

Inavale Community Partners
Board Meeting Minutes
August 21, 2008

Meeting convened at Muddy Creek Charter School, 7:05pm

Present: Jen Renee, Payton James-Amberg, Morning McCreary, Kathy Brewer, Kriste York, Leah Gorman, Juliana Meyner, Mark Hazelton, Tanya Freeman, Linda Hentsch, Kathleen Westly

Reviewed Agenda: added two items, two additional at bottom, if time. Move to approve (Payton), second (Tanya), passed fists of four.

Approval of meeting minutes: Read through ICP/MCS minutes of 8/14/08. Motion to approve (Payton), second (Tanya); passed fists of four.

Action Item Update: Reviewed action items from list Kathy Brewer compiled.

AI: Jen has played phone tag with playground inspector; will continue to try to contact

AI: Tom Ries will not be present for fire marshal walk-through

AI: Payton has contacted power company about switching meter to bill us

AI: Kathleen to contact Jen Schroeder about security phone/electrical; which account, who pays?

AI (5/14): Tanya will follow up with deed holders on fence for playground. Mark suggested putting up a temporary orange netting and t-post fence around playground. **AI: Kathy** add installation of fence to task list.

AI: Payton set up security codes for each user.

AI: Kathleen contact district to get master code for bypassing faulty sensor.

AI (7/2): Kathy check out food handlers' licensing, how should be run.

AI (line 27): Complete

AI (line 28): Complete

AI: (line 30, 8/7): Jen will talk with family to see if they have need for transport to B&G or Stars program for after school care.

Enrollment update:

Registered Students:

K	15
1-2-3 class	21
3-4-5 class	23

At present caps, have space for one more student in each class.

Labor/hiring update: Need help with hanging white boards, screens and clocks. Mark Meyer is working on hanging white boards; Rick Meyner is coming Monday to install clocks, hang screens. Agreed to use money from grant to cover necessary labor charges. Expectation is about \$15 per hour private laborer, \$20 - \$25 contractor. **Action Item: Jen and Mark** will decide which tasks will be hired out.

Discussed janitorial needs: Juliana said that student bathrooms need to be disinfected every day. Mark suggested hiring 1 hour per day bathroom cleaning, weekly for full floor cleaning. **Action Item: Kathleen** will get bids for janitorial service for daily cleaning/disinfecting of childrens' bathrooms, staff lavs; weekly carpet vacuuming, floor sweeping and mopping.

Hiring Report: Jen announced the hiring of instructional aid Angela Sanderson (Angie) for 8:30 – 12:30. She has a strong science background and lots of experience. She will be the main supervisor for the lunch and recess time; she will instruct the volunteers for this time and create routines. She will begin work on Monday. **Welcome, Angie! Action Item: Payton** will get together the hiring packet. Jen also announced that the office assistant had been chosen; she is waiting to hear back. Jen said she was very happy to have such a highly qualified applicant pool from which to chose, and has flagged a number of candidates for consideration for the extended Kindergarten care supervisor.

Hiring Kindergarten extended care: Jen said the posting is going up; deadline will be next Wednesday; interviews Friday. Jen and Payton overviewed the parameters they set for the program:

Eight Kinders are presently signed up (out of the 16 total)

Pre-K children who are four years old as of Sept. 1, with review if born by Oct. 1 (dates as per present Kindergarten policy), will be allowed to participate on a drop-in basis if:

- 1) Space is available (**Action Item:** Need to determine cap here)
- 2) Child is the child of a staff member
- 3) Child is the sibling of an enrolled student
- 4) Child is the child of a volunteer *during their volunteer service time*

Action Item: Jen and Mark will go over free and reduced lunch; how translate to free and reduced rate After Kindergarten care.

Attendance Records and Registration Records report: Linda Hentsch overviewed her work entering the registration information. The district is planning to switch to the Pinnacle system; no training date has been set up yet, but Linda is willing to attend. Perhaps Thursday or Friday? The new system being implemented by the district for registration documentation has many bugs. The old system works, though it is not as comprehensive. Linda will enter information into both systems to make sure that we are covered, either way the district ends up going. **Thank you Linda, for hanging in with us, and for the “double handling”!**

Restore Workshop report: Leah reported on teacher participation in the Restore Workshop. This is a program through the Institute for Applied Ecology, with funding from the Gray Family Foundation. They support ecosystem restoration on school grounds. They will support Muddy Creek through a project, partnering with Benton County Soil and Water Conservation and the 4H Wildlife Stewards program. There will be a meeting in September at the school which would be good for ICP Board members to attend, then a larger group meeting in October. **Action Item: Leah and Kriste** will be writing a grant to Benton Soil and Water Conservation as part of this.

Furniture Delivery: Furniture will be arriving the first weekend after school starts. Someone needs to go to Portland to tag the items for Muddy Creek. Staff will give their “wish list”. They also have a refrigerator available. **Action Item: Payton** will check with Alex about move date.

Juliana has access to a multi-box mail holder. Leah would like it. **Action Item: Juliana** will get mail holder to Leah.

First day of school plan: Volunteers will not be in classrooms for first two weeks of school to support development of classroom communities and give teachers time to understand the specific needs they will have for volunteers in the classrooms. Numerous tasks will be available for parents and other volunteers elsewhere in the school. The last _ hour of the first day will be a potluck celebration of this big moment.

Start-up letter discussion: Discussed items that need to be included on letter to families detailing the start-up plan. These include:

- Morning drop-off and afternoon pick-up routines
- Tardy procedure
- Lunch plan
- Toys/electronic devices at school
- Calendar
- Appropriate dress comment
- Footwear
- Fire and other drill notice

Action Item: Kathy will put together this letter.

Volunteer background checks: **Action Item: Mark** will find out from ODE where to submit forms.

Larger opening celebration: Weekend in September?

Parent orientation nights: Two sessions, second week of school. One right after drop-off, one in evening.

Curriculum night: End of September

Adjourned 9:30

Minutes submitted by Kathleen Westly