



North Shore
Community School

School District 4084

Board Meeting Minutes

May 18, 2020 at 5:00 p.m. via Google Hangout/Meet

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.

Due to the health pandemic, the school board has determined that it is not feasible for at least one board member, the Executive Director, or the school district's legal counsel to be physically present at the regular meeting location. It is also not feasible for the public to attend at the regular meeting location due to the health pandemic.

In accordance with Minnesota Statutes 13D.021, members of the public are not permitted to attend this meeting due to the current health pandemic. Persons may monitor this meeting from a remote location through our streaming link: <https://youtu.be/M6vLtV9XzE4>

If you need support accessing the meeting, please contact Shelly Pierson at spierson@nscsk6.org.

Call to Order: 5:05

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: Mike Pocrnich, Erica Rodriguez

- I. Concerns from Audience:** Public comment for school board meetings may be submitted through email to: dstolp@nscsk6.org no later than Monday, May 18, by 12:00 p.m. Concerns will be read aloud for the record.
- II. Recognition:**
- III. Approve Agenda: MOTION by L. Johnson to approve the agenda as presented, seconded by G. Gallagher.** Camper: Absent, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. **Motion carried unanimously.**
**Electronic forms of this and all supporting documents for the May board meeting are available to guests of the meeting.*

IV. Budget Presentation by Mike Pocrnich, TAG Group

A. 2020-2021 Operating Budget

1. Average Daily Membership 350
2. General Fund Revenue \$3,971,109
3. General Fund Expenditures \$3,988,320
4. Food Service Fund Revenue \$137,647
5. Food Service Fund Expenditures \$151,696
6. Community Service Fund Revenue \$53,421
7. Community Service Fund Expenditures \$44,293
8. Estimated Fund Balance-All Funds \$841,988 (20%)
9. Extension of 2019-2020 Salary Schedules for the 2020-2021 School Year

B. Approve 2020-2021 Operating Budget

1. **MOTION** by *J. Doberstein* to approve the 2020-2021 Operating Budget as presented, seconded by *G. Gallagher*. Camper: Absent, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. **Motion carried unanimously.**

V. Consent Agenda: MOTION by *L. Johnson* to approve the consent agenda as written, seconded by *G. Spoelhof*. Camper: Absent, 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 the Minutes for the April 27, 2020 Board Meeting

**This and all supporting documents from the April 2020 Board Meeting will be made available for anyone to view, as soon as possible, filed by month in the 2020 Board Book, which is kept in the main office at North Shore Community School.*

B. Finance

1. Approved April operating receipts in the amount of \$325,588.22
2. Approved April checks numbered 13754-13799 in the amount of \$108,324.59
3. Approved April EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$218,930.63
4. Approved April credit card transactions in the amount of \$3,902.25
5. Approved April SCRIP disbursements in the amount of \$0.00
6. Approved April SCRIP receipts in the amount of \$496.90

7. Approved April Journal Entries
8. Approved April general checking and SCRIP accounts

C. Review of *On Schedule* Policies

1. **Policy 521: Student Disability Nondiscrimination** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). **Policy 521: Student Disability Nondiscrimination was approved as written.**
2. **Policy 522: Student Sex Nondiscrimination** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). **Policy 522: Student Sex Nondiscrimination was approved as presented,** with a change to the language used in section II. item B.
3. **Policy 524: Internet Acceptable Use and Safety is a mandated policy.** The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). **Policy 524: Internet Acceptable (Responsible) Use and Safety was approved as presented,** changing the title to “Internet Responsible Use and Safety,” adding the word “responsible” to the purpose statement, and replacing “Myspace” with “Twitter, Instagram, Snapchat, Reddit and similar websites or applications” under Section V, item A, number 6.
4. **Policy 534: Unpaid Lunch Balance** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). **Policy 534: Unpaid Lunch Balance was approved as presented,** with several changes to the language in the policy. In section II. Item A. the website where lunch accounts can be accessed was added. Item C. was changed to show that a student whose account was insufficient would still receive a meal and the amount would be charged to their account, and Item D. was removed completely. In section III. Item B. the details of how a family would be notified of a negative account balance was updated. Section IV, item C. was updated to reflect who would manage negative accounts after the end of the school year.
5. **Policy 714: Purchasing** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). **Policy 714: Purchasing was approved as presented,** detailing who is to enter into a purchase agreement with a vendor.

D. Review of *Off Schedule* Policies

1. **Policy 403: Employee Grievance** is a local policy. **Policy 403 Employee Grievance and 403C Employee Grievance Form were approved as presented.** Noting that the Employee Grievance Form can be found on the NSCS website in Policy 403 and replacing “person you have an issue with” with “Person with whom you’d like to resolve an issue:” in 403C Employee Grievance Form.

2. **Policy 426: Nepotism in Employment** is a local policy. **Policy 426: Nepotism in Employment was approved as written.**
3. **Policy 432: School Closure Compensation** is a local policy. **Policy 432: School Closure Compensation was approved as presented,** adding item C. to section II, addressing what will be done in the event of a state mandated closure or move to distance learning.

E. Staffing Changes

1. The resignation of Katie Hiivala, Food Service Coordinator was accepted, effective for the 2020-2021 school year.
2. **Related Services Contracts:**
 - a) Indigo Education contract at \$18,000.00 was approved.
 - b) A Chance to Grow third party reimbursement contract at \$350.00 annual fee, \$37.00/hour not to exceed 6% of billing was approved.

VI. Committee Updates:

A. Curriculum/Staff Development:

1. The Curriculum/Staff Development Committee did not meet.

B. Facilities:

1. May 12, 2020 Meeting Minutes Attached
 - a) Summer projects will primarily be handled in house

C. Finance:

1. May 14, 2020 Meeting Minutes Attached
 - a) April 2020 Financial Statements
 - b) April 2020 Bank Reconciliations
 - c) April 2020 Detailed Payment Register
 - d) April 2020 Journal Entries
 - e) April 2020 Supplemental Financial Report

D. Personnel:

1. May 13, 2020 Meeting Minutes Attached
 - a) Focus was on policy work with special attention to Policy 432: School Closure Compensation

E. Salary and Benefits:

1. The Salary and Benefits Committee did not meet

VII. Effective Board

A. Steph Love Resignation - *Tabled until the next Board Meeting*

1. **Resignation**
2. **Appointment of new Board Member**

Sheri Camper joined the Board Meeting at 5:46

B. Read Policy 224: Director Evaluation

1. A Parent Satisfaction Survey and staff Satisfaction Survey are prepared and ready to be answered
2. Members of the board were reminded of their duties for the upcoming Director Evaluation

VIII. Director's Update:

A. Enrollment

1. Budgeted for: 340
2. Current Enrollment: 339
3. Applications for 2020-2021: 356

B. Year End Items

1. Kindergarten Graduation May 26th
 - a) Drive through event
2. Family Drive By June 2nd
 - a) Details will be sent to families soon
3. Distance Learning Wrap-up
 - a) Academic side of distance learning will wrap up around May 29
 - b) Distance learning as well as attendance will continue through June 5
4. Childcare and Meals
 - a) Will not be continuing into the summer months
 - b) The school will assist families in finding alternate access to meals

IX. Unfinished Business:

A. Reschedule Board Retreat-*Tabled for June Meeting*

X. New Business:

A. July Meeting (if Needed)-*Tabled for June Meeting*

B. Recommendation to Approve 2020-2021 Lease Aid Contract

1. New contract available in the folder for review. Exhibit A and B with base rent and maximum Lease Aid amounts will be uploaded on Monday, May 18, for review.
2. ***MOTION by L. Johnson to approve the 2020-2021 Lease Aid Contract as presented, seconded by J. Doberstein. Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. Motion carried unanimously.***

C. Recommendation to Approve 2020-2021 Insurance Policies

1. Looking at 3 potential options
2. Concerns with how accepting all 3 options can affect staff
3. Finance Committee tasked to make a recommendation to the Board for the June Board Meeting

Board Meeting Minutes

May 18, 2020 at 5:00 p.m. via Google Hangout/Meet

Approved

- XI. Correspondence:**
- XII. Board Reflection:**
 - A. Board Members appreciated the meeting process**
 - B. Board Members acknowledged the work being done to be inclusive and consider how decisions can impact individuals**
- XIII. The next Board Meeting will be held: June 22, 2020 at 5:00 p.m. via Google Hangout/Meet**
- XIV. Adjourn: *MOTION* by G. Gallagher to adjourn the meeting at 6:33, seconded by S. Camper. Camper: Yes, Doberstein: Yes, Gallagher: Yes, Johnson: Yes, Love: Absent, Spoelhof: Yes, Stolp: Yes. *Motion carried unanimously.***