

Convened at Muddy Creek Charter School

Inavale Community Partners Board Meeting called to order at 7:15pm

The next Board meeting will be on Thursday, May, 1. Please mark your calendars.

Present: Morning McCreary, Christine Harvey Horning, Anita Grunder, Dan Hays, Erik Swartzendruber (notetaker), Kriste York, Leah Gorman, Larissa ????????

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

- **Motion to approve** the grade configuration as proposed by Dan in the E.D. report (K/1-2-3/1-2/4-5) (Anita), 2<sup>nd</sup> (Morning), passed 4,4,5.
- **Motion to authorize** Dan to post an ad for 4/5 Classroom teacher and Head Teacher responsibilities with salary range of \$29,000 to \$42,000 commensurate with experience and/or negotiable. To post to Edzap and/or Craigslist at Dan's discretion. (Christine), 2<sup>nd</sup> (Morning), passed 5,5,5.
- **Motion to appoint** Morning, Terina, Anita, and Dan to be the charter renewal negotiation committee (Anita), 2<sup>nd</sup> (Christine), passed 5, 5, 5.
- **Motion to approve** "End of an Era" building request free of charge (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5.
- **Motion to allow** Willamette Grange use of the building free of charge on April 16 and 17 (Christine), 2<sup>nd</sup> (Morning), passed 5,5,5.
- **Resolution by board** to give a message to the MCCS community that we will not pursue adding 6<sup>th</sup> grade next year. MCCS will keep open the option of adding grades 6, 7, and 8 at the next charter renewal. Passed 5,5,5. ?????????????????????????????????
- **Motion to approve** revision of policy 9b (Morning), 2<sup>nd</sup> (Anita), passed 5,5,5.
- **Motion to approve** Exit Interview Policy #26 as an initial release. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5.

**Meeting Minutes Approval:**

Reviewed the minutes of April 1, 2010. Motion to approve the minutes of 3/17/10 (Morning), second (Anita????????????); passed 5,5,5.

**Public Comment:** Erik expressed his wish to join the board; he will plan to submit a formal letter on or before the next meeting.

### Reports:

- PTO Report: The last PTO meeting was held during the “Family Fun Night at MCCC. Board Member Horning recruited board members. Angela Baker presented her findings about ongoing volunteer activities and requests for help for those activities.
- MCCS School Report (Dan Hays):
  - Enrollment: Lost one Kinder. Enrollment is now 65. Projected enrollment for next year is 75 or 76.
  - Incident Report: None to report.
  - Facilities: No incidents:
  - Financial report: Dan presented the budget for March, with comparison of monthly expenses, monthly budgeted amounts, year-to-date expenses, year-to-date budget, and annual budget for all categories. The bottom line totals were as follows: Total March Expenses: \$29,637; Total March Budget: \$31,144; YTD Expenses: \$220,239; YTD Budget: \$227,544; Annual Budget: \$333,304.

The board was giddy with delight at the way Dan presented the budget. Dan noted that SFS funds were reduced based on declining enrollment. This was offset by an increase in ADMW.

To respond to the board question from the previous meeting, Dan said that the savings account contains the summer salary fund for the teachers. The classroom supplies funds were uncovered by Dan. Dan stated that the budget per classroom was approximately \$450. (\$250 for Kindergarten). Leah stated that she only spent money from the \$25 per student family contribution at the beginning of the year. Leah was given the go-ahead to spend her supplies budget.

The budget shows professional development money available for teachers if they apply before June 30.

It was noted that there was insufficient money in the budget for emergency legal fees. An error in the budget was noticed in this category and will be corrected by Dan.

Christine and Morning noted changes that would need to be made for the next budget. These included giving ICP more than a minimal amount, budgeting more for phone bills, and developing a better way to distribute classroom supplies funds.

The board noticed that on budget line item 241-300 “Purchased Services,” the numbers did not add up. (Appears to be highly overspent compared to budget.)

Dan noted a bookkeeping error on budget line item 254-326 “Fuel expenses.” We have actually spent \$3000 less than the budget report shows. The error will be corrected.

- o **Grade Configuration Proposal:** Dan presented his proposal for grade configurations for 2010-2011. There would be a class of grade 1-2-3, one of 1-2, and one of 4-5, as well as Kindergarten. The 1-2-3 classroom would have 5,4, and 10 students in each grade; the 1-2 classroom would have 10 and 8; and the 4-5 classroom would have 21 students; based on next year's projected enrollment. **There was some discussion about the actual numbers per grade within each classroom, and Clarification about how parent request for children to be in certain classrooms would be handled. (Parent input is taken into account but parents don't have final say over what class their child goes into.)**

**Motion to approve** the grade configuration as proposed by Dan in the E.D. report (K/1-2-3/1-2/4-5) (Anita), 2<sup>nd</sup> (Morning), passed 4,4,5.

Teacher hiring for next year: ???????????????? Dan said he wants to find out from the teachers whether they wish to return next year. He will draft a letter to the teachers inviting them back for next year. Discussion followed about head teacher and 4/5 hiring. The board still wants to see what compensation is possible for a head teacher. Dan will look further into this. Leah suggested that smaller positions, such as Head Teacher and a ½ time teacher position could be lumped together if it fit a prospective teacher better than having the 4-5 teacher be the Head Teacher. Christine agreed that if we find someone we want, we can create a position for them. Morning said the question about how the different positions/responsibilities fit together needs to be resolved at the May 1 meeting. Christine said that a grassroots discussion about this needs to be opened up, as parents want a principal, but MCCS doesn't have the budget for a principal.  
**Motion to authorize** Dan to post an ad for 4/5 classroom teacher and Head Teacher responsibilities with salary range of \$29,000 to \$42,000 commensurate with experience and/or negotiable. To post to Edzap and/or Craigslist at Dan's discretion. (Christine), 2<sup>nd</sup> (Morning), passed 5,5,5. Morning noted that we need to begin discuss of formal hiring of the Executive Director for next year. This will be put on the agenda for the May 1 meeting.

- Report of Charter Renewal Meeting: (Morning) Dan, Anita, and Morning met with Kerry Richey and Jeannie Holmes of 509J to discuss the timeline and process for the charter renewal. The reviewed the state process. MCCS must contact 509J in September to schedule a November meeting in which we submit the draft of our proposed contract and charter. Statewide, schools often simplify their contract at the time of charter renewal. After the November meeting, there will be a public hearing and a negotiation meeting. The board has to make a decision to ratify

by March 7, 2011. MCCS hopes to have that decision made sooner. Morning suggested forming a renewal committee to meet during the summer. **Motion to appoint** Morning, Terina, Anita, and Dan to be the charter renewal negotiation committee (Anita), 2<sup>nd</sup> (Christine), passed 5,5,5. Christine suggested we form a separate Charter Renewal development committee.

- 509J Report: 509J has a new Assistant Superintendent, Kevin Bogaton ??????????, who will be beginning July 1. MCCS made a report to the board. 509J Board requested the MCCS annual report in advance of the meeting at which they will discuss the report. 509J Board voted down a proposal to have 8 early release days for teacher planning. This may affect the MCCS Calendar, although Anita pointed out that our charter does not fully lock us into following the 509J calendar. Anita asked for staff feedback as to whether they would like to have regular early release days for planning. Leah said she would, and also noted that another calendar change she would like to see is a January parent conference as opposed to a fall conference. Also at the 509J meeting, it was announced that 509J will go ahead with a local option levy this year. Some money is left over from last year and will be used to maintain programs. Anita mentioned that MCCS does not see any local option money.
- ICP Treasurer's Report: ICP currently has a balance of \$1176.75. We collected \$16 in gym use fees this month and had \$0 expenditures. A deposit of \$50 was made from petty cash. No other activity. Morning noted that a request from the IRS for tax reporting for the period ending March 2008. **AI-1:** Anita to show the IRS letter to Payton and discuss how to address it.

Discussion & Decision: began at 8:48

Discussion of 6<sup>th</sup> Grade: Board members determined they did not want to pursue adding 6<sup>th</sup> grade next year. **Resolution by board** to give a message to the MCCS community that we will not pursue adding 6<sup>th</sup> grade next year. MCCS will keep open the option of adding grades 6, 7, and 8 at the next Charter renewal. ?????????????????????????????????

Building Use Request: Christine made a request for use of the building for an "End of an Era" celebration commemorating Inavale and Lincoln middle school programs. This would be a potluck on June 4, from 5 to 8PM. Christine would be on site. Event would be posted in the GT and Kriste suggested posting on Corvalligator.com. **Motion to approve** "End of an Era" building request free of charge (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5.

Second Building Use Request: Anita announced a request by Willamette Grange for the regional grange meeting on Saturday April 17 at 10:30 AM followed by a 12:00 potluck. Setup would be Friday April 16. They would do all setup and cleanup. **Motion to allow** Willamette Grange use of the building free of charge on April 16 and 17 (Christine), 2<sup>nd</sup> (Morning), passed 5,5,5.

Board Evaluation: Self evaluations should be submitted to Mornign by April 17. Morning will make copies and file them. **Motion to direct** Gretchen to send, in the newsletter, directions to the community board evaluation survey posted on surveymonkey.com. (?????????), 2<sup>nd</sup> (?????????), passed 5,5,5.

Strategic Development Plan Policy (9b): ?????????????????? **Motion to approve** revision of policy 9b (Morning), 2<sup>nd</sup> (Anita), passed 5,5,5. (See attachment to minutes)\*\*\*\*\* **AI-2:** Christine to send policy 9b to Gretchen to post on the website.

Exit Interview Policy (26): ?????????????????? Christine proposed changing the number of Strategic Development Policy #26 to Record 2, freeing the number "Policy 26" to become the Exit Interview Policy **Motion to approve** Exit Interview Policy #26 as an initial release. (Anita), 2<sup>nd</sup> (Morning), passed 5,5,5. (See attachment to minutes)\*\*\*\*\*

Minutes Policy (23): **AI-3:** Christine to send to the board a 2<sup>nd</sup> draft of the Minutes Policy for review.

Quarterly Report: **AI-4:** Anita to send a copy of the quarterly report to Gretchen to post on the website.

Event Possibility: Mornings child went to a "Super Science Saturday" event in Albany. She proposed a similar event at MCCS. Dan??????? said there is a similar local event called PE Plus. The Board discussed whether MCCS could host such an event.

Board Matrix: Kriste will present ideas for a board matrix to help with board recruitment. This would help the ICP board define what skill sets are needed for the board.

Calendar:

- April 29<sup>th</sup>: Board work session: Policies and procedures. Meeting starts at 7:00 and will begin with a 15 minute closed session with Kathleen.....

Review and Update of Action Items: Many AI's completed.

Meeting adjourned at 9:33pm.

Minutes taken by Erik Swartzendruber and submitted by Christine H. Horning

Table of 509J attendance: **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 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-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.

**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.

**AI-13:** Dan to find out when Kriste York's leave of absence extension expires and the general timeline there.

New from Minutes of April 1<sup>st</sup>:

**AI-1:** Dan to admit the 2 kindergarteners on the wait list at Board request.

**AI-2:** Dan to investigate amount of Classroom budgets remaining for teachers and let them know what can be spent.

**AI-3:** Morning will organize a chart of what needs to happen for the renewal process.

**AI-4:** Anita and Christine will prepare a document to present at the April 5<sup>th</sup> 509J Board meeting.

**AI-5:** Dan will create a financial proposal and school leadership model for the Board to review.

**AI-6:** Morning will check with PACE regarding liability during digital storytelling workshops.

**AI-7:** Each Board member will return their responses to both "Appendix

A" and "Appendix C" to Morning by April 17 for the Board Review process.

New from Minutes of April 15<sup>th</sup>:

**AI-1:** Anita to show the IRS letter to Payton and discuss how to address it.

**AI-2:** Christine to send policy 9b to Gretchen to post on the website.

**AI-3:** Christine to send to the board a 2<sup>nd</sup> draft of the Minutes Policy for review.

**AI-4:** Anita to send a copy of the quarterly report to Gretchen to post on the website.

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.