



School District 4084

Board Meeting Minutes

March 23, 2020 at 5:00 p.m. via Google Hangout

Pursuant to the Governor's Emergency Executive Order 20-01 and in accordance with MN Statute 13D some board members may participate by telephone or other electronic means during this board meeting.

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: 5:10

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:

- I. Concerns from Audience:**
- II. Recognition:**
 - A. Members of the Board recognize Shelly Pierson for her outstanding crisis management skills and organization**
 - B. Members of the Board recognize the teachers at NSCS for their dedication to the school and its students**
 - C. Shelly Pierson recognizes the staff and families of NSCS for all of their hard work during this time**
- III. Approve Agenda: MOTION by L. Johnson to approve the agenda** with a change to item X. Director Evaluation, making it an open meeting instead of closed. **Seconded by G. Spoelhof;** *Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. Motion carried unanimously.*

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- IV. Consent Agenda: MOTION by G. Gallagher to approve the Consent Agenda as presented; seconded by L. Johnson. Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. 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 Minutes for the February 2020 Board Meeting as presented with a grammatical correction in section IX. item C.2.**

**This and all supporting documents from the February 2020 Board Meeting are available for anyone to view, filed by month in the 2020 Board Book, which is kept in the main office at North Shore Community School.*

B. Finance

- 1.** Approve February operating receipts in the amount of \$293,776.29
- 2.** Approve February checks #13673-13713 in the amount of \$106,396.36
- 3.** Approve February EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$231,789.58
- 4.** Approve February credit card transactions in the amount of \$2,474.48
- 5.** Approve February SCRIP disbursements in the amount of \$947.98
- 6.** Approve February SCRIP receipts in the amount of \$1,829.79
- 7.** Approve February 2020 updated Activity Account Statement
- 8.** Approve February 2020 journal entries
- 9.** Approve February 2020 general checking, SCRIP and Activity account bank reconciliations
- 10.** Approve closing North Shore Bank of Commerce Activity Fund Checking account XXXXXXX3873, and move funds into the North Shore Bank of Commerce General Checking account XXXXXXX2594. Starting March 2020 all Activity Account transactions will be recorded in SmartFinance.
- 11.** Approve the Charitable Organization Annual Report Form and the IRS 2018 Form 990

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C. Review of *On Schedule* Policies

1. **Policy 427: Employee Longevity** is a local policy. **Policy 427: Employee Longevity** was approved as presented.
2. **Policy 428: Compensation for Extended Workday** is a local policy. **Policy 428: Compensation for Extended Workday** was approved as presented.
3. **Policy 429: Licensed Employee Salary Determination** is a local policy. **Policy 429: Licensed Employee** was approved as written.
4. **Policy 430: Non-Licensed Employee Salary Determination** is a local policy. **Policy 430: Non-Licensed Employee Workday** was approved as written.
5. **Policy 435: Social Media Use** is a local policy. **Policy 435: Social Media Use** was approved as written.
6. **Policy 512: Use of Cell Phones, Digital Imaging Devices and other Personal Electronic Devices** is a local policy. **Policy 512: Use of Cell Phones, Digital Imaging Devices and other Personal Electronic Devices** was approved as written.

V. Committee Updates:

A. Curriculum/Staff Development:

1. **February 26, 2020 Meeting Minutes** Attached
2. **March 11, 2020 Meeting Minutes** Attached

B. Facilities:

1. **February 25, 2020 Meeting Minutes** Attached
2. **March 17, 2020 Meeting Minutes** Attached

C. Finance:

1. **March 18, 2020 Meeting Minutes** Attached
 - a) February 2020 Financial Statements Pending
 - b) Current 2019-2020 Activity Account Statement
 - c) February 2020 Bank Reconciliations
 - d) February 2020 Journal Entries
 - e) February 2020 Check Run
 - f) IRS form has been submitted

D. Personnel:

1. **February 26, 2020 Meeting Minutes** Attached
2. **March 11, 2020 Meeting Minutes** Attached
3. The Personnel Committee reports being on track with their contribution to the 5 year Strategic Plan

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E. Salary and Benefits:

1. **March 4, 2020 Meeting Minutes** Attached
2. The Salary & Benefits Committee is looking at what will work for North Shore Community School and how to implement it

VI. Effective Board

A. Presentation of Board Self Evaluations

1. In the category of "Duty of Care" Board Members felt that they are successfully fulfilling their duties
2. In the category of Duty of Loyalty Board Members felt that they have a good understanding of the inner workings of the Board
3. In the category of Duty of Obedience Board Members felt that they could have more training on the Laws and Statutes that need to be upheld by the Board.

B. Board Retreat Agenda Items (Tentative Date March 30, 2020): Recommendation to postpone the Board Retreat to a later date to be determined

1. Annual Conflict of Interest Board Member Training (standing item)
2. Board Member Values
3. Generating Interest in Sitting on the Board
4. Online Training Videos
5. Discuss hosting a Parent Forum focusing on the 5 Year Strategic Plan

MOTION by S. Camper to postpone the Board Retreat to a later date, seconded by L. Johnson. Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. Motion carried unanimously.

VII. Director's Update:

A. Enrollment

1. Budgeted for: 345
2. Current Enrollment: 341

B. Coronavirus School Response

1. Staff has been providing Meals for the Students who qualify for the Free and Reduced Lunch Program
2. Staff has been providing Childcare for Students whose parents are Essential Workers
3. Staff have been practicing social distancing while working at the school
4. Preparing for Distance Learning

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C. Academic Update

1. Distance Learning Plan

- a) A developed distance learning plan is to be presented by March 27
- b) Teachers are working on developing learning grids and looking into how they can utilize Google Classroom
- c) Administration is also looking into busing packets to students and picking up completed packets from students on a weekly basis

D. Preschool

1. Full for 2020-2021

E. No Child Left Inside Grant Phase 2

1. We did not receive the Phase 2 grant

VIII. Unfinished Business:

A. Update on 2020-2025 Strategic Plan

1. ***MOTION by S. Camper to extend the 2015-2020 Strategic Plan for 1 year to allow more time to work on the next strategic plan. Seconded by G. Spoelhof; Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. Motion carried unanimously.***

IX. New Business:

- A. Board Meeting Recommendation:** "Due to the declared health pandemic and the declared state of emergency and pursuant to Minnesota Statute 13D.021, until further notice, all school board meetings will be held by teleconference or other electronic means."

MOTION by L. Johnson for all school board meetings to be held by teleconference or other electronic means until further notice. Seconded by S. Camper; Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. Motion carried unanimously.

- X. Director Mid-Year Evaluation: ~~Closed Meeting:~~ 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. It is the consensus of the Board that Shelly Pierson is on track to meet her goals though it is likely that that end of year MCA testing will not be conducted**

~~XI. Re-Open Meeting and Take Any Necessary Action:~~

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~~XII. — Announcement of Results of Closed Meeting:~~

XIII. Correspondence:

XIV. Audience Concerns:

XV. Board Reflection:

- A. Google Hangout felt like a great alternative to a traditional meeting, forcing some members to become more tech savvy**
- B. Members of the Board felt like there has been a remarkable example being set by the staff and administration at North Shore Community School**

XVI. The next Board Meeting will be held: April 27, 2020 at 5:00 p.m. via teleconference

**XVII. Adjourn: *MOTION* by *L. Johnson* to adjourn the meeting at 6:14, seconded by *S. Camper*.
*Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. Motion carried unanimously.***