



North Shore
Community School

School District 4084

Board Meeting Minutes

November 18, 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: 5:36 p.m.

ATTENDANCE:

Directors: Sheri Camper, John Doberstein, Gina Gallagher, Linda Johnson, Steph Love, Greg Spoelhof, Denny Stolp

Ex Officio: Executive Director Shelly Pierson, Business Manager Nikki Carpenter

Others: Erica Rodriguez

I. Concerns from Audience:

II. Recognition:

A. LEGO Robotics Team

1. Competition will be December 7, 2019
2. Coaches Matt Judd, Andy Larson, & Gina Temple-Rhodes

III. Approve Agenda: *MOTION by G. Spoelhof to approve the Agenda with one adjustment; removing item B. Approve the Minutes for the November 7, 2019 Annual Membership Meeting from the Consent Agenda. Seconded by J. Doberstein, motion carried unanimously.*

**This and all supporting documents for the November 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. New Board Member Oath of Office (attached):

- A.** Lead by Board Chair: Denny Stolp
- B.** Given to New Board Member Steph Love
- C.** Oath Documents were signed

V. Board Member Orientation:

VI. Selection of Board Member Officers/Roles:

A. Selection of chair §4.06

1. It was requested that Board Members who are not staff members to express their interest in the position of Board Chair
2. Denny Stolp Volunteers to be the Board Chair
3. L. Johnson *Nominated Denny Stolp as Board Chair*
4. There was a request for any other nominations
5. *It was announced that Denny Stolp will be the Board Chair*

B. Selection of vice-chair §4.07

1. It was requested that any Board Members express their interest in the position of Vice Chair of the Board
2. S. Love volunteers to be Vice-Chair of the Board
3. L. Johnson *Nominated S. Love as Vice-Chair of the Board*
4. There was a request for any other nominations
5. *It was announced that S. Love will be the Vice-Chair of the Board*

C. Selection of secretary §4.08

1. Members of the Board were invited to express their interest in the position of Secretary of the Board
2. J. Doberstein volunteers to be the Board Secretary
3. G. Spoelhof *Nominated J. Doberstein as Secretary of the Board*
4. There was a request for any other nominations
5. *It was announced that J. Doberstein will be the Board Secretary*

D. Selection of treasurer/CFO §4.09

1. Board Members were invited to show interest in the position of Board Treasurer
2. L. Johnson stated that she would be willing to continue as the Treasurer
3. J. Doberstein *Nominated L. Johnson as Treasurer of the Board*
4. There was a request for any other nominations
5. *It was announced that L. Johnson will be the Board Treasurer*

E. Confirmation of Other Officers, Agents and Employees §4.10

1. No Other Officers, Agents or Employees are required at this time

F. Opportunity to call for bonding of officers §4.11

1. Bonding of Officers was found to be unnecessary at this time

G. A resolution defining authorized signers for checks, drafts, and other matters §6.06

1. Discussion was held regarding who should be check signers
2. It was determined that the following Board Members will be the check signers
 - a) Board Chair-Denny Stolp
 - b) Treasurer/CFO-Linda Johnson
 - c) Greg Spoelhof
3. **MOTION by J. Doberstein to approve the above listed Check Signers, seconded by G. Gallagher. Motion carried; unanimously.**

H. Review/receive proof of existing liability insurance §6.07

1. A certificate of Insurance was available at the meeting
2. Full insurance documents are available in the shared folder “2019-2020 Board Handbook”

I. Board member assignment to standing committees. §11.0

1. Curriculum
 - a) Greg Spoelhof
 - b) Sheri Camper
 - c) Steph Love
2. Facilities
 - a) Denny Stolp
3. Finance
 - a) Linda Johnson
 - b) John Doberstein
4. Personnel
 - a) Gina Gallagher

J. Chair’s selection of special committees (if any) §11.02

1. No special committees are required at this time

VII. Consent Agenda:

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 October 28, 2019 Board Meeting

**This and all supporting documents from the October 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. Recommendation to Approve the Minutes for the November 7, 2019 Annual Membership Meeting~~

~~*This and all supporting documents from the November Annual Membership 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.~~

C. Finance

1. Approve October operating receipts in the amount of \$459,551.58.
2. Approve October checks 13490-13533 in the amount of \$113,398.50.
3. Approve October EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$238,921.74.
4. Approve October credit card transactions in the amount of \$6,686.96.
5. Approve October Scrip disbursements in the amount of \$1,640.41.
6. Approve October Scrip receipts in the amount of \$1,517.64.
7. Approve October 2019 updated Activity Account.
8. Approve October 2019 journal entries.
9. Approve October 2019 general checking, Scrip, and Activity account bank reconciliations.
10. Designate North Shore Bank of Commerce and Minnesota School District Liquid Asset Fund as the depositories for North Shore Community School.
11. Approve No Child Left Inside Mini-Grant in the amount of \$3,527.50.

D. Review of *On Schedule* Policies

1. **Policy 511: Religion** mandatory Minnesota policy. *It is the recommendation of the Executive Director to approve as written.*
2. **Policy 515: Protection and Privacy of Pupil Records** is a local policy. *It is the recommendation of the Executive Director to approve as written.*
3. **Policy 701: Travel Expenses** is a local policy. *The recommendation of the Finance Committee is to continue Policy 701: Travel Expenses as written.*
4. **Policy 802: Facility Neutrality** is a local policy. *It is the recommendation of the Executive Director to approve as revised.*
5. **Policy 803: Religious Accommodation** is a local policy. *It is the recommendation of the Executive Director to approve as written.*

E. Review of *Off Schedule* Policies

1. **Policy 407: Employee Right to Know** is a local policy. *It is the recommendation of the Facilities Manager to approve as written*

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DRAFT Pending Approval

F. Staffing Changes:

1. Approved the resignation of Shane Stark, Special Education paraprofessional, effective October 31, 2019.
2. Approve the hiring of Karen Jenkins as a Special Education Paraprofessional for the remainder of the 2019-2020 school year.

VIII. Committee Updates:

A. Curriculum/Staff Development:

1. November 13, 2019 Meeting Minutes Attached

B. Facilities:

1. Did Not Meet

C. Finance:

1. November 18, 2019 Meeting
 - a) Minutes Not Attached - Will be available at the December 16 Board Meeting
 - b) October 2019 Financial Statements
 - c) 2019-2020 Activity Account
 - d) October 2019 Bank Reconciliations
 - e) October 2019 Journal Entries
 - f) October 2019 Check Run
2. The finance committee asked the board for guidance with their task recommending on the 5 year Strategic Plan- which they received
3. The finance committee also asked the Board for guidance with their Committee Purpose Statement- which they received

D. Personnel:

1. November 13, 2019 Meeting Minutes Attached
 - a) G. Gallagher reported that they have plans to dig into the 5 year Strategic Plan at the December Meeting
 - b) An adjustment was made to the presented Committee Purpose Statement-adding "review policies", removing "and provide direction" and "etc"from the statement.
New Statement: Review policies related to working conditions (eg. compensation, terms of employment, environments) for NSCS staff and make recommendations to the NSCS Board.

IX. Effective Board

A. School Board Roles & Responsibilities Checklist

1. Distributed and briefly reviewed by members of the Board

B. Selection of Board Meeting Dates & Time

1. It was agreed to continue with the previously approved schedule
2. Members of the Board determined that 5:00 would be a preferred meeting time

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C. Selection of Board Member Mentor

1. Steph Love-Linda Johnson

D. Review Board Budget-Current Status

1. The budget was reviewed by Board Members and is in good standing

E. Board Member Exit Interview-Procedure

1. Shelly Pierson was asked to interview the outgoing Member of the Board and present findings to the board.

F. Board Member Photo

1. ***TABLED until the regular December Meeting***

X. Director's Update:

A. Enrollment

1. Budgeted for: 345 MDE: 340
2. Current Enrollment: 337

B. Budget Revision to 335

C. No Child Left Inside Mini-Grant \$3,527.50

1. This grant will cover the cost for
 - a) Snowsuits for the Preschool Program
 - b) Binoculars
 - c) Microscope/Camera iPad attachments

D. Give to the Max Day

1. Raised \$270.00
2. Will be used to support the above listed purchases

XI. Unfinished Business:

A. Policy 213: School Board Committees and School Board Committees Companion

1. Purpose Review and Approval for Committees of the Board
 - a) Curriculum/Staff Development: No Proposed Change
 - b) Finance: Purpose will be available at the regular December Meeting
 - c) Personnel: Review policies ~~and provide direction~~ related to working conditions (eg.compensation, terms of employment, environments) for NSCS staff and make recommendations to the NSCS Board.
2. ***MOTION to approve the purpose statement for the Curriculum/Staff Development Committee as presented, and the purpose statement for the Personnel Committee as edited. Seconded by G. Spoelhof; motion carried unanimously.***
3. A clean copy of the 213 School Board Committees Companion will be presented to the Board by Gina Gallagher and Erica Rodriguez at the regular December meeting for approval.

XII. New Business:

A. World's Best Workforce (WBWF) Report

- 1. Equitable Access Gap:** All teachers and the board are involved in conversations to review equitable access data. Reviews occur annually. The Director reviews class lists each spring to ensure that Free and Reduced students are spread equally among effective and experienced teachers. All NSCS licensed teachers have 2-24 years of experience and 100% are licensed, with 92.3% licensed in the area in which they teach. Fourteen teachers have a Master's Degrees. All teachers are meeting professional standards.
- 2. All Students Ready for School**
 - a) On enrollment for the 2018-2019 school year, 90% of students will demonstrate Kindergarten Readiness as determined by the Kindergarten Readiness Checklist.
 - (1) 95% of students entering Kindergarten during the 2018-2019 school year showed kindergarten readiness
 - b) Goal Met
- 3. All Students in Third Grade Achieving Grade-Level Literacy**
 - a) By the end of the 2018-2019 school year, at least 77% of all NSCS 3rd grade students will meet/exceed grade level targets on the BAS, increasing from 76% in the 2017-2018 school year.
 - (1) 65% of NSCS 3rd grade students met or exceeded grade level on the BAS assessment.
 - b) Goal Not Met
- 4. Close the Achievement Gap Between Student Groups**
 - a) Goal 1: By the end of the 2018-2019 school year, students in the Free and Reduced Price subgroup in grades 3-6 will achieve a 5-7% increase in math from 50% to 55% and reading from 53.7%-60%
 - (1) 57% of students on the Free and Reduced Price subgroup met or exceeded proficiency on the 2019 MCAIII math assessment.
 - (2) 54% of students in the Free and Reduced subgroup met or exceeded proficiency on the 2019 MCAIII reading assessment.
 - b) Goal 2: By the end of the 2018-2019 school year, 75% of students in grades 3-6 will be proficient in reading as measured by MCAIII data.
 - (1) 66% of students in grades 3-6 were proficient in reading as measured by the MCAIII.
 - c) Goal 3: By the end of the 2018-2019 school year, 71% of students in grades 3-6 will be proficient in math as measured by MCAIII data.
 - (1) 67% of students in grades 3-6 were proficient in math as measured by the MCAIII.
 - d) Met Some Goals

5. All Students Career and College Ready by Graduation

- a) Goal 1: By the end of the 2018-2019 school year, 70% of students will meet or exceed NETS grade level standards. This is a 5% increase over the 2017-2018 school year.

- (1) Grade level rubric results show 86.5% of students in k-6 meet or exceeded NETS standards.

- b) Goal 2: By the end of the 2018-2019 school year, 90% of all 5th grade students will complete their BizTown sessions and participate in the BizTown simulation.

- (1) Teacher documentation shows 100% of 5th grade students completed their BizTown requirements.

- c) Met All Goals

6. MOTION by J. Doberstein to approve the World's Best Workforce report, seconded by L. Johnson. Motion carried unanimously.

B. 2019-2020 World's Best Workforce Goals

1. All Students Ready for Kindergarten

- a) 90% of students will demonstrate Kindergarten Readiness as determined by the Kindergarten Readiness Checklist

2. All Students in Third Grade Achieving Grade Level Literacy

- a) By the end of the 2019-2020 school year, at least 77% of all NSCS 3rd grade students will meet/exceed grade level targets for the BAS.

3. Close the Achievement Gap(s) Among All Groups

- a) Goal 1: By the end of the 2019-2020 school year, students in the Free and Reduced Price subgroup in grades 3-6 will achieve a 3% increase in math and a 1% increase in reading.
- b) Goal 2: By the end of the 2019-2020 school year, 76% of students in grades 3-6 will be proficient in reading as measured by MCAIII data.
- c) Goal 3: By the end of the 2019-2020 school year, 72% of students in grades 3-6 will be proficient in math as measured by MCAIII data.

4. All Students Career and College Ready by Graduation

- a) Goal 1: by the end of the 2019-2020 school year, 75% of students will meet or exceed NETS grade level standards as assessed by our grade level rubric.
- b) Goal 2: By the end of the 2019-2020 school year, 90% of all 5th and 6th grade students will have completed their sessions from BizTown, participated in BizTown simulation and 6th grade students will have completed a resume as reported by their classroom teachers.

C. Lease Contract with ABC

1. A renegotiation of our Lease Agreement is necessary as our enrollment is lower than what we budgeted for.
2. *MOTION by G. Spoelhof to authorize Shelly Pierson to pursue a negotiation of the 2019-2020 Lease Agreement with the ABC board. Seconded by G. Gallagher, motion carried unanimously.*

D. Handbook Update Recommendation

1. The personnel committee recommended an adjustment to the Employee Handbook as follows:

Changing the language from “Any employee who is habitually tardy and/or absent will be subject to disciplinary action, up to and including termination of employment.” to “Any employee who is habitually tardy and/or absent, *including using more than your allotted number of flex days without a doctor’s note or extenuating circumstances* will be subject to disciplinary action, up to and including termination of employment.”

2. *MOTION by L. Johnson to approve the addition to the Employee Handbook under the use of flex days, seconded by G. Gallagher. Motion carried unanimously.*

XIII. Correspondence:

- A. ELP (Environmental Learning Plan) Approval Letter
 1. The 2019-2020 ELP has been approved

XIV. Audience Concerns:

XV. Board Reflection:

- A. Members of the board were appreciative of the process and working together

XVI. The next regular Board Meeting will be held: December 16, 2019 at 5:00 p.m. in the Library

XVII. Adjourn: 8:03 p.m.