



SHERWOOD CHARTER SCHOOL

23264 SW Main Street, Sherwood, OR 97140

Meeting of the Board of Directors: Thursday, August 20, 2015 – 6:30 pm

MEETING MINUTES*

I. Opening Items

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, August 20, 2015, in Building D 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 Secretary, Brian Craker.

Members Present: Brian Craker, Kim Young, Stephen Schweitzer, Jill Rosenbrg, Chris Gerlach, Joy Raboli

Members Absent: Keith Halasy, Tee Ramos

SCS Staff Present: Cindy Liljegren, Angela Havlinek

Public Present: Brenda Carlson, Renee Simas, Jim Farner, Michelle Henson, Amy Verkest

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

Agenda Additions:

MOTION BY Brian Craker to add agenda item 1D – Re-election of Board Director and Treasurer and 1E – July Action Items requiring review.

Seconded by: Steve Schweitzer

Discussion: None **Board Vote:** All Ayes, Motion Passed

Agenda Business Item: Re-election of Board Director and Treasurer

Brian Craker provided some background information. In June Kim Young emailed the board a letter of resignation, but after much discussion with the Board, Kim Young reconsidered her resignation. Of particular concern was the fact that there was no one trained to take over as treasurer, a necessary post on the Board and for the school. Kim Young agreed to stay on as Treasurer and train her replacement. Chris Gerlach has been gracious enough to come on as the Asst. Treasurer while preparing to eventually take over.

Unbeknownst to the board at the time, the board's by-laws state that Kim Young's resignation could not be revoked and thus her term automatically expired on June 30th. OSBA gave us some clarity on the issue at hand, and instructions of how to tie up this loose end. In order to continue to serve as Board Treasurer and train Chris Gerlach, Kim Young will need to be reinstated by a Board vote. It also means that we will need to re-vote any motions that were made by Kim Young during the month of July.

MOTION BY Jill Rosenberg to reelect Kim Young back to her original board position (#6).

Seconded by: Steve Schweitzer

Discussion: None **Board Vote:** All Ayes, Motion Passed

MOTION BY Steve Schweitzer to reelect Kim Young as Board Treasurer.

Seconded by: Jill Rosenberg

Discussion: None **Board Vote:** All Ayes, Motion Passed

Agenda Business Item: July Action Items Requiring Review

Brian Craker provided some background information on actions that took place in July that would need to be voted on again. There weren't any actions at the July 13th, July 14th, or July 20th meetings that needed to be re-addressed. There were two items at the July 30th meeting that would need to be voted on again.

MOTION BY Steve Schweitzer to adopt Singapore Math for K-5th and Core Focus for middle school for the 2015-16 school year.

Seconded By Jill Rosenberg

Discussion: None **Board Vote:** All ayes, Motion Passed

MOTION BY Chris Gerlach to allocate \$40,000 from the 2014-15 excess revenue (savings) to the 2015-16 budget to be used for the Singapore Math and Core Focus Curriculums, and the training for the new math curriculums, Core Knowledge, RIGGS and Excellence in Writing programs.

Seconded By Steve Schweitzer

Discussion: None **Board Vote:** All ayes, Motion Passed

Agenda Business Item: Approval of Minutes from 6.18, 6.30, 7.13, 7.14, 7.20, 7.30, 2015 meetings as amended.

Brian Craker mentioned the minutes for July 30th needed to be amended to reflect that the two motions made by Kim Young were reviewed and revoted on at the August 20, 2015 meeting.

Chris Gerlach suggested changes to the 6/18/15 minutes in the financial section to reflect % of revenue and % of expenses. Brian reminded the board that the minutes were to reflect that which was actually talked about at the meetings. Finance committee will review possible wording review for future meetings.

MOTION BY Kim Young to approve the minutes as modified.

Seconded by: Jill Rosenberg

Discussion: None **Board Vote:** All Ayes, Motion Passed

Public Comment:

Cindy Liljegren read a statement to the board that she had previously emailed to the board. Cindy has concerns about the all the curriculum changes that are taking place this year. (Cindy's statement is on file)

Brenda Carlson made public comment to thank the board for all their hard work and review of the school's curriculum. She is excited to see that RIGGS will be back in place.

Renee Simas read a statement to inform the board that her son will not be returning to SCS next year. One of her main concerns is that RIGGS is being brought back to SCS. She doesn't feel this is a good program. (Renee's statement is on file)

II. Academic Excellence

Principal/Administrator's Report:

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

- Enrollment is 215 (2 pending) with a waitlist of 67.
- Joy provided a staffing update to the board in her report, this information has not been sent out to the school community yet and asked that the board keep it confidential. All but one position has been filled.
- An update was given on the middle school listening session that took place. The report gives updates in the areas of Rigor, Humanities, Electives, Math and Houses.
- Smarter Balance preliminary test results were reviewed. Final scores should be out sometime this summer. The preliminary results show that SCS did well, exceeding the state and district in most grade levels.
- The summer task list shows many items have been completed. A couple left to take care of.
- The report gave the board a schedule of events for the upcoming month.
- Core Knowledge training has been difficult to get scheduled with the Core Knowledge Foundation due to timing. Joy has suggested that Shannon Peterka provide the initial training to the staff. Shannon has a lot of Core Knowledge experience and will do a great job. We can look at bringing in the Foundation for future trainings if needed.
- Discussion about the donation of old curriculum items being stored at the school. The board has discussion and determines that curriculum under \$500 in value may be donated.

III. Finance/Fundraising

Treasurer Kim Young led a **Review of June Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. June total income was ~104% and total expenses were ~97% of budgeted.

Treasurer Kim Young led a **Review of July Financials**, which included review of the Profit & Loss summary, Income Statement, Balance Sheet, Accounts Payable, aging Statement, credit card charges and checks written. July total income was ~8% and total expenses were ~2% of budgeted (as of July 30, 2015).

Approval of PEF Budget:

Kim Young presented the board with a suggested PEF budget. Kim and Joy had worked together to determine the appropriate budgets for each category.

MOTION BY Kim Young to approve the PEF Budget as presented.

Seconded by: Steve Schweitzer

Discussion: None **Board Vote:** All ayes, Motion Passed

Health Insurance Renewal:

Kim Young provided information to the board on the upcoming increase in the health benefit rates for the staff. It is a very small increase of 1.86%. This will be the final year the Affordable Care Act will allow us to "keep our plan". Next year we will have to move to new reformatted plans and can expect a rate increase of at least 20%.

MOTION BY Kim Young to approve the renewal of the health insurance policy as discussed.

Seconded by: Jill Rosenberg

Discussion: None **Board Vote:** All ayes, Motion Passed

IV. Governance

Updates on Unfinished Business: None.

Calendar items/Deliverables to SSD: Kim Young provided July financials to SSD by August 15th.

Quarterly Policy Review: The June 2015 quarterly policies updated were reviewed and discussed.

MOTION BY Brian Craker to approve the following policies as presented:

- AC G1
- JFCG/JFCH/JFCI G1
- JG G1
- JHCDA G1

Seconded by: Kim Young

Discussion: None

Board Vote: All ayes, Motion Passed

MOTION BY Brian Craker to approve the following policies as ammended:

- AC R G1
 - Page 1: Delete step 2;
 - Page 2: Prefer “administrator” over “director”; prefer “board chair” over “director”; PP2, strike sentence “may refer investigation to third party”; PP3, “Complaints against board chair...include Board Vice-Chair; PP4, include “in writing”
- GBK/JFCG/KGC G1
 - Page 3: PP1, Keep bracketed paragraph.
PP2, Strike bracketed paragraph “administrator will develop...”
- GCDA/GDDA G1
 - PP7 prefer “may” over “will not”.
 - PP8 prefer “may not” over “may”, strike “on a probationary basis”
- JFCG/KGC/GBK G1
 - Same changes in keeping with GBK/JFCG/KGC G1.
- JGD
 - Prefer “Student/Parent Handbook” over “code of conduct”
- JGE G1
 - Page 1, #1, include bracketed language “five”.
 - Page 2, #11, strike bracketed language “or designee”.
- JHCD/JHCDA R G1

- Page 2, #2f, include bracketed paragraph
- Page 4, #5a & 5b, prefer K-8 over K-12. Strike all of #5b2. Include all of 5g.
- Page 5, #7a, strike “school nurse.”
- KGB G2
 - Strike all of #22
- KGC/GBK/JFCG G1
 - Same changes in keeping with GBK/JFCG/KGC G1.
- KL G1
 - Version 1: Steps should be #1 Teacher, #2 Administrator, #3 Board.
 - PP8 strike bracketed sentence, “The Board may refer...”
 - PP9 “Complaints against board chair...include Board Vice-Chair.
- KL R G2
 - Page 1, PP2 prefer “administrator” and throughout this policy
 - Remove “The Director: Step Three.” Renumber “The Board” as “Step Three”
 - Page 2, PP4 strike bracketed sentence, “The Board may refer...”
 - PP5 “Complaints against board chair...include Board Vice-Chair.

Seconded by: Kim Young

Discussion: None

Board Vote: All ayes, Motion Passed

The following policies were reviewed and determined to either not apply or not be included at this time:
 GCBDA/GDBDA OR R (all versions), JEDA, JHCD/JHCDA R G2, JHCDA G2, KL G2, and KL R G1.

Charter Renewal Committee: No update

V. Facilities/Operations

Facility Liaison Report: Brian is working on Zero Point procedures.

Technology Liaison Report: Joy informed the board that the old lap tops we being sold and anticipates using the funds from the sale to upgrade the teacher’s lap tops. Kim Young asked about the 75 lap top bags that were purchased to go with the lap tops. Were those being sold also? No one was sure where those bags were and will look into it. Kim Young also asked who the laptops were being sold to, and were they being sold individually or bulk. Joy Raboli said they were all being sold to one company. The Smart Board installation costs will cost more than anticipated. Those funds will come from the technology budget.

VI. Board Development/PAC/Community Connections

PAC Report: Kim Young mentioned that Amy Verkest and Michelle Henson have offered to stop in as Co-chairs for the PAC this coming year. The first PAC meeting will be 9/17 @ 8:15 am.

Board Goals/Scorecard: It was discussed that a separate meeting would be needed to work on goal setting. The board would like to work on a plan to utilize the Scorecard tool. Joy would like to see a strategic plan by the end of the year.

VII. Closing Items

Board Comments & Communications: Joy commented on and thanked Cindy Liljegren for her public comment. Joy requested that the board respond to Cindy Liljegren and Renee Simas. Joy also reminded the board that she would like personnel updates to remain confidential.

Kim Young thanked Brenda Carlson for her public comments. Kim also mentioned that parents have seen job postings on the district's website and are aware of some of the changes taking place.

Brian Craker spoke about how much he has learned as a board member over the past year. He spoke about the information we received in the parent surveys and felt the board's decisions were made in the best interest of the school. Brian commended Joy for her written proposal to the board and her recommendations to return us to our roots. It was that document that was so encouraging to him.

The next regular board meeting has been scheduled for Thurs., September 17, 2015 at 6:30pm. This meeting IS in alignment with our regular meeting schedule.

Agenda Business Item: Adjournment of Meeting

MOTION BY Brian Craker to adjourn the meeting at 9:08 pm.

Seconded by: Jill Rosenberg

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

VIII. Minutes Submission

Great thanks to Board Treasurer ,Kim Young, for stepping in to take minutes as the meeting was being led by Brian Craker, Board Secretary.

*Recording and submission of minutes completed jointly by Board Treasurer Kim Young and by Board secretary, Brian Craker. These minutes were APPROVED by the Board of Directors on Sept. 17, 2015.