

Schoolcraft Learning Community Special Board Meeting Minutes  
June 30, 2016; 5:30 p.m.  
Schoolcraft Summer Office

*Reading of Mission Statement:*

Schoolcraft Learning Community exists to help develop individuals to be self-directed, lifelong learners who have the skills and knowledge to confidently and compassionately navigate in the world.

**Information Session:**

- Important Dates
  1. Governance Training - August 9
  2. VOA Annual Meeting - August 17
  3. Mia Chmiel - July 13-14

Public Input -

Any person wishing to speak directly to the Board, once recognized by the board chair, may do so for up to 5 minutes. The public input period will last no longer than 40 minutes, at the beginning of any open Board meeting.

Call Meeting to order. Establish quorum  
Meeting called to order at 5:42 p.m.

Formal Agenda:

**Attendance:**

\_x\_ Mark Morrissey \_x\_ Kristi Garbow \_x\_ Kristi Sorgenfrei \_x\_ Jim Conway  
\_x\_ Jason Rylander \_x\_ Sara Dreyer \_x\_ Kathy Douglas \_\_\_ Paul Dybing - absent

Staff Present: Rita Poulton, Alison Drietz  
Guests Present: Adrienne Eickman

Conflict of Interest: none stated

Kristi G motioned to add an action item of board development opportunities. Seconded by Jason.  
Motion carried unanimously.

**Action Items:**

**Issue:** Board Structure and Composition

**Outcome:** Review/Approve

**Person Responsible:** Mark

We need to define the composition. SLC board composition was defined in 2013- no defined structure to the school. The teachers need to vote and adopt the board composition (i.e. - teacher majority, parent majority). There is a difference between structure and composition.

**Issue:** Executive Function and Succession Plan Changes

**Outcome:** Review/Approve

**Person Responsible:** Mark

Kristi S. motioned to amend the succession plan naming Rita and Adrienne as the executive team. Alison is second as the operations manager. Seconded by Kristi G. Motion carried unanimously.

**Issue:** Check Signing Authority

**Outcome:** Review/Approve

**Person Responsible:** Mark

Kristi G motioned to name Adrienne as check signing authority. Seconded by Jason. Motion carried unanimously.

**Issue:** Potential Summer Board Training Opportunity

**Outcome:** Review/Approve

**Person Responsible:** Mark

Board goals and strategies will be planned during this board training. Optivation is available to assist with the board training. Idea Circle is another option. EOS Model is an operational system. A goal can be marketing piece. Mark will send a poll to the board members on possible dates and recommend themes/concerns to discuss at the training.

**Issue:** Summer Office Support, Staffing Needs and Reporting Schedule

**Outcome:** Review/Approve

**Person Responsible:** Rita

Kathy motioned to designate Rita as the Identified Official with Authority for MDE Access. Seconded by Kristi S. Motion carried unanimously.

*The Minnesota Department of Education (MDE) requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization. The Superintendent/Director recommends the Board or equivalent governing board authorize **Rita Poulton** to act as the Identified Official with Authority for Schoolcraft Learning Community.*

**Issue:** Vacancy Hiring Discussion/Committee Assignment

**Outcome:** Review/Approve

**Person Responsible:** Mark

This item is sent back to the school's executive team.

**Issue:** Interim Director Search Committee Discussion/Committee Assignment

**Outcome:** Review/Approve

**Person Responsible:** Mark

Jason motioned to form a board committee of Kathy, Jim, and Kristi S. to head the director search, and review/edit the director job description, including the compensation. Seconded by Kristi S. This is a standing committee until the director is hired.

Purpose:

1. Director Search
2. Job description review and posting
3. Report to board on July 18th

Membership:

1. Head of Committee- Kathy Douglas
2. Jim Conway
3. Kristi Sorgenfrei

**Issue:** Communication Plan: spokesperson reassignment; parent letter, board statement

**Outcome:** Review/Approve

**Person Responsible:** Mark

We do not need to make a board statement. Rita and Adrienne will draft a letter as reassurance for parents as to what is in place after this meeting.

**Issue:** Assistance for Scott and Appreciation

**Outcome:** Review/Approve

**Person Responsible:** Mark

Kathy suggested we table this item.

Review of VOA Board meeting observation form - all criteria successfully met.

Board Reflection - each member reflects on the meeting

**Next meeting** – July 18, 2016 (note the date change)

**Adjourn**

Kristi S motioned to adjourn the meeting at 7:15 p.m. Seconded by Jason. Motion carried unanimously.