

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:05pm

The next Board meeting will be on Thursday, January 21<sup>st</sup>. Please mark your calendars.

Present: Tanya Freeman, Anita Grunder, Morning McCreary, John Knight, Christine Horning (arrived at 7:20pm), Ron VanOrden, Erik Swartzendruber, Megan Rolfe (until 8:00pm).

**Meeting Minutes Approval:** Reviewed the minutes of December 10, 2009. Deferred vote until a quorum was present.

**Public Comment:**

- Erik S.'s wife Angela attended first PTCO meeting, and he would like to know Board opinion regarding PTCO. Board member Freeman replied we are happy to have a PTO, which function so successfully at other schools. Board member McCreary envisions a back-and-forth relationship between the Board and PTO and coming up with ideas for various enrichments, etc. Stated also that she will not attend until she has a child at the school.
- Parent Megan Rolfe reports that the PTCO is open to anyone in the community and that she is serving as an informal liaison this evening. PTCO meetings will happen once a month.

**Reports:**

- PTCO Report (Megan Rolfe):
  - Art Program: Megan is here to offer her services. She has 5 yrs. experience running an after-school art program for K-12 in Alsea. She has a mock-up grant from the successful Alsea community effort. She is willing to do this with the PTCO. She is thinking of getting materials donated to stock the art room and has talked with John to see how it fits into daily schedule. Brief discussion of how to make an art program work led to conclusion that teachers must be involved in decision. **AI-1: John** to arrange a meeting with teachers and Megan about an art program.
  - Spraying: Parents have questions about spraying notification and would like to establish a 24-hour notice for spraying. Rob Hinton can supply a map of neighboring property owners, and Megan's husband, Kenny, volunteers to act as liaison with farmers. Board member Freeman recounted that we had one spray incident last year and were not notified, and MCCS did make contact with the farmer. In the interest of maintaining a fair and balanced community relationship, the Board formed a "Farm Outreach Committee" consisting of ED John Knight, parent Kenny Rolfe, and Board member Christine Horning. **AI-2: Anita** will contact Kathleen about what was done last year after spraying. **AI-3: Rob Hinton** making a map of neighboring landowners and contacts.

(Notes taken by Anita Grunder.)

- MCCS School Report (John):
  - Enrollment: 70 students. 4 withdrawals (K, 1, 2, and 3) since 12-10-09 and 1 enrollment (K). We have vacancies in K (1), 1<sup>st</sup> grade (1), 2<sup>nd</sup> grade (3), 3<sup>rd</sup> grade (5), and 5<sup>th</sup> grade (2).
  - Incident Report: None to report.
  - Facilities: Boiler was having high-pressure fluctuations; 509J repaired today. The staff toilet was repaired by a parent volunteer; thank you, John Dilles. We need more tools at MCCS; Anita will start a donation drive by donating a toolbox.
  - Hiring Update:
    - *Bookkeeper*: Checking references.
    - *Math/PE/Lunch-Recess*: Scheduling and conducting interviews.
  - Staff Performance Evaluations: Teacher Evals are complete. John is meeting with Dan Hays next week. Other staff to be completed soon. A format for evaluations is being developed in process.
  - Testing: DIBELS K-5 to be completed 11-22 January.
  - District Choice Date: Name and address of each student who has enrolled for the coming year is reported to 509J on January 15<sup>th</sup>.
  - Upcoming budget proposals due to district on January 30<sup>th</sup> need to be reviewed at January 21<sup>st</sup> Board meeting.
  
- Internal Audit Report (Christine): Board member Horning presented the internal audit report performed on December 17, 2009, conducted by herself and ED John Knight. The report contains detailed information on what was reviewed and recommendations to improve the audit quality and process. **AI-4: John** to file a copy for MCCS. **AI-5: Morning** to file a copy for ICP records.

### Discussion & Decision

Internal Audit Procedure: Procedure 00006a was revised per the Internal Audit Committee's recommendations. Motion to approve Procedure 00006b "Procedure for Internal Financial Audits" (Anita), second (Tanya); passed 5,5,5,5. **AI-6: John** to post new Procedure 00006b.

Funds Request: John requested approval for funds to train the new bookkeeper. Payton estimates it will require 40 hours, or an estimated \$665. Since this is an expense under \$1000, John was directed by the Board to find the funds in the current budget.

SDP: Presentation will be deferred until John gets input from teachers.

Head Teacher Responsibilities Assignments: Deferred to closed session.

Plan for Review of ED and ICP Board: These evaluations need to be completed and a format developed. For ED Review, the Board decided to use a survey of Board, staff, and parents to be sent out, compiled, and reviewed with the Executive Director in conjunction with a goal-setting form that he fills out. For the ICP Board review, we decided to go beyond the self-evaluation format advised by Charter Starters and also solicit community input in a survey format. **AI-7: Anita** to compile the survey for review of the Board. **AI-8: Anita** to

compile the survey for review of the ED. **AI-9: Christine** to send ED Job Description to Anita, Morning, and John. **AI-10: Christine** to craft a companion goal-setting form for the ED review and circulate draft for Board input. **AI-11: Christine** to conduct a goal-setting session with John.

Advertising: We need to hit the transfer window of January 15<sup>th</sup> with a flyer. PTCO and Marilyn Dilles can help distribute. Flyers should emphasize that there is space available now, no transfer is needed, tours available, accepting applications, and that charter schools are free, public schools—no tuition. Decided not to pay for a newspaper ad. **AI-12: John/Gretchen** to make the media blitz happen.

Semi-Annual Report: Need to schedule a meeting with Jeanne Holmes to determine what she might like to see in such a report. **AI-13: Christine** to send Anita & John a copy of the Quarterly Report from last year.

Minutes Approval: Motion to approve the minutes of 12/10/09 as revised (Morning), second (Tanya); passed 5,5,5,5.

New Board Member Policy: Another draft was presented that required further discussion about whether there should be any "ineligible" candidates who cannot serve on the Board. Motion to approve Policy 00007b "Board Member Selection (and Orientation)" (Anita), second (Christine); passed 5,5,5,5. **AI-14: Anita** to clean up Policy 7b and send to John for posting. **AI-15: John** to post Policy 7b.

Review and Update of Action Items: Completed.

Building Use Request: The gym guys would like to start using the gym again once a week. We discussed possible security arrangements so that a staff or Board member does not need to be present. The Board is in favor of making gym available to community members in this way. **AI-16: Christine** to refer Ryan Cheek to John. **AI-17: John** to make it happen!

Calendar:

1) NWCEO is sponsoring its annual charter school conference, "Climbing to New Heights." Agreed that John will represent MCCS and may also bring a teacher. **AI-18: John** to find out if any of our teachers wish to go. 2) Staff facilitation meeting tentatively scheduled for Wednesday, Feb. 3<sup>rd</sup> in lieu of the staff meeting to start at 3:30pm and go for 2 hours, dinner service catered by "Betty, Inc." **AI-19: Christine** to schedule with Lou.

Closing Remarks:

Guest Erik S. asked about the Board agenda and when it is posted and where. Decided a draft will be posted near family mailboxes. Erik plans to distill his notes on the meeting this evening and send to the yahoo parent group as FYI.

Meeting adjourned at 10:13pm.

Minutes submitted by Christine H. Horning

*CONSOLIDATED LIST OF ACTION ITEMS:*

Carryover AIs from Minutes of August 20<sup>th</sup>:

**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 3<sup>rd</sup>:

**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 1<sup>st</sup>:

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

Carryover AIs from Minutes of October 15<sup>th</sup>:

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

**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.

Carryover AIs from Minutes of November 1<sup>st</sup>:

**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 19<sup>th</sup>:

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

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

Carryover from Minutes of December 3<sup>rd</sup>:

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

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

Carryover from Minutes of December 10<sup>th</sup>:

**AI 0.5: Payton** to check with Peggy on status of WGCA.

**AI-2: John** needs to develop a staff performance protocol this year and write a procedure as they progress.

**AI-3: Anita** will track desired changes to By-laws for a revision at the June Annual Meeting.

**AI-4: Anita** to check these facts in By-laws, specifically did Payton "take her seat" with her when she resigned or is it, in fact, vacant.

**AI-6: Anita and John** to schedule a meeting with Jeanne Holmes regarding an MCCS update to present at the February 509J Board meeting.

Carryover from Closed Session Minutes of December 14<sup>th</sup>:

**\*AI-1CS: Anita** to raise the issue of allowing Professional Development activities to be paid for from donation money rather than from the ADMw budget; additionally, we wish Professional Development days to be approved separately and individually by the ED rather than taken as part of "Personal Leave" or Paid Sub Days.

**\*AI-4CS: Anita** to make a motion at the next open Board meeting to move funds in accordance with the contract offer to Michelle, should it be accepted.

New from Minutes of January 7<sup>th</sup>:

**AI-1: John** to arrange a meeting with teachers and Megan Rolfe about an art program.

**AI-2: Anita** will contact Kathleen about what was done last year after spraying.

**AI-3: ? (Rob Hinton?)** making neighboring landowners and contacts.

**AI-4: John** to file a copy of the internal audit for MCCS.

**AI-5: Morning** to file a copy of the internal audit for ICP records.

**AI-6: John** to post new Procedure 00006b

**AI-7: Anita** to compile the survey for review of the Board.

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**AI-9: Christine** to send ED Job Description to Anita, Morning, and John.

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**AI-14: Anita** to clean up Policy 7b and send to John for posting.

**AI-15: John** to post Policy 7b.

**AI-16: Christine** to refer Ryan Cheek to John.

**AI-17: John** to make gym guy access happen!

**AI-18: John** to find out if any of our teachers wish to go to NWCEO conference.