

Schoolcraft Learning Community Board Meeting Minutes  
November 15, 2005

*Informal Information Session:*

**6:00 to no later than 6:30:**

Information from Director and other staff, parents and community members.

- United Way Fundraiser
- Stuff-a-Truck
- School Lunch Menus
- Maggie Carlson's Letter and Project
- MN State School Board Conference
- Bemidji Day at the Capitol: BEC
- Volunteers of America Radio Program – Ken
- Workshop for potential Charter School Sponsors – Jim

*Formal Agenda*

**Call to Order 6:34 PM**

**Attendance:**   A   Kris Kolar      X   Lisa Graefe      X   Carla Patch      X   Judy Bing  
  X   Gerry Hoyum      X   Sara Breeze

Staff Present: Rita Poulton, Scott Anderson, Shar Paquette, Barb Houg

**Reading:** Gerry – Stories that celebrate Schoolcraft – commended Amanda for jumping in and making a difference to Schoolcraft.

**Issue: Consent Agenda**

- Minutes from last month
- Finance report/Current bills and checks

**Outcome: Judy moved to accept the consent agenda. Carla seconded. Motion carried unanimously.**

**ACTION ITEMS**

**Issue:** School Safety Plan follow up – Director Limitations #4

**Outcome:** Inform Board of progress – Scott: Carla and Shar shared information with the staff...two committees were established and will meet monthly to work on the School Safety and the Crisis Response. There will be monthly updates for the board.

**Issue:** Review and Update Ends/Results Policies

**Outcome:** Report from committee – Barb – Lake Washington School District – should we incorporate their forms, etc...? Use their progress reports? We need staff buy in, maybe a retreat weekend – a big undertaking. The board needs to evaluate if the ends policies are being met, and the staff needs to go through a scope and sequence process. Committee: to go over the information from Lake Washington – and get packets available for staff to go through...5:30 meeting Nov. 29<sup>th</sup> – Luekens – Barb will reserve. Will present to the staff on December 7<sup>th</sup> at 3:00 PM

**Issue:** Review Governance Policies – Board Job Description, Role of the Board Chair, Board Member Code of Conduct

**Outcome:** Kris was going to address – and in her absence we will have to table this issue. Gerry moved to table until next month. Judy seconded. Motion carried unanimously.

**Issue:** Director Limitations policy #6: Treatment of Staff

**Outcome:** Update on progress regarding staff job descriptions – would like the job description, the Q-comp information, and the evaluation process to align. Barb thought that after Melanie goes to the training we can tweak the appropriate forms. We can monitor this again next month – will be in non-compliance until these are completed. Scott will give the position description to the teachers for feedback.

**Person(s) responsible:** Scott - Barb

**Issue:** Scott's Letter re: Boys and Girls Club

**Outcome:** Update on progress – Scott: visited Trek North – they will support any efforts, co-sign a letter, possibly pursue one big letter presented to the ISD #31. Scott has not heard from Voyageurs. Did get the contact information for the B&G club board members. Trek would rather keep the B&G club out of the mix...possibly have some donors speaking also.

**Carla moved to begin a closed meeting to discuss a personnel issue. Judy seconded. Motion carried unanimously. Closed session started 7:45 PM.**

**Meeting reconvened 8:10.**

**Gerry moved to adjourn. Judy seconded. Motion carried unanimously.**

Respectfully submitted, Shar Paquette