Inavale Community Partners
Public Board Meeting

Muddy Creek Charter School – Board Meeting Minutes

Date: September 16, 2026

Time: 7:00 PM

Location: In person and virtually

Because of a technical issue and oversight, the streaming and recording of this meeting did not occur. This issue has been corrected for future meetings, and we apologize for the error and any inconvenience. The following minutes constitute a full and accurate reporting of the contents of the meeting. For questions or additional information, please contact board@muddycreekcharterschool.org.

Attendees:

Board Members:
Patrick Riccolo, President – Virtual
Jacque Krumrey, Vice President - In person
Derek Jordan, Treasurer – In person
Brooke Cassell, Secretary – In person
Keri Cribbs – Virtual

Other attendees:
Britt Hoskins, Executive Director - In person

7:02 pm - Welcome/Public Comments (Brooke)

- Patrick is sick today and is attending virtually. Brooke will be chairing the meeting.
- There are no public comments

7:04 pm - Approve Meeting Minutes (8/23/2026 Special Meeting Minutes) (Brooke)

- Brooke moved to approve the minutes from the 8/23/2026 meeting, Derek seconded the motion. The vote passed unanimously.

7:06 pm - Update on Exit Interviews (Brooke)

- The Exit Survey has gone out to all but 2 outgoing employees whose email addresses Brooke has not yet been able to get. Of the employees who responded, 1 has expressed interest in an in-person interview. Brooke will send that information to Derek and Jacque for follow up.
- From here on out, DSS will be sending out the Exit Survey as part of the outgoing employee process.
    - Employees will have the option for an in-person interview with the board if they wish.
    - Thank you to Britt for getting that set up with them.

7:07 pm - Executive Director Update (Britt)

- School has started! Hooray!
- Upcoming School Dates:
    - Mountain Day Sept. 25th, informational email has gone out.
    - Picture Day likely Oct. 1st.
        - Parent who is a photographer is going to be taking the photos
        - There will be a secure online portal where parents can order prints.
        - For class photos, it is likely that there will be class photos rather than collage of individual photos (as there were in years past), but more information on that to come.
- Safety Committee has been formed
    - First meeting was Sept. 9th
    - Getting started on fire drills: 1st one will be on Sept. 18th
    - Planning for the “great shakeout” on Oct. 15th
    - Alarm system was professionally tested
    - Playground equipment safety: We are in alignment with recent PACE inspections and removed one playground structure, the hamster wheel, that was out of compliance with modern safety standards. We also taped the Gaga ball mats together per PACE instructions.
- Water testing on track
    - Our existing facilities part-time/handyman Dan Chandler stepped up to do water testing

    - 2x/week regular testing - we are in compliance with all water safety standards
    - We are partnering with Corvallis School District on in-depth lead testing that comes up only every 6 years - that will be in the next month or so
    - This week all the standard tests due for this time of year from Oregon Health Authority are being done: bacteria (cholorform), lead/copper, disinfectants. Muddy Creek has always been within normal levels.

- Onboarding new teachers Mrs. Havlik (4th/5th) and Mr. Haugen (2nd/3rd)

- Likely moving forward with a 1st/2nd blend and a 2nd/3rd blend because the classes are unbalanced (large 2nd/3rd class, small 1st class) -
    - Looking for around 5 volunteers to move from the 2nd/3rd blend to the 1st/2nd blend classroom
    - This blend will provide an opportunity for those 2nd graders to be mentors and leaders
    - These blended classrooms represent a foundational practice for Muddy Creek

- Oasis Home Management is our new custodial service. They are cleaning in the late afternoons

- Continuing to onboard DSS on HR, accounting, banking, payroll, etc.

- Enrollment is currently at staying about 78 or 79 students.

- Monroe bus stop has been a successful addition
    - One of the most utilized bus stops out of our 5, possibly behind Boys & Girls Club in Corvallis
    - There has been no additional cost to the school to add the Monroe bus stop because of the trade with the bus company being able to park in our parking lot.
    - Having the bus stop will provide opportunity for earlier public outreach to Monroe and surrounding families next year. We were only able to announce the stop late in the summer this year.

- Brooke asked about increasing visibility around the school to slow down road traffic
    - There has been a speed sensor just south of the school this week that is helping to get cars to slow down, however, there are still a lot of cars speeding past over the speed limit.

    - Last year there were some (purple?) flags posted outside to help increase the visibility of the school - can volunteers or perhaps 5th-grade students ("color guard") post the flags outside before school in the mornings? Britt is interested in this more.
    - Having the buses parked in the driveway has helped increase visibility.
    - Jacque asked if there is a way to have the road painted as a school zone?

7:19 pm - Policy KNA: Protecting Student Information Regarding Immigration/New Oregon Attorney General Policy (Brooke)

- Oregon is a sanctuary state pertaining to federal civil immigration law. Recently, Oregon Senate Bill 1538 (2026) was passed, requiring the Oregon Attorney General to publish a model policy addressing how public K-12 schools should address incidents of immigration enforcement at schools and requires that policy to be provided to school staff.
- Oregon House Bill 4079 (2026), which takes effect on September 30, 2026, requires public charter schools to "adopt a policy for providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement." This policy must be "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."
- OSBA provided a model policy for adaptation and adoption by charter schools in Oregon.
- The policy (KNA) provides schools with the guidelines to protect student information and to prevent access to school property by immigration enforcement officials without proper judicial warrants.
- Administrative Regulation KNA-AR(1) describes the administrative role during interactions with immigration enforcement officials who attempt to enter school property and Administrative Regulation KNA-AG(2) provides a worksheet ("Request Log") that must be filled out in the case of any request by immigration enforcement officials.
- The board reviewed the policy and the two associated administratives in full and adapted the language to fit Muddy Creek Charter School
    - **Roles**: The Executive Director will be the immigration liaison. The Dean of Students will be the alternate immigration liaison.
    - **Training**: OSBA's Model directs the immigration liaison and alternate immigration liaison to be trained in the policy, the law, and the Attorney General's K-12 Model Policy, which is designed for

Oregon schools in general (as opposed to OSBA's more charter-specific model policy).

- There is alternate, optional language that, in a footnote, is noted to reflect the Attorney General's Model Policy and says that all staff shall receive at least 1 hour of training.
- It would be preferable that only the two applicable staff be required to receive the training because our small staff already has a great deal of training that they are required to undertake
- Per the OSBA model policy, that appears to be fine.
- Also, per the FAQ provided by OSBA, the administrator (i.e., Executive Director aka "immigration liaison") or their designee (i.e., Dean of Students aka "alternate immigration liaison") are required to be trained.
- Staff are required to receive the policy, the Attorney General's policy, and to receive instruction to defer any immigration enforcement actions to the Executive Director (immigration liaison) or Dean of Students (alternate immigration liaison)

- **Language**: There was conversation about whether the policy should be made available in Spanish on the website.
  - None of our other policies are posted in Spanish
  - We can post text that states that the policy can be provided in any language needed upon request.
- **Involvement of the District:** The question was raised if an incident would ever be referred to the Corvallis School District (CSD)
  - In all cases the incident would be reported to CSD, but Muddy Creek holds all student records, including special education records, so we would not refer an incident.
  - We added "Corvallis School District Notified" as a checkbox to the Follow-up Actions portion of the KNA (AR-2) Request Log document.

- Jacque moved to adopt policy KNA and administrative regulations KNA-AR(1) and KNA-AR(2) as modified. Derek seconded the motion. The vote passed unanimously.

- Brooke will make all needed edits and will post the policy and administrative regulations to the website.

8:18 pm - Other Business

- Jacque asked if we have any updates on her carpet proposal for the Elk's Club grant (charity trust).
    - Brooke reported that there was some discussion of whether it was feasible to pursue carpet installation, especially in the 2nd/3rd classroom where there is the greatest need, but past research showed that the insurance company would require that the baseboard trim be removed to facilitate proper carpet installation, which could have implications for the potential exposure of asbestos - not something we would want to risk. Note that Brooke is not aware of a known asbestos risk, but the potential for it is not a risk worth taking.
    - The board discussed options of pieces of carpet with binding around the edges, large washable standalone rugs, or carpet tiles that could be placed over the top of the existing carpet without the need for installation, all of which could potentially come in at under $1,000.
    - Britt noted that grant need for staff is a higher need than facilities at this time
    - Derek noted that the amount would not likely be high enough to support staff (~$1,000)
    - Britt is happy to help brainstorm other ideas for submission to the Elk's Club.
- Derek noted there is no formal Treasurer report this month because we do not have a PNL for September (because school just started this month, we just transitioned to DSS in August, and the August PNL and other financial statements are not in yet).

8:22pm - Close