

ICP Board Meeting—July 12, 2012

Minutes

In attendance: Erik, Melissa, Dan, Leah, Elisa and Lise

Public Comment

ED Report:

Heat pumps are installed in the second phase

CSD calendar—reduced to 168 days from 171 days as part of cost cutting measures

MCCS may deviate from district calendar since not all students come from Corvallis, not crucial that it matches exactly.

Treasurer Report:

ICP account—no changes

Update: In mid-June, received full amount of remote school funds (\$36,754); directly applied to FY 2011-12); received more than originally estimated (21k).

Check signing changes: remove Morning from signature cards, add Melissa to cards; current signers: Dan Hays, Erik, Betsy,

Elisa suggests removal of Morning, addition of Melissa; Erik moves, Melissa 2nds; all 5s (Erik, Melissa, Lise)

Budget 2012-13

ADMw—changes as of July 1st: dropped down to around just under \$6,000 per student.

Main changes in HR: Melanie listed as 0.19 SpEd; currently no music teacher budgeted in, TBD if Arts Center will pay for teacher;

Enrollment is listed conservatively: 75 students

Carryover: projected as \$50k, may be more because of a net income of \$30k due to 36.8k remote and \$10k in SYS funds; no billing yet for bus for 2011-12. District may pass along cost but is reimbursed by state/fed transport funding

Fewer expenses: testing, sub time, PERS, min spending in non-consumables and maintenance

Projection for 2012-13: \$8k more than expected

Payroll for 2012-13: avg. \$1000 pay rate increase for teachers to 32k; insurance options may require adjustments, offering different options for healthcare reimbursement account (\$50 monthly, pre-tax) for half-time employees; looking at dual-cost option to give more flexibility to full-time employees.

-Exploring options and make decision at a later time after looking at options. Approve later after getting more input; will possibly have 3 half-time people covered under new plans.

-Adjustment to SpEd from \$11 to \$11.50 because reimbursement is @ \$11.50

-Inst. Asst.: 3 hired, 2 more possible; kinder classes are small and may not require full-time assts.; Melanie can work as needed; most important to have in 1st-5th grades; are there other ways to staff people creatively; teachers prefer having assistants to having pay raise.

Will need to budget for field trips because grants have been mostly used up; may need some additional consumables or maintenance of classroom equipment.

Budgeted \$500 (\$50 per month) to pay Kelly Bell for 1 hour of management per week; she will still continue working full time and will need other volunteers. Keep in mind that need will increase in the future; may have to eventually be a paid position. Dan will have Kelly log hours so that we have a sense of the amount of time required to keep library running.

Fiscal: Change in accounting services; should pay someone to do the 990 report (corporate tax return); budgeted \$2000.

May need to go higher with cleaning services to cover necessary costs; currently at \$9000; any way to budget for carpet cleaning in classrooms twice per year? Have cleaning service keep classrooms vacuumed and bathrooms cleaned; currently only scheduled for a few hours on Tuesdays and Thursdays; additional money for cleaning added to budget \$1000.

Fuel is budgeted down to zero and electrical was bumped up from 6450 to 8350; electrical bills didn't increase significantly.

1500 for boiler decommissioning; one time cost.

Bus—added cost for afternoon route; est. at \$10k but no definite number from bus company yet. Bus route could possibly change to a Philomath pick up. Kids from Lincoln may have to change bus at Adams.

Nothing budgeted for lunch program; PTO will continue Farm to Table. Betsy is taking charge of lunch program; kitchen has been reorganized some (removal of washer/repair of disposal); PTO will fund start up and try to make it self-sufficient.

Insulation will be installed in Mid-July; rebate won't come until all areas are improved. (Office and gym are not finished)

Lighting is in phases; rebate happens after completion of all areas, but may expire before scheduled changes; will revisit lighting changes after looking at budget.

Capital improvement fund for unexpected needs like repairs; could use some of the carryover in budget.

Dan will encourage teachers to use more money for necessary classrooms; students want to have a slide for playground; possible ways to fundraise and include kids in the process; improvements also depend on

Erik moves to approve version 2012-13; Melissa 2nds (all 5s)

SPD revised version, edited with updates and changed to be reviewed only once a year; Erik moves to approve most recent version and Melissa 2nds (all 5s).

Calendar:

Could deviate from Corvallis district; look at other districts' calendars (Philomath)

State required 170-171 days of school

Review conferences and grading days in October/April.

Statewide in-service should stay but possibly get rid of October 11, 2012

*Grading periods: in the future, possibly move from 2 9-week periods to 3 6-week periods?

Jan. 21st as a possible make-up day?

School year end date: 12 June 2013

Erik moves to adopt CSD calendar with the exception of adding Oct 11th & April 10th and changing Jan 21st to possible snow/weather make-up day; Melissa 2nds (all 5s)

RACI:

Erik does not see the need for deep revisions; will work to make updates and get an electronic version

Addition of BM category; retain HT in case of changes to staffing in the future; add PTO or leave as CM?

No need to change RACI document in forming committees for tasks

Erik's notes for clarification:

-would like to make and highlight corrections and go over them again before approving changes

-needs clarification on certain items: gatekeeping ops; gatekeeping fed grant (alignment to mission/vision?)

-evaluation of staff and teachers—clarify that ED evaluates staff, board evaluates ED; board is informed and gives consent on hiring/termination but does not act on evaluation of teachers/staff; board will be involved in discussion and keep communication with all admin/parents/community

-move evaluation to ED rather than HT; can revisit changes in duties if staffing changes; should not leave responsibilities as sole responsibilities for unfilled positions (such as HT)

-Responsibilities by month document needs updating; last revision was last year with Anita; accountability calendar that is not board related; shows day-to-day obligations between admin and district for daily operations.

-change BM (business manager) to FM (finance manager)

HR:

Salaries for 2012-13; additional \$1000 per teacher for avg of 32k (previous starting was 28k); based on both experience and longevity at the school; not evaluative or performance based.

Melissa 30k

Tom, Leah, Jenny 33k

Michelle 31k

Jenny & Michelle would be at half-time FTE

Open meeting adjourned at 8:55 PM.