

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:05pm

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

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

Summary of Vote(s) of this Meeting:

- **Motion to temporarily increase** the Kindergarten cap to 17 until one kinder leaves the school. (Anita), 2nd (Erik), passed 4,4,4,3.
- **Motion to provide insurance** for each teacher as an individual and to commit to an additional family insurance pool to be established as information on budget and allocation is clarified. (Kriste), 2nd (Anita), passed 5,5,4,4.
- **Motion to change** the amount in budget item number 241-300 "Purchased Services" from \$12,000 to \$2,000. (Anita), 2nd (Tanya), passed 5,5,5,4.
- **Motion to approve** the budget as revised with the \$10,000 gained from Purchased Services to be allocated toward hiring assistants. (Anita), 2nd (Tanya), passed 5,5,5,4.
- **Motion to authorize** hiring of a .15 FTE certified PE Teacher. (Tanya), 2nd (Kriste), passed 5,5,5,5.

Update on Insurance: Dan reviewed the insurance coverage we have and it exceeds that which is required by the charter agreement with the exception of Board liability insurance. The charter agreement calls for giving insurance companies a 90 day notice of vacating the premises. Dan spoke to the insurance company and was told that this is not necessary. **AI-1: Anita** to tell the renewal committee that giving an insurance company a 90-day notice of vacating the building is not necessary. **AI-2: Dan** to check with the insurance company to see if the liability amounts can be reduced, resulting in savings for the school. **AI-3: Dan and Anita** to follow up on Board liability insurance.

Update on the Audit: Dan reported that the preliminary report from the auditor is good.

Update on Kindergarten enrollment: Dan reported that Kindergarten enrollment is currently at 17. This happened when the parents of one returning student decided to keep him or her in kindergarten instead of 1st grade. This student is likely to attend another school, but currently the enrollment is higher than the cap.

Update on Hiring: Dan reported that he expects to have the Afternoon Adventures position filled by the end of August.

Update on Charter Renewal Committee: Dan reported that he spoke to Don and Karin who said they thought it would be easy to reword the renewal application to include grades 6-8.

Building Use Request: Kriste brought a request from Serving Rural Families for a Digital Storytelling workshop for August 15 and 16. The participants would be teens from Alpine and Monroe. The board expressed support for the workshop. Kriste will ask for a fee of \$50 to \$100 per day for the workshop. Dan will check with Pace to see if a liability rider needs to be purchased.

Presentation and Discussion of Budget: Dan presented the latest working version of the budget. The budget is based on the charter school ADMW of \$5820. The board reviewed the budget and discussed differences between last year's and this year's budget. This year's numbers are based on what was actually spent this year. The board also discussed whether to continue offering family insurance for teachers. One suggestion was to create a family insurance fund which staff could use to help purchase private insurance for their family members. **AI-4: Dan** to check with teachers on their family insurance needs and to check with Morning on the details of the family insurance fund at her workplace. The board expressed strong interest in providing insurance for staff and families of staff.

Motion to temporarily increase the Kindergarten cap to 17 until one kinder leaves the school. (Anita), 2nd (Erik), passed 4,4,4,3.

Motion to provide insurance for each teacher as an individual and to commit to an additional family insurance pool to be established as information on budget and allocation is clarified. (Kriste), 2nd (Anita), passed 5,5,4,4.

Motion to change the amount in budget item number 241-300 "Purchased Services" from \$12,000 to \$2,000. (Anita), 2nd (Tanya), passed 5,5,5,4.

Motion to approve the budget as revised with the \$10,000 gained from Purchased Services to be allocated toward hiring assistants. (Anita), 2nd (Tanya), passed 5,5,5,4.

Motion to authorize hiring of a .15 FTE certified PE Teacher. (Tanya), 2nd (Kriste), passed 5,5,5,5.

Calendar: The next board meeting will be on August 19, from 7:00 to 9:00pm. **AI-5: Anita** to notify Christine and Morning of the time of the meeting.

Additional Input: Anita reported that someone from KGAL radio contacted her to say they are doing an informational report on education, including charter schools.

Meeting adjourned at 8:55pm.

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

Calendar:

August 19: Board Leadership Visioning Meeting

August 26: Board Meeting, including review of Discipline Policy

September 9: Board Meeting

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.

Carryover 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.

New from the Minutes of August 12, 2010:

AI-1: Anita to tell the renewal committee that giving an insurance company a 90-day notice of vacating the building is not necessary.

AI-2: Dan to check with the insurance company to see if the liability amounts can be reduced, resulting in savings for the school.

AI-3: Dan and Anita to follow up on Board liability insurance.

AI-4: Dan to check with teachers on their family insurance needs and to check with Morning on the details of the family insurance fund at her workplace.

AI-5: Anita to notify Christine and Morning of the time of the meeting.

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.