



North Shore  
Community School

School District 4084

*Board Meeting Minutes*

*October 28, 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: 5:37**

**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:**

- I. Concerns from Audience:**
- II. Recognition:**
  - A. Graham Schieb, Eagle Scout for the Orchard Shed Project plus 2 apple trees**
  - B. PTA for Fall Fest**
- III. Approve Agenda: *MOTION* by L. Johnson to approve the agenda. Seconded by J. Cornwell. Motion carried unanimously.**

*\*This and all supporting documents for the October 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 J. Cornwell to approve the consent agenda with C. 1. Policy 407 pulled. 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 the Minutes for the September 23, 2019 Board Meeting**

*\*This and all supporting documents from the September Board 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 September operating receipts in the amount of \$ 446,107.96.
2. Approve September checks 13426-13489 in the amount of \$ 123,977.01.
3. Approve September EFT payroll, BCBS, FSA (Food Service of America), H S A and bank service charge transactions in the amount of \$ 234,360.45.
4. Approve September credit card in the amount of \$ 941.39 .
5. Approve September Scrip disbursements in the amount of \$ 5,350.43 (ACH and check # 1379 in the amount of \$3, 699.20).
6. Approve September Scrip receipts in the amount of \$ 1,705.45.
7. Approve September 2019 updated Activity Account.
8. Approve September 2019 journal entries.
9. Approve September 2019 general checking, Scrip, and Activity account bank reconciliations.
10. Approve close the Teen Connection fund in the Activity Account and move the \$ 145.67 to Activity Account Student Counsel Fund.

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

1. ~~Policy 407: Employee Right to Know~~ is a local policy. *It is the recommendation of the Facilities Manager to*
2. **Policy 413: Harassment & Violence** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation of the Personnel Committee to approve Policy 413: Harassment & Violence as written.*

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

1. **Policy 410: Family & Medical Leave** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation of the Personnel Committee to approve Policy 410: Family & Medical Leave as written.*
2. **Policy 806: Crisis Management** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation of the Executive Director to update the language in Policy 806: Crisis Management, as presented; under section III. A. 2. to stipulate 5 fire drills, 5 lockdown drills, and 1 tornado drill.*

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**E. Staffing Changes:**

1. Hiring Terra Ratnam as a Paraprofessional for the 2019-2020 school year. This is a one year position.

**V. Committee Updates:**

**A. Curriculum/Staff Development:**

1. September 25, 2019 Meeting Minutes Attached
2. October 9, 2019 Meeting Minutes Attached
3. October 23, 2019 Meeting Minutes Pending

**B. Facilities:**

1. October 8, 2019 Meeting Minutes Attached

**C. Finance:**

1. October 21, 2019 Meeting Minutes Attached
  - a) September 2019 Financial Statements
  - b) 2019-2020 Activity Account
  - c) September 2019 Bank Reconciliations
  - d) September 2019 Journal Entries
  - e) September 2019 Check Run

**D. Personnel:**

1. October Meeting Minutes Attached

**E. Nominating Committee:**

1. September 23, 2019 Meeting Minutes Attached

**VI. Effective Board**

**A. Review 2019-2020 Environmental Literacy Plan**

1. Board members looked over the plan. Dan works with teachers and ACNW to develop and revise. It is always evolving and with new science standards coming there may soon be additional revisions.

**VII. Director's Update:**

**A. Enrollment**

1. Budgeted for: 345 MDE: 340
2. Current Enrollment: 337
3. Shelly will be working with Mike to update budgets based on enrollment. We have had 10+ tours for prospective families - with interest for both this year and next year.

**B. Audit Update**

1. Schlenner, Wenner and Co. are working on it. Most of the work is being completed off-site and Nikki will continue to update us.

**C. MACS Regional Charter Leader Meeting**

1. attended by Shelly and it is valuable to connect with other charter school leaders.

**D. School Events:**

1. Grandparents/Grandfriends Day was successful and much appreciated by grandparents.
2. Fall Fest was very successful and additional advertising for next year was discussed.
3. Rendezvous is this coming Tuesday
4. Conferences are scheduled for the afternoon of November 25 and late afternoon/evening of December 2 & 5.

**VIII. Unfinished Business:**

**A. Teacher Salary Schedule for 2019-2020 School Year**

1. *It is the recommendation of the Personnel Committee to accept the recommendation of the Finance Committee in regard to the Teacher Salary Schedule.*
2. Discussed this and other possible options.
3. ***MOTION to adopt the 2019-2020 NSCS Teacher Salary Schedule based on 92% of Duluth's 2019-2020 Teacher Salary Schedule, including holding teachers at the 2018-2019 step by J. Cornwell. 2nd by G. Gallagher. Motion carried unanimously.***
4. ***MOTION to create a task force, led by Shelly, to look at local and regional salary schedules for future use by S. Camper. 2nd by J. Doberstein. Motion carried unanimously.***

**B. 2020-2025 Strategic Plan**

1. After discussion, it was decided that the Board will update the current Strategic Plan for use during the upcoming 5 years. The Board requests that all committees review the current plan and make recommendations for revisions- especially in areas that are related to the work of the committee. All staff members will also be invited to give input through a google document or to committee chairs. The Board requests that input is received in Nov and Dec. We will have a working meeting before the regular Jan. 25th Board meeting to compile input and suggestions and develop a Strategic Plan for 2020-2025.

**IX. New Business:**

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

1. ***MOTION to adopt Policy 213 with minor revisions in III.B. by L. Johnson. 2nd by G. Spoelhof. Motion carried unanimously.***

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- B. Review Policy 213: School Board Committees Companion**
  - 1. This has not been revised for several years, so Gina and Greg will review this document and bring recommendations to the Board during the Nov. meeting. We will also review the purpose statements of the 3 committees of the board.
- C. Service Dog Policy**
  - 1. *MOTION to adopt the Service Dog policy by L. Johnson. 2nd by G. Spoelhof. Motion carried unanimously.*
- D. ACNW Annual Report**
  - 1. *MOTION to approve the ACNW Annual Report by J. Doberstein. 2nd by J. Cornwell. Motion carried unanimously.*
- E. World's Best Workforce (WBWF) Report**
  - 1. The data is compiled and the narrative will be ready for the Nov. meeting. It is due December 15.
  
- X. Correspondence:**
  - A. Charter Support Unit**
    - 1. free services provided through a grant. Shelly will access resources as needed.
  
- XI. Audience Concerns:**
  
- XII. Board Reflection:**
  - A. Jill shared a final reflection of her 3 years of board service. All other board members shared their appreciation of Jill's participation, insights, and knowledge. Jill is glad that she was able to recommend Steph Love for the open community member board position.
  
- XIII. The Annual Membership Meeting will be held: November 7, 2019 at 5:30 p.m. in the Library**  
**The next regular Board Meeting will be held: November 18, 2019 at 5:30 p.m. in the Library**
  
- XIV. Adjourn: 8:53**