



**School District 4084, Board Minutes**  
*October 24, 5 p.m. in the Library*

**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:** 5:15 p.m.

**ATTENDANCE:**

**Directors:** Chris Butler, Michelle Compton, Katie Erickson, Linda Johnson, Kristi Lounsberry, David Nolle, and Rick O'Hearn

**Ex officio:** Executive Director Barry Wolff

**Member Guest:** Assistant Business Manager Nikki Carpenter

**Others:** Janna Drehr; Katey Fornear, Gina Temple-Rhodes, Khris Wells; Elizabeth Williams; Lee Matson

**I. Concerns from audience:**

**A.** Katey Fornear – Lakeside parent – looking for bussing update. Generally, been happy. Have not been concerned about third bus. Have heard from bus driver that there could be some changes in store. Chair responded that an update is in director's update and to follow-up directly with Mr. Wolff with specific concerns.

**II. Approve agenda version 3.0: DN/KL - MSC**

**III. Consent Agenda: LJ/MC MSC**

*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 September 26, 2016 meeting minutes:**

**B. Finance:**

- 1.** Review September 30, 2016 treasurer's report.
- 2.** Approve Resolution 1: September operating receipts in the amount of \$ 523,936.13.
- 3.** Approve Resolution 2: September Scrip disbursements in the amount of \$ 3,468.82.
- 4.** Approve Resolution 3: September Checks 11461-11536 11617-11688 and 11729 in the amount of \$209,884.00 .
- 5.** Approve Resolution 4: September EFT payroll transactions in the amount of \$170,375.10.
- 6.** Approve Resolution 5: September credit card/other in the amount of \$ 2,514.98.
- 7.** Approve September 30, 2016 general checking, Scrip, and Activity account bank Reconciliations

8. Approve September 2016 manual journal entries

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

1. Policy 201: Board Role (Executive Committee recommends no changes)
2. Policy 202: Officer Roles (Executive Committee recommends changes, attached)
3. Policy 413: Harassment and Violence (Personnel did not meet – table definitely to November executive board meeting)
4. Policy 510: Shared Time Programs (Administration recommends no changes)
5. Policy 532: Use of Peace Officers (Administration recommends no changes )
6. Policy XXX: Web Site Privacy Policy (Reviewed and recommended for approval by Technology Committee)

**D. Special Projects**

1. N/A

**E. Other**

**IV. Committee updates**

**A. Finance Committee:** Minutes sent under separate cover

1. LJ: Received report on unaudited financials
2. LJ 16.4% fund balance on unaudited financials could be misleading as special education budgeting swings from year-to-year
3. LJ Remainder of details available in minutes from finance committee
4. LM: NC and LM have immaterial items to clear up. This year is second year of nice surplus following 4 or more years of losses. Pieces are in place to keep controls on costs. There are always long term concerns such as compensation and healthcare as well as state funding. School is turned around and things are looking up. Healthy ADM at this point.

**B. Curriculum Committee:** Minutes Attached

1. Nothing other than what was presented in the minutes (KL)

**C. Personnel Committee:** Did not meet. Committee Agenda calls for off-schedule review of policy 421 and policy 907 in response to member concerns shared in September. Meeting is scheduled for Tuesday, October 25, 2016.

**D. Communications Committee:** Did not meet

**E. Nominating Committee:** Report attached

**F. Executive Committee:** Minutes attached

1. EC Did not take up Policy 433. Postponed

**V. Director's Update**

**A. Audubon Center of the North Woods (ACNW) visit/application**

1. Select staff visited the center. Really a cool place and awesome visit.
2. **Recommend executing the application with ACNW. MC/LJ MSC**
3. No other authorizers found in the state that seem to be as good of a match.
4. Q: Do we need to change our student trips to Wolf Ridge? A: Not necessarily.
5. Q: Reference checks with other schools that are authorized by ACNW. A: no, but ACNW comes as recommendation with Wolf Ridge.

**B. Enrollment – 365. Not going over 28 in any class. In classes where that level has been approached, we have added support.**

**C. Transportation**

1. Voyageur Bus as sent draft schedule 10-15-minute savings in a.m. and 15 to 20-minute savings in p.m.
2. Voyageur is practicing runs
3. Voyageur meeting Wednesday morning to decide on routes
4. Kate and Barry have reviewed the draft [of the] new schedules and routes
5. School has no say in which bus
6. Three buses from eastern Duluth. One bus will focus on rural pick-ups.
7. Potential for starting next Monday.
8. Lots of time savings if families who have never utilized a stop notify to remove the stop from the route
9. Q: if concerns from parents – A: contact Kate, Deb or Mr. Wolff.
10. Referenced letter from Rudy. Rudy enjoyed driving route A. “the best”

**D. Professional Learning Communities**

1. Interesting variety of PLCs. Teachers gathering in groups in interest. 90 minutes during early release as well as addition 12 hours/year each.
  - a. MC – Researching author bringing environment into everything in education. Also, November 10 conference at Wolf Ridge.
  - b. LJ – three attended “farm-to-table” workshop in MSP. Doing more with orchard and greenhouse and gardening.
  - c. KL – Working with students who don’t qualify for special education, but still working with those who do need extra attention.

**E. Future of Play and Learn**

1. Current year – on track for balanced budget, but lots of variables.
2. KL – Time for us to decide strategically – **Motion by DN/MC: Requesting the chair appoint a special committee to report to the board on early childhood education options for FY18 and beyond. DN/MC MSC**

**F. Other**

**VI. Unfinished Business**

**A. Health Insurance Comparison**

1. Board reviewed table. NC reported: \$12,000 if returning to 25% employee and 50% employer contribution
2. Utilization rate – 20 family; 5 employees – approximately 50% utilization rate.
3. Budget is 75% of FY 16 premium rates.
4. Finance committee and board to continue to keep an eye on premiums and to consult with provider(s) regarding avoiding the “Cadillac” taxes (some of which were recouped from NE Service Coop)

**B. 403B/401K meeting update**

1. KL – Potential provider offered survey to share with staff to determine who is even interested to determine if NSCS should proceed.
2. Next steps: KL/MC refer matter to Finance committee to survey staff and report back to board with recommendations at its November board meeting. MSC

C. Annual Meeting and election date

1. **Motion as presented in packet by DN/KL – for 5 p.m. Wednesday, November 30 with meeting to follow. MSC**

NSCS 10/24/2016 Board Meeting Agenda Item VI-C

Presented by: Director Nolle

Recognizing a request by a number of members to consider the rescheduling of the previously scheduled annual membership meeting as defined by by-laws for November and by previous board resolution for 5 p.m. on the fourth Monday, it is hereby resolved that:

The Annual membership meeting of North Shore Community School is confirmed to be scheduled for 5 p.m., Monday, November 30, 2016 to be held in the media center (library) of North Shore Community School. As the by-laws define in Section 2.04b that the meeting “shall be held in November...” and further Section 2.04b compels the secretary to provide 30 day’s written notice thus prohibiting the meeting being rescheduled on a date in November prior to November 28.

The annual meeting of the board of directors is scheduled to convene immediately upon the adjournment of the annual membership meeting on November 30, 2016.

The purpose of this meeting is to elect members of the Board of Directors and to receive the Annual Reports of the officers and committee chairpersons.

Annual Report to be presented to the membership shall include, but not be limited to (§204.b):

- A 2015-2016 (FY2016) Annual Report, drafted by administration, with board and committee input, for the receipt by membership.
- Audited financial statements for fiscal year ending June 30, 2016 – presented by the treasurer

D. Annual End of School Term Evaluation (received verbally from Elisabeth Williams from Wolf Ridge)

1. NSCS out performs neighboring districts
2. Improvement opportunity for EIC meetings

E. Board Subcommittee Policy and By-Laws

1. Chair offered at September board meeting, in light of supporting information. Chair would entertain motion to postpone defiantly to December board meeting. KL/KE MSC

F. Policy 433: Nepotism

1. Chair set stage and encouraged members to be respectful as we discuss potential conflicts as presented after visit with legal counsel.
2. **Motion: – DN/KE – Motion Carries, as amended**

**Policy 433: Nepotism –RESOLUTION**

NSCS 10/24/2016 Board Meeting Agenda Item VI-F

Presented by: Director Nolle

Recognizing significant member concern regarding appearances of Nepotism and perceptions of Conflict of Interest the board of directors of North Shore Community School, Inc. (NSCS) hereby resolves, this 24<sup>th</sup> day of October 2016:

- A) The position of the Physical Education Specialist shall immediately report directly to the board of directors in the same manner as the executive director’s reporting relationship. As may be statutorily required, one or more licensed staff serving on behalf of the board may fulfill the classroom oversight functions related to this reporting accommodation.
- B) The existing Policy #433 “Nepotism 12.2013” last reviewed in December 2013 shall be added to the policy review schedule, in the personnel (400-series) section for regularly scheduled triennial review.
- C) The FY2017 budget be adjusted to accommodate the initial subscription to Minnesota School Boards Association’s Policy Service with an initial subscription fee of \$1,750 and annual renewal fees of \$650.
  - a. NSCS immediately subscribes to this policy service.
  - b. Policies are compared to model MSBA policy at each subsequent revision and rationale of meaningful departures from model policy are communicated to the board, by the responsible committee or staff member along with recommendation.
  - c. Policies that do not have model policies and instances where there is a significant departure from model policy warrant extra consideration and deliberation by the board and may warrant review by legal counsel at the discretion of the board.

- a. Motion to amend “... serving on the board...” to: “... on **behalf of the board...**”  
**DN/KL MSC**

- b. Point of order by JD from audience: Personnel did have the responsibility to craft the original Nepotism policy.

c. **Motion to divide MC/LJ – “Separate Item C from the existing motion.” Motion fails.**

3. **Motion from chair seconded by KL to place Policy 433 on December 2016 Review schedule. MSC**

G. Other –

1. **Motion/second: MC/KL – Appoint S. Camper to evaluate AF. Motion withdrawn**

2. **Motion: Chair is to communicate with qualified staff to determine their interest and willingness to serve on behalf of the board and chair is to appoint appropriate licensed staff member to act on behalf of the board. MC/KL MSC**

## VII. New Business

A. ABC Board appointment – DN/KE – As presented, but Bruckelmyer for 2019 and Strom 2018.

**ABC Board Member Appointment –RESOLUTION**

**NSCS 10/24/2016 Board Meeting Agenda Item VII-A**

**Presented by: Director Nolle**

**Resolved this 24<sup>th</sup> day of October:**

The resignation of ABC of North Shore Community School, Inc. (ABC) board member George Sundstrom is accepted this 24<sup>th</sup> day of October, 2016 with sincere appreciation for his long standing service and support of North Shore Community School, and recently his tireless efforts related to the formation and operation of ABC.

Further, in accordance with the by-laws of ABC, North Shore Community School, Inc (NSCS), as the sole member of ABC immediately appoints Cory Kirsling to serve out the remained or Sundstrom’s term slated to expire at the end of ABC’s corporate year on 30 June 2017.

Further, NSCS confirms the appointment of Ed Bruckelmyer with his first full term as an ABC director ending June 30, 2019 and Phil Strom with his first full term as an ABC director ending June 30, 2018.

1. **Motion to postpone defiantly until November 30. RO/MC - MSC**

B. Other

## VIII. Correspondence - NO ACTION

A. George Sundstrom Resignation

B. Letter from Darcie Rolfe

C. Letter from Alisha Franckowiak

D. Email from Phil Strom

E. Letter from Rudy Lundahl

## IX. Recognition

X. **The next Board meeting will be held:** November 30, 2016, *immediately following the 5 p.m. Annual Membership Meeting.*

XI. **Adjourn:** Motion to adjourn at 7:03 KL/MC

Prepared by: David A. Nolle