



School District 4084, Board Agenda
November 23, 2015
Approved December, 21, 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: After conclusion of Annual Meeting 6:40pm

Attendance: Chris Butler, Michelle Compton, Linda Johnson, Rick O'Hearn, Kristi Lounsberry, Katie Erickson, ~~David Nolle~~

Ex officio: Interim Director Barry Wolff, Assistant Business Manager Nikki Carpenter

Others: Janis Hooey, Nikki Carpenter, Lee Mattson, Raquel Mead, Khris Wells, Emily Williams

Concerns from audience:

I. Approve agenda: RO/LJ M/S/C

II. Consent Agenda: RO/LJ/ M/S/C

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: October 26, 2015 KL/LJ M/S/C

B. Finance:

- 1.** Review October 31, 2015 treasurer's report. **RO/LJ/ M/S/C**
- 2.** Motion to approve Resolution 1 October operating receipts in the amount of \$265,548.14. **RO/LJ/ M/S/C**
- 3.** Motion to approve Resolution 2: October Scrip in the amount of \$ 3,841. **RO/LJ/ M/S/C**
- 4.** Motion to approve Resolution 3: October Checks 10992-11066* (10992 & 11017 as VOID) in the amount of \$ 155,231.92. **RO/LJ/ M/S/C**
- 5.** Motion to approve Resolution 4: October EFT payroll transactions in the amount of 160,984.93. **RO/LJ/ M/S/C**
- 6.** Motion to approve Resolution 5: October credit card/other in the amount of \$ 5,392.09. **RO/LJ/ M/S/C**

7. Motion from the Finance committee to approve Telephone Associates as our 2016-2017 telephone provider. **RO/LJ/ M/S/C**

C. Review of Policies (*on schedule*)

1. Policy 515: Pupil Records - Administration Recommends?
2. Policy 214: Out-of-State Travel by School Board Members - Recommend No Changes
3. Policy 204: Electronic Funds Transfer - Finance Committee/Business Office Recommends?
4. Policy 220: Volunteer Status of School Board Members - Recommend No Changes

D. Review of Policies (*off schedule*)

1. Policy 410: Family Medical Leave (Personnel Committee recommends?)
2. Policy 210: Board Conflict of Interest (Continue until attorney reviews)
3. Policy 712: Procurement (Continue until attorney reviews)
4. Policy 417: Chemical Education (Continue until attorney reviews)
5. Policy 418: Drug Free Workplace (Continue until attorney reviews)

E. Special Projects

1. Motion to approve Slab Project **RO/LJ/ M/S/C**
2. Motion to approve Demonstration area by greenhouse **RO/LJ/ M/S/C**
3. Motion to approve smaller hockey rink **RO/LJ/ M/S/C**
4. Motion to approve security system **RO/LJ/ M/S/C**

F. Contracts

1. Motion from the Director to approve Bodies in Balance contract with NSCS to provide physical therapy services. **RO/LJ/ M/S/C**
2. Motion from the Director to approve Tracy Gervias contract with NSCS to provide speech services. **RO/LJ/ M/S/C**
3. Motion from the Special Education Director to approve Renee Madison contract with NSCS to provide Psychologist services. **RO/LJ/ M/S/C**
4. Motion from the Director to approve Charter School Health contract with NSCS to provide school nurse services. **RO/LJ/ M/S/C**
5. Motion from the Special Education Director to approve A Chance to Grow contract with NSCS to provide 3rd party billing services. **RO/LJ/ M/S/C**

III. Committee updates

A. Finance Committee:

1. Audit update

B. Curriculum Committee:

C. Personnel Committee:

D. Communications Committee: Did not meet

E. Executive Committee: Did not meet

IV. Director's Update

- A. Health Review Audit – Emily Williams, Licensed school nurse, reviewed what our school needs to do to be in compliance and went over our current policies with us. A school with a population under 1,000 students does not need to have a school nurse on site.

B. Enrollment Update

V. Unfinished Business

A.

VI. New Business

A. Election of Officers

1. Chair: Motion to elect Chris Butler as Chair. LJ/RO M/S/C
2. Vice Chair: Motion to elect Rick O'Hearn as Vice Chair. KL/LJ/ M/S/C
3. Secretary: Motion to elect David Nolle as Secretary. MC/LJ M/S/C
4. Treasurer: Motion to elect Linda Johnson as Treasurer. KL/MC M/S/C

B. Nominate two individuals to Executive Committee

Motion to assign Kristi Lounsberry and Michelle Compton to the executive committee. LJ/RO M/S/C

C. Committee Appointments

Motion to appoint board members to the committees as listed below. KL/MC M/S/C

1. Finance: Linda Johnson, David Nolle
2. Personnel: David Nolle
3. Curriculum: Michelle Compton, Kristi Lounsberry
4. Communication: Chris Butler, Katie Erickson
5. Development: David Nolle, Katie Erickson

(Board committee liasions are responsible for representing the board on the assigned committee, attending committee meetings, sharing a report of committee activities with the board and representing committee recommendations to the board.)

D. Designation of bank signers

Motion to approve as the three designated bank signers Chris Butler, Linda Johnson, and Michelle Compton. KL/RO M/S/C

E. Establish regular meeting schedule

Motion to hold monthly board meeting on 4th Monday starting January 2016 at 6:00pm. MC/LJ M/S/C

VII. Correspondence

VIII. Recognition

The next Board meeting will be held: December 21, 2015 6:00 p.m. in the Library.

Motion to change the next meeting date to December 21st at 6:00pm in the Library.

IX. Adjourn: Motion to adjourn at 7:50pm. KL/MC M/S/C

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 Franekowiak~~, Amy Giddings, Linda Johnson, Machellem 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. Erate- Motion to approve Erate 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)- Pensive 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)

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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)