

Convened at Muddy Creek Charter School, 7:05pm

Present: Tanya Freeman, Payton James-Amberg, Morning McCreary, Jen Renée, Christine Horning
Kathleen Westly, Kathy Brewer, Mark Hazelton, Chana VanOrden

Meeting Minutes Approval: Reviewed minutes from 5/7/09 and 5/9/09. Jen had two revisions from 5/7/09, which were adopted. Motion to approve minutes of 5/7/09, as revised (Morning), second (Payton); passed fists of fives. Motion to approve minutes of 5/9/09 (Morning), second (Christine); passed fists of fives.

Agenda Approval: Approved with revisions

MCCS Business

Executive Director Report:

- Hiring - Shannon Harty has accepted the 1-2-3 position! Welcome, Shannon! Jenny Swanson has accepted the Kindergarten position! Welcome to a new role, Jenny! Jen would like to open the position for Afternoon Adventures now, so as to hire that person now, rather than in the Fall, so that the AA Leader and Jenny can begin to develop their working relationship and set up the Kindergarten room which will be shared with Afternoon Adventures accordingly. Also, this would enable the AA Leader to participate in staff trainings, etc. as appropriate. If there are no viable candidates found, Jen will reopen to hire in the Fall. Jen asked if the Board would consider making a pay scale for the position commensurate with a person's qualifications, so that it would be possible to pay someone highly qualified more. She would like to be able to maintain the program at the level it has been run this year. Board discussed the financial feasibility of doing this, given interest in the program for next year's incoming students. As previously discussed, we have a strong preference not to raise fees for next year. We also discussed the appropriateness of making a position individual-dependent rather than job-dependent, and the potential conflicts with other similar positions at MCCS, and we discussed the appropriateness of having this program be geared primarily as child care versus a more academic focus. The Board agreed generally to base the pay for the position on a child care provider pay scale. Motion made to authorize Jen to post the position for Afternoon Adventures Program Leader (Kathleen), second (Morning); passed fists of fours, fives.
- Enrollment Projections - Have two open spaces for 2nd grade. Families decided to keep their children enrolled where they are presently. We do not have a waiting list for 2nd grade.
- Parent-Student Surveys - Jen presented results from Spring Parent-Student Survey. Comments have been kept, but made so that people are not identifiable. Jen would like a Board member to review the surveys with her to make some changes for next year, to more accurately get at information we seek. Regarding some concerns expressed by parents about academic program: Kriste has stressed that this year has been very focused on community building within the school and classrooms; now that we are succeeding in this area, our academic focus will be increasing. Regarding communication between parents and teachers, we need to better understand what parents want to see/hear about from the classrooms, so that they feel informed of what and how well their children are learning. We also discussed the need to properly prepare our students to transition to the various middle

schools for 6th grade - developing the discipline of study habits, curriculum preparations, etc. Jen suggested that we survey MCCS students that have gone on to middle school to ascertain their success in this transition.

- OAKS test results - Jen presented the results summary to the Board. All OAKS testing has been completed. Kathleen requested that the results be split for "met" and "exceeded" so that we could see percentages of each category separately. Mark noted that we should have tested 5th for Social Studies, even though it is not presently tracked. He said the percentages look good; we are above AYP levels. **AI: Kriste**, do we need to be testing for SS in 5th?

Plan of Record (AKA School Improvement Plan): This document establishes a plan upon which all MCCS employees and ICP Board can understand and set priorities. It sets up a system whereby hired staff can negotiate tasks, dates, etc. and serves as the gatekeeper for adding new programs/ideas to the plan. It directs the use of resources - time and money. Mark presented the Kings Valley Charter School Plan of Record to give us an idea of what this looks like. It contains a list of A, B and C priorities. "A" priorities are those which take top billing for the year. "B" and "C" priorities are those that are good to do if there is time, and/or are moving up the list toward becoming "A" priorities in some future year. We need to decide the appropriate process for us to develop this plan, especially to incorporate Board priorities. Mark believes the plan is best developed from the "ground up", meaning first by the staff, moving up to the Board. We agreed that the Board members will each email high priority items to Mark, giving the context of why we think they are "A" priorities. Kathy suggested a ranking of #1 priorities being those items that must be done in order to keep the doors open, followed by those that make us successful. Board members to email these to Mark by 5/29. He will meet again with staff on 6/2 to get their input after Board priorities have been identified.

Liability Reporting:

- Reports to District - Jen said that per Steve Youngblood, liability items should be reported to the district through a phone call or email to him to inform him when something to incur potential liability to the district happens.
- Discussion on what ICP Board expects - discussed how much ICP Board needs to know about potential liability issues and what rises to the level of requiring documentation. Agreed that Board does not need to know details - does not need to know the names of students involved, nor the specific plans put in place to address the issues. Board does need to know that there is a process to be followed to document and report as appropriate any liability issues and to notify and work with parents and students to address/resolve the issues. Board also needs to know that this process is being followed in such incidents. Jen said that she intends to develop a triplicate form (1 copy to teacher, 1 copy for office, 1 copy to parents) to report Incident Response. She suggested a Procedure be developed to identify the steps to be taken; she doesn't see this process in place until September. Morning said that she liked Jen's idea of a checklist for this. Current forms are not consistently being filled out - form has no place for narrative. Mark's recommendation is that it is not realistic to expect this Procedure and form to be in place before end of this school year. Board asked that all such incidents that have occurred be documented by now, even though process will be changing. Board ascertained that Jen keeps a log of such and her actions to address. Teachers also should be keeping logs.

Inavale Community Partners
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Liaison Between ICP Board and Executive Director: Discussed the need to appoint an ICP Board member to act as liaison between Board and ED. This will enable ED to have an advocate from the Board in building Board meeting agendas and bringing forward her priorities/requests. It will also help to clarify communication between Board and ED on setting priorities, tracking liability issues, and give opportunity for the Board to have a check on the progress of those items for which the Board is accountable. Mark is willing to participate in these meetings initially, as we wish. Motion made to appoint Tanya Freeman to be the Board liaison to the ED (Payton), second (Christine); passed fists of fives.

Staff Reviews: Tanya asked Jen how she feels about the Head Teacher conducting teacher "Reflections". Jen said she was ok with that. Kathleen said she is not ok with HT conducting teacher reviews as a general practice, because this is part of the ED job description, as laid out in RACID. She said that it is a good idea to get HT's input, as the mentor teacher, but that the actual review needs to be conducted by the ED. If, however, it is necessary for this year, because we all decide that ED is unable to do it this year, that's a different discussion. Board discussed who should conduct reflections interviews for this year and following years. We discussed the reporting structure, and what responsibility the HT has over teachers as the mentor to them vs. ED as supervisor. Discussed the potential impact of ED-HT and related other teachers. Agreed that ED should have this responsibility, and that Jen will conduct "Activities Goal Setting Sessions" with all teachers (Kriste, Leah, Jenny, Shannon) and Instructional Assistant (Angie) this year, to reflect on 2008-2009 and set goals for 2009-2010.

Annual Report: Kathleen presented a table of Annual Report components as requested by Steve Youngblood required by the Charter School Contract. Identified those components necessary to the report, as well as those we intend to include. Identified persons responsible for gathering the various components. **AI: ICP Board, Jen** to review Charter Proposal and contract for high priority items to include in Annual Report. **Jen** will compile the pieces of the report and work with **Kathleen** to review. **Kathleen** will write introduction and conclusion. Plan is to present to Board at June 4 meeting. People planning to represent MCCS to 509J Board meeting on June 22 to present Annual Report: Jen, Morning, Kathleen, Payton.

Job Descriptions: Due to the late hour, Board agreed to review job description and email edits to Tanya by Wednesday, May 27.

Calendar:

- Next meetings:
 - Regular ICP Board Meetings - 6/4, 6/18
- 509J Board Meetings:
 - June 22 - Morning, plus others to make Annual Report to 509J Board
- Strategic planning meeting in Spring with Mark and Lou - need to schedule.

Adjourn 12:13am

Minutes submitted by Kathleen Westly