

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:13pm

The next Board meeting will be on Thursday, May 20. Please mark your calendars.

Present: Morning McCreary, Tanya Freeman, Anita Grunder, Dan Hays, Erik Swartzendruber (notetaker), Payton James-Amberg, Terina MacLachlain

**Summary of Vote(s) of this Meeting:**

- **Motion to post** an advertisement for the position of Executive Director on the website. 2<sup>nd</sup> (Morning), passed 5,5,5.
- **Motion to approve** Revision e of Procedure 11, "Procedure for Hiring Certified Staff." (Morning), 2<sup>nd</sup> (Anita), passed 5,5,5.

**Meeting Minutes Approval:** Reviewed the minutes of April 29, 2010. **Motion to approve** the minutes of 3/17/10 (Tanya), second (Morning); passed 5,5,5.

**Appointment of Acting Secretary:** Anita volunteered to be Acting Secretary until a new secretary has been elected

**Public Comment:** Payton asked if ICP checks have been ordered (not done). **AI-1: Morning** to order ICP checks.

Payton also brought up, as a future topic, the suggestion of credit cards for Dan and Gretchen.

Payton also mentioned that she has been making a demo ICP website. She suggested that ICP have a separate website from Muddy Creek.

Payton also reported that she gave the PTO a projected amount of available funds for next fiscal year so they can plan and budget. It was noted that the budget will need approval by the ICP board as part of the budget process. The total projected available funds would be between \$1800 and \$1900.

**Reports (began at 7:25 PM):**

**PTO Report (Terina MacLachlain):** The PTO is going to organize events for the Field Day (last day of school) and the campout on Friday, June 11. They will also organize the Muddy Creek display

at Footwise, which will be up from July 6 through 19. At DaVinci Days (July 16 through 18), the PTO will organize an activity booth. The PTO is planning a food booth as a fundraiser for the Corvallis Fall Festival in September. The PTO is working on future fundraiser ideas and will compile a list of ideas and create a master calendar of events. The PTO will also contact teachers to ask them what needs they have that could be filled with the help of the PTO.

*Discussion:* Morning suggested that the PTO could have a resource person to help new families at Muddy Creek. Anita suggested that Muddy Creek have a Master Calendar. **AI-2: Dan** to create a master calendar for the school.

- 509J Board Meeting of May 3 (Morning McCreary): The school district approved the Key Dates for 2011/12. A professional learning seminar was held in Portland and attended by many from the School District. 509J selected a new Math Curriculum, "Investigations." It has been controversial in other school districts, and one research study said it was ineffective. Anita pointed out that we do not have to follow their curriculum. Morning said that 509J will be doing training for "Investigations" in June.

*Discussion:* Dan suggested that teachers at Muddy Creek like the "Bridges" curriculum we are currently using and he is working on addressing issues with that curriculum. Dan pointed out that what is important is that students continue to learn math skills from K through 5, and that this can be accomplished with different curricula.

- MCCS School Report (Dan Hays):
  - o Test Results: Dan presented test scores from all the grades. The results show a normal range of scores, with most students meeting or exceeding expectations and showing improvement from last year.

*Discussion:* Dan expects improvement in test results in the upcoming years and the results are encouraging so far. Dan would like to ask 509J to require fewer tests of Muddy Creek next year. Anita noted that this would be a change of contract. Morning said that we would not have to do the MAPS test twice next year. Anita asked which tests are required by the state. These are OAKS and Raven. All other tests are required by the charter contract.
  - o Parent and Student Satisfaction Surveys: Dan presented draft surveys to the board. Wording changes were suggested, but the board's general reaction was positive. Dan asked if the

student surveys should be presented in class or sent home for response. The Board recommended sending the surveys home.

- o Enrollment: Enrollment is still 66. Kindergarten lost 1 and 1<sup>st</sup> grade gained 1. Incoming enrollment is currently as follows: K-16, 1<sup>st</sup>-15, 2<sup>nd</sup>-14, 3<sup>rd</sup>-10, 4<sup>th</sup>-9, 5<sup>th</sup>-13.

*Discussion*: Anita asked whether we could fill a new classroom with these enrollment numbers. Dan said we could not yet. Payton said that even with 85 students the budget would not support another teacher. Payton also noted that she needs the new grade cap numbers to post on the website. Dan asked whether we should enroll the 2 available students. This could, if all students remain in school in the coming years, create a situation in which the number of students in certain grades would exceed the caps. Payton said there is a hole in the policy that could allow for problem situations such as this.

- o Incident Report: There was an incident of a student falling from the zipline after being pushed hard by another student. The student who fell was hurt, but was not hospitalized. She went home with her parent. Dan called later and she is doing fine.

*Discussion*: Dan asked whether to report the incident in the newsletter. Morning suggested phrasing it more generally, requesting parents help by discussing playground behavior with their children, as there have been incidents.

- o Visit With Assistant Superintendent: The new Assistant Superintendent of 509J, Kevin Bogatin, visited Muddy Creek on his own. He was favorably impressed with the test scores.
- o Budget Considerations: Dan asked how conservative to be in creating the budget. Anita and Payton suggested using expected enrollment numbers minus 2, and excluding poverty factor.
- o Insurance for upcoming events and ongoing activities: Muddy Creek is covered for the June 4 event, and is covered for the basketball games played by community members. The basketball guys need to know that the money they give is a donation, not a fee.

#### Discussion & Decision (began at 8:23pm)

Bookkeeper and ED Hiring: Dan reported that, the ad for the bookkeeper position was posted to the website; there have been no responses.

**Motion to post** an advertisement for the position of Executive Director on the website. 2<sup>nd</sup> (Morning), passed 5,5,5. **AI-3: Peyton** will forward the old application for Executive Director to Anita. Anita recommended keeping the interim position of E.D. until July 1.

Head Teacher and 4/5 Hire: Dan reported 77 applications for the 4/5 teacher position and 37 for the Head Teacher position.

Hiring Procedure (0011): Dan suggested several changes to the procedure. After discussion some changes were made. One change was to have the E.D. fill the screening and hiring committees and have the ICP board approve. Another change is to have the screening committee develop criteria as well as a list of questions for teacher hiring. Another change will be to omit community feedback potluck for candidates. The community can take part in the process by helping shape the hiring criteria. The screening committee will now become part of the hiring committee. **Motion to approve** Revision e of Procedure 11, "Procedure for Hiring Certified Staff." (Morning), 2<sup>nd</sup> (Anita), passed 5,5,5.

Posting Details for ED Position: Anita questioned whether we should post for the ED position as a halftime or three quarter time position. Tanya suggested we could budget conservatively and post for half time and change it later if needed. Dan pointed out that the position is huge. Anita suggested posting as a three quarter time position so that we don't create a financially unsustainable situation. Payton noted that she was told by Rodeman to assume a 15% cut in ADMW next year. It was decided to post as negotiable hours and pay.

Annual Report: Anita volunteered to take the lead in this regard. **AI-4: Anita** to send an outline of the report to board members for review.

Board Review: Morning compiled the board self-reviews. Further discussion deferred until June.

Meeting adjourned at 9:38pm.

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 15<sup>th</sup>:

**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 10<sup>th</sup>:

**AI-2: John (Dan)** to develop a staff performance protocol this year and write a procedure as they progress.

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

Carryover from Minutes of February 4<sup>th</sup>:

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

Carryover from Minutes of February 18<sup>th</sup>:

**AI-3: Anita** to draft a Playground Policy

Carryover from Minutes of April 1<sup>st</sup>:

**AI-5: Dan** will create a financial proposal and school leadership model for the Board to review.

**AI-6: Morning** will check with PACE about liability during digital storytelling workshops.

**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.

New from Minutes of April 15<sup>th</sup>:

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

**AI-2: Gretchen** to post in the newsletter directions for accessing the Board evaluation survey posted on surveymonkey.com.

**AI-3: Christine** to send approved Policy 9b to Gretchen to post on the website.

**AI-3a: Gretchen** to post Policy 9b.

**AI-4: Christine** to send approved Policy 26 to Gretchen for posting.

**AI-4a: Gretchen** to post Policy 26.

**AI-5: Christine** to send to Board members a 3<sup>rd</sup> draft of the Minutes Procedure for review.

**AI-6: Anita** to send a copy of the quarterly report to Gretchen to post on the website and Christine to attach to minutes of April 15.

**AI-6a: Gretchen** to post Quarterly Report of April 15<sup>th</sup>.

**AI-7: Christine** to get PE+ contact info to Dan for following up.

Carry-over from Closed Session Minutes of April 29<sup>th</sup>:

**AI-1CS: Anita** to spearhead the transfer of Secretarial duties.

Carry-over from Minutes of April 29<sup>th</sup>:

**AI-1: Gretchen** to forward copy of Code of Conduct to all Board members for review and feedback.

**AI-2: Gretchen** to forward copy of Discipline Policy to all Board members for review and feedback.

**AI-3: Gretchen** to post drafts of CC (21) & DP (11) to website and alert families in newsletter to review.

**AI-4: Erik** to send note to PTO listserv regarding policies.

**AI-5: Anita** to buy a fireproof lockbox to store closed session minutes as per Procedure 23.

**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.

New from Minutes of May 6, 2010:

**AI-1: Morning** to order ICP checks.

**AI-2: Dan** to create a master calendar.

**AI-3: Payton** will forward the old application for Executive Director to Anita.

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

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.