

**Community Innovation Partners/Dallas Community School  
Board Minutes**

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**Date:** October 18, 2017  
**Location:** 140 Clay Street, Dallas, Oregon  
**Facilitator:** Teresa Crossley, Vice President  
**Secretary:** Becki Gann, Secretary

**Present**

Scott Burwash, Treasurer  
Holly Watkins, Board Member

**Absent**

Aaron Kumnick, Board Member  
Vickie Nutt, Board Member  
Bill Conlon, Director

**Staff**

Andrea Wilcoxon, Office Manager  
Dawn Adams, Guide  
Monica McQueen, Communications and Enrichment Coordinator (via teleconference)

Shayla Ordonez, Guide

**Public**

Gene Henshaw

1. **Called to order at 7:04 pm**
2. **Public Comments**  
No comment.
3. **Discuss and approve agenda, dashboard, and minutes**  
Scott moves to approve agenda and minutes. Teresa seconds. Motion carries with unanimous vote.
4. **Director's Report**  
(Andrea speaking on Bill's behalf.)

This morning, there was a school lockdown. Our school was not notified through DSD2 but by parents who heard the news. Because we could not lock the North Campus from the inside, students were brought to Main Campus. As a precaution, students were transported between campuses and the North Campus was locked from the outside when enrichments started. The lockdown ended at 1:30 PM.

There were no immediate threats to our students. Police requested the lockdown as a safety precaution when one Dallas high school student threatened another and could not be located.

We are now on DSD2's list to contact when district-wide lockdowns occur. Bill also contacted the North Campus landlord and requested a change in locks.

In the future, Staff will immediately inform families via email and social media of lockdowns and other emergency procedures.

Staff will continue to conduct monthly practice drills for earthquake and fire at both campuses and

identify a place for parents to meet in cases of emergency.

**a. Staff Spotlight**

Dawn and Shayla reported that each Staff member is on a Leadership Team, a committee focusing on one specific area for development throughout the school year.

- **The Professional Development Team**, led by Dawn and Shayla, focuses on continuing education opportunities for DCS educators. Goals include soliciting speakers for presentations and attending conferences. Because parents are also teachers, parents will be invited to attend applicable in-service dates. This week, the focus of our staff in-service is LetsGoLearn trouble-shooting and grading writing samples.
- **The Parent Education Team**, led by Cindy McGinnis and Annalisa Keyes, focuses on increasing educational resources for parents, including a catalog of staff recommendations.
- **The Assessment Improvement Team**, led by Julie Rain, focuses on providing feedback, monitoring growth, and exploring tools to meet our needs for upcoming assessments. Julie will create a calendar with practice opportunities, testing schedules, and writing sample due dates.
- **The Sunshine Committee**, led by Andrea and Lori Jones, focuses on special occasion recognition, such a birthdays, and events to honor school holidays.

**5. Healthcare Committee**

No report at this time.

**6. Board Recruitment**

Gene Henshaw, who is in attendance at our current meeting, was invited by Bill to explore the possibility of serving on the Board. Snowanna Stephenson's application was received in September, but there has been no further interest on her part.

We must continue to encourage parental participation on school committees and recruit community members for the Board.

**7. Treasurer Report**

Changes to our existing budget seek approval from the Board. Rent increased with our second location; a substitute teacher category was added with an annual budget of \$2,000; and salary changes were made due to a PERS increase. Funds from computers, software, and student recruitment were reallocated for these expenses. Teresa moves to make the necessary amendments to our existing budget to cover the increases in rent and salary and the substitute teacher categories. Holly seconds. Motion carries with unanimous vote.

**8. Facility Report**

**a. Trillium Building**

The Evergreen School east of Dallas is still a possibility. However, the facility may need considerable work before we could occupy it. There is also a logistics concern if Trillium's plans include a day youth treatment facility for low-risk offenders. The Facilities Committee will meet on October 23 with Trillium Company, who own Evergreen School, to discuss lease options and tour the building.

**9. Community Outreach Report**

**a. Community Calendar**

Holly met with a representative of Timely Program, which offers members access to details about local events in one spot and the ability to share events on their calendars. Although DCS could obtain membership, this would be a CIP investment, as there is a monthly cost. Tabled for future discussion.

**10. Fund Raising Report**

Why fund-raise? Possibilities include more educational software subscriptions, scientific equipment, and overnight field trips. Becki will create a document of fund-raising ideas and post it to Basecamp to assist the Director and Staff.

**11. DCS Contract Renewal**

On September 27, Kristen Miles of OSBA, under a joint contract with DSD2 and DCS, conducted our annual audit for the school district. This included reviewing a large volume of documents and visiting both campuses to interview DCS staff, parents, and Board members. The audit results will be presented to DSD2 on November 13 at the School District Board Meeting. Board members are encouraged to attend.

**12. Governance**

Review and discussion of our current contract is tabled until November.

**13. Adjourned at 7:52 pm.**

**Next Board Meeting scheduled for Thursday, November 16, 2017 at 7:00 pm.**