

Convened at Muddy Creek Charter School

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

Present: Tanya Freeman, John Knight, Christine Horning, Morning McCreary, Anita Grunder, plus Ron VanOrden; Payton James-Amberg joined from 7:35-8:00pm and returned at 10:45pm; Kathleen Westly joined at 8:20pm.

Meeting Minutes Approval: Motion to approve minutes of 10/1/09 as revised (Morning), second (Tanya); passed fists of 5's.

Public Comment

- Christine announced that the Lincoln Environmental Middle School has received the Excellence in Environmental Education Award and Paul Bradley was one of the teachers who went to Portland to accept it on behalf of the program. The G-T write-up also included a nice mention of Inavale and Muddy Creek Charter School and is being posted on the MCCS Bulletin Board. The Lincoln group wants to have a potluck celebration that includes former Inavale students, so Christine has suggested MCCS as a site and will help facilitate the Building Use process. The ICP Board congratulates Lincoln on their award.

Reports

- **Facilities Report Addendum:** As reported by Christine, Kathleen Westly adds further information to the report on the meeting of Sept. 23rd with the district, which includes 3 action items:
 - Kim Patten will come to the school to meet with John, Shayna, Payton, and Chana to review our work order system and what we can see/enter, etc.
AI-1: John to advise Chana to follow up with Kim to schedule meeting to review work order system.
 - Kim also asks whether we are using the district accounting system, which would enable us to view the particular costs associated with any work order.
AI-2: Payton to inform Board whether we are using the district accounting system.
 - Vicky Taylor was working on updating our maintenance accounts so that we would have a report bringing us to current. **AI-3: John & Kathleen** to follow up to make sure we receive maintenance account report from Vicky Taylor and that Jeanne, Kim and Greg are cc'ed about getting a balance.
- **Grange Report:** Grange meeting was held here at MCCS last Tuesday. They will have elections for officers on Nov. 10th and invite us to attend meetings. Insurance bill for the Grange end of quarter is \$389.00 to National Trust via Maury, Donnelly & Parr Insurance Co. liability insurance. All the money for the Grange electric bill has expired, and ICP needs to discuss with Grange who will pay. The Grange is unplugging an old refrigerator to help save on energy costs.

The Willamette Community Grange Association, Inc. (WCGA) still exists on paper and their incorporation bill for tax-exempt status has been paid for by ICP for the last two years. We do not own half of the Grange at this time as it was never quit-claimed to us. Decisions need to be made between the three entities (Grange, ICP, and WCGA) on how to proceed. The Grange Task Force will pursue this because the Grange needs to take the next step in regards to the Grange building. **AI-4: Grange Task Force** to pursue disposition of the building with Grange and make recommendations to ICP.

- **Audit Update:** Kimberly Lyon from Grove, Mueller, & Swank will be here on Monday, October 19th at 8am to start the audit. Christine will represent the Board from 8-10am and Kathleen from 10am-5pm. Kimberly has asked for further documentation to be sent to her. Audit will cost \$5,000. **AI-5: John** will let Kathy Rodeman know the date of the audit. **AI-6: John** to handle the request for additional documentation from auditor.

Anita has not received a response on her follow-up email to Kathy Rodeman and Jeanne Holmes questioning the retroactive \$3,000 to be deducted for this year's audit.

- **ICP Treasurer's Report (Payton):** Appended to these Minutes. The balance sheet through the 3rd quarter shows a balance of \$480.00. In October, two transactions have been made: payment of the WCGA Corporate Renewal Fees and deposit of the Building Use fee amounts were also transferred to our account for a current balance of \$744.00. **Motion to approve** Treasurer's report of October 15, 2009 (Anita), second (Morning); fists of 5s. **AI-7: Payton** will get an ICP locking cash box for non-MCCS money to be kept in the firesafe file cabinet.
- **MCCS Executive Director's Report (John):**
 - **Budget:** John reviewed the 3-Year Projected Annual School Budget in light of Kathy Rodeman's prediction of a 10% reduction in ADMw funds for 2010-11 school year. **Motion to approve** the 3-Year Projected Annual School Budget for 2009-10/2010-11/2011-12 as presented by John to be submitted to the District on 10/15 (Morning), second (Anita); fists of 5s, 4s, & 3. **AI-8: John** to send the approved budget to Jeanne and Kathy at district by midnight 10/15 with cover letter.
 - It was also discussed and agreed that John will present a budget report monthly at ICP Board meetings.
 - **Enrollment Update:** Total enrollment of 73; lottery held on 10-1 was filled by a student from Philomath SD who has enrolled. 3 openings in 2nd grade, 3 in 3rd grade, and 1 in 5th grade with no waiting lists. There are no waiting lists except for Kindergarten, which has 2 names.
 - A future agenda item is to discuss our enrollment cap strategies to accommodate openings vs. waiting lists.
 - **Incident Report:** None to report.
 - **Facilities:** Cody Hull, a parent volunteer, will check diesel, propane, etc. as well as attend to other maintenance issues such as current plumbing problems.

- Hiring: MCCS welcomes George LaFramboise as the new Afternoon Adventures Program Leader. Hiring of a Mentor Teacher consultant has not happened yet. John has a list of people to contact.
- Curriculum Night: The teachers held informative sessions in their classrooms on Thursday, Oct. 8th from 6:30-7:30pm. There was a good parent turnout.
- Accountability Calendar:
 - Reports due on October 15 and 16th are going out on time.
 - MAPS testing begins on Monday, Oct. 19th.
 - John's TSPC license has not yet arrived despite utilizing the expedited process.
- School Improvement Plan (SIP): (Morning, John, and teachers). The SIP Report has been completed on time with the help of the teaching staff and consists of 6 improvement goals that match CSD's, but the report also notes that MCCS achieves them using its place- and project-based methods of teaching and learning. AYP data was also taken into consideration for the report.
- 509J Board Meeting Report (Anita):
 - Kathy Rodeman gave a gloomy financial forecast on school funding. No SFSF or SIF money is expected, and the district will not pursue "Race To the Top" money, which is "just for charter schools" and part of the federal stimulus package. **AI-9: Morning** will investigate this source of funds for MCCS. **AI-10: Christine** will contact Elisa about pursuing the PE grant project and Americorps person for next year.
 - The Education Action Team (EAT) for the Corvallis Sustainability Coalition gave its report. **AI-11: Anita** to ask Kathy Brewer to give a report on EAT for us.
 - District-wide enrollment has gone down. If voters repeal the Legislature's tax budget in January, then 18 days of school will also be lost. The 509J Board is expected to take a stand on this issue at its next meeting.

ICP Business

Request to join ICP Board: Ron VanOrden has requested to join the Board and had a list of questions for us regarding his reading of our policies and charter. The Board in turn took the opportunity to find out more about his background and interests. We learned that his philosophical goals and values match the school's, specifically the emphasis on the natural environment and science as well as its community-building focus. **AI-12: Anita** to send him a .pdf of our contract. **AI-13: Kathleen** to send him the Articles of Incorporation.

ICP Treasurer Position: Anita announced that she has formally accepted Payton's letter of resignation. Payton was retired as a Board Member on October 6th and retires as Treasurer on October 15th. A suitable replacement was discussed; the ICP Treasurer keeps track of non-MCCS-related funds. **Motion to appoint** Morning as ICP Treasurer starting October 24th (Christine), second (Anita); fists of 5's & 4. Since Anita is gone next week and cannot sign checks, Payton agreed to extend her Treasurer duties for one more week and will train

Morning. **AI-14: Morning & Payton** will work on transfer of Treasurer responsibilities.
AI-15: Kathleen to get notice in MCCS Newsletter about our new Treasurer.

Recording of Votes: Christine solicited input about how votes should be recorded in the minutes for consistency. After a brief discussion, it was agreed that the range of votes would be recorded to reflect the "degree of yes" in consensus.

Policies: Three policies/procedures needed minor revision and were briefly reviewed. **Motion to approve** Policy 00025a "Policy for Governing Religion and Holiday Celebrations," Policy 00026a "Strategic Development Plan," and Procedure 00021b "Procedure for Procurement" (Anita), second (Morning); fists of 5's & 4. **AI-16: Kathleen** to send three approved policies to John for posting. **AI-17: John** to post.

The following policies will be addressed at the following meetings:

- RACID—Board Retreat (Nov. 1) owner: Christine
- ICP Board Accountability Calendar—Board Retreat (Nov. 1) owner: Morning
- Extended Leave Policy (draft)—Nov. 5th owner: Anita
- Written Policy for Resolving Complaints Against Charter School (draft)—Nov. 5th owner: Kathleen
- Exit Interview Policy (draft)—Nov. 19th owner: Christine
- ICP Board Member Appointment Policy (revise)—Nov. 19th owner: Christine

Breach of Contract Notices: Morning presented her concerns that we've received two such notices from the district (regarding the audit and John's registration with TSPC) because that is grounds for losing the charter according to our contract. Upon review, we believe that we are not out of compliance with our contract regarding John's TSPC status, and thus we need to have clear documentation of our response to this notice from Jen Duvall. In our report about staff licensing that is already going to Jeanne Holmes and Jen Duvall, we will also draw attention to this issue of the Executive Director's certification and state that we are not in breach because only 50% of the staff needs to be certified. **AI-18: Anita** will follow up on this issue to clarify our obligations between the law (ODE & TSPC) vs. our contract regarding compliance issues. Depending on the response we will have to revisit whether our contract with 509J needs to be changed.

Budget Revisited: There was a calculation error within the spreadsheet formula which John caught. We needed to revise the approved budget. **Motion to approve** the newly revised 3-Year Projected Annual School Budget for 2009-10/2010-11/2011-12 (Anita), second (Tanya); fists of 5s, 4s, 3.

Hiring Letters: Our current hiring letter format does not include explicit mention of things we nevertheless expect such as 1) passing a background check, 2) complying with licensure requirements in timely manner, and 3) valid driver's license for people who must drive to fulfill their MCCS work obligations. We need to adjust this since an employee can be let go if requirements are not met. It might be insufficient to just direct them to appropriate policies; therefore, we would like to have an "Offer Letter Procedure" document to be written. Need to discuss what should be in it, such as the actual job description or the phrase "other duties as may be assigned." **AI-19: ?** to draft an "Offer Letter Procedure."

AI-20: Kathleen to match the Start-up Spreadsheet from Charter Starters with our existing Policy Log to see what other policies need to be worked on.

AAP Task Force: Agreed that the appointment of an Afternoon Adventures Program task force is up to John.

Kriste's Progress: Kriste York has returned to Oregon and is rehabilitating at her parents' home. She is using a wheelchair. We agreed that John will be the liaison contact between the school and ICP Board and Kriste. We will need a progress report from Kriste for the November 5th Board meeting to facilitate the decisions the Board has to make. **AI-21: John** will get feedback from Kriste by October 29th. **AI-22: John** will discuss the Head Teacher duties that need filling at the Staff meeting the week of Nov. 5th.

REVIEW OF INCOMPLETE ACTION ITEMS:

Carryover AIs from Minutes of August 20th:

AI-11: Anita will research some extended leave policies for possible models.

AI-13: Payton can delineate the current Business Manager description between the Bookkeeper and Executive Director positions.

AI-20: Christine to compile a confidential notebook of all interview questions to be archived in locked file cabinet in ED's office.

Carryover AIs from Minutes of September 3rd:

AI-2: John to form a subcommittee to create the Staff Handbook.

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-14: John to hire Teacher Mentor Consultant.

Carryover AIs from Minutes of September 17th:

AI-3: John will prepare communication to school community about flu outbreak readiness.

AI-5: Anita needs to review Bylaws on Board Composition.

AI-6: Anita needs to review procedure for orientation of new board members and orient Morning.

Carryover AIs from Minutes of October 1st:

AI-1: John to follow up on the rotten siding issue.

AI-10: John to present AAP budget proposals for a sliding fee scale and a marketing plan to recruit more children.

AI-11: Christine to draft a new Exit Interview Policy and circulate.

AI-13: John to provide April with an exit interview on her last day.

AI-14: John will reacquaint staff at the next staff meeting with the MCCS policy on Religious Practices & Holidays as it applies to physical activity.

AI-15: John to update the Policy Log.

New from Minutes of October 15th:

AI-1: John to advise Chana to follow up with Kim to schedule meeting to review work order system.

- AI-2: Payton** to inform Board whether we are using the district accounting system.
- AI-3: John & Kathleen** to follow up to make sure we receive maintenance account report from Vicky Taylor and that Jeanne, Kim and Greg are cc'ed about getting a balance.
- AI-4: Grange Task Force** to pursue with Grange the disposition of the building and make recommendations to ICP.
- AI-5: John** will let Kathy Rodeman know the date of the audit.
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- AI-12: Anita** to send Ron a .pdf of our contract.
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- AI-14: Morning & Payton** will work on transfer of Treasurer responsibilities.
- AI-15: Kathleen** to get notice in MCCS Newsletter about our new Treasurer.
- AI-16: Kathleen** to send three approved policies to John for posting.
- AI-17: John** to post Policy 00025a, 00026a, and Proc. 00021b.
- AI-18: Anita** will follow up on the breach of contract issue to clarify our obligations between the law (ODE & TSPC) vs. our contract regarding compliance issues.
- AI-19: ?** to draft an "Offer Letter Procedure."
- AI-20: Kathleen** to match the Start-up Spreadsheet from Charter Starters with our existing Policy Log to see what other policies need to be worked on.
- AI-21: John** will get feedback from Kriste by October 29th.
- AI-22: John** will discuss the Head Teacher duties that need filling at the Staff meeting the week of Nov. 5th.
- AI-23: Morning** to draft ICP Board Accountability Calendar for Board Retreat.
- AI-24: Anita** to draft an Extended Leave Policy for Nov. 5th
- AI-25: Kathleen** to draft Written Policy for Resolving Complaints Against Charter School for Nov. 5th
- AI-26: Christine** to revise the ICP Board Member Appointment Policy and present Nov. 19th

Calendar:

The next ICP Board meeting will be **Thursday, November 5** at 7pm. Please mark your calendars. Board Retreat is Sunday, November 1st at Philomath Library. Friday, November 6th is Charter School Renewal Workshop in Clackamas; Morning & John to attend for MCCS. Giving Thanks Potluck tentatively suggested for Saturday, November 14th; ask for volunteers to organize in the newsletter.

Also: Table of 509J attendance: Nov. 2 Tanya, Dec 7 Kathleen (semi-annual report?), Jan 11 Christine, Feb 8 Tanya, Mar 8 Anita, April 15 Kathleen, May 3 Morning, June 21 Anita

Future agenda items

Aft. Adv. Program Proposal; School enrollment caps; Extended Leave Policy, Policy for Complaints Against Charter School, CID of RACID; report re: 509J Board meeting (Tanya Nov. 2);

Meeting adjourned at 11:40pm.
Minutes submitted by Christine H. Horning

ICP Treasurer's Report – October 15, 2009
**submitted via email to Anita Grunder from outgoing ICP Treasurer Payton James-
Amberg**

3rd Quarter 2009 Reconciled Activity:

ICP Checking Account balance 6/30/09: \$480.00
ICP Checking Account balance 9/30/09: \$480.00

Deposits: none
Withdrawals: none
Fees: none
Transfers: none

October 2009 Activity (thus far)

Opening balance: \$480.00
Deposits: none
Withdrawals: \$50 WGCA Corporate Renewal, check #993
Fees: none
Transfers: \$314 from MCCS checking account, building usage fees from last fiscal year.
Current balance: \$744.00

October General Journal Entries:

Transfer of \$314 in “cash on hand” (ie petty cash) from class=ICP donations to class=ADMw. This is because there was \$314 in cash put in the box from building use fees, which was used to reimburse school expenses that were ADMw. The transaction should have been to deposit the ICP cash, and then take money out of the MCCS checking account if we needed to reimburse from petty cash. To avoid this in the future, I would recommend getting a second cash box for non-MCCS money.