

Dallas Community School Board Minutes

Date: December 15, 2016

Location: Dallas Community School

Facilitator: Wendy Sparks, President

Secretary: Becki Gann, Secretary

Present

Shanna Ruyle, Vice President

Erin Miller, Treasurer

Alison Johnson, Board Member

Amy Dent Bebee, Board Member

Staff:

Bill Conlon, Director

Also in Attendance:

Scott Burwash

Teresa Crossley

1. Called to order at 7:00 pm

2. Public comment

- None

3. Consent agenda: approve minutes, accept financials, accept dashboard

- Wendy motions to approve. Amy seconds. Motion carries with unanimous vote.

4. Board recruitment strategies

a.) At present, a minimum of four is required to fill the board. Most board members have kids on-site. Wendy suggests staff help recruit from the at-home and afternoon enrichment attendees.

b.) Three candidates have submitted their applications for Board Member.

- Wendy nominates Teresa Crossley as a prospective board member. Amy seconds. Motion carries with unanimous vote.
- Amy nominates Aaron Kumnick as a prospective board member. Erin seconds. Motion carries with unanimous vote.
- Allison nominates Scott Burwash as a prospective board member. Shanna seconds. Erin recuses herself. Motion carries with unanimous vote.

c.) Amy is at the end of her term as a board member and will step down for present.

- Thank you, Amy!

d.) Alison is at the end of her term as a board member and extends her term. She will take of a leave of absence in February 2017 for her new baby.

- Thank you, Alison!
- Wendy nominates Alison Johnson as a prospective board member. Amy seconds. Motion carries with unanimous vote.

5. DCS staffing update

- Dennis Schultz is on leave of absence. His separation will finalize in the next 30 days.
- Bill Conlon is currently on contract as Interim School Director.
- We sincerely thank Julie Rain for serving as Acting Director.

6. Report from Interim Director Bill Conlon

- Bill continues to meet with staff, students, and parents.
- Bill is also evaluating school priorities. His current investigation reveals only minor non-compliance. He will continue to review current policies and make recommendations.
- Bill spoke with our contacts at Dallas School District #2 (DSD2,) who expressed high regard for DCS. Assistant Superintendent Dennis Engle said he is impressed with the quality of our communications.
- When Bill asked at DSD2 if they had concerns, Superintendent Michelle Johnstone said that a 95% student participation is needed for state testing; she would hate our charter to dissolve because we did not meet the requirement. Wendy says that the language in our charter does not require students to comply with state testing. In fact, the state has made it very easy to opt-out. However, we can make a strategic plan to improve our participation numbers.
- One goal: Involve Director Steve Martinelli. By involving the district directly, they will better understand our unique issues.
- Wendy requests Bill to furnish the board with copies of our annual report and report card. The board has not seen either in past. Bill could not locate the reports on his computer but will continue searching and follow up with the district if necessary.

7. Facilities Committee update and discussion

- Alison says there was no meeting this month. Aaron will address prospective school sites. Bill will also research potential vacant buildings.
- On December 14, Julie performed a fire drill with on-site students and staff.
- On November 19, Erin filed a police report after the fence was vandalized on the Kings Valley side. The responding officer believes someone climbed over the fence to get in backyard shed, which was not locked and has no handles, in an effort to stay dry on a rainy night. Nothing was taken. Erin added a handle with a chain and lock to the shed and replaced the two fence boards.

8. Long-term contract for Interim Director William Conlon, January – June 2017

- Our attorney reviewed the existing contract when it had Dennis's name on it. She stated we need only change the name and dates for the Interim Director.
- Alison motions we offer Bill the contract for Interim Director for January through June 2017. Wendy seconds. Motion carries with unanimous vote.

9. Position description revisions for Office Manager and Program Manager, including change from Salary to Hourly

- Although these positions change from salary to hourly, their annual salaries remain the same, excluding overtime pay.
- Wendy motions the position descriptions of Office Manager and Program Manager be revised from salary to non-exempt hourly. Erin seconds. Motion carries with unanimous vote.

10. Discuss and action on revision to 2016-2017 budget

a.) Budget allocations for insurance

- All staff receive a monthly stipend for medical expenses. Presently, regular staff receives \$436. Because this must be part of taxable income, the stipends are reduced after taxes, which staff objects to.
- Wendy motions to increase the budget to reflect a taxable stipend of \$500 per regular full time employee to cover health insurance costs. Erin seconds. Motion carries with unanimous vote.

b.) Budget reallocations to cover staff salary changes

- Budget adjustments are also required to pay out Dennis through February and start paying Bill in January. The proposed cuts are as follows:
 - Custodial: from \$4,000.00 to \$2,000.00
 - Room rentals: from \$5,000.00 to \$2,000.00
 - Supplies for Renovations: from \$2,000.00 to \$500.00
 - Maintenance/Repairs: from \$6,000.00 to \$3,000.00
 - Computers for student use: from \$6,000.00 to \$2,000.00
 - Furniture: from \$3,000.00 to \$1,000.00
 - Equipment: from \$3,000.00 to \$1,000.00
- Our current net income is projected at \$34,000.00; our proposed net income is projected at \$39,720.28. According to the dashboard, we remain \$100,000.00 under-budget.
- Shanna approves the budget as amended. Amy seconds. Motion carries with unanimous vote.

c.) Updated credit cards

- Our existing credit cards are no longer current; Andrea needs a credit card to purchase curriculum for families. We require a credit card that is not secured by personal credit. Because we do not have three years of tax returns, a smaller bank will not offer us credit. Larger banks should be researched for potential credit.
- Wendy motions Erin to apply for credit from Wells Fargo for no more than \$4,000.00. Amy seconds. Motion carries with unanimous vote.

11. Discussion on current priorities to support Interim Director during transition for next meeting

- Bill could not find a list of Board Members and Committees to work with; Wendy will provide an updated list with committees and committee members.
- Bill enjoys the different model of education at DCS and appreciates the opportunity and trust bestowed to him by the board.
- Shanna will talk about our strategic plan.
- Becki would like to include school philosophy as a topic, maybe create new policy, and discuss implementing our expectations with staff.

12. Adjourn to regular meeting on January 19, 2017 at 7:00 pm