

Convened at Muddy Creek Charter School

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

The next Board meeting will be on Thursday, February 4<sup>th</sup>. Please mark your calendars.

Present: Tanya Freeman, Anita Grunder, Morning McCreary, Christine Horning, Erik Swartzendruber (notetaker), John Knight (arrived at 7:15pm), and Ron VanOrden (until 7:23pm),

**Meeting Minutes Approval:** Reviewed the minutes of January 7, 2010. Motion to approve the minutes of 1/7/10 as revised (Anita), second (Morning); passed 5,5,5,5.

**Public Comment:**

- Board member McCreary requested an update on library book donations. Apparently there have been lots of donations from the Corvallis Public Library prior to their booksales, but M CCS has not formally thanked them. The M CCS PTO is already at work on a paper quilt of thanks. Anita Grunder volunteered to write a note on behalf of the Board thanking them for their help in the early days of M CCS. John mentioned Katie Edson's suggestion of taking pictures of children reading to incorporate into a thank you. **AI-1: Anita** to write thank you to Corvallis Public Library.
- Board member Grunder observed that the M CCS website needs updating. Board agreed to appoint a webmaster; Anita suggested Gretchen Cuevas. It is a very important interface with the community and needs to be updated every 2 weeks. **AI-2: John** to request Gretchen to be our webmaster.
- Ron VanOrden announced that he is withdrawing his request for ICP Board membership because he has been asked to become more involved with the Philomath School District. Feedback on what he has observed during his attendance at meetings is as follows: we have a backlog of things to get done and are working at too slow of a pace. Suggested recruiting of more Board members and holding shorter meetings weekly to increase productivity. Ron also said he is still available to us for requests on IT assistance and always by email. **AI-3: Anita** will write Ron a thank you note for his interest and help.

**New Agenda Item:** Create list of founders for enrollment. List maybe exists, how do we find it? Also need it for our archives: list of founders who are eligible for waivers.

**Reports:**

- **PTO Report:** There was not an official report because the next Parents' meeting is on Feb. 3<sup>rd</sup>. They are busy getting organized and working on by-laws, the paper quilt, and Art Center connections. Board President Grunder requested that members of the PTO not go to 509J independently because the District has requested that only

formally designated liaisons conduct business for MCCS. Therefore, the PTO should be in communication with the Board if they have a request of the District.

- 509J School Board Meeting 1/11 (Christine):
  - Superintendent Tarzian has been asked to present to the Education Committee in Oregon Legislature on all-day Kindergarten programs. They want to hear from districts doing all-day K and are looking for ideas on how to make it work state-wide. Supt. Tarzian informed the Board she would be asking for a mandatory attendance law as part of her presentation, consider making K & 1<sup>st</sup> grade mandatory.
  - Corvallis has 107 students transferring into the district, but new enrollment in next year's Lincoln Environmental Middle School 6<sup>th</sup> grade is low. District will be calling Lincoln parents to make sure they are aware of transfer deadline. Supt. Tarzian wants to make sure it is ignorance of the deadline rather than disinterest in the program that accounts for low numbers.
  - Announced that the 5<sup>th</sup> grade Foss kits for science are being updated with energy resources to cover a unit spanning coal to renewable energy sources.
  - Sara Gelser made an appeal to support modified diploma options within 509J.
  - Jen Duvall is in charge of this year's District-Wide Calendar committee and is seeking input on an earlier start before Labor Day for next year.
  - Discussion of the new HS graduation requirements being phased in starting next year and what this will do to costs.
  
- ICP Financial Report (Morning): See Attachment 1.
  - There was a \$500 donation to ICP in January.
  - Tax-deductible acknowledgment forms have been printed and sent to ICP and MCCS donors. Board member Grunder suggested sending "thanks" as soon as donations come in to make sure acknowledgment is timely. **AI-4: John** to let bookkeeper know to tell Board when donations come in. Receipt and thank to be sent out by bookkeeper & ED. ICP donations are responsibility of ICP Treasurer.
  - Cynthia Cox will help set up QuickBooks to do federal taxes. The Federal corporate taxes are 50% done at this time and are due Feb. 15<sup>th</sup>, which is the extension date. State taxes will also be done by then.
  
- MCCS School Report (John):
  - Enrollment: 68 students. 2 long-term absences that required a formal withdrawal; family plans to return to MCCS (2 and 4). There are no waiting lists and upcoming tours are scheduled. We have vacancies in K (1), 1<sup>st</sup> grade (1), 2<sup>nd</sup> grade (3), 3<sup>rd</sup> grade (5), and 5<sup>th</sup> grade (2). Flyers have not yet been updated
  - Incident Report: None to report regarding students. It was discovered that a new staff member's fingerprints were not mailed; this oversight will be reported to district on 1/22/10 and has been corrected.
  - Facilities: Well Pump was repaired by 509J on 1/21/10 for low pressure.
  - Hiring Update:
    - *Bookkeeper:* Welcome to Cindy Amann; her first day was 1/19.

- *Math*: Welcome to Larissa Laselle; her first day will be 1/22.
    - *PE/Lunch-Recess*: Scheduling and conducting interviews.
  - Staff Performance Evaluations: John is developing a goal-setting calendar for staff that involves 3 checkpoints (June, August, December). He is also developing a standardized form across positions, to include the ED and Board, that encompasses 3 parameters for goal-setting: HR/Personnel issues, Vocational, and Team-Building.
- MCCS Finance Report (John): Overall budget performance: School is ahead on projected total income. Board has requested a more viewer-friendly document in future.
  - *Donation Funds*: Board had a general discussion about how donation money fits into the financial picture and agreed it should be spent as needed. Library has requested funds. We also clarified that although John can approve expenditures up to \$1000, that is only if already budgeted for that item. Otherwise, Board has to approve where \$ come from if drawing from a different part of the budget. Board member Horning asked if donation \$ are part of our 10% financial cushion; the answer is no, they are not. **Motion to dedicate** \$1000 from donation funds to library (Anita), second (Morning); passed 5,5,5,5.

Of remaining donation funds, \$8500 is non-restricted while \$7700 is restricted. **Motion to approve** retroactive expenses from donation funds (Anita), second (Morning); passed 5,5,5,5.
  - *Profit/Loss*: Reviewed Profit & Loss statement for 2009.
  - *3-Year Projected Budget* (see Attachment 2): The forecast is for ADMw to be reduced by 10% next year, so the 3-year budget is based on that projection. We need to plan for deficit years unless more money and/or students come in. Rent payments will increase; need to look at ways to reduce cuts through staffing and possibly fundraise for desired positions such as PE.
    - Head Teacher duties budget is not yet reflected in this budget. Thus, because budget will be operating in deficit, we need to cut down duties to essentials for this year. Discussion on what these are (see Attachment 3). **Motion to allocate** \$1240 for the following Head Teacher duties: \$500 for test result evaluation, \$240 for Aide and Teacher evaluation, and \$500 for school systems consulting (Anita), second (Morning); passed 4,4,5,5. **AI-5: John** to make sure that aide evaluations happen immediately since they have not yet been reviewed.

John then reviewed the budget incorporating the changes made in previous motions. **Motion to approve** the 3-year projected budget as presented by John with modifications based on higher PERS rate (Christine), second (Tanya); passed 5,5,5,4.

  - *Additional Head Teacher Budget Considerations*: (1) John reminded Board that there is a staff member keen to work on field trip coordination for the school, but that line item was eliminated. Suggestion that such coordination could be paid for out of donated funds. (2) Board member Horning reminded

that Head Teacher sub-day funds to be used as Leah Gorman requested for literacy days for grades 1-5 and to begin with this immediately.

### Discussion & Decision

Budget for 4/5 teacher contract: John noted that the now-approved budget includes the additional \$451.76 for 4/5 teacher contract, so an additional vote is not necessary.

Check-signing Procedure: Board agrees that check-signing procedure can be changed to require only 1 signature on checks less than \$500. **AI-6: John** to change check-signing procedure and present at next meeting.

PTO Posting: PTO is welcome to have a bulletin board on the main MCCS website but Executive Director needs to monitor content.

SDP: John reviewed the Plan based on his discussions with staff. Three items changed to "A" priority: Developing community partnerships (since they're already happening); writing a grant to get an Americorps volunteer for project coordinator; and developing an Art program (which is also ongoing). Board responded to teachers that we do not need criteria for field trips developed; that is the purview of the Head Teacher. **AI-7: ?** to write Americorps grant?

Plan for Review of ED and ICP Board: The Board reviewed the evaluation form Anita has developed. Agreed that staff and Board can use the same form, but that it is unnecessarily detailed for parent use. **AI-8: Anita** will make a simpler form for parent comments on ED evaluation.

Review and Update of Action Items: Deferred to next meeting.

### Calendar:

1) John and Anita to meet with district on 2/4 at 3pm. 2) Staff facilitation meeting scheduled for Wednesday, Feb. 3<sup>rd</sup> in lieu of the staff meeting to start at 3:30pm and go for 2 hours, dinner service catered by "Betty, Inc." 3) Christine asked that we schedule a playground policy discussion for Feb. 18<sup>th</sup> meeting and invite parents and interested staff.

### **Future agenda items**

Semi-Annual Report?, RACID update and vote; Exit Interview Policy, ICP Board Accountability Calendar, Procedure for Signing Checks under \$500

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

Meeting adjourned at 10:03pm.  
Minutes submitted by Christine H. Horning

*CONSOLIDATED LIST OF 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-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-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.

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

**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 19<sup>th</sup>:

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

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

Carryover from Minutes of December 3<sup>rd</sup>:

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

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

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

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

**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.

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

Carryover 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.

New from Minutes of January 7<sup>th</sup>:

**AI-1: John** to arrange a meeting with teachers and Megan Rolfe about an art program.

**AI-2: Anita** will contact Kathleen about what was done last year after spraying.

**AI-3: ? (Rob Hinton?)** making neighboring landowners and contacts.

**AI-4: John** to file a copy of the internal audit for MCCS.

**AI-5: Morning** to file a copy of the internal audit for ICP records.

**AI-6: John** to post new Procedure 00006b

**AI-7: Anita** to compile the survey for review of the Board.

**AI-8: Anita** to compile the survey for review of the ED.

**AI-9: Christine** to send ED Job Description to Anita, Morning, and John.

**AI-10: Christine** to craft a companion goal-setting form for the ED review and circulate draft for Board input.

**AI-11: Christine** to conduct a goal-setting session with John.

**AI-12: John/Gretchen** to make the media blitz happen.

**AI-13: Christine** to send Anita & John a copy of the Quarterly Report from last year.

**AI-14: Anita** to clean up Policy 7b and send to John for posting.

**AI-15: John** to post Policy 7b.

**AI-16: Christine** to refer Ryan Cheek to John.

**AI-17: John** to make gym guy access happen!

**AI-18: John** to find out if any of our teachers wish to go to NWCEO conference.

New from Minutes of January 21<sup>st</sup>:

**AI-1: Anita** to write thank you to Corvallis Public Library.

**AI-2: John** to request Gretchen to be our webmaster.

**AI-3: Anita** will write Ron a thank you note for his interest in Board and help.

**AI-4: John** to let bookkeeper know to tell Board when donations come in.

**AI-5: John** to make sure that aide evaluations happen immediately since they have not yet been reviewed.

**AI-6: John** to change check-signing procedure and present at next meeting.

**AI-7: ?** to write Americorps grant?

**AI-8: Anita** will make a simpler form for parent comments on ED evaluation.

## **ATTACHMENT 1**

# **ICP Treasurer's Report – January 13, 2009**

## **ICP CHECKING ACCOUNT**

### **December 2009 Reconciled Activity**

Opening Balance: \$769.00  
Deposits: \$500 (Donation)  
Withdrawals: none  
Fees: none  
Transfers: none  
Current Balance: \$1269.00

December General Journal Entries: none

### **January 2009 Activity thus far:**

Opening Balance: \$1269.00  
Deposits: none  
Withdrawals: none  
Fees: none  
Transfers: none  
Current Balance: \$1269.00

## **ICP PETTY CASH**

Opening Balance: \$0  
Deposits: \$14 (building use)  
Withdrawals: none  
Transfers: none  
Current Balance: \$14.00

## **GENERAL REPORT**

- Tax deductible donation forms have been printed and sent to MCCA and ICP donors. Donation receipts for individuals who donated to ICP and designated funds be restricted to the ICC heater fund have been printed and will be given to Kelly Candanoza on Friday, January 22. She will be mailing them out.
- Cynthia Cox is helping modify Quick books to generate line items for the federal corporate taxes.
- Federal corporate taxes are about 50% complete at this point. They are due by February 15 and will be submitted through an on-line organization. State taxes will also be completed by this date.

**ATTACHMENT 2**

**3-YEAR PROJECTED BUDGET**

**SEE ACCOMPANYING .PDF FILE ONLINE**



**ATTACHMENT 3**

**ALLOCATION OF HEAD TEACHER DUTIES & BUDGET  
 PLAN E: Final**

<b>TASK</b>	<b>BUDGETED AMOUNT</b>	<b>WHO</b>
	\$3265 Total	
Consulting Fees 1. school systems, 2. procedures, discipline, classroom mediation, academics, teacher evaluation paperwork/collaboration	Up to \$500 pd. on an hourly basis—	1. Jenny Swanson (staff liaison role) 2. Dan Hays, if willing
Evaluation of teachers and aides academically (Angie, Shayna, Larissa in Math)	\$240	Dan Hays
Testing Requirements met 1. Evaluation of test results against school curriculum	\$500	Kriste York, if available Dan Hays, 2 <sup>nd</sup> choice, if willing
	= \$1240	
Head Teacher Sub Days	\$2025 available (13.5 days x \$150/day)	
3 Literacy Days (grades 1-5)	\$1350 (3 subs x 3 days @ \$450/day)	
3.75 visits for Tcher Eval. Consultant	\$225.00 (\$15.00 x 4 hrs. per visit)	Dan Hays
	= \$1575	
Staff mediation??	\$450 available	Lou Favreau, Charter Starters

**Explanation:**

The final version is dramatically different from the initial plan for these funds. Many of the categories have been eliminated because it is felt that items such as mentoring, curriculum development, and the coordination of field trips will be addressed in both the individual and group teacher planning days that have been created. Essential administrative tasks still need to be covered with the limited funds remaining.