



School District 4084, February 23, 2015 *Board Minutes*
Approved March 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: 6:36 p.m.

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

Ex officio: Interim Director Barry Wolff, ~~Maehelle Lampela~~

Others: Amy Giddings, Karen Guernt, Janis Hooey, Sheri Camper, Kathy Johnson, Kristi Lounsberry, Andy Larson

Concerns from audience: Director search committee concerns.

I. Approve agenda: Motion to approve the agenda. (Linda Johnson, Dayna Phelps, Motion carried, unanimous)

II. Consent Agenda: Motion to approve the consent agenda with moving Finance II B.1 to Finance and move II C.3. to Directors update. (David Nolle, Paul Simonson, Motion carried, 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 meeting minutes: Motion to approve January 26, 2015 (David Nolle, Paul Simonson, Motion carried, unanimous)

B. Finance

1. Motion to approve January receipts in the amount of \$327,794.14. (David Nolle, Paul Simonson, Motion carried, unanimous)
2. Motion to approve January check sequence 012015 general fund in the amount of \$169,782.69, Scrip checks & ach for \$6,973.02 for a total of \$176,755.71. (David Nolle, Paul Simonson, Motion carried, unanimous)
3. Motion to approve January electronic funds transfers in the amount of \$167,749.13. (David Nolle, Paul Simonson, Motion carried, unanimous)
4. Motion to approve January credit card transactions in the amount of \$909.33. (David Nolle, Paul Simonson, Motion carried, unanimous)
5. Motion to approve January bank charges in the amount of \$51.95. (David Nolle, Paul Simonson, Motion carried, unanimous)
6. Motion to approve January interest in the amount of \$26.88. (David Nolle, Paul Simonson, Motion carried, unanimous)

C. Review of Policies (*on schedule*)

1. Policy 401: Equal Opportunity. Recommendation from the Personnel Committee to continue Policy 401 Equal Employment Opportunity as written.
Motion to approve Policy 401 Equal Opportunity as written. (David Nolle, Paul Simonson, Motion carried, unanimous)
2. Policy 402: Disability Nondiscrimination. Recommendation from the Personnel Committee to continue Policy 402 Disability Nondiscrimination as written.
Motion to approve Policy 402: Disability Nondiscrimination as written. (David Nolle, Paul Simonson, Motion carried, unanimous)
3. Policy 504 Parents Request for a Teacher. Policy 504 was approved in December. No action needed.

D. Review of Policies (*off schedule*)

1. Policy 806: Crisis Management. Recommendation from the Facilities Manager to postponed Policy 806: Crisis Management until March 2015.

E. Other:

1. Recommendation from the Board Chair to approve NSCS's 2013 IRS 990. (David Nolle, Paul Simonson, Motion carried, unanimous)

III. Committee updates

A. Finance

1. Journal entries July 2014 through December 2014 update.
Interim Director Barry Wolff and Linda Johnson reviewed July 2014 through December 2014 JE.
2. Review January Treasurer's Report.
Discussion held.

B. Curriculum Committee

Michelle Compton updated the board on the Curriculum Committee meeting.

C. Personnel Committee

1. Addition to flex day procedure and practice.
A discussion was held. No action needed.

D. Communications Committee

Chris Butler updated the Board on the Communications Committee meeting.

The committee is working on Information Requests.

Motion to approve accept the Social Media Policy (Facebook Policy) as presented. (Dave Nolle, Linda Johnson, motion carried, unanimous)

E. Executive Committee

1. Director Hiring Process.
A discussion was held. The Executive Committee will work on the documents presented and bring back to the board.

IV. Director's Update

The Interim Director is starting the budgeting process with the Business Manager.

March 5th is the open house from 4:30 to 6:30. Postcards are going out to households in the surrounding areas, an ad will be placed in the Duluth News Tribune and the Interim Director has talked to local magazines.

Websites update: Barry Wolff interviewed a prospective website designer.
Alisha Franckowiak has been hired as the .6 Interim Assistant Director.
Enrollment update.

Motion to approve hiring Alisha Franckowiak as the .6 Interim Assistant Director and
Motion to approve the World's Best Workforce Report. (David Nolle, Michelle Compton, motion
carried, unanimous)

V. Unfinished business

A. State of Minnesota Annual Report.

The Board directs the Board Chair and Secretary to sign Section D: Required for Initial
Registration and Annual Reporting form from the Minnesota Annual Report and send to the state
of Minnesota. (David Nolle, Dayna Phelps, motion carried, unanimous)

B. MN Statute 13D.015 Meetings by Telephone or Other Electronic Means.

Michelle Compton updated the board on the Open Meeting Laws regarding meeting by
Telephone or Other Electronic Means. No action needed.

C. Information Requests Motion to refer to Communications Committee: Committee to
recommend procedures related to requests for information.
See above Communication Committee.

**D. Information Request: Secretary Nolle to reply to request for audited financial statements
for past three fiscal years and provide the requested information.**

No action needed.

E. Appoint Alternate Member for Joint Use Committee (JUC)

Motion to appoint Aaron Molina as the JUC Alternate Member. (David Nolle, Linda Johnson,
motion carried, unanimous)

VI. New business

A. Interim Director's Salary

Motion to approve NSCS Director Administrative Licensed Salary Schedule as presented and to
make necessary salary adjustment to the Interim Director. (David Nolle, Linda Johnson, motion
carried, unanimous)

B. Executive Search Committee nominations

See above Executive Committee.

C. Facebook comment policy

See above Communication Committee.

D. Pre-School

Motion directing administration to investigate necessary changes to make preschool MDE compliant
and bring back to the board. (David Nolle, Michelle Compton, motion carried, unanimous)

VII. Correspondence

VIII. Recognition

The next Board meeting will be held: Board Retreat March 16, 2015 4:00 to 9:00 in the Library
and March 23, 2015 6:30 p.m. in the Library.

IX. Adjourn: 8:39 p.m.

Information Packet

1. Minutes from January 26, 2015.

2. Director's Update

3. Board Committee Reports

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

Finance Committee Minutes pending approval

February 11, 2015

3:00 p.m. in the Computer Lab

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: 3:06 p.m.

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

- I. Approve February 2015 agenda. Motion to approve February Agenda with addition of new business item A. (NC, DR, MC)
- II. Approve January 2015 minutes. Motion to postpone seeking clarification from Business Manager. (SR, NC, MC)
- III. New Business
 - A. Guest Dave Cornell
Dave Cornell, NSCS's Insurance Broker, gave an overview of the Health Insurance Transparency Act. (HITA). To comply with the HITA NSCS needs to "go to market" or bid for health insurance. Dave will be working with Barry Wolff to start the process.
 - B. Review January bank reconciliation.
 - C. Review January treasurer's report.
 - D. Approval of journal entries July 2014 through December 2014(administration reviewing)
 - E. Governor Dayton's education proposal.
- IV. Old Business
 - A. Open Meeting Law. No action needed this issue is resolved.
- V. Adjourn at 4:15 pm (NC, SR, and MC)

Communications & Community Affairs (Chris Butler, board liaison)

Curriculum & Staff Development (Michelle Compton, board liaison)

Curriculum/Staff Dev. Committee MINUTES

February 4, 2015

Pending Approval

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

Call to order: Chair at 4:15 pm.

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

- I. Approve agenda: Motion to approve agenda. (Johnson, Wolff, Unanimous)
- II. Approve previous meeting minutes: Motion to approve Jan. 21, 2015 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) - Pensive and Yearbook training

IV. New Business

- A. World's Best Workforce goal setting and revisions
 - B. Budgets- review of Curric and SD
 - C. SD Requests-
 - D. Curriculum Requests— Motion to approve Leigh's request for Biz Town \$1344.
(Johnson, Wolff, 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- March 4, 2015 (Feb. 18 is during the break)

Motion to adjourn at 3:45 (Wolff, Camper, Unanimous)

Development (Paul Simonson, board liaison)

Personnel (David Nolle, board liaison)

2/10/15 Pending approval

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:

Attendance: Dave, Amy, Sue, Julie, Viveca, Janna, Nikki, ~~Dareie~~, Barry

- I. Approve Agenda: (Racchi, Norman MSC)
- II. Approve Minutes: Motion to add language reflecting “*recommend approval of policy*” in items III A, B, C (Nolle, Giddings, MSC)
- III. New Business
 - A. Policy 410:
 - B. Policy 413:
 - C. Policy 419:

Motion to postpone approval for policies 410, 413, 419 until we receive consultation from Eugene Piccolo (Giddings, Norman MSC)

IV. Old Business

A. Unassigned /Assigned Time for Licensed Staff – Discussion was held. No action.

B. Flex Day Language –

Amy will draft procedural language for Feb Bd mtg in request for approval for the October personnel recommendation regarding employee purchase of flex days.

C. Furlough Policy

a. Draft policy will be brought to March meeting

D. At-will v. Contract- task force update

a. Janna will make a connection with Chris Butler regarding another consultation with Eugene Piccolo and the employment status of NSCS employees.

b. Committee will wait for Board to clarify intentions with regards to employment status of NSCS employees.

E. Non-licensed salary determination- postponed until ISD 709 publishes their paraprofessional schedules

V. Adjourn (Giddings, Racchi MSC)

4. Other Committee Reports

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

- **Endowment Board** (Dayna Phelps, board liaison)