

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, April 21. Please mark your calendars.

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

### **Summary of Votes:**

- **Motion to approve** the minutes of March 3, 2011, and March 31, 2011. (Morning), 2<sup>nd</sup> (Anita), passed 4,5,5,5,5
- **Motion to approve** the 3-year budget projection as presented. (Tanya), 2<sup>nd</sup> (Kriste), passed 3,3,4,5,5.
- **Motion to include** the document prepared by the homework policy committee in the Family and Staff handbooks. (Anita), 2<sup>nd</sup> (Morning), passed 4,5,5,5,5.
- **Motion to approve** the Strategic Development Plan as revised (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5,5.

**Approval of Minutes:** **Motion to approve** the minutes of March 3, 2011, and March 31, 2011. (Morning), 2<sup>nd</sup> (Anita), passed 4,5,5,5,5.

**Public Comment:** Marilyn Dilles (as reported by Anita), stated that she learned from Margaret Bates that there are 108 charter schools with a total of 18,000 students in Oregon.

### **Reports:**

**Executive Director's Report:** (See attached report). Additionally, the enrollment lottery was held. Dan also reported that a parent whose child was selected for enrollment in the lottery asked about holding the spot for the next school year. The board was not in favor, and felt that it is likely against charter law.

The 3-year budget projection has not been submitted to 509J. Dan contacted Roy Burling to let him know about the delay. Dan presented the projection for the board. **Motion to approve** the 3-year budget projection as presented. (Tanya), 2<sup>nd</sup> (Kriste), passed 3,3,4,5,5.

A committee to investigate MCCA taking over the Inavale school building will consist of Dan, Anita, and Tanya, with help from Elisa Fairbanks and Mark Hazelton. Dan is continuing to communicate with contractors regarding physical plant maintenance and repairs.

**Staff Survey Report:** Kriste and Tanya interviewed teachers. The comments were generally very positive. Staff also made numerous constructive suggestions. **AI-1: Tanya and Kriste** to

discuss the staff survey report with Dan and make a “to do” list. The board discussed the idea of overnight field trips, project room re-organizing and beautification, and outdoor storage space.

Internal Audit Report: Kriste reported that the internal audit held on March 17, 2011, went very well. No concerns were raised.

### **Discussion and Decision:**

Strategic Development Plan: The board discussed and updated the Strategic Development Plan. The work of the homework policy committee was discussed. We will not at this time create an official policy. However, a document outlining MCCS’s homework philosophy will be inserted into the Family and Staff handbooks. **Motion to include** the document prepared by the homework policy committee in the Family and Staff handbooks. (Anita), 2<sup>nd</sup> (Morning), passed 4,5,5,5,5. **AI-2: Kriste** to send a copy of the homework policy document to Dan. The board revised the SDP to include a volunteer section and an art program section **Motion to approve** the Strategic Development Plan as revised (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5,5,5.

Board Matrix/Recruitment Discussion: The board discussed the latest version of the matrix, especially in regards to how to fill specific needs. The board continues to feel that a board with 5 to 7 members is ideal. Also brought up was the possibility for the MCCS bookkeeper to take over the ICP Treasurer duties. Kriste showed a sample recruitment questionnaire for prospective board members.

Staff Leave Policy: The draft of the Staff Leave Policy, created by Dan and revised by Anita, was presented. **Motion to approve** Policy 0003 ----- (Anita), 2<sup>nd</sup> (Kriste), passed 5,5,5,5,5.

Review of Action Items: The AI list was reviewed.

Board/Staff Discussion Meeting: **AI-3: Kriste** to schedule a meeting between MCCS staff and board, to discuss vision and ideas.

Meeting adjourned at 9:30 pm.

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

### Calendar:

April 21: ICP Board Meeting  
May 5: ICP Board Meeting  
May 9: 509J Board Meeting  
May 19: 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.

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 March 3, 2011:

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

Carryover from the minutes of March 31, 2011:

**AI-2: Tanya** to draft a document for 509J with recommendations for improving the charter renewal negotiation process.

**AI-3: Anita** to research the dissemination grant.

New from the minutes of April 7, 2011:

**AI-1: Tanya and Kriste** to discuss the staff survey report with Dan and make a “to do” list.

**AI-2: Kriste** to send a copy of the homework policy document to Dan.

**AI-3: Kriste** to schedule a meeting between MCCS staff and board, to discuss vision and ideas.