

INAVALE COMMUNITY PARTNERS, INC.
Minutes of the Meeting of the
Board of Directors
July 2, 2008- approved July 11, 2008

Board members present:

Anita Grunder

Payton James-Amberg

Guests:

Mark Hazelton

Jennie Swanson

Juliana Meyner

Jim Miller

Morning McCreary

Melanie Kelley

President Anita Grunder called the meeting to order at 7:00 p.m. July 2, 2008, in the Muddy Creek Charter School library. She noted the absence of a quorum of the Board and, along with Payton James-Amberg, resolved as a committee of the Board to take reports and engage in discussions. Introductions followed.

Payton James-Amberg reported on the Budget, staffing, enrollment. The attached handout, "First Year Budget Analysis, 7/2/08" sets forth in the first three columns the presently configured staffing for MCCS. The fourth and fifth columns describe scenarios which are likely, depending the actual enrollment and further decisions of the Board as to staffing. The overall ratio of children to teacher is 22.5 students to one teacher. Kindergarten is presently has 18 students and third grade, 13 or 14 students.

The school will need to keep ten percent of the gross budget as a reserve for contingencies. Discussion led into different class offerings and matching staffing options. For instance if a dedicated third grade and a FT teacher were employed, the funding for the teacher position would eliminate the half-time administrator.

Teachers' assistants will also be employed in the larger classes and will also perform yard duty, lunch, and child care. Enrollments are soft. Some parents have dual enrollments. The projections for enrollment are over a ten year period for sustainability purposes.

Child care revenue is the likely source to pay for administration, bookkeeping, custodian and child care.

Grants

The grant is from the State of Oregon, Department of Education in three phases:

#1. A development grant of \$55,000 was allocated to planning for the MCCS and negotiation of the charter and early staffing costs.

#2. An implementation grant of \$125,000 plus \$1000 per expected student (set at 85) is made for technical assistance, teacher employment, lesson planning, curriculum development and infrastructure

and start-up costs.

#3. After 80% of #2 is spent, an additional grant of \$125,000 plus \$1000 per expected child is made for infrastructure and operations until regular state payments (paid on reimbursement) is paid.

The grant term is three years, of which two years was use during Phase #1; the end of the three year term is May, 2009.

Two small grants were applied for, one of which was denied and the second for \$8-9000 is pending.

Extended care report by Morning McCreary.

Items A and B: Extended care hours were previously set (not in concrete) for Kindergarten afternoon care from 11:30 to 3:00. After school extended care for K-5 is from 3:00 p.m. To 5:45 p.m.- The After School Program (ASP). Two adults will supervise childcare. There is an early pickup for savings of fees. There currently is no supply fee.

Item C. Late pickup was discussed. Timing issues, charges to parents, and repetitious late pickup, were discussed. Waiver of fees and alternative pick-up arrangements were discussed. There is a need to resolve these issues and put them in a form of a policy statement and a contract. Action Item- Morning and Payton will revise the drafts of extended care agreements.

Item D: Budget. Methods of payment: Cash, check in advance; credit cards and coupons. Discussion about receipts and billing. Receipts should be given for every transaction and recorded in a journal and a ledger account by student. Payments need to be kept separate in a drop box. Invoice for regular charges are in advance for regular students and in the arrears for drop ins and extra charges. Hanging files, one for each student, can be used to communicate paperwork between the school and parents. The deadline for the initial \$50 deposits to hold a position is July 21, 2008, with full payment due on August 15th. Child care charges for students qualified for free and reduced lunch fees is 50% off.

E. Staff Need to have staff selected by July 223, 2008. Final staff will await the actual number of enrolled students. Students will use supplies normally used in class work, they can do homework, Native Indian Crafts, sewing and other pastimes which are likely to be supplied by supporters.

Walk-through reported by Anita Grunder.

A walk-through the facilities was held on June 30, 2008. District personnel including new facilities head (Greg), Jen Schroeder, Paul Jennison (Maintenance) and other CSD staff. MCCS personnel included Tom Reese, Jim Miller, Anita Grunder, Mark Hazelton, and Kathleen Westly. The notes taken will be rendered into two punch lists: Work CSD should do without costs to MCCS and more "cosmetic" issues which are to be resolved. Anita accepted the keys. Paul covered the water system, including how to test the chlorine content of the water, the reverse osmosis unit, the pump house and the boiler operations. Much of this information needs to be documented, including the maintenance operations by the Facilities Committee, now currently headed by Jim Miller. We need to develop a handbook for facilities maintenance.

Food Service: CSD contracts with Food Service Supplies for catering and food service supplies and equipment. Anita reported on a trip to the FSS warehouse an discussions. FSS has available a 2 door

freezer and a 2 door refrigerator for a price to be negotiated. In addition FSS has free: cereal dispenser, a big salad bar and a small salad bar, heat lamp station, 2000 yellow trays, and other stuff. M CCS will take 500 trays and give Mark 30 for KVCS.

Open house: The next open house and enrollment day is July 12th from 11 to 1 p.m. For lunch.

Grange Building: M CCS has/will be offered a 50% ownership of the Grange Building at Hwy 99 and Greenberry Rd., in partnership with the Willamette Grange who owns the other half. The Grange will meet at M CCS on July 8th at 6:30 sharp for a potluck dinner and formal decision to support the decision to partner with ICP. July 11 WCA (Willamette Community Association) will decide whether to transfer their half interest from WCA to ICP to accept. ICP, if it accepts the title, will be responsible for our share of insurance premiums and electric services. Anita mentions that there are about two acres of farmable land at the Grange Building and plenty of good water. This site could be a remote demonstration school garden site. The property has an assessed valuation of \$134,320. The instrument of transfer of title will likely be a quit claim deed. Jim Miller recommended ICP obtain title insurance. We need a policy on the use of the building developed in collaboration with the Grange. Grants and historical registration need to be explored.

Staggered start of school by Janell

Emailed memo by Krist York, quoting Janell that her preference is for a staggered start of school: Half of kindergartners on Wednesday, and half on Thursday and all on Friday. Janell would like to do home visits and before school conferences.

Report by Mark Hazelton on status of M CCS's charter school development. See attached spread sheet summary.

Culture: There is a need to aggressively develop the charter school culture as found in the mission statement, operating principles, and charter contract. We need to study employment law and develop written rules and responsibilities. The TO DO list yet to be accomplished are:

- Policy manual for operation of the various elements of the school program
- Fire Inspection
- Bank account
- Budget
- Payroll
- Alarm system
- Phone system (to be installed shortly)
- IT system
- Parent orientation and training
- Parents' and students' hand books (CSD has one and TVCS has one for guidance).
- Curriculum (being figured out by the teachers)
- PE teachers (grants and matching funds)
- Consideration of adding PE, music, foreign languages,
- Need fundraising to supplement to and addition of programs
- Events need to be planned
- Duty schedule
- Logistics

Attendance

School nurse

Forms – digital storage and physical storage

Security: fire proof- lockable file cabinets, safe, backup copies

Furniture and equipment (check Love, Incorporated).

Endowment fund

Office equipment: computer, microwave, staff refrigerator, cook stove, etc.

Gym rental: The gym can be rented. Need insurance coverage. Need to set policy and rates.

Staffing and budget: Budget decision needs to be made July 28th or 29th, based on enrollment and following interview of administrative candidates (now set for 25th, 6 -8 p.m)?)

Report by Juliana on Food Committee:

Food service can access OSU Extension to help develop a Family/Community Food Service for MCCS. Included would be training, cooking class, getting a Food Handlers Certificate, catering, “healthy lunch box” and “healthy snack” policy. Parents and others could teach cooking classes for kid's menus. Food allergies discussed. We need to alert parents on these issues and make sure the Food Service aware of any special needs of students and parents as to food allergies. Short discussion on use of the kitchen for community cooking.

Mark discussed Food Handler's Certificates at KVCS:. There is a line on the floor at the entrance to the kitchen. Everyone crossing over the line must have a current Food Handlers' Certificate: students, parents, staff and volunteers.

Juliana discussed the possibility of using the kitchen for community use such as meetings, conferences, reunions and community cooking classes and demonstrations. A policy and fees should be determined.

Grant report by Jim Miller was deferred to next meeting.

Respectfully submitted,

James E. Miller
Pro-tem Secretary