

## **Community Innovation Partners/Dallas Community School Board Meeting Minutes for February 20<sup>th</sup>, 2020, 6:30 p.m.**

**Date:** February 20<sup>th</sup>, 2020  
**Location:** 124 SW Walnut Avenue  
**President:** Wendy Sparks  
**Vice President:** Becki Gann  
**Secretary:** Holly Williamson  
**Treasurer:** Jeremy Anderson  
**Present:** Erin Miller  
**Absent:** Gene Henshaw, Kiley Hoffman

**1. Call to Order:** 6:35 pm. Mission and vision statement read.

**2. Public Comment:** None

**3. Adopt Consent Agenda and Minutes (action):** Wendy motions, Jeremy seconds, all in favor.

**4. Parent-Teacher Organization Update:** The PTO has now submitted the application non-profit status. The official role of the PTO was discussed (to provide supports to the school's operations through volunteering and fundraising). It was recommended that the president of the PTO will send out an introduction letter to recruit new members. Bill will ask for a memorandum of understanding from the PTO to solidify the number of meetings necessary throughout the year. A copy of the minutes of each PTO meeting will be given to Bill and a 1-page summary will also be created to clearly explain the role of the PTO to families.

**5. Financial Updates:**

**a. Treasurer's Report:** Jeremy gave the board members an overview of the "dashboard," where board members can view the financials of DCS. Jeremy explained his goal of using the dashboard to give an overall picture of DCS' financial state at any given time while improving the accuracy of the year to date budget when viewed.

The board discussed updating the 5-year budget projection plan in place, as well as establishing a monthly plan for adding to the savings account. The current layout of the budget will shift to the program that all schools in Oregon will be using possibly next year.

Before the next meeting, Jeremy will check in with Andrea, the bookkeeper, about a reconciliation discrepancy. The budget will also need to reflect the \$2,000.00 needed annually for property taxes on the house owned by DCS.

**b. Discussion: 2020-2021 budget development process:** Bill and Andrea have started this and will have a draft in a couple days. Wendy moves to adjust the budget to add \$3,500.00 dollars to Account 65090 Contract Services for OSBA policy updates and add \$2,000.00 dollars to Account 62825 property tax for this year's taxes that won't be an expense for next year, as well as taking \$5,500.00 dollars off of account 63450 Furniture. Erin seconds. All in favor.

**c. Discussion: updating fiscal policies:** Jeremy to organize a meeting with the finance committee and include ideas about how to kick off the budget planning process. Information needs to be gathered in regards to who is allowed to be on the financial committee as well.

**6. Director's Report:** Guide Meredith Rich shares about her work teaching K-2 grades primarily in The Early Childhood Program at DCS.

**7. SSA Grant discussion:** The amount that DCS will receive is \$125,908. The school will use the funds to improve math and language arts, and to provide a safe and health focused school environment through Social Emotional Learning.

**8. Facility short-term plan budget approval:** The Facility Committee has met twice this year, including a recent meeting where the short-term plan for DCS was discussed. Bill asked for \$65,000.00 worth of authority to compensate for any problems not accounted for on the list provided for current building renovation to make the school more conducive to the 3 to 5 year plan. Action: Jeremy motions to spend \$100,000.00 on building renovation. Erin seconds. All in favor.

**9. OSBA Evaluation discussion:** The board and school director discussed the positive outcomes of this evaluation.

**10. Contract renewal discussion:** Bill relayed that the decision for the charter renewal of DCS will take place on March 9<sup>th</sup>, at 6:30 pm. Bill foresees DSD will want a plan developed for the future high school program (including what to do about graduation rates, qualified staff, etc...) if the program is approved by DSD.

**11. Addition of 9-12 grades discussion:** Wendy motions to instruct the school director to pursue the investigation of a 9-12 edition to the school upon approval of the school district. Holly seconds. All in favor. The goal is to open in in the 20/21 year in September. In the fall of next year, a part time staff person would be hired to start planning strategically what would be necessary to start and run a successful high school.

**12. Strategic Plan Update:** Bill reported on his meeting with WESD. They will return to DCS on the 8<sup>th</sup> of March to interview all the teachers. They will gather information from families, board members and school district members to develop the goals of the strategic plan.

**13. Committees Update:**

**a. Policies committee: Action item: OSBA school policy update expenditure:** Holly to meet with Bill to confirm the policies are correct. Policies reviewed: Education Records/Records of Students with Disabilities Management, and Personally Identifiable Information.

**b. Board Recruitment Committee:** Still holding space for possible members. Bill and Gene invited 2 attorneys, but they declined. The board discussed adding a position for a student (non-voting) if the high school comes to fruition.

**14. New Business:** None

**15. Adjourn until next board meeting on March 19<sup>th</sup>, 2020 at 6:30 pm.**