

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, March 4th. Please mark your calendars.

Present: Christine Horning, Tanya Freeman, Anita Grunder, Morning McCreary, Jenny Swanson (until 8:40pm), John Knight, and Erik Swartzendruber (notetaker extraordinaire).

Meeting Minutes Approval: Reviewed the minutes of February 4, 2010. Motion to approve the minutes of 2/4/10 as revised (Anita), second (Morning); passed 5,5,5,5.

New Agenda Items: Review non-discrimination policy if time and update ICP School Review List.

Public Comment:

- Board member Horning announced the closing of Lincoln Middle School and described the "callous regard for students" in the manner it was handled by District, i.e., that children were told before parents were notified. Moreover, it is not yet an official decision since the 509J Board still has to vote on it during a special Feb. 22nd session.
- **AI-1: John** to collect all advertising from MCCS.
- Teacher Jenny Swanson introduced a spring flower sale fundraiser through "Flower Power" in which MCCS would get 50% of the price. Discussed whether it should be a dedicated or general fundraiser for MCCS. Board member Grunder asked Jenny to give it to the PTO before their next meeting on March 3.

Reports:

- Playground Policy Discussion (Christine): Currently MCCS does not have a policy, but during the October School Review a range of opinions was expressed by staff about the need for one. This meeting is dedicated to gathering public comment to inform such a policy. Christine clarified that a "policy" has a philosophical component and does not take the place of the current playground "procedures" already in place and followed on a daily basis. One parent and one MCCS teacher in attendance for discussion.

Discussion centered around the following concerns: "gun play," "re-directing" gun play, learning about power through play, intimidation of younger students, hurt feelings, language such as "I'm going to kill you," learning how to deal with conflict through (appropriate) play, need to let off steam at recess, and the feasibility of a policy of non-violence. We then decided that key points to the policy must be: figuring out how to measure when a line has been crossed, checking in with people around you, and helping staff to re-shape behavior. We liked the phrasing of "no aggression toward people" and "play to take into consideration others around you."

AI-2: Jenny to look up Philomath SD and Waldorf's non-violent playground policies.

AI-3: Anita to draft a policy to present at next meeting.

- MCCS School Report (John):
 - Enrollment: Down to 66 students; one 4th grader transferred to a private school and a Kinder went back to homeschooling. There are no waiting lists. We have vacancies in K (2), 1st grade (1), 2nd grade (4), 3rd grade (5), 4th grade (2), and 5th grade (2). *Discussion*: Grunder worried about erosion of enrollment; Horning noted that 72 is our minimum comfort level for current budget. Freeman reminded that we have 2 children returning from extended leave soon. Board member Grunder asked whether we need to fundraise just to meet budget and also whether we should start doing exit interviews for leaving students.
 - Incident Report: None to report.
 - Facilities: Maintenance Fund accounting has not yet been resolved to determine the final balance.
 - Hiring Update:
 - *Afternoon Adventures Leader*: position is posted and we are receiving apps.
 - Advertising: Color flyers and brochures have been created and in the process of being distributed. Lookin' good!
 - Enrollment & Registration: Returning students' enrollment applications due Monday, Feb. 22, but there is a problem since report cards may not be received in time for parents to meet this deadline. John will have to extend the deadline and notify families. **AI-4: John** to notify families of extended returning enrollment deadline.
 - Discipline Policy Committee: Has its final meeting Monday, Feb. 22
 - Farm Outreach Committee
 - Megan Rolfe provided ED with contact information for local landowners
 - Leah Gorman wants to meet with local farmers for educational activities
 - Meeting on Monday, Feb. 22nd Committee needs to determine how to notify parents on spray days if there is a short window of opportunity; school needs to have plans to accommodate spray days by restricting outside activities or taking a field trip out of the area.
 - Testing: OAKS writing performance assessment for 4th graders begins Feb. 22
- MCCS Budget Report (John): As requested at an earlier session, John projected a budget showing status of all pots of MCCS monies to date. However, this did not meet the Board's current needs to check on the financial stability of the school given lower enrollment numbers.
 - *New Budget Sheets*: Therefore, the Board requested that John develop the following spreadsheets for the next Board meeting: a projection for budget with current enrollment numbers, an actual budget showing the profit & loss sheet for the month showing expenses, and the "pots o' money" spreadsheet showing the encumbered amounts of each pot.
 - *Afternoon Adventures Budget*: The budget currently shows \$2300 in carryover from Aft. Adv. 2008-09, which does not seem to be accurate. John to investigate and verify.
- ICP Treasurer's Report (Morning): ICP now has \$67 in petty cash thanks to building use fees; state and fed taxes filed and copies sent to Board for review. Morning reported that per Payton, taxes are now simple enough that we can pay school

bookkeeper to do them for ICP. Question asked whether the bookkeeper is paid to work during the summer for audit and payroll; need to find out and budget for this if not. **AI-5: John** to add bookkeeping hours to summer budget if not already there.

- 509J Report (Tanya): Class sizes are going up districtwide. District budget assumptions were presented. One of the report's pie charts misrepresents MCCS as being a \$420,000 cost to district. 509J Board member Anne Schuster questioned this figure, and Roy Burling agreed that it was incorrect and needed to be changed. According to his calculations, he said, MCCS is \$70,000 gain to the district. *Discussion:* Grunder asked whether this figure also includes the rent we pay on the building. ICP needs to prepare its own numbers as part of the charter renewal process.

Discussion & Decision

Building Use Request: Payton James-Amberg requests to use the facility for a marimba building workshop on Saturday 2/27 from 9:00-6:00pm. There will be 16 people and open to the public. Payton will be onsite the entire time to handle security of the school. Motion to approve building use request as a community service (Anita), second (Tanya); passed 5,5,5,5. **AI-6: Kathy Brewer** to announce Marimba workshop in newsletter.

Budget for Mentoring: **Motion to hire** Dan Hays as mentor and advisor to John Knight at \$15/hour for the next 4 weeks (Anita), second (Christine); passed 5,5,5,4. Not all mentoring dollars allocated in September have been spent and other funds are available from the Head Teacher Budget. **Motion to demonstrate** appreciation to Dan Hays for the work he has done on behalf of the ICP Board during the last 2 weeks and to give him \$75 from ICP funds (Morning), second (Christine); passed 5,5,5,5.

Executive Session for Policy Log: Board needs to view its workload with a dedicated policy log meeting. **AI-7: Anita and Christine** to meet in an executive subsession to make a plan, including a discussion of the non-discrimination policy.

Update on School Survey Report: Christine has prepared a list of Board actions to update the School Survey Report. **AI-8: Christine** to email John the document. **AI-9: John** to present the list at the next staff meeting.

Review and Update of Action Items: Deferred.

Calendar:

- March 8 Anita 509J Board meeting
- Open House: Monday, March 8 from 6-7pm
- March 11th Sustainability Fair

Meeting adjourned at 9:05pm.

Minutes submitted by Christine H. Horning

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

CONSOLIDATED LIST OF ACTION ITEMS:

Carryover AIs from Minutes of September 3rd:

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 1st:

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

Carryover AIs from Minutes of October 15th:

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 19th:

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

AI-5: John (replaces "?") to get an evaluator to review fall testing results for possible remediation.

Carryover from Minutes of December 3rd:

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

Carryover from Minutes of December 10th:

AI 0.5: Anita 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.

Carryover from Minutes of January 7th:

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

AI-3: Rob Hinton making a map of neighboring landowners and contacts.

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-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-15: John to post Policy 7b.

Carryover from Minutes of January 21st:

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-7: Elisa Fairbanks to track Americorps grant so we hit the deadline. She should contact Morning for tips on tracking.

New from Minutes of February 4th:

AI-1: Tanya to initiate the search for the Founders' List.

AI-2: John to ask Melanie to announce February test dates in newsletter so that parents know to ensure children are rested, well-fed, etc.

AI-3: Tanya to get information on Linus Pauling test prep workshop for parents to Kathy B. for newsletter.

AI-4: Morning to contact Kerry Richey for an April meeting to schedule charter renewal "schedule of meetings."

AI-5: John to follow up with Kriste York on the possibility of evaluating DIBELS kindergarten test results. We need them evaluated by the end of February.

AI-6: John to make changes on website to Policy 00002 for accuracy.

AI-7: John to make agreed upon changes to Procedure 00004b and post.

AI-8: John to talk with teachers to determine what level of problem(s) there might be with 1/2/3 blends and report back to Board at next meeting.

AI-9: Christine to inform Elisa Fairbanks she has the Americorps AI.

AI-10: John to get an Open House date from teachers.

AI-11: Gretchen to put together an Open House packet for new families.

New from Closed Session Minutes of February 11th:

AI-CS: Christine to finalize an updated Policy Log.

New from Minutes of February 18th:

AI-1: John to collect all advertising from MCCS.

AI-2: Jenny to look up Philomath SD and Waldorf's non-violent playground policies.

AI-3: Anita to draft a Playground policy to present at next meeting.

AI-4: John to notify families of extended returning enrollment deadline.

AI-5: John to add bookkeeping hours to summer budget if not already there.

AI-6: Kathy Brewer to announce Marimba workshop in newsletter.

AI-7: Anita and Christine to meet in an executive subsession to make a plan, including a discussion of the non-discrimination policy.

AI-8: Christine to email John the School Survey Update.

AI-9: John to present the Update at the next staff meeting.

Summer Task List:

- Compile a confidential notebook of all interview questions to be archived in locked file cabinet in ED's office.
- Create the Staff Handbook.

ICP Treasurer's Report – February 18, 2010

ICP CHECKING ACCOUNT

January 2010 Reconciled Activity

Opening Balance: \$1269.00

Deposits: none

Withdrawals: none

Fees: none

Transfers: none

Current Balance: \$1269.00

December General Journal Entries: none

February 2010 Activity thus far:

Opening Balance: \$1269.00

Deposits: none

Withdrawals: \$142.25 (Oregon Department of Justice)

Fees: none

Transfers: none

Current Balance: \$1126.75

ICP PETTY CASH

Opening Balance: \$14

Deposits: \$53 (building use)

Withdrawals: none

Transfers: none

Current Balance: \$67.00

GENERAL REPORT

- State and Federal Taxes were filed on time (by extended deadlines). Payton sent copies of the tax forms to board members and encourages us to review them. She suggests that the bookkeeper be offered a contract to do the taxes in the future. Her impression is that the work does not require the services of an accountant or tax specialist and can be completed by a bookkeeper familiar with the MCCS bookkeeping.