

Convened at Muddy Creek Charter School

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

The next Board meeting will be on Thursday, September 9. Please mark your calendars.

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

Summary of Vote(s) of this Meeting:

- **Motion to approve** the Discipline Policy as revised with the addition of a header “1.6: Rules and Expectations” on page 5. (Anita), 2nd (Morning), passed 5,5,4.
- **Motion to approve** the Code of Conduct as revised for inclusion in a future student/parent handbook and to be given to families this year. (Anita), 2nd (Morning), passed 5,5,5.
- **Motion to approve** the allocation of \$1000 from the donations category in the budget for use by teachers for art supplies. (Morning), 2nd (Erik), passed 5,5,4.

Approval of Minutes: **Motion to approve** the minutes of August 12, 2010 (Morning), 2nd (Anita), passed 5,5,5. **Motion to approve** the closed session minutes of august 12, 2010 (Anita), 2nd (Morning), passed 5,5,5.

Public Input: Anita mentioned that Marilyn Dilles expressed interest in attending 509J meetings. Also, Anita gave to Kelly Bell the policy on Collection for the library for her to look over.

Update on Meeting with 509J: Anita and Dan met with members of 509J on August 17, 2010, to discuss charter renewal and other school issues. Members of the school district said they saw no problems with the renewal. They also gave positive feedback on test scores and the Annual Yearly Report. They will also reimburse MCCS for the MAP testing and the ESD student accounting. Dan requested a reduction in the number of required tests for the upcoming year. **AI-1: Dan** to inform the MCCS community when he has received confirmation of reduced testing requirements.

Bank Accounts: Dan and Anita went to OSU Federal Credit Union and opened an ICP checking account, and ICP/MCCS checking and savings accounts. They will look into an interest-bearing account for banking summer teacher salaries. The account with Chase remains open as the OSUFUCU checks have not been received.

School Report:

- **Budget:** Enrollment has dropped by 6 students. As a result of this, Dan has re-worked the budget. The new budget numbers reflects enrollment of 69, a confirmed

poverty factor of 2.5, SFSF funding of about \$5,000, teachers being insured individually, and no family insurance fund. The bottom line still has the school with a carryover of \$44,000.

- **Staff Handbook:** Dan has compiled this for the staff and will give a copy to the board for review.
- **Insurance:** Dan and Elisa looked at the possibility of reducing insurance premiums by increasing co-pays and deductibles. At a savings of only \$20 per month, the board decided not to pursue changing the insurance policies. Tom Day requested receiving the allocated insurance money as an increase in salary for the purpose of purchasing private insurance. The board's sense is that insurance money should be used directly for insurance and not as salary. MCCS could potentially, if legal, pay a teacher's private insurance company directly.
- **Hiring:** Interviews for the PE teacher will take place on August 27, 2010, and interviews for the Administrative Assistant will take place on September 1.

Advertising: Anita expressed the need for more advertising. Leaflets can be posted again. **AI-2: Dan** to direct Gretchen to update the current leaflet. **AI-3: Morning** to check into the ads in "Parents" Magazine. The board discussed the possibility of advertising with KGAL radio, which is doing features on charter schools. They offered an advertising spot for \$100 per month. The board expressed interest in adding an advertising category to the budget.

Discipline Policy/Code of Conduct: (began at 8:00) The board discussed the discipline policy. **Motion to approve** the Discipline Policy as revised with the addition of a header "1.6: Rules and Expectations" on page 5. (Anita), 2nd (Morning), passed 5,5,4. The board discussed the Code of Conduct and its purpose. This document can be given to families for their information. **Motion to approve** the Code of Conduct as revised for inclusion in a future student/parent handbook and to be given to families this year. (Anita), 2nd (Morning), passed 5,5,5. **AI-4: Dan** to find a working draft of the Student/Parent handbook.

Treasurer's Report: The July 2010 opening balance was \$1086.75. An old check for \$30 was finally cashed. The closing balance was \$1056.75. The ICP account at OSUFCU was opened this month with a \$500 donation.

Administrative Assistant: Hiring for a new Administrative Assistant is taking place as Gretchen has decided to take another job. **AI-5: Anita** to get thank you cards for Gretchen and for Christine. The method of payment of the Gretchen's wages was discussed, as she had requested her pay to be divided equally monthly, even though her work load is not equal monthly. Due to the fact that the AA does not work as much in July and August, and the fact that the fiscal year ends in June, paychecks for July and August would be for future work. The board felt it was acceptable to pay Gretchen for the month of July and for the 5 days she is scheduled to work in August. **AI-6: Anita** to draft a letter (for Dan to revise) explaining to Gretchen how she will be paid.

Art Supplies: Morning reported that teachers Leah and Bridget approached her with an unspecified request for funds for art supplies. The board discussed this and expressed the desire for more specific requests. **Motion to approve** the allocation of \$1000 from the donations category in the budget for use by teachers for art supplies. (Morning), 2nd (Erik), passed 5,5,4.

Calendar: The board discussed the need to schedule responsibility for 509J meeting attendance.

Table of 509J meeting attendance:

September 13: Morning

October 11: Anita

November 8: Board to present charter renewal application.

December 13: Erik

January 10: Tanya

February 7: Kriste

Meeting adjourned at 9:00pm.

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

Calendar:

September 9: Board Meeting

September 23: Board Meeting

October 7: Board Meeting

October 21: 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.

Carryover 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.

New from the Minutes of August 26, 2010:

AI-1: Dan to inform the MCCS community when he has received confirmation of reduced testing requirements.

AI-2: Dan to direct Gretchen to update the current leaflet.

AI-3: Morning to check into the ads in "Parents" Magazine.

AI-4: Dan to find a working draft of the Student/Parent handbook.

AI-5: Anita to get thank you cards for Gretchen and for Christine.

AI-6: Anita to draft a letter (for Dan to revise) explaining to Gretchen how she will be paid.

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.