

Meeting: Community Innovation Partners, General Meeting

Date: October 15, 2015, 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 (via telephone; joined at 6:54)
Alison Johnson, Board Member
Lori Hedlund, Board Member
Amy Dent Beebe, Board Member
Dennis Schultz, Director of Dallas Community School

Absent:
n/a

1. Call to order

- a. The meeting was called to order at 6:48 p.m.

2. Approval of previous minutes

- a. September 24, 2015 - General Meeting
Vice President Sparks motioned to approve the meeting minutes and Board Member Hedlund seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

3. Additional agenda items

- a. President Sparks motioned to add to this meeting's agenda the topic of the DCS Handbook and Vice President Ruyle seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

4. Public Comment

n/a

5. Dallas Community School Reports and Discussion

- a. Enrollment Report (Sparks)
 - i. 125 students enrolled with 41 on the waitlist.
 - ii. General discussion followed concerning various enrollment-related topics to discuss further at the Planning Retreat in January.
- b. Facility Committee Report (Hedlund)

- i. A custom-built Dutch door will be installed on one of the doorways to the main office. The cost is estimated at \$275.00 and could be installed within 7-10 days.
 - c. Enrichment Committee Report (Ruyle)
 - i. Field trip attendance
 - 1. Limited attendance during the first three scheduled trips. This put a burden on the hosts dealing with the price changes. The next few excursions will set the trend for further development of different trips and how they may operate.
 - 2. The goal is to schedule organized trips as well as pop-up trips.
 - ii. Enrichment class attendance and roll call
 - 1. There were initial hiccups, but the movement of students between activities has now stabilized. Roll call varies from contractor to contractor, but the process is working well.
 - iii. Duties for the remainder of the year
 - 1. Need to discuss the start date of winter trimester; currently there is one week of classes followed by winter break before classes resume. The proposed schedule needs to be set by the end of the month.
 - 2. Director Schultz provided a short report on the interest of current instructors in returning for winter trimester.
 - 3. Fall Trimester heavily involved the Board; Winter will be a shared effort; and Spring (and future) should be run by DCS staff.

6. Director's Report

- a. Director Schultz highlighted some items from his October report (circulated via email to the Board prior to the meeting) which included:
 - i. Dental screenings and vision screenings are forthcoming
 - ii. Remaining first aid training and supplies are on order
 - iii. Contact with waitlist families to determine their interest
 - iv. Dallas School District superintendent's visit in September went well
 - v. Fire drills were conducted this week without incident
 - vi. October staff retreat is planned for later this month
 - vii. Meeting with REACH in December
 - viii. Staff conducting a time study to gauge workload

7. Overview and Purpose of Committees

- a. A committee is a group of collaborative individuals. Some are mandated (e.g., Fiscal Committee must include the President, Treasurer, Director and Business Manager).
- b. Current committees:
 - i. Facility Committee

1. Meets as needed; considers improvements to site; engages in repairing and maintenance.
- ii. Fiscal Committee
 1. Covers all financial elements pertaining to the operation of the school; meets monthly the week of the General Meetings.
- iii. Enrichment Committee
 1. Short-term committee to recruit instructors; adhere to budgetary constraints; and keep DCS community informed on available classes.
- iv. Enrollment Committee
 1. Short-term committee to oversee the enrollment of students.
- v. Executive Committee
 1. The Board officers make up the committee; set meeting agendas/consent calendars; evaluates the work of the Director; meets monthly the week prior to the General Meetings; point-of-contact for emergency decisions/actions.
- vi. Resolution Committee (pending)
 1. Assist parents who have unresolved concerns; would meet in a closed setting and report (in general terms) to the Board about outcomes or necessary changes to consider/implement.
- vii. Technologies Committee (pending)
 1. Manage website, e-newsletters, etc.; work with community on bringing innovative technologies to the attention of DCS for consideration and use at home or in the classroom.

8. Current staffing levels

- a. DCS is fully staffed and recently bumped the Administrative Analyst to 35 hours (.875 FTE).

9. Planning Retreat (pushed to November General Meeting)

10. Required Board training through OSBA

- a. OSBA offers a variety of training on multiple topics. The Executive Committee will review the classes and decide what training the Board members should receive and figure out a time to meet with OSBA trainers in a face-to-face setting in 2016.

11. Treasurer's Report

- a. Dallas Community School
 - i. September 2015
 1. Income: **\$57,683.33 (\$230,733.33/YTD)**
 2. Expenses: **\$64,303.43 (\$95,077.40 YTD)**
 - ii. Balance on Hand: **\$121,746.94**

12. Budget Discussion and Adoption (pushed to November General Meeting)

13. DCS Handbook (Dent Beebe)

- a. Discussion about organizational, layout, and content concerns. This is a living document and will continually be revised throughout the school year. Updates will be acknowledged on the website and in e-newsletters.
- b. President Sparks suggested opening up a 30-day window for feedback from families on the handbook. The feedback will be reviewed after November and revisions considered based on the comments and suggestions.

The meeting adjourned at 8:35 p.m.

Next Meeting: November 19, 2015 at 6:45 p.m., Dallas Community School