



School District 4084, September 28, 2015 Board Minutes
Approved October 26, 2016

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: 6:30 pm

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

Ex officio: Interim Director Barry Wolff

Others: Janna Dreher, Nikki Carpenter, Lee Matson

Concerns from audience: NONE PRESENTED

I. Approve agenda:

A. Nolle offered addition of New Business Item "C" related to 2.04, 2.06, 9.01 and 9.02 PS/KL - No discussion - UNANIMOUS

II. Consent Agenda: DN/LJ - 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 meetings' minutes: August 24, 2015

B. Re-Approve meeting minutes: June 22, 2015 (date error in consent agenda)

C. Finance:

1. Review June 30, 2015 treasurer report.
2. Recommendation to approve June operating receipts in the amount of 263,134.41.
3. Recommendation to approve June Scrip in the amount of \$ 3534.13.
4. Recommendation to approve June Checks 10792-10849 in the amount of \$29,551.43.
5. Recommendation to approve June EFT payroll transactions in the amount of \$ 174,277.52.
6. Recommendation to approve June credit card/other in the amount of \$ 1,937.66.
7. Review August 30, 2015 treasurer report.
8. Recommendation to approve July operating receipts in the amount of \$ 240,832.51.
9. Recommendation to approve July Checks 10850-10892 in the amount of \$ 102,536.20.
10. Recommendation to approve July EFT payroll transactions in the amount of \$145,501.63.
11. Recommendation to approve July credit card/other in the amount of \$ 1832.68.

12. Recommendation to approve August operating receipts in the amount of \$ 686,065.28.
13. Recommendation to approve August Checks 10893-10925 in the amount of \$ 178,404.37.
14. Recommendation to approve August EFT payroll transactions in the amount of \$ 138,942.48.
15. Recommendation to approve August credit card/other in the amount of \$ 556.22.

D. Review of Policies (*on schedule*)

1. Policy 514: Bullying Prohibition
2. Policy 522: Student Sex Nondiscrimination

E. Review of Policies (*off schedule*)

1. Policy 712 Procurement (Recommendation from Director to table until September)
2. Policy 417: Chemical Education. Recommendation to table Policy 417 Chemical Education until September 2015. (The personnel committee decided to wait until the attorney reviews NSCS policies.)
3. Policy 418: Drug-free Workplace. Recommendation to table Policy 418 Drug-free Workplace until September 2015.

III. Committee updates

A. Finance Committee: (see information packet)

1. updated income statement presented to board by Lee.
2. LJ - Met last week. Approved June, July and August Action.
3. DN - Finance committee now reviewing bank reconciliations along with management - per recommendation of independent auditor.
4. Lee: Update on 6/30/15 (document needs updated for date: from 3/31/15 to 6/30/15)
 - a. Highlight important items in yellow
 - b. Audit is going well. Few non-material things to clean-up. Likely to present at November meeting. A few entries to be made yet.
 - c. Early indications of \$84,287.17 operating surplus. Three main factors led to:
 - a. Personnel Changes
 - b. Director vacancy
 - c. \$40,000 budget for fuel. Spent \$31,000.
 - d. If everything stays on budget: Fund balance at end of FY16 - we will be at 18% of expenditures.
 - e. Final ADM was 331.x. Less than budget.
 - f. FY16 340.
 - g. Potential charge-back entry from General Fund to Food Service and Community Service. Entry is in Food Services. Is more challenging with Com Service Fund.
 - h. Preschool appears to have had operating surplus (before any occupancy and janitorial chargebacks)
 - i. Food Service - decent profit. Fund balance cannot exceed more than three months of reserves. Consider capital expenditures.
 - j. Current ADM is 345. FY16 budget is set at 340.
 - k. Department of Ed paid general ed two times at end of August. State will not be making next payments until caught up.

B. Curriculum Committee: No Minutes to offer. (KL)

1. vision cards are up to day.
2. Planning staff development day for October.

C. Personnel Committee:

1. Resolution to adopt employment agreement template as annotated. DN/KL - UNANIMOUS.
 - a. Discussion: Look to have language to target renewal.
2. Nolle to present materials form board training that speak to board's role in approving employment agreements with individuals (in addition to the development and approval of the employment agreement template)

D. Communications Committee:

E. Executive Committee: (see information packet for minutes) CB

1. Using state superintendent evaluation from MDE
2. Discussion on Strategic Plan. Director Wolff will update further.
3. Old plan will be archived and new copy published online

IV. Director's Update

A. Policy Revisions

1. Now that employment agreement template is approved, will work with counsel to
 - a. Update policies, through draft language to committees and ultimately the board.
 - b. Develop employee handbook
 - c. Funding is available in budget.

B. Enrollment Update

1. 345 now. Tour today, but no-show
2. Budget is built on 340

C. Edible School Yard

1. Linda Markon received \$2000 grant to fund greenhouse based program.

D. Wolf Ridge

1. All good reports

E. Vision Cards

1. Curriculum and Finance are updated. Technology committee is close. Communications has some updates to come
2. Presentation of very brief layout of website update.

V. New business

A. Nominating Committee - Need to appoint between 3-5 members to this committee

- a. KL/PS - Appoint Past Chair Helmer, Director Nolle, and Director Johnson. No discussion. Motion carries.

B. Annual Meeting. DN/KL - Set annual meeting for 6 p.m. on 23 November and to publish accordingly. Further for November meeting to immediately follow the adjournment of the annual meeting.

C. Review by-Laws 2.04, 2.06, 9.01 and 9.02 to eliminate potential confusion.

- a. Motion to amend by-laws 2.04 Section B to read 25 instead of 30 days. DN/KL - UNANIMOUS.

VI. Unfinished business

A. Strategic Plan - addressed during executive committee update

B. Director Evaluation

1. CB: Following timeline from MDE for 2015-2016 school year.
2. LJ/MC - Enter into employment agreement with Barry Wolff as director.
 - a. Discussion:
 - a. Potential concern as it relates to transparency. Taking up an issue that was not published on the advance agenda.
 - b. Want to involve all stakeholders in selection process.
 - c. Looking for at least a mid-year formal evaluation of the interim director.

- b. Motion to postpone until January meeting. DN/PS - UNANIMOUS
 - a. Executive committee to involve all stakeholders in information gathering.

VII. Correspondence

VIII. Recognition

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

IX. Adjourn: Motion to adjourn at 7:58 p.m. MC/LJ - UNANIMOUS

Information Packet

1. Minutes from September 28, 2015

2. Director's Update

3. Board Committee Reports

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

September 23, 2015 3:00 p.m. Art Room Pending Approval

Call to order: 3:04 pm

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

I. Approve September 23, 2015 agenda (KW, AG - MC)

II. Nominate a chair person and secretary

Motion to nominate Nikki as Chairperson (BW, DR - MC) Motion to nominate David Nolle as Secretary (DR, AG - MC)

Motion to hold Finance meetings on the Wednesday before the Board Meeting (NC, AG - MC)

III. Approve June 17, 2015 minutes: (LJ, AG MC Rolf abstained)

IV. New Business

A. Review June 30, 2015 treasurer report.

B. Approve June general checking, Scrip, and Activity account bank Reconciliations (LJ, AG-MC)

C. Approve June journal entries (DN, AG MC)

J. Approve July general checking, Scrip, and Activity account bank Reconciliations. (LJ, BW – MC)

K. Approve July journal entries (DR, LJ – MC)

M. July Scrip in the amount of \$ 0.00. (No action taken)

Q. Approve August general checking, Scrip, and Activity account bank Reconciliations (DR, BW – MC)

R. Approve August journal entries (LJ, BW – MC)

T. Approve Resolution 2: August Scrip in the amount of \$0.00. (No action taken)

X. FYI- Erate reimbursement

V. Old Business

A. Vision Cards

Held discussion Barry made adjustments to bring to the Board.

VI. Adjourn at 3:55 pm (DR, LJ – MC)

Communications & Community Affairs (Chris Butler, board liaison)

Curriculum & Staff Development (Michelle Compton, board liaison)

4. Other Committee Reports

- **Joint Operating Committee**

- **Endowment Board**