



North Shore Community School

School District 4084

Board Meeting Minutes

October 26, 2020 at 5:00 p.m. in the Cafeteria and via Google 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/HpURsgANxqI>

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

Call to Order: 5:03

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, October 26, by 12:00 p.m. Concerns will be read aloud for the record.

No concerns were submitted

II. Recognition:

- A.** Community members for sewing masks for students. We have had a number of individuals and organizations who have donated masks to school. Thank you for your time, kindness, and generosity!
- B.** NSCS PTA for donating a NSCS school logo mask for every student.
- C.** Kate Edblom for her creativity and flexibility with providing books to students and families and allowing others to use her space.
- D.** Val Bruckelmyer and Heidi Nelson, our Food Service staff, for delivery of meals, keeping up on state and federal changes to our program, and reducing food waste through the Pig Slop buckets.
- E.** Nominating Committee for their work leading up to the NSCS Board Election.

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

Electronic forms of this and all supporting documents for the October 26, 2020 Meeting are available to guests of the meeting at <https://northshorecommunityschool.org/board/> under the Meeting Notice_Agenda tab.

- IV. Consent Agenda: MOTION by L. Johnson to approve the consent agenda as presented. Seconded by G. Spoelhof.** *Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: 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. The Minutes for the September 28, 2020 Board meeting were approved

This and all supporting documents from the September 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. September operating receipts in the amount of \$475,549.53 were approved
2. September checks numbered 13927-13988 in the amount of \$85,503.38 were approved
3. September EFT payroll, BCBS, FSA, HSA and bank service charge transactions in the amount of \$219,144.96 were approved
4. September credit card transactions in the amount of \$6,404.83 were approved
5. September SCRIP disbursements in the amount of \$3,896.51 including check 1381 in the amount of \$2,996.49 were approved
6. September SCRIP receipts in the amount of \$1,071.92 were approved
7. September journal entries were approved
8. September general checking and SCRIP account bank reconciliations were approved

C. Review of *On Schedule Policies*

1. **Policy 510: Shared Time Programs** is a local policy. *Policy 510: Shared Time Programs was approved as written.*
2. **Policy 903: Visitors to School District Buildings and Sites** is a local policy. *Policy 903: Visitors to School District Buildings and Sites was approved as written.*

V. Committee Updates:

A. Curriculum/Staff Development:

1. October 14, 2020 Meeting Minutes are Attached
2. Yearly Committee Report to the Board
 - a) Meeting Schedule: 2nd and 4th Wednesday @ 3:00 so long as school is in session that day
 - b) Committee Roster: Sheri Camper: Chair, John Dover, Leigh Jackson, Kristi Lounsberry, Shelly Pierson, Greg Spoelhof
 - c) Purpose Statement: To provide guidance and oversight for curriculum and staff development and make recommendations to the board

B. Facilities:

1. October 20, 2020 Meeting Minutes are Attached
2. Looking at upgrading the HVAC system from manual to automatic louvers in the 2010 addition.
3. A non-profit organization, the North Shore Community Rink (NSCR), has formed to run the NSCS skating rink in collaboration with the Duluth Township and NSCS ABC. NSCR's purpose is to maintain the community rink at school.

C. Finance:

1. October 19, 2020 Meeting Minutes are Attached
 - a) September 2020 Financial Statements
 - b) September 2020 Detailed Payment Register
 - c) September 2020 Bank Reconciliations
 - d) September 2020 Journal Entries
 - e) September 2020 Check Run
2. Yearly Committee Report to the Board
 - a) Meeting Schedule: 3rd Monday @ 3:00
 - b) Committee Roster: Linda Johnson: Chair, Nikki Carpenter: Ex Officio/Secretary, John Doberstein, John Dover, Jaron Larson, Shelly Pierson, Shane Stolp
 - c) Purpose Statement: To support the school's mission through responsible fiscal management, guidance and recommendations related to the **financial** interests and operations of the district.

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3. Focusing on reorganizing bussing with the end goal of one bus transporting tier 1 students to and from school, decreasing from two.
4. The 2019-2020 audit is currently underway.

D. Personnel:

1. October 7, 2020 Meeting Minutes are Attached
2. Yearly Committee Report to the Board
 - a) Meeting Schedule: 2nd Wednesday @ 4:15 (May Change)
 - b) Committee Roster: Gina Gallagher: Chair, Janna Dreher, Jim Sauls, Shelly Pierson, Robbie Tietge, Carla Tamburro, Nikki Carpenter: Ex Officio
 - c) Purpose Statement: Review policies related to working conditions (eg. compensation, terms of employment, environments) for NSCS staff and make recommendations to the NSCS Board.
3. Efforts toward more efficient meetings are in progress
4. Considering adding Nikki Carpenter to serve as Ex-Officio

E. Nominating:

1. September 28, 2020 Minutes are Attached
2. The nominating committee requests that improvements are made to how the board election is executed. Looking at the election process will be on the November Agenda.

VI. Effective Board:

A. Agenda for the Annual Meeting (attached)

B. mncharterboard.com video viewing reports

1. D. Stolp & J. Doberstein - Election process
 - a) Election must take place on a day when school is in session
 - b) Options for how the board is comprised
2. G. Gallagher - Policy Development
 - a) Ensure that policies are compliant and effective
 - b) Avoiding procedure in policy
 - c) Follows the policy's purpose
3. G. Gallagher - Taking board minutes
 - a) Authorizers look at minutes for board compliance
4. L. Johnson - Early Childhood Programs
 - a) Early childhood screening should be within 90 days of starting the program

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5. S. Camper & G. Spoelhof - Open Meeting Law
 - a) When meetings are held via Video, whomever is speaking must be seen and heard
 - b) Roll call votes should be kept in a journal
 - c) If board members are participating in board meetings via video conference, the location that they are in must be public (this does not apply during a pandemic)
 - d) When closing for a closed session of a meeting, the reason and statute must be stated
6. S. Pierson - Annual Report
 - a) Utilizing the board calendar to support production of the annual report

VII. Director's Update:

A. Enrollment

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

B. Status of 2019-2020 Audit: Audit is in Progress

1. Presentation of the 2019-2020 Audit will be at the regular November meeting

C. Conferences: November 23rd in the afternoon, and December 1st and 3rd in the evening.

1. Conferences will be held via video conference

D. Current Learning Model: Hybrid Model - No change recommended at this time based on data and working with our Regional Support Team

1. It was noted that family support and communication has been excellent

E. World's Best Workforce Report: Will be released by the state soon

VIII. Unfinished Business:

A. Response from the Board to those who sent concerns to the Board at the September 28, 2020 meeting

1. Response was shared with members of the board

IX. New Business:

A. Review Policy 201: Board Member Roles

1. **MOTION** by L. Johnson to approve Policy 201: Board Member Roles as presented, seconded by J. Doberstein. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: yes. **Motion carried unanimously.**

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- B. Review Policy 202: Board Officer Roles**
 - 1. ***MOTION by S. Camper to approve Policy 202: Board Officer Roles as presented, seconded by G. Gallagher. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.***
 - C. Recommendation from the Personnel Committee to update Policy 213C: School Board Committee Companion to include language that reflects the Board member occupying the Chair position of the committee**
 - 1. ***MOTION by G. Spoelhof to edit Policy 213C: School Board Committee Companion to include the statement “The position of Chair will be occupied by a member of the Board of Directors” under the subheading “Responsibilities of the Committee Chair,” seconded by J. Doberstein. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.***
 - D. OWLEC Annual Report: attached**
 - 1. ***MOTION by L. Johnson to approve the Annual Report as presented, with some updates from ACNW to OWLEC, seconded by G. Gallagher. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.***
- X. Correspondence:**
- XI. Board Reflection:**
- A. Overall the meeting was effective and informational, the annual report was impressive and feedback from training was enlightening.
- XII. The Annual Membership Meeting will be held on November 5, 2020 at 5:00 p.m. in the cafeteria and via Google Meet.**
The next regular Board Meeting will be held on November 16, 2020 at 5:00 p.m. in the cafeteria and via Google Meet.
- XIII. Adjourn: MOTION by S. Camper to adjourn the meeting at 6:44 p.m, seconded by L. Johnson. Camper: yes, Doberstein: yes, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**