

**FINAL**  
(Approved 10/8/2015)

Inavale Community Partners  
Board Meeting Minutes  
September 10, 2015

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

**In Attendance:** Erick Swartzendruber, Dave Buchanan, Tim Martin, Dan Hays, Chris O'Connell, Barb Holt, Karen Steele, Melissa Harris, Leann Eagles-Smith, Kelly Bell (7:30).

**Summary of Votes:**

**Motion to approve** the minutes of August 13, 2015. Erik moves; Dave seconds; passed 5, 5, 5, 5.

**Motion to nominate** Karen Steele to be a member of the ICP Board. Erik moves; Dave seconds; passed 5, 5, 5, 5, 5, 5.

**Motion to approve** draft Budget B3 as Budget C in its present form. Tim moves; Erik seconds; passed 5, 5, 5, 5, 5, 5.

**Motion to approve** executive session minutes. Erik moves, Tim seconds; passed 5, 5, 5, 5, 5, 5.

**Public Comments:** None

**Approval of Minutes:** Approval of August 13, 2015 minutes.

*Motion to approve* the minutes of August 13, 2015. Erik moves; Dave seconds; passed 5, 5, 5, 5.

**Reports:**

**509J Report:** Relationship with District is going smoothly. Allowed MCCS staff to be involved in beginning of school year trainings offered to 509J teachers. Kevin came out to visit MCCS on the first day of school. District has renewed building lease.

**ICP Treasurer's Report:**

**PTO Report:** Silent Auction and Potluck coming up soon.

**School Report:** Enrollment numbers are fluctuating. Art teacher did not take math position. Barb will be teaching third grade math and is excited about this. Melissa

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asked if Barb would be adding the .25 FTE to her position. At this point, additional FTE is not being added to Barb's position. Changes can be made as needed.

Chris discussed the use of Reflex Math curriculum to help develop math facts. Bridges and Everyday Math do not often provide enough math facts practice. Chris applied for a grant for Reflex Math online curriculum materials. Provides products for 35 seats. Discussed how the second edition of Bridges is more challenging. Karen asked why M CCS needs another teacher for math. Dan explained that having blended classes and a new curriculum increased the need for additional assistance. Dan and Erik emphasized that funding an additional math teacher position is temporary. Because Barb is teaching math within her current FTE, additional math instruction has no impact on the budget. The need for additional FTE will be re-assessed as the year progresses.

PTO provided significant volunteer help to get work completed on the school grounds. New cleaning service is off to a good start with some minor bumps. Power outage occurred on the first day of school. Generator may be a good investment to help keep water flowing in case of future power outages. Additional outside maintenance will be done by an OSU fraternity. A M CCS staff member's boyfriend is a member of this fraternity and they hope to complete their required community services hours at M CCS.

Erik discussed focusing on project/place-based learning now that literacy and math have been a focus. Dan said science kits will help with this. Engineering and technology will be part of the project/place based learning in science this year. Stem Kits will be an important tool. The school is now working toward becoming a Steam school by adding art. M CCS is ahead of the curve with its art emphasis. Barb, Michelle, Kim and Melissa worked on arranging curriculum so that students will not be repeating topics in blended classrooms.

Dan is seeking Board input on the enrollment policy, specifically regarding how to handle the lottery. Asked how long a spot should be left open until the family has to decide to accept or reject the available spot. Dan says it makes it hard to leave the spot open for 48 hours when others are waiting, especially when a spot opens up right before school is about to begin. Suggested reducing this waiting period. Dave suggested having a sliding scale depending on the time of the year. More latitude would be helpful. If sliding scale, it should be applied consistently. Dan said he would consult Jennine and would communicate her input to the Board. At this point, Jennine has been giving families 48 hours for families to decide. Melissa reviewed

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the Enrollment policy and explained that the policy requires that a family is given 48 hours to decide.

**Budget Report and Discussion:** Leann said Dan found an error in the budget with the building maintenance line. It was not being calculated into the overall Budget. This error was resolved, but it had no affect the budget numbers. Erik expressed appreciation to Leann for her very thorough Budget reports.

Audit is about complete. Delayed due to needing to wait for the GASB 68, PERS actuarial figures that are required to verify the audit. Leann said she will do monthly reports for the last reconciled accounts. Board should review profit and loss, balance sheet and sequential checks every month. Leann said the auditor suggested that the Board review journal entries. The District was originally wanting MCCA to contribute to a destruction/clean up fund for the school. The District renewed the school's lease this school year without this requirement. The \$40,000 which was transferred from the OSU Money Market account to the OSU Checking account to cover double summer payroll and other expenses has been transferred back. The transaction posted in August 31<sup>st</sup> bank reconciliations.

Did speak with liability insurance regarding ICC using our tax exempt status. Suggested getting legal advice. Gave Leann two attorney's names that can help with this question. Leann said there is \$1000 for legal advice. Leann said she would like to be updated on what her role and responsibilities would be in relation to this. Melissa said she did not want to use money allocated for legal advice for this purpose. Suggested having ICC pay for legal advice. Decided that waiting to hear back from ICC before proceeding was prudent.

Removed .25 FTE math teacher position from budget since Barb will be taking on this role. PE and Music was re-corrected. Original FTE's in Budget A were correct. Special ED time .5 moved to FTE Classroom Assistant time.

Dan and Leann discussed unexpected bill for booster pump that needed repair. Wanted to know how this would work in the budget. This could cause an over draft of this line item. Bill is for \$800. Board confirmed that this amount could be covered by what has been budgeted for building maintenance. Adjustments can be made later, if needed.

Leann brought up computer and technical issues. Computers in the library need to be updated. Discussed how to fund these computer needs. Melissa asked about using donation funds. Jaime was not in favor of using donation funds for this

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purpose. No capital funds currently being set aside for computer and technical needs. Melissa suggested creating a line item for computer upgrades. Tim asked what the estimated cost would be to upgrade the computers. Leann said it would depend on what kind of equipment would be used: most likely, 10K would cover the cost. Computer replacement needs include 12 student stations and computers for the librarian and testing coordinator. Discussed what other uses these computers will be needed for. Erik asked about what donation funds are left over. Leann will have this number for October's meeting.

Dan asked about how to distribute teacher development funds to help pay for teacher courses taken. Dan suggested having a set amount per teacher (\$500 per teacher with \$2500 left over for other staff, as an example). \$5,000 total is budgeted annually for staff development. This amount is to cover development for all MCCS staff. Karen asked if teachers share with the rest of the staff what they've learned at trainings. Tim asked about having set amounts and then having staff apply for remaining amount. Melissa said the teachers should know ahead of time what amounts are available to them each year. Chris suggested offering hourly pay for classified staff to come benefit from information teachers bring back from trainings, etc.

**Discussion and Decision:**

**New Board Membership:** Karen Steele has completed all requirements to join the ICP Board.

*Motion to nominate* Karen Steele to be a member of the ICP Board. Erik moves; Dave seconds; passed 5, 5, 5, 5, 5, 5.

*Motion to approve* draft Budget B3 as Budget C in its present form. Tim moves; Erik seconds; passed 5, 5, 5, 5, 5, 5, 5.

**Independent Community Center:** Refer to Budget discussion.

**Update Policy HR0002c (Due Process):** James had some concerns about the policy being too laborious and restrictive. Discussed concerns about using a plan of assistance. Karen pointed out that a plan of assistance is a common tool that is used in education. James was concerned that it would take too long to fire someone. Discussed which sections to edit. Dan will send policy to 509J for review to ensure that it meets all legal requirements. Melissa will send final draft out to Board and Dan will forward to staff for review.

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**Review of Hiring Procedure:** Jaime was concerned about how the hiring procedure affects the hiring process. Discussed removing the requirement for an ICP Board member on the screening and hiring committee's. Dan pointed out that both the hiring committee should represent a broad spectrum of the school community. Agreed to remove Board member requirement for the hiring committee. Board members may observe the hiring process. ED can approve Board member to serve on the hiring committee if ED deems it necessary.

**Calendar/Action Items:** None

**Executive Session:** Discussion of Personnel Issues under ORS 192.660 (2) (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

*Motion to approve* executive session minutes. Erick moves, Tim seconds; passed 5, 5, 5, 5, 5, 5.

Meeting adjourned at 11:10pm

Minutes taken by Melissa Harris