



# North Shore Community School

**School District 4084**

*Board Meeting Agenda  
March 22, 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/ZVc90lkbDGE>  
If you need support accessing the meeting, please contact Shelly Pierson at [spierson@nscsk6.org](mailto:spierson@nscsk6.org).*

**Call to Order: 5:02pm by Gallagher**

## **ATTENDANCE:**

**Directors:** Tanya Bruzek, ~~Sheri Camper~~, Gina Gallagher, Linda Johnson, Jaron Larson joined 5:15pm, Greg Spoelhof, Denny Stolp joined at 5:22pm

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

**Others:** Clerk Garner Moffat, Amy Giddings

- 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, March 22, by 12:00 p.m. Concerns will be read aloud for the record. No concerns were raised.
- II. Recognition:**
  - A. Robbie Tietge** for her years of service. Mrs. Tietge started in 2003 and has served NSCS as a paraprofessional and a teacher during her time here.
  - B. Jen Beers and Tanya Bruzek** for their work on the yearbook the last three years...two during a pandemic. They have shown dedication to ensuring all students are represented and have aligned the yearbook themes with our mission and core values. This is time consuming and no small feat!
  - C. PTA** for their ongoing support of our students, teachers, and staff with supplies, coordinating food for conferences, the StoryWalk, and more.
- III. Approve Agenda:**

*Electronic forms of this and all supporting documents for the March 22, 2021 Meeting are available to guests of the meeting at <https://northshorecommunityschool.org/board/> under the*

Meeting Notice\_Agenda tab. **MOTION by Spoelhof to approve the agenda. Seconded by Johnson.** Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: absent. **Motion Carried Unanimously.**

#### IV. Music Standards

- A. Presentation of the NSCS Music Standards for Local Adoption. Giddings reviewed the previous 2010 standards to ensure compliance with state standards and best practices for adoption by the board. **MOTION by Johnson to approve the standards as revised. Seconded by Bruzek.** Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: absent, Spoelhof: yes, Stolp: absent. **Motion Carried Unanimously.**

#### Larson joined 5:15pm

#### V. Consent Agenda:

*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 February 22, 2021 board meeting

*This and all supporting documents from the February 22, 2021 Meeting are available for anyone to view, filed by February in the 2021 Board Book, which is kept in the main office at North Shore Community School.*

##### B. Finance

1. *Recommendation from the Finance Committee to Approve February operating receipts for \$350,928.92.*
2. *Recommendation from the Finance Committee to Approve February checks 14,142-14,185 in the amount of \$ 107,825.71.*
3. *Recommendation from the Finance Committee to Approve February EFT payroll, BCBS, FSA (Food Service of America), H S A and bank service charge transactions in the amount of \$ 234,957.27.*
4. *Recommendation from the Finance Committee to Approve February credit card transactions in the amount of \$ 7,541.77.*
5. *Recommendation from the Finance Committee to Approve February Scrip disbursements in the amount of \$ 1,676.43*
6. *Recommendation from the Finance Committee to Approve February Scrip receipts in the amount of \$ 832.30.*
7. *Recommendation from the Finance Committee to Approve February 2020 journal entries.*

- C. **Recommendation from Finance to approve the One Step Increase for all eligible staff** including the additional stipend for teacher steps with no increase.

##### D. Review of *On Schedule* Policies

1. **Policy 426: Nepotism in Employment** is a mandated policy. *It is the recommendation from the Personnel Committee to approve Policy 426: Nepotism in Employment as presented: adding 12/16/2013 as the adoption date to the policy.*
2. **Policy 427: Employee Longevity** is a local policy. *It is the recommendation from the Personnel Committee to approve Policy 427: Employee Longevity as written.*

**E. Staffing Changes**

1. **Retirement:** *recommendation to accept the retirement of Robbie Tietge effective June 10, 2021.*
2. **Food Service:** *Recommendation to hire Melissa Backen as the Food Service Kitchen Assistant through the remainder of the 2020-2021 school year.*
3. **Classroom:** *Recommendation to move Anna Elina Berglund and Emma Felton from long-term substitute to employee. Both were hired as long-term substitutes, each candidate was interviewed by a committee, and we have a continued need to fill these positions.*

**F. Recommendation to Approve the Snow Day on March 11, 2021**  
*MOTION by Johnson to approve the consent agenda. Seconded by Spoelhof. Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: absent. Motion Carried Unanimously.*

**VI. Committee Updates:**

**A. Curriculum/Staff Development:**

1. February 24, 2021 Meeting Minutes are attached
2. March 10, 2021 Meeting Minutes are attached

**B. Facilities:**

1. February 23, 2021 Meeting Minutes are attached
2. March 16, 2021 Meeting Minutes are attached

**C. Finance:**

1. March 17, 2021 Meeting Minutes are attached
  - a) February 2021 Financial Statements
  - b) February 2021 Detailed Payment Register
  - c) February 2021 Bank Reconciliations
  - d) February 2021 Journal Entries

**D. Personnel:**

1. March 10, 2021 Meeting Minutes are attached

Stolp joined at 5:22pm

**VII. Effective Board**

**A. Board Self Evaluations**

1. Board self evaluation process will be discussed at the board retreat in April

**B. Board Retreat**

1. Agenda Items
  - a) Agenda possibilities include: Self evaluation formats, financial management and budgeting training, motivations and ice breakers discussion, and possible team building activities for the board, board development workshops/online training videos, review mission.
2. Finalize Date: April 21 3:30-8:00 - Tentatively continue with the April 21st date
3. Location to be determined closer to the meeting date

**C. Day at the Capitol Update** Pierson, Gallagher, and Johnson attended and were able to network, promote the school, and meet with State Senator Bakk and Senator McEwen

**VIII. Director's Report:**

**A. Enrollment**

1. Budgeted for: 350
2. Current Enrollment: 355 (3-19-2021)
3. Recommitment Information: Forms and applications for 374

**B. Budget and CARES Funding Update**

1. Salary and Benefits Task Force March 23, 2021
2. Title I Position

**C. Academic Update**

1. Osprey Wilds Data Review for FY19

**D. 5-Day Schedule**

1. We will begin a 5-day schedule on April 6, 2021

**E. Upcoming Events**

1. Parent Workshop held online on Monday, April 12, at 6:30: "What Now? Navigating the Continuing Changes of the Pandemic"
2. PTA StoryWalk on the nature trail instead of Winter Fest: March 27th through April 11th

**IX. Unfinished Business:**

**X. New Business:**

**A. Technology Purchases with ESSER, REAP, and Technology funds**

1. Chromebook Carts. **MOTION by Spoelhof to approve the presentation. Seconded by Johnson. Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion Carried Unanimously.**

**XI. Closed Meeting:**

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. Closed the meeting at 6:20pm.

- A. Director Evaluation *MOTION* by Bruzek to adjourn the closed meeting and reopen the public meeting. Seconded by Spoelhof. Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes., Stolp: yes. *Motion Carried Unanimously.* Reconvened at 6:42pm.**
- XII. Re-Open Meeting and Take Any Necessary Action: No action was taken.**
- XIII. Announcement of Results of Closed Meeting: The board said the Director is satisfactorily meeting her goals.**
- XIV. Correspondence: No correspondence**
- XV. Board Reflection:**
1. Happy to be back into traditional school board roles
  2. Great enrollment numbers
  3. Recognized Mrs. Tietge for services to the school
  4. Excitement about technology planning and purchases
  5. Thanks to Mrs. Giddings for work on music standards
  6. Appreciate ability to look forward now rather than focus on current events
  7. Growth process of board and school are exciting to be part of
  8. Appreciative of board volunteer work and collaboration with staff
- XVI. The next regular Board Meeting will be held: April 26, 2021 at 5:00 via Google Meet**
- XVII. Adjourn: *MOTION* by Johnson to adjourn at 6:51pm. Seconded by Gallagher. Bruzek: yes, Camper: absent, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. *Motion Carried Unanimously.***