

**Meeting:** Community Innovation Partners, General Meeting

**Date:** February 18, 2016, 6:45 p.m.

**Location:** Dallas Community School

**Facilitator:** Wendy Sparks, President

**Secretary:** Scott Burwash, Secretary

**In attendance:** Shanna Ruyle, Vice President  
Erin Miller, Treasurer  
Amy Dent Beebe, Board Member  
Alison Johnson, Board Member  
Aaron Kumnick, Board Member  
Dennis Schultz, Director of Dallas Community School

Absent:  
Lori Hedlund, Board Member

Guests:  
C.J. Brunner, prospective parent

**1. Call to order**

- a. The meeting was called to order at 6:46 p.m.

**2. Approval of Previous Minutes**

- a. January 23, 2016 - General Meeting  
President Sparks motioned to approve the meeting minutes and Treasurer Miller seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

**3. Additional agenda items**

- a. Items 5.c.i. and 8.c. were added to the agenda.

**4. Public Comment**

- a. n/a

**5. Dallas Community School Committee Reports**

- a. Enrichment
  - i. Filling in slots for upcoming classes and looking at expanding within current budgetary constraints. The demand is aimed at science and art.
- b. Enrollment
  - i. 125 students enrolled with 34 on the waitlist.
  - ii. 60 new applications received for the 16-17 school year (14 of them siblings of current students).
- c. Facility

- i. Future facility concerns
  - 1. The current lease expires in approximately 16 months. The committee was charged with developing leasing options by the end of the 15-16 school year.
  - 2. Redefined current membership: President Sparks, Vice President Ruyle, Treasurer Miller, Board Member Kumnick and Director Schultz.
    - a. Board Member Kumnick accepted the Chair
- d. Resolution
  - i. n/a
- e. Technologies
  - i. n/a

**6. Dallas Community School Director’s Report**

- a. Director Schultz highlighted some items from his monthly report (circulated via email to the Board prior to the meeting) which included:
  - i. Comments received from the recent school-wide survey.
  - ii. Attending Guide/Parent meetings.
  - iii. Library system options
  - iv. Smarter Balance testing
    - 1. Awaiting a final count on opt-out forms
    - 2. Discussion of logistical concerns with testing process
  - v. Upcoming Events
    - 1. Science Fair
    - 2. Camping trip to Fossil
    - 3. Fishing trip to Detroit Lake
    - 4. Webinar with Jeff Kinney, author of the *Diary of a Wimpy Kid* book series

**7. Treasurer’s Report**

- a. Previous Month’s Financial Snapshot:

January 2016 Budget/Actual	Balance-On-Hand
\$64,462.05/\$54,143.55	\$146,191.94
YTD Budget/Actual	
\$404,932.88/\$314,251.96	

- b. Proposed budgets for 16-17 school year are in-process and were discussed in general terms.

**8. Action Items**

- a. Policy: Class Cancellation

- i. Discussed options for the remainder of the 15-16 school year of how to address Community Educator (CE) cancellations. Scheduling constraints deter a makeup class, so the proposal was to have a standby or alternative activity for the students overseen by staff.
  - 1. President Sparks motioned to 1) have on-site staff alert families of the CE absence; 2) staff offer an alternative for the time slot; and 3) makeup classes are just not feasible. Board Member Dent Beebe seconded the motion and all those present voiced an 'aye' vote to approve and the motion carried.
  - 2. Director Schultz will review CE contracts and clarify related points to class cancellations.
- b. Standard: Non-DCS students attending classes
  - i. Infrequently, students who have not been enrolled at DCS have been allowed to remain on campus. One was a student interested in attending, signed a waiver and audited a class while their parent remained on-site. The other was left at the school, sitting in on a morning class, with permission from on-site staff and the Educational Guide. This student's parent was not present.
    - 1. Board Member Kurnnick suggested offering a class audit application and Vice President Ruyle wanted an additional document outlining: DCS, visitor, and guardian (if applicable) expectations (to include behavior); timing (start/end dates/times the student is permitted on campus); and whether or not the parent is needed to stay to accompany the waiver.
    - 2. President Sparks commented that it would be a positive element to allow vacant spaces to be filled by non-enrolled students (who would still complete necessary paperwork).
    - 3. Director Schultz's recommendation was to welcome prospective families to visit the campus and sit in on class sessions with notice and pre-approval while the approval or denial of other scenarios is done on a case-by-case basis.
    - 4. President Sparks motioned to adopt Items 1-3 listed in this subsection. Treasurer Miller seconded the motion and all those present voiced an 'aye' vote to approve and the motion carried.
- c. Budget Scenarios
  - i. Proposed budgets were presented and discussed and included, among other changes, the following significant factors: a pay increase for staff and the addition of a Program Director position. The budget discussion included two other major factors:
    - 1. Increasing enrollment by (25) students or 25%
      - a. Treasurer Miller motioned to increase enrollment by 25% (a new capacity of 156 students) and Board Member

Kumnick seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

2. Budget as written
  - a. President Sparks motioned to adopt the proposed budget with the following change: Program Director set to FTE 0.5 and \$20,000 starting salary. Board Member Dent Beebe seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.
3. Increasing Dallas School District ADMw
  - a. President Sparks motioned to approve Director Schultz to approach the Dallas School District to seek out an increase in ADMw in accordance with the adopted budget. Board Member Kumnick seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

## **9. Strategic Planning**

- a. Update on Goals, Mission, and Vision
  - i. Vice President Ruyle motioned to approve the Mission Statement and Strategic Goals and Board Member Dent Beebe seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.
- b. Work Session: February 20, 2016 10:00-1:00

The meeting adjourned at 8:15 p.m.

**Next Meeting: March 17, 2016 at 6:45 p.m., Dallas Community School**