

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:05pm

Present: Tanya Freeman, John Knight, Christine Horning, Morning McCreary, Anita Grunder, plus Ron VanOrden and Marilyn Dilles; Payton James-Amberg joined at 7:30pm, Nikki Lancaster at 7:40pm, and Kathleen Westly at 8:00pm.

Meeting Minutes Approval: **Motion** to approve minutes of 9/17/09 as revised (Christine), second (Morning); passed fists of 5's.

Public Comment

- Marilyn Dilles recommends that we read a book by William Ouchi, The Secret of TSL (Total Student Load), as well as his first book Making School Work. She has requested the Corvallis Public Library purchase. One of his themes is favoring decentralization where the principal has the major role in implementing what makes schools different. She will pass book along when it comes in.

Reports

- Grange Report: Anita reported that the next Grange meeting is October 13th at MCCS, 6:30pm. Potluck dinner. It has been posted to the MCCS calendar.
- MCCS Executive Director's Report (John):
 - Enrollment Update: Total enrollment of 72 with 1 opening in 1st grade, 3 openings in 2nd grade, and 3 in 3rd grade. There is a waiting list of 4 students for the 1st grade opening, so a lottery was held Oct. 1st and filled by a student from the CSD boundary. Enrollment is not yet confirmed. Board member query of what is our "safe" low enrollment number will be answered at next Board meeting.
 - Injuries: not reported.
 - Facilities: John and Kathleen met with Greg LeCuyer and Kim Patten at district offices on Sept. 23rd. The district and MCCS will split the cost of repairs on broken windows 50-50, and a district representative visited on Sept. 30. Ceiling tiles and any lighting in gym/multi-purpose room will be coordinated simultaneously with future needs. Anita will deploy one last round of poison to ensure ant annihilation. **AI-1: John** to follow up on the rotten siding issue.
 - Budget: September 2009 SFSF Report sent to Kathy Rodeman on Sept. 29th, filed on time. The Annual Budget FY 2009-2010 is due to the district October 15th. John will compile.
 - 2009-2010 SFSF money to be paid to MCCS in 9 installments over the year.
 - Accountability Calendar:

- Curriculum Night put on by teachers in their classrooms on Thursday, October 8th from 6:30-7:30pm. **AI-2: John** to send out a special notification email to the parent community since we missed the newsletter deadline.
- September reporting items completed and the following are in progress: hiring of a Mentor Teacher consultant, the fiscal year-end audit due Sept. 30th, teacher certification paperwork to district due Oct. 15th, goal-setting sessions with new staff, DIBELS and MAP testing to commence the week of October 5th.
- Melanie Kelley has been hired as our new Testing Coordinator and is in touch with Laurie Corliss at the district.
- School Improvement Plan (SIP): Looking ahead to October deadlines, it was agreed that Morning will work with John for our first one. **AI-3: John** will get an existing SIP from another Corvallis elementary school to start. **AI-4: John and Kathleen**, as District Liaison, will follow up on the tracking and accounting of the maintenance pot. Specifically, how much do they think we've paid? Then we can figure out if we're still supposed to be paying into it or whether those funds are available for other school needs.
- Staff Activities:
 - John will be attending a workshop on Charter School Finance in Clackamas on Friday, October 2, 2009.
 - PE teacher Seneca Walton has submitted an RFP \$1,000 mini-grant to the Corvallis Public Schools Foundation to plan a unit on Orienteering at MCCS to the enthusiasm of all.
- ICP Treasurer's Report (Payton):
 - Audit Update. We missed the deadline of Sept. 30 and are now in a 30-day grace period. If the audit is not complete in that time, the District can choose to initiate a revoking of our charter. There are 4 large documents to be completed and hard-copy files to be assembled. The pieces are to be submitted electronically to the auditor along with the "accountant's file copy" from Quickbooks year-ending June 30th. When these are sent, Payton will notify Kathy Rodeman and Jeanne Holmes by email. Payton, Christine, and John are working on the financial and written documentation. **AI-5: Payton** to send audit documents by email on Friday, October 2, 2009, and notify district representatives. **AI-6: Payton** will remind Kathy R. about the \$3,000 to be withheld for next year's audit in that same email. **AI-7: John** to call on Monday, October 5, to make sure both parties (auditor & district) received the information and to set the audit appointment. John will be the primary contact person for the audit, and Christine will serve as Board support. We need to find out how long the audit will likely take.

- o Summer Salaries: **Motion** to authorize Payton to move \$37,000 from MCCS Checking to MCCS Savings account to cover summer salaries (Anita), second (Morning); passed fists of 5's. **AI-8: Payton** to make summer salaries banking transaction per motion.

ICP Business

Afternoon Adventures Program (John): Our AAL April Sadler-Nieman put in her two weeks' notice. She is returning to her reinstated position with the Philomath School District. The AA program is currently not sustainable. Discussion ensued about whether to continue the program and hire a new leader. Since we would like to be able to provide this service to our families, it was agreed that we would continue the program on a conditional basis until Thanksgiving to see if enrollment can increase. **Motion** to authorize John to hire an Afternoon Adventures Leader at term with option for permanent position at the present payrate until Thanksgiving. Position to start Tuesday, October 13th (Payton), second (Anita); passed fists of 5's. **AI-9: John** to hire a new Afternoon Adventures Leader. **AI-10: John** to present budget proposals for a sliding fee scale and a marketing plan to recruit more children.

Exit Interview Policy: We agreed to formalize our exit interview practice for MCCS employees in a policy. **AI-11: Christine** to draft a new policy and circulate. **AI-12: Christine** to send John the current Exit Interview form. **AI-13: John** to provide April with an exit interview on her last day.

Yoga at MCCS: The kindergarten class experienced a yoga stretching section at school, and a clarifying discussion was held about whether this constitutes a liability issue for MCCS. **AI-14: John** will reacquaint staff at the next staff meeting with the MCCS policy on Religious Practices & Holidays as it applies to physical activity.

Accountability Calendar: Morning presented a brief overview of the most recent changes to "Policy 00019: The Accountability Calendar," that align the monthly task lists with the calendar grid for internal consistency. **Motion** to approve Policy 00019 "Accountability Calendar" (Anita), second (Tanya); passed fists of 5's. This represents its initial release! **AI-15: John** to post AC on the website and update the Policy Log. **AI-16: Kathleen** to send electronic version of Policy Log to John. **AI-17: Morning** to email Accountability Calendar to John.

RACID Update: Christine led the discussion of new revisions to Policy 00010 "RACID" to incorporate supervision of instructional aides and non-classroom teachers, which affected two sections of the document: "Curriculum" and "Human Relations." We agreed with the contents of the edits up to Item #106, and we will revisit the remainder at the next Board meeting in order to vote to approve.

REVIEW OF INCOMPLETE ACTION ITEMS:

Carryover AIs from Minutes of August 6th:

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

Carryover AIs from Minutes of August 20th:

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

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

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

Carryover AIs from Minutes of September 3rd:

AI-2: John to form a subcommittee to create the Staff Handbook.

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-14: John to hire Teacher Mentor Consultant.

Carryover AIs from Minutes of September 17th:

AI-3: John will prepare communication to school community about flu outbreak readiness.

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

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

New from Minutes of October 1st:

AI-1: John to follow up on the rotten siding issue.

AI-2: John to send out a special notification email to the parent community since we missed the newsletter deadline.

AI-3: John will get an existing SIP from another Corvallis elementary school to start. **AI-4: John and Kathleen**, as District Liaison, will follow up on the tracking and accounting of the maintenance pot (for SIP).

AI-5: Payton to send audit documents by email on Friday, October 2, 2009, and notify district representatives.

AI-6: Payton will remind Kathy about the \$3,000 to be withheld for next year's audit in that same email.

AI-7: John to call on Monday, October 5, to make sure both parties (auditor & district) received the information and to set the audit appointment.

AI-8: Payton to make summer salaries banking transaction per motion.

AI-9: John to hire a new Afternoon Adventures Leader.

AI-10: John to present AAP budget proposals for a sliding fee scale and a marketing plan to recruit more children.

AI-11: Christine to draft a new Exit Interview Policy and circulate.

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AI-14: John will reacquaint staff at the next staff meeting with the MCCS policy on Religious Practices & Holidays as it applies to physical activity.

AI-15: John to post the Accountability Calendar on the website and update the Policy Log. **AI-16: Kathleen** to send electronic version of Policy Log to John.

AI-17: Morning to email Accountability Calendar to John.

Board Member Resignation: Payton James-Amberg submitted a letter of resignation to Anita effective Tuesday, October 6, 2009.

Calendar:

The next ICP Board meeting will be **Thursday, October 15** at 7pm.

Please mark your calendars.

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

Future agenda items

Closed session minutes of 8/20; Aft. Adv. Program Proposal; School enrollment; School report; Grange report; SIP; CID of RACID; report re: 509J Board meeting (Anita Oct. 5); Board retreat

Meeting adjourned at 10:08pm.

Minutes submitted by Christine H. Horning