

Inavale Community Partners  
Board Meeting Minutes  
August 28, 2008

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

Present: Jen Renee, Payton James-Amberg, Morning McCreary, Kathy Brewer, Juliana Meyner, Mark Hazelton, Tanya Freeman, Kathleen Westly

*Reviewed Agenda:* added two items.

*Approval of meeting minutes:* Read through ICP/MCS minutes of 8/21/08. Motion to approve (Payton), second (Tanya); passed fists of four.

*Enrollment update:*

Registered Students:

K	17 (1 on wait list, 1 pending)
1-2-3 class	22 (1 on wait list – 2 <sup>nd</sup> )
3-4-5 class	24

At present caps, we are full to caps in all grades and have one over cap in Kindergarten. Payton proposed we raise the Kindergarten cap to 17, as we had a crossed communication with two families who both registered their Kinder student on the same day. Motion (Kathleen) to change record 5001, revision D to raise the K cap to 17 with provision that we will not fill vacated spaces until the class is reduced to 15, thus maintaining a cap of 16, second (Payton); passed fists of fives and four. **AI: Payton** will contact new student families to notify them that their students have been accepted.

We still have three students for whom we do not yet have registration paperwork. **AI: Jen** will check with Chana to see if the materials have been turned in; if not, she will contact the families, giving them until Tuesday 1:00pm to turn in the forms.

*Attendance Records and Registration Records report:* Computer in office is working; Linda Hentsch can work at the school. 509J came out to install the software, at no charge; this is covered in the 20% ADMw.

*Budget Update:* Payton reviewed the changes to the budget. Motion to approve (Tanya), second (Kathleen); passed fists of four.

*Janitorial needs:* Kathleen has met with Service Master and Margita Clark, who will bid on the regular janitorial services. She should have estimates to present by next meeting. **AI: Mark** follow up on toilet paper holders.

*Start-up Activities Action Items:* Reviewed action items.

**AI: Lou** to contact county to get flashing light removed from sign (confusing if not working)

**AI: Kathy** add paper towels, toilet paper holders installation to task list.

**AI: Jen** will contact Jenny Swanson about filling in for the Extended Care supervisor this week, pending interview process to permanently fill position.

**AI: Jen** working on a list of substitutes for teachers.

Inavale Community Partners

**AI: Kathy** add moving tables into community room for lunchtime, as cafeteria tables will not be here in time. **AI: Payton** check delivery of cafeteria tables.

**AI: Kathy** to schedule Rick Meyner to move items from gym to room 6, set up community room for lunch, move Dell computers from community room to library, help unload truck with items from district food services on Friday.

**AI: Kathy** will get supplies for FRL/forgotten lunches. **\*\*Still need volunteer lunchtime supervision\*\***

**AI: Kathy** call Corvallis Disposal about trash/recycling pick up timing

**AI: Tanya** checked fencing costs: 75 cents/foot for materials. She will pick up and get job started.

**AI: Kathy** will begin work on Parent Orientation material – orientations scheduled for Monday 9/8 in evening, Tuesday 9/9 in morning.

**AI: Mark** will get volunteer handbook to Kathy (have Kriste review), for Parent Orientation

**AI: Kathy** will add sweeping gym floor to task list

**AI: ICP Board** needs to finalize governance structure for orientation – forum for parent concerns, operations work groups, other questions

**AI: Jen** will have playground inspection 8/29, 2:30pm

**AI: Anita** will talk with grange about mowing

*ICP Furniture list:* Discussed furniture “wish list” for Portland pick up. Would like conference table and chairs, book cases, file cabinet, small couch for staff room, medium-sized desk, microwave for student lunch warm-ups. **AI: Chana** will go to Portland with Alex Collins for pick up.

*Fire Marshal Walk-through:* Waiting for report.

**AI: Jen** will work with fire marshal on gym event set-up plan

**AI: Jen** will have gym door hardware changed to fire/ADA retrofit – can pay from grant money. **Jen** will call Tom Ries to get his suggestion on where to get hardware.

*Facility Update:* Payton (from Rick Meyner) updated us on the state of the facility. We have a number of light fixtures that are non-functioning, not simply burned-out bulbs. **AI: Rick** make a list of non-functioning light fixtures.

**AI: Jen** contact Sonitrol for sensor repair, zone options, training

**AI: ??** Need to optimize phone lines/fax/billing

*Lead concern:* **AI: Tanya** will ask Beth, Mark Meyer about sanding and talk with Ted Wade about his concern – get information on where and when he tested.

*First day of school celebration:* 2:30 potluck of snacks and sweets. **AI: Anita** make announcement.

Adjourned 10:40pm

Minutes submitted by Kathleen Westly