

# Dallas Community School Board Minutes

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**Date:** December 22, 2016

**Location:** Dallas Community School

**Facilitator:** Wendy Sparks, President

**Secretary:** Becki Gann, Secretary

## **Present**

Erin Miller, Treasurer

Scott Burwash, Board Member

Alison Johnson, Board Member

Aaron Kumnick, Board Member

Teresa Crossley, Board Member

Bill Conlon, DCS Director

## **Board Members Absent**

Shanna Ruyle, Vice President

1. Call to order at 7:00 pm
2. Personnel
  - Dennis's final separation papers were received yesterday.
3. Erin is at the end of her term as a board member, which opens the position of Board Treasurer.
  - Thank you so much for your service, Erin!
4. Election of Board Treasurer open to Board Members
  - Scott indicates interest as Treasurer. Wendy nominates Scott as Treasurer. Scott accepts the nomination. Aaron seconds. Scott abstains from voting and, otherwise, runs unopposed.
  - Congratulations, Scott!
5. Wendy will not be extending her term after it expires in January 2017.
  - The position of Board President will open at the next board meeting.
  - Wendy will create descriptions of all cabinet posts for the new board, and the board will further discuss at a future meeting.
6. Erin motions Scott Burwash to open a savings account at Wells Fargo for a secured business credit card account with a limit of \$4,000 for Andrea Wilcoxon to make curriculum purchases and pay expenses. Teresa seconds. Motion carries with unanimous vote.
  - It should be noted that neither Columbia Bank nor Oregon State Credit Union offer secured business cards at this time.
7. Erin motions Scott Burwash to open a savings account at Wells Fargo for a secured business credit card account with a limit of \$2,000 for Bill Conlon to pay expenses. Teresa seconds. Motion carries with unanimous vote.
8. Erin motions Scott Burwash to deposit \$6,000 from Columbia Bank into a savings account at Wells Fargo to create these secured accounts. Teresa seconds. Motion carries with unanimous vote.
  - The secured business card is necessary to ensure no debt is incurred.
9. Erin motions Dennis Schultz and Erin Miller removed from the checking and savings accounts at

Columbia Bank. Teresa seconds. Motion carries with unanimous vote.

10. Erin motions Scott Burwash and William Conlon added to the checking and savings accounts at Columbia Bank. Teresa seconds. Motion carries with unanimous vote.
11. Erin motions Erin Miller removed from the money market, checking and savings accounts at Oregon State Credit Union. Teresa seconds. Motion carries with unanimous vote.
12. Erin motions Scott Burwash added to the money market, checking and savings accounts at Oregon State Credit Union. Teresa seconds. Motion carries with unanimous vote.
13. Custodial Services at DCS
  - Bill discusses the prospect of hiring Taylor Cooley, a local college student, to clean the DCS Building at an hourly rate of \$15 for 4 hours weekly and 2 deep cleanings during spring break and the end of the school year. He requests \$1,550 for this service. Bill will check Taylor's references before offering a contract.
  - Wendy motions to approve a contract not to exceed \$1,550 for custodial services. Allison seconds. Motion carries with unanimous vote.
14. Finger-printing Off-site Enrichment Educators
  - While it was the opinion of Dennis Schultz that finger-printed was not required of unsupervised, off-site instructors, Bill has read the ORS, which clearly states it is. We are out of compliance as a result.
  - The cost of finger-print is \$72 per employee, a one-time fee. To place us in compliance for Winter Term, a total of \$504 is needed for the fingerprinting of 7 off-site enrichment educators.
  - Aaron motions \$504 from the enrichment budget to pay for the 7 winter term employees who need finger-printing. Scott seconds. Motion carries with unanimous vote.
15. Building Security
  - Bill says a security issue exists with the dead bolt lock on the front door. He suggests we investigate an improvement to security.
  - Wendy suggests we discuss this at our next meeting, and none are opposed.
16. Adjourn to regular meeting on January 19, 2017 at 7:00 pm