



North Shore
Community School

School District 4084

Board Meeting Minutes

January 27, 2020 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:

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: Katie Kaylor, Erica Rodriguez

I. Concerns from Audience:

- A. Parent; Katie Kaylor expressed concerns for how a recent disciplinary matter was handled and for how the Student Discipline Policy is written. She feels that the disciplinary matter has been resolved but would like to see the policy revised to be more black and white in the way it details actions to be taken for specific offenses.**

II. Recognition:

- A. LEGO Robotics Team at Sectionals**
B. Khris Wells for his years of service to our school community.
C. Jodi Lobbestael for her years of service to our school community.

III. Approve Agenda: *MOTION* by J. Doberstein to approve the January 2020 Meeting Agenda as written. *Seconded* by G. Spoelhof, motion carried unanimously.

**This and all supporting documents for the January 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 L. Johnson to approve the Consent Agenda as presented; *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 comments 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 December 2019 Meeting

**This and all supporting documents from the December 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 December operating receipts in the amount of \$297,847.02**
- 2. Approved December checks numbered 13584-13621 in the amount of \$97,988.50**
- 3. Approved December EFT payroll, BCBS, FSA, H S A and bank service charge transactions in the amount of \$276,428.09**
- 4. Approved December credit card transactions in the amount of \$6,635.25**
- 5. Approved December Scrip disbursements in the amount of \$6,661.62**
- 6. Approved December Scrip receipts in the amount of \$7,243.60**
- 7. Approved December 2019 updated Activity Account**
- 8. Approved December 2019 journal entries**
- 9. Approved December 2019 general checking, Scrip, and Activity account bank reconciliations**
- 10. Approved the Annie's Foods grant in the amount of \$3,000**

C. Review of *On Schedule* Policies

- 1. Policy 104: Enrollment** is a local policy. **Policy 104: Enrollment** was approved with the addition of language in section II. Entrance Age so that it reads "A child must be five (5) years of age **on or before** September 1st..." as recommended by the Executive Director.
- 2. Policy 422: Job Sharing** is a local policy. **Policy 422: Job Sharing** was reviewed and approved with the existing language as recommended by the Personnel Committee.
- 3. Policy 507: Attendance** is a local policy. **Policy 507: Attendance** was approved with a revision to section III. Item F so that it reads "Parents must sign their children IN and/or OUT **with a staff member in the office.**" as recommended by the Executive Director.

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D. Staffing Changes

1. **Retirement: Khris Wells**, Technology Coordinator/Paraprofessional/Parent of Former NSCS Students, with 13.5 years of service. *Approved effective January 31, 2020.*
2. **Resignation: Jodi Lobbestael**, Head Cook, parent of current and former NSCS students, with 2.5 years of service. *Approved effective January 17, 2020.*
3. **Informational: Ryan Novitzki** has moved from his classroom paraprofessional position to part-time Technology Coordinator, part-time Food Service Coordinator. We have an open classroom paraprofessional position we are working to fill.

V. Committee Updates:

A. Curriculum/Staff Development:

1. January 8, 2020 Meeting Minutes Attached
2. January 22, 2020 Meeting Minutes Attached
3. Much focus was working on the Strategic Plan

B. Facilities:

1. December 17, 2017 Meeting Minutes Attached
2. January 21, 2020 Meeting Minutes Attached

C. Finance:

1. January 15, 2020 Meeting Minutes Attached
 - a) December 2019 Financial Statements
 - b) Current 2019-2020 Activity Account Statement
 - c) December 2019 Bank Reconciliations
 - d) December 2019 Journal Entries
 - e) December 2019 Check Run
 - f) December 2019 Supplemental Financial Report
2. Forming a Salary Task Force
3. Focused on Strategic Plan

D. Personnel:

1. January 8, 2020 Meeting Minutes Attached
2. Talking about the Strategic Plan
3. Staff satisfaction survey

VI. Effective Board

A. Distribute Board Self Evaluations

B. Schedule Board Retreat

1. Monday March 30, 2020 at 3:05 in the Library

C. Create ELP Progress Report Schedule

1. March: Kindergarten, First and Second Grades
2. April: Third and Fourth Grades
3. May: Fifth and Sixth Grades

VII. Director's Update:

A. Enrollment

1. Budgeted for: 345
2. Current Enrollment: 342

B. Recommitment/Enrollment Process Review

1. Recommitment forms due January 29, 2020

C. No Child Left Inside Phase 2 Grant Application Submitted

1. This application is competitive and we should hear if we won the grant in March
2. If we win the grant, the money will be used for increased signage and maps for the forest and trails, which will be a project for fifth and sixth graders to contribute to

D. Preschool-Voluntary Pre-K Application for the 2021-2023 School Years

1. If approved, the school would receive 60% of what they would receive for a Kindergartener for each 4 year old in the Preschool program
2. *MOTION by G. Spoelhof to approve the Voluntary Pre-K Application for the 2021-2023 School Year, seconded by S. Camper. Motion carried unanimously.*

VIII. Unfinished Business:

A. Committee of the Board Companion Document (Associated with Policy 213):

1. *MOTION by L. Johnson to approve the Committee of the Board Companion Document as presented, with one grammatical correction. Seconded by S. Camper; motion carried unanimously.*

B. 5 Year Strategic Plan: Update on Progress

IX. New Business:

A. Review Board Policy 230: Records Retention & Records Retention Companion

1. *MOTION by L. Johnson to approve Policy 230: Records Retention & Records Retention Companion as written with one grammatical correction. Seconded by G. Spoelhof; motion carried unanimously.*

B. Review Policy 506: Student Discipline, a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA).

1. A task force was formed to suggest changes to policy 506: Student Discipline which will be presented to the Board at the February meeting

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- X. Closed Meeting: As requested by S. Pierson the meeting remained open**
As permitted by Minnesota State statute 13D.05, subdivision 3(a), this meeting will be closed to evaluate the performance of the School District's Executive Director.
 - A. Presentation of Director Evaluation**
 - 1. The board acknowledges the receipt of the presentation of the Director's goals and their status.
 - ~~**B. Receipt of Director Evaluation by Board Members**~~
 - 1. Board Members will fill out their Evaluation forms based on the presentation and the formal evaluation will take place at the February meeting

- XI. Re-Open Meeting and Take Any Necessary Action:** no action taken at this time

- XII. Announcement of Results of Closed Meeting:** no results at this time

- XIII. Correspondence:**

- XIV. Audience Concerns:**

- XV. Board Reflection:**
 - A. Good discussion when necessary**
 - B. Shelly's flexibility appreciated**
 - C. Members feel heard**
 - D. Parent expressing her concern was appreciated**

- XVI. The next Board Meeting will be held:** February 24, 2020 at 5:00 p.m. in the Library

- XVII. Adjourn: *MOTION* by G. Spoelhof to adjourn at 7:57 p.m. seconded by L. Johnson. Motion carried unanimously.**