

Inavale Community Partners  
Board Meeting Minutes  
November 17, 2008

Meeting convened at Muddy Creek Charter School at 7:15 pm.

Present: Jen Renee, Kathy Brewer, Payton James-Amberg, Morning McCreary, Anita Grunder, Christine Horning, Kathleen Westly (arrived 8:20)

*Public Testimony:*

- Kathy gave update on HP Giving Fair. Currently ICP is not eligible to receive matching funds, but the school is eligible for product giving. Recommended that ICP set up a web site separate from M CCS to better distinguish ICP from the school and increase the chances it could qualify for matching funds in the future.
- Anita expressed thanks to everyone who helped setup for the wonderful potluck on Saturday.

*Giving Thanks Celebration:* **AI: Anita** to send thank you to the Concrete Cowboys for playing at the potluck.

*School Board Meeting Rotation:*

- December 8 - Anita (present desire to add on 6<sup>th</sup> grade)
- January 12 - Payton
- February 9 - Tanya
- March 9 - Christine
- April 6 - Kathleen
- May 4
- June 22

*Maintenance Discussion with District:* Kathleen prepared summary of 11/7 meeting. Agreement was that all work orders (including ones where M CCS will do the work) will use the District's work order process. Also, agreed that the District will do the weekly boiler check at the same time it does the weekly water system check. District also encouraged us to use other service providers for minor work. On the Sonitrol system, the agreement was that M CCS would move forward with needed repairs and then reopen the discussion with the District as to how the costs would be shared. Also District is to provide M CCS with the asbestos report book. **AI: Jen** to contact Kim Patton to get. **AI: Jen** will provide a copy of the M CCS lead report to the District.

*Curriculum Information for the District:* Kathleen had prepared a summary of meeting with Steve Youngblood and Mike Strowbridge and the deliverables M CCS needs to get the District. List of Instructional Staff has been sent with follow up action item for an updated background check. Jen has copies of the Student Safety documentation and will send to the district. **AI: Jen** will work with staff to get the daily schedules and curriculum plans to the district as soon as possible. **AI:** Everything will be sent to **Kathleen** who will compile and send to the District with a cover letter.

(This portion of the meeting minutes submitted by Kathy Brewer)

### *School Report:*

- Parent survey: Jen gave brief overview of parent survey results. Comments, etc., need some editing; results will be presented to staff and given to 509J (hope to include with above curriculum packet). Portions of results will be added to web page (sections 3, 4, 6, 8, 16).

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- Gym space use by other groups: Jen has been approached by a unicycle hockey group that would like to use the gym. Aspects to consider in allowing such use include liability to the school/ICP, rental fee, security deposit, wear and tear on facility (gym floor, particularly in this case), logistics of opening building. ICP board needs to discuss this further. **AI:** Payton get copy of 509J building use form and give it to Tanya; Tanya will contact Pace insurance about a liability release form and have them check the 509J use form; Kathleen will contact 509J maintenance personnel to ask about the wear and tear issues with bicycle/unicycle tires.
- Time line for enrollment process: District transfer applications due by 1/15. Re-enrollment occurs in March-April. Kindergarten enrollment is in March. Tabled discussion for next meeting. Issues to consider include dates for open houses, district needs to update information given about MCCS on its website. Kathy Brewer put in a request for the Footwise window space.

*ICP Board Member Appointment:* Discussed Morning McCreary's intention to join ICP Board as the interim replacement for Anita while she is on sabbatical. Morning expressed her commitment to being an active member of the board, with the caveat that she may need to miss a meeting or two during the icy/poor driving conditions of the winter months. All agreed that such weather would likely result in the board meeting being cancelled or postponed anyway. Motion made (Anita) to appoint Morning McCreary to the interim board position beginning in mid-January 2009 until Anita's return in mid-July, seconded (Payton); passed, fists of five. Expectation is that Tanya Freeman, as Vice-President, will function as President (run Board meetings, sign documents, etc.), until Anita's return.

*Waiver of ORS 338.025:* Discussed the document to allow MCCS to give enrollment preference to siblings of enrolled students and children of MCCS founders and staff (up to certain percentages of enrollment population). Motion made (Christine) to pass this waiver and send it to the ODE for approval, second (Anita); passed fists of fives and four. **AI:** Anita will sign and send the waiver.

### *Treasurer's Report:*

- Account for summer salary money: Payton requested permission to open an interest-bearing account to use to set aside money to pay staff summer salaries. She would like to open either a savings account or a cd. Motion made (Kathleen) to authorize Payton to open an interest-bearing account at her discretion, as long as the account is FDIC insured and the principal is secure, for the purpose of holding staff summer salary money aside; second (Christine); passed fists of fives.
- Pre-tax retirement accounts for staff: A staff member approached Payton about the possibility of setting up a pre-tax retirement account. Payton talked with a financial advisor and found that this will be quite easily accomplished, for a small fee per person. Payton proposed that ICP offer to set up a pre-tax 403-B through ING. Motion made (Kathleen) to authorize Payton to set up the 403-B accounts for those MCCS staff interested, for no more cost to MCCS than \$10 per month, second (Anita); passed fists of five.
- Payton informed the Board that she applied for an extension on the taxes.

*Grange key:* **AI:** **Anita** to get a code from Charlotte for the Grange entry to the building; Anita to give the code to **Jen**, who will get it set up with Sonitrol.

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*Review of Charter Contract and Proposal:* It is time for the ICP Board to review the proposal and district charter contract to ensure that we are doing what we said we will, in terms of our program and the reporting required to the district. This needs to be a meeting agenda item soon. Payton remarked that our plan for a buddy system has not, as of yet, been formalized.

*Fund Raising:* Tree of Thanks - discussed number of volunteer hours to be required for someone to receive a leaf. Jen suggested something to mark term of service (five years, etc.). Anita offered to write a fund-raising letter to highlight the current matching funds opportunity. Agreed that a pledge given by a certain date will be sufficient. **AI:** **Anita** will write letter, have office staff/volunteers send out. Discussed trunk for Tree of Thanks - **Christine** will have her husband, Eric, take a look at the space and see if some burlled wood he has will work nicely. Eric might be willing to build it.

*Approval of Meeting Minutes:* Motion made to approve meeting minutes from 10/27 and 11/3 (Anita), second (Payton); passed fists of four and fives.

*Next Meetings:*

ICP Board - MCCS Staff RACI meeting - Thursday, November 20, 8:30 - 12:30 Potluck  
ICP Board Meetings - Monday, December 1 and 15 and January 5.

Adjourned 10:05pm  
Minutes submitted by Kathleen Westly