

ICP Board Meeting called to order at 7:05pm

In Attendance: Erik Swartzendruber, Jenny Swanson, Dave Buchanan, Elisa Fairbanks, Melanie Kelley, Dan Hays, Kelly Bell, Nell O'Malley, Janice Thompson, Kristina Rosenbaum, Peggy Giles, Leonne Bannister, Melissa Harris

Summary of Votes:

- **Motion to approve** the minutes of October 8th and special session minutes of October 18th. Erik moves; Dave seconds; passed 5, 5, 5, 5.
- **Motion to add** Kelly Bell and Dave Buchanan as check signers and remove Betsy Dasenko. Erik moves; Kelly seconds; passed 5, 5, 5, 5.
- **Motion to authorize** Elisa Fairbanks to open an account with Citizens Bank in Philomath. Erik moves; Dave seconds; passed 5, 5, 5, 5.

Public Comments: None

Approval of Minutes: Approval of October board meeting minutes.

Motion to approve the minutes of October 8th and special session minutes of October 18th. Erik moves; Dave seconds; passed 5, 5, 5, 5.

Willamette Grange: Peggy Giles is a member of the Willamette Grange, which is jointly owned by the Grange Association and the Willamette Community Grange Association. Several years ago, the WCGA disbanded and decided to pass their ownership of half the grange to MCCS, but no deed was ever handed over to MCCS. It turns out that the WCGA actually owns the whole building. Elisa asked if the WCA has an interest in the building—Peggy said that nobody could decided what to do with it in (as of 2008). The building is part of the National Historic Registry. The building can be used for a variety of purposes, but is in need of repair. Kristina asked if there were any floor plans or building stats. Dave asked about grant writing and what grants (if any) had been applied for. Jenny asked about the time line for getting the grange building ownership determined.

Peggy Giles contact information for pursuing further information about the grange building: 757-7892. Peggy will talk with grange members and will be in contact with Dan about further developments.

Reports:

PTO Report: Planning for Giving Thanks celebration. Money earned at the pie auction will go to the art program and needed supplies. There will be a potluck and a time set aside for recognizing volunteers. T-shirts and scrip will be available and people can bring cans and other items to donate.

School Lunch/Kitchen: *Good news*—lots of organization completed. New binder with order forms, menus, etc. Jennine was overwhelmed with hot lunch paperwork and that has been significantly reduced. Kristina has developed an excel spread sheet that records lunch payments, lunches bought and received, etc. There is a new menu for Nov/Dec and there have been no complaints. Cost for lunch ingredients will be less expensive for this menu cycle.

Bad News—stove hood system needs to be replaced and an ansul system is required to ensure that the kitchen meets fire safety code. Without these upgrades, the oven will likely be unusable and the kitchen will no longer meet code/certification requirements. An ansul system costs approximately 5K. The lunch program could potentially continue if crock pots or other items are used instead of the stove.

Daniel Cunningham needs hip surgery and this could affect the Cunningham's partnership with the MCCS lunch program. Melanie asked how the Cunningham's use of the MCCS kitchen in exchange for producing lunches for MCCS would be affected if the kitchen was not up to code. The kitchen must be up to code to continue this partnership.

Dave asked if the fire marshal would provide a grace period for the kitchen to get into compliance. Yes, there would be a grace period. Dan has been getting estimates for replacing the hood/ansul system and has received some helpful advice.

509J Report: No one has attended meetings lately.

ICP Treasurer's Report: Elisa provided a copy of the auditor's reports to all board members. We don't have as much income and some financial outlays have increased, but this is nothing to be alarmed about. We are still in good financial standing.

- Additional signers needed at OSU Federal Credit Union

Motion to add Kelly Bell and Dave Buchanan as check signers and remove Betsy Dasenko. Erik moves; Kelly seconds; passed 5, 5, 5, 5.

- Our policy says the board must specify which financial institution we will be using.

Motion to authorize Elisa Fairbanks to open an account with Citizens Bank in Philomath. Erik moves; Dave seconds; passed 5, 5, 5, 5.

- Need to have a board member to go through an internal audit. Kelly Bell volunteered.
- Need to update financial policies and procedures.

Kelly asked about how to go through the process of updating policies & procedures. Melissa suggested organizing policies & procedures according to categories and then inviting those most influenced by P&P changes in a given category to be involved in providing input on the editing process. Melissa will send out P&P information for beginning the revision process.

Budget Report: The state legislature has decided to allocate more money to education, but not until next school year. PERS will most likely be changed, but nothing has happened yet. There will still be carryover at the end of this year in various categories, and M CCS is in good financial standing. The general donation fund has 11K, which could go toward the needed repairs in the kitchen.

Board Report: Enrollment is down a bit due to students moving away. Leonne has made a big difference in the climate at M CCS. Dan wants to partner with Leonne in presenting the incident section of the school report. Leonne was able to participate in student conferences to provide support for both families and teachers. Leonne is training classroom assistants to help manage discipline and behavior issues, and continues to work with Special Education staff to meet student needs.

Conferences: Teachers said conferences went very well.

Teacher Training: Dan and Erik have talked about teacher training and there are going to be trainings for both math and reading/writing in the near future. The School Improvement Plan will be a collaborative process between the staff and the board. The board is very supportive of providing funding for teacher training, transportation costs and food costs.

Financial: A substitute is teaching art at this point. The hiring process for a new Art Integration Specialist was initiated, and a new art teacher will be selected before Thanksgiving.

Music: Music teacher is being “eased” into the position and is debriefing with teachers in order to ensure a smooth transition.

Charter Renewal: District wants us to wait until December to submit our request for charter renewal and will have a public hearing in January. This should be a smooth process as the relationship between M CCS and the district is healthy and constructive. The district is very supportive of M CCS and sees the school as an important option for Corvallis residents.

Building: Gym roof is leaking again and Sprick will be out to make repairs. Dan is continuing to gather estimates for replacing sections of the roof.

Jog-a-thon: This event was a huge success for community engagement and also brought in lots of funds (over 5K). These funds will go toward a kick ball wall.

Discussion and Decision:

Board membership: Jenny Swanson, Nell O'Malley, Janice Thompson are all interested in becoming board members. Erik will email board applications to all three board candidates. Board meetings are returning to their usual time: the second Thursday of every month.

Discussed board training offered in January by the Center for Nonprofit Stewardship. This would be a good training opportunity for the ICP Board. Erik said ICP funds could be used for those that want to attend. Elisa mentioned that there is an early registration deadline.

ICP Operating Procedure: Dos and don't and requirements of board members. Erik will get some information written on board operating protocol.

Mission/Vision/Success

How do we measure success? Do we need to make changes to our Mission/Vision? Dan is putting together a questionnaire for parents. Questions from the board training: What do we want? How do we get there? How do we know we've arrived there?

Teachers are concerned with what emphasis will be placed on test scores. Poor attendance is a concern. How do we balance respect for family trips vs. encourage school attendance? Concern over not wanting to focus too much on test scores. Kristina asked why we don't have a science fair. Nell mentioned that OSU has partnered with various schools and would be willing to work with us. Discussed benefits of hosting a science fair.

Melissa mentioned the importance of having proof of learning and growth. We need to be able to show that our students are making progress and growth. If standardized test scores are not the best measure of growth and success, then we need to find an effective way to measure student progress. According to Dan, there is room for improvement in developing student portfolios that demonstrate what students are accomplishing.

Place-based, project-based learning is continuing to grow and thrive. Kristina mentioned that Sunbow farms would love to have MCCS students come to their farm. How are academic disciplines being integrated into field trips?

Other questions: How exactly do we assess growth? Are students who need additional academic help being identified and getting the help they need? Are there common assessment tools being used by all MCCS teachers?

Kristina mentioned that having a card catalog would help students find books in the library. Kelly said that teachers are interested in having children learn about the Dewey Decimal System. Dave suggested having a field trip to the library.

Janice asked about ipads use at MCCS and what the school was doing with regard to technology. School is not pursuing ipads at this point. Last March, the board decided not to pursue introducing of ipads at MCCS and decided instead to pursue teacher training for Smartboard use. Dan said that there have been some hiccups in getting Smartboard trainings, but the district has multiple opportunities for MCCS teachers to utilize and this will happen eventually. One teacher in particular is very knowledgeable and has been helping fellow teachers.

Discussed how to address absenteeism. Possible suggestions include helping parents use family trips as learning opportunities. Leonne emphasized the importance of cultivating student enthusiasm for school so as to encourage regular attendance. Is absenteeism due mainly to scheduled family trips or a pattern of chronic absenteeism? Most absenteeism due to students simply missing days here and there vs. family trips.

Meeting adjourned at 9:30pm

Minutes taken by Melissa Harris

ACTION ITEMS:

New from November 12, 2013 minutes:

AI-1: Dan will gather more information about replacing hood/ansul system.

AI-2: Melissa will send out information on policies & procedures: categories, etc.

AI-3: Erik will send board applications to board candidates.