



School District 4084

Board Meeting Minutes

November 16, 2020 at 5:00 p.m. via Google Meet

DRAFT Pending Approval

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/PYAhsZL_J3I
If you need support accessing the meeting, please contact Shelly Pierson at spierson@nscsk6.org.*

Call to Order: 5:03

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 no later than Monday, November 16, by 12:00 p.m. Concerns will be read aloud for the record.

No concerns were submitted.

II. Recognition:

Board Meeting Minutes

November 16, 2020 at 5:00 p.m. in the cafeteria and via Google Meet

DRAFT Pending Approval

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

Electronic forms of this and all supporting documents for the November 16, 2020 Meeting are available to guests of the meeting at <https://northshorecommunityschool.org/board/> under the Meeting Notice_Agenda tab.

IV. Annual Meeting of the Board of Directors:

A. New Board Member(s) Oath of Office:

1. Read by Board Chair: Denny Stolp
2. Given to new Board Member Tanya Bruzek

B. Board Member Orientation:

1. Introductions
2. Mentor Assignments
 - a) Gina Gallagher will mentor both Jaron Larson and Tanya Bruzek
3. Handbook Overview
4. 2020-2021 Disclosure of Financial Interest and Conflict of Interest form
 - a) Board Members received a copy of the form and are responsible for signing and returning the document to the school
5. Roles & Responsibilities

C. Selection of Board Member Officers/Roles:

1. Selection of chair §4.06
 - a) **MOTION by S. Camper nominating D. Stolp to continue his role as Board Chair, seconded by G. Gallagher. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**
2. Selection of vice-chair §4.07
 - a) **MOTION by D. Stolp nominating G. Gallagher to continue her role as Vice Chair, seconded by J. Larson. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**
3. Selection of secretary §4.08
 - a) **MOTION by L. Johnson nominating G. Spoelhof as the secretary of the board, seconded by G. Gallagher. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.**

Board Meeting Minutes

November 16, 2020 at 5:00 p.m. in the cafeteria and via Google Meet

DRAFT Pending Approval

4. Selection of treasurer/CFO §4.09
 - a) **MOTION by L. Johnson nominating J. Larson as the treasurer of the board, seconded by S. Camper.** Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. **Motion carried unanimously.**
5. Confirmation of Other Officers, Agents and Employees §4.10
 - a) No other officers, agents or employees are required at this time
6. Opportunity to call for bonding of officers §4.11
 - a) Bonding officers was not found to be necessary at this time
7. A resolution defining authorized signers for checks, drafts, and other matters §6.06
 - a) **MOTION by J. Larson to appoint S. Camper, L. Johnson and D. Stolp as authorized check signers, seconded by T. Bruzek.** Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. **Motion carried unanimously.**
8. Review/receive proof of existing liability insurance §6.07
 - a) In board handbook
9. Board member assignment to standing committees. §11.0
 - a) Curriculum
 - (1) S. Camper
 - (2) G. Spoelhof
 - b) Facilities
 - (1) D. Stolp
 - (2) J. Larson
 - c) Finance
 - (1) J. Larson
 - (2) L. Johnson
 - d) Personnel
 - (1) G. Gallagher
 - (2) T. Bruzek
10. Chair's selection of special committees (if any) §11.02
 - a) No special committees are required at this time

D. Annual Charter School Assurance Form:

1. Completed and sent to MDE and Osprey Wilds

E. Establish Meeting Dates and Times:

1. Continuing the current schedule will work for all members of the Board

F. Board Member Photo:

Board Meeting Minutes

November 16, 2020 at 5:00 p.m. in the cafeteria and via Google Meet

DRAFT Pending Approval

- V. Consent Agenda: MOTION by L. Johnson to approve the Consent Agenda as written, seconded by G. Spoelhof.** *Bruzek: yes, Camper: 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. The Minutes for the October 26, 2020 Board Meeting were approved

This and all supporting documents from the October 2020 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. October operating receipts in the amount of \$422,405.44 were approved
2. October checks numbered 13971-13986 and 13989-14026 in the amount of \$138,185.50 were approved
3. October EFT payroll, BCBS, FSA, HSA, and bank service charge transactions in the amount of \$258,595.60 were approved
4. October credit card transactions in the amount of \$17,744.68 were approved
5. October SCRIP disbursements in the amount of \$2,714.37 were approved
6. October SCRIP receipts in the amount of \$2450.85 were approved
7. October 2020 Journal Entries were approved
8. October 2020 general checking and SCRIP account bank reconciliations were approved

C. Review of *On Schedule* Policies

1. **Policy 410: Family and Medical Leave** is a mandated policy. The content and language is dictated by guidance from Minnesota School Board Association (MSBA). **Policy 410: Family and Medical Leave was approved as presented; updating MSBA's definition of spouse and adding "or other federal state laws and mandates" after MN parenting laws.**
2. **Policy 425: Discipline and Dismissal of Employees** is a local policy. **Policy 425: Discipline and Dismissal of Employees was approved as written.**
3. **Policy 806: Crisis Management** is a local policy. **Policy 806: Crisis Management was approved as written.**

Board Meeting Minutes

November 16, 2020 at 5:00 p.m. in the cafeteria and via Google Meet

DRAFT Pending Approval

D. Staffing Changes

1. The hire of Greg Dold as a .8 Special Education paraprofessional was approved.
2. Contract with Wolf Ridge to provide EE services for the 2020-2021 school year not to exceed \$20,000.00 was approved.

VI. Committee Updates:

A. Curriculum/Staff Development:

1. October 28, 2020 Meeting Minutes attached
2. November 11, 2020 Meeting Minutes attached

B. Facilities:

1. The Facilities Committee did not meet

C. Finance:

1. November 9, 2020 Meeting Minutes Attached
 - a) October 2020 Financial Statements
 - b) October 2020 Detailed Payment Register
 - c) October 2020 Bank Reconciliations
 - d) October 2020 Journal Entries
 - e) October 2020 Check Run

D. Personnel:

1. November 11, 2020 Meeting Minutes Attached
2. The committee is looking at a policy addressing continuing to work after retirement

VII. Effective Board

A. Discuss process for Board Member exit interviews

1. S. Pierson will connect with J. Doberstein and report at the December Meeting

B. Discuss restructuring of the election process

1. A plan to form a task force at the January 2021 Board Meeting was set in place
2. The task force will address the issue and present ideas at the March 2021 Board Meeting

C. Virtual meeting roll call voting journal

1. Members felt that the details in the Minutes from each board meeting was enough to satisfy the requirement

VIII. Director's Report:

A. Enrollment

1. Budgeted for: 350
2. Current Enrollment: 355

Board Meeting Minutes

November 16, 2020 at 5:00 p.m. in the cafeteria and via Google Meet

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B. Learning Model

1. MDE, MDH, Local Public Health, and Regional Support Team consult on Wednesday, November 18, to discuss current county and school numbers
2. Update on school numbers
3. Supporting Staff

C. Academic Update

1. Wolf Ridge EE Services
 - a) Instructors from Wolf Ridge will be providing EE to students per their contract
2. NWEA MAP Assessments
 - a) 63% were at or above grade level in math
 - b) 68% were at or above grade level in reading
3. Title I Assessments

D. Preschool

1. Outdoor Classroom

E. Conferences: the afternoon of November 23rd and the evenings of December 1st and 3rd

IX. New Business:

A. Review Policy 220: Volunteer Status of Board Members

1. ***MOTION by L. Johnson to approve Policy 220: Volunteer Status of Board Members as written, seconded by G. Gallagher. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.***

X. Board Reflection:

Members of the Board acknowledged that our community is in crisis mode and that we all must do our parts to slow the spread. Teachers are noticing that the young students are growing to accept wearing their masks and families are doing a great job at being cautious about spreading COVID-19. A big thank you to all families doing their part.

Gratitude for strong leadership, active participation and a welcoming environment were expressed.

XI. The next Board Meeting will be held: December 21, 2020 at 5:00 p.m. via Google Meet

XII. Adjourn: *MOTION by S. Camper to adjourn the meeting at 7:24, seconded by G. Gallagher. Bruzek: yes, Camper: yes, Gallagher: yes, Johnson: yes, Larson: yes, Spoelhof: yes, Stolp: yes. Motion carried unanimously.*