

FINAL
(Approved 8/14/14)

Inavale Community Partners
Board Meeting Minutes
July 17, 2014

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

In Attendance: Erik Swartzendruber, Dan Hays, Tim Martin, Melissa Harris, Janice Thompson, Kelly Bell, Nell O'Malley (left at 8:35), Kristina Rosenbaum, Elisa Fairbanks (arrived at 7:30).

Summary of Votes:

Motion to approve the minutes of May 8, 2014 and June 12, 2014 with the changes that were discussed. Erik moves; Melissa seconds; passed 5, 5, 5, 5, 5.

Motion to nominate Tim Martin as the next Board member. Erik moves; Nell seconds; passed 5, 5, 5, 5, 5.

Motion to follow the 509J School Calendar for the 2014/15 school year, except for early release. Erik moves; Janice seconds; 5, 5, 5, 5, 5, 5 passed.

Motion to approve revisions to or adoption of policies G00006b, G00007d, G00008b, G00010c, G00039a, S00020c, S00037a, S00038a, HR00040a, HR00041a, ST00044a and procedures G00001d, S00009B, S00012b, S00013b, S00014b, S00015b. Melissa moves; Kelly seconds; passed 5, 5, 5, 5, 5.

Motion to approve the expense of \$2,000 to reimburse Melissa for her work in revising policies and procedures. Erik moves; Janice seconds; passed 5, 5, 5, 5.

Public Comments: None

Approval of Minutes: Review and approval of May and June minutes.

Motion to approve the minutes of May 8, 2014 and June 12, 2014 with the changes that were discussed. Erik moves; Melissa seconds; passed 5, 5, 5, 5, 5.

Reports:

PTO Report: None

509J Report: Refer to the School Report.

ICP Treasurer's Report: See attached. Budget is ending with a positive balance instead of the projected negative balance. State funding reimbursed 14K more in

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ADM than projected. Instruction expenses were 12K less than budgeted. Facility expenses were 10K less than budgeted. Summary: 36K less in expenses and 14k more in income and approximately 9K in net income.

Auditors are set to come in late July.

Health care reforms are affecting health care options for employees. Insurance policy will change, but employee options will be comparable.

School Report: Some enrollment variation. Openings for new students, but some are not filling empty slots because their families also need spots for a sibling.

Staff are preparing for literacy and STAR testing.

Roofing – Tim and Dan will assess the playshed roof.

Asbestos removal was more involved than originally assessed. This may lead to increased expenses, but Dan is still waiting for the bill. Kelly asked why MCCS would be required to pay more in addition to the amount bid by the company and agreed upon in the contract. Dan said he wants to reimburse the company for any extra expenses they incurred, if included in the bill.

District invited MCCS staff to attend 509J trainings, which were very beneficial for the staff.

District will fund two MCCS Education Assistants to work several hours in the afternoon to assist students on IEPs. Does the Board want to approve funds to reimburse two additional assistants in the afternoon so that all four aids work several hours in the afternoon? This would cost approximately \$10k.

Elisa said there was \$10k less in facility repair expenses than was budgeted for originally. This may be offset by any additional expenses incurred for the asbestos removal.

Budget Report: Elisa will provide budget update in August after the audit is completed.

Discussion and Decision:

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School Lunch Program: Kristina Rosenbaum provided an assessment of last year's program and offered a proposal for next year.

During this last school year, the lunch program required substantial volunteer time and staff involvement. The program was losing money. The meals were not always balanced according to USDA guidelines. However, the benefits of the program included development of good relationships with the community, including local farms and the OSU Dietetics program. Two-thirds of students participated.

Kristina proposed switching to a 5-day cold lunch program. Reduced volunteer time, reduced costs. Parents will purchase paper lunch bag with order form, fill out the order form and students will turn in the bag the morning they need a lunch. Volunteers will arrive one hour before lunch and load bags with lunches. Reduces clean-up costs. Will purchase biodegradable containers from local company. Book keeping would be significantly reduced. Program would have its own Google Chrome laptop with program Kristina has written to track details. Would buy in bulk to cut costs. Parents would have option to contribute funds to help purchase organic produce.

Kristina explored food prices to compute lunch price projection. Each day's lunch service should net \$12 per day. Suggested adjusting student costs for free and reduced lunches to match the district. After one year, the program can apply with USDA to be on the roster and receive a per lunch subsidy. Will need to determine start-up costs.

Erik and Elisa will discuss further details with Kristina and the Board will vote on the proposal in August.

Board Membership: Tim Martin has filed an application to join the Board. Nell asked Tim why he would like to join the Board. Said he enjoys problem solving and is excited to help support the continued growth of the school.

Motion to nominate Tim Martin as the next Board member. Erik moves; Nell seconds; passed 5, 5, 5, 5, 5.

Calendar/Action Items: Board agreed to follow District calendar except for early release.

Motion to follow the 509J School Calendar for the 2014/15 school year, except for early release. Erik moves; Janice seconds; 5, 5, 5, 5, 5, 5 passed.

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ED Contract Approval: Need to approve Dan's contract for the 2014/15 school year. Some details will need to change, but the contract will mostly remain the same.

Policies/Procedure Review: Reviewed policies and procedures. Elisa suggested using letter prefixes instead of number prefixes for all policies and procedures. Erik concurred and the consensus was to follow this recommendation.

Motion to approve revisions to or adoption of policies G00006b, G00007d, G00008b, G00010c, G00039a, S00020c, S00037a, S00038a, HR00040a, HR00041a, ST00044a and procedures G00001d, S00009B, S00012b, S00013b, S00014b, S00015b. Melissa moves; Kelly seconds; passed 5, 5, 5, 5, 5.

Policy and Procedure Services Reimbursement: Discussed reimbursing Melissa for the work she is doing to revise MCCS policies and procedures.

Melissa declared a conflict of interest due to the possibility of financial benefit from the vote to approve reimbursement, and recused herself from the vote due to this conflict of interest.

Motion to approve the expense of \$2,000 to reimburse Melissa Harris for her work in revising policies and procedures. Erik moves; Janice seconds; passed 5, 5, 5, 5.

Janice expressed dismay that district was unwilling to include reverter clause in contract. Dan followed up with the District, but they are currently unwilling to change the contract.

Meeting adjourned at 9:55pm

Minutes taken by Melissa Harris

ACTION ITEMS: None

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ICP Treasurer's Report for June 2014

ICP CHECKING AC COUNT

June 2014 Reconciled Activity (OSU Federal Account)

Opening Balance: \$499.46
Reconciled Balance: \$499.46
Uncleared Transaction: \$0
Current Balance: \$499.46

ICP PETTY CASH

Opening Balance: \$13.00
Deposits: none Withdrawals: none
Current cash on hand: \$13.00
Reconciled as of 06/30/2014

ICP FINANCIAL STATUS Fiscal Year through 6/30/2014

Income: \$275
Expenses: \$0
Net Income: \$275

ICP Retained Earnings: \$2295.11
ICP, Grange Retained Earnings: \$500

Update for board:

- Leann Eagles-Smith working as bookkeeper alongside Elisa.
- Long-term Action Items - Update Policies/Procedures: I have been helping to revise Procedure 1 (guidelines for policies and procedures) and will update financial P&P to reflect these updates as well as any needed changes.
- Firm Pauly, Rogers & Co scheduled to perform audit July 30/31, 2014. The auditors will be on-site and putting together financial statements. Increase of \$200 over last auditor to perform same services. Board minutes will be reviewed by auditors.
- Budget for 2013/2014: Estimate \$9,000 in net income. Final numbers will be available after the audit at the end of July. The flooring/asbestos removal was not expensed in FY 2013/14 as budgeted.
- New health plan rates are in and Leann and I met with insurance agent to go over options. We are budgeted to continue to offer HRA plan with same structure although medical/dental plans are changing due to healthcare reform changes.