



North Shore  
Community School

School District 4084

*Board Meeting Minutes*

*April 29, 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, Kristi Lounsberry

**I. Concerns from Audience:**

**II. Approve Agenda: *MOTION* by S. Camper to approve the agenda as written, Seconded by L. Johnson. Motion carried unanimously.**

*\*This and all supporting documents for the April meeting are made available to guests of the meeting, copies of the Agenda are available to all who attend and a set of supporting documents is available for anyone to view.*

**III. Teacher report on progress meeting ELP goals:**

**A. 3rd Grade**

1. Presented by Kristi Lounsberry
2. Currently there are no ELP goals set for 3rd Grade.
3. Keep up on their outdoor learning logs which specify that they go out as a class for at least 1 hour per week.
4. Main focus on Birds, includes
  - a) Bird banding
  - b) Raptor presentation
  - c) Egg incubating-will soon see baby chicks
  - d) Dissection of owl pellets
  - e) Beak adaptation rotation

**B. 4th Grade-** was unable to attend-will set on May Agenda

**IV. Consent Agenda: MOTION by J. Doberstein to approve the Consent Agenda as written, Seconded by J. Cornwell. 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 March 25, 2019 Meeting & March 8, 2019 Board Retreat**

*\*These and all supporting documents from the March meeting are available in the 2019 Board Handbook, which is kept in the main office of North Shore Community School*

**B. Finance**

1. Approve March operating receipts in the amount of \$ 315,564.70.
2. Approve March checks 13155- 13215 in the amount of \$ 119,321.94.
3. Approve March EFT payroll, BCBS, FSA (Food Service of America), H S A and bank service charge transactions in the amount of \$ 237,255.30:
4. Approve March credit card in the amount of \$ 8,335.26.
5. Approve March Scrip disbursements in the amount of \$ 2,952.48 9(which includes a withdrawal from the Scrip account in bank error in the amount of \$134.03, the credit will be reflected next month.
6. Approve March Scrip receipts in the amount of \$ 2,952.65.
7. Approve March updated Activity Account.
8. Approve March 2019 journal entries.
9. Approve March 2019 general checking, Scrip, and Activity account bank reconciliations.

**C. Review of On Schedule Policies**

1. **Policy 421: Seniority** is a local policy. *It is the recommendation of the Personnel Committee to Table the review of Policy 421: Seniority until the meeting in May.*

**D. Review of Off Schedule Policies**

1. **Policy 524: Internet Acceptable Use** 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 Technology Committee*

**to Table the review of Policy 524: Internet Acceptable Use until the meeting in May.**

2. **Policy 712-1: Special Education Procurement** 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 712-1: Special Education Procurement as presented; adding item C. to Section III. "The small purchase threshold will be adjusted with inflation as determined by the federal government."***

**E. Staffing Changes**

1. **Approve Retirement: Viveca Norman**, LLI Paraprofessional with 23 years of service effective the end of the 2018-2019 contract year.

**F. Recommendation to Approve Snow Days**

1. April 11, 2019
2. April 12, 2019

**V. Committee Updates:**

**A. Curriculum/Staff Development:**

1. March 27, 2019 Meeting Minutes Attached
2. April 10, 2019 Meeting Minutes Attached
3. April 24, 2019 Meeting postponed until April 29, 2019
4. Details of the plans for the final Staff Development Day of the year were shared
  - a) May 10 will have training from Wolf Ridge & the University of Minnesota Raptor Center
5. North Shore Community School is hosting a STEM training for area outdoor educators on Saturday May 11
6. New, kindness themed art lessons are being implemented based on training that Carla Tamburo received

**B. Facilities:**

1. March 19, 2019 Minutes Attached
2. April 16, 2019 Meeting Minutes Pending
3. ABC has entered into a contract with an architecture firm to draw up plans for updating the parking lot in order to improve the flow for busses and parent pick up/drop off
4. Facilities is looking at a list of potential minor improvements that could be made over the summer

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**C. Finance:**

1. April 25, 2019 Meeting Minutes Attached
  - a) March 2019 Financial Statements
  - b) Activity Account Statements
  - c) March 2019 Bank Reconciliations
  - d) March 2019 Journal Entries
2. Working on 2019-2020 Budget
3. A meeting will be scheduled for a detailed look through the proposed budget
4. A request for RFP audit bids has been sent out, 3 firms have replied. Looking to see bids in the near future.

**D. Personnel:**

1. Did Not Meet

**VI. Effective Board**

**A. Board Training Overview**

1. Greg Spoelhof shared some items from the training that stood out
2. Effective board meetings focus on:
  - a) Direction of the school
  - b) Academic growth
  - c) Strategic plans
  - d) Finances
  - e) Operations
3. Signs of a dysfunctional board:
  - a) Boardwork weans
  - b) Frequent turnover

**B. Verify next meeting date; May 29, 2019 at 5:30 p.m in the Library**

1. This date still works for most Board Members

**C. Data Practices and Records Retention Training**

1. Board policy and supporting documents were shared with members, who were asked to read through the information
2. Policy 230: School Districts Record Retention Schedule on May Agenda for Board review

**VII. Director's Update:**

**A. Enrollment**

1. Budgeted for: 345
2. Current Enrollment: 345
3. Recommitment/New Enrollment for 2019-2020 School Year: 336
4. Reporting for purposes of Lease Aid is based on an ADM of 330

**B. Academic Update**

1. MCA Testing in Process
2. Final MAP Testing to take place after MCAs
3. Preliminary results are showing that students are doing well on MCA testing

**C. STAR Grant Update**

1. Our proposal has been recommended for funding for \$6,000 to draw-up designs for a new bridge and platform along the creek
2. If approved, funds would be available in September

**D. E-Rate Bid Update:** No update

**E. Preschool Pathways II Grant Update**

1. Approved for a \$15,000 per year grant
2. Legislature would need to change in order to receive the funding
3. \$15,000 would be given to NSCS to give out as scholarships for preschool program. If child with awarded scholarship leaves the school, NSCS would be able to award it to another student.

**F. REAP Grant submitted**

1. \$35,000 grant for rural schools
2. Have received this grant in recent years

**G. ScreenAgers Viewing May 8, 2019 at 6:30 pm**

1. Open to parents of 4-8th graders, their appropriately aged children and members of the community,

**H. Mural Unveiling May 16, 2019 at 6:30 pm**

1. 4th Grade Pioneer Program will be prior to the unveiling at 6:30
2. Parent satisfaction surveys will be available to be completed on laptops in the lobby

**I. Zipline Install May 17, 2019**

1. There is a possibility of a grand opening/dedication ceremony to be held after the work is completed

**VIII. Unfinished Business:**

**IX. New Business:**

**A. Review Policy 203: Unreserved Fund Balance**

1. Read and discussed by Board Members
2. It was noticed that there was an unnecessary comma in the body of the policy
3. **MOTION by L. Johnson to approve Policy 203: Unreserved Fund Balance as written with a deletion of one unnecessary comma. Seconded by J. Cornwell. Motion carried unanimously.**

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**B. Review Policy 213: School Board Committees**

1. *MOTION by G. Gallagher to approve Policy 213: School Board Committees as written, seconded by L. Johnson. Motion carried unanimously.*

**C. Director's Evaluation Staff Survey Questions**

1. Results of this and the Parent Satisfaction Survey will be shared with members of the Board

**D. Revised 2018-2019 Calendar Due to Snow Days**

1. *MOTION by J. Cornwell to approve updated 2018-2019 calendar with 163 student contact days, seconded by J. Doberstein. Motion carried unanimously.*

**X. Correspondence:**

**XI. Recognition:**

- A. EE/EIC Committee for Earth Day Activities

**XII. Audience Concerns:**

**XIII. Board Reflection:**

- A. It was the overall feeling from members of the Board that the Board is functioning very well together, with good discussion and policy clarification.

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

**XV. Adjourn: 7:28**