



School District 4084, April 27, 2015 *Board Minutes*
Approved May 26, 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: Called to order 6:31 p.m.

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

Ex officio: Interim Director Barry Wolff

Others: Nikki Carpenter, Elizabeth Williams, Khris Wells, Kristi Lounsberry, Julie Racchi, Darcie Rolfe, Raquel Mead, Sherri Camper, Alisha Franckowiak, Lee Matson

Concerns from audience:

I. Approve agenda: Motion to approve agenda with additions as presented by the chair. (David Nolle, Linda Johnson, motion carried, unanimous)

II. Consent Agenda: Motion to approve consent agenda as presented. (David Nolle, Rick O'Hearn, 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 March 23, 2015 minutes. (David Nolle, Rick O'Hearn, motion carried, unanimous)

B. Finance:

1. Review March Cash Flow/Treasurer's Report.
2. Motion to approve March receipts in the amount of 295086.31. (David Nolle, Rick O'Hearn, motion carried, unanimous)
3. Motion to approve March Scrip in the amount of \$6,673.35. (David Nolle, Rick O'Hearn, motion carried, unanimous)
4. Motion to approve March credit card transactions and other in the amount of \$ 3073.24. (David Nolle, Rick O'Hearn, motion carried, unanimous)
5. Motion to approve March EFT payroll in the amount of \$158081.68. (David Nolle, Rick O'Hearn, motion carried, unanimous)
6. Motion to approve 2014-15 Title-Sped Para Adjustment 92% of Duluth-isd 709. (David Nolle, Rick O'Hearn, motion carried, unanimous)

C. Review of Policies (*on schedule*)

1. Policy 806: Crisis Management. Policy 806 Crisis Management is a mandated school district policy. The content and language of this policy is dictated by guidance from the Minnesota School Board Association (MSBA). Recommendation from the Facility Manager to revise policy 806 Crisis Management as presented.
Motion to approve policy 806 Crisis Management as revised. (David Nolle, Rick O'Hearn, motion carried, unanimous)
2. Policy 203: Fund Balance. Recommendation to postpone policy 203 Fund Balance until May.
Motion to postpone policy 203 Fund Balance until May. (David Nolle, Rick O'Hearn, motion carried, unanimous)
3. Policy 213: School Board Committees. Recommendation to postpone policy 213 School Board Committees until May.
Motion to postpone policy 213 School Board Committees until May. (David Nolle, Rick O'Hearn, motion carried, unanimous)
4. Policy 421: Seniority. Policy 421 Seniority was revised March 2015. (David Nolle, Rick O'Hearn, motion carried, unanimous)

D. Review of Policies (*off schedule*)

1. Policy 524: Internet Acceptable Use. Recommendation to postpone policy 524 Internet Acceptable Use until May. (David Nolle, Rick O'Hearn, motion carried, unanimous)

E. Other

1. Recommendation from the Director to approve revised SERVS Financial Access Authorization. (David Nolle, Rick O'Hearn, motion carried, unanimous)

III. Committee updates

A. Finance

1. Approve March check sequence 032015 in the amount of \$96,347.07. (Linda Johnson, David Nolle, motion carried, unanimous)
2. 2014-15 Quarterly Report

B. Curriculum Committee

See information packet

C. Personnel Committee

1. Request that the board clearly define our employment status.
Discussion held.
2. Policy 410, 413, 419 Request Board determine course of action for our policy handbook in terms of the inclusion of MSBA policy references as well as State and Federal statutes as related to individual policies.

D. Executive Committee

See information packet

E. Communication Committee

IV. Director's Update

Lightbulb Fair: April 30th, 2015 6:15-7:30 in the gymnasium

Early Release Staff PLC overview

May 14th and 19th last parent teacher conferences

2014-2015 Enrollment update
2015-2016 Enrollment projection update
Preschool update

V. Unfinished Business

VI. New Business

A. May meeting date change

Motion to move May's board meeting to Tuesday May 26, 2015 at 6:30. (David Nolle, Paul Simonson, motion carried, unanimous)

B. Director's Job Description

VII. Correspondence

MDE determination and correction action letter

VIII. Recognition

The next Board meeting will be held: May 26, 2015 6:30 p.m. in the Library.

IX. Adjourn: Motion to adjourn 8:00 p.m. (Dayna Phleps, Michelle Compton, motion carried, unanimous)

Information Packet

1. Minutes from March 23, 2014

2. Director's Update

3. Board Committee Reports

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

Finance Committee Agenda April 22, 2015 3:00 p.m. in the Library Pending Approval.

Call to order: 3:00

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

I. Motion to approve April 2015 agenda with addition: Elect new committee chair. Johnson/Rolfe-MC

II. Motion to approve March 2015 minutes with noted errors corrected. Johnson/Nolle-MC III. Old Business

IV. New Business

Review Bank Reconciliation.

A. Vote to elect nominated and accepted member, Nikki Carpenter as committee chair: Unanimous

B. Table journal entries for March 2015 until May. Carpenter/Nolle

B. 2015-2016 Budget Update

D. Vision Card Will be emailed out to all members of committee Motion to table until May. Carpenter/Wells V.

Adjourn at 4:32pm Rolfe/Wolfe

Communications & Community Affairs (Chris Butler, board liaison)

Meeting begins at 3:06pm. Toni Maki, Jeanine Johnston, Barry Wolff and Jessica Ronkainen

Last meeting we discussed Facebook and Instagram. We have since posted a statement on Facebook:

Policy Here

Check with Sue on instagram, Toni has the instagram information and will put it on her phone soon. Chris sent the Google docs to the current members not the retired members...

Google docs is a working documents on the policy so we can work on it, members encouraged to read the documents and bring ideas to the next meeting.

Meeting the first Monday of the month at 3 pm in the front office.

Chris will comment later.

Adjourned at 3:14 pm

Curriculum & Staff Development (Michelle Compton, board liaison)

Curriculum/Staff Dev. Committee MINUTES

April 1, 2015 Pending Approval Call to order: Chair at 3:15 pm.

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

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

II. Approve previous meeting minutes: Motion to approve March. 18, 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. Finalize Curric budget with line items for 2015-16

Motion to finalize Curriculum budget line items. (Compton, Johnson, Unanimous)

B. 2014-15 Budgets- review of Curric and SD

C. SD Requests-

Robbie- Natural World Creative Writing workshop in WI, \$468.30 (2 days)

Motion to approve \$441.50 for Robbie to attend the Natural World Creative Writing Workshop (Lounsberry, Johnson, Unanimous)

Janna- Child and Adolescent Mental Health Conf. in Duluth \$355 (3 days)

Motion to approve \$335 for Janna to attend Mental Health Conference. (Compton, Johnson, Unanimous)

Math Conf. May 1-2 – Sheri will email teachers to see if anyone wants to attend.

Motion to approve up to 5 people to attend the conference. (Compton, Lounsberry, Unanimous)

D. Curriculum Requests— Dayna- Pensive subscription – Discussion was held and curriculum will not be paying for subscriptions this year. We will try to do it for the 2015-2016 school year.

E. Field trip budget

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- THESE WILL BE APRIL 10 AT EARLY RELEASE

-Contact HM to ask about training, revised editions, technology (they have promethean flipcharts!)-DONE. WE SHOULD CONSIDER THE NEWER VERSION AS THE FLIPCHARTS WILL NOT ALIGN WITH PAGE NUMBERS IN OUR EDITION. PRINT SAMPLES HAVE GONE TO TASK FORCE MEMBERS. AN ONLINE REVIEW WILL BE GIVEN TO ALL TEACHERS AT THE APRIL TEACHER MEETING. THEIR TRAINING IS ALL WEBINARS NOW.

-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 18, 2015

A. Final decision on Early Release and/or Late start/PLC for the 2015-2016 calendar.

Motion to adjourn at 3:45pm (Lounsberry, Compton, Unanimous)

Curriculum/Staff Dev. Committee MINUTES

April 15, 2015

Pending Approval 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, Compton, Unanimous)

II. Approve previous meeting minutes: Motion to approve April 1, 2015 meeting minutes (Compton, 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. Early Release days- proposal for calendar – Overall staff wants to keep an early release rather than late start.

Motion to approve early release days on October 2, December 4, January 8, March 4, April 1 and May 6 for the 2015-2016 school year. (Compton, Lounsberry, Unanimous)

B. 2014-15 Budgets- review of Curric and SD

C. SD Requests-

Lynda, Carla, Barry- lodging for Edible Schoolyard training in Calif. \$600 June 21-25

Motion to approve lodging for the Edible Schoolyard Academy in the amount of \$600.

(Johnson, Compton, Unanimous)

Math Conf. May 1-2? – Discussion on who would like to go. With our depleted staff development budget it looks like we may be able to send two people.

D. Curriculum Requests— Robbie- requests ½ day of Curric Subs to work on science curriculum

Motion to approve Robbie's request for ½ day Curriculum Sub. (Lounsberry, Compton, Unanimous)

BAS curriculum days –

Motion to approve each teacher gets a ½ day curriculum sub for BAS testing. (Lounsberry, Compton, Unanimous)

E. Strategic Direction forms to discuss/complete – Sheri will come with a draft that we will edit at our next meeting.

F. Field trip budget – Classroom teachers are taking care of their trips.

G. Conferences – Conferencing form with updated information should go home to all students even if you are not conferencing with them. Forms are handed out at conferences or should be sent home on Thursday, May 21.

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.

Conclusions- next steps

-Focus groups- K-2 and 3-6 to discuss these findings and give additional input- THESE WILL BE APRIL 10 AT EARLY RELEASE (done)

-Contact HM to ask about training, revised editions, technology (they have promethean flipcharts!)-DONE. WE SHOULD CONSIDER THE NEWER VERSION AS THE FLIPCHARTS WILL NOT ALIGN WITH PAGE NUMBERS IN OUR EDITION. PRINT SAMPLES HAVE GONE TO TASK FORCE MEMBERS. AN ONLINE REVIEW WILL BE GIVEN TO ALL TEACHERS AT THE APRIL TEACHER MEETING. THEIR TRAINING IS ALL WEBINARS NOW.

-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- May 6, 2015

Motion to adjourn at 4:05pm (Lounsberry, Compton, Unanimous)

Development (Paul Simonson, board liaison)

Personnel (David Nolle, board liaison)

4/14/15 Call to order:

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

I. Approve Agenda: (Giddings, Wolff, unanimous)

II. Approve Minutes : (Giddings, Norman, unanimous)

III. Old Business

A. Unrequested Leave Policy- Julie Motion to approve with revisions (Wolff, Rolfe unanimous).

B. At-will v. Contract- updates from Board-David Motion to request that the board clearly define our employment status (Giddings, Norman unanimous).

C. Non-licensed salary determination- schedule from #709 has been settled and is going to finance for review.

D. Policy 410, 413, 419- Janna

- Motion to request Board determine course of action for our policy handbook in terms of the inclusion of MSBA policy references as well as State and Federal statutes as related to individual policies (Giddings, Rolfe unanimous).

E. Worker's Compensation-Barry will continue to research questions related to specifics of employee v. employer contribution to health care premiums during WC leave.

IV. New Business:

A. Communication plan with staff- Amy *Personnel recommends that staff member/s from Personnel Committee make all staff aware of procedural or essential changes to policies during staff meetings or through all staff email communications with administrative cooperation.*

B. Flex Day Payout question-Amy will check with Barry

C. Assistant Director Position posting: Discussion of the reduction from a 1.0 FTE to a .6 FTE and the role of the board v. administration in developing this position.

V. Adjourn: (Rolfe, Norman unanimous)

Executive Committee:

Called to order at 3:00

Roll called: Chris Butler, Paul Simonson, Dayna Phelps, Barry Wolff

*Discussed NSCS Vision Cards and determined committees and persons that should go over which cards (Barry will distribute):

Strategic Direction A: Integrating Social and Natural Environments into Our Curriculum, goes to EIC committee.

Strategic Direction B: Differentiation of Instruction to Students' Needs, Curriculum and Lishy, Kristi

Strategic Direction C: Integration and Differentiation of Technology within Curriculum and Learning Environments, Technology and Curriculum comm.

Strategic Direction D: A Culture of Innovative Partnerships, Barry and Communications comm.

Strategic Direction E: School Identity and Brand, Comm. Comm.,

Strategic Direction F: Flexibility in Facilities and Funding, Finance comm. and Cheryl.

*Chris will make contact with MSBA regarding director search/hire.

*Discussed the new evaluation process – based on MN administrative standards

*Will update job description via google docs

*Will continue to work on hiring process via google docs

Adjourned at 3:50

4. Other Committee Reports

- **Joint Operating Committee** (To be announced, board liaisons)
- **Endowment Board** (Dayna Phelps, board liaison)