

Nerstrand Elementary School
Board of Directors Meeting
October 10, 2022; 3:30pm
Nerstrand Media Center

Mission: 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 September 12, 2022 Board Meeting Minutes

5.0 Community Comment

6.0 Reports

6.1 Director's Report

6.2 NEO Authorizer Feedback

6.3 Enrollment; added 1

K	21
1	20
2-3	17 & 17
4-5	13 & 13
Total	101

6.4 Finance Report

- a) Monthly Financial Update
- b.) Audit Presentation (Ongoing board training;
Finances)

7.0 Policy

- 7.1 Policy#522; Student Sex Non-Discrimination – for vote

8.0 New Business

- 8.1 Approve By-Laws; updated Article V. B & D
- 8.2 Approve Articles of Incorporation; updated Article II
Board Chair to sign
- 8.3 Approve Policy 509 Admission; change to language under IV
Lottery regarding Foster Care Placement
- 8.4 Review staffing
 - i) None

9.0 Old Business

- 9.1 Chair verifies status of Board trainings
- 9.2 Chair verifies background checks for all Board Members
- 9.3 Update from Director Support and Evaluation Committee

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?
- 10.2 Next Board of Directors meeting – November 14, 2022 at 3:30pm, Nerstrand Media Center

11.0 Adjournment



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

Board of Directors Meeting Minutes

Charter District #4055

September 13th, 2022 | 3:30 p.m.

Carleton College Alumni Guest Center Media

Members Present	Members Absent	Staff Present	Community Members Present
Amber Skluzacek		Trace Miner-Jacobson	
Carissa Erickson		Nicole Musolf	
Sarah Johnson		Traci LaFerriere	
Tara Vondrasek			
Nicole Shaefer			
Jake Kaukola			
Terri Neumann			

1.0 Call to Order at 3:34 p.m.

1.1 Roll Call

2.0 Approve Agenda

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

3.0 Opportunity to Report any Board Conflicts of Interest

None noted

4.0 Approve August 15th, 2022 Board Meeting Minutes

Approved. First: Jake, Second: Carissa, Yay: 7, Nay: 0, Abstentions: 0

5.0 Community Comment

None noted

Nerstrand Elementary Charter Authorizer is:

Novation Education Opportunities (NEO)

3432 Denmark Ave, Ste 130

Eagan, MN 55123



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

6.0 Reports

6.1 Director Report

- a) **Student Performance** - Students are settling into routines, committees have started, homeroom returns this fall for the first time since COVID 19, MCA test results have been shared, staff will meet after upcoming testing to identify children that may need reading interventions.
- b) **Director Evaluation** - board will plan and discuss regarding moving forward and how best to evaluate/support Director Nicole Musolf

6.2 NEO Authorizer Feedback

Director Nicole Musolf has scheduled the formal site visit for 3/9/2022 and the Learning Walk for 1/12/2022.

6.3 Enrollment Update

100 students currently enrolled. Specific grade counts are:
Kindergarten - 21, 1st Grade - 20, 2nd Grade - 17, 3rd Grade - 16, 4th Grade - 13 and 5th Grade - 13

A family moved out of district, which is reflected in enrollment.

6.4 Finance Report & Form Finance Committee to review budget and budget restrictions

- a) **Monthly Financial Report**
Motion to approve Monthly Financial Report
Motion approved. First: Terri, Second: Carissa, Yay: 7, Nay: 0, Abstentions: 0

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The budget committee volunteers are Jake Kaukola; Board Treasurer, Nicole Shaefer; Teacher Board Member, Nicole Musolf; Director, Traci LaFerriere ; Financial Liaison, Mark Krug; Special Education Director

Motion to approve the above Financial Committee:
Motion approved. First: Terri, Second: Tara, Yay: 7, Nay: 0,
Abstentions: 0

7.0 Policy

7.1 Review: Nerstrand #522 Student Sex Non-Discrimination – for review

8.0 New Business

8.1 Approve Articles of Incorporation; updated Article VI
Board Chair to sign

Motion to approve the above financial committee:
Motion approved. First: Jake, Second: Carissa, Yay: 7, Nay: 0,
Abstentions: 0

8.2 Review Staff Hiring
a) Hired Caitlin Juvland, Reading Corps Member
b) Resignation of Maggie Kiley effective 9/23/22

9.0 Old Business

9.1 Chair verifies status of Board trainings

9.2 Chair establishes entire board training for school year 22-23

9.3 Review By-Laws

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Motion to edit Article 7 to replace 4:00 p.m. with “at the scheduled meeting time”.

Motion approved. First: Amber, Second: Jake, Yay: 7, Nay: 0, Abstentions: 0

9.4 Review Director’s Requirements

9.5 Review and update Board Roster

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 meeting went well.

10.2 Next Board of Directors meeting – October 10th, 2022 at 3:30 pm,
Nerstrand Media Center

11.0 Adjournment at 4:37

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

Signed _____

Chairperson of the Board

Clerk of the Board

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

Director's Report:

In the past month, we have had some great celebrations. We celebrated the installation of Patrols. We had a Pep Fest with the Tour of Schools; we even participated in a few cheers. We had an early release. Perhaps the best part is we wrapped up our beginning of the year testing and are now beginning to group students based on need.

Student Achievement:

Based on our data, F&P, MCAs, and FAST, we are looking at the following results to start the year. These are the number of students per grade level who need interventions.

Grade	Reading		Grade	Math
K	9/21		K	NA
1	15/20		1	NA
2	9/16		2	7/16
3	8/18		3	7/18
4	4/13		4	4/13
5	5/13		5	4/13

We have 10 students who are benefiting from Reading Corp interventions.

NEO Update:

We had a few minor changes that needed to be made per NEO's request. They included our Admission's policy, Articles of Incorporation and By-Laws. Those changes have been made, the board can vote and then NEO can submit to MDE for final approval on our 5 year contract.

Director's Performance:

I'd like to focus on Domain 1 and the subsets of 1, 2 and 3 for this year. This includes student achievement being clear and measurable, analyzed and appropriate interventions are in place in both the classroom and entire school.

**Nerstrand Elementary School #4055
Financial Report to the School Board
September 2022**

The following reports are provided for review: receipt listing, check listing, wire listing, outstanding payments listing, journal entry listing, bank reconciliation worksheet, bank statements (LCCB, USB, MSDLAF), balance sheet, and cashflow schedule.

The cashflow schedule shows September actual and October 2022 - June 2023 projected revenues and expenditures. There is a column to the right that shows the projected end of year accruals which are primarily the 10% state aid holdback. The estimated actual column to the right shows expected variance from the adopted budget.

The prior year ending fund balance is better than estimated in the original budget at \$638,483 and the renegotiated lease agreement is also better than the estimate used in the original budget. However, the average daily membership (adm) decrease creates a significant decrease in revenue. The school's annual expenditures are \$272,974 more than revenues. The ending fund balance of the estimated actuals/working budget is 21.3% of expenditures. The school's authorizer requires a fund balance of 20% of expenditures. The school should review opportunities to increase revenues but also must reduce expenditures. Expenditure reductions should happen as soon as possible to make the most impact. It is important to determine realistic multi-year enrollment projections. The current level of expenditures based on the current enrollment will not be sustainable past this year. The working budget will be reviewed and updated and eventually become a budget revision.

The cashflow is showing a \$7,550 transfer between funds.

The school will have to monitor the state aid payments because they may be adjusted for enrollment, special education aid calculations, or prior year adjustments. Also, federal expenditures must be made before reimbursement may be requested which may impact cashflow.

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2023 Cashflow Schedule

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Accrual	FY2023 Actual	FY2023 Budget
GENERAL FUND REVENUES													
Fees From Patrons	550.00	660.00	0.00	0.00	3,665.00	0.00	0.00	0.00	0.00	0.00	0.00	8,500.00	8,500.00
Med Assist Fr Dept of HS	1,447.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,111.84	2,000.00
Interest Earnings	1,175.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,726.18	250.00
Gifts And Bequests	12.99	5,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,612.99	6,000.00
Gift for PhyEd Equip	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
Misc Local Revenue	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Endow Fund Apportion	2,510.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,062.68	508.12	5,081.22	5,167.00
General Education Aid	88,361.63	45,072.91	45,072.91	45,072.91	45,072.91	45,072.91	45,072.91	45,072.91	45,072.91	45,072.91	73,876.74	738,767.41	900,483.00
State Literacy Aid	0.00	1,396.47	1,396.47	1,396.47	1,396.47	1,396.47	1,396.47	1,396.47	1,396.47	1,396.47	1,396.47	13,964.70	17,455.87
Facility Maintenance Revenue	0.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	13,200.00	17,160.00
Building Lease Aid	0.00	13,140.00	13,140.00	13,140.00	13,140.00	13,140.00	13,140.00	13,140.00	13,140.00	13,140.00	13,140.00	131,400.00	164,250.00
Federal Aids & Grant	8,510.99	0.00	2,766.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,276.99	0.00
Federal Aids & Grant	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00
Title II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00	1,937.59
Spec Ed Fed FlowThru	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,851.03	0.00	10,851.03	16,824.36
Spec Ed Fed FlowThru	2,946.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,946.54	0.00
Spec Ed Fed FlowThru	8,303.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,303.46	0.00
Federal Aids & Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,649.21	0.00	3,649.21	3,649.21
REAP Direct Fed Aid&Grant	0.00	0.00	0.00	0.00	8,075.00	0.00	0.00	0.00	0.00	8,075.00	0.00	16,150.00	13,687.00
State Special Education Aid	0.00	38,290.34	38,290.34	38,290.34	38,290.34	38,290.34	38,290.34	38,290.34	38,290.34	38,290.34	44,623.50	446,235.00	497,377.35
REVENUES TOTAL	113,819.05	105,979.73	101,985.73	119,219.73	111,009.73	99,219.73	99,219.73	99,219.73	99,219.73	125,157.65	134,864.83	1,442,626.57	1,654,791.38
EXPENDITURES													
EDVISONS SALARY & BENEFIT TOTAL	108,667.00	91,029.08	88,263.08	88,263.08	88,263.08	88,263.08	88,263.08	88,263.08	88,263.08	264,789.24	0.00	1,082,326.89	1,141,176.21
FACILITY LEASE TOTAL	13,687.50	17,109.37	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	13,687.50	164,250.00	219,000.00
PURCHASED SERVICES													
Board Wksp/Conference	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Consult Fees (EdVisions)	2,173.34	1,820.58	1,787.82	1,787.82	1,787.82	1,787.82	1,787.82	1,787.82	1,787.82	5,318.34	0.00	21,827.00	24,000.00
Marketing/Advert/Promo Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	2,500.00
Business Consult Fees	20,933.56	25.00	25.00	15,012.00	25.00	25.00	14,012.00	25.00	25.00	12,465.98	0.00	65,000.00	65,000.00
Phone	239.00	446.41	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	0.00	5,379.19	5,000.00
Postage & Parcel Svc	13.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,359.50	0.00	1,400.00	1,400.00
Technology Svc	337.50	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,434.50	0.00	3,862.00	0.00
Fed Sub-contract under \$25k	5,728.96	5,728.96	6,227.00	2,115.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,800.00	0.00
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services	1,309.49	2,432.14	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,906.30	50,820.00	50,820.00
Custodial Reimburse To Mn District	6,227.10	-3,421.87	0.00	4,111.92	6,227.00	6,227.00	6,227.00	6,227.00	6,227.00	6,227.00	6,227.00	53,928.02	40,000.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,216.40	9,371.25
Elern non-student Consulting	138.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00	4,000.00
Field Trips, Lyceums, River Bend, admissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Copier Lease	0.00	0.00	0.00	0.00	308.98	308.98	308.98	308.98	308.98	308.98	0.00	1,557.24	1,557.24
Short Term Lease Copiers	308.98	308.98	308.98	308.98	308.98	308.98	308.98	308.98	308.98	308.98	0.00	3,707.76	0.00
Field Trip Transportation	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
Field Trip Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II - Prof Dev	0.00	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	2,500.00
3rd Pty Biller Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00	1,400.00	1,400.00
Contracted Speech Services	0.00	3,888.89	3,888.89	3,888.89	3,888.89	3,888.89	3,888.89	3,888.89	3,888.89	3,888.89	0.00	35,000.00	60,000.00
DCD(M-M) Contracted Services	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Phys Impaired	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	986.36	0.00
DHH Sp Ed Sal Pur F Other D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,222.60	0.00
DHH Sp Ed Benis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,299.93	0.00

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2023 Cashflow Schedule

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Accrual	FY2023 Actual	FY2023 Budget
SLD Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
Dev Delay Contracted Services	0.00	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	0.00	30,000.00	30,000.00
Fed Sub-contr under \$25k	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,250.00
Fed Sub-contract under \$25k	2,932.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,946.54	0.00
Fed Sub-contract under \$25k	8,303.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,303.46	0.00
SpEd Postage, Employ Advert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
SpEd Workshops/Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,934.36
Tran-Contract/Pub	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,301.64	0.00
Contracted SpEd Specialists, Psyc, OT	0.00	4,160.00	7,299.50	7,299.50	7,299.50	7,299.50	7,299.50	7,299.50	7,299.50	7,299.50	0.00	65,000.00	60,000.00
Trav/Conv/Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,634.78	0.00
StaffDev - Travel+Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
PURCHASED SERVICES TOTAL	48,645.26	18,812.42	29,145.52	40,807.52	25,820.52	25,820.52	39,807.52	25,820.52	25,820.52	50,486.02	9,133.30	397,998.68	403,220.28
SUPPLIES													
Marketing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	100.00
Sup/Mat Non-Inst.	27.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	422.36	0.00	700.00	700.00
Tech Non Instr Software/License	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,870.37	0.00
Sup/Mat Non-Inst.	741.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,190.79	0.00	4,000.00	4,000.00
Non-instruct Software	19.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,460.73	0.00	5,000.00	5,000.00
Instructional software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.58	1,100.00
Sup/Mat N-Indiv Inst	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	0.00
Textbooks/Workbooks	1,159.67	229.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,238.36	0.00	10,000.00	20,000.00
Standardized Tests	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306.81	0.00	2,500.00	2,500.00
PhysEd/Health-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,162.50	1,200.00
Music Sup/Mat N-Indiv Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	892.70	1,000.00
SpEd Forms MA Software/Bill Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
SpEd supplies	122.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	798.27	600.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,688.95	1,500.00
Sup/Mat Indiv Instr	2,696.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,696.24	0.00
SpEd Instructional supplies	1,633.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,633.28	150.00
SpEd Sup/Mat N-Indiv Inst	824.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	886.77	5,000.00
SpEd Forms Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,197.78	0.00
Staff Dev Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.96	0.00
PPE Supplies	0.00	151.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.98	0.00
SUPPLIES TOTAL	8,226.08	381.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,219.05	0.00	38,371.38	45,940.00
CAPITAL EXPENDITURES													
Tech Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
CAPITAL EXPENDITURES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
OTHER EXPENDITURES													
BOD Fees to Authorizer	0.00	0.00	13,604.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,604.00	12,652.50
Dues/Membership - RegV.,JMC,MACS	0.00	0.00	7,249.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,500.00	11,500.00
OTHER EXPENDITURES TOTAL	0.00	0.00	20,853.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,104.00	24,152.50
OTHER FINANCING USES													
Perm Interid Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,550.00	7,550.00	9,000.00
OTHER FINANCING USES TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,550.00	7,550.00	9,000.00
EXPENDITURES TOTAL	179,225.84	127,332.79	151,949.40	142,758.10	127,771.10	127,771.10	141,758.10	127,771.10	127,771.10	345,181.81	30,370.80	1,715,600.95	1,847,490.99
NET INCOME	-65,406.79	-21,353.07	-49,963.68	-23,538.38	-16,761.38	-28,551.38	-42,538.38	-28,551.38	-28,551.38	-220,024.17	104,494.03	-272,974.37	-192,699.61
BEGINNING BALANCE	786,254.56	720,847.77	699,494.70	649,531.02	625,992.65	609,231.27	580,679.89	538,141.51	509,590.14	481,038.76	261,014.59	638,483.00	604,736.00
ENDING BALANCE	720,847.77	699,494.70	649,531.02	625,992.65	609,231.27	580,679.89	538,141.51	509,590.14	481,038.76	261,014.59	365,508.63	365,508.63	412,036.39
FUND BALANCE AS % OF EXPENDITURES												21.30%	22.30%

NERSTRAND ELEMENTARY SCHOOL #4055
 FY2023 Cashflow Schedule

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Accrual	FY2023 Actual	FY2023 Budget
FUND 04													
REVENUES													
Fees From Patrons	304.00	240.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	0.00	1,568.00	5,700.00
Federal Aids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perm Interid Transf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,550.00	7,550.00	6,500.00
REVENUES TOTAL	304.00	240.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	7,550.00	9,118.00	12,200.00
EXPENDITURES													
Ext Day Phone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.26	200.00
EdVisions Regal Eagle Staff	0.00	0.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	0.00	9,024.00	11,500.00
EdVisions Regal Eagle Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regal Eagles Sup/Mat Non-Inst:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
EXPENDITURES TOTAL	0.00	0.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	1,128.00	0.00	9,069.26	12,200.00
NET INCOME	304.00	240.00	-878.00	-878.00	-878.00	-878.00	-878.00	-878.00	-878.00	-878.00	7,550.00	48.74	0.00
BEGINNING BALANCE	-1,021.26	-717.26	-477.26	-1,355.26	-2,233.26	-3,111.26	-3,989.26	-4,867.26	-5,745.26	-6,623.26	-7,501.26	0.00	0.00
ENDING BALANCE	-717.26	-477.26	-1,355.26	-2,233.26	-3,111.26	-3,989.26	-4,867.26	-5,745.26	-6,623.26	-7,501.26	48.74	48.74	0.00

Nerstrand Elementary School Policy 522
Independent Charter School District #4055
Adopted: 1/14/2002
Reviewed 9/12/2022
Reviewed 10/10/2022

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. Nerstrand School provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school on the basis of sex.

B. It is the responsibility of every school employee to comply with this policy.

C. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate school official provided by policy. In the absence of a specific designee, an inquiry or complaint should be referred to the **Title IX Coordinator** of Nerstrand Elementary School ~~Board of Directors~~.

III. REPORTING GRIEVANCE PROCEDURES

A. Any student believing he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. Nerstrand School encourages the reporting party or complainant to use the report form available from the **Title IX Coordinator**. ~~Director or school office, but oral reports are considered complaints as well.~~ Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to **any school official**. ~~school Director or board chairperson.~~

B. The **Title IX Coordinator** is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school personnel who receiving a report of unlawful sex discrimination toward a student shall inform the school **Title IX Coordinator** immediately.

C. Upon receipt of a report or grievance, the Title IX Coordinator must notify the investigator chairperson of the School Board of Directors immediately, without screening or investigating the report. The Title IX Coordinator may request, but may not insist upon a written complaint. The Title IX Coordinator will forward a written statement of the facts alleged as soon as reasonable to the Decision Maker. ~~Nerstrand School Board Chairperson. If the report was given verbally, the Director will personally reduce it to written form within (2) two school days and forward it to the Nerstrand School Board Chairperson or designee. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in corrective action against the Director. If the complaint involves the Director, the complaint shall be made or filed directly with the Nerstrand School Board Chairperson or local law enforcement by the reporting party or complainant.~~ The Decision Maker will issue a written summary consistent with compliance requirements issuing a determination within 10 calendar days.

D. The Director is designated as the school district human rights officer(s) ~~to receive reports, complaints or grievances of unlawful sex discrimination toward a student.~~ If the complaint involves a human rights officer, the complaint shall be filed directly with the Nerstrand School Board Chairperson or local law enforcement.

E. Nerstrand School district will conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is ~~not~~ mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action conforming with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of the Nerstrand Elementary School Board of Directors, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The Title IX Coordinator or a third party designated by the Executive Director may conduct the investigation.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. ~~The Director shall make a written report to the School Board Chairperson upon completion of the investigation. If the complaint involves the Director, the report may be filed directly with the School Board Chairperson. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.~~

V. SCHOOL ACTION

A. Upon conclusion of the investigation and receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant and respondent by the school in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse including the filing of charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, staff members, and families.
~~employee unions and organizations.~~
- B. This policy and the school's operation for compliance with state and federal laws prohibiting discrimination is reviewable on a continuous basis.
- C. ~~For most current information, visit the following website:~~
https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

**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 voting members:
 1. Four Teacher Representatives, elected by teachers
 2. Three Parent Representatives, elected by parents
 3. Three Ex-Officio members (school director, administrative assistant, business manager)
 4. Seven Members Total
- B. The members serve a three-year renewable term.
 1. Every year, one (1) of the three (3) parent 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 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.

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 for the parent positions in the spring of the year.
- B. Staff Representatives are determined in the spring of the year by a staff vote and will take office in July. In accordance with MN Statute 124E.07 sub. 3, no charter school employees shall serve on the board other than teachers.
- C. Elections for parent representatives are held in May. Parent representatives are elected by majority vote. Each Nerstrand School parent has one vote. Terms of office begin in July. The selection committee oversees the process.
- D. In accordance with MN Statute 124E.07 sub. 5, staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors. A charter school must notify eligible voters of the school board election dates at least 30 days before the election.

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 brings a prepared copy to the subsequent meeting. Minutes will be posted in the front hall of the school.

ARTICLE VII - Meetings/Voting

- A. The Board of Directors meet once monthly, the second Monday of the month at the 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 a 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

**Amended ARTICLES OF INCORPORATION
For Nerstrand Elementary School**

We, the undersigned, for the purpose of forming a corporation under and pursuant to the provisions of Minnesota Statutes Annotated, Chapter 317A, known as the Minnesota Nonprofit Corporation Act, do hereby associate ourselves together as a body corporate and adopt the following Articles of Incorporation.

ARTICLE I

The name of the corporation is Nerstrand Elementary School, located at 205 South Second Street, Nerstrand, Minnesota 55053. All mail is received at P.O. Box 156, Nerstrand, Minnesota 55053.

ARTICLE II

The corporation is organized exclusively for educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954. The purpose of the corporation shall be to establish a public school under Minnesota Statute 124E.01. In all its operations, Nerstrand Elementary School will comply with federal non-discrimination law and with the Minnesota Human Rights Act.

ARTICLE III

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its Board members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue code, or the corresponding section of any future federal tax code.

ARTICLE IV

The duration of this corporation shall be perpetual.

ARTICLE V

The management of the affairs of the corporation shall be vested in a Board, as defined in the corporation's bylaws. No Board Member shall have any right, title, or interest in or to any property of the corporation.

ARTICLE VI

No Board Member of this corporation shall be personally liable to any extent whatsoever for any debts or obligations to this corporation except as prohibited by Minnesota Statutes, Section 124E.07 subd 3(c).

ARTICLE VII

In the event of the dissolution of this corporation, all of the assets and property of the corporation shall, after payment of its just debts and obligations, be distributed to a non-profit corporation, incorporated under Section 501(c)(3) of the Internal Revenue Code. No distribution of the assets or property of this corporation shall ever be made to or inure to the benefit of any Board Member or officer of this corporation or to any private individual.

ARTICLE VIII

The names and addresses of the incorporators are:

Bonnie Jean Flom	Christine Reed	Cynthia Barta
1009 Greenleaf Ct.	7 Crestview Bay	24455 Dahle Ave.
Northfield, MN 55057	Faribault, MN 55021	Faribault, MN 55021

The Board having considered the amended articles, authorizes its Board Chair to sign verifying the amendment.

Signature

Date

Nerstrand Elementary School Policy 509
Independent Charter School District #4055

Adopted: 11/11/2013
Revised: 08/24/2020
Revised: 10/10/2022

Admissions/Enrollment Policy

I. Purpose

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

II. General Statement of Policy

- A. NES is a public school and pursuant to state law must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be placed on a waiting list according to the procedures set forth below. As required by state law, NES will give preference for enrollment to sibilngs of an enrolled student. As allowed by state law, NES will also give preference to children of NES staff members as outlined below. NES shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124E.11 of the Minnesota Education Law governing charter schools.
- B. NES shall not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- C. NES shall not seek any information about any applicant that may be used to discriminate against them, against either NES's policies or governing laws. This does not preclude NES from seeking such information for a lawful purpose about a student after the student has been admitted.

III. Application and Enrollment Procedures

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

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

IV. Lottery

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

V. Student Recruitment Activities

- A. NES shall market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
- B. In accordance with its marketing strategy, NES may use the measures below, among others, to recruit student applicants.

1. Post flyers and notices on websites, in local newspapers and/or blogs and online newspapers.
 2. Post the admissions policy and application (available for download) on NES's website.
- C. NES will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VI. Voluntary Withdrawal

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

