



**School District 4084**, May 26, 2015 *Board Minutes*  
*Approved June 22, 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:** Chris called to order at 6:29 p.m.

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

**Ex officio:** Interim Director Barry Wolff

**Others:** Nikki Carpenter, Darcie Rolfe, George Sundstrom, Elizabeth Williams, Phil Strom, Tara Amesbury, Julie Racchi, Alisha Franckowiak, Raquel Mead, Robbie Tietge, Gina Temple-Rhodes

**Concerns from audience:** Parent concerns with the Special Education Department

**I. Approve agenda:** Motion to approve revised agenda. (David Nolle, Linda Johnson, motion carried, unanimous)

**II. Consent Agenda:** Motion to approve agenda with removal to item D.3 to old business. (David Nolle, Linda Johnson, 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: April 27, 2015**

**B. Finance:**

1 Review Treasurers Report -Detail

2 Motion to approve April operating receipts in the amount of \$289,378.35. (David Nolle, Linda Johnson, motion carried, unanimous)

3 Motion to approve April Scrip in the amount of \$6,252.29. (David Nolle, Linda Johnson, motion carried, unanimous)

4 Motion to approve April checks 10664-10724 in the amount of \$77,562.56. (David Nolle, Linda Johnson, motion carried, unanimous)

5 Motion to approve April EFT payroll transactions in the amount of \$163,796.97. (David Nolle, Linda Johnson, motion carried, unanimous)

6 Motion to approve April credit card/other in the amount of 2,444.38. (David Nolle, Linda Johnson, motion carried, unanimous)

**C. Review of Policies (*on schedule*)**

1. Policy 423: Background Checks. Recommendation from the Director to continue Policy 423 Background Checks as written. Motion to continue Policy 423 Background Checks as written. (David Nolle, Linda Johnson, motion carried, unanimous)

**D. Review of Policies (*off schedule*)**

- 1 Policy 203: Fund Balance. Motion to postpone policy 203 Fund Balance until June. (David Nolle, Linda Johnson, motion carried, unanimous)
- 2 Policy 524: Internet Acceptable Use. Motion to postpone policy 524 Internet Acceptable Use until June. (David Nolle, Linda Johnson, motion carried, unanimous)
- 3 Policy 524: Internet Acceptable Use. Recommendation to postpone policy 524 Internet Acceptable Use until June. (David Nolle, Linda Johnson, motion carried, unanimous)

**III. Committee updates**

**A. Finance**

1. 2015-16 Budget update Lee Matson updated the board on the 2015-16 draft budget.

**B. Curriculum Committee**

See information packet

**C. Personnel Committee**

See information packet

**D. Executive Committee**

No April meeting

**IV. Director's Update**

- A. Pedestrian Bike Path Steering Committee. Duluth Township is looking for a board member to join the committee.
- B. Hiring Attorney Jessica Durbin to review NSCS At-Will vs. contracted employee letter of hire, statutes in policies and employee handbook.
- C. Annual Wolf Ridge Evaluation: Elizabeth Williams is spending two days at NSCS observing the school.
- D. Enrollment update

**V. Old business**

**A. Vision Card Results**

The Director and the Executive committee will look revising the vision cards.

**B. Strategic Plan Next Steps**

Motion to task Executive Committee to compile vision card data and format data to bring to the board meeting in June. (David Nolle, Kristi Lounsberry, motion carried, unanimous)

**C. Director's Position Description**

Motion to approve the Directors Position Description with adjustments. (David Nolle, Kristi Lounsberry, motion carried, unanimous)

**D. PreSchool-Barry updated the board**

**E. Policy 213: School Board Committees.** Recommendation to postpone policy 213 School Board Committees to the executive committee until June. (David Nolle, Linda Johnson, motion carried, unanimous)

**VI. New business**

**A. Fill Board Vacancy -Proposal to Appoint Ms. Lounsberry** (Move to top of the agenda.) Motion to appoint Kristi Lounsberry to fill board vacancy. Paul Simonson, Linda Johnson, motion carried, unanimous)

Motion to appoint Kristi Lounsberry to the Executive Committee. (Linda Johnson, Paul Simonson, motion carried, unanimous)

**B. ABC**

Motion to authorize Chris Butler to execute the 2015-2016 Charter School Lease between NSCS and ABC subject to an electronic version being sent out to the board. (David Nolle, Kristi Lounsberry, motion carried, unanimous)

**C. Adding 15 days to Barry's letter of hire**

Motion to add 15 days to Barry Wolff's Letter of Hire. (Kristi Lounsberry/ Linda Johnson, motion carried, unanimous)

**D. Pedestrian Bike Path Duluth Township**

See Director Update

**VII. Other Business**

**A. Auditor Services**

Contracted was handed to be discussed at the June meeting.

**B. Board Self-Assessment**

Motion to Board members to complete MN Charter School Governance Self-Assessment by June 15<sup>th</sup>. (Kristi Lounsberry, Linda Johnson, motion carried, unanimous)

**C. Required Contract of Interest forms**

**VIII. Correspondence**

**IX. Recognition**

Thank you, Nikki for your outstanding service over the last 6-7 years as board clerk. You will be greatly missed but we as a board and myself personally understand the amount of work and time it takes to do the great work you do. So, thank you so much.

**The next Board meeting will be held:** June 22, 2015 6:30 p.m. in the Library.

**X. Adjourn: Motion to adjourn at 8:20 p.m.** (Paul Simonson, Kristi Lounsberry, motion carried, unanimous)

## Information Packet

1 **Minutes from April 27, 2015**

2 **Director's Update**

3 **Board Committee Reports Finance** (Linda Johnson, board liaison, Rick O'Hearn)

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

I. Approve May 20, 2015 agenda: (KW, LJ, MC)

II. Approve April 22, 2015 minutes: (KW, BW, MC)

Old Business

March journal entries

Vision Cards

2015-2016 Budget

New Business

Review May treasurer report.

April journal entries.

Adjourned at 3:58 pm (BW, AG, MC)

### **Communications & Community Affairs** (Chris Butler, board liaison)

**Curriculum & Staff Development** (Michelle Compton, board liaison) Curriculum/Staff Dev. Committee MINUTES May 6, 2015 Pending Approval 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 15, 2015 meeting minutes (Compton, Wolff, 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**

New Business

2014-15 Budgets-review of Curric and SD

SD Requests-Math Conf. May 1-2-attended by Candice Johnson and Linda Johnson \*Change from Barry to Nikki attending Edible School yard.

Curriculum Requests— -6<sup>th</sup> grade books which accidentally did not come out of the grade level reading/writing allocation last

year. Need to come out of this year's Reading. \$405.85 Motion to approve \$405.85 to come out of this year's Reading Budget. (Lounsberry, Compton,

Unanimous)

1<sup>st</sup> grade science – butterfly life cycle \$72.80 Motion to approve purchase of butterfly life cycle consumables in the amount of \$72.80 (Wolff, Compton, Unanimous) -FYI-Endowment did not fund Mr. Flint for NEXT year. Do we want to add it back into Curric. Field Trips? -Tumblebooks-\$799 for premium K-5 and \$599 for deluxe K-3. Sheri has emailed to see if a small charter school could have a lower subscription rate. Would we want to pursue? Survey? We will continue to access through the Arrowhead Library system since we pay to use it.

D. Strategic Direction forms to discuss/complete Sheri reported where we are at on year 5 of strategic plan. Kristi will email K-6 teachers and let them know what MAP and BAS data they will need to provide for the curriculum committee.

E. Field trip budget – nothing to report at this time. Scrip is covering a good portion!

F. Planning for 2015-16

BAS dates-9/x-times, 9/8-8:00-3:30 Workshop week – BAS will happen on Wednesday, September 2<sup>nd</sup> from 3-7 (teachers will work from 11-7 this day), Thursday, September, 3<sup>rd</sup> from 8-3 and Tuesday, September 8<sup>th</sup> from 8-3. ALL STAFF DAY will be Tuesday, September 1<sup>st</sup>. Math training – We are planning to participate in a Webinar at the next Licensed Teacher meeting. Writing alignment

PLC's-recommendation from Chair that we work in grade levels on implementing the new edition of Expressions-every other month could be combined with grade level above/below

WRITING!! We need a plan and a process.

V. Old Business

A. Curriculum review cycle – Math curric task force report

Conclusions-next steps -Webinar pre-sale information at 3:15 during the next teacher meeting on May 26-location? -Teachers to give Sheri cost sheets with actual curriculum needs following the May 26 webinar TASK FORCE needs to:

-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 20, 2015 Motion to adjourn at 4:04pm  
(Wolff, Compton, Unanimous)

Curriculum/Staff Dev. Committee MINUTES May 20, 2015 Pending Approval Call to order: Chair at 3:12pm. Attendance: Sheri Camper, Michelle Compton, Candice Johnson, Kristi Lounsberry, Barry Wolff

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

II. Approve previous meeting minutes: Motion to approve May 6, 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**

New Business

2014-15 Budgets-review of Curric and SD

SD Requests-

Curriculum Requests— -FYI-Endowment did not fund Mr. Flint for NEXT year. Do we want to add it back into Curric. Field Trips?

Strategic Direction forms to discuss/complete

Field trip budget to be discussed at a Sept meeting next year

Planning for 2015-16

BAS dates-BAS will happen on Wednesday, September 2<sup>nd</sup> from 3-7 (teachers will work from 11-7 this day), Thursday, September, 3<sup>rd</sup> from 8-3 and Tuesday, September 8<sup>th</sup> from 8-3. FYI -All Staff Day will be on Tuesday, September 1. Workshop week – Brainstormed a list of topics Conference/SD dates, times, etc – Went through dates and times and talked about potential training. Math training-TBD –

Math is our big goal for next year. We will work on implementing our new curriculum. Writing alignment-begin to brainstorm a plan/process

PLC's recommendation from Chair that we work in grade levels on implementing the new edition of Expressions-every other month could be combined with grade level above/below.

## V. Old Business

### A. Curriculum review cycle – Math curric task force report

Conclusions-next steps -Webinar pre-sale information at 3:15 during the next teacher meeting on May 26-location? -Teachers to give Sheri cost sheets with actual curriculum needs following the May 26 webinar TASK FORCE needs to: -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-Sept., 2015

Motion to adjourn at 4:07. (Compton, Lounsberry, Unanimous)

### **Development** (Paul Simonson, board liaison)

**Personnel** (David Nolle, board liaison) Attendance: Dave, Amy, Julie, Viveca, Janna, Nikki, Darcie, Barry

- I. Approve Agenda: Wolff, Racchi MSC
- II. Approve Minutes : Racchi, Wolff MSC  
New Business:  
Policy 425-clarifying questions regarding language under section C. Committee decided to wait until the attorney reviews our policies and letters, as this would be one of the policies up for review.  
Policy 417, 418

### Old Business

Flex Day Payout Question –Amy will email Jeanine to remove unnecessary line

At-will v. Contract-updates from Board—Board approved an attorney to review employment letters and certain policies/employee handbook considerations. We will revisit after that work is completed.

Policy 410, 413, 419-Janna

Adjourn:

## 4. Other Committee Reports

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

