

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:07 pm

The next Board meeting will be on Thursday, March 17. Please mark your calendars.

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

**Summary of Votes:**

- **Motion to approve** the minutes of February 17, 2011. (Tanya), 2<sup>nd</sup> (Morning), passed 5,5,5,5,3.
- **Motion to authorize** Dan to hire Michelle Waddell to fill the Office Manager position until the end of the school year, including up to 20 hours training time, at a pay rate of \$10 per hour. (Tanya), 2<sup>nd</sup> (Anita), passed 5,5,5,5,5.
- **Motion to approve** ICP's expenditure of \$250 to join NWCEO. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5,4.

Approval of Minutes: **Motion to approve** the minutes of February 17, 2011. (Tanya), 2<sup>nd</sup> (Morning), passed 5,5,5,5,3.

Public Comment: It was brought to the board's attention that the closing date for candidacy for the open positions of the Corvallis School District is March 17, 2011.

**Reports:**

Executive Director's Report: (Dan) See attached report. Changes: Enrollment is now 72. We added a 5<sup>th</sup> grader, but 2 students from the same family withdrew because of transportation costs.

Of note: Cedar will be leaving at spring break. Dan proposed hiring parent Michelle Waddell as an interim Office Manager until the end of the school year. **Motion to authorize** Dan to hire Michelle Waddell to fill the Office Manager position until the end of the school year, including up to 20 hours training time, at a pay rate of \$10 per hour. (Tanya), 2<sup>nd</sup> (Anita), passed 5,5,5,5,5. The board discussed a thank you for Cedar. We will offer her a gift certificate to a restaurant for \$50. **AI-1: Kriste** to see to the acquisition of the gift certificate for Cedar. **AI-2: Erik** to contact the PTO to see if they want to have a farewell for Cedar.

Also of note is that it is coming to light that some miscalculations may have been made resulting in Muddy Creek not receiving as much money as we should. Dan and Elisa are looking into this further.

Dan is also looking into the physical plant aspects of the building with the perspective that we may take over the building. Of issue are the boiler, the roof, the HVAC system and the heating oil tank. Dan is contacting contractors to get prices for repairs and maintenance of the physical plant.

Dan will also submit an ad promoting MCCS in the Gazette-Times education special.

Dan also mentioned that the Siletz grant proposal is due. We will re-submit the proposal for track funding.

**Discussion and Decision:**

Charter Renewal Negotiation: The board discussed how to mobilize the MCCS community to contact 509J board members with support for MCCS. **AI-: Kriste** to coordinate with the PTO regarding how to contact 509J board members with support for MCCS. Also discussed were discrepancies in funding calculations given by 509J staff showing that we received more funding than we actually did. Elisa and Dan will present to 509J staff the re-casting of the “profit and loss” sheet, showing the corrected amounts. If they do not pass this on to the 509J board, we will. **AI-4: Anita** will contact 509J staff to call for another negotiation meeting. Anita is also looking into legal counsel to review the charter contract.

Joining the NWCEO: Anita proposed that ICP join the Northwest Center for Education Options, which promotes charter schools. The NWCEO is pushing legislation which would increase charter school funding to 95% of ADMw. **Motion to approve** ICP’s expenditure of \$500 to join NWCEO. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5,4. **AI-5: Morning** to take care of ICP joining the NWCEO.

Strategic Development Plan: The board will review the Strategic Development Plan at the March 31 meeting.

Internal Audit: MCCS is due for another internal audit. Kriste will do this with Dan and Elisa. **AI-6: Kriste** to initiate an internal audit.

Other Discussion: Anita suggested posting a compilation of the ED and Board accountability calendars on the web and at the school to further help the community understand the behind-the-scenes action at MCCS.

Kriste suggested a fundraising idea of an event of a tasting of food canned by people in the MCCS community.

Review of Action Items: AI’s were reviewed and many were stricken from the list.

Meeting adjourned at 8:45 pm.

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

Calendar:

March 14: 509J Board Meeting  
March 17: ICP Board Meeting  
March 31: ICP Board Meeting

*CONSOLIDATED LIST OF ACTION ITEMS:*

Carryover 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.

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

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

Carryover from the minutes of January 20, 2011:

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

Carryover from the minutes of February 3, 2011

**AI-3: Dan and Erik** to review the hiring policy and suggest changes.

**AI-4: Dan** to find out staff members intention to return next year.

Carryover from the meeting of February 17, 2011:

**AI-1: Dan** to find the field trip policy or procedure and add wording about younger siblings not coming along on field trips.

New from the meeting of March 3, 2011:

**AI-1: Kriste** to see to the acquisition of the gift certificate for Cedar

**AI-2: Erik** to contact the PTO to see if they want to have a farewell for Cedar.

**AI-3: Kriste to coordinate** with the PTO regarding how to contact 509J board members with support for MCCS.

**AI-4: Anita will contact** 509J staff to call for another negotiation meeting.

**AI-5: Morning** to take care of ICP joining the NWCEO.

**AI-6: Kriste** to initiate an internal audit.