

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:12pm

Present: Tanya Freeman, Morning McCreary, Kathleen Westly, Christine Horning, Elisa Fairbanks, Kathy Brewer, and Jenny Swanson

Meeting Minutes Approval: Reviewed minutes from 7/02/09. Motion to approve minutes of 7/02/09 as revised (Kathleen), second (Morning); passed fists of 5s.

The next ICP Board meeting will be **Thursday, July 30** at 7pm. Please mark your calendars.

Public Comment

- Elisa Fairbanks, our Grant Coordinator, asked what she should be focusing her energies on in collecting grant information. Key programs mentioned were PE, Art support, and field trip transportation. Possible sources of funds identified were through DaVinci Days connections and the Siletz Tribe. Further discussion was postponed until after the Strategic Development Plan is approved.
- Kathy Brewer presented Discovering a Sense of Place, an 8-week discussion course from the Northwest Earth Institute that Leah identified as a good fit for our school. It requires an expense to purchase the course materials. Kathy would be willing to facilitate the first meeting. This led to a more general discussion of stocking reference books on place & project-based learning at MCCS or providing a resource list of titles on our website. This would help educate our community as well as introduce our school to others. **AI-1: Kathy Brewer** to ask Kriste about such references to include in the handbook and eventually the website.

MCCS Business

- Staff Report given by Jenny Swanson: Jenny walked us through a 2-page handout of all the tasks that have been identified to be completed for July and August as well as those that have been completed so far. She is having adequate success at getting work crews, and projects are getting done in a timely and efficient manner. Good work!
- Staffing/Hiring Update:
 - Offer letters have gone out to Bridget and Jenny. We need to welcome Bridget to the MCCS community via the website and email list. **AI-2: Kathleen** will write the introduction to send to Kathy for publication.
 - There are 20 applications for the Executive Director position. **AI-3: Elisa Fairbanks** will talk with Lisa about updating the website to ensure our information is current to help answer candidate questions. She can take over this task from Lisa for the summer.

- Administrative Assistant position to be posted July 15, 2009. **AI-4: Payton.**
- Enrollment Report: No report given due to Payton's absence.

ICP Business

Afternoon Adventures rate: Tabled until next meeting.

D&O insurance for non-MCCS activities: Tabled until next meeting.

Handbooks:

Kathy Brewer has an outline that was compiled from looking at various existing handbooks. She has sent this around for feedback. Her plan is to start drafting text to circulate for comment. **AI-5: Kathy** will get the Emerson handbook as a comparable charter school to MCCS.

Policy Log Update given by Morning:

We are still waiting to get Mark's feedback on the differences between our list and his. We don't know how serious the discrepancies are yet. **AI-6: Morning** to follow up with Mark.

Strategic Development Plan discussion led by Morning:

Morning described the evolution of the document to this point. The document we discussed was the final "Synthesis" version, which represented a streamlined version of all the feedback from staff and Board members as well as input from Jen Renee, former Executive Director. We believe the document is still incomplete regarding staff priorities. **AI-7: Morning** to follow up with Mark about getting any substantive omissions from staff since he facilitated their discussion.

Before our review of the actual document, we then discussed what the SDP represents to us—and thus what level of detail should be included. A distinction was made between a "vision" document, a "strategic" plan, and a "tactical" procedure. Thus, the SDP is not a "to-do list" describing how goals are to be achieved (which is ultimately the responsibility of the Executive Director), but rather a goal-setting document that helps school leaders to understand the priorities and what needs to be monitored as the year progresses.

Finally, we went through the document line-by-line and made changes as needed. We identified several points that need clarification from Head Teacher. **AI-8: Morning** will follow up with Kriste regarding these items.

We will vote on the finalized document at the next meeting!

G-T Fall Education and Our Town ads

The deadline for our Fall ad in the G-T is coming up. We modified the text and agreed to place the ad. We decided not to advertise in Our Town because our almost-full

enrollment capacity does not warrant the additional expense. **AI-9: Kathleen** to place the ad.

Procedure 00008 Hiring an Administrator led by Christine:

Motion to approve Procedure 00008b as revised (Kathleen); second (Tanya); passed fists of 5s and 1 abstention due to conflict of interest. Morning McCreary was present during the discussion but did not contribute. **AI-10: Christine** to complete revisions and forward to Elisa to post on website.

Shannon Harty's Withdrawal from MCCS

We briefly discussed Shannon's reasons for withdrawing from the 1/2/3 position at MCCS which came to light in her recent communication with Head Teacher, Kriste York. Agreed that Tanya will contact Shannon by email to express our regret, provide closure, and invite her to consider future opportunities at MCCS should they become available. **AI-11: Tanya** to contact Shannon by email.

These are the identified Agenda Items for July 30th meeting:

Vote on SDP

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

Meeting adjourned at 11:10pm

Minutes submitted by Christine Horning.

Consolidated List of Action Items for Quick Reference

AI-1: Kathy Brewer to ask Kriste about references on place- and project-based learning to include in the handbook and eventually the website.

AI-2: Kathleen will write the introduction of Bridget to send to Kathy for publication.

AI-3: Elisa Fairbanks will talk with Lisa Yagoda about updating the website to ensure our information is current to help answer candidate questions.

AI-4: Payton to post Administrative Assistant position on July 15, 2009.

AI-5: Kathy will get the Emerson handbook as a comparable charter school to MCCS.

AI-6: Morning to follow up with Mark on discrepancies between Policy Logs.

AI-7: Morning to follow up with Mark about getting any substantive omissions in the SDP from staff since he facilitated their discussion.

AI-8: Morning will follow up with Kriste regarding items of clarification in SDP.

AI-9: Kathleen to place our ad in the G-T.

AI-10: Christine to complete revisions of Proc. 8b and forward to Elisa to post on website.

AI-11: Tanya to contact Shannon by email.

AIs to prepare for next meeting:

Job Descriptions (owner-Tanya)

Procedure for New Employees (owner-Payton)

Policy for Resolving Complaints against Charter School (owner-Kathleen)