

FINAL
(Approved 8/13/15)

Inavale Community Partners
Board Meeting Minutes
July 9, 2015

Page 1 of 4

ICP Board Meeting called to order at 7:02pm in the MCCS Staff Room

In Attendance: Erik Swartzendruber, Dan Hays, Tim Martin, Melissa Harris, Jill Sisson, Kelly Bell, Karen Steele

Dan introduced Karen Steele who is a local community member and is interested in serving on the ICP Board. She has worked for many years for the Corvallis School District as a librarian.

Summary of Votes:

Motion to approve the minutes of May 14, 2015 and June 4, 2015. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Motion to approve changes to Procedure HR00011h. Tim moves; Erik seconds; passed 5, 5, 5, 5.

Public Comments: None

Approval of Minutes: Approval of May and June minutes.

Motion to approve the minutes of May 14, 2015 and June 4, 2015. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Reports:

509J Report: Explained in Dan's report

ICP Treasurer's Report: No changes

PTO Report: PTO had a meeting to review the year and evaluate their work.

School Report: Enrollment is fluctuating. Teachers are doing trainings over the summer. Dan has been seeking bids for a new cleaning service. Dan canceled the services of MCCS's previous cleaners because he wasn't satisfied with their services. He had hoped to have a former employee take the job, but that didn't work out. The current cleaners have children who attend MCCS. It will cost about \$700 more per year but is still within the budgeted amount for cleaning services. These cleaners will be regularly cleaning classrooms, which is an added benefit.

FINAL
(Approved 8/13/15)

Inavale Community Partners
Board Meeting Minutes
July 9, 2015

Page 2 of 4

Budget Report: Dan is still working on next year's budget. He decided to hire Elizabeth to take over the math position. Dan has advertized the position to meet the legal requirements, but no candidates applied. Elizabeth will also cover an assistant position that was advertized.

Dan talked with a CPA named Nancy that could help train Leann and other MCCS staff in QuickBooks. Dan suggested having Nancy audit the books instead of performing the internal audit as Procedure F00006d requires. She could help with reporting so that various staff members would know what funds were available throughout the year. Doesn't charge a consultation fee, charges by the project. Nancy could train Leann in QuickBooks at \$70 per hour. Leann indicated that additional training would be helpful and would streamline the budgeting and payroll process. Leann explained that Nancy's process for auditing MCCS would be done remotely and is very different that the process required by Procedure F00006d. Dan said maybe we should keep the internal audit policy and allow time to work with Nancy and any decision to change the internal audit process could be made later. Melissa suggested asking the external auditors what kind of internal audit would be best. Erik said he would like to know from the external auditors what financial information the Board should be asking for. Tim said he thought it would be good for the Board to be more involved in financial training offered by Nancy so that the Board can develop a better understanding of all things financial. Melissa suggested having a board member specialize in finance and budget issues. Karen indicated that she has lots of past experience with budgets and would be interested in this. The Board was in favor of funding QuickBooks training.

Erik brought up the board's roll in determining how the budget is spent. Melissa asked about having multiple approved budget revisions and asked what changes require the Board to vote on a budget revision. Discussed having a written policy that explains which budget revisions must be approved by the Board. Suggested putting into policy what has historically been done with regard to budget revisions and required Board approval.

Issues with CSD budget with regard to special education funding have made it so Dan cannot send offer letters to special education assistants until this funding is determined in August. Melissa asked if offer letters have been sent out to other staff unaffected by this issue. Dan said teachers have received their offer letters, but that other staff have not. Dan said he is still working to sort out the assistant positions and math teacher position. Melissa asked if other offer letters could be sent to staff including the Administrative Assistant, Head Teacher, Counselor, and Finance Manager since the only individuals affected would be assistants. Dan indicated that

FINAL
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Inavale Community Partners
Board Meeting Minutes
July 9, 2015

Page 3 of 4

he was having budgeting issues that needed to be worked out first and that he was trying to make the numbers work for the new math position and assistants. Melissa asked why this would affect other staff members besides assistants since the Board approved an additional 11K to the budget to be used specifically for a math teacher and assistants, so that there would be no need to take dollar amounts from other budget categories. Dan expressed some confusion about the 11K approved by the board to be added to the budget. Dan said when he typed in the numbers in his budget worksheet, the carryover amount was in the negative and said there was not an additional 11K in the budget. Melissa pointed out that 11K was added in addition to what was already approved in the 2015-16 Budget, so he would in fact have an extra 11K to work with. Leann assured Dan that the addition of 11K to the Board approved 2015-16 Budget brought carryover down to 6k from 17k, but that MCCS was still in the black. Determined that the issue was with the excel spreadsheet, and that there was no negative carryover due to the addition of 11K to the budget.

Roof will be replaced this summer. Erik asked about weed management and expressed concern about chemicals that are commonly used to control weeds. Dan indicated that he only uses manual weed management because this best reflects the wishes of MCCS families.

Discussed hiring process and how to ensure that a Board member is present as Procedure HR00011h requires. Talked about having the board members take turns (shifts) in observing the hiring process in place of having a Board member be part of hiring committees. Also discussed having a designee assigned by the Board attend in place of a Board member.

Motion to approve changes to Procedure HR00011h. Tim moves; Erik seconds; passed 5, 5, 5, 5.

Discussion and Decision:

Policy HR00002 “Due Process”: Discussed proposed changes to the Due Process policy. Jill said she feels it is extremely important for staff to understand when their performance is unsatisfactory so they can have opportunity to improve their performance and are not surprised if they are not asked to return the following year. Erik mentioned the input James sent via email. James was concerned that changes to the policy may make it extremely difficult for the ED to fire a staff member if that is what needs to happen. He also pointed out that being voted out by the Board only makes the process more painful for the staff member in question. Erik suggested

FINAL
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Inavale Community Partners
Board Meeting Minutes
July 9, 2015

Page 4 of 4

seeking legal help with this policy. Dan suggested contacting OSBA for additional insight.

Jill asked about having a Board member present during the steps of the process. Melissa suggested having the employee in question bring an advocate to meetings about their performance, if they wish. Jill suggested adding the plan of assistance more to section 1.5 that pertains to non-licensed staff. Determined that more time and discussion is needed before approving changes to this policy.

Meeting adjourned at 9:35pm

Minutes taken by Melissa Harris

ACTION ITEMS:

New from