

FINAL Approved 11/8/2012

ICP Board Meeting Minutes—October 11, 2012

Commenced at 7:04 PM

In attendance: Erik Swartzendruber, Betsy Dasenko, Melissa Harris, Kim & Josh Phillips, Dan Hays, Leanne Eaglesmith, Lise Hull

Public Comment: Concerns about people not making same connections because not as many parents coming to school due to bus service

Minutes Approval: Need a summary of votes at the top of

Erik moves to approve minutes from August and September; Betsy 2nds—vote: all 5s (2 votes; same results)

ED Report: Same enrollment from beginning of the year (101 students) Michelle 13, Jenny 14, Leah 24, Melissa 24, Tom 26

Some impact on school staff; Betty has been impacted the most; she is now helping w/math in Tom's class

Teacher/Staff Concerns:

Working out glitches w/bussing; worries about busses have settled

Scrip is not as active as the last couple of years

No incidents to report

Melanie's role as testing coord/SpEd helper

Positive feedback from teachers and staff on changes to medical insurance

Admin Concerns: Heat in gym, lighting in library and room 7

We are comfortable in the budget due to growth in enrollment and no rent to district;

Place-based:

Field trips to Mary's Peak (1-5) and Finley (K)

PhysPlant: resold oil from boiler \$1200; donated weather proofing for boiler room; use a space heater to keep it warm until boiler completely decom'd; some concerns for water pipes due to

PTO: Betsy's last meeting will be next month; other PTO parents

-Giving Thanks will be 1st weekend of Dec; continue with same activities (cupcake walk, band, potluck, pie auction)

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-Lunch is going well; kids coming back for 2nds/3rds; balanced meals with protein, grain, veg/fruit; most ingredients are locally sourced; dough may come from Rambling Rose.

usually around 40 on Tuesdays and 60 on Fridays; money collection and tracking of lunch payments getting more organized; notifications needed to go out for low milk/lunch account. Need to promote checks for lunches/milk to keep track of where money is coming from and prevent using money on other things.

Lunch has been successful and profitable; may eventually need a freezer

John Ame is working on grants for lunch program; hopes to expand to 5-days a week by January

How to handle sign-ups for lunch ahead of time to make sure there is enough food—can classroom aides take a rough head count on the day before? Kim will talk to other aides and try to organize it

ICP Financial Report:

-No change in accounting

-NWCEO membership renewal: Elisa tried to renew but unable to log in or contact anyone at organization

-Audited financial statements are in the mail

-Tax forms (ICP 990s)

-Audit recommendation: capitalize larger purchases; adopt a capitalization policy.

-Will have two reporting methods: as a non-profit and as a government entity

509J Report: Dan presented annual report; Erik reports generally amicable dealings

Budget: Good news—state revised ADMw; increased to over \$60 per student

Melanie's FTE went up a little to accommodate need for afternoon aide

Contracted employees—art integration specialist and PE

Actual starting balance (ADM only): \$105,193.15

w/ Retained earnings: \$134,136.09

Net income leaves us with \$10,617

Dan and Elisa recommend using some carryover for Phase 2 lighting and heat for gym; would use up approx. \$15,000 of carryover; would only go for the heating need/less need for cooling capacity; consider community events taking place @ school

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Other capital projects to consider:

- Roof could probably not be done in phases; gym alone would be the \$100,000 cost
- Capital funds being set aside for repairs/maintenance; should we set aside more?
- Think about mold inspection for gym roof; Dan will look into it
- Flashing light for school zone
- New play structure

Erik moves to move up to 25,000 from budget for heating/lighting; Melissa seconds; vote—all 5s

Two upcoming items:

- Charter renewal must be completed in 1 ½ years; next one will be 5 or 10
- Middle school; start a committee to investigate adding grades; looking at models for middle school; where are MCCS graduates going after 5th grade?
- lease agreement will end this year; Dan will look into lease agreement
- May want a policy for selling items at school (farm stand, produce, other); unofficial policy—give a donation to school out of proceeds; no soliciting through school information; bulletin board/newsletter available for
- Policy can include stipulations for community members; application system for outside selling; list a recommended donation to school so no one has to manage policy; Erik will draft a policy
- Request to use the gym for private event; 10 Rivers Food Web—food and wine tasting event on school grounds; will we allow alcohol consumption on school grounds? Dan will check on the legalities of having alcohol on school grounds; outside groups should be required to have liability insurance for functions on school grounds; fee should depend on arrangements and use of utilities; open to it but need more information before making a decision
- Policy Review—Minutes policy:** Erik will look at and simplify the minutes policy and send it out for review.
- Internal audit needs to be done in November; Dan, Elisa and Betsy will conduct it; any recommendations for other things to do to prepare for audits? Could review financial statements and record in minutes—Elisa will begin for Nov mtg

ICP internal audit done in the Spring

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Calendar:

Cloud and Kelley's—11/5

Toy Factory—11/10

Giving Thanks—1st weekend of December

Website:

Melissa has been working on website to update, simplify and consolidate information to make it more user-friendly and current; talking with people to get necessary info to update content; Google Calendar would be a useful tool to add; she will work on aesthetics at a later time.

Safety/privacy issues—pictures with kids' full names; are there permissions? Support safety/privacy issues policy; Dan will look into it.

Window to be installed in room 7; Erik moves to approve using Scott song bird gift money and installing window; Betsy 2nd—all 5s

Will need to think about classroom configuration/discuss at next meeting.

Betty is helping with math in the mornings; working well so far but we will need to address if it doesn't work out

Adjourned at 8:59 PM

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