

**FINAL**  
(Approved 9/11/14)

Inavale Community Partners  
Board Meeting Minutes  
August 14, 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, Janice Thompson, Melissa Harris, Dave Buchanan, Kelly Bell, Leann Eagle-Smith (left at 8:50), Elisa Fairbanks (arrived 7:30 and left 8:50)

**Summary of Votes:**

**Motion to approve** the minutes of July 17, 2014. Janice moves; Erik seconds; passed 5, 5, 5, 5, 5.

**Motion to approve** Budget B for 2014/15. Erik moves; Janice seconds; passed 5, 5, 5, 5, 5.

**Motion to approve** the lease with the Corvallis School District for 2014-15. Erik moves; Dave seconds; passed 5, 5, 5, 5, 5.

**Motion to approve** Policies F00003c, F00004c, F00005c, F00012c, PR00028b, PR00029c, PR00036b, HR00002b, HR00027b, HR00030b; and Procedures F00003c, F00004c, F00007c, G00024b, HR00008d, HR00010d, HR00011g, HR00020c, HR00022b; and retire Policy PR00018b and Procedures F00005a, F00021b and HR00002a. Melissa moves, Erik seconds; passed 5, 5, 5, 5, 5.

**Public Comments:** None

**Approval of Minutes:** Approval of July minutes.

*Motion to approve* the minutes of July 17, 2014. Janice moves; Erik seconds; passed 5, 5, 5, 5, 5.

**Reports:**

**PTO Report:** None

**509J Report:** Positive interaction and assistance from District continues.

**ICP Treasurer's Report:** Audit is completed. Auditors suggested ensuring that employee files are up to date. Repeated comment that there is more risk related to having staff wear several hats.

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**Budget Report:** Current budget is based on state funding. ADMw projection is still the same. Enrollment is the same. Primary changes were updating ending balance from last year and adding four aids working 2 additional hours each (equals 1 FTE). Moved salaried schedule to begin in August vs. September. Increased library management expenses. Increased and decreased various budget items to reflect actual spending. Net income of approximately \$8,000 is expected for 2014/15. Ending balance projection of 128K. Other funds are available from other sources besides state income.

Discussed how to allocate additional funds. Erik wants to provide bonuses for staff. Elisa suggested reimbursing staff for educational courses taken. The school and staff would not be taxed if bonuses were provided in this way. Increased funds for additional training. Also agreed that fees for renewing of teaching licenses should be reimbursed. Discussed increasing funding for classroom supplies and funding for software and computer needs.

Elisa mentioned the possibility of changing non-salaried staff to salaried. This would allow these staff to take paid vacations and paychecks would be spread evenly throughout the year.

After adjustments in various categories, the Board is ready to approve the budget.

*Motion to approve Budget B for 2014/15.* Erik moves; Janice seconds; passed 5, 5, 5, 5, 5.

**School Report:** Discussed Dan's report. Assistants in the classrooms in the afternoon will help with IEP students. Growth for IEP students is expected to be 1+ year's growth. Training is coming up for assistants to help them meet the needs of students with IEPs.

Discussed the list of facility repairs that have been accomplished. Funding has been helpful for completing these repairs. Dan has been arranging for care of the grounds and the planting of trees.

**Discussion and Decision:**

**ED Contract Approval:** Jennine sent out offer letter. Elisa's recommendation (via email) was to complete the review before sending the offer letter. Erik said the Board can complete the review process with old forms. Melissa said the Board

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needs to put this on the accountability calendar so that the review is completed in a timely manner.

**School “Cold Lunch” Program:** Discussed Kristina's proposal for the cold lunch program. The program was not making money this past year. Dan said that the office evaluated the lunch program and its effect on the office and other staff. The bookkeeping was challenging and would still potentially be an issue. Food is made available for students who don't have lunches or forget their lunches, so having a lunch program is not necessary to meet these needs. Discussed concerns related to parent interest in a 5 day program, recruiting volunteers and general organization logistics.

The Board is not in favor of continuing the lunch program due to the added strain on the office and other staff, but is open to reconsidering additional proposals in the future. Erik said parents will need to be notified. Dan will communicate with Kristina.

**Lease Agreement:** Elisa presented the lease agreement for Board review and approval. The lease is for one year and will act as an interim while the District sorts out the issues related to the agreement concerning the land.

*Motion to approve* the lease with the Corvallis School District for 2014-15. Erik moves; Dave seconds; passed 5, 5, 5, 5, 5.

**Policies/Procedure Review and Updates:** Reviewed policies and procedures up for review and approval. Approved various policies and procedures. Discussed revisions to remaining policies and procedures.

*Motion to approve* Policies F00003c, F00004c, F00005c, F00012c, PR00028b, PR00029c, PR00036b, HR00002b, HR00027b, HR00030b; and Procedures F00003c, F00004c, F00007c, G00024b, HR00008d, HR00010d, HR00011g, HR00020c, HR00022b; and retire Policy PR00018b and Procedures F00005a, F00021b and HR00002a. Melissa moves, Erik seconds; passed 5, 5, 5, 5, 5.

**Strategic Development Plan:** Discussed significant revisions to this policy. Instead of relying on the SDP policy, the policy will change to require the ED to submit a Strategic Development Plan each August for the following year and receive Board input and approval. This approach will help the Board and school align the SDP with the School Improvement Plan and ensure that the SDP is implemented effectively.

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Meeting adjourned at 10:00pm

Minutes taken by Melissa Harris

**ACTION ITEMS:**

New from August 14, 2014

**AI-1:** Dan will notify Kristina about the Board's decision on the lunch program.