

FINAL
(Approved 11/13/14)

Inavale Community Partners
Board Meeting Minutes
October 9, 2014

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ICP Board Meeting called to order at 7:00pm in the MCCS Staff Room

In Attendance: Dan Hays, Erik Swartzendruber, Janice Thompson, James Anderson, Melissa Harris, Tim Martin, Kelly Bell, Leann Eagles-Smith (left @ 9:30), Elisa Fairbanks (left @ 9:30), Dave Buchannan

Summary of Votes:

Motion to approve the minutes of September 11, 2014. Erik moves; Janice seconds; passed 5, 5, 5, 5, 5.

Motion to approve policies G00026h, PR00048a, HR00049a and procedures F0006d, S00016b, HR00022c. Melissa moves; Erik seconds; passed 5, 5, 5, 5, 5.

Public Comments: The MCCS 5th Grade class would like to have a carnival for their graduation party. They submitted a letter to the Board to request permission. The Board is in favor of approving this request.

Approval of Minutes: Approval of September minutes.

Motion to approve the minutes of September 11, 2014. Erik moves; Janice seconds; passed 5, 5, 5, 5, 5.

Reports:

509J Report: None

ICP Treasurer's Report: No change in ICP funds. OSUFCU mistakenly deposited a check in the ICP account rather than the MCCS account. This mistake was corrected. Elisa recommends that the Board go ahead and pay Melissa Harris for work on policy and procedure revisions.

School Report: Enrollment is at 103, which is one student under what has been budgeted for. Teachers are very interested in the possible revisions to PolicyHR00030 with regard to Leave. Dan submitted a letter from staff containing their requests.

Dan provided a list of possible items to purchase with donations monies.

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Budget Report: Elisa reported that OSUFCU deposited a check into the wrong account. This has happened before and Elisa brought this to the Board's attention for consideration. Suggested it may be good to consider switching to a different primary bank.

Elisa listed all categories of donation monies available. Discussed restricted donations vs. unrestricted donations and what is available for each category. Discussed slide. Installation and shipping brought the cost of the slide up to \$3,500 vs. \$2,200. There is a surplus of \$2,300 available from funds designated for playground equipment that could be used toward the slide. The slide is a 5 foot zigzag slide and would likely be best suited for use by younger students. Talked about other options that would appeal to all students such as a rope web climber. Dan will research other options and report back.

Discussed funding for the music teacher to provide band during the lunch hour. Elisa discussed employment vs. contract agreement for services provided and suggested being careful to maintain that distinction. Dan said he has asked the District if adding an additional hour during the lunch hour would cross the line between contract and employment and was told this should not be an issue. Erik suggested getting additional insight from the District before approving additional time. Also discussed looking into the possibility of offering a permanent position instead of a contract agreement.

Discussed how to use donation monies. Dan asked the Board communicate their priorities. The IT issues are a serious concern and need to be a priority. Dan asked Kelly what would be helpful in the library such as books, additional hours, etc. Kelly said she could use more hours. Dan suggested she make a proposal for items and hours needed in the library. Discussed having more consistent library hours to better serve students and teachers.

Erik said that winterizing the well head should be a priority to help prevent freezing issues.

Tim brought up funding touch screen iPads for state mandated testing. Elisa suggested that it would be important to set aside funds for purchasing iPads and technology. Dan mentioned additional funding for IT personnel. Leann has done a tremendous amount of work to install software on computers donated to MCCS by the District.

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Discussed donation fund priorities. Tim pointed out that some items are one time purchases and others are recurring expenses that need to be part of the budget. Suggested dividing items into these two categories. Melissa said that funds should go to items that directly benefit students and staff and not toward things that could be done by volunteers, such as landscaping.

Elisa suggested that the Board strongly encourage volunteerism. Volunteerism has decreased significantly in the last two years. She also suggested getting people to volunteer in areas that they are passionate about. Discussed encouraging/requiring parent volunteerism. In the past, the newsletter has helped communicate the school's need for volunteers. Newsletter has not yet been sent out this school year due to beginning of the school year business and the recent IT issues. Suggested recruiting an office volunteer to help Jennine.

Tim suggested scheduling all school workdays to complete landscaping needs at MCCS because this volunteering format would help build community and provide an opportunity for people to connect socially. Discussed planning both a Fall and Spring clean-up. Melissa mentioned using PTO funds to fund a lunch/dinner for the clean-ups. Also discussed combining Giving Thanks celebration and a Fall clean-up. James suggested sending out an online volunteer form. The information obtained could be compiled in a database.

Discussion and Decision:

Technology: Leann said there was a meltdown of infrastructure and the routers quit working. Routers were old and have been malfunctioning for some time. Staff were unable to complete their online work. A new router has been purchased and installed. Leann devoted a substantial amount of time working through this issue.

Dan asked what is needed. Leann and Jennine need new computers. Tom needs a new laptop because his does not have enough memory to run the smart board. May need more monitors. Erik suggested budgeting more dollars for technology. Elisa suggested writing a proposal for technology needs. Leann also mentioned the need for upgrades to the phone system. Leann will draw up a proposal for school technology needs and phone system upgrades.

Policies/Procedure Review and Updates: Discussed revisions to PolicyHR00030 "Policy on Leave" as well as requests from staff. Elisa suggested having the option of making hourly staff eligible to become salaried if they stay with MCCS for at least

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one year. Offering the opportunity for hourly staff to become salaried could be used as an incentive for longevity.

The current revisions made to the Policy on Leave allow up to 6 weeks of benefit coverage during Maternity/Paternity as well as 5 additional days above and beyond sick leave.

Elisa suggested not offering cumulative leave due to this being a liability for the school and requiring substantial administrating tracking. Dan agreed that cumulative leave could be a concerning liability for the school. Melissa described paid leave offered by the District and the terms of the District's Sick Leave Bank. Said she was in favor of offering cumulative sick leave to staff, but said it would not make sense to have a sick leave bank due to the small size of the school. Suggested that if MCCS does move to cumulative sick days, staff could be allowed donate sick days to other staff members. Leann and James pointed out that, in practice, this approach could be potentially divisive for the staff.

Other options suggested besides cumulative Leave:

1. Leann suggested that staff who have paid sick leave left over at the end of the year get those remaining days paid out to them at 75% of the dollar value of their remaining days.
2. Dan suggested increasing the paid sick leave allotment to 10 days to match the District.
3. Erik suggested budgeting funds to create a sick leave pool for staff to use for instances of serious illness. An eligibility protocol would need to be established.

Asked Elisa and Leann determine the budget implications of each scenario and present their findings during the November meeting so that the Board can make decisions that are financially sustainable.

Dan asked Melissa to come to MCCS to explain the various revision options discussed for PolicyHR00030, compare these to what the District offers, answer any questions, and gather additional staff feedback. Melissa said she would do this, but also wanted to send out a written overview that staff could refer to.

Discussed remaining policies and procedures to determine which ones were ready to approve.

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Board Training: Erik discussed becoming members of the Center for Nonprofit Stewardship. Membership for the ICP Board would be \$99. Erik will be purchasing the eLearning course new board members. Purchasing per organization is \$450 and allows up to 10 members to participate.

Calendar/Action Items: Tim will be looking into dates for scheduling the Giving Thanks/work day event.

Meeting adjourned at 10:00pm

Minutes taken by Melissa Harris

ACTION ITEMS:

New from October 9, 2014

AI-1: Melissa will meet with staff to explain the various revision options discussed for PolicyHR00030, compare these to what the District offers, answer any questions, and gather additional staff feedback.