

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:15pm

Present: Tanya Freeman, Kathleen Westly, Christine Horning, and Payton James-Amberg

Meeting Minutes Approval: Reviewed minutes from 7/30/09. Motion to approve minutes of 7/30/09 as revised (Kathleen), second (Tanya); passed fists of 5s. Reviewed minutes from 8/02/09. Motion to approve minutes of 8/02/09 (Kathleen), second (Tanya); passed fists of 5s.

The next ICP Board meeting will be **Thursday, August 20** at 7pm. Please mark your calendars.

Public Comment

No public comment at this meeting.

MCCS Business

- Facilities Update given by Jenny Swanson: There will be an extra \$280 of expenses to cover the completion of the greenhouse and rent Rug Doctors for carpet cleaning.
- Staffing/Hiring Update:
 - Executive Director Interview Day on August 5th. We had a strong pool of five candidates who came as scheduled, and the day went smoothly. Thank you to those who served on the Hiring Committee: Leah Gorman, Elisa Fairbanks, Linda Hentsch, Rob Hinton, Tanya Freeman, Payton James-Amberg, and Kathleen Westly. Special thanks to Jenny Swanson for her services as greeter and all-around cheerful "shlepper."
 - Administrative Assistant position update: Currently there are 8 scheduled candidates for interviews on Friday, Aug. 14th, with open slots for 2-3 more as applications are still coming in. The Hiring Committee has been formed, comprised of Anita Grunder and Linda Hentsch; it is hoped that the new Executive Director can participate.
 - Fall Teaching Staff:
 - Kriste has written an email to the school community explaining her absence. Payton attached a brief note explaining the plans for her temporary replacement, and it will be sent out this evening (Thursday) to coincide with her surgery on Friday morning. We are thinking of her.
 - Michelle Reichelderfer, "Mrs. R.," has agreed to be Kriste's long-term substitute, and she and Kriste were able to meet before Kriste left. Michelle will teach the math group she will have all year, and we need to fill Michelle's "math" part-time position on a short-term basis. The Board agreed it is committed to replacing Michelle with a certified teacher at a pay rate of \$12.50/hr. Since this is a substitute

position, we do not need to run an advertised search to fill it. The position covers a combined "math teacher/literacy aide/ & lunch/recess" person. **AI-1: Payton** to find out from Michelle if there is a plan for literacy.

- Jenny Swanson needs Kindergarten recess covered to give her 15 min. prep time; this is not currently in the staffing plan.
 - Board will leave it to the new ED to handle hiring and scheduling in conjunction with teachers for literacy.
- SFSF Update: Another follow-up email was sent to Kathy Rodeman inquiring about the funds. Since that time, ODE sent out a recommendation to school districts that districts should pass along the SFSF money to charter schools at the 80% rate, per our contract. **AI-2: Payton** will follow-up with Kathy based on this information.

Fall Orientation: Tanya led a discussion of what is needed for both an All-Staff Orientation as well as a separate Parent Orientation. Christine recorded the brainstorming session on the white board as follows:

Staff Orientation—to be done by Board members with Staff before school starts

- Stress the need for a culture of respect and communication: the wheel that won't roll (15 min.)
- Revisit the mission/vision—possibly with the "Is/Is Not" exercise (15 min.)
- Policies & Procedures—distribute and sign form that they were received (those in place now—current ones available in office) (15 min.)
- Review new Handbooks and advocacy system for teachers (30 min.)
- Review RACID chart—Explain what the chart is and how it works, and then review one section with staff, possibly the Human Relations section. Review to be continued over the school year at staff meetings, a section at a time. (30 min.)

Action Items for Staff Orientation:

AI-3: Kathleen to contact Lou/Mark about the "Is/Is Not" exercise.

AI-4: Kathleen follow up with Mike Strowbridge on district-wide trainings being offered and dates.

AI-5: Elisa Fairbanks to contact ESD regarding Pinnacle and SIS training schedules

AI-6: Tanya to contact Leah about anything teachers have scheduled for Sept. 2,3, or 4th.

AI-7: Christine to inquire about progress on handbooks.

Parent Orientation—to be done by Board members & ED in the evening after school starts

- Stress the need for a culture of respect and communication (15 min.)
- Revisit the mission/vision—the "One Tree"
- Kathy Brewer's slide presentation from last year
- Curriculum Update: math groups, literacy, testing information
- Review new Handbooks and hierarchy of communication

AI-8: Kathleen to follow up with Kathy regarding slides from last year's orientation.

The Orientation discussion also generated a "To-Do List" for Board responsibilities to Executive Director:

- Hold a goal-setting session
- Board sit down with ED to write job descriptions and evaluation standards
- Review ED's job description and evaluation standards, possibly at first liaison meeting.

ICP Business

Audit Documents: The task is to divide up the documents to help Payton with the workload. Who is managing the "Memorandum" document from Grove, Mueller & Swank, P.C.?

AI-9: Payton to make an initial inquiry of auditor: 1) is it an audit of ICP or of MCCS, and 2) will they need the actual documents sent to them or prepared to look at on site (such as bank statements). **AI-10: Kathleen** is already collating Board Meeting Minutes from July 1, 2009 to present. **AI-7: Christine** to follow up on handbooks with Kathy.

We divided up Form: ALG-CX-4.1 to complete individually. Inevitably questions will arise; we will do the best we can. **AI-11: Christine** takes "Information and Communication." **AI-12: Tanya** takes "Risk Assessment." **AI-13: Kathleen** takes "Control Environment."

The "Understanding Entity & Risks" document was split into 5 sections. Each person to do as much as they can in their section; Payton may have to provide help within each section on specific financial questions. **AI-14: Kathleen** takes Q1-11. **AI-15: Christine** takes Q12-20. **AI-16: Anita** takes Q21-34. **AI-17: Payton** takes Q35-38. **AI-18: Tanya** takes Q39-49. **AI-19: Christine** to tell Anita about her section.

AI-20: Payton to take a stab at the "Oregon Minimum Standards Questionnaire" since it is all financial.

These are the Agenda Items identified so far for Aug. 20th meeting:

- Job Descriptions (owner-Tanya)
- Sick Leave Policy
- RACID (Anita and Christine)
- Policy for Resolving Complaints against Charter School (owner-Kathleen)
- Accountability Calendar (possibly) (owner-Morning)

Meeting adjourned at 9:17pm
Minutes submitted by Christine Horning.

Consolidated List of Action Items for Quick Reference

- AI-1: Payton** to find out from Michelle if there is a plan for literacy.
- AI-2: Payton** will follow-up with Kathy based on the latest ODE information on SFSF.

- AI-3:** Kathleen to contact Lou/Mark about the "Is/Is Not" exercise.
- AI-4:** Kathleen to follow up with Mike Strowbridge on district-wide trainings being offered and dates.
- AI-5:** Elisa Fairbanks to contact ESD regarding Pinnacle and SIS training schedules.
- AI-6:** Tanya to contact Leah about anything teachers have scheduled for Sept. 2,3, or 4th.
- AI-7:** Christine to inquire about progress on handbooks.
- AI-8:** Kathleen to follow up with Kathy regarding slides from last year's orientation.
- AI-9:** Payton to make an initial inquiry of auditor: 1) is it an audit of ICP or of MCCS, and 2) will they need the actual documents sent to them or prepared to look at on site (such as bank statements).
- AI-10:** Kathleen is already collating Board Meeting Minutes from July 1, 2009 to present.
- AI-11:** Christine takes "Information and Communication" on Form: ALG-CX-4.1.
- AI-12:** Tanya takes "Risk Assessment" on Form: ALG-CX-4.1.
- AI-13:** Kathleen takes "Control Environment" on Form: ALG-CX-4.1.
- AI-14:** Kathleen takes Q1-11 of "Entity & Risks."
- AI-15:** Christine takes Q12-20 of "Entity & Risks."
- AI-16:** Anita takes Q21-34 of "Entity & Risks."
- AI-17:** Payton takes Q35-38 of "Entity & Risks."
- AI-18:** Tanya takes Q39-49 of "Entity & Risks."
- AI-19:** Christine to tell Anita about her section.
- AI-20:** Payton to take a stab at the "Oregon Minimum Standards Questionnaire" since it is all financial.
- AI-21:** Tanya to follow up with Michelle Friesen on floor hockey.

AIs to prepare for next meeting:

- Audit Documents (owners-All)
- Job Descriptions (owner-Tanya)
- Policy for Resolving Complaints against Charter School (owner-Kathleen)