

Convened at Muddy Creek Charter School

Inavale Community Partners Board Annual Meeting called to order at 7:08pm

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

Meeting Minutes Approval: Reviewed minutes from 6/4/09. Motion to approve minutes of 6/4/09 as revised (Christine), second (Morning); passed fists of 4s and 5s.

MCCS Business

Executive Director Report:

- ❑ Jen received the confidential 2008/2009 pre-preliminary AYP Report from the district. While many sections were blank since this is our first year, the main area of concern was our attendance. The target score for schools in the district is 92% while Muddy Creek's was recorded as 91.4%. This number is a discrepancy with the 93% the district reported to us. **AI: Payton & Jen** to figure out the discrepancy between the numbers.
- ❑ Enrollment: There is a lottery on 6/19/09 for an opening in 1st grade, which has five on the waiting list. There are discrepancies in enrollment reports for openings in other grades. **AI: Jen** to clear this up to determine current enrollment vs. openings.
- ❑ Staff Reflections: Jen has completed the "Activity Objectives" with Leah, Jenny, and Angie, which are now on file. Kriste's will be completed in July with Board member Christine. Goal-setting will need to be completed for Shannon and Michelle by September. **AI:** Either new ED or current Board member will complete.

Aerial Spraying: Kathleen presented the information she had gathered from both landowner Larry Venell and MCCS parent Kris Paul regarding sprays used on the field and spraying conditions that morning. We agreed that we need to address future situations through both a Board policy as well as a school procedure at a later time this summer. This will involve a meeting with Mr. Venell to get his input.

OSBA Membership: PACE insurance now requires that MCCS join OSBA (Oregon School Board Association) in order to provide us coverage. This has benefits of offering us the same protections school districts receive. Motion to authorize Payton to join OSBA on behalf of MCCS and pay the annual membership fee of \$250.25 (Kathleen), second (Christine); passed fists of 5s.

Digital Storytelling Camp: Payton checked with our insurance. We would be covered for a digital storytelling camp offered by a staff member at school. The next step is to get a proposal from Kriste for Board approval. **AI: Kriste** to submit proposal for camp.

ICP Business

Treasurer's Report:

- ❑ Reviewed the April/May 2009 Profit & Loss statement as well as fiscal year budget. April/May shows our first loss because of subtraction of SFSF money. The June statement will show an even greater loss because we receive no ADMw in June. **AI: Payton** will follow up on SFSF money reimbursement with appropriate 509J representative. **AI: Payton** will check with Kathy Rodeman regarding when ADMw for 08/09 is finalized.

- ❑ **AI: Payton** will check with Kathy R. regarding how we will do rent next year for our budget.
- ❑ Reviewed YTD Balance sheet. Payton has finished a lot of the grant accounting; she feels comfortable that she has the help she needs to finish grant inventory claims and will let us know if she needs more.

Annual Report: Steve Youngblood gave the report a positive review; no changes necessary. We discussed how the report should be presented and to whom. **AI: Kathleen** will check prices at AlphaGraphics to do bound copies, but we also want to include color copies of surveys in Appendices. Decided 10 copies should be made total and 7 distributed to members of the School Board, 1 to 509J, 1 for MCCS Executive Director, and 1 for ICP.

Annual Report presentation at 509J School Board meeting on 6/29/09 will be attended by Kathleen, Payton, and Morning from ICP and Jen from MCCS. Presenters will convene via email on Friday to prepare remarks, among which will be re: TAG—we didn't realize we had to provide TAG testing and will address this next year because we will have a testing coordinator in place; recognition—will go to all staff members who will be listed by name; each person went above and beyond both her job description as well as her hours on the job.

ICP Board Annual Meeting: This is our 3rd Annual Meeting. Jen kindly provided a celebration cake enjoyed by all.

- ❑ Motion to reappoint Kathleen Westly for a term of three years (Payton), second (Christine); passed fists of 5s. Christine Horning has agreed to take minutes while Kathleen retains the position of Secretary.
- ❑ Bylaws were reviewed by all Board members present. **AI: Kathleen** to send electronic copies to Morning and Christine.
- ❑ Payton paid our corporate renewal and changed our principal office address to 30252 Bellfountain Road, Corvallis, OR, 97333.

Here ends the minutes submitted by Kathleen Westly.

Hiring Procedure for ED: Motion to post the position for Executive Director on Tuesday, June 23rd and close July 14th. The job will be an annual .75 position, July 1-June 30th at a payrate of \$30,000 prorated (Kathleen), second (Payton); fists of 5s. **AI: Payton** will draft the initial job description and circulate via email. **AI: Tanya** will email Christine the current Hiring Procedure for ED. **AI: Christine** will revise and email for comment. **AI: Payton** will work to get EdZapp accessible to us once more. They claim they did not receive our renewal check.

Summer Manager Position: Decided we would like to create a Summer Manager position to take care of facilities decisions, coordinate work efforts, and organize people and tasks over the summer. This position can be paid for out of ED salary and is a temporary contract position; thus, we don't need a hiring procedure.

- ❑ Motion to appoint a Summer Manager at a stipend of \$1800 for 6 weeks of work, July 1 thru mid-August. We expect no more than 20 hrs./week to take care of a designated list of tasks (Payton), second (Morning); fists of 5s and 4.
- ❑ Motion to nominate Jenny Swanson for this position (Payton), second (Christine). No discussion or other nominees advanced. Passed fists of 5s and 4.

Testing Coordinator: Discussion was held about whether Jen can post and/or hire a testing coordinator at this time. Decided we will wait until multiple postings are ready to go out and there will be a consistent procedure handled by one person. Most likely a member of the Board will coordinate these efforts.

Bookkeeper Position: Plan to transition Payton's responsibilities to the new ED and a bookkeeper for hire beginning in August/September. Payton is willing to mentor and train her replacements. Bookkeeper position is designated at \$12.50/hr. which will be in effect starting on July 1st, 2009, with our new budget.

Administrative Assistant Position:

- ❑ Summer position: Motion to authorize Payton to offer Elisa Fairbanks the temporary summer office position up to 15 hrs./week (Kathleen), second (Morning); fists of 5s.
- ❑ Permanent position: Motion to post the Administrative Assistant position starting June 23rd until filled (Kathleen), second (Morning); passed fists of 5s. Position will be posted on website, craigslist, MCCS newsletter/email groups, and possibly the 509J website, and Payton/Elisa will handle applications until Hiring Committee is formed. **AI: ??** to post the position? **AI: Jen** to inquire if we can post on 509J website.

Handbooks: Decided we would like to create three school handbooks for Staff, Family, and Volunteers. In preparation for this, the following action items need to happen:

- ❑ **AI: Jen** will send all outstanding policies and procedures to Morning, collecting any others Mark may have for us as well.
- ❑ **AI: Christine** will send 3 policies/procedures regarding hiring to Morning.
- ❑ **AI: Morning** will compile the list of policies to be worked on this summer for the July 2 Board meeting.
- ❑ **AI: Kathy Brewer** volunteered to help with handbooks and will form a Summer Handbook Committee.
- ❑ **AI: Handbook Committee (HC)** will go through sample handbooks (from 509J schools as well as other charter schools) and form an outline for what a good handbook should contain, then tailor the outline to what our school needs (such as a spraying policy). This outline will be approved by the Board before the writing actually begins. As Board policies are approved, they will be funneled to the HC for incorporation into the appropriate handbook. Final approval of handbooks rests with Board.

Grange: We have received a \$500 donation on behalf of the grange. Grange members want to do more painting. Motion to reimburse the grange up to \$160 for paint from this donation (Payton), second (Christine); passed fists of 5s.

CVHS Donation: The students at CVHS who worked with Muddy Creek students at Raindance Ranch and on poetry unanimously voted to donate the money they raised as part of their EARTH project to Muddy Creek. They stipulated that they would like the \$137.70 to be used for experiential environmental education and hope to work with our students again next year. **AI: Christine and Leah** to write a thank you note for the "Good Words" section in the Gazette-Times to acknowledge this donation and spirit of partnership.

Farewell to Jen: This is Jen's last Board meeting, and her work was acknowledged with thanks and applause. We wish her well in her next endeavor!

Meeting adjourned at 10:25pm

This portion of the minutes submitted by Christine Horning.