



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, November 20, 2014 – 6:30 pm MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, November 20, 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 6:32 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: Brenda Carlson,

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

Teacher Presentation: 2nd Grade

Students sang the song "Around and Round" by video highlighting the work of Harriate Truman, Sorjourner Truth, Rosa Parks and Martin Luther King Jr. The students present shared their thoughts to help explain the blessing of community and how it ties to their heart skills.

Agenda Business Item: Approval of Minutes from 09.18, 10.16 & 10.30 meetings

MOTION BY Kim Young to approve the minutes as modified.

Seconded by: Brian Craker

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Additions:

MOTION BY Joy Raboli to add agenda item III E, Staff Development & Reimbursement for vote.

Seconded by: Brian Craker

Discussion: None

Board Vote: all ayes; motion to add agenda items passed.

Public Comment:

No Public Comment Received.

II. Academic Excellence

Principal/Administrator's Report:

Principal Joy Raboli reported that as of Dec. 1 our enrollment will be at it's max of 225 with a waiting list of over 60.

Joy met with Dave Davenport of PACE insurance about their Boundary Invasion Tool Kit that addresses appropriate boundaries and sexual misconduct training for the staff. All schools must comply with this training by Oregon law and once completed, the school will receive a 5% discount on insurance rates for two years.

Joy & Liz Vohland have begun the groundwork for the math committee. One teacher has volunteered to participate as well, but they still need one additional teacher and one parent to join the group. The committee also needs clarification from the Board regarding mission and Smarter Balance alignment. Will begin setting goals in December.

SSD: Sherwood School District was able to help us find a highly qualified long-term substitute to replace Mrs. Micklewright. The substitute (Nolan Bryant) was able to shadow for a couple of days before beginning. If Nolan is a good fit, we will finish out the year and can apply for the permanent position for next year. There has also been some issues with the Synergy grading program, and our teachers have been frustrated trying to work through those glitches without a quick turn around for solutions. Joy has been in contact with the district about this.

Safety Committee Update: In December the school will be conducting Code Red drills in coordination with the Safety Committee and the Sherwood Police. There will be an assembly in the morning to inform the students of the drills, and then the drills will happen later in the day. Finally, a defrief will happen with the safety committee and the Sherwood PD to review. Parents will be informed about the drill ahead of time, and during the drill through test FlashAlerts. The Safety Committee has also put together a "GO KIT" for the school that can be used in case of emergency, as well as a "GRAB AND GO" kit for each classroom.

III. Finance/Fundraising

Review Sick Day Tracking Process: Tanya & Joy are working on a system for putting together a form for teachers to submit and then properly track sick days used as well as rolling over accrued sick days into the next year.

Teacher Comp Days: There is nothing in our handbook allowing for comp days for teachers when participating in extra-curricular activities, nor any means of determining allowable activities, appropriate time permitted and budget impact. Comp days were rewarded at Joy's discretion last year in regards to time put in to the auction last year, but it is not budgeted. Last year was a special situation, but there are no upcoming situations that would warrant the use of comp day rewards for the remainder of the year. Would recommend checking with other schools for guidelines for comp days and look at recommendations that could be implemented for SCS in the future. Joy thinks there are particular and special situations in which the awarding of comp days would be appropriate in the future and the budget impact would be minimal to allow for this. (2013-14 budget impact for comp days was \$510.)

Treasurer Kim Young led a **Review of October Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. October total income was ~34% and total expenses were ~22%.

Discussion of whether we should consider a buy-out of the remaining leases on the modular buildings. The current lease is ~\$2,200/month, and a buy-out would be a large savings to the school budget and allow us to continue growing the budget surplus. Kim will look into buy-out options for the Board's consideration.

Finance Committee Selection:

Agenda Business Item: Finance Committee Selection

MOTION BY Kim Young to nominate the following members for the Finance Committee: Kim Young (Treasurer & Finance Comm Chair), Keith Halasy (Board Chair), Steve Schweitzer (Board Member), Chris Gerlach (Parent & CPA), and Joy Raboli (Principal & Ex Officio)

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; motion passed.

Staff Development & Reimbursement: Discussion of staff development & reimbursements was revisited, including Joy's previous request for partial reimbursement toward her post-graduate and development costs that have directly benefited SCS. Her incurred costs were ~\$11,000. Board took action for one-time immediate reimbursement payment of \$2750, and has asked the Finance Committee will review current request and consider future policy regarding this.

Agenda Business Item: One-Time Staff Reimbursement

MOTION BY Kim Young to authorize a one-time payment of \$2750 (approx. 25%) toward reimbursement for Joy's continuing education expenses.

Seconded by: Tee Ramos

Discussion: None

Board Vote: all ayes; motion passed.

IV. Governance

Agenda Business Item: Selection of Committee Members

MOTION BY Keith Halasy to nominate the following members for the Curriculum Committee: Amy Anderson (Board Member), Jan Zobrist (Parent), Liz Vohland (Parent), Joy Raboli (Principal & Committee Chair)

Seconded by: Kim Young. Discussion: None **Board Vote:** all ayes; motion passed.

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

Calendar items/Deliverables to SSD: Work continuing on Annual Report to the District.

Quarterly ORS Policy Review: The Board reviewed all policies that were updated with minor changes and review of potential new policies. The Board will remand the following policies for further review: DJC, including all variations of it (D1, G1 & AR).

Agenda Business Item: Policy Review

MOTION BY Brian Craker to approve the following policy updates: DIE, EBB, IIBGA, JHCD (with all bracketed language), JHCDA, JHCDA/AR (accepting all bracketed language with 5b with correction of K-12 to K-8, but striking bracketed language for 5b2.), KL/AR (with all bracketed language).

Seconded by: Kim Young. Discussion: None **Board Vote:** all ayes; **motion passed.**

Annual Objectives for SCS Principal, SCS, and SCS Board: Work continues on this objective but not finished and ready to present. Suggestion of another work meeting to finish this task. That work meeting will be at 5:30pm on Dec. 11th.

V. Facilities/Operations

Facility Liaison Report: Joy reported that the fire marshal will be back tomorrow to confirm that we have met all the areas of concern from the previous report.

Techonology Liaison Report: Jeff has done an amazing job responding to tech concerns. There is a continued issue with the WiFi and Jeff is working on increasing the network capacity so that everyone can be onine at the same time. The PAC is considering a donation of \$3,000 to help with the cost of replacing smart boards that are beginning to fail.

VI. Community Engagement/Board Development

No Agenda Items Presented at this Meeting.

VII. Closing Items

The next board meeting has been scheduled for Thurs., Dec. 11th, 2014 at 6:30pm, NOT in alignment with our regular meeting schedule. Work session will meet ahead of time at 5:30pm.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 8:29pm

Seconded by: Kim Young

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 Jan. 22nd, 2015.)