

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:12pm

Present: Tanya Freeman, Kathleen Westly, Christine Horning, Payton James-Amberg, John Knight, and Morning McCreary

Welcome to all and cheers to John Knight, our new Executive Director, who is here and attending his inaugural Board meeting.

Public Comment

- Morning McCreary told us about Inside Charter Schools, a book by researcher Bruce Fuller that she is reading. She reported that it asks challenging questions about the relevance and contributions that charter schools make to the U.S. educational system and recommended that we revisit it when we are visioning for the future.
- We briefly discussed the recent news about Eddyville Charter School being sued.

Meeting Minutes Approval: Reviewed minutes from 8/20/09. Motion to approve minutes of 8/20/09 (Payton), second (Kathleen); passed fists of 5s & 3s. Reviewed minutes from 8/02/09, which needed re-approving because final version was lost. Motion to approve minutes of 8/02/09 as revised (Tanya), second (Payton); passed fists of 5s, 4, & 3.

The next ICP Board meeting will be **Thursday, September 17th** at 7pm. Please mark your calendars.

Action Item Updates

Rollover Items from the 8-06-09 minutes: Audit items AI-11, AI-13, AI-14, AI-15, AI-17, AI-20, AI-21. In progress: AI-10, AI-12, AI-16, AI-18.

Rollover Items from the 8-20-09 minutes: AI-11, AI-12, AI-16. In progress: AI-5, AI-13, AI-15 becomes **John's**, AI-20.

MCCS Reports

- Executive Director's Report:
 - Enrollment Update: Total enrollment of 76 with 2 openings in 2nd grade, 1 in 3rd grade, and 1 in 5th grade. There is a waiting list for 4th grade. Motion to authorize Executive Director to open an additional spot in 4th grade and close 5th grade, which is in exception to Enrollment Cap Record #05001e (Kathleen), second (Payton); fists of 5s & 4s. We will revisit the 2010-11 cohort of incoming 4th graders to see whether additional students can be added. **AI-1: John** to notify family of the 4th grader on the wait list.
 - Hiring Update: April Sadler-Nieman has accepted the position as Afternoon Adventures Leader. Shayna Huter is our new Bookkeeper and is also filling

the temporary position of Literacy Aide and Recess staff. Seneca Walton joins us as our new PE Teacher and Recess/Lunch Supervisor as well as filling the temporary position of 4th grade Math teacher.

- Staff Orientation: John has organized three-days' worth of activities, trainings, and meetings to help orient staff in preparation for the school year. The ICP Board Staff Orientation was held Thurs., Sept. 3 from 9:30-11:30am.
 - Facilities Report: Nikki is working on preparing the building for the first day of school. Brief discussion of whether we want floors buffed and decided that task must be postponed to a later date. John will coordinate efforts with Kathleen to work with 509J on necessary repairs.
 - Discipline Policy Revision: John is undertaking a review of all student discipline policies and procedures to ensure a strong systemic approach at MCCS.
- ICP Board Orientations:
 - Staff Orientation: Christine and Tanya held a staff orientation earlier today, which went smoothly and introduced the key documents now in place to guide the work of the school and staff (RACID, SDP, Policies & Procedures). Staff appreciated the review of the Vision & Mission statements and participated helpfully in discussions about school culture and the RACID section on Student Discipline. One discussion point was whether the staff wants a Staff Handbook, and there is consensus that they do, so they listed things that should be in it.
AI-2: John to form a subcommittee to create the handbook.
 - Parent Orientation Night was planned for Wednesday, Sept. 16th at 6:30pm and will cover the following topics:
 - Stress the need for a culture of respect and communication
 - Revisit the mission/vision—the "One Tree"
 - Kathy Brewer's updated slide presentation from last year
 - Curriculum Update: math groups, literacy, testing information
 - Present a draft Student/Parent Handbook for input
 - Review the hierarchy of communication followed at the school
 - History of the School (opener)
 - Budget piece (which parents found enlightening last year)
 - Opportunity to ask for volunteers; identify the needs
 - Announce that this year's Curriculum Night will be deferred.

AI-3: Kathleen, Tanya, and John will co-produce the evening and assign the following tasks: update the slides, send out the agenda of the evening in advance, arrange childcare, set up the facility for the evening, determine how information is to be presented and by whom. **AI-4: Payton** will show John how to update the School Calendar on the website with the following items: Parent Orientation Night, Campout (Sept. 25th), Open House (Sept. 8th), and testing days when that information becomes available.

ICP Business

Board Liaison Meetings: Tanya will begin meeting with John every two weeks starting next week.

Accountability Calendar: Morning presented "Policy 00019: The Accountability Calendar," which she had reorganized into a monthly list of tasks. We liked the combination of both the original grid as well as the new list by month, so she will update the grid to correspond to the list and then present for a vote at the next Board meeting. **AI-5: Morning** to email working draft to John. **AI-6: Morning** will fix grids for September 17th meeting.

The main discussion item was how often we would do Quarterly Board Reports. We decided we would do two a year: the Annual Report plus an interim semi-annual report on a schedule of either October–March OR December–June, depending on when we submit the Annual Report. From the Minutes of July 2, 2009: "We discussed the desired due date for future Annual Reports, whether to keep it in June or set it for October when other reports are due and decided that the new ED needs to set the deadline with the school district early next year so that MCCS staff can work on it throughout the year." **AI-7: Topic for Board liaison meeting** to discuss the pros & cons of each date and then contact district to set the date. In a coordinated effort, **AI-8: Kathleen** to explain to Jeanne Holmes the logistical problems with the Annual Report: both its deadline and its content as well as requirements by district vs. School Board. We are willing to do one big report—when shall it be?

Treasurer's Report:

- **SFSF \$:** We received a check for \$7,513.86 for fiscal year 2008–09, which needs to be spent on staffing, specifically salaries and budgets. This means our carryover budget will be increased by this amount, where it becomes available to spend on items of choice.
Regarding 2009–10 SFSF \$, 509J will claim it for us and send us monthly checks, probably at the 80% rate, which we question because SFSF dollars are not the same as ADMw. The percentage will need to be confirmed by Kathy Rodeman, but either amount (80 vs. 100%) will address our projected budget shortfall for this year and must also be applied to staffing.
- **Audit Update:** Audit AIs rollover, and there is a September 30th deadline according to the Accountability Calendar.
- **Afternoon Adventures** does not yet have enough people signed up to make a sustainable program. Three students are enrolled so far. It is hoped this will increase next week as Back-to-School activities commence.
- **Future Agenda Item:** We need to have a discussion at the next meeting about what we want to see in the Budget Report from the Executive Director, who will be taking over this piece from Payton. **AI-9: Payton** to follow up with Mark about the key budget pieces the Board should ask for.
- **Lego League Request:** A parent wishes to start a Lego League at MCCS and requests \$125 to buy the start-up equipment. Motion to authorize John to approve \$125 from Parent Fundraising to go towards buying a kit and base plate if a team is formed (Payton), second (Christine); fists of 5s. **AI-10: John** to review the following

procedures for suitability since they are considered to be in place but have not yet been implemented at the school: 12, 13, 14, 15, 16, 21.

Hiring Procedures Updates: This vote was deferred because Christine needs a copy of "Procedure 000nnc: Hiring Certified Teachers" to bring all three into alignment. She will present all 3 hiring procedures in concert at the next board meeting. **AI-11: Kathleen** to send her this version of the Procedure.

Head Teacher Tasks: Reviewed the Head Teacher's responsibilities based on the Job Description document and discussed how they are to be distributed in Kriste's absence. Since the return date of Kriste York is still unknown, we made plans for "periods of deferments" and devised an initial task list that will apply to "getting school started" and cover the months of September and October.

It was decided that Testing and Mentoring duties require external resources. **AI-12: Morning** will follow up on TAG testing and DIBELS to find out what we need to do. **AI-13: John** will post the position for Testing Coordinator on website and community email list. Motion to authorize John to hire a consultant for 4 hours every 3 weeks at the pay rate of \$15/hr. to perform classroom observations and lay groundwork for teacher evaluations (Tanya), second (Kathleen); fists of 5's & 4's. **AI-14: John** to hire Teacher Mentor.

Motion to approve the list of redistributed Head Teacher duties so that John can share with staff (Tanya); second (Kathleen); 5's & 4's. **AI-15: Tanya** to send HT Job Description itemized list to John. **AI-16: John** to get teaching staff to plan a Curriculum Night for families.

Long-term Medical Leave Policy: We're working on an extended leave policy, but until one is in place, we grant Kriste York a medical leave of absence with benefits until November 30, 2009, in accordance with our understanding of the FMLA. Her expected date of return is December 1, 2009 (Payton), second (Kathleen); passed fists of 5s. **AI-17: Payton** to follow up with our medical insurance agent to determine whether we have to follow the federal and state regulations. **AI-18: Payton** to find out if an employee can pay his/her own benefits while job is still being held.

Parks & Rec In-line Skating at MCCA: Parks & Rec does have its own insurance, but we still need to decide if hosting this club is a good fit for Muddy Creek, specifically whether the activity will damage the flooring and how will we handle security at MCCA while the club is practicing. **AI-19: John** to call our insurance on potential liability issues for in-line skating floor hockey. **AI-20: Kathleen** will call Kim at 509J about potential damage to floors.

Meeting adjourned at 11:35pm.
Minutes submitted by Christine H. Horning.

Consolidated List of Action Items for Quick Reference

Carryover AIs from Minutes of August 6th:

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-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.

Carryover AIs from Minutes of August 20th:

- AI-5:** Christine will edit the 3 Hiring Procedures (8b, 10b, and 11b) for consistency regarding in-house candidates, absence of Executive Director clause, as well as other minor individual items pertinent to each procedure.
- AI-11:** Anita will research some extended leave policies for possible models.
- AI-12:** Tanya needs to provide an update on what Job Descriptions have yet to be prepared so that these are ready for Staff Orientation.
- AI-13:** Payton can delineate the current Business Manager description between the Bookkeeper and Executive Director positions.
- AI-15:** John will submit a work order to 509J for the broken windows.
- AI-16:** John, with Kathleen as District liaison, need to have a discussion with Greg Lecuyer about accounting of our maintenance pot (the lack thereof) and who should pay for the broken windows. Also a discussion of the repair of the rotted siding needs to be held.
- AI-20:** Christine to compile a confidential notebook of all interview questions to be archived in locked file cabinet in ED's office.

New from Minutes of September 3rd:

- AI-1:** John to notify family of the 4th grader on the wait list that there is an opening.
- AI-2:** John to form a subcommittee to create the handbook.
- AI-3:** Kathleen, Tanya, and John will co-produce Parent Orientation Night.
- AI-4:** Payton will show John how to update the School Calendar on the website with the following items: Parent Orientation Night (Sept. 16th), Campout (Sept. 25th), Open House (Sept. 8th), and testing days when that information becomes available.
- AI-5:** Morning to email working draft of Accountability Calendar to John.
- AI-6:** Morning will fix AC grids for September 17th meeting.
- AI-7:** Topic for Board liaison meeting to discuss the pros & cons of each date and then contact district to set the date.
- AI-8:** Kathleen to explain to Jeanne Holmes the logistical problems with the Annual Report in coordination with John.
- AI-9:** Payton to follow up with Mark about the key budget pieces the Board should ask for as part of the ED Budget Report.
- AI-10:** John to review the following procedures for suitability since they are considered to be in place but have not yet been implemented at the school: 12, 13, 14, 15, 16, 21.
- AI-11:** Kathleen to send Christine this version of the Procedure.
- AI-12:** Morning will follow up on TAG & DIBELS testing to find out what we need to do.

AI-13: John will post the position for Testing Coordinator on website and community email list.

AI-14: John to hire Teacher Mentor.

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