



North Shore
Community School

School District 4084

Board Meeting Minutes

May 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: Sarah Brokke Erickson, Carla Tamburro, Leigh Jackson, Robbie Tietge, Dan Schutte & Erica Rodriguez

I. Concerns from Audience:

II. Recognition:

- A. **Viveca Norman** for her 23 Years of dedication to education.
- B. **Jessi Anderson** for her two years serving as our Preschool Teacher.
- C. **Long-Term Subs/Support Staff for this School Year:**
 - 1. **Val Bruckelmyer, Paraprofessional**
 - 2. **Mike Doyle, PE**
 - 3. **Lisa Gould, Paraprofessional and Kids-n-Co**
 - 4. **Olivia Kemfert, Kids-n-Co**
 - 5. **Sheila Long, Food Service**
 - 6. **Brandon Lounsberry, Kids-n-Co**
- D. **Carla Tamburo, Sarah Brokke Erickson, and all other Volunteers** for the stunning 4th Grade Mural Project.
 - 1. Sarah Brokke Erickson was presented with a memorial photograph of the students alongside the mural, with student signatures on the matting.
 - 2. Sarah Brokke Erickson shared some of the ideas behind the design of the mural
 - a) The mural doesn't have any people-as this may feel exclusive
 - b) Autumn, Winter and Spring were represented as these are the seasons that students attend school

- c) The chickadee represents themselves as students
- E. **Amy Giddings & Jim McLeod** for the various Spring Musical performances and for weaving the themes of diversity and helping others throughout the performances.
- F. **Janna Dreher, the North Shore Community School Student Council, the Duluth Township, North Shore Community School PTA, Johnston Masonry Construction, the Lloyd K. Johnson Foundation, and Subway** for their contributions to the Installation of a Zipline and all supporting projects
- G. **John Dover and Sheri Camper** for coordinating Math Month in May

III. Approve Agenda: MOTION by G. Gallagher to approve the Agenda with the following changes: Add to VIII. Directors Update item G. "Special Education Paraprofessional" and item H. "Parking". In X. New Business, change item D. "Lease Aid Contract" to "Lease Information." Seconded by J. Doberstein. Motion carried unanimously.

**This and all supporting documents for the May 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. Teacher Report on Progress Meeting ELP Goals:

A. 4th Grade

1. Presented by Dan Schutte
2. Indicator Area 2: Awareness. Students have knowledge of how natural systems function and how human systems interact with and depend on them.
3. Observing and mapping of watershed on school grounds was described and shown in work completed by 4th graders. It was reported that 88% of students accurately mapped the systems currently in place on school property.
4. 4th graders also investigated how humans affect watershed. 83% of students were able to accurately identify pollutants in water systems.

B. 5th Grade

1. Presented by Dan Schutte
2. Indicator Area 4: Skills. Students possess the skills needed to identify and critically analyze environmental issues, and to contribute to resolving the root of environmental challenges.
3. All 5th grade students presented a project on the topic of wolf and deer interactions, 83% did 80% or better on their presentation. One teacher did not assign a bibliography to the students, so only half of the students completed one.

C. 6th Grade

1. Presented by Dan Schutte
2. Indicator Area 5: Action. Students have the capacity, to perceive and interpret the health of environmental and social systems and take appropriate action to maintain, restore or improve the health of those systems.

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3. 85% of 6th grade students were able to identify trees in the school forest as well as identify its health status at an accuracy rate of 80% or more.
4. Presented by Robbie Tietge
5. Students successfully charted the health of harvested twigs of varying trees over the winter months, observing what environments each species prefer.

- V. Consent Agenda: *MOTION by L. Johnson to approve the Consent Agenda as edited; Pull Indigo Education Contract from the Consent Agenda and add it to New Business as item H. Seconded by G. Spoelhof, 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 April 29, 2019 Meeting

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

B. Finance

1. Approve April Operating Receipts in the amount of \$330,586.97.
2. Approve April Checks numbered 13216-13261 in the amount of \$123,947.35.
3. Approve April EFT Payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$211,463.60.
4. Approve April credit card transactions in the amount of \$2,109.11.
5. Approve April SCRIP disbursements in the amount of \$1,113.83.
6. Approve April SCRIP receipts in the amount of \$1,523.03.
7. Approve Updated April Activity Account.
8. Approve April 2019 Journal Entry List.
9. Approve April 2019 General Checking, SCRIP and Activity Account bank reconciliations.

C. Review of *On Schedule* Policies

1. **None**

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 meeting in June.***

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2. **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 approve as written.*

E. Staffing - 2019-2020 Related Services Contracts

1. Speech Contract not to exceed \$23,000.00
2. PT Contract not to exceed \$13,000.00
3. ~~Recommendation to approve the Indigo Education contract at \$18,000.00.~~
4. A Chance to Grow third party reimbursement contract at \$250.00 annual fee, \$35.00/hour not to exceed 6% of billing.

F. Approve 2 hour late start on May 9, 2019

VI. Committee Updates:

A. Curriculum/Staff Development:

1. April 29, 2019 Meeting Minutes Attached
2. May 14, 2019 Meeting Minutes Attached
3. May 22, 2019 Meeting Minutes Attached
4. A summer task force was formed to look at ways to provide math and reading help outside of LLI
5. A summer task force was formed to compile lesson outlines and supporting documents for 2nd Step Diversity Training.

B. Facilities:

1. April 16, 2019 Meeting Minutes Pending
2. May 28, 2019 Meeting Minutes Pending
3. A possible solution for parking lot flow was presented
 - a) Proposes a dedicated bus lane, separate from parking area
 - b) Would require crossing guards
 - c) Engineering firm has it out for bid

C. Finance:

1. May 15, 2019 Meeting Minutes Attached
 - a) April 2019 Financial Statements
 - b) Activity Account Statements
 - c) April 2019 Bank Reconciliations
 - d) April 2019 Journal Entries

D. Personnel:

1. May 1, 2019 Meeting Minutes Attached

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VII. Effective Board

A. Posting of May Meeting Minutes

1. A DRAFT of the May Meeting Minutes will be available to Board Members on Thursday Morning, Members will have until Monday morning to ask for any changes to be made before they will be posted online and sent to ACNW.

B. Director Evaluation Process

1. Will be discussed when policy 224: Director Evaluation is reviewed (New Business)

VIII. Director's Update:

A. Enrollment

1. Budgeted for: 345
2. Current Enrollment: 345
3. Recommitment/New Enrollment for 2019-2020 School Year: 338

B. Academic Update

1. 2019-2020 School Year:

a) Intervention/Extension Block K-6 (WIN Time)

- (1) Better organization to avoid missing core content and honor each student's individual needs

b) Environmental Education Specialist Time: weekly classroom lessons, with weekly teacher follow-up

- (1) Starting next school year, each class will have a 1 hour window of E.E. with Mr. Schutte **each week** instead of alternating weeks.

2. Hannah and Joe with Wolf Ridge presented on May 10th and May 11th

a) Training was well attended with teachers from various areas of the region

C. E-Rate Bid Update: Receiving 60% reimbursement (total \$39,900.88, our cost \$15,960.35)

1. Improvements to Technology room
2. Will begin after July 1, 2019
3. Funding will be through Technology Budget and ABC.

D. REAP Grant Update: Successfully submitted and awaiting award amount

1. **Rural Education Achievement Program**

E. Spring Performances

F. Parent Satisfaction Survey

1. 33 responses to date
2. Survey closes May 30, 2019
3. Shelly shared results as of May 29, 2019
4. Hoping to get more responses before closing.

G. Special Education Paraprofessional

1. One additional SPED Para will be hired for the next school year

H. Parking

1. Discussed during the Facilities Committee Update

IX. Unfinished Business:

X. New Business:

A. Review Policy 224: Director Evaluation

1. Discussion was held regarding several changes to this policy. An edited version of this policy will be presented at the June Board Meeting for approval.
2. ***MOTION by J. Doberstein for the Executive Director to provide goal evaluation and supporting documents to the Members of the Board by mid June. Seconded by L. Johnson, motion carried unanimously.***

B. Review Policy 230: Records Retention

1. ***MOTION by L. Johnson to adopt policy 230: Records Retention as written, seconded by G. Spoelhof. Motion carried unanimously.***

C. 2018-2019 Audit Contract

1. Abdo, Eick & Meyers Proposal
2. Schlenner, Wenner & Co Proposal
3. *Recommendation from the Finance Committee to hire Schlenner, Wenner & Co. as our Auditing Firm for the 2019/2020, 2020/2021 and 2021/2022 School Years.*
4. ***MOTION by L. Johnson to approve entering into a contract with Schlenner, Wenner & Co. for Auditing services for the 2019-2020, 2020/2021 and 2021/2022 School Years. Seconded by J. Doberstein; motion carried unanimously.***

D. Lease Information

1. Lease agreement with ABC
 - a) ***MOTION by L. Johnson to approve the Lease Agreement with ABC for the 2019-2020 School Year as presented. Seconded by G. Spoelhof; motion carried unanimously.***
2. Lease Aid Conflict of Interest Forms
 - a) All attending members signed the forms
 - b) Shelly will get forms to Jill and Sheri for their approval.

E. WBWF Report

1. Discussed the feedback summary, including changes we are already making based on last year's feedback.
2. Report is attached
3. ***MOTION by G. Spoelhof to accept the Combined World's Best Workforce Summary and Achievement and Integration Progress Report as presented. Seconded by L. Johnson; motion carried unanimously.***

F. ACNW Report

1. Discussed the progress made from last year to this year.
2. The Board is dedicated to making positive changes to support NSCS with direction from ACNW.
3. Report is attached

4. **MOTION by L. Johnson to accept the FY18 Academic Performance Evaluation from ACNW. Seconded by J. Doberstein; motion carried unanimously.**

G. Preliminary Budget for 2019-2020 School Year

1. Proposed 2019-2020 School Year Budget
 - a) As presented by Mike Pocrnich from TAG
 - (1) Average Daily Membership 345
 - (2) General Fund Revenue: \$3,844,003.00
 - (3) General Fund Expenditures: \$3,805,362.00
 - (4) Food Service Fund Revenue: \$133,724.00
 - (5) Food Service Fund Expenditures: \$148,137.00
 - (6) Community Service Fund Revenue: \$51,865.00
 - (7) Community Service Fund Expenditure: \$43,424.00
 - (8) Estimated Fund Balance- All funds: \$1,023,783.00 (26%)
 - b) **MOTION by L. Johnson to approve the proposed operating budget for the 2019-2020 school year as presented by Mike Pocrnich from TAG. Seconded by G. Spoelhof; motion carried unanimously.**
2. Proposed Salary Schedules 2019-2020 School Year
 - a) Schedule Attached - Teacher salaries will be adjusted when Duluth ratifies their next teacher contract.
 - b) **MOTION by L. Johnson to approve Salary Schedules for 2019-2020 School Year as presented. Seconded by G. Spoelhof; motion carried unanimously.**

H. Indigo Education Contract in the amount of \$18,000.00

1. It was asked why we are not utilizing a local service such as Northern Lights. Northern Lights does not work with Charter Schools.
2. **MOTION by L. Johnson to approve the contract with Indigo Education as presented. Seconded by G. Spoelhof; motion carried unanimously.**

XI. Correspondence:

- A. John Doberstein noted that he really enjoyed participating in this year's Battle of the Books and expressed his support in continuing the program as it is inspiring readers!
- B. Nikki Carpenter gave an overview of the options being considered for next years Health Insurance program. A policy will be presented for approval at the June board meeting.

XII. Audience Concerns:

XIII. Board Reflection:

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- A. Members of the Board observed that this was a long meeting but felt that it was worth the time spent carefully reviewing items considering the importance of longevity and language in the policy. They also expressed gratitude for some of the information shared in the meeting, such as the ELP report and the proposed solution for parking lot traffic flow.
- B. It was agreed to move the “recognition” portion of the Agenda to the beginning of the meeting making it more convenient for those being honored to attend.

XIV. The next Board Meeting will be held: June 24, 2019 at 5:30 p.m. in the Library

XV. Adjourn: 8:56