

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:08pm

The next Board meeting will be on Thursday, December 10th. Please mark your calendars and note the change from the regularly scheduled meeting.

Present: Anita Grunder, Morning McCreary, Christine Horning, Tanya Freeman, John Knight, Ron VanOrden, Angela Baker (until 9:30pm), Marilyn Dilles (until 9:30pm), and Carrie Kart (until 9:30pm).

Welcome to our guests.

Meeting Minutes Approval: Reviewed the minutes of November 19, 2009. Motion to approve minutes of 11/19/09 as revised (Morning), second (Tanya); passed fists of 5's. **AI-1: John** to send Christine a copy of the AAP Budget Proposal that was voted on to attach to minutes.

Public Comment:

- Angela Baker asked whether the last opening in the Kindergarten class had been filled. She observed that since adding one new child is disruptive, is it possible to delay the next child's entry if/when it occurs. She mentioned that we should check with teacher Jenny Swanson for her comments on the transition. Board member Freeman responded that we cannot control enrollment at that level; Board member McCreary observed that actually MCCA has low turnover compared to other public schools.
- Marilyn Dilles had four comments:
 - 1) Shared a New York Times article about a new federal campaign to promote hands-on science and math programs in schools
 - 2) Brought in the National Science Teachers Association (NSTA) book list that could be useful for our teachers.
 - 3) Asked if we could get a dolly and cover for the spinet piano in the library to help protect it. She checked with Gracewinds Music about the cost and was quoted a price of \$500. Marilyn would be willing to donate half of the cost herself (thank you, Marilyn!) and would like to see a Friday Music Program launched where all students gather to sing. **AI-2: John** to follow-up with Marilyn on piano and music program ideas.
 - 4) Asked if there is sufficient equipment for indoor recess now that winter months are here. John responded that he has checked with the PE teacher, who has reported that we are "okay."

Reports:

- MCCS School Report (John):
 - Enrollment: We have 73 students, which includes one new enrollee in Kindergarten and three withdrawals in 1st, 3rd, and 5th. We have vacancies in K (1), 2nd grade (2), 3rd grade (4), and 5th grade.
 - Kinders' Food Share Project: When the Kinders dropped off the food they had collected, they sang their sharing song to the staff at Food Bank, who want to put a video of the children singing on their website. K-teacher Jenny Swanson is handling the necessary parent approvals.
 - Hiring Update:
 - Custodian: MCCS would like to welcome Laura Oakes as our new custodian; she has been working at MCCS since Nov.23rd. Laura is also a parent here.
 - Admin. Asst.: Interviews and Hiring Committee deliberations have been completed; references are being checked. Hope to have the new person on board on Monday, Dec. 7th.
 - Bookkeeper: The Hiring Committee is ready to set up interviews.
 - Discussion: Carrie Kart asked who was on the Hiring Committee and observed that in future teachers should be represented since the AA has to work with everyone. Board agreed that this recommendation should be added to the Hiring Procedure. Angela Baker asked where the job openings were posted and noted that there is a strong effort to recruit locally.
 - Incident Report: None to report.
 - Internal Audit Update: Not reported on.
 - Potluck: The pie auction raised \$357.00. Is that enough for the drying rack for art?
 - Discipline Policy Committee: There will be an email from John tomorrow announcing to the parent community 1) that the committee is forming and 2) when the first organizational meeting will be.
 - Camas Restoration: MCCS students are involved in a RESTORE project to restore native plants to the area. They planted camas bulbs in the SW corner of the athletic field on Dec. 2 (Camas is the flower in our logo.) Kids are gettin' dirty and lovin' it!
 - Classroom Consultant Meeting: Teachers met with hired Classroom Evaluator, Dan Hays, who is a former principal at Inavale, to set up the classroom observations. He will be providing feedback to go in their personnel files due to the Head Teacher's absence.
 - Staff Resignation: PE teacher, Seneca Walton, has resigned to begin graduate school effective Dec. 18th, so we need to fill her multiple roles at the school. **Motion to authorize** John to post the PE position, the certified Math Aide position, and the Lunch/Recess Supervisor position at their current rates of pay and hours (Anita), second (Morning); passed fists of 5's. **AI-3: John** to post Seneca's three positions. **AI-4: John** to convene one Hiring Committee to fill all 3 positions.

- Brief ICP Treasurer's Report (Morning):
 - The NWCEO Board Training seminar that Tanya was to attend on Dec. 4th was cancelled; we get our registration money back.
 - Bank has notified us that our new credit limit will be set at \$7,000.
 - End of Year AI's: **AI-5: Morning** to follow up on donor list acknowledgment letters for end-of-year tax purposes. **AI-6: Anita** to put a reminder in the newsletter for fundraising donations as an end-of-year tax deduction since MCCS is non-profit.

ICP Business

Head Teacher Responsibilities: In light of Kriste's recent announcement that she needs another surgery, the Board needs to revise the Allocation of Head Teacher Duties chart passed at the last meeting. Christine presented two revisions of the chart: Plan B "Hire a Consultant" and Plan C "Redistribute among Staff." We discussed each plan and developed a "hybrid" model that will be presented to teachers for their response and recommendation as well as an opinion of whether there should be one or two consultants (see Attachment #1). **AI-7: John** to present "Plan B Hybrid" and confer with teachers for their input before model is adopted.

Kitchen Proposal: Parent Juliana Meyner is starting a Kitchen Plan & Proposal to get the MCCS kitchen functioning and available for school projects and potlucks.

Complaint Procedure Policy: The Board reviewed a draft of a new Complaint Procedure and held a clarifying discussion of whether we needed a "policy" or a "procedure." We elected to keep it as a policy with an embedded procedure. **Motion to approve** Policy 00028a "Community/School Relations: Complaint Procedure" (Morning), second (Anita); passed fists of 5's & 3. This represents its initial release. **AI-8: Tanya** to send revised policy to Christine for formatting. **AI-9: Christine** to regularize document and send to John for posting. **AI-10: John** to post on website.

**Visitors Angela, Marilyn, and Carrie left the meeting at 9:30pm.

Review of Action Items: Completed.

Grange Report: Deferred.

Teacher Request: The Board needs to discuss 4/5 teacher Michelle Reichelderfer's requests for accommodations to continue on as the long-term substitute until the end of the year. Since she was initially only hired on a "short-term" basis, she did not get the necessary prep time that classroom teachers normally begin the year with, and her benefits in the new role need to be clarified as well. The Board would like a recommendation from Payton and John about the feasibility of her financial requests before determining solutions. **AI-11: John** to ask Payton to study situation and make a recommendation. **AI-12: John** to give Michelle a status update on the Board's progress on her request.

Calendar:

Anita to 509J Board Meeting Monday Dec. 7
Grange Meeting, Tuesday December 8, 6:30 Potluck
December 17th Board meeting needs to be rescheduled due to lack of quorum. The next Board meeting will therefore be Thursday, December 10th. **AI-13: John** to announce to community.

Meeting adjourned at 9:54pm.
Minutes submitted by Christine H. Horning

Future agenda items

Semi-Annual Report?, SDP, RACID update and vote; Exit Interview Policy, ICP Board Accountability Calendar, Board Member Appointment Policy revision, Procedure for Signing Checks under \$500

Table of 509J attendance: **Dec 7 Anita**, Jan 11 Christine, Feb 8 Tanya, Mar 8 Anita, April 15 Christine, May 3 Morning, June 21 Anita

CARRYOVER OF INCOMPLETE ACTION ITEMS:

Carryover AIs from Minutes of August 20th:

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.

Carryover AIs from Minutes of October 1st:

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

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

Carryover AIs from Minutes of October 15th:

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

AI-4: Grange Task Force to pursue with Grange the disposition of the building and make recommendations to ICP.

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: Christine 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-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.

Carryover AIs from Minutes of November 1st:

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

Carryover AIs from Minutes of November 5th:

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.

Carryover AIs from Minutes of November 19th:

AI-1: Elisa Fairbanks will look into how we can access information about the Safe Schools Program (which is offered through the Linn County Mental Health Dept.).

AI-3: John to ensure that the Annual Report is posted on the website.

AI-4: John to conduct the internal financial audit.

AI-5: ? to review fall testing results for possible remediation.

AI-6: Anita to remove Payton as an MCCA check-signer

New from Minutes of December 3rd:

AI-1: John to send Christine a copy of the AAP Budget Proposal that was voted on to attach to minutes.

AI-2: John to follow-up with Marilyn on piano and music program ideas.

AI-3: John to post Seneca's three positions.

AI-4: John to convene one Hiring Committee to fill all 3 positions.

AI-5: Morning to follow up on donor list acknowledgment letters for end-of-year tax purposes.

AI-6: Anita to put a reminder in the newsletter for fundraising donations as an end-of-year tax deduction since MCCA is non-profit.

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AI-8: Tanya to send revised Policy 00028a to Christine for formatting.

AI-9: Christine to regularize document and send to John for posting.

AI-10: John to post Policy 00028a on website.

AI-11: John to ask Payton to study Michelle's requests and make a recommendation.

AI-12: John to give Michelle a status update on the Board's progress on her request.

AI-13: John to announce to community the revised Board meeting time for Dec. 10th.

**ALLOCATION OF HEAD TEACHER DUTIES & BUDGET
 PLAN B: Hire a Consultant**

TASK	BUDGETED AMOUNT	WHO
	\$16,025 Total	
Design Curriculum & Train Staff 1. Project & Place-Based 1. Writing (6+1)—if appropriate	1. \$750 1. \$1500	1. Leah 1. Consultant
2. Math 3. Social Skills	2. \$ 500 3. \$ 1500	Omit Omit
Consulting Fees (1. school systems, 2. procedures, discipline, classroom mediation, academics, teacher evaluation paperwork/collaboration)	Up to \$2000 pd. on an hourly basis— increase \$	1. Miss Jenny (staff liaison role) 2. Consultant
Teacher Mentoring (meetings/conversations/observations)	\$2,000 (includes 4 classroom teachers and PE teacher) increase \$	Consultant
Field trip Coordinator/ Partnerships/Information Clearinghouse	\$1250	Miss Jenny
Supervision of aides (Angie, Shayna, Seneca in Math)	\$1000— increase \$	Consultant
Discipline Documentation (when Director is absent)	\$500	Michelle
Testing Requirements met	\$750	John—oversight, reports Leah—acad. prog. response to test results
Remediation & Interventions: 1. ensures implementation of IEP objectives for indiv. Students 2. develops a system for handling remediations. + interventions	\$1250	1. Tim & Teachers (R) / John (A) 2. Consultant
4/5 Classroom Planning	\$1000	4/5 long-term substitute teacher
	= \$14,000	
Head Teacher Sub Days	\$2025 available (13.5 days x \$150/day)	
4 Literacy Days (grades 1-5)	\$1800 (3 subs x 4 days @ \$450/day)	
3.75 visits for Tcher Eval. Consultant	\$225.00 (\$15.00 x 4 hrs. per visit)	Dan Hays