

Convened at Muddy Creek Charter School

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

The next Board meeting will be on Wednesday, July 28. Please mark your calendars.

Present: Morning McCreary, Tanya Freeman, Anita Grunder, Erik Swartzendruber (notetaker), Kriste York, Kerry Pfeil (departed at 7:25), Zack del Nero (departed at 7:40) , Cody Hull (departed at 7:55), Lisa Hull (departed at 7:55)

Summary of Vote(s) of this Meeting:

- **Motion to move** ICP and MCCA saving and checking accounts to OSU Federal Credit Union at the convenience of Elisa. (Anita), 2nd (Kriste), passed 4,5,5,5,5
- **Motion to approve** the \$125 fee to send Tom Day to the Restore workshop. (Anta), 2nd (Morning), passed 5,5,5,5,5.

Meeting Minutes Approval: Reviewed the minutes of June 10, 2010. **Motion to approve** the minutes of June 3, 2010, (Morning), second (Anita); passed 4,5,5,5,5.

Public Comment: Zack del Nero expressed interest in hearing about the ED hiring. Anita reported that Dan Hays accepted the job offer.

Treasurer's Report: Treasurer McCreary reported on the finances of ICP for May and June. See attached Treasurer's Reports.

Financial Institution Change: Morning reported that Elisa Fairbanks spoke with the auditor who said we do not need to use two separate financial institutions. **Motion to move** ICP and MCCA saving and checking accounts to OSU Federal Credit Union at the convenience of Elisa. (Anita), 2nd (Kriste), passed 4,5,5,5,5. **AI-1: Morning** to inform Elisa and follow up on the banking change. **AI-2: Elisa** to make sure all filing is done for the audit. **AI-3: Anita** to provide a filing cabinet key for the auditor.

Update on 4/5 Hire: The board reported that Tom Day was verbally offered the position and he has verbally accepted. A formal offer letter will be written. **AI-4: Anita** to see to the offer letter for the 4/5 teacher position. Kriste noted for the record that Leah Gorman had an exceptional performance during the hiring process. The board expressed their thanks to the hiring committee.

ED Hiring Update: Anita reported that Dan was given a formal offer letter including requirements and expectations for the ED position. He read and signed the letter. **AI-5: Anita** to notify the hiring committee by e-mail about Dan's acceptance of the ED position.

Update on Charter Renewal Process: The board discussed the renewal process. October 1 is the earliest day to submit the renewal application. The renewal committee met and

began working on the process. Upon review of the charter agreement, the renewal committee discovered that required testing and Pinnacle should be paid by 509J.

Newsletter: The board discussed a summer newsletter reporting on the hiring, Kriste joining the board, play groups, and other announcements. **AI-6: Anita** to contact Kelly Bell to initiate the newsletter.

Training of New 4/5 Teacher: The board discussed whether to offer to send Tom Day to the upcoming Restore workshop. **Motion to approve** the \$125 fee to send Tom Day to the Restore workshop. (Anta), 2nd (Morning), passed 5,5,5,5,5. **AI-7: Anita** to contact Dan to communicate with Tom about the Restore workshop.

Budget Considerations: The next meeting will involve taking a close look at the whole budget in light of changes to ADMW and SFS. The board would like to see the latest version of the budget before the next meeting.

Discussion of ED Reports: The board made a list of items to be included in the regular ED report, including: Financial report; Enrollment; Facility; Safety/Incident report;; Reports on project-based, place-based, and service-learning, adoption of curriculum, and community connections.

Meeting adjourned at 8:45pm.

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

Calendar:

July 21: Audit

July 27: Renewal Committee Meeting

July 28: Board Meeting: Leadership Visioning Meeting

August 12: Board Meeting, including Budget review

August 26: Board Meeting, including review of Discipline Policy

CONSOLIDATED LIST OF ACTION ITEMS:

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.

Carryover from the Minutes of May 6, 2010:

AI-1: Morning to order ICP checks.

Carryover from the Minutes of June 3, 2010:

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.

Carryover from the Minutes of June 10, 2010:

AI-1: Kriste to contact PACE about D and O insurance.

AI-2: Anita to send the Board Membership Chart to Erik to attach to the minutes.

AI-3: Anita to give Erik a hard copy of the bylaws and an e-copy to other board members.

AI-4: Kriste to contact Payton about approval of the ICP website.

AI-5: Anita to send the renewal letter after getting a check from Morning.

AI-6: Anita to respond to the IRS again stating that ICP had no employees or income during the first half of 2008.

AI-7: Morning to send a copy of the compiled Board Review information to Erik to attach to the minutes.

Carryover from the Minutes of July 8, 2010:

AI-1: Morning to call the 4/5 candidates to make the job offer.

New from the Minutes of July 15, 2010:

AI-1: Morning to inform Elisa and follow up on the banking change.

AI-2: Elisa to make sure all filing is done for the audit.

AI-3: Anita to provide a filing cabinet key for the auditor

AI-4: Anita to see to the offer letter for the 4/5 teacher position

AI-5: Anita to notify the hiring committee by e-mail about Dan's acceptance of the ED position.

AI-6: Anita to contact Kelly Bell to initiate a newsletter.

AI-7: Anita to contact Dan to communicate with Tom about the Restore workshop.

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.