

September 11, 2008

ICP Board Meeting

Minutes taken by Kathy Brewer.

Convened at 7:05 pm at Muddy Creek Charter School

Jen Renee, Payton James-Amberg, Tanya Freeman, Morning McCreary, Linda Hentsch, Kathy Brewer

Agenda and meeting minutes

Reviewed minutes from 9/4 meeting. Quorum of ICP Board members was not present, so minutes were not approved.

1. Action Item Update

Kathy reviewed the action item list and it was updated to reflect current status of items.

Key updates:

- Linda Hentsch said that the information in the district database is sufficient for us to meet our end of the month enrollment check and that daily attendance is being tracked, so that action item was closed. The next step will be to find out from staff what elements of the district data system the school wants to utilize, such as the tracking of immunization records. Also the Board is interested in understanding the demographic breakdown of the school (new to district students, where students are coming from).

Action Item: Linda will work with Jen to identify what features of the district database the school wants to utilize. She will also work to get the “greenscreens” going.

Action Item: Tanya will provide Linda a list of information the Board would like to have about the MCCS student body and Linda will query the database to compile.

- Jennifer McKay has provided information on the cost and yearly fee for the library automation system and the Board is comfortable moving forward with it as the cost are already reflected in the approved budget. However, Payton wants to wait until phase 3 of the grant has been formally initiated before ordering.

Action Item: Kathy to get order information from Jennifer and forward to Payton. Payton will place order for library automation system and let Jennifer know approximate arrival date.

- Jen indicated that of the volunteer forms submitted, 5 background checks have been completed and 38 more were going to be submitted on 9/12.

2. Staff Report

- Sonitrol. Jen met with Mike Braatan from Sonitrol on 9/10. On the current alarm system, Zone 1 is the front door, Zone 3 is the office door, and Zone 2 is all other doors. They discussed options for breaking out Zone 2 so it is easier to track down an error and to provided for limited access to the building during after hour events. For example, if the double doors in the hall were the divider, the security system could track the north half of the school separately from the south half of the school. One item that needs repair is the hinges on the outside double doors that are preventing them from closing completely on their own.

Action Item: ??????

- School Zone Beacon. The beacon is working (thanks to Rick and Payton!) so no further action will be requested by the county.
- Extended Care. Jenny Swanson was hired for the extend care staff position on 9/5. There was a discussion of what sort of release/documentation is needed for non-students drop-ins for the extended care. It was agreed that the school needed to have emergency contact and other medical information on file, similar to what is kept for students. Jen also indicated that there were discussions of providing the Extend Care program with its own space for this year. Room 1 is being considered.

Action Item: Jen to develop a registration form for non-student extend care drop-ins.

- Fire Marshal Report. Jen received the written Fire Marshal report and reviewed. The report indicated that certain door stops, such as those for the gym doors, needed to be removed. The district has since removed all door stops citing a State Fire Marshal concern. We are not expecting that we will need to pay for the time the district spent doing this, so we will need to monitor the district chargers for September.

With the door stop gone, getting the hardware on the gym door changed so that it can be latched but not locked is a high priority. We also want the hardware to be ADA-compliant. Zach del Nero has volunteered to be the facility coordinator, so this will be reviewed with him when he meets with Jen next week. Jen will also ask Zach about the requirement that employees need to be trained per Section 106 of the fire code.

The Fire Marshal also indicated that paneling in the classrooms must be certified as not being Firtex or must be painted over with a fire-resistant paint. The District has indicated this is not something they would cover. If we needed to paint, we could pay for it out of the grant as it is a fire safety issue. We would likely want to contract it out to get it done in the shortest amount of time possible and minimize disruption to the classrooms. Before proceeding, we need to contact the district to confirm the material type and discuss further their obligations regarding fire safety of buildings.

Action Item: Kathleen to contact district about confirming the material type and how any mitigation fits with our lease agreement.

- Field Trip Policy. The board reviewed the draft field trip policy and wording regarding need for child safety seats was updated. Jen will draft the referenced permission form. The updated policy will be ready for a board vote on 9-15. The first scheduled field trip is 9-28.
- Safety Committee – This was a recommendation of PACE. Jen needs to clarify with them whether the committee is staff only or can include volunteers.

Action Item: Jen to establish safety committee.

3. Parent Orientations

Parent orientations were held Monday evening (9/8) and Tuesday morning (9/9). Jen thinks that about two-thirds of families attended based on the sign-in information. Feedback from the parents was positive. The handout will be distributed to those families that didn't attend. Also, the volunteer policy information will be posted on the volunteer board.

Kathy mentioned the diversity survey that the Corvallis School District is doing and wondered if MCCA should be participating.

Action Item: Kathleen will contact district to see if they would like us to participate in the survey.

4. Wrap-up on Startup Needs/Glitches

Payton said that she was able to get PERS deposit issue straightened out and all of the first reports have been submitted and accepted. She is attending PERS training on 9/12.

The propane company was not able to fill the tank because the fence around the tank was locked and we do not seem to have the key for that lock.

Action Item: Kathleen will contact district regard key for propane fence lock.

5. Lead Testing

Tanya said that the preliminary verbal results she received from Atez were negative (all non-detects), however we have not received the written report. She will followup with Atez.

6. Janitorial Bids

Payton has determined that we have enough budget to hire a custodian for 6 hrs a week at \$10 and hour. At this point it looks like a paid staff position with some flexibility in the scope of the job is more affordable and workable than a contracted service. A possible schedule would be Monday (1.5 hr), Wednesday (1.5 hr) and Friday (3 hr).

Payton moved to post a custodian position for 6 hrs/week at \$10/hr. Tanya seconded. As there was not a quorum of the ICP Board present to vote, Payton sent the motion via email to the other board members for a vote.

7. ICP Business

- Checking account for non-school projects. Tabled because quorum was not present.
- Insurance issues update. We are still waiting to hear back from PACE on their position on insuring ICP for non-school related activities. It was suggested that another organization to benchmark against on this topic is the People Involved in Education (PIE), who run charter schools in Lebanon and Sweet Home. Tanya will contact PIE to find out how they handle insurance.

8. Volunteer Office Staffing

We discussed the need for office volunteers to answer the phone and handle walk-ins when neither Jen nor Chana can be in the office. They can also work on non-confidential administrative tasks. Jen was hesitant to ask for regular volunteers at this time as she and Chana have not established a regular schedule yet and she does not want a volunteer to show up with nothing to do. Instead what is needed is a list of backups that can be contacted to staff the office on an as needed basis.

Action Item: Kathy will work with Julia Moore to develop a list of volunteers who would be willing to staff the office on as needed basis with their general availability and contact information.

Jen also said that having a parent volunteer available at the end of the day (between 2:30 and 3:00) to assist the older students with their stewardship activities would free up her time for other end-of-the day tasks.

Action Item: Kathy will work with Julia Moore to get parent volunteers to assist with end-of-the day stewardship activities.

9. Community Extravaganza

Due to time limitations, this was tabled until next meeting.

10. Fundraising Ideas

Due to time limitations, this was tabled until next meeting.

11. Community use fees, key, code access

Community use fees tabled until more ICP Board members are present.

For access to the community room for their meeting, the Grange will need a staff key and a room key. They will also need an access code.

Action Item: ???? will talk with Grange about selection of access code.

We have a lot of slots for setting up access codes, so we can also do temporary codes for one time access. Jen and Chana are gathering codes from all who have keys for building entry so every person will have a unique code.

12. Grange Odds and Ends

- Painting. The south side of the grange building was painted during the work party on 9/6.

- Pomona Grange Meeting. The Pomona Grange is a regional grange group that includes the Willamette Grange. It is Willamette Grange's turn to host on October 14, but they need a facility and would like to use MCCS. Only 20-30 people are expected. Payton moved to allow the grange to use the MCCS building for the Pomona meeting. Tanya seconded. Kathleen had previously provided her affirmative vote via email, so motion passed.

- Incorporation fee – The Willamette Community Association had previously transferred their remaining funds to the ICP to cover the power costs for the Grange. Given that their treasury is now empty, they do not have funding to cover their incorporation fee (\$60). The ICP will cover out of the funds that were previously transferred.

- Grange Building Title - ??? (status?)

- Joint Fundraiser – It has been suggested that the ICP and the Grange join together for a garage sale and craft fair that would be held at MCCS. We discussed possible dates and it looks like November 15 would be a good date (does not fall on school break or OSU home football weekend).

Action Item: Kathy to talk with Charlotte about November 15 as a target date for joint fundraiser.

- Halloween Party - Some Grange members asked about possibly having a Halloween party this year with the school. However, since Halloween falls over a school break this year, we expect participation from the student body might be low. It was agreed that a harvest festival planned in conjunction with the Grange would be a goal for next year.

13. Photographer for School Pictures

Tanya has checked with Jim Carroll about providing photography services for school photos. He is known for taking excellent photos of children, and his company has an online program for reviewing proofs and ordering photos, minimizing the paperwork the school needs to manage. We would just need to make sure that there is an option for parents who do not have online access at home to use the school computers to review and place orders.

Action Item: Tanya will check with Jim on what dates he would be available for MCCS photos.

13. Announcements/Other

The topic of student health screenings was raised. This something we need to do at MCCS? We need to understand what screens are required and what the district program is.

Action Item: Jen will check to see what screens are required. Payton will provide Jen a school nurse contact.

Payton raised the need for development of an attendance policy for children that miss more than 10 consecutive days of school. According to district rules, children that miss more than 10 consecutive days of school must be disenrolled. They can then be re-enrolled upon their return. The issue for MCCS is that we may have classrooms with waiting lists, so if a student is disenrolled, they could lose their spot in the classroom. The intention of such a policy would be to set parameters for when a place in a classroom would be held if we know a student is returning.

Action Item: Jen will draft a policy for review by the Board at their meeting on 9/15.

The meeting was adjourned at 9:45 pm.