

## **ICP Board Meeting, December 10, 2020 Draft Minutes**

Attendance: James Anderson, Lester Oehler (notetaker), Erin McMullen, Jamie Hahn, Karen Steel, Megan Irwin, Laura Foley, Shawnde Bausch, Kathryn Becker-Blease, Mr. Day, Brittney Bryant, Cathy Neff, Blake McKinley, Avie Meadows, Barteas, B. Bryant,

### **7:02 Call to order**

**Approval of Minutes** James Moves to approve November 12<sup>th</sup>, 2020 minutes, Erin seconds November 12<sup>th</sup>, 2020 (5,5,5,5,5,5)

**Erin moves to approve November 17<sup>th</sup>, 2020 minutes. Karen seconds (5,5,5,5,5,5)**

**Karen moves that go for the Synergy Security upgrades, James seconds (5,5,5,5,5,5)**

**James moves that the Chromebook Use Forms follow a “working guidelines” policy, and not a “liability/punitive” policy. Les seconds (5,5,5,5,5,5). Laura will complete the form, and Matt (legal) will review.**

**Erin Moves to adopt the following four policies, Karen Seconds (5,5,5,5,5).**

**ACB-AR-Bias Incident Complaint Procedure (required): Unreasonable Delay. Board read through and made changes in google document for final review.**

**ACB-All Students Belong (required): Board read through and made changes in google document for final review.**

**JB-Equal Educational Opportunity \*\* (required): Board read through and made changes in google document for final review.**

**JFCM-Threats of Violence\*\*(required): Board read through and made changes in google document for final review.**

### **Executive Report:**

Attendance is good for the most part, Wednesday needs lots more effort, with very low participation. Muskrat Chatter can count as an interaction for that day, so hopefully that can help with Wednesday engagement. Muskrat Chatter is underway now, on both Wednesday and Fridays.

PTO parent support started December 9th, with 6 participants in a “trial run”, and will continue next week with special guests. Focus was on strategies, successes, and struggles. It seemed to get very good reviews from parents in attendance.

It's Native American Heritage month, will have some lessons in relation.

**Staffing:** Still looking for sanitation person, likely would not be needed until students are back from CDL.

Academics: (LIPI) Limited In Person Instruction for students with special circumstances: SPED (12), students with connectivity, low attendance. Approximately 35 potential students would be in the group of possible students, but not all would attend if the option were available.

Working on Reading Curriculum, scheduled to begin in January.

Staff Goal setting appointments are nearly complete. Individual team goal check-ins/coaching sessions to begin in January.

Winter Read-in scheduled for Thursday Dec. 17th. Teachers will pop into the classrooms and read their favorite books.

#### OPERATIONS:

Staff Handbook is being formatted. Student/Parent Handbook slated for February delivery, Volunteer Handbook targeted for March.

New Teacher Quick Reference Guide is being formatted, and will be released over winter break or first week in January. Part of Ms. Neff's Admin project.

Beginning to formulate School Improvement Plan.

#### IT Report

Chromebooks - Muddy Creek's Chromebook saga looks to finally be coming to a close. Most preparations are in place for the distribution of the devices, but we are waiting on the hard cases to arrive at the end of the week so we can attach them and send them out. Applicable form distribution and training are being organized at the time of writing. Winter break should give students time to familiarize themselves with the devices and I am aiming for a smooth transition into January classes.

Other - Chromebooks have been the focal point of efforts but other than that I have been exploring various purchasing options for other devices, and I have been working on some maintenance tasks. The IT focal point will now start shifting towards equity issues and long term goals. Specifically, Laura is looking to address connectivity as soon as possible, followed by poverty data for better Erate funding, and then security and process documentation longer term.

Mentoring: Barb Holt is continuing to mentor the new teachers, and they are feeling more confident. Working.

Cintas: All equipment has been removed. Attorney's are working on the grounds of the contract. Recommendation to Leann to NOT pay any money to Cintas for services after the day of the bogus "contract". James will contact (email) Leann to make this request clear.

## Library News

Library this month has continued to focus on activities/assignments/resources that build a community of readers, encourage book access, and reflect classroom themes or promote SEL.

-Schoolwide Reading Challenge. December's reading challenge requires participants to read a book in which the main character is different from them in one or more of the following ways: gender, race or ethnicity, or ability.

-Reader's Notebooks (4th/5th grade)

-Wednesday Office Hours

-OBOB: 31 participants, 6 teams. Weekly recurring meetings with the teams are on Fridays and started last week. First OBOB book circulation and packet of student resources that will be used during the weekly meetings, is being sent home in Thursday's supply pick up. Packet of OBOB practice questions will be purchased (thank you PTO!) and provided to families before Winter Break.

-Library Lesson (CBCPL) focused on using digital resources.

-Question of the Week: What is a Main Character?

-Read Alouds either reflected themes/subjects being taught by the classroom teacher, or SEL. This month's SEL has focused on gratitude, kindness, and community.

-A community member, retired educator, and former MCCS grandparent is preparing what they described as a "ton" of books and educational games to donate to our school. Donations will be cataloged, distributed to teachers, and/or given to students.

## Teacher Report: Cathy Neff:

Working on "editing", spelling, sight words, etc. Working on building the words they can spell. Playing with word etymology, acrostic poems, pronouns, compound words etc. Bridges boxes went out today for math. Sharing lessons with Mr. Wilson's class, and it is going very well. Working on mapping with a focus on Benton County.

## Health:

Continuing to work with the Health Department in regards with the Blue Print LIPI, and the prospects of opening.

OHA projection is solid "red" for January. Cases are expected to increase 50-100% by January. Recommendation is to plan for CDL thru "winter-term". LIPI is eligible to go now, but the Health Department does have concerns, and it is possible that the LIPI exception could close before we were able start it.

**PTO:** Shawnde-Art supplies went out today! Goal was to get the students some high-quality supplies. Dana put together a video for the kids, showing how to take care of their new art supplies.

Parent Support group had a trial run last night with success, and will have a broader roll-out next week.

Bottle drop is going strong, already around \$800. Blue non-profit bags are available at the school.

MCCS T-Shirt sales are moving as well, with ~\$400 taken in today.

## **Financial Report**

### Financial Reports

Monthly financial reports for November 2020 have been sent out with this narrative report. I've included a Budget to Actual report that spans this fiscal year-to-date and reflects activity through the November reconciliations. Please note that like the budget, this report only reflects ADMw and ESSER/CARES funds.

**Sequential Checks:** Check #5869 to #5887 were all issued on our check stock in November 2020. None in that sequence are missing or voided.

### Budget

ADMw funds went up slightly in the latest (11/12/2020) estimate from the state. However, at our current enrollment with the new estimate, our annual revenue from ADMw would be \$1,019,614 which is lower than the budgeted figure of \$1,037,067.

Payment for the Chromebooks has recently been issued and now we are able to request the ESSER/CARES funds from the District. I will provide them with the appropriate documentation this week and we should be receiving approximately \$17,000 when the funds are released to us.

Laura is also inquiring about Student Success Act funds available to us through the District. More information to come.

### Taxes

Paperwork has been signed, the state fee paid, and tax documents were submitted to the appropriate state and federal agencies.

### PERS

We've recently been assessed most of the PERS contributions that have been pending for employees who were in working retiree status when the new rules came into force. This results in an additional payment of several thousand dollars in addition to our usual monthly PERS contributions, and will be paid on this month's statement (total is \$23,284). There will be one more month assessed on the retiree wages in the near future. These payments were accounted for in our budget.

There is also the possibility that we will have to pay contributions for another employee who is not usually PERS eligible, but worked the hours to qualify as of the last pay period. I'm currently in contact with PERS and they are researching the status because it's a bit complicated, and will get back to me soon. If we owe back payments, these have not been considered in the budget.

Question on outlay:

“Connection” payment \$9400, to be investigated, it couldn’t be readily recalled what that was for.

## **Staff and Parent Survey result review and discussion**

Erin: Ups and downs, highs and lows! Time is a challenge for parents. When there was time, the connection with the teachers has been very valuable. But it is a challenge getting that time. Tech support has been a huge help. Lots of positive feedback for the staff from parents. Supply pick-up with the kids was a highlight for the staff. Parent concerns about how quickly things were changing seems to have calmed down as we’ve moved along. Some pleasant surprises on how well CDL was going...others are *really* excited to get back into physical school. Small-group meetings (reading groups...) for the kids has been a real positive.

Not working well: Staff and teachers would like more “support” from parents. Pre-recorded lessons were a challenge to get done for staff. Missing our art program. We still need curriculum development (reading). Need more time for kids to connect with each other. Need Chromebooks. Wednesdays are a problem all around-the schedule presents issues. “The kids seem fine, the parents do not”.

Erin: Would like to get the staff a symbol of appreciation for the holidays.

Other key takeaways from the surveys:

- \*lack of prep time/length and frequency of meetings is too much time. How can we
  - \*minimize time spent and maximize prep time
  - \*need time for assessments/care connection with students and families
  - \*concern that leadership priorities are not in line with school mission/vision
  - \*staff is feeling stressed, frustrated, confused, unsafe, sad
  - \*difficult transition to new leadership
  - \*lack of trust in leadership
  - \*stress and challenges for families
  - \*flexibility for teachers is making things easier
  - \*getting reading curriculum going will help
- What would help? Suggestions?
- \*having all kids on the same device
  - \*finding more ways to connect
  - \*differentiated support for students who are struggling
  - \*ED Coach
  - \*Focusing on the positive
  - \*streamlining/reducing meeting time
  - \*mental health support
- \*discussion about expectations for children coming out of this school year

## **BLUEPRINT:**

Laura stated that Muddy Creek could open for LIPI (Limited-In-Person Instruction) now (early January), we have 3 staff that are willing. When asked if this had been a option all along, Laura stated that opening for LIPI has always be an option that could have been pursued.

Currently, there are parents that would participate. Transportation to school would need to be worked out. The school is ready for the most part. Laura suggested that we could do it similarly to how Corvallis has been doing it. The LIPI (mixed grades, but similar ages together) students would be at school, working with the teacher physically, and the CDL students would be doing the work along with them, but from home.

Another option might be that the LIPI teacher works at the school with students, and other teachers would pick up the CDL students for their class.

There are still lots of concern of safety from staff, but there are ways that could make it work-such as in the gym with a substitute, working well spaced.

As for LIPI candidates, MCCS has ~6 student that are “red hot”, and ~6 that are “pink”. Cost-wise, most of the infrastructure etc. is in place, and has been. With a small number of students participating in LIPI, we wouldn’t necessarily need to hire the full sanitation staff. It is mostly a factor of organizing resources to make it work.

Discussion of Zoom/Live classroom/recordings. Can we let teachers experiment with different platforms and techniques? Issues with privacy with live-lesson recordings.

Cathy Neff: doing the pre-recorded lessons takes a lot of time (5-6 extra hours a week), but the tradeoff is she has extra time during the classroom to offer help. Right now it is really working for her classroom.

James: How to limit workload for teachers? Erin: Laura, what do you see as possibilities limiting staff work load? Laura: Staff has ~2 hours a day, and most of Wednesday for prep. Some classrooms are really operating well.

Muskrat Chatter, and Parental Support group are off to a good start, and will continue.

Moving forward, Laura will work on a plan to get the LIPI students in the school as soon as we can and have a “rough draft” ready before winter break.