

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:10pm

The next Board meeting will be on Thursday, June 10. Please mark your calendars.

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

Summary of Vote(s) of this Meeting:

- **Motion to approve** the opening of a charge account for the purpose of M CCS purchasing with the responsible parties being Dan Hays and Gretchen Cuevas acting as Executive Director and Administrative Assistant. (Morning) 2nd (Anita), passed 5,5,5,5.
- **Motion to approve** 2010-11 Budget version B with a 3% raise for the teacher of longest standing with flexibility for changing the family insurance provision. (Morning), 2nd (Erik), passed 5,5,5,5.
- **Motion to approve** M CCS Bookkeeper Elisa Fairbanks to open accounts at OSU Federal Credit Union and Citizens Bank and to transfer M CCS and ICP funds to those institutions with consultation from the ICP treasurer (Morning), 2nd (Anita), passed 5,5,5,5.

Meeting Minutes Approval: Reviewed the minutes of May 20, 2010. **Motion to approve** the minutes of May 20, 2010 (Tanya), second (Morning); passed 5,5,5,5.

Public Comment: No public comment.

Reports:

- **Internal Audit Report:** (Anita) The internal audit was completed by Dan, Anita, Payton, and Elisa. No major problems were uncovered; however, several items were found to be difficult to track and had other minor irregularities. Anita felt that the irregularities were due to past turnover. Several changes were recommended such as not requiring purchase requisitions for small quantities or for regular accounts, such as milk purchases. Dan has increased Elisa's hours so that she can correct the irregularities. The board was satisfied that accounting is under control and agreed to the recommendation to keep the audit on schedule.
- **ICP Financial Report:** (Morning) No activity in April; the opening and closing balances were \$1176.75. The May opening balance was \$1176.75, and the May closing balance was \$1136.75.
Discussion: The board discussed having a M CCS credit card for Dan and Gretchen to use. The card would be separate from the ICP card. **Motion to approve** the opening of a charge account for the purpose of M CCS purchasing with the responsible parties being Dan Hays and Gretchen Cuevas acting as Executive

Director and Administrative Assistant. (Morning) 2nd (Anita), passed 5,5,5,5. **AI-1: Dan** to see to the acquisition of the MCCS credit card..

- **MCCS School Report** (Dan Hays):
 - **Enrollment**: NO change in enrollment. Current numbers are 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. The board felt there may have been confusion between the charter school survey by the state and the internal MCCS survey. Dan will re-post the survey.
 - **Facilities Report**: Laura is preparing for stripping and waxing the floors as well as cleaning the carpets.
 - **Projected 2010-11 Budget**: Dan mentioned a potential budget problem in which it may be that an SFSF payment may have been recorded twice. Payton and Elisa will look into this. If it is true there would be less carryover. Dan will notify the board as soon as this issue is resolved.

Dan presented his recommendations for the budget. If the state budget is cut 9% as is talked about in the news, the school funding could be cut by around \$21,000. Dan discussed priorities for the budget. He pointed out the vital importance of the Administrative Assistant and the continuity of teachers and staff. He also mentioned that small class sizes are one of the biggest draws to the school. He suggested re-thinking the ED/Head Teacher model, as there may not be enough funds to support that much administration. He suggested doing everything possible to retain teachers, such as a 2-3% salary increase.

Discussion: The board discussed prioritizing programs such as PE. Kriste mentioned her experience of combining programs such as music and PE. Dan pointed out that having a middle school program could resolve some budget issues as there are certain fixed costs (for the building, etc.). The board discussed raising salaries for teachers. The board discussed dedicating donation and fund-raising to increase teacher salaries as retaining teachers is vital to the school. **Motion to approve** 2010-11 Budget version B with a 3% raise for the teacher of longest standing with flexibility for changing the family insurance provision. (Morning), 2nd (Erik), passed 5,5,5,5.

Also discussed was the use of Chase as our financial institution. The board suggested switching to OSU Federal Credit Union and Citizens Bank. **AI-2:**

Kriste to contact Citizens Bank to see about possible low-fee accounts.

- **4/5 Hiring Status**: The board suggested continuing the process for the remaining candidates, and will re-opening the pool of candidates if none of those are satisfactory.

Discussion & Decision (began at 8:25pm)

Discussion on financial institutions. **Motion to approve** MCCS Bookkeeper Elisa Fairbanks to open accounts at OSU Federal Credit Union and Citizens Bank and to transfer MCCS and ICP funds to those institutions with consultation from the ICP treasurer (Morning), 2nd (Anita), passed 5,5,5,5.

Strategic Development Plan Review: Policy 00025 was reviewed by the board. Items were marked as done, continuing, or not done. It was noted that the website does not have the policies and procedures listed correctly. **AI-3: Dan** to direct Gretchen to correct any discrepancies on the website regarding numbering of policies and procedures, and to include the Building Use Request form on the website. A new Strategic Development Plan will be created for approval at the June 10 meeting.

Building Use: Kriste reported that the Oregon Writing Project fell through. She is, however looking into a Digital Storytelling training workshop. The board was enthusiastic about the possibility and expressed interest in keeping the fee low (enough to cover the liability insurance rider). Kriste is also looking into a digital storytelling workshop for rural teens from south Benton County with grant money from the Health Department and SERF.

Graduation: Kriste is working on an agenda for graduation. The board expressed interest in inviting past board members for the purpose of thanking them.

Board Member Qualifications: The board discussed Kriste's digital storytelling projects and was satisfied that this meets the requirements to join the ICP board.

Calendar: The next few ICP board meetings will be held June 10, July 15, July 29. The Renewal Committee will meet at 6:00 PM on June 10.

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 9:02pm.

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

Table of 509J attendance: June 21, Tanya.

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.

Carryover 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.

New from the Minutes of June 3, 2010:

AI-1: Dan to see to the acquisition of the MCCA credit card..

AI-2: Kriste to contact Citizens Bank to see about possible low-fee accounts.

AI-3: Dan to direct Gretchen to correct any discrepancies on the website regarding numbering of policies and procedures, and to include the Building Use Request form on the website.

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.