



School District 4084, Board Minutes
September 26, 5pm 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: 5:04 p.m.

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

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

Others:

I. Concerns from audience:

- A.** Amy Giddings – Would like boards consideration related to “new business items related to Personnel Items”
- B.** Darcie Rolf, considering June minutes and 20% reserve threshold met. Would compel board to reconsider paying full 75% of employer contribution toward healthcare. 1.5% payout and communication related to alternatives. Would board reconsider 1.5%
 - 1. Chair would add Discussion under Director’s “other”

II. Approve agenda: LJ/KL (MSC as amended) – Amendment: Add former employee correspondence under correspondence. DN/KE MSC -

III. Consent Agenda: DN/LJ Move approval excluding treasurer’s reports - MSC

All items on the Consent Agenda are action items unless noted. 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 separate consideration. 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 August 22, 2016 board meeting minutes

B. Finance:

- 2. Review June 30, 2016 treasurer’s report. NO ACTION
- 3. Approve Resolution 1: June operating receipts in the amount of \$ 265,885.98.
- 4. Approve Resolution 2: June Scrip disbursements in the amount of \$ 3,047.47.
- 5. Approve Resolution 3: June Checks 11461-11536 in the amount of \$ 86,278.82.
- 6. Approve Resolution 4: June EFT payroll transactions in the amount of \$ 182,137.05.
- 7. Approve Resolution 5: June credit card/other in the amount of \$ 2,319.24.
- 8. Approve June 2016 general checking, Scrip, and Activity account bank Reconciliations

9. Approve June 2016 journal entries
 - i. Includes Auditor recommended 2016-13 entries
10. Review July 31, 2016 treasurer's report. NO ACTION
11. Approve Resolution 1: July operating receipts in the amount of \$ 214,468.35.
12. Approve Resolution 2: July Scrip disbursements in the amount of \$ 0.00.
13. Approve Resolution 3: July Checks 11537-11560 in the amount of \$ 116,029.64.
14. Approve Resolution 4: July EFT payroll transactions in the amount of \$164,125.37.
15. Approve Resolution 5: July credit card/other in the amount of \$ 2,607.73
16. July 2016 general checking, Scrip, and Activity account bank Reconciliations.
17. Approve July 2016 journal entries
18. Review August 31, 2016 treasurer's report NO ACTION
19. Approve Resolution 1: August operating receipts in the amount of \$ 448,019.50.
20. Approve Resolution 2: August Scrip in the amount of \$0.00
21. Approve Resolution 3: August Checks 11561-11616 in the amount of \$ 137,683.77.
22. Approve Resolution 4: August EFT payroll transactions in the amount of \$ 159,536.20.
23. Approve Resolution 5: August credit card/other in the amount of \$ 629.79.
24. Approve August 2016 general checking, Scrip, and Activity account bank Reconciliations
25. Approve August 2016 journal entries
26. Approve acceptance of REAP grant of \$29,704 to be expended during FY2017.
27. Approve acceptance of Edible School Yard grant of \$1300 from the 'Strom Fund' of the Duluth Superior Area Community Foundation
 - i. To be utilized for apple orchard project
28. Budget Adjustments
 - i. Increase transportation budget \$16,000 for an additional Two Harbors morning bus.
 - ii. Increase the technology consulting budget \$15,000 to hire CDW Technology.
 - iii. Increase classroom teacher supply budget by \$300 for Special Education Teacher.
 - iv. Increase Title One Budget for new third grade classroom para for \$19,000

C. Review of Policies (*on schedule*)

1. Policy 514: Bullying (No recommended changes)
2. Policy 522: Student Sex Non-Discrimination (No recommended changes)

Special Projects (NONE)

D. Other (NONE)

IV. Committee updates

- A. Finance Committee:** Minutes Attached
- B. Curriculum Committee:** Minutes Attached
- C. Personnel Committee:** Minutes reviewed verbally by Nolle related to June special meeting as continued. No September minutes available.
- D. Communications Committee:** Did not meet
- E. Nominating Committee:**
 1. One confirmed community member, one confirmed teacher. Possible second in each. Three confirmed interest in at-large. Gathering biographies.

2. September 2015 Board minutes – attempted to eliminate confusion to change 2.04 to 25 days. Intent was to resolve receipt of bios and timeline to send out meeting notice and ballot.
3. **Motion to change by-law 2.04 to be 30 days and move 9.01 and 9.02 to 35-days. MC/DN MSC (MC to work with NC to update and post to web)**

F. Executive Committee: Minutes attached

V. Director's Update

A. Audubon Society of the North – David Greenberg

1. Received presentation

B. Enrollment

1. 364 as of today.

C. Technology

1. Hired CW Technology to take on server, security, wireless, network.

D. Transportation

1. Concerns received from parents regarding pick-up times, and bussing durations. Latest discussion with Voyageur – Indicated adding an additional whole route in a.m. and in p.m. Would take 2-3 weeks to find driver and to re-route the east-end. Would lower head count on busses, shorten transportation time. Costs of around \$35,000. Did add an additional morning bus for Two Harbors (half a route). Of 21 new students, all but three are from east end of Duluth. Considered a variety of options. A third bus would be most advantageous to most families. Student Management and safety are an issue on full busses and long rides.
2. **Motion to adjust budget by up to \$36,000 to address bussing times in eastern Duluth. DN/MC MSC**

E. Grievance policy and associated policies (NO ACTION)

1. Currently Personnel Committee is looking into to some proposed changes to existing grievance and related policies.
2. Some confusion or disagreement on interpretation between personnel, director and legal counsel. Anticipate proposed revisions to board at next board meeting.
 - a. Question: What if we disagree with legal counsel.
 - b. Board would have opportunity to be final authority at its hearing.
 - c. Question: Should personnel committee share results with the employee the results of the deliberation?
 - d. Amy Giddings: Provided update on the timeline.
 - e. Amy: Step three of procedure – offered opinion to director, Special Education Direction. Director is not bound by recommendation. Employee rescinded his grievance. Would like board clarification related to these matters.
 - f. RO: A certain amount is on the employee. Employee did not choose to bring this to the board. AG: Personnel is bringing recommended updates to policies 907, 421, and 403 in October.

F. Director evaluation goals

1. Director reviewed four categories of Director goals. Formative in January. Summative – May.

G. Other

1. Asked by Executive board in June meeting and confirmed by Executive committee to set up informational meetings to get 403b Providers. Anticipated October 17. One at 3p and one at 3:30.
2. Health Insurance. KL: 75/25% as well as the 1.5% vs 403b. Dialog at board retreat as it relates to strategic goals related to support for employee health insurance costs and support. NC to bring 5-year cost history to board. CB: Will need to do a better job of communicating changes and anticipated cost increases to employees.

VI. Unfinished (Old) Business

A. Clerk Position Description –

1. Resolution authorizing up to \$2500 for FY for Board Clerk DN/MC
2. KL/DN Accept the position description. MSC

B. Other

VII. New Business

A. Policy 433: Nepotism

1. CB/RO: Was not on regular review rotation, but needs to be. Motion by chair to add 433 to policy review schedule for October and task to EC. Passes
 - a. Amendment: DN/KE – refer to personnel committee. Motion Failed
 - b. Chair: Legal counsel recommended keeping this policy at the board level. Counsel is ok with current policy.

B. Policy 104: Enrollment DN/LJ MSC

C. Policy 213: Board Committees – Motion to refer to Executive committee with proposed language at October meeting LJ/MC MSC

D. Other

1. DN – Looking for Third Quarter Financials. Anticipate Financials for 4Q2016 at October

VIII. Correspondence

A. Correspondence received from Former Employee

IX. Recognition

The next Board meeting will be held: October 24, 2016 5:00 p.m. in the Library.

X. Adjourn: Motion to adjourn at 7:02 MC/KL

Respectfully Submitted on September 26, 2016



David A. Nolle
Secretary