

Schoolcraft Learning Community Board Meeting Minutes
January 16, 2007

Informal Information Session:

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

- Staffing updates – Teresa Kane as Special Ed. Para started Jan. 3
- PNO update – non-fundraising letter to go out with report cards
- Update on after school programs – started today – bus picked up at 4:30, quite a few kids, quiet, working
- Update on Renovation Grant – was denied.
- MDE Meeting – still need to find two people to go.
- Staff development day – good days

Formal Agenda: Call to Order 6:30 PM

Attendance: Kris Kolar Lisa Graefe Carla Patch Judy Bing
 Sara Breeze François Fouquerel Mitch Hayle

Staff Present: Rita Poulton, Shar Paquette, Barb Houg

Issue: Consent Agenda

- Finance report/Current Bills and Checks
- December Board Minutes
- Kitselman Grant Award – bring card, photos, and things to send a thank you to them.

Outcome: Approve required items

Person(s) responsible: Kris

It was moved and seconded to pass the consent agenda. Motion carried unanimously.

ACTION ITEMS

Issue: Fund Balance

Outcome: Advise the Board on any decision regarding fund balance.

Person Responsible: Scott sent information via email to Kris

Scott is recommending setting the fund balance at 25% as discussed at the last finance committee. The extra money will go towards the portable computer labs and storage and toward the all-school expedition. Kris suggested waiting until we get specifics before the board approves this item. Barb asked if the finance committee feels comfortable with this decision. Judy answered affirmatively. Issue will be revisited when budget changes are necessary.

Issue: Staff Training

Outcome: Report on ongoing training of staff in light of David St. Germaine's cancelled visit.

Person Responsible: Scott via Kris

Staff training with David St. Germaine could possibly happen in June. With the end of year chaos, the board feels that Scott should focus on having him come during the August days to kick-off the school year instead of adding days in June.

Issue: Monitoring Report #7 Asset Protection

Outcome: Review overdue monitoring report now that Crisis Management plan has been approved.

Person Responsible: Scott via Kris

Scott reports compliance for MR #7(d) verbally and the board will await the filing of the newly completed monitoring report for the record. The board requests that Scott has written affirmation from each of the staff having read and understanding of the crisis plan by Feb. 20, to be placed in the staff files following the next board meeting.

Issue: Review Board/Staff Relationship Policies

Outcome: Review and discuss compliance and relevance.

Person Responsible: Barb

Board-Staff Linkage policies were reviewed and discussed. Some wording revisions were made, changing the word “ends” to “outcomes”.

Delegation to the Director

The Board will instruct the Director through written policies that prescribe the organizational Outcomes ~~Ends~~ to be achieved and describe organizational situations and actions to be avoided, allowing the Director to use any reasonable interpretation of these policies.

Accordingly:

1. The Board will develop policies instructing the Director to achieve our Outcomes ~~Ends~~. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Outcomes ~~Ends~~ *policies*.
2. The Board will develop policies that limit the latitude the Director may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called *Director Limitations policies*.
3. As long as the Director uses *any reasonable interpretation* of the Board's Outcomes ~~Ends~~ and Director Limitations policies, the Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
4. The Board may revise its Outcomes ~~Ends~~ and *Director Limitations policies*, thereby shifting the boundary between Board and Director domains. By doing so, the Board changes the latitude of choice given to the Director, and, ~~But, as long as any particular delegation is in place,~~ the Board will respect and support the Director's choices.

Monitoring Director Performance

Systematic and rigorous monitoring of Director job performance will be measured solely upon specifically defined job outputs: accomplishment of Board policies on Outcomes ~~Ends~~ and operation within the boundaries established in Board policies on *Director Limitations*.

Issue: Begin Evaluation of Ends Policies

Outcome: Begin review of ends policies in light of annual report; where do the scope and sequence reports go from here?

Person Responsible: Barb

The annual report was reviewed. Discussion ensued regarding incomplete/incorrect information and how to have the board directly involved in the compilation of the annual report, working on it in the summer. We want to identify the academic and non-academic goals for the 07-08 school year at the July meeting.

Issue: Updated Governance policy

Outcome: BRING BOARD BOOKS TO UPDATE!

Person Responsible: Kris

New policies added to all board books. Bring them in February also to add the Board-Staff Linkage policies that were amended tonight.

Issue: Election Committee

Outcome: Form a committee to deal with upcoming elections

Person Responsible: Kris

Currently Mitch, Lisa, and Carla's terms are up in April 07. Judy, Sara and Shar will be the election committee. Timeline was discussed and established.

Issue: Director Evaluation Committee

Outcome: Form committee to deal with upcoming Director evaluation

Person Responsible: Kris

Lisa Kris, and possibly Mitch will work on Director Evaluation. Judy will help.

Issue: Review Governance Policies on elections and Board job description and code of conduct

Outcome: Review policies in light of formation of new election committee.

Person Responsible: Kris

Tabled until the February meeting.

Meeting Adjourned 7:48 PM

Respectfully submitted, Shar Paquette