



North Shore  
Community School

School District 4084

*Board Meeting Minutes*

*June 29, 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/HsEabLqVphc>*

*If you need support accessing the meeting, please contact Shelly Pierson at [spierson@nscsk6.org](mailto:spierson@nscsk6.org).*

**Call to Order: 5:06**

**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:** Dan Schutte, Erica Rodriguez

- I. Concerns from Audience:** Public comment for school board meetings may be submitted through email to: [dstolp@nscsk6.org](mailto:dstolp@nscsk6.org) no later than Monday, June 29, by 12:00 p.m. Concerns will be read aloud for the record.

A. No concerns were presented

**II. Recognition:**

**A. Family Car Parade:**

- 1. Duluth Township Police**
- 2. Clifton Fire Department**
- 3. The Old Apostolic Lutheran Church for the use of their parking lot**
- 4. Ron Sundberg, Denny Stolp, and Shawn Padden for help in setting up the parade**

- B. Parents, Students, Staff for all of their work to finish the year strong!**
- C. Special Education Team for their clean compliance review**

**III. Approve Agenda: MOTION by L. Johnson to approve the agenda as presented, seconded by G. Gallagher.** Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: absent, Stolp: yes. **Motion carried unanimously.**

*\*Electronic forms of this and all supporting documents for the June Meeting are available to guests of the meeting.*

**IV. Consent Agenda: MOTION by S. Camper to approve the Consent Agenda with changes to A. Minutes for the May 18, 2020 Board Meeting as suggested by S. Pierson, seconded by L. Johnson.** Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: absent, 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 May 18, 2020 Board Meeting edited as suggested by S. Pierson**

*\*This and all supporting documents from the May 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 May operating receipts in the amount of \$339,519.40
2. Approved May checks numbered 13800-13835 in the amount of \$57,708.48
3. Approved May EFT Payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$241,557.97
4. Approved May credit card transactions in the amount of \$1,121.18
5. Approved May SCRIP disbursements in the amount of \$1383.90
6. Approved May SCRIP receipts in the amount of \$152.92
7. Approved May 2020 journal entries
8. Approved May 2020 general checking and SCRIP bank account reconciliations
9. Approved continuation of contracts with food service vendors for 2020-2021 school year - No Changes
  - a) Cash-Wa (formerly Food Services of America)
  - b) Bimbo Bakery

10. Approved 2020-2021 liability/property insurance policy with no changes from the 2019-2020 policy

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

1. **Policy 414: Mandated Reporting of Child Neglect, Psychological Abuse and Sexual Abuse is a local policy. Policy 414: Mandated Reporting of Child Neglect, Psychological Abuse and Sexual Abuse was approved as presented with an expanded definition of sexual abuse.**
2. **Policy 423: Backgrounds Checks is a local policy. Policy 423: Background Checks was approved as written.**

**D. Staffing Changes:**

1. Hiring Emma Felton as a long-term substitute classroom teacher was approved

**E. 2020-2021 Related Service Contracts were approved:**

1. PT Contract not to exceed \$1,000.00
2. DCD contract not to exceed \$2,000.00
3. Psychologist contract not to exceed \$10,000.00
4. Speech contract not to exceed \$23,000.00

- F. Board approved the annual Designation of Identified Official with Authority for the MDE External User Access Recertification System, for the 2020-2021 School Year**  
The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize **Shelly Pierson** to act as the Identified Official with Authority (IOwA) and **Kristi Lounsberry** to act as the IOwA to add and remove names only for **North Shore Community School 4084-07**.

**V. Committee Updates:**

**A. Curriculum/Staff Development:**

1. The Curriculum/Staff Development Committee did not meet

**B. Facilities:**

1. May 19, 2020 Meeting Minutes Attached
  - a) Summer Facilities Projects potentially include installing hands free soap and towel dispensers

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**C. Finance:**

1. June 15, 2020 Meeting Minutes Attached
  - a) May 2020 Financial Statements
  - b) May 2020 Bank Reconciliations
  - c) May 2020 Detailed Payment Register
  - d) May 2020 Journal Entries

**D. Personnel:**

1. The Personnel Committee did not meet

**E. Salary and Benefits:**

1. The Salary and Benefits Committee did not meet

**VI. Effective Board**

**A. Steph Love Resignation**

1. Resignation letter from Steph Love is attached
  - a) ***MOTION by L. Johnson to accept the resignation of Steph Love, seconded by J. Doberstein. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: absent, Stolp: yes. Motion carried unanimously.***
2. Appointment of New Board Member
  - a) The Board is looking at appointing community member Jaron Larson to serve on the Board of Directors
  - b) Board members requested that Jaron answer the NSCS Board Candidate Questionnaire

***\* Greg Spoelhof joined the board meeting at 5:32 p.m.***

**B. Review Board Budget**

1. There were questions regarding the MSBA dues being more than budgeted for. Will ask the Business Manager to follow up on this.

**C. Board Meeting Schedule for 2020-2021 School Year**

1. An additional meeting was scheduled for August 10, 2020 at 7:30 p.m. in order to discuss returning to school

**D. Board Meeting feedback from ACNW**

1. The board received positive feedback from ACNW

**E. Grade Level Report on Progress Meeting ELP Goals**

1. A report from each of the grade levels with an Environmental Literacy Plan are attached
2. With school being distance learning from mid March to the end of the school year it was difficult for our EE instructor to evaluate students on their specific ELP in order to determine success of the programs. He will be compiling information submitted by each grade level for our final evaluation to submit to Osprey Wilds.

3. The ELP may look different for the 2020-2021 school year depending on how school is conducted

**F. Covid 19 Roles and Responsibilities from MACS**

1. Read & discussed
2. Offered a great outline for areas to look at once method of schooling is determined

**VII. Director's Update:**

**A. Enrollment**

1. Budgeted for: 345, End of Year Enrollment: 339
2. 2020-2021 Budgeted for: 350 Enrollment Projection: 357
3. There are 1.5 food service assistants and 2 para positions currently not filled. We will monitor enrollment over the summer to determine needs

**B. Academic Update**

1. Staff Distance Learning Feedback
2. State Guidance for Three Possible Scenarios Received June 18th
  - a) Return to school with safety procedures in place
  - b) Hybrid model; children spend some time at school and some time distance learning
  - c) Full distance learning
3. Contingency Planning for Fall of 2020-2021 is Underway
  - a) Early planning documents are attached

**C. Equity and Inclusivity Discussion**

1. A group is discussing and compiling resources for their own learning and will share with all staff
2. This group is researching and sharing a variety of resources which include diverse people, perspectives, and cultures

**D. Parent Satisfaction Survey Results**

1. Results are attached
2. Overall feedback is positive

**E. Title I, II, IV A Applications in process: Due July 31, 2020**

**F. MDE Special Education Program Compliance Review Final Report - MDE Review 2019-20 (attached)**

1. Review of the Special Education department was exemplary
2. The department received commendations from MDE

**VIII. Unfinished Business:**

**A. Reschedule Board Retreat**

1. Scheduled for August 10, 2020 at 3:00 p.m. in the Cafeteria & Google Hangout

**B. July Meeting**

1. Discuss if it would be necessary
2. Schedule

3. The meeting scheduled for August 10, 2020 satisfies the need for an additional meeting

**C. Approve 2020-2021 Health Insurance Policies**

1. *Recommendation from the Finance Committee is to continue with the two current options for the 2020-2021 school year*
2. **MOTION by L. Johnson to approve proposed Health Insurance Policies, 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. Longevity Pay**

1. **MOTION by J. Doberstein to approve longevity pay as presented by the Finance Committee, seconded by G. Gallagher.** *Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.*

**B. Adopt New Policy Recommendation: Tele-Related Services Policy**

1. Board members looked at the policy that was presented and asked that it be reformatted and brought to the next board meeting for approval.

**C. Approve extension of transportation contract with Voyageur Busing for the 2020-2021 school year**

1. **MOTION by S. Camper to extend the current contract with Voyageur Bussing and support S. Pierson in negotiating any necessary changes for the 2020-2021 school year; seconded by J. Doberstein.** *Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.*

**D. CARES Act Grants:**

1. ESSER 90%
  - a) Supports those affected by COVID-19
  - b) Looking into partitions for the office and cafeteria, methods to support learning outdoors as much as possible should students be returning to school
2. GEER 5%
  - a) Must be used on Technology or Summer School
  - b) Looking into expanding the offering of broadband hotspots for at home use should distance learning be in place

**E. MOTION by G. Spoelhof for the Executive Director to pursue the documents and applications as needed, seconded by L. Johnson.** *Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.*

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- X. Closed Meeting:** meeting closed at 7:30  
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**
  - B. Receipt of Director Evaluation by Board Members**
- XI. Re-Open Meeting and Take Any Necessary Action:** Meeting re-opened at 8:25
- A. Approval of Executive Director Contract for the 2020-2021 school year**
  - B. MOTION by L. Johnson to approve Shelly Pierson to hold the position of the Executive Director of North Shore Community School from July 1, 2020-June 30 2021, seconded by G. Gallagher. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**
  - C. MOTION by L. Johnson for Denny Stolp, in combination with TAG, to develop a compensation package for the Executive Director for her hard work and dedication during the global pandemic affecting our community, seconded by G. Gallagher. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**
- XII. Announcement of Results of Closed Meeting:**
- A. Members of the Board of Directors unanimously support the Executive Director, feel that the she has made sufficient progress in meeting her goals, and has shown exceptional leadership in her pandemic response**
- XIII. Correspondence:**
- A. Letter from Minnesota Attorney General's Office: Receipt of FY 2019 Audit**
  - B. Letter from Minnesota Department of Education: Special Education Program Compliance Review Final Report - MDE Review 2019-20**
- XIV. Board Reflection:**
- A. It was a long, yet engaging meeting that provided closure for the 2019-2020 school year. The guidance of Shelly Pierson is appreciated and board members feel that they are headed in the right direction.**
- XV. The next Board Meeting will be held: August 10, 2020 at 7:30 p.m. in the Cafeteria and via Google Meet**
- XVI. Adjourn: MOTION by G. Gallagher to adjourn the meeting at 8:35, seconded by G. Spoelhof. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Love: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**