

July 17, 2008

ICP Board and MCCS Steering Committee Meeting

Minutes prepared by Kathy Brewer.

Convened at 7:00 pm at Muddy Creek Charter School

Anita Grunder, Tanya Freeman, Kathy Brewer, Jim Miller, Morning McCreary, Juliana Meyner, Melanie Kelly, Linda Hentch, Jenny Swanson, Laura Venne, Alex Collins, Mark Hazelton, Kriste York, Lou Favreau

1. Agenda and meeting minutes

There was not a quorum of the ICP Board or the MCCS steering committee, so approval of the minutes from the July 10 meeting was deferred. Also action items from that meeting will be reviewed as part of next week's agenda.

2. Furniture Update

Kriste reviewed the furnishings that are available from the Portland accounting firm that is remodeling. There are folding tables, side tables, desk, and office chairs that we can use at the school.

Alex Collins will coordinate the move with the Portland firm. The furniture should be ready to move in August, though it could be as late as mid-September. There is nothing that is critical for the start of school. It was decided that it makes sense to have professional movers load a U-haul in Portland and then have a couple of volunteers drive the truck down. Volunteers will be solicited to unload the truck at the school.

Alex estimates the total cost of the move with the movers and truck will be ~\$500 (\$200 for movers, \$300 for truck).

Action: ICP Board to approve moving costs that the next meeting.

Lou said that he has ordered all of the classroom tables, chairs and whiteboards. The first shipment should arrive within two weeks. Due to a delay at the company, the smart board may not arrive until mid-September. The company will provide 24 hour notice of delivery. Mark will let Kathy know when the delivery is scheduled, and she will arrange for volunteers to be at the school to unload the truck. The furniture will be moved into the gym so it can be assembled and the carpets in the classroom can be cleaned.

3. School Records Update

Linda said that since it may be mid to late August before the office specialist is hired, Linda said that she will proceed with getting the current student information entered into the district's recordkeeping system after the July 23 registration deadline. The first reporting cycle is the end of September.

4. IT Update

The copier will be delivered Monday July 21. Training on the copier will be at 11:00. Mark, Kriste, and Leah will attend the training. Melanie will also plan to attend.

Quest is scheduled to install the internet service in the office on July 23. Mark then has an IT service provider who will install the safety filter and evaluate what needs to be done to get internet to other locations in the school.

Kathy provided an update on the HP product giving program. Each quarter a certain amount of money is budgeted for the program, and once that limit is reached the program closes for the quarter. The next quarter starts August 1, and Kathy said she wants to submit the product donation request for MCCS on that date to ensure they are fulfilled during the 4th quarter. She gave the product catalog to Mark so that he can work with staff to prioritize products needed for the school. Once he gets that back to Kathy, she will solicit donations from HP employees on the school's contact list and see how many products can be obtained in this first round.

Action: Mark to provide Kathy with a prioritized list of products need for the school from the HP product donation program catalog.

5. Clemens Pool

Juliana provided an report on the Cadets program provided by the Clemens Pool. The program provides two weeks sessions of free swim lessons. The lessons are during the school day, so it would require coordination with the curriculum.

Mark said that King's Valley Charter School has participated in this program in the past and that their experience was positive. We might consider it as a school team building activity if it can be accommodated within the overall curriculum plan. Kriste will discuss with the teachers.

Action: Juliana to get more details about the Cadets program.

6. Administrator Hiring

Mark said we now have 8 candidates for the administrator position. The screening committee (Mark, Kriste, Tanya, and Payton) will meet on Monday, July 21, at noon to screen the applicants. Ideally the interviews could be done on either Friday, July 25 or Monday, July 28. The plan is to have a community potluck as part of the interview process so that the community can provide feedback on the candidates.

Action: Anita will contact previous hiring committee and determine who can serve on the administrator hiring committee.

Action : Mark will prepare the interview questions.

7. Volunteer Policy

Lou has been working on the volunteer policy and training manual.

Action: Lou will meet with Kriste, Leah, and Kathy on Monday, July 21 to review the volunteer policy and manual.

8. School traffic zone update

Lou has contacted the county several times to have them repost the school zone signs but has not gotten a commitment yet for when that will be done. Kriste will be meeting with county commissioner Anabelle Jaramillo next week on another topic and will ask about the best way to get this moving forward.

9. Kitchen Equipment

Mark has identified an electric stove in the HP surplus and arranged for its donation to MCCA. The plan is to pick it up from HP at 2:00 on Monday, July 21. Kathy will coordinate a group of HP folks to help load the stove.

Anita reviewed the list of kitchen equipment available from the school district food services surplus. It was decided to take the three door fridge instead of the two door fridge. The group agreed that everything else should be purchased except for the heat lamp. Anita will check to see if the district will deliver the equipment to the school, otherwise we will need to arrange moving.

10. Grange Update

The Willamette Community Association voted to turn over their half interest in the Willamette Grange building to Inavale Community Partners. The electricity bill for the first year will be covered with the remainder of their funds.

Anita moved that the ICP accept the share of the Grange building that belongs to the Willamette Community Association. Tanya seconded. Payton delegated her vote to Anita and the motion passed.

11. MCCS Table at Da Vinci Days

MCCS will have a table in the Community Corner area of Da Vinci days. Kathy reviewed the staffing schedule.

12. Enrollment and Registrations

The last day for registrations of currently enrolled students is July 23. Kriste will call parents who have not yet picked up their registration packets.

The registration/open house will be July 23 from 1-3. A work party will continue until 5:00. Kathy will bring the refreshments.

Kriste said that we currently have 64 students enrolled. Also, the kindergarten enrollment has fallen to 17, which means we have an open space.

Action: Lottery for open kindergarten space at next week's meeting.

13. School Garden

Jim has developed a questionnaire to solicit feedback for the school garden.

Action: Jim to send Kathy a request for volunteers for the school garden committee. Kathy will then distribute to the school email list.

Meeting was adjourned at 8:30 pm.

The meeting was adjourned at pm.