

Convened at Muddy Creek Charter School

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

Present: Tanya Freeman, Payton James-Amberg, John Knight, Morning McCreary, Anita Grunder plus Rob Hinton and Melanie Kelly, Kathleen Westly joined at 8:45

Public Comment

- Melanie expressed that the new sign for Muddy Creek Charter School looks great.

Meeting Minutes Approval: Motion to approve minutes of 9/3/09 (Grunder), second (Payton); passed by consensus.

Reports

- Grange Report: Payton reported that the Willamette Grange building has been included on the National Historic Register. Meetings were cancelled over summer, but should resume with meetings the first Tuesday of the month. **AI-1: Anita** is to communicate with grange master Charlotte Gray regarding schedule of meetings, title of building, and the gentleman who came to the last meeting that was not held.

Motion by Tanya, second by Anita to establish a Grange Liaison Committee composed of Payton and Anita. Motion passed by consensus vote. Payton and Anita accepted nomination.

Motion by Tanya, second by Payton to pay the corporation fee for Willamette Grange Community Association. Passed by consensus vote.

- MCCS Executive Director's Report (John):
 - Enrollment Update: Total enrollment of 73 with 3 openings in 2nd grade, 3 in 3rd grade, and 1 in 5th grade. (addition of K and 4 and removal of K, 2, 3, 3 and 5 since last report)
 - Injuries: 1 at recess, parent contacted, did not return to class and dismissed early from office
 - Facilities: John and Kathleen will meet with Greg LeCuyer at district offices on 23-9-9. Items on list are broken window from pre-occupancy, siding work r replacement, ceiling tiles in gym/multi-purpose room.
 - Some painting could be done.
 - Thanks to Wayne Westly for pressure washing the covered area.
 - Ants fewer than before. **AI-2: Anita** get more ant product and distribute.
 - Budget: SFSF Report is submitted, thanks to Payton. Future reports will be quarterly and the next is due Sept 30.
 - Discipline /HIB: Discipline Policy revision is in progress. Review and possible revisions of policies and procedures, as well as new procedures also in progress.

- Miscellaneous: Staff handbook in progress. John, Kathleen and Anita will meet at district offices 21/9/09 to meet with Jeanne Holmes and other district staff. **AI-3: John** will prepare communication to school community about flu outbreak readiness including directive about not sending children who are ill to school and encouragement to cough and sneeze into elbow, not hand.

Tanya and John meet on Thursday afternoons for board liaison meetings. Issues to be brought to John's attention, or school issues to be brought to the board's attention are best routed through this liaison.

- ICP Treasurer's Update (Payton):
 - The audit The audit is due Sept. 30. It is unlikely to get done in time, especially if people don't turn in their bits, as spelled out in action items of past meetings (see also summary at end of this meeting).
- MCCS Testing Report (Morning): Morning has met with district and ESD employees, including Kerry Richey and Mike Strowbridge regarding testing. She has included the testing schedule in the accountability calendar and created a report (see attached). She turned over her research materials to John to pass along to the future testing coordinator. In particular, she presented an outline of TAG testing which MCCS has not explicitly done. There are two kinds of TAG standing. Academically talented TAG students are identified by high standing on MAP and OAKS tests, plus a parent and teacher questionnaire component. Intellectually gifted TAG standing is identified through the individual test Raven (available as "color Raven level and regular) or the group test OLSAT. The district applies Raven to K and OLSAT, which is more expensive) to grades 2 and 4. A TerraNova test can be given for parents who want their children tested for TAG.

She recommends we do Color Raven for K and 1, and OLSAT for 2 and 4, and possibly regular Raven for grade 5.

Motion by Anita, second by Tanya that Color Raven for K and 1, and OLSAT for 2 and 4, and standard Raven for grade 5 be undertaken to test for TAG.

In discussion it was questioned what the agreement with the district is for testing. Also it was discussed whether to undertake MAP once or twice this year, although it will only be once most years. The object is to track improvement, Fall to Fall and Spring to Spring.

AI-4: Morning needs to find out the level of support needed Dibels (is it group test or individual); whether a student is TAG for good once so identified, whether charter schools are subject to the same TAG rules (once identified a student needs an educational program to reflect TAG standing).

A provisional budget of \$341.75 was presented that includes Colored Raven for K and 1, OLSAT for 2 and 4, Standard Raven for 5, plus MAP and OAKS and supporting materials, exclusive of shipping.

Motion by Payton, second by Tanya, to approve \$400 for testing. Passed by consensus vote.

Payton asked whether the testing coordinator position had been posted. John said it is a rollover item on his action item list and is high priority.

ICP Business

Board Expansion: There was discussion that steps need to be taken to increase the size and diversity of expertise of the board. Morning, having completed a six-month interim term is a good candidate for the board.

Motion by Tanya with second by Payton to appoint Morning to the ICP board. Motion approved by consensus vote (enthusiastic fists of five)

Further board expansion discussion tabled for a future meeting.

AI-5: Anita needs to review bylaws on board composition

AI-6: Anita needs to review procedure for orientation of new board members and orient Morning.

Accountability Calendar: Morning presented "Policy 00019: The Accountability Calendar," which she had reorganized into a monthly list of tasks. Discussion included changing the calendar to conform with the fiscal year and some other minor changes in light of testing discussion. Also, discussion brought to light that this calendar is specific to MCCS, requiring attendant procedure title change, and that a separate accountability calendar for ICP is necessary.

AI-7: Morning will revise the accountability calendar and present for vote next meeting.

AI-8: Payton will start a list of items to be included on the ICP accountability calendar.

MCCS checking account: Payton moved and Anita seconded that John Knight be added as a signer to the Muddy Creek Charter School Checking Account.

Motion passed by consensus vote (all fists of 5).

AI-9: Anita will provide John and Payton with copy of the minutes to provide to the bank to support adding him to the account.

A/C unit donation: Discussion of the A/C unit offered as a donation. The board agreed that the gift should be declined as need is not urgent, cost is unnecessary, and not clear if district would allow installation.

AI-10: John will pass along the thanks but no thanks message.

Student/Parent Handbook: The board is invited to provide feedback on the Student/Parent handbook that is in draft form. The completion of the document is left in the hands of John and Kathy Brewer.

AI-11: John will put parent orientation presentation, that include much of what is and will be in the handbook, on the website.

New agenda item raise: namely the need to complete the CID part of the RACID chart.

Facility Use: The district does not want the facility used for indoor hockey. Coupled with the difficulty of having someone available to open the gym and be on hand to supervise, the board agreed not to make the site available to this purpose.

AI-12: Tanya will inform the necessary parties that hockey cannot go forward in the MCCS gym.

Minutes: Discussion regarding the circulation of draft minutes concluded that the Executive Director, the Administrative Assistant, the Head Teacher, the Volunteer Coordinator, and Board members will receive a copy of the draft minutes, with the understanding that minutes are not final until approved at the subsequent meeting.

AI-13: Anita is to circulate the minutes when draft is done with this caution.

Compensation for Head Teacher tasks: To date, no major regular tasks that are part of the head teacher's responsibility have been handed out. Should that become necessary, or if staff is enlisted in the back-up duties provisionally assigned to them, then the issue of compensation will be broached.

AI-14: Anita get list of Head Teacher responsibilities and add to minutes.

The absence of head teacher raises the issue of curriculum night. A likely scenario is that a more conventional open house be staged in the fall and that a curriculum night with discussion of place- and project-based learning be deferred until the head teacher's return.

AI-15: John will handle open house/curriculum night with the staff.

Hiring Policies:

Motion by Anita, second by Morning, to approve Procedure 00010c (Procedure for hiring non-teaching staff). Passed by consensus vote.

Motion by Anita, second by Morning, to approve Procedure 00008c (Procedure for hiring an executive director). Passed by consensus vote.

Motion by Kathleen, second by Morning, to approve Procedure 00011d (Procedure for hiring certified staff). Passed by consensus vote.

AI-16: John will prepare final copy (change some font color) of these three hiring procedures to send to Lisa for posting.

AI-17: Anita will let Christine know that the check list of tasks for "MCCS Hiring for Executive Director" be included in the hiring folder.

Financial reporting:

Future reports from ED to Board should include how much the payroll will be and whether there are adequate funds to cover it. This is part of the financial report that is to be presented at the second meeting of every month. Non-school financial summary to be done by the ICP Treasurer.

Review of incomplete action items past:

Carryover AIs from Minutes of August 6th:

Incomplete:

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-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.

Transferred to Payton:

AI-15: Christine takes Q12-20 of "Entity & Risks."

Carryover AIs from Minutes of August 20th:

Incomplete:

AI-11: Anita will research some extended leave policies for possible models.

Regarding this AI: Payton summarized that MCCS need not follow the Family Medical Leave Act. Also, that whatever policy is adopted has to be across the board for whichever level of employee (i.e., all classroom teachers would have same policy apply), but classified and nonclassified staff may have separate policies. Also, insurance may be carried by an employee on leave even after term of medically covered leave is expired.

AI-12: Tanya needs to provide an update on what Job Descriptions have yet to be prepared to John

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

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

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

Scheduled for 9/23/09

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.

Carryover AIs from September 3rd:

AI-2: John to form a subcommittee to create the handbook.
contact district to set the date.

AI-10: John to review the following procedures for suitability since they are considered to be in place but have not yet been implemented at the school: 12, 13, 14, 15, 16, 21.

AI-13: John will post the position for Testing Coordinator on website and community

AI-14: John to hire Teacher Mentor.

AI-16: John to get teaching staff to plan a Curriculum Night for families.

~~**AI-8: Kathleen** to explain to Jeanne Holmes the logistical problems with the Annual Report in coordination with John. Done as of 9/21/09~~

~~**AI-9: Payton** to follow up with Mark about the key budget pieces the Board should ask for as part of the ED Budget Report. Moot, as this is in Policy 3.~~

Action Item New this meeting (Sept 17, 2009)

AI-1: Anita is to communicate with grange master Charlotte Gray regarding schedule of meetings, title of building, and the gentleman who came to the last meeting that was not held.

AI-2: Anita get more ant product and distribute.

AI-3: John will prepare communication to school community about flu outbreak readiness including directive about not sending children who are ill to school and encouragement to cough and sneeze into elbow, not hand.

AI-4: Morning needs to find out the level of support needed Dibels (is it group test or individual); whether a student is TAG for good once so identified, whether charter schools are subject to the same TAG rules (once identified a student needs an educational program to reflect TAG standing).

AI-5: Anita needs to review bylaws on board composition.

AI-6: Anita needs to review procedure for orientation of new board members and orient Morning.

AI-7: Morning will revise the accountability calendar and present for vote next meeting.

AI-8: Payton will start a list of items to be included on the ICP accountability calendar.

AI-9: Anita will provide John and Payton with copy of the minutes to provide to the bank to support adding him to the account.

AI-10: John will pass along the thanks but no thanks message.

AI-11: John will put parent orientation presentation, that include much of what is and will be in the handbook, on the website.

AI-12: Tanya will inform the necessary parties that hockey cannot go forward in the MCCS gym.

AI-13: Anita is to circulate the minutes when draft is done with this caution.

AI-14: Anita get list of head teacher responsibilities and add to minutes.

AI-15: John will handle open house/curriculum night with the staff.

AI-16: John will prepare final copy (change font color) of these three hiring procedures to send to Lisa for posting.

Future agenda items

Should we advertise to fill a few more slots?; Board expansion; School report; Grange report ; SIP; CID of RACID; report from district meeting 9/21/09 and 9/23/09; follow-up on SFSF money and reporting; report re: 509J board meeting (Christine Sept 14; ?? Sept 21); board retreat

Calendar:

The next ICP Board meeting will be **Thursday, October 1** at 7pm. Please mark your calendars.

Reminder of potluck-campout-pancake breakfast on Friday Sept. 25 to 26.

Also: next table of 509J attendance: 9/14, Christine; 9/21, ?, Oct 5 Payton, Nov. 2 Tanya, Dec 7 Kathleen (semi-annual report?), Jan 11 Christine, Feb 8 Tanya, Mar 8 Anita, April 15 Kathleen, May 3 Payton, June 21 Anita

Meeting adjourned at 10:15pm.

Minutes submitted by Anita Grunder

Required Testing

1. Screen for Academic Giftedness – ALL Students

- MAPs – 97% and above
- OAKS – 97% and above
- Terranova – This is available if we have a student that needs additional testing to demonstrate academic skill level (not demonstrated by other tests)

2. Screen for Cognitive (Intellectual) Giftedness

--Some programs screen only students that score high on MAPS and OAKS. Corvallis School District screens all children at a certain age.

--Need to have provision for teacher and/or parent referral for testing

--Need to write TAG personal education plan for any student who qualifies for TAG testing

A. Raven –

- One on one test, 10 minutes each student
- Non-verbal test can be administered to students as young as kindergarten
- Good test for all grades, but especially K-2
- Scored by person who administers test
- 2009-2010 we give Coloured Raven to all kinders, all first graders and Standard Raven to 5th graders.
- Subsequent years only given to kindergartners
- Purchased from ESD for \$1 per student

B. OLSAT – Otis-Lennon School Ability Test

- Can be used as screening tool as young as 2nd grade
- Can be administered to group of students
- Takes 40 minutes to administer
- Tests are purchased from the ESD and sent back to them for scoring
- \$5 per test
- Administered to 2nd and 4th grade students
- Fee for 2nd grade tests may increase next year (consumable workbook)

Emily Hall- 812-2806 – ordering and monetary component of TAG testing

Marie Balvin – 812-2600 (ESD) Mon, Fri, 1/2 Wed- coordinates testing, information resource on testing and training and questions

DIBELS

- Created by University of Oregon
- Should be administered 3x year
- One on one test, relatively quick test
- Screen every grade one at a time because testing varies by grade (e.g. K's then 1's then 2's)
- Materials can be downloaded for free from the website
- Need materials like downloaded tests, clipboards, timers, etc.
- U of O provides reports. Laurie Corliss at District office will help us get signed up. We need to provide an email for the testing coordinator (email and password will have access to editing the report information) and emails of anyone else that should be able to view the results of the testing (must be allowed to see results on individual children).

2009-2010 Assessment Schedule

- Sept 14- 25** **DIBELS - Initial Sound Fluency - Kinder**
DIBELS - Letter Naming Fluency – Kinder, 1st
DIBELS – Phoneme Segmentation Fluency – 1st
DIBELS – Nonsense Word Fluency- 1st, 2nd
DIBELS – Oral Reading Fluency – 2nd, 3rd, 4th, 5th
- Sept 14-Oct 2** **MAP math – 3rd, 4th, 5th**
MAP reading – 3rd, 4th, 5th
- By Oct 23** **Coloured Raven (TAG) – Kinder** and any 1st graders that have not been tested
- By Nov 11** **OLSAT (Otis-Lennon School Ability Test) – 2nd, 4th**
This year only Standard Raven (TAG) – 5th
- January 11-22** **DIBELS – Initial Sound Fluency – Kinder**
DIBELS – Letter Naming Fluency – Kinder
DIBELS – Phoneme Segmentation Fluency – Kinder, 1st
DIBELS – Nonsense Word Fluency – Kinder, 1st
DIBELS – Oral Reading Fluency – 1st, 2nd, 3rd, 4th, 5th
- Jan 11–Feb 26** **OAKS Writing Performance Assessment - 4th**
- 3/1- 3/19** **OAKS Online – Reading – 5th grade** (*before Spring Break*)
OAKS Online – Math – 5th grade
- 4/5-5/14** **OAKS Online – Reading- 3rd, 4th**
OAKS Online – Math – 3rd, 4th
OAKS Online – Science – 5th
Retests for 5th grade in Reading and Math if needed
- 4/27-5/15** **5th grade DIBELS Oral Reading Fluency**
- May 10-21** *This year only MAP – 3rd, 4th, 5th (to have one year comparison of students here)*
DIBELS – Letter Naming Fluency – Kinder
DIBELS – Phoneme Segmentation Fluency – Kinder, 1st
DIBELS – Nonsense Word Fluency – Kinder, 1st
DIBELS – Oral Reading Fluency- 1st, 2nd, 3rd, 4th
- By May 21** Qualifying 5th graders must take **Algebra Entrance Exam**

Work Samples

Second Grade

Writing – one sample

Speaking – instruction in scoring guide encouraged

Math Problem Solving – instruction in scoring guide encouraged

Scientific Inquiry – instruction in scoring guide encouraged

(Due to state by May 21)

Writing- 3rd, 4th, 5th

Math Problem Solving (specific guidelines) – 3rd, 4th, 5th

Speaking – 3rd, 4th, 5th

Scientific Inquiry (specific guidelines) – 3rd, 4th, 5th

Social Science – should be done but no work sample required

Head Teacher Job Description/Duties

Focus of duties:

1. Design and implement school-wide curriculum including alignment with mission and vision
2. Manage teaching staff
 - a. Mentor teaching staff
 - b. Oversee teaching staff – review lesson plans
 - c. Review/evaluate teaching staff
3. Assess academic program; monitor test results
4. Develop community contacts used in academic program

*The following items are things for which the Head Teacher is **accountable**, but are in no particular order. This means that s/he must ensure that they are done as needed. To ensure efficient management of Head Teacher's time, many items can be delegated whereas others are best handled directly by Head Teacher. Once a task is delegated, Head Teacher retains accountability for ensuring completion of task on time:*

- Guides Place Based learning opportunities, curriculum alignment and project coordination
- Defines and helps acquire Community place based resources
- Select Curriculum
- Oversee Instruction Methods
- Establishing & Managing Curriculum Timeline
- Develop a system for handling remediations and interventions
- Evaluate and communicate student academic performance and recommend remediation and/or interventions
- Coordinate weekly all-school meeting and activities
- Coordinate social skills curriculum
- Schedule, prepare agenda and run teacher meeting
- Attend teacher meetings
- Respond to teaching and/or classroom concerns
- Mentor teaching staff
- Assign students to classrooms – prior to start of school year
- Approve memo to multiple employees regarding MCCS educational program
- Ensures implementation of IEP objectives for individual students
- Evaluates new Kindergarten/First Grade students with September birthdays

The following duties are tasks for which the Head Teacher is **responsible**:

- Train teachers on new academic programs

- Address and document escalating student discipline issues/ parent communication (when Director is absent)
- Address and document inappropriate physical contact (when Director is absent)
- Safeguard mission and vision
- Mediate unresolved teaching and/or classroom concerns
- Evaluate performance of certified teaching staff (policy 14)
- Hire certified teaching staff (need to replace startup procedure 11)
- Determine classroom grade level configuration
- Orient parents of enrolled students (curriculum)
- Ensures all state and district requirements regarding testing and standards are met.

Shared Responsibilities:

- Implement Marketing Plan for MCCS to parents, partners, & community
- Evaluate student behavioral performance, and create and implement plan
- Nurture school culture
- Support social skills curriculum
- Ensure accountability calendar followed (Policy 19)
- Purchasing: ordering
- Implement all safety procedures and policies.
- Attends staff meetings
- Market to new parents/students