

Northern Lights Building Company

Meeting Minutes

June 4, 2019

3:15pm

1) Call to order: Vickie called the June NLBC meeting to order at 3:28pm.

Members Present: Vickie, Toby, Gail, Ellen

Non-voting: Mike H., Amy

2) Pledge of Allegiance

3) Toby made a motion to accept the agenda as written. Ellen second. Motion carried.

4) The March 2019 meeting minutes were approved via email. Toby also read the minutes at the meeting and approved them.

5) Financial Reports/Approval and Spot checks: Spot checks of the bank statements, purchase orders and automatic withdrawals was done prior to meeting. Gail made the motion to approve the financial report. Ellen second. Motion carried

a) 2019/2020 Budget Approval: Toby made a motion to accept the 2019/2020 budget that was presented at the March meeting. Gail second. All approved.

b) Authorize Audit: Gail made the motion to continue using Fort & Company to do our audit. Ellen second. Motion carried. Amy will contact them to get the audit process started.

6) Old business:

a) Update on Kootasca Grant: The windowsills that were not done properly last year have been redone. Also, the second layer of burgundy bricks have been finished around the top of the roof. This concludes the tuckpointing portion of the grant.

The grant ends on September 29, 2019. There is \$3,551.33 remaining of the Kootasca money. NLBC has \$36,995 of the in-kind portion of money left to spend. Vickie has contacted ESC to get a bid for a paging system. ESC has recommended a paging system rather than an intercom system as it is more reliable not using the telephones. The paging system will help implement the ALICE training that the school staff went through this year and that the students will go through next school year. The work on this system will need to be done this summer.

Ellen made the following motion: After the bid is received from ESC, Vickie will contact Steve from Kootasca to get a scope of work order. Upon receiving the bid, Amy will email the board. The board will approve the work to be done via email so that work can proceed. Gail second. All approved.

The people who oversee the grant will be at the school on July 2nd to inspect all the work that has been done on the building. Vickie and Ellen will be at the building that day.

- b) Bathrooms: Vickie received a bid from Hawk Construction for work on the staff bathroom and the boys bathroom.

For the staff bathroom, Vickie asked for a bid for getting the bathroom up to code and compliant. Upon inspection, it was found that the staff bathroom is not vented. This explains why there is often a sewer smell in the hallways near the bathroom. The cost for this work to be done is \$28,660.

For the boys bathroom, Vickie asked for the bathroom to be made into separate bathrooms with the doors facing the hallway instead of being tucked behind the stage. Because any work that would be done on the bathrooms would also mean that one bathroom would be required to be made handicap accessible, there would only be enough room for two bathrooms. The cost of this work would be \$52,560.

Everyone agreed that the staff bathroom needs to be fixed. Vickie and Amy will look at the budget to see where money is available to spend on the staff bathroom. Gail made the motion and Ellen second that once Vickie and Amy meet, another email will be sent to vote on approval for the work to begin.

- c) Flood damage: The insurance company has paid for ServiceMaster, the shoveling of the roof, and the cost for removing the snow from around the building. The insurance will also pay for the carpet to be replaced. It is also likely that part of the wall will need to be replaced if mold is present. If this is the case, the insurance will pay for that as well. There is a \$1000 deductible. The school has asked the building company to pay for half of the deductible. Ellen made the motion to pay half the deductible. Gail second. Motion carried.

Both Toby and Mike M. looked at the outside of the atrium after the last board meeting and both feel that the atrium needs to be sealed or this will be an ongoing issue.

- d) Parking lot sealant: Chuck has contacted a company to get a bid on the sealing of the parking lot. The soonest they will be out is mid-June. Toby thought that Mike M. knew of another company that could be contacted. Mike M. will be contacted for this information.

7) New business:

- a) Policies: Vickie, Gail, and Amy will go through the policies this summer as we currently don't have a policy book. Mike H. has requested a memorandum of understanding (MOU) between NLCS and NLBC. This would outline the partnership between the two. Going forward such questions as "who pays what", such as the insurance deductible, will be more easily answered. Mike H. has started a document.

- b) Paint: The remaining areas to be painted are the conference room, main office, upstairs hallway and upstairs office. Any time painting requires someone on a ladder, there will always be two people in the building. As such, Chuck and CJ will coordinate their time. Toby made the motion to finish the painting. Ellen second. Motion carried.

- c) ID Camera adjustment: The security cameras have been in place for a year. During this time, some blind spots have been found. To help with the blind spots outside four new cameras would be

added. These cameras are a new type of camera that offer a wider viewing range. The cameras that the new ones replace can be used elsewhere in the building. Cindy is also requesting an additional camera to be able to see the doors better as people walk up. She would also like a different monitor that doesn't go to standby. Mike will get a quote from Kendall of American Eagle for the work.

Once all the bids are in (paging system and cameras), Vickie will see what can get run through the grant.

8) Grant Requests:

a) Band Trip request for 2020: NLBC has received a request for a grant for the March 2020 band trip to the Jazz Festival in Duluth in the amount of \$1500. This was tabled for this meeting.

b) Perfect Attendance: Amy Love, school counselor, is working on incentives for students who have perfect attendance. Audobon, the school authorizer, has set a target attendance rate of 92%. As of March, the attendance rate was 90%. The Student Council developed some incentives for May to help motivate students towards perfect attendance. These incentives included gift cards and ice cream.

Amy L. is requesting help from NLBC – both in ideas and financially - to motivate students to have perfect attendance. Amy L. will join us again at our September 10th meeting. Board members are encouraged to brainstorm ideas. Gail will further research ideas to help combat truancy, especially among seniors where truancy tends to be higher.

9) Next meeting dates: September 10th, December 17th, March 10th

Ellen made the motion to adjourn the meeting. Gail second. All approved. Meeting adjourned at 4:57pm.