Andy Bellando
Interim Superintendent

2020-21
Board of Directors

Michael Blanchard

Michael Bollman

Dave Hunt

Matt Posey

Jon Woods

Board Secretary
Juli Lichtenberger

Please join us at our school board meetings. Unless otherwise scheduled the board meets the second and fourth Mondays of the month.

District Office
Board Room
6:30 p.m.

Mission Statement
We will provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

Dallas School District
111 SW Ash Street
Dallas OR 97338

503.623.5594 ph
503.623.5597 fax

Agenda
Board Meeting, via Zoom
July 13, 2020
6:30 p.m.

https://us02web.zoom.us/j/88348213637?pwd=TTFGc2tCcmVKdWNnS0g4T1ZwcVV1UT09
Meeting ID: 883 4821 3637 Password: 717748

1.0 Welcome

2.0 Approval of the Agenda

3.0 Good News

3.1 The July 1, 2020 sports opener is running smoothly following all the COVID-19 guidelines. Custodians have done a great job in getting needed supplies. Coaches are going a great job of instructing the athletes on the requirements and making sure the equipment is wiped down. Athletes are working hard and following all guidelines. It is great to see athletes back in action.

4.0 Public Comment

5.0 Announcements

5.1	July & August Calendars	1
5.2	Citizens Oversight Committee Meeting, July 20, 2020 at 6:00 p.m.	
5.3	No board meeting July 27, 2020	
5.4	Next board meeting will be August 10, 2020 at 6:30 p.m.	

6.0 Consent Agenda

6.1	Approval of June 22, 2020, Board Minutes	3
6.2	Annual Business Procedures (Board Goal 3)	6
6.3	Staffing Report	11

7.0 Ready Schools, Safe Learners Reopening Planning Efforts – Andy Bellando & Kim Kellison (Board Goal 1)

8.0 August Work Session and Training Opportunities for the Board

9.0 District Committee Assignment

10.0 Board Advisory Committees (Board Action) 12

11.0 Reports

11.1	Facilities Update – Bob Archer (Board Goal 2)	15
11.2	Dallas Community School Financial Report	16
11.3	Dallas Community School Board Minutes and Agenda	17

12.0 Executive Session per ORS 192.660

(d) To Confer with Persons Designated by the Board to Carry on Labor Negotiations

13.0 Adjourn

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338

Working together for all students to achieve high levels of learning

DALLAS SCHOOL DISTRICT

Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled "public comment." It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board's work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

If you wish to address the Board, please fill out the request for public comment form available outside the board room. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board secretary with your request by simply handing them the public participation form. This will be directed to the board chair.

Thank you for taking an interest in student education.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception
Dallas School District 2
111 SW Ash Street
Dallas, OR 97338
503-623-5594

Or: e-mail compliance.officer@dsd2.org

Andy Bellando, Interim Superintendent

Board of Directors: Michael Blanchard • Michael Bollman • Dave Hunt • Matt Posey • Jonathan Woods

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Holiday Observed District Office Closed	4
5	6	7	8	9	10	11
12	13 **Board Meeting 6:30 p.m.**	14	15	16	17	18
19	20 Citizens Oversight Committee 6:00 p.m.	21	22	23	24	25
26	27 **No Board Meeting**	28	29	30	31	

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 **Board Meeting 6:30 p.m.**	11	12	13	14	15
16	17 Citizens Oversight Committee 6:00 p.m.	18	19	20	21	22
23	24 **Board Meeting 6:30 p.m.**	25	26	27 Long Range Facility Planning Committee 6:00 p.m.	28	29
30	31					

New Teacher Inservice Week

District Inservice Week

Minutes
Board Meeting, Via Zoom
June 22, 2020
6:30 p.m.
https://us02web.zoom.us/j/84021020123?pwd=ZS9nM3V3TXBvbG02aG1UU05LZlN6QT09

Meeting ID: 840 2102 0123 Password: 353894

Present: Michael Blanchard, Jon Woods, Dave Hunt, Matt Posey, Michael Bollman, Andy Bellando, Juli Lichtenberger, Dennis Engle, Debbie MacLean, Bob Archer, Steve Spencer, Autymn Galbraith, Darrick Bruns, Shannon Ritter, Jamie Richardson

Visitors: Rich Slack, Dakota Griffith, Alan Casey, Amanda Hoxie, Audrey Caro, Charlotte Riester, Chris Lund, Greg Hiebert, Gwen Dudley, Heidi Schrock, Jennifer Reinhardt, Jolene Guzman, Josh Wilson, LuAnn Meyer, Marita Barth, Mark Garton, Mary Samerotte, Michael Hettwer, Michelle Schilling, Pally Mann, Stephanie Thomas, Susan Fischer, Tim Ray, Trina Timmerman, Trista Girt, Lindsay White, Robin Simmons, Sallie Bodine, Michael Rose, Geneene Dimick, Brad Ford, Troy Glover

1.0 Welcome

2.0 Approval of the Agenda
Mike Bollman moved to approve the agenda, seconded by Dave Hunt. The motion passed unanimously.

3.0 Open Budget Hearing
Board Chair, Michael Blanchard, opened the Budget Hearing.

4.0 2020-2021 Budget – Debbie MacLean (Board Goal 3)
Debbie MacLean, Director of Fiscal Services, shared the budget is based on a full calendar school year and full funding by the state of $9 Billion. The Budget Committee approved the budget on May 18, 2020. Andy Bellando, Interim Superintendent, shared that the Governor is expected to call a second special session of legislators to discuss funding of state agencies, including schools. Andy recommended the Board adopt the presented budget.

5.0 Good News
5.1 Whitworth had over 340 students drive through their end of year send off!
5.2 Lyle's 3rd grade sendoff was a big success. Most of the 3rd graders drove through to say goodbye to Lyle staff on their way to Whitworth to say hello to 4th grade teachers.

Mid-Columbia Transportation Company, provided two $500 scholarships to seniors at Dallas High School.
Andy shared the end of year celebration with all staff was successful.

6.0 Public Comment

Michael Blanchard shared the Board has received a high volume of public comment regarding the dragon mascot. The Board will take those comments into consideration.

7.0 Announcements

7.1 June & July Calendars
7.2 Citizens Oversight Committee Meeting, July 20, 2020 at 6:00 p.m.
7.3 Next board meeting will be July 13, 2020 at 6:30 p.m.
The first Long Range Facility Planning meeting will be held on Thursday, June 25, 2020 at 6:00 p.m.

8.0 Consent Agenda

8.1 Approval of June 8, 2020, Board Minutes
Matt Posey moved to approve the consent agenda as presented, seconded by Dave Hunt. The motion passed unanimously.

9.0 Resolution #19-20-07 To Revise Fund Appropriations (Board Goal 3)

Mike Bollman moved to approve Resolution #19-20-07 to revise fund appropriations, seconded by Jon Woods. Debbie MacLean shared there is no change in total appropriates. This allows for movement of line items in the special grants funds. The motion passed unanimously.

10.0 Resolution #19-20-08 To Transfer Funds to Facilities, Repairs, and Maint Fund 102 From Cool Schools Fund 202 (Board Goal 3)

Debbie MacLean shared this resolution allows for a transfer of appropriations from Cool Schools to Fund 102. Mike Bollman moved to approve Resolution #19-20-08 to transfer funds to Facilities, Repairs and Maintenance Fund 102 from Cool Schools Fund 202, allowing a transfer of up to $90,000, seconded by Dave Hunt. The motion passed unanimously.

11.0 Resolution #19-20-09 To Transfer Funds to Food Service Fund 203 From General Fund (Board Goal 3)

Debbie Maclean shared this resolution would give the authority to transfer funds, should it be needed, of up to $90,000. Matt Posey moved to approve Resolution #19-20-09, as presented, to transfer funds to Food Service Fund 203 from General Fund, seconded by Mike Bollman. The motion passed unanimously.

12.0 Resolution #19-20-10 To Adopt Supplemental Budget 2019-20 (Board Goal 3)

Debbie MacLean stated that due to the increased transfer to food serve a supplemental budget is necessary. Dave Hunt moved to approve Resolution #19-20-10 to adopt Supplemental Budget 2019-20 as presented, seconded by Jon Woods. The motion passed unanimously.

13.0 Planning for Re-Opening of Schools (Board Goal 1) – Andy Bellando and Shannon Ritter

Andy Bellando said the district anticipates, based on guidelines from Oregon Department of Education, it will be difficult to open this fall in a traditional manner. It will most likely be a hybrid model. Shannon Ritter, Director of Teaching and Learning, shared that a district reopening team has been put together. Discussion was held by the Board.

14.0 Mascot Discussion

Mike Blanchard, Board Chair, shared the Board has received some comments to change the dragon mascot. Andy Bellando shared this a good time to remind ourselves to rely upon our core values and mission as a district and to rely upon policies and operational needs. Discussion was held by the Board. Andy will gather factual information to present at a board work session meeting.

15.0 Election of Chair and Vice Chair

Mike Bollman made a motion to elect Jon Woods as Board Chair and Dave Hunt as Vice Chair for the 2020-21 school year, seconded by Matt Posey. The motion passed unanimously.

16.0 Public Comment Related to Budget

No public comment related to budget.

17.0 Close Budget Hearing

17.1 Resolution #19-20-11 To Adopt the Budget, Make Appropriations, Impose and Categorize Taxes (Board Action) (Board Goal 3)
Michael Blanchard made a motion to approve Resolution #19-20-11 to adopt the budget, make appropriations, and impose and categorize taxes, as presented, seconded by Mike Bollman. The motion passed unanimously.

18.0 Adjourn at 8:10 p.m.

_____ _____

Board Chair / Jon Woods **Date**

_____ _____

Board Secretary / Juli Lichtenberger **Date**

DALLAS SCHOOL DISTRICT NO. 2
DALLAS, OREGON
July 13, 2020

RESOLUTION #20-21-01
AUTHORITY TO PAY BILLS AND EXPEND FUNDS

Be it resolved that the Interim Superintendent/Clerk and Director of Fiscal Services/Deputy Clerk, be authorized to sign purchase orders; and for the Interim Superintendent/Clerk and Director of Fiscal Services/Deputy Clerk to expend funds to pay bills as budgeted and appropriated for the fiscal year 2020-2021.

Interim Superintendent	Chair
Date	Date

DALLAS SCHOOL DISTRICT NO. 2
DALLAS, OREGON
July 13, 2020

ITEM: ANNUAL BUSINESS PROCEDURES

INFORMATION: Each year certain organizational and business procedures must be reviewed and approved by the Board of Directors. The following recommendations are submitted to the Board for action:

BUDGET OFFICER
Andy Bellando, Interim Superintendent/Clerk, shall be Budget Officer for FY 2020-2021.

DEPUTY CLERK
Debra Knox-MacLean, Director of Fiscal Services, shall perform duties of Deputy Clerk.

CUSTODIAN OF DISTRICT FUNDS
Debra Knox-MacLean, Director of Fiscal Services/Deputy Clerk, shall be Custodian of District Funds.

AUTHORIZATION TO BORROW FUNDS
Custodian of District Funds designated above shall be authorized to borrow funds, not to exceed $150,000, at any given time without prior School Board approval.

AUTHORIZATION TO SIGN CHECKS
Andy Bellando, Interim Superintendent/Clerk, and Debra Knox-MacLean, Director of Fiscal Services/Deputy Clerk, are authorized to sign Dallas School District No. 2 checks and represent the School District in other financial matters.

FIDELITY BONDS
Andy Bellando, Interim Superintendent/Clerk and Debra Knox-MacLean, Director of Fiscal Services/Deputy Clerk, will each be bonded in the amount of $100,000.

DEPOSITORIES
Depositories for Dallas School District No. 2 funds are designated as follows for FY 2020-2021:

Oregon State Treasury Local Government Investment Pool
General Fund
Capital Bond Projects
Debt Service

Bank of America, Salem Branch
General Fund
Accounts Payable Account
Payroll Account
Payroll Tax Account

Wells Fargo Bank, Dallas Branch
Dallas High School Student Body Account
Checking Accounts Payable
Passbook Savings
Scholarship Money Market
Whitworth Elementary School Checking Account

Citizens Bank
District Food Service Account
LaCreole Middle School Student Body Checking Account
Oakdale Elementary School Student Body Checking Account
Lyle Elementary School Student Body Checking Account
Morrison Student Body Checking Account

AUTHORIZATION FOR POLK COUNTY TREASURER TO INVEST DISTRICT FUNDS
Polk County Treasurer is authorized to invest Dallas School District No. 2 funds being held by the Treasurer's Office in certificates of deposit, repurchase agreements and Local Government Investment Pool. Investments should be placed to the financial advantage of the District. The Treasurer may be granted permission to invest District funds in other types of investments upon individual consideration of the investment by the Board of Directors. These requests are to be in writing. All investments are to be secured by full collateral protection. The District shall indemnify and hold the County harmless from and against any and all claims, liabilities, demands, actions or damages incurred in connections with, or in any way relating to funds of the District invested by the County, except as to any incurred by or arising out of a violation of any State or County statute, rule, regulations ordinance, resolution or policy governing the use and investment of public funds.

DESIGNATE AUDITOR
The firm of Pauly, Rogers & Company, P.C. is recommended as the official audit firm for Dallas School District No. 2.

LEGAL COUNSEL
The law firms of Garrett, Hemann, Robertson P.C. and The Hungerford Law Firm are recommended as official legal counsel for Dallas School District No. 2.

BOARD MEETINGS
The board will meet on the second and fourth Monday of each month with the exception of work sessions in the individual school buildings. Meetings will be held at the Dallas School District Office, 111 SW Ash St and will convene at 6:30 p.m. unless otherwise advertised.

NEWSPAPER FOR LEGAL NOTICES
The "Itemizer Observer" is recommended as the newspaper for publication of legal notices.

LOCAL PUBLIC CONTRACT REVIEW BOARD
The District Board of Directors is designated as the Local Public Contract Review Board. The Local Public Contract Review Board reviews bidding specifications, procedures, awarding of contracts, or rejection of bids.

AFFIRMATIVE ACTION OFFICER
Andy Bellando, Interim Superintendent/Clerk, shall serve as Affirmative Action Officer for FY 2020-2021.

ADA COMPLIANCE OFFICER
Autymn Galbraith, Director of Special Education, shall serve as the ADA Compliance Officer for FY 2020-2021.

TITLE IX OFFICER
Tim Larson, Athletic Director, shall serve as the Title IX Officer for FY 2020-2021.

SAFETY OFFICER
Bob Archer, Facilities Director, shall serve as the Safety Officer for FY 2020-2021.

EXPOSURE CONTROL OFFICER
Bob Archer, Facilities Director, shall serve as Exposure Control Officer for FY 2020-2021.

PEST MANAGEMENT OFFICER
Bob Archer, Facilities Director, shall serve as Pest Management Officer for FY 2020-2021.

TITLE I DIRECTOR
Kim Kellison, Director of Teaching and Learning, shall serve as the Title I Director for FY 2020-2021.

MIGRANT EDUCATION AND ENGLISH LANGUAGE LEARNER OFFICER
Andy Bellando, Interim Superintendent/Clerk, shall serve as the Officer of Migrant Education and English Language Learners for FY 2020-2021.

HEARINGS OFFICER
Kim Kellison, Director of Teaching and Learning, shall serve as Hearings Officer for FY 2020-2021.

AHERA Designation
Bob Archer, Facilities Director, shall serve as AHERA (Asbestos Hazard Emergency Response Act) Designated Person for Statement of Responsibilities.

Healthy and Safe Schools Plan Administrator
Bob Archer, Facilities Director shall serve as the Health and Safe Schools Plan Administrator for FY 2020-2021.

DALLAS SCHOOL DISTRICT NO. 2
DALLAS, OREGON
July 13, 2020

ITEM: DESIGNATION OF CONFIDENTIAL AND SUPERVISORY EMPLOYEES

INFORMATION: Each year the Board must designate which employees shall be Confidential and Supervisory. Employees so designated shall be excluded from the collective bargaining units.

CONFIDENTIAL EMPLOYEES:

Executive Assistant to the Superintendent/Board	Juli Lichtenberger
Financial Analyst	Trista Girt
Fiscal Admin. Assistant/Accounts Payable	Amy Gonzales
Fiscal Admin. Assistant/Payroll & Benefits	Sharrell Ford

SUPERVISORY EMPLOYEES:

Director of Fiscal Services/Deputy Clerk	Debra Knox-MacLean
Facilities Director	Bob Archer
Technology Director	TBD

ADMINISTRATIVE EMPLOYEES:

Director of Human Resources	Dennis Engle
Director of Special Education	Autymn Galbraith
Principal, Dallas High School	Steve Spencer
Assistant Principal, Dallas High School	Shannon Ritter
Assistant Principal, Dallas High School	Ryan Sticka
Athletic Director, Dallas School District	Tim Larson
Principal, LaCreole Middle School	Jamie Richardson
Assistant Principal, LaCreole Middle School	Kyle Mabry
Principal, Morrison	Andy Bellando
Principal, Whitworth Elementary	Darrick Bruns
Principal, Lyle Elementary	Rachel Alpert
Principal, Oakdale Heights Elementary	Todd Baughman
*Interim Superintendent/Clerk	Andy Bellando

** The Superintendent is recognized as a special employee of the Board and is not considered for permanent status or as a member of any bargaining group.*

Board Staffing Report
July 2020

Date Added	Group	First	Last	Description	Action	Effective Date	Center	Position	Code	Hrs.	FTE	Cal.	History
6/7/2020	Licensed	Sarah	Nelson	new hire	new hire	8/31/2020	LCMS	8th grade Math Teacher		8	1	190	Replaces Drew Reinhardt (CoS)
6/11/2020	Licensed	Malynda	Shook	Resignation	resignation	6/12/2020	LCMS	Art Teacher		8	1	190	Hired 8/29/2016
6/17/2020	Classified	Taylor	Staniford	Resignation	resignation	6/17/2020	Lyle	Special Needs II	E05B	5.5	0.6875	E1	Hired 9/24/2018
6/17/2020	Classified	Bernice	Riemer	Resignation	resignation	6/17/2020	LCMS	FS- Clerical	F03B	4	0.5	E3	Hired 9/26/2016
7/1/2020	Admin	Shannon	Ritter	CoS	moving from temporary Teaching and Learning	7/1/2020	DHS	Assistant Principal		8	1	220	Replaces Kim Kellison (CoS)
7/1/2020	Admin	Kim	Kellison	CoS	moving from DHS Assistant Principal	7/1/2020	DO	Director of Teaching and Learning		8	1	260	Replaces Shannon Ritter (CoS)
7/1/2020	Classified	Sara	Gibson	Resignation	resignation	6/19/2020	OH	Special Needs II	E05B	5.5		E1	Hired 10/3/2019
7/2/2020	Licensed	Emily	Hampton	Resignation	resignation	7/2/2020	OH	Special Ed Teacher - SLP		8		190	Hired 8/26/2019

Dallas School District 2

Code: BCF
Adopted: 11/08/04
Revised/Readopted: 11/03/14; 11/03/14; 2/11/20

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. The Board shall have no permanent or standing advisory committees other than those required by statute.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow public meeting laws. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chairman.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. Appointment of staff members, when appropriate, will be made by the superintendent. The Board will consider re-appointment of all advisory committees serving more than 12 months; no later than July 15th of each year.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;

2. The resources the Board will provide;

3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chairman, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

ORS 192.610
ORS 192.630
ORS 294.414
ORS 329.704
ORS 332.107

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Dallas School District
Board Advisory Committees
2020-21

Citizen's Oversight Committee
Bob Archer
Andy Bellando
Tim Larson
Debbie MacLean
Gary Suderman
Glen Miller
Lee Schlenker
Micky Garus
Vonnie Good
Kate Hall

Long Range Facility Planning Committee
Jerry Boudreaux (Chair)
Jana Fogg (Vice-Chair)
Bob Archer
Kate Hall
Andy Bellando
Autymn Galbraith
Bob Lesh
Bryce Hayes
Carolyn Wall
Dave Hunt
Debbie MacLean
Gary Suderman
Jamie Richardson
Jennifer Reinhardt
Jerry Mott
Josh Wilson
Julie Church
Matt Posey
Nancy Adams
Stephanie Earhart
Stephen Kahl
Steve Spencer
Tim Ray
Vonnie Good
Walt Markee
Wendy Latta

Finance Committee (Board Action)
Andy Bellando
Charlotte Riester
LaVonne Wilson
Linda Fox
Mike Blanchard
Mike Bollman
Mike Holland
Rich Slack
Trista Girt
Dave Morris
Debbie MacLean

Dallas School District Facilities

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338

DALLAS SCHOOL DISTRICT

Facilities/Bond Work Update

Board Report

July 13, 2020

Bond Projects

Intellipack Replacement at DHS:

- Equipment is installed and operating
- DDC controls should be complete in the next week
- Final commissioning will follow once the controls are complete

CTE Building

- Baldwin has submitted the design to the building manufacturer to obtain final engineering
- We are working with a few vendors to obtain pricing for the dust collection system
- Baldwin would like to begin site work in August if their schedule will allow
- Construction is planned for October and a completion date in February 2021

Building updates

The focus for the next 3 weeks in the buildings is cleaning, waxing, and painting in the classrooms. Once the rooms are complete we will begin setting up to accommodate the new square footage requirement.

LMS is undergoing an exterior paint makeover, this will continue through the end of the month.

LaCreole Middle School Seismic Upgrade (SRG)

Currently working on the RFP to obtain an engineering firm for the project. The goal is to have a firm selected in September, and have the design complete the end of January 2021.

Bob Archer, Facilities Director

Maintenance Staff: Gordon Gentry ◆ Gordon Southwick ◆ Seth Arnesen ◆ Kate Hall

Dallas Community School Monthly Dashboard Report

MONTH OF: May 2020

Financial Snapshot

Prior month budget vs. actual:

Budget: $89,117.48 Actual: $100,270.16

YTD Budget vs. Actual:

Budget: $1,146,368.96 Actual: $970,073.70

DCS Money Market: $ 189,884.71

Current bank balance: $ 472,960.49

Enrollment: Total students: 201

Grade	Enrollment
K	21
1	30
2	33
3	20
4	27

Grade	Enrollment
5	20
6	19
7	20
8	11

- We have 159 applications and ran the lottery 5/15/2020

	Jul '19 – April 20	Budget	$ Over Budget	% of Budget	Annual Budget
Income					
Direct payment from DSD	$1,395,192.89	$1,335,283.18	59,909.71	%104.49	$1,335,283.18
Other Income	$7,112.81		7,112.81		
Total Income	$1,402,305.70	$1,335,283.18	$67.022.52	%105.02	$1,335,283.18
Expense					
Business Expenses	$598.80	$1,138.34	-$539.54	%52.6	$1,250.00
Services and Activities	$15,181.61	$38,104.54	-$22,922.93	%39.84	$41,000.00
Community Educators	$54,978.61	$56,700.00	-$1,721.39	%96.96	$63,000.00
Facilities and Equipment	$35,397.20	$59,916.67	-$24,519.47	%59.08	$60,500.00
Supplies and Expense	$142,478.84	$186,800.00	-$44,321.16	%76.27	$192,700.00
Administration costs	$113,535.10	$149,071.70	-$35,536.60	%76.16	$158,400.00
Other Types of Expenses	$7,287.00	$7,500.00	-$213.00	%97.16	$7,500.00
Payroll Expenses	$598,937.27	$642,137.71	-$43,200.44	%93.27	$702,636.04
Travel and Meetings	$589.02	$5,000.00	-$4,410.98	%11.78	$5,000.00
Total Expense	$970,073.70	$1,146,368.96	-$176,295.26	%84.62	$1,231,986.04
Net Income	$432,232.00	$188,914.22	$243,317.80	%228.8	$103,297.14

Community Innovation Partners/Dallas Community School
Board Meeting Minutes for Thursday, May 21st, 2020, 6:30 p.m.

PLEASE NOTE: MEETING TOOK PLACE VIA PHONE/VIDEOCONFERENCE.

Date:	May 21st, 2020
Location:	Virtual-via Zoom
President:	Wendy Sparks
Vice President:	Becki Gann
Secretary:	Holly Williamson
Treasurer:	Jeremy Anderson
Board Members:	Kiley Hoffman, Erin Miller
Staff:	Bill Conlon, Monica McQueen, Kaitlyn Stowell
Not Present:	Gene Henshaw
Public:	Matthew Lowe

Mission Statement:
Dallas Community School is an inclusive public charter school supporting collaborative, standards- based education in a flexible, non-traditional environment.

Vision:
Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

1. **Call to order:** 6:34 pm
2. **Public Comment:** None
3. **Adopt Consent Agenda and Minutes (action):** Minutes listed Bill Conlon as a board member. The board elects to change the minutes, listing Bill Conlon as a staff member. Holly motions, Erin seconds. All in favor.
4. **Parent-Teacher Organization Update:** Agreed on an MOU (Memorandum of understanding).
5. **2020-2021 DCS School Calendar (action):** Wendy motions to approve and adopt 2020-2021 DCS School Calendar. Kiley seconds, all in favor.
6. **DRAFT Charter Contract proposed by DSD:** Matt Lowe, attorney for the school, joined the board meeting during this segment, giving his recommendations for improving the charter contract.
7. **Treasurer's Report:** Nothing out of the ordinary to report.
8. **Proposed budget for 2020-2021 - second review:** This year, DCS had 201 students, whereas the budget proposed for 2020-2021 is based on having 211 students. The board addressed the need to move forward with the building expansion before adding more students. The budget also includes money for hiring another guide. The board discussed different percentage deductions for next year's budget and the money's use towards salaries, benefits, insurances, and payroll costs.
    1. Bill made a recommendation that 1) we adopt the budget and reduce it if needed, and if we get extra money, we save it. 2) Move forward with the

construction project. 3) Prioritize staff salaries when making budget decisions. 4) Save as much money as possible to help with the next biennium.

The board confirmed moving ahead with building construction and decided to postpone adopting the budget until the June meeting.

9. **Director's Report:** Bill shared information from an ODE meeting regarding funding and budget deficits in Oregon school districts. Projection for 2023 biennium is lower, and predicting budget shortfall for next biennium. Bill would like to reserve funds for when this occurs.
    a. **Org Chart:** Bill discussed the hierarchy of guides and staff.
    b. **Lottery update:** Bill provided an update of students on the lottery list to join DCS. No new families will be joining for next year. The lottery rules list siblings as the first priority, and siblings of current students filled all the open slots with approximately 13 siblings still on the waitlist. This is the first year we will not enroll new families at DCS with the exception of the opening year.
    c. **Family survey update:** An overview of data collected from parents regarding online classes and learning was presented.
    d. **School closure update:** Summer programs will be allowed if they meet certain criteria, and may continue in the fall. Social distancing is mandatory, and there should be a point person to enforce rules.
    e. **Facility Update:** We can start the construction at anytime. Bill spoke with Oleg Foksha (the builder) today and will get back to Bill about when he can start with construction. Jeremy removed shrubs from the DCS house.
10. **Committees Update:**
    a. **Policies Committee:** None.
    b. **Board Recruitment Committee:** None
11. **Pursuant to ORS 192.660, meet in executive session to review and evaluate the performance of Executive Director Conlon. (ORS 192.660(2)(i))**
12. **Adjourn**

Community Innovation Partners/Dallas Community School
Agenda for Thursday, June 18, 2020 6:30 p.m.

PLEASE NOTE: MEETING WILL TAKE PLACE VIA PHONE/VIDEOCONFERENCE. Individuals requiring accommodation should contact Dallas Community School at info@dallascommunityschool.org or 503-420-4360

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Mission Statement:
Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

Vision:
Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

1) Call to order
2) Public Comment
3) Adopt Consent Agenda and Minutes (action)
4) Parent-Teacher Organization Update
5) Treasurer's Report
6) Proposed budget for 2020-2021 - second review
7) Director's Report
8) School closure update
9) Facility Update
10) Strategic planning update
11) Committees Update
    a) Policies Committee
    b) Board Recruitment Committee
        i) Review current terms
12) New Business
    a) Formation of committee to explore ODE equitable access waiver
13) Adjourn