

July 10, 2008

ICP Board and MCCS Steering Committee Meeting

Minutes taken by Kathy Brewer.

Convened at 7:00 pm at Muddy Creek Charter School

Anita Grunder, Tanya Freeman, Payton James-Amberg, Kathy Brewer, Jim Miller, Morning McCreary, Juliana Meyner, Melanie Kelly, Shona Trumbly, Carla Callahan, Julia Moore

1. Agenda and meeting minutes

Agenda was updated. Minutes from June 25 ICP Board meeting, the July 1 ICP Board work session, the July 2 ICP Board meeting were reviewed. Anita moved to approve the minutes, Tanya seconded, and the board/committee voted to approve the minutes.

2. Grange Report

Payton reviewed the outcome of the last Willamette Grange meeting. A Grange steering committee will be formed to discuss options for the Grange building. A contractor at the meeting volunteered to organize a group to paint the building. A meeting with the contractor will be held on Monday, July 21 at 7 pm to discuss plans in more detail.

The Grange's regular meeting is the second Tuesday of the month at 6:30 pm. They will be meeting at the school.

3. MCCS Steering Committee Update

Chris Highfield asked to step down from the steering committee as he is currently overcommitted. He may be interested in serving again in the future. As Chris was filling the "educator" slot for the committee, we need to recruit another person for that role.

Action: Payton will contact Paul Bradley to see if he would be interested in serving on the steering committee.

4. Facilities Update

The building walk-through with the district took place on June 30. The division of maintenance responsibilities between MCCS and the district has still not been clearly delineated.

Action: Anita will followup with the district to more clearly define roles and responsibilities for building and grounds maintenance.

The phone has been hooked up and Kriste set up the voice mail. The number at the school is 752-0377.

The internet was scheduled to be hooked up in the main office area July 15. Mark Hazelton has an IT resource that will look at how best to get internet access throughout the school.

5. Food Workgroup Update

Juliana Meyner has volunteered to be the lead for the food workgroup. She contacted Janice Gregg, the head of the OSU Extension Family/Community Food Services and set up a meeting for August 4 at Sweet Peas Restaurant. The purpose of the meeting is to review training and resources that the extension would be able to provide to assist with setup of our food program. Juliana will also need the number of families that qualify for free/reduced lunch. This information should be available after our July 23 registration deadline.

Action: Kathy to get Juliana the list of parents who have expressed an interest in the food workgroup.

6. Finance Update

Payton said that the first month's rent has not yet been paid as she is waiting for the amount (with the current insurance amount) from the District. She has contacted Kathy Rodeman to get this information and will take care of getting the payment made as soon as she receives it. The other property/liability insurance has been paid and is in force.

Payton worked to get the payroll records adjusted to reflect that the official start date for our current employees was July 1.

The E2 Spending plan was reviewed. Payton had color coded the changes that had been made from the previous plan. Anita moved to approve and Tanya seconded. The ICP Board voted to approve.

Payton presented monthly rental rates for a B&W vs. a color copier. The rate for the B&W copier is \$202/month vs. \$318/month for the color copier. There was general agreement that a B&W copier would meet the majority of the needs for the school and that the smaller amount of color printing that was needed could be done on smaller printers in the classrooms. Payton moved to get the B&W copier and Anita seconded. The board/committee voted to approve.

Action: Kathy to get information on printers available through the HP product donation program.

6. Open House Plan

An open house is scheduled for Saturday from 11 to 1. Morning will handle the registration, and Anita will bring the supplies for lunch. Kathy will set up the volunteer information table.

7. Publicity

We need to keep the publicity going to get the additional enrollments needed to hire the fourth teaching position.

Action: Kathy will update flyer with upcoming open house dates and have available to distribute on Saturday.

Action: Anita will update brochure and get copies to Juliana for fountain playdate on Friday, July 11.

Action: Kathy will contact Brenda Vandervelder about having an MCCS information table at Da Vinci Days.

Action: Tanya will get brochures to the tourism bureau.

8. School Services Update

Julia Moore has volunteered to lead the school services workgroup and wanted to get clarification on the scope of the activities before engaging the volunteers.

Kriste reviewed the lunch and recess schedule. The current plan is for an all-school lunch starting at 11:30, followed by an all school recess from noon to 12:30. Ideally there would be two volunteers available to supervise for this one hour period each day, in conjunction with one staff. Kriste did not feel that it was necessary to have volunteers to supervise for the morning and afternoon recess times as these will be taken at variable times based on the class needs and the teachers will supervise their own classes.

Kriste said that she will work with staff to develop the recess rules and expectations for volunteers and will work with Julia to do a volunteer training.

The before school supervision program was discussed. It was agreed that it should function as a parent coop, with the parents who are using the service volunteering on a rotating basis to provide the supervision. The proposed hours are 7:30 to 8:30, but may be adjusted based on what the needs are. Kriste said that she plans to be at the school by 7:30 on a daily basis, so she can take care of opening the building and will be onsite as the second adult.

Action: Julia will draft an email to the parents asking what their needs are for before school supervision and Kathy will send out.

Action: Kathy to get Julia the names and contact information for the other school services workgroup volunteers.

It is expected that the teachers will work with the parents for their students in organizing classroom volunteers. The school services workgroup will get involved if requested.

All volunteers will be required to have background checks. Parents received the background check forms in their registration packages. We will need to have the forms available for other community volunteers and will need to setup a tracking process for completed forms and background checks. It is assumed that this will be done by the school office specialist and that the school services workgroup does not need to be involved at this time.

9. Mascot

Morning shared the Muddy Creek muskrat drawing that her mother had prepared for use on t-shirts and other school materials. Suggestions were received for modifications for the design. Morning will have her mother prepare a final and then we will work on getting t-shirts made.

10. School garden project

Jim Miller provided an update on the work he has done exploring grants for the school garden. He suggested that we should be seeking funding of \$20K-\$50K, with a five year build-out plan.

The group discussed the need to make sure that the garden plan is well integrated with the curriculum plan, as the primary purpose of the garden is to promote student learning. Kriste said that right now the teachers need to focus on the school year startup activities and do not have a lot of time to devote to detailed planning for the garden. However, she does want to make sure that she is linked into the discussions and is willing to participate in a planning session.

Jim said that he realizes that work on the garden cannot begin in earnest until next spring, but that in order to have funds available then, the work needed to apply for the grants needs to be done now. It was suggested that a stand alone garden workgroup be formed to develop a vision for the garden program at MCCS and to identify the Phase 1 activities that are readily implementable and can be tied to lesson plans. Composting was suggested as one of these types of activities.

Action: Kathy will solicit volunteers for a garden workgroup and coordinate with Jim to schedule a workgroup meeting.

Action: Jim will move forward on submitting the grant application to Home Depot and getting information about the other grant opportunities.

Payton said that our biggest need in the short term was for a tractor with a mower that could be used to maintain the grounds, so any funding opportunities to support that should be a priority.

11. ODE Training

Tanya reviewed the list of training videos available from the Oregon Department of Education. Kriste suggested that we schedule “movie nights” at the school so that staff and volunteers can participate in trainings together.

12. Furniture Donation

An accounting firm in Portland that is remodeling has offered to donate the items they no longer need to MCCS. Kriste will be attending some training in Portland next week and has set up a meeting to review

what is available and tag what she thinks can be used by the school. We will then need to arrange to move the items in August.

The meeting was adjourned at 9:10 pm.