

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:05pm

The next Board meeting will be on Thursday, December 2. Please mark your calendars.

Present: Anita Grunder, Morning McCreary, Kriste York, Dan Hays, Erik Swartzendruber (notetaker)

**Summary of Votes:**

- **Motion to approve** the minutes of November 4, 2010 (Kriste), 2<sup>nd</sup> (Morning), passed 5,5,5,5
- **Motion to approve** a raise in Cedar Dunn's wage to \$12.00 per hour pending the outcome of a performance review to be completed before December 1. (Anita), 2<sup>nd</sup> (Kriste), passed 5,5,5,5
- **Motion to authorize** Dan to negotiate with Cedar Dunn to allow her to work up to 1 week during Christmas Break on the following tasks: organizing policies and procedures files, making the website attractive to prospective families, and creating a collection of fundraising information. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5.

**Approval of Minutes:** **Motion to approve** the minutes of November 4, 2010 (Kriste), 2<sup>nd</sup> (Morning), passed 5,5,5,,5

**School Report:** Dan presented the school report, covering all topics listed. (See attached report.)

*Discussion:* The board discussed the use of the car seats left at the school. There are a number of car seats available for use if a parent forgets to bring one. It has come to the board's attention that some of these car seats are out of date. The board decided to dispose of these, and to ask for donations of other car seats from parents, but also to explain that Muddy Creek does not have a policy of providing car seats for parents. **AI-1: Dan** to request donations of car seats from parents, and to explain that Muddy Creek does not have a policy of providing car seats.

Also discussed was the concern from a parent over the use of the word "God" in a song in music class. Dan has addressed the issue and will meet with the parent. The board discussed how to deal with concerns. The board does not want to micromanage the curriculum, but wants to find an inclusive solution.

Another issue discussed is that of fingerprinting staff. There are 4 staff members whose fingerprints have not been recorded by TSPC and the State Department. The board expressed concern that this be done as soon as possible. **AI-2: Dan** to contact TSPC to find out why there has been a delay in the process of fingerprint recording.

**Treasurer's Report:** (Morning) The Chase account is still open, waiting for final checks to clear. The OSUFCU credit card was received. Final balance for the Chase account was

\$873.55. The final balance for the OSUFUCU account was \$243.55. Also, state and federal taxes have been filed for ICP. Oregon taxes required a payment of \$108. No payment was required for federal taxes.

**Leadership Corvallis Report:** (Kriste) Kriste attended the latest meeting. She felt that the meeting is good exposure for Muddy Creek. She also received a chart of community services available to local residents.

**Liaison Report:** Anita and Dan have met according to schedule. They discussed the issue of coordinating fund-raising efforts between the board and other school groups. Cedar can be the clearinghouse for information on fundraising efforts and opportunities. They also discussed fundraising for a track. Information is being gathered at this point for construction methods. **AI-3: Dan** to check with 509J to make sure it is acceptable to build a track.

**Policies and Accountability:** The board would like to focus more time on finalizing and updating some policies, including Hiring, Collections, Homework, Employment, Policy 00001, and Board Accountability. Kriste is continuing efforts on the Homework policy, and will schedule a committee meeting in December. **AI-4: Erik** to evaluate the draft of Policy 00001 and forward to the board. Also discussed was the need to complete ED and board evaluations and the internal audit. **AI-5: Anita** to review the procedure for ED and board evaluations. **AI-6: Kriste** to oversee the internal audit with Elisa and Dan in December.

**Liaison to Teachers and Filling of Head Teacher Roles:** The board discussed the need to formalize a chain of communication for staff to resolve complaints. They should first contact the Head Teacher. If that is unsatisfactory they can contact the ED, then finally the board. Currently Dan is filling both the Head Teacher and ED role in regards to teacher issues. Some Head Teacher duties are being contracted to other persons. The board briefly discussed the ED/Head Teacher model.

**Hourly Pay Budgeting:** The board discussed approving a raise for Cedar. **Motion to approve** a raise in Cedar Dunn's wage to \$12.00 per hour pending the outcome of a performance review to be completed before December 1. (Anita), 2<sup>nd</sup> (Kriste), passed 5,5,5,5. **Motion to authorize** Dan to negotiate with Cedar Dunn to allow her to work up to 1 week during Christmas Break on the following tasks: organizing policies and procedures files, making the website attractive to prospective families, and creating a collection of fundraising information. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5.

Meeting adjourned at 8:55pm.

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

Table of 509J meeting attendance:

December 13: Erik  
January 10: Morning  
February 7: Kriste

Calendar:

November 20: Giving Thanks Celebration  
December 2: ICP Board Meeting  
December 16: ICP Board Meeting

*CONSOLIDATED LIST OF ACTION ITEMS:*

Carryover from the Minutes of September 9, 2010:

**AI-3: Anita** to update and format the Collections Development Policy document.

Carryover from the Minutes of October 21, 2010:

**AI-1: Anita** to contact the state to see about a refund of the double-paid corporate registry fee.

Carryover from the minutes of November 4, 2010:

**AI-1: Dan** to rough out an employee leave policy.

**AI-2: Anita** to update school report list for Dan at the liaison meeting.

New from the minutes of November 18, 2010

**AI-1: Dan** to request donations of car seats from parents, and to explain that Muddy Creek does not have a policy of providing car seats.

**AI-2: Dan** to contact TSPC to find out why there has been a delay in the process of fingerprint recording.

**AI-3: Dan** to check with 509J to make sure it is acceptable to build a track.

**AI-4: Erik** to evaluate the draft of Policy 00001 and forward to the board.

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

**AI-6: Kriste** to oversee the internal audit with Elisa and Dan in December.