

Inavale Community Partners
Board Meeting Minutes
August 7, 2008

Meeting convened at Muddy Creek Charter School, 7:08pm

Present: Kathleen Westly, Payton James-Amberg, Lou Favreau, Morning McCreary, Kathy Brewer, Juliana Meyner, Mark Hazelton, Tanya Freeman, Melanie Kelley, Jenny Swanson, Jen Renee

Introductions: Welcome to Jen Renee, our newly hired Executive Director.

Discussion of Jen's position title: Agreed appropriate title for Jen Renee's position is Executive Director. Motion made (Payton), second (Kathleen), passed fists of five.

Agenda: made a couple of additions/changes

Approval of meeting minutes: consolidated approval of MCCS minutes of meetings 7/10/08 and 7/17/08 and ICP Board minutes of 7/24/08 and 7/28/08. Motion to approve ICP minutes (Kathleen), second (Payton); motion to approve MCCS minutes (Kathy), second (Payton); passed fists of four. Read through ICP/MCS minutes of 7/31/08. Motion to approve (Payton), second (Kathleen); passed fists of four.

Process for tracking action items: Kathleen expressed the need for tracking action items at the beginning of meetings. Kathy suggested keeping a separate rolling action items list, containing information such as date completed, extension of action item, tabling of item, etc. Mark said there is a tab on the project tracking tool Charter Starters has provided for this purpose. **Action Items:** **Mark** will send this tab to Kathleen, Kathy for use with minute-keeping; **Kathleen, Kathy** will update action item list from meeting minutes. *Agenda Item: Action Item check-in to be added to agenda.*

Letter to MCCS community to welcome Jen Renee: Payton suggested sending a letter to MCCS community introducing Jen. **Action Item:** **Kathleen** will write letter for board, **Kathy** will send out to community. **Jen** will send short bio to Kathleen and follow up with a letter of her own.

MCCS Steering Committee Membership: Paul Bradley has agreed to be on the MCCS Steering Committee. Motion made (Payton), second (Tanya) for Paul to accepted on MCCS Steering Committee, filling the educator position vacated by Chris Highfield. Passed fists of five. Welcome, Paul!

Enrollment update:

Registered Students:

K	14
1	6
2	7
3	12
4	9
5	6

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Likely to Attend (MCCS has application, waiting for registration forms):

K	1
1	1
2	0
3	0
4	0
5	0

Unlikely to Attend (MCCS has application, we expect they will not attend):

K	1
1	0
2	0
3	1
4	1
5	0

New Students (Waiting for application):

K	1
1	1
2	1
3	0
4	1
5	0

Discussed families that are not responding to letter requesting registration materials. **Action Item: Tanya** will draft a letter letting these families know that we are officially removing them from our enrollment list and that if there is some mistake to please be in touch ASAP. **Payton** will send out.

Classroom configuration/size limits discussion: Mark said we need to make the decision with multiple considerations weighing in, these primarily being enrollment numbers, budget, and class size limits we choose to set. There followed a wide-ranging and lengthy discussion of how best to configure the school. At present enrollment numbers, it is clear that we can not afford to have a third full-day classroom with teacher; we agreed for now to keep with _ day Kindergarten plus K extended care and two full-day classes for grades 1 – 5.

Important aspects of the discussion included:

- Need for consistent (five days a week) third staff person, especially in mornings, to provide coverage for ability groups, additional classroom help, in case of emergency, etc. This is a high priority for our teachers and director.
- Need for staff lunchtime supervision so that teachers can have a break during their own lunchtime. (It is also planned that there will always be two parent volunteers helping with lunchtime supervision).

- How best to manage the third grade: split grade between the two classrooms, making a 1-2-3 blend and a 3-4-5 blend, or placing all third graders in a 3-4-5 class, which would make the 1-2 class fairly small and the 3-4-5 fairly large.
- Classroom size limits – while individual classroom size may be somewhat larger than we had originally envisioned, the addition of an instructional aid in the morning will provide smaller grouping options for individual subject study, Kindergarten extended-care provider will be another staff member to assist with lunchtime supervision and as-needed teacher back-up in afternoon, afternoon project time with parent volunteers to help out will allow for smaller group work. The overall small size of the school will contribute greatly to the students' experience of a small school environment and close-knit community.
- School size limit – at some point, given enough enrollment, we would like to add a third class. We need approximately 12 – 15 students to make this financially viable. At present, however, we must limit the total school size so as not to make the class sizes too large. We will keep a waiting list for additional applicants.
- Budget – at present enrollment, we can afford a .5 time instructional aid, and a .25 time administrative assistant. Parent volunteers will need to be organized (largely managed by the administrative assistant) to help out in the office. At present enrollment, we can not afford a custodian.

Motion made (Payton), second (Tanya) to cap grades 1 – 5 at 48 students, to be placed into two classrooms. This action will supersede the individual grade caps policy previously passed. Kindergarten cap will remain at 18. Passed, fists of 3's and four.

OSU food service extension report: Juliana Meyner and another parent met with the OSU food service extension representative. They discussed the idea of making the MCCS kitchen a community kitchen. The kitchen will need to be inspected by the Benton County Health Dept. If parents cook a meal for the students, there would need to be a parent with a food handler's license present to manage the meal and the workers. The OSU extension rep would be available in October to give workshops such as healthy lunches, safe lunches, food educator training, etc.

****Five minute break****

Hiring action: Per previous school configuration discussion, motion made (Payton), second (Kathleen) to post positions for .5 instructional aid and .25 administrative assistant. Passed fists of four. As there have been a number of interested parents and other community members in these positions, we will send a letter out to the community, informing all of the posting. **Action Item: Jen** will draft letter, **Kathy** will send out.

Budget action: Revised budget presented. Some items came in under cost, which has provided enough funds for having the carpets professionally cleaned and the tile floors cleaner, buffed and waxed. We received four professional carpet/floor bids and discussed those, along with the cost to rent equipment and do the cleaning ourselves. It was agreed that the cost to have the floors cleaned professionally was money well spent. **Action Item: Jen/Mark/Payton** will schedule

floor cleaning. **Volunteers** will need to be organized to move all items off of the floors for this work.

Motion made (Payton), second (Tanya) to approve spending plan G5. Passed, fists of four.

Fire marshal walk-through: District has been notified that we will be scheduling a walk-through with the fire marshal. **Action Item: Jen/Mark/Payton** will schedule fire marshal walk-through, **Kathleen** will notify district.

After school care: At present, only two students are “signed up” for after school care. This is not enough to run the program, so options will be explored. We will check into the possibility of bussing to Corvallis Boys and Girls Club or carpool to Philomath Boys and Girls Club.

Kindergarten extended care: Five students have signed up, an additional one is possible, four new applicants are interested. It appears this is enough to run the program.

Grange report: Tanya attended meeting with County representatives and an architect from Oregon City to walk through the grange; architect will submit report of work required. County grant is paying for architect and for team from UofO to develop application to National Historic Registry.

Volunteer Program update: Kathy reviewed volunteer board with task cards; encouraged all to write up task cards as work-needed is identified. Playground tasks added – weeding and fluffing of fall protection needed. **Action Item: Jen** will contact insurance about having a playground inspection performed.

Meeting Friday 8/8 and Open House 8/9: Will provide coffee, snacks for meeting, discussed coverage for open house, 1 – 5 on Saturday.

Electric Bill: Power company only found three meters. **Action Items: Kathleen** will contact Jen Schroeder at district to make sure they did not receive part of our electric bill. **Payton** will contact power company to have “Inavale Beacon” meter disconnected.

Adjourned 10:25

Minutes submitted by Kathleen Westly