



23264 SW Main Street, Sherwood, OR 97140

**Meeting of the Board of Directors: Thursday, September 17, 2015 – 6:30 pm**

**MEETING MINUTES\***

**I. Opening Items**

The Sherwood Charter School Board of Directors met for its regular meeting on Thursday, September 17, 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 6:32 pm** by Chair, Keith Halasy.

**Members Present:** Keith Halasy, Jill Rosenberg, Kim Young, Stephen Schweitzer, Brian Craker, Tee Ramos, Joy Raboli

**Members Absent:**

**SCS Staff Present:** Cindy Liljegren

**Public Present:** Brenda Carlson, Renee Simas, Nicki Davis

The Pledge of Allegiance was recited by all present, and Jill Rosenberg read Sherwood Charter School’s Mission & Vision Statements.

**Agenda Additions:**

**MOTION BY** Brian Craker to make the following modifications to the Agenda: Add IIIC. Grant Writing Proposal; Move PAC Report from VI.A. to I.F.; Add III.D. Fundraising Ideas.

**Seconded by:** Steve Schweitzer

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

**Agenda Business Item: Approval of Minutes from 08.20.15 meetings**

**MOTION BY** Kim Young to approve the minutes as modified.

**Seconded by:** Brian Craker

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

**Public Comment:**

Cindy Liljegren—Appreciated the Back to School night and appropriate encouragement to parents. Brought up point that parents should also be cautioned to avoid contacting Ms. Raboli over the weekends with non-emergency issues.

Reneé Simas—Stated that they have returned to SCS. Leaving school (for a time) gave opportunity to revisit intangibles of SCS compared to larger school. Board expressed joy in their return.

**PAC Report: (Moved from VI.A.)** Nicki Davis reported that the new PAC board has been formed, and KIDS first letters have gone out. PAC Board has decided to cap amount given to Board at \$25,000, and allow parents to vote on where additional funds go throughout the year.

## II. Academic Excellence

### Principal/Administrator's Report:

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

- Current Enrollment for 2015-16 is 216, with 46 students currently on the waitlist. Enrollment numbers are still in flux with additional students possibly joining in the coming days.
- All teachers made all of the trainings, and the trainings went very well. Great participation and positive feedback from two weeks of intense training. Discovered that \$1,000 in additional materials (student binders) were required that were not originally anticipated for Excellence in Writing.
- RIGGS training was completed, but concerns that 2<sup>nd</sup> & 3<sup>rd</sup> grade students are not reading novels and doing letter sounds at this time. Concern could extend to DIBELS testing for areas that RIGGS does not cover. Supplemental elements will be needed if DIBELS testing benchmarks aren't reached.
- Singapore Math training was intense and fantastic, and Joy will work with teachers to help them follow this new program with fidelity. Would like to have the trainer out to do a parent training if budget allows.
- In a conscious effort to show appreciation and maintain teacher morale, Joy has utilized different methods from the "5 Languages of Appreciation in the Workplace" written by Gary Chapman & Paul White.
- HB 2186 now requires charter schools to adhere to the same educator evaluation requirements as all other public schools and districts in the state. The "Oregon Framework for Teacher and Administrator Evaluation and Support System" will supply the required elements for these evaluations. Joy is already aware and will advise during this school year, as the Board will need to develop or revise our current system. Alignment is required for the 2016-17 school year.
- Suggested use of Progress Monitoring with both DIBELS and easy CBM, which is free for schools to use in the State of Oregon. Progress Monitoring will assess current and projected skills while highlighting potential testing deficiencies that can be corrected earlier on in the school year.
- Had a great Back to School night!!! Classroom sessions were better attended than the general session, and teachers discussed their curriculum, new programs, ways to volunteer and events.

**Smarter Balance Update:** Test scores were released this afternoon. Joy printed out our test results, as well as the results for two additional public charter schools that we are closely aligned with (MITCH Tigard/Tualatin, and Cascades Heights). SCS was uniformly at the top in that comparison. Scores were in close alignment with Sherwood School District, with many scores above district averages. Concern for Cascades Heights scores in English, and potential alignment in RIGGS regarding those English scores (which means lack of true reading program.)

## 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 ~15% of budgeted and total expenses were ~9% (as of August 31, 2015).

Joy reported that she was able to save \$480 on installation cost of new smart board in 4<sup>th</sup> grade class. Had to replace a lot of furniture though for the beginning of the year, and already went through the \$1,000 furniture budget. Requested additional \$1,000 for remained of the year.

**Furniture Line-item Addition: Increase furniture line-item from \$1,000 to \$2,000.**

**MOTION BY** Kim Young .

**Seconded by:** Steve Schweitzer

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

**Dental Policy Renewal:** Dental rates are going up only \$2.48/employee/month, and is within the budgeted range for the school year.

**Agenda Business Item: Dental Policy Renewal**

**MOTION BY** Kim Young to approve Dental Policy Renewal rates with IHC Health Solutions.

**Seconded by:** Steve Schweitzer

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

Jill Rosenberg then shared with the Board her research regarding future insurance planning for the school.

With Jill's background as a business owner and work in the public health sector, she is aware of additional discounts and tax incentives available to both the school and the employees (teachers included). Board expressed it's thanks for her research and desire to look into this further when medical insurance renewal comes up in the future.

**Grant Writing Proposal:** Brian spent part of the summer break researching professional grant writing services with particular focus on charter school funding. After researching over 30 grant writing organizations and individuals and contacting potential matches, he was only able to identify one that had specific expertise with public charter school. Brian shared some background information regarding Grant Strategies LLC of Rochester, MN and excerpts from a proposal submitted by Shirley M. Nelson, MA, MPH. Board asked follow-up questions to be answered by Ms. Nelson and requested two additional bids for comparison (By-Laws requirement). Board expressed general support for need for grant writing services to accomplish current and future capital improvements.

**Fundraising History Discussion:** New Board Director Jill Rosenberg inquired about current fundraising programs for SCS. Role of the PAC in fundraising was explained, and Nicki Davis (PAC Board Rep) was able provide further details of particular efforts that occur throughout the school year. The Board expressed it's appreciation for all the hard work the PAC Board and volunteers put in during the year for this important work that helps close the financial gap of partial state funding.

## IV. Governance

**Policy Review of AC-AR, KL, & KL-AR:** OSBA suggests that we reconsider the inclusion of the sentence “The Board may refer the investigation to a third party” in the policies AC-AR, KL, & KL-AR. The reason for this inclusion will be to permit the Board to refer if a complaint is received and all members of the staff and/or Board are somehow affected or connected to the complaint. Board agrees with the OSBA advice.

**Agenda Business Item: By-Laws Revision**

**MOTION BY** Brian Craker to ammend policies AC-AR, KL, & KL-AR to include the sentence “The Board may refer the investigation to a third party.”

**Seconded by:** Jill

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

**Charter Renewal:** Working on an action plan, with next step to submit a letter to the district during the month of January 2016. District will have 20 days to respond with questions, changes or repairs. Once agreement on charter, we begin contract renewal on 5 or 10 year basis. Should consider asking for increase in revenue sharing, as well as automatic renewal in the future.

## V. Facilities/Operations

**Facility Liaison Report:** Brian Craker worked directly with Pastor Rich, Joy Raboli, and the shared classroom teachers (K, 1<sup>st</sup> & Music) to come up with layout plans for room rearrangement over the weekends. Currently in trial run of those plans and will have final layouts printed and on the walls of each classroom within a week.

Concern that garage sale kept school from being able to utilize the gym or other indoor space for lunch or recess during the rain. Is there a way to have the garage sale during the summer? Created a significant hardship for the school.

Kim alerted the Board to having identified a problem with the drop-off/pick-up back-ups in the parking lot and spilling onto Main St. Issue is that there is only one exit lane and those needing to turn left are delayed so long that it causes everyone behind them to be stuck. Suggested placing a “no left turn sign” for parking lot exit (specifically for school pick-up/drop-off hours) to help alleviate the problem in the short term. Brian also mentioned that in discussions with Pastor Rich that the church would be open to having the driveway to Main St. widened to allow two exit lanes if funds for the project could be secured by the school. Decided that a “No Left Turn” sign would be the best short-term solution and then begin looking into cost estimates and city input on driveway expansion.

**Techonology Liaison Report:** Technology going fine, but one issue with security cameras not working properly. Attempting to find issue and correct. Also working on issue with sound level of the sirens and making sure it reaches all classrooms.

**Website Review:** Many areas are updated, but need to find a way to highlight our mission and vision of the school, as well as finish updating Board section of website.

## VI. Board Development/PAC/Community Connections

**PAC Report:** (Moved to I.F.)

**Staff Appreciation Lunch:** Tee commented how Joy and teachers put in considerable time in training and prep during training weeks, and suggested that Board host an appreciation lunch for the staff. December 4<sup>th</sup> was suggested and will be confirmed by Joy.

**Discussion of Goals:** Tabled for this meeting. Keith has suggested that prep work needs to be done on this, and the Board as scheduled a work session on Oct. 8<sup>th</sup>.

**Student/Family Exit Survey:** Reviewed exit survey sample that Tee Ramos had prepared from last summer. Comments were made and Tee will update and bring changes to upcoming Board meeting.

## VII. Closing Items

**Board Comments & Communications:** Great thanks was given to Joy from the Board for all her work in facilitating the needed school and curriculum training for the teachers this year.

### **Agenda Business Item: Adjournment of Meeting**

**MOTION BY** Keith Halasy to adjourn the meeting at 9:03pm

**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. These minutes were APPROVED by the Board of Directors on Oct. 15, 2015.