

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:15pm

Present: Anita Grunder, Christine Horning, and Payton James-Amberg

*Welcome* and the Board would like to acknowledge and thank Elisa Fairbanks, Payton James-Amberg, and Christine Horning for their special efforts and service to the school this week.

*Meeting Minutes Approval:* Reviewed minutes from 8/06/09. Motion to approve minutes of 8/06/09 (Anita), second (Payton); passed fists of 5s. Reviewed minutes from 8/11/09. Motion to approve minutes of 8/11/09 (Anita), second (Payton); passed fists of 5s.

The next ICP Board meeting will be **Thursday, September 3rd** at 7pm. Please mark your calendars.

### Action Item Updates

Items from the 8-06-09 minutes still outstanding: AI-4, AI-8, Audit items AI-11 thru 18 & 20, AI-21. In progress: AI-10.

### Public Comment

No public comment at this meeting.

### MCCS Reports

- Staffing/Hiring Updates:
  - Administrative Assistant position update: Chana VanOrden has verbally accepted the offer from John Knight. **AI-1: John** needs to sign her offer letter on Monday, Aug. 24<sup>th</sup> and make appropriate copies for personnel files. The position start date is Monday, August 24<sup>th</sup>. **AI-2: Anita** will contact Kathy Brewer for the announcement to the MCCS community. **AI-3: Anita** will notify all other finalists for Admin. Asst. position.
  - Afternoon Adventures Leader position update: Four candidates were interviewed today by the Hiring Committee of Payton and Christine, and Jenny Swanson gave tours of the kindergarten room and discussed the logistics of sharing this classroom with each candidate. The Hiring Committee will present its ranked list to the Board for consideration in Closed Session.
- Treasurer's Report:
  - Enrollment: We lost two more 2<sup>nd</sup> graders, so there are now a total of four 2<sup>nd</sup> grade openings and one in 3<sup>rd</sup> grade.
  - SFSF \$: We received a check for last fiscal year, and Payton needs to find out how it can be spent. While definitive information about this year's funds is still pending, the money is supposedly available through the online grant

- system. **AI-4: Payton** will follow up with Linda Martin at 509J on both of these issues.
- **Audit Update:** Our auditors are also swamped though they did answer Payton's initial queries; our audit AIs rollover.

### ICP Discussion Items

*Procedure 10a "Hiring Non-Teaching Staff"* was modified to include a clause that in the event that there is no Executive Director to conduct hiring searches, the Board will assume responsibility for this task. Motion to accept Procedure 10b as revised (Anita), second (Christine); fists of 5's. **AI-5: Christine** will edit the 3 Hiring Procedures (8b, 10b, and 11b) for consistency regarding in-house candidates, absence of Executive Director clause, as well as other minor individual items pertinent to each procedure.

*Staff Orientation by Board members:* It was agreed that this year's staff orientation should take a "forward-looking" perspective and emphasize the following strengths of MCCS: we are fiscally responsible, have many returning students and staff members, and are now hiring in positions where we formerly relied on volunteers. The ICP Board's part in making MCCS a better place is to take more responsibility for the pieces identified in the Aug. 6<sup>th</sup> meeting minutes. In reviewing that list, the following items were revised:

- The SDP will be distributed to staff during this meeting
- Staff handbook discussion: Do they want one & what should be in it?

**AI-6: Christine** will contact Tanya about co-hosting the Orientation, target date is Thursday, Sept. 3<sup>rd</sup>.

*Job Postings:* Three positions need to be posted in order to have people in place by the start of staff in-service training on Sept. 2<sup>nd</sup> with tentative interview date of August 31<sup>st</sup> for all positions. Motion to post the Bookkeeper position on Friday, Aug. 21<sup>st</sup> to close on Wednesday, Aug. 26<sup>th</sup> with a start date of Sept. 2<sup>nd</sup> (Christine), second (Payton); fists of 5's. **AI-7: Payton** to post Bookkeeper job on website and community email list.

Motion to post PE Teacher position on Friday, Aug. 21<sup>st</sup> to close on Wednesday, Aug. 26<sup>th</sup> with a start date of Sept. 2<sup>nd</sup> (Christine), second (Anita); fists of 5's. **AI-8: Payton** to post PE Teacher job on EdZapp, website, and community email list.

Motion to post for Playground/Lunch Supervisor position on Friday, Aug. 21<sup>st</sup> to close on Wednesday, Aug. 26<sup>th</sup> with a start date of Sept. 2<sup>nd</sup> (Christine), second (Anita); fists of 5's. **AI-9: Payton** to post Playground/Lunch Supervisor job on website and community email list. **AI-10: John** to develop/refine interview questions for positions; bookkeeper interview already exists. Need to appoint Screening Committee(s) if he chooses.

*Extended Leave Policy:* Preliminary discussion on the need for an extended leave policy centered around what does it mean to have such a policy and what the philosophical underpinnings are. **AI-11: Anita** will research some policies for possible models.

*Benefits for Part-time Employees:* Agreed to revisit this discussion when the budget warrants and discussed the feasibility of a sliding scale for benefits.

*Staff Handbooks:* We need to find out if our staff wants one; see discussion under Staff Orientation.

*Job Descriptions:* We need to find out the status of these ASAP. **AI-12:** Tanya needs to provide an update on what documents have yet to be prepared so that these are ready for Staff Orientation. **AI-13:** Payton can delineate the current Business Manager description between the Bookkeeper and Executive Director positions.

*Current Policies Update (AI-10 from 8/6):* Kathleen is updating our record of all approved policies from Executive Director's laptop and will plan a meeting with Mark Hazelton and John regarding some confusion she has uncovered.

*Facility Update:* Jenny Swanson has reported on three new or recurring problems with the building: 1) an invasion of carpenter ants, 2) two broken windows in Classrooms 1 & 2, and 3) a piece of corner siding on the west side of the studio that is rotted and detaching from building. **AI-14:** Anita is deploying poison (borate) for ants and will monitor the situation. **AI-15:** Payton will submit a work order to 509J for the broken windows. Since one was cracked before occupancy and is now a hole and the other became cracked during occupancy, we expect to be billed only for the repair of the latter. **AI-16:** John, with Kathleen as District liaison, need to have a discussion with Greg Lecuyer about accounting of our maintenance pot (the lack thereof) and who should pay for the broken windows. Also a discussion of the repair of the rotted siding needs to be held

Adjourn this portion of the Open Meeting: 9:47pm.

**\*\*Begin Closed Session at 9:50pm.\*\***

Open Meeting re-convened at 10:44pm. Members present: Anita, Christine, & Payton.

*Afternoon Adventures position:* Motion to authorize Payton as ICP Board representative to offer April Sadler-Nieman the position of Afternoon Adventures Leader at \$10/hr. + PERS for 4.25 hours/day (Anita), second (Christine); passed fists of 5's.

In the event April does not accept the job, the Board authorizes Payton to offer the job to the #2 candidate with the same terms (Anita), second (Christine); passed fists of 5's.

**AI-17:** Payton to make job offer to April Sadler-Nieman.

*Head Teacher Duties:* The following resolution was approved by the Board (fists of 5, 4, & 3):

"The Board recognizes that there are certain essential duties of the Head Teacher that must be reassigned during her medical leave. These will be formalized at the next Board meeting on September 3, 2009. Until these duties have been reassigned, the schedule planned for the upcoming academic year will remain in place to facilitate across-class scheduling and hiring."

**AI-18:** Anita, as Board President, will email the staff this resolution on Friday, August 21, 2009.

Meeting adjourned at 11:27pm.  
Minutes submitted by Christine Horning.

### **Consolidated List of Action Items for Quick Reference**

#### **Carryover from Minutes of August 6<sup>th</sup>:**

- AI-4:** Kathleen to follow up with Mike Strowbridge on district-wide trainings being offered and dates.
- AI-8:** Kathleen to follow up with Kathy regarding slides from last year's orientation.
- AI-10:** Kathleen is already collating Board Meeting Minutes from July 1, 2009 to present.
- AI-11:** Christine takes "Information and Communication" on Form: ALG-CX-4.1.
- AI-12:** Tanya takes "Risk Assessment" on Form: ALG-CX-4.1.
- AI-13:** Kathleen takes "Control Environment" on Form: ALG-CX-4.1.
- AI-14:** Kathleen takes Q1-11 of "Entity & Risks."
- AI-15:** Christine takes Q12-20 of "Entity & Risks."
- AI-16:** Anita takes Q21-34 of "Entity & Risks."
- AI-17:** Payton takes Q35-38 of "Entity & Risks."
- AI-18:** Tanya takes Q39-49 of "Entity & Risks."
- AI-20:** Payton to take a stab at the "Oregon Minimum Standards Questionnaire" since it is all financial.
- AI-21:** Tanya to follow up with Michelle Friesen on floor hockey.

#### **New from Minutes of August 20<sup>th</sup>:**

- AI-1:** John needs to sign Chana's offer letter on Monday, Aug. 24<sup>th</sup> and make appropriate copies for personnel files.
- AI-2:** Anita will contact Kathy Brewer for the announcement of the Admin. Asst. to the MCCS community.
- AI-3:** Anita will notify all other finalists for Admin. Asst. position.
- AI-4:** Payton will follow up with Linda Martin at 509J on two issues regarding the SFSF money.
- AI-5:** Christine will edit the 3 Hiring Procedures (8b, 10b, and 11b) for consistency regarding in-house candidates, absence of Executive Director clause, as well as other minor individual items pertinent to each procedure.
- AI-6:** Christine will contact Tanya about co-hosting the Orientation, target date is Thursday, Sept. 3<sup>rd</sup>.
- AI-7:** Payton to post Bookkeeper job on website and community email list.
- AI-8:** Payton to post PE Teacher job on EdZapp, website, and community email list.
- AI-9:** Payton to post Playground/Lunch Supervisor job on website and community email list.
- AI-10:** John to develop/refine interview questions for positions; bookkeeper interview already exists. Need to appoint Screening Committee(s) if he chooses.
- AI-11:** Anita will research some extended leave policies for possible models.
- AI-12:** Tanya needs to provide an update on what Job Descriptions have yet to be prepared so that these are ready for Staff Orientation.

**AI-13: Payton** can delineate the current Business Manager description between the Bookkeeper and Executive Director positions.

**AI-14: Anita** is deploying poison (borate) for ants and will monitor the situation.

**AI-15: Payton** will submit a work order to 509J for the broken windows.

**AI-16: John, with Kathleen** as District liaison, need to have a discussion with Greg Lecuyer about accounting of our maintenance pot (the lack thereof) and who should pay for the broken windows. Also a discussion of the repair of the rotted siding needs to be held.

**AI-17: Payton** to make job offer to April Sadler-Nieman.

**AI-18: Anita** will email the staff the Board resolution regarding Head Teacher duties on Friday, 21 August 2009.

**AI-19: Christine** to prepare an ongoing list of tasks for John's arrival on 24 August 2009.

**AI-20: Christine** to compile a confidential notebook of all interview questions to be archived in locked file cabinet in ED's office.