

Inavale Community Partners  
Board Meeting Minutes  
October 13, 2008

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

Present: Jen Reneé, Anita Grunder, Kathy Brewer, Tanya Freeman, Morning McCreary, Julia Moore, Paul Bradley, Kathleen Westly

*Approval of meeting minutes:* Read through ICP/MCS minutes of regular meeting 9/29/08. Motion to approve (Tanya), as revised in meeting, second (Anita); passed fists of fours and fives.

*Public Comment:* Christine said she has received very positive feedback about the school from people that live in Monroe. Anita said she also has spoken with a number of parents that remark on how well their children like Muddy Creek. Morning asked about how the teaching of social skills is being handled at MCCS, per some questions from Curriculum Night. Jen replied that she sees this in the curriculum department and that while no program has of yet been adopted, the staff is on board with developing this. Kathleen passed on the information that Kriste is contacting Jo Sigmund at Emerson School in Portland, to find out about the Positive Discipline program they use there, which contains conflict resolution elements. Jo has been a great resource for us and is very positive about this program, so it is worth MCCS time to explore.

*Grange Report:* Tanya reported that the documents to apply for National Historic Register standing have been sent (Liz Stevens from UofO has managed this). The Willamette Grange Building Committee met and discussed ways to secure the building over the winter, structurally and against vandalism. There are \$50K in grant monies needed to handle high priority work. A meeting to induct new members to the grange will be held on October 14 at MCCS – potluck 6:30, meeting 7:00. State grange master will induct new members.

*Charter Starter's Report:* Anita and Jen met with Mark and Lou to review where ICP is in the contract with CS – which tasks have been completed, which remain. They drafted a list of 24 items that remain for CS to do. These include: the high priority of developing the RACI document into ICP policy. MCCS policies are to be routed through a separate body with Jen as the head. The nature of this body remains to be worked out. CS will be working to get Jen up to speed on school administrator objectives, and how both the district and charter schools operate in this. Mark will work with Jen to get policies to board for discussion and vote. Need an ongoing policy for enrollment process and a founders' waiver. Need job descriptions; Kathy recommends writing these for employees. Mark does not want to do this piece. **AI:** **Anita** will find out what could be traded with CS for this piece – what number of hours to base this trade on. School logistics – health screenings, etc. Purchasing – some left to do, namely science curriculum. Possibly hire Paul Bradley to consult on this. **AI:** **Anita** will tell Mark to talk with Paul about subcontracting through CS for this. Need to set up auditing firm, reporting system, staff team-building meeting. Need to review charter agreement with district – which obligations to district have not yet been met. In Spring, CS will revisit with MCCS our vision; where are we? Progress assessment (need to determine to whom this goes). Will develop a survey to assess parental satisfaction. **AI:** **Jen** will follow up with Mark to get this survey. **AI:** **ICP Board Members** get survey questions to Jen for compilation in survey, to be handed out at conferences. Morning asked about the renewal/extension of our contract with CS. May be possible to trade out some things from first contract for further work. **AI:** **Kathleen** to look for signed contract with Charter Starters.

*Executive Director Report:*

- Oakes testing: Melanie Kelley attended training to administer Oakes testing. Still has some work to find out what the test *looks* like on screen. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders need to test. Kriste wants to start testing in January. Paul will be a resource to Melanie, as she needs help.
- Firtex tiles: Zach arranged for a hazmat contractor to look at the Firtex. He said there should be an asbestos report somewhere at the district. Jen has requested, not yet received a copy of this. It will cost \$300 - \$400 to have an asbestos test run. Contractor will provide estimates on removal, with and without asbestos. Zach is checking on costs to drywall, paint.
- Action Items: Kathy is moving action items into an overall summary of work groups' progress.
- CPR training: Staff and supervisory volunteers are undergoing. **AI: Julia** will get a list of volunteer positions that will be appropriate to have someone trained.

*Board Member Consideration:* Anita gave a summary of the ICP closed session outcomes regarding new board member appointees. ICP board policy allows for as many as nine board members. **AI: Anita** will get a copy of ICP bylaws to Morning. Discussed with Morning her interest in the preschool program and ICP board membership, and the potential for conflict for her in this. She agreed to think about this and her preference for involvement. ICP Board offered to Morning McCreary the interim position which will be created by Anita's sabbatical period, beginning in January. All agreed that this will give Morning an opportunity to try out the board membership, and to resolve any conflict she might have as to which area (or both) she would most like to be involved. Morning accepted. Motion to appoint Morning McCreary to the ICP board was made (Anita); discussion then followed as to whether the board should vote in this meeting or next. Christine moved to table the motion made by Anita, second Tanya in favor of voting next meeting. Passed three, fours and five. **AI: Kathleen** to get completed (??) ICP Board member appointment policy to board members.

*Fund Raising:* Tanya outlined our fundraising efforts. Agreed we need to bring in more money to the school. Discussed need for a strategic plan for ICP/MCCS fund raising. Would help to have a list of things we want. Need grant oversight/administration. **AI: Anita** will write up a first pass on a fundraising strategic plan. She will get this to Christine for input.

*Strategy for adding 6<sup>th</sup> grade:* Jen gave input from the teaching staff – they prefer the (2) 1-2-3 grade classrooms and (1) 4-5 grade classroom. Discussed the state of the program at Lincoln school. Paul said the middle school program is at capacity (60 students), 30 of whom are 6<sup>th</sup> graders. They also have students on a waiting list. A committee is being formed by the district to study Lincoln School and whether or not they can sustainably accomplish all they have set out to do. The middle school program there is now called “Environmental Middle School”. The community there is very ready to fight against a closure of the middle school program. MCCS will survey parents of 4<sup>th</sup> and 5<sup>th</sup> graders to ascertain interest in adding a 6<sup>th</sup> grade to the school program. They will be asked to indicate their first and second choices for a 6<sup>th</sup> grade for their students. Kathy reminded us of the GT article recently run about enrollment in the district. She will forward. **AI: Christine** will contact Lincoln to find out what they know about the committee being formed. **AI:** Jen will compile survey questions for 4<sup>th</sup> and 5<sup>th</sup> grade families for handing out at conferences.

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*Maintenance pow-wow:* Meeting set for Friday, Oct. 17, 8:30 – 10:30am. to prepare for meeting with district.

*Holiday celebrations:* **AI: Kathleen** will get district policy on holiday celebrations for consideration at next meeting.

*MCCS Giving Thanks party:* Saturday, November 15 from 4 – 7-ish. Potluck 4:00, program 5:00, campfire, if weather permitting, afterward. **AI: Tanya** write invitation for party, to include MCCS donors/supporters. Possible group art project??

*Staff/ICP board joint meeting:* Jen will get back possible dates from staff and let ICP board members know; she will schedule.

*Larry Venne Celebration of Life:* Saturday 10/18 2 – 5pm in Portalnd. Discussed creation of a “social fund” and committee to handle. **AI: Kathleen** will get cards for Venne/Collins and Fairbanks families; they will be in office for people to sign. **AI: Anita** will order flowers for Larry Venne gathering. Motion to approve Chana ordering two plaques in honor of Larry Venne (one for community room, one for Venne office) made (Kathleen), second (Anita). Passed fists of five.

Adjourned 9:40pm

*Next Meeting:* Monday, October 27.

Minutes submitted by Kathleen Westly