

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

**Date:** July 27, 2015, 6:00 p.m.

**Location:** Hunter Arboretum, Dallas City Park

**Facilitator:** Wendy Sparks, President

**Secretary:** Scott Burwash, Secretary

**In attendance:** Shanna Ruyle, Vice President  
Erin Miller, Treasurer  
Alison Johnson, Board Member  
Lori Hedlund, Board Member  
Amy Dent Beebe, Board Member  
Dennis Schultz, Director of Dallas Community School  
Andrea Wilcoxon, Administrative Analyst at Dallas Community School  
Aaron Kumnick, Guest/Parent of enrolled student  
Kimberly Kumnick, Guest/Parent of enrolled student

Absent:  
n/a

**1. Call to order**

- a. The meeting was called to order at 6:00 p.m.

**2. Approval of previous minutes**

- a. June 29, 2015 - 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. Public Comment**

There was no public comment offered.

**4. Treasurer's Report**

There were no changes in the accounts statuses.

**5. Dallas Community School Reports and Discussion**

- a. Enrollment Report (Miller)
  - i. 125 students enrolled with 65 on the wait list.
- b. Site Committee Report (Ruyle)
  - i. City of Dallas requirements:

1. The certificate of occupancy fee needs to be paid and the change of use permit is in process. These two items are underway concurrently, culminating with a public hearing on either August 11 or August 18. The Dallas Planning Commission will inform us as to the hearing date when their agenda is finalized.
  - ii. Parking signs with two notice/warning should be placed in the parking lot. Since the site has been vacant for some time, customers at nearby businesses frequently use the DCS lot as overflow parking which we need to prevent.
  - iii. Utilities (Schultz)
    1. Water - on
    2. Electricity - pending
    3. Garbage - pending
    4. Natural gas - pending
    5. Internet/Telephone - pending
- c. Curriculum Committee Report (Hedlund)
  - i. Prepared a list of vendors who have been approved by other charter schools; the list is lengthy, but the work up front will save time in the end
  - ii. A laptop policy will accompany this work
  - iii. Treasurer Miller suggested reaching out to families to expand the list
  - iv. Reimbursement (general discussion)
    1. Pros/Cons; others do it (Yamhill, Sophie's), but this may prove a tax problem at some point; logistical issues may be nullified - depends on how we approach this in the end
    2. Fall pilot program
    3. Vice President Ruyle motioned to allow reimbursements to families through a monitored pilot program beginning and ending with the Fall trimester at which time the program will be reevaluated. Board Member Dent Beebe seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.
- d. Director's Report (Schultz)
  - i. Schultz provided an overview/summary of the first month's activities.
  - ii. OSBA Membership
    1. President Sparks motioned to seek membership with OSBA. Board Member Dent Beebe seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.
- e. Staffing and Hiring Report (Sparks)
  - i. A professional development calendar is available online.
  - ii. Miller suggested increasing the Administrative Analyst position to a .75 full-time equivalency (FTE) with the option to hire an instructional assistant at .25 FTE. This is an on-going discussion and no action was taken at this time.

- f. Policies and Procedures
  - i. General discussion with no action items at this time.
- g. Personalized Learning Plan
  - i. General discussion with no action items at this time.
- h. Reports to include in monthly agenda packet
  - i. General discussion with no action items at this time.
- i. School calendar
  - i. President Sparks motioned to approve the 2015-2016 academic calendar as presented. Board Member Johnson seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

**6. Volunteer fee**

- a. Board Member Johnson motioned to approve a \$10.00 volunteer fee to cover processing. Treasurer Miller seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

**7. Deferred Comp**

- a. Secretary Burwash motioned to explore 2-3 deferred compensation plans to offer to the employees of DCS. President Sparks seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.
- b. Disclosure statement: Secretary Burwash was approach by his deferred compensation plan representative who offered to represent DCS employees. Since this is a voluntary program and Burwash would receive no remuneration from neither the referral, nor the enrollment by DCS employees there is no conflict of interest in having this company act as one of the options.

**8. Line of credit**

- a. President Sparks motioned to secure a \$10,000 line of credit for DCS. Treasurer Miller seconded the motion. All those present voiced an 'aye' vote to approve and the motion carried.

**9. Next Meeting**

- a. The next General Meeting was scheduled for August 31, 2015 at 6:00 p.m. The location is to be determined.

**10. Site tour and inspection**

- a. Those present adjourned to the school site for a tour and cosmetic inspection at 788 SW Birch St, Dallas, OR 97338.
- b. Per ORS 192.660 and the lack of a certificate of occupancy the public is unable to attend this final portion of the meeting.

**The meeting adjourned at 7:58 p.m.**