

ICP Board Meeting called to order at 7:10pm

In Attendance: Erik Swartzendruber, Melissa Harris, Dan Hays, Nell O'Malley, Kelly Bell, Elisa Fairbanks, Janice Thompson, Leonne Bannister

Summary of Votes:

Motion to approve the minutes of November 12, 2013. Erik moves; Kelly seconds; 5, 5, 5, passed.

Motion to authorize ICP funds to cover the cost of any board member fees for the nonprofit board training on the 18th of January. Erik moves; Kelly seconds; 5, 5, 5, passed.

Motion to approve the membership to the ICP Board of Janice Thompson and Nell O'Malley. Erik moves; Melissa seconds; 5, 5, 5 passed.

Motion to use president's day in February and one of the conference days in April for make-up days. Erik moves; Janice, seconds; 5, 5, 5, 5, Kelly 4, passed.

Motion to initiate the hiring process for the 1/2 teacher. Erik moves; Janice seconds; 5, 5, 5, 5, 5, passed.

Motion to initiate the Head Teacher hiring process. Kelly moves; Nell seconds; 5, 5, 5, 5, passed.

Public Comments: None

Approval of Minutes: Approval of minutes from November.

Motion to approve the minutes of November 12, 2013. Erik moves; Kelly seconds; 5, 5, 5, passed.

Reports:

PTO Report: None

School Lunch/Kitchen: School lunch is continuing. Dan will talking with the fire marshal on January 9th about the stove hood. Dan said that according to his understanding, a working hood is not required if no grease is used in the kitchen. Although no grease is being used in the kitchen, MCCA was still cited for not having a working hood.

509J Report: No one has been to 509J meetings lately. Discussed the importance of having a presence at the 509J meetings. Erik will work out a rotation so an ICP board member will be present at each monthly 509J meeting.

ICP Treasurer's Report: No change. Melissa brought up the 10th Annual Nonprofit Board Training in January offered by The Center for Nonprofit Stewardship.

Motion to authorize ICP funds to cover the cost of any board member fees for the nonprofit board training on the 18th of January. Erik moves; Kelly seconds; 5, 5, 5, passed.

Budget Report: Dan said insurance deductible is \$1,000. What can we do to prevent future issues with pipes breaking during freezing? Dan mentioned various strategies to protect against future issues.

Elisa says we have \$25,000 in income that can go toward capital improvement such as the roof. We also have an amount budgeted for maintenance and repair.

Board Report:

Need to open position for 1/2 teaching position and Head Teacher. Dan said he wants to keep administrative costs down and suggests hiring retired teachers to fill administrative positions.

District has not contacted Dan about our charter contract at this point. District seems very relaxed and amiable about the charter renewal process.

Discussion and Decision:

ICP Membership: Nell is excited to be apart of the ICP Board and has lots of background in education to provide insight. Janice has a background in education and passionate about being apart of schools in general and MCCS in particular.

Motion to approve the membership to the ICP Board of Janice Thompson and Nell O'Malley. Erik moves; Melissa seconds; 5, 5, 5 passed.

Make-up Days: MCCS is three days over for required classroom days, which can be used for make-up. Dan sent out a list of days that could be used for make-up. Should MLK day be used for a make-up day? Nell is opposed to using MLK day for a make-up day out of respect for this holiday. Kelly mentioned that President's day is used, so MLK day seems appropriate to use as well. Elisa pointed out that last school year, the Board approved the use of MLK day as a make-up day for the 2013-14 school year. Discussed the possibility that it may be a violation of Oregon law to use MLK

day as a make-up day. Decided not to use MLK day, but to use one day in February and one day in April as make-up days. The issue of adding additional make-up days will be revisited later on.

Motion to use president's day in February and one of the conference days in April for make-up days. Erik moves; Janice, seconds; 5, 5, 5, 5, Kelly 4, passed.

Teacher Hiring: Barb can work into February, but not beyond. The screening committee and the hiring committee will work together to hire a candidate. Erik brought up the OSBA suggestion to not have Board members part of the hiring committee. Nell said that this suggestion pertained to larger school boards, but felt that having board members serve on the hiring committee would be appropriate for our small school.

Dan will begin advertising for a teacher over Winter Break.

Motion to initiate the hiring process for the 1/2 teacher. Erik moves; Janice seconds; 5, 5, 5, 5, 5, passed.

Charter Renewal: Dan will be communicating with 509J about our charter renewal.

Administrative Models, Head Teacher discussion: Dan believes that the common core state standards will require a teacher on site to help MCCS teachers prepare to meet the requirements. Dan would like to have the HT demonstrate effective teaching as well as step in and teach in order to free up teachers to observe one another. This will enhance cohesiveness in teaching. Dan does not believe that CCSS will hurt MCCS curriculum and suggests it will strengthen the curriculum. Erik mentioned that the HT is still under the authority of the ED. Dan mentioned that the ED and HT would work as a team. The HT would be on flex time (10-15 hours per week). Dan really wants to attract a candidate that upholds the MCCS mission and vision, and has a passion for outdoor education, art and science. Suggests that a retired teacher would be most likely to want a position of this kind.

Looked over RACID to determine the difference between ED and HT roles. Kelly and Leonne are working on revising RACID to add the counseling position.

Elisa mentioned that we already approved the HT position and should go ahead with it. Kelly said we should follow the vision of the school founders to have a HT as part of the MCCS staff. Nell agrees with Dan that a HT will help align to the CCSS. Elisa suggested finding someone with experience in multi-age classrooms. Dan said we should go through the same rigorous process of the teacher hiring process. How could we adapt the interview process to best help select an effective HT? Leonne and Nell mentioned the importance of finding someone who is resourceful. Leonne

suggested having the candidate observe a teacher(s) and present their constructive critique as part of their interview. Melissa mentioned the importance of finding a candidate who is able to successfully critique teaching and provide constructive feedback.

Nell said it would be important to hire a HT now vs. later when neighboring districts are hiring. Dan agreed with this.

Motion to initiate the Head Teacher hiring process. Kelly moves; Nell seconds; 5, 5, 5, 5, 5, passed.

Operating Agreement: Erik wrote a draft operating agreement for the ICP board. All Board members were satisfied with the draft. Nell suggested posting this on the ICP page of the MCCS website. Melissa has compiled several documents that all Board members should have access to and will send them out to all Board members for review before posting them on the ICP page of the MCCS website.

School Improvement Plan: Leonne worked on SIP document with teachers. Erik asked about portfolio assessments. Dan said MCCS teachers could use support in developing student portfolios. Nell mentioned that portfolios would be an important adjunct to the CCSS. Attendance rate is low and needs improvement. Leonne and Dan are working to develop an approach to improve attendance and decrease tardiness.

How do we determine if students are improving during the school year? What assessments are being used to determine if individual students are making progress throughout the year? Dan mentioned the Star reading assessment, which is used by the CSD. He also said MCCS teachers are open to implementing more assessments.

Meeting adjourned at 9:25pm

Minutes taken by Melissa Harris

ACTION ITEMS:

New from December 12, 2013 minutes:

AI-1: Elisa will add Nell and Janice to the board email list.

AI-2: Melissa will send out Board Orientation documents to the ICP Board.