

Inavale Community Partners
Board Meeting Minutes
June 4, 2009

Convened at Muddy Creek Charter School, 7:05pm

Present: Tanya Freeman, Payton James-Amberg, Morning McCreary, Jen Renée, Christine Horning
Kathleen Westly

Meeting Minutes Approval: Reviewed minutes from 5/21/09. Motion to approve minutes of 5/21/09, as revised (Payton), second (Morning); passed fists of fours and fives.

MCCS Business

Executive Director Report:

- Enrollment - Have had one Kindergartner withdraw due to acceptance into a dual immersion program. Have two open spaces in second grade.

ODE Survey: Reviewed results of ODE Survey - parents, staff, students. Looks good; will include results in Annual Report to district.

Progress on Staff Reflections: Shannon will do her goal setting session in August or early September, with new/acting Executive Director. Board will work with Kriste on hers. Jen will conduct sessions with Leah, Jenny and Angie.

Exit Interviews: Discussed whether or not we should conduct exit interviews, and who should handle them. Agreed that we would generally conduct exit interviews, and to have the Executive Director and a Board member do this together. Agreed to have Christine work with Jen to conduct Janell and Chana exit interviews.

Procedure 17a Review: Reviewed Procedure for Documenting Review of Policies and Procedures. Motion to approve Procedure 17a, initial release (Morning), second (Christine); passed fists of four and fives.

Plan of Record (AKA School Improvement Plan): Discussed what we want to name this document. It will be held as a Record - #2. We renamed it to be Strategic Development Plan. Edits from Board members are due to Jen by June 11. The plan is to pass this record at June 18 meeting.

School Services Coordinator: Briefly discussed this position; need to cover more responsibilities with paid employees, rather than volunteers. Agreed to address further in budget discussion.

Digital Storytelling Camp: Kriste suggested that MCCS hold a digital storytelling camp, available to the public. We discussed the context in which this should be presented, so that it fits with our mission and vision and is a means to that end, rather than becoming an end in itself. **AI: Payton** will check with insurance about needs to cover the camp, and will request from **Kriste** a proposal as to what she would do and to whom it would be made available. Suggested plan is to pay Kriste half of the proceeds, and put the other half into the MCCS technology fund.

Hiring Status: **AI: Tanya** has not yet written the hiring offer letters; she will do so. **AI: Jen** will get start/end dates, info on summer work expectations together for Tanya to include in letters. **AI: Payton** will get salary info to Tanya.

ICP Business

Treasurer's Report: Reviewed draft of budget for 2009/2010. Discussed line items to be added, expected carryover from 2008/2009. Motion to approve preliminary budget for 2009/2010, dated 6/3/2009, including the addition of summer salary, staff meetings compensation, new employee orientation (Kathleen), second (Morning); passed fists of five.

Annual Report: Kathleen reviewed the outline for the report, which will follow the items to be included in an Annual Report by MCCS to the Corvallis School district, as described in Section 9.5.1 of our Charter Contract. We will incorporate into these sections some items that are not specifically called for in the contract, but that are fundamental to our existence as a charter school (e.g., place- and project-based learning)

Insurance:

- Workman's Compensation Insurance - Discussed adding ICP Board members to the workman's comp policy; agreed this will not be necessary.
- Directors and Officers Insurance - ICP Board is covered for school business, not for other ICP projects. Payton suggests separate individual umbrella policies to cover our own volunteer activities.
- Stolen Property: Payton contacted PACE about replacement of stolen items. We have a \$1000 deductible per event. They have not yet made a determination as to whether they consider ours to be a single event or multiple. Will let us know.

Policies - committee/delegation of Handbooks: **AI: Jen** will get list of policies from Mark (both yet to be considered and already in the pipeline), and will look at 509J's policy list, **AI: Morning** will review RACI, **AI: Christine** will add the policies she has, so that we can get a comprehensive list together. We will use this as a working list for creating/passing our policies. Handbooks - we intend to have three; Family, Staff and Volunteer. **AI: Payton** will procure three versions of handbooks to use for comparison. **AI: Administrative Assistant** will develop a list of items to be included in each handbook over the summer, and present a template to ICP Board for each.

Accountability Plan: Board needs to be thinking about this. Discussed appropriate date for Annual Report to be submitted to district - agreed we will request October 31.

Hiring:

- Afternoon Adventures - Discussed increasing hours to 3:30 so leader can prepare room for transition to Kindergarten next morning. Discussed posting for position now, versus waiting. Motion to authorize Jen to advertise the AA program leader position for 4 _ hours a day (Payton), second (Tanya); passed fists of five.
- Other positions - Discussed other positions that need to be filled: Instructional Aid with teaching certificate and PE teacher.

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Calendar:

- Next ICP meetings:
 - Annual ICP Board Meeting - 6/18 (Jen's last meeting)
 - Regular ICP Board Meetings
 - 7/2
 - 7/16 (Tanya gone)
 - 7/30 (Morning gone)
 - 8/6
 - 8/20
- 509J Board Meetings:
 - June 22 - Annual Report to 509J Board - Morning (scheduled ICP rep), Jen, Payton, Kathleen

Adjourn 12:00am

Minutes submitted by Kathleen Westly