

ICP Board Meeting—5/9/2013

In Attendance: Betsy Dasenko, Melissa Harris, Josh Phillips, Elisa Fairbanks, Erik Swartzendruber, Kim Phillips

Public comment: none

Erik moves to approve ICP meeting minutes from 2/14/2013 and 4/11/2013; Melissa 2nds . Vote: all 5's.

PTO news:

- *Rummage sale:* Profit from the rummage sale was approximately \$1800-2000. This will go towards improvements to the playground. Erik asks if there's interest in doing a rummage sale again next year. Melissa-it was very successful.
- *Staff appreciation week:* The PTO has been focusing on staff appreciation week this week.
- *Field day:* Betsy reports that the date for field day has been changed to the Monday of the last week of school. At field day there will be stations, and classes will rotate through them, and a schedule has been created. PTO will provide lunch. Teachers have requested that field day be separate from graduation.
- *School lunch:* Not much change. Kristina Rosenbaum has been actively looking for volunteers/interns. Hot lunch committee has suggested that hot lunch be reduced to one day/week unless outside volunteers start helping.

509J: No one has been to a recent meeting.

ICP Treasurer report: No change for ICP.

- *Internal audit:* Dan, Betsy, and Elisa performed an internal audit. Elisa—there should be no need for any separate audit between ICP and Muddy Creek Charter School.
- *GASB 54 policy:* need to make it official that there's a 10% carry-over for budgeting. We do this anyway, but it needs to be official.
- *Budget overview:* All of our funds are put into the general fund which has four parts.
 - *Minimum fund balance, prudent reserve of 10%. But can be dipped into in emergencies.*
 - *Authorization of management to monitor. Elisa does this already. There are "classes" of money in the general fund. Recommendations should be made during meetings for how to budget these funds.*
 - *Use unrestricted funds before restricted*
 - *Board needs to approve use of funds. There needs to be a policy number for this (31a) and for capitalization policy (30a), and these should be posted on the website.*

Erik moves to approve the fund balance policy as 31a; Betsy seconds. Vote: all 5s.

Budget report: Elisa—no major changes. We're still looking to end about even. Elisa is investigating benefit options for employees, especially non-taxable items like the health care reimbursement.

School report: (Provided by Dan via an electronic text document.)

- **Student behavior:** There has been an increase in behavior issues, and students have been sent home. Dan considers this within the normal range of behavior for this time of year.
- *Calendar:* Dan may have recommended adding a day compared with the Corvallis School District calendar. Elisa recommends holding 1/20 as a possible weather make-up day. Also, hold 11/11 and 4/9 as a additional weather make-up days. 2/17 is on the calendar already as a weather make-up day. Betsy moves to approve the Corvallis SD calendar with the above modifications; Erik seconds. Vote: all 5s with the contingency that Dan approves. The board is still willing to change if Dan recommends other changes for the calendar.
- *Art:* We may need a new kiln, in light of a recent mishap with some student projects in the kiln. The current kiln is old and out-of date. A digital one may be more reliable. Betsy would like to approve funds for placing plaques on some art installations which are already present on campus. Betsy likes the flag idea from Chris. Erik thinks that ICP could potentially fund some of the art installation ideas that Chris suggested.
- *Sound system installation in gym:* Discussed recent installation.
- *Garden:* There will be trenching work this weekend to install irrigation at the garden. The goal for the weekend is to install pipes and get the trench covered.

- *Building request:* from Peak Radio Association for June 21st-23rd. Is this a non-profit? Implications for fee based on profit/non-profit status... What facilities will the need to use?
- *Playground equipment:* Elisa visited some used play structures that are for sale and took pictures. This is school-grade play equipment that includes four swings, a gazebo, a sandbox, three towers, bridges, and slides. It is age-appropriate and looks to be in good condition. Installation will require several people and will need anchoring. It is being sold through closed bidding at Bring Recycling. The minimum bid is \$3000. The PTO has \$2000. Tom has \$500-600. Transportation would probably be about \$250. Who could install it? Josh asks, Is permitting required? Elisa—it feels rushed, and so she's hesitant. Erik wonders if this particular structure would take up too much space, and he likes to provide the kids open space as well. Erik—let's not rush into it. Let's get recommendations from more people. Betsy and Melissa think they could find some volunteers if we just purchased materials.
- *Health & lice policies:* Melissa wrote the health and lice policies. Corvallis School District has their own lice policy—they don't refuse any student based on lice, but the policy has a distinction between lice and nits. Excluding students at MCCS could have financial implications. The wording could exclude students with live lice to go home and get treatment, but then strongly recommend those with nits also get treatment. What is currently written is a no nits policy.
Betsy moves to approve the lice policy (32a) as it is currently written (a no nits policy) and the health policy (33a); Erik 2nds. Vote: all 5s.
 - *K-6 idea:* Melissa mentions the idea to add one more grade to MCCS rather than 6th, 7th & 8th as had been discussed before. This could be added in a charter renewal. It would help the grade level/classroom configuration providing for; K, 1-2, 3-4, 5-6 classrooms and might make age demographics easier to deal with. It helps with budgeting without needing to add modules. It may make an easier transition to middle school (some research recommends keeping students in elementary school one more year). A survey of a targeted sample of parents (of current 4th and 5th graders, and maybe former Muddy Creek students who are current 6th graders.) would be warranted before making a move like this to make sure there's sufficient interest. Erik suggest talking to Dan first before making any moves.

New (1-2) Teacher Hiring Process: We need a hiring committee (up to 7 members) and a screening committee (2-4 members). At least one board member should be on each. Suggested parent for committee(s): Noelle, Leonie. Betsy will organize the lists of committee members.

Tree removal: There are concerns about the pine trees surrounding campus; they produce a lot of sap and branches break off frequently. Erik recommends getting an arborist's opinion before removing trees. Also, the sweet gum at the front of the school is causing the sidewalk to buckle and should be removed. It could be replaced with something else which is less likely to cause a problem.

Ed review and board review: There will be a closed session to decide who will review the board.

Charter school training opportunities: there are training offered through the Oregon Department of Education. Some are webinars that could potentially be watched with the teachers. Thursday, May 23rd; 2-3pm, "Finding and retaining excellent board members." "Charter School Operator Workshop" in Salem at ODE, an all-day workshop.

Other(?): Elisa—we need one more check signer from the board, maybe Lise Hull? Elise Bradley, but she's here infrequently.

Erik moves to approve Lise Hull to be a check signer (if she approves); Betsy 2nds. Vote: all 5s.

Erik exchanged phone messages with Dave Buchanon and feels maybe there's less interest from him about being on the board now.

Elisa—would like to find another board member with a financial/business perspective.

Strategic development plan: Will be sent out for teacher comment. June is the annual meeting, and will need to sign policies, corporate renewal, etc.

Math teacher hiring: The budget for that position needs to be formalized. Elisa—could there be a procedure change that states that the board only needs to be involved in hiring a teacher if it is 0.5 FTE or greater?

Erik motions to change the policy that the board need not be involved in hiring a teacher if the FTE is less than 0.5 FTE. (Objective 1.1.1 of Procedure 11). Betsy seconds. Vote: all 5s.

Future discussions: Erik would like to explore the RACID document to further clarify roles.

Meeting adjourned: 8:45pm