

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:15pm

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

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

Summary of Vote(s) of this Meeting:

- **Nomination** of Erik Swartzendruber as ICP Board Member (Tanya), 2nd (Anita), passed 5,5,5.
- **Motion** to appoint Erik as Secretary and Community Liaison (Anita), 2nd (Morning), passed 5,5,5. (Erik recused himself from the vote.)
- **Motion** to approve the MCCS 2010-11 Budget (version A) with changes as noted: Re-allocating \$1000 for the library and \$1000 for Field Trip Transportation and Entrance for Instruction. (Morning), 2nd (Anita), passed 5,5,5,5.

Appointment of New Board Member: **Nomination** of Erik Swartzendruber as ICP Board Member (Tanya), 2nd (Anita), passed 5,5,5. Erik will fill Kathleen Westly's position. **Motion** to appoint Erik as Secretary and Community Liaison (Anita), 2nd (Morning), passed 5,5,5. (Erik recused himself from the vote.)

Meeting Minutes Approval: Reviewed the minutes of May 6, 2010. **Motion to approve** the minutes of May 6, 2010 (Tanya), second (Morning); passed 5,5,5.

Public Comment: (began at 7:23) No public comment.

Reports:

- **MCCS School Report** (Dan Hays):
 - **Enrollment:** Enrollment is 67 (K/14, 1st/14, 2nd/10, 3rd/7, 4th/12, 5th/10). Projected enrollment for 2010-11 is 76 (K/16, 1st/14, 2nd/15, 3rd/11, 4th/8, 5th/12).
 - **Parent and Student Satisfaction Surveys:** There have been few responses to the survey.
 - **Facilities Report:** The boiler had water in the filter. This was fixed by 509J. The well head has a leak. Dan was advised by 509J that the well was functional enough until the end of the school year. There is a broken strap in the playground equipment. 509J will send someone to fix it.
 - **Financial Report:** Dan reported that the Afternoon Adventures program has lost \$602.52 from lack of payment. The program is still in the black, however. The YTD net profit is \$1868. The board reviewed the April Financial Report. Net income for April was -\$2,362.47; the April budgeted amount was -\$198.90; the YTD

Actual was \$42,555; and the YTD Budgeted amount was \$37,515. The budget appears to be in the black.

Discussion & Decision (began at 8:23pm)

Projected 2010-11 Budget: Dan presented a proposed budget for next year. The budget was presented with conservative numbers; it was based on 4 fewer students than projected, and included no Poverty Factor. The budget also includes \$15,000 possibly needed for benefits for the 4/5 teacher to be hired. Teacher salaries were presented as unchanged from this year. Other possible cuts included Math Teacher, PE Teacher, ED salary, and teacher assistant hours. Discussion resulted in the proposal to redirect monies for Instruction. Library and Field Trip funds can be used from donation funds instead of the general budget. The carryover includes \$4000 more than the 10% required. This can also be redirected for Instruction. Dan will discuss priorities with staff for how to use these funds. **Motion** to approve the MCCS 2010-11 Budget (version A) with changes as noted: Re-allocating \$1000 for the library and \$1000 for Field Trip Transportation and Entrance for Instruction. (Morning), 2nd (Anita), passed 5,5,5,5.

Discussion: Leah brought up the topic of sick days. Currently there is a pool of 20 days for all the teachers. There could be issues of fairness if one teacher uses more days than others. It was decided to allocate an equal number of days to each teacher.

Leah also brought up the topic of teacher salary. She pointed out that MCCS is on the lower end of teacher pay compared to other local charter schools. The board expressed desire to raise teacher salaries. Dan mentioned that bonuses were an option, too.

Calendar: The next few ICP board meetings will be held June 3, June 10, July 1, July 15, July 29. **AI-1: Anita** to check with 509J on the Annual Report due date.

Head Teacher and 4/5 Hire: Phone interviews are in process; the short list will be developed this week. There was discussion over whether to videotape the sample lessons to be taught by candidates. It was decided not to videotape these as it might prove distracting for kids. It was decided to have a subcommittee observe the sample lessons. Dan Hays, Christina Hinton, Michelle Reichelderfer, and Kriste York will form that subcommittee. Discussion revolved around the date to schedule interviews and final decision. **AI-2: Dan** to distribute the schedule of the hiring process to the hiring committee and the board.

Review of Action Items: Many AI's have been completed and were removed from the list.

Internal Audit: **AI-3: Anita** to initiate the process of the internal audit.

Meeting adjourned at 9:22pm.

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

Table of 509J attendance: June 21 Anita

CONSOLIDATED LIST OF ACTION ITEMS:

Carryover AIs from Minutes of October 15th:

AI-19: John (Dan) to draft an “Offer Letter Procedure Checklist.” Letter should stipulate the phrase “license in hand” for all applicable positions.

Carryover from Minutes of December 10th:

AI-3: Anita will track desired changes to By-laws for a revision at the June Annual Meeting.

Carryover from Minutes of February 4th:

AI-1: Tanya to initiate the search for the Founders’ List.

Carryover from Minutes of February 18th:

AI-3: Anita to draft a Playground Policy

Carryover from Minutes of April 1st:

AI-7: Each Board member will return their responses to both “Appendix A” and “Appendix C” to Morning by April 16 for the Board Review process.

Carryover from the Minutes of April 15th:

AI-1: Anita to show the IRS letter to Payton and discuss how to address it.

Carry-over from Minutes of April 29th:

AI-6: Christine to make suggested revisions to Procedure 1 “Procedure for Creating, Modifying, and Storing Policies, Procedures, and Important Documents” and hand off to Erik to see through the process of passing.

AI-7: Gretchen to post the following approved policies and procedures to website: Procedures 12, 13, 14, 15, 16, & 19, Procedure 3b, Policy 3b, Policy 36, Procedure 23, and Policy 10.

Carryover from the Minutes of May 6, 2010:

AI-1: Morning to order ICP checks.

AI-2: Dan to create a master calendar.

AI-4: Anita to send an outline of the Annual Report to board members for review.

New from the Minutes of May 20, 2010:

AI-1: Anita to check with 509J on the Annual Report due date.

AI-2: Dan to distribute the schedule of the hiring process to the hiring committee and the board.

Summer Task List:

- Compile a confidential notebook of all interview questions to be archived in locked file cabinet in ED’s office.

- Create the Staff Handbook.
- Charter Renewal Committee to follow up on the breach of contract issue(s) to make sure our contract is consistent with the law regarding compliance issues (ODE & TSPC).
- Create a goal-setting form for the ED review and circulate draft for Board input.