



North Shore  
Community School

School District 4084

*Board Meeting Minutes*

*December 16, 2019 at 5:00 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:** 5:08

**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:**
- III. Approve Agenda: *MOTION by L. Johnson to approve the Agenda*** with one amendment made by S. Pierson; adding to item D of the Consent Agenda "2. December 3, 2019 two hour late start".  
***Seconded by S. Camper; motion carried unanimously.***  
*\*This and all supporting documents for the December 2019 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. Presentation of Financial Audit:** by John Archer
  - A. The audit result is:
    1. There are no concerns
    2. There are no issues, difficulties, disagreements or consultations
    3. There are no findings related to the school's internal controls
    4. No noncompliance was found
  - B. The Activity Account had no findings and will be accounted for under Board control next year
  - C. Enrollment is trending downward after a spike in the 2016-2017 school year
  - D. There was a slight decline in revenue as a result of declining enrollment

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- E. Actual expenditures were above budget due to greater exceptional education costs
- F. The Fund Balance was at goal at the end of the school year
- G. Liabilities are reduced

**V. Consent Agenda: *MOTION by G. Spoelhof to approve the amended Consent Agenda, 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. Approved the Minutes for the November 2019 Board Meeting**

*\*This and all supporting documents from the November 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 the November operating receipts in the amount \$308,355.66
2. Approved the November checks numbered 13534-13583 in the amount of \$91,573.64
3. Approved the November EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$213,045.06
4. Approved the November credit card transactions in the amount of \$3,981.18
5. Approved the November Scrip disbursements in the amount of \$1,256.28
6. Approved the November SCRIP receipts in the amount of \$1,797.79
7. Approved the November 2019 updated activity account statement
8. Approved the November 2019 Journal Entries
9. Approved the November 2019 general checking, SCRIP and activity account bank reconciliations

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

1. **Policy 411: Extended Personal Leave** is a local policy. *It is the recommendation from the Personnel Committee to update Policy 411: Extended Personal Leave as presented, changing the deadline date from April 15 to March 1.*

2. **Policy 509: Students in Homeless Situations** is a local policy. *It is the recommendation of the Executive Director to approve Policy 509: Students in Homeless Situations as written.*
3. **Policy 713: Disposal of Obsolete Equipment and Material** is a local policy. *It is the recommendation of the Business Manager to update Policy 713: Disposal of Obsolete Equipment as presented.*

**D. Recommendation to approve Snow/Cold Days:**

1. December 2, 2019
2. December 3, 2019 two hour late start

**VI. Committee Updates:**

**A. Curriculum/Staff Development:**

1. December 11, 2019 Meeting Minutes Attached
2. January 2 and January 3 will be Staff Development Days
  - a) The staff and committees will be working on the 5 Year Strategic Plan

**B. Facilities:**

1. November 19, 2019 Meeting Minutes Attached
2. A design for a new Schmitt Creek Bridge is underway

**C. Finance:**

1. November 18, 2019 Meeting Minutes Attached
2. December 10, 2019 Meeting Minutes Attached
  - a) November 2019 Financial Statements
  - b) 2019-2020 Activity Account
  - c) November 2019 Bank Reconciliations
  - d) November 2019 Journal Entries
  - e) November 2019 Check Run
  - f) November 2019 SCRIP Statement
  - g) November 2019 Detail Payment Register

**D. Personnel:**

1. December 11, 2019 Meeting Minutes Attached
  - a) This meeting had a strong focus on the Strategic Plan

**VII. Effective Board**

**A. Read Policy 224: Director Evaluation:** read aloud by the D. Stolp

**B. Board Member Exit Interview:** Jill Cornwell

1. There was a learning curve for someone who isn't a parent at this school and isn't an educator
2. The Board is unified, ensure that staff is as well
3. Focus on increasing enrollment

**C. Board Member Photo: Taken by Shelly Pierson**

**VIII. Director's Update:**

**A. Enrollment**

1. Budgeted for: 345 (Budget revision to 335 in process)
2. Current Enrollment: 336
3. Preschool Enrollment: 24
4. Pathway II Scholarships Update
  - a) 2 scholarships used
  - b) Will be applying for the Volunteer Pre-K Status in January

**B. Academic Update**

1. Conferences
  - a) Sign-Up Genius is working well, may increase membership level next year
2. Staff Development Day
  - a) There will be information and education about working with children with dyslexia
3. 5th Grade Students performed for Homesteaders at their December meeting

**IX. Unfinished Business:**

**A. Committees of the Board Companion Document** (Associated with Policy 213)

1. Presented by Gina Gallagher and Erica Rodriguez, additional edits were discussed and a clean copy will be presented at the regular January meeting

**B. Finance Committee Purpose Statement:** The purpose of the Finance Committee is to support the school mission through responsible fiscal management, guidance, and recommendations related to the financial interests and operations of the district.

1. ***MOTION by G. Spoelhof to approve the Finance Committee Purpose Statement as presented. Seconded by G. Gallagher, motion carried unanimously.***

**C. 5 Year Strategic Plan:** Update on Process

1. More time is needed to prepare the revisions
2. There was discussion on how to gather stakeholder input

**X. New Business:**

**XI. Correspondence:**

**XII. Recognition:**

**A. Lego Robotics Team Presentation:**

1. They will be moving on to Sectionals January 19, 2020
2. Board Members got to see a presentation of their project as well as the robots performance

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- B. Nikki Carpenter for her work on the 2018-2019 audit**
- C. 5th Grade class and Music Instructors for their performance at the Homesteaders Meeting**

**XIII. Audience Concerns:**

**XIV. Board Reflection:**

- A. The earlier start time is appreciated**
- B. The “field trip” to see the Lego Robotics team was very enjoyable**
- C. This meeting ran very smoothly**

**XV. The next Board Meeting will be held: January 27, 2019 at 5:00 p.m. in the Library**

**XVI. Adjourn: *MOTION* by L. Johnson to adjourn at 6:48 p.m, seconded by G. Spoelhof. Motion carried unanimously.**