

Schoolcraft Learning Community  
Board Meeting  
09-17-02  
6:00 PM  
Paris

Attendance:

\_P\_ Ken Grantier      \_P\_ Lisa Graefe      \_P\_ Kent Nerburn  
\_P\_ Cathy Cravens      \_P\_ Mark Shanfeld      \_P\_ Hilary Phukan  
\_P\_ Melanie Nelson      \_P\_ Kris Kolar      \_P\_ Frank Moe

Staff Present: Rita Fauchald, Shar Paquette, Scott Anderson, Gerry Hoyum, Barb Houg

Guests: Mary Carlson

1. Call to Order –Kent Nerburn followed by an audiotape of our Circle of Peace. Kent discussed our meeting protocol: 1. he prefers inclusivity, wanting others to feel free to share info/question when pertinent. 2. Board members, please speak up to move on to next subject when appropriate.
2. Preview of Agenda – Scott
3. Request to remove topic(s) from consent agenda
4. Consent Agenda
  - a. Minutes of August 20, 2002 meeting
  - b. Current bills and checks
  - c. Frances Van Dorn contract
  - d. ELOB calendar/staff development plan
  - e. Curriculum Guide for 8<sup>th</sup> grade
  - f. Fieldwork Article
  - g. Test Score Update
  - h. Long term, short term disability plans and additional life insurance policies.

Melanie wondered whether we needed to be concerned about the open meeting laws regarding the Board retreat. Kris assured her that as long as we did not do any business, we were fine.

Hilary Phukan moved to accept the consent agenda, Kris Kolar seconded. Motion carried unanimously.

## 5. New Business

- a. MSBA Fall Area Meeting information – in Bagley on Thursday, Sept. 19<sup>th</sup>. Meet with school board members around the state to identify areas of local concern. Kris Kolar may go with Melanie Nelson.
- b. Finance Committee – Salary changes: regarding Melanie Nelson, Greg Moen, Jim Conway, Gerry Hoyum. The finance committee decided to remain consistent and pay additional salary based on semester credits. Lisa Graefe moved to approve the updated contracts, Cathy Cravens seconded. Motion carried. Melanie Nelson abstained from the vote.

Cathy asked about investigating the option of adding domestic partner coverage for insurance. We will discuss it later, possibly at the Board retreat. Rita will check with Tim Lucas as far as what the insurance company policies are.

- c. Board Update – Barb Houg introduced this subject.
  1. Discussion of the Board Chairperson/Secretary position descriptions:
    - a. The Chairperson shall convene and preside at regularly scheduled Board meetings. The Chairperson will be the public relations contact or spokesperson for the board, or in his/her discretion, may delegate this responsibility to any appropriate individual. The Chairperson will work with the Administrative Advisory Council and Director in preparing the agenda for each board meeting. This individual will also see that copies of the agenda and pertinent supporting documents are distributed to all Members at least one week in advance of any meeting. In the absence of the director, the chairperson shall have check signing authority.
    - b. The Board Secretary shall be responsible for initially reviewing a first draft of the minutes and making any necessary revisions before the minutes are published. This individual shall also ensure that meeting minutes are being disseminated and corporate records are maintained. He/she will distribute to new Members documents and guides that will assist them in their role on the Board. The

secretary shall preside over the meetings when the chairperson is absent. In the absence of both the director and the chairperson, the secretary shall have check signing authority.

Cathy Cravens moved and Kris Kolar seconded to approve the above position descriptions as revised.

Discussion ensued about whether teachers could hold board officer positions, as well as the requirements of members of the Advisory Committee.

Motion carried unanimously.

2. Vote for positions: Melanie Nelson moved to elect Kent Nerburn to continue serving as Chairperson until the next election in April 2003, Ken Grantier seconded. Kent Nerburn shared some comments. Motion carried. Kent abstained.

Secretary: Frank Moe suggested we have a teacher serve in this position. Melanie Nelson nominated Ken Grantier, Hilary Phukan seconded the nomination. Cathy Cravens nominated herself. Frank Moe seconded. Discussion ensued. Ballots were given out and tallied by Kent Nerburn. Ken Grantier is new Board Secretary through April 2003.

3. Policy Review Committee update: Frank Moe – answered as many of the posed questions as possible. See attached meeting notes. Kent requested we keep track of any problems with licensure.

- 4) Kent wondered if we could have parents pay for background checks and have scholarship monies available. Background checks need to be submitted every year. The handbook will be reviewed regarding payment for the background checks.

- 5) Voting procedures – Kris – there is nothing up for review at the Attorney General's office. Kris will ask the AG office, but wants to discuss the last election process in depth. Who is the

voting constituency? Will bring this to the Board after some investigation.

6) We need to have a copy of the Board packets available for public viewing, excluding Data Privacy documentation.

Board Policy Committee will be listed on the agenda for future meetings.

4. Survey status – Barb – Parent and Staff surveys have been sent out and Council of Non-profits will be tallying results to have ready for the Board retreat.
5. Retreat information – Barb – Camp Thunderbird, 8:30 – 4:00 on Sept. 28<sup>th</sup>. We can lunch at the Blue Moon, Saturday around noon. Barb will check with Dennis about other requirements. Please bring the Board binders.
6. Old Business – Barb wanted to know if we could submit the new governance info for the annual report, and whether we can submit the new governance to Rob to put on the website.
7. Questions/Other
  - a. Annual report due October 1<sup>st</sup>. Barb, Rita and Scott are working on it. Will send it out and entertain areas of change or concern within a few days.
  - b. CFL inspection day October 25<sup>th</sup>. Probably the only site visit CFL will make this year.
  - c. High school letter – Louise Mengelkoch – Scott suggested that we need to think about our “vision” for how any high school group fits into Schoolcraft’s plans.
  - d. Hilary Phukan wondered if we could propose to the finance committee to look at making sure we can fund the movers for both move-in and move-out. She is concerned about future possible injuries.
8. Adjournment: Cathy Cravens moved, Ken Grantier seconded the meeting be adjourned. Motion carried unanimously.

Respectfully submitted, Shar Paquette