



North Shore
Community School

School District 4084

Board Meeting Minutes

March 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: 5:32

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, Dan Schutte, Anne Lampela, Jessi Anderson, Aaron Anderson

Copies of the March Agenda were made available to all guests of this meeting

I. Approve Agenda: *MOTION* by L. Johnson to approve the agenda with 2 changes; Section D, Item 2 Policy 712-1 Special Education Procurement Policy will be tabled until the April meeting and Move "E-Rate Bids" from New Business item E to Directors Update item D. ***Seconded by J. Cornwell. Motion carried unanimously.***

II. Teacher Report on Progress Meeting ELP Goals:

A. Kindergarten

1. Presented by Linda Johnson
2. Indicator Area 3-Attitudes. Students demonstrate respect and concern for the earth's health and the motivation to participate in environmental stewardship.
3. The work of building a bunny restaurant was described and details about what students observed upon their return was shared both verbally and with the presentation of their journals.
4. It was reported that 95% of kindergarten students recorded observation of their bunny restaurant on 4 separate occasions.

B. 2nd Grade

1. Presented by Anne Lampela and Dan Schutte
2. Indicator Area 2-Knowledge. Students have knowledge of how natural systems function and how human systems interact with and depend on them.
3. A presentation describing how seed collecting and sorting was completed by the second grade class was given both verbally and with visual aids. Later this spring 2nd grade students will be bringing home the plants that they have sprouted from some of these seeds.
4. It was reported that when tested on their knowledge of how these seeds travel, 87% of 2nd grade students scored 82% or higher on the test.

C. First Grade

1. Presented by Sheri Camper
2. Indicator Area 1: Awareness. Students demonstrate an awareness of the relationship between the environment and human life and the diversity of life that shares the earth with humans.
3. It was reported that 95% of 1st grade students could correctly identify the stages in the life cycle of a mealworm.

III. Consent Agenda: *MOTION by S. Camper to approve the Consent Agenda, Seconded by J. Doberstein. 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 February 25, 2019 Meeting

This and all other documents from the February Board Meeting are in the 2019 Board Book in the North Shore Community School copy room.

B. Finance

1. Accept Resolution 1: Approve February Operating Receipts in the amount of \$276,495.50
2. Accept Resolution 2: Approve February Checks #13118-13154 in the amount of \$102,842.11
3. Accept Resolution 3: Approve February EFT Payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$266,729.00

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4. Accept Resolution 4: Approve February Credit Card transactions in the amount of \$7,684.25
5. Accept Resolution 5: Approve February SCRIP disbursements in the amount of \$998.27
6. Accept Resolution 6: Approve February SCRIP receipts in the amount of \$626.25
7. Accept Resolution 7: Approve updated February Activity Account
8. Accept Resolution 8: Approve February 2019 Journal Entries
9. Accept Resolution 9: Approve February 2019 General Checking, SCRIP and Activity Account Reconciliations
10. Accept Resolution 10: Approve \$1,000.00 check to be written from the Student Leadership Account for the Zipline Project
11. Accept Resolution 11: Accept donation of \$6,434.54 from the Duluth Township for the Zipline Project
12. Continue Cooperative Purchasing with the Northeast Service Cooperative for our Food Program.

C. Review of *On Schedule* Policies

1. **Policy 502: Student Search 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 Executive Director to approve Policy 502: Student Search as written.*
2. **Policy 524: Internet Acceptable Use & Safety is a mandated policy.** The content and language of this policy is dictated by guidance by the Minnesota School Board Association (MBSA). *It is the recommendation of the Personnel Committee to Table Policy 524: Internet Acceptable Use & Safety until the April Board Meeting.*
3. **Policy 526: Hazing Prohibition 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 Executive Director to approve Policy 526: Hazing Prohibition as written.*
4. **Policy 709: Student Transportation 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 Executive Director to update Policy 709: Student Transportation as presented; adding details to section C. **Consequences** about contacting or meeting with the parents in the event of suspension from bus privileges.*

D. Review of *Off Schedule* Policies

1. **Policy 501: Weapons is a mandated policy.** The content and language of this policy is dictated by guidance by the Minnesota School Board Association

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(MSBA). *It is the recommendation of the Executive Director to approve Policy 501: Weapons as written.*

- 2. Policy 712-1: Special Education Procurement 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 Executive Director to update Policy 712-1: Special Education Procurement as presented: Table Policy 712-1 Special Education Procurement until the April Board Meeting.*

IV. Committee Updates:

A. Curriculum/Staff Development:

1. February 27, 2019 Meeting Minutes Attached
2. March 13, 2019 Meeting Minutes Attached

B. Facilities:

1. January 15, 2019 Meeting Minutes Attached
2. February 26, 2019 Meeting Minutes Attached
3. March 19, 2019 Meeting Minutes Pending

C. Finance:

1. March 20 Meeting Minutes Attached
 - a) February Financial Statements
 - b) Activity Account Statements
 - c) February 2019 Bank Reconciliations
 - d) February 2019 Journal Entries
2. It was noted that money for the zipline has been coming in and installation of this project will begin this spring, after the ground thaws
3. 2019-2020 Budget planning is underway

D. Personnel:

1. March 6, 2019 Meeting Minutes Attached
 - a) The personnel committee is looking at adding a “Return to Work” policy based on a recommendation from Workmans Comp.

V. Effective Board

A. Board Self Evaluations

- 1. Members of the Board would like to have a clearer understanding of Open Meeting Law and State Statutes**

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B. Board Retreat

1. Schedule- Monday April 8, 2019 at 3:30 p.m. in the Library

2. Topics

- a) Open Meeting Law (Sounding Board)
- b) State Statutes
- c) Financial
- d) Equity & Inclusion
- e) Governance & Management
- f) Discuss Board Policies

C. Board Training Overview

1. Gina Gallagher gave her impressions from the training that she received in February

- a) Key elements of a successful school are a healthy enrollment and having 25% of expenses
- b) Unique to North Shore Community School is that they employ an accounting firm to oversee their accounts, but they do payroll in house which saves a significant sum.
- c) Have a good monitoring and review process

D. Review ACNW Site Visit Feedback

E. Review ACNW Board Observation

1. Members of the Board discussed the items noted at the end of this document, adding some items to their Board Retreat Topics list

VI. Director's Update:

A. Enrollment

1. Budgeted for: 348
2. Current Enrollment: 345
3. Recommitment/New Enrollment Information: 334 for 2019-2020

B. Academic Update

1. MAP Math Data Fall-Winter
 - a) An overview graph of the recent 4 years was presented
 - b) Members of the board discussed what the charts were detailing

C. STAR Grant Submitted for redoing the nature trail bridge

1. This bridge would also have a platform for children to stand on so they are not disturbing the water as they make their observations and collections.

D. E-Rate Bid-application for server consolidation. Hoping to receive 30%-60% of the \$13,000-\$15,000 cost.

VII. New Business:

A. Approve 2019-2020 Calendar

1. The first day of school being September 4, 2019 and the last day of school being June 5, 2020 for a total of 169 student contact days.
2. **MOTION by S. Camper to approve 2019-2020 Calendar as presented, Seconded by L. Johnson. Motion carried unanimously.**

B. Administrative Work Delegated by the Board or Director Pay Rate (\$50/hour)

1. **MOTION by J. Cornwell to approve the \$50/hour pay rate for work delegated by the Board or Executive Director to be added into the 2019-2020 Budget, Seconded by J. Doberstein. S. Camper abstains. Motion carried unanimously.**

C. Preliminary Staffing Plan

1. Executive Director Shelly Pierson presented her preliminary staffing plan for 2019-2020 School Year. (in board book)

D. Consider Teacher FTE Increase 2019-2020

1. Looking to increase full time licensed teachers from 16.5 to 17
2. Members of the Board unanimously support the proposed changes

~~E. E-Rate Bids for approval~~ Moved to Director's Update

VIII. Recognition:

- A. PTA for Conference Snacks

IX. Closed Meeting: MOTION by S. Camper to conduct a closed meeting under the provisions of MN Stat. 13D, Subd. 3 to evaluate Ms. Shelly Pierson's performance as school director for the 2018-2019 school year. Seconded by L. Johnson. Motion carried unanimously.

As permitted by Minnesota State statute 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 Evaluation
- B. Receipt of Director Evaluation by Board Members

X. Re-Open Meeting and Take Any Necessary Action: MOTION by L. Johnson to re-open meeting, Seconded by G. Gallagher. Motion carried unanimously.

XI. Announcement of Results of Closed Meeting:

- A. It was noted that Executive Director Shelly Pierson is on track to meet her goals.

XII. Board Reflection:

- A. It was noted that this was a productive and efficient meeting
- B. Though it was an efficient meeting, there was ample discussion when it was needed
- C. Shelly was acknowledged as a strong director who identifies needs and addresses them
- D. Discussion reminded Members of the Board that staffing is not a board issue

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XIII. The next Board Meeting will be held: April 29, 2019 at 5:30 p.m. in the Library

XIV. Adjourn: 7:43