

FINAL
(Approved 10/9/14)

Inavale Community Partners
Board Meeting Minutes
September 11, 2014

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

In Attendance: Erik Swartzendruber, Dan Hays, Tim Martin, Melissa Harris, Kelly Bell

Summary of Votes:

Motion to approve the minutes of August 14, 2014. Erik moves; Melissa seconds; passed 5,5,5,5.

Motion to approve \$2,200 from the donation funds for the slide. Erik moves; Tim seconds; passed 5,5,5,5.

Motion to approve Policies F00031b, F00034b, S00037b, S00045a, S00046a, S00047a, PR00025c, ST00001f, ST00011d, ST00016c, ST00032b, ST00033b, ST00035b; and Procedures S00019b, S00025a, ST00023b. Melissa moves; Tim seconds; passed 5,5,5,5.

Motion to approve the offer letter to retain Dan Hays in his current position as Executive Director for the 2014/15 fiscal year. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Public Comments: None

Approval of Minutes: Approval of August minutes.

Motion to approve the minutes of August 14, 2014. Erik moves; Melissa seconds; passed 5,5,5,5.

Reports:

509J Report: No one has attended 509J meetings. The District is implementing full day kindergarten this year. MCCS will be require to implement full day kindergarten in 2015/16.

ICP Treasurer's Report: None

Budget Report: None

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School Report: Enrollment was one below ideal numbers, but one 4th grader enrolled today. Do not have a back to school gathering planned. No PTO has developed yet this year. Dan wants to look into holding a back to school gathering at Tye Winery and hire a caterer, as was done last fall. Discussed concerns about lack of PTO leadership.

Tim suggested having the Board host/plan the fall back to school gathering. How would the funding for the gathering work? Last year families paid a set amount for a catered meal/drinks. Dan will talk with Dave about Tye as the gathering venue and then email the Board.

Dan has split his job into four parts. Dan oversees relationship with 509J, facilities and legal issues, Barb oversees academic issues, Leonne handles counseling issues, Jennine handles office issues.

Discussed donation funds. Lots of donations given, but no donors indicated how they wanted the money spent. Dan suggested spending some of this donation money on playground equipment and on upkeep of the school grounds. He already had Matt (Melissa's husband) do work to clean the butterfly garden and other work in the front of the school. The original estimate was \$800 to \$900, but Dan approved additional work that came out to over \$2,000. Concerns were raised about the fact that the bill for this work was over \$2,000, but was not in the budget or pre-approved by the Board. Policy F00012 indicates that items not in the budget must have Board approval if the amount is over \$1,000. Discussed options for covering this cost, including donations. Amount budgeted for grounds maintenance will not likely cover both this expense and other grounds maintenance needs for the year, although Dan indicated that there is often some money left over in this fund each year after completion of typical maintenance (including mowing, etc.).

Asking music teacher to consider offering band or choir. These offerings would be available during part of the lunch hour. Would require approximately an additional \$1,000 per year. What is the interest level among parents and students? Approximately a quarter of parents are interested. If there is enough interest, Dan will make a proposal to the Board.

Dan will be giving his annual report on October 13th. Elisa will be submitting quarterly reports to the District and the Board, but Dan said he will be getting a monthly report from Elisa. Discussed having a monthly budget forwarded to Board members, even though Elisa will only report quarterly per the District contract.

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Discussion and Decision:

Facility Tour: Toured the facility and playground. New flooring in the art room, carpet in Tom's room, new shelving, new playground equipment additions.

Maintenance Financing: The budget amount for care and upkeep of grounds is \$3,400. Cost of grounds maintenance totaling \$2,400 done by Matt will be paid using funds from the grounds maintenance funds, not donation monies. If additional funds are needed above what is left in the grounds maintenance fund, Dan will make a request for additional funds.

Donations total \$17,000. Discussed additional playground equipment that students would enjoy. Dan has looked into getting a slide added to the current play structure. This would cost approximately \$2,200. Board supports using donation dollars to fund a slide.

Motion to approve \$2,200 from the donation funds for the slide. Erik moves; Tim seconds; passed 5,5,5,5.

Policies/Procedure Review and Updates: Discussed changes to policies and procedures.

Motion to approve Policies F00031b, F00034b, S00037b, S00045a, S00046a, S00047a, PR00025c, ST00001f, ST00011d, ST00016c, ST00032b, ST00033b, ST00035b; and Procedures S00019b, S00025a, ST00023b. Melissa moves; Tim seconds; passed 5,5,5,5.

Melissa will tally up the number of policies and procedures drafted, edited or retired so Dan can include this in the annual report to the District on October 13th.

Board training from the Center for Nonprofit Stewardship is offering online training for \$75 for a person or \$400 for up to 10 Board members. Board members have two months to complete online training.

Executive Session: Retire to Executive Session under ORS 192.660 (2) (i) at 9:10pm to review and evaluate the job performance of the Executive Director. Completed Executive Session at 9:35pm.

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ED Contract Approval: Voted to approve the offer letter to retain Dan Hays as Executive Director.

Motion to approve the offer letter to retain Dan Hays in his current position as Executive Director for the 2014/15 fiscal year. Erik moves; Tim seconds; passed 5, 5, 5, 5.

Calendar/Action Items: None

Meeting adjourned at 9:40pm

Minutes taken by Melissa Harris

ACTION ITEMS: None