

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, January 6. Please mark your calendars.

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

**Summary of Votes:**

- **Motion to approve** the minutes of November 18, 2010 (Anita), 2<sup>nd</sup> (Morning), passed 5,5,3
- **Motion to approve** Budget H, with the understanding that the new budget includes the additional \$200 requested by Dan to complete the work on the all-call system (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5.
- **Motion to approve** use of the library and computers for an after school club, pending satisfactory completion of a building use form and final approval from Dan (Anita), 2<sup>nd</sup> (Tanya), passed 5,5,5
- **Motion to open** an MCCA PTO account at OSU Federal Credit Union with Executive Director, ICP president, PTO president and PTO treasurer as signers (Anita), 2<sup>nd</sup> (Tanya), passed 5,5,5
- **Motion to approve** Library and Collection Development Policy (Morning), 2<sup>nd</sup> (Anita), passed 5,5,5.
- **Motion to approve** revisions to Procedure 1: "Creating, Modifying, and Storing Policies, Procedures, and Records" with revisions recommended by Christine Harvey Horning and those recommended during today's discussion (Tanya), 2<sup>nd</sup> (Morning), passed 5,5,5.

**Approval of Minutes:** **Motion to approve** the minutes of November 18, 2010 as revised (Anita), 2<sup>nd</sup> (Morning), passed 5,5,3

**Public Input/ United Way Report:** Tanya attended a presentation by Benton County United Way regarding some recent need assessments that were recently performed in Benton County. The Report on Education found that 20% of Benton County students live outside of the Corvallis city limits. In particular, the report found that the United Way needs to consider finding a location in South Benton County where families can access services. Tanya mentioned the ICP mission and the fact that we currently have a rural site that might be utilized by the United Way in some way to support our rural families. Tanya will connect with the United Way personnel in charge of the rural initiatives. **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.

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

*Discussion:* Dan is continuing to work on the installation of the all-call system. The new system is working in all but two of the classrooms where speakers are missing. In addition the outside speakers are not loud enough to be heard by the children at recess. Dan needs \$600 more to install the two speakers and ramp up the volume on the outside speakers. This is \$200 more than the money budgeted for this expenditure.

Dan met with the parent that was concerned about religious content in music that was being used in the music program. Dan will speak with the teacher and encourage parents to speak directly with teachers when they have a concern before they come to him.

Dan spoke with Ms. Jenny about her feelings on raising the cap in the kindergarten classroom. Jenny would prefer to hold the cap at 16 children. There was no further discussion on the matter.

Dan completed a performance review for Cedar Dunn. As per recommendation at last board meeting, Cedar's pay rate was increased after her positive performance review. Cedar has also agreed to work a certain number of hours during winter break on various tasks that need to be done for the school.

Place Based and Project Based education report. The kindergarten class is focusing on bird watching and family traditions. They are reporting their bird sightings to Cornell University. The 1/2/3 class is finishing up their architecture unit, which has included a lot of integrated math and student self-evaluation. The 1-2 class has finished their buildings and is moving into a focus on weather and seasons. The 4-5 class is continuing a focus on recycling and the Beaver Creek riparian project.

Two staff members still need final clearance from TSPC. One needs fingerprints to finish processing and the other needs to take a one-day class.

The school has had three roof leaks and the district has been called to fix them. The district bears the fiscal responsibility for roof repair. The district also repaired issues with the heating system.

Cedar and Dan are encouraged to keep a phone call log of information shared and discussed over the phone.

A post on the corner of the field was plowed into by a vehicle on the snow day. Dan is working with volunteers to see if the post can be repaired.

Dan will be conducting teacher observations/evaluations related to teaching literacy in December.

Dan will conduct observations/evaluations of place and project based teaching in January.

**Financial Report:** Dan presented budget H. This budget reflects the new lower AdMW and the increased estimate on the SFSF money. This budget has us in the red by \$9616 at the end of the year (for the yearly budget), with a final carryover of \$42,430 (after adjusting for financial loss this year). This carryover amount is greater than the recommended percent of our yearly budget. The board requested a more detailed presentation of the

budget at the December 16 board meeting, with particular emphasis on budget, expenditures to date, and expected expenses in each line of the budget.

**Motion to approve** Budget H, with the understanding that the new budget includes the additional \$200 requested by Dan to complete the work on the all-call system (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5.

**Kudos and recognition to Elisa Fairbanks** for professional and proficient work as the MCCS book keeper.

**Building Use Request:** Dan shared a request by a parent to use the library and computers after school 1x week for a video animation and video game development club. Board asked that the parent be required to complete a building use request form. Dan will ask whether the parent would consider opening the club to other children in the community (but not the school) if space is available after MCCS students have been given the option to join. The club will have up to 12 children.

**Motion to approve** use of the library and computers for an after school club, pending satisfactory completion of a building use form and final approval from Dan (Anita), 2<sup>nd</sup> (Tanya), passed 5,5,5

**AI-2 Dan** to have the parent fill out the building use request form and file and see that an announcement about the club goes out in the parent letter.

**School Track Report:** Dan asked the District about the construction of a track and has not yet received a response.

Dan conducted surveys around the district to find out how other programs have build tracks. Four district schools have hog fuel tracks. These can be built for under \$1000, but they have a rough, uneven surface that can be hard to run on. There are ways to make a smoother track, but the more complex versions cost between \$4000 and \$5000. These would entail clearing away the grass, laying cloth, rolling gravel and then covering with wood chips. This track would last longer and have a much more even surface. Parent and community volunteers have already offered over \$1500 of in kind materials, equipment, and experienced consultation. Anita is writing a grant proposal to the Siletz tribe for money for the track. The grant is due by December 15. **AI-3 Anita** to finish the grant, send a copy to the board, and submit the grant by the December 15 deadline.

**PTO Bank Account:** The MCCS PTO is active and would like a bank account for the PTO money that can be accessed by leadership without having to go through the bookkeeper each time, even for small expenses. PTO income currently includes money from scrip, boxtops, fundraising, and a small amount allocated in the budget at the beginning of the year. Elisa has looked into the process of adding an additional account with limited access onto the MCCS OSU federal credit union bank account. This will be possible. **Motion to open** an MCCS PTO account at OSU Federal Credit Union with Executive Director, ICP president, PTO president and PTO treasurer as signers (Anita), 2<sup>nd</sup> (Tanya), passed 5,5,5  
**AI-4 Anita** to tell the PTO and Elisa to open this account.

**Library and Collection Development Policy:** Policy number 00029 reviewed and discussed. One minor change made to revisions. **Motion to approve** Library and Collection Development Policy (Morning), 2<sup>nd</sup> (Anita), passed 5,5,5.  
**AI-5 Tanya** to send policy to Cedar for posting on line and in notebook.

**Procedure 1b:** “Creating, Modifying, and Storing Policies, Procedures, and Records” Policy number will include the revision letter to indicate if it is a modified version of a procedure of policy. Approval date will be changed to “Last board Approval” date to be consistent. **Motion to approve** revisions to Procedure 1 with revisions recommended by Christine Harvey Horning and those recommended during today’s discussion (Tanya), 2<sup>nd</sup> (Morning), passed 5,5,5.

**AI-6 Tanya** to send procedure to Morning. Morning to complete revisions and formatting and send to Cedar for posting.

**AI-7 Dan** to ask Cedar to change the date of the policies to match the Recent Approval Date on all policies in the archives.

**Fundraising Letter:** Anita proposed sending a fundraising letter to members of the local community with an update on the school and request for contacts, volunteers, and financial support in late January or Early February. Cost is estimated at \$250.

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

**Renewal:** 509J sent a letter of intent to renew our charter school contract with the Corvallis School District. We have a meeting scheduled for February 7 to negotiate the contract with the 509J school board. Anita and Dan will meet with Kevin Bogatin to discuss what negotiation will look like and a time line for negotiation meetings to occur before the February 7 meeting. Board discussed the need to have a lawyer review the contract as it is written and the fact that we need to negotiate the contract and the lease simultaneously.

**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.

**Board Visits to Classrooms:** Each board member is supposed to visit the classrooms at least once a year. When a board member wants to do this, they need to contact Dan with the date and he will work with the teachers to develop a visit schedule and get back to the board member with the times.

**AI-10 Morning** to write a letter to the teachers explaining the purpose of these visits and how the process will work

**Tabled Discussion:** Discussion of classroom configurations to be discussed before negotiation process and decided before the lottery in March (r.e. 1/2/3/ class combinations).

Meeting adjourned at 9:09.

Minutes taken by Morning McCreary and filed by Erik Swartzendruber.

Table of 509J meeting attendance:

December 13: Erik

January 10: Morning

February 7: Kriste

Calendar:

December 9: ICP Closed Session 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.

New 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-2 Dan** to have the parent fill out the building use request form and file and see that an announcement about the club goes out in the parent letter.

**AI-3 Anita** to finish the grant, send a copy to the board, and submit the grant by the December 15 deadline.

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