

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:25pm

The next Board meeting will be on Thursday, February 3. Please mark your calendars.

Present: Morning McCreary, Anita Grunder, Tanya Freeman, Dan Hays, Erik Swartzendruber (notetaker).

**Summary of Votes:**

- **Motion to approve** the minutes of January 6, 2011 with the revised summary of the Place Based Learning discussion. (Tanya), 2<sup>nd</sup> (Anita), passed 5,5,5,5.
- **Motion to use** the 3 year budget projection already submitted to 509J in the renewal application for the contract negotiations. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5.
- **Motion to approve** donation of the Wolf Stove to the interested party on condition that Muddy Creek is not responsible for disposal. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5.

**Approval of Minutes:** **Motion to approve** the minutes of January 6, 2011 with the revised summary of the Place Based Learning discussion. (Tanya), 2<sup>nd</sup> (Anita), passed 5,5,5,5.

**Public Comment:** The board discussed the upcoming Non-Profit Board Training. **AI-1: Anita** to add the Non-Profit Board Training to the board calendar.

**Reports:**

**School Report:** (See attached report). Of note:

A person from PACE met with Dan to review the school's safety procedures and will give Dan a report about what needs to be in place.

The budget appears to be on track. Heating Fuel expenses may run high, while several other expenses may be lower than budgeted. A 3 year budget projection based on the school being K-8 and receiving 90% of ADMW was presented. This was the same budget submitted with the renewal application. **Motion to use** the 3 year budget projection already submitted to 509J in the renewal application for the contract negotiations. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5.

The board discussed having a Kindergarten open house.

The board also discussed the enrollment/re-enrollment process. **AI-2: Dan** to include the student re-enrollment form with the report cards mailed to families.

The board expressed interest in a summer after school program proposed by Afternoon Adventures leader Kari Evans.

The board discussed the charter contract negotiation. **AI-3: Anita** to arrange a meeting of the negotiation committee.

The board also expressed support for the kitchen renovation and hot lunch program that could be provided by 509J Food Services.

A licensed electrician was used to adjust the electrical for the kiln.

In May the board will plan summer projects for the physical plant.

Treasurer's Report: (Morning) The November and December actual amounts available in the 2 checking accounts remained steady at \$1108.05. A discrepancy was noticed and remedied: On November 29, 2010 an MCCA deposit was inadvertently placed in the ICP account. This was corrected on December 10. **AI-4: Morning** to check with Elisa to determine whether the Chase accounts could be closed.

### **Discussion and Decision:**

Head Teacher Duties: The board reviewed the list of Head Teacher duties and noted who is carrying out each responsibility. (See attached list) It was noted that Cedar is helping with discipline. The board discussed arranging for formal training for her for discipline. Before next year the board will discuss the Head Teacher job description and the leadership model.

Art Center Collaboration: The board discussed the Art Center's wish to promote art education in area schools. Dan and Anita will meet with parent Chris Neely, an employee of the Art Center, to discuss possibilities.

Leave Policy: Dan presented suggestions on the numbers of allowable leave days based on the current budget.

Carla Callahan as Signatory: Carla Callahan has requested being a signatory for Scrip checks. The board is in favor as long as it is acceptable by the appropriate policy.

Wolf Stove: Tanya has researched resale value for the Wolf Stove. Given the condition of the stove, the board is in favor of donating it to the interested party. **Motion to approve** donation of the Wolf Stove to the interested party on condition that Muddy Creek is not responsible for disposal. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5.

Review of AI's: The list of Action Items was reviewed and many items were stricken from the list.

Minutes taken by Erik Swartzendruber and submitted and filed by same.

Table of 509J meeting attendance:

February 7: Kriste

Calendar:

February 3: ICP Board Meeting

February 17: ICP Board Meeting

March 3: ICP Board Meeting

March 17: ICP Board Meeting

*CONSOLIDATED LIST OF ACTION ITEMS:*

New from the minutes of November 18, 2010

**AI-5: Anita** to review the procedure for ED and board evaluations.

Carryover from the minutes of December 2, 2010:

**AI-1: Tanya** to follow up with Jennifer of United Way to see if we can support their support of rural families in some way.

**AI-8 Tanya** to get addresses for approximately 400 households in radius around the school and print them on address labels.

**AI-9 Tanya** to contact Mr. Schultz of Weatherford-Thompson Law Firm to see if he is available to assist with negotiation of the contract and review the contract and lease before the final vote/approval.

Carryover from the minutes of December 16, 2010:

**AI-1: Kriste** to review the bylaws and suggest changes.

Carryover from the minutes of January 6, 2011:

**AI-1: Anita** to get a thank you card for Charter Starters.

**AI-2: Kriste** to gather information for board member bios.

**AI-4: Dan** to begin drafting the Employment/Leave policy.

New from the minutes of January 20, 2011:

**AI-1: Anita** to add the Non-Profit Board Training to the board calendar.

**AI-2: Dan** to include the student re-enrollment form with the report cards mailed to families.

**AI-3: Anita** to arrange a meeting of the negotiation committee.

**AI-4: Morning** to check with Elisa to determine whether the Chase accounts could be closed.