

Convened at Muddy Creek Charter School

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

Present: Tanya Freeman, Kathleen Westly, Payton James-Amberg, Anita Grunder, Christine Horning, and Marilyn Dilles

Meeting Minutes Approval: Reviewed minutes from 7/14/09. Motion to approve minutes of 7/14/09 as written (Payton), second (Kathleen); passed fists of 5s & 3.

The next ICP Board meeting will be **Thursday, August 6th** at 7pm. Please mark your calendars.

Public Comment

- Marilyn Dilles brought two items to the Board's attention. She recommends that we contact Evan Remington of Salem 503-371-1111) regarding her program "Organic Food Fingers" and invite her to do a presentation, provide samples of her food, and consider a trial run for a food lunch program at Muddy Creek. Marilyn also expressed her hope that we will follow up with Nathan Wobbe, an intern/volunteer from LBCC, to see if he would like to continue on at Muddy Creek.
- Anita observed that our MCCS banner is looking a little tattered and flapping in the breeze and wondered how our sign is progressing. Kathleen reported that it is being worked on, and Jenny hopes to install it as one of the projects during the MCCS Work party on August 15th.

Reinstate Board Member

- Motion to reactivate Anita Grunder as an active Board member and reinstate her as President of the Board as well as release Morning McCreary from her interim status (Tanya), second (Payton); passed fists of 5s. Welcome Back, Anita! Morning was on vacation and not in attendance; thus, we were unable to thank her personally for her six months of valiant service. Thank you, Morning!

MCCS Business

- Facilities Report given by Payton for Jenny Swanson. Everything is moving along as planned.
- Staffing/Hiring Update:
 - We have 6 finalists for the Executive Director position who will be coming to interview on Wednesday, August 5th. Jenny Swanson will be able to assist Christine with tasks throughout that day until 3:00pm. The Hiring Committee is as follows: Tanya Freeman, Kathleen Westly, Payton James-Amberg (pass through member #1), Leah Gorman (pass through member #2), Elisa Fairbanks, Rob Hinton, and Linda Hentsch. Thank you to all who are serving. We have

one candidate flying in from out of state, and Christine wanted to acknowledge our generous MCCS families who have stepped forward to host the candidate and provide transportation to help defray his expenses. **AI-1: Christine** to arrange food for Interview Day.

- Administrative Assistant position was posted too early; we have been inundated with applications and need to set up the Hiring Committee. Elisa and Payton are currently organizing applications and sending out acknowledgments by email. We also discussed how the new ED might be involved on that committee.
- Enrollment Report: We have had 3 withdrawals due to leaving the area; two have been filled through lottery. We have 78 students right now; openings are as follows: 2 spots in 2nd grade, 1 in 3rd grade. Kindergarten and 4th grade are currently the only classes with a waiting list.

Staff Reflections Report by Christine: Although staff evaluations/reflections are confidential, when Christine did this year's goal-setting review with Head Teacher, we realized there were items that potentially required the Board's involvement. As a result, Christine and Kriste developed a separate page to the Reflections document that could be shared with the Board.

Those items concern 1) Release Time for Head Teacher and whether that will be continued, 2) the development of a reading intervention program for the school, and 3) how to involve the Head Teacher in supervision of instructional aides. Action Items that resulted: Regarding issue #2, **AI-2: Christine** will continue to act as liaison between Head Teacher and Board and ask Kriste to submit a proposal including budget for a reading intervention program. For issue #3, we want to address this relationship through a revision of the RACID chart before school starts so that it can be included in job descriptions. We will discuss at the next Board meeting. In preparation, **AI-3: Christine** to look over RACID with **Anita** to identify all relevant places in that document regarding Head Teacher and instructional aides.

Floor Hockey at MCCS: Tanya presented a request from Michelle Friesen, manager of Valley Vikings Hockey Club, who is looking for a gym for practices, which are TR 6-7pm from Oct. 27-Nov. 19 and Feb. 23-Mar. 18th. One of our students is on the team. This is a Parks & Rec program. Discussion centered around the value of supporting after-school activities vs. the damage that inline skates and hockey sticks can do to the floor as well as insurance/liability issues. We would need to know what our insurance says as well as be interested in soliciting 509J's opinion regarding potential floor damage given that we have tile rather than wood. Although these questions will eventually need to be answered, the first step is to get more information from Michelle. **AI-4: Tanya** to follow up and find out about potential floor damage, what is the club willing to pay, and as a Parks & Rec program, do they carry their own insurance.

ICP Business

Treasurer's Report given by Payton.

- Health Benefits. We discussed options for health and dental insurance because rates will increase on the MCCS September 1st renewal date. Payton presented an overview of a number of plans. Choices are between renewing the same package, which costs MCCS more, or choosing a different package that keeps costs to MCCS about the same but raises them for employees through higher co-pays and/or deductibles. We decided to renew at the higher rate because the alternatives would be equivalent to a paycut for employees.
- 2009-2010 ADMw Budget: Payton first provided the necessary background information for the decisions that would be involved in approving this portion of next year's budget.
 - Last year's Budget. We are left with our targeted 10% carryover cushion of \$36,000 as well as a \$28,462 surplus from various other fundraising activities.
 - Staff Bonuses. We had a discussion of what does a bonus mean and how does it relate to our culture regarding teachers. All were agreed that retention of teachers is a priority and bonuses are one way of supporting this value. We also support the idea of merit bonuses.

The ADMw amount, or the dollars paid per student, has changed from the last projection of \$6100 to \$5767. This creates a significant difference in school finances and creates a shortfall between expenses and income. Additionally, despite repeated requests, there is still no word on SFSF monies from 509J, which is estimated to be \$231 per student owed to MCCS. The SFSF money is a critical amount to our budget. At \$18,000, it more than makes up the difference in the projected shortfall. **AI-5: Payton** to contact Kathy Rodeman again with a direct request about what we need to do to get this money or, alternatively, does she know whom we contact at ODE with our questions.

After a thorough review of each line item in the budget, motions to approve the 2009-2010 ADMw budget and disbursement of remaining funds from 2008-09 were as follows and can be found in the attached spreadsheet of 2008-09 Net Budget of 7/30/2009:

- Motion to approve \$2500 for durable supplies in Bridget's new 1/2/3 classroom from donated funds (Payton), second (Tanya); passed fists of 5's & 4.
- Motion to approve amounts from Parent fundraising as specified in attached spreadsheet (Kathleen), second (Anita); passed fists of 5's.
- Motion to approve amounts from Afternoon Adventures program as specified in attached spreadsheet, which includes a bonus for leader Jenny Swanson (Kathleen), second (Anita); passed fists of 5's & 4.
- Motion to authorize bonuses for teachers Kriste York and Leah Gorman as specified in attached spreadsheet from Net ADMw budget of 2008-09 with the remainder to be carried over to 2009-2010 budget (Payton), second (Anita); passed fists of 5's & 4. Bonuses to be paid on 7/31/09 payroll.
- Motion to approve revised 2009-10 ADMw Budget dated July 30, 2009, which includes renewal of current health benefits as well as teacher

substitute coverage for Head Teacher's Release Time for the 2009-10 school year (Anita), second (Kathleen); passed fists of 5's & 4.

- Afternoon Adventures Fee Schedule: Motion to set fee schedule as follows: a basic rate of \$2,450/yr. with staff rates to continue from previous year, a nominal fee of \$250/yr. (\$25/mo.) for families who qualify for Reduced Lunch program, and free to families who qualify for Free Lunch program (Payton), second (Christine); passed fists of 5's.

Strategic Development Plan:

We revised three points per Morning's email to Christine: added a commitment to begin working on renewing the charter in 2010-11, removed an unclear item about special education training, and reassigned priority to the reading intervention program due to newfound budgetary constraints (from A to B). Held a brief discussion of comments from Mark Hazelton in emails to the Board and resolved to add a fourth change to the document regarding a commitment to strengthen the liaison relationship between the ICP Board and Executive Director through regular meetings. Motion to approve the Strategic Development Plan (Record 2) as revised (Christine), second (Payton); passed fists of 5's & 4.

Procedure for Administrative Startup:

Payton led the review of this document. Motion to approve Procedure for Administrative Startup of New Employees (#000NN) as revised 7/30/09 (Anita), second (Kathleen); passed fists of 5's & 4. Final version shall be appended to minutes. **AI-6: Payton** will email approved version to Kathleen. **AI-7: Kathleen** to go through former Executive Director's computer to find any finalized versions of policies and procedures that still need posting.

Procedure on Hiring Non-Teaching Staff:

We reviewed this document in light of the current opening for an Administrative Assistant. In the absence of an Executive Director, motion to appoint Anita Grunder to coordinate the Admin. Asst. hiring search and act as the Administrator as described in Procedure #10a (Payton), second (Kathleen); passed fists of 5's.

The schedule for this process is as follows: Anita will do the initial screen of resumes received so far by Aug. 3 to create a long list; Anita and Chana (to be asked) will do another screen on Aug. 5th to produce a short list of 5-8 names. Interviews (15-min.) to be scheduled for Aug. 13 and conducted by Anita, Linda Hentsch (to be asked), and possibly the new Executive Director. Anita will serve as the pass-through member throughout this process. **AI-8: Anita** to get applicant files from Payton. **AI-9: Christine** to send Anita email contacts for Chana & Linda. **AI-10: Payton** to send Anita the interview questions and job descriptions. **AI-11: Anita** to contact Chana Van Orden and Linda Hentsch.

These are the identified Agenda Items for August 6th meeting:

Job Descriptions (owner-Tanya)

Review of RACID chart regarding Instructional aides
Discussion of Fall Staff and Parent Orientations (rollover)
The contents for an Orientation Document to be discussed (rollover)

Meeting adjourned at 10:16pm
Minutes submitted by Christine Horning.

Consolidated List of Action Items for Quick Reference

- AI-1:** **Christine** to arrange food for Interview Day.
- AI-2:** **Christine** will continue to act as liaison between Head Teacher and Board and ask Kriste to submit a proposal including budget for a reading intervention program.
- AI-3:** **Christine** to look over RACID with **Anita** to identify all relevant places in that document regarding Head Teacher and instructional aides.
- AI-4:** **Tanya** to follow up with Michelle Friesen and find out about potential floor damage, what the club is willing to pay, and as a Parks & Rec program, do they carry their own insurance.
- AI-5:** **Payton** to contact Kathy Rodeman again with a direct request about what we need to do to get SFSF money or, alternatively, does she know whom we contact at ODE with our questions.
- AI-6:** **Payton** will email approved version of Procedure for Administrative Startup to Kathleen.
- AI-7:** **Kathleen** to go through former Executive Director's computer to find any finalized versions of policies and procedures that still need posting.
- AI-8:** **Anita** to get Admin. Asst. applicant files from Payton.
- AI-9:** **Christine** to send Anita email contacts for Chana & Linda Hentsch.
- AI-10:** **Payton** to send Anita last year's interview questions and current job description.
- AI-11:** **Anita** to contact Chana Van Orden and Linda Hentsch.

AIs to prepare for next meeting:

Job Descriptions (owner-Tanya)
RACID (Christine & Anita)