



# North Shore Community School

**School District 4084**

*Board Meeting Minutes*

*January 28, 2019 at 5:30 p.m. in the Library*

*Approved*

***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: 5:38**

## **ATTENDANCE:**

**Directors:** Sheri Camper, ~~Jim Cornwell~~, John Doberstein, Gina Gallagher, Linda Johnson, Greg Spoelhof, Denny Stolp

**Ex Officio:** Executive Director Shelly Pierson, Business Manager Nikki Carpenter

**Others:** Erica Rodriguez

### **I. Concerns from Audience:**

- II. Approve Agenda: MOTION by L. Johnson to approve the agenda with the following changes:** Add item D. Submit Director Evaluation by Board Members to Board Chair to Section IV. New Business and Omit sections XII, XIII and XIV. **Seconded by S. Camper. Motion Carried Unanimously.**

### **III. Budget Items:**

**A. Presentation of 2017-2018 Audit:** *Tim Bradshaw, WIPFLi, presenting.*

1. Results are:
  - a) Unmodified opinion on the basic financial statements
  - b) No significant deficiencies or material weaknesses over compliance or internal controls over financial reporting.
  - c) No noncompliance with Minnesota Statutes tested
2. General Fund Results of operation:
  - a) Revenues are more than anticipated
    - (1) North Shore Community School received higher than anticipated state and federal funding
  - b) Expenses were lower than anticipated
    - (1) Lower labor costs
    - (2) Preschool did not need the \$20,000 allocation

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- c) Minimum Fund Balance was met
3. Food Service Results of Operation & Fund Balance
  - a) Food Service ran at a deficit
4. Community Service Results of Operation & Fund Balance
  - a) Community Service ran at a deficit
5. Student Activities:
  - a) Student Activities balance increased
6. ***MOTION by G. Spoelhof to accept the Audit as presented. Seconded by L. Johnson. Motion Carried Unanimously.***

**B. Amended 2018-2019 Budget:** *presented by Mike Pocrnich via conference call*

1. Revenue
  - a) Enrollment reforecast from 355 to 348 ADM
  - b) General Education & Lease Aid reduced
  - c) Special Education increased
  - d) State Revenue Decreased
  - e) Increase of Local Aid & Donation revenue
2. Expenses
  - a) Professional Development and Operations increased
  - b) Advertising and Marketing increased
  - c) Dues and Membership expenses increased
  - d) Title 1 and Federal indirect costs decreased
3. Fund Balance projected to end at 25% of expenditures
4. ***MOTION by L. Johnson to approve budget adjustments as presented. Seconded by S. Camper. Motion Carried Unanimously.***

**IV. Consent Agenda:** *MOTION by L. Johnson to approve the Consent Agenda as presented. Seconded by S. Camper. Motion Carried Unanimously.*

*All items in the Consent Agenda are action items. A single vote for the consent agenda passes all items on the agenda. Any director may request an agenda item be pulled for discussion and held for a 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 all items will be managed individually.*

**A. Approve Minutes for December 18, 2018 Meeting** *(attached)*

**B. Finance**

1. Approve Resolution 1: December operating receipts in the amount of \$295,437.10
2. Approve Resolution 2: December checks #13026-#13073 in the amount of \$123,631.45
3. Approve Resolution 3: December EFT payroll, BCBS, FSA, HSA, and Bank Service charges in the amount of \$246,439.20
4. Approve Resolution 4: December credit card transactions in the amount of \$5,212.17
5. Approve Resolution 5: December SCRIP disbursements in the amount of \$5,105.25
6. Approve Resolution 6: December SCRIP receipts in the amount of \$4,832.56
7. Approve Resolution 7: December updated activity account in the amount of \$4832.56
8. Approve Resolution 8: December 2018 journal entries
9. Approve Resolution 9: December 2018 general checking, SCRIP, and activity account bank reconciliations
10. accept grant monies for \$480.00 from the State of MN to purchase solar energy books for classrooms.
11. accept donation from UPI drive in the amount of \$ 960.00 for outdoor gear for students.
12. accept grant monies for \$ 850.00 from Project Learning Tree and matching funds from the DNR, Shoreview Natives and NSC EIC committee.

**C. Review of *On Schedule* Policies**

1. **Policy 431: Non-Exempt Employee Overtime Compensation is a local policy.** *It is the recommendation of the Business Office to continue Policy 431: Non-Exempt Employee Overtime Compensation as written.*
2. **Policy 506: Student Discipline is a mandated policy.** The content and language of this policy is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation of the Executive Director to update Policy 506: Student Discipline as presented with some language and formatting changes.*
3. **Policy 806: Crisis Management is a mandated policy.** The content and language of this policy is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation of the Facilities Manager to update Policy 806: Crisis Management as presented with minor changes such as switching “School District” and “each building” to North Shore Community School and “building administrator” to “Executive Director.”*

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**D. Review of *Off Schedule* Policies**

**E. Staffing Changes**

1. Special Education Para Position: Filled with a long-term substitute.
2. Approve resignation of PE teacher (currently on leave).
3. Approve resignation of kitchen assistant.

**F. Approve the Snow Day of January 7, 2019.**

**V. Committee Updates:**

**A. Curriculum/Staff Development:**

1. January 9, 2019 Meeting Minutes Attached
2. January 23, 2019 Meeting Minutes Attached
3. January 28, 2019 Staff Development Day
  - a) Technology Integration
  - b) Diversity Training
  - c) MAP Test Data-Individual Student Reports

**B. Facilities:**

1. November 15, 2018 Meeting Minutes Attached
2. December 18, 2018 Meeting Minutes Attached
3. January 15, 2019 Meeting Minutes in February
4. Energy Usage Report
  - a) With the Solar Array energy costs are down an average of 42.21%

**C. Finance:**

1. January 15, 2019 Meeting Minutes Attached
  - a) December Financial Statements
  - b) December Activity Account Statement
  - c) December Bank Reconciliation
  - d) December Journal Entry Listing
  - e) December Check Run

**D. Personnel:**

1. January 17, 2019 Meeting Minutes Attached
2. Discussing integrating *Speak Your Peace* principals in the classroom

**VI. Effective Board**

**A. Distribute Board Self Evaluations**

1. To be submitted to the Board Chair in 1 week

**B. Reschedule April 2019 Board Meeting**

1. Scheduled for April 29, 2019 at 5:30 p.m. in the Library

**C. Reschedule May 2019 Board Meeting**

1. Scheduled for May 29, 2019 at 5:30 p.m. in the Library

**VII. Director's Update:**

**A. Enrollment**

1. Current Enrollment: 351
  - a) 4 students are moving away on January 29, 2019
2. Budgeted For: 355, working budget amended to 348.
3. State Student Enrollment adjusted to 350 in late September
4. Recommitment Forms have been sent and most have been returned.
  - a) They are not tallied yet

**B. Academic Update**

1. NWEA Reading and Math MAP Testing
  - a) Looking at using NWEA in addition to BAS for reading assessments because of the ability to view growth reports on individual students and because it is a norm referenced test. Class, grade level and school-wide data can be used to show achievement and is required for some reports.

**C. Camera Update**

1. New Camera system has very clear imaging
2. Can be viewed in real time or playback
3. Executive Director can access anywhere from her Phone

**D. Solar Array Savings - Informational**

1. Discussed during Committee Updates

**E. Open House February 26, 2019 from 5:30-7:00**

**F. Promotional Activities**

1. Elementary School Fair (poorly attended)
2. Sponsorships with MPR & the Current
3. Looking at engaging area preschools
4. Looking at sending out a mailing to potential families
5. Article in Moms & Dads Today

**G. Inclement and Cold Weather Procedures**

1. Monitor Duluth and Two Harbors
2. Connect with Voyager Bussing
3. Notify Members of the Board

**H. Board Member Exit Interview**

1. One previous Board Member Interviewed
2. Felt the experience was invaluable in learning how the district works
  - a) There was discussion on adding "Board Membership" to the job description of Licensed Teachers working at North Shore Community School
3. The work that the Board has done on transparency is clear

**I. Executive Director is working on interviewing staff members**

1. What is working well?

2. What needs attending to?

**VIII. Unfinished Business:**

**A. Review recommended edits to Policy 205: Board of Directors Election**

1. *MOTION by J. Doberstein to approve Policy 205: Board of Directors Election as presented. Seconded by Gina Gallagher. Motion Carried Unanimously.*

**B. Review recommended edits to the NSCS ByLaws**

1. *MOTION by J. Doberstein to approve North Shore Community School ByLaws as presented and with 2 additional formatting changes. Seconded by Gina Gallagher. Motion Carried Unanimously.*

**IX. New Business:**

**A. Annual Report Revision**

1. Executive Director Shelly Pierson presented proposed adjustments to the Annual Report
  - a) Statutory Purposes
    - (1) Details on how NSCS Improves all pupil learning and student achievement
    - (2) Details on how NSCS increases learning opportunities for all students
    - (3) Details on how NSCS encourages the use of different and innovative teaching methods.
  - b) Innovative Practices and Implementation
    - (1) Grade appropriate local history topics
    - (2) Hands on student learning opportunities
    - (3) Phenology reports & experiments
    - (4) Expanse of musical opportunity
    - (5) Work in Orchard, Greenhouse & Garden
2. *MOTION by S. Camper to approve revisions to the Annual Report with additions suggested by members of the Board. Seconded by G. Spoelhof. Motion Carried Unanimously.*

**B. Voluntary Pre-Kindergarten Application**

1. The application is completed and will be submitted by the end of January
2. At this time MDE has not decided to expand Pre-K funding, submitting the application is pre-emptive
3. A Licensed Preschool Teacher will be hired to run the Preschool program next year

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4. ***MOTION by L. Johnson to approve submitting the application to the Minnesota Department of Education as presented. Seconded by J. Doberstein. Motion Carried Unanimously.***

**C. Budget Process**

1. Budget proposal for next fiscal year has begun

**D. Submit Director Evaluation by Board Members to Board Chair**

**X. Correspondence:**

**A. Receipt of Form 990 and Schedule A from ABC**

1. ***MOTION by L. Johnson to acknowledge the receipt of the Form 990 and Schedule A. Seconded by S. Camper. Motion Carried Unanimously.***

**B. Letter to ABC from WIPFLi & reply from ABC to WIPFLi**

**XI. Recognition:**

- A. UPI and Nick Oetterer Donation of winter clothing and approximately \$1,000
- B. Dan Schutte for successful grant applications to Project Learning Tree and MDE-Energy Education at the Local Level Grant Program
- C. State of Minnesota for Solar Energy Books Grant in the amount of \$480.00

~~**XII. Closed Meeting:**~~

- ~~A. Presentation of Director Self Evaluation~~
- ~~B. Receipt of Director Evaluation by Board Members~~
- ~~C. Staff Updates~~

~~**XIII. Re-Open Meeting and Take Any Necessary Action:**~~

~~**XIV. Announcement of Results of Closed Meeting:**~~

**XV. Audience Concerns:**

**XVI. Board Reflection:**

- A. Board member discussion included the fact that even though this was a longer meeting, we had important work to do, and felt that discussions needed to be held on a number of topics.
- B. S. Camper suggests that the board resume receiving reports on ELP goals by each grade level at future board meetings.

**XVII. The next Board Meeting will be held: February 25, 2019 at 5:30 p.m. in the Library**

**XVIII. Adjourn: 8:01**