



North Shore Community School

School District 4084

*Board Meeting Minutes
April 26th, 2021 at 5:00 in the Library and via Google Meet
Approved*

*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/Bs77iOF92Ag>
If you need support accessing the meeting, please contact Shelly Pierson at spierson@nscsk6.org.*

Call to Order: 5:06pm by Stolp

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: Board Clerk Garner Moffat, Nalani McCutcheon

I. Concerns from Audience: Public comment for school board meetings may be submitted through email to: dstolp@nscsk6.org no later than Monday, April 26, by 12:00 p.m. Concerns will be read aloud for the record. No concerns were submitted.

II. Recognition:

A. Wolf Ridge: Joe Walewski, Peter Harris, Peter Smerud, Danielle Heffernan, David Butcher, David Stieler

B. All staff! The flexibility, continuous support of all learners within school and distance learning, and care of each other shows the amazing community we have here. The Wednesday transition to 5-days a week also went well.

III. Approve Agenda:

*Electronic forms of this and all supporting documents for the April 26, 2021 Meeting are available to guests of the meeting at <https://northshorecommunityschool.org/board/> under the Meeting Notice_Agenda tab. **MOTION by Johnson to approve the agenda with the addition of New Business item D, format of meetings. Seconded by Gallagher. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion Carried Unanimously.***



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IV. Osprey Wilds Authorizer Contract Renewal Process - Nalani McCutcheon reported that the renewal process of the contract will start this year. NSCS has been achieving excellent results and will be eligible with a fast track renewal which is less paperwork with a quicker turnaround. Emails will be sent very soon to the school and are due this August/September which will be followed by a detailed site visit. A preliminary renewal letter will be arriving in early November for review by the school and feedback. It is expected that the school will most likely receive a five year renewal recommendation, which is the longest available, due to it's high performance up to this point.

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 March 22, 2021 board meeting

This and all supporting documents from the March 22, 2021 Meeting are available for anyone to view, filed by March 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 March operating receipts in the amount of \$ 339,256.83.*
2. *Recommendation from the Finance Committee to Approve March checks 14,186-14,229 in the amount of \$ 136,389.10.*
3. *Recommendation from the Finance Committee to Approve March EFT payroll, BCBS, FSA (Food Service of America), H S A and bank service charge transactions in the amount of \$261,034.56.*
4. *Recommendation from the Finance Committee to Approve March credit card transactions in the amount of \$ 2,630.76.*
5. *Recommendation from the Finance Committee to Approve March Scrip disbursements in the amount of \$ 2,645.97.*
6. *Recommendation from the Finance Committee to Approve March Scrip receipts in the amount of \$ 5,715.98.*
7. *Recommendation from the Finance Committee to Approve March 2021 journal entries.*



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8. *Recommendation from the Finance Committee to Approve March 2021 general checking and Scrip accounts bank reconciliations.*

C. Review of *On Schedule* Policies

1. **Policy 524: Internet Responsible Use and Safety** is a mandated policy. *It is the recommendation from the Technology Committee to continue Policy 524: Internet Responsible Use and Safety as written.*
2. **Policy 712-1: Special Education Procurement** is a local policy. *It is the recommendation to continue Policy 712-1: Special Education Procurement as written.*

D. Staffing Changes

1. **Leave of Absence:** *recommendation to accept a one year Leave of Absence for the 2021-2022 school year for Angela Wood effective June 10, 2021.*
2. **Leave of Absence:** *recommendation to accept a one year Leave of Absence for the 2021-2022 school year for Abby Larson effective June 10, 2021.*
3. **Classroom:** *Recommendation to hire Maggie Harless as a classroom teacher.*
4. **Classroom:** *Recommendation to hire Courtney Ditmarson as a classroom teacher.*

MOTION by Camper to approve the consent agenda. Seconded by Spoelhof. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion Carried Unanimously.

VI. Committee Updates:

A. Curriculum/Staff Development:

1. March 24, 2021 Meeting Minutes are attached
2. April 14, 2021 Meeting Minutes are attached
3. "From Phonics to Reading" will continue to be used. After a pilot program in the Kindergarten class, it will now be phased in for grades K-3. The format and the visual appeal are great for students and seem to be very helpful. This will create even better grade to grade consistency.

B. Facilities:

1. Meeting to be held April 27, 2021
2. March 16, 2021 Meeting Minutes are attached
3. The school is looking into grounds maintenance and the school's smartboards. Some painting and parking lot upkeep are being investigated also.

C. Finance:



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1. April 19, 2021 Meeting Minutes are attached
 - a) March 2021 Financial Statements
 - b) March 2021 Detailed Payment Register
 - c) March 2021 Bank Reconciliations
 - d) March 2021 Journal Entries
 - e) The school is investigating encouraging staff to use days off if needed but also looking at payout options if they are maxed out so that the school only needs substitutes when needed during the current shortage.
 - f) Enrollment is on track for the school's goals.

D. Personnel:

1. April 14, 2021 - *Did Not Meet*

VII. Effective Board

A. Board Self Evaluations: Current MACS Instrument, the board will continue to review the options

B. Teacher Report on Progress Meeting ELP Goals, despite format challenges over the last year, students are doing very well meeting the ELP goals.

VIII. Director's Report:

A. Enrollment

1. Budgeted for: 350
2. Current Enrollment: 356 (4-22-2021)
3. Recommitment Information: Forms and applications for 379
4. All grades are currently on waitlist, and small groups tours are still available for the waitlist.
5. Preschool is full, with a waitlist and has been a great pipeline for the Kindergarten class.

B. Budget and CARES Funding Update

1. Salary and Benefits Task Force April 7, 2021, the school is investigating percentage increases and other options related to appropriate compensation.
2. Budget Process Update, tentatively scheduled to offer the Board better updates at the May Board meeting.
3. ESSER III Funds Pending Amount \$252,219, MN has helpful opportunities and the school is grateful to receive these funds.



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- C. Staffing Update for 2021-2022-** Some changes are happening in grade levels etc, the information is attached. A couple teachers will be moving rooms to better serve the students and have better age proximities within the building.
- D. Spring Assessments -** MN Comprehensive Assessments are moving along. Because of learning opportunity disparities throughout districts, due to the Covid 19 Pandemic, some of the information will be collected but not used for this year. Measures of Academic Progress will be administered soon as the school year begins to wrap up.
- E. Upcoming Events**
 - 1. Staff Appreciation Week May 3-6,
 - 2. May 7th Planning Day
 - 3. May 10th Staff Development Day - Science Standards Review with Wolf Ridge
 - 4. 6th Grade Wolf Ridge Day Trips are scheduled for the Spring instead of last Fall. These trips have become an important milestone for students at the school.

IX. Unfinished Business: no discussion.

X. New Business:

- A. Policy 203: Unreserved Fund Balance-** 20% of annual general fund guidance set for reserve in policy. Setting how fund overages can/should be used are being investigated. ***MOTION by Gallagher to continue Policy 203. Seconded by Johnson. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion Carried Unanimously.***
- B. Director's Evaluation Staff Survey Questions**
- C. Family Survey Questions -** The survey should be completed per family, not per student, but comments sections can reflect different experiences per child if needed. Pierson will add "not applicable" to questions as an option.
- D. Format of Board meetings -** The board discussed meeting in person at future meetings. Having the meeting available for people to stream has been positive in providing access and transparency. Board members also expressed that it is also easier to meet in person and work together in the same space, but want to provide the opportunity for the most participation. Future Board meetings will be held in person, with the understanding that Board members may attend virtually if needed due to Covid 19 related challenges and that the meeting will be streamed to the public to monitor the meetings.

XI. Correspondence: no discussion.



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XII. Board Reflection:

- **The board is looking forward to meeting again in person**
- **Fast track process for renewal is great news**
- **The board has been productive and works well together**
- **It is rewarding to hear the great things about the school and to hear about the school continuing to think outside the box to excel and create advantages for students.**
- **The board makeup is very helpful to hear different viewpoints and perspectives which results in a productive Board.**
- **Communication and relationship with Osprey Wild has been rewarding and something to look forward to in the future.**
- **The Board was able to have potentially divisive conversations respectfully and openly with concern for each other's needs and opinions.**
- **Enrollment numbers and the way the Pandemic was handled have helped create stability for the school.**

XIII. The next regular Board Meeting will be held: **May 24th, 2021 at 5:00 via Google Meet**

XIV. Adjourn: *MOTION by Johnson to approve the adjourn the meeting at 7:04pm. Seconded by Gallagher. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion Carried Unanimously.*