

Community Innovation Partners Board Meeting Minutes

July 21, 2016

7:00 pm

Dallas Community School: 788 SW Birch, Dallas, Oregon

Date: July 21, 2016, 7:00 p.m.

Location: Dallas Community School

Facilitator: Wendy Sparks, President

Secretary: Aaron Kumnick, Secretary

In attendance: Shanna Ruyle, Vice President
Erin Miller, Treasurer
Alison Johnson, Board Member
Lori Hedlund, Board Member

Board Members Absent:
Amy Dent Beebe, Board Member

Also in attendance:
Kimberly Kumnick
Miranda Long
Jeanette Martinez-Lewis
Jennifer Main

1. Call to order
 - a. The meeting was called to order at 7:02 p.m.
2. Wendy Sparks, motioned to approve the required Start of Fiscal Year Checklist for Dallas Community School per ORS 332.040 and 255.335(5)
 - a. The following are individuals or organizations assigned to key positions within the organization:
 - i. Chief administrative officer ORS 332.515: **Dennis Schultz**
 - ii. Business manager & deputy clerk: **Andrea Wilcoxon**
 - iii. Custodian of funds who will sign checks ORS 328.441, 328.445: **Dennis Schultz, Erin Miller, Shanna Ruyle**
 - iv. Budget officer, who shall prepare or supervise preparation of the budget document under the direction of the executive officer. ORS 294.331
Dennis Schultz
 - v. Financial auditors for the school year, who may be contracted for through the administrative office of the county in which the administrative office of the school district is located. ORS 328.465, 327.137, 297.405: **Koontz, Perdue, Blasquez & Co., P.C**
 - vi. Legal counsel. **OSBA**

- vii. Determine fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. ORS 332.525: **Not Applicable.**
- viii. Set a borrowing limit for the custodian of funds. **\$10,000**
- ix. Establish dates, time and place of regular monthly board meetings: **Third Thursday 7:00pm**
- x. Establish depository for school funds. ORS 328.441, 294.805-294.895 **Columbia Bank**
- xi. Review status of Local Public Contract Review Board and rules. ORS 279A.060: **Not Applicable.**
- xii. Members of standing committees.
 - 1. Finance: Wendy Sparks, **Erin Miller, Andrea Wilcoxon, Dennis Schultz**
 - 2. Executive: **Wendy Sparks, Erin Miller, Shanna Ruyle, Aaron Kumnick**
 - 3. Facilities: **Aaron Kumnick, Alison Johnson, Wendy Sparks**
- xiii. Approve personnel changes. **None**
- xiv. Approve contracts for payment. (ORS 332.075(2-3)): **Not Applicable.**

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

3. Approve minutes

- a. Shanna Ruyle, motioned to approve the minutes with no changes; and Allison Johnson, seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried

4. Public comment

- a. Introduced Jennifer Main, who is a parent of a student, who has attended several events. Introduced Jannette Martinez-Lewis who has a student starting next year. Introduced Miranda Long, program manager.

5. Community Innovation Partners Business

- a. Facility committee report
 - i. The landlord is putting up some tennant parking only signs in order to keep Ixtapa customers out of the lot.
 - ii. Landlord is asking whether or not we plan on renewing our lease.
 - iii. Committee is looking at various buildings in the area for possibilities
 - iv. Adding a motion detector light to add security to our fenced in area, due to reports of individuals climbing the fence.
- b. Budget amendment
 - i. Discussion on allocation of surplus funds beyond reserve goal

- ii. Wendy Sparks, motioned to put \$100,000 of surplus into our reserve funds in a money market; and Lori Hedlund, seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried
 - iii. Wendy Sparks, motioned to place \$19,000 into a contingency fund that can be accessed upon board approval; and Alison Johnson, seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried
 - iv. Erin Miller, motioned to approve the revisions to the 2016-2017 the budget; and Shanna Ruyle, seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried
- c. Discussion on Board member training
- i. This has been postponed to August for more research

6. Dallas Community School Business

- a. Director's Report
 - i. Director was not in attendance for a report.
- b. Treasurer/finance committee report
 - i. Previous Month's Financial Snapshot:

June 2016 Budget/Actual	Balance-On-Hand
\$43,043.00/\$71,668.36	\$126,066.08
YTD Budget/Actual	
\$694,199.13/\$583,294.95	

- c. Enrollment report
 - i. The school is full at 156 students and has several on a waiting list. A full report will be included in the August board meeting notes.
- d. Enrichment committee report
 - i. Miranda was hired to become program manager. Starting in August the enrichment report will be included in the Directors report.
 - ii. Enrichment classes will start two weeks into the school year in order to have a better enrolment period.
- e. Partnership committee report
 - i. Committee is recommending to keep the partnership money in the enrichment budget, and make sure that an environmental enrichment partner is maintained, Create and implement a defined partnership approach for all parties, including transparent application and search process
- f. Strategic plan review: governance element

- i. The way DCS is set up legally is incorrect. DCS needs to be set up as program of Community innovation Partners. The board will be working with Portland Children’s Museum to assist us in structuring our governance. PCM runs Opal Charter school in the same way CIP needs to be running DCS. This transition will occur in the 2016-2017 school year.

- g. Discussion and possible action on Healthy Schools Policy
 - i. Review DSD2 Applicable Policies
 - 1. DCS will adopt these policies for 2016-2017 school year
 - ii. Discuss additional guidelines and policies for allergies and medications.
 - 1. Wendy Sparks motions to form a committee to develop and form guidelines for food allergies food policy. Lori Hedlund seconded the motion. All those present voiced an ‘aye’ vote to approve and the motion carried
 - 2. The committee will consist of Lori Hedlund, Erin Miller, Miranda Long.

7. Next Meeting

- a. August 18,2016 7:00PM