

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:10pm

The next Board meeting will be on **Wednesday**, March 17th. **Please note the change in day** and mark your calendars.

Present: Anita Grunder, Christine Horning, Morning McCreary, Tanya Freeman, John Knight, Terina MacLachlain (until 7:50pm), Erik Swartzendruber (SuperScribe), and Dan Hays.

Vote(s) of this Meeting:

- **Motion to approve** Policy 29B "Non-Discrimination Policy" with changes (Christine), second (Morning); passed 5,5,5,5.

Change of Meeting Time: We discussed changing the meeting time to 7:15pm to accommodate Board members' schedules and avoid late starts in future.

Meeting Minutes Approval: Reviewed the minutes of February 18, 2010. Motion to approve the minutes of 3/18/10 as revised (Morning), second (Anita); passed 5,5,5,5.

Public Comment:

- Board member Horning reported that March is Kinder month and this evening 509J is hosting an informational meeting for parents with new kinders. In the 509J memo circulated to parents, Muddy Creek was not listed as an option, nor was our Open House time on the list. Gretchen had already alerted the district to the oversight. **A-1: Christine** to send an information email about MCCS to her daycare listserv, which encompasses all 3 of the Corvallis Community Children's Centers (Monroe, Growling Oaks, and Lancaster).

Discussion: Grunder pointed out that while our charter contract specifies that MCCS assumes responsibility for its own advertising, MCCS should still be included in relevant school district notifications. Freeman asked that the daycare notice be filed in the District Liaison file.

- MCCS Open House: Parent Erik S. expressed that it would have been better to have earlier notice of our Open House. PTO representative Terina M. mentioned that PTO parents will help out at Open House. Childcare still needs to be arranged.

Discussion:

Addition of Grade 6: Roundtable discussion was held on the exigency of adding Grade 6 for next year. This would involve a request of the district that is outside our charter. Anita reminded us of the history of our charter; the initial request of grades 1-6 was denied, the revised request for K-5 approved, and the March 2009 request for adding 6th grade denied on the grounds that MCCS did not yet have a track record and the Lincoln MS program provided a similar option already. Now that LEMS is closing, should we ask again?

Many points were brought out on both sides. Reasons in favor of adding 6th now include the facts that Lincoln parents are supportive, there is enough time to make it

happen in the fall, and we could capitalize on the disgruntled feelings around Lincoln closure. We also need to consider whether current parents might leave to keep multiple grade kids all together in one school. Reasons against acting now: the timing, the fact that Jeanne Holmes has already expressed in an email to Anita that 509J not in favor, a request and rejection now could hurt the overall renewal process, can we really handle a middle school right now, and we would need to raise the enrollment cap which current charter does not allow for.

We decided the best strategy is to wait until the 509J Board votes to close LEMS officially and observe the tenor of that meeting. Then ICP Board members can ask 509J Board members of their interest in allowing MCCS to expand to 6th grade. We encourage families to contact Board members directly. We need to find out information from our own community as well. **AI-2: John** to find out what 5th grade families want to do and plan to do now for 6th grade. Is this something MCCS still wants?

Registration: Board member McCreary asked how registration for next year is going. John did not have current figures, so Dan Hays was dispatched to count noses. He reported that we have 30 re-registrations from parents, but not all families have submitted yet. **AI-3: John** to have results of enrollment process for next meeting.

Reports:

- PTO Report from March 3rd (Erik S.): Parents decided to postpone officer elections since only 5 people were in attendance that night. The group is still trying to find its identity and the level of interest people have in participating. They talked about fundraising; whether to sponsor one main event or several smaller, parent-run ones. Talked about hosting a "Muddy Creek Family Day" where they could recruit for the PTO. Parents would like to be more involved in the Open House and should be recruited to be there and talk to prospective families to give parent perspective on the school.
- MCCS School Report (John):
 - Enrollment: Still at 66 students. We have a new family with a K & 3rd grader who want to start after Spring break. **AI-4: John** to make sure their paperwork is in order so they do not have to participate in the lottery.
 - Incident Report: None to report.
 - Facilities: Repairs to doors; acquired 509J Maintenance Fund Journal entry
 - Hiring Update: *Afternoon Adventures Leader*: Behind schedule.
 - Advertising: Flyers & brochures distributed to area preschools and community locations; ads in community publications.
 - Enrollment & Registration: **AI-5: John** to put a reminder in newsletter that if re-registration is not in by Friday, March 12th, then current families WILL have to participate in lottery.
 - Discipline Policy Committee: Committee plans to present three sections of its draft over 3 consecutive staff meetings for input, then draft to be revised and presented to Board. *Discussion:* Board requested that the discipline policy be simple and appropriate. Discipline cannot include curriculum, so this policy must remain separate from Social Skills Curriculum.

- Farm Outreach Committee: Successful contact with Rosetta Venell, PR for Venell Farms; see March 1 newsletter. John will next contact Oregon Select Christmas Tree Farms to find out about their spray schedule. John to post spray information updates in newsletter.
 - Testing: OAKS Reading and Math for 5th graders begins March 8th. Melanie will continue to post in newsletter as relevant.
 - Staff Meetings: John has designed a new format for staff meetings (UP, UP, UP) that seems to be working well.
- MCCS Budget Report (John): As requested at an earlier session, John followed up with a new report. He said that MCCS currently spends \$23K per month, but his calculations are showing that we have a surplus of \$4,000 per month. Discussion ensued over the discrepancy between a projected \$7,000 deficit for the year vs. the surplus \$4,000/mo. shown in budget. Confusion also remains about the Afternoon Adventures budget and the \$2300 in carryover from last year. John verified that the \$2300 had been spent according to Payton (thus there was no surplus), but he was unable to clarify for the Board why the budget still shows a positive amount.
Ultimately, due to time constraints, chairperson Grunder asked that discussion be deferred until a clearer picture of expenses can be presented to the Board at the next meeting. The Board will revisit the budget at the next meeting.
 - Charter School Workshop (John): John attended on February 25th & 26th and said it was "good." Report curtailed in the interest of time.

Discussion & Decision (began at 8:50pm)

Non-Discrimination Policy (Anita): Anita presented the reformatted MCCS Non-discrimination Policy 29 with minor grammar and spelling revisions. **Motion to approve** Policy 29B "Non-Discrimination Policy" with changes (Christine), second (Morning); passed 5,5,5,5. **AI-6: Anita** to send to Gretchen. **AI-7: Gretchen** to post.

Open House Planning: There are still several loose ends about the flow of the evening and presentations. Tanya volunteered herself and Kathy Brewer to coordinate with Terina about talking points and presentations. John to make sure childcare will happen for the evening.

Agenda Item #s 4-6: Deferred. (4. Lottery 5. Playground Policy 6. Direct Deposit of paychecks)

Quarterly Update to 509J: Given the packed agenda expected at the March 8th 509J meeting with much public testimony anticipated, we decided to defer our one-page report presentation to the Board until the following April meeting when Anita and Christine will present, probably during public testimony time. **AI-8: Anita** to communicate to Jeannie Holmes we will be prepared to present on April 15th.

Lottery Process: Board member McCreary requested a clarification about the lottery process, specifically how the waiting list works. A waiting list is formed to fill an empty seat through a lottery process. We work down the list until the spot has been filled with an

enrolled family. If another spot opens later in the same grade, a new lottery is held and forms a new waiting list.

Review and Update of Action Items: Done.

Calendar:

- March 8th: Open House 6-7pm
- March 12th: Sustainability Fair
- March 16th: First Admission Lottery held
- March 17th: Next ICP Board meeting
- April 13th: First Charter Renewal meeting with district @3:00pm
- April 15th: Christine & Anita to 509J Board meeting

Meeting adjourned at 9:10pm.

Minutes submitted by Christine H. Horning

Table of 509J attendance: **April 5 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.

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-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-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.

Carryover from Minutes of January 21st:

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

Carryover from Minutes of February 4th:

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

Carryover from Closed Session Minutes of February 11th:

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

Carryover from Minutes of February 18th:

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

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

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

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

New from Minutes of March 4th:

A-1: Christine to send an information email about MCCS Open House to her daycare listserv.

AI-2: John to find out what MCCS 5th grade families want to do and plan to do now for 6th grade.

AI-3: John to have results of enrollment process for next meeting.

AI-4: John to make sure the new family's paperwork is in order so they do not have to participate in the lottery.

AI-5: John to put a reminder in newsletter that if re-registration is not in by Friday, March 12th, then current families WILL have to participate in lottery.

AI-6: Anita to send Policy 29b to Gretchen.

AI-7: Gretchen to post on website and put a copy in Policy Logbook.

AI-8: Anita to communicate to Jeannie Holmes that we will be prepared to present an MCCS Update on April 15th.

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.