Inavale Community Partners
Public Board Meeting

Muddy Creek Charter School – Board Meeting Minutes

Date: July 16, 2026

Time: 7:30 PM

Location: In-person and Virtual

Recording of meeting available: https://www.youtube.com/@MuddyCreekCharterSchool

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Attendees:

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

Other attendees:
Britt Hoskins - Virtual
Meika Vingelen - In person
Brie Bui-Hirschberg - In person
Madisyn Christensen- In person
Laura Durbin - Virtual

7:42 pm - **Welcome/Public Comments,** Patrick

- No public comments

7:43 - Approve Meeting Minutes, Brooke

- Patrick moves to approve, Jacque seconds, passes unanimously

7:44 - Accounting Firm Search - Brooke

- Brooke presented on two companies: DSS (accounting + HR) and The Whole Package (accounting only, so would need to add a 3rd-party HR)
- **DSS**
    - $57,000 for a 12-month contract
    - Company out of TX, they were open about not being familiar with Oregon state laws and PERS, would need to learn about Oregon, but have worked extensively in California and Utah, which have some similarities. We would be their only Oregon client. This was reflected in their cost estimate.
    - Larger company (37 employees)
    - Responsive, friendly, profession introductory meeting
- **The Whole Package**
    - $46,800 for a 12-month contract, but after 3 months, the monthly rate is reassessed based on actual workload and could be adjusted (probably only a small adjustment)
    - Small, 2-person company out of Portland, Oregon. Very familiar with charter law in Oregon so could provide insight, as Tonya did.
    - Very responsive (provided estimate with only a 3-hour heads up of Board meeting)
    - Does not provide HR/payroll services - appears to provide PERS payments to state (needs confirmation)
    - We would need to use a 3rd-party HR system (Gusto? Could we continue using BambooHR for this? Do we need both?)
    - It looks like we already pay for a BambooHR subscription ($250/month? Need to confirm with Tonya)
    - Gusto would be ~$2700/year (basic) plus add-ons for benefits, so maybe ~$4,000, for a total of around $51,000-$52,000 total for The Whole Package + Gusto.
        - Gusto does not facilitate PERS, so if The Whole Package does not submit PERS withholdings to the state, then we would need to use another HR software like ADP, which does. However, ADP is more expensive and has a hefty initial data migration fee, typically $500-$1,000. Annual costs are reported to range from $3,600-$7,000, but we wouldn't know without a consultation.
        - Jacque asked if we could look into a short contract with ADP while we get the details figured out. Brooke looked it up, and ADP typically sets up multi-year contracts, based on the tier required for PERS facilitation.
- Britt suggests that it is worth considering the ease of having everything within one company (DSS)
- Derek noted that the smaller, local company may be more responsive than a larger out-of-state company, and that we have relied on Tonya extensively for state charter law guidance.

- Brooke and Patrick also noted the extensive reliance we have had on Tonya for charter law and Oregon law guidance, noting worry about an out of state company with no other Oregon clients.
- We budgeted $54,000 in the 80-student budget, so The Whole Package + Gusto option would fit within the approved budget.

- Jacque moves that we initiate a contract with The Whole Package and Gusto, assuming further investigation shows that they supply exactly what we need.
- Derek seconds
- Passes unanimously
- Brooke will contact The Whole Package to verify that PERS is taken care of, so that we can use Gusto. She will also confirm with Tonya that the services they perform are the same/sufficient

- Jacque moves that if this plan does not work, that we initiate a contract with The Whole Package and use ADP as the HR provider.
- Brooke seconds
- Motion passes: Patrick = 4, Jacque = 5, Brooke = 5, Keri = 5, Derek = 5

- Keri moves that if the first two motions do not work, that we contact DSS and ask for a discount to $54,000 rate because that is our budget limit.
- Derek asked if we can also include a request for a 6-month contract.
- After discussion, it is decided that migrating in the middle of the year would be too difficult and that asking for both a discount and a shorter contract would be too much to ask.
- Patrick seconds the motion
- Motion passes: Patrick = 5, Jacque = 5, Brooke = 5, Keri = 5, Derek = 4

8:43 - Treasurer Update - Derek -

- No update tonight because of the recent timing of the receipt of June's financial documents from the accountant

8:44 - Recruitment Committee Update

- Patrick recognized Brooke, Britt, Brie, Meika, Dana, Laura, and Micah, who have all been working tirelessly on recruitment.
- Brooke - gave an update on tabling at the Corvallis Farmer's Market (2 days, a Wednesday "Kid's Day" and a Saturday, where Meika planned kid's crafts and a muskrat habitat building activity. Great turnout, lots of families talked with and flyers handed out.

- Britt - gave an update on
    - Sunday 7/19 Summer Family Preview Day 3-5pm (45 RVSPs, making up 12 families, but potentially a lot more people coming than that)
    - Flyers passed out at markets, sent out in the mail to preschools across the area (physical mail and email), and posted in the Corvallis Daily,
    - Library events - she gave a plug and handed out flyers,
    - Dana emailed families with the flyer to hand out to friends,
    - Brooke has been updating the website
    - Derek - confirmed that the preschools are getting the packets!
- Patrick - the Monroe bus stop is easy to add, and even adding 1 student would add the cost for adding the bus stop. We could either shuffle bus stops or just add it and keep the others
- Meika - working on adding an event with Laura at the Monroe Library at the beginning of August
- Laura -
    - Love your School Day - it was great, great turnout. Another one this Saturday 10-12pm with snacks,
    - Annual Welcome Back Picnic at the Rotary Shelter at Willamette Park, Thursday 8/27 5:30-7:30pm - BBQ grilling
    - Monroe Public Library event, parent community is welcome. Laura is working on the date, waiting for the Library to confirm.
- Current enrollment number: 76
- 17 registered kindergartners, 2 on the list but not yet registered

8:56 pm - Exit Interview Update - Derek

- Derek needs names and contact information of departed employees
- Brooke suggested that Dana would be the person to get those from - former employees will no longer have access to their Muddy Creek email addresses
- Jacque volunteered to also join the interviews
- Brooke reminded everyone Jamie created the questionnaire and sent it out
- Google form responses desirable - Derek will convert from fillable pdf into a Google form
- Derek will get names and contact info from Dana, then send out invites

9:03 - Board Goal Setting, Patrick

- We should set 3 goals to strive for in the next academic year: S.M.A.R.T. goals

9:04 pm - Other Business

- Jacque - we were contacted by Cathy about our grievance process and how to improve it. Have we moved forward on that?
    - Patrick responded, that he plans to follow up and will be doing so.

- Brooke - report on water filter installation
    - Our Benton Community Foundation grant to fix the gymnasium lights and install water filters in the classrooms has enough money left to pay part of the plumber's fees for installing the filters, which will complete the work promised in the grant application.
    - There may be around $200-$400 in possible overage costs for the plumber + some additional in materials (hoses). I don't know the exact amount.
    - Does this spending need approval by the Board?
    - Jacque said that she will donate the extra money to pay for whatever the extra is.
    - A big thank you to Jacque!
    - Brooke will follow up with the plumber.

- Derek - Elk's Club funding
    - At this time of year, the Elks Club is looking to fund specific projects
    - Project should be at a level that would serve the Muddy Creek community as a whole.
    - Probably between $1,000–$3,000.
    - We need to come up with some ideas.
    - Derek would not be the one to present the grant to the Elk's Club.

- Jacque asked about the status of the music program - are we recruiting a new teacher?
    - Brooke responded that we are holding for now. We need to figure out how we can utilize our $5,000 grant to support the music program while supporting what a teacher needs to make it worth driving to the school - considering number of hours, duration (1/2 of the year vs full year), etc.

- Derek asked if we can make a motion to add Britt to our bank accounts.
    - Derek makes a motion to add the new Muddy Creek Executive Director, Brittany Hoskins, to the Key Bank and Oregon State Credit Union.
    - Jacque seconds
    - Passes unanimously.
    - Patrick moves that we remove Sarah Danforth from the Key Bank and Oregon State Credit Union accounts.
    - Jacque seconds
    - Passes unanimously.

9:14pm - Close, Patrick