



23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, May 14, 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 6:32 pm** by Treasurer, Kim Young.

Members Present: Joy Raboli, Kim Young, Stephen Schweitzer, Tee Ramos. Members Keith Halasy & Brian Craker arrived late. **Members Absent:** None

SCS Staff Present: Angela Havlinek

Public Present: Randy Nelson, Jill Rosenberg

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

Agenda Additions:

None

Agenda Business Item: Approval of Minutes from 04.15, 4.16, 4.23 & 05.02.15 meetings

MOTION BY Kim Young to approve the minutes as modified.

Seconded by: Steve Schweitzer

Discussion: Modification #1 under Section III Procedure Manual update regarding stale checks
*"motion by Kim Young to Approve Finance Procedures as modified". Modification #2:
Section III under 2015-2016 Budget Planning *ODE instead of OED.

Board Vote: all ayes; **motion 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 with a waitlist of 24.
- We are in the middle of the state testing season and have had success with the new Chromebooks.
- Working on Celebration of Learning event. Invitations have been sent out to over 200 people, with invitations being hand delivered to Sherwood School District people.
- Teacher Evals are in process. Several steps in this process include:

- “Walk Through,” Discussion & Data, Keepers and Polishers, Goal Think Sheet, Teaching Behaviors, Goal Sheet Reflections, Pre-Conference Goal Setting, Conference, Final Observation, Formal Evaluation Growth Plan, Contract.
- No Safety Committee meeting this month due to scheduling conflict.
- Math Committee: The committee is waiting for Saxon Math to arrive so we can choose a pilot program. We have received Singapore Math, which was one program that we are waiting to research.

2015-16 Academic Calendar Discussion: K-8 must have at least 900 hours of seat time, and Middle School has 921 hours. Current year seat hours are as follows for elementary grades: K- 964 hrs, 1st- 975 hrs, 2nd- 964 hrs, 3rd- 986 hrs, 4th- 938 hrs, 5th- 926 hrs.

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

MOTION BY Steve Schweitzer to approve the 2015-16 School Calendar as presented by Joy Raboli:

Seconded by: Tee Ramos

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

III. Finance/Fundraising

Treasurer Kim Young led a **Review of April 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 ~86% and total expenses were ~72%.

EMS Substitute Contract: Kim Young completed research on EMS for future substitute services. EMS will:

- Recruit, screen, interview, and assign its employees.
- Collect and process all required information for new hire substitutes.
- Pay the assigned employees’ wages and provide them with the benefits that EMS agrees to pay them.
- Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers compensation benefits; handle unemployment insurance and workers compensation claims involving assigned employees.
- Provide District software support.

Use of EMS services will net SCS between a 5-7% savings over the course of the year.

Agenda Business Item: EMS Substitute Contract

MOTION BY Steve Schweitzer to accept the EMS Substitute Contract as presented.

Seconded by: Kim Young

Discussion: Need for authorize Joy Raboli to sign the set contract.

MOTION MODIFIED by Kim Young **TO INCLUDE:** Authorize Joy Raboli to sign substitute contracts. Modification Seconded by Steve Schweitzer.

Board Vote with modification included: all ayes; **motion passed.**

IV. Governance

Updates on Unfinished Business: List reviewed and updated.

Calendar items/Deliverables to SSD: Follow-up to make sure that the lease has been delivered to SSD.

Quarterly Policy Review:

Reviewed the following new and/or updated policies for potential implementation or change:

- DN, EBCB, EBCD, GBDA, GBM, JFG, JFG-AR, JHCD, JHCDA, JHCD/JHCDA-AR.
- Determined that GBDA did NOT need to be adopted. The rest received adoption as presented or as modified.

Agenda Business Item: Policy Review

MOTION BY Kim Young to adopt the following new policies:

- DN as presented.
- EBCB adopted as presented.
- EBCD adopted as presented.
- GBM adopted and as modified without bracketed language.
- JFG adopted with bracketed language to include:
 - Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the administrator.
 - School officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.
- JFG-AR adopted with following modifications:
 - Section 4c with bracketed language to include: Searches will generally be conducted by an administrator [or by other school personnel only as authorized by the administrator].
 - Section 5b & c to be omitted.
 - Section 6c with bracketed language to include: Unclaimed property may be disposed of in accordance with Board policy [DN - Disposal of Public Charter School Property].
- JHCD adopted as presented.
- JHCDA adopted as presented.
- JHCD/JHCDA-AR adopted with following modifications:
 - Section 5b 2 to be omitted.

Seconded by: Tee Ramos

Discussion: None

Board Vote: all ayes; motion passed.

Annual By-Laws Review: By-Laws review tabled to June meeting.

V. Facilities/Operations

Facility Liaison Report: Working with Tim Brandt to make sure that there will be an adequate amount of parking for the Celebration of Learning event.

Techonology Liaison Report: Chromebooks have been invalable for our testing.

Landscape Maintenance: After multiple bids, Aspen was selected and will begin the work soon.

VI. Board Development/PAC/Community Connections

PAC Report: No update this month. PAC meeting was running concurent with Board Meeting on this date.

Board Interviews/Elections: The Board conducted interviews of the following two candidates: Randy Nelson & Jill Rosenberg. The Board also took into consideration the survey results this year noting the high number of SCS parents currently serving on the Board. The Board made it a priority to attempt to fill open positions with non-SCS parents if possible. The Board filled one open position with Jill Rosenberg, but left the other open position to be filled at the June meeting. If no additional non-SCS candidates come forward, then position will be filled from remaining pool of SCS parent candidates.

Agenda Business Item: Election of New Board Directors

MOTION BY Brian Craker to elect the following nominees as Board Directors, with a two-year term beginning July 1, 2015:

- Jill Rosenberg for open position #5.
- Re-elect Kim Young for position #6.

Seconded by: Keith Halasy

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Business Item: Election of Board Chair

MOTION BY Brian Craker to elect Keith Halasy as Board Chair, for a one-year term beginning July 1, 2015.

Seconded by: Tee Ramos

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Business Item: Election of Board Vice-Chair

MOTION BY Tee Ramos to elect Jill Rosenberg as Board Vice-Chair, for a one-year term beginning July 1, 2015.

Seconded by: Kim Young

Discussion: None

Board Vote: all ayes; motion passed.

Agenda Business Item: Election of Board Secretary

MOTION BY Keith Halasy to elect Brian Craker as Board Secretary, for a one-year term beginning July 1, 2015.

Seconded by: Steve Schweitzer

Discussion: None

Board Vote: all ayes; **motion passed.**

Agenda Business Item: Election of Board Treasurer

MOTION BY Brian Craker to elect Kim Young as Board Treasurer, for a one-year term beginning July 1, 2015.

Seconded by: Tee Ramos

Discussion: None

Board Vote: all ayes; **motion passed.**

VII. Closing Items

Board Comments: None.

The next regular board meeting has been scheduled for Thurs., June 18th, 2015 at 6:30pm. This meeting IS in alignment with our regular meeting schedule.

Agenda Business Item: Adjournment of Meeting

MOTION BY Keith Halasy to adjourn the meeting at 9:07pm

Seconded by: Kim Young

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

VIII. Minutes Submission

*Recording and submission of minutes completed jointly by Board Member Tee Ramos and 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 June 18, 2015.)