

FINAL
(Approved 1/15/15)

Inavale Community Partners
Board Meeting Minutes
November 13, 2014

Page 1 of 4

ICP Board Meeting called to order at 7:05pm in the MCCS Staff Room

In Attendance: Dan Hays, Barb Holt (left @9:15), Melissa Harris, Erik Swartzendruber, Kelly Bell, Elisa Fairbanks, Tim Martin, Leann Eagles-Smith, Eugene (arrived @ 7:50)

Summary of Votes:

Motion to approve the minutes of October 9th, 2014. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Motion to approve Leave policies HR00030c and HR00027c. Erik moves; Tim seconds; passed 5, 5, 5, 4 (Kelly).

Motion to approve 2014/15 Budget C and \$7,500 from donations. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Motion to approve 2014/15 Budget C and \$7,500 from donations. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Motion to approve policies PR00042a, HR00043a and procedure S00018c. Melissa moves; Tim seconds; passed 5, 5, 5, 5.

Public Comments: None

Approval of Minutes: Approval of October minutes.

Motion to approve the minutes of October 9th, 2014. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Leave Policy: Discussed cumulative leave vs. current leave proposal. Switching to cumulative leave would mean that employees gradually earn leave based on how many hours they work (for example, an employee would earn 1 hour of sick leave for every 30 hours worked). Instead of receiving 5 sick leave days plus 5 extended sick leave days at the beginning of each year (per current proposed revisions), they would gradually earn a maximum of 5 sick days over the course of one year. Sick leave accrual would be capped at 20 days, and employee would not be able to use more than 20 days of accrued leave per year. Extended sick leave would not be offered under a cumulative leave option. In addition, a cumulative leave option would require unused sick day monies to be set aside, and these monies would not

FINAL
(Approved 1/15/15)

Inavale Community Partners
Board Meeting Minutes
November 13, 2014

Page 2 of 4

be available to offer any additional help to employees with extenuating circumstances.

Discussed concerns about not offering paid leave to hourly staff. Elisa recommended offering the option of becoming salaried to hourly staff based on longevity (minimum 1 year employment) and job performance. Most hourly staff at MCCS are currently eligible to become salaried. Being salaried has the added benefit of providing consistent paychecks. No additional cost to MCCS other than the increase of monies that must be set aside for sub time. Dan and Elisa recommended moving hourly staff to salaried instead of offering a separate system for hourly paid leave.

Dan, Barb and Melissa will be working to write a policy to define eligibility for hourly staff to become salaried. After yearly evaluations, HT and ED would recommend eligible hourly staff to move to salaried based on performance, longevity, etc., and the Board would approve budget changes created by these recommendations.

Motion to approve Leave policies HR00030c and HR00027c. Erik moves; Tim seconds; passed 5, 5, 5, 4 (Kelly).

ICP Board Resignations: Elisa Fairbanks is stepping down as Board Treasurer. She has also given notice and will no longer be serving as Financial Manager for MCCS. The Board and MCCS staff present expressed their appreciation for the tremendous work Elisa has done.

Janice Thompson notified the Board via email that she is resigning.

Reports:

Budget Report and Discussion: Reviewed Budget C. Recent expenses include IT equipment, music instruction, remote correction, PCs for Admin and Finance, Leave policy changes, remote correction, and out-of-district student numbers. Used a conservative estimate for ADMw. Enrollment has dropped some. About \$28,000 in the red with an estimated net of \$88,000 for the end of the 2014/15 school year (Approx \$30K above required carryover). Erik asked if some budget expenses are one-time costs or ongoing costs. Said we must exercise caution so that we don't keep dipping into reserve funds.

FINAL
(Approved 1/15/15)

Inavale Community Partners
Board Meeting Minutes
November 13, 2014

Page 3 of 4

Dan suggested switching primary banking from OSUFCU due to several errors. Elisa suggested Citizen's Bank since MCCS already has an account open there. Leann needs to be added to the signature card to be given authority to order deposit slips, balance inquires, stop checks, etc.

509J Report: None

ICP Treasurer's Report: None

School Report: Dan sent the school report out to the Board.

Discussion and Decision:

Use of Donated Funds: Discussed donation (\$17,000), afternoon adventures (\$17,000), capitol projects (\$1,200), and PTO (\$13,000) funds and how to use these funds. Discussed various fundraisers and how to encourage future PTO/volunteers to take on these projects vs. burdening staff with additional tasks.

Discussed adding library hours – consistent four hours per week would cost \$3,000 per year (up from \$1,500). Dan suggested funding shelving and additional library books with donation funds and waiting until next year to possibly add additional librarian time to the budget. Discussed how \$10,000 is being used to purchase literacy supplies. STAR testing is very helpful for students and Teachers.

Library shelving, library books, STEM modules, rain gear, fire safe, vacuum, chairs are priorities (general donations). Security lighting costs will be further investigated. Discussed taking the proposed extra \$1,000 for music from donations (art fund) instead of the budget. Concern expressed about spending additional monies on orchestra when music instruction is already offered. Donation funds will be used for the following:

- \$1300 Rain Gear
- \$1500 Shelves/Books
- \$1500 STEM modules
- \$500 Vacuum
- \$500 Chairs
- \$1000 Fire-Proof File
- \$1000 Music – additional Band time (Art Restricted)

Should announce how donation monies are being used to the MCCS community.

FINAL
(Approved 1/15/15)

Inavale Community Partners
Board Meeting Minutes
November 13, 2014

Page 4 of 4

Motion to approve 2014/15 Budget C and \$7,500 from donations. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Oregon Growth Savings Plan: Deferred savings plan with no cost to M CCS, other than Leann's hours to implement it. Benefits staff (don't have to be PERS eligible) without costing M CCS. It is a 401K type retirement investment for staff. Board in favor of adopting OGSP.

Motion to adopt the Oregon Growth Savings Plan. Erik moves; Melissa seconds; passed 5, 5, 5, 5.

Policies & Procedures: Discussed remaining policies and procedures that have been revised. Made minor revisions before approval.

Motion to approve policies PR00042a, HR00043a and procedure S00018c. Melissa moves; Tim seconds; passed 5, 5, 5, 5.

Tim and Eugene will be gone during the December and January meetings. Decided to reschedule the meetings to December 4th and January 15th.

Calendar/Action Items: Work day coming up this Saturday.

Meeting adjourned at 10:05pm

Minutes taken by Melissa Harris

ACTION ITEMS: