

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:06pm

Present: Anita Grunder, Morning McCreary, Christine Horning, Tanya Freeman, and John Knight, Ron VanOrden, and Jenny Swanson (left at 9:20pm).

Welcome to our guests. The Board observed moments of silence in recognition of the passing of the life of Dale Schrock. His Celebration of Life will be held on Saturday, Nov. 7th at the Fairgrounds. Donations in his name may be made to 4-H or the Fairgrounds. We honor his community spirit and support of both Inavale and MCCS over the years.

Meeting Minutes Approval: Motion to approve minutes of 11/1/09 (Morning), second (Anita); passed fists of 5's.

Public Comment: None today.

Reports:

- **ICP Treasurer's Report (Morning):**
 - **RTT Funds:** Morning gave a brief background introduction on the status of "Race To the Top" funds. The State of Oregon has formed a committee to make an application for some of these federal dollars, and it is believed we have a good chance at success because Oregon has a track record of being "friendly" towards Charter schools, which is one of the requirements for RTT funds, though not the only one. ICP will have to wait until the State's application in the spring and then monitor the situation once funds are actually released to see if MCCS will be eligible for some of these dollars.
 - **Corporate taxes:** We have an extension for the taxes due on November 15th, which are now deferred until February 15th. Payton estimates it would cost between \$500-1000 to hire someone to do the taxes for us. Alternatively, Payton would be willing to donate her time to help Morning complete them; a second alternative suggested by Anita is that we pay someone to set up Quickbooks to generate the tax reports for us and thus permanently lessen the burden on the Treasurer in perpetuity. This was a popular idea.
 - Due to delays at the bank, Morning is not yet a check-signer, nor has the credit card been transferred. Still in progress.
- **MCCS School Report (John):**
 - **Enrollment** has not changed; we are still at 73 students. A family with a 1st and 2nd grader submitted an application on Thursday, Nov. 5th.
 - **Staff Resignations:** Chana VanOrden resigned as Administrative Assistant, effective November 13th. Nikki Lancaster resigned as Custodian, also effective November 13th.
 - **Audit Update:** The completed audit report was submitted to the district on October 30th. **AI-1: John** to send a copy to ODE and the Secretary of State with appropriate fees by November 30th.

- ADMr & Enrollment Projection Reports: Submitted to district on time.
 - AAP Fee Scale: We discussed some possible numbers for a sliding fee scale and examined potential impact on our families and the program. Tanya reported that our current full-pay rate is at least \$100 less than what families pay elsewhere in the district, and Jenny Swanson reported that families want the program, are concerned that is in jeopardy, and believe that higher fees could be a viable solution to keeping the program sustainable (targeted at \$1000/month). She said this was a main topic of conversation during recent parent-teacher conferences. It was decided that we will vote on the program at the next meeting after John presents two budget scenarios. The Board pledged that if the program must be discontinued as a result of this vote, then MCCS will support Afternoon Adventures until Winter Break. Jenny volunteered to work with John on this. **AI-2: John** to send two AAP budget scenarios and corresponding sliding scales (a "flush" vs. a "low margin"), including how many students would be needed to make each work, to Board members by Thurs., Nov. 12th.
 - 2008-2009 MAP Testing: Melanie is following up with Laurie Corliss on results, but John will need to clarify with her relative to AI-4 from Nov. 1st.
 - Incident Report: There have been two incident reports filed at the school. The first occurred on Oct. 21st and involved a playground knee injury in which the student went to the doctor. The second happened yesterday, on Nov. 4th and involved 16 students in a harassing incident. To date, parents of the two victims have been contacted and informed, but a notice still needs to be sent to parents of the group involved. **AI-3: John** to follow up on Nov. 4th incident report in keeping with MCCS protocols.
 - TSPC Status: This matter has been resolved with the appearance of John's license and dissemination of copies to relevant parties.
- 509J Board Meeting Report Nov. 2 (Tanya):

****Tasting Table** Corvallis Environmental Center, Farm to Table program.

Tanya noted that MCCS should look into becoming part of this program, and Jenny kindly volunteered. **AI-4: Jenny Swanson** to look into the CEC's Farm to Table program.

****Absenteeism** last week 613, week before 951, LP 112, Hoover 99

****All-day K** decision Dec 7, discussion Nov 16 work session

- No data to support that all day K is academically beneficial
- June 2012 – slated for ruling from State on all day K statewide
- 5-6 scholarships for FRL per building, rest cover cost of program
- FRL must be blind in the lottery
- Foundation supplying \$50k this year and last, but not sustainable
- Title I funds are declining, and pay for all day K at Garfield and Lincoln
- New tax measures on the ballot – should not start new programs
- Tuition to cover & continue program, increase from \$355 to \$425/mo
- Need \$250-300k to cover title programs for ½ day enrichment
- Cost additional \$925k to provide all day K district-wide
- Growing FRL need

- Possible contract with on/off site providers or community partners
- Superintendent recommends to discontinue the tuition-based program
- Some districts use SFSF to fund full day K

- CDIP now ECIP – quicker response to results
 - Use subgroups to define progress
 - “Benchmarks of Quality” assessments-UO
 - Set targets using “Safe Harbor” method of calculating
 - School improvement plans are somewhere between the old and new plans

ICP Business

Enrollment Caps Discussion: Two situations have arisen regarding our enrollment cap policy. A new family would like to enroll at MCCA, and they have a 1st and a 2nd grader. First grade is full and there are openings in 2nd grade. **Motion to make an exception** to the 1st grade cap as delineated in Enrollment Cap Record #05001e without exceeding the classroom cap (Christine), second (Morning); passed fists of 5’s.

Christine led a discussion concerning the Kindergarten wait list, which currently has two names, requesting that the Board consider making an exception to the cap for this year to enroll the families if they are still interested. We explored the advantages and disadvantages to increasing the classroom size by two this year. Kindergarten teacher Jenny Swanson provided her insights as well, expressing an objection to changing the cap at this point in the school year. She said that she is comfortable with a class size of 16 but that September would be a better time to make this shift.

Key discussion points were how disruptive will it be to the current class, how disruptive would it be to the new children to leave other programs and integrate at MCCA, how would it serve the long-term interests of the school, and does it create a problem for future class size configurations. Jenny made the point that even numbers are better for K classroom size than odd because a lot of work is accomplished in partner groupings, so asked that if openings were to be created that they be done with this in mind. Finally, it was pointed out that if two spots were opened and only one (or none) were filled, then there would be openings that can be filled at any future time this year. We also discussed amending the policy to raise the cap for Kindergarten permanently to 16.

Morning declared conflict of interest on voting to make an exception to the Kindergarten cap.

Ultimately we deferred the vote to November 19th so that Board members can view the propagation this decision would create on enrollment.

Extended Medical Leave Policy: **Motion to approve** Policy 00027a, “Extended Sick Leave Policy” (Anita), second (Morning); fists of 5’s & 4. This vote represents its initial release.

AI-5: Tanya to send Policy 00027a to Board and John to post.

Head Teacher Responsibilities: We looked at a financial model of what resources are available to address the gap in services and decided there is approximately \$14K that can be used. We identified the essential duties that need filling: creation of a Social Skills

Curriculum, 2nd-in-command on-site discipline responsibilities, mentoring of teachers, and guidance of the place-based/project-based curriculum. We would like more specific input from teachers on the best use of these resources, specifically whether they would prefer that money be used to pay for sub-time to create time for them to plan or whether the money should be used to augment teacher salaries for increased responsibilities. It was reiterated that we need the Classroom Consultant in place as soon as possible to provide documentation as opposed to mentoring.

Motion to invite Kriste York to participate in her Head Teacher duties to be defined in conjunction with herself and her medical team (Tanya), second (Anita); fists of 5's.

A brief discussion was held about the re-integration of Kriste with students in the classroom environment; John expressed that a staff member has suggested that grief counseling might be appropriate, for example.

AI-6: Anita to ask Kriste for clarification of the section in her email regarding mentoring of ED and also to work to bring Kriste into compliance with the newly passed "Extended Sick Leave Policy." **AI-7: John** to ask Michelle if she can continue as 4/5 substitute until the end of the year and find out whether she would be interested in benefits should they become available. **AI-8: John** to hold a dedicated teachers' meeting about Head Teacher's duties by Thurs., November 19th. **AI-9: John** to schedule an all-day teacher planning in-service day with substitutes and/or an all-school field trip before Winter Break.

Legal Advice: We discussed whether ICP Board should explore its options regarding the \$3000 retroactive withholding of funds for audit. **AI-10: Kathleen** to find a lawyer to tell us how hard we can push to have the \$3000 returned based on contract language.

Staff Facilitation meeting: The ICP Board recommends that there be a communication seminar scheduled for all staff that is mediated by an external person.

AI-11: Christine to notify Kathy Brewer to announce the inter-district transfer period in the next MCCS Newsletter.

Meeting adjourned at 9:40pm.
Minutes submitted by Christine H. Horning

Calendar:

The next ICP Board meeting will be **Thursday, November 19** at 7pm. Please mark your calendars. Inter-district transfer period begins November 2nd and goes until January 15, 2010. Friday, November 6th is Charter School Renewal Workshop in Clackamas; Morning & John to attend for MCCS. Giving Thanks Potluck is Saturday, November 14th in the MCCS gym.

Table of 509J attendance: **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 for K, Semi-Annual Report?, Policy for Complaints Against Charter School, RACID update and vote; Exit Interview Policy, ICP Board Accountability Calendar, Board Member Appointment Policy revision

CARRYOVER OF INCOMPLETE ACTION ITEMS:

Carryover AIs from Minutes of August 20th:

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

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-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. (Nov. 5th meeting)

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-15: John to update the Policy Log.

Carryover AIs 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-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-7: Payton will get an ICP locking cash box for non-MCCS money to be kept in the firesafe file cabinet.

AI-11: Anita to ask Kathy Brewer to give a report on EAT/Sustainability Coalition for us.

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: John to draft an "Offer Letter Procedure." Letter should stipulate the phrase "license in hand" for all applicable positions.

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-22: John will discuss the Head Teacher duties that need filling at the Staff meeting the week of Nov. 5th.

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. Consider how the "Board Composition" component of this policy may affect the By-laws as well.

New from Minutes of November 1st:

AI-1: Anita will follow up on the electrical bills with Grange.

AI-2: Anita & John will follow up with the district regarding the retroactive \$3,000 that was deducted for this year's audit.

AI-3: John needs to update the MCCS Accountability Calendar to include the bi-annual internal audits and present to the Board for a vote.

AI-4: John to follow up with Laurie Corliss and/or Mike Strowbridge at the district regarding MAP testing for last year to 1) get the actual printed reports for parents and 2) make sure last year's results are recorded and available.

AI-5: Anita to write a letter to MCCS families regarding breach of contract notices for Board to review and then send to Chana for mailing by noon Monday, Nov. 2nd.

AI-6: Anita and John to send a letter on behalf of MCCS to the 509J Board regarding breach of contract notices, copied to Jeanne Holmes and Kathy Rodeman.

AI-7: Anita to contact Donna Brandt at ODE to find out any further steps regarding breach of contract notices.

New from Minutes of November 5th:

AI-1: John to send a copy of the audit to ODE and the Secretary of State with appropriate fees by November 30th.

AI-2: John to send two AAP budget scenarios and corresponding sliding scales (a "flush" vs. a "low margin"), including how many students would be needed to make each work, to Board members by Thurs., Nov. 12th.

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