



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, April 16, 2015 – 6:30 pm
MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, April 16, 2015, 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, Kim Young, Stephen Schweitzer, Brian Craker, Tee Ramos **Members Absent:** None

SCS Staff Present: Ms. Nice (3rd Grade Teacher)

Public Present: Brenda Carlson, Randy Nelson, Craig & Angela Havlinek

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

Teacher Presentation: 3rd Grade—Ms. Maggie Nice

Students presented a lesson on water use, contamination and conservation.

Agenda Business Item: Approval of Minutes from 03.09.15 & 03.18.15 meetings

MOTION BY Brian Craker to approve the minutes as modified.

Seconded by: Kim Young

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

Agenda Additions:

MOTION BY Keith Halasy to add agenda item IV.D, Dress Code Modification.

Seconded by: Kim Young

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

MOTION BY Brian Craker to replace agenda item VII.B., Meeting Date for May

Seconded by: Keith Halasy

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

Public Comment: None

II. Academic Excellence

Principal/Administrator's Report:

Principal Joy Raboli submitted her monthly report. Highlights from the report include:

- Enrollment is holding steady at 221.
- Follow-up survey with the middle school students and made some minor modifications based on suggestions and overall vision of the administrator.
- Purchased 77 more chromebooks for the Leadership Academy. Installation and initial use have gone perfectly, and so far no glitches. Early feedback from the teachers are that the Chromebooks have been better than expected.
- Minutes submitted from April Safety Committee meeting. Highlights include changes to "Code Red" plan, and the fact that 5 of the 6 security cameras have been knocked off-line, most likely by a power surge.
- Math Committee has been working hard and reviewing multiple resources and possible curriculums. Working with a matrix for evaluating and rating future curriculum. Committee is now meeting twice a month with homework inbetween meetings.
- Renee Simas will head committee for the Celebration of Learning/10th anniversary event. Committee is meeting every Wednesday. Celebration Planning Sheet submitted for Board review.
- Two teacher aids (assistants) have been hired and are already at work in the classrooms. Aids will be doing assessments like DIBELS and working with struggling readers with iPads (Read Naturally app) as part of the intervention strategy. Teachers appreciate the support!

2015-16 Academic Calendar Discussion: Draft suggestion of the 2015-16 calendar was presented to the board. Discussion of whether to begin classes before or after Labor Day, since Labor Day is so late this year. Sherwood School District has decided to start AFTER Labor Day, and board agrees we should stay in alignment with District for start date.

Agenda Business Item: Approval of key dates for 2015-16 Calendar

MOTION BY Kim Young to approve the following key dates for 2015-16 School Calendar:

- Sept. 9, 2015--First Day of school for all grades
- Nov. 23-27, 2015—Thanksgiving Break
- Dec. 21, 2015-Jan. 1, 2016—Winter Break
- March 21-25, 2016—Spring Break
- June 9, 2016—Last Day of school for all grades

Seconded by: Tee Ramos

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

Substitute Process: Kim Young shared the possibility of switching to a new substitute company EMS. Researching potential benefits and will get bid for board consideration at future meeting.

III. Finance/Fundraising

Treasurer Kim Young led a **Review of March Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. March total income was ~75% and total expenses were ~63%.

Finance Procedure Update: Auditor suggested adding a stale check procedure into our Financial Procedure Manual. Language for manual addition submitted by Kim Young. Modification suggested to correct numbering of section from VIII to IX.

Agenda Business Item: Finance Procedure Manual Update regarding stale checks.

MOTION BY Kim Young to approve Finance Procedure as modified.

Seconded by: Keith Halasy

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

2014-15 Final Budget Revisions: Enrollment number adjustment included increase of income, as well as savings in technology budget. Balance in technology budget would allow purchase of final allotment of Chromebooks for grades 3-5. Surplus now expected of \$33,189. Will add additional budget of \$3,500 for initial landscape maintenance (out of surplus).

Agenda Business Item: 2014-15 Final Budget Revisions

MOTION BY Kim Young to approve presented Budget Revisions and finalize 2014-15 budget as ammended.

Seconded by: Steve Schweitzer

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

2015-16 Budget Planning: Budget revisions based on recent vote from State Funding and ODE Funding numbers. One cost savings measure for 2015-16 budget would be to buy-out one of two remaining leases on modular units. Cost savings of \$1,100/month per modular building (\$13,200 annually per modular building). Also suggested increasing 2015 salary raises from 3% to 4%.

Agenda Business Item: Modular Lease Buy-Out

MOTION BY Keith Halasy to approve buy-out of modular lease unit #1381-82 for \$51,336, effective by end of April 2015.

Seconded by: Brian Craker

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

Agenda Business Item: Modular Lease Buy-Out

MOTION BY Kim Young to permit Keith Halasy to sign contract for modular lease buy-out.

Seconded by: Steve Schweitzer

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

Agenda Business Item: 2015-16 Budget Planning

MOTION BY Kim Young to approve presented 2015-16 budget as presented with modular pay-off and 4% salary increase options.

Seconded by: Keith Halasy

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

Janitorial Contract: Bid for this year with current company includes 5% increase from last year. Last year also included a 5% increase, the first in many years. Contract to come for review.

Lease Review & Renewal: Lease was reviewed with Sherwood Community Friends Church and some modifications were made from last year, specifically in regards to 1.3 Special Hours of Operations and the 3.2.7, Room Set-up (change wording to “Zero Point Procedure”).

Agenda Business Item: Lease Renewal

MOTION BY Tee Ramos to approve lease renewal with Sherwood Community Friends Church as modified.

Seconded by: Brian Craker

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

Agenda Business Item: Lease Signatures

MOTION BY Kim Young to permit Keith Halasy & Joy Raboli to sign contract for building lease once modified and presented.

Seconded by: Tee Ramos

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

IV. Governance

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

Calendar items/Deliverables to SSD: Proof of insurance & copy of lease to district by May 1st

Quarterly Policy Review: Review and discussion tabled to May Meeting.

Dress Code Modification: Would like to permit the Middle School students to permit any solid color, non-logo polos as part of the uniform policy beginning next year.

Agenda Business Item: Dress Code Modification

MOTION BY Kim Young to modify dress code for middle school students to permit any solid color, non-logo polos, beginning with 2015-16 school year.

Seconded by: Tee Ramos

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

V. Facilities/Operations

Facility Liaison Report: Notified that Jack is retiring as the “handyman” for the church property. We may need to consider cost of future handyman for school needs. Church also brought up a safety issue about the doors on the main building being propped open during the middle of the day.

Techonology Liaison Report: Nothing additional to report.

Landscape Maintenance Options: Already discussed and approved with 2014-15 budget.

VI. Board Development/PAC/Community Connections

PAC Report: No update this month.

Board Member Recruitment: Had a successful open house and time of discussion before board meeting.

VII. Closing Items

Board Comments: Keith reminded us of the need for filling all officer positions at the May meeting.

Agenda Business Item: Annual Meeting Date Change

MOTION BY Keith Halasy to change our annual meeting to Thurs. May 14th, 2015, at 6:30pm.

Seconded by: Kim Young

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

The next regular board meeting has been scheduled for Thurs., May 14th, 2015 at 6:30pm. This meeting is NOT in alignment with our regular meeting schedule.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 8:12pm

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 May 14, 2015.)