

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, April 1<sup>st</sup>. Please mark your calendars.

Present: Anita Grunder, Christine Horning, Tanya Freeman, Morning McCreary (joined at 7:10pm, Dan Hays, and Erik Swartzendruber (joined at 7:15pm).

### **Summary of Vote(s) of this Meeting:**

- **Motion to approve** the building use request for fire protection seminar and waive the fee (Anita), second (Christine); passed 4,5,5,5.
- **Motion to make an exception** to Enrollment Cap Record 00001 to raise Kindergarten cap to 16, 1<sup>st</sup> grade cap to 16, and 2<sup>nd</sup> grade cap to 15 for the 2010-11 academic year (Christine), second (Tanya); passed 5,5,5,4.

**Gratitude Corner:** Acknowledgement of the PTO Library Quilt—Nice work!! Kudosto quiltmakers. The quilt will be delivered to the library during the week of March 22<sup>nd</sup>.

**Meeting Minutes Approval:** Approved three sets of minutes.

Reviewed the minutes of March 4, 2010. Instead of putting the agenda into minutes, it was agreed we will include a summary of motions at the beginning of each set of minutes. Motion to approve the minutes of 3/4/10 (Anita), second (Tanya); passed 5,5,5.

Reviewed the minutes of March 10, 2010. Motion to approve the minutes of 3/4/10 as revised (Anita), second (Tanya); passed 5,5,5.

Motion to approve the Closed Session minutes of 3/4/10 (Anita), second (Tanya). No discussion or review; passed 5,5,5,5. (Morning McCreary joined the meeting at 7:10pm)

### **Public Comment:**

- Anita reported that commentary on the PTO listserv indicates that families want a 6<sup>th</sup> grade at MCCS next year.

### **Reports:**

- **MCCS School Report** (Dan Hays):
  - **Enrollment:** No report on current enrollment. The focus this evening was on enrollment for next year. Dan recommends changing grade configuration at MCCS. No lottery has been held yet for K or 1<sup>st</sup> grades; new students for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades next year were invited to enroll.
  - **Incident Report:** One incident occurred today, March 17<sup>th</sup> of a boy kicking a girl on the playground. A 504 plan will be implemented for the boy, and both sets of parents were reached immediately and informed.
  - **Facilities:** No report.
  - **Hiring Update:**

- *Afternoon Adventures Leader:* Welcome to Susan O'Brien who started Monday, March 15<sup>th</sup> after shadowing George for a day on Thursday, March 11<sup>th</sup> to meet and transition with the children. Susan brings a rich background in outdoor education to this position.
- Our Admin. Asst. Gretchen is now working 7.5 hours a day in the office; as a result, Bookkeeper Cindy has been freed to devote her full 4 hours to bookkeeping duties. All are happy. Gretchen is willing to be available this summer to be at the school.
- Discipline Policy Committee: To help address behavior issues until other policies and procedures are in place, Dan has implemented 3 Rules at school: Be Safe, Be Respectful, and Be Responsible. Wherever children are on campus, they will hear these questions in response to their behavior and be responsible for answering. This information is also going out in the school newsletter to families. **AI-1: Dan** will transition with the Discipline Committee on its revision of Policy 11.
- Testing: Dan presented a tabulation of OAKS Reading and Math scores comparing 2009 and 2010 scores for 4<sup>th</sup> & 5<sup>th</sup> graders. All children with complete results are meeting or exceeding expectations, and there is a general trend of improvement over last year's scores. The OAKS-generated graph shows MCCS with higher scores than both state and 509J results.
- District Reports: All district reports have been filed by the deadline, including one that was not due until March 19<sup>th</sup>. Dan thanks Payton and Cindy for their hard work and timeliness.
- Staff Evaluations: Dan will write up staff evaluations over Spring Break.
- Financial Report: Dan is still studying our budgets and will present a report at the April 1<sup>st</sup> Board meeting. Anita reported that John Knight has been removed as a check-signer for MCCS and Dan Hays has been added at the bank.
- Report on Meeting with the District (Dan): Anita had arranged a transition meeting for Dan to meet with key district personnel. Business Manager Roy Burling, Kerry Richey, and Jeanne Holmes met with Dan with Jen Duvall present briefly. They asked that we make our appointment for the audit sooner this year. **AI-2: Dan** to add "Appointment for Audit" to April in Accountability Calendar (Policy 19). Board member McCreary commented that we should ask to go to quarterly reports rather than monthly during contract renewal.
- ICP Treasurer's Report (Morning): ICP currently has a balance of \$1126.75 with no expenditures. The ICP account has \$500 of restricted funds from a donation dedicated to grange improvement, leaving a balance of \$626 for ICP use. In ICP Petty Cash, there is currently \$63 cash on hand. See attached financial report.
- 509J Board Report (Anita): On March 8<sup>th</sup> the 509J Board voted unanimously to close the Lincoln Environmental Middle School; there was no community input on that agenda item. 509J Board announced it will be working on the budget in April, so this

is a good time to make requests for future. MCCS was included in the budget handout for its 20% administrative fee for in-district children and 10% for out-of-district.

**Discussion & Decision** (began at 7:45pm)

**Building Use Requests:** There were two requests. The Philomath Fire & Rescue Extension Service would like to present a fire protection seminar on the evening of March 30<sup>th</sup>. Board member Grunder recommended that we waive the fee to support the community, and if funds are needed, then ICP will donate. **Motion to approve** the building use request for fire protection seminar and waive the fee (Anita), second (Christine); passed 4,5,5,5. **AI-3: Dan** to contact organizer and find out what logistical support they need.

The second request was made by Kriste York to use the school for a Digital Storytelling Workshop from July 5-9<sup>th</sup>. The Board agreed that it will be great to have activity in the building during the summer, but questions arose regarding liability and who is the target audience for the workshop. Thus, vote was deferred. **AI-4: Tanya** will contact Ms. York with the Board's questions about workshop. **AI-5: Morning** will then follow up with our insurance company regarding liability.

**Board Member Resignation:** Christine Horning submitted her resignation from the Board, effective April 29, 2010 (at midnight). She plans to attend the April PTO meeting to talk with them about recruiting.

**Grade Cap and Grade 6 Discussion:** As a result of the recent registration process, we currently have applications for 19 first graders: 13 who are returning MCCS students and 6 new families. Dan needs direction on whether to conduct a lottery and if so, for how many spots. Dan recommends enrolling all current interested students and reconfiguring the grades for two-year rather than 3-year blends based on the current expertise at the school. If we accepted all applications at this time, we would have an enrollment of 74.

There are many variables that affect this decision and many unknowns: the addition of grade 6, what hiring needs to be done for next year, and what our 1/2/3 teachers think about changing curriculum at this point. There is also the financial model to consider of what configuration of grades will best allow us to continue adding students to reach our cap of 85.

Several models were discussed on the white board; the following seemed most workable:

K (14-16)		K (14-16)
1-2 (16 + 6) = 22	OR	1-2 (15 + )
2-3 (7 + 11) = 18		1-2 (15 + )
4-5 (8 + 9) = 17 ( + 6 <sup>th</sup> graders?)		3-4 (19 + )
		5-6 (9 + )

The Board agreed that we could not make 19 first graders work at this time; therefore, Dan will need to conduct a lottery. **Motion to make an exception** to Enrollment Cap Record 00001 to raise Kindergarten cap to 16, 1<sup>st</sup> grade cap to 16, and 2<sup>nd</sup> grade cap to 15 for the 2010-11 academic year (Christine), second (Tanya); passed 5,5,5,4. **AI-6: Dan** to convey to

staff the configuration possibilities for input. **AI-7: Erik** to contact PTO re: configuration discussion.

Quarterly Report to 509J: MCCS is on the 509J agenda for its April 5<sup>th</sup> Board meeting to give our quarterly report; we have our own 5-minute slot and do not need to use public comment time. There is still enough time to make a formal request and submit a proposal for 6<sup>th</sup> grade at MCCS. Thus, the Board resolves to declare our intention to ask for 6<sup>th</sup> grade at the April 509J meeting pending results of MCCS survey and survey of Lincoln families. **AI-8: Christine** to contact Patti Ball at LEMS for the best way to get in touch with families there. **AI-9: Anita** to draft quarterly report and circulate to Board for feedback.

Policy Log Update: Deferred to next meeting; however, the PL executive subsession committee requests that we hold a work session meeting on April 29<sup>th</sup> devoted to policies and procedures.

Board Evaluation Process: Our goal is to complete the evaluation of the ICP Board during the month of April. **AI-10: Anita** to draft a survey for community and staff to evaluate Board and circulate to Board members for feedback. **AI-11: Morning** will extract the Board "self-review" Appendix from Policy 13 "Board Accountability Plan" and have a draft for review by next meeting. **AI-12: Anita** to follow up with ODE regarding dates of the annual online charter school survey.

Tabled to Next Meeting: Need to discuss Head Teacher situation and model for school leadership in general. **AI-13: Dan** to find out when Kriste York's leave of absence extension expires and the general timeline there.

Review and Update of Action Items: Deferred.

Calendar:

- April 1<sup>st</sup>: Next ICP Board meeting
- April 5<sup>th</sup>: 509J Board meeting @ 6:30pm
- April 13<sup>th</sup>: First Charter Renewal meeting with district @3:00pm

Meeting adjourned at 9:05pm.

Minutes submitted by Christine H. Horning

Table of 509J attendance: **April 5 Christine & Anita**, May 3 Morning, June 21 Anita

*CONSOLIDATED LIST OF ACTION ITEMS:*

Carryover AIs from Minutes of September 3<sup>rd</sup>:

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

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

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

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

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

**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 7<sup>th</sup>:

**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 21<sup>st</sup>:

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

Carryover from Minutes of February 4<sup>th</sup>:

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

Carryover from Closed Session Minutes of February 11<sup>th</sup>:

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

Carryover from Minutes of February 18<sup>th</sup>:

**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 4<sup>th</sup>:

- A-1: Christine** to send an information email about MCCS Open House to her daycare listserv.
- AI-2: John** to find out what MCCS 5<sup>th</sup> grade families want to do and plan to do now for 6<sup>th</sup> 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 12<sup>th</sup>, 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 15<sup>th</sup>.

New from Minutes of March 17<sup>th</sup>:

- AI-1: Dan** will transition with the Discipline Committee on its revision of Policy 11.
- AI-2: Dan** to add "Appointment for Audit" to April in Accountability Calendar (Policy 19).
- AI-3: Dan** to contact Fire Protection Seminar organizer and find out what logistical support they need for building use.
- AI-4: Tanya** will contact Ms. York with the Board's questions about DS workshop.
- AI-5: Morning** will then follow up with our insurance company regarding liability.
- AI-6: Dan** to convey to staff the grade configuration possibilities for input.
- AI-7: Erik** to contact PTO re: grade configuration discussion.
- AI-8: Christine** to contact Patti Ball at LEMS for the best way to get in touch with families there.
- AI-9: Anita** to draft quarterly report and circulate to Board for feedback.
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- AI-12: Anita** to follow up with ODE regarding dates of the annual online charter school survey.
- AI-13: Dan** to find out when Kriste York's leave of absence extension expires and the general timeline there.

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 – March 17, 2010**

### **ICP CHECKING ACCOUNT**

#### **February 2010 Reconciled Activity**

Opening Balance: \$1269.00

Deposits: none

Withdrawals: \$142.25 (Oregon Department of Justice)

Fees: none

Transfers: none

Current Balance: \$1126.75

February General Journal Entries: none

#### **March 2010 Activity thus far:**

Opening Balance: \$1126.75

Deposits: none

Withdrawals: none

Fees: none

Transfers: none

Current Balance: \$1126.75

### **ICP PETTY CASH**

Opening Balance: \$14.00

Deposits: \$83.00 (building use)

Withdrawals: \$50.00 (Dan Hays)

Transfers: none

February ending balance: \$47.00

Activity thus far: \$16.00

Current cash on hand: \$63.00

### **GENERAL REPORT**

Portion of ICP funds is a restricted donation to ICP for use on grange building improvement. This amount is \$500.00. Remaining balance for other uses: \$626.00.