

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:20pm

Present: Tanya Freeman, Payton James-Amberg, Morning McCreary, Kathleen Westly, Christine Horning,

Meeting Minutes Approval: Reviewed minutes from 6/18/09. Motion to approve minutes of 6/18/09 as revised (Morning), second (Kathleen); passed fists of 5s.

DATE OF NEXT MEETING CHANGED!!: The next ICP Board meeting will be **TUESDAY, July 14** at 7pm. Please mark your calendars.

MCCS Business

School Report given by Payton:

- Staffing & Hiring Update:
 - 1/2/3 Teacher: Bridget Baril has verbally accepted the position for 1/2/3 teacher. Motion to hire Bridget Baril at a salary of \$28,000 with two extra days' pay for orientation (Payton); second (Kathleen); passed fists of 5s. **AI-1: Tanya** to send employment offer letters to Bridget Baril and Jenny Swanson.
 - Executive Director job has been posted on craigslist (cross-referenced in 4 places) and EdZapp. There is also a full description on the website, and Kathy Brewer emailed to the Community list. Our EdZapp account is functioning, and we are receiving applications. Tours: One candidate so far has asked to tour the school, and after short discussion, we agreed this is a reasonable request and will be accommodated according to our staff's convenience.
 - Future Postings: The Admin Asst. position will be posted on craigslist, MCCS website, and Community email, but not on 509J website. We decided it would be misleading to have our jobs posted there. **AI-2: Payton** will post the position on July 15th. The PE position, Testing Coordinator, Afternoon Adventures, and Lunchroom/Recess Supervisor positions will be posted on August 1st to have employees in place for August 31st. **AI-3: Payton** will talk to Kriste for input on PE schedule before writing job description.
 - Summer Staffing: Going very smoothly; facilities update is progressing, projects are getting done. Jenny Swanson gave her first report to the Board as Summer Manager via email. We decided we would like subsequent updates to happen as a verbal report at the beginning of each Board meeting. **AI-4: Tanya** to let Jenny know we would like verbal facilities reports at future Board meetings. Elisa Fairbanks is working MWF 10-1. She is checking email and phone messages, finishing up tasks per training by Chana, and is a very efficient worker.

- Enrollment Report: There are two spots open in 2nd grade, waiting lists for multiple grades, and 79 seats currently filled.
- Mowing: 509J personnel informed us that the grass needs to be cut around the pump house and the outside of the fences due to fire hazard. Our contractor Mike Chorak did it for \$330 as a one-time service. Elisa is checking to see which parts might be the County's responsibility. There is also water gurgling out of the pump house, accounting for the luxuriant growth there. A work order has been filed with 509J to investigate the problem. **AI-5: Payton** to track the work order with 509J for pump house as well as get a bid from Chorak about future maintenance on mowing once County's responsibility has been determined.
- Staff Request: A staff member has inquired when is the time and what is the procedure for re-negotiating salary. The response to be given is that the time is "right now" for this year as we draft next year's budget, but in the future, it should be when the offer to renew a contract is made by the Executive Director. **AI-6: Payton** to investigate cost-of-living increases.
- Interim ED Responsibilities: A short discussion was held about how to handle various administrative tasks in the absence of an Executive Director. We passed three motions to divide these responsibilities among current staff members until the new ED comes on board:
 - 1) Motion to appoint Head Teacher to handle any confidential matters regarding enrolled students until the new ED is in place (Kathleen); second (Morning); passed fists of 5s.
 - 2) Motion to appoint the Financial Administrator to handle all financial matters until new ED is in place (Kathleen); second (Christine); passed fists of 5s with 1 abstention due to conflict of interest.
 - 3) Motion to designate Payton James-Amberg as the Board appointee to coordinate all other ED responsibilities until new ED is in place (Tanya); second (Morning); passed fists of 5s and 4.

ICP Business

Treasurer's Report:

- The final grant claim was submitted on July 2, 2009. A total of \$468.71 remained from the grant and must be returned to the State. We are well-satisfied with this result and thank Payton for all of her excellent recordkeeping and spending.
- Upon inquiry, there is yet no response about whether we will be receiving any SFSF funds.
- Payton submitted a payment plan for rent next year to Greg Lecuyer, who has been designated by Kathy Rodeman to handle this for the district. They will be getting back to us regarding this spreadsheet.

509J School Board Meeting: Morning gave the following report on the special June 29 509J Board meeting:

- **Report on Annual Report:** Our report was received well, and positive feedback was given by school board members who had visited MCCS as well as by Steve Youngblood, who was very complimentary to both our staff and programs. The discrepancy in our math vs. writing test scores was noted. We discussed the desired due date for future Annual Reports, whether to keep it in June or set it for October when other reports are due and decided that the new ED needs to set the deadline with the school district early next year so that MCCS staff can work on it throughout the year.
- Jeanne Holmes presented the report of the School Climate Inventory Subcommittee on behalf of the Diversity Committee regarding the "Best Practices for Creating a Safe and Welcoming Environment." Morning provided this handout for us. We can review this bulleted list for suggestions on improving a welcoming atmosphere.
- Jeanne Holmes, the new Assistant Superintendent, expressed her disappointment that Jen was leaving. She had planned to invite her to the next Principals' Meeting in August. Jeanne asked to be informed when our new ED arrives so that she can start building the relationship with MCCS.
- Consolidated Action included two items of interest:
 - 1) TAG testing funds come from the ESD and are paid for from Tier 2 Resolution Funds, which is also where Pinnacle system comes from. Since we have already received Pinnacle support, can we also get this support for TAG testing, which needs to be implemented next year? **AI-7: Kriste** to follow-up with Mike Strowbridge on TAG Testing to ask "Are we covered under your contract for these services/tests?" If so, she should coordinate the service.
 - 2) The school district is employing two Americorps interns next year at \$7200/yr per intern. MCCS can consider this as a staffing resource for 2010-11 school year.

*Begin Closed Session at 9:30pm.***

****As recorded in the minutes of the closed session, Morning McCreary left the session after the discussion of J. Watson's exit interview.**

*Open Meeting reconvened at 10:45pm.***

****As recorded in the minutes of the closed session, Morning McCreary was invited to re-join us for the Open Meeting, which she did.**

Policies, SDP, Accountability Calendar:

- **Strategic Development Plan:** Mark Hazelton wants to help us complete the SDP; he feels responsible for its completion because it is part of the original Charter Starters contract. **AI-8: Tanya** will invite Mark to the July 14th meeting when SDP is scheduled for discussion. We discussed the scope of the document and decided that we wanted to write the whole plan to have in place for the new Executive Director, but that we view this as "90%" complete and the ED will have the opportunity to incorporate his/her input through the required revision process which happens three times throughout the school year. **AI-9: Morning** will compile everyone's responses

to create the working document to be discussed July 14th, including Mark's. **AI-10: Each board member** will email their ideas to Morning for the SDP if you have not already done so. The due date for comments is Wed., July 8th.

- Policies: Morning presented the "Policy Log" that she has compiled which contains all the policies and procedures that we are aware of so far. They are in various states of completion, ranging from completed and passed, almost-ready-for-vote, needing extensive revision, to yet-to-be-written. We believe there are more items that need to be obtained from Mark. **AI-11: Morning** to contact Mark to solicit these policies. **AI-12: Morning** to email Policy Log to Board Members.

Our general strategy will be to assign the policy to Board member "owners" who will review and prepare a version to be emailed to Board members for feedback. The owner will then compile the feedback and present this second draft at the designated Board meeting for that policy. **AI-13: Each Board member** is responsible for reviewing Morning's Policy Log to see what you are in charge of. **AI-14: Kathleen** to email to Lisa Yagoda for posting the updated Enrollment Policy with the newest Founders' definition.

Policy Agenda for the next two meetings:

July 14th: Strategic Development Plan (owner-Morning)
Procedure to Hire Executive Director (owner-Christine)
Create ED Interview questions
Determine membership of Hiring Committees.

July 30th: SDP carryover
Job Descriptions (owner-Tanya)
Procedure for New Employees (owner-Payton)
Policy for Resolving Complaints against Charter School (owner-Kathleen)
The contents for an Orientation Document to be discussed

Building Use: A grange member has requested to use the community room on July 18th for a bridal shower. Peggy Giles will be hosting 20 adults and 5 children from 9:30-1:30pm. We agreed that grange members should have special consideration on price to encourage use by community members. We decided on a fee of \$25, which will cover the cost of paying an "opener" and "closer" for an hour of time at \$10 plus benefits. We will make chairs and tables accessible as part of the fee, but guest supplies the labor and will clean up. **AI-15: Payton** will handle this transaction.

Correspondence: MCCS was contacted by Mary Ward from Hood River, OR regarding the history of the Inavale area. She is doing research on family history and wants to know more about the location. She found our school during an internet search. **AI-16: Payton** will write a short response and also forward her letter to grange members for a hopefully longer one.

Meeting adjourned at 12:05am
Minutes submitted by Christine Horning.

Consolidated List of Action Items for Quick Reference

- AI-1:** Tanya to send employment offer letters to Bridget Baril and Jenny Swanson.
- AI-2:** Payton will post the Admin. Asst. position on July 15th.
- AI-3:** Payton will talk to Kriste for input on PE schedule before writing job description.
- AI-4:** Tanya to let Jenny know we would like verbal facilities reports at future Board meetings.
- AI-5:** Payton to track the work order with 509J for pump house as well as get a bid from Chorak about future maintenance on mowing once County's responsibility has been determined.
- AI-6:** Payton to investigate cost-of-living increases.
- AI-7:** Kriste to follow-up with Mike Strowbridge on TAG Testing to ask "Are we covered under your contract for these services/tests?" If so, she should coordinate the service.
- AI-8:** Tanya will invite Mark to the July 14th meeting when SDP is scheduled for discussion.
- AI-9:** Morning will compile everyone's responses to create the working SDP document to be discussed July 14th, including Mark's.
- AI-10:** Each Board member will email their ideas to Morning for the SDP if you have not already done so. The due date for comments is Wed., July 8th.
- AI-11:** Morning to contact Mark to solicit these policies.
- AI-12:** Morning to email Policy Log to Board Members.
- AI-13:** Each Board member is responsible for reviewing Morning's Policy Log to see what you are in charge of.
- AI-14:** Kathleen to email to Lisa Yagoda for posting the updated Enrollment Policy with the newest Founders' definition.
- AI-15:** Payton will handle the Building Use transaction for July 18th.
- AI-16:** Payton will write a short response to Mary Ward and also forward her letter to grange members for a hopefully longer one.
- AI-17:** Christine will send out an edited version of Procedure to Hire an Administrator. Feedback is due back by noon on Thursday, July 9th.