



School District 4084, January 26, 2015 Board Minutes
Approved February 23, 2015

Mission: *North Shore Community School excels in connecting our students' academics and learning with their natural and social environments in a nurturing community setting.*

Call to order by: Chairman Butler at 6:41 p.m.

Attendance: Chris Butler, Michelle Compton, Linda Johnson, David Nolle, Rick O'Hearn, Dayna Phelps, Paul Simonson

Ex officio: Director Susan Rose, ~~Machelle Lampela~~

Others:

I. Concerns from Audience: None

II. Motion to approve agenda as presented by Chairman Butler | Johnson/Phelps | No Discussion | Unanimous

III. Motion to approve Consent Agenda | Compton/O'Hearn | No Discussion | Unanimous

All items on the Consent Agenda are action items. A single vote for the consent agenda passes all items listed on the agenda. Any director may request an agenda item be pulled for discussion and held for a separate vote. Prior to a vote on the consent agenda, the Chair will open the floor for comment from directors including requests to pull items. Once all items to be pulled have been identified, the Chair will call for a vote on the remaining Consent Agenda items. Discussion and action on items pulled will be managed individually.

A. Approve December 22, 2014 meeting minutes:

B. Finance:

1. Approve December receipts in the amount of \$275,875.24.
2. Approve December checks sequence of 122014 general fund in the amount of \$144,291.85; Scrip checks and a check for \$14,216.65 for a total of \$158,508.50.
3. Approve electronic funds transfer of December in the amount of \$160,996.20.
4. Approve December credit card transactions in the amount of \$3,536.70.
5. Approve bank charges for December in the amount of \$137.30.
6. Approve February interest in the amount of \$33.66.

C. Review of Policies (on schedule)

1. Continue Policy 431 as written per recommendation from Personnel Committee
2. Update Policy 506 on Student Discipline in accordance with MSBA Language per recommendation from Assistant Director.
3. Policy 806: Crisis Management - postponed until February 2015.

D. Review of Policies (off schedule)

IV. Treasurer's Report (Linda Johnson)

- A. December journal entries were not presented to finance committee at January meeting per board's December request. Treasurer, business manager and administration continue to work together to determine reports that meet the board's needs as well as develop process for journal entry approvals.
- B. Nolle and Compton offered that an instructor at MSBA new board member training suggested that UFARS has capability to produce monthly financial reports that may not be available through the SmartFinance software provided by Region 1.

V. Committee and ABC updates

- A. **Executive Committee (Chris Butler):** Executive Committee has yet to meet.
- B. **Finance (Rick O'Hearn):** Received a variety of new and different reports and documents in response to the board's recent request for quarterly finances. Continues to work with staff to determine reports that best suit the committee and board's needs.
- C. **Curriculum Committee (Michelle Compton):** February 6 planning day schedule set. WBWF draft anticipated from assistant director.
- D. **Personnel Committee (David Nolle):** Committee continues to deliberate potential policy addition to provide clarification to FLEX Time/PTO.
- E. **ABC Update (Formerly Facilities Committee): (Paul Simonsen):** ABC is considering a) using built in contingencies, as project expense, b) adjusting mortgage commencement date and/or c) a line of credit. Board should anticipate ABC requesting a 12 month lease instead of the nine month lease.

VI. Director's Update:

- A. Joint Use Committee Update-Director recommended board approve NSCS portion of 2015 Use Matrix.
- B. Charter School Day at the Capitol – March 5, 2015 | Board should consider attending. May also consider alternate date closer to end of legislative session.
- C. Board Conflict of Interest Statements - collected
- D. FY2013 Audit Follow-up regarding preparation of Journal Entries for approval: Business office is on track to present FY2015 entries YTD for approval in February.
- E. 2015-2016 Budget Building Process: Limited precedence. Approved budget is due to be filed in June.

VII. Old business:

- A. Director office;
 - 1. Susan Rose submitted written resignation effective February 13.
 - 2. **Motion to accept resignation | O'Hearn/Compton | Unanimous**
Director Rose shared prepared remarks highlighting her decision as well as changes and accomplishments at NSCS during her tenure
 - 3. **Motion to appoint Barry Wolfe as interim director. | Johnson/Compton | Unanimous**
 - 4. **Motion to direct executive committee to develop director search plan, revise draft position description, and ~~form~~ recommend selection committee for appointment by the board. | O'Hearn/Simonson**
 - a. **Motion to amend. | Nolle/Simonsen.**
- B. Appoint Alternate Member for Joint Use Committee (JUC). | Director Rose to determine Aaron Molina's interest in serving as alternate.
- C. Brainstormed alternate ~~Committee~~ Community Member Nominee for Joint Use Committee.
- D. World's Best Workforce report approval | Director Rose and Interim Director Wolfe reported on the process. Interim Director anticipates final report for board members review within a week and approval at February board meeting.
- E. Board Retreat | **Motion to set date and time of March 16, 2015, 4 - 9 p.m.** | Compton/Phelps | Discussion: Chair to set agenda based upon interests voiced by members. | Unanimous

- F. Secretary Nolle reported that administration, board clerk, board secretary, and school secretary continue to coordinate efforts through the development of a schedule of tasks that each does.

VIII. New business:

- A. **Motion to Approve the 2015 Use Matrix as presented by Joint Use Committee. Simonsen/Nolle | Incremental costs to NSCS are limited | unanimous**
- B. Chair Butler and Secretary Nolle led a brief discussion regarding the board's role in reviewing the annual IRS 990 filing. Chair Butler to ensure all board members receive copy of final 990, for their review, prior to its submission to the IRS.
- C. State of Minnesota Annual Report - Secretary Nolle informed the board of the May 15 deadline for the filing to the State of Minnesota and the need for a specific board resolution prior to submission to the state.
- D. MN Statute 13D.015 Meetings by Telephone or Other Electronic Means: **Motion to appoint directors Compton and Nolle to seek counsel and present draft wording for agendas and meeting notices to allow for member participation by alternate means. | Johnson/Simonsen | Unanimous.**
- E. Information Requests |**Motion to refer to Communications Committee: Committee to recommend procedures related to requests for information. | Nolle/Johnson | Unanimous.** Members shared thoughts related to information requests presented to individual board members as opposed to administration.
- F. MSBA and MACS Membership: Director Rose offered history on membership in these organizations.
- G. Other New Business: No new business presented.

IX. Correspondence:

- A. Personnel Item - Duplicated agenda topic addressed under VII A.
- B. Information Request: Secretary Nolle to reply to request for audited financial statements for past three fiscal years and provide the requested information.

X. Recognition

The next Board meeting will be held: *February 23, 2015*, 6:30 p.m. in the Library.

XI. Adjourn: Johnson/Compton

Information Packet

1. Minutes from December 22, 2015.

2. Director's Update

3. Board Committee Reports.

Finance (Linda Johnson, board liaison, Rick O'Hearn)

Finance Committee Minutes

January 21, 2015 3:00 p.m. in the Library

Pending Approval

Committee Purpose: Responsibility for direction and oversight of the general, food service and community service budgets and make recommendations to the Board accordingly.

Call to order: 3:05

Attendance: Nikki Carpenter, Alisha Franckowiak, Amy Giddings, Linda Johnson, Machele Lampela, Darcie Rolfe, Susan Rose, Tara Young, Rick O'Hearn, Khris Wells, David Nolle, and Raquel Mead

I. Approve January 2015 agenda. AG/TY-MC

II. Approve December 2014 minutes. LJ/AG-MC

III. New Business

A. Deficit clarification shown on treasures report

Motion to hold to continue and go through receipts and checks. LJ/AG R-KW

B. Review December bank reconciliation.

C. Review December treasurer's report

Quarterly financial report

Motion to add comparing quarterly reports from year to year. RO/AG MC

K. Open Meeting Law-Tabled AF/AG MC

Communications & Community Affairs (Chris Butler, board liaison)

Curriculum & Staff Development (Michelle Compton, board liaison)

Curriculum/Staff Dev. Committee MINUTES

January 7, 2015

Pending Approval Call to order: Chair at 3:08 pm

Committee Purpose: *To provide guidance and oversight for curriculum and staff development and make recommendations to the board*

Attendance: Sheri Camper, Michelle Compton, Candice Johnson, Kristi Lounsberry, Barry Wolff

I. Approve agenda: Motion to approve agenda. (Lounsberry, Compton, Unanimous)

II. Approve previous meeting minutes: Motion to approve Dec. 17, 2014 meeting minutes (Wolff, Johnson, Unanimous)

III. SD dates (permanent agenda/minutes information for committee)

SD dates for 2014-15

Wed. 10/15- Writers Workshop with Jan Ferraro

Fri. 11/14 pm (conferences am)- preview of Café/Pensive and A-Z websites, writer's workshop

Mon. 12/22-am Math games/routines and Cultural Sensitivities with Lynn Brice, UMD

Fri. 2/6 pm (conferences am)

IV. New Business

A. SD days for 2014-15 – curricular focus (math, writing)

2/6- initial planning – Trial subscriptions for Pensive, Yearbook

B. Budgets- review of Curric and SD

C. SD Requests-

D. Curriculum Requests— Robbie- reading and writing materials \$39.28, Robbie- special science issue of Time mag. \$15.02, Purchase Matter Books \$175.00

Motion to approve Robbie's Time Magazine purchase for \$15.02. (Lounsberry, Johnson, Unanimous)

Motion to approve purchase of reading and writing materials for 6th grade in the amount of \$39.28. (Compton, Wolff, Unanimous)

Motion to approve the purchase of Matter books for 6th grade science in an amount up to \$175. (Compton, Lounsberry, Unanimous)

2 Sisters subscription- pending preview and survey – Will do this on Feb 6th in the afternoon.

V. Old Business

A. Curriculum review cycle – Math curric task force report – Task force used 4 curriculum sub days on 12/4 to begin the process of reviewing test data and curriculum alignment with MN standards and Common Core. It is in the timeline plan to use up to 8 additional days from the curric subs and up to 8 of the Curric stipends in the summer.

B. Old health curric- Sheri and Kristi still need to clean out some bins that we missed in the last round of science storage area

VI. Next meeting- January 7, 2015

Begin planning for Feb. conferences and pm staff dev. on 2/6

Strategic Goal – gold log

Motion to adjourn at 3:46pm (Lounsberry, Wolff, Unanimous)

Curriculum/Staff Dev. Committee MINUTES

January 21, 2015

Pending Approval Call to order: Chair at 3:20pm.

Attendance: Sheri Camper, Michelle Compton, Candice Johnson, Kristi Lounsberry, Barry Wolff

I. Approve agenda: Motion to approve agenda. (Lounsberry, Johnson, Unanimous)

II. Approve previous meeting minutes: Motion to approve Jan. 7, 2015 meeting minutes (Johnson, Lounsberry, Unanimous)

III. SD dates (permanent agenda/minutes information for committee)

SD dates for 2014-15

Wed. 10/15- Writers Workshop with Jan Ferraro

Fri. 11/14 pm (conferences am)- preview of Café/Pensive and A-Z websites, writer's workshop

Mon. 12/22-am Math games/routines and Cultural Sensitivities with Lynn Brice, UMD

Fri. 2/6 pm (conferences am)

IV. New Business

A. SD days for 2014-15 – curricular focus (math, writing)

2/6- finalize planning- Yearbook, Pensive trial subscription, food?

1 hour technology clock hour will be available

B. Request for SD funds for an online Mental Health workshop- and other online workshops

The committee is going to look into whether surrounding districts pay for online workshops.

Discussion will be continued at the next meeting.

C. World's Best Workforce brainstorming

D. Budgets- review of Curric and SD

E. SD Requests-

Toni- SS conf. \$460

Motion to approve up to \$460 for Social Studies Conference. (Lounsberry, Compton, Unanimous)

Dayna- mileage and meals for 2 Sisters- \$109.26

Motion to approve mileage and meals for 2 Sisters Conference. (Lounsberry, Johnson, Unanimous)

F. Curriculum Requests— Anne- science materials \$18.64

Motion to approve purchase of science materials for \$18.64. (Compton, Lounsberry, Unanimous)

2 Sisters subscription- pending preview and survey -

V. Old Business

A. Curriculum review cycle – Math curric task force report – Task force used 4 curriculum sub days on 12/4 to begin the process of reviewing test data and curriculum alignment with MN standards and Common Core. It is in the timeline plan to use up to 8 additional days from the curric subs and up to 8 of the Curric stipends in the summer. *A survey has been sent to K-5 teachers for input on teaching math and our curriculum.*

B. Old health curric- Sheri and Kristi still need to clean out some bins that we missed in the last round of science storage area.

VI. Next meeting- February 4, 2015 Motion to adjourn at 3:55 (Wolff, Johnson, Unanimous)

Development (Paul Simonson, board liaison)

Personnel (David Nolle, board liaison)

Unapproved Personnel Meeting Minutes 1/13/15

Committee Purpose: Provide direction and oversight for working conditions (compensation, terms of employment, environments, etc.) for NSCS staff and make recommendations to the NSCS Board.

Call to order: called to order at 3:25 p.m.

Attendance: Dave, Amy, Sue, Julie, Viveca, Janna, Nikki, Darcie

I. Approve Agenda: Motion to approve minutes 12.09.14. (DR, SR, MC)

II. Approve Minutes : Motion to approve agenda meeting minutes (NC, JR, MC)

III. New Business

A. Policy 431: Motion to approve policy 431 Overtime as written. (JD, SR, MC)

- B. Policy 401: Motion to approve policy 401 Equal Employment Opportunity as written. (DN, DR, MC)
- C. Policy 402: Motion to approve policy 402 Disability Nondiscrimination Policy as written. (NC, JR, MC)

IV. Old Business

- A. Unassigned /Assigned Time for Licensed Staff
Postponed until the February Personnel meeting.
- B. Flex Day Language
Postponed until the February Personnel meeting.
- C. Furlough Policy
Postponed until the February Personnel meeting.
- D. At-will v. Contract- task force update –tentative meeting for staff January 29th-
Janna will contact Eugene Piccolo to get direction on a meeting and then will contact the personnel committee with the information.
- E. Non-licensed salary determination- waiting for ISD 709 bargaining agreements
Postponed until contracts become available. Darcie is requesting that the Business office provide the document with which other salary were determined.

Adjourn Motion to adjourn at 4:41. (NC, DR, MC)

4. Other Committee Reports

- **Joint Operating Committee** (To be announced, board liaison)

1. Endowment Board (Dayna Phelps, board liaison)