

**Community innovation Partners/Dallas Community School
Board Meeting minutes for October 17th, 2019**

Date: October 17th, 2019
Location: 124 SW Walnut Avenue
President: Wendy Sparks
Vice President: Becki Gann
Secretary: Holly Williamson
Treasurer: Scott Burwash
Present: Gene Henshaw

1. Call to Order at 7:00 pm

2. Public Comment: None

3. Discussion and Action to Adopt Consent Agenda and Minutes: Eugene moved to approve the October minutes and accept the agenda. Scott seconded it. No opposed.

4. Parent-Teacher Organization Update: The PTO has discussed fundraising and volunteer work and would like to sponsor some events at DCS this year.

5. Treasury Report: Revised budget to be approved at next month's meeting. Names on accounts will be resolved with the CPA to make sure DCS is in compliance. Re-allocation of funds-surplus from planned furniture expense.

6. Director's Report: DCS Instructional Assistant, Lori Jones, reported on success of Food Pod Classes, where students learn about inventory tracking, customer service, money management, among other concepts. The class will participate in a visit from Fusion Food Truck at DCS Oct. 23rd for hot lunch. Mrs. Jones also reported that traffic at pick up is slowly improving and that communication between parents and guides regarding Independent Study classes has been very positive. Bill reviewed the Student Success Act, and the progress of removing DCS's label as a "virtual" school to help qualify for funding from ODE, which could be put towards possible summer programs.

7. Budget Amendments (action item):

a. General amendments: To be postponed until November meeting to review the revised budget. Bill Conlon to draft budget revision.

b. Budget Amendment to Reflect Health Insurance Fee Increase: Bill asked to increase the health insurance budget by \$428.00 for the next 12-month period in order to provide 4 full time staff with comprehensive benefits (dental insurance out of pocket). Wendy motions to increase the health insurance budget by \$428.00. Holly seconds the motion. No opposed.

8. Policies-First Reading:

a. Attendance and Instructional Time: To be read a second time and voted on at November meeting.

b. Allotment Funds: Will be amended to reflect the amount of funds for each family will be determined by the budget process, not the director. To be read a second time and voted on at November meeting.

9. Policy Action Items:

a. Budget Policy change to Increase Check Signing Maximum with Single Signatory: Bill asked for the authority to sign checks up to \$2500 with a single signature, and make purchases up to \$4000 at his discretion. Any check \$2500 or above would require 2 signatures, as would any purchase of \$4000 or over by any means other than a check. Wendy asked if this would comply with the district's policies. Bill to find out and report back at November meeting.

10. Policy Ongoing Discussion Items:

a. Course Fees Discussion: Bill to draft 2 policies and bring for review in November re: charging class fees and attendance. Possibly create a policy to define, "good standing" means, or add as an amendment to policies checklist.

b. Student Lesson Recordkeeping Discussion: Common Curriculum program is being used to track the 900 necessary hours of instruction by a licensed teacher necessary for each student.

11. DCS's Intent to Renew the Charter (Action Item): Discussion of process as recommended by OSBA. Scott motions to renew charter with Dallas School District and submit a letter of intent. Eugene seconds the motion. All in favor.

12. Facility Update: The DCS leadership class is working on a proposal to submit to the city for funds to improve the façade on the DCS building. PTO has agreed to donate funds to this as well. Leak in H-VAC system in main room repaired for \$300 after building purchased by DCS.

13. Strategic Planning Update: Some funding has been found to potentially hire a facilitator. Still looking for candidates to fill this role. To be proposed with the new budget in November.

14. Committees Update:

a. Policies Committee: No new information

b. Board Recruitment Committee:

i. Removal of Ernie Fisher from DCS Board Due to Relocation (Action Item): Wendy motions, Scott seconds, no opposed.

ii. Recruitment Update and Vote on New Members (Action Item): Scott to abdicate role as treasurer. Wendy motions to appoint Jeremy to the board for a 2-year term. Scott seconds. No opposed. Eugene motions to accept Erin Miller as a member of the board. Holly seconds. No opposed. Scott abstained from voting to avoid conflict of interest. Wendy motions to appoint Jeremy as treasurer and move Scott to regular board member position for transition process not to exceed 2 months. Eugene seconds. No opposed.

15. New Business: None. Review July housekeeping in November.