



North Shore Community School

School District 4084

Board Meeting Minutes

August 24, 2020 at 5:00 p.m. in the Cafeteria and 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.

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/UVwh2qG_IeE

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

Call to Order: 5:13

ATTENDANCE:

Directors: Sheri Camper, John Doberstein, Gina Gallagher, Linda Johnson, Jaron Larson, Greg Spoelhof, Denny Stolp

Ex Officio: Executive Director Shelly Pierson, Business Manager Nikki Carpenter

Others: 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, August 24, by 12:00 p.m. Concerns will be read aloud for the record.
 - A.** Message from **Darcy Rolfe** written on August 11, 2020 is attached
 - B.** Letter from **Robbie Tietge** written on August 12, 2020 is attached
 - C.** Letter from **Betsey West-Sherman** written on August 13, 2020 is attached

- II. Recognition:**
 - A. Our amazing teachers!** They are thinking outside of the box and working together to create engaging learning experiences.
 - B. Carla Hendrickson, Jeanine Johnston, Nikki Carpenter, Kristi Lounsberry** for their additional work over the summer. It was not a normal year of preparation and their dedication makes NSCS a better place for staff and students.
 - C. Kate Edblom** for her work with Voyageur Bus Company preparing for this unprecedented fall.
 - D. Chad Maki** for his work on the building and grounds, as well as all of the additional cleaning and safety components necessary for reopening.

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- E. Our Board of Directors** for their thoughtful discussion surrounding our reopening plan.
- F. Our Families!** for taking time to promptly complete the surveys.

- III. Approve Agenda: MOTION by L. Johnson to approve the Agenda with the following changes; New Business item D, replace “Safe Learning Plan Opening Timeline” with “Discuss ‘Concerns from Audience’ written correspondence.” Seconded by G. Spoelhof. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**

Electronic forms of this and all supporting documents for the August 24, 2020 Meeting are made available to guests of the meeting at <https://northshorecommunityschool.org/board/> under the Meeting Notice_Agenda tab.

- IV. Consent Agenda: MOTION by S. Camper to approve the Consent Agenda as written, seconded by G. Spoelhof. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, 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 June 29, 2020 Board Meeting

B. Approved the edited Minutes for the August 10, 2020 Board Retreat

C. Approved the edited Minutes for the August 10, 2020 Board Meeting

These and all supporting documents from the June 2020 Meeting, the August 10, 2020 Board Retreat and 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.

D. Finance

1. Approved June operating receipts in the amount of \$328,659.43
2. Approved June checks numbered 13836-13862 in the amount of \$14,192.32
3. Approved June EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$182,662.60
4. Approved June credit card transactions in the amount of \$1,422.08
5. Approved June SCRIP disbursements in the amount of \$0.00
6. Approved June SCRIP receipts in the amount of \$1,563.75
7. Approved July operating receipts in the amount of \$240,551.21
8. Approved July checks numbered 13863-13899 in the amount of \$177,906.70
9. Approved July EFT payroll, BSBS, FSA, HSA and bank service charge transactions in the amount of \$296,950.84
10. Approved July credit card transactions in the amount of \$203.00

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11. Approved July SCRIP disbursements in the amount of \$0.00
12. Approved July SCRIP receipts in the amount of \$51.60
13. Approved June & July Journal Entries
14. Approved June & July general checking and SCRIP account bank reconciliations
15. Approved issuing a check in the amount of \$2996.49 from the SCRIP account to cover the cost of general fund field trips in FY20
16. Approved moving deferred revenue preschool scholarships in the amount of \$2,332.00 to FY20 preschool revenue
17. Approved the continuation of voluntary dental insurance for employees with Delta Dental with a 3% premium increase

E. Review of *On Schedule* Policies

1. **Policy 204: Electronic Funds Transfer** is a local policy. *Policy 204: Electronic Funds Transfer was approved as presented; changing the name of a food distributor from Food Service of America to Food Service Vendor.*
2. **Policy 506: Student Discipline** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *Policy 506: Student Discipline was approved as written.*
3. **Policy 507: Attendance** is a local policy. *Policy 507: Attendance was approved and updated with additional pandemic language.*

V. Committee Updates:

A. Curriculum/Staff Development:

1. August 6, 2020 Meeting Minutes are attached
2. August 20, 2020 Meeting Minutes are attached
3. There has been a lot of discussion and direction for how to proceed with both the distance and hybrid models for the beginning of the school year

B. Facilities:

1. June 16, 2020 Meeting Minutes are attached
2. July 21, 2020 Meeting Minutes are attached
3. August 18, 2020 Meeting Minutes are attached
4. The parking lot was re-sealed and new lines were painted, with the exception of the staff parking area as that area is planned for a safe drop off & pick up space

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C. Finance:

1. August 17, 2020 Meeting Minutes are attached
 - a) July Financial Statements
 - b) June 2020 Detailed Payment Register
 - c) July Detailed Payment Register
 - d) June & July Bank Reconciliations
 - e) June & July Journal Entries
2. The 2019-2020 Audit will begin in October

D. Personnel:

1. The Personnel Committee did not meet

VI. Effective Board

A. New Board Member Onboarding

1. Board Member Orientation
 - a) Introductions
 - b) Mentor-John Doberstein
 - c) Board Handbook
2. Appointment of Board Committee
 - a) Jaron Larson will join the Finance Committee

B. Vice Chair Position

1. **G. Gallagher volunteered to fill the vacancy**
2. ***MOTION by L. Johnson to appoint Gina Gallagher as the Vice-Chair, seconded by G. Spoelhof. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.***

C. 2020-2021 Board Budget: attached

D. Protocols

1. Correspondence
 - a) Correspondence needs to be received by the deadline
 - b) Correspondence does not need to be read at the meeting, it can be summarized
 - c) Correspondence read does not need to be responded to at the Board Meeting
 - d) Discussion was held to identify how to handle correspondence in the future. It was decided that all correspondence received needs to be a part of the board packet and read in its entirety at the meeting. A reply from the Board can be sent if the Board deems it necessary.
2. Streaming
 - a) As the challenges of streaming continue to arise, NSCS will continue to do the best that they can
 - b) The speaker should be seen while they are speaking

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3. Cell Phones
 - a) Mindfulness of cell phone use is expected as is the presence of Board members
 - b) Text messages received during the Board Meeting from viewers can be considered correspondence and can lead to issues of inequity amongst members.
4. Code of Conduct
 - a) Mindfulness about using words that are supportive and inclusive, not divisive, awareness of bias, discriminatory language and mutual respect were discussed
 - b) A plan was developed to allow each member of the Board an equal opportunity to speak
 - c) The respectful cooperation and communication of the Board is appreciated

VII. Director's Report:

A. Enrollment

1. Budgeted for: 350
2. Current Enrollment: 357

B. CARES Funding

1. GEER \$5,860 - Apply by May 2021, funds available through September 2022
2. ESSER \$35,866 - Apply by May 2021, funds available through September 2022
3. CRF \$83,550 - Apply by October 1, 2020, expend by December 30, 2020

C. Academic Update

1. Hybrid Model Planning
2. 100% Distance Learning (DL) Planning
3. Go Slow to Go Fast
4. Professional Development:
 - a) Seesaw
 - b) Google Classroom
 - c) Team Time working on procedures, supporting all students, etc.

D. Preschool

1. Will follow K-6 model for days in session

E. School Events

1. BAS assessments September 1, 2, 3, and 8
2. Calendar Changes: Ice Cream Social, Grandparents Day, Wolf Ridge, Fall Fest

F. Staffing for 2020-2021

1. Teacher Support for 100% Distance Learning
2. Long-term Sub for Classroom
3. Assessing Paraprofessional Needs for the Year

VIII. Unfinished Business:

A. Approved Lease Agreement with ABC

1. **MOTION** by G. Spoelhof to approve the Lease Agreement with ABC for the 2020-2021 school year, seconded by L. Johnson. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. **Motion carried unanimously.**

B. Title IX Rule Changes and Updated Policy

1. **MOTION** by L. Johnson to adopt Title IX Policy as written, seconded by S. Camper. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. **Motion carried unanimously.**
2. Formatting and a number assignment are needed for this new policy

IX. New Business:

A. Policy 204: Electronic Funds Transfer

1. Board authorization for the business manager to provide oversight of electronic funds transfers.
2. Board authorization for the business manager to invest in passbook savings, money-market savings, certificates of deposit, Minnesota School District Liquid Asset Funds, and other legal investments as recommended for school funds as needed for the operation of school business.
3. **MOTION** by G. Spoelhof authorizing Business Manager Nikki Carpenter to provide oversight of electronic funds transfers and invest in passbook savings, money-market savings, certificates of deposit, Minnesota School District Liquid Asset Funds, and other legal investments, seconded by J. Doberstein. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. **Motion carried unanimously.**

B. Read Policy 205: Board of Directors Election

1. 2 seats are available at the upcoming election; Parent (John Doberstein) and Licensed Teacher (Linda Johnson)
2. The election is scheduled to take place on November 5, 2020
3. Election results will be presented to the Board at the November 5, 2020 Annual Meeting
4. The nominating committee will be made up of Sheri Camper, John Doberstein and Greg Spoelhof
5. The nominating committee will be looking for one or two parents to join

C. Discuss Policy 411: Extended Personal Leave

1. **MOTION** by G. Spoelhof to approve Policy 411: Extended Personal Leave as presented with the additional language allowing Director discretion for personal leave during a pandemic, seconded by L. Johnson. Camper: yes,

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Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.

D. Discuss “Concerns from Audience” written correspondence received:

1. When a response is necessary, it is important to respond as a Board. It was agreed that a response was not necessary in the case of these 3 letters. Since they had already been responded to, Board Members would like to see what was written.
2. Some board members didn't agree with some of the claims that were written in the letters, while others felt troubled by their interactions and did feel disrespected.
3. It was noted that while there were claims that the Board Chair was pushing his own agenda, when it came to the vote he did concede and vote with the Board. It is an important duty of board members to ensure that their personal interests do not affect Board decisions.
4. Chairperson Stolp felt that this was an opportunity for self reflection.
5. Board members hold equal power, no one holds more power than the other

X. Correspondence:

XI. Board Reflection:

- A. Members are proud of and thankful for their fellow members and Shelly Piersons hard work during this time. These decisions are heartbreaking, it must be remembered that the Board makes decisions based on the community as a whole, recognizing that these are difficult times.

XII. The next Board Meeting will be held: September 28, 2020 at 5:00 p.m. in the Cafeteria and via Google Hangout/Meet

XIII. Adjourn: MOTION by G. Spoelhof to adjourn the meeting at 8:35 p.m, seconded by L. Johnson. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.