

FINAL
(Approved 5/8/14)

Inavale Community Partners
Board Meeting Minutes
April 10, 2014

Page 1 of 4

ICP Board Meeting called to order at 7:10pm in the MCCS Community Room

In Attendance: Erik Swartzendruber, Janice Thompson, Dan Hays, Tim Martin, Barb Holt, Josh Phillips, Kim Phillips, Guy Davis, Nell O'Malley, Melissa Harris, Elisa Fairbanks (arrived 7:30pm)

Summary of Votes:

Motion to approve the minutes of March 13, 2014 and the Special Session minutes of January 17, 2014. Erik moves; Janice seconds; 5, 5, 5, 5, passed.

Motion to approve the gym roof bid from Stutzman for 60 mil overlay of TPO, the play shed roof of up to \$6,000, and asbestos abatement and floor replacement for up to \$10,000 and \$6,000 from insurance. Erik moves; Nell seconds; 5, 5, 5, 5, 5, passed.

Public Comments: None.

Approval of Minutes: Approval of March minutes and January Special Session minutes.

Motion to approve the minutes of March 13, 2014 and the Special Session minutes of January 17, 2014. Erik moves; Janice seconds; 5, 5, 5, 5, passed.

Reports:

PTO Report: None

509J Report: No Board members attended the most recent 509J meeting. The District has decided to introduce iPads in classrooms at a more gradual pace than previously planned. The 509J Board discussed recently passed laws pertaining to charter schools and made necessary policy changes. These changes will have only minor implications for MCCS.

ICP Treasurer's Report: No changes. Elisa needs a Board member to go through the internal financial audit. Elisa wants to divide her role into two separate positions. Elisa would focus on budget and reporting (2-3 hours per week), and hire a bookkeeper to focus on receipts, bill paying, etc. (10-12 hours per week). The Board is supportive of this.

FINAL

(Approved 5/8/14)

Inavale Community Partners Board Meeting Minutes April 10, 2014

Page 2 of 4

Discussed hiring possibilities. Even though the District said MCCS is not required to go through a hiring process to fill the bookkeeper position, Elisa recommended advertising the position for 5 days before interviewing and hiring.

Budget Report: Compared 2014-15 budget to current budget. Discussed decreasing ED time, increasing HT and School Counselor to .5 FTE each, and adding an assistant position for kindergarten. ADMw has increased by \$200 per student.

Payroll changes and roof expenses are not reflected in the current budget (2013-14). There is enough funding to invest in infrastructure and still maintain a comfortable cushion. Budget should be passed by May to allow time to send out staff offer letters and to prepare for facility improvements.

Possible facility improvements: \$18,800 for gym room; 6-7K for replacing the play shed roof (may be less if completed by volunteers); 10K for replacing art room and Tom's room floor; Water filtration system would be 10K. Guy suggested making sure that bottled water is available in every classroom. Everyone present was very supportive of this suggestion. Elisa mentioned that using bottled water has actually reduced expenditures.

Does the budget for next year include funds for literacy curriculum? Dollars for teacher training? No. Need to put reading and writing curriculum into the budget. There are additional funds from donations to help cover important projects.

Motion to approve the gym roof bid from Stutzman for 60 mil overlay of TPO, the play shed roof of up to \$6,000, and asbestos abatement and floor replacement for up to \$10,000 and \$6,000 from insurance. Erik moves; Nell seconds; 5, 5, 5, 5, 5, passed.

School Report: Several students have enrolled this spring in classes that are already full for next year. They enrolled *after* the lottery had taken place and the current vacancies they are filling this spring are already filled for next year. These students will not have a slot at MCCS next year. Longest waiting lists are in K, 2nd and 3rd; none in 1st and several in 4th and 5th.

A family recently left MCCS over frustrations with how their child's behavior issues were handled. MCCS staff and Board members (Dan and Nell) worked collaboratively to deal with the incident. Barb also contacted the District in order to obtain additional guidance regarding this situation. Staff followed District discipline protocol and developed a school safety plan.

FINAL

(Approved 5/8/14)

Inavale Community Partners Board Meeting Minutes April 10, 2014

Page 3 of 4

Leonne attended a training for students with autism, ADHD, etc., which was very helpful. MCCS now has 12 students on the developmental spectrum that have special needs. This number is consistent with national averages, but double what MCCS has experienced in the past.

Discussed staff plans for reworking the science curriculum to ensure that students are fully prepared and experience a smooth transition when moving from the primary grades to the upper grades.

Dan wants to make sure that offer letters go out to all staff in a timely manner. Dan also wants to decrease ED time in order to increase HT time and School Counselor time. Says this is not likely sustainable into the future, but it should be done for this next year. Dan feels we should change the Administrative Assistant position to a full-time, salaried position. This will cost about 5K more per year.

Charter renewal meeting is scheduled for Thursday, April 17th with the District. Erik will plan to attend this meeting with Dan and Elisa.

Discussed facility repairs that need to be made including art room floor, roof and play shed roof. Suggested replacing the flooring in Tom's room in addition to the art room floor (total cost would be approximately 16K, insurance has paid 6K toward this amount).

Discussion and Decision:

Attendance Policy Revision: Leonne provided a revised draft of Policy00016a Attendance Policy. Reviewed changes made. Erik recommended eliminating the sentence beginning "The morning segment..." of the second paragraph in section 1.3. and then eliminate "Therefore" in the last sentence of the second paragraph in section 1.3. Add wording to the policy to include the following: Call to truancy officer for students with excessive tardies, report to DHS if students are not picked up on time (constitutes neglect), charge parents \$1 per minute that child is not picked up to cover costs of after school childcare.

Board Training: Reviewed Board 10 minute exercise completed last meeting. Discussed grooming board members to fill vacant roles, attending trainings and in general improving Board member preparation.

FINAL

(Approved 5/8/14)

Inavale Community Partners
Board Meeting Minutes
April 10, 2014

Page 4 of 4

ED & Board Evaluations: Erik has contacted retired administrators to help with Board and ED evaluations. OSBA has tools to help with self-evaluations. Center for Nonprofit Stewardship also likely has tools for Board/ED self-evaluations.

Elisa discussed the importance of organizing, reviewing and revising all school policies and procedures in a timely manner. The process has been initiated, but since it is a huge undertaking she suggested paying Melissa to complete the policy and procedure overhaul. Discussed possible dollar amounts. Melissa will provide an overview of what needs to be accomplished and email this out to the Board before next Board meeting. Josh asked about the legality of paying a Board member to complete this project. According to policy Board members can be paid to perform certain duties, but must recuse themselves from any votes related to said payment.

Academic Concerns: Discussed academic concerns that continue to surface. Several people shared their anecdotal experiences related to these academic concerns. They expressed concerns regarding lack of student academic accountability, lack of adequate content being taught in math and literacy, lack of overall direction, organization and communication related to academic goals and student progress, and inability of staff to adequately help struggling students. Discussed the importance of having high expectations and accountability to improve academic excellence, the importance of supporting teacher development and training, and meeting the variety of academic needs that students have. Barb shared her vision for strengthening the academic program and preparing teachers to help students meet the increased academic rigor of the Common Core Standards while continuing to nurture MCCS's commitment to place-based learning.

Meeting adjourned at 9:55pm

Minutes taken by Melissa Harris

ACTION ITEMS:

New from April 10, 2014 Minutes:

AI-1: Melissa will prepare an overview of the various steps required to overhaul MCCS policies and procedures.