

Inavale Community Partners
Board Meeting Minutes
September 4, 2008

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

Present: Jen Renee, Payton James-Amberg, Anita Grunder, Kathy Brewer, Linda Hentsch, Tanya Freeman, Christine Horning, Kathleen Westly

Reviewed Agenda: added three items.

Approval of meeting minutes: Read through ICP/MCS minutes of special meeting 8/31/08 and regular meeting 8/28/08. Agreed to amend 8/31/08 minutes to remove references to Beth Jordan as pediatrician. **AI: Kathleen** amend. Motion to approve (Tanya), second (Anita); passed fists of four.

Action Item update: Agreed Kathy Brewer will track ongoing action items; only new action items will be included in the meeting minutes. New action items:

AI: Jen and Chana solicit responses from families as to whether they feel they potentially qualify for free and reduced lunch

AI: Kathy contact Rick for his evaluation of flashing light functionality, what will be fix.

Staff Report: First day was great!!

Playground inspection: PACE offers some free services for safety, including hazardous materials and first-aid training for staff, review of safety-related documents (driving form, etc.). They require we establish a safety committee (either two people who meet monthly and document everything, or all staff meeting every three months). They stated that ICP needs to have our own insurance. Payton's understanding is that the insurance will cover ICP board members when engaged in MCCA duties, not in other duties. Pace is to get back to us about this.

AI: Jen to contact Mike Stowbridge to set up meeting, invite him to visit MCCA.

IEP meeting with district representative, Cindy Pedersen: Went very well; district specialists will be in contact about scheduling services. **AI: Jen** will find out which out-of-district students have been identified for special services.

Key discussion: More master keys (7) are needed for other staff. **AI: Kathleen** will contact Jen Schroeder at district to have them made. Discussed Grange access – they will need a key to room 7; we will give them one, once we get security access code set up for them.

Extended care: Hiring interviews are scheduled for 9/5/08.

Enrollment update:

Registered Students:

K	17 (1 on wait list, 1 pending)
1-2-3 class	20
3-4-5 class	24

Discussed enrollment inquiries we have on file.

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Hiring for non-teaching staff discussion: discussed procedure required for hiring people from whom we already have current application materials and have recent interview and/or work observation experience. Motion to approve Procedure 00010 “Procedure for Hiring non-Teaching Staff” as amended in discussion made (Kathleen), second (Anita); passed fists of four.

Lead testing: No results from test back yet; should have preliminary 9/5/08.

Janitorial needs: Discussed bids received and money in budget we could use to cover this expense. **AI: Kathleen** get two- and three-day a week bid from Margita Clark and find out if she is bonded. **AI: Payton** work on budget to determine how much can be used for janitorial.

Background Check policy discussion: Agreed will run background checks on all volunteers. **AI: Tanya** check out availability of already on-file background check information.

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.

Parent Orientation: Kathy requests that we all review the orientation slides and get feedback to her over the weekend for final update before presentation Monday night.

Next Meeting: Thursday, September 11. After that, we will switch to every other Monday.

ICP Board Member return: Motion made (Payton), second (Anita) to reinstate Christine Horning to full ICP Board member status. Passed fists of five.

Telephone long distance: **AI: Payton** will get long-distance calling card for school and check out blocking of long distance billing.

Adjourned 10:10pm

Minutes submitted by Kathleen Westly