



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, September 18, 2014 – 6:30 pm MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Wednesday, September 18th, 2014, in the math room of the Sherwood Charter School, located at 23264 SW Main Street, Sherwood, OR 97140.

The meeting was **called to order at 6:30 pm** by Chair, Keith Halasy.

Members Present: Keith Halasy, Joy Raboli, Amy Anderson, Kim Young, Stephen Schweitzer, Tee Ramos, Brian Craker

Members Absent:

Public Present: Liz Vohland

The Pledge of Allegiance was recited by all present, and Tee Ramos read Sherwood Charter School's Mission & Vision Statements.

Agenda Business Item: Approval of Minutes from 08.21.2014 meeting

MOTION BY Keith Halasy to approve the minutes as modified.

Seconded by: Steve Schweitzer

Discussion: None. **Board Vote:** all ayes; **motion passed.**

Agenda Additions:

MOTION BY Joy Raboli to add agenda item III E, Tuition Reimbursement.

Seconded by: Brian Craker

Discussion: None. **Board Vote:** all ayes; **motion to add agenda items passed.**

Public Comment:

Comment from Liz Vohland: One of the best Back-To-School events we've had in a long time. Compliments to the PAC, Board and Staff who all did a great job. Encourage Board to consider forming a curriculum committee. With changes to standards moving forward, the Board should be proactive in working on curriculum decisions and changes ahead of time. We don't want to violate the terms of the terms of our charter and need to stay in compliance. After 10 years a defined process with a separate committee would be a good way to analyze and plan for the future.

II. Academic Excellence

Principal/Administrator's Report:

Principal Joy Raboli reported that enrollment is holding steady at 224, with 72 students currently on the waitlist.

Joy agreed that back to School night was a great success with the staff unveiling their yearlong themes, sequence and offering classroom volunteer opportunities. Event was broken up into large group gathering with parents and also included Keith Halasy & Maria Dowdle speaking (Maria also had fantastic food for the parents!) and then time for tours in elementary & middle school teachers to present their particular areas.

Regarding Staffing: Angela Havlinek has officially started as our new secretary. She jumped right in and is already doing a terrific job. We are excited to have her on staff. Interviews are underway for the counselor position and the music position. Teachers are doing their own music at the moment.

Safety Committee Update: First safety committee meeting of the school year will meet Sept. 30th at 8:30am, and we have a large group this year. Angela Havlinek will also be joining the group as staff support. Our incoming counselor will also serve on the committee.

Review of 2014 State Test Scores: We are still waiting for the official report cards to come out that will have additional information. Briefly, all reading scores were above par as well as all math scores, with the exception of the Leadership Academy who went through a math teacher change mid-year and suffered a set-back in setting the curriculum sequence to coincide with the test. High confidence this was an isolated issue and stability with new teacher plus reviews in math curriculum will address this. More information and discussion will happen after the report cards are released.

Testing is changing from “OAKS” to “Smarter Balanced.” Joy commented that there are a lot of unknowns with the new test system, not just for our school, but for every school & district in the state. Board discussed the forming a curriculum committee in the near future for gathering input and forming an action report for potential curriculum changes. This will assist in preparing and aligning with the new testing system.

III. Finance/Fundraising

Treasurer Kim Young led a **Review of August Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. August total income was ~16% and total expenses were ~6.5%.

Review of Annual Audit: Treasurer Kim Young led a **Review of our Annual Audit**, in which it was noted that we had a “very clean audit.” The only issue that was raised was the fact that our bookkeeper uses QuickBooks, and they recommend other financial software. But to be noted, we have never had an issue in recent audits using the QuickBooks systems.

Review of PEF (Program Enhancement Fees) Breakdown: Treasurer Kim Young shared the updated 2014-15 budget with the expected PEF income. There are restrictions to the use of PEF funds and are broken down into grades and departments. PEF for 2014-15 is \$50,000, with an additional \$3,000 for Tech Fees.

Employee Health Benefits Update: Treasurer Kim Young shared that our health plan has been in full compliance with the Affordable Health Care Act and our rates actually decreased last year, but are increasing slightly this year. Rates are going up 5.39% effective 11.01.2014.

Tuition Reimbursement: Joy discussed the need for tuition reimbursement for continuing education and Masters work for teachers and administrators. Costs continue to increase and can be a significant burden on educators. Most districts offer some form of this incentive, but charter schools like SCS would have to offer this incentive on our own. She suggested with SCS's healthy financial position that we should consider a future incentive for partial tuition reimbursement for continuing education once at SCS with policy of partial payback if they depart SCS within a certain time period after receiving incentive. She shared printed information from the Salem Kaiser District as an example. *Board remands this proposal to the Budget Committee for research and consideration.*

IV. Governance

Updates on Unfinished Business: List reviewed and updated. Nothing to report at this time.

Calendar items/Deliverables to SSD: Begin work on Annual Report to the District.

Annual Objectives for Board, SCS, Principal: The Board will meet on Thursday, Oct. 16th at 5pm (ahead of regular meeting) to discuss annual objectives for 2014-15.

Full Time Admin Contract: Cindy has been working without a regular contract or a modified job description. New job descriptions for office manager and school secretary positions to represent new responsibilities between Angela and Cindy. Contracts were already adopted and job descriptions were reviewed by the Board.

V. Facilities/Operations

Facility Liaison Report: Safety buzzers have been installed and speaker had to be installed in a different location around the side of the church so that it can be heard in the playground area.

Techonology Liaison Report: Jeff has done a phenominal job correcting our internet and networking issues and everything appears to be working well in a short amount of time. 25 additional iPads will be purchased in the coming weeks. Replacement batteries and power cords are needed for the laptops currently in inventory. 5-6 additional laptops are also needed to replace older units that have failed and been parted out. Total should be around \$1700-1800. Lastly, with updated camera deployment around the school a new video storage unit will be needed, at a cost around \$600. Current technology budget can hold those purchases. Keith will work on a technology needs budget for the remainder of the year. Steve alerted us of the availability to apply for a technology grant and offered assistance in preparing that grant.

VI. Community Engagement/Board Development

No Agenda Items Presented at this Meeting.

VII. Closing Items

The next board meeting has been scheduled for Thurs., Oct. 16th, 2014 at 6:30pm, in alignment with our regular meeting schedule. Special Session will meet ahead of time at 5pm.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 7:59 pm

Seconded by: Brian Craker

Discussion: None. **Board Vote:** all ayes; **motion passed.**

VIII. Minutes Submission

*Recording and submission of minutes by Board secretary, Brian Craker. Minutes are considered in DRAFT form until approval by Board of Directors.

(NOTE: These minutes were approved by the Board of Directors on Oct. 16th, 2014.)