

Community Innovation Partners/Dallas Community School Board Meeting Minutes for November 21st, 2019, 7:00 p.m.

Date: November 21st, 2019
Location: 124 SW Walnut Avenue
President: Wendy Sparks
Vice President: Becki Gann
Secretary: Holly Williamson
Treasurer: Scott Burwash/Jeremy Anderson (via speakerphone)
Present: Gene Henshaw, Erin Miller

1. Call to Order-7:05 pm by President.

2. Public Comment: None

3. Discussion and action to adopt consent agenda and minutes: Wendy motions to adopt consent agenda. Seconded by Gene. None opposed.

4. Parent-teacher organization update: PTO has been discussing various fundraisers, volunteer efforts and various projects.

5. Treasurer Report: Jeremy reported nothing of concern was discovered in this month's budget. Scott and Jeremy to schedule an onboarding meeting to complete Jeremy's transition to treasurer within the next month.

6. Director's Report:

- As of Jan. 1st, every board member is now a mandatory reporter.
- DCS is no longer classified as a virtual school by ODOE, therefore we can now participate in grant applications.
- Grant façade application turned in.
- Survey results of what parents/staff of DCS find most important shared.
- Staff Update-Andy Johnson, DCS guide. Winter term class overview.

7. Budget Discussion and Possible Amendments:

- **Updated budget:** Budget revisions made. Supplies for student use increased by \$1,000.00. The budget for facilities increased by \$1,000.00. The curriculum budget reduced by \$20,000. Administrative costs adjusted by \$10,000.00 for contracted services, increase in copy costs, and bringing Monica to full time.
- **General amendments:** Rent line item adjustment: Taking \$2500 from monthly rent budget and moving to contracted services. Wendy motions for the adoption of the revised budget. Erin seconds. All in favor.

8. Policies-Second Reading:

- **Attendance and instructional time:** to be put in handbook instead of kept as policies.
- **Allotment funds:** Will wait to discuss until the treasurer has time to look at the budget more closely.

9. Policies-First Reading:

- **Class fees:** Board discussed policies at length but did not vote on any at this time.

10. Policies-Discussion:

- **Expenditure authorizations-DSD's policy and the recommendation of auditor:** Even though the Dallas School District has a policy that mandates all checks are double-signed, DCS can keep our changes from last month since it has been recorded in the DCS Fiscal Handbook.

11. Facility Discussion:

- **Plan for the annex building:** Board decided that a director facilities committee should be developed, who would create a facilities plan. Feasibility studies on options in the developed plan would be conducted. The facility team would then decide what work is needed for the Donald St. house.
- **Discussion on other available sites:** Discussed possible available sites. Decided that nothing would be purchased at present.

12. Future Planning Discussion:

- **Strategic plan and program review/evaluation:** Board discussed possible strategic planners to employ, specifically Cognia and Willamette ESD. To be re-visited at the December board meeting. Board to choose a strategic planner at this time.
- **Charter renewal update:** Due date January 1st, 2020.

13. July Housekeeping List: Wendy motions to adopt the July organizational checklist. Erin seconds. All in favor.

14. Committees Update:

- **Policies Committee:** No new information.
- **Board recruitment committee:** Board member candidate to meet with Bill. Inclusion to the board to be voted on at the next meeting.

15. New Business: Farewell and thank you from Scott.

16. Adjourn until next board meeting on December 18th, 7:00 pm.