



North Shore  
Community School

School District 4084

*Board Meeting Minutes*

*June 24, 2019 at 5:30 p.m in the Library*

*DRAFT Pending Approval*

***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

**I. Concerns from Audience:**

**II. Recognition:**

**A. ABC Board Efforts to Address Parking Lot - Parent Drop-off and Pick-up Concerns**

1. Bids were opened for the proposed work on the parking lot and it was determined that this project would not be feasible at this time. It is the intent to look at an alternative solution or work towards raising the funding to support the proposed solution.

**B. All Staff for their hard work to ensure a top-notch education for our students**

**C. Food Service for addressing single use waste, 6th Grade for revitalizing our composting, and Sheri Camper and her class for recycling lunchroom plastic and aluminum**

**III. Approve Agenda: *MOTION* by L. Johnson to approve the Agenda as presented, seconded by S. Camper. Motion carried, unanimously.**

*\*This and all supporting documents for the June Meeting are made available to guests of the meeting: copies of the Agenda are available to all who attend and a full set of supporting documents are available for anyone to view.*

- IV. Consent Agenda: MOTION by L. Johnson to approve the consent agenda as edited:** pull the Seniority Policy from the consent and add to New Business as item E. **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 the Minutes for the May 29, 2019 Board Meeting**

*\*This and all supporting documents from the May 2019 Meeting are available for anyone to view, filed by month in the 2019 Board Book, which is kept in the main office at North Shore Community School.*

**B. Finance**

1. Approve May operating receipts in the amount of \$309,131.39.
2. Approve May checks numbered 13262-13319 in the amount of \$117,182.43.
3. Approve May EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$278,669.36.
4. Approve May credit card transactions in the amount of \$2386.14.
5. Approve May SCRIP disbursements in the amount of \$2275.59.
6. Approve May SCRIP receipts in the amount of \$2779.85.
7. Approve May 2019 Activity Account updates.
8. Approve May 2019 Journal Entries.
9. Approve May 2019 general checking, SCRIP, and Activity Account bank reconciliations.
10. Renew the Liability/Property Insurance Policy through EMC

**C. Review of On Schedule Policies**

1. **Policy 414: Mandatory Reporting of Child Neglect, Physical Abuse and Sexual Abuse** is a local policy. *It is the recommendation of the Executive Director to update Policy 414: Mandatory Reporting of Child Neglect, Physical Abuse and Sexual Abuse as presented; adding “Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking.” to the definition of sexual abuse.*

2. **Policy 417: Chemical Use and Abuse** 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 Personnel Committee to approve Policy 417: Chemical Use and Abuse as written.*
3. **Policy 418: Drug Free Workplace/Drug Free School** 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 Personnel Committee to approve Policy 418: Drug Free Workplace/Drug Free School as written.*
4. **Policy 419: Tobacco Free Environment** 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 Personnel Committee to approve Policy 419: Tobacco Free Environment as written.*

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

- ~~1. **Policy 421: Seniority** is a local policy. *It is the recommendation of the Personnel Committee to table Policy 421: Seniority until the next time the Personnel Committee can meet and make a recommendation.*~~

**E. Staffing Changes**

1. *Recommendation to approve the resignation of Mary Haussner, Special Education teacher.*

**F. Other**

**1. Resolution regarding board control of extracurricular activities**

WHEREAS, Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district; THEREFORE, BE IT RESOLVED, that the School Board of North Shore Community School, Independent School District 4084-07, directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5.

**V. Committee Updates:**

**A. Curriculum/Staff Development:**

1. Did Not Meet

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**B. Facilities:**

1. April 16, 2019 Meeting Minutes Attached
2. May 28, 2019 Meeting Minutes Pending

**C. Finance:**

1. June 19, 2019 Meeting Minutes Attached
  - a) May 2019 Financial Statements
  - b) May 2019 Activity Account Statements
  - c) May 2019 Bank Reconciliations
  - d) May 2019 Journal Entries
  - e) It was noted that the main focus of the most recent meeting was the Health Insurance Policy that the school was presented.

**D. Personnel:**

1. June 5, 2019 Minutes Attached

**VI. Effective Board**

**A. Review Board Account Statement (attached)**

1. The statement was reviewed and discussed by the Board. It was suggested to increase the amount allocated for “board consulting fees” for the 2020-2021 School Year as the budget for the 2019-2020 has already been approved.

**VII. Director's Update:**

**A. Enrollment**

1. Year End Enrollment: 345
2. 2019-2020 School Year: 337
3. Monitor enrollment over the summer to determine if we will need an additional para based on classroom numbers and student needs

**B. 2018-2019 Parent Satisfaction Survey**

1. Results of the survey are attached
2. A total of 81 parents completed the survey
3. Parents had a very positive overall impression

**C. Summer Facility Projects**

1. Will be determined by the ABC Board
2. Repairs to water line to allow for water testing a likely project
3. Sidewalk repair where it has crumbled

**D. Parking Lot- Drop-off and Pick-up Update**

1. Addressed during recognition

**E. Food Service/Kids ‘n Co Paraprofessional**

1. Looking at hiring 1 person for this combined position

**F. Lease Aid Application Submitted and Received by the State**

**G. Pathways II Preschool Scholarships Funded**

1. The school was awarded \$15,000 each year for the next two years to present as scholarships to preschool students.

## H. Finishing Title Applications

### VIII. Unfinished Business:

#### A. Review Policy 224: Director Evaluation

1. A copy of the policy was presented with the changes as discussed at the May meeting.
2. One change was made to Section IV. Item D. number 1 ...summarize the (replacing "its") conclusions...
3. MOTION by S. Camper to approve Policy 224: Director Evaluation as presented with the change listed above. Seconded by J. Cornwell

### IX. New Business:

#### A. Health Insurance Policy

1. It is the recommendation of the Finance Committee to approve the proposal from the Northeast Service Cooperative and enter into a contract with Blue Cross Blue Shield.
  - a) *MOTION by L. Johnson to enter into a contract with the Northeast Service Cooperative for Health Insurance policies with Blue Cross Blue Shield. Seconded by J. Cornwell; motion carried unanimously.*
2. It is also recommended that the \$33,000 rebate that North Shore Community School will receive as a result of this contract shall be used to offset the cost of employee premiums over the next 2 years.
  - a) *MOTION by L. Johnson to distribute the \$33,000 that North Shore Community School will receive as a rebate from Blue Cross Blue Shield to reduce the cost of premiums for employees over the next 2 years. Seconded by S. Camper; motion carried unanimously.*
3. It was also noted that North Shore Community School's contributions to the employee HSA will remain the same as in the 2018-2019 school year.

#### B. Approve continuation of contracts with Food Service Vendors for 2019-2020 School Year

1. Food Services of America
2. Bimbo Bakery
3. *MOTION by L. Johnson to approve remaining in contract with the above listed vendors for the 2019-2020 School Year. Seconded by G. Spoelhof; motion carried unanimously.*

#### C. Adopt Policy: Return to Work (Need to Assign Policy Number)

1. It was decided to assign the policy number 409
2. *MOTION to adopt Policy 409: Return to Work as presented. Seconded by G. Spoelhof; motion carried unanimously.*

**D. Set Board Calendar for 2019-2020 School Year**

**1. A Calendar was presented based on the schedule currently in place**

- a) August 26, 2019
- b) September 23, 2019
- c) October 28, 2019
- d) November 18, 2019 (changed to the 3rd Monday)
- e) December 16, 2019 (changed to the 3rd Monday)
- f) January 27, 2020
- g) February 24, 2020
- h) March 23, 2020
- i) April 27, 2020
- j) May 18, 2020 (changed to the 3rd Monday)
- k) June 22, 2020

**2. MOTION by S. Camper to approve the Board Meeting Schedule for the 2019-2020 School Year. Seconded by G. Spoelhof; motion carried unanimously.**

*\*at 7:02 Board Member Gina Gallagher joined the meeting via phone*

**E. Policy 421: Seniority** is a local policy.

1. There was discussion on how having a Seniority policy can help employees while potentially limiting the director in his/her ability to make the best choices for the school & its students.
2. It was decided to form a task force to create an updated version of Policy 421: Seniority to present at the August Board Meeting.
  - a) Gina Gallagher
  - b) Jill Cornwell
  - c) Greg Spoelhof
  - d) Shelly Pierson

**X. Closed Meeting: MOTION by L. Johnson to move into a closed session of the meeting. Seconded by G. Spoelhof; 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

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

**A. Meeting Re-Opened at 8:20**

**B. MOTION by L. Johnson for the North Shore Community School Board of Directors to renew their contract with Executive Director Shelly Pierson for the 2019-2020 School Year. Seconded by J. Cornwell; motion carried unanimously.**

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***\*At 8:22 Board Member Gina Gallagher left the board meeting that she was attending by phone***

**XII. Announcement of Results of Closed Meeting:**

- A. It was announced that favorable things were said about the performance of the Executive Director
- B. Many of her goals were approaching or met
- C. And that she is working diligently with district goals in her sights

**XIII. Correspondence:**

**XIV. Audience Concerns:**

**XV. Board Reflection:**

- A. Members felt that there was good communication at this meeting, and that it was a nice wrap up for the year.
- B. It was noted that detailed minutes are helpful if a member has missed a meeting

**XVI. The next Board Meeting will be held: August 26, 2019 at 5:30 p.m. in the Library**

**XVII. Adjourn: 8:27**