

Nerstrand Elementary School  
Board of Directors Meeting  
August 15, 2022 - 3:00 pm  
Carleton College

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 June 20, 2022 Board Meeting Minutes

5.0 Community Comment

6.0 Reports

6.1 Director's Report

6.2 NEO Authorizer Feedback

6.3 Enrollment

K	19
1	21
2-3	17 & 17
4-5	14 & 14
Total	102

6.4 Finance Report

## a) Monthly Financial Update

### 7.0 Policy

7.1 Policy#502.9 Dress Code – for review

### 8.0 New Business

8.1 Certify Election of Officers for next year: Chair-Sarah Johnson, Treasurer – Jake Kaukola, Secretary/Clerk – Amber Skluzacek

8.2 Review staff hiring

- i) Amy Harris, SPED Para, start day 8-15, \$21,955.25
- ii) Alicia Meland; School Psych Contractor- \$120 per hour
- iii) Carrie Turi, Regal Eagle Sub, \$18.82/hour

### 9.0 Old Business

9.1 Review BOD Onboarding Document (annual).

9.2 Review Nerstrand Board Development/Training Plan (annual);  
Chair verifies status of Board trainings

9.3 Review BOD Work Calendar

- a) Discuss Director's evaluation

### 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 – September 12, 2022 at 3:30pm, Nerstrand Media Center

### 11.0 Adjournment

**Nerstrand Elementary School Policy #502.9**  
**Independent Charter School District #4055**

*Adopted: 11/8/2010*

*Amended: 11/14/2016*

*Amended:*

## **502.9 DRESS CODE**

### **A. Basic Philosophy**

A correlation exists between good grooming, personal attire, personal/public respect, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The School District has a legitimate educational interest in promoting respect for authority, decency and civility among students and in protecting the health and safety of its students. This dress code is designed to allow for student comfort, while maintaining an environment conducive to learning and appropriate for the educational setting in Nerstrand Elementary School.

Recognizing these relationships and educational interests, the following dress code applies to both sexes and will be enforced at school and school-sanctioned activities. Any apparel, hair style, cosmetics, fragrance, or jewelry – **even if not specifically mentioned below** - which poses a threat to the health or safety of the student or others, or disrupts the educational process, is not acceptable. Our school is a place for the business of education; students' grooming and dress must be appropriate to both the school setting and the weather. Exceptions to the enforcement of this dress code may be made in certain circumstances and for other school sanctioned activities. Students will be notified in advance of the activity of the dress code provisions which may be relaxed for the activity.

### **B. Standards for Student Clothing**

1. Clothing must not pose a threat to the health or safety of the student or others. Pants/shorts/skirts must fit around the waist (or must be belted) and must not be torn above the mid-thigh. Pant legs or skirts must not drag on the floor.
2. Clothing or markings to the body must not include words or visuals that are sexually suggestive, profane, abusive, degrading or discriminatory; clothing or markings to the body must not display or promote the use of drugs, alcohol, tobacco, or other activities or products that are illegal to minors.
3. See-through or sexually suggestive apparel which exposes the body in an inappropriate/suggestive manner may not be worn. Underwear must not be visible.
4. ~~Straps on tops must be at least two fingers wide. Strapless and/or backless dresses or tops; tube tops, halter tops; dresses or tops with spaghetti straps, such as camisoles may not be worn. Necklines can not be lower than three fingers below collarbone.~~ Tops must have straps and fit well. Crop tops or other tops which expose the midriff and any other similar clothing items which could be distracting or disruptive to the educational process may not be worn.

5. Appropriate length for shorts, dresses, and skirts. ~~Dresses/skirts/shorts must reach past mid thigh. Slits in dresses and skirts must be no higher than mid thigh. Mid thigh is defined as where the fingertips brush the legs when arms hang freely.~~

6. Headgear, including hats, bandanas, hoods, and sunglasses, may not be worn in the school building.

7. Spiked and chain-linked jewelry/accessories may not be worn.

8. Electronic equipment (such a cell phones or ~~compact disc, cassette or MP3~~ players, palm pilots, hand-held video games, etc.) may not be carried during the school day.

~~9. Jackets, coats, and other similar items of outerwear may not be worn in the school building during the school day; these items must remain in lockers.~~

10. Clothing is not a substitute for a backpack. Students are not to carry items that cause pockets, etc. to be bulky.

11. No gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia or materials may be worn on or carried on campus or at school-sanctioned activities.

a. For the purposes of this policy, “gang” is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, that:

(1) has, as one of its primary activities, the commission of one or more of criminal offenses;

(2) has a common name or common identifying sign or symbol; and

(3) includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.

b. Recognizing that gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia or materials may vary from year to year, an updated list of items which are not allowed under this subsection will be posted in the Director’s office in the school if and when necessary.

**First Offense:**

- At the discretion of the Director, a student will be given the choice of school clothing to change into or a parent/guardian will be called to bring in more appropriate clothing. ~~and a~~ A written note will may be sent home for parents to sign and return.

~~Second Offense:~~

- ~~• Parent/guardian will be called to bring in more appropriate clothing for the student.~~

**Headgear, inappropriate accessories, and electronic equipment, worn or carried, will be confiscated by the teacher for the entire school day. Students may return at the end of the school day to retrieve the item(s) from the teacher.**

## Nerstrand Board of Directors Work Calendar

- August:**
- Review Policy #
  - BOD Chair verifies status of new members' required BOD trainings
  - Election of Officers (certifies June Appointments of Officers)
  - Approve staff hiring list for the new year
  - Annual review - BOD Onboarding Document
  - Annual review - Nerstrand Board Development/Training Plan
- September:**
- Review By-Laws
  - Review and update Board Roster
  - Review Policy #
- October:**
- BOD chair confirms background checks for BOD members
  - Update from Director Support and Evaluation Committee
  - Ongoing Board Training: Governance (example: Open Meeting Law)
  - Review Policy #
- November:**
- Ongoing Board Training: Finance (example: Understanding the Annual Audit)
  - Review Policy #
  - Check-in on new member training status for training required by 12/31
- December:**
- BOD Chair verifies new member training status for training required by 12/31
  - Review Policy #
  - Ongoing Board Training: State Data Practices Law (presentation by Director)
- January:**
- Review BOD member terms and prepare for election
  - Establish an Election Committee of 3 or less Board members
  - Update from Director Support and Evaluation Committee
  - Ongoing Board Training: Employment (example: presentation by EdVisions)
  - BOD chair completes check list of training certificates received as of 12/31
  - Review Policy #

- February: Assemble new Budget/Finance Committee of 3 or less Board members  
Update on interest in BOD open positions, verify date to post  
Review Policy #
- March: Update from Budget/Finance Committee  
Verify date for 30-day notice of BOD election  
Begin evaluation performance review of School Director  
Update from Director Support and Evaluation Committee  
Approve School Calendar for next year (March/April)  
Review Policy #
- April: Update from Budget/Finance Committee - 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  
Continue review of School Director – send out staff surveys  
Review Policy #
- May: Review/approve budget for next year (if not already approved)  
Approve Staff Compensation Schedule for next year  
Approve EdVisions Health Insurance plan for next year  
Approve next year's Board Meeting Schedule  
Discuss BOD election progress  
Review NEO Framework  
Approve service contracts for next year  
Update from Director Support and Evaluation Committee  
Continue review of School Director - BOD work session, meet with Director  
BOD chair completes check list of training certificates expected as of 6/30  
Review Policy #

June:

- Approve budget for next year (if not already approved)
- Approve revised current year budget (if necessary)
- Discuss Director Domain focus for next year
- Certify BOD election results
- Approve annual banking resolutions for next year
- Designate use of REAP funds for next year
- Approve any remaining service contracts for next year
- Complete Performance Review of School Director – summary presented
- Approve designations of required roles for next year (IOWA, etc.)
- Appointment of Officers for next year (Board Chair, Treasurer, Secretary/Clerk)
- Review Policy #





Nerstrand Elementary School  
New Board Members – Welcome Aboard!

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

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

Within 6 months of being seated on the board, you will be expected to complete at least one board training. Within 12 months of being seated you will be expected to complete one additional training in each of the two remaining content areas listed below. While the training is very informative and helpful, it can also seem overwhelming. Things will start to make more sense as you attend our BOD meetings and get more comfortable. The Board helps provide you with available training opportunities.

There are three trainings areas required for new members: 1) Employment policies and practices, 2) board's roles and responsibilities, and 3) financial management.

One convenient option for training is the on-demand trainings available through the MN Charter Board Training and Development Grant with support from NEO, our Authorizer (described later in this letter). These training modules are available at: [mncharterboard.com](http://mncharterboard.com) after you have been granted access with UN and password. The experience can be a little

idiosyncratic, and one of our Board members Jake Kaukola even made a short video helping clarify the process! <https://video.link/w/U0xKb>  
New members must save a copy of certificates earned after course completion and give them to Barb in order to meet the statutory requirement of \*\*at least one course in each of the three new member content areas: 1) employment, 2) board governance, and 3) finance.

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

- What is a charter school?  
In Minnesota, charter schools are tuition free independent public schools that are open to and welcome all students, no matter ability or need, and are governed and operated jointly by licensed teachers, parents and community members. You may read more about charter schools by going to [www.mncharterschools.org](http://www.mncharterschools.org). In 1999 Nerstrand converted from a traditional public school (part of District #656) to a public charter school. More about our school's history can be found on our website: [www.nerstrand.charter.k12.mn.us](http://www.nerstrand.charter.k12.mn.us).
- Our relationship with Faribault Public Schools:  
Nerstrand follows Faribault schools in order to gain secondary benefit of a large school system with a well-developed operational and legal framework in place. At the time of conversion to charter status, Nerstrand adopted all of Faribault's school policies. Nerstrand Charter School strives to maintain a favorable, positive relationship with the Faribault Public Schools system including (but not limited to):
  - Rental of building and grounds
  - Policy and best practice initiatives to follow
  - Contracted services including food service, custodial services and busing
  - Technical support services for network, servers, computers, and media center

- Nerstrand BOD utilizes Roberts Rules to conduct our meetings. As you will notice when you attend our meetings or look at the roster of board members, we are a teacher majority board. We keep the BOD working calendar up to date, adding items as we think of them or as they come up.
- BOD positions are for 3-year terms. The school by-laws specify a 7-member board, comprised of 4 teachers, 2 parents, and 1 community representative. Teachers have historically “volunteered” to run for the teacher positions on a rotating schedule.
- It is helpful for new BOD members to attend a meeting or two before their full term begins.
- The Board will receive a minimum of 4 ongoing training sessions annually (during the regular meetings) in areas of governance, employment matters, school finance, and state data practices.
- Each BOD member receives a new email address when they join the Board to use for all Board correspondence. Members should not use their personal email.
- We conduct our meetings using the Open Meeting Law. You may go to [www.house.mn.hrd](http://www.house.mn.hrd) for a complete copy of the Minnesota Open Meeting Law for specific answers to questions you may have.
- We must have a majority of all current board members present to have a quorum.
- Responsibilities of board members include but are not limited to:
  - Attend monthly meetings
  - Review the BOD packet ahead of time (sent out electronically 3-5 days prior to each meeting)
  - Stay current regarding the financial status of the school and the fund balance

- EdVisions: School staff are employed by EdVisions Cooperative, work under an at-will agreement, and get all employment benefits through EdVisions. EdVisions is the employer of record - staff receive their paychecks from EdVisions. The school BOD approves a contract annually with EdVisions to provide staff to Nerstrand Elementary School.
- Charter schools are required to have a contract with an MDE-approved Authorizer and Nerstrand's Authorizer is Novation Education Opportunities (NEO). They provide oversight and guidance to the school and report to MDE on the compliance track record of each of their schools, including Nerstrand. NEO occasionally attends Nerstrand BOD meetings, and gives the Board a written report evaluating the visit. We signed a 5-year contract with NEO, which expires 6-30-22.
- Please review the Nerstrand Code of Ethics Policy 209.1 (attached) for an overview of the roles and contributions of individual board members.

**Nerstrand Elementary School Policy 209.1**  
**Independent Charter School District #4055**  
*Adopted: 04/14/2003*

**209.1 CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to assist board of directors' members in recognizing the role of individual board members and the contribution each must make to develop an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE NERSTRAND BOARD OF DIRECTORS I WILL:**

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my school.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the school is properly run, not to run them myself.
7. Work through the administration employees of the school board--not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

**B. IN PERFORMING THE PROPER FUNCTIONS OF A BOARD OF DIRECTORS' MEMBER I WILL:**

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE NERSTRAND BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis.

E. IN WORKING WITH THE NERSTRAND DIRECTOR AND STAFF I WILL:

1. Hold the Director responsible for the administration of the school.
2. Give the School Director authority commensurate with the responsibility.
3. Assure the school be administered by the best professional personnel available.
4. Consider the recommendation of the Director in the appointment of all employees.

5. Participate in school board action after considering the recommendation of the Director and only after they have furnished adequate information supporting the recommendation.

6. Expect the Director to keep the school board adequately informed at all times through both oral and written reports.

7. Spend adequate time in board meetings on school policies including:

- Mission and Vision
- Curricular Direction
- Quality of Instruction

8. Give the Director counsel and advice.

9. Recognize the status of the Director as an ex officio member of the school board.

10. Refer all complaints to the proper administrative officer or insist they be presented in writing to the whole school board.

11. Present any personal criticisms of employees to the Director and not to the board.

12. Provide support for the Director and employees of the school so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.

2. Comply with all school policies as adopted by the board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Children, Families and Learning and other federal and state agencies with jurisdiction over schools.





# 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 hold ongoing board training each year in areas of governance, employment matters, school finance, state data practices, etc. (as listed in the Board Working Calendar, reviewed monthly) 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
-

**BOARD TRAINING RECORD**

<i>Name</i>	<i>Certification</i>	<i>Date Completed</i>	<i>Location</i>
Betty "Skip" Voge	Board roles/responsibilities	9/21/2019	MACS
Betty "Skip" Voge	Employment policies/practices	9/21/2019	MACS
Betty "Skip" Voge	Financial management	11/19/2019	MACS online
Nicole Schaefer	Board roles/responsibilities	2/8/2020	MACS
Nicole Schaefer	Employment policies/practices	2/8/2020	MACS
Nicole Schaefer	Financial management	11/19/2019	MACS online
Alicia Wasilowski	Financial management	8/7/2018	MSBA
Alicia Wasilowski	Employment policies/practices	8/7/2018	MSBA
Alicia Wasilowski	Board roles/responsibilities	8/7/2018	MSBA
Sarah Johnson	Board roles/responsibilities	10/11/2014	University of St Thomas
Sarah Johnson	Employment policies/practices	10/11/2014	University of St Thomas
Sarah Johnson	Financial management	10/11/2014	University of St Thomas
Tara Vondrasek	Financial management	5/21/10	Nonprofit Assistance Fund
Tara Vondrasek	Employment policies/practices	5/22/10	Ratwik, Roszak, & Maloney
Tara Vondrasek	Board roles/responsibilities	5/22/10	Ratwik, Roszak, & Maloney
Amber Skluzacek	Board roles/responsibilities	9/12/21	NEO: Taking Board minutes
Amber Skluzacek	Employment policies/practices	9/13/21	NEO: Evaluate the leader
Amber Skluzacek	Financial management	12/30/20	NEO: Financial Oversight - Fund Balance
Jake Kaukola	Board roles/responsibilities	1/27/21	NEO: WBWF Strategic Plan
Jake Kaukola	Employment policies/practices	5/7/21	NEO: Evaluate School Leadership
Jake Kaukola	Financial management	9/22/20	MACS