

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:10pm

The next Board meeting will be on Thursday, February 18th. Please mark your calendars.

Present: Tanya Freeman, Anita Grunder, Morning McCreary, Terina McLachlain (until 7:35pm), Christine Horning (arrived 7:15pm), and John Knight (arrived at 7:18pm).

Meeting Minutes Approval: Deferred until a quorum was present.

Public Comment: None tonight.

New Agenda Items: Addition of "Number of Board Members" and the status of Policy 2.

Reports:

- **PTO Report:** Parent Terina McLachlain updated the Board on the Feb. 3 PTO Meeting. The group has developed a calendar of activities, discussed ideas for a Muddy Creek T-shirt, and developed By-laws (based on Adams School template). The By-laws have final changes that will be posted, but a key difference in the MCCS PTO is that there will be 3 Volunteer Coordinators—one each for grounds, classrooms, and enrichment (to include campouts, marketing, etc.). The vote on the By-laws will be at the next meeting; Executive Committee to be elected in April, terms to begin in June for a 1-year term of service. The PTO plans to meet year-round since much planning can be accomplished in the summer to start the school year with momentum. There will be a phone-calling campaign to engage parents and tap into volunteer base more directly. Would like to have a volunteer fair accompanying an Open House. Angela Baker is compiling what current volunteers are doing; Kerry Pfeil will use volunteer forms that already exist to make a database for when needs arise.

Board response included a question about a "financial branch" of the PTO for such things as Box Tops, Scrip etc. Morning suggested a new-family resource person, which corresponded to the "Welcome Wagon" idea discussed by the PTO in its meeting. Terina summarized many wonderful ideas, including a daycare co-op for volunteers with young children. The Board expressed enthusiastic support of the group's endeavors.

The Town Hall Sustainability Fair was brought up as a possible event for the PTO to staff on Thursday, March 11th from 5:30-7:00pm; a 4x4 table costs \$35.00.

Meeting Minutes Approval: Reviewed the minutes of January 21, 2010. Motion to approve the minutes of 1/21/10 as revised (Anita), second (Morning); passed 5,5,5,5. **AI-1: Tanya** to initiate the search for the Founders' List.

- **MCCS School Report** (John):
 - **Enrollment:** unchanged at 68 students. There are no waiting lists. We have vacancies in K (1), 1st grade (1), 2nd grade (4), 3rd grade (5), 4th grade (1), and 5th grade (2).
 - **Incident Report:** None to report.

- Facilities: Two meetings with 509J staff to discuss Maintenance Fund accounting.
- Hiring Update:
 - PE/Lunch-Recess*: Welcome to Andrew Patterson; starts Monday, Feb. 8th.
 - Afternoon Adventures Leader*: position to be posted and filled by March 12.
- Advertising: Flyers created and distributed. Board asked that MCCS incur the expense of the higher-priced color logo version for brochures and flyers.
- New Enrollment Timelines:
 - Returning students' enrollment applications due Monday, Feb. 22
 - New Enrollment applications due Friday, March 12
 - Lottery to be held Tuesday, March 16
- Discipline Policy Committee: Has already met twice and has two additional dates planned to prepare a finalized draft for Board review. Board requested that John change the final meeting date of Feb. 18th in order to incorporate discussion of the Playground Policy scheduled for the Board meeting that night.
- Farm Outreach Committee: (John Knight and Kenny Rolfe, Board member Christine Horning not in attendance, spoke with John by phone previously). Met on January 30th to discuss approaches and next steps. Decided that ED should be the point of contact for connecting with area farms, but that he may enlist parents as needed. Ideas for an Inavale Donation Drive and Alumni Night also arose out of this discussion.
- Staff Facilitation by Lou Favreau of Charter Starters: Met on Feb. 3rd; 100% attendance by staff
- Literacy Days: Teachers have begun scheduling; Leah Gorman took her first one last week.
- Testing: Melanie needs the evaluator for DIBELS test results. **AI-2: John** to ask Melanie to announce February test dates in newsletter so that parents know to ensure children are rested, well-fed, etc. **AI-3: Tanya** to get information on Linus Pauling test prep workshop for parents to Kathy B. for newsletter.
- District Meeting (Anita & John): Meeting on February 4, 2010; district representatives were Jeanne Holmes, Roy Burling, and Kerry Richey. Five items discussed:
 - (1) Jeanne will ask 509J Board if they want an MCCS semi-annual report at the March meeting
 - (2) Apprised Roy Burling of the ongoing Maintenance Pot issue.
 - (3) Jeanne Holmes to visit MCCS on Tuesday, Feb. 23rd at 10:30am. John and Anita to be present during her visit.
 - (4) Scheduled a meeting to set a calendar for benchmark meetings for the charter renewal process. **AI-4: Morning** to contact Kerry Richey for an April meeting to schedule charter renewal "schedule of meetings."
 - (5) Roy will get an estimate in March for ADMw funds "for what it's worth." Roy also asked that MCCS work better with Linda Martin to meet deadlines so that MCCS doesn't hold district up on their deadlines.

Discussion & Decision

Presentation of Head Teacher Chart: Discussion on how this information should be presented to staff and whether a Board member should be part of the discussion. It was decided that John will present the information at the next staff meeting first to teachers for questions and then to all staff. **AI-5: John** to follow up with Kriste York on the possibility of evaluating DIBELS kindergarten test results. We need them evaluated by the end of February.

Number of Board Members: Motion to establish that ICP is operating with four (4) members on the Board at present, and we will add more members as candidates meet eligibility requirements (Anita), second (Tanya); passed 5,5,5,5. Quorum is now two members.

Policy 2: The status of Policy 2 "Due Process Policy for Discipline and Dismissal of an Employee" needs to be corrected on website. The status of the policy is that it has been passed and has an initial release date of 2008. **AI-6: John** to make changes on website for accuracy.

Check-signing Procedure: John presented a revision of Procedure 00004 "Procedure for Signing Checks." Motion to accept revised Procedure 00004b (Christine), second (Anita); passed 4,4,4,5. **AI-7: John** to make agreed upon changes and post.

MCCS Blended Class Model: Board member McCreary led a discussion of our current 1/2/3 grade configuration and asked whether it is achieving our educational goals as we go into another recruitment period. We decided we need more information from teachers to determine if this is a Board-level issue. Therefore, **AI-8: John** to talk with teachers to determine what level of problem(s) there might be and report back to Board at next meeting.

Review and Update of Action Items: We reviewed our list and created a "Summer Task List."

- Anita got an update from Kathy Brewer on EAT/Sustainability Coalition. They are not doing too much right now and have been absorbed into some other task forces. If they become active again, Kathy will be contacted. Right now, Anne Schuster is the best person to contact for information.

Calendar:

- February 8 Tanya 509J Board meeting
- February 18 Discussion of non-violence playground policy at Board meeting
- Open House needs to be planned: tentatively the first week of March
- March 11th Sustainability Fair

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

Meeting adjourned at 9:31pm.

Minutes submitted by Christine H. Horning

CONSOLIDATED LIST OF ACTION ITEMS:

Carryover AIs from Minutes of September 3rd:

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

Carryover AIs from Minutes of October 15th:

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 19th:

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

AI-5: John (replaces "?") to get an evaluator to review fall testing results for possible remediation.

Carryover from Minutes of December 3rd:

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

Carryover from Minutes of December 10th:

AI 0.5: Anita 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.

Carryover from Minutes of January 7th:

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

AI-3: Rob Hinton making a map of neighboring landowners and contacts.

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.

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.

AI-15: John to post Policy 7b.

Carryover from Minutes of January 21st:

AI-4: John to let bookkeeper know to tell Board when donations come in.

AI-5: John to make sure that aide evaluations happen immediately since they have not yet been reviewed.

AI-7: Elisa Fairbanks to track Americorps grant so we hit the deadline. She should contact Morning for tips on tracking.

New from Minutes of February 4th:

AI-1: Tanya to initiate the search for the Founders' List.

AI-2: John to ask Melanie to announce February test dates in newsletter so that parents know to ensure children are rested, well-fed, etc.

AI-3: Tanya to get information on Linus Pauling test prep workshop for parents to Kathy B. for newsletter.

AI-4: Morning to contact Kerry Richey for an April meeting to schedule charter renewal "schedule of meetings."

AI-5: John to follow up with Kriste York on the possibility of evaluating DIBELS kindergarten test results. We need them evaluated by the end of February.

AI-6: John to make changes on website to Policy 00002 for accuracy.

AI-7: John to make agreed upon changes to Procedure 00004b and post.

AI-8: John to talk with teachers to determine what level of problem(s) there might be with 1/2/3 blends and report back to Board at next meeting.

AI-9: Christine to inform Elisa Fairbanks she has the Americorps AI.

AI-10: John to get an Open House date from teachers.

AI-11: Gretchen to put together an Open House packet for new families.

New from Closed Session Minutes of February 11th:

AI-CS: Christine to finalize an updated Policy Log.

Summer Task List:

- Compile a confidential notebook of all interview questions to be archived in locked file cabinet in ED's office.
- Create the Staff Handbook.