



**School District 4084**

*Board Meeting Minutes*

*January 25, 2021 at 5:00 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.***

*Due to the declared health pandemic and the declared state of emergency and pursuant to Minnesota Statute 13D.021, until further notice, all NSCS Board meetings will be held by teleconference or other electronic means. 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/PIZpQJ4U4kM>*

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

**Call to Order:**

**ATTENDANCE:**

**Directors:** Tanya Bruzek, Sheri Camper, 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](mailto:dstolp@nscsk6.org) no later than Monday, January 25, by 12:00 p.m. Concerns will be read aloud for the record.

No concerns were submitted.

**II. Recognition:**

**A. Tier 1 Staff Supporting Tier 1 Care:**

1. Alisha Austin, Carah Alexander, Erin Davis, Gregg Dold, Kate Edblom, Anne Fisher, Mikayla Gill, Lisa Gould, Julie Hudecheck, Crystal Mickelson, Terra Ratnam, Renee Wermter, Abby Larson, Carla Tamburro, Amy Giddings

**B. Angela Wood, Darcie Rolfe, and Anne Fisher** for their work with our distance learners and learning how to deliver instruction in new and different ways.

**C. Food Service** for their flexibility and the continuous changes in how they deliver meals to students

*Board Meeting Agenda*

*January 25, 2021 at 5:00 p.m. via Google Meet*

*DRAFT Pending Approval*

- I. Approve Agenda: MOTION by L. Johnson to approve the agenda. Seconded by G. Gallagher.**  
*Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: absent, Stolp: yes. Motion Carried Unanimously.*

*Electronic forms of this and all supporting documents for the January 25, 2021 Meeting are available to guests of the meeting at <https://northshorecommunityschool.org/board/> under the Meeting Notice\_Agenda tab.*

**III. Consent Agenda:**

**MOTION by S. Camper to approve the consent agenda. Seconded by L. Johnson.** *Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, 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. Recommendation to Approve Minutes for December 21, 2020 board meeting**

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

**B. Finance**

1. *Recommendation from the Finance Committee to Approve the December operating receipts in the amount of \$323,861.07*
2. *Recommendation from the Finance Committee to Approve December checks numbered 14066-14101 in the amount of \$148,236.74*
3. *Recommendation from the Finance Committee to Approve December EFT payroll, BCBS, FSA, HSA and bank service charge transitions in the amount of \$245,262.18*
4. *Recommendation from the Finance Committee to Approve December credit card transactions in the amount of \$4868.93*
5. *Recommendation from the Finance Committee to Approve December SCRIP disbursements in the amount of \$3435.74*
6. *Recommendation from the Finance Committee to Approve December SCRIP receipts in the amount of \$3836.30*
7. *Recommendation from the Finance Committee to Approve December 2020 journal entries*
8. *Recommendation from the Finance Committee to Approve December 2020 general checking and SCRIP account bank reconciliations*

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

1. **Policy 401: Equal Employment Opportunity** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation from the Personnel Committee to approve Policy 401: Equal Employment Opportunity as presented; adding “including gender identity or expression,” to the General Statement of Policy.*
2. **Policy 402: Disability Nondiscrimination** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation from the Personnel Committee to approve Policy 402: Disability Nondiscrimination as presented; adding “34 C.F.R Part 35” to the legal reference section*
3. **Policy 413: Harassment and Violence** is a mandated policy. The content and language is dictated by guidance from the Minnesota School Board Association (MSBA). *It is the recommendation from the Personnel Committee to approve Policy 413: Harassment and Violence as written.*
4. **Policy 431: Non-Exempt Employee Overtime Compensation** is a local policy. *It is the recommendation from the Finance Committee to approve Policy 431: Non-Exempt Employee Overtime Compensation as written.*
5. **Policy 504: Parent Request for a Teacher** is a local policy. *It is the recommendation from the Executive Director to approve Policy 504: Parent Request for a Teacher as written.*

**IV. Committee Updates:**

**A. Curriculum/Staff Development:**

1. January 13, 2021 Meeting Minutes are attached

**B. Facilities:**

1. January 19, 2021 Meeting Minutes are attached

**C. Finance:**

1. January 11, 2021 Meeting Minutes are attached
  - a) December 2020 Financial Statements
  - b) December 2020 Detailed Payment Register
  - c) December 2020 Bank Reconciliations
  - d) December 2020 Journal Entries

**D. Personnel:**

1. January 13, 2021 Meeting Minutes are attached

**V. Effective Board**

**A. Board Self Evaluations**

1. **Discuss procedure**
  - a) Denny Stolp will send evaluations to board members
2. **Distribute evaluations**

**B. Schedule Board Retreat**

1. Board members will email available dates to Denny Stolp

**C. Create ELP Progress Report Schedule**

1. Sheri Camper will work with teachers to determine when teachers will have their data and will create the report schedule based on this information

**D. Presentation of Board Member Exit Interview**

1. Highlights from the board member interview: Informative, impressed with how well board members worked together, became more efficient as a board over time, professional management with all of the changes given the global pandemic, felt time was valued and respected.

**E. Review Board Budget**

1. Board budget is looking positive

**VI. Director's Report:**

**A. Enrollment**

1. Budgeted for: 350
2. Current Enrollment: 348 352
3. Recommitment Form Survey
  - a) Sent to all families
  - b) Preschool and Kindergarten enrollment form included

**B. Budget Update**

1. Budget is in alignment with enrollment. Slight increase in fund balance and the budget is looking good at this time.
2. Looking at unfreezing staff salaries. This will be discussed at Finance in February.

**C. Revised Safe Learning Plan and In-Person Learning Update**

1. Updated and available online

**D. Families First Coronavirus Response Act (FFCRA) Update**

**E. Saliva Testing and Vaccinations**

1. Staff have the opportunity to test every other week
2. Staff have started to receive vaccinations

**F. Preschool**

1. **Voluntary Pre-K Application for the 2021-2023 School Years** *for approval*
  - a) ***Motion by J. Larson, second by T. Bruzek to proceed with the Voluntary Pre-K application. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: absent, Stolp: yes. Motion carried unanimously.***
2. **Pathways II Scholarship Application**
  - a) ***Motion by S. Camper, second by T. Bruzek to proceed with the Pathway II Scholarship application. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: absent, Stolp: yes. Motion carried unanimously.***

**VII. Unfinished Business:**

- A. Review possible revisions to Policy 108: NSCS Logo Use - Tabled until February**

1. **Motion by T. Bruzek, second by L. Johnson to hire a professional to create the main logo in a vector format, and to create alternative logos, limiting the contract to \$500.00.** Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: absent, Stolp: yes. **Motion carried unanimously.**
2. Jaron Larson will begin the process.

**B. Request to Consider a Process for Continuation to Work After Retirement (Retire-Rehire)**

1. A task force was created with Tanya Bruzek, Gina Gallagher, Jaron Larson, and one teacher from Personnel to decide if this should be allowed, and to present their recommendation to the board.

**C. Board Clerk Position and Job Description**

1. Gratitude was expressed for Erica's work as the board clerk.

**D. Discuss Restructuring of the Election Process**

1. January 2021 Meeting: Form a task force to address the issue and present ideas at the March 2021 Board Meeting
2. Sheri Camper, Gina Gallagher, Greg Spoelhof, and Carah Alexander will serve on the task force.

**VIII. New Business:**

**A. PPP (Paycheck Protection Program) Application**

1. Application was submitted today in the amount of \$419,288. It was approved for \$419,287.50.
2. **Motion by S. Camper, second by J. Larson to approve the PPP loan.** Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: absent, Stolp: yes. **Motion carried unanimously.**
- 3.

**B. Online School Application or Hybrid Program for 2021-2022 for Consideration**

1. The board is in support of Shelly Pierson surveying parents to determine interest in developing an online program for next year and beyond.

**IX. Closed Meeting: As requested by S. Pierson the meeting remained open**

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**

1. The board acknowledges the receipt of the presentation of the Director's goals and their status.

**B. Receipt of Director Evaluation by Board Members**

1. Board Members will fill out their Evaluation forms based on the presentation and the formal evaluation will take place at the February meeting

**X. Re-Open Meeting and Take Any Necessary Action:**

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*DRAFT Pending Approval*

A. No action taken

**XI. Announcement of Results of Closed Meeting:**

A. No announcement

**XII. Correspondence:**

**A. Osprey Wilds Environmental Learning Plan Approval Letter**

**B. Osprey Wilds Annual Report Evaluation for 2019-2020**

**XIII. Board Reflection:**

A. Thank you to Erica Rodriguez for her years of service as the Board Clerk. Sentiment shared by board members and the director for Erica's support of the board and contribution to discussions.

B. Thank you to Shelly Pierson for her continued work with the reopening of schools.

C. The board has been open minded and professional, especially given the weight of some decisions the board is facing.

D. There are a number of positives happening right now.

**XIV. The next Board Meeting will be held: February 22, 2021 at 5:00 via Google Meet**

**XV. Adjourn: *MOTION by J. Larson to adjourn at 7:47 p.m. seconded by T. Bruzek. Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: absent, Stolp: yes. Motion carried unanimously.***