

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:08pm

The next Board meeting will be on Thursday, January 7<sup>th</sup>. Please mark your calendars.

Present: Anita Grunder, Morning McCreary, Christine Horning, Tanya Freeman, John Knight, Payton James-Amberg, and Ron VanOrden.

**Meeting Minutes Approval:** Reviewed the minutes of December 3, 2009. Motion to approve minutes of 12/3/09 as revised (Morning), second (Tanya); passed fists of 5's.

**Public Comment:** None.

### **Reports:**

- **Grange Report:** Payton provided update from grange meeting of November. The intention is to revive Willamette Grange Community Association and retain the 501c3 status and retain half grange building ownership in that body. Peggy Giles in charge of calling a meeting for new officers. Anita relayed that potluck at the December meeting went well and state officer voting took place. **AI 0.5: Payton** to check with Peggy on status of WGCA.
- **509J Board Meeting (Ron VanOrden):** The meeting was about 40% about potential impacts of propositions 66 and 67. It was emphasized that the potential 3.3 million \$ cut might result in the loss of 50 teachers of 20 school days. Kathy Rodeman's last day to be Dec. 18. The new person in her position is Roy Burling. At 7 p.m. on Monday Jan. 14<sup>th</sup> there is to be a forum on effects of the propositions at grace Lutheran Church. Most of the rest of the meeting was devoted to discussion of of fereing full-day programs for kindergartners. Decision deferred until after vote on propositions 66/67. Ron circulated Lisa Corrigan's summary of costs for full day programs in the area, both public and private. District programs would have 23-child minimum and would cost as much as over \$600/month. Greg Perry and Rod Blakeman endorsed Kathy Rodeman's recommendation that no new programs be added.
- **ICP Treasurer's Report (Morning):**
  - No transaction activity. See attached balance sheet. Of the \$769.00 balance, \$500 is restricted for Grange building use due to a donation. So we really have \$269 that ICP can spend.
  - Board development activities can be spent from ADMw \$.
  - Acknowledgment letters for donations will go out in January.
- **MCCS School Report (John):**
  - **Enrollment:** 73 students. We have vacancies in K (1), 2<sup>nd</sup> grade (2), 3<sup>rd</sup> grade (4), and 5<sup>th</sup> grade.

- Incident Report: Dec. 8<sup>th</sup>—a child fell on the playground from the top of the hog fuel pile and loosened two front (baby) teeth; visited a dentist.
- Facilities: Rotten siding repaired Dec. 10<sup>th</sup>; have submitted work orders for light over Room 4 door and thermostat for Room 4—neither are working. We are concerned that pipes will freeze; John is making sure water is running when building is locked for the night.
- Hiring Update:
  - *Admin. Asst.*: Welcome to Gretchen Cuevas who started Tues., Dec. 8<sup>th</sup>. She is receiving training from Linda Hentsch, Shayna Huter, and Payton James-Amberg and has gone to an immunization reporting training.
  - *Bookkeeper*: Hiring Committee began interviews 12-10-09.
- Financial Report: John presented a draft; final report is due to District on 12-16-09. Budget is currently in the black. **AI-1: John** to announce the amount earned at the pie auction and the amount for the drying rack in the newsletter.
- Miscellaneous Announcements:
  - NWCEO (Northwest Center for Educational Options) Membership: Costs a minimum of \$500. Membership entitles us to workshops for reduced fees, free workshops, consultations, access to partners at reduced rates, job posting sites, and networking. We will monitor how useful their services are to us.
  - SDP to be presented at the January 7<sup>th</sup> meeting.
  - DPC (Discipline Policy Committee): John needs to schedule. He will pick a time and announce to community. All teachers would like to be involved on a rotating basis and desire that the policy reflect the Social Skills Curriculum.
  - Playground: hog fuel is on site. We need a work party in the immediate future. Shayna Huter could coordinate: pick a date and announce in newsletter.
  - The Fairbanks family lost their home in a fire today. Jenny Swanson is coordinating MCCS outreach efforts and services.
- Classroom Consultant Meetings: Dan Hays has done a few observations and teachers have been appreciating his feedback.
- Staff Performance Expectations: Supposed to begin in December and a procedure needs to be written. **AI-2: John** needs to develop a staff performance protocol this year and write a procedure as they progress.

### Discussion & Decision

Schedule Internal Audit: The ICP July-November 2009 internal audit needs to be done. Morning and John will coordinate a time with MCCS temporary bookkeeper Payton by December 18th.

Appoint Community-Board Liaison: In keeping with newly passed Policy 00028a, we need a liaison from the Board to the Community. Christine Horning agrees to serve.

Head Teacher Responsibilities Assignments: John has a new chart to present after conferring with teachers. Board member Horning requested the chart be discussed in closed session. Deferred to closed session.

New Board Member Policy: Policy 00007a was passed on July 1, 2008; needs to be updated on the web to reflect this. Tonight's discussion constitutes Revision B. **AI-3: Anita** will track desired changes to By-laws for a revision at the June Annual Meeting. We currently have five: a) change numbers of Board members from 3-9 (current) to 5-7; b) change "vote by majority" to "vote by consensus"; c) a description of consensus voting to be included; d) is "term of service" where we need it to be?; and e) need to add a section on removal of Board member(s).

First discussion point centered around how many seats we currently have on the Board since Payton resigned in October and Kathleen is on a leave of absence. We believe that we now have six seats and that we need to have 4 members present for a quorum. **AI-4: Anita** to check these facts in By-laws, specifically did Payton "take her seat" with her when she resigned or is it, in fact, vacant. **AI-5: Christine** to check minutes of when Morning joined the Board to determine if another "chair" was added or not.

Policy was thoroughly reviewed and changes made; a vote was tabled until the following items can be agreed upon:

- 1) how to make "participation" of a Board candidate more clear. What does "actively involved" mean? Is 2 projects appropriate or burdensome to the candidate?
- 2) clarifying terms and seats in the policy
- 3) should a timeline be part of the policy?

Anita will collect comments and present another draft.

Check-signer Update: Anita went to the bank for a third time to update our check-signers. Matter is not yet resolved because Chase (formerly Washington Mutual) has new rules.

MCCS Update to 509J: **AI-6: Anita and John** to schedule a meeting with Jeanne Holmes regarding an MCCS update to present at the February 509J Board meeting.

Review of Action Items: Deferred.

Meeting adjourned at 9:30pm.  
Minutes submitted by Christine H. Horning

### **Future agenda items**

Semi-Annual Report?, Internal audit report, SDP, RACID update and vote; Exit Interview Policy, ICP Board Accountability Calendar, Board Member Appointment Policy revision, Procedure for Signing Checks under \$500

Table of 509J attendance: **Jan 11 Christine**, Feb 8 Tanya, Mar 8 Anita, April 15 Christine, May 3 Morning, June 21 Anita

*CARRYOVER OF INCOMPLETE ACTION ITEMS:*

Carryover AIs from Minutes of August 20<sup>th</sup>:

**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 3<sup>rd</sup>:

**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.

Carryover AIs from Minutes of October 1<sup>st</sup>:

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

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

Carryover AIs from Minutes of October 15<sup>th</sup>:

**AI-1: John** to follow up with Kim to schedule meeting to review work order system.

**AI-4: Grange Task Force** to pursue with Grange the disposition of the building and make recommendations to ICP.

**AI-11: Anita** to ask Kathy Brewer to give a report on EAT/Sustainability Coalition for us.

**AI-18: Anita** will follow up on the breach of contract issue to clarify our obligations between the law (ODE & TSPC) vs. our contract regarding compliance issues.

**AI-19: John** to draft an "Offer Letter Procedure." Letter should stipulate the phrase "license in hand" for all applicable positions.

**AI-20: Christine** to match the Start-up Spreadsheet from Charter Starters with our existing Policy Log to see what other policies need to be worked on.

**AI-26: Christine** to revise the ICP Board Member Appointment Policy and present Nov. 19<sup>th</sup> Consider how the "Board Composition" component of this policy may affect the By-laws as well.

Carryover AIs from Minutes of November 1<sup>st</sup>:

**AI-4: John** to follow up with Laurie Corliss and/or Mike Strowbridge at the district regarding MAP testing for last year to 1) get the actual printed reports for parents and 2) make sure last year's results are recorded and available.

**AI-7: Anita** to contact Donna Brandt at ODE to find out any further steps regarding breach of contract notices.

Carryover AIs from Minutes of November 5<sup>th</sup>:

**AI-9: John** to schedule an all-day teacher planning in-service day with substitutes and/or an all-school field trip before Winter Break.

Carryover AIs from Minutes of November 19<sup>th</sup>:

**AI-1: Elisa Fairbanks** will look into how we can access information about the Safe Schools Program (which is offered through the Linn County Mental Health Dept.).

**AI-3: John** to ensure that the Annual Report is posted on the website.

**AI-4: John** to conduct the internal financial audit.

**AI-5: ?** to review fall testing results for possible remediation.

**AI-6: Anita** to remove Payton as an MCCS check-signer

New from Minutes of December 3rd:

**AI-1: John** to send Christine a copy of the AAP Budget Proposal that was voted on to attach to minutes.

**AI-2: John** to follow-up with Marilyn on piano and music program ideas.

**AI-3: John** to post Seneca's three positions.

**AI-4: John** to convene one Hiring Committee to fill all 3 positions.

**AI-5: Morning** to follow up on donor list acknowledgment letters for end-of-year tax purposes.

**AI-6: Anita** to put a reminder in the newsletter for fundraising donations as an end-of-year tax deduction since MCCS is non-profit.

**AI-7: John** to present "Plan B Hybrid" and confer with teachers for their input before model is adopted.

**AI-8: Tanya** to send revised Policy 00028a to Christine for formatting.

**AI-9: Christine** to regularize document and send to John for posting.

**AI-10: John** to post Policy 00028a on website.

**AI-11: John** to ask Payton to study Michelle's requests and make a recommendation.

**AI-12: John** to give Michelle a status update on the Board's progress on her request.

**AI-13: John** to announce to community the revised Board meeting time for Dec. 10th.

New from Minutes of December 10<sup>th</sup>:

**AI 0.5: Payton** to check with Peggy on status of WGCA.

**AI-1: John** to announce the amount earned at the pie auction and the amount for the drying rack in the newsletter.

**AI-2: John** needs to develop a staff performance protocol this year and write a procedure as they progress.

**AI-3: Anita** will track desired changes to By-laws for a revision at the June Annual Meeting.

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**AI-5: Christine** to check minutes of when Morning joined the Board to determine if another "chair" was added or not.

**AI-6: Anita and John** to schedule a meeting with Jeanne Holmes regarding an MCCS update to present at the February 509J Board meeting.

New from Closed Session Minutes of December 14<sup>th</sup>:

**\*AI-1CS: Anita** to raise the issue of allowing Professional Development activities to be paid for from donation money rather than from the ADMw budget; additionally, we wish Professional Development days to be approved separately and individually by the ED rather than taken as part of "Personal Leave" or Paid Sub Days.

**\*AI-4CS: Anita** to make a motion at the next open Board meeting to move funds in accordance with the contract offer to Michelle, should it be accepted.

**ICP Treasurer's Report – December 10, 2009**

**November 2009 Reconciled Activity – ICP Checking Account Activity thus far:**

Opening Balance: \$744.00  
Deposits: \$25 (building use fee)  
Withdrawals: none  
Fees: none  
Transfers: none  
Current Balance: \$769.00

One check voided for Tanya's conference

November General Journal Entries: none

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Fees: none  
Transfers: none  
Current Balance: \$769.00