

Schoolcraft Learning Community Board Meeting Minutes  
July 18, 2016; 5:30 p.m.  
Schoolcraft Learning Community, Bemidji, MN

*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:**

- Governance Training with TrekNorth - August 9
- VOA Annual Meeting in Duluth - August 17  
Adrienne and Mark will attend

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

Formal Agenda:

**Attendance:**

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

Staff Present: Rita Poulton, Adrienne Eickman

Guests Present:

Conflict of Interest - none stated

Consent Agenda

- Minutes from June 21, 2016 Board Meeting
- Minutes from June 30, 2016 Special Meeting
- Current Bills and Checks
- ADM – currently at 180, would like to be at 190
- Staff vacancies filled/posted
  1. 1st Grade Teacher
  2. Title 1 Assistant
  3. Special Education Paraprofessionals
- Staff Resignation - Carla Patch - SPED Teacher
- Update of EL Summer Meetings

**Outcome:** Approve required items

**Person(s) responsible:** Mark

Kristi S motioned to approve consent agenda. Seconded by Paul. Motion carried unanimously.

### **Action Items**

**Issue:** Director Search

**Outcome:** Review/Approve

**Person Responsible:** Mark

Paul motioned to approve the job posting and websites that were mentioned in the discussion.

Seconded by Kathy. Motion carried unanimously.

**Issue:** Board Development

**Outcome:** Review/Approve

**Person Responsible:** Mark

Jason motioned to request the Idea Circle for the Board Retreat. Seconded by Jim. Motion carried unanimously.

**Issue:** Audit

**Outcome:** Review/Approve

**Person Responsible:** Mark

Rita updated the board on the happenings of the audit this month.

Paul motioned to approve the audit process, where it stands, and the transfer of banking authority.

Seconded by Kristi G. Motion carried unanimously.

**Issue:** Summer Reports

**Outcome:** Review/Approve

**Person Responsible:** Mark

There are reports that are due this summer and all are being submitted by their respective deadline. No motion needed.

**Issue:** Co- Directors Memorandum of Understanding (MOU)

**Outcome:** Review/Approve

**Person Responsible:** Mark

Adrienne and Rita have assumed extra responsibilities and duties due to the director vacancy. They have requested extra compensation (14 extra paid days) for the additional time they are putting in this summer. Jason motioned to approve the compensation of 14 paid days for Rita and Adrienne as compensation for extra executive duties, responsibilities, and time. Seconded by Kristi S. Motion carried unanimously.

**Issue:** Family Handbook 2106-17

**Outcome:** Review/Approve

**Person Responsible:** Mark

The handbook needs to get approved “as is” by the board. Discussion about any corrections, the habits of scholarship, the appendix. Parent and teacher compact is new this year. It will be available at conferences. The problem solving document will stay, remove page 12. Would PAC be interested in editing and making comments for next year handbook? The handbook will be available on the SLC website. Kristi S motioned to approve the the 2016/17 Family handbook with the edits as discussed. Seconded by Sara D.

**Issue:** Staff Handbook 2016-17

**Outcome:** Review/Approve

**Person Responsible:** Mark

Staff handbook was edited. Discussion by the board as to additions, changes and removal of items in the handbook. Kathy motioned to approve the Staff handbook with discussed changes. Seconded by Paul.

Review of VOA Board meeting observation form  
All criteria successfully met

Board Reflection - each member reflects on the meeting

**Next meeting** – August 16, 2016

Kristi S. motioned to adjourn the meeting. Seconded by Kristi G.

**Adjourn**