



North Shore
Community School

School District 4084

Board Meeting Minutes

August 26, 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: Janna Dreher, Erica Rodriguez

I. Concerns from Audience:

A. Janna Dreher: Notes on Policy 421

1. Section III. item F: policy 907 refers to Special Education, the concern is that the way this is written it appears that all staff would have to adhere to what is in policy 907.
2. Section III. item G: Looking for clarity. It appears that this section could create competition among teachers to set themselves apart from their fellow teachers at the same grade level.

II. Recognition:

- A. Lisa Gould and Chad Maki for their work with facilities and grounds over the summer
- B. Linda Johnson for communication with preschool families over the summer.
- C. Jeanine Johnston, Carla Hendrickson, and Nikki Carpenter for their office support and family communication over the summer.
- D. Kate Edblom for her work in setting up busing.
- E. Ann Peterson for her years of service as a Preschool Paraprofessional.
- F. TEACHERS for all of their work leading up to the start of the school year. Our teachers are amazing.
- G. PTA for purchasing and compiling school supply kits.

- III. Approve Agenda: MOTION by L. Johnson to approve the Agenda with the following changes:** Add “Policy 533: Wellness” to the recommendation to approve said policy. Add “712: Procurement” to the recommendation to approve said policy. Strike “View Strategic Plan for 2019-2020 School Year” from New Business. **Seconded by J. Doberstein, motion carried unanimously.**

**This and all supporting documents for the August 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 G. Spoelhof to approve the consent agenda as written, seconded by G. Gallagher. 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. Approved the Minutes for June 2019 Meeting

**This and all supporting documents from the June 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. *Approved June operating receipts in the amount of \$375,546.98.*
2. *Approved June checks #13320-#13363 in the amount of \$104,051.99.*
3. *Approved June EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$232,225.31.*
4. *Approved June credit card transactions in the amount of \$1,993.34.*
5. *Approved June SCRIP disbursements in the amount of \$1,116.00.*
6. *Approved June SCRIP receipts in the amount of \$1,036.75.*
7. *Approved updated Activity Account for June.*
8. *Approved June 2019 Journal Entries.*
9. *Approved June 2019 general checking, SCRIP and Activity Account bank reconciliations.*
10. *Approved July operating receipts in the amount of \$278,445.86.*
11. *Approved July checks #13364-#13394 in the amount of \$110,184.05.*
12. *Approved July EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$263,434.48*
13. *Approved July credit card transactions in the amount of \$8,642.53.*
14. *Approved July SCRIP disbursements in the amount of \$0.00.*

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15. *Approved* July SCRIP receipts in the amount of \$67.83.
16. *Approved* the updated Activity Account statement for July 2019.
17. *Approved* July 2019 journal entries.
18. *Approved* July 2019 general checking, SCRIP and Activity Account bank reconciliations.
19. *Approved* moving \$1,646.55 from Activity Account 18-19 6th Grade ELC balance to 19-20 6th Grade ELC.
20. *Approved* \$3,996.20 to be used from the SCRIP account to cover the cost of field trip bussing not paid for by donations.
21. *Accepted* the Northland Foundation Grant in the amount of \$1,000.00.

C. Review of *On Schedule* Policies

1. **Policy 102: Equal Educational Opportunity** is a mandated policy. The content and language of this policy is dictated by guidance from the Minnesota School Board Association (MSBA). *It was the recommendation of the Executive Director to update Policy 102: Equal Educational Opportunity as presented with minor changes to format.*
2. **Policy 503: Parent Grievance Procedure** is a local policy. *It was the recommendation of the Executive Director to update Policy 503: Parent Grievance Procedure as presented, omitting the instruction to bring issues to “the ad Hoc committee” and replacing it with “the school employee most directly related to the issue.”*
3. **Policy 533: Wellness** is a mandated policy. The content and language of this policy is dictated by guidance from the Minnesota School Board Association (MSBA). *It was the recommendation of the Wellness Committee to approve Policy 433: Wellness as written.*
4. **Policy 712: Procurement** is a local policy. *It was the recommendation of the Business Manager to approve Policy 712: Procurement as written.*

D. Staffing

1. Related Services:
 - a) *Approved* the DCD contract not to exceed \$2,000.00.
 - b) *Approved* the Psychologist contract not to exceed \$10,000.00.
2. Food Service: *Approved* Valerie Bruckelmyer and Deanna Bruckelmyer to job share the Food Service Assistant Cook position.
3. *Approved* Christopher Finch as a Special Education Teacher.
4. *Approved* the two year leave of absence for Colleen Nowacki.
5. *Approved* Erin Davis as a Preschool Paraprofessional at .7 FTE.
6. *Approved* the resignation of Ann Peterson, Preschool Paraprofessional.

E. Annual Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize **Shelly Pierson** to act as the Identified Official with Authority (IOwA) and **Kristi Lounsberry** to act as the IOwA to add and remove names only for **North Shore Community School 4084-07**.

V. Committee Updates:

A. Curriculum/Staff Development: did not meet

B. Facilities:

1. May 28, 2019 Meeting Minutes Attached
2. June 25, 2019 Meeting Minutes Attached
3. July 16, 2019 - Did not meet

C. Finance:

1. July 2019 Did Not Meet
 - a) 2018-2019 Activity Account Statements
 - b) June 2019 Bank Reconciliations
 - c) June 2019 Journal Entries
 - d) June 2019 Check Run
2. August 21, 2019 Meeting Minutes Attached
 - a) July 2019 Financial Statements
 - b) 2019-2020 Activity Account Statements
 - c) July 2019 Bank Reconciliations
 - d) July 2019 Journal Entries
 - e) July 2019 Check Run

D. Personnel: did not meet

VI. Effective Board

A. Setting the Agenda for Charter School Board Meetings

1. Board Clerk will create updated board calendar, removing the standard items like approving financial transactions and reviewing policies, adding to it the detailed items that Board Members can look for on the next month's agenda.

B. Review Board Budget for 2019-2020 School Year

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C. Board Members received a copy of Minnesota Statute 124E.14 Conflicts of Interest and Minnesota Statute 471.87 Public Officers, Interest in Contract; Penalty

D. Each Board Member present signed the 2019-2020 Disclosure of Financial Interest and Conflict of Interest form. These are filed in the Board Document Book in the Main Office at North Shore Community School.

VII. Director's Update:

A. Enrollment

1. Budgeted for: 345
2. Current Enrollment: 340
3. Registered with Minnesota: 340
4. Higher student counts in both kindergarten and 1st grades are causing the administration to look for Para support in those areas.

B. Academic Update

1. Teacher and All Staff Workshop Days
 - a) Continuation of last year's work on inclusivity
 - b) Introduction of the new work being done with Responsive Classroom (RC) + Speak your Peace
2. BAS Assessments
3. Responsive Classrooms (RC) Caring Classrooms
4. Upcoming Events at the Start of the Year
 - a) Ice Cream Social-September 19 4-6
 - b) Coupon Book Fundraiser/Opt Out-September 19-October 8
 - c) Grandparents Day-October 4
 - d) Fall Fest-October 25

C. Preschool

1. Current Enrollment: 28
 - a) New for Preschool this year:
 - (1) New Hours with half & full day options
 - (2) Specialists Time
 - (3) Transportation

D. Northland Foundation Rural Aging Initiative

1. Received \$1,000.00 for RC Caring Classrooms
 - a) This grant will be used to cover the cost of training and to pay the task force who developed the Caring Classrooms plan.

**at 6:40 Board Member Jill Cornwell joined the meeting via phone*

VIII. Unfinished Business:

A. Review of Off Schedule Policies

1. **Policy 421: Seniority** is a local policy.
 - a) The Policy 421: Seniority Task Force presented their suggestions for how to revise this policy. Members of the Board discussed and agreed upon further edits to the policy.
 - b) **MOTION by L. Johnson to approve Policy 421: Seniority as discussed. Seconded by G. Gallagher. Camper: nay, Cornwell: yay, Doberstien: yay, Gallagher: yay, Johnson: yay, Spoelhof: yay. Motion carried 5-1.**

IX. New Business:

A. Read Policy 204: Electronic Funds Transfer

1. **MOTION by S. Camper to authorize the business manager to provide oversight of electronic funds transfers. The authority to do so is communicated to the board at a regular monthly meeting as soon after the start of a new fiscal year as possible. And to Authorize the Business Manager to invest in passbook savings, money-market savings, certificates of deposit, Minnesota School District Liquid Asset Funds, and other legal investments as recommended for school funds as needed for the operation of school business. Seconded by G. Spoelhof. Motion carried unanimously.**

B. Read Policy 205: Board of Directors Election

1. **Form a Nominating Committee for 2019 Board Election**
 - a) 3 seats available in the upcoming election; At Large (Denny Stolp), Community Member (Jill Cornwell) and Licensed Teacher (Sheri Camper) for election
 - b) Election is currently scheduled to take place on November 7, 2019 with polls closing at 3:30 p.m.
 - c) Election results will be presented to the Board at the Annual Meeting which is scheduled for November 7, 2019 at 5:30 p.m.
 - d) The nominating committee will be made up of Sheri Camper, Jill Cornwell and Gina Gallagher.

**Jill Cornwell left the meeting that she attended by phone at 7:21 p.m.*

C. Audubon

1. Site Visit Feedback
 - a) Members of the Board read through the Feedback and felt that it was overall quite positive.
 - b) There was one area of note; "Interviews with students reveal the perception that time spent learning outdoors is primarily through the EE

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specialist”. It is the hope of board members that this perception shifts with the shift in the EE schedule new this school year.

2. ACNW Leaders Retreat November 9th or 16th
 - a) Shelly Pierson plans to attend the November 9th Retreat
 - b) Gina Gallagher will look at attending the retreat on November 16

D. Teacher Salary Schedule for 2019-2020

1. ***MOTION by G. Gallagher to table the approval of the Teacher Salary Schedule and task the Business Manager to provide comparison salary schedules from recent years. Seconded by G. Spoelhof. Motion carried unanimously.***

E. Preschool Para Salary Schedule

1. ***MOTION by G. Spoelhof to include the Preschool Para on the Paraprofessional salary schedule, which will now include all paraprofessionals. Seconded by J. Doberstein; motion carried unanimously.***

F. Approve Principal Short Term, Long Term, Life and Voluntary Insurance

1. ***MOTION by L. Johnson to approve changing North Shore Community School’s group insurance benefit provider from Reliance to Principal starting October 1, 2019. Seconded by G. Spoelhof, motion carried unanimously.***

X. Correspondence:

XI. Audience Concerns:

A. Janna Dreher had concerns:

1. Suggested an edit to Policy 421: Seniority; to have the last line of item G. moved to become the first line of item F.
2. Asked the board to focus on the Teacher Salary Schedule being sustainable and competitive.

XII. Board Reflection:

- A. This was a difficult meeting and board members felt respected and heard.**

XIII. The next Board Meeting will be held: September 23, 2019 at 5:30 p.m. in the Library

XIV. Adjourn: 8:30 p.m.