



School District 4084, March 23, 2015 Board Minutes
Approved April 27, 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: 6:34 p.m.

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

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

Others: Nikki Carpenter, Alisha Franckowiak, Kris Haslund, Julie Racchi, Kristi Lounsberry, Raquel Mead, Tara Young

Concerns from audience: Kristi Lounsberry shared her thoughts on the Director search.

I. Approve agenda: Motion to approve the agenda. (David Nolle, Dayna Phelps, motion carried, unanimous)

II. Consent Agenda: Motion to approve consent agenda. (Linda Johnson, Michelle Compton, 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: February 23, 2015

B. Finance:

1. Review February treasurer's report. (Linda Johnson, Michelle Compton, motion carried, unanimous)

2. Motion to approve February receipts in the amount of \$ 260,014.81. (Linda Johnson, Michelle Compton, motion carried, unanimous)

3. Motion to approve February check sequence 022015 general fund in the amount of \$ 139,643.30 and Scrip checks & ach for \$ 5,532.39 for a total of \$ 145,175.69. (Linda Johnson, Michelle Compton, motion carried, unanimous)
4. Motion to approve electronic funds transfer of February in the amount of \$ 167,273.10. (Linda Johnson, Michelle Compton, motion carried, unanimous)
5. Motion to approve February credit card transactions in the amount of \$ 1,285.67.(Linda Johnson, Michelle Compton, motion carried, unanimous)
6. Motion to approve bank charges for February in the amount of \$ 59.18.(Linda Johnson, Michelle Compton, motion carried, unanimous)
7. Motion to approve February interest in the amount of \$ 29.58. (Linda Johnson, Michelle Compton, motion carried, unanimous)
8. Motion from the Finance Committee to approve E-rate Bids for telephone service, Telephone Associates in the amount of \$3,600.00 and internet service, Lake Connections in the amount up to \$15,000. (Linda Johnson, Michelle Compton, motion carried, unanimous)
9. Motion from the Finance committee to renew line of credit at North Shore Bank of Commerce in the amount of \$300,000. (Linda Johnson, Michelle Compton, motion carried, unanimous)
10. Motion from the Director to approve annual SERVS Financial Access Authorization. (Linda Johnson, Michelle Compton, motion carried, unanimous)

C. Review of Policies (*on schedule*)

1. Policy 502: Student Search. Recommendation from Administration to continue policy 502 Student Search as written.
Motion to continue policy 502 Student Search as written. (Linda Johnson, Michelle Compton, motion carried, unanimous)
2. Policy 709: Transportation Safety. Recommendation from Administration to continue policy 709: Transportation Safety as written.
Motion to continue policy 709 Transportation Safety as written. (Linda Johnson, Michelle Compton, motion carried, unanimous)
3. Policy 524: Internet Acceptable Use. Recommendation from the Technology Committee to table policy 524: Internet Acceptable Use until April 2015.
Motion to postponed policy 524 Internet Acceptable Use April 2015. (Linda Johnson, Michelle Compton, motion carried, unanimous)
4. Policy 526: Hazing. Recommendation from the SDFS Committee to table policy 526 Hazing until April 2015.
Motion to postponed policy 526 Hazing until April 2015. (Linda Johnson, Michelle Compton, motion carried, unanimous)

D. Review of Policies (*off schedule*)

1. Policy 806: Crisis Management. Recommendation from the Facilities Manager to postponed policy 806: Crisis Management until April 2015.
Motion to postpone policy 806 Crisis Management until April 2015. (Linda Johnson, Michelle Compton, motion carried, unanimous)

2. Policy 421: Seniority. Recommendation from the Personnel Committee to revise policy 421: Seniority as presented.
Motion to revise policy 421 Seniority as presented. (Linda Johnson, Michelle Compton, motion carried, unanimous)
3. Policy 431: Non-Exempt Employee Overtime Compensation. Recommendation from the Personnel Committee to revise policy 431: Non-Exempt Employee Overtime Compensation as presented.
Motion to revise policy 431 Non-Exempt Employee Overtime Compensation as presented. (Linda Johnson, Michelle Compton, motion carried, unanimous)

E. Calendar Approval

1. **2015-16 School Calendar.** Motion to approve the 2015-16 school year calendar which will consist of 169 student contact days and 181 teacher days. (Linda Johnson, Michelle Compton, motion carried, unanimous)

III. Committee updates

- A. **Finance Committee:** Lee Matson will be working financial reports.
- B. **Curriculum Committee:** see information packet
- C. **Personnel Committee:** At Will verses Contracted employees

IV. Director's Update

- A. March 5th Open House 20 families attended.
- B. March 13th Community Arts Day 17 different artists.
- C. First ever Fine Arts Night March 19.
- D. Kindergarten Orientation will be held Thursday, March 26th.
- E. Marketing- Working on updating the website, TV commercials and other advertisements avenues.
- F. Business Office restructure. Certified Public Accountant Lee Matson has been hired to work with the business office.
- G. New Addition Ribbon Cutting Ceremony April 1, 2015 at 4:00 p.m.
- H. Enrollment update

V. New business

A. Updating the Strategic Plan

Motion to update the Strategic Plan and direct the committees to review vision cards and update futures goals and report back to the board by the May board meeting. (Michelle Compton, Linda Johnson, motion carried, unanimous)

B. Executive Director hiring process and timeline

Motion to engage MSBA as a resource to aid in the hiring process, any contract will be brought before the board for execution. (David Nolle, Rick O'Hearn, motion carried, unanimous)

Motion to continue Mr. Wolff as the Interim Director for the 2015-2016 school year. (Michelle Compton, Paul Simonson, motion carried, unanimous)

VI. Unfinished business

A. Pre-School

The Director contacted MDE preschool options; Community Expert License or a licensed Early Educator staff member overseeing the program to comply. State funding is available for preschool programs, some changes need to be made to NSCS preschool program to qualify.

VII. Correspondence

VIII. Recognition

The next Board meeting will be held: April 27, 2015 6:30 p.m. in the Library.

IX. Adjourn: Motion to adjourn at 8:02 p.m. (Michelle Compton, Dayna Phelps, motion carried, unanimous)

Information Packet

1. Minutes from February 23, 2015

2. Director's Update

3. Board Committee Reports

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

Finance Committee Minutes March 18, 2015 3:00 p.m. in the Computer Lab 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: 3:00 p.m.

Attendance: Nikki Carpenter, ~~Alisha Franckowiak~~, Amy Giddings, Linda Johnson, Mabelle Lampela, ~~Darcie Rolfe~~, Barry Wolff, Tara Young, Rick O'Hearn, Khris Wells, ~~David Nolle~~, Lee Matson

I. Motion to approve March 2015 agenda. (NC, LJ, MC) (NC, LJ, MC)

II. Motion to table February 2015 minutes. Clarification is needed on the treasurer's report from the business manager. (LJ, AG, MC) III. New Business

A. Review February bank reconciliation.

B. Review February treasurer's report. Updated projections from March to June.

I. Approval of journal entries for January 2015 and February 2015 (LJ, AG, MC)

J. 2014-15 update- Barry gave an update.

K. 2015-16 general budget process & updates

L. 2014-15 community service budget- Clarification from the Auditor the Food Service's fund balance cannot be used to supplement Community Service Programs.

M. NSCS Line of Credit- FYI

O. E-rate- Motion to approve E-rate Bids for telephone service Telephone Associates in the amount of \$3,600.00 and internet service Lake Connections up to \$15,000.(NC, LJ, MC)

P. Business Office Restructuring. Certified Public Accountant Lee Matson has been contracted.

Communications & Community Affairs (Chris Butler, board liaison)

Curriculum & Staff Development (Michelle Compton, board liaison)

Minutes March 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 3:10pm.

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 Feb. 4, 2015 meeting minutes (Wolff, Compton, 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) - Pensieve and Yearbook training

IV. New Business

A. Set budgets for 2015-16 – Curriculum will request that both the Curriculum and Staff Development Budgets stay the same for next year.

B. Begin 2015-16 calendar discussion – Lots of discussion. Kristi will draft a few options for the next meeting.

C. Budgets- review of Curric and SD – Sheri reviewed budgets as an FYI for the committee.

D. SD Requests-

Amy's conference was more than requested- \$272 instead of 225 and hotel request (use updated policy As approved by board in Dec.)

Motion to approve Amy Gidding's conference/hotel request in the amount of \$107.82. (Lounsberry, Wolff, Unanimous)

E. Curriculum Requests—

2 Sisters subscription- pending preview and survey –

Josh requesting science materials for \$135.45.

Motion to approve up to \$140 for Josh Otten's science materials. (Compton, Johnson, Unanimous)

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. *The task force is in the process of setting up a meeting to discuss survey results.*

B. Old health curric/science storage- Sheri and Kristi have cleaned it!!

VI. Next meeting- March 18, 2015

Motion to adjourn at 4:25 (Johnson, Compton, Unanimous)

Minutes March 18, 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 3:10 pm.

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 Feb. 4, 2015 meeting minutes (Lounsberry, Compton, 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. Set budgets for 2015-16 – Discussion of current budget. We will propose an additional \$200 be put in the curriculum budget and the Staff Development budget request will remain the same.

B. Continue 2015-16 calendar discussion – Kristi presented two calendars and lots of discussion was held.

Motion to recommend Calendar Option 1 to the board for approval. (Lounsberry, Johnson, Unanimous)

C. Budgets- review of Curric and SD (no changes from last meeting)

D. SD Requests-

E. Curriculum Requests—

Kristi- replace some lit circle books for 3rd grade \$43.43

Motion to approve purchase of Lit Circle books in the amount of \$43.43. (Compton, Johnson, Unanimous)

2 Sisters subscription- pending preview and survey –

F. Follow up to writing discussion/survey at Teacher Meeting – This was postponed at the teacher meeting last night, so no follow up at this point.

G. Strategic Direction B- should we still be completing the log – Sheri will touch base with Barry to have a version of this log done by PLC groups.

H. Field trip budget –

Motion to approve up to \$5000 for field trips during the 2015-2016 school year.

(Compton, Lounsberry, Unanimous)

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.

NEW INFO- Math TF meeting 3/11/15

Reviewed survey results- 9 responses (2-3 were from the task force) 1. Concerns regarding teaching math include pacing, needing additional practice on a skill, planning for differentiation, time to teach it all, basic fact practice, students don't have critical thinking skills, curriculum doesn't flow with the standards, no help for "title" kids. 2. How to improve- training, more blocks of time, intervention program (x3), pacing, differentiating 3. Ratings – see copies

Conclusions- next steps

-Focus groups- K-2 and 3-6 to discuss these findings and give additional input

-Contact HM to ask about training, revised editions, technology (they have promethean flipcharts!)

-Create an alignment document that shows basic fact expectations in each grade level and recommendations for teaching, practicing and assessing

-Compile findings and activities from PLC math groups to use as a K-6 resource.

VI. Next meeting- April 1, 2015 (no fooling!)

Motion to adjourn at 4:30pm (Lounsberry, Compton, Unanimous)

Development (Paul Simonson, board liaison)

Personnel (David Nolle, board liaison)

3/10/15

Call to order:

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

I. Approve Agenda: Giddings, Wolff MSC

II. Approve Minutes : Giddings, Nolle MSC

III. New Business:

- A. Policy 421—recommend for approval with changes. Giddings, Nolle MSC
- B. Worker’s Compensation—Barry will follow up
- C. Policy 431—Language changes in item VI to strike “in writing.” Racchi, Nolle MSC

IV. Old Business

- A. Flex Day Language – remove as old business. Barry will include in discussions as part of staff handbook planning.
- B. Unrequested Leave Policy- Julie (MN Statute 122a.40 sub. 11) Julie will draft language changes as discussed and will bring back to committee for April.
- C. At-will v. Contract- information on board clarification on status of NSCS employees. - Janna is continuing to work on having Eugene Piccolo attend the Board retreat.
- D. Non-licensed salary determination- postponed until ISD 709 publishes their paraprofessional schedules
- E. Policy 410, 413, 419- Janna
- V. Adjourn: Racchi, Wolff MSC

4. **Other Committee Reports**

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

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