



North Shore  
Community School

School District 4084

*Board Meeting Minutes*

*Monday February 25, 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:**

**ATTENDANCE:**

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

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

**Others:** Erica Rodriguez, Erin Anderson from ACNW and Mike Pocrnich from TAG

- I. Concerns from Audience:**
- II. Approve Agenda: *MOTION* by S. Camper to approve the agenda with 1 adjustment; to add an item B. Report on New Member Board Training under section VII. Effective Board. **Seconded** by G. Gallagher. *Motion Carried Unanimously.***
- III. Financial Statements** as presented by Mike Pocrnich
  - A. Mike gave an overview of the current and projected financial standings.
    1. We are 58% of the way through the fiscal year and 54% of budgeted expenditures. The budget looks good.
  - B. ***MOTION* by J. Doberstein to accept the financial report, seconded by G. Spoelhof. *Motion Carried Unanimously.***
- IV. Teacher Report on Progress Meeting ELP Goals**
  - A. **First Grade** as presented by Sheri Camper
    1. The goal of first grade is for the children to develop an awareness of the life cycles of insects. This is achieved by:
      - a) Measuring snow temperatures and guessing where insects might be found

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- b) Collecting leaf litter and inspecting insects (in varying stages) found among the leaves
- c) Watching, in real time, the transformation of an egg to mealworm, mealworm to pupa, pupa to beetle and eggs laid by an adult beetle.

**V. Consent Agenda: *MOTION by J. Doberstein to approve the Consent Agenda, 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. Recommendation to Approve Minutes for January 28, 2019 Meeting** with the following addition: "...add item D. Submit Director Evaluation by Board Members to Board Chair to **Section IX. New Business...**

**B. Finance**

1. *Recommendation to Approve Resolution 1: January 2019 Financial Statements.*
2. *Recommendation to Approve Resolution 2: January Operating receipts in the amount of \$299,963.53.*
3. *Recommendation to Approve Resolution 3: January Checks Numbered 13074-13117 in the amount of \$93,299.20.*
4. *Recommendation to Approve Resolution 4: January EFT Payroll, BCBS, FSA, HSA, and Bank Service Charge Transactions in the amount of \$206,161.64.*
5. *Recommendation to Approve Resolution 5: January credit card transactions in the amount of \$2,883.33.*
6. *Recommendation to Approve Resolution 6: January SCRIP disbursements in the amount of \$730.73*
7. *Recommendation to Approve Resolution 7: January SCRIP receipts in the amount of \$753.50*
8. *Recommendation to Approve Resolution 8: January updated Activity Account.*
9. *Recommendation to Approve Resolution 9: January 2019 Journal Entries.*
10. *Recommendation to Approve Resolution 10: January 2019 General Checking, SCRIP, and Activity Account bank reconciliations.*
11. *Recommendation to Approve Renewal of the \$300,000 line of credit with North Shore Bank of Commerce.*

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

1. **Policy 401: Equal Employment Opportunity is a mandated policy.** The content and language of this policy is dictated by guidance by the Minnesota School Board Association (MSBA). *It is the recommendation of the Personnel Committee to approve Policy 401: Equal Employment Opportunity as written.*
2. **Policy 402: Disability Nondiscrimination is a mandated policy.** The content and language of this policy is dictated by guidance by the Minnesota School Board Association (MSBA). *It is the recommendation of the Personnel Committee to approve Policy 402: Disability Nondiscrimination as written.*
3. **Policy 504: Parent Request for a Teacher is a local policy.** *It is the recommendation of the Executive Director to approve the policy 504: Parent Request for a Teacher as written.*

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

**E. Staffing Changes**

1. *Recommendation to Approve* hiring Abby Larson as a full-time Physical Education Teacher.
2. *Recommendation to Approve* hiring Shane Stark as a Special Education Paraprofessional.

**F. Recommendation to approve Snow/Cold Days:**

1. January 29, 2019
2. January 30, 2019
3. January 31, 2019

**VI. Committee Updates:**

**A. Curriculum/Staff Development:**

1. February 13, 2019 Meeting Minutes Attached
2. Discussions on Staff Development topics for next year
  - a) Empathy
  - b) Inclusivity

**B. Facilities:**

1. Did not Meet

**C. Finance:**

1. February 14, 2019 Meeting Minutes Attached
  - a) January's Financial Statements
  - b) Activity Account Statement
  - c) January 2019 Bank Reconciliations

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- d) January 2019 Check Run
- e) January 2019 Journal Entries

**D. Personnel:**

- 1. Did not Meet

**VII. Effective Board**

**A. Board Self Evaluations- *TABLED until March Meeting***

**B. Report on New Member Board Training**

- 1. Gina Gallagher reported on highlights of the training
  - a) Life Cycle of Charter School Board
  - b) We fit the mold for a highly effective board
- 2. Greg Spoelhof reported on highlights of the training
  - a) Typical effective boards discuss direction of the school and academic growth
  - b) Closed meetings are recorded

**VIII. Director's Update:**

**A. Enrollment**

- 1. Budgeted for: 348
- 2. Current Enrollment: 347
- 3. Recommitment Information
  - a) Projected Enrollment for 2019-2020 School year is 345
- 4. Promotion Activities:
  - a) MPR Ads started on February 22 and will promote the Open House as well as NSCS in general
  - b) Open House to be held on Tuesday, February 26th, from 5:30-7:00
  - c) Flyer mailed to area families

**B. Winter MAP Testing**

- 1. Shelly presented sample reports that can be used to assist educators in how they teach each group or specific student
  - a) Achievement Status and Growth Summary with Quadrant Chart
  - b) Class breakdown by Projected Proficiency Report
  - c) Student Profile
  - d) Growth Over Time

**C. Upcoming Bids**

- 1. Health Insurance (Per District policy)
- 2. Auditor

**D. Governor's Budget, Informational**

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**IX. Unfinished Business:**

**A. Board Members to sign the revised NSCS ByLaws** (*attached*)

1. Board members in attendance signed the document and Executive Director Shelly Pierson agreed to have Denny & Linda sign it over the coming days so that it can be submitted.

**X. New Business:**

**A. Pathways II Preschool Application**, for Approval

1. **MOTION** by G. Gallagher to approve Pathways II Application as written, seconded by S. Camper. *Motion Carried Unanimously.*

**B. Calendar: Martin Luther King, Jr. Day**

1. The Curriculum Committee is working on the calendar for the 2019-2020 school year and are looking for board guidance on whether to hold school on Martin Luther King, Jr. Day.
2. There was discussion on the history of holding school on MLK Day.
3. Members shared their opinions and opinions of Members of the school.
4. It was decided that if the Curriculum would like to observe Martin Luther King, Jr. Day by having no school, they would have Board support. It was also noted that for the same reason it should be a day off for Staff as well.

**C. Snow/Cold Days and State Required Hours**

1. As a charter school we are required to have students in school for a number of hours per school year and we are currently scheduled to surpass those hours so there is no need to adjust the calendar at this time.

**D. Maintenance of Effort for 2015-2016 and 2016-2017 School Years**, Update

1. The LEA failed to maintain effort in the amount of \$60,647.05 between the 2015-2016 and 2016-2017 school years.
2. NSCS was able to justify costs equal to \$20,478.52 of that amount
3. \$40,168.53 will be recovered by MDE through our IDEAS payment on February 28, 2019
4. After the recovery, this matter is settled
5. NSCS is keeping detailed records to avoid situations like this in the future

**E. Charter Day March 6th**

1. Discussions took place as to whether or not to attend Charter Day next week. It was agreed that it is an important opportunity but it may be better served to go on another day that is well planned in advance.

**XI. Correspondence:**

- A. **ACNW Revised Annual Report:** Received confirmation on February 16, 2019 that the revised Annual Report was approved by ACNW.

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**XII. Recognition:**

- A. **Amy Giddings** for the delightful Operettas presented by the First Grade classrooms.
- B. **PTA** for hosting the Winter Frolic.
- C. **Chad Maki** for keeping our walkways safe and clear of snow this winter.

**XIII. Closed Meeting: *Tabled Until March Meeting***

As permitted by Minnesota State Statute Section 13D.05, subdivision 3(a), this meeting will be closed to evaluate the performance of the School District's Executive Director.

- A. Presentation of Director Self Evaluation
- B. Receipt of Director Evaluation by Board Members

**XIV. Audience Concerns:**

**XV. Board Reflection:**

- A. The board received feedback from Erin Anderson of ACNW
  - 1. This board is high functioning and well established
  - 2. When given the opportunity to talk to some students about their favorite things about North Shore Community School, they said:
    - a) They get to learn outside, and feel that the Forest is essential
    - b) They feel safe and like having small class sizes
    - c) They would like another school just like it closer to Duluth
  - 3. Observations about the staff is that they feel supported
  - 4. Board Meetings are well organized
  - 5. Academic & Environmental Reporting should each be at least 4 times per year
  - 6. Suggests Board Training on the subject of Equity
- B. The board reflected on how this meeting went and noted:
  - 1. The benefit of being on a board is getting to see presentations like the ELP presentation at this meeting
  - 2. This was one of the more efficient meetings

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

**XVII. Adjourn: 7:42 p.m.**