistant and Executive Director to go to bank and be added to account

- a) Nicole, Traci, Dana, and Phil will schedule a day between 9am-2pm to visit bank and sign

8.5 Approve Dana Jans to be added to banking at Community Lake Bank  
Motion to approve Dana Jans to be added to banking at Community Lake Bank

- Motion approved. First: Terri, Second: Carmen, Yay: 7, Nay: 0, Abstentions: 0



- 8.6 Approve removal of Trace Miner-Jacobson from banking at Community Lake Bank  
Motion to approve removal of Trace Miner-Jacobson from banking at Community Lake Bank  
Motion approved. First: Carmen, Second: Tara, Yay: 7, Nay: 0, Abstentions: 0
- 8.7 Approve removal of Jake Kaukola from banking at Community Lake Bank  
Motion to remove Jake Kaukola from banking at Community Lake Bank  
Motion approved. First: Terri, Second: Kelly, Yay: 7, Nay: 0, Abstentions: 0
- 8.8 Approve Phil McBride to be added to banking at Community Lake Bank  
Motion to approve Phil McBride to be added to banking at Community Bank  
Motion to approve. First: Terri, Second: Tara, Yay: 7, Nay: 0, Abstentions: 0
- 8.9 Review Board Development/Training & Work Calendar
- 8.10 Review Staff Handbook from EdVisions Cooperation  
-Staff Handbook will be reviewed at September's meeting
- 8.11 Discuss Testing at Nerstrand Elementary to include FAST and Fountas & Pinnel  
-Director explained how FAST and Fountas & Pinnel data is collected three times a year  
-Teachers conduct data meetings to best meet the needs of their students
- 9.0 Old Business
- 9.1 Chair verified that Kelly McGregor has completed all 3 required Board trainings.



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- 9.2 Chair reminds new board members Bossmann and McBride that they have 1 year to complete 3 required trainings (finance, governance, employment). One training must be completed within the first 6 months.

## 10.0 Other

### 10.1 Opportunity for BOD member comments on meeting:

Did we stay on track? Strategic vs. micro-manage? Everyone able to participate? Yes, the meeting went well, good discussion and passing of motions.

10.2 Next Board of Directors meeting – September 11th, 2023 at 3:30 pm, Nerstrand Media Center

## 11.0 Adjournment

Motion to adjourn at 4:35 p.m.

Approved. First: Tara, Second: Carment, Yay: 7, Nay: 0, Abstentions: 0

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Carissa Erickson, Chairperson of the Board

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Tara Vondrasek, Clerk of the Board

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