

Schoolcraft Learning Community Board Meeting Minutes  
August 16, 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:**

- August 29 -31 - Staff Training
- August 31 Breakfast with the board
- August 31 afternoon - Move In Day
- September 6 - First Day of School
- September 8 - Back to School Night
- Director's Report

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 6:10 p.m.

Formal Agenda:

**Attendance:**

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

Staff Present: Adrienne Eickman, Rita Poulton, Alison Drietz

Guests Present: none

Conflict of Interest- None stated

Paul motioned to amend the agenda by adding the Crisis Mgmt Plan (first reading). Seconded by Kristi G. Motion carried unanimously.

Sara D motioned to add the Topic of Grants to the agenda. Seconded by Jason. Motion carried unanimously.

Jason motioned to add the grant funded Indian Education Homeschool Liaison position. Seconded by Sara D. Motion carried unanimously.

## **Consent Agenda**

- Minutes from July 18, 2016 Board Meeting
- Current Bills and Checks
- ADM – currently at 184, goal of 190.  
Enrollment is currently at 188.
- Designate Newspaper of Record  
Bemidji Pioneer, Schoolcraft Newsletter
- Designate Banks of Record  
Riverwood Bank, 1 st National Bank, Security State Bank
- Designate Human Rights Officer – Jim Conway
- Approve Electronic Transfer – Rita Poulton

**Outcome:** Approve required items

**Person(s) responsible:** Mark

Jason motioned to approve the consent agenda. Seconded by Jim. Motion carried unanimously.

## **Action Items**

**Issue:** Crisis Management Policy

**Outcome:** 1st Reading

**Person Responsible:** Mark

No action taken. It will be on the September agenda.

**Issue:** Grant Application

**Outcome:** Review

**Person Responsible:** Adrienne

Student Support Service Grant will help fund the nursing position at school.  
Adrienne applied for an Innovative Program Grant through MACS.

**Issue:** Indian Education Home School Liaison

**Outcome:** Approve

**Person Responsible:** Adrienne/Mark

There is .2 FTE position available at Schoolcraft. SLC has received the grant. Sara D motioned to create the Indian Education Home School Liaison position at SLC. Seconded by Kristi G. Motion carried unanimously.

**Issue:** Board Development

**Outcome:** Clarify governance model and monitoring for incoming Executive Director

**Person Responsible:** Mark

Details are shared in the Director's Report.

Jim motioned to have Mark and Paul work with the new Director on understanding the board governance policy. Seconded by Kathy D. Motion carried unanimously.

**Issue:** Summer Planning, Vacancies, Enrollment at Schoolcraft

**Outcome:** Update

**Person Responsible:** Rita, Adrienne

This was covered in the Director's Report.

**Issue:** Test Score Results and Priorities for Curriculum Development

**Outcome:** Update

**Person Responsible:** Adrienne

This was covered in the Director's Report.

**Issue:** Insurance Approval

**Outcome:** Approve

**Person Responsible:** Mark

Kathy D motioned to approve the policy and add the data security coverage. Seconded by Jim. Paul abstains. Motion passed, one abstained.

**Issue:** Letter to Parents and Staff

**Outcome:** Review/Approve

**Person Responsible:** Mark

Jason motioned to send this letter, amended with the executive search details. Seconded by Paul. Motion carried unanimously.

SLC organizational chart was discussed. It is a communication chart for staff and the board has gained information on it.

**Issue:** Summer Meetings - Leadership Team, Stacy Sjogren, VOA, Peacemaker Resources

**Outcome:** Update

**Person Responsible:** Mark

This was covered under the Director's Report. Sara D and Kristi G attended the Creating Trauma Sensitive Schools Training. They will notify families about it in a newsletter.

**Issue:** Director Search

**Outcome:** Update

**Person Responsible:** Kathy

Discussion on applicants and their rubric score.

**Issue:** Timeline and Duties for Executive Director Search

**Outcome:** Review/Approve

**Person Responsible:** Kathy/Mark

Selection Committee is formed. Kathy is the chair. Kristi G and Jason will be on the committee. They will investigate potential candidates, contact the applicants and set up interviews.

Timeline - Interviews set up by October 1.

Sara D motioned to have the selection process close on August 31. Seconded by Paul.

Jim motioned to form a selection committee consisting of Kathy (chair) Jason, Kristi G, and charged with setting up interviews by October 1 for the top 3 candidates identified by the Search Committee. Seconded by Sara D. Motion carried unanimously.

Review of VOA Board meeting observation form

All criteria successfully met.

Board Reflection - each member reflects on the meeting

**Next meeting** – September 20, 2016

**Adjourn**

Kristi G motioned to adjourn the meeting. Seconded by Paul. Motion carried unanimously.